



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, May 24, 2012

MEMBERS: Chair - Chief Peterson, *Renton Fire*
Administrator Robertson, *Valley Regional Fire Authority*
Chief Wilson, *Federal Way Police*
Chief Villa, *Tukwila Police*

ABSENT: Chief Church, *South King Fire & Rescue*
Chief Lee, *Auburn Police*
Chief Schneider, *Kent Fire Department RFA*
Chief McGehee, *Algona Police (Contract Police Rep)*
Chief Thomas, *Kent Police*
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*
Chief Olivas, *Tukwila Fire*
Chief Milosevich, *Renton Police*

VISITORS: Assistant Chief Barlow, *KCFD #44*
MSO Overland, *KC Medic One*
Chief Herbert, *KC Medic One*
Assistant Chief Plumlee, *South King Fire and Rescue*
Commander Eldridge, *Renton Police*
BC Peterson, *Tukwila Fire*
AC Pierson, *Auburn PD*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Operations Manager*
Kristin Meitzler, *Technical Systems Manager*
Yvonne Carslay, *Training Manager*
Tatyana, Bogush-Stokhov, *Finance Manager*
Angee Iyall, *Supervisor II*
Justina Hanquet, *Training Assistant*
Mary Sue Robey, *Administrative Services Manager*
Cesar Figueroa, *HR Manager*
Pam Gettman, *CAD/RMS Project Manager*
Brian Heck, *System Administrator*
Jess Nelson, *System Administrator*



Welcome and Introductions. Chairperson Chief Peterson welcomed everyone and called the meeting to order at 0936 hours. Introductions were made around the room.

Minutes. The Minutes from the March 22, 2012 meeting were approved.

Report from Chair. Chief Peterson reported at the last Administration Board meeting direction was given to the Director and Operating Board to review the strategic plan and to report back on progress made on standardization.

Report from any Member. Administrator Robertson reported he attended the last ACT meeting.

Chief Wilson reported he attended the last Finance Committee meeting where Valley Com was requested to prepare a theoretical budget for 2014 in addition to the 2013 budget..

Report from Director. Director Ueland recognized Brian Heck for Administration Employee of the first quarter, Yvonne Carslay for 25 years and Mary Sue Robey for 15 years of service to Valley Com.

Director Ueland reported:

- There was a kickoff meeting on May 9th to discuss county wide 911 PSAP consolidations. They discussed the scope of work, collecting data from all 12 PSAPs in King County (Valley Com will be interviewed on June 5th). Deliverable of existing conditions report is due in August with the final due in December.
- The 4 owners of the King County Radio System met on May 22nd and discussed realistic plans for the system replacement for King County. All agreed seeking a P25 Phase 2 Land Mobile Radio system, as recommended by the REPC, was advantageous. . This will allow for competitive vendor bidding as the P25 standard is not vendor specific. Initial plans include developing performance specifications so vendors can prepare proposals to include design, implementation, schedule and cost. Once specifics are determined and costs known, the options to fund will be discussed and may include a County wide bond issue or Levy lift in 2014.
- The Community Connectivity Consortium met, and FOPA 63 (Fiber Optic Project Agreement) agreement was signed as part of a UASI grant of \$30K with a cost to Valley Com of \$1K. This will connect RCECC to City of Renton fiber and move VCC closer to having dedicated fiber connections between VCC and the VCC back-up center. VCC will own 6 fibers, out of 144. Completion is expected for August of this year.
- Adcomm Engineering is continuing their work to determine the feasibility of Enumclaw Fire contracting with VCC for dispatching services. The fire district has given notice to leave Enumclaw PD who is currently providing services. Adcomm does not see major operational obstacles with the exception of paging coverage. .

Resolution # 110 – 2012 Carry Forward. Finance Manager Tatyana Bogush Stakhov discussed the carry forward that was presented in the meeting packet. *Administrator Robertson moved* to approve Resolution 110 amending the 2012 Budget as summarized in



staff's report and set forth in EXHIBIT A, and to recommend adoption by the Administration Board. *Chief Wilson seconded. Motion passed.*

Voucher and payroll approval. Administrator Robertson *moved* to approve claim check numbers 22950 through 23092 and EPAY, in the amount of \$906,743.69 for the period 03/09/12 to 04/30/12 and payroll in the amount of \$1,327,750.32 for the period 03/01/12 to 04/30/12. *Chief Villa seconded. Motion passed.*

Director Ueland stated the June and July Operations Board meetings have historically been combined, however, the July 26th meeting is necessary for the budget approval schedule. The June 28th meeting may be cancelled should there be a lack of agenda items.

Staff Reports.

Vonnie Mayer (Operations Manager) reported:

- Working on staffing levels for 4th of July and general summer call volumes.

Kristin Meitzler (Technical Services Manager) reported:

- Transmitter replacements - seven of the nine paging sites have been completed. Installation of the timing devices to begin after the July 4th holiday.
- 407 of 3,522 (11.6%) radios have been replaced or reprogrammed for re-banding.
- Jess Nelson was hired last week as the new Systems Administrator.
- The ACT committee recommended using Adobe Acrobat reader as the standard application to view all Map Attachments. The file format of all Map Attachments will be pdf. The maximum Map Attachment file size is 1 MB. Use multiple Map Attachments instead of one large attachment file. Reserve 15 GB of hard drive space on your agency's MDCs/laptops for the MobileCOM application, CAD Map, Map Attachments, and space for replacement/temporary files.

Pam Gettman (CAD/RMS Project Manager) reported: Project metrics: schedule is off target, budget is on target and project risks are off target. Tiburon is preparing their map software and map updates.

Cesar Figueroa (Human Resources Manager) reported:

- Looking at job descriptions and setting up the ability to do online benefits enrollment for open enrollment.

Tatyana Bogush Stakhov (Finance Manager)

- Annual financial reports for VCC and the Public Development Authority have been submitted.
- The Bond payment has been made.
- Expect a draft 2013 Budget for review at the July meeting.

Yvonne Carslay (Training Manager) reported:

- Eight call receiver trainees continue to progress.



- Three of four dispatch trainees continue to be successful. One resigned from Valley Com.
- The Spring Citizens Academy ends next week.
- Officials Academy was a success with approximately 10 in attendance.
- Valley Com has received \$2,500.00 in scholarships from APCO for training and education.

Mary Sue Robey (Administrative Services Manager) reported:

- The VCC Annual Report is expected to be completed within the next couple of weeks.
- VCC is coming up on the end of its second year in the three year CALEA cycle and will possibly have a mini mock assessment in the Fall to assure we are on track.
- Valley Com is sponsoring its first Puget Sound blood drive for VCC staff in mid June. Depending on the success, we may look at having a larger one in the Fall and inviting the community to participate.

With no further business Chief Peterson adjourned the meeting at 1021 hours.

Respectfully Submitted,
Mary Sue Robey
Administrative Services Manager

