



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room
DATE & TIME: Friday, October 7, 2016 at 1000 hours, following the PDA meeting.

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
 - a. PSERN Joint Board Executive Summary**
5. Action Items by consent - **(items a & b)**
 - a. Meeting Minutes Approval from the August 5, 2016 meeting**
 - b. Voucher Approval (separate file)**
 - c. Wellness Resolution # 123**
 - d. SOP #1005 Credit Card Use**
 - e. Renton Fire Authority Member City Status**
6. Next regular scheduled Admin Board – November 4, 2016
7. Adjourn





Scope Overview:

The Puget Sound Emergency Radio Network (PSERN) project will replace the existing land mobile radio system by implementing a cost effective network using state of the art technology that meets the high standards and requirements of multi-jurisdictional critical life safety responders and general governmental users throughout King County.



Update Date:
9/15/2016

Schedule Status		Green			
		Baseline ¹		Current	
		Start	Finish	Start	Finish
Phase 1	Planning	1/1/2008	8/1/2012	1/1/2008	8/1/2012
Phase 2	Preliminary Design	8/1/2012	7/25/2016	8/1/2012	7/25/2016
Phase 3	Final Design ²	7/1/2015	7/25/2017	7/1/2015	7/25/2017
Phase 4	Implementation	7/21/2017	10/22/2020	7/21/2017	9/10/2020
Milestone	Substantial Completion		8/26/2020		7/29/2020
Phase 5	Closeout	10/22/2020	10/22/2021	9/10/2020	9/10/2021
Site Development Milestones		43% On Time			
This represents progress on a subset of site development milestones.					
Site Development Schedule		38% On Time			
This represents the work that has been completed based on the scheduled timeline.					
Detailed Design Review Milestones		47% On Time			
This represents progress on MSI milestone 1A deliverables (Groups 1-6).					
Lease & Agreement Milestones		48% On Time			
This represents progress on a subset of leases milestones.					

Scope/Schedule/Budget Variance:

-Currently all facets are within the baselines.

Key Future Activities:

- Continue detailed design review
- Continue civil site development
- Execute contract with GC #2
- Work with Council on passing leases

Key Monitored Issues:

- USFS civil site development applications
- Conditional use permits for sites
- Partner concerns over system performance
- King Lake site development
- Change order #3 negotiations

Budget Status		Green	
	Baseline ¹	Spent To Date	Est @ Completion
Project Total ³	\$189,174,950	\$9,776,052	\$178,133,849
Contingency	\$37,834,990	\$0	NA

Scope Status		Green	
Change Management Savings (Projected)	\$2,604,379		
This represents the net savings or costs avoidance for JB approved change requests.			

¹The PSERN Project is not yet baselined within the KC financial system

²For this purpose final design means "system" design complete, not site design

³Does not include non-capital expenditures (e.g. election costs, financing, fire district protection, etc.)



MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room
DATE: Friday, August 5, 2016

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

VCC STAFF: Lora Ueland, *Executive Director*
Yvonne Carslay, *Training Manager*
Vonnie Mayer, *Operations Manager*
Kristin Meitzler, *Technical Services Manager*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Cassie Salwey, *Public Records Specialist*
Justina Hanquet, *Training Assistant*

Welcome and Introductions. Chairperson Mayor Ferrell called the meeting to order at 1002 hours. Introductions not necessary, 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 and support a recommendation not to move forward with Pulse Point; they recommended to continue looking into dispatch service agreements with King County Airport and Enumclaw Fire/KCFD #28; they approved recommending option 1 for the 2017/2018 Budget and vouchers and payroll to this Board; and three employees were recognized for their years of service to Valley Com - one for 25 years one for 15 years and one for 10 years.

Report on 4th of July. Ops Manager Mayer reported calls were down from last year on the 911 lines by 50% on fire calls and 25% on police calls but increased on the 10 digit line. Agencies plans for the 4th of July were received ahead of time which was appreciated and helped for the day to run smooth.



Report from Executive Director.

VCC – 40 Years. Valley Com has begun celebrating 40 years. The original ILA was signed in 1976 by the four original owners and the first call was answered in 1977. Training Assistant, Justina Hanquet is heading the campaign to carry VCC employees through the last 40 years with video's, old pictures, newspaper articles, etc. There will be a BBQ lunch celebration to kick it off in mid- August. She will continue with bits here and there over the next 12 months.

Personnel Report. The new Call Receiver Academy of 10 began on July 11th and are all progressing. Recruitment for the January class is ongoing to fill the 2.5 open positions as well as the 4 overhires. HR has also began recruitment for an HR Analyst and a Training Manager. The HR Assistant was terminated due to performance concerns and Yvonne Carslay, current Training Manager has announced her retirement for 12/31/2016. She hopes to help transition the new Training Manager before retiring. One com room employee was terminated and the associated investigation with the terminated employee was completed with no findings against Valley Com.

