

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-112

November 12, 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, Chris Connor, Jim Torpin, and Mark Bunje.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Rich Conrad, Governing Board Chair, at 9:03 a.m. on November 12, 2010.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Executive Session

An Executive Session was held to discuss performance of NORCOM employees, in accordance with RCW 42.30.110(g) "...to review the performance of a public employee." Rich Conrad announced that the Executive Session would last approximately ten minutes, at which time regular session would resume. Executive Session began at 9:05 a.m. Rich Conrad extended the executive session for an additional ten minutes and regular session reconvened at 9:31 a.m.

Lee Soptich made a motion to approve entry level Team Supervisors, who have successfully completed trial service, be moved to the 30% percentile within their pay range, effective the next full pay period. Motion carried.

#### 4. Action Items

##### A. Consent Calendar

Bill Archer made a motion to approve the items on the Consent Calendar. Items included on the Consent Calendar were: Minutes from the 10/8/10 meeting and Voucher Approval for October 1 through October 31, 2010.

Accounts Payable check numbers 2315 – 2387	\$743,695.18;
Payroll	\$288,183.57;
Electronic Payments	\$154,901.36

Motion carried.

##### B. SOP 05-001 – Budget Policies and Procedures

Gwen Pilo presented SOP 05-001 to the Board for approval. This procedure provides guidance for the NORCOM budget process by detailing the expectations of each person or group involved in the development of the budget. A budget calendar based on the NORCOM ILA requirements is also provided for easier reference.

#### 5. Resolutions

##### A. Resolution 33

Gwen Pilo presented Resolution 33 to the Board for approval. This Resolution proposes several changes to the NORCOM Bylaws resulting in two changes: 1) the Finance Committee is created as an advisory committee, and 2) fiscal responsibility for NORCOM is removed from NORCOM's Treasurer and is given to the Executive Director of NORCOM. Jim Torpin made a motion to adopt Resolution 33 a resolution

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of the Governing Board amending sections 4.9, 5.6, 5.8 and 8.4 of the Bylaws of NORCOM. Motion carried.

- B. Gwen Pilo presented Resolution 34 to the Board for approval. This Resolution proposes that the Finance Committee be created as an advisory committee, in accordance with section 4.10 of the NORCOM Bylaws, and identifies the responsibilities of the Finance Committee and how members are designated. Brad Miyake made a motion to adopt Resolution 34 a resolution of the Governing Board of NORCOM, creating the Finance Committee of NORCOM. Motion carried.

#### 6. New Business

##### A. Direction/Future of Reverse 911

Lee Soptich opened a discussion regarding the status of NORCOM support of Reverse 911 and what this support will be in 2011. Kevin Bostrom reported that discussions have taken place at the Joint Operations level regarding the possibility of continuing to utilize Reverse 911 operationally while not continuing to pay the cost to support it, or look at other options such as MyStateUSA. Kevin agreed to research the pros and cons of each option and report back to the Board at the December meeting.

#### 7. Staff Reports

##### A. Report from Executive Director

Chris Fischer provided an update on NORCOM's Call Answering Standard, reporting that after reviewing process improvement issues, 98.4% of calls to 911 were answered within 10 seconds or less, to date for the fourth quarter. Chris also provided updates on the following:

- Process Improvements for the hiring and training process
- May 11<sup>th</sup> go live date for Police and Fire CAD System

##### B. Report from Operations Manager

Kevin Bostrom provided an operations update to the Board, reporting that Operations has been focusing on supporting the technology CAD system development, building response plans for fire dispatch and identifying issues with the system. Kevin recently traveled to New World headquarters, participating in their advisory groups to improve software.

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

Susan Beisheim provided updates on labor and staffing/recruitment:

- ULP Hearing – Matter has been resolved and ULP has been withdrawn with PERC
- First mediation date occurred on November 5<sup>th</sup> – two more dates are set for the end of the year
- NORCOM's 6<sup>th</sup> Call Receiving Academy is scheduled to begin November 29<sup>th</sup> and the 7<sup>th</sup> Call Receiving Academy is scheduled for the end of January

Susan provided a handout regarding staffing gains and losses. Discussion followed.

##### D. Report from Finance Manager

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Gwen Pilo reviewed the Financial Summary, reporting that NORCOM expenses are currently at 74% of the 2010 budget, due to salary savings from vacant positions, and anticipates finishing the year with an ending fund balance. Gwen reported the State Grant, which was scheduled to be reduced, may not be cut because it is a capital grant and the State is only cutting operational grants at this time. Gwen reminded Board members of the December 9<sup>th</sup> due date for Financial Participation, an ILA mandate that will convert an agency to subscriber status if proper documentation is not provided by the due date.

**E. Report from Technology Manager**

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

- Bellevue Police New World Systems software use
- New World CAD.Net development
- New World Project Plan

**F. Report from Professional Standards & Development Manager**

Sheryl Mullen reviewed a Performance Measurement document that was distributed to Board members prior to the meeting.

**8. Committee Reports**

**A. Joint Operations Board**

Chris Tubbs reported that Linda Pillo will be the Chair for the Joint Operations Board in 2011; a new Vice Chair will be elected at the December meeting.

Rich Conrad adjourned the meeting at 10:26 a.m.

Approved by:



Chair

Attest:



Secretary

