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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC)  
Public Development Authority  
LOCATION: VCC Board Room  
DATE & TIME: Friday, April 1, 2016 - 10:00AM

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

1. Welcome and Introductions
2. Action item
  - a. Meeting minutes approval - December 4, 2015**
3. Adjourn

Next scheduled meeting of the VCC Public Development Authority will be September 2, 2016.





## MEETING MINUTES

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MEETING: VCC Public Development Authority (PDA)  
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.** Introductions were made at the Administration Board meeting, there were no new attendees for this meeting. Mayor Law called the meeting to order at 1028 hours.

**Minutes.** Mayor Backus moved to accept the minutes from the November 4, 2015 meeting. Mayor Ferrell seconded. Motion passed.

Executive Director Ueland announced the Bonds for Debt Service will be paid off December 31, 2015. Valley Com will keep the PDA open for future use if needed. Keeping the PDA open will require two meetings per year.

Mayor Law stated the next meeting will be held on April 1, 2016.

With no further business before the Board, Mayor Law adjourned the meeting at 1030 hours.

Respectfully submitted,



Mary Sue Robey  
Administrative Services Manager





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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Administration Board  
LOCATION: VCC Board Room  
DATE & TIME: Friday, April 1, 2016 following the PDA meeting 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 - **(items a & b)**
  - a. Meeting Minutes Approval from the March 4, 2016 meeting**
  - b. Voucher Approval (separate file)**
6. Executive Session - Litigation
7. Next regular scheduled Admin Board – May 6, 2016
8. Adjourn





## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room  
DATE: Friday, March 4, 2016

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

MEMBERS  
NOT PRESENT: Mayor Ekberg, *City of Tukwila*

VISTORS: Deanna Gregory, *Pacifica Law Group*  
Matt Busa, *Motorola Solutions*

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

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**Welcome and Introductions.** Chairperson Mayor Ferrell called the meeting to order at 1001 hours. Agenda item 2b was moved under the Directors report.

**Report from Member.** Director Ueland discussed and asked if the Board had any questions or comments regarding the PSAP Capital Improvement Project (CIP) letter to the King County Council that she signed along with other PSAPs in King County and which was included in the Board packet. There were none.

**Report from OPS Board.** In Chief Church's absence Director Ueland reported at the last Operations Board meeting they discussed a letter received February 10<sup>th</sup> requesting VCC dispatch for the King County Airport. She further stated KCSO has declined to provide dispatch services for the Airport. The Ops Board discussed and decided to convene a sub-committee to explore and evaluate the feasibility of supporting dispatch services for the Airport. The Administration Board put the feasibility study on hold until they receive an explanation as to why KCSO declined dispatch services to the KC Airport. Director Ueland agreed to meet with Fred Jarrett and/or the KC Sheriff to gather more information.



The Ops Board also discussed the Project Approval Process included in the Board package and unanimously supported the process and recommended approval by the Admin Board. The Operations Board also moved to recommend approval of the vouchers by the Administration Board.

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

**Facilities Agenda Report.** Director Ueland discussed the Facility Maintenance Agenda Report that was included in the Board Packet. The HVAC replacement started at an estimated cost of \$800k. An engineering firm was engaged to assist in scoping the work and refining costs and suggested the budget be increased to \$1.5 million, which the Admin Board approved in September of 2015. Three bids were submitted and the estimated total cost of the project is now approximately \$2.9 million. During the process it was discovered the PSE transformer is undersized for the existing building load and must be replaced. Finance Manager Bogush-Stakhov is researching to see if the existing budget can absorb the cost differential. This project is considered high risk.

### **Personnel.**

- The current Call Receiver Academy is still intact with the 6 trainees, class completion is scheduled for mid-March.
- HR will begin recruiting for the next Call Receiver Academy scheduled to begin now July 11<sup>th</sup> moved from the original September beginning date. Valley Com is down 8.5 (including the 4 approved over hires) positions.
- 3 employees have filed a Claims for Damage against VCC for unpaid wages. Discussions were held with VC counsel and a response was sent mid-February citing either not compensable work or de Minimis amounts of time.

**King County E-911 Strategic Plan Scoping Committee.** There are four Leadership Group meetings scheduled, 1 in March, 2 in April and 1 in May. Director Ueland met with facilitator Brian Scott of BDS Planning and Urban Design to bring him up to speed and prepare for the Leadership Group meetings.

