



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room
DATE & TIME: Thursday, February 23, 2017 at 0930 hours

If an item is in bold type, related documents follow the agenda

1. Introductions
2. Additions or changes to the agenda
3. Report from the Chair
4. Report from any Member
5. Report from Director
6. Action Items
 - a. **Approval of the December 1, 2016 meeting minutes**
 - b. **Voucher and payroll approval (separate file)**
 - c. **New Fire Contract Representative**
 - d. **Fire Two Radio Traffic Reduction Proposal – Supervisor Moore**
7. Next scheduled meeting – March 23, 2017
8. Adjourn

Police Chiefs and Zone 3 Fire Chiefs meet following this meeting.





MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, December 1, 2016

MEMBERS: Chief Church, *South King Fire & Rescue*
Administrator Robertson, *VRFA*
Chief Milosevich, *Renton Police*
Chief Calkins, *Pacific Police (Contract Police Agency Rep)*
Chief Lee, *Auburn Police*
Chief Thomas, *Kent Police*

ABSENT: Chief Schneider, *Kent RFA*
Chief Marshall, *Renton RFA*
Chief Hwang, *Federal Way Police*
Chief Wittwer, *Tukwila Fire*
Chief Villa, *Tukwila Police*
Chief Clow, *KCFD 20/Skyway (Contract Fire Agency Rep)*

VISITORS: DC Barlow, *Mountain View Fire*
Chief Doerflinger, *KCFD #43*
DC Sumpter, *Federal Way Police*
Commander Harrison, *Tukwila Police*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Operations Manager*
Sean Morrow, *Human Resources Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chief Church called the meeting to order at 0930 welcoming all. Introductions were made around the room.

Report from Chair. Chief Church expressed his condolences to police agencies following the death of a Tacoma police officer in the line of duty on November 30th.

Report from any Member. None.



Report from Director. Executive Director Ueland reported:

Recognition.

Director Ueland presented Chief Doerflinger with a plaque thanking him for his years of service on the Ops Board and wished him well in his retirement effective the end of December.

Ops Board Representatives.

Director Ueland discussed the Ops Board Composition for 2017 and noted a new Vice Chair will need to be elected the end of 2017. The Finance Committee and ACT Committee will need representatives in January 2017. The Bylaws require alternates for both Police and Fire Contract Representatives. Please let Director Ueland or Mary Sue Robey know who those alternates will be.

Personnel.

A Call Receiver from the last academy unexpectedly resigned. The remaining 9 are still in training. There are currently 7.5 com room openings including the 4 overhire positions. VCC is actively advertising for Call Receivers to begin a January academy, a part-time Public Records Specialist and an IT Project Manager. The position of Operations Manager will be announced soon and will be open both internally and externally.

PSERN.

Director Ueland, as a Joint Board member, was interviewed by the QA Consultant last week. The purpose of the interview was to report on the management of the PSERN 'Project since the Baseline Assessment was done in October. Director Ueland shared with the QA team there has been noted improvement in communication between the groups. The next Joint Board meeting is December 9.

Facilities Report.

The Console Furniture Replacement project is in close out process. The Data Center Remediation project physical construction is complete with the building running on new air handling and chiller units. The system controls and punch list items are being addressed. The expected completion date is the end of 2016 with the project close out to begin in the first quarter of 2017. Director Ueland thanked Kristin Meitzler and her team for their dedication and hard work on this project.

The Perimeter Building Security project is complete which included repairing the fence and extensive foliage removal.

VCC will begin a Security System Replacement project in 2017 and will replace the original video cameras, card access, supporting software and call boxes at the exterior doors. This project was identified as a 2017 Critical Project during the budget process and \$535K has been set aside for the project.



E-911 Strategic Plan.

