



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room
DATE & TIME: Friday, February 7th, 2014 at 1000 hours

If an item below is bolded, related documents follow the agenda

1. Welcome and Introductions
2. CALEA Re-accreditation presentation – Chief Linda Pillo, Bellevue Police
3. Report from any Member
4. Report from Operating Board Chair
5. Report from the Executive Director
6. Action item
 - a. **Meeting Minutes Approval from January 10th, 2014**
 - b. **Voucher Approval**
7. Next scheduled meeting - March 7, 2014
8. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, February 7, 2014

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

VISITORS: Pat Fitzpatrick, *VCC/City of Kent, Acting City Attorney*
Chief Wilson, *Federal Way Police*
Commissioner/Chief Pillo, *CALEA/Bellevue PD*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Vonnie Mayer, *Operations Manager*
Cassie Salwey, *Public Records Specialist*
Yvonne Carslay, *Training Manager*
Brian Powell, *CAD Project Administrator*
Kristin Meitzler, *IT Manager*

Welcome and Introductions. Chair Mayor Law welcomed everyone and called the meeting to order at 1001 hours. introductions around the room were made.

Commissioner Pillo was introduced to present Valley Com its 5th CALEA award. She presented the award to Director Ueland, Accreditation Manager Robey and Assistant Accreditation Manager Fitzgerald.

Mayor Cooke requested Valley Com to write a press release on the accreditation.

Mayor Law congratulated Valley Com and offered his staff to help with the press release if needed.

Report from any Member. None

Report from Operating Board Chair. Director Ueland reported Chief Thomas was unable to attend. At the Operations Board meeting the Board was briefed on the resignation of the



Human Resources Manager and the plan to restructure the department. Payroll and Accounting Specialist, sara Hloshyk will be a dedicated Benefits Coordinator for the remainder of the year and look for a new position in the 2015 budget. The Board was also briefed on CAD, PSAP consolidation and the PSERN. They took action on the recommendation for Voucher and Payroll approval to the Administration Board; Elected South King Fire Chief Church as Ops Board Vice-Chair; and elected Auburn Police Chief Lee to serve on the Finance Committee.

Reports from the Director and Staff. Director Ueland discussed retaining Pacifica Law Group to take over general law issues. Valley Com will continue to use its current Public Disclosure attorney and labor/negotiations attorney. Pacifica Law group is highly recommended by NORCOM, SCORE & Tom Brubaker. The Board had no objections, Director Ueland will retain Pacifica.

Director Ueland reported:

She has a viable candidate for the open HR position and is in the final stage of the process.

A temp finance resource will start on Monday, February 10th.

CAD is scheduled to go live on March 18th. Agency and VCC training is ongoing and receiving positive feedback. IT is installing new equipment in the Com room and are fine tuning for a detailed cutover.

PSAP. The next meeting of the PSAP Consolidation will be in mid March at which time the Technical committee will make recommendations. The Technical committee has been working very hard, has met six times over the last month. KC has stated there will be financial impacts to the PSAPS in 2015. There were no questions from the Board regarding the brief Director Ueland sent prior to this meeting.

PSERN. Mayor Haggerton and Director Ueland met to discuss strategy. The organizational structure needs to be defined and VCC is pushing for more structure in the decision making. Mayor Law suggested a letter from the VCC Board be sent to Fred Jarrett requesting justification for funding. The Board agreed.

Minutes. *Mayor Haggerton moved to accept the minutes from the January 10, 2014 meeting. Mayor Ferrell seconded. Motion passed.*

Voucher Approval. *Mayor Cooke moved to approve claim check numbers 24597 through 24721 in the amount of \$702,641.30 for the period 12/01/13 to 01/15/14. EPAY numbers 13-173 through 14-8 in the amount of \$526,222.18 for the period 11/28/13 through 01/17/2014. Payroll in the amount of \$1,097,885.03 for the period 11/16/13 to 12/31/2013. Mayor Backus seconded. Motion passed.*

Director Ueland responded to a few question Mayor Haggerton inquired earlier in a email i regarding high priced vouchers. The Board was satisfied with the explanation given.



Mayor Law announced the next regular Administration Board meeting is scheduled for March 7, 2014 at 10:00 AM.

With no further business, Mayor Law adjourned the meeting at 1026 hours.

Respectfully submitted,

Mary Sue Robey
Administrative Services Manager

