



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 3, 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:

August 12, 2009
September 9, 2009

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments

YOLO EMERGENCY COMMUNICATIONS AGENCY

REGULAR MEETING GOVERNING BOARD BRIEF OF MINUTES August 12, 2009

The Governing Board met at 2:01 p.m. on Wednesday, August 12, 2009, at the Yolo Emergency Communications Agency.

PRESENT: Board members Ray Groom, Carey Sullivan, Bruce Muramoto, Carol Richardson; Executive Director Patricia Williams

ABSENT: ///

2. **Public Comment:** none.

3. **Announcements:** none.

4. **Approval of the Agenda: Minute Order No. 2009-33.**

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

5. **Consent Agenda: Minute Order No. 2009-34.**

Approved as presented.

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

6. **Dispatch Services Contract Update:**

Two fee formulas were presented. The Board expressed a preference for proposal #2 and asked the Exec. Director to work with Board member Sullivan on some additional modifications. The Board directed the Exec. Director to discuss the updated fee formula with each contract agency.

7. **Agency Budget Status Report:**

Receipt was noted for the July report. The report now contains four cost centers for budget unit 360-3. Three of these were added in July as a means to differentiate radio project expenditures & revenue for each grant (PSIC, HSGP 07, AFG) and YECA.

8. **Director's Report:**

a. Phase I Radio Project Update: The Exec. Director advised that based on recent new proposals and proposal modifications, the engineering costs would likely exceed the estimated amounts approved by the Board in May 2009. The Board expressed interest in pursuing a Recovery Zone Economic Development Bond. Board member Groom will schedule a follow-up meeting with Wes Ervin.

YOLO EMERGENCY COMMUNICATIONS AGENCY

The Board was receptive to billing member agencies now for their 2nd quarter budget payment. This is to cover expenses until funding is received. Yolo County has paid their entire yearly budget contribution. Member Richardson advised she would see if West Sacramento could pay their entire yearly budget contribution as well.

9. **Facility generator repair/replacement:**
The RFP was issued on August 11th. A contract proposal will be recommended to the Board at the Sept. 2nd meeting.
10. **CAD Project & Network Infrastructure Updates:**
Board member Sullivan added Liz Munson from Woodland PD to the project team. The Board confirmed their intent to fund CAD replacement along with the phase I radio project. The Board requested additional information regarding the proposal to replace the network infrastructure. A more detailed presentation will be given at the Sept. 2nd Board meeting.
11. **Closed Session:**
The public meeting adjourned to closed session at 3:29 p.m. Closed session adjourned at 3:38 p.m.
12. **Closed Session Announcements:** none.
13. **Items for the next agenda:** none specified. Chair Muramoto requested an agenda format with standing action items.
14. **Adjournment:**

The meeting was adjourned at 3:39 p.m.
MOTION: Muramoto. SECOND: Sullivan. AYES: Sullivan, Groom, Muramoto, Richardson.

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

YOLO EMERGENCY COMMUNICATIONS AGENCY

REGULAR MEETING GOVERNING BOARD BRIEF OF MINUTES September 9, 2009

The Governing Board met at 2:02 p.m. on Wednesday, September 9, 2009, at the Yolo Emergency Communications Agency.

PRESENT: Board members Ray Groom, Carey Sullivan, Bruce Muramoto, Carol Richardson; Executive Director Patricia Williams

ABSENT: ///

2. **Public Comment:** Esparto Fire Chief Burns asked several questions about a radio system outage that occurred on Sept. 8, 2009.

3. **Announcements:** printed on the agenda; no additional.

4. **Approval of the Agenda: Minute Order No. 2009-35.**

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

5. **Consent Agenda: Minute Order No. 2009-36.**

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

6. **Dispatch Services Contracts: Minute Order No. 2009-37.**

Arbuckle – College City FPD Chief Cox asked for clarification relating to the fee formula. He and the FPD Board President indicated that their agency would still have difficulty paying the entire fee (\$33,454; as determined by the newly proposed fee formula) this year and for the next several years.

The YECA Board approved the proposed *contract agency fee formula*.

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

A **second motion** was presented and approved as follows: charge Arbuckle \$15,000 for FY 2009/2010, and increase the fee by approximately 20% each fiscal year. This indexation will occur throughout a 5-year contract (ending in 2014). During the contract term, Arbuckle can come before the Board to discuss any hardships.

YOLO EMERGENCY COMMUNICATIONS AGENCY

The Board's expectation is that at the end of the contract, Arbuckle will be paying the full amount as determined by the current *contract agency fee formula*.

The annual fee for the Yocha Dehe Fire Dept. will be calculated as outlined in the contract agency fee formula approved in the *primary motion*. YDH Fire Chief Chandler acknowledged this as well as the *second motion*.

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

7. Server Virtualization: Minute Order No. 2009-38.

A motion was presented to approve the server virtualization project.

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

8. County Command Vehicle Training:

The staff report was noted. Yolo County OES Manager Bill Martin advised that he was awaiting final approval from the State regarding the request for \$10,000 from the 2009 Homeland Security Grant. He is expecting notification within 30 days.

9. Phase II Radio System Upgrade Cost-sharing:

Board member Richardson noted that YECA has been very successful in receiving grant dollars for the Phase I projects. She noted that West Sacramento benefits very little from the receipt of these funds because they are part of another radio network system, for which they paid over \$2 million to join. West Sacramento joined this system because YECA was unable to accommodate them on existing frequencies. Richardson suggested that the Board explore a different funding allocation among the parties for subsequent phases that would allow for a reduced share from West Sacramento.

The Board agreed to discuss the matter and appointed Chair Muramoto to work with Richardson and the Executive Director to discuss some options.

10. JPA Membership Expansion: Minute Order No. 2009-39.

The Board authorized the Executive Director to formally contact the City of Davis, UC Davis, and the Yocha De He Wintun Nation.

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

YOLO EMERGENCY COMMUNICATIONS AGENCY

11. Facility Generator Replacement: Minute Order No. 2009-40.

The Board approved the contract award to E. R. Bacon Company which includes the Option 1 quote (\$120,800) and the Alternate Option quote (\$18,500).

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

12. Microwave System Recommendation: Minute Order No. 2009-41.

The Board authorized the purchase of Alcatel-Lucent USA, Inc. microwave equipment and services for \$1,388,000.

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

13. Agency Budget Status Report:

The report for August was noted.

14. Phase I Radio System Upgrade:

The staff report was noted.

15. Items for Future Agendas of the Governing Board:

Nothing outside of the standing items was specified.

16. Closed Session:

The public meeting adjourned to closed session at 4:10 p.m. Closed session adjourned at 4:36 p.m.

17. Closed Session Announcements: none.

18. Adjournment:

The meeting was adjourned at 4:37 p.m.

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

*The next regularly scheduled Board meeting is planned for October 7, 2009 at 2:00 PM; YECA Conference Room, 35 N. Cottonwood St. Woodland, CA.