

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 16, 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 meetings held on:

May 7, 2008	Regular Meeting
June 4, 2008	Regular Meeting
June 20, 2008	Special Meeting
July 2, 2008	Regular Meeting

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments: YECA Board Minutes for 5/7/08, 6/4/08, 6/20/08 & 7/2/08

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

May 7, 2008

MINUTES

The Governing Board of YECA met on the 7th of May at 2:06 pm; at the Communications Center, 35 N. Cottonwood Street, Woodland, CA. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Absent (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.

Mr. Barry Burns, Chief of Esparto Fire Department commented that on May 4th Green Fire, the rural fire frequency, “went down” and there was a half an hour delay in notifying fire agencies.

The JPA Chair directed YECA staff to research and report the findings to Ray Groom, Board Chair and rural fire departments representative.

Mr. Burns also reported that the rural fire agencies have received 71 radios and that the pagers were scheduled to be received “today or tomorrow”. The deployment schedule to move to Green Fire narrow-band is June 30, 2008.

Entry No. 2.

Minute Order No. 2008-11: Consent Agenda.

The Minutes of the April 30, 2008, Special Board Meeting were approved as presented.

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

Entry No. 3.

Executive Director Recruitment Update.

Regan Williams with Murray and Associates updated the JPA Board on the Executive

Director recruitment. Mr. Williams will be meeting with stakeholders to receive input on desired characteristics for an Executive Director. Stakeholders include the fire chiefs, law executives, JPA Board members and YECA staff. Advertisements are scheduled for publication with Western Cities and other industry publications.

Entry No. 4.

Conference with Real Property Negotiator (Govt. Code 54956.9).

Item was deferred to next regular scheduled Board meeting to be discussed in “Closed Session”.

Entry No. 5.

Director’s Report.

The Director reported on activities relative to the Agency’s business occurring since the last Board meeting:

- Radio Systems Administrator – The candidate chosen for the Radio Systems Administrator position is in the final stages of the Agency’s background process. The Agency anticipates that all background requirements will be completed by May 16th. Upon successful completion, the Agency anticipates the Radio Systems Administrator will be filled with, YECA employment beginning in mid-June.
- Data-sharing (connectivity product) – YECA staff affirmed interest in participating in the VisionAIR Inform Enterprise data sharing solution. Woodland, West Sacramento, Winters and UC Davis are current VisionAIR RMS clients and continue to express interest for YECA to purchase the product. Yolo County on behalf of the Sheriff’s Department has also expressed interest. Davis Police Department and Solano County Sheriff’s Department are not able to make a financial commitment this fiscal year. Staff is responsible to come back to the JPA Board with a funding recommendation/plan for product purchase.
- State DGS will purchase and replace 2 12 volt, 100 amp microwave batteries in the upstairs radio equipment room – backup power is estimated at 24 hours (depending on load). These batteries are an upgrade to the existing 12 volt, 10 amp batteries currently in use. Install date 5/8/08.
- Radio Systems priorities 1, 2 and 3 which includes “in-cabinet repeat” for Green Fire and YCSO at Bald Mountain, and Woodland PD – also replaces aged equipment with Taits TB8100s at Woodland Fire, Station 2 and Grey Fire at Bald. 3/21/08 project initiated with ComTech, equipment ordered and scheduled to arrive May 15th-16th, and installs to be scheduled the week of May 23rd. Staff has developed “Project/Funding Charts” listing equipment specifications and key project dates – Karen Avara can be contacted for updates.
- Project Summary C: Narrow-Band. This project is to replace receivers at receive only sites to enable YECA to narrow-band Green Fire. This is 6 sites – Arbuckle,

Knights Landing YECA, Winters Fire, Broderick and Capay. Equipment was ordered, received and installed at all sites as of 4/30/08.

- Green Fire narrow-band FCC application – new objection received from International Municipal Signal Association (IMSA), the FCC designated Frequency Coordinator for Fire, Emergency Medical, Special Emergency and Public Safety Pool with regards to the County of Sonoma, license KBF851 – based on protecting mobiles. CSI performed engineering study to be submitted to the frequency coordinator demonstrating that YECA FCC application sites pose no new interference to existing radio coverage into Sonoma County. CSI is waiting on final Letter of Concurrence from the State of California to also be submitted to the frequency coordinator.

Entry No. 6.

Next JPA Board Meeting Agenda Items.

None were identified.

Adjournment.

The meeting was adjourned at 3:18 p.m. The next meeting will be held on June 4, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.

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

June 4, 2008

MINUTES

The Governing Board of YCCESA met on the 4th of June at 2:13 pm; at the Communications Center, 35 N. Cottonwood Street, Woodland, CA. Primary (P) and Alternate (A) members present were: City of West Sacramento – Carol Richardson (P); City of Winters – Absent (P); City of Woodland – Carey Sullivan (P); Yolo County – Ray Groom (P); YECA – Jana Snowball, Secretary to the Board.

