

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD

October 2, 2019

MINUTES

The YECA Governing Board met on Wednesday October 2, 2019 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Tom McDonald called the meeting to order at 2:00 p.m.

PRESENT: **Primary Board Members:** Tom McDonald, City of West Sacramento, Derrek Kaff, City of Woodland, John Donlevy, City of Winters, Gary Fredericksen, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director,

ABSENT: Tom Lopez, Yolo County

Entry No. 2

**Minute Order No. 2019-39; Approval of the Agenda**

The Agenda approved as presented

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

Entry No. 3

**Minute Order No. 2019-40; Announcements**

Chair Tom McDonald, Police Chief of West Sacramento Police Department, announced his retirement effective November 1, 2019. Board Member Gary Fredericksen on behalf of the JPA Board expressing thanks, appreciation for his time and service on the JPA Board and presented Chair Tom McDonald with commemorative plaque & flowers.

-Chair McDonald expressed his thanks, appreciation and gratitude for the 911 Dispatchers on their contribution on every call; he also thanked YECA Director Dena Humphrey for everything she has contributed serving on the board.

**Entry No. 4**

**Minute Order No. 2019-41; Public Comment - None**

*Note: Board member Gary Fredericksen motioned to jump ahead to skip Item #5 Consent Agenda Item #6a,6b and move to Item#6.c, Voted- Item #7, Voted-Item#8 then return to tabled items. - Board so moved to table Item#5, Item#6a, 6b and return for review.*

**Entry No. 5**

**Minute Order No 2019-45 -Consent Agenda – approved as presented**

- a. Approval of the Minutes from the September 4, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update is not available pending FY20 Budget uploads
- d. Agency FY19 Surplus Report & FY20 Capital Asset Removal List

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

**Minute Order No. 2019-42 - Old Business – Information Only**

6. c. General discussion on YECA Building – Dena Humphrey presented – At last Board Meeting Sept 2, 2019 Hosted the City Managers on a tour of the 911 Dispatch facility. As agreed provided city managers assessment reports of new building and options of different sites. Met with Board member John Donlevy on repurposing existing building for possibly ½ the cost instead

of moving to a different site. Dena Humphrey met with the Comstock Johnson Architects obtained a quote of \$11,474 for their professional services and will provide a report with assessment on November 6, 2019 JPA Board Meeting. Board gave concurrence of expenditure for architects professional services.

**Minute Order No. 2019-46 - Old Business – Information Only**

6. a. General discussion on countywide Records Management System – Billy Keen presented - informational only. No changes, agencies will not be interfacing RMS at this time.
- b. Radio project update for Rumsey Radio Site- Billy Keen presented – Solar site up and running, has coverage up to 3 miles beyond the county line. Adding and reprogramming another channel to be labeled “Rumsey Repeater”; to avoid confusion with WDL/TAC & Interop channels. Currently streamlining policies and procedures for rural fire departments and Sheriff.

**Minute Order No. 2019-43 -YECA Dispatch Staffing Status & Projections – Voted Item-Approved**

7. a. Staff summary outlining staffing recommendations for an over-hire for operational needs – Dena Humphrey presented – YECA is experiencing trending losses due to retirements and natural attrition rates due to industry trends, while countering an 18-month training time period to regain losses; recommending an approval to over-hire for two positions over a 3-year period, utilizing intermittent salary savings

Discussion: Co-chair Kaff would like to see quarterly reports to monitor the status of the recommendation.

**MOTION: Fredericksen SECOND: Donlevy AYES: Kaff, McDonald, Donlevy, Fredericksen with Quarterly reports.**

**Minute Order No. 2019-44 -Continuity of Operations Plan Review (COOP)– Voted Item- Approved**

8. a. Staff summary outlining Mission Critical Partners proposal to review YECA’s COOP
- b. Mission Critical Partners Proposal, dated September 23, 2019 - Dena Humphrey presented  
Recommending board approval to engage contract with Mission Critical Partners, as a third party to review YECA’s proposed COOP for technical design, operational readiness in the event of a building evacuation & recommendations. Woodland PD would be the primary site in the event of an evacuation; Woodland PD not in the flood zone and is designed to handle Emergency Operations. Cost of project would not exceed \$19,200; the unbudgeted cost will be absorbed within this year’s budget with an offset in savings from one-time projects.

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

*Returned to review Consent Agenda item #5 and Old Business Item #6a, 6b:*

**9. Next Scheduled JPA Board Meeting November 6, 2019 at Woodland Police Department 1000 Lincoln Ave, Woodland**

**10. Items for Future Agenda**

- a. YECA Building
- b. Mobile App for Field Op’s Update

**Entry No. 11**

**Adjournment**

Meeting Adjourned 2:41pm

Minutes submitted by: Eloise Austin, Recording Secretary