

**NORCOM Meeting Minutes
December 22, 2006**

Attendees:

Denny Bronson, Bellevue Police
 Tracy Burrows, Kirkland CMO
 Diane Carlson, Bellevue CMO
 Rich Conrad, Mercer Island CMO
 Brenda Cooper, Kirkland
 Toni Cramer, Bellevue IT
 Mike Eisner, Bellevue Fire
 Tim Fuller, Redmond Fire
 Linda Herzog, Mercer Island CMO
 Ed Holmes, Mercer Island PD
 Rosemarie Ives, Redmond

Andrea Jutte, Bellevue
 Bill Kenny, Kirkland
 Alan Komenski, Bellevue
 Joel Kuhnhenh, Woodinville Fire
 John Lambert, Duvall Fire
 Gene Markle, Kirkland PD
 Walt Mauldin, Mercer Island Fire
 Chelo Picardal, Bellevue IT
 Dave Ramsay, Kirkland CMO
 Tom Weathers, Northshore Fire
 Ron Zsigmondovics, Bothell Fire

The Technology Committee reported that DeltaWRX was the consensus selection of the technology committee as the consultant for the technology study. DeltaWRX proposal was very thorough, they proposed to do a lot of work in the field, they do not have any preconceived notions of a particular outcome, and have had a good working relationship with Redmond.

The subcommittee is working on a scope of work with DeltaWRX that includes four phases:

Phase	Cost
Phase 1 Needs Assessment – System Requirements and a Technology Strategy that evaluates the extent to which our existing systems will meet our requirements	\$85,000
Phase 2 Vendor RFP	\$19,000
Phase 3 Selection of Vendor	\$67,000
Phase 4 Contract Negotiations with Vendor	\$25,000

The current UASI grant funding does not cover the cost of phases 3 and 4.

Toni Cramer noted that we should get a refined cost estimate of system costs in Phase I. It should be a go/no go level of costs that are accurate within 10-15%. This work will be complete by May if we go forward as planned.

One decision that will have to be made by May is how NORCOM treats existing investments in technology – the sunk costs that Bellevue and Kirkland have invested in their current technology systems. The group decided that the Finance and Governance

Committee should take up this issue and make a recommendation to the CEO's of the participants that have made a significant technology investment.

The Committee discussed ValleyCom's participation in the technology study. They have a parallel process to develop an RFP for a CAD system and possibly an RMS. Their timeline is not on as fast a track as our timeline, but we may be able to gain significant purchasing economies of scale if we were to go out with a joint RFP. Having compatible RMS systems would be a great advantage to participating police agencies. There was agreement that we should talk to ValleyCom to explore whether they share our objectives and how they would be willing to coordinate with us. It was suggested that if the partnership saved 10-15% of the cost of a new system while adding 10-15% onto our timeframe, then the coordination effort would be worthwhile. If the coordination would add significant delay without more tangible cost savings, then it may not be worth it. It was also suggested that SnoCom is also moving forward with CAD system replacement and we should approach them about coordination as well. It was agreed that we should pursue a meeting of the NORCOM executive committee and the ValleyCom board to discuss potential partnerships. Alan Komenski will get the appropriate SnoCom contacts for us.

It was agreed to go forward with Phase I of the contract with DeltaWRX.

The Committee reviewed a one-page summary of the NORCOM project that is part of a package of capital budget request materials for state legislators. Walt Mauldin suggested an additional bullet relating to managing emergency calls—a need that was demonstrated by the recent windstorm. The one-pager will be revised so that participants can talk to their legislators about supporting the NORCOM funding request.

The negotiations team reported that they have reached general agreement on the NORCOM budget model presented in the latest cost-smoothing proposal. There is discussion of having the term of the smoothing coinciding with the initial term of the Interlocal Agreement and the facility lease. Relevant questions:

- What length of time should the initial term of the Interlocal Agreement be?
- Should the cost-smoothing match that initial term?
- How does a 7-year smoothing period compare to a 10-year smoothing period?

Lease negotiations are moving forward. Bellevue has provided a proposal that describes the base services that are included in the base rate. Bellevue IT staff are developing a cost proposal for network support that is not included in the base facilities lease and would be provided on a fee basis. In addition, the team is developing cost estimates for all items that are not included in the proposed base service, such as tenant improvements, minor moves and space planning, and server maintenance and support.

The Back-Up Facility Committee reported that they are reviewing three basic options for NORCOM back-up:

- An independent, stand-alone back up facility at Bellevue's Fire Station 3
- A relationship with ValleyCom, SnoCom, or other major dispatch agency

- A relationship with Redmond or other participating agency as a back up partner

Bill Kenny reported that the HR Committee will be meeting soon to develop a communications strategy for front-line dispatch staff, particularly around the technology study. By February, the technology study will initiate an intense interview process with the staff. It was agreed that we should have a monthly communications piece for staff.

The second amendment to the Joint Powers Agreement was distributed and participating agencies were urged to sign and return the document as soon as possible.