

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

November 14, 2008—8:30-10:00 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Brad Miyake, Warren Burns, Bill Archer, Jeff Chen, Rich Conrad, Bob Larson, John Lambert, Chris Connor, Tom Weathers.

Call to Order

The NORCOM Governing Board was called to order by Dave Ramsay, Governing Board Chair, at 8:33 a.m. on November 14, 2008.

1. Approval of Minutes from October 10, 2008.

The Governing Board approved the minutes from October 10, 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 meeting regarding lease negotiations with the City of Bellevue will occur following the Governing Board meeting. NORCOM is working with furniture suppliers to look at alternatives for the space available.
- Moving forward with the development of administrative standard operating procedures. These procedures will be circulated to the Joint Operations Board for review and comment and then forwarded to the Governing Board for final approval.
- Backup Operations – Met with Mark Hagreen of Redmond Police to discuss the possibility of locating NORCOM's backup operations at the old Redmond City Hall. NORCOM received word earlier in the week that approval has been granted by the Redmond Mayor to move ahead and work through the details of this partnership between NORCOM and Redmond. The goal is to have this backup operations capability ready by "go live" on July 1, 2009.
- Work has begun on the development of the asset transfer inventory and associated documents to enable NORCOM to purchase the assets from the City of Bellevue and Kirkland.

Chris introduced Sheryl Mullen as the new Professional Standards and Development Manger. Sheryl comes from the City of Bellevue and will begin work for NORCOM on November 24th.

Dave Ramsay reported the EPSCA board met yesterday with the EPSCA Joint Operations Board to discuss the Joint Ops analysis and recommendation regarding the potential merging of the operations of NORCOM and EPSCA. It was recommended that the merge not go forward at this time due to some operational concerns that need to be resolved.

Report from Technology Project Manager

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

- New World Systems Contract

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

November 14, 2008—8:30-10:00 a.m.

- Contract Close Schedule
- Technology Negotiation Team

Mark reported that in order to get the contract before the Governing Board in December, it is necessary to schedule special meetings with the Joint Operations Board before the next Governing Board meeting. It is hoped that the Joint Ops Board will provide a unanimous recommendation to the Governing Board regarding implementation of police or fire first.

Mark went on to inform the Board of two Agreements (*see attached Interlocal Agreement – City of Kirkland and Memorandum of Understanding – Alphanumeric Paging System*).

Report from Finance Manager

Gwen Jewett presented her Finance report to the Governing Board (*see attached Finance Update*). Gwen reported the success of transitioning the Accounts Payable process over to NORCOM and thanked Michael, Carol and Teresa with the City of Kirkland Finance Department for the help they have provided and their offer of continued assistance.

Gwen then discussed the 2009 Budget Approval process concerning Principal agencies. Any Principal not approving its full budget allocation shall be automatically converted to Subscriber status effective the first day of the next budget year and subject to penalty. The penalty is the additional 6% charged to Subscribers and deposited to the reserve fund designated by the Governing Board. Gwen reminded the Governing Board that evidence of approval of NORCOM's fees is due to NORCOM not later than December 11, 2008. Gwen offered to provide example documentation of what is required.

Other topics covered by Gwen included:

- 2008 Estimated Ending Fund Balance
- 2009 Transition Budget
- COPS/UASI Grant
- MEBT – NORCOM has decided to petition MEBT to join as a non-city entity. MEBT would need to change some language in order to accept NORCOM as a member.
- Financial and Fiscal Responsibilities

Report from Human Resources Manager

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

- 1) Labor Update – The 10th was the deadline to turn in *Letters of Intent*. All but one letter was returned, including letters from 68 dispatcher candidates and all six IT candidates.
- 2) NORCOM received official notification that a NORCOM Guild has formed. NORCOM is working with the Guild's designated attorney to find out more details. As Susan finds out more on this topic she will report back to the Governing Board.

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

November 14, 2008—8:30-10:00 a.m.

- 3) NORCOM Management team is now complete with the addition of Sheryl Mullen. The Training Coordinator position is next to be posted. The selection process will take place in the following months. Following the recruitment for this position, Team Supervisors will be selected.
- 4) Work continues on a recruitment video for NORCOM dispatchers.

Report from Operations Manager

Kevin Bostrom presented his Operations report to the Governing Board (*see attached Technology Implementation Effects on Operations*). Kevin reported that a phased technology implementation would likely best meet the needs of NORCOM and their participants. The two options are to implement Police then Fire or Fire then Police. Kevin went on to discuss the advantages and disadvantages of each possibility. The Joint Ops Board will review these options in-depth and provide a recommendation to the Governing Board.

3. Report of the Joint Operating Board

Ed Holmes presented his report from the Joint Operations Board. Ed reported continued work within the Police Operations group drafting the policy/procedures manual for dispatchers. This includes addressing how after-hours and time-sensitive issues are to be handled.

Ed reported the findings of Chris Fischer regarding moving the NORCOM start date sooner than July 2009. Moving the date up would result in an increase in costs of approximately \$400,000. The Joint Operations Board agreed with Chris's recommendation to stay with the July 2009 target start date.

A new Joint Operations Chair and Vice Chair will need to be determined at the next meeting due to the scheduled rotation.

4. Committee Reports

Finance Committee

Tracey Dunlap reported a public hearing will need to be held at the December 12 Governing Board meeting to address the 2009 Budget.

Tracey stressed the importance of defining roles and responsibilities within the Finance Committee. These definitions will be forthcoming in the next few months.

Dave Ramsay expressed his desire to begin receiving monthly reports of "budget vs. actual" spending in order to see trends in the budget.

Claims Approval (action item)

Tom Weathers motioned to approve the "Approval of Claims" for October 1 – October 31. The Governing Board approved the claims.

5. New Business

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

November 14, 2008—8:30-10:00 a.m.

There was no new business introduced.

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 was adjourned at 9:56 a.m.