

## NORCOM Meeting Minutes

September 21, 2007

Attendees:

Jeff Blake, Kirkland Fire  
Tracy Burrows, Kirkland CMO  
Diane Carlson, Bellevue CMO  
Jane Christenson, Redmond  
Rich Conrad, Mercer Island CMO  
Brenda Cooper, Kirkland CIO  
Toni Cramer, Bellevue CIO  
Tracey Dunlap, Kirkland Finance  
Bill Hamilton, Kirkland Police  
Ed Holmes, Mercer Island PD

Rosemarie Ives, Redmond Mayor  
Bill Kenny, Kirkland HR  
Alan Komenski, ECC  
Joel Kuhnenn, Woodinville Fire & Life Safety  
John Lambert, Duvall Fire District 45  
Walt Mauldin, Mercer Island Fire  
Gene Markle, Kirkland PD  
Chelo Picardal, Bellevue IT  
Linda Pillo, Bellevue Police  
Lee Soptich, Eastside Fire & Rescue

The status of NORCOM participants' consideration of the NORCOM ILA was reviewed. Redmond established that their target date for a decision from their City Council was October 16<sup>th</sup>, as reflected in the table below. For NORCOM to reach the 85% Fire participation threshold, 2 of the 3 remaining agencies must join. Police has met its threshold, with 100% of the participants joining as principals.

ILA Approval Tracking	Approval Date	Pending Approval Date
Bellevue Police & Fire	August 6, 2007	
Bothell Fire		October 2, 2007
Clyde Hill Police	August 14, 2007	
Duvall	September 12, 2007	
Eastside Fire & Rescue	August 14, 2007	
Fall City Fire	September 11, 2007	
Kirkland Police & Fire	August 7, 2007	
Medina Police	September 10, 2007	
Mercer Island Police & Fire	September 17, 2007	
Northshore Fire	September 4, 2007	
Redmond Fire		October 16, 2007
Shoreline Fire District		October 4, 2007
Snoqualmie Fire	September 10, 2007	
Snoqualmie Pass Fire	September 10, 2007	
Woodinville Fire	September 18, 2007	

The Technology Committee has completed significant work on documenting the Functional Requirements of the technology system. Team Leads have included:

Leslie Burns:	Police RMS
Chris Tubbs and Gene Markle:	Mobile Technology
Denise McAuley	Fire RMS
Bud Backer and Bill Hamilton:	CAD
Linda Hermanson and Kassie Tadsen:	Interfaces

In completing the Functional Requirements, there are outstanding issues related to services, decision-making and cost.

The service issues relate primarily to Police Records. NORCOM needs to draw the line where its records functions stop and where the individual agencies pick up records responsibilities. Where is the sensible place to draw the line? This is something that the Police Operations Board will have to discuss and make a recommendation back to the Governing Board. That records services decision will have to be made within the next six months and it would be beneficial to have an Executive Director on staff to assist in developing the recommendation on that services issue.

The potential for collaboration on the technology acquisition with Valley Com is waning. Valley Com decided not to pursue a regional police RMS because of the cost. We will continue on our respective schedules for issuing the technology RFP and will leave the door open for collaboration in the future.

The Technology Committee will have a draft RFP in early October, with a release date of early November.

NORCOM did not receive either the UASI or COPS grants from the federal government. NORCOM was at a disadvantage for the UASI grant because we have not formed as a formal agency yet. The grants group will meet to strategize about how we can better position ourselves for next year's round of grants. There may be a possibility of some creative partnerships with the State that would involve financing tools that provide transitional funding. We are continuing to pursue a federal appropriation. Senator Murray included NORCOM in the budget at the \$400,000 level. NORCOM's goal is to keep the appropriation at that level through the budget process. The House and Senate budget conference will occur in November and we will not likely know the outcome of the budget until December.

Tracey Dunlap reviewed the financial requirements of creating a new agency, including tasks such as:

1. Determining Agency to Provide Treasury Activities
2. Establishing Financial Policies, Accounts, Financial Reporting Structure, Document Management, Payroll Processing
3. Establishing Permanent Files
4. Developing an understanding of the legal, financial and contracting framework within which NORCOM operates
5. Selecting an audit firm and coordinate with State Auditor's Office
6. Determining which services, if any, the NORCOM will contract for (i.e. payroll, purchasing)
7. Establishing clear roles for NORCOM Executive Director and Governing Board e.g. administrative vs. policy decisions

Tracey will convene a meeting of the finance officers from the NORCOM participants to discuss these issues and to come back to the Steering Committee with initial recommendations. Alan Komenski suggested that the Clark-Newburgh firm could be a resource—they work with EPSCA's financial matters.

There are a number of Human Resources issues that need to be resolved -- some need immediate attention, while others have a longer timeframe. The HR issues can roughly be divided into three categories:

Labor relations – the negotiation of the terms of NORCOM employment with the existing representation of the Kirkland and Bellevue Dispatch employees

Issues requiring HR analysis – including PERS and MEBT status for NORCOM and a recommendation on IT employees

Management Team Search Committee – Forming a committee to bring back a recommendation on the Executive Director search process.

The IT representatives on the Steering Committee stressed the need to resolve the issue of the IT employees' status as soon as possible. There was a recognition that the Steering Committee could not guarantee a particular job with a particular job description to each IT employee, but that the issue of a guarantee of employment needed to be resolved. The NORCOM staffing model does have an allocation of 7 IT positions -- equal to the IT staffing that currently supports the Bellevue and Kirkland centers. Bill Kenny will convene HR staff from the participating agencies and will come back with a recommendation on this issue at the October Steering Committee meeting.

The Steering Committee reviewed the Dakota Communications Center newsletter and agreed that NORCOM should start a newsletter aimed at impacted staff and participating agencies. The Steering Committee will review a proposed issue at the next meeting.

The meeting adjourned at 9:45 am.