



MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, August 2, 2019

MEMBERS: Mayor Backus, *City of Auburn*
Mayor Ferrell, *City of Federal Way*
Mayor Law, *City of Renton*
Mayor Ralph, *City of Kent*

ABSENT: Mayor Ekberg, *City of Tukwila*

VISITORS: Chief Morris, *Puget Sound Fire Authority*
Chief Marshall, *Renton Regional Fire Authority*
Brian Scott, *BDS Planning*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Angee Bunk, *Operations Manager*
Kristin Meitzler, *Technical Services Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chairperson Mayor Backus called the meeting to order at 1000 hours. Introductions were made around the room.

Report from Any Member. None.

Report from the Operations Board. Executive Director Ueland reported the Ops Board met July 25, 2019.

Report from Executive Director. There were no questions or concerns regarding the Director's report included in the Administration Board meeting packet.

Department Spotlight. Director Ueland provided information on VCC's Public Records department managed by Mary Sue Robey. Public record requests have increased 8% over the last year. The department is preparing to begin scanning permanent files to the State archivist and reviewing audio software for potential replacement. The department currently has 1.5 positions and with the steady increase in work load the position count may need to



be re-evaluated in the next few years. VCC will provide the Mayors with a breakdown of the types of requests submitted by their city attorneys.

Well City Initiative. VCC HR department is working towards meeting AWC's well-city initiative and achieving a 2% premium discount on all medical premiums.

Labor Topics. The Supervisor Guild 2-year contract has been settled. The VCCEA contract is in negotiations and will include respective attorneys at the next meeting on August 9, 2019.

VCCEA has requested to move to arbitration regarding 38 grievances related to end of shift.

The class action trial is still scheduled for September 30, 2019.

PSERN Update. VCC attorney Tom Brubaker has been working with King County on behalf of owner cities to draft the PSERN Operation ILA. The Board's City Attorneys have seen and commented on the draft and the final will soon be ready for each City's legislative process.

Call Volume Statistics. Deputy Director Mayer distributed call statistics. The King County call answering standard VCC strives for is 90% of our calls answered in 10 seconds or less 80% of the time which is measured quarterly. There has been some fluctuation in call answering times over the past 6 months and the Operations department is reviewing causes and how to positively impact times.

Operations Manager Angee Bunk distributed the 2019 4th of July statistics including previous years for comparison. The call volume appears larger due to increasing the peak hour times reviewed by 2 hours.

Funding Model Task Force. The Task Force is scheduled to meet again on August 23rd. In the meantime, Director Ueland is meeting with fire chiefs to discuss their continued concerns of governance and service level expectations, both issues that surfaced during the funding model work. A joint meeting with Police and Fire Chiefs is scheduled for August 5th.

Regional Cooperation. Snohomish 911 is developing a web-based product called CAD-Lite which is intended to be an incident management tool when their CAD system is off-line and/or their 911 calls must be re-routed to another PSAP. CAD Lite would be used by the back-up PSAP to enter calls for service, allowing impacted police & fire agencies to self-dispatch.

Director Ueland will be touring the Washington DC Office of Unified Communications with Sno911 while in Baltimore for the APCO Conference. The purpose of the visit is to observe the data sharing arrangements reported in use by Washington DC OUC and neighboring PSAPs in the National Capital Region.

Action Items by Consent. *Mayor Law moved to approve the minutes from the June 7th, 2019 meeting. Mayor Ferrell seconded. Motion approved. Mayor Law moved to approve the April through June vouchers. Mayor Ralph seconded. Motion approved.*



With no further business, Mayor Backus stated the next regular meeting will be held September 13th, 2019. The meeting was adjourned at 1046 hours.

Respectfully submitted,

Tracy Fitzgerald

Tracy Fitzgerald,
Administrative Services Assistant

