

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

July 10, 2009—8:30 a.m.

Governing Board Reps: Brad Miyake, Bill Archer, David Ramsay, Eric Olsen, Rich Conrad, John Lambert, Lee Soptich, Wes Collins, Chris Connor, Tom Weathers, Marcus Kragness, and Bud Backer. Quorum established.

Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 8:31 a.m. on July 10, 2009.

Approval of Minutes from June meetings

Dave Ramsay made a motion to approve the minutes from the June 12, 2009 minutes. Motion carried.

Bill Archer made a motion to approve the minutes from the June 22, 2009 minutes. Motion carried.

1. New Business

Gwen Pilo presented the proposed budget for 2010 (*see attached 2010 Proposed Budget Document*). The budget will come before the Board for approval at the August meeting and this preliminary presentation allowed for Board members to suggest adjustments, ask questions, and discuss prior to the final document coming before the Board for approval. Discussion amongst the Board members followed.

2. Action Items

- **Asset Transfer** – Gwen Pilo presented the Asset Transfer Agreement with the City of Bellevue (*see attached Agenda Summary and Asset Transfer Agreement*). Gwen explained that when NORCOM was founded, it was the intent of the Governing Board to reduce the cost of starting up the consolidated emergency communications series dispatch operation by acquiring the assets from the City of Bellevue that were currently in use at Eastside Communications. Because of this, NORCOM is purchasing from the City of Bellevue, assets that total \$1,331,254. Gwen presented the Asset Transfer Agreement to the Board for approval. Tom Weathers made a motion to approve the signing of the Asset Transfer Agreement with the City of Bellevue. Motion carried.
- **Award of Contract for Electrical** – Mark Nelson explained that in order to accommodate the addition of New World CAD at each console, add a telecommunicator position, locate the police dispatchers in a common work group, place the operations supervisor in a location to oversee the communications center, and add administrative staff, data and electrical wiring must be relocated and added to the NORCOM Communications Center.

On June 23, 2009 NORCOM released an Invitation for Quotations (IFQ) (*see attached IFQ Data and Electrical Wiring*) using the Shared Procurement Portal. The purpose of this IFQ was to obtain materials, installation and test services for the addition and relocation of electrical receptacles, data jacks, patch panels and wiring for NORCOM. The IFQ required that work must be completed in 48 hours after starting, and responses from prospective vendors were due July 1, 2009 by 1:00 PM. Two responses were received. NORCOM evaluated the quotations received and based on the evaluation criteria in the IFQ, determined that SASCO is the best choice to perform the work.

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Mark recommended that the contract be awarded to SASCO, and asked that the Board authorize the Executive Director of NORCOM to execute the contract with SASCO. Bill Archer made a motion to authorize the Executive Director to execute a contract with SASCO to complete the work described in NORCOM's IFQ 09-01 and in SASCO's July 1, 2009 Quotation for a total not to exceed \$109,965.00. Motion carried.

- **Claims Approval** – Gwen Pilo presented the Claims Approval report for June 1, 2009 through June 30, 2009 to the Board for approval. Accounts Payable totaled \$415,248.62, Payroll totaled \$80,434.84 and Electronic Payments totaled \$33,151.17. Bud Backer made a motion approve the claims for these dates. Motion carried.

3. Staff Reports

- **Report of Executive Director**

Prior to Chris Fischer's report, Marcus Kragness congratulated Chris Fischer and her staff on a successful July 1 launch of NORCOM operations. Chris acknowledged the NORCOM Management Team, the NORCOM Technology Team, and IT employees at both the City of Kirkland and the City of Bellevue for all their hard work to make the launch a success. Chris then provided updates on what NORCOM employees are currently working on now that NORCOM is live.

- **Report from Operations Manager**

Kevin Bostrom reported that he currently has no updates from Police Ops or Fire Ops, but will have an update following the next meeting of each group. Kevin provided updates on the following:

- Backup Center
- 7th Floor improvements
- "Go live" – Operational issues on July 1 were minimal and considered non-critical
- July 4th 911 calls

- **Report from Human Resources Manager**

Susan Beisheim presented a Human Resources report to the Board. Susan reported that Jim Cline, for the NORCOM Associated Guild, has filed a petition with PERC to represent NORCOM Telecommunicators. Susan then provided updates on recruitment on the following:

- Technology Team Leader
- Tech Team Member
- Next Training Academy – Begins July 27th with 10 in the class

- **Report from Finance Manager**

Gwen Pilo reported that she has recently been busy with the 2010 Budget and Financial Summary for the Transition Period (see attached Financial Summary Transition document). Gwen presented the document to the Board and provided a brief summary.

- **Report from Technology Manager**

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

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- Initial login issues – Now corrected
- All new support for:
 - MDTs repair and support
 - Locution CAD Voice
 - Fire RMS download
 - Process to report issues via Operations Supervisor – process will shift as NORCOM technology staff gains experience with issues
- Next Steps for NORCOM Technology Team
- **Report from Professional Standards & Development Manager**

Sheryl Mullen reported that those employees currently in the Training Academy will graduate from the classroom academy later that afternoon. Sheryl introduced Meredith Munk, NORCOM's Quality Assurance and Records Specialist, who comes to NORCOM from Eastside Communications. Sheryl went on to report on the following:

 - NORCOM's new website is up and running at www.norcom.org
 - Police and Fire call/dispatch numbers

7. Finance Committee

Tracey Dunlap reported on behalf of the Finance Committee. Tracey reported that the Finance Committee will be working on what the ongoing roll of the Finance Committee will be in the future.

Marcus Kragness adjourned the meeting at 10:00 a.m.