



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: April 1, 2008

SUBJECT: Minutes of Yolo Emergency Communications Agency Board

Report in Brief

Request that the City Council receive and accept the minutes of the YECA Joint Powers Agency Board meetings.

Background

Attached are the minutes from the YECA JPA Board special meeting held on:

December 5, 2007

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Enclosure, exhibits & attachments required to support the report

YOLO EMERGENCY COMMUNICATIONS AGENCY

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA) GOVERNING BOARD

December 5, 2007

MINUTES

The Governing Board of YCCESA met on the 5th of December at 2:05 pm; at Yolo Emergency Communications Agency (YECA), 35 N. Cottonwood Street, Woodland, CA. Primary (P) and Alternate (A) members present were: City of West Sacramento – Carol Richardson (P); City of Winters – Bruce Muramoto (P); City of Woodland – Carey Sullivan (P); Yolo County – Ray Groom (P); YECA – Jana Snowball, Secretary to the Board

Guests: YECA – Marianne Wolf, Support Services Manager and Karen Avara, Operations Manager.

Entry No. 1.

Public Comment.

There was no public comment.

Entry No. 2.

Minute Order No. 2007-34: Consent Agenda.

The Minutes of the October 24, 2007, Special Board Meeting were approved as presented.

MOTION: Sullivan. SECOND: Muramoto. AYES: Groom, Sullivan, Muramoto, Richardson.

Entry No. 3.

Yolo Emergency Communications Agency (YECA) 10-Year Financial Plan

The JPA Board reviewed and discussed the preliminary 10-Year YECA Financial Plan and agreed that the radio system costs were more accurately reflected by beginning in FY 2009. Facility costs were more accurately reflected by beginning in FY 2011 and completed in FY 2013.

Next steps include scheduling future discussion with key financial representatives from the political jurisdictions that comprise the JPA.

Entry No. 4.

Minute Order No. 2007-35: Approval of Executive Director's Job Description.

An updated Executive Director's job description was presented to the JPA Board approval. The job description was approved with amendments.

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MOTION: Sullivan. SECOND: Richardson. Ayes: Groom, Sullivan, Muramoto, Richardson.

Entry No. 5.

Director's Report.

The Executive Director and Support Services Manager updated the JPA Board on the following issues:

- Radio – YCSO and Green Fire simul-cast systems and FCC requirement to narrow-band the Green Fire frequency
- Public Safety Interoperability Grant (PSIC) – Application is completed as a sub-grantee to the Sacramento UASI and filed with the State of California.

Entry No. 6.

Next JPA Board Meeting Agenda Items.

The JPA Board requested an update on the FCC narrow-band requirement.

Adjournment.

The meeting was adjourned at 4:00 p.m. The next meeting will be held on January 9, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA

YOLO EMERGENCY COMMUNICATIONS AGENCY

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA) GOVERNING BOARD

January 9, 2008

MINUTES

The Governing Board of YCCESA met on the 9th of January at 2:00 pm; at Yolo Emergency Communications Agency (YECA), 35 N. Cottonwood Street, Woodland, CA. Primary (P) and Alternate (A) members present were: City of West Sacramento – Carol Richardson (P); City of Winters – Bruce Muramoto (P); City of Woodland – Carey Sullivan (P); Yolo County – Ray Groom (P); YECA – Jana Snowball, Secretary to the Board.

Guests: YECA – Marianne Wolf, Support Services Manager, Karen Avara, Operations Manager, Molly Scott, Supervisor, Scott Fletcher, Dispatcher II; Chief Barry Burns, Chief Mike Chandler.

Entry No. 1.

Public Comment.

There was no public comment.

Entry No. 2.

Minute Order No. 2008-01: Consent Agenda.

The Minutes of the December 5, 2007, Regular Scheduled Board Meeting were approved as presented.

MOTION: Sullivan. SECOND: Richardson. AYES: Groom, Sullivan, Muramoto, Richardson.

Entry No. 3.

Minute Order No. 2008-02: Resolution Recognizing Jack Atkinson as YECA Volunteer of the Year.

The JPA Board adopted Resolution No. 2008-01, recognizing Jack Atkinson's service to the Agency, since November 2006, volunteering an average of 30-35 hours each week working for YECA on various projects.

MOTION: Muramoto. SECOND: Sullivan. AYES: Groom, Sullivan, Muramoto, Richardson.

Entry No. 4.

YECA 10-Year Financial Plan Update.

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An updated report on the information laid out in the YECA 10-Year Financial Plan which included a secondary plan if bonds were issued. The Board also requested that the plan include a cost breakdown, totals and timing of the annual accruals.

A follow-up meeting will be scheduled with the West Sacramento Financial Director for review before the final plan presentation.

Entry No. 5.

Director's Report.

The Executive Director updated the JPA Board on the following issues:

- Radio Systems status report
- Grant funded software for FireDispatch.com a web-based system to access dispatched fire calls
- Power Outage – After Action Discussion
 - Staff will provide a report at the next meeting and specifically address the micro-wave backup system

Entry No. 6.

Adjournment.

The meeting was adjourned at 3:48 p.m. The next meeting will be held on February 6, 2008 at 2:00 P.M., at the Erwin Meier Administration Center, 625 Court Street, Woodland, CA.

YOLO EMERGENCY COMMUNICATIONS AGENCY

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA) GOVERNING BOARD

February 6, 2008

MINUTES

The Governing Board of YCCESA met on the 6th of February at 2:06 pm; at Erwin Meier Administration Center, 625 Court Street, Woodland, CA. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P); City of Winters – Bruce Muramoto (P); City of West Sacramento – Carol Richardson (P); YECA – Jana Snowball, Secretary to the Board

Entry No. 1.

Public Comment.

There was no public comment.

Entry No. 2.

Minute Order No. 2008-03: Consent Agenda.

The Minutes of the January 9 2008, Regular Scheduled Board Meeting were approved as presented.

MOTION: Muramoto. SECOND: Sullivan. AYES: Groom, Sullivan, Muramoto, Richardson.

Entry No. 3.

Minute Order No. 2008-04: Amendment to YCCESA Personnel Policy, Vacations, Article VIII, Section 801.

The JPA Board approved by amendment language of the YCCESA Personnel Policy, Vacations, Article VIII, to align with language in the Yolo County Dispatchers Association MOU, Article 9.2, Vacation Accrual Schedule.

MOTION: Sullivan. SECOND: Muramoto. AYES: Groom, Sullivan, Muramoto, Richardson.

Entry No. 4.

Minute Order No. 2008-05: Radio Systems Analyst Job Description.

The JPA Board approved the Radio Systems Analyst proposed Job Description with modifications as discussed by the Board regarding Essential Duties and Responsibilities to include:

“Responsible for the planning and design.....”

“Responsible for the resolution of radio connectivity issues....”

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“Responsible for the development and implementation of preventative maintenance.....”

“Assists with design modifications....”

“Responsible for keeping informed of FCC requirements.....”

“Provides oversight regarding the development”

MOTION: Muramoto. SECOND: Richardson. Ayes: Groom, Sullivan, Muramoto, Richardson.

Entry No. 5.

Director’s Report.

There was no update on Agency activities since the last Board meeting.

Entry No. 6.

Next JPA Board Meeting Agenda Items.

Invite CSI for an update on FCC licensing.

Adjournment.

The meeting was adjourned at 3:35 p.m. The next meeting will be held on March 5, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.