

**Agenda Item: 5.a**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD  
February 7, 2018  
MINUTES**

The YECA Governing Board met on Wednesday, February 7, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 2:06 p.m.

**PRESENT:** Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, Tom McDonald, City of West Sacramento, John Donlevy, City of Winters, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director.

**ABSENT:** Luis Soler, City of Woodland,

**Entry No.2**

**Minute Order No. 2018-12: Public Comment**

None

**Entry No. 3**

**Announcements –**

Leah Goodwin Operations Manager congratulated in receiving certification from National Emergency Number Association (NENA) earning her Emergency Number Professional (ENP).

Dena Humphrey, Executive Director presented- The ENP Certification demonstrates a mastery of the comprehensive knowledge base for emergency number program management and confirms her commitment to the 9-1-1 profession. Leah is the first Operations Manager in this Agency to receive the ENP certification. Chief Gary Fredericksen also added that it also helps to raise industry standards such as CALEA Accreditation - nice job Leah.

**Entry No. 4**

**Minute Order No. 2018-13; Approval of Agenda**

The Agenda approved as presented.

**MOTION: Donlevy SECOND: Lopez AYES: McDonald, Fredericksen, Lopez, Donlevy**

**Entry No. 5**

**Minute Order No. 2018-14; Approval of Consent Agenda**

The Consent Agenda approved as presented.

**MOTION: Donlevy SECOND: Lopez AYES: McDonald, Fredericksen, Lopez, Donlevy**

**Entry No. 6**

**Minute Order No. 2018-15;**

**Old Business - After- Hour Records Discussion – Requested by Chief McDonald**

Billy Keen IT Specialist II informational only- provided information on the benefits of a consolidated RMS system within the respective member police agencies and for the additional benefits for Dispatch staff of using just one system.

Board Member Tom Lopez addressed concerns in rising cost to the County due to duplication of efforts and the Sheriff department receives no benefits.

Dena Humphrey, Executive Director presented the manner following Board direction for the approval to be included in the budget process.

***Prior discussions & Approvals JPA Board Meetings:***

**August 2, 2017 Minutes: Entry No. 7-Minute Order No. 2017-32**

~YECA Staffing Proposal Addressing after Hour Records needs- **Information Only**

a. YECA Proposal to Staff After-Hours Records- Executive Director Dena Humphrey presented as noted in the proposal cost for (3) FTE Call Taker's is \$195,000, suggested 50/50 split ratio; 50% to the three member agencies for after-hour coverage and the remaining 50% allocated through normal means with the new accounting method to account for the other half of the time spent answering phones, running checks, assisting with resources to free up the Dispatchers.

**November 1, 2017 Minutes Entry No. 6 Minute Order No. 2017-40;**

~*Old Business - After-Hours Follow-up Discussion – Seeking Board Direction for Next Steps*

Executive Director Dena Humphrey presented After Hour Records summary of events and current standing.

Operations Manager Leah Goodwin stated latest update and has not been invited to attend any additional meetings with the Record Managers staff with other agencies. Executive Director Dena Humphrey asked for direction from the Board for next steps.

**Discussion:** Board member John Donlevy stated sufficient time has been given to all agencies to provide a solution and proposal to address additional staff needed for after-hours records. Therefore, so moves to accept YECA proposal and to add cost to upcoming budget.

**MOTION: Donlevy SECOND: Soler AYES: Fredericksen, Soler, Donlevy**

**Entry No. 7 YECA Dispatch Services Agreement for UC Davis Fire Department**

**Minute Order No. 2018-16;** Dena Humphrey, Executive Director presented

a. Staff Summary Report seeking approval to offer dispatch services to UCD Fire Dept.

**Motion Passed @ 2:27pm: Agenda Item: 7.a,**

The contract term is from July 1, 2018 – June 30, 2023. This agreement includes a 4% increase for each year of the five-year agreement and provides approximately \$70k of revenue per year to YECA. The contract was approved as to form through Yolo County Counsel's office and approved through UCD's Procurement & Contract Services Division. Full rates for services and one-time implementation costs are shown in Exhibit A, Service & Costs Plan.

**MOTION: Lopez SECOND: Donlevy AYES: McDonald, Fredericksen, Lopez, Donlevy**

**Entry No. 8**

**Closed Session**

Board Chair Gary Frederickson adjourned the meeting to Closed Session at 2:28 pm

- a. Conference with Labor Negotiator (CG54957.6) Agency Representative: Darrell Murray  
Employee Organization: Yolo Communications Dispatchers Association (YCDA) Conference  
with Labor Negotiator:

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

Open Session resumed 3:32pm

**Entry No. 9**

*March 7, 2018 JPA Board Meeting has been cancelled; Due to Special Closed Session Board Meeting Feb. 23, 2018;*

**Next Scheduled JPA Board Meeting April 4, 2018.**

**Entry No. 10**

**Items for Future Agenda**

- a. FY19 Budget Proposal
- b. Nokia Microwave Project Update
- c. New Personnel Policy for Re-Hires

**MOTION: McDonald SECOND: Donlevy**

**Meeting Adjourned 3:34 p.m.**

**Minutes submitted by: Eloise Austin, Recording Secretary**