**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)**

**GOVERNING BOARD**

November 7, 2018

**MINUTES**

The YECA Governing Board met on Wednesday, November 7, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland.

Chair Luis Soler called the meeting to order at 3:00 p.m.

PRESENT: Primary Board Members: Luis Soler, City of Woodland, Gary Fredericksen, Yocha Dehe Wintun Nation, John Donlevy, City of Winters, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director.

ABSENT: Tom McDonald, City of West Sacramento

**Entry No.2**

**Minute Order No. 2018-34: Public Comment**

**None**

**Entry No. 3**

**Minute Order No. 2018-35:**

**Announcements –** Executive Director Dena Humphrey presentedand shared the Northern CA APCO nominating Communications Dispatch Supervisor Dave Hetland.

1. Dave Hetland received the 2018 Northern CA APCO “Communications Line Supervisor of the Year Award”

**Comments:** Board Members communicated their appreciation and congratulated Dave Hetland in a well deserve honor and thanked him for his service and dedication to the Agency.

**Entry No. 4**

**Minute Order No. 2018-36; Approval of Agenda**

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

**Entry No. 5**

**Minute Order No. 2018-37; Approval of Consent Agenda**

1. Approval of the Minutes from the August 1, 2018, Regular Meeting
2. Operations Division Report
3. Current Year Budget Status Update
4. Administration Holiday Closure Schedule
5. FY18 Surplus List of Items

f. Quarterly Law & Fire Call Statistics Report

The Consent Agenda approved as presented.

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

**Entry No. 6**

**Minute Order No. 2018-38; Old Business – Information Only –**Executive DirectorDena Humphrey presented

General discussion and current status update of YECA building

 Discussion: Board Member John Donlevy stated this project needs to be included in the 2020 Budget as a joint financing. It’s time to move forward and make some progress in moving to a new site.

Dena advised next step is to consider infrastructure costs and will work on a Telecommunications study with an engineering firm. Will provide report back to either January 10th or February 6th Board Meeting.

**Entry No. 7**

**Minute Order No. 2018-39; Law Call Priority Project List Review – Voted Item-Approved as outlined in Staff report 7a. Effective January 1, 2019.**

**Recommendation: To Review and Approve the Law Committee’s Recommended Changes Provided**

* 1. Staff summary outlining a list of recommended priority changes
	2. Law Call Priority Matrix

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

**Entry No. 8 Radio Project Update – Information Only –** System Administrator Charles Keasler presented-

Staff summary report outlining the details of various radio project updates

**Entry No. 9**

**Minute Order No. 2018-40; Bylaws & Board Review Update – Information Only –** Executive Director Dena Humphrey presented-

* 1. Board summary providing an administrative review of Board duties

-Reviewed Bylaws with County Counsel only section needed to be updated is the “Conflict of Interest”. County Counsel will be providing a presentation in the upcoming Board Meeting to cover provisions of the “Brown Act.”

**Entry No. 10**

**Minute Order No. 2018-41; Text-to-911 Project Update – Information Only –** Operations Manager Leah Goodwin presented; *Press Release on December 3, 2018.*

Board summary detailing the status update for Text-to-911 implementation

**Discussion:** Chair Luis Soler requested Yolo PSAPs Press Release public notification to be released the same day for consistency.

-Board Member Tom Lopez made a test text to “911 Text” and stated the public would not know which Dispatch is responding to their emergency and requested a preformatted message be done to identify the Dispatch Agency.

**Entry No. 11**

**Next Scheduled JPA Board Meeting-** Due to Holidays December Board Meeting is cancelled. Next Board

 Meeting Thursday January 10, 2018 AT 2PM.

**Entry No. 12 Items for Future Agenda**

1. FirstNet Presentation
2. FY18 External Audit Presentation
3. Yolo County Counsel Presentation

 **Entry No. 13 Adjournment**

**Meeting Adjourned 4:01pm.**

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