

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

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

1. Approval of Minutes from January 11th

The Governing Board unanimously approved the minutes.

2. Introduction of Legal Counsel

David Ramsay introduced NORCOM's legal counsel, Rod Kaseguma from the Inslee Best firm.

3. Executive Director Report

Chris Fischer reviewed the results of the budget reprioritization and revisions to the 2009 budget calendar. Principals were reminded to designate an elected official as the representative to the Principals Assembly on May 14th. The Governing Board noted the issue of the timing of NORCOM's public hearing on the budget. The Interlocal Agreement establishes a hearing date that is after the principal agencies have approved the budget. The Board discussed the proposed costs of the technology site visits. Lee Soptich made a motion to *Approve the re-prioritized 2008 budget and the revised 2009 budget calendar*. Tom Weathers seconded the motion and it was adopted unanimously.

Chris Fischer reviewed work on developing a benefits package for NORCOM employees, including the transition of MEBT benefits. This framework for a transition is being worked on by Paul McDonald, the MEBT attorney.

The Police Operations Committee is working on the types of records functions that will be performed by NORCOM and those that will be retained by the individual police agencies. The Committee is reviewing information on workload, level of service expectations, and the NORCOM staffing model and will develop a recommendation on resolving this issue. The Fire Operations Committee is focused on ensuring that operations is well-represented in the technology selection process and has appointed a liaison work group to stay abreast of the process.

Six firms responded to the Technology RFP. Three firms have been short-listed. Vendor demonstrations are scheduled for February.

4. Report of the Joint Operating Board

Ed Holmes reported on the discussion of after-hour records duties and the development of a consistent definition of calls for service. He reviewed the progress of the Technology acquisition. Chelo Picardel, co-chair of the Technology Committee, stressed the importance of maintaining a fair, open, and transparent procurement process. Ed noted that the February Joint Operating Board Meeting was cancelled in light of the Technology procurement schedule.

5. Committee Reports

(a) Human Resources

The next Human Resources tasks to be accomplished are hiring a Human Resources Manager and determining how NORCOM can participate in the MEBT retirement benefit system. The HR manager search is underway. Paul McDonald, MEBT attorney, is working on the MEBT issue.

(b) Finance

The Finance Committee recommended that the Governing Board waive the late payment penalties for the first two payments due to NORCOM – the final quarter of 2007 and the first quarter of 2008. Late payment fees will continue to be in place for future payment due dates, now that participating agencies have advance notice of the payment amounts and due dates. It was noted that some agencies will have difficulty meeting the January payment due date each year because of the short time frame to process invoices between fiscal year start-up and the Jan. 15 due date.

Chris Connor made ***a motion to waive the penalties defined in Section 12 of the interlocal agreement for the final 2007 payment and first quarter 2008 payment.*** Dennis Johnson seconded the motion and it was passed unanimously.

(c) Grants

The Grants Committee has developed a \$2.4 mil UASI grant application. Mario Trevino reported that the application received a low rating from the working group. In light of this, Mario is working to break the \$2.4 request into smaller discrete parts that could be funded at a lower level. The core group will be meeting next week to review the applications. The final determination is months away.

The meeting adjourned at 9:55