

## **NORCOM Meeting Minutes November 17, 2006**

### Attendees:

Jeff Blake, Kirkland Fire  
Tracy Burrows, Kirkland  
Diane Carlson, Bellevue CMO  
Jane Christenson, Redmond  
Chris Connor, Fall City Fire  
Brenda Cooper, Kirkland  
Mike Eisner, Bellevue Fire  
Tim Fuller, Redmond Fire  
Bill Hamilton, Kirkland Police  
Linda Herzog, Mercer Island  
Ed Holmes, Mercer Island PD  
Rosemarie Ives, Redmond

Andrea Jutte, Bellevue  
Bill Kenny, Kirkland  
Alan Komenski, Bellevue  
Marcus Kragness, Shoreline Fire  
Joel Kuhnhenh, Woodinville Fire  
John Lambert, Duvall Fire  
Walt Mauldin, Mercer Island Fire  
Chelo Picardal, Bellevue IT  
Lee Soptich, EFR  
Dave Ramsay, Kirkland CMO  
Mitch Wasserman, Clyde Hill  
Ron Zsigmondovics, Bothell Fire

The Steering Committee reviewed the project schedule and noted that the schedule may need to be adjusted pending a more definitive schedule for the technology study. In addition, it was noted that the current schedule anticipates that technology study will establish NORCOM's technology costs at a high level of specificity and certainty. If the technology cost estimate is not certain enough to enable the consideration of the Interlocal Agreement (ILA) forming NORCOM to go forward, then the consideration of the ILA will likely be delayed until after the technology bids have been received and a more definitive cost is identified.

Chelo Picardel, co-chair of the Technology Committee, reported that the Committee had received six proposals for the technology study. The technology study will define the NORCOM system requirements and will include preparation for vendor selection. Some consultant proposals included contract negotiation with the selected vendor in their scope of services.

The objective of the committee is to choose the best firm to do the job. Chelo presented the process and timeline for consultant selection, with contract signing scheduled for early January. The Steering Committee will review the Technology Committee's recommendation for consultant selection at the December Steering Committee meeting. The cost proposals from the six consultant teams ranged from \$86,000 to over \$300,000 with some variety in the scope of work included in the cost estimates. The Steering Committee had budgeted \$100,000 for the study, with \$55,000 of contingency funding in the 2007 transition budget. With the budget in mind, the Technology Committee will make a preliminary selection of the preferred consultant on Dec. 5<sup>th</sup> and will begin initial discussions with that consultant on cost and scope of work. At the December 15<sup>th</sup> Steering Committee meeting, the group will determine how much funding to budget for the Technology Study.

The group reviewed the 2007 NORCOM transition budget which includes the following expenditures before the signing of the ILA: (1) the technology study; and, (2) the completion of the ILA. If the ILA is signed, then additional expenditures on labor negotiations and an executive director for the organization would be authorized. Rosemarie Ives requested information on the amount expended on preparation of the ILA to date.

The group discussed the extension of the Joint Powers Agreement that authorizes this organization to expend funds. It was decided that the JPA extension document would be finalized at the December meeting once the technology budget is determined.

Bellevue has submitted a capital budget request to the State Office of Financial Management (OFM) for consideration for inclusion in the Governor's budget. The request is for funding for the technology implementation for NORCOM. While the project is not expected to be included in the Governor's budget, it could receive funding from the legislature. It would be helpful if participating agencies talked to their legislators about the importance of this project and included this capital request in their Legislative agendas. Diane Carlson will send out a brief description of the request that can be incorporated into participating agencies' legislative agendas. In addition, the WASPIC executive committee recently adopted a resolution supporting the NORCOM project.

Jeff Blake and Lee Soptich updated the group on the status of the current dispatch contract with Bellevue. Jeff and Lee have requested additional information on the proposed contract extension terms from Bellevue and will share that information with Zone 1 representatives as soon as it is available.

Alan Komenski summarized the status of Bellevue's work on a back-up center for their dispatch operation. ADCOMM Engineering is currently preparing a study of the costs of maintaining Bellevue Fire Station #3 as the back-up center. There was interest on the steering committee in reviewing the work that Bellevue had done in exploring back-up options such as ValleyComm or the King County Regional Communications Center. Rosemarie Ives suggested reviewing the work of the facilities committee in developing the initial siting criteria for NORCOM when considering issues related to the back-up facility. The Steering Committee decided to establish a sub-committee to study the issue of a back-up center and develop a recommendation for the Steering Committee. The sub-committee will be chaired by Walt Mauldin and will include Alan Komenski, Mark Hagreen, Diane Carlson, Tracy Burrows, Bill Hamilton, and Chelo Picardel.

The negotiations team gave the committee an update on negotiations issues related to cost-smoothing and the facility lease. The group has reached consensus around a 10-year smoothing model with a full complement of administrative staff. Bellevue will be presenting this model to its Council on Monday, November 20<sup>th</sup>. Issues related to the lease will be discussed at the Negotiations meeting on November 30<sup>th</sup>.

The cost smoothing discussion raised issues related to whether subscribers, late-comer participants in NORCOM, or agencies who experience a significant call volume increase related to annexation would get a proportionate share of the cost-smoothing funding. The committee reviewed some of the pros and cons of extending cost-smoothing. It was decided that the Governance and Finance Committee would review these issues in more detail and make a recommendation back to the Steering Committee.

The next Steering Committee meeting is scheduled for December 15<sup>th</sup>.