

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-112

July 9, 2010—9:00 a.m.

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

#### 1. Call to Order

The NORCOM Governing Board was called to order by Rich Conrad, Governing Board Chair, at 9:05 a.m. on July 9, 2010.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Executive Session Regarding Labor Issues

Executive Session began at 9:07 a.m. In addition to Governing Board Members, Chris Fischer, Susan Beisheim, Kevin Bostrom, and Ron Knox, NORCOM's labor attorney, were in attendance. Ron reported that the Executive Session would be in session for 10 minutes. At 9:15 a.m., Rich Conrad announced that the Executive Session was extended for an additional 10 minutes. Regular session commenced at 9:24 a.m.

#### 4. 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 06/11/10 meeting and Voucher Approval for June 1 through June 30, 2010 (Accounts Payable totaled \$538,258.44 and included check numbers 2068 – 2110; Payroll totaled \$310,265.56; Electronic Payments totaled \$141,668.68). Motion carried.

#### 5. Resolutions

##### A. Resolution 31 – Amendments to NORCOM ILA

An Agenda Summary was provided to Board members prior to the meeting in order to explain the proposed changes to the NORCOM ILA. Donna Hanson made a motion to approve and adopt Resolution 31. Motion carried.

##### B. Resolution 32 – Amendments to NORCOM Bylaws

An Agenda Summary was provided to Board members prior to the meeting in order to explain the proposed changes to the NORCOM Bylaws. Bob Van Horne made a motion to approve and adopt Resolution 32. Motion carried.

#### 6. New Business

##### A. 2011 Proposed Budget Recommendation

Chris Fischer explained that the purpose of the presentation was to go over the 2011 Budget packet that was provided to Board members the previous week, and also to present a staff recommendation on the 2011 Budget, as requested by the Governing Board Chair and Vice Chair. Chris provided an explanation of scenarios regarding service level impacts for a baseline (no increase from 2010) budget, a decrease from the baseline budget, and an increase to the baseline budget. These scenarios were presented to the Joint Operations Board at the June meeting and the recommendation from the Joint Operations Board was for a 3% increase to the

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baseline budget. Chris went on to describe recent unanticipated increases to the budget, including increases to medical premiums, unemployment insurance costs, and salaries to offset CAD training costs. Discussion followed.

NORCOM's staff recommendation to the Board included supporting the reductions in the operating budget which are necessary to accomplish a budget that reflects no increases above the 2010 Operating Budget and allows for the addition of 3 FTE's and associated position equipment to complete full time staffing of the Data Service Position. The Board, per the NORCOM ILA, must approve the 2011 Budget at the August meeting based on the information provided to them.

Rich Conrad requested that NORCOM staff start with the 3% increase to the baseline budget and develop the details of the different increases showing the impact to the budget and service levels, to present at the August meeting, so that each proposal can be voted on if necessary.

## 7. Staff Reports

### A. Report from Executive Director

Chris Fischer provided information on the following:

- NORCOM 1<sup>st</sup> year anniversary
- NORCOM Training Academy Program will be recognized at the APCO conference in Houston as having an Industry "Best Practices" Certified Training Program. Julie Buckingham, NORCOM Training Coordinator, was recognized for this accomplishment
- CALEA Accreditation process set for spring or early fall of 2011
- Recruitment update
- Call answering standards met since September of 2009

### B. Report from Finance Manager

Gwen Pilo provided information on the following:

- State Auditor's office began the previous week
- Single Audit is complete
- Department of Justice Audit scheduled for the end of July
- Entrance Interview with the Auditors – Information to be forwarded to Board members

### C. Report from Technology Manager

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

- NORCOM's servers and storage have been completely removed from Kirkland and are now located at NORCOM
- Bellevue Police Field Reporting and Records Management Conversion implementation work has resumed now that the server move is complete

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- Clyde Hill Police and New World have agreed on the records to be converted and New World will begin the records conversion process as soon as Clyde Hill agrees on a date that resources are available from Clyde Hill
- New World Fire GIS Development
- New World CAD.NET
- New World Fire CAD Software
- Locution CADVoice
- Alphapaging System

#### 8. Committee Reports

##### A. Joint Operations Board

No additional report from Joint Operations.

##### B. Finance Committee

Tracey Dunlap explained that she was recently asked what the Finance Committee's role is in the budget process. Tracey explained that the committee is an ad hoc committee and not currently identified in the NORCOM ILA as having a defined and distinct role within NORCOM. Tracey asked that Board members discuss the topic of the Finance Committee's role within NORCOM at a future meeting. Rich Conrad asked that Tracey and Gwen Pilo co-author a memo discussing the 2011 Budget for the next meeting.

Rich Conrad adjourned the meeting at 10:49 a.m.