

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

February 13, 2009—8:30-10:00 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Warren Burns, Brad Miyake, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Ed Holmes, Tom Weathers. Quorum established.

Call to Order

The NORCOM Governing Board was called to order by Dave Ramsay, Governing Board Chair, at 8:35 a.m. on February 13, 2009.

1. Approval of Minutes from December 12, 2008, January 9, 2009, and January 30, 2009.

Donna Hanson made a motion to approve the minutes from the December and January meetings. The Governing Board approved the minutes from these meetings.

2. Report of Executive Director

Kevin Bostrom presented the Executive Director briefing to the Governing Board on behalf of Chris Fischer. The Executive Director Briefing included the following:

- Space Issues
 - Work on the 7th floor lease with the City of Bellevue is near completion. The finalized language is being edited and the draft document is expected back during the week of 2/9 and will be forwarded to NORCOM attorneys for review of terms and conditions.
 - NORCOM is in the final stages of working with furniture suppliers to design a configuration that utilizes the available space on the 7th floor most appropriately.
- Miscellaneous Activities
 - In the process of reviewing a draft ILA for NORCOM's backup operations at the City of Redmond.
 - The first meeting was held on 1/9/09 to work 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 and have the process completed before "go live" in July '09.
 - Preliminary 2010 budget assumptions were presented to the Joint Operations Board at their last meeting, consistent with the requirements of the ILA.

Dave Ramsay requested an additional Governing Board meeting be scheduled every month, starting in April, in order to address issues as they arise before NORCOM's "go live" on July 1.

Report from Finance Manager

Gwen Pilo presented a Finance report to the Governing Board. This report included:

- MEBT Plan Summary (see attached Municipal Employees Benefit Trust Plan Summary)
- 2008 Budget to Actual
- User Fee Deadline Extension (see attached Extension of January 15th User Fee Payment Agenda Summary) (**action item**)

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- Dave Ramsay requested a Resolution be brought back to the Board to make the deadline extension permanent. Gwen agreed to discuss this possibility with NORCOM's attorneys.

Warren Burns made a motion to approve the extension of the January 15th user fee payment. Motion carried.

- 2010 Budget Timeline (see attached NORCOM Budget Timeline)
- Resolution 9 – Proposal to replace Resolution R-3 (**action item**)

Rich Conrad made a motion to approve the Resolution. Motion carried.

The Governing Board requested that NORCOM attorneys review the ILA for inconsistencies and discrepancies and create a scope of work for review and possible action.

Report from Technology Project Manager

Kevin Bostrom presented a technology report to the Governing Board (see attached New World Systems Implementation) on behalf of Mark Nelson. His report covered the following:

- NORCOM Functional Requirements – Requirements for CAD, Integration/Interfaces, Fire and Police Records Management Systems and Corrections have been reviewed by Now World with NORCOM.
- New World's Project Kick-off has been tentatively scheduled for February 26th.
- Bellevue Police transition planning was slowed for two weeks by Bellevue's requirement to develop an agreement between Bellevue and NORCOM to allow NORCOM to access information in the Bellevue Records Management Systems (RMS). Bellevue provided NORCOM a draft Agreement which is being reviewed by NORCOM's attorney and will be executed by both parties.
- GIS planning is being supported by an expert consultant and the City of Kirkland GIS Department
- CAD Implementation – Planning continues with focus on making operation New World CAD terminals at Eastside Dispatch operational.
- Redmond Police Back-Up Center – Planning is underway with several City of Redmond people advancing the project with significant attention on making operational high-speed data connectivity between the Redmond Police Building and Bellevue City Hall.

Report from Human Resources Manager

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

- Labor Committee Update – Currently four meetings with the NORCOM Associated Guild have taken place. Three additional meetings are scheduled in the upcoming weeks. An initial draft proposal was given to the Guild yesterday, and a meeting will take place next week to discuss the proposal further.
- Recruitment Update – Julie Buckingham from Eastside Communications will start March 16th as Training Coordinator for NORCOM. Currently two positions are open to the public: Team

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Supervisor & Telecommunicator. The telecommunicator position will be a continuous recruitment process and will soon be posted on GovJobsToday.com.

Report from Operations Manager

Kevin Bostrom presented an Operations report to the Governing Board. Kevin reported that the Police Operations Board continues to make progress reviewing drafted Police Operation Procedures.

Fire Operations – Discussion continues amongst the Joint Operations Board regarding calculating Medic Unit Calls for Service Billing. Dave Ramsay requested a complete report, with pros and cons, be brought back to the group for further review before any decisions are made on this issue.

Backup Center – Work continues with Redmond to coordinate facility improvements.

Kevin reported working with some of the neighboring communication centers to possibly establish formal agreements to provide back-up services.

Approval of Police Operating Procedures (**action item**) – Warren Burns made a motion to approve (attached) Police Operating Procedures. Motion Carried.

Report from Professional Standards & Development Manager

Sheryl Mullen reported she continues work on public records and retention issues and gathering data on how to retain documents in an electronic format. Sheryl also continues to work on performance measurement draft documents which have gone to the Police Operations Board and will go to the Fire Operations Board in March.

3. Report of the Joint Operating Board

Chief Warren Burns, Joint Operations Chair, reported that the Joint Operations Board continues to discuss the Medic Unit Calls for Service issue and hopes to bring a recommendation to the Governing Board next month. The Joint Ops Board has also been discussing possible recommendations as to the best time of day to actively go live on July 1. The next Joint Ops meeting will be held on February 19th.

4. Committee Reports

Finance Committee

Tracey Dunlap reported that the Finance Committee is currently working on developing a charter and process for their committee. Tracy expressed the need for a minimum of two additional committee members in order to carry out compliance checks for internal controls and review. Currently there are five jurisdictions represented on the committee, and Tracy requested to have representatives from at least two more.

5. New Business

Claims Approval (**action item**)

Bob Larson made a motion to approve the claims. Motion carried.

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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 9:51 a.m.