



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, December 5, 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 Milosevich, *Renton Police*
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*

ABSENT: Administrator Robertson, *VRFA*
Chief Villa, *Tukwila Police*
Chief Olivas, *Tukwila Fire*
Chief Delgado, *Des Moines Police (Contract Police Rep)*

VISITORS: MSO Overland, *Medic One*
MSO Tyerman, *Medic One*
Assistant Chief Olson, *South King Fire & Rescue*
DC Plumlee, *South King Fire & Rescue*
BC Fray, *Burien/NH Fire*
Brooke Flynn, *Motorola*
Michele Plorde, *KCEMS*
Sean Douglas, *King County*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Vonnie Mayer, *Operations Manager*
Sheryl Kowalczyk, *Supervisor II*
Brian Powell, *CAD System Administrator*
Yvonne Carslay, *Training Manager*
Justina Hanquet, *Training Assistant*
Denese Moore, *Supervisor*
Angee Bunk, *Supervisor II*
Tatyana Bogush-Stakhov, *Finance Manager*

Welcome and Introductions. Chairperson Chief Peterson, welcomed everyone and called the meeting to order at 0933 hours. Introductions were made around the room.



Additions/Changes to Agenda. None

Recognition. Director Ueland recognized Sheryl Kowalczyk for her twenty five years of service to Valley Communications Center. She also recognized Angee Bunk as for Employee of the 3rd Quarter.

Minutes. *Chief Schneider* moved to approve the meeting minutes of October 17, 2013. *Chief Robertson* seconded. *Motion passed.*

Report from Chair. Chief Peterson stated his position as chair was completed. He was chair for the past two years and appreciated the experience. Chief Ken Thomas, Kent Police will replace Chief Peterson.

Director Ueland thanked Chief Peterson for his guidance on the Operating Board. She then welcomed Chief Thomas as the new Chair.

Report from any Member. None.

Report from Director. Director Ueland reported:
New Board Room chairs have been ordered and will be delivered soon.

Recruitment efforts for a call receiver academy has begun.

Vice chair for the Operating Board will be selected at the January meeting.

CAD. Brian Powell reported the go live date for the Tiburon CAD implementation is on schedule for March 17th.

PSERN - Director Ueland announced the next PSERN meeting is scheduled for December 20th, at which time they will discuss the governance. RFP responses were not clear, vendors have been given until January 9th to update response. Project dates are now slipping.

PSAP Consolidation - there has been no progress since last reported. The Admin Board will need to select a new representative with the departure of Mayor Priest. PSAP Directors will start meeting more frequently – asking the 9-1-1 Office “what is the problem that needs to be solved? “ All are not on the same page.

CALEA – On behalf of Valley Com, Executive Director Ueland, Accreditation Manager Robey and Admin Assistant Fitzgerald traveled to North Carolina to accept Valley Com’s 5th CALEA award.

Director Ueland reminded the Board beginning January, CAD data reports (Crystal Reports) will be sent unless agencies specify differently. Operations Manager Mayer discussed 7 digit calls, Valley Com is beginning to receive calls that do not have to do with 9-1-1 since the cities have publicized the 7 digit phone



number. Plans to reach back out to the cities and ask to publicize/remind community of what types of calls should be reported on the 7 digit line and the 9-1-1 line as well as publicizing the station number for other types of calls.

Purchasing Policy – Administrator Robertson moved to recommend the Purchasing Policy to the Administrative Board for approval. Chief Wilson seconded. Motion passed.

Voucher and Payroll Approval. *Chief Wilson moved to approve claim check numbers 24468 through 24596 in the amount of \$762,506.60 for the period 10/11/13 to 11/30/13, voided check number 243512. EPAY numbers 13-147 through 13-172 in the amount of \$1,694,439.90 for the period 10/11/13 through 11/27/2013. Payroll in the amount of \$1,018,273.22 for the period 10/01/13 to 11/15/2013. Chief Thomas seconded. Motion passed.*

Operating Board 2014 regular scheduled meeting dates were approved.

Chief Peterson stated the next scheduled meeting of the Operating Board will be on January 23, 2014 at 0930. The meeting will follow the CAD Steering Committee meeting beginning at 0830.

With no further business, Chairperson Peterson adjourned the meeting at 0954 hours.

Respectfully Submitted,
Mary Sue Robey
Administrative Services Manager

