



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, April 25, 2013

MEMBERS: Chair - Chief Peterson, *Renton Fire*
Chief Church, *South King Fire & Rescue*
Chief Milosevich, *Renton Police*
Chief Wilson, *Federal Way Police*
Chief Villa, *Tukwila Police*
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*

ABSENT: Chief Schneider, *Kent Fire Department RFA*
Chief Delgado, *Des Moines Police (Contract Police Rep)*
Chief Lee, *Auburn Police*
Chief Thomas, *Kent Police*
Chief Olivas, *Tukwila Fire*

VISITORS: Chief Chubb *KCFD #20*
MSO Overland, *Medic One*
Commander Dave Colglazier, *Auburn PD*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Operations Manager*
Cesar Figueroa, *HR Manager*
Yvonne Carslay, *Training Manager*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Kristin Meitzler, *Technical Services Manager*
Pam Gettman, *CAD/RMS Project Manager*
Justina Hanquet, *Training Assistant*

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 March 28, 2013 meeting were approved.

Recognition. Director Ueland thanked the agencies that participated in Telecommunicator week. The employees appreciate their donations. She also announced, during



Telecommunicator Week Valley Com was notified they received the annual WA APCO Team Award and Call Receiver, Wendy Glover received the King County EMS Award for Sustained Performance and Handling of a Critical Incident.

Report from Chair. Chief Peterson discussed the recent VCC Finance Committee meeting and the Administrative Board meeting stating the mayors shared their concerns with Tiburon Executives.

Report from any Member: No report.

Report from Director. Director Ueland reported:

- VCC held the all day Spring Citizen Academy on Saturday, April 13th with a second planned for April 27th. Training Manager Carslay has done a great job organizing the two events. Comments from the participants were very flattering.
- The State budget is being watched closely . the Senate proposed budget included a raid of nearly \$16 million in dedicated 9-1-1 funds. She asked the Board to please support preserving the integrity of the state 9-1-1 funds and to fully fund the WA state 9-1-1 Program budget request.

Yvonne Carslay discussed the Y.E.S. (Youth Education and Safety) Fair May 18th at the Renton Community Center.

Director Ueland stated Chief Delgado's Community Advisory Committee will be touring Valley Com. She discussed the possibility of a forum for community outreach with Valley Com and inquired if other agencies also have these types of committees. Most agencies have these types of committees and agreed with Director Ueland. Valley Com will do further research and report back to the Board.

Voucher and payroll approval. *Chief Wilson moved to approve claim check numbers 23969 through 24007 in the amount of \$73,182.76 for the period 03/23/13 to 04/08/13, EPAY numbers 13-45 through 13-60 in the amount of \$278,867.07 for the period 03/22/13 through 4/25/13. Voided EPAY number 2013-38 in the amount of \$89,903.61 and reissued as EPAY 2013-51 in the amount of \$83,903.81. Payroll in the amount of \$6565,191.69 for the period 03/16/13 to 04/15/13. Chief Church seconded. Motion passed.*

2013 Budget adjustment recommendation. Director Ueland, at the request of the VCC Finance Committee, briefed the Board regarding Resolution #81. This resolution was passed in 2003 and required an annual contribution of 3% of estimated annual operational expenses be set aside as contingency reserve until a 10% max was met. As this transfer has not been done, VCC recommended the resolution be repealed and Resolution #114 be adopted in its place. #114 sets the annual contribution at no less than 1% until a maximum of 12% of operating expenses are set aside. The new resolution also accounts for transfers to the Healthcare Insurance Fund. *Chief Wilson moved to accept recommendation and forward it to the Administration Board for approval. Chief Milosevich seconded. Motion passed.*



Finance Manager Bogush-Stakhov discussed Resolution #113 Amending the 2013 budget. *Chief Church moved to recommend Resolution # 113. Chief Wilson seconded. Motion passed.*

With no further business, Chairperson Peterson adjourned the meeting at 1002 hours.

Respectfully Submitted,

Mary Sue Robey
Administrative Services Manager

