

NORCOM Meeting Minutes
October 19, 2007

Attendees:

Bill Archer, Clyde Hill PD
Tracy Burrows, Kirkland CMO
Rich Conrad, Mercer Island CMO
Brenda Cooper, Kirkland CIO
Tracey Dunlap, Kirkland Finance
Bill Hamilton, Kirkland Police
Ed Holmes, Mercer Island PD
Bill Kenny, Kirkland HR
Alan Komenski, ECC
Marcus Kragness, Shoreline Fire
John Lambert, Duvall Fire District 45

Gene Markle, Kirkland PD
Brad Miyake, Bellevue CMO
Chelo Picardal, Bellevue IT
Linda Pillo, Bellevue Police
Dave Ramsay, Kirkland CMO
Frank Shasky, Bothell Fire
Lee Soptich, Eastside Fire & Rescue
Bruce Vestal, Bellevue Police
Tom Weathers, Northshore Fire

The September 21 minutes were approved.

The Committee reviewed the 2007 transition budget and decided to adjust the budget to eliminate Redmond's share of the 2007 transition budget. This was agreed to in light of Redmond's decision to defer a decision on joining NORCOM for fire dispatch for 90 days. The group reviewed the 2008 budget and agreed to the allocation. If Redmond joins NORCOM as a principal or subscriber in 2008, the budget will be reallocated to reflect that change.

Tracey Dunlap introduced Ed Oberg, a consultant with experience as an auditor, a CPA, treasurer for Mountains to Sound Greenway. Ed reviewed the financial start-up decisions that need to be made expeditiously, including developing a financial oversight plan, hiring an outside audit firm, and establishing a relationship with the State Auditor's Office. The start-up decisions that NORCOM makes are influenced by the degree to which NORCOM will function as an independent agency. The Committee emphasized that NORCOM will be functioning as a wholly independent agency, with the recognition that there will be a transition period during which an executive director will be hired. Tracey Dunlap recommended that NORCOM enter into a \$10,000 contract with Ed to identify the list of tasks that must be undertaken as part of the financial start-up and to set up a plan for completing the tasks. The Governance and Finance Committee will meet with Ed to flesh out the details of the contract. Subsequently, Tracey Dunlap will convene a separate Finance Committee made up of representative finance officers from the partner agencies to determine how to move forward on the implementation of the detailed financial start-up. The Committee also recommended that the Governance group come back with a recommendation on the reporting relationships of the various committees.

The group also recognized the need to identify legal counsel for NORCOM. Some names were suggested. There will be a recommendation on how to proceed with selection at the NORCOM governing board meeting on November 9th.

The Human Resources Committee reported on its work. The HR Committee recommended that IT employees be treated in the same manner as dispatchers with regard to a guarantee of employment. Current management staff would not receive a guarantee of employment, but would have a hiring preference as is currently stated in the NORCOM employee relations policy statement. The recommendation of the HR Committee was approved by the Steering Committee.

Bill Kenny also discussed the need to enlist HR consultant services to develop a package of benefits that NORCOM will offer and to determine NORCOM employees' eligibility for PERS and MEBT benefits. In the near future, the HR Committee will also be establishing a Labor Relations Committee with the assistance of labor relations consultant services.

The Executive Director Selection Committee was formed and includes the following members, representing the following interests:

Dave Ramsay, city management

Brad Miyake, city management

Ed Holmes, police

Bill Hamilton, police

Brenda Cooper, IT

Mario Trevino, fire

Lee Soptich, fire

Marcus Kragness, fire

The Committee will have a recommendation on how to proceed with the Executive Director selection at the November 9th Governing Board meeting.

The Technology Committee will release the technology RFP on November 5th. The RFP will be issued by NORCOM using Bellevue's procurement rules. Contract signing is anticipated in April. The schedule is somewhat dependent on the timing of the hiring of an Executive Director and Technology Project Manager.

The group discussed strategy for pursuing grants to assist in funding the NORCOM technology. The technology expenses are funded through 2008. We will continue to pursue grants for 2009 expenses. Mario Trevino stated that interoperability will be the primary criteria for the next grant funding round and that NORCOM should be competitive in that round. It was agreed that a grant strategy team should be convened to develop an action plan for grants.

The group reviewed some proposed logos for NORCOM. Alan Komenski suggested that the dispatchers be asked to submit logo ideas. It was agreed that the first NORCOM newsletter would solicit logo submissions and then dispatchers would vote on the preferred logo.

The meeting adjourned at 10:30 am.