

# Administration Board Meeting Minutes

December 3, 2021  
Virtual Meeting Due to Covid-19

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

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

**ABSENT:** Chief Padilla, Police Representative

**VISITORS:** Chief Schrimpsheer, Algona Police  
Chief Wittwer, Tukwila Fire  
David Mendel, PSERN  
Chief Thompson, Valley Regional Fire Authority  
Chief Smith, Mountain View Fire and Rescue  
Chief Caillier, Auburn Police

**VCC STAFF:** Lora Ueland, Executive Director  
Angee Bunk, Operations Manager  
Kristin Meitzler, Technical Services Manager  
Sean Morrow, Human Resources Manager  
Mary Sue Robey, Administrative Services Manager  
Tatyana Bogush-Stakhov, Finance Manager  
Tracy Fitzgerald, Administrative Services Assistant  
Lisa Yunt, Human Resources Specialist  
Gabby Ferreira, Public Records Specialist  
Melinda Wilde, Supervisor

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**Agenda Item: Welcome and Roll Call**

**Discussion:** None.

- Chairperson Mayor Ralph called the meeting to order at 1006 hours.
- A quorum was established.
- Mayor Ralph added a 15-minute Executive Session for the purpose of discussing a Public employee's performance and compensation to the agenda.

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**Agenda Action Item: Approval of Meeting Minutes.**

**Presenter:** Mayor Ralph

- Mayor Backus moved to approve the September 10, 2021 meeting minutes.

- Mayor Pavone seconded. Motion approved.

**Agenda Item: Approval of Voucher and Payroll.**

**Presenter:** Mayor Ralph

- Mayor Backus moved to approve the August 11, 2021 through October 15, 2021 vouchers and payroll.
  - Mayor Pavone seconded. Motion approved.
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**Agenda Item: Report from Chair.**

**Presenter:** Mayor Ralph

- Mayor Ralph congratulated Chief Keller on his retirement and thanked him for his years of service. Mayor Backus wished him a successful retirement. Chief Keller stated Andrea Coulson will be his successor starting December 6, 2021.
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**Agenda Item: Report from any Member.**

- Mayor Backus thanked VCC staff for their professional work during the recent Riverfront Apartments fire.
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**Agenda Item: Recognition.**

**Presenter:** Executive Director Ueland

- Tracy Fitzgerald, Administrative Services Assistant – 10 years of service
  - Tatyana Bogush-Stakhov, Finance Manager – 10 years of service
  - Introduced new VCC staff members Lisa Yunt, Human Resources Specialist and Gabby Ferreira, Public Records Specialist.
  - Director Ueland thanked Mary Sue Robey for the memorial plaque for Patrick Mamaril.
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**Agenda Item: 2022-23 Administrative Board Chair Election**

- Mayor Backus nominated Mayor Ekberg for the 2022-23 VCC Administrative Board Chair. Mayor Pavone seconded. Motion approved.
  - Mayor Backus thanked Mayor Ralph for her leadership and work provided during her term as Chair.
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**Agenda Item: Legislative Discussion.**

**Presenter:** Mayor Ralph

- The Board briefly discussed the recent meetings held to operationalize the legislative reforms.
  - Mayor Ralph thanked Director Ueland for meeting with Representative Orwell and providing a tour of VCC.
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**Agenda Item: Report from Executive Director.**

**Presenter:** Executive Director Lora Ueland

- Provided a current VCC staffing overview and discussed possible options to redirect calls before they reach a Call Receiver or Dispatcher in an effort to manage workload.
  - Thanked Mayor Ralph for serving as 2021 Administrative Board Chair.
  - PSERN Operator Update
    - Pilot testing with agencies will start December 6, 2021.
    - Radio deployment is scheduled for January 27, 2022.
    - Final acceptance of the ILA and policy scheduled for March 2023.
    - Next PSERN Operator Board of Directors is December 9, 2021.
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**Agenda Item: Strategic Plan Update.**

**Presenter:** Executive Director Lora Ueland

- - The goals and objectives of the strategic plan were recently updated and included in the Board meeting packet.
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**Agenda Item: Executive Session**

- At 1045 hours, the Administrative Board members held a 15-minute Executive Session as authorized by RCW 42.30.110 to discuss the performance and compensation of a public employee. The Board is expected to take final action following the Executive Session.
- At 1105 hours, Mayor Ralph reconvened the regular Administrative Board meeting.
- In a 4:1 vote, the Administrative Board agreed to an 11% salary increase for Executive Director Ueland effective January 1, 2022.

**Good of the Order.**

- The next regular scheduled Administrative Board meeting will be on January 7, 2022. The Board members agreed to cancel the January meeting due to the holidays and will meet on February 4, 2022.

**Meeting Adjourned at: 1110 hours.**

**Minutes submitted by:**



**Tracy Fitzgerald**  
**Administrative Services Assistant**  
**Valley Communications Center**