



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, October 5th, 2018 at 1000 hours

If an item below is bolded, related documents are attached

1. Welcome and Introduction
2. Report from any Member
3. Report from Operations Board
4. Report from Executive Director
 - a. **Call Volume Statistics**
 - b. Recognition
 - Denese Moore, APCO International
 - Tara Massey, WA State APCO/NENA
 - c. **Director's Report**
5. Action Items by consent:
 - a. **Meeting Minutes Approval from the September 7th, 2018 meeting**
 - b. **Voucher & Payroll Approval**
6. Executive Session – Discuss Litigation
7. Next regular scheduled Admin Board – November 2nd, 2018
8. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, September 7, 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 Jay Wittwer, *Tukwila Fire*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Kristin Meitzler, *Technical Services Manager*
Sean Morrow, *Human Resources Manager*
Angee Bunk, *Operations Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

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

Report from Any Member. Mayor Ralph reported she spoke with Officer Mark Williams and he is doing very well and looks forward to returning to duty.

Report from the Operations Board. The regular monthly August meeting was canceled. The committee met on August 20th to discuss Ops Board membership and will bring an update to the October Ops Board meeting.

Report from Executive Director.

Call Volume Stats. Deputy Director Mayer asked if there were any questions regarding the call volume stats included in the meeting packet. There were no questions or concerns.

Recognition. Supervisor Denese Moore was voted APCO International Line Supervisor of the Year and was recognized at the APCO conference in Las Vegas. Denese was nominated by Operations Manager Angee Bunk and will be recognized at the October Operations and Administrative meetings. Denese was also recognized in the Auburn Reporter, Federal Mirror and Kent Reporter.



Supervisor Kathy Stevens retired on September 5th after 30+ years of service to Valley Com. Kathy served as a Dispatcher, Lead, Supervisor and Chaplain for Valley Com. She will continue in the Chaplaincy program.

Personnel Changes. Karen Hanson has decided to step down from Training Manager. There was a competitive hiring process and VCC Dispatcher Evan Nelson has been promoted to Training Manager and will begin his new role on September 17th.

Dispatcher Jeremy Vanek successfully completed a competitive hiring process and was promoted to Supervisor on August 21st.

Director's Report. Director Ueland will be including a written report with future meeting packets providing a brief update prior to the Admin Board meetings. There were no questions regarding information in the September brief.

Security Breach. VCC will be installing speed bumps under both security gates on September 12th to deter unwanted visitors from crawling under the fence and has requested extra patrols by Kent and Auburn PD. Director Ueland requested approval to contact owner cities' Public Works Departments to explore options on temporary lighting for the parking lot.

Strategic Plan. The final plan including implementation and the funding model is on track to be presented to the Admin board at the December 7 meeting.

CAD Vendor. The CAD vendor Tritech merged with Superior and is now named Central Square Technologies. The merge should only affect their executive staff according to Central Square.

Action Items by Consent. *Mayor Law moved to approve the minutes from the August 3rd, 2018 meeting. Mayor Ferrell seconded. Motion approved.*

Mayor Law announced the retirement of Chief Milosevich and has appointed Ed Van Valey the new Chief of Renton Police. A small gathering will be held in Renton Council Chambers on September 28th for Chief Milosevich.

With no further business, Mayor Backus stated the next regular meeting will be held October 5th, 2018. The meeting was adjourned at 1022 hours.

Respectfully submitted,

Tracy Fitzgerald,
Administrative Services Assistant

