



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room - 27519 108th Ave SE, Kent, WA
DATE & TIME: Thursday, October 19th, 2017 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
 - a. Years of Service Awards
4. Report from the Chair
5. Report from any Member
 - a. Delegation of Fire Run Card Adjustment to Z3 Ops Chief - Robertson
6. Report from Director
 - a. **DOL Photo Project Update**
 - b. NG Paging
 - c. PSERN
 - d. VCC Outreach
 - e. Strategic Planning Update
7. Action Items
 - a. **Closest Unit Dispatch**
 - b. **May Day Procedure Change**
 - c. **Approval of the August 24th, 2017 meeting minutes**
 - d. **Voucher and payroll approval**
8. Next scheduled meeting – November 30th, 2017 (joint Nov/Dec meeting)
9. Adjourn

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



PROJECT OVERVIEW

Officers in the field have wanted the ability to view DOL photos in their return queries from ACCESS. This will improve security of the officer to have immediate visual confirmation of a suspect or person. This information would be able to be shared in many forums for, example using for BOLOs.

PROJECT AT A GLANCE

Project Overall Status	Current	Prior	Comments
Budget Status	Green		
Schedule Status	Green		
Scope Status	Green		
% Complete	70%		Tritech work is majority of work to be done

Schedule

Actual Start Date	Estimated End Date	Planned End Date	Revised End Date	Comments
5/13/2013	10/26/2017	10/26/2017		

Budget

Budget	Expended	Budget Remaining
7,216.00	0	7,216.00

KEY ACCOMPLISHMENTS THIS PERIOD

- Interface was written by Tritech
- Worked with DOL to establish necessary connections and value strings for communications
- Interface has been installed in Valley Com’s Test Environment

UPCOMING WORK ITEMS

- Test the interface with the State
- If testing successful – Install in our production environment
- Create communication to Police Officers how to access pictures

MILESTONES

List major milestones and dates. Should be a roll up of the actual project schedule

Milestones	Planned Completion	Actual Completion
Project Management Artifacts	9/27/2017	
Creation of Scope, Communication plans etc	9/27/2017	9/27/2017
XML switch Connection Modification Complete	10/26/2017	
TriTech develop and complete configuration changes	9/29/2017	9/29/2017
Move to Test	9/29/2017	10/1/2017
Move to Production	10/26/2017	
Documentation	9/14/2017	
Training Guide for Officers/Field Staff	9/14/2017	
Testing	10/11/2017	
Creation of Test Scripts and collection of test data	9/29/2017	10/2/2017
Round 1 Testing	10/5/2017	
Issue Resolution	10/8/2017	
Round 2 Testing	10/11/2017	
GO NO GO DECISION	10/11/2017	
GO Live	10/26/2017	

Not storing the picture, CAD is storing the link. Would be up to the officer to save the picture and manually attach to the report to get it to RMS.

VCC Project contacts are Hope Bourne, CAD Admin or Laura Blechen, Technical Project Administrator



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, August 24, 2017

MEMBERS: Chairperson Chief Church, *South King Fire & Rescue*
Chief Marshall, *Renton RFA*
Chief Tyerman, *KCFD 43 (Contract Fire Agency Rep)*
Chief Milosevich, *Renton Police*

ABSENT: Chief Schneider, *Puget Sound RFA*
Chief Lee, *Auburn Police*
Chief Villa, *Tukwila Police*
Chief Hwang, *Federal Way Police*
Chief Wittwer, *Tukwila Fire*
Chief Thomas, *Kent Police*
Chief Calkins, *Pacific Police (Contract Police Agency Rep)*
Administrator Robertson, *VRFA*

VISITORS: Lt. Hong, *Pacific Police*
DC Barlow, *KCFD 44*
Matthew Busa, *Motorola*
Battalion Chief Roberts, *Tukwila Fire*
Commander Harrison, *Tukwila Police*
Asst. Chief Bohl, *Des Moines Police*
Commander Arbuthnot, *Federal Way Police*
Deputy Chief Pierson, *Auburn Police*
Asst. Chief Kammerzell, *Kent Police*
Deputy Chief Swearingen, *VRFA*
Michael Marusich, *One Net*

VCC STAFF: Vonnie Mayer, *Deputy Director*
Kristin Meitzler, *Tech Services Manager*
Karen Hanson, *Training Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Mary Sue Robey, *Administrative Services Manager*
Rita Salazar, *CTO*
Call Receiver Academy



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

Changes to Agenda. Chief Church stated the budget items would be moved up on the agenda to follow recognition.

