

Meeting Minutes
NORCOM Governing Board
City of Bellevue, Room 1E-112
May 13, 2011

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Bill Archer, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Chris Connor, Tom Weathers, and Mark Bunje.

1. Call to Order

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:00 a.m. on May 13, 2011.

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 4/8/11 meeting; approval of the 2012 Budget Policy; and Voucher Approval for April 1 through April 30, 2011.

Accounts Payable check numbers 2639-2696	\$ 550,833.41;
Payroll	\$ 296,960.17;
Electronic Payments	\$ 160,957.05

Motion carried.

B. Resolution 38 – 2011 Budget Adjustment

Gwen Pilo reported that the Operating Ending Fund Balance for 2010 was \$1,451,671. An Agenda Summary, sent out prior to the meeting, detailed the areas where savings were achieved.

Ending fund balance requests were submitted to the Executive Director and Finance Manager for review and the requests were prioritized according to importance and cost. On March 31, 2011 the Finance Committee reviewed the recommendation for the use of ending fund balance and provided feedback. Based on this feedback, a second review was conducted by NORCOM management, and an adjusted recommendation was presented to the Joint Operations Board. The Joint Operations Board reviewed and a recommendation to the Governing Board was approved by unanimous vote. Discussion followed.

Rich Conrad made a motion to approve Resolution 38 a Resolution of the Governing Board amending the 2011 budget. Motion carried.

C. Resolution 39 – Authorization to Invest in the Local Government Investment Pool

Gwen Pilo explained that the Local Government Investment Pool is a voluntary investment vehicle operated by the State Treasurer. NORCOM

currently invests in LGIP, and the LGIP Administrator recently completed an overhaul of all LGIP forms and documents and is requiring all agencies to update those forms including the resolution. Resolution 39 will repeal Resolution 1.

Chris Connor made a motion to approve Resolution 39 a Resolution of the Governing Board, authorizing investment of North East King County Regional Public Safety Communication Agency monies in the local government investment pool and repealing Resolution 1. Motion carried.

4. Old Business

A. Data Position Operational Update

Kevin Bostrom reported that a review of the data position showed that it is not as busy as the primary positions, which is to be expected. Police Ops needs to do some additional review of the position to look at how it is being utilized, how it can be better utilized, and how the Kirkland annexation will affect the position.

5. New Business

A. NORCOM User Fee Recommendation

Tom Weathers provided clarification regarding an analysis of "NORCOM User Fees for Service" document that he emailed to Board members prior to the meeting. Several Board members expressed concern that the document was not first vetted with the Finance Committee and the Joint Operations Board prior to being presented to the Governing Board. Rich Conrad suggested first discussing the issue at the Finance Committee and the Joint Operations Board, and then bringing back to the Governing Board for discussion. Discussion followed. Board members agreed that the best course of action is to discuss and analyze the topic at the Finance Committee, then the Joint Operations Board, and then return to the Governing Board for discussion.

B. Executive Director's Contract

Tom Weathers explained that the Executive Director's contract states that no less than six months prior to December 31, 2011, the consultant (Chris Fischer) and the Governing Board shall begin discussions on contract extension or notice of intent to terminate upon the expiration date. The agreement may be extended by mutual agreement of the parties. Tom suggested that he and Vice Chair Brad Miyake meet with Chris Fischer to begin initial discussions, leading to an Executive Session at the June meeting

for further discussion among all Board members. Board members agreed that this is the appropriate course of action.

6. Staff Reports

A. Report from Executive Director

Before beginning her report, Chris Fischer took the opportunity to acknowledge NORCOM's Governing Board immediate past Chair, Rich Conrad. Chris presented Rich with an award of excellence and thanked Rich for his service to NORCOM.

Chris provided information on the recent adjustment to the NORCOM technology go-live date. She explained that the original May 9th date was selected to provide NORCOM with the opportunity to utilize both the COPS and UASI grant monies scheduled to expire 6/30/11. Invoices were required to be submitted and paid prior to that date and a May "go-live" would provide that opportunity. As a backup plan, an extension request for the UASI grant was filed, but the May 9th date remained scheduled in the event that the extension was not approved. NORCOM staff were recently notified by Bellevue Fire that a six month extension was approved.

Considering several different challenges with the go-live schedule for NORCOM customers, Chris consulted with New World Systems to determine options available to NORCOM's technology project. Based on several determining factors, Chris recommended to the Joint Operations Board adjusting the go-live date to mid-September. The Joint Operations Board agreed with Chris's recommendation, and Governing Board members were notified via email of the decision to adjust the date, with questions or concerns to be directed to the Governing Board Chair or Vice Chair. Discussion followed.

B. Technology Report

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

- UASI Grant extension
- New go-live date (midnight September 25th/26th) and project scope for the technology project
- NORCOM Agency Project Managers from each agency for the technology project
- Mobile 9 hardware specifications
- CAD.net testing
- New World Systems interfaces

C. Report from Human Resources Manager

Susan Beisheim provided updates on labor and staffing/recruitment:

- Bargaining session with mediator scheduled for May 24th

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- Final stages of recruitment for May 31st academy
- No terminations in April
- Career Fairs and other recruitment opportunities

7. Committee Reports

A. Joint Operations Board

No report from Joint Operations Board.

B. Finance Committee

No report from the Finance Committee.

Lee Soptich requested NORCOM staff provide written reports prior to future Governing Board meetings in order to save on time.

Tom Weathers adjourned the meeting at 10:42 a.m.

Approved by:



Chair

Attest:



Secretary