

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

June 12, 2009—8:30 a.m.

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

Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 8:35 a.m. on June 12, 2009.

Approval of Minutes from April 10, 2009.

Rich Conrad made a motion to approve the minutes from the May meeting. Motion carried.

1. Resolutions

- **Resolution 15 – Participation in a 457 Deferred Compensation Plan**
Bob Larson made a motion to approve Resolution 15. Motion carried.
- **Resolution 16 – Cooperative Purchasing Agreement with the State of Washington**
Dennis Johnson made a motion to approve Resolution 16. Motion carried.
- **Resolution 17 – Add Fire District 50 as a Principal of NORCOM**
Bill Archer made a motion to approve the Resolution once it is amended to include the 2008/2009 fees. Discussion followed. Motion carried.

3. New Business

Chris Fischer introduced NORCOM's Team Supervisors to the Board. The Supervisors are: James Lucci, Cory James, Andie Hanson, Cheryl Spotts, Lisa Andrews, and Stacey McShane. The Board welcomed the Team Supervisors.

4. Action Items

- **Grant Administration Agreement with City of Bellevue**
Gwen Pilo presented a Grant Administration Agreement document (*see attached Grant Administration Agenda Summary*) to the Governing Board. Gwen explained that currently NORCOM has an agreement with the City of Bellevue that describes grant administration in general terms. NORCOM and Bellevue determined that it is appropriate to formalize the terms of the relationship and the requirements for timely submission of invoices by NORCOM and payment of funds from the COPS grants and the State of Washington appropriation by Bellevue to NORCOM. Bob Larson made a motion to approve the signing of the Agreement for Grant Administration Services for two COPS Grants and One Washington State Appropriation by the Executive Director of NORCOM. Motion carried.
- **Approval of SOPs**
Chris Fischer presented Administration, Operations, Fire, Police, and Human Resources SOPs to the Board (*see attached list of approved SOPs*). Dennis Johnson made a motion to approve all presented SOPs. Motion carried.
- **Purchasing Policy**
Gwen Pilo presented a Purchasing Policy document to the Board. Gwen reported that after researching the best practices of NORCOM's participating agencies, the City of Kirkland's purchasing policy has been used as the foundation for this policy. Since

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NORCOM is an agency formed as an Interlocal Agreement, the most restrictive guidelines from among the participating agencies must be used to form NORCOM policy. Therefore, the dollar values have been lowered to reflect the more restrictive purchasing limits for Fire Districts.

The Finance Committee and Joint Operations Board have reviewed and recommend approval of this policy by the Governing Board. Dave Ramsay made a motion to approve and adopt this Purchasing Policy. Motion carried.

➤ **Claims Approval**

Gwen Pilo presented claims for the month of May to the Board for approval. Rich Conrad made a motion to approve the claims. Motion carried.

5. Staff Reports

➤ **Report of Executive Director**

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

- Required documents with City of Bellevue and City of Redmond for backup operations have been signed. The documents are now in transit between the Bellevue City Attorney's office and the Redmond City Attorney's office.
- NORCOM's attorney is in the process of revising the ILA Redmond for back-up operations and the lease assignment language required as a condition of NORCOM's lease with City of Bellevue for use with Issaquah and Bothell Police and WSP to allow NORCOM to provide backup support for these agencies.
- Continuing to refine the 2010 budget – specifically working on validating the Calls For Service numbers from the two existing Com Centers. This was discussed at length at the most recent Joint Ops meeting and NORCOM will be working with both agencies to insure consistency in the numbers.
- Continued to meet with representatives from the Cities of Kirkland and Bellevue re: labor/human resource transition issues. NORCOM is continuing to work these issues on a daily basis.

➤ **Report from Operations Manager**

Kevin Bostrom presented an Operations report to the Governing Board. Kevin reported that drafting of all Police and Fire SOPs are complete. Any SOPs that have not yet been approved by the Board will come before the Board for approval at the next meeting after being approved and recommended by the Joint Ops Board. All Operations SOPs are complete and have been approved by the Board. Kevin also provided updates on the following:

- Space planning for 7th floor improvements
- Redmond Backup Center
- CAD Build – Build work has been tested in the test server and has been updated in the production server. GIS Upgrade and CAD conversion occurred this week.
- Call Receiver Workflow
- Telecommunicator Scheduling

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- Communications Center Improvements
- Administration Area Improvements

- **Report from Human Resources Manager**

Susan Beisheim presented a Human Resources report. Susan reported that the next training academy is expected to start on July 27th. Susan also provided updates on recruitment for the Accounting and Benefits Specialist position and the Technology Team Leader position.
- **Report from Finance Manager**

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

 - Calls for Service Update
 - MEBT – Deductions will be taken out of NORCOM employees' first payroll
 - Asset Transfer Update – Total for Bellevue is \$1.3 million and total for Kirkland is \$22,000.
- **Report from Technology Manager**

Mark Nelson presented a technology report to the Governing Board. His report covered the following:

 - New World CAD Configuration – The Kirkland CAD System has been configured to add Bellevue and Clyde Hill police.
 - GIS Upgrade – Kirkland New World System for Phase 0 was implemented on Wednesday, June 9. CAD and mobile data terminal maps are now available for the all NORCOM police agencies. Detailed addressing has been verified, revised beats have been implemented, common names for all police agencies have been implemented, and all NORCOM police agencies are now using uniform radio call sign nomenclature.
 - Bellevue and Clyde Hill Records Conversion – Analysis has been completed by New World. Bellevue's existing property bar codes will not require conversion and Bellevue will not be required to replace all of the existing property bar codes with New World's format. Replacement of bar codes has been a significant concern for Bellevue PD, and not having to change the bar codes will speed implementation of New World.
 - TriTech CAD Network Connectivity between NORCOM and Bellevue and between NORCOM and Kirkland has been established, configured and tested. Although considerable focus has been applied by Bellevue, Kirkland and NORCOM network experts, Bellevue has been unable to successfully configure a TriTech workstation and achieve connectivity with the TriTech server.
 - Police Radio Talkgroup Configuration – NORCOM's police chiefs have agreed on a uniform talkgroup plan and assigned the talkgroups to NORCOM. Day Wireless has started preliminary template design, and NORCOM will present the talkgroup plan to the King County trunked radio system managers for their approval. Day Wireless will provide a proposal to develop radio templates and program radios with the new configuration.
 - Bellevue Technology Separation activities are continuing.
- **Report from Professional Standards & Development Manager**

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Sheryl Mullen presented a report on Professional Standards and Development. Sheryl provided updates on NORCOM's current Training Academy and CAD Training. Sheryl also reported that NORCOM will soon have a new website.

7. Committee Reports

➤ **Joint Operating Board**

Chief Eric Olsen reported on behalf of the Joint Operating Board.

➤ **Finance Committee**

Tracey Dunlap reported on behalf of the Finance Committee.

Marcus Kragness adjourned the meeting at 9:55 a.m.