

**Meeting Minutes**  
**NORCOM Joint Meeting of the Governing Board**  
**Peter Kirk Room**  
**City of Kirkland**  
**December 14 – 8:30 a.m.**

Governing Board Members Present: Bill Archer, Warren Burns, Chris Connor, Rich Conrad, Dennis Johnson, Marcus Kragness, John Lambert, Bob Larson, Brad Miyake, Lee Soptich, Dave Ramsay, Mitch Wasserman, Tom Weathers  
Operating Board Reps: Ed Holmes, Mario Trevino

1. Approval of Minutes from November 9<sup>th</sup>

The Governing Board unanimously approved the minutes with the deletion of the reference to the Joint Operating Board in the statement of the Governing Board's adoption of the budget.

2. Designation of the Secretary and Treasurer

Bob Larson made a motion to approve the appointment of Tracy Burrows as Secretary and Tracey Dunlap as Treasurer of NORCOM. Brad Miyake seconded the motion. The motion was approved unanimously.

3. Rules applying to the conduct of Governing Board Meetings

Robin Jenkinson, Kirkland City Attorney, affirmed that the Governing Board meetings are subject to the Open Public Meetings Act and reviewed the Act's requirements for notice and public access. The Governing Board meetings are to be conducted under Robert's Rules of Order with provisions for weighted voting on designated matters of business. There are no requirements for a public comment period on the meeting agenda. Executive sessions are subject to the same rules as those for City Councils.

E-mail communications amongst Board Members can be used to provide status updates, but not to conduct business or make decisions.

She noted that the Operating Boards' meetings are not subject to the Open Public Meetings Act, but the meetings do have notice requirements.

4. Technology: Ratifying approval of extension of the Technology RFP deadline, activation of next phase of the DeltaWRX contract

Rich Conrad made a motion to extend the Technology RFP deadline by 2 weeks. Lee Soptich seconded the motion. The motion carried unanimously.

Rich Conrad made a motion to activate the second phase of the DeltaWRX contract, which extends through May 2008. Dave Ramsay seconded the motion. The motion carried unanimously.

#### 5. Update on Selection of Legal Counsel

NORCOM received two responses to its RFP for legal counsel. The Chair and Vice-Chair of the Governing Board will interview the respondents with assistance from Tracy Burrows and Robin Jenkinson.

#### 6. Report from the Joint Operating Board

Ed Holmes summarized the Police Operating Boards continuing discussions of the handling of critical records functions during non-business hours. The Board is looking at options and is working on this issue in a collaborative spirit.

Mario Trevino requested clarification of the decision-making authority of the Joint Operating Board. Robin Jenkinson noted that the NORCOM interlocal agreement establishes the Joint Operating Board as an advisory body. The Governing Board reserves decision-making authority unless expressly delegated by the Governing Board.

#### 7. Committee Reports

##### (a) Executive Director Selection

Dave Ramsay reviewed the Executive Director search process and the recommended selection of Chris Fischer as the Interim NORCOM Executive Director. As she discussed in the interview with the selection committee Chris Fischer's immediate priorities are developing a successful relationship with the dispatchers and other key staff that will be vital to NORCOM and to build a management team that will guide the transition. Bob Larson supported the importance of getting Chris Fischer the resources she needs to be successful and there was discussion of adjustments and reallocation of the budget to help make that happen. Rich Conrad made a motion to authorize the Executive Committee to complete a contract with Chris Fischer for the Executive Director position provided that the contract is within the parameters of the existing budget for the Executive Director position. Mitch Wasserman seconded the motion. The motion was approved unanimously.

##### (b) Finance Committee

Ed Oberg and Michael Olson reviewed a proposal from Clark Nuber to assist with establishing the financial system, creating an internal audit function, and preparing the annual financial statements. This proposal is part of NORCOM's commitment to prudent financial management. Lee Soptich moved approval of a contract with Clark

Nuber not to exceed \$36,750 in 2008 and \$33,500 in 2009. Rich Conrad seconded the motion which was approved unanimously.

(c) Human Resources

Bill Kenny reported that Bellevue and Kirkland are close to reaching tentative agreements with their respective unions that represent the dispatchers. He stated that the initial NORCOM employees would be hired or retained as employees of one of the principal organizations and leased back to NORCOM until a full benefits package is developed for NORCOM.

(d) Grants

Mario Trevino reported that the Grants Committee has developed a \$2.3 mil UASI grant application. Interoperable communications is UASI's highest priority this year. The Board reviewed a letter of support for the application and recommended the addition of key statistics, such as calls for service and the addition of the names of the NORCOM partners. Rich Conrad moved to endorse the UASI application and the letter of support in concept and to authorize the board chair to sign the letter on NORCOM's behalf. The motion was seconded by Chris Connor and supported unanimously.

The meeting adjourned at 10:18