



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, March 22, 2012

MEMBERS: Chair - Chief Peterson, *Renton Fire*  
Chief Lee, *Auburn Police*  
Chief Schneider, *Kent Fire Department RFA*  
Chief Olivas, *Tukwila Fire*  
Administrator Robertson, *Valley Regional Fire Authority*  
Chief Thomas, *Kent Police*

ABSENT: Chief Wilson, *Federal Way Police*  
Chief Milosevich, *Renton Police*  
Chief Villa, *Tukwila Police*  
Chief Church, *South King Fire & Rescue*  
Chief Marris, *KCFD #2 (Contract Fire Agency Rep)*

VISITORS: Bruce Linton, *Tukwila Police Department*  
MSO Overland, *KC Medic One*  
Assistant Chief Hwang, *Federal Way Police*  
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*  
Pam Gettman, *CAD Project Manager*  
Kristin Meitzler, *Technical Systems Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Justina Hanquet, *Training Assistant*  
Cesar Figueroa, *HR Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*

**Welcome and Introductions.** Chairperson Chief Peterson welcomed everyone and called the meeting to order at 0938 hours. Introductions were made around the room.

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

**Report from Chair.** Contract Agency Representatives are Buster McGehee, Algona Police Department and Brad Doerflinger, Maple Valley Fire Department.



**Report from any Member.** Eric Robertson reported he has been attending the ACT meetings and the CAD mapping conditional and approval occurred at this morning's meeting. There was an extensive discussion regarding the size and type of file attachments being used by agencies.

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

- REPC update: The Mayors requested Director Lora Ueland schedule a meeting with the Mayors, Finance directors, Chiefs, and IT Directors on the radio system replacement status. The meeting will be held on April 12.
- PSAP consolidation – A consultant was selected by the PSAP Consolidation Subcommittee on March 14. The scope of work for the consultant will be to recommend the optimum number of PSAPs in King County. Chiefs can expect to be contacted by the consultant for interviews in late April/early May.

**2013 Budget Finance Committee.** Brian Wilson of Federal Way Police Department will continue as the Ops Board representative. Mark Peterson, Renton Fire, will serve as the representative for Fire and Brad Doerflinger, Maple Valley Fire will be the contract representative.

**Voucher and payroll approval.** Assistant Chief Hwang *moved* to approve claim check numbers 22722 through 22949 and EPAY, in the amount of \$1,824,446.42 for the period 01/01/12 through 03/08/12 and payroll in the amount of \$1,319,963.41 for the period 01/01/12 through 02/29/12. Claims check numbers 22764, 22784, 22789 and 22848 were voided. *Eric Robertson seconded. Motion passed.*

**Discussion Items:**

**Use of 911.** Director Ueland requested agencies promote the use of 911 for emergencies and provide the 10 digit phone number (253-852-2121) for non-emergencies.

**Staff Reports.**

**Vonnie Mayer (Operations Manager) reported:**

Telecommunicator week is April 8<sup>th</sup> – 14<sup>th</sup>. Two of our dispatchers will receive awards from King County EMS. Kit Danichek will be recognized for sustained performance and Meggin Harris will be recognized for outstanding handling of a critical incident for a CPR call.

**Kristin Meitzler (Technical Services Manager) reported:**

- VCC has received the paging transmitters. There will be a burn in period and then transmitters will be cut over one site at a time.
- Currently working on timing devices. There will be a service interruption of approximately 24 hours. Agencies will be notified prior.
- The Rebanding replacement schedule has been paused momentarily due to an issue reported with the APEX portable radio. The issue is being investigated specifically with single band APEX 7000 EX portable. To error on the side of caution all APEX portable and mobile radios have been paused in Rebanding, until further information is received from Motorola on the root cause.



**Pam Gettman (CAD/RMS Project Manager) reported:**

- Factory Acceptance Testing is being conducted now.
- WebQUERY fire and police configuration templates that agency representatives developed have been approved by the Steering Committee.
- Go-Live – hope to have new Go-Live date determined by next meeting.
- The ACT committee was in unanimous agreement to use Adobe Acrobat Reader as the standard application to view all CAD attachments and the standard file format for all attachments will be .pdf. The committee discussed single and multiple attachments per address point and the amount of storage available on MDCs for all attachments throughout Valley Com's service area.

**Cesar Figueroa (Human Resources Manager) reported:**

- HR is recruiting two IT positions, four dispatch positions and one GIS intern position.
- Currently working on CALEA re-accreditation.

**Tatyana Bogush-Stakhov (Finance Director) reported:**

- 2011 budget has closed; VCC is under budget.
- Owner equity information will be distributed to agencies soon.
- 2012 budget adjustments are in process.
- Finance Committee will meet April 11<sup>th</sup> and an update will be provided at the April Ops Board meeting.
- Sara Hloshyk has been hired as the new Payroll/Accounting Specialist.

**Justina Hanquet (Training Assistant) reported:**

- Yvonne Carslay has been working on APCO P33 (training) recertification that is due April 1.
- 72 employees have completed their Continuing Education training.
- Currently have 8 trainees in the academy. One has resigned..
- The Citizen's Academy begins April 11<sup>th</sup>. Contact person is Justina Hanquet.

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

Respectfully Submitted,  
Tracy Fitzgerald  
Administrative Services Assistant

