

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

December 10, 2010—9:00 a.m.

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Bill Archer, Eric Olsen, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, 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 9:02 a.m. on December 10, 2010.

2. Roll Call

Roll was called and a quorum established.

3. Executive Session

An Executive Session was held to discuss labor relations with NORCOM's Labor Attorney Ron Knox. Rich Conrad announced that the Executive Session would last twenty minutes, at which time regular session would resume. Executive Session began at 9:04 a.m. Rich Conrad extended the executive session for an additional twenty minutes and regular session reconvened at 9:44 a.m.

4. Action Items

A. Consent Calendar

Tom Weathers made a motion to amend the minutes from the 11/12/10 meeting to reflect a reconvene time of 9:25 a.m. following the Executive Session. Motion carried. Mark Bunje made a motion to approve the minutes as amended. Motion carried. Donna Hanson made a motion to approve the Voucher for November 1 through November 30.

Accounts Payable check numbers 2388-2426	\$232,179.58;
Payroll	\$278,730.36;
Electronic Payments	\$155,758.84

Motion carried.

5. Resolutions

A. Resolution 35

Gwen Pilo presented Resolution 35 to the Board for approval. This Resolution presents NORCOM's 2011 Budget as presented to the Board on August 1st, including two FTEs to support the Data Service Position and one FTE as a result of the Kirkland annexation. Donna Hanson made a motion to approve Resolution 35 adopting the 2011 Budget as transmitted on August 1, 2010 to each member of the Governing Board and approved by the legislative authorities of each participating and subscriber agency. Motion carried.

6. New Business

A. Proposed Amendment to NORCOM's MEBT Plan

Gwen Pilo provided an Agenda Summary to the Board explaining that the proposed 2011 federal budget includes a temporary 2% reduction in employee contributions to

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

December 10, 2010—9:00 a.m.

Social Security. Although NORCOM does not participate in Social Security, the temporary reduction in the employee contribution rate does directly impact MEBT cities and NORCOM. Each of the MEBT Plans, including NORCOM's Plan, are indexed to the Social Security contribution rates. The NORCOM MEBT Plan Committee is responsible for administration and implementation of the Plan provisions on behalf of NORCOM participants. Because the notification of changes in the federal Social Security contribution rate has come so recently, the NORCOM Plan Committee has not had an opportunity to meet. The NORCOM MEBT Plan Committee Chair and NORCOM's Executive Director recommend that the Governing Board amend the Plan to maintain the 2010 contribution and deferral limits. Bob Larson made a motion to adopt an amendment to be drafted by legal counsel which will result in any Congressional action to temporarily reduce the employer or employee OASDI contribution rates being ineffective for the Plan and which will maintain the Plan's contribution formulas at current levels. Motion carried.

7. MyStateUSA

Kevin Bostrom corrected information that was previously provided to Governing Board members that the support agreement currently in place for Reverse 911 would expire the end of 2010, reporting that the contract actually expires in June, 2011. Because of this, Rich Conrad requested the topic of MySpaceUSA/Reverse 911 be revisited at a later meeting.

8. Staff Reports

A. Report from Executive Director

Chris Fischer provided updates and information on the following:

- Audio quality issues with NORCOM's regional radio system following an upgrade on 11/16/10 – EPSCA and Motorola are working on resolving the problem.
- NORCOM's Call Answering Standard – 98.3% of calls to 911 were answered within 10 seconds or less, to date for the fourth quarter

B. Report from Operations Manager

Kevin Bostrom provided operations and technology updates to the Board.

- Operations
 - Recently Provided backup support for State Patrol and Issaquah
 - Participated in a radio drill with Bellevue Fire Department on November 27th
 - Participated with New World in the set up and review of the fire dispatching element of the new CAD system
 - Conversations with Snohomish County and New World for the implementation of the CAD to CAD interface
 - Occupied backup center for two and a half days during phone upgrades
- Technology
 - Bellevue Police New World Systems software
 - New World Mobile 9 software

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

December 10, 2010—9:00 a.m.

- New World CAD.net development and testing
- GIS information for the NORCOM service area
- New World Fire Project Master File Training
- Technology Project update

Discussion regarding the Technology Project followed.

C. Report from Human Resources Manager

Susan Beisheim provided updates on labor and staffing/recruitment:

- Mediation resumed on 12/2 – an additional mediation date is scheduled for 12/21
- On 11/29 NORCOM's 6th Call Receiving Academy began
- Currently recruiting for the 7th Call Receiving Academy to begin on 1/31
- Since last meeting there have been two voluntary quits

Susan provided a handout regarding staffing gains and losses prior to the meeting.

D. Report from Finance Manager

Gwen Pilo reviewed the Financial Summary, reporting that NORCOM expenditures are currently at 80% of the 2010 budget and at 93% in revenues. Gwen reported out on anticipated revenues and expenditures for the year end:

- Revenues
 - Operating Revenues – Down up to \$200,000 due to E-911 funds. These monies will be carried forward into 2011
 - Grant Funds – Approximately \$250,000 in State of Washington grant and approximately \$870,000 in UASI grant. Any of these unspent monies can be carried over into 2011
- Expenditures
 - Operating Services and Supplies – Estimated between \$50,000 and \$150,000 in ending fund balance due to unanticipated reimbursements from King County for equipment and training
 - Salaries and Benefits – Estimated \$600,000 in salary savings from vacant positions

Gwen reviewed possible uses for remaining fund balances. NORCOM staff will prepare a budget adjustment and recommendation for review at the March 2011 Governing Board meeting.

E. Report from Professional Standards & Development Manager

Sheryl Mullen provided additional information on NORCOM's Call Receiving Academies and reviewed a Performance Measurement document that was distributed to Board members. Sheryl also reported that staff are in the process of updating the NORCOM website to include New World Systems Project Implementation information.

9. Committee Reports

A. Joint Operations Board

Meeting Minutes
NORCOM Governing Board
City of Bellevue, Room 1E-112
December 10, 2010—9:00 a.m.

The November Joint Operations meeting was cancelled; no report from Joint Operations.

B. Finance Committee


Tracey Dunlap provided a report from the Finance Committee. Tracey reported the committee approved a charter that outlines the committee's mission and guidelines, and confirmed the current members list to identify who would vote if there is more than one representative from an agency. Gwen Pilo passed around a sign off sheet for Board members to approve the finance representatives for their individual agencies.

Rich Conrad adjourned the meeting at 10:47 a.m.

Approved by:



Chair

Attest: 

Secretary