



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, September 27, 2012

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

ABSENT: Chief Villa, *Tukwila Police*  
Chief McGehee, *Algona Police (Contract Police Rep)*  
Chief Milosevich, *Renton Police*

VISITORS: Assistant Chief Barlow, *KCFD #44*  
Cmndr Wilcox, *Renton Police*  
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*  
Sheryl Kowalczyk, *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 0931 hours. Introductions were made around the room.

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

**Report from Chair.** Chief Peterson reported the Administration Board is going to change the Chair term from one to two years. For continuity Chief Peterson suggested moving the



Operating Board Chair position to two years as well. Chief Church motioned to make the change Chief Schneider seconded. Discussion was had on when the term should begin in concert with the Admin Chair or on opposite years. Chief Church amended the motion to have Chief Peterson continue a second year in concert with the Admin Chair and have the Vice Chair acclimate the last 6 months of the term. Will revisit the term at a later date if need be. Chief Wilson seconded. The amendment was passed as was the original motion.

**Report from any Member.** Chief Church discussed the PSAP consolidation meeting stating the report from GeoCom is due in November. Chief Peterson added GeoCom was present at the last Administration Board to observe the meeting. Director Ueland added GeoComm is presently analyzing the existing conditions data and results could recommend none, some or all PSAPs and could also include consolidation of technology.

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

- At the Administration Board's direction, pros and cons are being considered regarding King County Sheriff's Office becoming an owner agency of Valley Com. This remains a high-level, conceptual discussion for now, such as who would sit on the Boards..
- The Administration Board approved the 2013 Budget at their last meeting. Director Ueland thanked the Operating Board, Finance Committee and Finance Manager Bogush-Stakhov for their work in preparing the budget.
- Training Manager, Yvonne Carslay received APCO P33 recertification on behalf of Valley Com at the APCO conference in August. Valley Com is one of thirty five in the country that have received this certification as well as being the first in the country back in 2006. Training Manager Carslay was recognized and thanked for her efforts.
- Smart 9-1-1 was rolled out on September 11 with a phased- in approach beginning with the deaf and hard of hearing. There has not been a response to the letter VCC wrote to the Attorney General's office requesting the State establish guidelines for third-party services. NENA is now lobbying the government to produce guidelines.
- REPC has changed their name to Regional Emergency Radio Council (RERC). The PowerPoint outlining the effort to date to replace the King County radio system which was included in the Ops Board packet was briefly discussed.
- No real update regarding Enumclaw Fire/KCFD28 joining VCC as a contract agency. Paging test have been underway to help determine the optimum location of a paging site that Enumclaw/KCFD 28 would need to install.

**Voucher and payroll approval.** Chief Wilson *moved* to approve claim check numbers 23241 through 23424 and EPAY, in the amount of \$1,019,421.00 for the period 07/16/12 to 09/25/12 manual payroll check 39595 and 39596 in the amount of \$590.76 and payroll in the amount of \$1,329,023.94 for the period 07/16/12 to 09/15/12. *Chief Olivas seconded. Motion passed.*

**Staff Reports.**

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

- No report.



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

- KC Radio replacement - consultant proposals have been submitted and Kristin will be part of the scoring team.
- There was a controller issue at the Cambridge site that has been resolved - and a engineering ticket has been open with Motorola.
- In process of recruiting for a Communications System Administrator (Radio and Paging person).
- Paging work - 6 of the 9 sites have new transmitters and timing devices installed. It is expected the cutover to the new equipment will require a 48 hour radio watch which will include testing to ensure operability.
- Received notification this week the building permits for adding a paging site at the Rolling Hills location in Renton have been approved. The site will be activated after the cutover of the new timing devices and transmitters at the existing sites and is expected to be on line by the end of October.
- License and equipment have been received for Squak Mountain.

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

- Continue to work on updating map layers.
- Compressing the schedule to achieve the 2013 go live date.
- Tiburon will be onsite next week to approve the schedule and conduct onsite training.

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

- Working on recruitment for a Communications System Administrator.
- Finished a successful open enrollment period for health benefits.

**Tatyana Bogush Stakhov (Finance Manager) reported:**

- The State Auditor's Office has begun the VCC 2011 Audit and will be onsite next week.
- The State has changed the BARS numbering system effective January 2013. Valley Com will be aligning its accounts to match the new requirement.

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

- All call receiver and police dispatcher training is complete. Fire dispatch training has begun for 1 dispatcher.
- Justina is working on a public service video that will be completed by the end of the year. Thanks to Kent Fire for providing the technical assistance in producing the video.

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

- CALEA is in the forefront being in its 3rd year of the accreditation cycle. Onsite will be scheduled for next August.



- Valley Com sponsored a second community blood drive that was successful. Will have another one in March 2013.
- Exhibit A of the contract agency contracts showing the 2013 calls for service rates will be going out soon.
- In a cost saving measure the Annual Report and 2013 Budget has been uploaded to the VCC website and emailed out to all stakeholders.

With no further business Chief Peterson adjourned the meeting at 1018 hours.

Respectfully Submitted,

Mary Sue Robey  
Administrative Services Manager

