

# Operating Board Meeting Minutes

April 22, 2021  
Virtual Meeting Due to Covid-19

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**Meeting called by:** Chairperson Chief Padilla      **Type of Meeting:** Bi-Monthly Meeting  
**Location:** Valley Com

**MEMBERS:**

Chairperson Chief Padilla, Kent Police  
Chief Pennington, SKF&R  
Chief Schuldt, Renton Police  
Chief Heitman, Renton RFA  
Chief Drever, Tukwila Police  
Chief Keller, KC Medic One  
Chief Fehr, Proxy for Chief Morris, Puget Sound RFA  
Chief Wittwer, Tukwila Fire  
Chief O'Neil, Auburn Police  
Chief Thomas, Des Moines Police (Police Contract Rep)  
Chief Neal, Proxy for Chief Hwang, Federal Way Police

**VISITORS:**

Chief Smith, Mountain View Fire  
Chief Schwartz, Pacific Police  
Assistant Chief Callier, Auburn Police  
Chief Schrimpsheer, Algona Police  
George Nissan, Motorola Account Executive  
Kimberly Nuber, PSERN Project Director  
David Mendel, PSERN Project Director  
Sean Douglas, PSERN Technical Manager  
Deb Flewelling, KC E-911 Program Office

**ABSENT:**

Chief Krimmert, Vashon Fire (Fire Contract Rep)  
Chief Swearingen, VRFA

**VCC STAFF:**

Lora Ueland, Executive Director  
Vonnie Mayer, Deputy Director  
Kristin Meitzler, Technical Services Manager  
Angee Bunk, Operations Manager  
Tatyana Bogush-Stakhov, Finance Manager  
Evan Nelson, Training Manager  
Tracy Fitzgerald, Administrative Services Assistant  
Sheryl Kowalczyk, Supervisor II  
Denese Moore, Supervisor II

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**Agenda Item: Welcome and Roll Call**

**Discussion:** None.

- Chairperson Chief Padilla called the meeting to order at 0929 hours.
- A quorum was established.
- There were no changes to the agenda.

**Agenda Item: Report from Chair.**

**Discussion:** Information

- Chief Padilla reflected on the week's events on the verdict in Minneapolis. His thoughts are with everyone leading through this change and outcome.
  - The session on the legislature closes on Sunday. New bills will dramatically change how and what Law Enforcement responds to. The changes to bills will impact both VCC and fire agencies.
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**Agenda Item: Report from any Member.**

**Discussion:** None.

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

**Discussion:** As below.

**Presenter:** Chief Padilla

- Chief Wittwer moved to approve the February 25, 2021 meeting minutes.
  - Chief Heitman seconded. Motion approved.
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**Agenda Item: Approval of Voucher and Payroll.**

**Presenter:** Chief Schuldts read claims check numbers 30993 through 31068 in the amount of \$371,522.90 for the period of 02/10/2021 through 04/13/2021 and voided check numbers 30341, 30602, 30682 and 30687. E-Pay numbers 2021-008 through 2021-041 in the amount of \$1,093,969.26 for the period of 01/23/2021 through 03/12/2021. Payroll in the amount of \$1,730,650.59 for the period of 02/01/2021 through 03/31/2021.

- Chief Keller moved to approve the voucher and payroll as read.
  - Chief Heitman seconded. Motion approved.
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**Agenda Item: PSERN Project Update.**

**Discussion:** None.

**Presenter:** Project Director Kimberly Nuber and PSERN Technical Manager Sean Douglas.

- Ms. Nuber provided a PSERN project update and schedule status.
  - Mr. Douglas provided an update on the end user radio deployment and transition plan.
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**Agenda Item: Report from Executive Director.**

**Discussion:** Information

**Presenter:** Executive Director Lora Ueland

- Director Ueland thanked the agencies for their support and condolences during the loss of Valley Com team member Patrick Mamaril.
- Extended gratitude to agencies for their words of appreciation and donations during National Public Safety Telecommunicator Week.
- There were no questions regarding the information in the April Director's report.
- Service Level Agreements – Emailed out to all agencies. Please sign and return to VCC. A fully executed copy will be mailed to each agency once completed.

- 911 Call Answering standards – briefed the Board on the NENA 911 call standards and processing time metrics. VCC has a GIS portal for fire call processing times in CAD which will be the source for data. Stats are evaluated monthly.
- 911 Tiered System – VCC is implementing the electronic version of the criteria based dispatching guidelines, currently accessed by paper flip charts. The go-live is May 5<sup>th</sup> and as this is an adjustment in the operations workflow, we may see temporary impacts to the call processing times.

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**Agenda Item: Patrol Commander Report.**

**Discussion:** Information

**Presenter:** All

- There were no questions in the Patrol Commanders' report Supervisor Kowalczyk included in the meeting packet.

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**Agenda Item: Zone 3 Ops Chiefs Report.**

**Discussion:** Information

**Presenter:** All

- There were no questions of the Zone 3 Ops Chiefs report Supervisor Moore included in the meeting packet.

**Agenda Item: Good of the Order.**

**Discussion:** Information

**Presenter:** All

- Administration Board will meet on May 7<sup>th</sup>, 2021.
- Next meeting for Operating Board is Thursday, June 2021

**Meeting Adjourned at: 1011 hours**

**Minutes submitted by:** \_\_\_\_\_

**Tracy Fitzgerald, Administrative Services Assistant, VCC**