



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room
DATE & TIME: Friday, March 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. Action Items
 - a. Meeting Minutes Approval from the February 3, 2017 meeting**
6. Next regular scheduled Admin Board – April 7, 2017
7. Adjourn





MEETING MINUTES I

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room
DATE: Friday, February 3, 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: Shannon Phillips, *Summit Law Group*
Matt Busa, *Motorola*
Chief Keller, *Medic One*

VCC STAFF: Lora Ueland, *Executive Director*
Karen Hanson, *Training Manager*
Vonnie Mayer, *Operations Manager*
Mary Sue Robey, *Administrative Services Manager*
Sean Morrow, *HR Manager*
Kristin Meitzler, *Technical Services Manager*

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

Report from Any Member. None.

Report from Ops Board. In the absence of Chief Church Executive Director Ueland reported the last meeting was in December which was reported at the January meeting.

Report from Executive Director.

Personnel.

Technical Services Manager Meitzler hired Laura Blechen from the City of Bellevue as the new IT Project Administrator, she will begin on February 13th.

A hiring process was conducted for the vacant Operations Manager position, it was a competitive process with 3 internal candidates and 1 external candidate. Supervisor II Angee Bunk was promoted and will begin her new job February 16th.



The Call Receiver class of 10 from July 2016 lost another 2 recruits bringing that class down to 5 remaining. A new class began on January 9th with 6 recruits and we have opened recruitment for another class to begin in August.

On January 31st as a result from the Manager's Retreat held last fall, an all Administration Team meeting was held. The meeting went very well with information shared and received regarding employee recognition, communication, enhancing our mental health plan/strategy and discussion of VCC's mission and vision to name a few. The meetings will be planned quarterly in the future.

Valley Com received the decision from the State Auditor's Office regarding the recommendation for repayment from an employee who used Bereavement Leave outside of the policy. They are requesting on top of the repayment of leave used also the fees associated with the investigation (\$2500). Valley Com has met with the employee and advised we are supporting the recommendation.

E-911 Strategic Plan.

Updates to the plan will be given at both the March 8th RPC meeting and the April 3rd County Council meeting. The 1st draft of the Technology and Operations Task Force recommendations will be due on March 31st which will include all the questions gathered from the scoping. The next Leadership Group meeting is scheduled for June 20th where they will review the recommendation and finalization is expected June 30th.

ED Ueland discussed the passing of SHB 1258, Travis Bill in the House Judiciary Committee.

PSERN.

A handout was distributed showing the PSERN Project timeline. The schedule is now officially behind in part due to the time it is taking to get leases approved as Council wants to review and approve each lease. The PSERN Board is seeking an alternative lease arrangement that would allow certain construction to move forward before the lease is finalized. Motorola's testing plan is also behind schedule due to details being worked out regarding methodology, sequence, frequencies and resources.

Executive Director Ueland ended her report announcing she would be on vacation until February 21st and Deputy Director Mayer will be available if needed in her absence.

Deputy Director Mayer briefed the Board on KCFD #28 (Enumclaw) stating her plans to meet with the Fire Commissioners to discuss the onboarding to Valley Com on February 15th. She also stated talks continue with dispatching for King County International Airport.

Deputy Director Mayer distributed a handout and discussed Call Volume (911 & 10 digit combined) vs. Billable Calls for Service comparison for years 2014 through 2016. She also shared her appreciation for the cities website receptiveness to work with Valley Com in sharing information.



At 1023 hours, Mayor Ferrell requested the Board to move into Executive Session under RCW 42.30.110(1)(i) for the purpose of discussing litigation. It is expected the Executive Session will last no more than 30 minutes with no action from the Board upon re-convening. Director Ueland requested that Shannon Phillips, Sean Morrow, Vonnie Mayer and Mary Sue Robey remain for the Executive Session.

At 1055 Mayor Ferrell convened the general meeting.

Action Items by Consent. *Mayor Law moved to accept the minutes from the January 6, 2017 meeting and voucher approval. Mayor Backus seconded. Motion passed.*

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, March 3, 2017 at 1000 and adjourned the meeting at 1056.

Respectfully submitted,

Mary Sue Robey,
Administrative Services Manager

