

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

September 12, 2008—8:30–10:00 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Warren Burns, Mitch Wasserman, Bill Archer, Jeff Chen, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Tom Weathers, Joel Kuhnhenh, Steve Sarkozy

Call to Order

The NORCOM Governing Board was called to order by Dave Ramsay, Governing Board Chair, at 8:30 a.m. on September 12, 2008.

1. Approval of Minutes from August 8, 2008

The Governing Board approved the minutes from August 8, 2008 and noted Chris Connor's attendance at the August 8 meeting.

2. Report of Executive Director

Before commencing with her Executive briefing, Chris Fischer formally thanked Chief Mario Trevino and his staff for their successful efforts in procuring the UASI grant. Dave Ramsay also echoed his appreciation on behalf of the Governing Board.

Chris Fischer presented the Executive Director briefing to the Governing Board (*see* attached Governing Board Briefing). The Executive Director briefing included the following:

- Space Issues (7th floor Bellevue City Hall)
- Miscellaneous Activities

Introduction of Operations Manager Kevin Bostrom

Chris Fischer introduced Kevin Bostrom as NORCOM's new Operations Manager. Kevin has over 13 years experience in Public Safety. The Governing Board welcomed Kevin.

Before Mark Nelson gave his Technology report, Chris Fischer asked the Governing Board to review the challenges of an aggressive "go live" date of July 2009. Chris expressed that the time-consuming process of selecting a vendor, developing negotiating principals, building consensus, and participating in contract negotiations have put the technology schedule behind projected implementation. Chris added that an internal study is underway regarding the financial implications and potential opportunities of going live operationally ahead of technology and a detailed analysis would be presented at the next Governing Board meeting.

Marcus Kragness asked to go on the record as saying the sooner operations go live the better.

Report from Technology Project Manager

Mark Nelson presented his Technology report to the Governing Board (*see* attached Technology Update). His report covered the following:

- New World Systems Contract
- Operational Planning
- Technology Staffing

Rich Conrad and Marcus Kragness asked that when a potential operational strategy is known that it be fully vetted through the Joint Ops Board. Chris Fischer assured Rich and Marcus that the operational strategy would go through the Joint Ops Board before being presented to the Governing Board.

Report from Finance Manager

Gwen Jewett presented her Finance report to the Governing Board. (*see* attached Finance Update). Her report covered the following:

- Meeting with Clark Nuber
- Payroll setup
- Accounts Payable
- EPSCA
- 2008 Budget
- Policies
- Maintenance Agreements & Contract Transition
- 2009 Budget

Report from Human Resources Manager

Susan Beisheim presented her Human Resources report to the Governing Board. Her report covered the following:

1) Recruitment:

- a) Kevin Bostrom was selected as the new Operational Manager.
- b) Second round interviews for an Administrative Assistant are being held on September 12.
- c) Next steps:

Position	2008 Recruitment Schedule
■ Professional Standards and Development	
Job description comment and review	Week of September 15
Post job description	September
Selection process	October
■ Training Supervisor (Effective “go live” start date)	
Job description comment and review	September
Post job description	October
Selection process	October
■ Team Supervisor (Effective “go live” start date)	
Job description comment and review	October
Post job description	October
Selection process	November

- 2) Toured Clear Point facility with Gwen Jewett to learn how they can assist NORCOM implement employee benefits. Tentatively ready to have benefits on October 1.
- 3) MEBT details and information are being processed.
- 4) The Negotiations Committee* met with Ron Knox, NORCOM's labor attorney, and reviewed drafts of the *Solicitation of Interest* letter, *Brief Statement of Proposed Wages and Benefits*, and related FAQs.
 - a) Next steps:
 - Finalize drafts in the next few weeks. Will need an Executive Session to review before going out to Kirkland and Bellevue dispatchers.
 - Distribute within 30-day response window.

* Negotiations Committee: Dennis Johnson, Woodinville; John Lambert, Duval; Brad Miyake, Bellevue; and Eric Olsen, Kirkland.

Steve Sarkozy expressed concern about possible personnel loss. Susan agreed that retaining personnel was crucial and NORCOM is working hard to meet the needs of the majority of the people without disrupting existing operations during the transition phase. Susan reiterated that an Executive Session was needed to review and approve the *Solicitation of Interest* and *Brief Statement of Proposed Wages and Benefits* documents before they reach employees. Susan underscored the importance of getting a commitment from employees fairly soon so NORCOM will know what kind of recruitment lies ahead.

Marcus Kragness asked if there is a contingency plan for recruitment. Susan replied that there would be a marketing program developed.

Dave Ramsay suggested to Steve Sarkozy that they meet with HR Directors from Bellevue and Kirkland along with Chris Fischer and Susan Beisheim to develop a communication strategy regarding the NORCOM transition. Steve agreed to a meeting.

3. Report of the Joint Operating Board

Ed Holms presented his report and recommendations from the Joint Operating Board (*see* attached Joint Operating Board Report).

4. Committee Reports

Finance Committee

Tracey Dunlap presented two financial participation documents (*see* attached 2009 Financial Participation and 2009 Financial Participation with UASI Grant Applied—Preliminary). Tracey pointed to the substantial reduction in technology expenditures once the UASI grant is applied. Mario Trevino expressed that the final notification of the UASI grant should be known before 2009 billing goes out in mid-November. As a result, it was recommended that participants identify a funding source for the full 2009 amount, but not appropriate that funding until the final notification on the grant. In addition, it was recommended that those participants that are preparing a 2010 budget at this time refrain from appropriating a revenue source for the 2010 technology costs to prevent supplanting in the event that NORCOM receives additional grants.

Tracey presented the NORCOM-911 Executive Summary Memo from Clark Nuber. Tracey asked that this document be distributed to the Finance staff of participating agencies for feedback. Tracey alerted the Governing Board that payroll costs will increase next month.

Final NORCOM 2008 billing is due on October 15.

Rich Conrad and Steve Sarkozy expressed it may be prudent to keep budget numbers before applying UASI grant. Dave Ramsay added that the Governing Board may want to evaluate a technology reserve policy. Steve also pointed out that there may be an opportunity to ask the legislature for additional money.

Dave Ramsay suggested the Finance Committee—along with staff—explore reserve and contingency options along with potential legislative advocacy opportunities.

5. New Business

Dave Ramsay asked the Governing Board to assign a Secretary. Dave added that Erin Leonhart, Intergovernmental Relations Manager for the City of Kirkland, is a potential candidate. However, Dave expressed concern that Kirkland staff would then occupy three out of the four NORCOM officer positions.

- **Claims Approval (action item)**

The Governing Board approved the “Approval of Claims” for August 1–August 31, 2008.

- **EPSCA/NORCOM relationship discussion**

The Governing Board approved Chris Fischer preparing a proposal for a possible EPSCA/NORCOM relationship.

Dave Ramsay asked for comments and questions from the Governing Board. No comments or questions were forthcoming. Dave thanked the attendees for coming.

The meeting adjourned at 10:00 a.m.