



MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, October 4, 2019

MEMBERS: Mayor Backus, *City of Auburn*
Mayor Ralph, *City of Kent*
Mayor Ekberg, *City of Tukwila*
Deputy Chief Neal, *Proxy for Mayor Ferrell, City of Federal Way*
CEO Harrison, *Proxy for Mayor Law, City of Renton*

VISITORS: Chief Marshall, *Puget Sound Regional Fire Authority*
Brian Scott, *Principal, BDS Planning*
Gabriel Silberblatt, *Project Manager, BDS Planning*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Tatyana Bogush-Stakhov, *Finance Manager*
Kristin Meitzler, *Technical Services Manager*
Mary Sue Robey, *Administrative Services Manager*
Angee Bunk, *Operations Manager*
Evan Nelson, *Training Manager*
Sean Morrow, *Human Resources Manager*
Denese Moore, *Supervisor II*
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. Mayor Backus stated her family recently had to call 911 for her mother and appreciated the professional handling of her call.

Action Items. Mayor Ekberg moved to approve the minutes from the September 13th, 2019 meeting. Mayor Ralph seconded. Motion approved. The August vouchers were tabled at the Ops Board meeting due to lack of quorum.

VCC Funding Model Task Force Update. BDS Principal Brian Scott provided a presentation on the four meetings held to date by the Funding Model Task Force. The group has asked for



more information which will be provided at their next meeting. It is expected the Task Force will be prepared to make a recommendation to the Admin Board at the November 1st meeting.

VCC Governance. Discussion moved to the proposed governance adjustment that surfaced during the finance task force discussions. The Admin Board stated their agreement to move forward with adding non-voting ex-officio positions to the Board for police, fire and EMS representatives. The Board requested more information from the Ops Board on how they envisioned the information flow occur with this new model. The Admin Board was also in agreement that VCC develop a Service Level Agreement with each agency.

Report from the Operations Board. In Chief Hwang's absence, Executive Director Ueland reported the Ops Board met September 26th, 2019 and did not establish a quorum. The next meeting will be held October 17th, 2019.

Resolution #132. An agenda report was included in the packet outlining a resolution to join the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program. Valley Com requested approval to become an End User of the H-GAC Program. *Mayor Ekberg moved to approve the H-GAC resolution. Mayor Ralph seconded. Motion approved.*

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

Personnel. Director Ueland reported VCC recently terminated a Dispatcher for attendance issues.

Director Ueland acknowledged Dispatcher Marean Dussert as receiving the 2018 Telecommunicator of the Year for Sustained Performance award from the Washington Chapter of APCO/NENA. Ms. Dussert has been with Valley Com for 41 years.

Call Volume Stats. Deputy Director Mayer provided the call volume stats in the packet. There were no questions. VCC currently has a Call Receiver academy of nine and a Dispatcher academy of five.

Good of the Order. CEO Harrison commended VCC for a recent swatting call.

Executive Session. At 1051 hours, Mayor Backus requested the Board move into Executive Session for 20 minutes under RCW 42.30.110(1)(i) for the purpose of discussing litigation. Attorney Shannon Phillips remained in the room for the Executive Session.

At 1112 Mayor Backus convened the general meeting.

With no further business, Mayor Backus stated the next regular meeting will be held November 1st, 2019. The meeting was adjourned at 1113 hours.

Respectfully submitted, *Tracy Fitzgerald*
Tracy Fitzgerald, Administrative Services Assistant

