

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

March 6, 2024

2:00 P.M.

Minutes

The YECA Governing Board met on Wednesday March 6th, 2024 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Chair Binns called the meeting to order at 2:01pm.

PRESENT: Primary Board Members: Dena Humphrey, YECA Executive Director, Kim McKinney, City of Woodland, John Miller, City of Winters, Shawn Kinney, Yocha Dehe Wintun Nation, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County

Entry No. 2

Minute Order No. 2024-11

Approval of the Agenda - [Approved](#)

MOTION: Lopez SECOND: Kinney AYES: Kinney, McKinney, Binns, Miller, Lopez

Entry No. 3

Announcements

- a. Introduction of new staff member Holly Zink, Sr. Accounting Technician

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2024-12

Approval of Consent Agenda– [Approved](#)

- a. Approval of the Minutes from the December 6, 2023, Regular Meetings
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2023 4th Quarterly Law & Fire Dispatch to Que Call Stats
- e. 2023 Annual Calls for Service Report
- f. After-Hours Coverage Amended Staff Summary for Additional New Holidays

Board Member McKinney requested item 5f be amended to exclude the City of Woodland as they do not recognize the additional new holidays. Revised board summary letter was submitted to the board for approval.

Board Member Lopez expressed concern that YECA is still providing After-hours coverage for West Sacramento Police Department and the liability that YECA is carrying by doing Records management tasks.

MOTION: Lopez SECOND: McKinney AYES: Kinney, Miller, McKinney, Binns, Lopez

Entry No. 6

FY22/23 External Audit Presentation by Richardson & Company, CPA's – *Info Only

- a. FY22/23 Fiscal Audit Summary
- b. FY22/23 Governance Letter
- c. FY22/23 Management Letter
- d. FY22/23 Fiscal Audit Financials – Attachment

Brian Nash from Richardson and Company, CPA's provided an overview summary of findings from annual Audit. Overall they found no compliance issues or issues with internal controls and had no difficulties in performing the audit.

Entry No. 7

Old Business

- a. YECA Dispatch Room Remodel Update
- a. Live911 Implementation Status Update

ED Humphrey shared a status update on remodel project. YECA staff has been working with Yolo County on preparing plans and building the solicitation package to go out to bid. Architectural, Electrical and Mechanical engineering plans have been completed.

IT Manager Billy Keen shared an update on Live911 implementation. Software programming, Procedures and Training Materials have been completed and delivered to member agencies to share with teams for deployment. Go-live date pending completion of training for dispatch staff.

Entry No. 8

FY24/25 Proposed Draft Budget & Presentation – *Info Only

- a. FY24/25 Proposed Budget
- b. FY24/25 Proposed CIP Summary
- c. FY24/25 Proposed CIP 3-Year Forecast
- d. FY24/25 Proposed Position Table
- e. IT Extra-Help Staff Summary

ED Humphrey presented Surplus Fund Balance Proposal ideas, five-year projections for member contributions, OPEB and CalPERS were presented, and three year CIP projection.

Board Member Lopez requested the \$125k, surplus funds to be increased into the General Reserve opposed to the Capital Reserve to meet the Board's goal of 20% of operating expense.

ED Humphrey noted that Records checks counts were updated with greater accuracy as new software was implemented January of 2023. New reports resulted in an increase contribution for Yolo County.

IT Manager Billy Keen provided statistical update on Extra-Help position after seven months of work. Proposed budget includes funding the IT Extra-Help position through FY24/25.

ED Humphrey will bring the budget as-is to the next board meeting as a voted item with the requested surplus fund changes.

Entry No. 9

Next Scheduled JPA Board Meeting Date: April 3, 2024

Entry No. 10

Items for Future Meeting Agenda

- a. FY24/25 Budget

Entry No. 11

Meeting Adjourned at 3:15p.m.

Minutes submitted by Billy Keen