**PSERN.** Director Ueland introduced Matt Busa, Valley Com's new Motorola representative. She continued stating the Joint Board met on February 25<sup>th</sup> and will be meeting again on March 11<sup>th</sup>. They have recognized some site development complications in the Stevens Pass area, being designated as a historical district where several new sites are planned. If artifacts are found, possible will have to eliminate the sites. At worst case scenario - will not be able to cost effectively meet the 95% coverage requirements.

**CAD.** Director Ueland and Technical Services Manager Meitzler met with TriTech Executives at the recent TriTech conference they attended to discuss current and long term planning. TriTech stated they intend to develop the Tiburon CAD system beyond its contractual mandates and stated an 18-month roadmap will be coming in June along with a new 3.0 system version.



**Action Items by Consent.** *Mayor Cooke moved to approve the action items by consent including minutes from the February 5, 2016 meeting; Voucher Approval (claims check numbers 26447 through 26628 in the amount of \$716,797.20 for the period of 11/26/2015 through 02/10/2016. EPAY numbers 2015-198 through 2016-019 in the amount of \$670,602.71 for the period of 11/26/2015 through 02/02/2016. Payroll in the amount of \$1,906,881.29 for the period of 11/26/2015 through 01/31/2016) and the Project Approval Process. Mayor Backus seconded. Motion passed.*

Mayor Ferrell stated the next scheduled meeting will be April 1, 2016.

With no further business, Mayor Ferrell adjourned the meeting at 1030 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  
FROM: Lora Ueland, Executive Director  
DATE: March 24, 2016  
RE: PulsePoint Application

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**NOTE** – This Agenda Report is provided to the Admin Board for information only. The Operations Board reviewed this report at the 03/24/16 Meeting.

**Issue:** Does the Operations Board request Valley Com initiate a project to implement PulsePoint?

**Background:** PulsePoint is a 501c-3 non-profit foundation based in the San Francisco area. <sup>1</sup>PulsePoint apps are designed to interface with the CAD system to alert private citizens of a nearby CPR event. In addition, the app can display all active emergency Fire/EMS incidents complete with address, type of incident and apparatus assigned as well as provide audio of radio traffic. A second app allows for reporting and updating of AED locations. The apps are free to download to the public and are only available where adopted and implemented by the local Fire/EMS agency.

**History:** The Medic One Foundation approached VCC in March of 2015 regarding PulsePoint. King County EMS attended the meeting, however, at that time did not make the request that VCC implement. In March of 2016, EMS indicated their support of the PulsePoint app changed from neutral to highly supportive. Seattle Fire and NORCOM are moving forward with implementation and Dr. Eisenberg from EMS has been quoted as saying he wants all fire agencies in King County to implement close to or at the same time to maximize outreach and utilization by the public.

Valley Com briefly investigated the possibility of implementing PulsePoint and identified several concerns that would have to be addressed:

1. The interface Tiburon has written to connect to PulsePoint for other customers involves a direct connect to the CAD data warehouse. This direct connect is deemed a significant risk by VCC as it exposes CAD to the outside world.
2. The CAD data warehouse is the repository for all VCC CAD data, police and fire, and there are Criminal Justice Information System (CJIS) concerns to be addressed. This is a unique situation to VCC as Seattle Fire is on a different CAD system than Seattle Police and NORCOM is also using two different CAD systems which separates their data.
3. VCC's workflow is to use the type code of AID or AIDMD on initial dispatch. To be effective, PulsePoint must identify CPR at initial dispatch.





**Financial Review:** While the app is free to download, there are costs to the agency to implement including a one-time fixed implementation fee of \$10,000 and ongoing maintenance fees ranging from \$8,000 to \$28,000.<sup>2</sup> VCC would also incur costs from Tiburon to develop a connection method and costs to maintain the interface during upgrades, in addition to any steps needed to address the direct connect and CJIS issues. EMS has indicated they have some funds to assist in implementation fees.

**Discussion:** At this time, there has not been a request made by a VCC agency to implement Pulse Point. PulsePoint has meet with South King Fire and possibly more seeking support to implement.

VCC does not have available funds budgeted in the current biennium for this project. In addition, the project schedule would be impacted by a new project and consideration would need to be given to priorities.

**Action:** Does the VCC Operations Board desire to pursue exploring implementation of PulsePoint at this time and, in doing so, name an agency as the Project Sponsor as defined by the Project Approval Process?

**Decision:** The Operations Board did not recommend pursuing implementation of Pulse Point at this time. They will reconsider in 2017. A Project Sponsor was not identified.

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<sup>1</sup> [www.pulsepoint.org](http://www.pulsepoint.org)

<sup>2</sup> [www.pulsepoint.org/implementation/](http://www.pulsepoint.org/implementation/)

