



## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Operations Board  
LOCATION: VCC Board Room  
DATE & TIME: Thursday, September 22, 2016 at 0930 hours

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**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 July 28, 2016 meeting minutes**
  - b. **Voucher and payroll approval (separate file)**
8. Next scheduled meeting – October 27, 2016
9. Adjourn

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





## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, July 28, 2016

MEMBERS: Chief Church, *South King Fire & Rescue*  
Chief Lee, *Auburn Police*  
Administrator Robertson, *VRFA*  
Chief Milosevich, *Renton Police*  
Chief Thomas, *Kent Police*  
Chief Peterson, *Renton Fire*  
DC Barlow, *Mountain View Fire*

ABSENT: Chief Schneider, *Kent RFA*  
Chief Flores, *Tukwila Fire*  
Chief Hwang, *Federal Way Police*  
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*  
Chief Villa, *Tukwila Police*  
Chief Calkins, *Pacific Police (Contract Police Agency Rep)*

VISITORS: Chief Clow, *KCFD 20/Skyway*  
Deputy Chief Neal, *Federal Way Police*  
Bob and Connie Hiroo, *Citizens*

VCC STAFF: Lora Ueland, *Executive Director*  
Vonnie Mayer, *Operations Manager*  
Sean Morrow, *Human Resources Manager*  
Kristin Meitzler, *Technical Services Manager*  
Justina Hanquet, *Training Assistant*  
Mary Sue Robey, *Administrative Services Manager*  
Yvonne Carslay, *Training Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*  
Steve Kowalczyk, *Supervisor*  
Denese Moore, *Supervisor*  
Rema Strauss, *Dispatcher*  
Nicole Franco, *Dispatcher*  
Connie Tolson, *CTO Call Receiver*  
Karen Hansen, *CTO Call Receiver*  
2016 Call Receiver Academy



**Welcome and Introductions.** Chief Church called the meeting to order at 0930 welcoming all. Introductions were made around the room. Executive Director Ueland introduced the new Call Receiver Academy.

**Recognition.** Operations Manager Vonnie Mayer congratulated VCC Dispatcher Nicole Franco for her 10 years of service, Dispatcher Rema Strauss for her 15 years of service and Supervisor Denese Moore for her 25 years of service.

**Report from Chair.** Chief Church reported his interview with the CALEA Assessors went well and he was honored to represent Valley Com in their reaccreditation process. He also congratulated Chief Peterson on his retirement announcement.

**Report from any Member.** Chief Peterson announced Rick Marshall is the Interim Chief for Renton Fire.

**Report from Director.** Executive Director Ueland reported:

**HAWC 2.0.**

Starting on HAWC 2.0 (High Availability Wireless Connectivity) which connects MDCs thru the VPN tunnel to VCC CAD and needs to be replaced prior to expiration in December 2016. VCC will be contacting agency network personnel to coordinate replacements. The schedule is planned for August. VCC will be purchasing the devices and will assist agency personnel for the first year and then they will be agency owned and maintained. Currently using CISCO equipment and moving to Palo Alto in the future which is less expensive. .

**4<sup>th</sup> of July Plans.**

Operations Manager Vonnie Mayer provided a July 4 recap including statistical information. A handout was included in the packet showing a decrease in call volume as a result of mild weather conditions and the holiday falling on a Monday.

**Personnel.**

The Academy of 10 started July 11<sup>th</sup>. Recruitment will begin in August for a January class. VCC recently terminated 2 employees; 1 in the com room and 1 in Administration. We are currently down 2.5 com room employees plus 4 over hires.

**Pulse Point.**

The Admin Board requested VCC revisit the implementation of Pulse Point due to Seattle and NORCOM's implementation. In early July NORCOM terminated their contract for material misrepresentation by Pulse Point. NORCOM's attorneys recommended not signing the license agreement due to agency liability and Pulse Point owning all of the CAD data. Director Ueland recommend VCC postpone implementation plans. *Administrator Robertson motioned to defer any action of Pulse Point. Chief Thomas seconded. Motion passed.*



### **Proximity Dispatch.**

Director Ueland recommends referring the implementation of Proximity Dispatch to Z3 Ops Chiefs to be tasked with determining which agencies intend to use it and verify all GPS units are installed and have connectivity to CAD. When complete, they are to come back to the Ops Board to discuss costs and policies. The Ops Board unanimously agreed.

### **King County Airport.**

King County Airport has narrowed its scope to answering 911 and dispatching units only. Director Ueland met with Chief Davis and his team to discuss work flow. Supervisor Denese Moore presented to Z3 Ops Chiefs who supported contracting with KCIA. Director Ueland recommend the Ops Board support VCC seeking to continuing negotiations up to and including formalizing a contract with KCIA to provide fire/ems dispatching services as soon as practical. *Chief Peterson moved to approve. Chief Thomas seconded. Motion passed.*

### **Enumclaw/KCFD 28.**

Director Ueland met with Chief Fehr and Fire Commissioners referencing contracting with VCC for dispatching services. The work done previously by then Enumclaw Fire Chief Joe Clow is still valid. This would be a mutual benefit to VCC and Enumclaw as well as the rest of Zone 3 Fire Departments. Director Ueland recommended the Ops Board support VCC seeking to formalize a contract with KCFD 28 to provide fire/ems dispatching services as soon as practical. Chief Peterson did recommend VCC do a strategic plan to look at possible impacts of future growth. *Administrator Robertson moved to approve. Chief Peterson seconded. Motion passed.*

### **Action Items:**

**Minutes.** *Chief Milosevich moved to approve the minutes of the May 19, 2016 meeting with an amendment to move attendee Chief Clow from member to visitor. Administrator Robertson seconded to approve the minutes as amended. Motion passed.*

### **Resolution 123.**

Director Ueland recommended approval of Resolution No. 123 supporting VCC Employee Wellness Program. The program is aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among employees. *Chief Milosevich moved to approve Resolution No. 123. Chief Lee seconded. Motion passed.*

### **2017/18 Draft Budget.**

Finance Manager Tatyana Bogush-Stakhov provided a Power Point presentation outlining the 2017/2018 Budget for approval. *Chief Peterson motioned to approve the 2017/2018 draft budget as presented. Chief Lee seconded. Motion passed.*

**Voucher and Payroll Approval.** Chief Lee read the voucher and payroll report. *Chief Peterson moved to accept claims check numbers 26840 through 27005 in the amount of \$1,545,394.70 for the period of 05/06/2016 through 07/12/2016. EPAY numbers 2016-058 through 2016-085 in the amount of \$891,281.77 for the period of 04/26/2016 through 07/22/2016. Payroll in the amount of \$1,841,497.17 for the period of 05/01/2016 through 07/15/2016 and manual check number 39614 in the amount of \$16,526.13 dated 07/12/16. Chief Milosevich seconded. Motion passed.*



Next scheduled meeting of the Operating Board will be held on August 25, 2016 at 0930.

With no further business, Chief Church adjourned the meeting at 1029 hours.

Respectfully Submitted,

Tracy Fitzgerald  
Administrative Services Assistant

