



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: September 1, 2009

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 meeting.

### **Background**

Attached are the minutes from the YECA JPA Regular Board meetings held on:

June 3, 2009

July 1, 2009

Prepared by: Carey F. Sullivan  
Chief of Police

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Mark G. Deven  
City Manager

Attachments: YECA Board Minutes for 6/3//09 & 7/1/09

# YOLO EMERGENCY COMMUNICATIONS AGENCY

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**GOVERNING BOARD**  
**YOLO EMERGENCY COMMUNICATIONS AGENCY**  
35 N. Cottonwood St., Woodland, CA 95695  
June 3, 2009

**REGULAR MEETING MINUTES**

**Entry No. 1.**

Call to Order: The Governing Board of YECA met on June 3, 2009, at the Yolo Emergency Communications Agency. The meeting was called to order at 2:02 PM. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P), Tod Reddish (A); City of West Sacramento – Carol Richardson (P); City of Winters – Bruce Muramoto (P); YECA – Patricia Williams, Secretary to the Board.

**Entry No. 2.**

Closed Session Announcements: A contract amendment for the Executive Director was approved.

**Entry No. 3.**

Public Comment: There was no public comment.

**Entry No. 4.**

Announcements: Board Chair Sullivan announced that the Woodland City Council reviewed the city's Capital Improvement 10-Year Plan in a Council meeting on June 2<sup>nd</sup>. Included in the plan are YECA's Phase I Radio Project and the CAD project, which are expected to be approved on June 16, 2009.

**Entry No. 5.**

*Minute Order No. 2009-25: Approval of Agenda.*

The agenda was approved as presented.

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

**Entry No. 6.**

*Minute Order No. 2009-26: Approval of Consent Agenda.*

The consent agenda was approved as presented.

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

**Entry No. 7.**

Agency Budget Status Report: Receipt was noted and filed for the May report.

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## **Entry No. 8.**

Director's Report:

- a. Phase I Radio Project Update: The Board clarified the Executive Director's spending authority as it relates to that which is included in the approved project budget so it was determined that a spending limit increase was not necessary. The Board acknowledged the \$153,000 increase to the estimated total cost for this phase of implementation because of the inclusion of *project manager support* and *new radio system operating costs*. In order to keep project management costs within range, the suggestion was made for staff to work with Yolo County GSD regarding the Knights Landing tower project and W. Sacramento City staff regarding the Clarksburg tower project. Board member Muramoto reiterated that Winters has \$140,000 (grant funds) to complete their tower project in total and asked if the Agency would cover any overages. Board Chair Sullivan advised that overages within reason would be covered. The member agency shares were recalculated as per the long-term financial plan with a correction to Yolo County's portion which now includes the share allocated to Robbins FD. Board member Richardson is going to set up a meeting with Yolo County Auditor-Controller Newens in regards to the financing strategy that YECA wants to pursue.
- b. Dispatch Services Contracts Update: For FY 2010/2011, the Board would like to pursue full-cost recovery when determining annual billing for contract agencies.
- c. Facility Generator Repair/Replacement: The Board recognized the value of purchasing a new generator that can be temporarily installed and then relocated to the new facility. Staff was directed to start the bid process.

## **Entry No. 9a.**

***Minute Order No. 2009-27: Bids and Contracts.***

The Board approved the Kitchell Corp. Engineering Proposal.

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

## **Entry No. 9b.**

***Minute Order No. 2009-28: Bids and Contracts.***

The Board approved the ComTech Communications Service Maintenance Agreement.

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

## **Entry No. 10.**

Discussion Item: Radio Back-up Channels.

Staff was directed to further evaluate the Davis frequencies for development as part of our phase II radio platform.

## **Entry No. 11.**

Adjourn to Closed Session: The public meeting adjourned to closed session at 3:21 PM. Closed session adjourned at 3:27 PM.

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**Entry No. 12.**

Closed Session Announcements: There were no closed session announcements.

**Entry No. 13.**

Items for the next JPA Board agenda: Facility generator repair/replacement; Board elections.

**Entry No. 14.**

Adjournment: The meeting was adjourned at 3:27 PM.

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

\*The next regularly scheduled Board Meeting is planned for July 1, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.

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**GOVERNING BOARD  
YOLO EMERGENCY COMMUNICATIONS AGENCY  
35 N. Cottonwood St., Woodland, CA 95695  
July 1, 2009**

**REGULAR MEETING MINUTES**

**Entry No. 1.**

Call to Order: The Governing Board of YECA met on July 1, 2009, at the Yolo Emergency Communications Agency. The meeting was called to order at 2:00 PM. 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); YECA – Patricia Williams, Secretary to the Board.

The primary member for the City of West Sacramento, Carol Richardson was absent. The alternate member did not attend.

**Entry No. 2.**

Closed Session Announcements: YCDA personnel matters were discussed.

**Entry No. 3.**

Public Comment: Fire Chief Chandler (Rumsey Rancheria Fire Dept.) indicated that he had received the new dispatch services contract and was awaiting further information before moving forward. He is also waiting for additional information on the radio shelter improvements.

**Entry No. 4.**

Announcements: Inform training is scheduled for July 13<sup>th</sup> at 10 AM.

**Entry No. 5.**

*Minute Order No. 2009-29: Approval of Agenda.*

Item 8 was moved up on the agenda in consideration of meeting attendees. The amended agenda was approved.

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

**Entry No. 6.**

*Minute Order No. 2009-30: Approval of Consent Agenda.*

The consent agenda was approved as presented.

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

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## **Entry No. 7.**

### ***Minute Order No. 2009-31: Governing Board Elections.***

For fiscal year 2009/2010, member Muramoto was elected Chair; member Richardson was elected Vice-chair.

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

## **Entry No. 8.**

Arbuckle-College City Fire Protection District FY 09/10 Contract: Includes an infrastructure/capital contribution in addition to the charge for dispatch services. Fire Chief Cox asked the Board to consider waiving the infrastructure/capital contribution or divide it into payments. The Board directed the Exec. Director to develop a plan for cost recovery that includes calls for service and infrastructure improvements.

## **Entry No. 9.**

Adjourn to Closed Session: The public meeting adjourned to closed session at 2:40 PM. Closed session adjourned at 3:06 PM.

## **Entry No. 10.**

Closed Session Announcements: The Exec. Director provided an update on a personnel matter; staff was given direction regarding YCDA personnel matters.

## **Entry No. 11.**

Agency Budget Status Report: Receipt was noted and filed for the June report.

## **Entry No. 12.**

Director's Report:

- a. Phase I Radio Project Update: The Board advised staff to limit expenses to that which was approved for this phase; additional expenses are to be brought back before the Board for approval. Yolo County Auditor Newens advised that Yolo could not facilitate the internal borrowing at this time due to California State budget conflicts. He agreed to revisit the matter in a few months.
- b. Staff is researching some information and will follow-up with RRFD.

## **Entry No. 13.**

### ***Minute Order No. 2009-32: Facility Generator Repair/replacement.***

The Board authorized staff to hire an electrical engineer; cost not to exceed \$7,500.

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

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## **Entry No. 14.**

Items for the next JPA Board Agenda: Dispatch Services Contracts; August meeting date changed to the 12<sup>th</sup>.

## **Entry No. 15.**

Adjournment: The meeting was adjourned at 3:45 PM.

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

\*The next regularly scheduled Board Meeting is planned for August 12, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.