

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

April 6, 2022

2:00 P.M.

Minutes

The YECA Governing Board met on Wednesday April 6th, 2023 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Member Binns called the meeting to order at 1:59 p.m.

PRESENT: Primary Board Members: Dena Humphrey, YECA Executive Director, Steve Binns, City of West Sacramento, Kim McKinney, City of Woodland, John Miller, City of Winters, Shawn Kinney, Yocha Dehe Wintun Nation, Tom Lopez, Yolo County

Entry No. 2

Minute Order No. 2023-01

Approval of the Agenda - [Approved](#)

MOTION: Miller SECOND: McKinney AYES: Binns, McKinney, Kinney, Lopez, Miller

Entry No. 3

Announcements

- a. Proclamation “National Public Safety Telecommunications Week April 9th – 15th
- b. YECA’s Dispatcher of the Year “Bethany Eakin”

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2023-02

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the November 2, 2022, Regular Meeting, December 14, 2022 & January 25, 2023 Special Session Meetings
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2022 4th Quarterly Law & Fire Dispatch to Que Call Stats
- e. 2022 Annual Calls for Service Report

MOTION: Lopez SECOND: McKinney AYES: Binns, McKinney, Kinney, Lopez Noted was not present for November 2, 2022, December 14, 2022, January 25, 2023 meetings, **Miller** Noted was not present for the November 2, 2022 meeting

Entry No. 6

FY21/22 External Audit Presentation by Richardson & Company, CPA’s – [*Info Only](#)

- a. FY21/22 Fiscal Audit Summary
- b. FY21/22 Audit Letters
- c. FY21/22 Fiscal Audit Financials - Attachment

Ingrid Shepline presented audit findings. Ingrid advised that the negative unrestricted net position was due to OPEB and pension as a projection of resources that will be needed once current employees retire. Overall they found no compliance issues or issues with internal controls and had no difficulties in performing the audit.

Entry No. 7

YECA Member Cost Formula Review Discussion - *Info Only

ED Humphrey advised meetings were held to discuss the member cost formula that included four board members. Meetings were concluded with no action further review. Board Member McKinney expressed appreciation for the information and the time provided. Advised further discussion was not needed. Board Chair Binns expressed the member cost formula was reviewed by City of West Sacramento staff and was found that there was not a better way. Board Member Lopez expressed the Yolo County representative was okay with the current formula as it stands.

Entry No. 8

FY23/24 Proposed Draft Budget & Presentation – *Info Only

- a. FY23/24 Proposed Budget
- b. FY23/24 Proposed CIP Summary
- c. FY23/24 Proposed CIP 4-Year Forecast
- d. FY23/24 Proposed Position Table
- e. IT Staffing Summary
- f. IT Helpdesk Technician Job Description (Extra-help)

ED Humphrey presented Surplus Fund Balance Proposal ideas, five year projections for member contributions, OPEB and CalPERS were presented, and four year CIP projection. Board Member McKinney was not comfortable voting with Helpdesk Technician position added to Authorized Position list, but expressed approval if asked to vote for a job description. ED Humphrey advised the need to have this was due to findings after the past CalPERS audit. Board Member Lopez requested clarification on whether or not the position needs to be on the Authorization List.

ED Humphrey noted that West Sacramento's Amount Change on Proposed Draft FY23/24 Member Agency Allocations (page 34) should not be in brackets depicting a negative number. Board Chair Binns confirmed notation.

ED Humphrey will bring the budget as-is to the next board meeting as a voted item.

Entry No. 9

Next Scheduled JPA Board Meeting Date: May 3rd, 2023

Entry No. 10

Items for Future Meeting Agenda

- a. UCD Fire Discussion on potential prospects of joining YECA membership
Board Chair Binns shared UC Davis Fire Chief Trauernicht has expressed interest for UC Davis to be added as a YECA primary member.
- b. FY23/24 Budget

Entry No. 11

**Meeting Adjourned at 3:36 p.m.
Minutes submitted by Billy Keen**