



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room
DATE & TIME: Friday, February 3, 2017 at 1000 hours

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

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





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room
DATE: Friday, January 6, 2017

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*

VISITORS: Chief Church, *South King Fire & Rescue*
Deanna Gregory, *Pacific Law Group*
Matt Busa, *Motorola*
Dan Kruger, *CASE Associates*
David Mendel, *King County*
Karla Clark, *King County*

VCC STAFF: Lora Ueland, *Executive Director*
Karen Hanson, *Training Manager*
Vonnie Mayer, *Operations Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chairperson Mayor Ferrell called the meeting to order at 1001 hours. Introductions were made around the room.

Report from Any Member. None.

Report from Ops Board. Chief Church reported there are a few new Chiefs due to recent retirements including Maple Valley Fire Chief Brad Doerflinger. At the December meeting, Director Ueland presented him with a plaque thanking him for his years of service on the Ops Board.

PSERN Presentation. David Mendel and Karla Clark provided a PSERN presentation covering the budget and proposed sites. This presentation was also provided to the Ops Board at the December meeting. Additional information and updates can be found at PSERN.org.



Report from Executive Director.

Personnel.

The class of 10 started on July 11. All but 3 have been released on their own. Since then 2 have left. An additional 3 trained part-time call receivers have left with one accepting the Public Records Specialist position, one not returning from Maternity Leave and one who took a firefighter position with Seattle Fire.

VCC is down 5.5 people, 9.5 counting the overhires. A class of 6 will be starting Monday January 9.

VCC is currently recruiting for an Operations Manager and an IT Project Manager.

Managers Retreat.

In October, all managers attended a Managers Retreat to discuss team building, personality recognition, the project approval process, deployment of text to 911, and the update of hardware and software that allows connectivity between agencies and VCC.

PSERN Executive Summary. The PSERN Project is scheduled to address the RPC on October 12th 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 next Leadership Group meeting is January 19. Mayor Law can expect CBE outreach in the next 2 weeks. The agenda includes an Issue Brief which is the main deliverable for the meeting. Director Ueland thanked Mayor Law for his participation.

New Year's Eve Report. Deputy Director Vonnie Mayer provided the Board with a brief update on New Year's Eve. VCC met standards and had adequate staffing. Deputy Director Mayer will email the Mayors the stats with individual agency call numbers.

Action Items by Consent. *Mayor Backus moved to accept the minutes from the October 7, 2016 meeting and voucher approval. Mayor Cooke seconded. Motion passed.*

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, February 3, 2017 at 1000 and adjourned the meeting at 1102.

Respectfully submitted,

Tracy Fitzgerald,



Administrative Services Assistant

