

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD**

June 3, 2020

2:00 P.M. Public Session

The YECA Governing Board met on Wednesday June 3, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:00 p.m.

This meeting was formatted to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), was available at the following link:

Teleconference Options to join Zoom meeting:

By PC: <https://us02web.zoom.us/j/84256097223>

Meeting ID: 842 5609 7223

Or

By Phone: (669) 900-6833

Meeting ID: 842 5609 7223

PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director,

Via Zoom: John Donlevy, City of Winters, Rebecca Ramirez, Yocha Dehe Wintun Nation,

ABSENT: None

Entry No.2

Minute Order No. 2020-15

Approval of the Agenda - [The Agenda was approved as presented](#)

MOTION: Lopez SECOND: Binns AYES: Binns, Donlevy, Lopez, Ramirez, Kaff,

Entry No. 3

Announcements - None

Entry No. 4

Public Comment - None

Entry No. 5

Minute Order No. 2020-16; Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the May 6, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Delta Wireless Radio Maintenance Extension Three -Year Service Agreement
- e. FY20 Budget Adjustments

MOTION: Lopez SECOND: Donlevy AYES: Kaff, Binns, Donlevy, Lopez, Ramirez

Entry No. 6

Minute Order No. 2020-17; FieldOps Mobile CAD Application for Field Users – [Voted Item-Option #2 Approved](#)

- a. Staff summary outlining additional access through tablets for CAD data

Billy Keen YECA I.T. Manager presented: upgrade CAD system; Fixed the issue of the application that was preventing us to move forward. YECA can begin testing, seeking direction from the board for the preferred licensing cost allocations.

For Initial testing - reached out to all participating agencies. Estimating 43 initial licenses with a potential increase of 208 at full implementation, these numbers are budgetary and estimate. Could be lower depending on each departments application use or larger if choose to further application.

Benefits – application provides access to CAD data, call per service, unit location data, android, iPhone, IPAD, give capability of having a mobile application & not requiring a full computer within the vehicle for the officer or Fire.

Dena Humphrey Executive Director implementation suggestion- Appoint fiscal agent for the departments as well CAO for the voluntary fire departments and move forward invoicing the member agency for cost allocations and follow up with reports next budget cycle next year to the JPA Board to know where the numbers are with data. For the initial cost move forward and in the interim get authorization from each fiscal officers which this would offer more of an approval process.

Licensing Cost Options:

YECA is seeking direction on the preferred option to allocate agency licensing costs for the Field Ops mobile application. YECA currently does not have these costs budgeted in the FY21 budget. All license costs are subscription based and due for renewal annually. Testing phase license cost is estimated at \$5,160.00 and could increase to \$26,760.00 annually at full implementation.

Costs would be dependent on the amount of request for each license by each agency and subject to growth. Agency exception would apply to outside contracts e.g., UCD Fire, since they are not included in the member cost formula. All outside contracted agencies would need to be billed separately.

Option #1: Costs for initial licensing will be invoiced to the respective agency, while annual license renewal cost will be budgeted within YECA’s operating budget.

Option #2: Costs for all licensing will be invoiced to each respective agency for initial purchase of license and thereafter for the annual renewals.

	Initial Purchase of Licenses	Annual Renewal Costs
Option #1	Member Agencies	YECA
Option #2	Member Agencies	Member Agencies

Approved for Option #2 with YECA Executive Director Dena Humphrey direction of approval process.

MOTION: Donlevy SECOND: Binns AYES: Kaff, Binns, Donlevy, Lopez, Ramirez,

Entry No. 7

Minute Order No. 2020-10; FY20/21 Final Budget – Voted Item - Approved

a. FY20/21 Budget

This year’s budget for FY20/21 captures the operational costs for current staffing of 46 FTE’s. The FY21 budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total budget for FY20/21 is \$6,836,246 with an allocation to partners of \$5,843,741 for operations and maintenance plus \$367,505 for the scheduled debt service payment (the scheduled debt service payment will be paid fully Nov 2025). The use of surplus funds \$300k, \$90k transfer from Capital/Special Projects fund and revenue from the UCD Fire contract \$75k, Arbuckle Fire \$40k, and grants/reimbursements \$120k, brought a total reduction of \$625k, to the member allocations.

The agency realized a \$550k fund balance, as a result of vacancies and carryovers from prior years, as noted in the FY18/19 Financial Audit. As a result, the agency proposes the following use of funds:

To offset member shares for FY21, the use of \$300k from fund balance was built into the FY20/21 Budget. A one-time purchase of \$35k, use of fund balance was recently approved by the Board to buy equipment for YECA’s evacuation plan for FY20. To replenish the Equipment Contingency Fund back to original balance, the use of fund balance of \$47k will bring the fund back to \$50k. Purchases were made from this fund to address the Fire station toning issues. The JPA Board set the goal of having 20% of the operating budget set aside in the General Reserve fund. The current balance is \$900k, reflecting 14% of the operating budget. Increasing the fund by \$168k, will bring the General Reserve to \$1,068,000, reaching 89% of the Board’s goal.

- b. FY20/21 Capital Investment Plan (CIP) see Agenda Item #7. b 5-year projection
- c. FY20/21 Authorized Positions Table-see Agenda Item 7.c Board’s direction to fill 3 vacant positions and float the remaining vacancies.

MOTION: Ramirez SECOND: Donlevy AYES: Kaff, Binns, Donlevy, Lopez, Ramirez,

Entry No. 8

Next Scheduled JPA Board Meeting – TBD – No meeting in July 2020; Next meeting August 5, 2020

Entry No. 9

Items for Future Agenda

**Entry No. 10 Meeting Adjourned at 2:40 p.m.
Minutes submitted by Eloise Austin**