



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Operations Board
LOCATION: VCC Board Room - 27519 108th Ave SE, Kent, WA
DATE & TIME: Thursday, September 27th, 2018 at 0930 hours

If an item is in bold type, related documents follow the agenda

1. Introductions
2. Additions or changes to the agenda
3. Recognition
4. Report from the Chair
5. Report from any Member
6. **Report from Director**
 - a. PSERN Update
 - b. Emergency Communications Centers
 - c. VCC Strategic Plan
 - d. **Ops Board Composition Recommendation – possible action item**
 - e. **After Action Report re: multiple fires August 19th, 2018**
7. Action Items
 - a. **Approval of the July 26, 2018 meeting minutes**
 - b. **Voucher and payroll approval July/August/September**
8. Next scheduled meeting – October 18th, 2018
9. Adjourn

Police Chiefs and Zone 3 Fire Chiefs meet following this meeting.





MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, July 26, 2018

MEMBERS: Chairperson Hwang, *Federal Way Police*
Administrator Robertson, *VRFA*
Chief Marshall, *Renton RFA*
Chief Morris, *Puget Sound RFA*
Chief Pierson, *Auburn Police*
Chief Linton, *Tukwila Police*
Chief Church, *South King Fire & Rescue*
Chief Wittwer, *Tukwila Fire*

ABSENT: Acting Chief Van Valey, *Renton Police*
Chief Padilla, *Kent Police*

VISITORS: Chief Thomas, *Des Moines Police*
Acting Director Milosevich, *SCORE Jail*
Chief Krimmert, *Vashon Fire*
Chief Keller, *KC Medic One*
Chief Tyerman, *Maple Valley Fire & Rescue*
Nicole Jackson, *Motorola*
Katie Gard, *Motorola*
Nicky Smit, *Emerald City Media*
Jeff McCord, *Emerald City Media*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Tatyana Bogush-Stakhov, *Finance Manager*
Karen Hanson, *Training Manager*
Justina Hanquet, *Training Assistant*
Tracy Fitzgerald, *Administrative Services Assistant*
Andrea Powell, *Dispatcher*
Denese Moore, *Supervisor II*

Welcome and Introductions. Chief Hwang called the meeting to order at 0932 welcoming all. Introductions were made around the room.

Changes to Agenda. Executive Director Ueland added Contract Police Agency Representative nominations to the agenda. This position will replace retired Pacific Police Chief John Calkins.



Recognition. Deputy Director Vonnie Mayer recognized Dispatcher Andrea Powell for her 10 years of dedicated service to Valley Com. She also recognized those who were not in attendance; Dispatchers CeCe McGuire and Beth Greeno and Call Receiver Patti McIntosh for their 10 years of service with Valley Com.

Report from Chair. Chief Hwang expressed his condolences to the Kent Police Department in the loss of Officer Moreno. Des Moines PD Chief Thomas added that he spoke with Officer Williams and the Moreno family and thanked everyone for their support.

Report from any Member. None.

Report from Executive Director.

PSERN Update. PSERN Joint Board will meet July 26th and the agenda includes action items on purchase of radio extended warranty and hiring a consultant to assist in the DAS transition. Director Ueland expressed support for both and reviewed the details with the Ops Board. The In-Building Task Force agenda report sent previously to the Ops Board will be in the Admin Board packet for the August 3rd meeting.

4th of July After Action Report. Deputy Director Mayer thanked Supervisor Moore for her work on the July 4th After Action Report included in the Ops Board meeting packet.

Director Ueland asked the Board for any additional feedback from the event. There was none.

Action Items:

2019/2020 Budget. Finance Manager Tatyana Bogush-Stakhov presented an overview of the proposed 2019/2020 budget. The Finance Committee met on July 17th and recommended Option 2 which includes 2 new Supervisor positions and 2 additional over-hire (unbudgeted) Call Receiver positions.

Administrator Robertson moved to approve the 2019/2020 recommended budget. Chief Church seconded the motion. Motion approved.

Administrator Robertson asked Executive Director Ueland to email members of the Ops Board once the Administrative Board approves the 2019-2020 budget.

Approval of Meeting Minutes. *Chief Marshall moved to approve the June 28th, 2018 meeting minutes. Chief Wittwer seconded the motion. Motion approved.*

Voucher and Payroll Approval. Chief Thomas read the voucher and payroll approval. Claims check numbers 28714 through 28768 in the amount of \$291,678.28 for the period of 06/14/2018 through 07/19/2018. E- Pay numbers 2018-056 through 2018-066 in the amount of \$395,978.57 for the period of 06/16/2018 through 07/10/2018. Payroll in the amount of \$789,480.09 for the period of 06/16/2018 through 07/15/2018. *Chief Wittwer moved to approve the voucher and payroll as read. Administrator Robertson seconded. Motion approved.*



Police Agency Representation. Chief Hwang asked for a motion to elect a new Contract Police Agency Representative to replace retired Chief Calkins. *Chief Wittwer nominated* Chief Thomas. *Administrator Robertson* seconded. *Motion approved.*

Good of the Order.

The next scheduled meeting of the Operating Board is August 23, 2018.

With no further business, Chief Hwang adjourned the meeting at 1005 hours.

Respectfully Submitted,

Tracy Fitzgerald
Administrative Services Assistant

