

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

January 9, 2009—8:30-10:00 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Warren Burns, Bill Archer, Jeff Chen, Ed Holmes, Tom Weathers. **No 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 January 9, 2009.

1. Approval of Minutes from December 12, 2008.

No quorum established to approve minutes.

2. Report of Executive Director

Chris Fischer presented the Executive Director briefing to the Governing Board. The Executive Director Briefing included the following:

- Space Issues – Work continues on the development of the 7th floor lease with the City of Bellevue. There are still some outstanding issues, including parking.
- Backup Operations – Work has begun on an ILA between City of Redmond and NORCOM for use of space.

Report from Technology Project Manager

Mark Nelson presented a technology report to the Governing Board (*see attached New World Systems Implementation*). His report covered the following:

- Bellevue Police Transition Planning – Karen Furuya, formerly with the City of Kirkland, joined NORCOM January 1 and has been engaged directly with Bellevue Police Records to gain an understanding of the existing records management system and Bellevue’s paper forms and processes. Karen will serve as the NORCOM lead for the Bellevue Police Records conversion.
- A Bellevue Police Mobile Data Terminal has been loaded with the New World’s Mobile software and successfully connected to the Kirkland Police CAD System.
- Business Practices and NORCOM Requirements Review – Begins January 19-23. New World will be in King County to examine NORCOM’s business practices, and document NORCOM’s requirements.
- Fire Enhancement Planning – New World will be in King County January 26-30 to gather stories on the required fire/EMS enhancements.
- CAD Implementation – Planning is underway with the focus on making New World CAD terminals at Eastside Dispatch operational. The tentative plan is to connect the CAD terminals to the existing New World CAD system at Kirkland Police.

Report from Finance Manager

Gwen Pilo presented a Finance report to the Governing Board. Gwen also presented a financial summary comparing budget to actual (*see attached 2008 Financial Summary – Budget to Actual at 12/31/2008*). Of note, the “Available Fund Balance” is a moving number, as there are a few invoices that are yet to be received by Gwen. Gwen’s report also covered:

- A meeting is scheduled with the auditor on how to handle grant funding on January 16th.

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- 2009 Invoices were sent out with an incorrect amount due. The smoothing credit should not be given until NORCOM is operational. A motion will be brought forward at the next Governing Board meeting to retroactively extend the due date until January 31st.
- MEBT plan documents have been requested from Mill Creek and Woodinville in order to create a plan design. Gwen and Susan will soon begin work on this.
- The 2009 Budget Timeline is in accordance with the ILA.
- LGIP rate for December was 1.85. There was \$24,000 in interest earnings in 2008.

Report from Human Resources Manager

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

- Labor Committee Update – Had first meeting with Jim Cline and the incorporators of the guild on December 31st – second meeting is set for February 2nd.
- Recruitment Update – Currently working on internal Team Supervisor selection process. Interviews will take place on January 13th and 14th. Following the Team Supervisor process will be the selection process for the Training Coordinator. Recruitment for dispatchers will begin in the next week or two. Questions were raised regarding the process of getting the current Kirkland and Bellevue dispatchers trained and recruiting and hiring new dispatchers. An executive session will take place at the end of the meeting to discuss labor issues.

Report from Operations Manager

Kevin Bostrom presented an Operations report to the Governing Board. Kevin reported that Police Operations Board has been making progress on reviewing drafted Police Operation Procedures – eight procedures were completed the following week. The Calls for Service definitions were completed by January 1st as needed. Kevin also reported that the ACCESS certification packet is complete.

Fire Operations – Discussions continue on Medic Unit Calls for Service Billing. Kevin hopes to take this issue to the Joint Operations Board next week for approval and/or recommendation.

Backup Center – Mayor Marchione dedicated a space for the NORCOM backup center adjacent to the existing Redmond Comm Center. Kevin anticipates that the backup center will be tested and operational by the “go live” date.

Report from Professional Standards & Development Manager

Sheryl Mullen reported she is currently working on public records and retention issues and gathering data on how to retain documents in an electronic format. Sheryl also continues to work on the transition training for current Bellevue and Kirkland employees, and developing new hire training.

3. Report of the Joint Operating Board

Chief Warren Burns, Joint Operations Chair, reported that the Joint Operations Board did not meet in December due to treacherous road conditions on the day of the scheduled meeting. The next meeting will be held on February 19th.

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4. Committee Reports

Finance Committee

Tracey Dunlap reported that the City of Bellevue had a question on their asset payment invoice. They were inquiring if they need to pay their invoice up front since they are going to get the money back in July. The finance committee came to the decision that the City of Bellevue should pay the first quarter invoice as presented, because of the wording in the ILA. The Finance Committee may bring this issue back to the Governing Board in the future to discuss the possibility of making amendments to the wording in the ILA.

5. New Business

Claims Approval (**action item**)

No claims approval because of absence of quorum.

6. Executive Session – (9:35 a.m. – 10:19 a.m.)

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 10:20 a.m.