



## MEETING MINUTES

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

MEMBERS: Chair - Chief Peterson, *Renton Fire*  
Administrator Robertson, *Valley Regional Fire Authority*  
Chief Wilson, *Federal Way Police*  
Chief Villa, *Tukwila Police*  
Chief Lee, *Auburn Police*  
Chief Schneider, *Kent Fire Department RFA*  
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*

ABSENT: Chief Church, *South King Fire & Rescue*  
Chief McGehee, *Algona Police (Contract Police Rep)*  
Chief Thomas, *Kent Police*  
Chief Olivas, *Tukwila Fire*  
Chief Milosevich, *Renton Police*

VISITORS: Assistant Chief Barlow, *KCFD #44*  
MSO Overland, *KC Medic One*  
Chief Herbert, *KC Medic One*  
Joe Gannon, *South King Fire and Rescue*  
Chief Lipe, *Vashon Island Fire*  
Nicole Trent, *Vashon Island Fire*  
BC Sumpter, *Federal Way Police*  
Assistant Chief Flores, *Tukwila Fire*  
Assistant Chief Bourne, *Kent Police*  
Joe Piksa, *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*  
Angee Iyall, *Supervisor II*  
Justina Hanquet, *Training Assistant*  
Mary Sue Robey, *Administrative Services Manager*  
Cesar Figueroa, *HR Manager*  
Pam Gettman, *CAD/RMS Project Manager*

**Welcome and Introductions.** Chairperson Chief Peterson welcomed everyone and called the meeting to order at 0934 hours. Introductions were made around the room.



**Minutes.** The Minutes from the May 24, 2012 meeting were approved.

**Report from Chair.** No report.

**Report from any Member.** No report.

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

- Smart 9-1-1 will be rolling out in September, beginning with the deaf and hard of hearing. The King County 9-1-1 office will be doing a public education blitz.
- The ACT committee has been restructured. ACT will meet quarterly, either in person or email. A sub-committee (working group) was formed that will continue to meet monthly.
- The 9-1-1 PSAP Consolidation project is on target with the anticipated preliminary report due in August from Geo-Com. Geo-Com plans to attend the September 7th Administration Board meeting to observe meeting structure.
- The Administration Board has moved to consider the pro's and con's of King County Communications becoming an owner agency of Valley Com.
- The RFP has been released for the identification of a consultant to assist in writing the RFP for the KC Radio System replacement.
- ADCOMM Engineering has completed their feasibility study and agrees Enumclaw Fire could contract with Valley Com for dispatch services. The next step is for Enumclaw to present it to their side. It is clear Enumclaw Fire will not enter into contract with Valley Com until the new CAD system is installed.

Director Ueland requested consideration of moving the August Operating Board meeting to August 30th. There was no opposition.

Kristin Meitzler discussed the Post Go Live CAD Map Maintenance Model and asked for approval. The Board agreed to the road map diagram presented with the phased approach of starting with model 2 and then moving to model 3. This will be moved forward to the Administration Board for approval.

**Voucher and payroll approval.** Chief Villa *moved* to approve claim check numbers 23093 through 23240 and EPAY, in the amount of \$1,127,457.14 for the period 05/01/12 to 07/15/12 and payroll in the amount of \$1,742,665.86 for the period 05/01/12 to 07/15/12. *Chief Lee seconded. Motion passed.*

**2013 Draft Budget.** Tatyana Bogush-Stakhov discussed the proposed 2013 budget with a PowerPoint presentation. She went over the key budget assumptions, compared the 2013 budget to the 2012 original budget, shared "Option #2 - Administrative surcharge: 12%; E911 to fund operations: 21 FTE; Equipment Replacement: 800MHz: \$150K (10% of 2013 requirement; 30% funded); ERR: \$895K (100% of 2013 requirement 83% funded); \$724K E911 equipment reimbursement; \$171K from operations: Fund Balance contribution to debt service: \$180K. The Finance committee previously discussed option 2 as the desired direction. The Operating Board recommended moving the 2013 draft budget, option #2 as presented to the Administration Board for full approval.



## **Staff Reports.**

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

- Reported on the call volume for July 4th, stating 1,211 calls were received, a reduction of 12% over last year. 561 calls on the 10 digit line and 327 calls forwarded to the Surge Queue.

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

- Re-banding is 14% completed.
- Have applied for licenses with the FCC to add two paging sites, one at Squawk Mountain and one at Rolling Hills. Two more sites will be added next year.
- Net Motion will move from a per unit cost to a per user cost in 2013.

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

- Kristin, Lora and she will be attending the TUG (Tiburon User Group) meeting at the end of August.
- Tiburon delivered the map and is now being tested. Schedule will be revised.
- Will begin RMS interface testing with KC EMS and Renton Fire and then move on to others.

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

- Working on housekeeping issues and salary analysis.

### **Tatyana Bogush Stakhov (Finance Manager) reported her department is:**

- Finalizing the 2013 Budget, which has taken up the majority of their time.
- Looking at a new finance system.
- Updating policies and procedures that are out of date.

### **Yvonne Carslay (Training Manager) reported:**

- APCO P-33 (Training Certification) re-certification has been completed and approved. She will receive the certification at the APCO Conference in August.

### **Mary Sue Robey (Administrative Services Manager) reported:**

- The amount of public disclosure tape requests have been growing and we have been receiving out of the ordinary big requests as well.
- Approaching the end of the second year in our CALEA three year cycle and will be looking at a mini mock assessment in the Fall to assure we are on track.
- Updating department policies that are out of date.
- The Annual Report is completed and will be posted to the website by the end of the week.

With no further business Chief Peterson adjourned the meeting at 1014 hours.

Respectfully Submitted,  
Mary Sue Robey



## Administrative Services Manager

