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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, August 2<sup>nd</sup>, 2019 at 1000 hours

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1. Welcome and Introduction
2. Report from any Member
3. Report from Operations Board
4. Report from Executive Director
  - a. Written Directors Report
  - b. Call Volume Statistics
  - c. VCC Funding Model Task Force Update
  - d. Regional Cooperation
5. Action Items:
  - a. Meeting Minutes Approval June 7<sup>th</sup>, 2019
  - b. Voucher Approval May, July 2019
6. Next regular scheduled Admin Board – September 13<sup>th</sup>, 2019
7. Adjourn





## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room – 27519 108<sup>th</sup> Ave SE Kent, WA 98030  
DATE: Friday, June 7, 2019

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

VISITORS: Tom Brubaker, *VCC Attorney*  
Shannon Phillips, *Summit Law Group*

VCC STAFF: Lora Ueland, *Executive Director*  
Vonnie Mayer, *Deputy Director*  
Angee Bunk, *Operations Manager*  
Kristin Meitzler, *Technical Services Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Mary Sue Robey, *Administrative Services Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*

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**Welcome and Introductions.** Chairperson Mayor Backus called the meeting to order at 1003 hours. Introductions were made around the room.

**Report from Any Member.** None.

**Report from the Operations Board.** Executive Director Ueland reported the Ops Board May meeting was canceled.

**Report from Executive Director.** There were no questions or concerns regarding the Director's report included in the Administration Board meeting packet.

**Recognition.** Executive Director Ueland congratulated VCC Finance Manager Tatyana Bogush-Stakhov for receiving the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award for its 2019/2020 biannual budget. This award is the highest form of recognition in governmental budgeting through the GFOA.



Executive Director Ueland recognized Dispatcher Marean Dussert for her 40 years of continuous and dedicated service to Valley Com.

Director Ueland recognized COI Lorrie Broming for her outstanding work on a recent carjack call. COI Broming provided fast dispatch and a very detailed description of the vehicle and suspect which resulted in a quick auto recovery and officer safety.

Deputy Director Mayer presented Executive Director Ueland with an award for her 25 years of service at Valley Com.

**Strategic Plan Update.** Executive Director Ueland provided a brief update on the Strategic Plan progress since last quarter including the increased involvement of employees outside of the com room including Community Information Day and recruitment workshops as well as the activities the Recognition and Wellness committees have hosted. The Strategic Plan is a guiding document in all areas.

**Funding Model Task Force.** The Fire Focus Group met on May 29, 2019. The Police Group will meet on June 10, 2019 and the next funding model task force meeting will be on June 14, 2019. The main discussion of concern is from the Regional Fire Authorities' governance and exclusion from the Task Force.

**PSERN ILA.** Attorney Brubaker provided an overview of the PSERN ILA draft sent to the City Attorneys. The PSERN Operator will own and operate the PSERN project. The end goal is to have 12 legislative bodies accept the Operator ILA.

**CAD Update.** Director Ueland has concerns with Tiburon's ability to develop the system and adapt to the changing needs of the customer and would like to gather information on options other vendors may offer and report back to the Administration Board.

**Action Items by Consent.** *Mayor Law moved to approve the minutes from the May 3<sup>rd</sup>, 2019 meeting. Mayor Ralph seconded. Motion approved.*

**Executive Session.** At 1059 hours, Mayor Backus requested the Board move into Executive Session for no longer than 45 minutes under RCW 42.30.110(1)(i) for the purpose of discussing litigation. Attorney Shannon Phillips and VCC Attorney Tom Brubaker remained in the room for the Executive Session.

With no further business, Mayor Backus stated the next regular meeting will be held June 7<sup>th</sup>, 2019. The meeting was adjourned at 1130 hours.

Respectfully submitted,

Tracy Fitzgerald,  
Administrative Services Assistant





## MEMORANDUM

TO: VCC Administration Board  
CC: VCC Employees  
FROM: Lora Ueland, Executive Director  
DATE: July 26, 2019  
SUBJ: Director's Report for 08/02/19 Admin Board Meeting

### Recognition

We are proud to highlight employees for their service to VCC, our partner agencies and the community. Both Tara and Shauna were recognized at the July Operations Board meeting.

Dispatcher Tara Massey, Employee of the Quarter

Tara, a 20-year employee, was nominated in the guiding principle categories of Reliability, Compassion, Accountability and Teamwork. Tara is committed to VCC and our core values, demonstrating excellence in all facets of her work. Tara will receive the award at the Ops Board meeting. You may recall Tara was also named 2018 Telecommunicator of the Year by the Washington State APCO/NENA Chapter.

We also thank and congratulate the other employees who were nominated.

Technical Project Administrator Laura Blechen  
Dispatcher Donna Bourne  
Administrative Assistant Tracy Fitzgerald  
Payroll & Accounting Specialist Laura Hall  
Call Receiver Sarah Lawson  
HR Analyst Amy Leaitu  
Dispatcher Olivia Manu  
Call Receiver Sydney McGlothlen  
Dispatcher CeCe McGuire (2 nominations)

Call Receiver Shauna Stark, 20-year service

Shauna was thanked for her 20 years of service to VCC and presented with a plaque.

### Staffing/Personnel Update

We are actively recruiting for a September 9, 2019 Call Receiver Academy. Overtime for personnel, especially the dispatchers, continues to be significant, including mandatory OT on days off, and has been exhausting for com room personnel. There is one PD Dispatcher who will be released to work independently in the very near future and once the 5 Call Receiver trainees are released from one-on-one training, another police dispatch class of 5 or 6 will be established to ease the staffing strain.



**Authorized FTE Count**

Call Receivers 44

Dispatchers 59

Authorized Over-Hires 6

**Authorized Total: 109****Current FTE Count – 91% of Authorized FTE Count (109)**

Call Receiver 48.25

Dispatcher 51

**Total 99.25****Fully Trained - 85% of Authorized FTE Count (109)**

Call Receivers 42.25

Dispatchers 50

**Total 90.25****2019 Budget Adjustment**

The VCC Finance Committee met on 7/17 to review the draft proposal for the 2019 Mid-Biennial Budget Review and Modification Meeting and unanimously agreed to forward the proposal to the Ops Board. The Operations Board met on 7/25 and they unanimously agreed to forward the proposal to the Admin Board, which will be presented at the September 13<sup>th</sup> meeting. Please note this proposal is consistent with prior years and does not reflect any changes currently being discussed by the Funding Model Task Force.

**VCC Funding Model Task Force Update**

The next meeting of the Task Force is 8/5 and is a joint meeting with the Police and Fire Focus Groups. At this meeting, the consulting team will present some rough financial impact numbers associated with each of the funding model options being considered.

**PSERN**

The PSERN Project Deputy Director attended the 7/25 Ops Board meeting and briefed the Board on progress.

Project updates at a glance:

- Completed 53 out of 63 legal agreements needed to secure radio sites
- 27 sites constructed and 14 sites under construction (out of 57 total sites)
- Equipment installation at the sites is in progress
- Project is contacting building owners to coordinate the privately owned in-building systems to the PSERN network
- Coverage testing of the new system scheduled for Spring of 2020
- Dispatch Centers are transitioning now with new consoles being installed and a cutover to the PSERN system scheduled in Jan/Feb of 2020
- End user transition begins in 2021 when coverage testing is complete

