



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, January 26, 2012

MEMBERS: Chair - Chief Peterson, *Renton Fire*
Chief Church, *South King Fire & Rescue*
Chief Lee, *Auburn Police*
Chief Schneider, *Kent Fire Department RFA*
Chief Olivas, *Tukwila Fire*
Administrator Robertson, *Valley Regional Fire Authority*
Chief Kiblinger, *Black Diamond Police*
(*Contract Police Agency Rep*)
Chief Thomas, *Kent Police*
Chief Marrs, *KCFD #2 (Contract Fire Agency Rep)*

ABSENT: Chief Wilson, *Federal Way Police*
Chief Milosevich, *Renton Police*
Chief Villa, *Tukwila Police*

VISITORS: Rebecca McGregor, *Tukwila Police*
Deputy Chief Troxel, *Renton Police*
Assistant Chief Barlow, *KCFD #44*
MSO Overland, *KC Medic One*
Assistant Chief Hwang, *Federal Way Police*
Deputy Chief Swearingen, *Valley Regional Fire Authority*
MSA Herbert, *KC Medic One*
Deputy Director Jim Kelly, *SCORE*
Chief Doerflinger, *Maple Valley Fire and Rescue*
Assistant Chief Plumlee, *South King Fire and Rescue*
Brooke Flynn, *Motorola*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Operations Manager*
Kristin Meitzler, *Technical Systems Manager*
Yvonne Carslay, *Training Manager*
Tatyana, Bogush-Stokhov, *Finance Manager*
Grace Larsen, *Supervisor*
Justina Hanquet, *Training Assistant*
Mary Sue Robey, *Administrative Services Manager*
Cesar Figueroa, *HR Manager*
Tracy Fitzgerald, *Administrative Services Assistant*



Welcome and Introductions. Chairperson Chief Peterson welcomed everyone and called the meeting to order at 0932 hours. Introductions were made around the room.

Recognition. Director Ueland welcomed and introduced Tatyana Bogush-Stokhov as Valley Com's new Finance Manager, stating Jamie Thomas had taken a position with the City of Renton.

Director Ueland recognized David Lawrence for 20 years of service and employees of the 4th quarter: Sheryl Kowalczyk, Supervisor of the Quarter; Trish Hanes, CTO of the Quarter; Roslyn Shipp, Dispatcher of the Quarter; Lori Wilkins, Call Receiver of the Quarter; and Brian Powell, Administrative Employee of the Quarter.

Minutes. The Minutes from the January 26, 2012 meeting were approved.

Report from Chair. None

Report from any Member. None

Report from Director. Director Ueland reported:

- The Payroll and Accounting Specialist resigned and will be identifying a replacement.
- The workload created from taking on healthcare "in house" has required more staff time than initially expected.
- Staff is currently testing the CAD map. Talks with Tiburon regarding the escalation are still in progress.
- The E-911 office has issued an RFP for a consultant to recommend the optimum number of PSAPs for the County. Responses are due February 2nd. The consultant will be selected by the end of March and is expected to complete work within 9 months.
- REPC update – the Technical Subcommittee recommended bids be sought to upgrade and replace the existing radio system. The governance consultant hired by REPC is scheduled to meet with Mayor Lewis and Lora today.
- City of Seattle issued an RFI in December, with approval from REPC, seeking a public private partnership to build mission critical voice & data networks in our tri-county region. The RFI is due February 10th.

Pre Go Live Map Maintenance Model. Director Ueland discussed the email that had been sent out and approved by this Board electronically and requested a formal motion for the record. *Chief Church motioned* to confirm the action taken of recommending the pre go live map maintenance model to the Administration Board. *Eric Robertson seconded. Motion passed.*

BDA Agreement. Director Ueland will be signing an agreement on behalf of Valley Com with Covington Multi Care to allow better coverage within their facility.

CAD Occupancy Information. Director Ueland gave a brief history on this topic and stated agencies now have internal processes to keep business contact current. VCC requests



subscriber information no longer is entered into CAD. This will not affect warnings, hazards or business names. The board agreed.

