



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, May 5, 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 March 3, 2017 meeting**
 - b. Voucher Approval**
6. Next regular scheduled Admin Board – June 2, 2017
7. Adjourn





MEETING MINUTES I

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room
DATE: Friday, March 3, 2017

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

MEMBERS NOT PRESENT: Mayor Cooke, *City of Kent*

VISITORS: Matt Busa, *Motorola*

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

Welcome and Introductions. Chairperson Mayor Ferrell called the meeting to order at 1000 hours. Introductions were not necessary.

Report from Any Member. None.

Report from Ops Board. In the absence of Chief Church Executive Director Ueland reported the February meeting did not have a quorum. Valley Com recognized Linda Minard for her 10 years of volunteer work to Valley Com and her hours served in 2016.

There was a recommendation from the Zone 3 Ops Chief to reduce radio traffic on the EMS channel that was tabled due to the lack of a quorum as well as minutes and vouchers.

Mayor Ekberg suggested an onboarding for new chiefs given the number of retirements expected in the next several years.

Report from Executive Director.

Personnel. The current Call Receiver Academy of 6 recruits will be graduating the end of this month and moving to their one-on-one training.



Currently the Com Room is down 2.5 positions, not including the 4 overhires. HR has actively begun recruitment for the August academy.

Due to Angee Bunk being promoted to Operations Manager a Supervisor I position has been posted. The process will be held on March 29th where an internal candidate will be identified.

Legislative Update. A handout of activity on priority bills/issues of interest to the Washington State APCO/NENA Chapter was distributed and discussed. Mayor Law suggested sending information on the bills to the mayors prior to the start of Session and highlight the bills that need special attention.

PSERN. A PSERN Joint Board Decision Brief handout was distributed. A discussion followed surrounding an increase in the staffing plan by 6 positions at a cost of \$2.5 million through salary savings. ED Ueland supported the increase, as did the other Joint Board members.

Also discussed was the Lease Progress report showing some progress is being made. Eight DNR leases are expected to be finalized this month and possibly are already and the Project is on the RPC calendar for next week.

The Executive Summary Report indicates changes from last month which ED Ueland discussed. Mayor Ekberg suggested showing them on the report and ED Ueland will make that request to the Project Team.

Telecommunicator Week. ED Ueland concluded her report stating TC week is the second full week of April where telecommunicators are nationally recognized, we celebrate and thank those who serve the public by being 911 professionals. The weeklong celebration includes small gifts, food, recognition and treats. Mayor Law, Councilmember Persson and Chief Milosevich have all agreed to grill burgers on Wednesday April 12th. Mary Sue will coordinate with the other mayor's assistance and see if they can join in the festivities at some point during the week.

Deputy Director Mayer briefed the Board on the following:

Enumclaw Fire is moving forward, one on one training at Valley Com has begun.

She also stated talks between Valley Com and King County International Airport are ongoing.

DD Mayer explained a report she received from Century Link on the February 10-digit phone outage where in a brief report explained an OC3 card had failed. She was not satisfied with their report and has more questions to be answered.

DD Mayer distributed a report and discussed the January 2017 call stats with the Board. The handout showed graphs of billable calls for service for the VCC owner agencies for the month of January. It also depicted the total incoming 911 & 10-digit phone calls vs. total billable calls for service for all agencies in the month of January.



Action Items. *Mayor Backus moved to accept the minutes from the February 3, 2017 meeting. Mayor Ekberg seconded. Motion passed.*

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, April 7, 2017 at 1000. Mayor Ekberg announced he would not be available and Mayor Ferrell thought he may not either. Valley Com will look for another time that will possibly work for all. Mayor Ferrell adjourned the meeting at 1036.

Respectfully submitted,

Mary Sue Robey,
Administrative Services Manager

