



## MEETING MINUTES

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MEETING: Valley Communications Center (VCC) Operating Board  
LOCATION: VCC Board Room  
DATE: Thursday, March 27, 2014

MEMBERS: Chair - Chief Thomas, *Kent Police*  
Chief Hwang, *Federal Way Police*  
Chief Lee, *Auburn Police*  
Chief Peterson, *Renton Fire*  
Chief Milosevich, *Renton Police*  
Chief Doerflinger, *KCFD #43 (Contract Fire Agency Rep)*  
Chief Church, *South King Fire & Rescue*  
Chief Schneider, *Kent Fire Department RFA*  
Administrator Robertson, *VRFA*  
Acting Chief Soss, *Tukwila Fire*  
Chief Delgado, *Des Moines Police (Contract Police Rep)*

ABSENT: Chief Villa, *Tukwila Police*

VISITORS: Cmndr. Mitchell, *Tukwila Police*  
Chaplain Ellis  
Retired Chief Olivas, *Tukwila Fire*  
Chief Barlow, *KCFD #44*  
Michele Plorde, *KCEMS*  
Chief Lipe, *Vashon Island Fire*

VCC STAFF: Lora Ueland, *Executive Director*  
Mary Sue Robey, *Administrative Services Manager*  
Vonnie Mayer, *Operations Manager*  
Kristin Meitzler, *IT Manager*  
Brian Powell, *CAD System Administrator*  
Regina Keller, *Call Receiver*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Gina Palermo, *HR Manager*  
Sheryl Kowalczyk, *Supervisor II*  
Tony Toppano, *Lead Network Administrator*  
Yvonne Carslay, *Training Manager*

**Welcome and Introductions.** Chairperson Chief Thomas 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 Retired Chief Olivas for his years of support on the Operations Board and congratulated him on his retirement wishing him well; Chaplain Pat Ellis for his contribution and continued support to all of the staff at Valley Com; Tony Toppano Lead Network Administrator for Employee of the Year 2013; and Regina Keller for 15 years of service to Valley Com.

**Report from Chair.** None.

**Report from any Member.** None.

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

The new CAD system was deployed on March 18th at 4:00 AM successfully. Agencies were thanked for their contribution as well as the entire CAD implementation team: Brian Powell; Sheryl Kowalczyk; Kristin Meitzler; Vonnie Mayer; Tony Toppano; Brian Heck; Scott Corwin; Jess Nelson; Connie Tolson; Rita Noble; Vicki Lewis; Yvonne Carslay; Justina Hanquet; entire CTO group; every call receiver; dispatcher; and Pam Gettman sharing specifics of each one's involvement in the project. Chief Schneider thanked Director Ueland for her leadership and doing such a great job on the project.

The 2015/16 Budget process is beginning - please relay any pending annexations or activities that will affect VCC during the 2015/16 years.

The Viper upgrade will be the next project at Valley Com which will require going to the back-up center the 1st week of June. The Automatic Call Distribution (ACD) system and reader boards will be replaced as they will not be compatible as is. This is a \$2.9 million dollar project for all 12 PSAP's and is being funded by the E-911 office. With the onset NG911, how Valley Com and agencies communicate with the public as well as each other will change. Text to 911 is ready with the infrastructure in place. The message that will be sent out is call if you can, text if you can't call.

**PSAP Consolidation.** The Recommendation Committee last met Feb 13th where they approved a fiscal analysis to be completed as it appears high reserves have been built into the budget. With this new information the "fiscal cliff" has been pushed out further than recently thought. They also moved to conduct a strategic positioning process for the E-911 office.

**PSERN.** The RFP Tech review is done, vendor interviews are completed, financial analysis in process. The Steering committee will have input on the final decision with the vendor selection expected to be done in April or May. The governance is still being defined. There is discussion of a potential lid lift for funding.

**Minutes.** *Administrator Robertson moved to approve the meeting minutes of January 23, 2014. Chief Hwang seconded. Motion passed.*



**Voucher and Payroll Approval.** *Chief Hwang moved to approve claim check numbers 24722 through 24871 in the amount of \$363,965.02 for the period 01/16/14 to 03/21/14. EPAY numbers 14-9 through 14-38 in the amount of \$528,469.37 for the period 01/17/14 through 03/14/14. Payroll in the amount of \$1,867,310.67 for the period 01/01/14 to 03/15/14 and manual check number 38700 in the amount of \$365.09 dated 01/24/14 and check number 39606 in the amount of \$2,628.12 dated 02/7/14 . Administrator Robertson seconded. Motion passed.*

Next scheduled meeting of the Operating Board will be on April 24, 2014 at 0930.

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

Respectfully Submitted,  
Mary Sue Robey  
Administrative Services Manager