Note – Chief Muramoto participated via telephone conference call for Agenda Item #3.

Entry No. 1.

Public Comment.

There was no public comment.

Entry No. 2.

Minute Order No. 2008-12: Consent Agenda.

The Minutes of the May 7, 2008, Regular Scheduled Meeting were approved as presented.

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

Entry No. 3.

Minute Order No. 2008-13: YECA Long-Term Financial Plan.

Jonathan Edwards, with Government Financial Strategies inc. presented the YECA Long-Term Financial Plan to the JPA Board for deliberation and approval to finalize report for presentation to the Managers' Group on June 20th, 2008. Board requested staff also prepare for the Managers' Group a brief re-cap of the YECA Strategic Plan.

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

Entry No. 4.

Minute Order No. 2008-14: Staff Report on May 7th Public Comment – Delayed Fire Department Notification.

The JPA Board accepted staff's follow-up report and Fire notification procedure. The JPA Board directed staff to implement monthly testing for the new procedure.
MOTION: Sullivan. SECOND: Richardson. AYES: Groom, Sullivan, Richardson.

Entry No. 5.

Minute Order No. 2008-15: Green Fire Narrow-Band FCC License Application Status Report.

Staff reported that YECA received confirmation of FCC applications approval for Green Fire Narrow-Band on May 29, 2008. The JPA Board accepted the report.

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

Entry No. 6.

Minute Order No. 2008-16: Home Land Security Grant (FY'08) – Connectivity Product Project – Goal #1 Strengthen Communications Capabilities.

The JPA Board approved the recommendation to submit a \$140,000 HLS '08 Grant project to achieve county wide law enforcement RMS connectivity for Yolo SO, Davis, West Sacramento, Winters, Woodland and UC Davis police departments.

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

Entry No. 7.

Minute Order No. 2008-17: Homeland Security Memorandum of Understanding (MOU) between the City of Sacramento and YECA for purposes of the PSIC Grant.

JPA approved entering into the MOU with City of Sacramento outlining the financial conditions and requirements for the PSIC Grant procurement and reimbursement.

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

Closed Session: JPA Board went into Closed Session 3:22 and returned to Open Session at 3:56.

Entry No. 8.

Closed Session: Conference with Real Property Negotiator (Gov't. Code 54956.9).

Minute Order No. 2008-18: Executive Director to seek qualified representative for YECA and open negotiations for Bald Mountain Site. Representative will prepare and propose final recommendation to the JPA Board at a subsequent meeting.

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

Entry No. 9.

Closed Session: Conference with Labor Negotiator (Gov't. Code 54957).

Minute Order No. 2008-19: JPA Board Adoption of Resolution No. 6-2008. A Resolution of the JPA Board of Yolo Emergency Communications Agency Approving Certain Terms and Conditions for Management Employees.

The JPA Board approved as modified Resolution N. 6-2008.

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

Entry No. 10.

Director's Report.

The Executive Director reported that Marin County donated micro-wave equipment valued at approximately \$130,000 to YECA.

Entry No. 11.

The meeting was adjourned at 4:00 PM. The next meeting will be held on June 20, 2008 at 8:30 A.M, at the Woodland Community Center, Woodland, CA.

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

June 20, 2008

MINUTES

The Governing Board of YCCESA met on the 20th of June at 8:30 am; at the Woodland Community Center, 2001 East 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.

This was a Special Board Meeting for the purpose of presenting the YECA Long-Term Financial Plan to the Yolo Managers Group. An overview of the YECA Strategic Plan by the Executive Director and the presentation of the YECA Long-Term Financial Plan by Government Financial Strategies, inc, key presenter Jonathan Edwards was given.

After plan presentation and discussion, the Yolo Managers Group will review plan with their perspective staff members and reconvene with the group at their next regular scheduled meeting on July 18th at 8:30 am.

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

July 2, 2008

MINUTES

The Governing Board of YECA met on the 2nd of July at 2:05 pm; at the Communications Center, 35 N. Cottonwood 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 public Comment.

Entry No. 2.

Minute Order No. 2008-19: Consent Agenda.

The Minutes of the June 4, 2008, Regular Scheduled Meeting were approved as presented.

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

Entry No. 3.

Minute Order No. 2008-20: Changes to YECA Schedule of Capital Assets.

The JPA Board approved the fiscal year '07-'08 inventory additions totaling \$57,232.41 and deletions totaling \$936,935.88. The Agency also transferred equipment to Yolo County OES totaling \$95,000. The Yolo County Auditor's Office notified of the inventory update.

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

Entry No. 4.

Conference with Real Property Negotiator (Govt. Code 54956.9).

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interference to existing radio coverage into Sonoma County. CSI is waiting on final Letter of Concurrence from the State of California to also be submitted to the frequency coordinator.

Entry No. 6.

Next JPA Board Meeting Agenda Items.

None were identified.

Adjournment.

The meeting was adjourned at 3:18 p.m. The next meeting will be held on August 6, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.