



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room - 27519 108th Ave SE, Kent, WA
DATE & TIME: Thursday, July 25th, 2019 at 0930 hours

Bolded items included in packet.

1. Introductions
2. Additions or changes to the agenda
3. Recognition
4. Report from the Chair
5. Report from any Member
6. **VCC 2019 Budget Adjustment Presentation; Tatyana Bogush-Stakhov – Action Requested**
7. **Tablet Command; Chief Tomlinson – Possible Action Item**
8. Report from Director
 - a. PSERN Project Update; Kimberly Nuber, PSERN
 - b. VCC Projects Update**
 - c. ESRI Map Proposal Update**
9. Report from Committees
 - a. Patrol Commanders
 - b. Z3 Ops Chiefs
 - c. VCC Tech User Group
10. Action Items
 - a. Approval of the June 27th, 2019 meeting minutes**
 - b. Voucher and payroll approval June 7 – July 25, 2019**
11. Next scheduled meeting – August 22nd, 2019
12. 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, June 27, 2019

MEMBERS: Chief Hwang, *Federal Way Police*
Chief Wittwer, *Tukwila Fire*
Chief Morris, *Puget Sound Fire*
Chief Church, *SKFR*
Chief Marshall, *Renton RFA*
Chief Keller, *KC Medic One*
Commander Rossi, *Proxy for Chief Linton, Tukwila Police*
Chief Pierson, *Auburn Police*
AC Kasner, *Proxy for Chief Padilla, Kent Police*
DC Keyes, *Proxy for Chief Van Valey, Renton Police*

ABSENT: Chief Thomas, *Des Moines Police (Police Contract Rep)*
Chief Swearingen, *VRFA*

VISITORS: Chief Schrimpscher, *Algona Police*
AC Pennington, *SKFR*
AC Crossen, *SKF&R*
DC Gunsolus, *Renton Fire*
DC Thompson, *VRFA*
Chief Barlow, *Mountain View Fire*
Chief Schwartz, *Pacific Police*
Brian Scott, *BDS Planning*
Cleo Subido, *KC EMS*
Earlene Smith, *KC EMS*
Leah Doctorello, *KC EMS*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Tatyana Bogush-Stakhov, *Finance Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Kristin Meitzler, *Technical Services Manager*
Denese Moore, *Supervisor II*
Jeremy Vanek, *Supervisor*



VCC STAFF CONT: Melissa McCormick, *Records Specialist*
 Zachary Cloyd, *CAD Administrator*
 Evan Nelson, *Training Manager*
 Hank Anthony, *Dispatcher*
 Ariel Higuera, *Call Receiver*
 Ellie Steed-Stewart, *Dispatcher*

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

Changes to Agenda. None.

Report from Chair. None.

Report from any Member. None.

VCC Funding Model Task Force. BDS Principal Brian Scott provided the Board with a Funding Model update. A lengthy discussion ensued regarding concerns of the fire authorities and districts. The next Task Force meeting will be held in August.

Report from Executive Director.

Director's Report. There were no questions regarding information in the June brief.

Recognition. Cleo Subido presented Dispatcher Hank Anthony with the 2018 EMD Exemplary Sustained Performance of the year award and Call Receiver Ariel Higuera with the 2018 Critical Incident of the Year award. Each year King County EMS recognizes employees from Valley Com for the exceptional service they provide the citizens of King County.

Deputy Director Mayer presented CAD Administrator Zachary Cloyd, Dispatcher Ellie Steed-Stewart and Records Specialist Melissa McCormick with awards for 10 years of dedicated service to Valley Com.

CCTA Drill Report. Supervisor Denese Moore provided an update on the Complex Coordinated Terrorist Attacks (CCTA) program. There were over 1,000 members of law enforcement, fire service and EMS who attended the trainings between February and June with a three-hour Communications Workshop. Future trainings and exercises are tentatively scheduled thru January 2020.

VCC Projects. Technical Services Manager Kristin Meitzler provided an update on VCC projects and gave a presentation on the WebQuery Companion Mapping recently demonstrated at a training Valley Com IT personnel attended.



Report from Sub Committees. Representatives for the Patrol Commanders, Z3 Ops Chiefs and VCC Tech User Group committees reported on the most recent meetings. There were no questions or concerns.

