



MEETING MINUTES

MEETING: Valley Communications Center (VCC) Operating Board
LOCATION: VCC Board Room
DATE: Thursday, December 5th, 2019

MEMBERS: Chief Hwang, *Federal Way Police*
Chief Linton, *Tukwila Police*
Chief O'Neil, *Auburn Police*
Chief Padilla, *Kent Police*
Chief Church, *SKFR*
Chief Van Valey, *Renton Police*
Chief Keller, *KC Medic One*

ABSENT: Chief Wittwer, *Tukwila Fire*
Chief Swearingen, *VRFA*
Chief Marshall, *Renton RFA*
Chief Morris, *Puget Sound RFA*
Chief Thomas, *Des Moines Police (Police Contract Rep)*

VISITORS: Kimberly Nuber, *PSERN*
Commander Jones, *Federal Way Police*
AC Pennington, *SKFR*
AC Crossen, *SKFR*
DC Barlow, *Mountain View Fire*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Mary Sue Robey, *Administrative Services Manager*
Kristin Meitzler, *Technical Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Evan Nelson, *Training Manager*
Angee Bunk, *Operations Manager*
Amy Leaitu, *Human Resources Analyst*
Tracy Fitzgerald, *Administrative Services Assistant*
Sheryl Kowalczyk, *Supervisor II*
Missy Swift, *COII/Dispatcher*

Welcome and Introductions. Chief Hwang called the meeting to order at 0930. Introductions were made around the room. A quorum was established.



Changes to Agenda. None.

Report from Chair. Chief Hwang congratulated Chief Church on his retirement and thanked him for his guidance and support on the Operations Board.

Report from any Member. None.

Action Items:

Approval of Meeting Minutes. *Chief Van Valey moved to approve the October 17th, 2019 meeting minutes. Chief Keller seconded the motion. Motion approved.*

Voucher and Payroll Approval. *Chief Van Valey read claims check numbers 29916 through 30011 in the amount of \$638,307.69 for the period of 10/08/2019 through 11/13/2019, E-Pay numbers 2019-094 through 2019-109 in the amount of \$787,613.28 for the period of 10/05/2019 through 11/22/2019 and payroll in the amount of \$1,657,361.90 for the period of 10/01/2019 through 11/15/2019. Chief Church moved to approve. Chief Padilla seconded. Motion approved.*

New Flexible Benefit Plan Resolution #133. An agenda report was included in the packet outlining a resolution to establish a flexible benefit plan allowing VCC employees to save pre-tax money towards health care and child care. *Chief Church moved to recommend Resolution #133 Flexible Benefit Plan to the Admin Board for approval. Chief Linton seconded. Motion Approved.*

Updated Purchasing Policy Resolution #134. An agenda report was included in the packet outlining a resolution to authorize changes to the Purchasing Policy. *Chief Church moved to recommend Resolution #134 Purchasing and Contracting Policy to the Admin Board for approval. Chief Van Valey seconded. Motion adopted.*

Recognition. Deputy Director Mayer recognized CO II/Dispatcher Missy Swift for her 20 years of dedicated service to Valley Com.

Director Ueland thanked Chief Church for his 19 years of leadership on the Operations Board and congratulated him on his retirement.

Director Ueland thanked Chief Hwang for his two years of service as the Chair of the Operations Board. She also congratulated him on being named 'Chief of the Year' by the Special Olympics recognizing his commitment to the LE Torch Run.

PSERN Update. Project Manager Kimberly Nuber provided a general project update including operator budget draft rates and impacts on end-user agencies. The first radio transmission was successfully completed on November 21st. Director Ueland will email the slide presentation Ms. Nuber provided.



Presentation from Patrol Commanders-Priority Incidents. Commander Jones provided a presentation on a proposal to change the procedures at Valley Com for responding officers to stay on primary and uninvolved officers on hot calls to switch to secondary and use marker tones as determined by field supervisors. Chief Padilla moved to approve the modifications as presented by Commander Jones. Chief Linton seconded. Motion adopted. VCC will work to implement training to dispatchers and report back to the Ops board with a training schedule.

RAADAR and RADAR Discussion. Director Ueland provided background on RAADAR (Real-time Agency Activity Display and Reporting) and RADAR (Response Awareness De-escalation and Referral) an initiative started by Shoreline Police. Valley Police Chiefs are exploring how to implement RADAR in South King County, which would require Valley Com involvement and support. NORCOM's RAADAR platform is being considered to support the RADDAR efforts in sharing information with the police agencies within the County.

Admin Board Representation Selection. Director Ueland requested each discipline elect a representative to attend Admin Board meetings the first Friday of each month and to notify Director Ueland by January so they can be added to the Admin Board distribution list.

Service Level Agreement. The Admin Board authorized the development of a Service Level Agreement between VCC and all agencies served by Valley Com. The purpose of the SLA is to document the detail of service provided by VCC and the expectations for both parties. The work on the SLA project will begin in the first quarter of 2020.

Meeting Schedule. The proposed schedule was included in the packet. The Ops Board will meet every other month in 2020 with the first meeting on February 27th. Director Ueland will attend existing off-site meetings with Police Chiefs and Fire Chiefs to ensure all disciplines have necessary information.

Project Reports: All reports included in the Ops Board packet.

VCC Summary Status Updates and Project Schedule. There were no questions or comments.

Zone 3 Ops Chiefs. There were no questions or comments.

VCC Technical User Group Meeting Notes of 11/13/19. There were no questions or comments.

Report from Executive Director.

Written Report. There were no questions regarding information in the November Director's Report.

FCC Ruling on Z-Axis. On November 22nd, FCC commissioners approved rules requiring wireless carriers to deliver callers' vertical location (z-axis) that is accurate within three meters for 80% of indoor wireless 911 calls. Carriers must meet this requirement in the top 25 markets by April 3, 2021 and in the top 50 markets by April 3, 2022.



Good of the Order.

The next scheduled meeting of the Operating Board is on Thursday, February 27, 2020.

With no further business, Chief Hwang adjourned the meeting at 1034 hours.

Respectfully Submitted,

Tracy Fitzgerald

Tracy Fitzgerald
Administrative Services Assistant

