



## MEETING AGENDA

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MEETING: Valley Communications Center (VCC) Operations Board  
LOCATION: VCC Board Room - 27519 108<sup>th</sup> Ave SE, Kent, WA  
DATE & TIME: Thursday, January 18<sup>th</sup> 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 Deputy Director
  - a. KCIA Update
7. Action Items
  - a. **Closest Unit Dispatch Project Decision**
  - b. Elect Contract Police Representatives
  - c. **Approval of the November 30<sup>th</sup>, 2017 meeting minutes**
  - d. **Voucher and payroll approval**
8. Next scheduled meeting – February 22<sup>nd</sup>, 2018
9. Adjourn

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





## AGENDA REPORT

**TO:** Valley Communications Center (VCC) Operations Board  
**FROM:** Vonnie Mayer, Deputy Director  
**DATE:** January 11, 2018  
**RE:** Closest Unit Dispatch (CUD) – Action Item

**Issue:** Motion to affirm Closest Unit Dispatch as an official VC project.

**History:**

- September 2011 - CAD Steering Committee made the decision to go with AVL and not Proximity Dispatch.
- October 2011 - Scenario replay workstation was removed from the Tiburon contract. Steering Committee decided to address the implementation of CUD after GO LIVE.

**Background:**

Since 2011, there have been discussions amongst Zone 3 Fire Operations, Patrol Commanders and the Operations Board regarding the implementation of CUD. In November 7, 2017 a meeting was held with VC personnel, police and fire chiefs to discuss the background, concerns and plan the next steps of CUD. From that meeting the following timeline was determined:

Complete input on FAQ and send to <a href="mailto:vonniem@valleycom.org">vonniem@valleycom.org</a>	Due COB Tuesday November 21, 2017 - Completed
VM to send out final FAQ to Chiefs for distribution to both police and fire agencies	COB Wednesday November 22, 2017 - Completed
VM to provide update to VC Operations Board	Thursday November 30, 2017- Completed
Decision by group to move CUD on as a project or not	COB Monday January 8, 2018 – Consensus via e-mail
Motion to move CUD on as a project at VC Operations Board Meeting	<b>VRFA Administrator Eric Robertson to move the project be affirmed at the January 18, 2018 VC Operations Board Meeting.</b>

Attachment A - CUD FAQ sheet distributed to Operations Board Chiefs via e-mail on 11/22/17.

**Action:** Motion to affirm CUD as official VC Project and select agency sponsors.



## Closest Unit Dispatch FAQ

Date: November 21, 2017

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**1. Q: What is Closest Unit Dispatch (CUD)?**

**A:** *Today units are dispatched based on their response district (Fire/EMS) or beat (Police), in CUD the units are dispatched by which unit is the closest to the incident.*

**2. Q: If the Fire service decides to use CUD, does that mean the Police service would have to use CUD too?**

**A:** *No, the Fire Service can use CUD and the Police service can maintain the same dispatching arrangement they have today. The only difference is all GPS enabled units connected to Valley Com's CAD system will have their GPS information retained.*

**3. Q: How is the closest unit determined?**

**A:** *The CAD system uses GPS information or the unit's last known location to recommend units for incidents based on their location. The CAD system uses the posted speed limit of streets to calculate which unit is the closest. Additional weighting can be added to "encourage" or "discourage" using certain streets.*

**4. Q: How is this different then AVL?**

**A:** *AVL is used to provide step by step driving instructions, from the unit's location to the incident. It also provides the Dispatcher the real time location of the units. CUD uses the unit's location to determine who will be dispatched based on which unit is closest.*

**5. Q: What does CUD mean for fire?**

**A:** *CUD recommendations will only apply to predetermined typecodes, such as CPR or RESFIR. Typecodes that do not qualify for CUD will be dispatched based off of existing response districts and station orders (CUD typecodes will be the **same** throughout Zone 3).*

**6. Q: What does CUD mean for Police?**

**A:** *While PD is not required to participate in CUD, they will be subject to the retention of GPS information. If PD, as a discipline wants to deploy CUD in the future, that option exists.*

**7. Q: What does a vehicle need to participate in CUD?**

**A:** *To provide the most accurate unit location information it is recommended that each unit have the following:*

- *GPS device*
- *MobileCom installed on their MDC*
- *Reliable and secure Internet connection*

**8. Q: What is a Historical Playback Workstation?**

**A:** *The historical playback workstation and additional CAD licensing allows Valley Com to go back in time and recreate or “replay” where all the units were at a point in time. It also allows VCC to test future upgrades and enhancements.*

**9. Q: What is the cost?**

**A:** *The capital cost for hardware and software licensing for the CAD system is ~\$15,000. On-going maintenance will be approximately 20% of the initial capital cost. Agencies would need to supply GPS devices to ensure connectivity to CAD.*

**10. Q: Will it change how I am dispatched?**

**A: Fire** – *On predetermined responses (the same throughout Zone 3), CAD will recommend responses based off of data from the historical playback workstation and dispatch the closest available units. For calls not included in CUD, they will be dispatched based on existing station orders.*

**Police** – *Dispatching by beats and/or discipline will remain intact and there will be no changes in police dispatch procedures.*

**Q: What is the public disclosure and records retention impacts?**

**A:** *Once CUD is enabled on Valley Com’s CAD system, all GPS information is kept for all units connected to the CAD system via MobileCom, whether they are participating in CUD or not. Per the Local Government Common Records Retention Schedule (Core) version 4.0, all GPS data is retained for 30 days.*



