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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Administration Board  
LOCATION: VCC Board Room – 27519 108<sup>th</sup> Ave SE, Kent WA  
DATE & TIME: Friday, June 2, 2017 at 1000 hours

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**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 May 5, 2017 meeting**
6. Executive Session – Discuss Litigation
7. Next regular scheduled Admin Board – July 7, 2017
8. Adjourn





## MEETING MINUTES I

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room  
DATE: Friday, May 5, 2017

MEMBERS: Mayor Ferrell, *City of Federal Way*  
Mayor Cooke, *City of Kent*  
Mayor Backus, *City of Auburn*  
Mayor Ekberg, *City of Tukwila*

MEMBERS NOT PRESENT: Mayor Law, *City of Renton*

VISITORS: Emergency Manager Marty Grisham, *Tukwila Fire*  
Thippaphone Douangsi ICMA (Tukwila)  
Alisa Rukbankerd ICMA (Tukwila)

VCC STAFF: Lora Ueland, *Executive Director*  
Mary Sue Robey, *Administrative Services Manager*  
Kristin Meitzler, *Technical Services Manager*  
Justina Hanquet, *Training Assistant*

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**Welcome and Introductions.** Chairperson Mayor Ferrell called the meeting to order at 1004 hours. Introductions were made. Mayor Ekberg introduced two visitors visiting the City of Tukwila, one from Thailand and one from Laos. The two represent Leaders at the Core of Better Communities (ICMA) a professional and educational association for appointed local government administrators throughout the world. They are here visiting to see how our government administrators work.

**Report from Any Member.** None.

**Report from Ops Board.** In the absence of Chief Church Executive Director Ueland reported at the March meeting the Board approved a change to reduce radio traffic on the EMS channel that will improve efficiencies; they also appointed Tukwila Fire Chief Jay Wittwer to the Finance Committee; and approved minutes and vouchers.

At the April meeting there was not a quorum to approve action items. The Board was updated on the PSERN Joint Board meeting and the joint VCC/Agency user group was introduced. The first meeting will be held on May 10<sup>th</sup> where they will begin discussions on common goals between VCC and the agencies.



## **Report from Executive Director.**

**Thank you.** The Administrative Services department did an outstanding job celebrating Telecommunicator week and thank you to Mayor Law, Chief Milosevich, two Renton City Council members and a Renton Rotarian for cooking steaks, hamburgers and hotdogs. Also thank you to Mayor Cooke and Mayor Ekberg for coming up and spending time in the Com Room, staff enjoyed talking to the mayors.

**Personnel.** The current Call Receiver Academy of 6 recruits has lost one, the remaining 5 are in the com room working on their one-on-one training.

Currently the Com Room is down 7 positions, including the 4 overhires. HR has actively begun recruitment for the August academy. Thank you to Mayor Backus for allowing VCC to put banners up in the city of Auburn.

The process for the vacant Supervisor position was held on March 29<sup>th</sup> with 8 competitive internal applicants and was filled by Dispatcher Zach Cloyd.

**Legislative Update.** SB 5573 - Increasing membership on the State Interoperability Executive Committee was signed on 4/21 giving APCO/NENA a permanent voting membership.

SHB1258 - Travis Bill (feasibility study) was delivered to the Governor on 4/18 with no update as of 5/3; except it is expected to pass and gain traction on 2018.

ESHB 1594 – Improving Public Records Administration was delivered to the Governor on 4/21 with no update as of 5/3.

**PSERN.** The PSERN Joint Board meeting was held on 4/26. The Project Director reported 3 private owner sites have been deemed non-viable due to failure to come to an agreement on terms as well as one site in Pierce County. Now looking at plan B for next steps. The Executive Summary was passed out and discussed mentioning for the first time the project is in red due to the end date not being able to be met. The revised schedule from the Project Team is expected with or without a change in the end-date, mid-summer to early fall.

**E-911 Strategic Plan.** Work on the Technology & Operations portion of the plan is expected in “almost” final draft on 6/20 where it will be reviewed by the Legislative Group with potential minor changes for the final draft due on 6/30.

The existing funding distribution formula has been deconstructed and they are looking at ways to distribute funds including population, number of calls and possible a flat amount.

The Governance taskforce is discussing the options as to whether the governing body will be an advisory group or have authority to make decisions.



The RPC meeting is May 10<sup>th</sup> where members will be updated. ED Ueland has been invited to attend the SCA RPC Caucus meeting. Mayor Cooke advised ED Ueland if there was nothing controversial to discuss she did not need to attend.

**Text to 911.** The E-911 Office changed the implementation date from July to the end of the year. The security measures of the networks and dependencies that must be in place prior to implementing have slipped. Internal to VCC will be discussions as to how or if pictures and videos will be handled, however, the interim solution being deployed at the end of the year does not allow for receipt of pictures/videos. Other agencies that have deployed Text to 911 have not seen a notable impact.

**Project List.** The list of VCC projects authored by TS Manager Meitzler was distributed with a key showing the status of each project. The list is continually being updated as project priorities change as well as finished or added. This will help her and her staff to track and accurately capture the costs associated with the projects. Two of the larger projects in the works are the Phone upgrade led by the E-911 office on May 17<sup>th</sup>. Call receivers *only* will move to the back-up center at King County. The upgrade is for regular maintenance and to move to the current version. The other project is the CAD upgrade planned for the Fall. VCC will be moving to a newer version which will affect CAD only – no systems used in the vehicles will be impacted. CAD will be off-line for a time impacting operations and VCC will communicate plans with the Ops Board as they are developed.

**Lawsuit.** The class certification challenge is scheduled to be heard on May 12<sup>th</sup> in Superior Court. HR Manager Morrow and Deputy Director Mayer plan to attend.

**Enumclaw Fire.** VCC began dispatch service on April 3 with no incidents thanks to the combination of DD Mayer, TS Manager Meitzler, TA Hanquet and their teams, making it a smooth and well thought-out transition.

**Stats.** In the absence of DD Mayer, ED Ueland shared call stats with the Board. The handouts included graphs showing owner agency calls for service for the period of January – April 2017; 2017 average number of 911 & 10 digit calls per day, January – April; and total VCC incoming 911 & 10 digit calls January – April 2017. Mayor Cooke questioned the March and April numbers, ED Ueland will get clarification.

**Action Items.** *Mayor Backus moved to accept the minutes from the March 3, 2017 meeting. Mayor Ekberg seconded. Motion passed unanimously. Mayor Backus Moved to accept Claims check numbers 27352 through 27598 in the amount of \$2,589,217.73 for the period 11/23/16 –through 3/9/17; E-Pay numbers 2016-124 through 2017-023 in the amount of \$983,065.67 for the period of 11/16/16 through 3/3/17; Payroll in the amount of \$2,688,140.42 for the period if 11/16/16 through 2/28/17 and manual check number 39615 in the amount of \$1,272.98 dated 12/15/16. Mayor Cooke seconded. Motion passed unanimously.*

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, June 2, 2017 at 1000 and adjourned the meeting at 1040.



Respectfully submitted,

Mary Sue Robey,  
Administrative Services Manager

