

**Minutes of September 16, 2005 Meeting**  
**North-East King County Regional Public Safety Communications Meeting**

Attendance:

Stan Aston, Kirkland PD	Denny Bronson, Bellevue PD
Jeff Blake, Kirkland Fire	Greg Edwards, Kirkland PD
Walt Mauldin, Mercer Island	Dave Gans, Bellevue PD
Lee Soptich, Eastside Fire & Rescue	Brenda Cooper, Kirkland
Rich Conrad, Mercer Island	Diane Carlson, Bellevue
Ron Zsigmondovics, Bothell Fire	Jane Christenson, Redmond
Rosemarie Ives, Redmond	Joel Kuhnhen, Woodinville Fire
David Ramsay, Kirkland	Tracy Burrows, Kirkland
Stan Conrad, Issaquah PD	Jeff Chen, Medina PD
Alan Komenski, Bellevue	Tom Weathers, Northshore Fire
Marcus Kragness, Shoreline Fire	Pam Heide, Bellevue
Jim Montgomery, Bellevue PD	Dan Yourkoski, Medina PD
Mark Nelson, ADCOMM	Karen Reed

The meeting began with a discussion of communication with the front line staff. The consultant team has scheduled meetings with dispatch staff from Kirkland and Bellevue to make sure that they are included in the project. The first of these meetings is scheduled for September 25<sup>th</sup> with the Kirkland staff. Staff that are not able to participate in the meetings will have the opportunity to provide input through a survey.

Each of the four subcommittees provided reports. The Law Enforcement subcommittee reported on their work in defining their needs and their desired Level of Service to be provided by the regional dispatch agency. They want a basic system that operates efficiently and is not jeopardized by too many custom features. That would include Records Management provided that it can be incorporated without too much of a burden on the system.

The Fire/EMS subcommittee would also like to have centralized RMS integrated into this project. There is a need to be able to integrate current data into the new system, to allow for protection of privacy information, and to allow various level of security. Individual firefighters need to be able to enter data into the regional server and allow for other agencies to access the portion of the data that is suitable for more general access.

The Law Enforcement and Fire/EMS subcommittees have not made a recommendation related to the dispatcher center staffing and whether to have separate dispatchers for fire and police calls. That issue will be addressed at a joint meeting of the subcommittees.

The Technology subcommittee has generated a number of questions for each of the subcommittees to answer so that the subcommittee can develop the recommended

technology to match the needs of the agency. Alan Komensky is working on some operational models that will help this committee with their work.

The Governance and Finance Committee has developed a Statement of Operating Values and Principles and a skeleton of an Interlocal Agreement for the agency. The committee is also working on a costing model for the assessment of owner and subscriber fees.

After some discussion, it was agreed that at the next EPSCA board meeting, the EPSCA board should begin an introductory conversation about the goals and status of this project. The Statement of Values and Principles and the draft Interlocal Agreement can be the subject of discussion at a subsequent EPSCA board meeting.

The Steering Committee reviewed a list of “red flag” issues that must be resolved as soon as possible. It was agreed that The Service Offerings and Service Offering Variation issues would be defined by the October 21<sup>st</sup> Steering Committee meeting. These decisions should be made with the input of the staff most closely involved with the work at issue.

The definition of dispatcher duties will be determined through a joint meeting of the Fire/EMS, Law Enforcement, and Technology subcommittees. This meeting would ideally take place at ValleyCom with input from Chris Fisher and Mark Morgan.

Governance and Finance will address the issue of the future of existing technology, particularly as it relates to early retirement of existing systems. The EPSCA Board is meeting on October 13<sup>th</sup> and will discuss its relationship with this project.

The group decided not to co-locate a regional Emergency Operations Center with this dispatch facility.

The group expressed an interest in exploring potential partnerships with Chris Fisher and ValleyCom. Karen Reed agreed to write up the notes from the meeting with ValleyCom and distribute them to the group. Mark Nelson agreed to coordinate a tour of the ValleyCom facility with Chris Fisher and Mark Morgan.

The group reviewed and approved the Statement of Operating Values and Principles with the following change in item J: “addresses the need for continuous investment through capital reserves and contingency funds;”