



MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, November 2, 2012

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

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

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Pam Gettman, *CAD/RMS Project Manager*
Tatyana Bogush Stakhov, *Finance Manager*
Sheryl Kowalczyk, *Supervisor II*
Cesar Figueroa, *HR Manager*
Angee Iyall, *Supervisor II*
Vonnice Mayer, *Operations Manager*
Yvonne Carslay, *Training Manager*

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

Report from any Member. None

Operating Board Report. Chief Peterson reported the Operating Board approved recommendation to the Administration Board of Resolution #112 repealing Resolution #29. The Board was also told the Go Live Date for CAD is scheduled for November 2013.

Reports from the Director and Staff.

Director Ueland reported:

- The Operating Board would like to make a change to the bylaws stating a two year term is required for the Operating Board to be in line with the Administration Board.
- The management team is working on reviewing and changing all necessary Standard Operating Procedures and General Orders to bring them up to date. After completion all SOP's and GO's will be looked at annually.



- The permit for a radio site in Renton was denied by Canada. The decision is being appealed.
- Progress is being made on the CAD project with challenges continuing. The Go Live date is scheduled for November 2013. Mayor Lewis asked for another demo of the system be delivered in Q1/13 to city IT staff and other stakeholders interested.
- There will be a meeting on the PSAP consolidation with Marlys Davis (KC E9-1-1 Coordinator) to discuss all options that were presented in the preliminary draft presented by Geo Com. The final recommendation will be delivered on November 29th.
- The RERC November meeting was cancelled. The work plan has been adopted.
- The KC Radio Replacement RCB needs to be refreshed. Mayor Cooke asked if there had been any response on the letter sent to Port of Seattle regarding their involvement. Director Ueland replied she had not heard anything. Mayor Priest asked Director Ueland to refresh and resend the letter to all the commissioners at the Port of Seattle.
- The Communications System Administrator was hired and will begin November 13th.
- State Auditor's Office completed the 2011 VCC Audit, for the 14th year there were no findings. There was one exit item that was discussed.
- Valley Com will be hosting a Take 25 Children's Safety Fair in the Spring. The event will take place at Carco Park in Renton.
- The Valley Com informational Video presentation is expected to be completed by the end of December.

Minutes. The minutes from the September 7, 2012 meeting were approved.

Voucher and payroll approval. *Mayor Lewis moved to approve claim check numbers 23425 through 23460 and EPAY, in the amount of \$732,492.73 for the period 09/25/12 to 10/15/12 and payroll in the amount of \$635,149.02 for the period 09/16/12 to 10/15/12. Mayor Cooke seconded. Motion passed.*

Resolution #112. *Mayor Law moved to accept Resolution #112 repealing Resolution #29. Mayor Haggerton seconded. Motion passed.*

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With no further business Mayor Priest adjourned the meeting at 1029 hours.

Respectfully submitted,

Mary Sue Robey
Administrative Services Manager

