



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, August 3rd, 2018 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
 - a. **Call Volume Statistics**
 - b. Funding Formula CFS Discussion
5. **2019-2020 Draft Budget Presentation**
6. Action Items
 - a. **PSERN Operator ILA Representation**
 - b. **PSERN In-Building Coverage**
 - By consent:
 - c. **Meeting Minutes Approval from the June 1st, 2018 meeting**
 - d. **Voucher & Payroll Approval**
7. Next regular scheduled Admin Board – September 7th, 2018
8. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, June 1, 2018

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

VISITORS: Chief Flores, *Tukwila Fire*
Chief Padilla, *Kent Police*
Chief Church, *SKFR*
Chief Linton, *Tukwila Police*
Robert Harrison, *Renton City Manager*
AC Chief Pierson, *Auburn Police*
Keith Keller, *King County Medic One*
Shannon Phillips, *Summit Law Group*
Quinn Oppenheim, *Summit Law Group*
Brian Scott, *BDS Planning*

VCC STAFF: Vonnie Mayer, *Deputy Director*
Sean Morrow, *Human Resources Manager*
Mary Sue Robey, *Administrative Services Manager*
Kristin Meitzler, *Technical Services Manager*
Karen Hanson, *Training Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chairperson Mayor Backus called the meeting to order at 1000 hours.

Report from Any Member. None.

Discussion on Admin Board and Ops Board Representation. Brian Scott with BDS Planning updated the board on the VCC strategic plan. He reported city-independent fire authorities would like direct representation on the Admin Board and Medic One desires direct representation on the Operations Board and opened the topic for discussion.



After a brief discussion it was agreed the topic should be discussed further. Mayor Backus recommended a committee be formed to include her, Executive Director Ueland and members from the Operations Board. The goal of the committee will be to return to the Administrative Board in July with a recommendation.

In budget preparations and the evaluation of staffing levels, Mayor Ekberg requested VCC provide the Admin board with member vs. contract rates and call comparisons.

Action Items. *Mayor Ralph moved to approve the VCC Strategic Plan Phase 2 of implementation strategies and performance measurements. Mayor Ferrell seconded the motion. Motion approved.*

Action Items by Consent. *Mayor Ekberg moved to approve the minutes from the March 2nd, 2018 meeting and the voucher and payroll approval for January, February and April. Mayor Ferrell seconded. Motion approved. Note: There was not a quorum at the March meeting.*

Executive Session – Discuss Litigation. At 1058 hours, Mayor Backus requested the Administrative Board move into Executive Session for 30 minutes under RCW 42.30.110(1)(i) for the purpose of discussing litigation. Attorneys Shannon Phillips and Quinn Oppenheim remained in the room for the Executive Session.

At 1137 the Administrative Board requested a 10-minute extension of the Executive Session.

At 1147 Mayor Backus reconvened the general meeting.

With no further business, Mayor Backus stated the next regular meeting will be held July 6th, 2018. The meeting was adjourned at 1150 hours.

Respectfully submitted,

Tracy Fitzgerald,
Administrative Services Assistant

