



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 21, 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 Regular Board meetings held on:

August 6, 2008

September 3, 2008

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments: YECA Board Minutes for 8/6/08 & 9/3/08

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

August 6, 2008

MINUTES

The Governing Board of YECA met on the 2nd of July at 2:08 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.

The Chair called the meeting to order at 2:08 with the following statement. An urgent matter has come to our attention subsequent to the publication of the Agenda and the request is to amend the agenda and call a vote to add: Closed Session Item – Personnel Item pursuant to Gov't Code 54957, Interim Executive Director.

The vote was unanimous to add the agenda item.

Entry No. 1.

Public Comment.

There was public Comment.

Entry No. 2.

Minute Order No. 2008-24: Consent Agenda.

The Minutes of the July 2, 2008, Regular Scheduled Meeting were approved as presented.

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

Entry No. 3.

Minute Order No. 2008-25: Resolution No. 2008-08, Recognizing Larry Swanson's 30 Years of Communications Service.

The JPA Board adopted Resolution No. 2008-08 and presented it to Larry Swanson recognizing his 30 years of service in communications.

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

Entry No. 4.

Radio Systems Status Report.

Steve Overacker, YECA Radio Systems Administrator presented a report on the status of the YECA radio system. Prior to completing the report, a complete site assessment was undertaken to determine the radio system status. The report outlined the priorities for rebuilding the radio systems as follows:

- Begin negotiations for new Bald Mountain (MCI) radio site.
- Begin preliminary engineering for simul-casting radio systems.
- Stabilize microwave radio link between dispatch and Bald Mountain (PG&E).
- Set radio transmit audio levels and receive audio levels.
- Improve voting receiver sites.
- License new digital microwave paths between bald Mountain (MCI) and dispatch.

Entry No. 5.

Minute Order 2008-26: YECA Emergency Response Plan.

The JPA Board deliberated on the final draft of the YECA Emergency Response Plan and adopted the plan recognizing that the document will continue to be modified, updated and tested.

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

Entry No. 6.

YECA FY '07-'08 Budget Close Out & FY '08-'09 Supplemental Budget.

The Executive Director reported on the final '07-'08 YECA Budget close out and reviewed the Agency's Supplemental Budget and salary savings projections to offset the expenditure increases.

Entry No. 7.

Executive Director Recruitment.

Initial candidate interviews are scheduled for August 11, 2008; three panels were identified as part of the process, they will provide feedback and make recommendations on candidates that will proceed in the process.

Entry No. 8.

Director's Report.

There were no update items.

Entry No. 9.

Closed Session: Personnel Item pursuant to Gov't Code 54957 – Interim Executive Director.

The JPA Board adjourned to closed session at 3:59 PM and returned to open session at 4:20 PM.

The Action in closed session was to appoint an Interim Executive Director.

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

Entry No. 10.

Next JPA Board Meeting Agenda Items.

The JPA Board requested monthly budget status reports.

Adjournment.

The meeting was adjourned at 4:30 p.m. The next meeting will be held on September 3, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.

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

September 3, 2008

MINUTES

The Governing Board of YECA met on the 3rd of September at 2:00 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 – Bill Weisgerber, Interim Secretary to the Board

Entry No. 1.

Public Comment.

There was no public Comment.

Entry No. 2.

Minute Order No. 2008-27: Consent Agenda.

The Minutes of the August 6, 2008, Regular Scheduled Meeting were approved as presented.

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

Entry No. 3.

Woodland PD & FD Site Assessment Report.

Staff presented a report giving an overview of the Woodland Police and Fire radio antennae sites; identifying recommended relocation of the Police antennae from the Adams Grain tower to Woodland Fire Station 3. The recommendation would render the Police radio signal propagation the most effective for an under-served area in the southeast portion of the City, in the most efficient manner to implement and complete.

The Executive Director was given Board direction to return in September with a master list of identified infrastructure gaps, a priority plan for addressing the gaps and possible funding mechanisms to accomplish the implementation of the priority projects.

Entry No. 4.

Minute Order No. 2008-28: FY07 Public Safety Interoperability Grant (PSCI) Forms.

The Board took action to have Chair Sullivan serve as signatory to the requisite Grant Assurance documentation for Agency compliance with grant guidelines; delegating responsibility for execution of the guidelines to the Interim Executive Director and subsequently the permanently appointed Executive Director.

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

Entry No. 5.

Executive Director Recruitment.

This is a standing agenda item for the JPA Board to have the opportunity to discuss Executive Director recruitment. There were no updates at this meeting.

Entry No. 6.

Director's Report.

The Interim Executive Director updated the JPA Board on meetings and activities occurring since assuming the duties and responsibilities of retiring Executive Director, Jana Snowball, including:

- PSIC Grant Funding meeting with Sac-Bay SUASI representatives to distribute \$1.4M for: staff work, grant management, training and exercises.
- Com-Tech meeting to plan fire radio antennae refurbishing, upgrade and stabilization; including strengthening of site infrastructure and new cabling for future capacity (700/800Mhz).
- Staff meetings to update and revise Agency policy and procedures.
- Review internal controls for maintenance service charges.

Entry No. 7.

Next JPA Board Meeting Agenda Items.

- Board requested resuming Executive Director's monthly budget update to include a summary of the strategy and on-going results for addressing the FY07 budget deficit.
- Reschedule the November YECA Board Meeting from November 5th to November 12th.

Adjournment.

The meeting was adjourned at 3:05 p.m. The next meeting will be held on October 1, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.