Recognition. Training Manager Hanson recognized the August 1st VCC Call Receiver Academy. The class of 8 introduced themselves and stated briefly what interested them in working for VCC.

Action Items:

Budget Adjustment.

Finance Manager Bogush-Stakhov recommended the Board approve Resolution 125 amending the 2017—2018 Biennial Budget as discussed in staff's report and set forth in Exhibit A to the Resolution, and to recommend adoption by the Administration Board. *Chief Milosevich moved* to approve the motion as stated. *Chief Tyerman seconded* the motion. *Motion adopted.*

Resolutions Repeal and Approval.

Finance Manager Bogush-Stakhov recommended the Board approve the results of the Administration Board Resolutions – Clean Up Project 2017 as discussed in staff's report and attachment, and to recommend the same to the Administration Board. *Chief Milosevich moved* to approve the motion as stated. *Chief Tyerman seconded* the motion. *Motion adopted.*

Report from Chair. Chief Church congratulated VCC on its 40th year. In celebration, VCC will host a BBQ on Wednesday, August 30th from 11:30 a.m. to 2:00 p.m. All agencies are invited to attend.

Report from any Member. None.

First Net Presentation.

WA State First Net Technical Manager Michael Marusich gave an overview of the First Responder Network Authority. The Act gives FirstNet the duty to ensure the building, deployment and operation of the first nationwide public safety broadband network. Additional information can be found at www.Firstnet.gov

Report from Deputy Director. Deputy Director Mayer reported:

Enumclaw Small Plane Crash. Deputy Director Mayer provided an After Action Review of the July 27 small plane crash in Enumclaw. She recognized VCC Supervisor Moore, Call Receivers Alison George, Christine Cox and Christina Robertson and Dispatchers Jeff Valdanbrini, Beth Patoc and Liz Sheffler for the exceptional individual performances during this incident, as well as, the entire VC team working at the time of the incident. Supervisor Moore will provide a more in-depth report at the September 26th Zone 3 Fire Operations Group meeting as the August Zone 3 Fire Operations Group meeting was cancelled.



DOL Photo Project Update.

This project has been pushed out a month due to the CAD vendor. DC Pierson asked if they will be able to bring a photo into RMS to help with the booking process. Kristin Meitzler was unsure but will discuss this option with Hope Bourne and Tri Tech and report back to the Ops Board.

DOL Scanners Project Update.

Technical Services Manager Meitzler reminded agencies their IT departments have all of the information to interface and should be able to answer any questions.

Additional Action Items:

VCC Strategic Plan Steering Committee.

Chiefs Church, Keller, Calkins, Tyerman and Deputy Chief VanValey were asked to serve on this committee. Chief Church requested a motion to move to confirm their participation. *Chief Milosevich moved* to accept these members on the Committee. *Chief Tyerman seconded. Motion adopted.*

Minutes. *Chief Tyerman moved* to approve the minutes of the July 27th meeting. *Chief Milosevich seconded* the motion and the *motion was approved.*

Voucher and Payroll Approval. On behalf of Chief Lee, Deputy Chief Pierson read the voucher and payroll report. *Chief Tyerman moved* to accept claims check numbers 27907 through 27990 in the amount of \$478,689.83 for the period of 7/19/17 through 8/7/17. E-Pay numbers 2017-061 through 2017-076 in the amount of \$496,212.12 for the period of 7/1/17 through 8/11/17 and payroll in the amount of \$364,009.78 for the period of 7/16/17 through 7/31/17. *Chief Milosevich seconded. Motion passed.*

Good of the Order.

Chief Church congratulated Chief Schneider on his September 28th retirement.

