



MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, December 6, 2013

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

MEMBERS
NOT PRESENT: Mayor Haggerton, *City of Tukwila*

VISITORS: Pat Fitzpatrick, *VCC/City of Kent, Acting City Attorney*
Mayor Elect Backus, *City of Auburn*
Chief Peterson, *Renton Fire*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Vonnie Mayer, *Operations Manager*
Justina Hanquet, *Training Assistant*
Yvonne Carslay, *Training Manager*
Sheryl Kowalczyk, *CAD Project Supervisor*
Brian Powell, *CAD Project Administrator*
Kristin Meitzler, *IT Manager*
Cesar Figueroa, *HR Manager*

Welcome and Introductions. Chair Mayor Priest welcomed everyone and called the meeting to order at 1006 hours.

Mayor Lewis introduced Mayor-elect Nancy Backus. Her four year term as the Mayor for the City of Auburn begins January 1, 2014.

Recognition. Executive Director Ueland thanked and recognized Chief Peterson, Mayor Lewis and Mayor Priest for their contributions to Valley Communications Center. Chief Peterson served as the Operating Board Chair for the past two years. Mayor Lewis served as Chair of the Administration Board three years and as a member for twelve years. Mayor Priest served as Chair of the Administration Board two years and as a member for four years.



Report from any Member. Mayor Priest and Lewis thanked Chief Peterson and the Operating Board for their contributions as well as thanking Valley Com for the job they do.

Report from Operating Board Chair. Chief Peterson reported the Operating Board met on December 5th where the approved recommendation of the VCC Purchasing Policy to the Administration Board.

He also discussed the benefits of being Chair of the Operating Board over the past two years, stating he "learned a lot".

Reports from the Director and Staff. Director Ueland discussed the PSERN. They have requested additional information from the RFP's, due January 9th. Mayor Haggerton plans to attend the next meeting with Director Ueland.

Along with Director Ueland, Administrative Services Manager Robey and Administrative Services Assistant Fitzgerald attended the CALEA conference in Winston-Salem, North Carolina in November. On behalf of Valley Com they received Valley Com's 4th CALEA reaccreditation and 5th award.

Tiburon CAD training is scheduled to begin in January for the March 18th go live date.

PSAP consolidation: Mayor Cooke will replace Mayor Priest as the committee representative for Valley Com. The next meeting is scheduled for December 12th where they will discuss the Charter Guiding Principles recommendations, presented by the Technical Committee. The Technical committee is comprised of the PSAP Managers.

Minutes. *Mayor Lewis moved to accept the minutes from the September 6, 2013 meeting. Mayor Law seconded. Motion passed.*

Voucher and payroll approval. *Mayor Law moved to approve vouchers and payroll submitted August through November. Mayor Cooke seconded. Motion passed.*

Purchasing Policy. *Mayor Cooke moved to approve Valley Communications Center Purchasing Policy. Mayor Lewis seconded. Discussion followed - Mayor Law questioned the purchasing limit thresholds. Director Ueland explained how the limits were arrived at and stated the VCC Finance committee had seen and given their input on the policy. Motion passed.*

Mayor Priest moved to elect Mayor Law as the Chair of the Administration Board for 2014 - 2015. Mayor Lewis seconded. Motion passed.

The schedule of the Administration Board meeting for 2014 was discussed and decided to make the first regular scheduled meeting January 10th and then follow with the first Friday of each month unless otherwise noted. Administrative Services Manager Robey will send out the updated schedule.



Mayor Priest announced the next regular Administration Board meeting is scheduled for January 10, 2014 at 10:00 AM.

With no further business, Mayor Priest adjourned the meeting at 1043 hours.

Respectfully submitted,

Mary Sue Robey
Administrative Services Manager

