

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-112

May 14, 2010—9:00 a.m.

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Bill Archer, Gene Markle, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Tom Weathers, Mark Bunje, and David Daniels.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Rich Conrad, Governing Board Chair, at 9:00 a.m. on May 14, 2010.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Action Items

##### A. Consent Calendar

Brad Miyake made a motion to approve the items on the Consent Calendar. Items included on the Consent Calendar were: Minutes from the 04/09/10 meeting; Voucher Approval for April 1 through April 30, 2010 (Accounts Payable totaled \$156,145.41, Payroll totaled \$277,441.16, and Electronic Payments totaled \$144,366.77); and Budget Policy Approval. Motion carried.

##### B. Resolution 29 – 2010 Budget Adjustment

Gwen Pilo presented Resolution 29 to the Board for approval. Gwen explained that the Operating Ending Fund Balance for 2009 was \$233,364 and the Agenda Summary, which was provided to Board members prior to the meeting, explains the request for the use of the ending fund balance in 2010. Gwen requested that the Board accept the recommendation of the Joint Operations Board to approve the Resolution amending the 2010 budget. Bill Archer made a motion to approve the request. Motion carried.

#### 4. Old Business

##### A. Proposed Changes to NORCOM ILA

Rich Conrad explained that there are due dates listed for quarterly payments in the ILA that have become problematic for some agencies to make payments on time. Also, some agencies have incurred late fees because of this difficulty in making the deadline. Gwen Pilo explained that the Finance Committee has reviewed and discussed the issue and has offered three solutions: 1) Make no changes to the ILA; 2) Amend all due dates to be due the last day of the month; or 3) Amend the ILA to allow for a grace period. Discussion followed. Tom Weathers made a motion to change the due date to the last day of the month. Motion carried. Bob Larson made a motion to suspend any pending late fees retroactively, and to refund or give a credit for late fees that have been already been paid. Discussion followed. Bob Larson amended his motion to say only "credit" and not "refund." Motion carried with ten in favor, and two opposing votes, Lee Soptich and Chris Connor.

#### 5. New Business

No new business to discuss.

#### 6. Staff Reports

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#### A. Report from Executive Director

Chris Fischer provided information/updates on the following:

- Attended Regional Radio System Replacement meeting
- City of Seattle's 700 MHz waiver was approved by the FCC
- Recently met with Chiefs from NORCOM's police agencies to discuss NORCOM's operation and technology

#### B. Report from Human Resources Manager

Susan Beisheim provided updates and information on the following:

- Labor negotiations – two new negotiations dates set
- NORCOM's 4<sup>th</sup> Call Receiving Academy began on May 10<sup>th</sup>
- Currently down three telecommunicators; recruitment will reopen on May 17<sup>th</sup>
- Retention of NORCOM telecommunicators
- Interviews for NG9-1-1 Technology position took place on May 13<sup>th</sup>

#### C. Report from Finance Manager

Gwen Pilo reviewed the Financial Summary that was provided to Board members prior to the meeting. Gwen also provided information on the following:

- MEBT Audit
- State Auditors scheduled at the end of June and beginning of July
- Financial Statements
- Presented preliminary budget numbers to Finance Committee last week

#### D. Report from Technology Manager

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

- Fire GIS Development
- Meeting between New World and ESO Solutions with NORCOM fire agencies
- Connectivity to fire stations
- New World client software
- Server relocation on June 7<sup>th</sup> & 8<sup>th</sup> – NORCOM will utilize the Trittech CAD system for police during this time
- New World Records Management System for police
- Bellevue Crime Mapping
- NOTIS

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

Sheryl Mullen provided Performance Measurement information to the Board prior to the meeting. Sheryl provided an update on CALEA Accreditation and reported that a representative of the media recently visited NORCOM to obtain video and information for "Behind the Scenes of 9-1-1" on *America's Most Wanted*. The presentation will be airing in 2-3 weeks.

Rich Conrad adjourned the meeting at 10:09 a.m.