



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room - 27519 108th Ave SE, Kent, WA
DATE & TIME: Thursday, July 26th, 2018 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
 - a. PSERN Update
 - b. **4th of July After Action Report**
7. Action Items
 - a. **2019-2020 Draft Budget**
 - b. **Approval of the June 28th, 2018 meeting minutes**
 - c. **Voucher and payroll approval June 2018**
8. Next scheduled meeting – August 23rd, 2018
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, June 28, 2018

MEMBERS: Chairperson Hwang, *Federal Way Police*
Administrator Robertson, *VRFA*
Chief Marshall, *Renton RFA*
Chief Morris, *Puget Sound RFA*
Chief Padilla, *Kent Police*
Deputy Chief Schuldt, *Renton Police*
Acting Chief Pierson, *Auburn Police*
Deputy Chief Mitchell, *Tukwila Police*
Acting Chief Pennington, *South King Fire & Rescue*

ABSENT: Chief Wittwer, *Tukwila Fire*
Chief Calkins, *Pacific Police (Contract Police Agency Rep)*
Chief Linton, *Tukwila Police*
Chief Church, *South King Fire & Rescue*
Acting Chief Van Valey, *Renton Police*

VISITORS: Chief Thomas, *Des Moines Police*
Acting Director Milosevich, *SCORE Jail*
Division Chief Cloyd, *King County Medic One*
Chief Krimmert, *Vashon Fire*
Deputy Chief Barlow, *Mountain View Fire & Rescue*
Acting Chief Tomlinson, *Puget Sound Fire*
Katie Gard, *Motorola*
Matt Busa, *Motorola*
Kim Nuber, *PSERN Division Deputy Director*
Tessa Melville, *Public*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Kristin Meitzler, *Technical Services Manager*
Karen Hanson, *Training Manager*
Sean Morrow, *Human Resources Manager*
Dino Lamanna, *Project Manager*
Tracy Fitzgerald, *Administrative Services Assistant*



VCC Staff Continued

Jennifer Gildehaus, *Dispatcher*
Corina Plummer, *CTO Call Receiver*
Janice White, *Dispatcher*
Vicki Lewis, *CTO Dispatcher*
Evan Nelson, *CTO Dispatcher*
Sheryl Kowalczyk, *Supervisor II*
Zach Cloyd, *Supervisor*

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

Changes to Agenda. None.

Recognition. Deputy Director Vonnie Mayer recognized Evan Nelson, Corina Plummer, Vicki Lewis, Janice White and Austin Haynes (unable to attend) for 15 years of service and Jennifer Gildehaus for 30 years of service to Valley Com. She presented each with an award and thanked them for their continuous and dedicated service to VCC.

Executive Director Ueland thanked Chief Ken Thomas for his years of serving on the Operations Board and congratulated him on his new position as Chief of Police for Des Moines. She also congratulated Bill Pierson on his new position as Auburn Police Chief. VCC will present Chief Bob Lee with a plaque thanking him for his years of service on the Operations Board. She also welcomed Kent Police Chief Rafael Padilla to the Operations Board and serving as Finance Representative for the Operations Board.

Report from Chair. None.

Report from any Member. None.

Report from Executive Director.

PSERN Update. Director Ueland introduced Kimberly Nuber, Division Deputy Director of the PSERN project. Ms. Nuber provided the Operations Board with a brief project update and budget overview. She noted scope, budget and site development issues were topics for the PSERN meeting later in the day. In 2019, the PSERN project will be seeking first responders to be part of the end user coverage testing.

PSERN In Building Task Force Report Agenda Report. An Agenda Report was included in the meeting packet outlining the issue of whether in-building radio coverage should be added to the scope of the PSERN Project. The Joint Board will be asked to decide on adding the in-building coverage to the scope of the project. Director Ueland opened the topic up for discussion to report to the Administration Board August meeting. Matt Busa added there are currently 3 options: supplement the current coverage contracted by increasing the strength of signal at the street



level, add a Distributed Antenna System (DAS) or BDA systems to buildings or deploying vehicular systems which would be a different talk group channel.

Strategic Plan Update. The Administration Board approved Phase 2 of the VCC strategic plan. While they were not inclined to add the Fire Service to the Admin Board they requested a work group be formed to explore adding Medic One to the Operations Board. Internal work groups will meet beginning in July to work on implementation plans for the objectives and goals identified in Phase 2.

VCC Project Updates.

DOL Photo Project, Kristin Meitzler provided a brief update on the DOL photo project which has been implemented and field personnel should be able to click on a link for photos to be visible.

VCC Project Work Plan. VCC's current project list was distributed. Kristin stated some projects will not impact agencies directly but wanted to give everyone an idea of what VCC is currently working on. Many of the upcoming projects depend on the CAD upgrade. A Statement of Work has been signed with TriTech to begin the CAD upgrade and once the upgrade is complete the project list will be refined.

Action Items:

Approval of Meeting Minutes. *Administrator Robertson moved to approve the April 26, 2018 and February 22, 2018 meeting minutes. Chief Morris seconded the motion. Motion approved.*

Voucher and Payroll Approval. Chief Padilla read the April-June voucher and payroll approval. Claims check numbers 28577 through 28713 in the amount of \$738,518.62 for the period of 04/18/2018 through 06/13/2018. Voided check numbers 28646-28648. E-Pay numbers 2018-039 through 2018-055 in the amount of \$539,695.66 for the period of 04/14/2018 through 06/15/2018. Payroll in the amount of \$1,705,227.86 for the period of 04/16/2018 through 06/15/2018 and manual check 40000 in the amount of \$306.79 dated 05/23/2018. *Administrator Robertson moved to approve the voucher and payroll as read. Chief Marshall seconded. Motion approved.*

Good of the Order.

Acting Director Milosevich announced there is a designated protest at the Federal Detention Center on Saturday between 1100 and 1400 with 5-10K people expected.

The next scheduled meeting of the Operating Board is July 26, 2018.

With no further business, Chief Hwang adjourned the meeting at 1035 hours.

Respectfully Submitted,

Tracy Fitzgerald
Administrative Services Assistant

