

NORCOM Meeting Minutes
June 15, 2007

Attendees:

Jeff Blake, Kirkland Fire	
Warren Burns, Bothell Fire	
Tracy Burrows, Kirkland CMO	Alan Komenski, ECC
Chris Connor, Fall City	Joel Kuhnhenh, Woodinville Fire
Rich Conrad, Mercer Island CMO	John Lambert, Duvall
Stan Conrad, Issaquah PD	Gene Markle, Kirkland PD
Brenda Cooper, Kirkland CIO	Walt Mauldin, Mercer Island Fire
Tracey Dunlap, Kirkland Finance	Chelo Picardal, Bellevue IT
Mike Eisner, Bellevue Fire	Linda Pillo, Bellevue Police
Tim Fuller, Redmond Fire	Dave Ramsay, Kirkland CMO
Ed Holmes, Mercer Island PD	Karen Reed, Karen Reed LLC
Rosemarie Ives, Redmond	Lee Soptich, Eastside Fire & Rescue
Robin Jenkinson, Kirkland CAO	Tom Weathers, Northshore Fire
Andrea Jutte, Bellevue Finance	Ron Zsigmondvics, Bothell Fire
Bill Kenny, Kirkland HR	
Marcus Kragness, Shoreline Fire	

The Steering Committee approved the May 25th meeting minutes.

The Committee reviewed a proposed schedule for reaching a steering committee recommendation on NORCOM formation by the end of July with elected official briefings and approval of the Interlocal Agreement by the end of September. The goal is to wrap up the council consideration of the ILA by the end of September – there is a bit of flexibility in that schedule provided that final decisions on the ILA are concluded by mid-October. A working group will develop a standard staff report and powerpoint presentation that participants can tailor for their own use in briefing their elected officials.

The Technology Committee reported that they have initiated work on defining the specific functional requirements of the technology – these functional requirements will be incorporated into the RFP for the system. The technology group has been working with the finance committee to define the one-time costs of technology acquisition and the transition costs related to implementation of the technology. The committee is recommending a technology acquisition budget of \$4.3 million which would cover the high end costs of upgrading either of the two existing systems –Tri-Tech or New World. The \$4.3 million figure would also cover the mid-range estimate for acquisition of a new system. Chelo Picardel emphasized the importance of the functional analysis and particularly the participation of front-line personnel in defining the functional requirements. The end-user needs should drive the functional requirements. The issue of

delaying the Fire RMS acquisition and implementation is still an outstanding issue that the technology committee will try to resolve before the next steering committee meeting.

There are a number of outstanding grant requests that would help defray the costs of the technology acquisition – including up to \$2.6 million in COPS funding, \$1 million in UASI funding, and a \$1.5 million federal appropriation request. Participants were asked to sign letters of support for the COPS and UASI grants. The letters were circulated at the meeting.

Walt Mauldin reported for the Back-Up Committee. The Committee is still considering a range of options for back-up and will have a range of costs for the next steering committee meeting. The specifics of the back-up arrangement will likely be squared away after the formation of NORCOM. The committee's intent is to have a recommendation for the elected councils that includes a not to exceed recommendation for the cost. The option of a back-up arrangement with ValleyCom will take some time to explore and will require coordination at a high level.

Karen Reed presented a summary of the Interlocal Agreement with a focus on the changes since the December 2005 draft. The ILA establishes NORCOM as a separate legal entity—a non-profit corporation. New elements include a principals assembly that is analogous to the PSRC general assembly. The committee discussed the structure for paying for capital expenses. There was a consensus that there should be flexibility for participants to pay in a lump sum or over time. The group discussed the scenario where an owner withdraws from NORCOM. A one year notice is required for withdrawal. There was a suggestion made that, once a principal gives notice of intent to withdraw, then they should not be able to vote on issues that will take effect after their withdrawal date.

The committee discussed the threshold of approval in order for the ILA to go into effect. The Governance and Finance Committee recommended that agencies representing 90% of the call volume would be required to sign the ILA before it went into effect. There was a concern that, with a 90% threshold, there would be a number of agencies that would have veto power over NORCOM's formation. A number of options were discussed, ranging from having no threshold at all to remaining with the 90% threshold. After an informal poll of participants regarding their intent to recommend signing the ILA to their elected boards, the group decided on an 85% threshold requirement (based on call volume) for NORCOM formation.

The Committee added a second meeting in July, so that the July Steering Committee meetings are now scheduled for the 20th and 27th.

The meeting adjourned at 10:30.