



## MEETING MINUTES

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MEETING: VCC Administration Board  
LOCATION: VCC Board Room  
DATE: Friday, June 7, 2013

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

VISITORS: Tom Brubaker, *Interim CEO, City of Kent*  
Pat Fitzpatrick, *VCC/City of Kent, Acting City Attorney*

VCC STAFF: Lora Ueland, *Executive Director*  
Tracy Fitzgerald, *Administrative Services Assistant*  
Kristin Meitzler, *Technical Services Manager*  
Vonnie Mayer, *Operations Manager*  
Justina Hanquet, *Training Assistant*  
Yvonne Carslay, *Training Manager*  
Sheryl Kowalczyk, *CAD Project Supervisor*  
Brian Powell, *CAD Project Administrator*

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

**Report from any Member.** Mayor Lewis reported Auburn is running the Valley Communications video on Channel 21.

**Operating Board Report.** None.

**Reports from the Director and Staff.** Director Ueland introduced Brian Powell as the new CAD project leader. Sheryl Kowalczyk will continue her work on the project.

Non emergency number update: It is most cost effective to have City specific numbers. Working with Operations Board to identify challenges and changes to workflow prior to implementation. The time frame for implementation will include 3 days to get the line established and time for agencies to get the message out to citizens. Integration is recommended so not all cities are acting at the same time. Recommendation for staff to



pick implementation schedule and set up an integrated plan. If there are any questions for Valley Com, send to Director Ueland to be addressed at the September meeting.

Youth Education Safety (Y.E.S.) Fair was held on May 18. Director Ueland thanked Yvonne Carslay, Mary Sue Robey and Justina Hanquet for organizing the fair. It was a phenomenal success with great attendance. Director Ueland thanked the agencies for donating their time and apparatus.

State budget update: The proposed House Operating budget was released 6/5 and included \$10.8 million use of 911 funds for public safety programs. No action is requested by the legislative committee yet but Valley Com's position on the use of 911 funds has not changed.

PSERN (Puget Sound Emergency Radio Network) update: The RFP was released yesterday. Director Ueland thanked Tom Brubaker for his time and expertise contributed to the review of the extensive document. Responses to the RFP are due 9/26 and a pre-proposal conference is scheduled for 7/9 in preparation for the November 2014 ballot.

Mayor Lewis reported Pierce County will not be moving forward on any interlocal agreement regarding the three county RERC effort.

**Minutes.** *Mayor Law moved to accept the minutes from the May 3, 2013 meeting. Mayor Lewis seconded. Motion passed.*

**Voucher and payroll approval.** *Mayor Law moved to approve claim check numbers 23969 through 24007 in the amount of \$73,182.76 for the period 3/23/2013 to 4/8/2013, EPAY in the amount of \$278,867.07 for the period 3/22/2013 to 4/25/2013, and payroll in the amount of \$665,191.69 for the period 3/16/2013 to 4/15/2013. Void E-Pay 2013-88 in the amount of \$89,903.61 and re-issued as E-Pay 2013-51, in the amount of \$83,903.61. Mayor Lewis seconded. Motion passed.*

**VCC Legal Representation:**

Mayor Cooke introduced Pat Fitzpatrick as the Acting Attorney for the City of Kent. Tom Brubaker is now the Chief Administrative Officer. Mr. Brubaker stated the workload has increased tremendously for both he and Mr. Fitzpatrick and requested the Board consider a change in VCC's legal counsel. Mayor Lewis recommended VCC hire own counsel. *Mayor Law moved to have Director Ueland explore the statement of work and bring Valley Com's recommendation to the next meeting. Mayor Lewis seconded the motion. Motion passed.*

Mayor Lewis addressed 3 issues:

PSERN - the assigning of costs ("geographical equity") - concern there could be a risk of compaction. Important to attend all meetings.

PSAPs - King County recently requested documentation of Pierce County's plan. Need to remain proactive to avoid barriers.

Mayor Priest called for executive session at 1021 hours to discuss potential litigation. Executive session ended at 1031 hours. The regular meeting was called back into session at 1033 hours.



With no further business, Mayor Priest adjourned the meeting at 1058 hours.

Respectfully submitted,

Tracy Fitzgerald  
Administrative Services Assistant

