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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Administration Board  
LOCATION: VCC Board Room  
DATE & TIME: Friday, February 5, 2016 at 1000 hours

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

1. Welcome and Introductions
2. Report from any Member
3. Report Operations Board
4. Report from Executive Director
5. Action Items by consent
  - a. Meeting Minutes Approval from the December 4, 2015 meeting**
6. Next regular scheduled meeting – March 4, 2016
7. Adjourn





## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room  
DATE: Friday, December 4, 2015

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

VISTOR: Mayor Elect Ekberg, *City of Tukwila*  
Deanna Gregory, *Pacifica Law Group*  
Chief Thomas, *Kent Police*

VCC STAFF: Lora Ueland, *Executive Director*  
Mary Sue Robey, *Administrative Services Manager*  
Kristin Meitzler, *Technical Services Manager*  
Yvonne Carslay, *Training Manager*  
Vonnie Mayer, *Operations Manager*  
Sean Morrow, *HR Manager*  
Sara Hloshyk, *HR Specialist*

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**Welcome and Introductions.** Chairperson Mayor Law called the meeting to order at 1000 hours. Introductions were made around the room.

Mayor Law added item C under action items to the agenda – Elect Administration Board Chair for 2016/17.

Mayor Haggerton introduced Mayor Elect Ekberg. Mayor Ekberg shared his history/experiences with the group.

**Recognition.** Executive Director recognized Mayor Haggerton for his support and guidance shown to Valley Com over the past eight years.

**Report from Member.** None.

**Report from OPS Board.** Chief Thomas, Chair of the Operations Board reported the Operations Board met on December 3rd. The Board recommended approval of the vouchers



and payroll, approved Buckley Fire to have access to radio channels for interoperability, and were briefed on VCC projects and issues. They also elected Chief Church as the new Chair and Chief Hwang as the Vice Chair for 2016/17.

Operations Manager Vonnie Mayer acknowledged employees that received recognition at the Operations Board meeting and congratulated Mayor Haggerton on his retirement as Mayor of Tukwila.

Operations Manager Mayer also discussed the call volume from the high winds on November 17<sup>th</sup> giving the Board measurable statistics. She also reported the com center is preparing for Emergency State of Readiness.

### **Report from Executive Director.**

#### **Personnel.**

- A job offer was made for the CAD Admin position to one of the candidates.
- The next Call Receiver Academy will begin on January 4<sup>th</sup>, hoping to have another class of ten.
- From the last Call Receiver Academy of ten, 2 have been terminated, 7 have been released from one on one training and 1 is still working on one on one training.
- Labor negotiations continue with both groups and hope to be finished soon. All that is remaining to be worked on is contract language.

**PSERN.** King County requires an independent QA assessment for large projects. A baseline report in November identified 3 red areas in need of immediate attention. The first two relate to additional project resources for Project Management and schedule management and the third involved improved communication with the stakeholders.

King County's Project Review Board had already required the project hire additional resources. The King County Search and Rescue addressed the Joint Board. On VHF system, there is poor to no coverage in the Middle Fork of the Snoqualmie Valley. Search and Rescue is asking PSERN and the Joint Board to discuss possible options to address these issues. The project schedule is behind in the site viability phase. The Project Director is optimistic the time can be made up in other areas.

The Subscriber Radio and Dispatch Console Replacement principles were adopted by the Joint Board. The standard template for the radios still need to be decided. The project will pay for standard radios and agencies will be responsible for anything outside of the standard. Radio Principles will be sent out to the agencies (done 12/03/15).

**King County E-911.** Director Ueland passed around a diagram that explained the comparison of Organizational Structures (current and future). They are forming the Interim Advisory Group with the first meeting planned for January 2016.



**Audit.** The State Auditor's Office completed the 2014 Valley Com audit with the Exit Interview scheduled for December 11<sup>th</sup>. Valley Com is expecting a clean audit report with no findings for the 18<sup>th</sup> year.

**Public Records Request.** Valley Com received a request for all VCC records earlier this week. The Board was aware of the request as their cities had also received the same request. Valley Com is working with their PDR attorney on how to respond and comply with the request.

**Action Items by Consent.** *Mayor Cooke moved to approve including minutes from the November 6, 2015 meeting. Mayor Ferrell seconded. Motion passed.*

*Mayor Backus moved to approve vouchers including claims check claims check numbers 26340 through 26446 in the amount of \$442,003.79 for the period of 10/10/2015 through 11/25/2015. EPAY numbers 2015-174 through 2015-197 in the amount of \$1,623,770.67 for the period of 09/11/2015 through 11/25/2015. Payroll in the amount of \$1,109,928.34 for the period of 10/01/2015 through 11/15/2015. Mayor Haggerton seconded. Motion passed.*

*Mayor Haggerton moved to elect Mayor Ferrell as the Administration Chair for 2016/17. Mayor Cooke seconded. Motion passed.*

The Board approved the 2016 Administration Board Meeting schedule

Mayor Law stated the next meeting will be January 8, 2016.

With no further business, Mayor Law adjourned the meeting at 1028 hours.

Respectfully submitted,

Mary Sue Robey,  
Administrative Services Manager





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## AGENDA REPORT

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TO: Valley Communications Center (VCC) Administration Board  
THROUGH:  
FROM: Lora Ueland, Executive Director  
DATE: February 1, 2016  
RE: Facility Projects Update

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### **Console Furniture Replacement in Com Room**

**Scope:** Replace thirteen year-old console furniture at 16 call receiver positions, 16 dispatcher positions, 2 supervisor work stations in com room and two positions in the training room. Includes sit/stand desks, storage for electronic components, carpet, individual environment controls and status indicators. Adding four call receiver positions ~~and one supervisor position~~ for total of ~~41~~ 40 consoles.

**Financial Impact:** Approved budget of \$1,014,200.

**Status:** SOW and contract under review by vendor. The additional supervisor console eliminated due to cost. One 40" monitor has replaced three separate monitors at each workstation. Mock console installed on 12/03/15 and currently being reviewed by com room staff.

**Target Completion Date:** 1Q16.

### **Data Center Remediation**

**Scope:** Address HVAC in the Data Center to maintain cooling capacity, regulate humidity and control air flow for critical VCC infrastructure (CAD, radio, paging components).

**Financial Impact:** Approved budget of \$1,473,000.

**Status:** Bid documents published and close date is Feb 11. Have conducted site walks with interested vendors. Permit requests submitted. Discovered the electrical transformer originally installed by PSE is not adequately sized for the building load and PSE is determining how to rectify.

**Target Completion Date:** 4Q16.