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, November 30, 2017

MEMBERS: Chairperson Chief Church, *South King Fire & Rescue*  
Chief Lee, *Auburn Police*  
Chief Hwang, *Federal Way Police*  
Chief Wittwer, *Tukwila Fire*  
Chief Thomas, *Kent Police*  
Administrator Robertson, *VRFA*  
Chief Morris, *Puget Sound RFA*  
Chief Bruce Linton, *Tukwila Police*  
DC VanValey, *Renton Police (alternate)*

ABSENT: Chief Milosevich, *Renton Police*  
Chief Marshall, *Renton RFA*  
Chief Tyerman, *KCFD 43 (Contract Fire Agency Rep)*  
Chief Calkins, *Pacific Police (Contract Police Agency Rep)*

VISITORS: Chief Keller, *KC Medic One*  
Nicole Jackson, *Motorola Account Manager*  
Faith Castonguay, *Public*

VCC STAFF: Lora Ueland, *Executive Director*  
Vonnie Mayer, *Deputy Director*  
Angee Bunk, *Operations Manager*  
Karen Hanson, *Training Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Earlene Smith, *Supervisor*  
Kathy Stevens, *Supervisor*  
Denese Moore, *Supervisor*  
Connie Tolson, *CTO Call Receiver*  
Rita Salazar, *CTO Call Receiver*  
Call Receiver Academy  
Scott Castonguay, *Dispatcher*

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



**Changes to Agenda.** Addition to add the election of a Finance Committee Representative to replace Chief Lee upon his retirement.

**Recognition.** Director Ueland introduced the Call Receiver academy of 4. They started their training on August 1, with this class VCC is at full staff plus 2 of the 4 authorized overhires.

Director Ueland recognized Deputy Director Vonnie Mayer for 25 years of service with VCC. Deputy Director Vonnie Mayer recognized COII Scott Castonguay for 30 years of service as a Dispatcher with VCC.

Director Ueland thanked Chief Church for his 2 years of serving as Chair of the Ops board. Chief Hwang will serve as Chair beginning January 1, 2018.

**Report from Chair.** None.

**Report from any Member.** None.

**Report from Executive Director.**

**Closest Unit Dispatch Update.** Deputy Director Mayer stated the Steering Committee met on December 7<sup>th</sup> and held a productive meeting and created a fact sheet which was sent out via email. The next step will be for the group to decide whether to recommend Closest Unit Dispatch as a project at the January 25 Ops board meeting.

**Storm Procedure Training.** Supervisor Moore and CAD Systems Administrator Hope Bourne facilitated two storm procedure trainings for field units. The training was attended by 22 participants out of 8 agencies including KC Medic One and Emergency Management.

**KCIA Update.** Deputy Director Mayer stated there is still not a confirmed implementation date due to contract approval issues by King County Council. An implementation date is expected to be announced first quarter 2018.

**DOL Photo Project Update.** Director Ueland provided an update on the DOL photo project which has been delayed due to connectivity with the State to retrieve photos. The State is moving to a secure Intergovernmental Network (IGN) connection by September 2018. VCC has requested that the connection be deployed now. Once the connectivity is installed, VCC will resume testing and installation.

**Notification Project Update.** Director Ueland reminded the board this is a scoping phase to determine the functional requirements for the next generation of notification system that would replace VHF paging. There is no budget for this phase. VCC owns the VHF paging network and uses it to alert fire agencies of calls for service. This topic should be of interest to Police as well as Fire and both should be involved in the discussion.

**E911 Regional Strategic Plan Finalized.** The Leadership Group approved the final strategic plan at the November 9<sup>th</sup> meeting. This approval provides confirmed direction of the technology platform, creation of a Regional E911 Advisory Board and provides



recommendations in establishing a 10-year financial plan. King County Council is expected to adopt the strategic plan in March.

Deputy Director Mayer expressed her gratitude to Director Ueland for her work and dedication to this project.

**PSERN Schedule and Budget.** The project has been extended 12 months with a new go-live date moved out to May 2021 due in part to lease delays and testing plan issues. The end user radio deployment has also moved out by 8 months with an expected date in December 2020. There is a budget increase of 3.1% in the spending plan, but levy capacity exists due to increased property values and new construction.

**Action Items:**

**Elect Vice-Chair for 2018/19 Term.** Chief Morris nominated Chief Marshall for Vice-Chair in the 2018/19 term. Administrator Robertson seconded the motion. Chief Marshall unanimously elected.

**Elect Contract Police and Fire Representatives for 2018/19 Term.** Chief Morris nominated Chief Tyerman as the Contract Fire Representative for the 2018/19 term. Administrator Robertson seconded. Chief Tyerman unanimously elected.

The Ops board unanimously agreed to table the election of the Contract Police Representative to the January 2018 meeting.

Chief Lee nominated Chief Thomas for the Finance Committee Representative in the 2018/19 term. Administrator Robertson seconded. Chief Thomas unanimously elected.

**Minutes.** *Chief Thomas moved to approve the minutes of the October 19<sup>th</sup> meeting. Chief Morris seconded the motion and the motion was approved.*

**Voucher and Payroll Approval.**

Chief Lee read the voucher and payroll approval. Claims check numbers 28116 through 28199 in the amount of \$363,694.93 for the period of 10/11/17 through 11/13/17. E-Pay numbers 2017-088 through 2017-106 in the amount of \$710,676.89 for the period of 9/27/17 through 11/17/17. Payroll in the amount of \$1,162,889.19 for the period of 10/1/17 through 11/15/17. Administrator Robertson moved to approve the voucher and payroll. Chief Morris seconded. Motion approved.

**Good of the Order.**

The next scheduled meeting of the Operating Board is January 25, 2018.

With no further business, Chief Church adjourned the meeting at 1004 hours.

Respectfully Submitted,

Tracy Fitzgerald  
Administrative Services Assistant

