



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room
DATE & TIME: Thursday, February 25, 2016 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. Recognition
4. Report from the Chair
5. Report from any Member
6. Report from Director
7. Action Items
 - a. Approval of the December 3, 2015 meeting minutes**
 - b. Voucher and payroll approval (separate file)**
 - c. Project Approval Process – Lora
 - d. Radio Talkgroup renaming and Interoperability channels - Angee
8. Next scheduled meeting – March 24, 2016
9. 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 3, 2015

MEMBERS: Chief Thomas, *Kent Police*
Chief Lee, *Auburn Police*
Chief Milosevich, *Renton Police*
Chief Hwang, *Federal Way Police*
Administrator Robertson, *VRFA*

ABSENT: Chief Peterson, *Renton Fire*
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*
Chief Villa, *Tukwila Police*
Chief Schneider, *Kent Fire Department RFA*
Chief Delgado, *Des Moines Police (Contract Police Rep)*
Chief Flores, *Tukwila Fire*
Chief Church, *South King Fire & Rescue*

VISITORS: Chief Clow, *KCFD #20*
Chief Calkins, *Pacific Police Department*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Operations Manager*
Sean Morrow, *Human Resources Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Kristin Meitzler, *Technical Services Manager*
Yvonne Carslay, *Training Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Justina Hanquet, *Training Assistant*
Sara Hloshyk, *Human Resources Assistant*
Cassie Salwey, *Records Specialist*
Wendy Glover, *Call Receiver*
Don Pederson, *Call Receiver*
Connie Tolson, *Call Receiver*
Earlene Smith, *Supervisor*
John Smith, *Dispatcher*
Sheryl Kowalczyk, *Supervisor*

Welcome and Introductions. Chief Thomas called the meeting to order at 0931 welcoming all. Introductions were made around the room.



Chief Thomas added the City of Buckley Fire department request to the agenda.

Report from Chair. None.

Report from any Member. None.

Report from Director. Executive Director Ueland reported:

Storm Update:

Operations Manager Vonnie Mayer distributed statistics from the last storm.

VCC Personnel.

- VCC is preparing a job offer for the CAD Administrator position.
- 7 out of 8 remaining Call Receiver trainees have been released to work independently.
- We are currently hiring for 10 com room personnel for a January 2016 academy. As of today, we will be down 1 position.
- We are still on track with completing labor contracts by the end of the year.

VCC Audit.

The State Auditor was on site for several weeks in November. The exit interview is scheduled for December 11th and a clean audit report is expected. This will be our 18th year of a clean audit report with no findings.

PSERN.

King County requires an independent QA assessment for large projects. A baseline report in November identified 3 red areas in need of immediate attention. The first two relate to additional project resources for Project Management and schedule management and the third involved improved communication with the stakeholders.

King County's Project Review Board had already required the project hire additional resources. The King County Search and Rescue addressed the Joint Board. On VHF system, there is poor to no coverage in the Middle Fork of the Snoqualmie Valley. Search and Rescue is asking PSERN and the Joint Board to discuss possible options to address these issues. The project schedule is behind in the site viability phase. The Project Director is optimistic the time can be made up in other areas.

The Subscriber Radio and Dispatch Console Replacement principles were adopted by the Joint Board. The standard template for the radios still need to be decided. The project will pay for standard radios and agencies will be responsible for anything outside of the standard. Radio Principles will be sent out to the agencies (done 12/03/15).

Action Items:

The City of Buckley Fire is requesting permission to program VC Fire 1-7 talkgroups to their radios for interop purposes. We currently have authorization for King County Fire 10 & 11. VCC supports this request. *Administrator Robertson moved to authorize Buckley Fire permission to program talkgroups. Chief Clow seconded. Motion passed.*



Nominations for 2016 representatives included Chief Andy Hwang as Vice Chair of the Operating Board; Finance Representative Chief Lee and Contract Agency Representatives Chief Calkins (Police) and Chief Clow (Fire). Chief Thomas made a motion to accept the nominations and the Board unanimously agreed.

Minutes. *Chief Lee moved to approve the minutes from the October 22, 2015 meeting. Chief Hwang seconded. Motion passed.*

Voucher and Payroll Approval. Chief Lee read the voucher and payroll report. *Administrator Robertson moved to accept claims check numbers 26340 through 26446 in the amount of \$442,003.79 for the period of 10/10/2015 through 11/25/2015. EPAY numbers 2015-174 through 2015-197 in the amount of \$1,623,770.67 for the period of 09/11/2015 through 11/25/2015. Payroll in the amount of \$1,109,928.34 for the period of 10/01/2015 through 11/15/2015. Chief Clow seconded. Motion passed.*

Next scheduled meeting of the Operating Board will be January 28, 2015 at 0930. Note: This meeting date will be changed due to WFC/WFC Legislative Day. A new date will be determined and sent out to all.

With no further business, Chief Thomas adjourned the meeting at 0957 hours.

Respectfully Submitted,

Tracy Fitzgerald
Administrative Services Assistant

