

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD  
March 4, 2020  
MINUTES**

The YECA Governing Board met on Wednesday March 4, 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.

**PRESENT: Primary Board Members:** Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County, John Donlevy, City of Winters, Rebecca Ramirez, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director,

**Entry No.2**

**Minute Order No. 2020-01**

**Approval of the Agenda** - The Agenda was approved as presented

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

**Entry No. 3**

**Minute Order No. 2020-02; Announcements –**

- a. The National Public Safety Telecommunications Week runs from April 12<sup>th</sup> – 18<sup>th</sup>. This is a nationally recognized time for citizens and co-workers alike to show their appreciation for professionals in the field of Public Safety Communications. - **Dena Humphrey presented National Public Safety week is always in the month of April, which nationally recognizes Public Safety Communicators by citizens and co-workers.**
- b. The Organization of Public Safety Telecommunicators (O.P.S.T.) will be recognizing the outstanding work for our Public Safety Dispatchers at this year’s banquet held at the Thunder Valley Casino in Lincoln on Saturday April 4<sup>th</sup>. Tickets are \$50 each, and can be purchased by emailing Molly Scott [mscott@yolo911.org](mailto:mscott@yolo911.org) -**Dena Humphrey presented Board Members to the OPST banquet that honors and presents the Dispatcher of the Year with an award. Formally invited Board members to attend and join in on the event.**
- c. Laura Swink, Dispatcher III is being recognize for her outstanding performance during a life save. Her calm and steady CPR instructions given to the patient’s family member contributed to a successful outcome. - **Operations Manager Leah Goodwin presented to the board commendation to Laura Swink decisive action in saving a life and outstanding performance. Board members also recognized Laura for outstanding service to the community.**

**Entry No. 4**

**Public Comment - None**

**Entry No. 5**

**Minute Order No. 2020-02; Consent Agenda**

- a. Approval of the Minutes from the November 14, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2019 4<sup>th</sup> Quarter – Dispatch to Que Report
- e. 2019 Annual Calls for Service Report

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

**Entry No. 6**

**Minute Order No. 2020-03; Old Business – Information Only**

- a. General discussion on countywide Records Management System – **Dena Humphrey presented member agencies RMS operating independently and moving forward on individual timelines. Board agreed to remove topic from the agenda and revisit in the future.**
- b. General Discussion on YECA Building – **Dena Humphrey presented – asked for direction from the Board after reviewing Comstock November Assessment. Chair Derek Kaff commented since new board members and re-organization in staff will need to review and meet with City Manager. Member John Donlevy directed to submit a plan and cost to include in the budget. Member Ramirez inquired on possible funding and asked YECA to submit for funding to Yocha Dehe.**

**Entry No. 7**

**Minute Order No. 2020-04; FY18/19 External Audit Presentation by Richardson & Company, CPA's – Informational Only**

- a. FY18/19 Fiscal Audit Report – Attachment – **Ingrid Shepline, CPA presented- provided Independent Auditor's Reports and a handout of Summary of Fiscal Year 2018/19 Audit results.**
  - Audited Financial Statements with auditor's opinion
  - Internal Control and Compliance Reports
  - Required communications letter
  - Management letter with recommendations

**Ingrid communicated to Board members overall clean Audit and in great financial condition**

**Entry No. 8**

**Minute Order No. 2020-05; YECA Organizational Overview – Informational Only**

- a. High level overview of organization per section – **YECA Managers will give overview of the organization by department to Board Members to present functionality of each department within YECA organization.**
  - Executive Director **Dena Humphrey presented overview of Administration**
  - OPS Manager **Leah Goodwin presented overview of Operations**
  - I.T. Manager **Billy Keen presented overview of Information Technology**

*Adjourned for close session 3:10 p.m. - Reconvened at 3:55 p.m.*

**Entry No. 9 -**

**Minute Order No. 2020-06; Closed Session -**

- a. Public Employee Performance Evaluation (GC54957) Position Title: Executive Director

**Chair Derek Kaff – No action taken**

**Entry No. 10**

**Next Scheduled JPA Board Meeting – April 1, 2020 @ 2:00 p.m. 35 N Cottonwood St, Woodland**

- a. Unable to meet at Woodland PD due to all staff meeting. Alternate location proposal is to hold meeting at YECA to accommodate multiple special employee recognitions.

**Items for Future Agenda:**

- a. Dispatcher of the Year
- b. Mission Critical Continuity of Operations Assessment & Presentation
- c. Proposed FY21 budget
- d. New Accounting System Project Update

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

Adjournment: **Meeting Adjourned at 3:58 p.m.**  
Minutes submitted by Eloise Austin