



MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, April 6, 2012

MEMBERS: Chair Mayor Priest, *City of Federal Way*
Mayor Haggerton, *City of Tukwila*
Mayor Law, *City of Renton*
Mayor Lewis, *City of Auburn*
Mayor Cooke, *City of Kent*

VISITORS: Chief Peterson, *Renton Fire*
Tom Brubaker, *VCC/City of Kent Attorney*

VCC STAFF: Lora Ueland, *Executive Director*
Tatyana Bogush-Stakhov, *Finance Manager*
Pam Gettman, *CAD/RMS Project Manager*
Kristin Meitzler, *Technical Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Vonnie Mayer, *Operations Manager*
Sheryl Kowalczyk, *Supervisor II / CAD Project*
Cesar Figueroa, *Human Resources Manager*

Welcome and Introductions. Mayor Priest welcomed everyone and called the meeting to order at 1000 hours.

Report from any Member. No report.

Operating Board Report. No report.

Minutes. The minutes of the March 3, 2012 meeting were approved.

Voucher and payroll approval. Mayor Law moved to approve claim check numbers 22722 through 22949 and EPAY, in the amount of \$1,824,446.42 for the period 01/01/12 through 03/08/12 and payroll in the amount of \$1,319,963.41 for the period 01/01/12 through 02/29/12. Claim check numbers 22764, 22784, 22789 and 22848 were voided. Mayor Lewis seconded. Motion passed.



2013 Budget Parameters.

Director Ueland reported there are two items which could increase the 2013 budget parameters:

- Radio Administrative position funding
 - The Board approved this position in 2009, but did not fund.
 - The Board has requested Director Ueland to draft a job description and show how the position benefits Valley Communication Center.
- Paging site expansion

The Mayors have requested Valley Communications provide the Board with the following:

- Review of the Strategic Plan from March, 2010. The update should include what has been done, what were the impacts and what are the next steps.
- Standardized practices of Police, Fire and Communication Room Operators.

Mayor Priest and Director Ueland will discuss staff times and prioritize information requests.

Reports from the Director and Staff.

Director Ueland reported:

- PSAP consolidation – GEO Com is in contract negotiations with King County and will be on site; staff will be notified prior. The Mayors will meet with GEO Com in the beginning of May.

CAD. Project Manager Pam Gettman reported:

- Progress continues on the CAD project.
- The Steering Committee has approved the WebQuery templates.
- The Fire and Police Steering Committee members unanimously approved the fire template with high call volume handling and the police template with paging functionality.
- Factory Acceptance Testing will conclude in April.
- Working on King County Sheriff Office disaster recovery site and continue to test TSR fixes.
- Continue to work on project scheduling revisions.
- Working with Tiburon on Map acceptance and a plan to fix the street overrides.

REPC. Mayor Lewis provided an update on the REPC meeting. He recommended the Mayors schedule a meeting with Fred Jarrett before the next regular meeting to discuss radio system replacement.

The meeting on April 12, 2012 was canceled and will be rescheduled following the Mayors meeting with Fred Jarrett.

Mayor Haggerton requested Valley Communications Center provide statistics that may indicate call volume increases in preparation of the EMS levy. These statistics will assist in evaluating services provided.



Mayor Haggerton recognized Vonnie Mayer for her dedication and commitment to the King County EMS CBD program.

With no further business Mayor Priest adjourned the meeting at 1118 hours.

Respectfully submitted,

Tracy Fitzgerald
Administrative Services Assistant

