

Meeting Minutes
NORCOM Joint Meeting of the Governing Board
Peter Kirk Room
City of Kirkland
January 11, 2008 – 8:30 a.m.

Governing Board Members Present: Warren Burns, Wes Collins, Chris Connor, Matt Cowan, Rich Conrad, Dennis Johnson, Marcus Kragness, John Lambert, Bob Larson, Brad Miyake, Dave Ramsay, Mitch Wasserman, Tom Weathers, Mark Weinberg
Operating Board Reps: Ed Holmes, Mario Trevino

1. Approval of Minutes from December 17th

The Governing Board unanimously approved the minutes.

2. Authorization to Purchase NORCOM Liability

Dennis Johnson made a motion to authorize the purchase of liability insurance with \$2M/\$4M umbrella coverage. Bob Larson seconded the motion. The motion was approved unanimously. The Board also recommended that WCIA be given a thorough look as a potential insurance carrier for the period when NORCOM begins operations.

3. Introduction of Executive Director

Chris Fischer was introduced as the new Executive Director of NORCOM. She communicated her intent to build a first class regional 911 center. Her immediate focus will be on people and police operations issues. Rich Conrad brought up the issue of NORCOM's relationship with EPSCA and suggested that there be further analysis and option thinking related to this relationship.

4. Authority to Reprioritize the Budget, with the inclusion of an HR manager position

Chris Fischer requested the authorization to reprioritize the 2008 budget within the available funding level. One immediate need is for a Human Resources professional to proceed with defining a benefits package, developing job descriptions, and working on recruitment and retention. Dave Ramsay moved to authorize the initiation of the recruitment process for a Human Resources professional and to authorize the Executive Director and Treasurer to reprioritize the 2008 budget for presentation at the February 8th Governing Board Meeting. Mark Weinberg seconded the motion and it was passed unanimously.

5. Selection of Legal Counsel

Dennis Johnson made a motion to authorize the chair to enter into a contract with Inslee Best to provide legal services to NORCOM. Dave Ramsay seconded the motion. It passed unanimously.

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 Operating Board is reviewing the staffing model for NORCOM, the workload of the dispatchers, the training requirements associated with records functions, and the best practices to ensure officer safety. Police are also working on standardized policies and procedures for dispatch.

7. Committee Reports

(a) Finance

Tracey Dunlap stressed that first quarter payments are due on January 15th. She also reviewed the process and deadlines leading to adoption of the 2009 budget. Because this will be the first operational budget for NORCOM, Tracey recommended that the Finance Committee bring back an alternative schedule for Board review in February.

Bob Larson made a motion to suspend the Interlocal Agreement Sections 12b. Budget Policy Direction and 12c. Budget Approval for NORCOM's 2009 Budget development process and directed the Interim Executive Director and Treasurer to develop and bring forward an alternative approach for Board review and action at the February Board meeting. The motion was seconded by Wes Collins and passed unanimously.

Mitch Wasserman made a motion to join the Local Government Investment Pool. Dave Ramsay seconded and the motion carried unanimously.

(b) Human Resources

Bill Kenny reported that the next Human Resources related task is developing a full package of benefits, including health and retirement benefits, for NORCOM employees. Bellevue ratified its agreement with the dispatchers guild and Kirkland is on the verge of finishing up its agreement with its dispatchers guild.

(c) Grants

The Federal Omnibus appropriations bill includes \$1.7 M in funding for NORCOM technology. The support of Rep. Reichert and Senators Murray and Cantwell was integral to this funding. The Grants Committee has developed a \$2.5 mil UASI grant application. Mario Trevino is on the core group that reviews these applications. He is optimistic because of the emphasis on interoperable communications this year.

The meeting adjourned at 10:02