



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, August 8, 2013

MEMBERS: Chair - Chief Peterson, *Renton Fire*  
Chief Wilson, *Federal Way Police*  
Chief Schneider, *Kent Fire Department RFA*  
Chief Lee, *Auburn Police*  
Chief Thomas, *Kent Police*  
Chief Delgado, *Des Moines Police (Contract Police Rep)*  
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*

ABSENT: Chief Church, *South King Fire & Rescue*  
Chief Milosevich, *Renton Police*  
Administrator Robertson, *VRFA*  
Chief Villa, *Tukwila Police*  
Chief Olivas, *Tukwila Fire*

VISITORS: Assistant Chief Flores, *Tukwila Fire*  
MSA Herbert, *Medic One*  
MSO Overland, *Medic One*  
Assistant Chief Olson, *South King Fire & Rescue*  
Deputy Chief Swearingen, *VRFA*  
Commander Pierson, *Auburn PD*  
DC Plumlee, *South King Fire & Rescue*  
Commander Mitchell, *Tukwila Police*  
Chief Barlow, *KCFD #44*  
Kenny Adamson, *Day Wireless (Motorola)*  
Michele Plorde, *KCEMS*

VCC STAFF: Vonnie Mayer, *Operations Manager*  
Mary Sue Robey, *Administrative Services Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Sheryl Kowalczyk, *Supervisor II*  
Kristin Meitzler, *Technical Services Manager*  
Brian Powell, *CAD System Administrator*  
Cesar Figueroa, *HR Manager*

**Welcome and Introductions.** Chairperson Chief Peterson, welcomed everyone and called the meeting to order at 0930 hours. Introductions were made around the room.



**Minutes.** The minutes from the June 27, 2013 meeting were approved.

**Report from Chair.** Chief Peterson announced Director Ueland was absent due to a week long training at the University of Washington.

**CAD.** Brian Powell thanked the agencies for their help testing Tiburon. Problems were discovered and Tiburon is working on the issues. The testing will be rescheduled within the next couple of weeks. These issues are not expected to affect the current go-live date.

**Report from Director.** On behalf of Director Ueland, Operations Manager Mayer reported:

- With the State appropriating E-911 funds from the budget, the E-911 office confirmed the 2014 budget will not be affected and Valley Com will receive the same contribution as in 2013. 12% of VCC's budget comes from the E9-1-1 Office.
- No update on Smart 911.
- Trunk lines for the non-emergency 7 digit individual city lines are being worked on. VCC will send out the city specific numbers soon as well as educational information for agencies to update their websites. Implementation is scheduled for September.
- The PSERN has released the RFP for the new radio system. Responses are due September 26, 2013. Any questions on the project must be directed to Rena Jackson at the KC RFP office.
- The final (feasibility study) report by Geocomm regarding the PSAP consolidation has been accepted. There will be a Stakeholders meeting at Carco Park in Renton on September 23rd at 10:00 AM where Geocomm will present their final report. The meeting is open to all. A facilitator for the consolidation has been selected and a contract is being negotiated. A "Technical Committee" (PSAP Directors) will make a recommendation to the Policy Committee (decision makers/elected from each PSAP (Valley Com's is Mayor Priest)) to determine what the final configuration of PSAPs will be.
- A VCC employee filed a complaint with the Dept of Labor (DOL) on July 19th. HR is cooperating with the DOL investigation.
- CALEA assessors will be onsite August 10th - 13th to assess Valley Com for its 4th re-accreditation. The public call in session is scheduled for August 12th from 1300 - 1500 hours.
- 4th of July highlights include 17% decrease over last year in 911 calls, a 6% decrease in 10-digit calls, a 14% decrease in total incoming calls over last year numbers. There was an increase in the forward to surge queue with an overall increase of 2% to Fire and 3% to Police.
- Resolution #114 - 2013 Budget Adjustment was approved at the last VCC Administration Board meeting.
- A meeting of the city Finance Directors will be held on July 14th to discuss the 2014 VCC Budget and will be brought to the Administration Board at the September meeting.



**Report from any Member:** Chief Wilson stated the Federal Way Police Guild filed a complaint with L&I regarding the 800Mhz radio system. They are requesting the need for a tower in the Federal Way area that will cost approximately six million dollars.

**Voucher and payroll approval.** *Chief Wilson moved to approve claim check numbers 24175 through 24294 in the amount of \$464,074.60 for the period 06/12/13 to 07/31/13, voided check number 24249. EPAY numbers 13-93 through 13-112 in the amount of \$212,528.96 for the period 06/25/13 through 07/31/13. Payroll in the amount of \$649,658.44 for the period 06/16/13 to 07/15/13. Chief Thomas seconded. Motion passed.*

**SOP 717 Firefighter Safety Procedures.** *Assistant Chief Olson moved to accept the updated version to mimic the police safety procedures. Chief Wilson seconded. Motion passed.*

**2014 Budget Approval.** Finance Manager Bogush-Stakhov presented the proposed budget and gave a brief PowerPoint presentation. Contract Rates are set at: Net Motion \$13.48 per user; 800Mhz per radio \$15.00 for non public safety and \$3.55 per radio for public safety users plus airtime; calls for service \$37.46 per call. Owner Agencies calls for service rate is set at \$29.48 per call, a 7% increase. FTE's for 2014 are set at 130. *Chief Wilson moved to recommend approval of the 2014 budget to the Administration Board. Chief Delgado seconded. Motion passed.*

Chief Peterson stated the next scheduled meeting of the Operating Board will be on September 26, 2013.

With no further business, Chairperson Peterson adjourned the meeting at 1010 hours.

Respectfully Submitted,  
Mary Sue Robey  
Administrative Services Manager