Operations Board Chair Elect. Chief Peterson asked for nominations from the police agencies for the 2013 year. *Eric Robertson Motioned* to elect Ken Thomas as Ops Chair elect and Chair for the 2013 year. *Chief Schneider seconded. Motion passed.*

Contract Agency Police and Fire Representatives. Chief Peterson asked for nominations from the contract agencies in attendance. Chief Kiblinger stated she would continue for the year unless someone else was interested. She will email the contract police agencies and bring back a decision at the next meeting. Chief Doerflinger agreed to be the contract fire representative for the two year term beginning now through December 2013.

Finance Committee Representative. Chief Wilson is currently the representative. Tabled until next month.

Voucher and payroll approval. Chief Peterson *moved* to approve claim check numbers 22575 through 22721 and EPAY, in the amount of \$1,041,011.04 for the period 10/20/11 to 12/31/11 and payroll in the amount of \$2,034,433.32 for the period 10/01/11 to 12/31/11. Claims check numbers 22534 and 22651 were voided. *Eric Robertson seconded. Motion passed.*

Patrol Commanders meeting. Deputy Chief Troxel suggested in order being more effective, the Patrol Commanders meet bi-monthly and that a Patrol Commander act as Chair. Operations Manager Vonnie Mayer gave some background from recent Patrol Commanders meetings. They are refocusing efforts and asked that Valley Com continue to chair and set the agenda. Supervisor Angee Iyall will take on that role in her new position as Supervisor I. The group will continue to meet monthly unless there are not agenda items to discuss.

E-Police Stats. Tabled until Chief Milosevich is present.

Staff Reports.

Vonnie Mayer (Operations Manager) reported:

- During the recent snow storm power was lost at Valley Com from late Thursday afternoon to early evening on Saturday. On the 19th 4,317 911 calls were received – 1,651 Fire/EMS of which 860 were wires calls; 948 police calls of which 173 were weather related. In the 24 hour period VCC processed 2,599 incidents.

Kristin Meitzler (Technical Services Manager) reported:

- This storm caused all radio sites to run on generators, which was a first.
- Radio re-banding has begun. 150 radio replacements for non public safety users to date.
- Paging equipment has been ordered, the next step will be to replace the transmitters followed by the timing devices towards summer. After replacement is completed a



discussion will be forthcoming with the fire agencies regarding cost for additional coverage in the Valley Com service area.

- A radio report was distributed showing which agency radios do not match up to manufacturer specs. These radios need to be checked to make sure they are aligned and have proper maintenance done to ensure they are working appropriately.
- As of the end of the week IT is down two staff members. One left for another opportunity and one left for personal/family reasons. Efforts are underway to identify replacements.

Cesar Figueroa (Human Resources Manager) reported:

- A Call Receiver Academy begins January 30th.
- Was out for the last month for medical reasons. A temporary employee was brought in to help out with recruiting
- One open position in Finance and two in the IT department, recruitment has begun for both departments.

Yvonne Carslay (Training Manager) reported:

- Training Assistant Justina Hanquet has taken over as the ACCESS TAC officer, taking workload off of a supervisor. She also has developed a self study continuing education for employees to conduct during their shift which will save on overtime costs.
- Three call receivers are in police dispatch training and one recently was released from fire dispatch and another one just about ready to be released.
- Elected officials Academy is scheduled for Saturday, April 28th.
- The date for the next Citizens Academy will be released soon.
- There will be a CTO process for 2 call receivers and 1 dispatcher CTO.

Mary Sue Robey (Administrative Services Manager) reported:

- There is a new face up front, effective November 8th; Tracy Fitzgerald was hired as Administrative Services Assistant.
- Telecommunicators Week is around the corner – 2nd week of April. More information to come.

Chief Church thanked those who attended the Legislative Day in Olympia. He also discussed briefly bills that will impact fire and police, including HB 2350 - LEOF 1 and LEOF 2, HB 2615, and a new one that will allow a municipality to become a standalone fire district.

With no further business Chief Peterson adjourned the meeting at 1010 hours.

Respectfully Submitted,
Mary Sue Robey
Administrative Services Manager

