



MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: Virtual Meeting due to COVID-19
DATE: Friday, June 5th, 2020

MEMBERS: Mayor Ralph, *City of Kent*
Mayor Backus, *City of Auburn*
Mayor Ekberg, *City of Tukwila*
Mayor Ferrell, *City of Federal Way*
Chief Padilla, *Police Representative*
Chief Keller, *King County Medic One*

ABSENT: Mayor Pavone, *City of Renton*
Chief Marshall, *Fire Representative*

VISITORS: Chief Hicks, *KCFD 20*
Chief Fehr, *Enumclaw Fire*
Chief Pennington, *SKFR*
Chief Swearingen, *VRFA*
Chief Schrimpsker, *Algona Police*
Chief Wittwer, *Tukwila Fire*
Chief Schwartz, *Pacific Police*
Tom Brubaker, *VCC Attorney*
Deb Flewelling, *KC E911 Program Office*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Kristin Meitzler, *Technical Services Manager*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Evan Nelson, *Training Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Sheryl Kowalczyk, *Supervisor II*

Welcome and Introductions. Chairperson Mayor Ralph called the meeting to order at 1004 hours and introductions were made.

Report from Chair. None.



Report from Any Member. None.

Report from Operations Board. In Chief Marshall's absence, Director Ueland reported the Ops Board met on February 27, 2020. The Ops Board approved adding the fire station expansion proposal to the VCC project plan. Puget Sound Fire Chief Morris recognized COII Meggin Gardner for her compassion and professionalism by going above and beyond after dispatching a vehicle fire. VCC Technical Services Manager Kristin Meitzler demonstrated the ESRI software dashboard options that would support situational awareness for command staff.

Action Items. *Mayor Backus moved to approve the minutes of the February 7, 2020 meeting. Mayor Ferrell seconded. Motion approved.*

Mayor Backus moved to approve the November 14, 2019 through February 15, 2020 vouchers. Mayor Ferrell seconded. Motion approved.

Report from Executive Director.

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

Funding Model Follow-up. Finance Manager Tatyana Bogush-Stakhov presented a Financial Impact Analysis and provided the Admin Board with a comparison of the 2018 and 2020 expenditures including an update on the funding model. The Board did not have any questions or concerns.

2021/2022 Budget Development. Director Ueland briefed the Board on VCC's budget priorities for the 2021/22 budget which include reaching full staffing levels, training and retention. The staffing model is based on incoming phone calls and radio workload and while there has been a period of decreased call volumes due to the pandemic, recent events demonstrate how volumes can rapidly increase. Once the stay-at-home order is lifted, call volumes are expected to return to pre-COVID levels with an increasing trend. VCC will continue to focus efforts on existing projects including security upgrade, strategic plan initiatives and equipment replacement projects.

The VCC financial statements and schedules for 2019 have been submitted to the State Auditors Office meeting the end of May deadline.

VCC Formation Organization. In response to the Board's previous direction to review alternatives to VCC forming under the Interlocal Cooperation Act, Attorney Brubaker discussed four options with pros and cons for each.

1. Joint Board
2. Public Development Authority
3. Status quo – remain as is with ILA updated to reflect recent changes
4. Incorporate as a non-profit



Director Ueland and Brubaker recommended Option 4 as the preferred option as it would provide specific authority where implied authority exists today and limit liability for the cities. The Board will consider the options and will provide direction at a future meeting.

COVID-19 Impacts. Director Ueland expressed her gratitude to VCC staff for their diligence in safety precautions during the COVID pandemic. Deputy Director Mayer attends regular briefings with Public Health, EMS and the fire representatives and ensures VCC is up to date on new information and safety measures.

Director Ueland stated the pandemic has highlighted the vulnerability to the 911 system which requires com room employees being physically at the PSAP in order to work. Secure technology must be developed to allow both call taking and dispatching functions be done from alternate locations, including homes. Arlington, VA and Kitsap 911 in Washington are piloting options and the early results are promising. As each PSAP's technology platforms are different, one solution cannot be universally applied but there are lessons learned that are applicable. King County E-911 Program Office is replacing the 911 call delivery and call handling equipment and this flexibility is being factored in the RFP, but this will take several years to complete. In the meantime, VCC is exploring how to securely and safely answer non-emergent calls from an alternate location.

ESRI Demonstration. Technical Services Manager Kristin Meitzler provided a demonstration of a dashboard VCC developed and is in trial use by VCC agencies and King County Sheriff's Office. The dashboard allows high-level incident information accessible on phones and tablets, providing enhanced situational awareness. The Admin Board members requested access for trial use.

Director Ueland noted Kristin was published in a digital magazine with an article she wrote called 'Using Analytics and Data Visualization in the Fight Against a Pandemic'. A link to the article will be sent to the Admin Board members.

Call Volume Stats. There were no questions on the call volume stats provided in the packet.

Good of the Order.

The next scheduled meeting of the Administration Board is Friday, July 10, 2020.

Director Ueland and Deputy Director Mayer thanked all agency personnel for recognizing VCC staff during the May 31st events and for the extra patrol presence Kent PD and Auburn PD provided in the preceding days.

Mayor Backus thanked all agencies for their assistance during the Outlet Mall incident and for their presence during the protest.



Mayor Ferrell extended his praise and appreciation for the professionalism and teamwork of all agencies and VCC employees.

With no further business, Mayor Ralph adjourned the meeting at 1100 hours.

Respectfully submitted,

Nancy Fitzgerald

Tracy Fitzgerald, Administrative Services Assistant

