

## **Meeting Minutes**

### **NORCOM Governing Board**

City of Kirkland, Peter Kirk Room

March 13, 2009—8:30-10:00 a.m.

**Governing Board Reps:** Dave Ramsay, Marcus Kragness, Brad Miyake, Rudy Alvarado, Bill Archer, Donna Hanson, Rich Conrad, Ed Holmes, Bob Larson, John Lambert, Lee Soptich, Chris Connor. Quorum established.

### **Call to Order**

The NORCOM Governing Board was called to order by Dave Ramsay, Governing Board Chair, at 8:36 a.m. on March 13, 2009.

### **1. Approval of Minutes from February 13, 2009.**

Bob Larson made a motion to approve the minutes from the February meeting. Motion Carried.

### **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
  - Lease with the City of Bellevue has been finalized, with the exception of some minor wording changes. City of Bellevue plans to take the lease to their City Council for approval within the next two weeks.
- Miscellaneous Activities
  - The ILA with the City of Redmond is scheduled to be presented to the Redmond City Council for formal approval on March 17<sup>th</sup>. It will then be presented to the Governing Board no later than the April meeting.
  - In the process of finalizing the formal agreements for NORCOM to serve as backup to Bothell, Issaquah, and Washington State Patrol.
  - The NORCOM Implementation Plan (see attached NORCOM Implementation Plan) was distributed the first week of March and an updated document was distributed at the meeting. Management will continue to distribute the plan in advance of Joint Operations and Governing Board meeting to keep their customers informed of current progress and challenges.
  - Materials are being prepared for the Principals Assembly which, consistent with the ILA, must be held in April. There is an action item to set the date for April 10<sup>th</sup>.
  - Attempting to finish Administrative SOPs – these will come to the Governing Board for final approval.
  - Meeting scheduled with NORCOM/City of Kirkland to discuss several transition issues that are unique to City of Kirkland on March 27, 2009.

### **Report from Technology Project Manager**

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

- Introduction of Al Bennett, Vice President of Aegis Public Safety Operations (New World)

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- New World Implementation Planning – At a special meeting on March 10<sup>th</sup>, NORCOM’s Joint Operations Board approved the use of New World CAD and Mobile Messaging for all police departments and delayed the deployment of New World Field Reporting and Records for Bellevue. Since the Joint Operations Board approval, New World revised the implementation plan and provided it to NORCOM late yesterday. The week of March 30<sup>th</sup>, New World will be at NORCOM to provide CAD Master File Training. This is when the CAD system will be configured to NORCOM’s operating requirements.
- Network Connectivity – Cisco has developed a network plan for NORCOM that includes connectivity from NORCOM to Kirkland and Redmond
- GIS planning continues with close collaboration and frequent check-ins with New World.
- CAD Familiarization – Planning continues with emphasis on making New World CAD terminals operational at Eastside Dispatch and Tri-Tech terminals operational at Kirkland.
- Fire and EMS Development

#### **Report from Finance Manager**

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

- MEBT is ahead of schedule and a document will come to the Governing Board for final approval in the next couple months.
- 2009 Budget to Actual Comparison (*see attached document*)
- Resolution 10 – Premium Conversion Plan (*see attached Resolution 10*)
  - Chris Connor made a motion to approve the Resolution 10. Motion Carried.
- Resolution 11 – 2009 Budget Amendment (*see attached Resolution 11 documents*).
  - Marcus Kragness made a motion to approve Resolution 11 as articulated in the paperwork. Motion Carried.

#### **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 two meetings with the NORCOM Associated Guild are scheduled. An Executive Session may be necessary at the next Governing Board meeting with Ron Knox in attendance.
- Recruitment Update – Open position for Quality Assurance and Public Records Specialist closes today. Second round of Team Supervisor process has begun – interview process will take place at the end of month. Also, well over 100 applications have been received for the telecommunicator position.

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#### Report from Operations Manager

Kevin Bostrom presented an Operations report to the Governing Board. Kevin reported that the Police Operations Board is on track with developing Operation Procedures and should have them completed in the next month or two.

Fire Operations – Everything is on track. Procedures will be finalized next month.

Kevin reported on Medic Unit Calls for Service Billing (*see attached Medic Unit Calls for Service Billing*). The NORCOM ILA contains language that is inconsistent and is not clear in how NORCOM will bill for medic unit calls for service. The report Kevin presented was intended to facilitate discussion of this topic and assist the Governing Board in choosing which methodology will be used to calculate future medic unit calls for service billing. Questions and Discussion followed.

Dave Ramsay requested another month to discuss the issue. Also, Dave suggested the group put together a “task force” to come to a consensus and offer a recommendation to the Board.

Kevin presented several Police SOP’s to the Board for approval. Bob Larson made a motion to approve the Police SOP’s. Motion carried.

#### Report from Professional Standards & Development Manager

Sheryl Mullen passed on her report as time was running out for the meeting and there were many items left to cover.

### 3. Report of the Joint Operating Board

Ed Holmes, filling in for the Joint Operations Chair and Vice Chair, gave a report on behalf of the Joint Operations Board. His report covered:

- Unit Identifiers and call-signs for police units
- Approval of the project plan to shift all police agencies to New World CAD and Mobile Messaging to allow NORCOM to begin operation on July 1<sup>st</sup>.
- Joint Operations approved the 2010 Budget Operating Assumptions for recommendation to the Governing Board (**action item**).

Bob Larson made a motion to approve the 2010 Budget Assumptions to go to the Principals Assembly in April.

### 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

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five jurisdictions represented on the committee, and Tracy requested to have representatives from at least two more.

#### **5. New Business**

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

Marcus Kragness made a motion to approve the claims. Motion carried.

Marcus Kragness made a motion to approve the recommended Technology Implementation Plan. Motion carried.

##### **Date of Principals Assembly (action item)**

Lee Soptich made a motion to schedule Principals Assembly meeting concurrent with the Governing Board meeting on April 10, 2009. Motion Carried.

##### **NORCOM Lease with the City of Bellevue (action item)**

Bill Archer made a motion to approve a lease with the City of Bellevue for space in the Bellevue City Hall, 7<sup>th</sup> floor, substantially in the form of the attached Term Sheet and authorize NORCOM's Executive Director to sign the Lease upon approval of its final form in consultation with Legal Counsel. Motion Carried.

Al Bennett gave an informational presentation to the Governing Board regarding New World Systems.

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 10:31 a.m.