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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Administration Board  
LOCATION: VCC Board Room  
DATE & TIME: Friday, January 6, 2017 at 1000 hours

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**If an item below is bolded, related documents follow the agenda**

1. Welcome and Introduction
2. PSERN Presentation
3. Report from any Member
4. Report Operations Board
5. Report from Executive Director
6. Action Items by consent - **(items a & b)**
  - a. Meeting Minutes Approval from the October 7, 2016 meeting**
  - b. Voucher Approval (separate file)**
7. Next regular scheduled Admin Board – February 3, 2017
8. Adjourn





## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room  
DATE: Friday, October 7, 2016

MEMBERS: Mayor Ferrell, *City of Federal Way*  
Mayor Law, *City of Renton*  
Mayor Cooke, *City of Kent*  
Mayor Backus, *City of Auburn*  
Mayor Ekberg, *City of Tukwila*

VCC STAFF: Lora Ueland, *Executive Director*  
Yvonne Carslay, *Training Manager*  
Vonnie Mayer, *Operations Manager*  
Sean Morrow, *HR Manager*  
Kristin Meitzler, *Technical Services Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Karen Hanson, *Training Manager*  
Amy Leaitu, *HR Analyst*  
Mary Sue Robey, *Administrative Services Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*

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**Welcome and Introductions.** Chairperson Mayor Ferrell called the meeting to order at 1002 hours. Introductions were made around the room.

**Report from Any Member.** Mayor Ekberg asked if there was technology in the future that would help with audio quality when using a cell phone to call 911. Kristin Meitzler stated there has been discussion on audio quality, but currently there is not a solution. Director Ueland said it is more of a regional solution so could be a part of the strategic plan and Text to 911 could be an option as well.

Mayor Backus thanked all of the Call Receivers and Dispatchers for their continued professionalism handling the recent significant number of incidents.

**Report from Ops Board.** In Chief Church's absence Director Ueland reported at the last Operations Board meeting they discussed a PSERN question regarding the impacts of Motorola changing from FM certification (Factory Mutual) to Underwriter's Laboratory. The Chiefs were asked to provide input by the next PSERN Joint Board meeting.



## **Report from Executive Director.**

**Personnel.** Director Ueland introduced new HR Analyst Amy Leaitu and Training Manager Karen Hanson. Current Training Manager Yvonne Carslay will retire December 31<sup>st</sup>.

Operations Manager Vonnie Mayer has been promoted to Deputy Director. VCC will begin a hiring process for a new Operations Manager in January. The position will be offered to both internal and external candidates.

The July class of 10 have all graduated and are working in the Com Room.

VCC is currently recruiting for a January academy. There are 3.5 open positions plus 4 overhires.

## **Security Breach Update.**

A permanent fix is in place for the fence including replacing the lower cable around the entire perimeter and adding additional razor wire. The landscapers and city of Kent have removed several trees and bushes that were potential access points around the fence. On August 17<sup>th</sup>, Department of Homeland Security conducted a risk assessment thru liaison with Supervisor Denese Moore. A detailed report will be sent to VCC once completed.

**Text to 911.** The fully integrated system is still years out, but interim solutions have been deployed around the country. KC PSAPs have agreed to the necessity of deploying as a County and had selected a web based text format as the interim solution. Due to new solutions on the market, King County Procurement has determined a Request For Proposals is needed to make a final selection. The target date for Text to 911 deployment is July 1, 2017.

**PSERN Executive Summary.** The PSERN Project is scheduled to address the RPC on October 12<sup>th</sup> and will report the leasing process has been moving slowly due to the various cities involved not responding as quickly as needed to make the scheduled dates. The issues of cities not being as responsive as needed do not involve our cities.

## **E-911 Strategic Plan.**

The first Leadership Group meeting was held September 20. Director Ueland distributed 2 handouts outlining the process to be used to develop the strategic plan with due dates listed and an organizational chart showing the reporting structure and approval process. The King County Council has the ultimate authority with recommendations from the RPC. Director Ueland will be providing high level information on this effort to each of the City Councils in October and November.

## **Commendations.**

Deputy Director Mayer acknowledged VCC Call Receiver Lorrie Broming and Dispatcher Nicole Franco for the empathy and actions they exhibited on separate calls from our community. She also extended her gratitude to Renton PD and Fire as well as EMS for the



professionalism and care they showed during the unexpected loss of a VCC Call Receiver's infant son.

**Action Items by Consent.** *Mayor Law moved to accept the minutes from the June 3rd, 2016 meeting and voucher approval. Mayor Cooke seconded. Motion passed.*

*Mayor Law moved to adopt Resolution 123 Establishing a Wellness Committee. Mayor Eckberg seconded. Motion passed.*

*Mayor Backus moved to approve SOP 1005 Credit Card Use. Mayor Cooke seconded. Motion passed.*

*Mayor Law moved to approve extending Renton Fire Authority member city status. Mayor Backus seconded. Motion passed.*

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, September 2, 2016 at 1000 and adjourned the meeting at 1036.

Respectfully submitted,

Tracy Fitzgerald,  
Administrative Services Assistant

