

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

January 10, 2019

MINUTES

The YECA Governing Board met on Thursday, January 10, 2019 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland.

Chair Luis Soler called the meeting to order at 2:04 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.

ABSENT: John Donlevy, City of Winters

Entry No.2

Minute Order No. 2019-01 - Public Comment- None

Entry No. 3

Minute Order No. 2019-02: Announcements -None

Entry No. 4

Minute Order No. 2019-03; Approval of Agenda

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

Entry No. 5

Minute Order No. 2019-04; Approval of Consent Agenda

- a. Approval of the Minutes from the November 7, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

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

Entry No. 6

Minute Order No. 2019-05; Informational only

Old Business – Executive Director Dena Humphrey presented

General discussion and current status update of YECA building – provided the Board with CSI Assessment of number of hours for Engineering services for a new site or expanding existing site.

Discussion: Co-Chair Tom McDonald asked if all City Managers were aware of future potential cost allocations for new building project.

Entry No. 7

Minute Order No. 2019-06; FY17/18 External Audit Presentation by Richardson & Company, CPA's – Informational Only – Presented by Ingrid Sheipline, CPA

Disclosure: Ingrid Sheipline, CPA advised her presentation was an Unmodified Opinion-

FY17/18 Fiscal Audit Report – Independent Auditor's Report was provided to each board member. Identifiers in the presentation:

- OPEB liability will continue to grow; YECA does not have a pre-funding plan; pay-as-you-go.
- Statement of Revenues, Expenditures, and change in Fund Balance;
- Discussed Budget to Actuals

A deficiency in internal controls exist due to YECA Accounting system relies on the County operation and design in accounting functions, which doesn't always allow management to prevent or detect and correct misstatements on a timely basis. Executive Director Dena Humphrey is looking into purchasing accounting software for better internal controls. Overall it was declared "a clean audit."

Entry No. 8

Minute Order No. 2019-07

Yolo County Counsel Presentation by Hope Welton – *Voted Item 8.b

- a. Presentation covering the details of the Ralph M. Brown Act- **Informational only** provided handouts and overhead slide presentation
- b. Adoption of amending YECA's Conflict of Interest Code -**Voted Item-Approved**
~present to the Board of Supervisors mid-February or by March.

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

Entry No. 9

Minute Order No. 2019-08 FirstNet Presentation – Informational only

Kristi Mercado to provide a brief presentation on FirstNet the First Responder Network

Discussion: Primary concern Board Members addressed is adequate coverage, cost, is the Network secure, how to monitor misuse and will the network be able to handle high traffic volume.

Entry No. 10

Minute Order No. 2019-09 Emerging Technology Allowing Users Access to CAD via Tablet Devices –I.T. Manager Billy Keen presented- Informational Only

- a. Staff summary outlining the details of Tri-Tech CAD Tablet Licenses

Tri-Tech acquired a new Technology company to accommodate mobile devices at a reasonable cost. Initial Implementation is \$1,400 per account and \$120 per user annual subscription. Executive Director Dena Humphrey agreed YECA to pay the Implementation cost to set up the account.

Entry No. 11

Next Scheduled JPA Board Meeting; Thursday March 7, 2019

~February 6, 2019 JPA Board Meeting Cancelled.

Entry No. 12

Items for Future Agenda

- Draft FY20 Budget
- Status update of YECA Building

Entry No. 13

Adjournment

Meeting Adjourned 4:15 pm.

Minutes submitted by: Eloise Austin, Recording Secretary