



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, June 1st, 2018 at 1000 hours

If an item below is bolded, related documents follow the agenda

1. Welcome and Introduction
2. Report from any Member
3. Discussion on Admin Board and Ops Board Representation – BDS Planning & Ops Board Representatives
4. Action Items
 - a. **VCC Strategic Plan Phase 2 Approval – BDS Planning**
 - By consent:
 - b. **Meeting Minutes Approval from the March 2nd, 2018 meeting**
 - c. **Voucher & Payroll Approval – January, February, April**
5. Executive Session – Discuss Litigation
6. Next regular scheduled Admin Board – July 6th, 2018
7. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, March 2, 2018

MEMBERS: Mayor Backus, *City of Auburn*
Mayor Ekberg, *City of Tukwila*
Mayor Ferrell, *City of Federal Way*
Mayor Law, *City of Renton*

ABSENT: Mayor Ralph, *City of Kent*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Kristin Meitzler, *Technical Services Manager*
Karen Hanson, *Training Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chairperson Mayor Backus called the meeting to order at 1000 hours.

Report from Any Member.

Mayor Ekberg asked if VCC will be noting ICE warrants on air. Director Ueland stated the Operations Board discussed this at the February meeting and asked that steps be taken to alert officers of Administrative warrants.

Mayor Ferrell stated he is working on Director Ueland's annual evaluation and will send it out electronically to the Mayors for their input.

Report from Ops Board.

The February Ops Board was held, however, did not have a quorum.

Report from Executive Director.

PSERN.

The ILA2 is being resurrected and will involve the 5 owner cities, but not VCC since we are not a signing party in ILA1. It will cover the creation and operation of the PSERN 'operator'. It will cover the creation and operation of the PSERN 'operator'.



VCC Work Plan and Priorities.

Four work groups were created and each have met once with an additional 3 meetings scheduled throughout March and April. The workgroups are Service Priorities, Technology, Work Place Culture and Operations and Regional Coordination and Governance.

2019-20 Budget.

VCC budget planning process is underway as well as the ongoing evaluation of work priorities. The Ops Board was requested to advise VCC of any large projects planned in 2019/2020 that may have an impact on the Center.

Mayor Law requested talking points for how the funding formula is used to develop the budget, such as determining what constitutes a call for service. Director Ueland will forward information from the budget document and applicable Resolutions.

King County E-911 Strategic Plan. Director Ueland will address the Sound Cities Caucus on March 7th and, immediately following, the King County Regional Policy Committee to request adoption of the Regional E-911 Strategic Plan as is, with no amendments. Once approved the RPC, the plan will be forwarded to the King County Committee of the Whole and then the King County Council for adoption. Director Ueland will be attending both sessions.

Stats.

Director Ueland discussed the stat totals for 2016 and 2017 which were included in the packet. The tracking of incoming and outgoing calls has been included as it more fully reflects the workload of personnel.

There was a brief discussion on ASAP and PSAP, which is a protocol that allows alarm companies to input alarm calls directly in CAD, reducing the number of 10 digit incoming and outgoing calls. Implementation would require an interface with the CAD vendor and coordination with State ACCESS. ASAP to PSAP has been implemented by many PSAPs across the Country with positive results.

High Impact Events.

911 Calls were up 91% during the windstorm on February 17th compared to the previous Saturday. VCC hosted a refresher training on storm procedures with the fire agencies prior to the windstorm, which resulted in more efficient use of the procedures.

The Highline College incident resulted in a coordinated response of 10 police agencies, fire and Medic One and handled 57 calls from staff, students, family and the media.

The South Center reported shooting event resulted in VCC personnel coordinating the response of four agencies plus King County Sheriff Office and State Patrol responding to the incident at the mall. There were 55 calls during this incident.



KCIA Go-Live Update.

The Go-live was February 13th at 8:00 am. The calls for service to date have been on views by fire personnel rather than calls received via 911.

Service Interruption.

Executive Director Ueland discussed the situation surrounding the interruption of service on February 8, 2018.

Personnel Update:

There is currently a class of 6 call receivers who started on February 20th, 4 call receivers from the previous academy released to com room training, and 4 dispatcher trainees in 1:1 training in the com room. We are now at full authorized staffing plus 2 of the over-hire positions.

Action Items:

Action Items by Consent. *Mayor Ferrell moved to accept the minutes from the January 5th, 2018 meeting. Mayor Law seconded. Motion approved.*

With no further business, Mayor Backus stated the next regular meeting will be held April 6th, 2018. The meeting was adjourned at 1054 hours.

Respectfully submitted,

Tracy Fitzgerald,
Administrative Services Assistant

