

Administration Board Meeting Minutes

July 9, 2021
Virtual Meeting Due to Covid-19

Meeting called by: Chairperson Mayor Ralph **Type of Meeting:** Monthly Meeting
Location: Virtual

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

VISITORS: Chief Kiblinger, Black Diamond Police
Chief Schwartz, Pacific Police
Assistant Chief Couey, Des Moines Police

VCC STAFF: Lora Ueland, Executive Director
Angee Bunk, Operations Manager
Kristin Meitzler, Technical Services Manager
Evan Nelson, Training Manager
Tracy Fitzgerald, Administrative Services Assistant
Amy Leaitu, HR Analyst
Melinda Wilde, Supervisor

Agenda Item: Welcome and Roll Call

Discussion: None.

- Chairperson Mayor Ralph called the meeting to order at 1001 hours.
- A quorum was established.
- There were no changes to the agenda.

Agenda Action Item: Approval of Meeting Minutes.

Presenter: Mayor Ralph

- Director Ueland had two edits to the minutes: Change adjourn time from 1011 to 1111 and revise GFOA Budget award to reflect it was the second award for VCC but not in consecutive years.
- Mayor Backus moved to approve the May 14, 2021 meeting minutes with the above edits.
- Mayor Pavone seconded. Motion approved.

Agenda Item: Approval of Voucher and Payroll.

Presenter: Mayor Ralph

- Mayor Backus moved to approve the March 30, 2021 through June 9, 2021 vouchers and payroll.
- Mayor Pavone seconded. Motion approved.

Agenda Item: Report from Chair.

Presenter: Mayor Ralph

- Discussion regarding continuation of monthly Admin Board meetings via zoom vs. in person.
 - The Board was in agreement to continue meeting remotely and begin quarterly in person meetings starting October 1st.
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Agenda Item: Report from any Member.

- Mayor Backus wished Mayor Ralph a Happy Birthday and thanked her for her leadership and friendship.
 - Chief Padilla provided a brief update on law enforcement protocols and noted the Valley Police Chiefs met again last week and are working towards policy updates and trainings to meet the July 25 deadline.
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Agenda Item: Recognition.

Presenter: Operations Manager Angee Bunk.

- Denese Moore, Supervisor II – 30 years of service
 - Rema Strauss, COII / Dispatcher – 20 years of service
 - Nicole Franco, COII / Dispatcher – 15 years of service
 - Executive Director Ueland introduced Amy Leaitu, HR Analyst and congratulated her on being named Employee of the Quarter.
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Agenda Item: Legislative Topics.

Presenter: Mayor Ralph

- The Board briefly discussed the recent meetings held to operationalize the legislative reforms.
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Agenda Item: Report from Executive Director.

Presenter: Executive Director Lora Ueland

- July 4th recap: VCC handled 3,254 calls. A full report will be in the August 6 Admin Board meeting packet. Chief Morris thanked VCC for their work throughout the heat wave and the 4th of July high call demand.
 - Director Ueland introduced the new monthly report designed to inform the Ops Board and other stakeholders on service level agreement performance metrics and relevant VCC information. The report will also be included in the Admin Board packet each month.
 - PSERN Operator Board of Directors is currently recruiting for an Executive Director, has contracted with Enduris for liability insurance and is seeking to contract with a legal firm.
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Good of the Order.

- The next regular scheduled Administrative Board meeting will be on August 6, 2021 and will be remote.

Meeting Adjourned at: 1043 hours.

Tracy Fitzgerald

Minutes submitted by:

Tracy Fitzgerald, Administrative Services Assistant, VCC