



## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: Virtual Meeting due to COVID-19  
DATE: Friday, April 2, 2021

MEMBERS: Mayor Ralph, *City of Kent*  
Mayor Backus, *City of Auburn*  
Mayor Ekberg, *City of Tukwila*  
Mayor Pavone, *City of Renton*  
Mayor Ferrell, *City of Federal Way*  
Chief Padilla, *Police Representative*  
Chief Keller, *King County Medic One*  
Chief Fehr, *Proxy for Chief Morris, Fire Representative*

VISITORS: Chief Kiblinger, *Black Diamond Police*  
Chief Schrimpsheer, *Algona Police*  
Chief Schwartz, *Pacific Police*  
Tom Brubaker, *VCC Attorney*  
David Mendel, *PSERN*  
George Nissan, *Motorola Account Executive*

VCC STAFF: Lora Ueland, *Executive Director*  
Vonnie Mayer, *Deputy Director*  
Angee Bunk, *Operations Manager*  
Mary Sue Robey, *Administrative Services Manager*  
Evan Nelson, *Training Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*  
Sean Morrow, *Human Resources Manager*  
Amy Leaitu, *Human Resources Analyst*

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**Welcome and Introductions.** Chairperson Mayor Ralph called the meeting to order at 1000 welcoming all attendees.

**Report from Chair.** None.

**Report from Any Member.** None



**Action Items.** *Mayor Backus moved to approve the minutes of the March 5, 2021 meeting. Mayor Ekberg seconded. Motion approved.*

**Report from Executive Director.** There were no questions on the March Director's report.

Executive Director Ueland stated the PSERN Board of Directors held their first meeting on March 25, 2021 and established the Board Officers, with terms through December 31, 2022. The PSERN Board of Directors will be a standing agenda item to provide the Administrative Board with updates.

Director Ueland recognized Valley Com CTOs, Supervisors, Training and HR departments for the training and recruitment efforts. She thanked HR Analyst Amy Leaitu for her efforts assisting Valley Com earning the AWC Well City status.

Director Ueland stated racial equity and 911 training will be extended to all Valley Com staff in 2021.

Director Ueland thanked Chief Fehr for his efforts in receiving a grant for the Pulse Point app which will alert users of nearby CPR events in public places. There is no change in the workflow for the com room. The expectation is to implement the program in the third quarter 2021.

Director Ueland stated Valley Com implemented Schedule Express software and retired the paper schedules in the Com Center on March 10<sup>th</sup>. She thanked Operations Manager Angee Bunk and Valley Com Supervisors for their good work on implementing this software.

**Executive Session.** At 1024 hours, Chairperson Mayor Ralph announced an executive session meeting of the Valley Communications Board is being convened for the purpose of discussing potential litigation as authorized by RCW 42.30.110. The Board will not adopt any policy while in executive session. The Executive Session will last no more than 20 minutes with no action from the Board upon reconvening.

At 1037 Chairperson Mayor Ralph reconvened the meeting.

**Good of the Order.** None.

The next scheduled meeting of the Administration Board is Friday, May 7, 2021.

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

Respectfully submitted,



Tracy Fitzgerald, Administrative Services Assistant