Action Items:

Approval of Meeting Minutes. *Chief Pierson moved to approve the April 25, 2019 meeting minutes. Chief Keller seconded the motion. Motion approved.*

Voucher and Payroll Approval. *AC Kasner read claims check numbers 29470 through 29615 in the amount of \$877,729.84 for the period of 04/10/2019 through 06/06/2019. Voided check number 29305. E-Pay numbers 2019-040 through 2019-057 in the amount of \$558,457.28 for the period of 04/19/2019 through 06/11/2019. Payroll in the amount of \$1,737,609.48 for the period of 04/16/2019 through 06/15/2019. Chief Pierson moved to approve. Chief Church seconded. Motion approved.*

Good of the Order.

The next scheduled meeting of the Operating Board is July 25th, 2019.

With no further business, Chief Hwang adjourned the meeting at 1110 hours.

Respectfully Submitted,

Tracy Fitzgerald
Administrative Services Assistant





MEMORANDUM

TO: VCC Operations Board
CC: VCC Employees
FROM: Lora Ueland, Executive Director
DATE: July 19, 2019
SUBJ: Director's Report for 07/25/19 Ops Board Meeting

Recognition

We are proud to highlight employees for their service to VCC, our partner agencies and the community:

Dispatcher Tara Massey, Employee of the Quarter

Tara, a 20-year employee, was nominated in the guiding principle categories of Reliability, Compassion, Accountability and Teamwork. Tara is committed to VCC and our core values, demonstrating excellence in all facets of her work. Tara will receive the award at the Ops Board meeting. You may recall Tara was also named 2018 Telecommunicator of the Year by the Washington State APCO/NENA Chapter.

We also thank and congratulate the other employees who were nominated – all are deserving to be recognized.

Technical Project Administrator Laura Blechen
Dispatcher Donna Bourne
Administrative Assistant Tracy Fitzgerald
Payroll & Accounting Specialist Laura Hall
Call Receiver Sarah Lawson
HR Analyst Amy Leaitu
Dispatcher Olivia Manu
Call Receiver Sydney McGlothlen
Dispatcher CeCe McGuire (2 nominations)

Staffing/Personnel Update

Below is the Center's current staffing count. We are actively recruiting for a September 9, 2019 Call Receiver Academy. We appreciate your agencies help in promoting this via social media.

Authorized FTE Count

Call Receivers 44

Dispatchers 59

Authorized Over-Hires 6

Authorized Total: 109



Current FTE Count – 91% of Authorized FTE Count (109)

Call Receiver 48.25

Dispatcher 51

Total 99.25

Fully Trained - 85% of Authorized FTE Count (109)

Call Receivers 42.25

Dispatchers 50

Total 90.25

Overtime for personnel, especially the dispatchers, continues to be significant, including mandatory OT on days off, and has been exhausting for com room personnel. There is one PD Dispatcher who will be released to work independently in the very near future and once the 5 Call Receiver trainees are released from one-on-one training, another police dispatch class of 5 or 6 will be established to ease the staffing strain.

2020 Budget Adjustment

The VCC Finance Committee met on 7/17 to review the draft proposal for the 2019 Mid-Biennial budget review and modification and unanimously agreed to forward the proposal to the Ops Board. The Finance Committee, which is established through the VCC By-Laws, consists of the five owner-city Finance Directors and three representatives from the Operations Board. Finance Manager Tatyana Bogush-Stakhov will present the proposal and information is included in the packet emailed prior to the meeting. Please note this proposal is consistent with prior years and does not reflect any changes currently being discussed by the Funding Model Task Force. We will be asking the Ops Board to act on a recommendation to the Admin Board.

VCC Funding Model Task Force Update

The next meeting of the Task Force is August 5th and is a joint meeting with the Police and Fire Focus Groups. At this meeting, the consulting team will present some rough financial impact numbers associated with each of the funding model options being considered. All VCC agencies are welcome to attend.

PSERN

Dispatch Center transition - Equipment for VCC's new dispatch consoles is arriving for the August 19 install. The installation will take 4 weeks and will be an impact to com room operations as dispatchers move positions to accommodate the technicians. This is a "cold" install as the new equipment will not be in use until all the PSAPs and non-PSAP Dispatch Centers in the County are ready to transition to the PSERN network in January of 2020. The end users will not transition until February 2022. (Not a typo on the years.)

Kimberly Nuber from the PSERN Project will be attending the Ops Board meeting and providing a project update.

VCC Projects

New this month are individual project updates for the Board's consideration. The intent is to give you a written status update on the projects Valley Com is handling at the direction of the Board to ensure transparency of effort and communication. We are open to feedback on how to adjust the documents to your needs so please let us know your thoughts. In this



packet you should find Summary Project Report which updates the CAD 2.9.2 Upgrade, Fire Unit Renumbering, and the WebQUERY CJIS Fix projects. In addition, there is a high-level project list and more information on the ESRI map companion that Kristin introduced last month.

