

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

December 12, 2008—8:30-10:00 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Brad Miyake, Warren Burns, Bill Archer, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Tom Weathers, Pat Ellis, and Dennis Johnson. Quorum established.

Call to Order

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

1. Approval of Minutes from November 14, 2008.

Bob Larson made a motion to approve the meeting minutes from the November meeting. The Governing Board approved the minutes from November 14, 2008.

2. Public Hearing on 2009 Budget Approval (action item)

Dave Ramsay opened a Public Meeting on the NORCOM 2009 Budget. Dave asked for questions or comments from the public. No questions or comments were forthcoming from the public. Dave closed the Public Meeting.

John Lambert made a motion to approve the NORCOM 2009 Budget. Motion Carried.

3. 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 – Met with City of Bellevue representatives to review lease final language. CJIS requirement language has been added, which involves access and technology security issues in the communications center and appropriate background checking and fingerprinting of janitorial staff, etc. NORCOM is in the final stages of working with furniture suppliers to help design a configuration that utilizes the available space most appropriately.

Discussions continue with the City of Bellevue regarding EPSCA and the space their staff currently occupy. Chris Fischer requested to go on record to express NORCOM's continuing concern of having very limited space, and the best solution for NORCOM is to not share the Bellevue City Hall 7th floor space with EPSCA.

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 – A proposed contract with New World Systems for NORCOM's integrated technology has been developed, executed by New World, and is ready for execution by NORCOM.

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- Snohomish County Collaboration – NORCOM was invited to a joint meeting of the governing boards of SnoCom and SnoPac to explain the procurement process NORCOM has utilized to select New World. This was the first joint board meeting in the history of SnoCom and SnoPac and after responding to questions from members of NORCOM’s Technology Steering Committee, the boards decided to meet again early in 2009 after another visit by more Snohomish County public safety representatives to New World.

Report from Finance Manager

Gwen Pilo presented a Finance report to the Governing Board. As requested by Dave Ramsay at the previous Governing Board meeting, Gwen also presented a financial summary comparing budget to actual (see attached 2008 Financial Summary). Gwen’s report also covered:

- 2009 Billing – NORCOM will be sending out the first of four invoices for the 2009 budget on Monday, December 15.
- MEBT – Attended the MEBT meeting. Next step is for the staff to create a plan design for approval.

Report from Human Resources Manager

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

- Labor Committee Update – Working with labor attorney on next steps, and awaiting a confirmation from Guild attorney regarding a tentative time to meet.
- Recruitment Update – Team Supervisor recruitment opened internally on Friday, December 7; it will close on December 19. The Training Coordinator position will be reopened next week because there were only two qualified candidates that applied.

Report from Operations Manager

Kevin Bostrom presented his Operations report to the Governing Board. Kevin reported that Police Operation Procedures are continuing to be developed and will come before the Board for approval. Starting on January 1, 2009, both communications centers will start implicating things such as call type codes the same way, for the purpose of more accurate billing.

The current operations procedures that the fire departments use are likely to become the NORCOM procedures – the approval process for that has started.

Kevin also gave updates on the medic unit calls for billing issue and facility improvements on the 7th floor of Bellevue City Hall.

Report from Professional Standards & Development Manager

Sheryl Mullen reported she is currently working on Performance Measures for employees. Sheryl also reported that she is currently working on transition training before the “go live” date.

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4. Report of the Joint Operating Board

Chief Warren Burns, new Joint Operations Chair, presented a report from the Joint Operations Board (see Technology Procurement Recommendation). The purpose of this report is to receive authorization to execute an Agreement with New World Systems Corporation for Integrated Technology. This report contained the following:

- Background
- Development Required
- Legal
- Cost
- Schedule
- Operational Considerations

After covering these areas, Chief Burns provided a recommendation on behalf of the NORCOM Joint Operations Board. The recommended action is that the Governing Board approve the execution of the agreement with New World Systems.

Marcus Kragness motioned to authorize the agreement with New World Systems Corporation for integrated technology (Resolution R-7) (**action item**). Motion was seconded and discussion followed. A voice vote was taken on the motion with a 13-1 outcome. Motion carried.

5. Committee Reports

Finance Committee

Tracey Dunlap reported that the first billing for 2009 will go out the following Monday, December 15. This bill will reflect 25% of the total 2009 budget per the Interlocal Agreement, and is due January 15, 2009.

6. New Business

Claims Approval (**action item**)

Chris Connor motioned to approve the "Approval of Claims" for November 1 – November 31. Motion carried.

Police SOP Approval (**action item**)

Warren Burns made a motion to approve the Police SOP's. Motion carried.

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 10:06 a.m.