



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, October 17, 2013

MEMBERS: Chair - Chief Peterson, *Renton Fire*  
Chief Wilson, *Federal Way Police*  
Administrator Robertson, *VRFA*  
Chief Schneider, *Kent Fire Department RFA*  
Chief Lee, *Auburn Police*

ABSENT: Chief Milosevich, *Renton Police*  
Chief Villa, *Tukwila Police*  
Chief Olivas, *Tukwila Fire*  
Chief Delgado, *Des Moines Police (Contract Police Rep)*  
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*  
Chief Thomas, *Kent Police*

VISITORS: MSA Herbert, *Medic One*  
Chief Barlow, *KCFD #44*  
Assistant Chief Olson, *South King Fire & Rescue*  
DC Plumlee, *South King Fire & Rescue*  
Chief Chubb, *KCFD #20*  
Commander Karlewicz, *Renton Police*  
Commander Goral, *Black Diamond Police*  
Chief Clow, *Enumclaw Fire*  
Michele Plorde, *KCEMS*

VCC STAFF: Lora Ueland, *Executive Director*  
Tracy Fitzgerald, *Administrative Services Assistant*  
Sheryl Kowalczyk, *Supervisor II*  
Brian Powell, *CAD System Administrator*  
Cesar Figueroa, *HR Manager*  
Yvonne Carslay, *Training Manager*  
Justina Hanquet, *Training Assistant*  
Cassie Salwey, *Records Specialist*  
Denese Moore, *Supervisor*  
Grace Larsen, *Supervisor*

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



**Minutes.** Chief Schneider moved to approve the meeting minutes of August 8, 2013. Chief Robertson seconded. Motion passed.

**Additions/Changes to Agenda.** None

**Recognition.** Director Ueland recognized Supervisor I Grace Larsen, Call Receivers Janice Adams and Rachael Miller, and Dispatcher Beth Patoc for 10 years of service. She also recognized Training Assistant Justina Hanquet, and Call Receivers Roseann Mills and Kristi Smith for 15 years of service.

**Report from Chair.** None

**CAD.** Brian Powell reported CAD Performance Testing is in progress. Agency MobileCOM & WebQUERY Training will finish tomorrow (10/18). Agencies should now be installing workstations and their trainers should be working on their training plans. January and February will be staff training for VCC and agencies with a March 2014 Go-Live date. Scott Corwin (VCC GIS Administrator) has contacted departments for new Reporting District and Annexation information, with the expectation of receiving updated data by November 1.

Brian Powell has updated the electronic Premise Warning form. The form needs to be emailed to support@valleycom.org. If it needs to be entered immediately, it can be copied to supervisors@valleycom.org so it can be addressed right away.

Note: The CAD Steering Committee meets at 0830 prior to the Ops Board each month. All are welcome and encouraged to attend.

**Changes in reports between ARI and Crystal.** VCC contracted with Northrop Grumman to provide a replacement MIS database in SQL format, at which time Crystal Report versions of the ARI reports were created. In the process of testing, VCC has noticed some differences in reports between systems. VCC requests direction and approval from the Ops Board as to which version of Crystal Reports VCC should be sending to agencies. Questions should be directed to Cassie Salwey - Cassies@valleycom.org

**Report from Director.**

- Director Ueland attended the Tiburon Conference and met with the CEO. The clients she was able to speak with have been pleased with the changes at Tiburon and she is encouraged that we are going to be successful with this transition.

- The Administration Board passed the 2014 budget. Director Ueland thanked the Finance Committee (Chief Peterson, Chief Doerflinger and Chief Wilson) for their input and assistance. The contract rate is \$37.46 and the Owner rate is \$29.48. Exhibit A's were mailed out the week of 10/06.

- Responses to the PSERN RFP has been extended 2 weeks. Kristin Meitzler and Dino Lamanna are working on evaluating the two RFP's. Currently in discussion with King County and other radio owners on a new stand alone agency to possibly operate and maintain the new radio system. Marlin Blizinsky of King County has requested a briefing on the RFP process and content. The Ops Board prefers the week of October 28th. Director



Ueland will contact Mr. Blizinsky to arrange and will send talking points and confirm the date.

- The PSAP consolidation Recommendations Committee (elected officials from all over King County) meet bi-monthly. The PSAP Consolidation and the Radio Project are not dependent on each other, but they are interrelated. The issue is funding due to cost of next generation equipment.

- VCC held its CALEA onsite August 10-13. Director Ueland thanked all for their support and those who were a part of the interview agenda. VCC expects to receive full recommendation for reaccreditation at the November conference in North Carolina. Mary Sue Robey was selected as a CALEA Assessor - a huge congratulations for her achievement!

- Kent and SeaTac Fire consolidation will be effective January 1, 2014.

- VCC has developed an updated purchasing policy which will be presented to the Finance Committee and then to the Ops Board.

**Report from any Member.** None.

**Voucher and Payroll Approval.** *Chief Wilson moved to approve claim check numbers 24295 through 244467 in the amount of \$428,920.05 for the period 08/08/13 to 10/10/13, voided check numbers 24321, 24329, 24330 and 24425. EPAY numbers 13-113 through 13-146 in the amount of \$532,861.25 for the period 08/01/13 through 10/11/2013. Payroll in the amount of \$1,661,247.59 for the period 07/16/13 to 09/30/2013. Chief Lee seconded. Motion passed.*

Chief Peterson stated the next scheduled meeting of the Operating Board will be on December 5, 2013 at 0930. The meeting will follow the CAD Steering Committee meeting beginning at 0830.

With no further business, Chairperson Peterson adjourned the meeting at 1004 hours.

Respectfully Submitted,  
Tracy Fitzgerald  
Administrative Services Assistant

