



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room - 27519 108th Ave SE, Kent, WA
DATE & TIME: Thursday, August 22nd, 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. Report from Director
 - a. **Written Report**
7. Report from Committees
 - a. Patrol Commanders
 - b. Z3 Ops Chiefs
 - c. **VCC Tech User Group**
8. Action Items
 - a. **Approval of the July 25th, 2019 meeting minutes**
 - b. **Voucher and payroll approval July 2019**
9. Next scheduled meeting – September 26th, 2019
10. Adjourn

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





MEMORANDUM

TO: VCC Operations Board
CC: VCC Employees
FROM: Lora Ueland, Executive Director
DATE: August 19, 2019
SUBJ: Director's Report for 08/22/19 Ops Board Meeting

Staffing/Personnel Update

Below is the Center's current staffing count. The next Academy starts September 9th and all indications are we will have a class of eight.

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 - 84% of Authorized FTE Count (109)

Call Receivers 41.75
Dispatchers 50
Total 91.75

Overtime for personnel, especially the dispatchers, continues to be significant; 2445 hours in July. Added stressors this month was mandatory Continuing Education (CE) classes which had to be held on the employees' days off.

VCC Funding Model Task Force Update

At the August 5th Police/Fire Focus Group meeting, it was requested to schedule a joint meeting of the Task Force (comprised of Owner City Finance Directors and City Managers) and the Focus Groups (Police & Fire Chiefs of both Owner & Contract Agencies). That meeting has yet to be scheduled.

PSERN

Dispatch Center transition - Equipment install of VCC's new dispatch consoles has begun. The work 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.



ESRI Project Proposal – Phase 1

This possible project was introduced last month and included again in the packet as a refresher. The Zone 3 Ops Chiefs and Patrol Commanders will be discussing this to provide input to the Ops Board on the offerings. Chiefs are encouraged to review the information to help focus the conversations.

VCC Tech Users Group

Meeting notes of the August Tech Users Group was included in the packet. This group meets the 2nd Wednesday of each month from 11 am to 1 pm and takes a deep dive in the various projects VCC and the agencies are working.

Project Updates:

CAD 2.9.2 Upgrade

This upgrade will resolve several operational issues for the Com Room and is also foundational for Tablet Command, Closest Unit Dispatch and the first step towards upgrading MobileCOM for the agencies. Load testing began last week, training of Com Room staff was done in July. On August 1st, notice was sent to all agencies of a CAD data freeze from August 5th to go-live of September 18th. The project is currently on schedule, in scope and on budget.

Fire Unit Renumbering

This project is also dependent upon completion of the CAD 2.9.9 upgrade. Most of the Fire agencies have submitted their apparatus list with the new numbering scheme. VCC will review the list and assess the time necessary to complete the work although it is expected the project will be completed by November 2019.

Tablet Command

A preliminary project plan is in the packet and outlines the scope of work with estimated hours. Implementation of Tablet Command is dependent upon the completion of the CAD 2.9.2 upgrade, which is on schedule for a September 18th go-live. Tasks related to Tablet Command that can be done in parallel with other projects are being mapped out now. A schedule for this project is being developed.





MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, July 25, 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*
DC Drever, *Proxy for Chief Linton, Tukwila Police*
AC Caillier, *Proxy for Chief Pierson, Auburn Police*
Chief Padilla, *Kent Police*
DC Keyes, *Proxy for Chief Van Valey, Renton Police*
Chief Swearingen, *VRFA*

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

VISITORS: Chief Schrimpsheer, *Algona Police*
AC Pennington, *SKFR*
AC Crossen, *SKFR*
DC Gunsolus, *Renton Fire*
Chief Barlow, *Mountain View Fire*
AC Kasner, *Kent Police*
Deb Flewelling, *KC-E911*
Matt Busa, *Motorola*
Kimberly Nuber, *KC/PSEARN*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Tatyana Bogush-Stakhov, *Finance Manager*
Mary Sue Robey, *Administrative Services Manager*
Denese Moore, *Supervisor II*
Melissa McCormick, *Records Specialist*
Sheryl Kowalczyk, *Supervisor II*
Angee Bunk, *Operations Manager*



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

Changes to Agenda. None.

Recognition. Deputy Director Mayer introduced COI Call Receiver Shauna Stark and presented her with an award for 20 years of dedicated service to Valley Com.

Mayer also introduced and congratulated COII Dispatcher Tara Massey for being named Employee of the Quarter.

Report from Chair. None.

Report from any Member. None.

Action Item.

VCC Budget Adjustment Presentation. Finance Manager Tatyana Bogush-Stakhov provided the Board a presentation of the VCC budget adjustment. *Chief Padilla moved* to recommend the budget adjustment for adoption by the Administration Board on September 13th. *Chief Keller* seconded. Motion passed.

Tablet Command. Tablet Command had been placed on hold by the Ops Board in January 2018. The Zone 3 Ops Chiefs revisited the project and asked to bring it back to the Ops Board to be reaffirmed as a project. Chief Church moved to approve the project moving forward. Chief Morris seconded. Motion passed. Director Ueland will bring back a recommendation as to placement in the VCC workplan.

Report from Executive Director.

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

PSERN Project Update. Kimberly Nuber provided an update on the PSERN project. She addressed the transition process which is expected to last 10 months and has hired a consultant to assist with the process. The project completion date has been extended to June 2022.

Director Ueland noted PSERN will begin installing consoles at VCC in August with dispatch centers transitioning to PSERN beginning in January 2020.

VCC Projects Update. The updated summary project reports were included in the meeting packet. There were no questions or concerns.

ESRI Map Proposal Update. An overview and schedule update for the ESRI Project Phase I was included in the meeting packet. There were no questions or concerns.

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.



Director Ueland thanked Skyway Fire for sending all their career personnel to VCC for observation in the Com Room and encouraged other departments to do the same.

Action Items:

Approval of Meeting Minutes. *Chief Keller moved to approve the June 27, 2019 meeting minutes. Chief Keller seconded the motion. Motion approved.*

Voucher and Payroll Approval. *AC Caillier read claims check numbers 29616 through 29705 in the amount of \$835,598.66 for the period of 06/07/2019 through 07/09/2019. E-Pay numbers 2019-058 through 2019-068 in the amount of \$602,378.86 for the period of 06/12/2019 through 07/25/2019. Payroll in the amount of \$415,993.25 for the period of 06/16/2019 through 06/30/2019. Chief Padilla moved to approve. Chief Wittwer seconded. Motion approved.*

Good of the Order.

The next scheduled meeting of the Operating Board is August 22nd, 2019.

With no further business, Chief Hwang adjourned the meeting at 1031 hours.

Respectfully Submitted,

Tracy Fitzgerald
Administrative Services Assistant

