

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

March 5, 2014

MINUTES

The YECA Governing Board met on Wednesday, March 5, 2014 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland. Board Chair Gary Fredericksen called the meeting to order at 2:00 p.m.

PRESENT: Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, Sergio Gutierrez, City of Winters, Carol Richardson, City of West Sacramento, Dan Bellini, City of Woodland, Tom Lopez, Yolo County, and Dena Humphrey, Agency Manager.

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Board Chair Gary Fredericksen announced that there was an Addendum to Agenda and the Agenda Item will follow Agenda Item No. 10.

Entry No. 4

Minute Order No. 2014-37: Approval of Agenda

The Agenda was approved as presented with the Agenda Addendum.

MOTION: Lopez SECOND: Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 5

Minute Order No. 2014-38: Approval of Consent Agenda

The Consent Agenda was approved as presented.

MOTION: Gutierrez SECOND: Lopez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 6

Minute Order No. 2014-39: FireDispatch.com Yearly Costs Discussion

Board Chair Gary Fredricksen opened discussion on an invoice received from FireDispatch.com, an electronic publishing site for fire CAD incident information in real time. Currently West Sacramento Fire has been paying the yearly costs for this service. Since member agencies access and use this site it was recommended and approved that YECA would absorb the yearly costs to maintain connection to FireDispatch.com.

MOTION: Richardson SECOND: Lopez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 7

Minute Order No. 2014-40: Revised Purchasing Policy

Agency Manager Dena Humphrey presented YECA's proposed revised Purchasing Policy to the Board. The revised policy includes procedures that specify threshold approvals in relation to the audit finding; increasing the Purchasing Agent's signing authority, establishing informal and formal thresholds, and giving the Purchasing Agent discretion to dispose surplus up to a specified amount.

It was recommended that first priority be given to non-profit organizations and/or other agencies before disposing surplus property. After some discussion the Board approved the revised Purchasing Policy with the addition that a year-end report would be presented to the Board.

MOTION: Bellini SECOND: Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 8

Staffing Trends and Recommendation

8.a. Summary for Record Entry

Agency Manager Dena Humphrey gave a summary of the other duties YECA has absorbed over the years for the other member agencies.

No action was taken, information only.

8.b. Staffing with Staggered Approach

This Agenda Item was tabled until after discussion on 9.a. Revised Proposed Base Budget for FY 14/15.

Entry No. 9

Minute Order No. 2014-41: Revised FY 14/15 YECA Agency Budget

The revised proposed base budget for FY 14/15 was approved as presented and included the recommendation to convert (2) open and funded Dispatch Assistant positions to (2) Dispatcher positions as presented in Agenda Item No. 8.b. Board Member Carol Richardson recommended revisiting increasing the recommended positions over time (FY15/16 and FY 16/17) in six (6) months.

MOTION: Richardson SECOND: Bellini AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 10

Minute Order No. 2014-42: CAD-to-CAD

Board approved the recommendation to move forward with the implementation of the CAD-to-CAD as presented with AMR. IT Manager Mike Bowler will follow up with CHP interest.

MOTION: Richardson SECOND: Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 11

Minute Order No. 2014-43: Automatic Transfer Switch Replacement (Agenda Addendum)

Board approved as presented and gave direction to staff to move forward with design.

MOTION: Richardson SECOND: Bellini AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

The next regular scheduled meeting is April 2, 2014. Meeting will be held at Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland.

Meeting was adjourned at 3:01 p.m.

Minutes submitted by: Marci Criste, Recording Secretary