Matt Busa stated Motorola will host a mini-trade show on October 12th at the Westin in Seattle. The agenda will cover PSAP in the morning and field applications in the afternoon. Once the contract with the Westin is confirmed an invitation will be sent out via VCC.

The next scheduled meeting of the Operating Board is September 24, 2017.

With no further business, Chief Church adjourned the meeting at 1030 hours.

Respectfully Submitted,
Tracy Fitzgerald
Administrative Services Assistant





AGENDA REPORT

TO: Valley Communications Center (VCC) Operations Board
FROM: Angee Bunk, Operations Manager
THROUGH: Lora Ueland, Executive Director
DATE: October 12, 2017
RE: Closest Unit Dispatch

ISSUE: Identify concerns from police regarding implementing Closest Unit Dispatch functionality.

BACKGROUND: Closest Unit Dispatch was originally to be deployed with the Tiburon CAD project in 2014, however, the Steering Committee approved postponement until after go-live due to considerable project challenges.

In July 2017, the Z3 Fire Ops Chief recommended deployment while the Patrol Commanders recommended it not be deployed. The Operations Board created a joint task force to identify the concerns from the Patrol Commanders and come to a consensus recommendation.

DISCUSSION: The joint task force met on August 29, 2017 and September 19, 2017. The list of participants are included at the end of this document.

The concerns identified by the police representatives are:

- GPS data will be retained and therefore available for public disclosure request. As departments issue take-home police cars, officers' home addresses/locations will be discoverable which raises officer safety concerns.
- This may be a change in working conditions and require bargaining with police labor groups.
- Possible increase in VCC charges may be an added burden for police agencies.

The fire service representatives did not bring forward any issues or concerns.

Should the project move forward, the joint task force agreed it should be implemented in a phased approach which would include an evaluation phase and a mitigation phase. The evaluation phase would identify needs and measure impacts and improvements. The mitigation phase would address identified concerns and impacts.

REQUESTED ACTION: Operations Board to decide if more discussion is needed regarding Patrol Commanders' concerns or if the Closest Unit Dispatch Project should be initiated.



Closest Unit Dispatch Joint Task Force Participants:

August 29, 2017

- Matt Holmes, Kent Police
- Casey Jones, Federal Way Police
- Steve Stocker, Auburn Police
- Roy Gunsolus, Renton RFA
- Jeff Didinato, Maple Valley FD
- Brent Swearingen, Valley Regional FA
- Eric Tomlinson, Puget Sound RFA
- Angee Bunk, Valley Communications
- Denese Moore, Valley Communications

September 19, 2017

- Casey Jones, Federal Way Police
- Roy Gunsolus, Renton RFA
- Paul Fray, North Highline/Burien Fire
- Angee Bunk, Valley Communications
- Denese Moore, Valley Communications
- Kristin Meitzler, Valley Communications





AGENDA REPORT

TO: Valley Communications Center (VCC) Operations Board
THROUGH: Angee Bunk, Operations Manager
FROM: Denese Moore, Supervisor I
DATE: October 11, 2017
RE: MAYDAY Procedure Change

ISSUE: Standardized process for the handling of MAYDAYs throughout the County.

BACKGROUND: Upon receipt of a MAYDAY from the fire ground, field personnel and PSAPs from Zones 1, 3, and 5 each respond and react differently. In an effort to standardize the process across the entire County, the Zone 3 Operations Chiefs recommend approval of the changes made to King County (KC) Model Procedure #16 – MAYDAY.

DISCUSSION:

- The King County Fire Chiefs approved the change to the KC Model Procedure #16 – MAYDAY on June 21, 2017.
- Zone 3 Fire Agencies began training on the new procedure in September 2017.
- Changes include:
 - High/Low alert tones will not be generated
 - MAYDAY is stated only one (1) time
 - Dispatch will start an additional alarm and notify the Incident Commander (IC)
- Implementation of new procedure without all field personnel and/or dispatchers being trained prior could lead to safety risks.
- In response to potential risks, Valley Com SOPs, resource materials, and training will be updated and completed in time for a November 16, 2017 implementation date.

REQUESTED ACTION: Operations Board to confirm Zone 3 Operations Chiefs recommendation to implement updated MAYDAY Procedures.

