

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

June 11, 2010—9:00 a.m.

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Bill Archer, Eric Olsen, Donna Hanson, Rich Conrad, John Lambert, Lee Soptich, Tom Weathers, Marcus Kragness, Mark Bunje, and David Daniels.

1. Call to Order

The NORCOM Governing Board was called to order by Rich Conrad, Governing Board Chair, at 9:02 a.m. on June 11, 2010. Rich announced that Ron Knox, NORCOM's labor attorney would be delayed in arriving to the meeting, and the Executive Session would begin upon Ron's arrival. Rich then explained that because he was unable to attend the Chair/Vice Chair briefing with NORCOM Management the previous week, Vice Chair Tom Weathers would run the meeting.

2. Roll Call

Roll was called and a quorum established.

3. Action Items

A. Consent Calendar

Bob Van Horne made a motion to approve the items on the Consent Calendar. Items included on the Consent Calendar were: Minutes from the 05/14/10 meeting; Voucher Approval for May 1 through May 31, 2010 (Accounts Payable totaled \$692,789.28 and included check numbers 1999-2066, Payroll totaled \$290,112.06, and Electronic Payments totaled \$97,756.59); and Budget Policy Approval. Motion carried.

B. Resolution 30 – Amendment to NORCOM ILA

An Agenda Summary was provided to Board members prior to the meeting in order to explain the two proposed changes to the ILA. These changes are in regards to how advanced life support calls are counted (Calls for Service), and date changes for User Fee Deadlines. Brad Miyake made a motion to approve and adopt Resolution 30. Motion carried.

4. New Business

No new business to discuss.

5. Staff Reports

A. Report from Executive Director

Chris Fischer provided an update on Budget Development, reporting that NORCOM has had meetings with the Finance Committee and the Joint Operations Board in order to discuss budget options and provide a recommendation to the Governing Board in July. Chris explained that this has been a challenging budget for a variety of reasons. Recently NORCOM received notice from their health insurance provider that existing premiums are going to increase \$241,000 a year. NORCOM will continue to explore other options to reduce this cost, but will also need to decide how this increase will be funded in the 2011 budget. Additional challenges are the way in which calls for service are now charged, and the financial implications to NORCOM as a result of the Kirkland Annexation.

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

June 11, 2010—9:00 a.m.

6. Executive Session with Ron Knox

Tom Weathers announced that the Executive Session would take place from 9:15 – 9:30 a.m. In addition to Governing Board Members, Chris Fischer, Susan Beisheim, Kevin Bostrom, and Ron Knox, NORCOM's labor attorney, were in attendance. Executive Session was extended as follows:

@ 9:30 a.m. – extended for an additional 10 minutes

@ 9:40 a.m. – extended an additional 5 minutes

@ 9:45a.m. – extended an additional 10 minutes

Executive Session ended at 9:46 a.m. and the regular meeting resumed.

Report from Executive Director – Continued

Chris Fischer continued, reporting that when the Technology Assessments conclude in 2010, there is no money in the 2011 budget for Technology. When the budget was developed for the Technology project, it was to buy base systems. Currently there are approximately \$2.5 million worth of enhancements that there is no funding for. Chris requested direction from the Board regarding which items will be funded. Discussion followed. Marcus Kragness asked Chris to explain the details regarding specific budget scenarios requested by the Finance Committee and Joint Operations Board. Chris explained that the requested scenarios were for service impacts associated with a 3% cut from the 2010 base budget, service impacts associated with keeping the 2011 budget flat with 2010 budget, and the service impacts associated with a 3% increase of the 2010 budget.

B. Report from Human Resources Manager

Susan Beisheim provided updates and information on the following:

- Labor negotiations – Next meeting is set for June 15 at which time Jim Cline says he will present NORCOM with a proposal. There is also a three-day negotiations meeting set for July.
- Recruitment opened on May 17th for the next Academy, possibly to start in January.
- Currently down four telecommunicators
- NORCOM has hired Sandi Clark for the NG9-1-1 Technology position; she will begin work on June 28th.
- Recruitment for Team Supervisor will open internally and externally to fill an August vacancy.

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 Auditor was in house on May 24th
- Financial Statements were submitted and accepted by the state

D. Report from Technology Manager

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

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

June 11, 2010—9:00 a.m.

- NORCOM's Servers and Storage were placed in service on June 8th. Users were informed that the outage could last 12 hours. The planning and pre-move work that was done reduced the outage time to less than 4 hours. NORCOM will soon be relocating the regional law enforcement records management system servers from Kirkland to NORCOM, which will then complete the move of all hardware from Kirkland to NORCOM.
- Bellevue Police Field Reporting and Records Management Conversion
- New World Fire GIS Development
- New World CAD.NET
- Electronic Patient Care Reporting and Fire Records Management System
- New World Fire Client Software
- New World Project Plan – Will be distributed prior to the July Governing Board meeting to provide participants with visibility to the schedule.
- Bellevue Radio Shop Support will not be extended to NORCOM in 2011. Bellevue notified NORCOM that NORCOM's use of the radio shop during the first year of NORCOM's operation is significantly less than Bellevue anticipated and Bellevue intends to reduce the size of the radio shop operation and eliminate NORCOM as a customer. NORCOM has contacted other radio service providers and will be increasing the training and responsibility of its Members of Technical Staff to pick up the work that was provided by Bellevue.
- Mobile Computer Support – NORCOM will be developing a draft SOP concerning repair of mobile computer equipment and reviewing with Joint Operations.

E. Report from Professional Standards and Development Manager

Sheryl Mullen provided Performance Measurement information to the Board prior to the meeting. Sheryl reported that "Behind the Scenes of 9-1-1" on *America's Most Wanted* aired the previous week.

7. Committee Reports

A. Joint Operations Board

No additional report from Joint Operations.

B. Finance Committee

Tracey Dunlap provided an update from the Finance Committee.

Tom Weathers announced that this would be Chief Marcus Kragness's last meeting with the NORCOM Governing Board. Chief Weathers thanked Chief Kragness for all that he has done for NORCOM.

Tom Weathers adjourned the meeting at 10:40 a.m.