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## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Administration Board  
LOCATION: VCC Board Room  
DATE & TIME: Friday, June 3, 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 - **(items a & b)**
  - a. Meeting Minutes Approval from the March 4, 2016 meeting**
  - b. Voucher Approval (separate file)**
6. Next regular scheduled Admin Board – July 1, 2016
7. Adjourn





## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room  
DATE: Friday, April 1, 2016

MEMBERS: Chair 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*

VISTORS: Deanna Gregory, *Pacifica Law Group*  
Rod Younker, *Summit Law Group*

VCC STAFF: Lora Ueland, *Executive Director*  
Yvonne Carslay, *Training Manager*  
Vonnie Mayer, *Operations Manager*  
Sean Morrow, *HR Manager*  
Justina Hanquet, *Training Assistant*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*

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**Welcome and Introductions.** Chairperson Mayor Ferrell called the meeting to order at 1002 hours. Introductions were made during the Public Development Authority meeting. There were no new attendees for this meeting.

**Report from Any Member.** None

**Report from OPS Board.** In Chief Church's absence Director Ueland reported at the last Operations Board meeting they discussed Pulse Point. The Board did not support implementation at this time. The Agenda report was included in the Administrative Board meeting packet. This was the first use of the project approval process and it went well. The Ops Board approved the March vouchers. Operations Manager Vonnie Mayer presented Supervisor Melinda Wilde with an award for her 20 years of service with Valley Com. The Ops Board held a discussion on the HVAC project and the criticality and focus required of all VCC personnel.



**Report from Chair.** EMS recently presented a 9 year old child with a Life Saver Award during a media attended awards event for his actions in calling 911 to assist his grandmother. VCC Call Receiver Yvonne Rhoades was the call receiver who handled the call and the Board acknowledged her contribution with a thank you letter. She did a great job calming the child and helping him through the call.

**Report from Executive Director.**

**Personnel Report.**

The Call Receiver Academy class concluded their final testing. There were 2 trainees who failed to pass the final practical exam. VCC received notice of intent to resign from a Call Receiver who plans to move to a smaller agency. There was a successful training and release of 2 dispatchers. There will be 8 vacant positions plus 4 overhires. Recruitment is underway for a July 11<sup>th</sup> academy.

**King County Airport.**

Director Ueland met with Sheriff Urquhart who declined to provide fire communications for the Airport due to cost of training and new FTEs needed vs low number of calls. The police officers, who also are certified firefighters, are supported by Sheriff Office Communications for police related incidents. Director Ueland will meet with the Airport Director Randall Berg next to explore their needs further. It was noted that portions of the airport runway are in Tukwila.

**VCC 2017/18 Budget Cycle.**

VCC is starting the budget cycle development now and has asked agencies via the Ops Board to inform them of any annexations, expected population growth, or changes to operations that would impact VCC. VCC will be coordinating with owner city Finance Directors regarding their impacts and expects to continue to focus on core mission requirements and what VCC can achieve in the budget cycle.

**King County E-911 Strategic Plan Scoping Committee.**

The first of 4 LG leadership meetings was held in which Mayor Law attended. The committee is pleased with how the process is going. Education on focus is still needed. The scope is the excise tax money that funds the network. Their decisions impact the PSAP in terms of cost, personnel and risks to our internal network security. The goal is for a collaborative process to determine how best to deploy NG911, maintain a secure network and meet expectations of the public. The need for additional revenue can only be determined once it is known what will be deployed. Director Ueland will address the RPC with a progress report on April 13. The next LG meeting is April 14 at the Sound Transit Building. All are welcome to attend.

**PSERN.**

PSERN is continuing on. Senators Cantwell and Murray will be writing letters on behalf of PSERN to the US Forest Services to address the sites on for service land approved.



**Action Items by Consent.** *Mayor Backus moved to accept the minutes from the March 4, 2016 meeting and voucher approval. Mayor Cooke seconded. Motion passed.*

At 1013 hours, Mayor Ferrell requested the Board to move into Executive Session for 30 minutes 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 Rod Younker, Sean Morrow, Vonnie Mayer and Tatyana Bogush-Stakhov remain for the Executive Session.

At 1045 Mayor Ferrell convened the general meeting.

Mayor Ferrell stated the next scheduled meeting will be May 3<sup>rd</sup>, 2016.

With no further business, Mayor Ferrell adjourned the meeting at 1046.

Respectfully submitted,

Tracy Fitzgerald,  
Administrative Services Assistant





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## AGENDA REPORT

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TO: Valley Communications Center (VCC) Administration Board  
THROUGH:  
FROM: Lora Ueland, Executive Director  
DATE: May 27, 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, addition of 4 call receiver consoles in the com room (40 consoles). Includes sit/stand desks, storage for electronic components, carpet, individual environment controls and status indicators.

**Financial Impact:** Approved budget of \$1,014,200. Furniture contract amount is \$849,683.70 + tax. Project includes furniture replacement, carpet replacement, and some technology changes.

**Status:** Installation began April 26th, 2016 and three of four phases are complete. Employee feedback has been positive.

**Target Completion Date:** June 10<sup>th</sup>, 2016

### **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:** \$2.9 million of which \$1.5 million was approved in 2016/17 budget.

**Risk:** High risk project. VCC Operations may move off-site during critical phases in work.

**Status:** Work has been paused for console replacement and is set to resume on May 31<sup>st</sup>, 2016.

**Target Completion Date:** 4Q16.

