

Meeting Minutes
NORCOM Governing Board
City of Bellevue, Room 1E-112
March 11, 2011—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 9:00 a.m. on March 11, 2011.

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 fifteen minutes, at which time regular session would resume. Executive Session began at 9:02 a.m. Rich Conrad extended the executive session for an additional thirteen minutes and regular session reconvened at 9:30 a.m.

4. Action Items

A. Consent Calendar

Donna Hanson made a motion to approve the items on the Consent Calendar. Items included on the Consent Calendar were: Minutes from the 2/11/11 meeting and Voucher Approval for February 1 through February 28, 2011.

Accounts Payable check numbers 2539-2591	\$ 277,810.44;
Payroll	\$ 291,580.02;
Electronic Payments	\$ 159,986.96

Motion carried.

B. SOP 09-010 – Performance Evaluation System

Sheryl Mullen presented a Performance Evaluation System SOP to the Board for approval. Bob Larson made a motion to approve the SOP. Motion carried.

5. Resolutions

A. Resolution 37

Mark Nelson explained that in 2003 the Zone 1 Agencies commissioned a study to evaluate methods to shorten Fire and EMS alerting. As a result, an alphanumeric paging system was implemented. After the system became operational, reports of missed and garbled pages in the area of downtown Redmond were received by NORCOM. Bellevue Fire Department evaluated the complaints and the consulting firm that managed the project concluded that an additional radio site located at the Education Hill water tank in Redmond would improve service in Redmond and other areas with similar complaints of missed and garbled pages. NORCOM negotiated with the City of Redmond and reached agreement on a five year lease for space on the City-owned water tank for an initial annual cost to NORCOM of \$1000. Donna Hanson made a motion to approve Resolution 37, a resolution authorizing the NORCOM Board Chair to execute the Facilities Lease with the City of Redmond for an alphanumeric paging site at the Education Hill Water Tank. Motion Carried.

6. Old Business

A. 2012 Budget Policy

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

March 11, 2011—9:00 a.m.

Linda Pillo, Joint Operations Board Chair, presented the 2012 Budget Policy to the Board for discussion and questions. The NORCOM Joint Operations Board voted at the February meeting to recommend the Budget Policy to the Governing Board and Principles Assembly in April. Chris Fischer summarized differences between NORCOM's 2011 and 2012 budgets.

7. Staff Reports

A. Report from Executive Director

Chris Fischer provided information and updates on the following:

- Regional radio system audio quality issues – final meeting scheduled for March 16th
- Equipment Failure of "Smart X" box at Capitol Hill on March 7th – caused "site trunking" issues. Discussion followed.
- Year to date call answering standard is at 98%.

B. Report from Operations Manager

Kevin Bostrom provided information and updates on the following:

- CAD implementation project. Discussion followed.
- In-person CAD demonstrations are available to interested agencies at NORCOM
- Fire response level updates and mutual aid response plans
- Upcoming backup support for Redmond Police dispatch and State Patrol dispatch

C. Report from Human Resources Manager

Susan Beisheim provided updates on labor and staffing/recruitment:

- Working with mediator to schedule bargaining meetings. All proposed dates proposed by NORCOM in March and April were declined by the NORCOM Associated Guild; now looking at dates in May.
- Recruitment for next academy, which is tentatively scheduled for April or May
- Two voluntary quits in February

D. Report from Finance Manager

Gwen Pilo reviewed the Financial Summary, reporting that the operating fund expenditures are at 11% of a targeted 17% at the end of the period, and the salaries and wages expenditures are at 12%, approximately 5% lower than targeted, due to vacant positions. Gwen also reported recently spending time with King County auditors to assist in a levy audit, and in assessing the impacts dispatch fees will have on future levies. King County has requested that NORCOM continue to assist them as they look at dispatch fees; the King County auditors also requested assistance from Valley Communications Center.

E. Technology Report

Mark Nelson presented a technology report to the Board, including updates and information on the following:

- CAD.net – NORCOM Team Supervisor has been assigned to test and provide feedback to New World Systems
- Clyde Hill Police has begun records management conversion
- Bellevue Police will begin converting records soon
- Online field reporting
- New World Mobile 9 software
- Fire Records Management

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

March 11, 2011—9:00 a.m.

- Master File Training for Fire
- Electronic Patient Care Reporting
- Snohomish County GIS data
- NORCOM Website Updates

F. Report from Professional Standards & Development Manager

Sheryl Mullen provided information on the following:

- National Telecommunicator Week – April 11th through 15th
- Fire Agency “Response Times” subcommittee
- CALEA Accreditation Process
- Award recipients for Semi Annual Excellence Awards will be recognized at the Principals Assembly on April 8th
- NORCOM working on establishing a partner relationship with the National Center for Missing and Exploited Children

8. Committee Reports

A. Joint Operations Board

Joint Operations Chair, Linda Pillo, had no additional items to report.

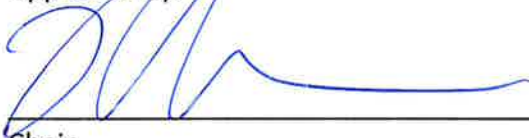
B. Finance Committee

Tracey Dunlap reported the Finance Committee recently completed the first quarterly internal control checklist. This review looked at closing and financial reporting, which included a review of NORCOM’s policies and practices to close out monthly transactions. As a result, the Finance Committee recommended NORCOM pursue a Financial System as soon as resources allow. Tracey reported that the next quarterly checklist is for Financial Reports.

Rich Conrad reported that he, Tom Weathers, and members of NORCOM staff recently met with representatives from Issaquah and Bothell to discuss the possibility of police dispatch consolidation.

Rich Conrad adjourned the meeting at 10:33 a.m.

Approved by:



Chair

Attest:



Secretary

