

NORCOM Meeting Minutes
June 29, 2007

Attendees:

Tracy Burrows, Kirkland CMO
Diane Carlson, Bellevue CMO
Jeff Chen, Medina PD
Chris Connor, Fall City
Rich Conrad, Mercer Island CMO
Brenda Cooper, Kirkland CIO
Tracey Dunlap, Kirkland Finance
Mike Eisner, Bellevue Fire
Tim Fuller, Redmond Fire
Linda Hermansen, Redmond
Ed Holmes, Mercer Island PD
Rosemarie Ives, Redmond
Andrea Jutte, Bellevue Finance

Marcus Kragness, Shoreline Fire
John Lambert, Duvall
Gene Markle, Kirkland PD
Chelo Picardal, Bellevue IT
Linda Pillo, Bellevue Police
Dave Ramsay, Kirkland CMO
Karen Reed, Karen Reed LLC
Lee Soptich, Eastside Fire & Rescue
Tom Weathers, Northshore Fire
Mark Weinberg, Medina CMO
Ron Zsigmondvics, Bothell Fire

The Steering Committee approved the June 15th meeting minutes.

The Technology Committee recommended that the Fire Records Management System be included in the acquisition cost of technology so that planning for FIRE RMS would move forward. The Committee recommended that, as soon as the other core systems are replaced, then NORCOM would proceed to implement Fire RMS. Because of the complexity of the systems involved, the Committee felt that it makes sense to phase in the Fire RMS. The final decision on the timing of the implementation of the Fire RMS would be made by the NORCOM governing board. The responses to the Technology RFP would also help guide this decision.

Mayor Ives inquired as to whether the cities representing the police agencies – Bellevue, Kirkland, Mercer Island – would have the authority as members of the governing board to dictate the timing of the Fire RMS implementation.

Chelo Picardel summarized the work that is being done to develop a comprehensive set of requirements for the technology system. The Committee would like a representative mix of administration, firefighters, patrol, dispatchers, detectives, etc. to participate on the teams that are developing the system requirements. The goal is to complete the requirements work by the end of summer so that the RFP is ready to go out in the fall.

Karen Reed reviewed the user fee formulas for NORCOM operation. There are two sets of user fees – one for the transition period before NORCOM becomes operational and one beginning at full operation. The user fees are based on dividing the costs evenly between police and fire agencies and then allocating the costs to individual agencies.

based on call volume. The full operations user fees incorporate cost smoothing and debt. The Committee recommended that the user fee formulas be distilled down to 2-3 sentences for the presentation to elected officials.

Tracey Dunlap reported that the finance representatives from participating agencies met to review the NORCOM financial information, including the cost components related to operating costs, start-up costs, and transition costs. The numbers that are under review are still dynamic because of pending grant requests and further refinement of technology, back-up and transition costs. Tracey offered to hold additional briefings of finance staff and urged participants who wanted such a briefing to contact her or Tracy Burrows.

Tracy Burrows presented a power point presentation reviewing: the goals of NORCOM formation; the changes to the operating costs and assumptions since the completion of the Business and Services Plan of July 2006; the cost smoothing plan; start up costs including technology, asset transfer and back-up; and transition costs. The presentation prompted a number of questions, including:

The transition costs include an allocation for capital reserve – what is the basis for the cost?

Are there additional grants that could be used to help cover the cost of the asset purchase?

What is the rationale for the transition technology staffing –could we be more cost efficient by phasing in the staffing over time?

Could we develop a concise definition of cost smoothing and how it benefits participants? Also, we have a similar need for a simple explanation of the user fees as they relate to principals and subscribers.

Could we develop a timeline for NORCOM formation and full operations that identifies the timing of notification of grant funding decisions and technology acquisition and implementation?

Could we review the voting process to determine if certain interests could control NORCOM decision-making?

What kind of liability extends to cities that are participating in NORCOM through their membership in Eastside Fire and Rescue?

These requests and questions will be addressed at the next Steering Committee Meeting on July 20th.

The meeting adjourned at 10:00 am.

