

**Meeting Minutes
NORCOM Governing Board
Peter Kirk Room
City of Kirkland
April 11, 2008 8:30 am**

Governing Board Members Present: Rich Conrad, Dave Gray, Dennis Johnson, Marcus Kragness, John Lambert, Bob Larson, Brad Miyake, Dave Ramsay, Mitch Wasserman, Tom Weathers

Operating Board Representatives: Eric Olsen, Mario Trevino

1. Approval of Minutes of March 14

The Governing Board unanimously approved the minutes.

2. Introduction of the Official NORCOM Logo

The Governing Board acknowledged the individuals who worked together to create the new NORCOM logo. NORCOM also has an office at the North Rose Hill Fire Station in Kirkland and a phone number – (425) 587-3499

3. Introduction of Susan Beisheim, NORCOM HR Manager

Chris Fischer introduced Susan Beisheim, NORCOM's new Human Resources Manager. Susan has many years of experience in human resources and personnel management, including seven years at a regional dispatch center. She finds this work very rewarding and she is up to the challenge of helping to create a new organization.

4. Preparation for the May 14th Principals Assembly Meeting

At the Principals Assembly on May 14th, the governing board and elected official representatives will meet to review NORCOM's accomplishments, introduce the work program for the coming year, and present the initial budget policies for 2009.

NORCOM will prepare a briefing notebook for each elected official member that includes the history of NORCOM, the Statement of Values and Principles, the roles and responsibilities of the boards, and the roster of each of the boards.

5. Report of the Executive Director

Chris Fischer reported that she has been talking with dispatch supervisors to identify issues and concerns. She is working with Susan Beisheim to develop job descriptions and work toward a comprehensive benefit package.

Operational Issues

On April 17, Chris will be meeting with the NORCOM police chiefs to determine: (1) how NORCOM can provide some level of support for records functions, and (2) whether there are regional opportunities to work together to meet after hours records needs.

Chris is also working with the NORCOM fire chiefs to identify fire-related performance measures. Once NORCOM is operational, it will be important to measure whether it is delivering the expected level of service. Call processing times are obvious measures, but there may be others that the organization wants to use.

Budget Development

The Finance Committee is developing the proposed budget policy assumptions. There is a need to have a greater level of detail on the costs for services proposed by Bellevue's IT and radio shop to ensure that NORCOM is paying only for services that it will need.

Labor costs have increased significantly since the 2006 budget figures were developed. Rich Conrad requested that the Governing Board be given an early indication of the magnitude of the cost increases. There may be efficiencies that can be gained through combining with EPSCA – this is an issue that should be looked at in the future.

Chris is working through the lease issues with Bellevue, including parking, the use of the mechanical room, and space for EPSCA staff.

6. Report of the Technology Project Manager

The short list of NORCOM technology candidates is New World, Tri-Tech, and Tiburon. The demonstrations have been completed and each of the vendors has responded back to the additional questions that were posed to them. The next step is to invite back the three contenders and to meet with them candidly to determine what it would take to modify their current product to meet NORCOM's needs, including timeframe and level of commitment.

7. Report of the Joint Operating Board

The next meeting of the Joint Operating Board is April 17th at 2:00 pm at Fire Station 26.

8. Committee Reports

Grant Committee

NORCOM is among the top five candidates for UASI funding.

Finance Committee

The Board unanimously approved accounts payable in the amount of \$16,797.95.

There was an announcement of a meeting to discuss the option of a Regional Fire Authority – what it is and what benefits it may offer. The meeting is on April 30 at 5:30 pm in Issaquah.

The meeting adjourned at 9:50 am.