

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-108

April 9, 2010—10:40 a.m.

**Governing Board Reps:** Brad Miyake, Bob Van Horne, Bill Archer, Eric Olsen, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Jim Torpin, Marcus Kragness, and David Daniels.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Rich Conrad, Governing Board Chair, at 10:40 a.m. on April 9, 2010.

#### 2. Roll Call

No roll was called. Board members that were present were noted from the Principals Assembly which immediately preceded the meeting of the Governing Board.

#### 3. Action Items

##### A. Consent Calendar

Brad Miyake made a motion to approve the items on the Consent Calendar. Items included on this agenda were: Minutes from the 03/12/10 meeting; Voucher Approval for March 1 through March 31, 2010 (Accounts Payable totaled \$ 630,368.39, Payroll totaled \$ 287,967.83, and Electronic Payments totaled \$ 133,961.47); K9 Requests Procedure; WA Family Care Leave Act Procedure (*revision*); and Performance Measurement Procedure (*revision*). Motion carried.

##### B. Reclassification of Technical Services Position

Susan Beisheim presented an Agenda Summary regarding a reclassification of the Technology Team Lead to Technology Team Supervisor. Susan explained that the Technology Team Lead position was still developing and the roles and responsibilities were fluid when the position was originally created. Since the inception and filling of the position, the duties and responsibilities have been expanded and defined and it has been determined that the title of Supervisor is more appropriate than Lead. Susan requested that the Governing Board accept the recommendation of the Joint Operations Board to reclassify the position from Technology Team Lead to Technology Team Supervisor and provide the Executive Director the authority to adjust the salary to reflect the expansion of duties. Bill Archer made a motion to approve the request. Motion carried.

##### C. Resolutions

###### a. Resolution 28 – New World Systems Additional Software License Agreement

Mark Nelson presented Resolution 28, a Resolution relating to licensing of additional software for automatic Vehicle Location service from New World Systems. Mark requested that the Board accept the recommendation of the Joint Operations Board that the Executive Director be authorized to execute an addendum to the agreement with New World Systems for an amount not to exceed \$70,000. Donna Hanson made a motion to approve the request. Motion carried.

#### 4. New Business

No new business to discuss.

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#### 5. Staff Reports

##### A. Report from Professional Standards and Development Manager

Sheryl Mullen provided Board members with a Performance Measurement document from the last month of operations. Sheryl also reminded Board members that the week of April 12<sup>th</sup> is Telecommunicator week and asked for their support in recognizing the hard work of NORCOM Telecommunicators.

##### B. Report from Operations Manager

Kevin Bostrom provided information/updates on the following:

- Attended the King County Zone 1 Emergency Manager's meeting to answer questions pertaining to NORCOM's Reverse 911 system
- Met with the Bellevue Fire Emergency Manager to discuss NORCOM's role in supporting the state Emergency Alert System
- Working on an FCC workgroup that will be reporting out on best practices and recommendations for communications center consolidation. Many of NORCOM's governance and operating principles will be represented in the report
- Call receivers occupied the backup center located at the Redmond Public Safety building for eight hours on March 23<sup>rd</sup> to facilitate upgrades to the telephone system
- First round of Telecommunicator evaluations are complete. Next round will start in a few months. First round of Supervisor evaluations start this month
- Fire – discussing operational/technological changes to improve alerting methods, overall coverage in the zone, disaster response plans, and MCI response plans
- Police – last Police Ops meeting cancelled, but group continues to discuss and refine operational procedures

##### C. Report from Human Resources Manager

Susan Beisheim presented a human resources report to the Board. Her report included updates and information on the following:

- Labor negotiations – submitted proposal, waiting to hear back from guild
- Currently recruiting for May 10<sup>th</sup> Academy and for Technology Team Member position

##### D. Report from Technology Manager

Mark Nelson presented a technology report to the Board. His report included updates and information on the following:

- New World Fire Records Management System configuration
- Fire Mobile Data Terminal
- Police Automatic Vehicle Location technology
- NORCOM's Servers and Storage
- Field Reporting
- Police Records Management Conversion work

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- AlphaPaging project
- NOTIS (NORCOM Technology Issue System) has been well received since its soft launch in January with more than 650 issues having been reported thus far
- Telephone System Upgrade

#### **6. Committee Reports**

##### **A. Joint Operations Board**

No report.

Rich Conrad adjourned the meeting at 10:58 a.m.