The E-911 Strategic Planning Group is preparing a comprehensive Issue Brief for the Leadership Group meeting on January 19. The goal of the issue brief is to get agreement on the key issues to be resolved during the strategic plan process. That, along with the scoping document, will be the checklist to make sure these issues are addressed at a minimum. Expect more to follow. Examples of issues are identifying the Core Services or Mission Critical E-911 functions. The 3 tasks forces are meeting to discuss details on options for governance, technology and finance. Expect VCC to begin preparing our own strategic planning process to be done in 2018 and participation from the will be requested.

Action Items:

Minutes. *Chief Thomas moved to approve the minutes of the October 27, 2016 with amendments to include adding Chief Clow to members present and correcting Chief Marshall's name. Administrator Robertson seconded. Motion passed.*

Voucher and Payroll Approval. Chief Lee read the voucher and payroll report. *Administrator Robertson moved to accept claims check numbers 27262 through 27351 in the amount of \$493,385.98 and voided check number 27282 in the amount of \$39.14 for the period 10/20/16 through 11/22/16. EPAY numbers 2016-107 through 2016-123 in the amount of \$625,970.75 for the period of 09/28/16 through 11/15/16. Payroll in the amount of \$772,915.60 for the period of 10/16/16 through 11/15/16. Chief Thomas seconded. Motion passed.*

Next scheduled meeting of the Operating Board is scheduled for January 26, 2017 which is the same day as the State Chiefs Legislation Day. The meeting will be rescheduled to another date in January.

With no further business, Chief Church adjourned the meeting at 0953 hours.

Respectfully Submitted,
Tracy Fitzgerald
Administrative Services Assistant



Fire 2 Radio Traffic Reduction Proposal

Concern:

At times the volume of traffic, both radio and phone, coupled with information received over CAD reaches a point where it nearly overwhelms the dispatcher. Increased call volume combined with an increase in radio traffic can also cause a delay in a field unit's ability to obtain air time during changing and potentially critical situations.

The Zone 3 Fire Operations Chiefs have been exploring ways to modify current procedures in an effort to reduce radio traffic on Fire 2.

Proposal:

Eliminate airing short reports to responding units on routine Basic Life Support (BLS) and Advanced Life Support (ALS) calls.

Current policy: Valley Com Fire Dispatch Training Manual

After the responding units are enroute the Fire Dispatcher will relay a thorough short report (all available information about the incident or patient) including any supplemental information received by the dispatcher.

Responding units must acknowledge critical information

Proposed policy:

The dispatcher will no longer relay a short report to responding units with the exception of the following:

- Firefighter safety and staging information
- Premise warnings and fire warnings
- Routing instructions
- Code green and requests to cancel
- Request for code yellow (police request) or quiet response (reporting party request)
- Medic upgrade
- CVA protocol and "airborne precautions recommended" advisements
- Apparatus not equipped with MobileCom (MDC)
- Mutual aid units responding with or without a Valley Com Agency
- At the responding units request
- Dispatcher discretion

Fire 2 Radio Traffic Reduction Proposal

Supporting Information:

The number of BLS (AID) and ALS (AIDMD) incidents for 2015 totaled 54,604, and for 2016 totaled 58,391. This is an increase of 3,787 incidents or 6.9%.

2015	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
AID	3488	3199	3469	3286	3550	3532	3637	3613	3417	3394	3296	3668
AIDMD	1113	1042	1144	1035	1172	1069	1130	1080	1039	1111	1064	1056
TOTAL	4601	4241	4613	4321	4722	4601	4767	4693	4456	4505	4360	4724

2016	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
AID	3887	3463	3762	3629	3862	3726	3827	3909	3776	3814	3604	3882
AIDMD	1188	1150	1204	1155	1080	1017	1031	1077	1021	1013	1035	1279
TOTAL	5075	4613	4966	4784	4942	4743	4858	4986	4797	4827	4639	5161

The majority of Valley Com Agencies are equipped with MobileCom (MDC) in their rigs which allow them to receive and review the details of their incident. This technology cuts down on the need for the same details to be aired over the radio talkgroup.

Not airing unnecessary short reports would decrease radio traffic significantly.

Action:

Z3 Fire Operations Chiefs have approved this proposal and recommend moving forward in the process.