Labor. As previously discussed VCCEA did not agree with the new sick leave policy that stated a doctor's note would be needed for all scheduled sick leave. The Union and VCC has come to an agreement without moving forward to arbitration.

Security Breach. An unauthorized male gained access to the secure parking lot by climbing under the fence where the dirt had eroded. The entry point has been temporarily fixed with a long term fix being worked on. The subject removed a couple of items from the contractors before exiting. The City of Kent has been asked to remove trees from the fence line on the exterior side and VCC is taking care of the inside.

On August 17th DHS will be here to do a risk analysis of the center (this was scheduled prior to the unauthorized access). A security system upgrade has been on the horizon, with the breach it has been moved up on the priority list and is now a 2017/18 budget request line item.

CALEA. Accreditation Manager Robey stated the CALEA Accreditation onsite July 24th – 27th went well and expect to receive a 6th award in November at the conference in South Carolina.

Action Items by Consent. *Mayor Law moved to accept the minutes from the June 3rd, 2016 meeting and voucher approval. Mayor Backus seconded. Motion passed.*

King County Airport. Executive Director Ueland discussed moving forward with the development of a contract to begin dispatching for King County Airport and to begin negotiations with the labor groups. Mayor Cooke asked before any contracts are signed she would like her legal department to review it. Mayor Law stated he would live Valley Com to make sure it is a benefit to the owner agencies to allow new contract agencies into Valley Com. Director Ueland will bring more information back to this Board.



Enumclaw Fire. Director Ueland discussed onboarding KCFD #28 (Enumclaw Fire) stating the department has given notice to the Mayor. Their call volume will be approximately \$4K annually. *Mayor Law moved* to authorize Director Ueland to enter into contractual relationship with KCFD #28 for emergency 911 call answering and dispatching services. *Mayor Backus seconded. Motion passed.*

Pulse Point. Director Ueland discussed the recent developments surrounding Pulse Point sharing NORCOM has recently terminated their relationship due to misrepresentation. In reviewing their contract it was discovered that all data becomes the property of Pulse Point while all liability associated with the data is placed on the agency. VCC and the Ops Board both recommend not to implement Pulse Point at Valley Com. *Mayor Backus moved* to cease implementation of Pulse Point. *Mayor Law seconded. Motion passed.*

Budget. Finance Manager Bogush Stakhov discussed the 2017/18 Budget – stating the information was in the packet sent out; the Finance Committee and the Ops Board both met and recommended Option 1; The budget information was sent to the City Managers with no questions sent back. After the PowerPoint presentation *Mayor Backus moved* to approve Resolution #124, adopting the 2017-2018 budget in the amount of \$50,908,965. *Mayor Law seconded. Motion passed.*

Mayor Ekberg asked if and how often Valley Com is audited by the State. Director Ueland replied annually.

With no further business, Mayor Ferrell stated the next regular meeting is scheduled for Friday, September 2, 2016 @ 10:00 AM and adjourned the meeting at 1054.

Respectfully submitted,

Mary Sue Robey,
Administrative Services Manager



VALLEY COMMUNICATIONS CENTER

RESOLUTION NO. 123

A RESOLUTION of the Valley Communication Center Administration Board affirming the Employee Wellness Program.

RECITALS

WHEREAS, Valley Communications Center recognizes that employee health is related to lifestyle decisions and that illnesses and injuries can be prevented by positive individual health practice; and

WHEREAS, Valley Communications Center further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, Valley Communications Center wishes to create and maintain an Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among employees;

NOW THEREFORE RESOLVED BY THE ADMINISTRATION BOARD OF VALLEY COMMUNICATIONS CENTER AS FOLLOW:

That the Administration Board of Valley Communications Center hereby affirms and expresses their support of the Valley Communications Center Employee Wellness Program.

Effective Date: This resolution shall take effect immediately upon its passage and adoption.

PASSED at a regular meeting of the Valley Communications Center Administration Board on the 5th day of August, 2016

CONCURRED by the Chairperson of the Valley Communications Center Administration Board on this 5th day of August, 2016

Jim Ferrell, Chairperson, Administration Board, Valley Communications Center

ATTEST:

*Valley Communications Center –
Employee Wellness Program (2016)*

Secretary

APPROVED TO AS FORM:

Pacifica Law Group

VALLEY COMMUNICATIONS CENTER STANDARD OPERATING PROCEDURES

POLICY NUMBER: 1005

CREDIT CARD USE

1.0 PURPOSE/REFERENCES:

To establish a policy on Valley Communications Center use of credit cards. As used in this SOP, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives Valley Communications Center the option to obtain credit from the issuer, usually at the point of sale.

