

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

May 22, 2019

**MINUTES**

The YECA Governing Board met on Wednesday May 22, 2019 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland. Chair Luis Soler called the meeting to order at 2:12 p.m.

**PRESENT:**    **Primary Board Members:** Luis Soler, City of Woodland, Tom McDonald, City of West Sacramento, Gary Fredericksen, Yocha Dehe Wintun Nation, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director,

**Alternate Board Member:** John Miller, City of Winters

**ABSENT:**     John Donlevy, City of Winters

**Entry No. 2**

**Minute Order No. 2019-25 Public Comment - None**

**Entry No. 3**

**Minute Order No. 2019-26: Announcements** -Chair Luis Soler presented Service Certificates

- a. Agency Service Awards acknowledging the following employees:
  - o 30-years Tammy Leggins
  - o 25-years Dave Hetland
  - o 20-years Kim Soares

**Entry No. 4**

**Minute Order No. 2019-27; Approval of Agenda**

The Agenda approved as presented

**MOTION: Lopez SECOND: McDonald AYES: Soler, Fredericksen, Miller, McDonald, Lopez**

**Entry No. 5**

**Minute Order No. 2019-28; Consent Agenda**

The Consent Agenda approved as presented

- a. Approval of the Minutes from the April 3, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. CalPERS – Pay Schedules 2019-2021
- e. FY19 Budget Adjustment – CalPERS Additional Payment
- f. 2019 1<sup>st</sup> Quarter – Dispatch to Que Report

**MOTION: Lopez SECOND: Fredericksen AYES: Soler, McDonald, Miller, Fredericksen Lopez**

**Entry No. 6**

**Minute Order No. 2019-29; Old Business – Informational Only-** Dena Humphrey, Executive Director presented

- a. General discussion on countywide Records Management System

Board agreed to keep Records Management Systems on future agenda.

**Entry No. 7**

**1. Minute Order No. 2019-30; YECA Building Infrastructure Cost Assessment Presentation – Information only** –YECA Dispatch Move Evaluation provided to the Board by CSI.

- a. CSI Report presented and prepared by Craig Trygstad

**Discussion:** After presentation from Craig Trygstad Board members agreed Executive Director Dena Humphrey continue to move forward and provide additional information and budgetary cost of:

- Construction of Building
- Design of Dispatch Center – board suggest to visit other dispatch centers for design and architectural cost
- Comparison of actual construction cost between Cottonwood & Willow springs
- City Managers to give direction – Dena Humphrey will reach out to John Donlevy arrange tour of facility.

**Entry No. 8**

**1. Minute Order No. 2019-31; LAFCo JPA Service Review for YECA – Information only** – JPA Service Review for YECA; Yolo LAFCo adopted March 28, 2019; Resolution No 2019-03 provided to the Board Members.

- a. Service Review Report presented and prepared by Christine Crawford

**Discussion:** **Item# 6** Board questioned why Robbins Fire District not paying their share for Dispatch Services;

**Item#9** YECA considering their own financial system; Dena Humphrey presented to the board findings with Central Square partnering with different software suites with startup cost of \$6,000 and \$2,000 per year thereafter which is affordable to implement the transition. YECA will be implementing the transition of payroll January 2020 and General Ledger accounting July 1, 2020. YECA will remain with Yolo County Treasury Department for banking services.

**Item#11** Board members were in agreement JPA Board Meetings opened to the Public. Should be held in a Secured facility that accommodates the public to attend and not at YECA site 35 N Cottonwood Street for security reasons. Dena Humphrey agree to check for locations to hold public Board meetings.

**Item#12** *Should member agencies be represented by executive staff or elected official level?* Christine Crawford clarified for the board this was only a recommendation and there are no penalties involved. Board communicated YECA JPA Board Member John Donlevy is a City Manager who provides financial direction. YECA will be reaching out to City Managers for a tour of the facility. Christine Crawford asked for an invite when with the city managers facility tour.

**Entry No. 9**

**Next Scheduled JPA Board Meeting – TBA**

**MOTION ADJOURN: McDonald SECOND: Fredericksen AYES: Soler, Lopez, Miller, Fredericksen McDonald**

**Entry No. 10**

**Items for Future Agenda**

-RMS update

**Entry No. 11**

**Adjournment**

Meeting Adjourned 3:10pm

Minutes submitted by: Eloise Austin, Recording Secretary