

**Meeting Minutes**  
**NORCOM Governing Board**  
City of Bellevue, Room 1E-112  
December 9, 2011

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Bill Archer, Kurt Triplett, Eric Olson, Donna Hanson, Rich Conrad, Bob Larson, Greg Bawden, Bud Backer, Chris Connor, Tom Weathers, Mark Bunje, and Mark Chubb.

**1. Call to Order**

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:05 a.m. on December 9, 2011.

**2. Roll Call/Introductions**

Roll was called and a quorum established.

**3. Action Items**

**A. Consent Agenda**

Tom Weathers asked to entertain a motion. Bob Van Horne made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 11/4/2011 and 11/18/2011 meeting, Voucher Approval for November 1 through November 30, 2011, and approval of SOP 05-008, SOP 05-009, SOP 06-034, and SOP 06-035.

Accounts Payable check numbers 3018-3061	\$189,427.34;
Payroll	\$ 299,177.08;
Electronic Payments	\$ 190,967.12

Motion carried.

**4. New Business**

**A. Resolution 44-IT Consultant Resources Contract**

Kurt Triplett made a motion to approve Resolution 44, a Resolution authorizing an agreement with DELTAWRX, for Consultant Services, and the declaration of an emergency. Motion carried.

**B. Resolution 45- Technical Advisory Committee**

Bill Archer made a motion to approve Resolution 45, a Resolution authorizing the creation of the NORCOM Technology Committee. Section 3 of the Original Resolution was amended by Rod Kaseguma. Motion carried.

**C. Elections of Vice Chair**

Tom Weathers asked to entertain a motion for the election of a new Vice Chair for the Governing Board. Bob Van Horne made a motion to nominate Fire Chief, Chris Connor, of Fire District 27, as new Vice Chair. Motion carried.

**D. Executive Director Deliverables**

Tom Weathers discussed a list of Executive Director Deliverables. The list of Deliverables included the following:

- Oversee a successful re-launch if technically possible of the New World Systems for Police and Fire
- Evaluate the Information Technology Division and modify if necessary

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- Provide an overall assessment of NORCOM through subsections: organizational structure, operational abilities, and use of best practices
- Work with the Strategic Planning Committee and the Board to develop and implement a plan to recruit and hire the next Executive Director
- Progress of securing a Labor Agreement

Discussion followed regarding the expectations of the Board.

**5. Old Business**

**A. Resolution 43-2012 Budget Adoption**

Gwen Pilo discussed the following topics:

- Rate Stabilization Fund and utilizing the ending 2011 fund balance of \$115,000 to offset increases from additional software maintenance agreements
- After approval, budget was sent to participating agencies and subscribers for adoption into their budgets
- Approval has been received from legislative authorities

Gwen Pilo requested a motion to approve Resolution 43. Bob Larson made a motion to approve Resolution 43, a Resolution adopting the 2012 Budget.

Motion carried.

**6. Staff Reports**

Individual staff reports from NORCOM staff were included in the Board packet. Chair Weathers asked if Board members had any questions regarding the reports or if NORCOM staff had anything to add to their reports.

**A. Interim Executive Director**

Pam Bissonnette provided an update on the recent NORCOM and New World meeting. Pam Bissonnette discussed the following topics:

- New World representatives consisted mainly of Customer Care staff
- Conflicting statements regarding resources and New World's inability to sustain business model with NORCOM
- NORCOM requested that a full work plan be provided by New World highlighting deadlines, which has not yet been provided

Discussion followed with Mark Nelson, and Chelo Picardal in regards to the lack of urgency on New World's part.

**B. Human Resources Manager**

Susan Beisheim was asked to amend current Recruiting Report to reflect personnel numbers in all departments of NORCOM  
No discussion followed.

**C. Technology Manager**

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Mark Nelson provided an update on New World software release dates.

Mark Nelson discussed the following topics:

- NORCOM originally requested a release date of December 25, 2011 for New World Software release
- New World will provide software release by January 27, 2012
- Action item: meeting with Police agencies to go over list of what will be delivered in January 2012
- Action item: discussion regarding the remaining items required for Police with New World

No Discussion followed.

**7. Committee Reports**

**A. Joint Operating Board**

Chief Pillo had nothing to report.

**B. Finance Committee**

Tracy Dunlap discussed the following item:

- Financial System Procurement-July 2012
- Technology Committee review and approval of Financial System

No discussion followed.

**C. Strategic Planning Committee**

Rich Conrad had nothing to report.

Discussion followed regarding how to move current Fire and EMS data out of New World System.

**8. Executive Session-Potential Litigation**

An Executive Session was held to discuss potential litigation pursuant to RCW 42.30.110

(i). Tom Weathers announced that the Executive Session would last 40 minutes, at which time, regular session would resume. The session began at 10:19 a.m. and was extended for an additional 12 minutes ending at 11:11 a.m.

Meeting adjourned at 11:12 a.m.

Approved by:



Chair

Attest: 

Secretary