



## MEETING MINUTES

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MEETING: VCC Administration Board Meeting  
LOCATION: Virtual Meeting due to COVID-19  
DATE: Friday, July 10<sup>th</sup>, 2020

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

VISITORS: Chief Pennington, *SKFR*  
Chief Schrimpscher, *Algona Police*  
Chief Wittwer, *Tukwila Fire*  
Chief Schwartz, *Pacific Police*  
Chief Smith, *KCFD #44*  
Chief Kiblinger, *Black Diamond Police*  
Deb Flewelling, *KC E911 Program Office*  
David Mendel, *PSERN Project Director*

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

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**Welcome and Introductions.** Chairperson Mayor Ralph called the meeting to order at 1003 hours welcoming all attendees.

**Report from Chair.** Mayor Ralph thanked VCC Dispatchers and Call Receivers for their professionalism and hard work during the 4<sup>th</sup> of July event.



**Report from Any Member.** Mayor Backus thanked Valley Com and Puget Sound Fire for their prompt and professional response to a recent house fire of a personal friend.

**Action Items.** *Mayor Backus moved to approve the minutes of the June 5<sup>th</sup>, 2020 meeting. Mayor Ferrell seconded. Motion approved.*

*Mayor Backus moved to approve the February 1, 2020 through June 18, 2020 vouchers. Mayor Ferrell seconded. Motion approved.*

**VCC Organizational Structure.** The four organizational structure options presented last month were reviewed with the recommendation by the Executive Director to reform as a non-profit corporation. The Board requested that prior to a decision, their City Attorneys be briefed and provide an opinion. In the meantime, work on preparing an update to the ILA to reflect previously approved changes will continue.

**Report from Executive Director.** Director Ueland reported on the 4<sup>th</sup> of July call volumes and commended Valley Com employees for the great job they did managing the workflow.

Director Ueland addressed the Social/Racial Issues and the need to become better educated and informed on the topic of race. She expressed the responsibility of Valley Com to ensure all staff is treated equitably in addition to the public we serve. To assist Valley Com in these areas, next steps include:

- Convening an employee advisory committee
- Review training practices and polices through the lens of equality
- Create a training component that focuses on cultural bias for both initial and continuing education
- Review and sharpen hiring policies and practices to increase diversity
- Live our principle of Continual Improvement by establishing a cycle to evaluate and make adjustments when needed

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

**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, August 7<sup>th</sup>, 2020.

With no further business, Mayor Ralph adjourned the meeting at 1034 hours.

Respectfully submitted,



Tracy Fitzgerald, Administrative Services Assistant

