

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

**August 6, 2014**

**MINUTES**

The YECA Governing Board met on Wednesday, August 6, 2014 at the Yolo Emergency Communications Agency, Woodland CA. Board Chair Sergio Gutierrez called the meeting to order at 3:02 p.m.

**PRESENT:** Primary Board Members: Sergio Gutierrez, City of Winters, Tom Lopez, Yolo County, Carol Richardson, City of West Sacramento, Dan Bellini, City of Woodland, Gary Fredericksen, Yocha Dehe Wintun Nation, and Dena Humphrey, Agency Manager.

Entry No. 2

**Public Comment**

None

Entry No. 3

**Announcements**

Tom Lopez announced at the Homeland Security Grant Meeting, the committee would be interested in seeing YECA submit a solidified plan next year for possible CAD-to-CAD interfaces with some of the other local PSAP's.

Entry No. 4

**Minute Order No. 2014-50: Approval of Agenda**

The Agenda was approved as presented.

MOTION: Bellini SECOND: Richardson AYES: Gutierrez, Fredericksen, Bellini, Lopez, Richardson.

Entry No. 5

**Minute Order No. 2014-51: Approval of Consent Agenda**

The Consent Agenda was approved as presented.

MOTION: Lopez SECOND: Bellini AYES: Gutierrez, Fredericksen, Bellini, Lopez, Richardson.

Entry No. 6

**FY13 External Audit Presentation, Macias, Gini & O'Connell LLP**

Mark Aspesi, from Macias, Gini & O'Connell gave an oral report on YECA's financial statements and independent audit for fiscal year ended June 30, 2013.

No action was taken

Entry No. 7

**Software Cost Allocations**

Agency Manager Dena Humphrey presented to the Board a recommendation for the allocation of costs for software licensing. After some discussion, direction was given to continue with member agency's paying for the initial license and YECA pay the annual recurring costs, to monitor the costs and develop a policy to include a deviation of more than 10% in costs would be brought back to the Board.

Entry No. 8

**Standard Levels of Service**

Agency Manager Dena Humphrey requested support from the Board for the Agency to establish standard levels of service for a shared understanding of needs and priorities; to manage service improvement; and communicate expectations to staff.

Staff was given direction to develop a matrix of services for both law and fire for user agencies to review, meet, and collaborate for potential consolidation of services.

The next scheduled meeting will be September 3, 2014.

Meeting was adjourned at 3:41 p.m.

Minutes submitted by: Marci Criste, Recording Secretary