

## **Meeting Minutes**

### **NORCOM Governing Board**

City of Kirkland, Peter Kirk Room

October 10, 2008—8:30-10:00 a.m.

**Governing Board Reps:** Dave Ramsay, Marcus Kragness, Bill Archer, Rich Conrad, Bob Larson, Lee Soptich, Chris Connor, Tom Weathers, Dennis Johnson.

### **Call to Order**

The NORCOM Governing Board was called to order by Dave Ramsay, Governing Board Chair, at 8:34 a.m. on October 10, 2008.

### **1. Approval of Minutes from September 12, 2008.**

The Governing Board approved the minutes from September 12, 2008.

### **2. Report of Executive Director**

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 – The Lease Negotiations meeting was cancelled and rescheduled for next month.
- Development of administrative standard operating procedure still in the works.
- Funding availability for backup operations.

Chris Fischer reported the results of the study of the financial implications and potential opportunities of going live earlier than the July 2009 date. The initial financial analysis indicates that there are financial implications by transitioning earlier than the planned date. Because of this, Chris reported that planning will continue to stay focused on the July 2009 “go live” date.

Chris Fischer reported on the EPSCA Board meeting on October 9, 2008. Chris reported the findings of the request from the EPSCA Board to put together an overview of the information from the workload study and financial information. Copies of the report were made available to the Governing Board members electronically. The analysis indicated that there are some opportunities for some efficiencies by integrating administrative and finance functions into NORCOM with minimal impact. Chris stressed the importance of EPSCA hiring a full time Operations Manager and the need for additional Technology support. Chris acknowledged Gwen Jewett’s hard work on the financial issues. Chris reported that the EPSCA board has referred the report to their Operations Committee for further review.

Marcus Kragness asked what the decision point is for EPSCA on this issue. Dave Ramsay responded that if the Operations Board comes back with a positive outlook on the report, he believes EPSCA will move forward with the integration of EPSCA and NORCOM administrative, financial and management functions.

### **Introduction of Administrative Assistant and Governing Board Secretary**

Chris Fischer introduced Tami McNeal as NORCOM's new Administrative Assistant. Tami comes to NORCOM from the City of Kirkland. Chris also acknowledged Jeannie McGivern's support of the NORCOM staff and Board. Jeannie was not in attendance, but Chris wanted to recognize all of her hard work for NORCOM.

Dave Ramsay introduced Erin Leonhart as the new Governing Board Secretary. Erin works as the Intergovernmental Relations Manager for the City of Kirkland. Dave expressed his concern that three out of the four NORCOM officer positions are occupied City of Kirkland employees. He also expressed his desire for a more equal distribution of responsibility in the Governing Board.

### **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
- Technology Negotiation Team
- Technology Staffing

Dave Ramsay asked when the negotiating will stop and the implementation will begin. Mark Nelson responded that tentative dates are scheduled but there is not an exact date at this time. Mark reported that they hope to have a schedule by next week.

### **Report from Finance Manager**

Gwen Jewett presented her Finance report to the Governing Board. Gwen first presented the Agenda summary for PERS resolution **action item**. Dave Ramsay made a motion to approve the PERS Resolution. The Governing Board approved the Resolution.

Gwen also reminded the Governing Board that NORCOM needs proof of approval by the individual principle and subscriber agencies legislative authorities for their respective allocation prior to the Governing Board's approval of the final 2009 Budget. The Governing Board is scheduled to approve the budget on December 12, 2008.

### **Report from Human Resources Manager**

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

- 1) A Labor Committee\* was formed in September to address some of the issues that affect the City of Kirkland and City of Bellevue dispatcher groups. NORCOM now has several documents ready to distribute to the current dispatchers and technology support team. NORCOM requested the Board's approval to send out these items.

- *Solicitation of Interest* letter – Invites current employees to join NORCOM; includes timeframe commitment bonus for intention to join NORCOM.
- *Proposed Wage & Benefit Goals and Information* – Issues concerning things such as: pay, seniority, sick/vacation/holiday leave.
- FAQ
- Simple Application and Authorization to Release Information (to verify good standing).

\* Labor Committee: Ron Knox, NORCOM’s Labor Attorney; Eric Olsen, Kirkland; Brad Miyake, Bellevue; Dennis Johnson, Woodinville; John Lambert, Duvall; Susan Beisheim, NORCOM’s HR Manager.

Marcus Kragness asked what some of the issues have been along the way that the Governing Board should be aware of. Susan responded that there have been questions regarding how leave will be handled. Her response to these types of questions is that each of the current employers should be engaging in impacts bargaining to handle currently banked leave hours. Other questions that have arisen have been in regards to what is considered “good standing”, why probationary periods are necessary, etc.

Ed Holmes raised questions about the PTO program and asked Susan to differentiate between sick leave and a scheduled day off. Susan pointed out that the policy language has not yet been written, but the basic idea of using PTO is more flexibility for the employees. Chris Fischer reiterated the need to work through the details of the policy for using PTO hours.

Dave Ramsay pointed out that the *Solicitation of Interest* letter is a good starting point and issues will be worked out along the way. Dave also pointed out that the letter states it is the employee’s “intent” to become a NORCOM employee; it is not a promise to become an employee.

Marcus Kragness expressed his desire to vote on the issue. In consideration of the absence of a voting member from Bellevue, the vote was delayed until the end of the meeting.

## 2) Employee Benefit Recommendation

Susan Beisheim reported that it is now beneficial to move the Administrative staff off the various COBRA packages and onto Regence BlueShield through Clear Point. Susan asked for the Board’s approval to move forward with this. Dave Ramsay asked if there were any questions regarding the issue. No questions were asked by the Governing Board. Bob Larson made a motion to approve moving forward with the Employee Benefits. The Governing Board approved the motion.

### **Report from Operations Manager**

Kevin Bostrom presented his Operations report to the Governing Board. His report included the following:

- Operational Timeline vs. Technology Timeline – The “go live” date is not completely dependent upon when the technology is completely ready. Kevin pointed out that the technology is going to be a phased approach.

- Police Operations Update – Kevin reported that the Police Operations committee has changed from meeting once a week to once every two weeks. Their goal is to get Police Operations ready to go by January 1, 2009.
- Staffing/Scheduling Update – Looking at dispatcher schedules and working toward completing the second half of 2009 schedules. Kevin reiterated the importance of the *Solicitation of Interest* letter in helping with scheduling so that employees may begin bidding for shifts.

### **3. Report of the Joint Operating Board**

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

### **4. Committee Reports**

Finance Committee

Tracey Dunlap reported that the Finance Committee recommends approval of the Accounts Payable and PERS resolution.

Final NORCOM 2008 billing is due on October 15. Five jurisdictions had yet to submit payment at the time of the meeting.

#### **Claims Approval (action item)**

Lee Soptich motioned to approve the “Approval of Claims” for September 1-September 30. The Governing Board approved the claims.

### **5. New Business**

Marcus Kragness made a motion to direct staff to proceed with the distribution of the *Solicitation of Interest* letter. Bob Larson voiced objections regarding going forward with the distribution and opposed the vote. The Governing Board approved the motion.

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.