



MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, December 5, 2014

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

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

VISITORS: Deanna Gregory, *Pacifica Law Group/VCC Attorney*
Chief Church, *South King Fire & Rescue*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Vonnice Mayer, *Operations Manager*
Yvonne Carslay, *Training Manager*
Sean Morrow, *HR Manager*
Brian Powell, *CAD System Administrator*
Sara Hloshyk, *HR Specialist*

Welcome and Introductions. Chair Mayor Law welcomed everyone and called the meeting to order at 1003 hours.

Report from Operating Board Vice Chair. Chief Church reported on the Operating Board meeting that was held on Thursday December 5th; meeting minutes were approved, vouchers, SOP 1007 and Resolution #120 regarding the VCC Purchasing Policy were approved for recommendation to the Administration Board. There was discussion on the King County 9-1-1 Office's approach to Texting to 9-1-1. The Operating Board has concerns and does not support the approach proposed by the E-911 Office. Director Ueland will relay those concerns to E-911. Also discussed was the current state of the PSERN and the potential of King County Airport joining VCC.

Report from Executive Director. Executive Director Ueland introduced Sean Morrow, Valley Com's new HR Manager effective November 10th and gave a brief history on his work experience.



Health Care. Valley Com is looking into changing our third party administrator (TPA) for medical (Meritain) due to several breaches of contract which VCC feels warrants this action. . The current TPA disagrees and is holding VCC to its contract. HR is working with VCC's broker to help facilitate the release from the TPA.

State Auditor. The Valley Com annual audit began on November 12th and is expected to be completed next week. At this time there are no known issues. The auditor's office has increased the hours by 30 this year, typically it has been 120 hours. Next year they plan to increase the hours by 50 to a total of 170 hours. They state in the past auditors have worked off the clock and the time was not captured.

November Power Outage. Valley Com experienced to power outages in November, Trane was called out for an emergency response due to the chiller water pumps not restarting as they should have. Installing monitoring equipment for critical systems was cited as a priority project in the 2015/16 budget process.

PSERN. The Implementation ILA is near completion and expected to be finalized next week. King County Council attorneys have requested VCC and EPSCA be signing parties due to the requirements to turn over spectrum and towers to PSERN. KC Prosecuting attorney suggested KC and VCC enter in a side ILA allowing for the transfer. To rewrite the Implementation ILA to include this at this time would negatively impact the timeline. Renton, Auburn and Kirkland have passed resolutions and Tukwila, Kent, Federal Way & Bellevue expect to present their resolutions in January. VCC will work with the County to draft the side ILA.

The Operations ILA will be changing some, A Memo of Agreement (MOA) is being proposed by Seattle that states intent to form a non-profit corporation and defers completion of the ILA to the future. The MOA will include definitions of material terms to be addressed in the ILA; the governance and voting structure; governed by a Board of Directors; and agencies using PSERN pay user fees as provided in the Implementation ILA. City Attorneys are agreeable to the MOA with minor edits.

The existing Steering Committee has been broadened to include representation from the KC Fire Chiefs Association and KC Police Chiefs Association. Chief Al Church from South King Fire and Police Chief Ron Gibson from Redmond are the new members.

E-911 Office. After meeting with the KC Council and other PSAP Directors the council agreed to add a technical and financial audit of the E-911 Office to their budget process. ED Ueland will meet with the King County Auditor on December 8th.

Text to 9-1-1. The FCC report following the April 911 outage included slowing down the NG-911 implementation in order to more thoroughly identify, address and manage the risks associated with texting to 9-1-1. The E-911 Office is eager to implement the text to 9-1-1 county wide, beginning with Seattle Police Department and King County Sheriffs Office implementing by the end of 2014. The proposed plan includes KCSO receive all the texts outside of Seattle and relay them verbally to the appropriate PSAP.



The VCC Operating Board does not support the current plan due to concerns with additional delay in processing calls and added risks.

In closing, Executive Director Ueland congratulated Mayor Ferrell on the City of Federal Way Police Department's recent CALEA re-accreditation, earning the status of Gold Standard with Excellence at the recent CALEA conference in New Mexico.

CAD Status Report. Brian Powell reported VCC has signed off on all bug reports pushing Tiburon into the 60 day reliability time which means CAD will have to be up and running **free of problems 99.9% of the time for 60 days. Closest unit dispatch, also known as Proximity Dispatch**, will be rolled out in May or June 2015.

Operations Manager Mayer briefed the Board on a recent CPR call where a Kent Officer used his AED to save a life. The survivor stopped by VCC to share his gratitude with staff.

Minutes. *Mayor Ferrell moved to accept the minutes from the regular September 5, 2014 and the September 22, 2014 Special meetings. Mayor Backus seconded. Motion passed.*

Voucher Approval. *Mayor Backus moved to accept claims check numbers 25423 through 25543 in the amount of \$410,39.74 for the period ending 10/11/14 through 11/25/14. EPAY numbers 14-149 through 14-173 in the amount of \$1,576,407.07 for the period of 10/1/14 through 11/26/14. Payroll in the amount of \$1,052,206.03 for the period of 10/1/14 through 11/15/14. Mayor Ferrell seconded. motion passed.*

Resolution # 120 - SOP 1007 - Purchasing Policy Approval. *Mayor Cooke moved to adopt revised SOP 1007, which governs the purchasing and contracting practices for VCC. And move to adopt Resolution # 120, to authorize purchasing from a federal agency or through a federal government contract. Mayor Backus seconded. Motion passed.*

Mayor Law called the Board into executive Session at 10:42 to discuss Union Labor negotiations, RCW 42.30.140 and to discuss the Performance of a Public Employee, RCW 42.30.110(1)(g). Executive session is expected to last no longer then 40 minutes.

Mayor law called the Board back into regular session at 11:17.

Mayor Law announced the next regular Administration Board meeting is scheduled for January 9, 2015 at 10:00 AM. With no further business, Mayor Law adjourned the meeting at 1119 hours.

Respectfully submitted,

Mary Sue Robey
Administrative Services Manager

