

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
January 4, 2017
MINUTES**

The YECA Governing Board met on Wednesday, January 4, 2017 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom McDonald called the meeting to order at 2:07 p.m.

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

ABSENT: None

Entry No.2

Public Comment

None

Entry No. 3

Minute Order No. 2017-01: Announcements

Dena Humphrey informed the board of the YECA Dispatcher Academy starting January 22, 2017. The board members were invited to come in and meet with the new employees. 3 new employees will be a part of this academy.

Entry No. 4

Minute Order No. 2017-02; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2017-03; Approval of Consent Agenda

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2017-04; Old Business –

- A. After Hours Records Update** – Leah Goodwin presented; Spoke with City of Davis to provide same information given to Yolo Sheriff's Department for quotes to be accurate. YSO was still in the review process.

- B. Member Cost Formula Update** – Dena Humphrey presented; Will meet with City Manager of Woodland Paul Navazio & City Manager of Winters John Donlevy to finalize a resolution to be brought before the board in February.

Entry No. 7

Minute Order No. 2017-05 Consultant Engineer Presentation for Microwave Obsolete Equipment Replacement, CSI Telecommunications, Craig Trygstad

Presented by Craig Trygstad – CSI findings and recommendations are to stay with Nokia for the replacement of the multiplexor equipment due to the service, maintenance, and manageability. Using a single vendor for the in-place equipment and the equipment being replaced is the right decision. Significant cost savings have been found by refining the quote. Current pricing is approximately \$354,000 and is expected to fall more after further discussions and site survey with Nokia.

Comment: Dena Humphrey asked when our current equipment would be obsolete. Spring of 2018 is the date our current equipment will be out of warranty support. The new equipment will be under warranty to match the in-place microwave equipment. Lasting approximately 7-10 years.

Entry No. 8

Minute Order No. 2017-06 Project Planning for YECA Building Presentation – Information Only

Presented by Nick Docous – Presented 3 options for YECA facility future plans. Current building has outlived its capacity and functionality. Workplace quality is at its max capability. The recommendation out of the 3 solutions is full replacement of the building.

Comment: John Donlevy asked if other sites have been considered for a new building. Additional scope is needed for investigation of additional sites. The current scope gave information and recommendation to build a new building. YECA and the board must add scope to continue the new building and/or site investigation.

Entry No. 9

Minute Order No. 2017-07 Staffing Plan & Costs for Second Fire Dispatcher

Presented by Dena Humphrey – Staffing to the full 32 FTE's is projected to be completed after hiring 3 new employees in June 2017. 6 Dispatchers are currently in Training with 3 more set to begin January 22nd 2017. Staffing a second Fire Dispatcher during the 1000-2200, will require authorizing 2 additional FTE's at a cost of \$130k. If authorized a second fire dispatcher could be active in Feb 2018.

Comment: The board asked that this option be submitted along with the upcoming budget proposals so that full impact could be seen for board consideration.

Entry No. 10

Closed Session

Board Chair Tom McDonald adjourned the meeting to Closed Session at approximately 3:10pm

Performance Evaluation; Board discussed and voted to increase Dena Humphrey to the next step - top step of the Executive Director position.

Open Session resumed approximately 3:35pm

Entry No. 11

Next Scheduled JPA Board Meeting

The next board meeting will be held at Yocha DeHe Fire Station on February 1, 2017 at 2:00 PM.

Entry No. 12

Items for Future Agenda

- a. FY18 Budget Proposal

Meeting was Adjourned 3:50 p.m.

Minutes submitted by: Charles Keasler, Recording Secretary