RCW 43.09.2855

RCW 42.24.115

GAAP Budgeting, Accounting and Reporting System (BARS) Manual
SOP 1007: Purchasing and Contracting

2.0 PROCEDURES:

The State Legislature has found the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. Valley Communications Center will use credit cards when appropriate, consistent with RCW 43.09.2855 and RCW 42.24.115.

The Executive Director or designee is authorized to enter into agreements with credit card issuers, implements and to obtain credit cards under the following procedures, which provide/maintains a system for the distribution, authorization, and control of credit cards issued to or for the benefit of Valley Communications Center and used by the Center's employees.

2.1 Use and Distribution:

Credit cards may be issued to Valley Communications Center and used by Center officials and authorized employees for any Center purchases in connection with the performance of duties on behalf of the Center. Authorized purchases include, but are not limited to services, goods, supplies, registrations, training, and travel expenses.

VALLEY COMMUNICATIONS CENTER STANDARD OPERATING PROCEDURES

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CREDIT CARD USE

~~Credit cards may be~~~~Credit cards are~~ distributed to those Valley Communications Center employees, who, in the opinion of the Executive Director or designee, have job responsibilities which would cause their job performance to benefit by use of a credit card. The Executive Director or designee is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. Employees shall return all Valley Communication Center credit cards upon separation of employment from the Center.

2.2 Authorization and Control:

Employees using a credit card for a purchase or travel must submit fully itemized, original, signed receipts to the Finance Department as soon as practical after the purchase.

2.3 Charges Not Authorized:

2.3.1 Personal charges are prohibited on the Center's credit cards under the Washington State Constitution and the laws of ~~Washington~~~~WA~~ State, including RCW 43.09.2855 and 42.24.115. Violations may be subject to discipline up to and including termination.

2.3.2 Any charges which cannot be properly identified or which are not properly allowed shall be paid promptly by the card user by cash or check. If, for any reason disallowed charges are not repaid before the charge card billing is due and payable, Valley Communications Center shall have a prior lien against and a right to withhold any and all funds payable or that become payable to the employee (including wages) up to the amount of the disallowed charges and interest, at the same rate as charged by the credit card company. Any employee who has been issued a charge card by Valley Communications Center shall not use the card if any disallowed charges are outstanding, and

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VALLEY COMMUNICATIONS CENTER STANDARD OPERATING PROCEDURES

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CREDIT CARD USE

shall surrender the card upon demand of the Auditing Officer (Executive Director or designee).

2.3.3 Charge cards shall not be used for any ATM transaction or cash advances.

2.4 Limit:

There is no individual credit limit; however, no~~No~~ single purchase by credit card shall exceed \$5,000 without prior approval from the Executive Director or designee.

2.5 Other Uses:

The credit card may be used for purchases when a purchase order cannot be used, when Valley Communications Center does not have a current charge account, when it's more convenient or efficient, or where the requirements of opening an account would delay a purchase or result in less beneficial terms.

2.6 General Authorization:

The Executive Director or designee is authorized to adopt any additional rules or policies necessary to implement these provisions.

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AGENDA REPORT

TO: Valley Communications Center (VCC) Administration Board
THROUGH:
FROM: Lora Ueland, Executive Director
DATE: October 7th, 2016
RE: Renton Fire Authority Member Agency Status

Issue: Renton Regional Fire Authority is an independent entity and not eligible for membership on the VCC Operations Board without VCC Administration Board action.

Background: The VCC Interlocal Agreement provides Member City status to the police and fire agencies of the five owner cities. That status allows services to be calculated and remitting payment for dispatch services at Member City rates. It also allows representation on the VCC Operations Board.

On April 26, 2016, Renton and Fire District #25 voters approved Proposition 1, creating a regional fire authority (RFA). The RFA became effective on July 1st, 2016. The RFA is a new entity governed by a board consisting of three Renton City Councilmembers and three Fire District 25 Commissioners.

History: In 2000, the City of Federal Way joined VCC as an Owner City. The ILA was updated to reflect this fifth Owner City and to allow the City to extend Member City status to the Federal Way Fire Department, now known as South King Fire & Rescue, which was a Regional Fire Authority. Twice more, the ILA was amended to allow the same extension to Valley Regional Fire Authority and Kent Fire Department Regional Fire Authority. In the Second Amendment, a provision was added stating:

The Valley Communications Center Administration Board is hereby vested with the authority to vote to approve permitting further interlocal agreements between Member Cities, VCC and a Regional Fire Authority, Fire District or other legal entity formed for purposes of providing fire protection and emergency medical services to said Member Cities for the purpose of permitting said Member Cities to have representation on the Operating Board and for calculating and remitting payment for dispatch services at Member City rates.

Request: VCC requests the Administration Board approve extending Member City status to the Renton Regional Fire Authority effective retroactively to July 1st, 2016.

