



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, July 24, 2014

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

ABSENT: Chief Hwang, *Federal Way Police*
Chief Lee, *Auburn Police*
Chief Villa, *Tukwila Police*

VISITORS: Assistant Chief Bill Pierson, *Auburn Police*
Michele Plorde, *KC Medic One*
MSO Overland, *KC Medic One*
Chief Barlow, *Mountain View Fire & Rescue*

VCC STAFF: Lora Ueland, *Executive Director*
Tracy Fitzgerald, *Administrative Services Assistant*
Vonnie Mayer, *Operations Manager*
Kristin Meitzler, *IT Manager*
Brian Powell, *CAD System Administrator*
Tatyana Bogush-Stakhov, *Finance Manager*
Angee Bunk, *Supervisor II*
Yvonne Carslay, *Training Manager*
Lindsey Hergert, *Communications Training Officer*
Corina Plummer, *Communications Training Officer*
Carla Cloyd, *VCC Volunteer*
Call Receiver Training Class

Welcome and Introductions. Chairperson Chief Thomas welcomed everyone and called the meeting to order at 0931 hours. Introductions were made around the room.



Additions/Changes to Agenda. None

Recognition. Director Ueland presented Communications Training Officer Lindsey Hergert with an award for 10 years of service with VCC. Also noted were 10 years of service for Call Receivers Britney Casey and Adrienne Byers, as well as, Marean Dussert for 35 years of service and Sherry Coffey for 25 years of service. Vonnie Mayer presented Director Ueland with an award for 20 years of service.

Report from Chair. Chief Thomas thanked Chief Schneider, Kent Fire and the other agencies involved for their assistance with the July 20 Officer involved shooting.

Report from any Member. Chief Peterson recognized VCC and other agencies for their collaboration and cooperation as regional resources in the assistance with the July 19 Commercial Fire.

Report from Director. Director Ueland reported:
The FCC and UTC (Washington Utilities and Transportation Commission) investigation into the April 911 outage is still ongoing and the UTC hopes to release a report within a couple of months.

Brian Powell provided an update on the TSRs and pending enhancements. He will be sending out a notice shortly regarding connectivity issues. He discussed challenges encountered with the system wide enhanced design (SEND). Michele Plorde gave a status update of the SEND project and encouraged fire agencies to continue moving forward with plans to implement while Valley Com works on the technical issues.

Operations Manager Vonnie Mayer provided stats for July 4. She thanked Chief Thomas and Angee Bunk for their leadership in this event. Calls were up 25% to the Center and 44% to the 10 digit number.

PSERN.

Currently in negotiations with a preferred vendor. The Steering Committee is working on governance issues and is proposing a 2 phased plan. The ILA is in the discussion phase and agency comments and recommendations are encouraged. VCC is in support of the non-profit model and will host a meeting today to discuss funding measures.

Rebanding.

VCC is finalizing the schedule for retuning radio infrastructure. All BDAs will need to be retuned.

Kristin Meitzler requested agencies to establish one centralized email address for VCC communications. Agencies are to add people to the group email who need to be informed should there be an issue with the system. VCC will not be managing agency distribution lists.



High Call Volume Procedures.

Operations Manager Vonnie Mayer recommended revisions to SOP 745 and requested approval for fire agencies to have the flexibility to manage high call volumes independent of the dispatcher in order to better manage resources internally and lessen impacts to neighboring agencies. The revision would allow VCC to type code STORM for calls meeting the low priority criteria and will be STACKED until a unit actually clears the incident. FIRE 7 will only be used. *Chief Peterson moved to approve the recommended revisions to SOP 745. Chief Church seconded. Motion passed.*

2015-2016 Budget.

Finance Manager Bogush-Stakhov presented the proposed budget and gave a brief PowerPoint presentation which included discussion of budget priorities. *Chief Peterson moved to recommend approval of the 2015-2016 budget to the Administration Board. Chief Doerflinger seconded. Motion passed.*

Minutes. *Chief Peterson moved to approve the meeting minutes of April 24, 2014. Chief Church seconded. Motion passed.*

Voucher and Payroll Approval. *Chief Pierson moved to approve void claims check number 25104 and approve claim check numbers 24948 through 25183 in the amount of \$557,406.51 for the period 04/19/14 to 07/14/14. EPAY numbers 14-53 through 14-104 in the amount of \$905,030.42 for the period 03/17/14 through 07/11/14. Payroll in the amount of \$2,121,287.90 for the period 04/01/14 to 06/30/14 and manual check number 39607 in the amount of \$2,119.54 dated 05/08/2014. Administrator Robertson seconded. Motion passed.*

Next scheduled meeting of the Operating Board will be on August 28, 2014 at 0930.

With no further business, Chairperson Thomas adjourned the meeting at 1038 hours.

Respectfully Submitted,
Tracy Fitzgerald
Administrative Services Assistant

