

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-108

February 10, 2012

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Kurt Triplett, Donna Hanson, Bob Larson, David Burke, Lee Soptich, Chris Connor, Jim Torpin, and Mark Chubb.

1. Call to Order

The NORCOM Governing Board was called to order by Brad Miyake, Governing Board Chair, at 9:01 a.m. on February 10, 2012.

2. Roll Call

Roll was called and a quorum established.

3. Action Items

A. Consent Agenda

Lee Soptich made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 1/13/12 Governing Board Meeting and Voucher Approval for January 1 through January 31, 2012.

Accounts Payable check numbers 3124-3172	\$ 269,900.46;
Payroll	\$ 298,778.06;
Electronic Payments	\$ 199,155.98

Motion carried.

4. Staff Reports

Individual staff reports from NORCOM staff were included in the Board packet. Chair Miyake 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 discussed the following items:

- Regional PSAP RFP
 - Pam Bissonnette asked for permission from the Governing Board to invite Fred Jarrett and Marlys Davis to the March 2012 Governing Board Meeting. The Governing Board felt they would benefit by briefing them on NORCOM's background and inviting them to the next board meeting.
- Employee/Board Survey Selection
 - NORCOM has selected Agreement Dynamics to begin conducting employee/board surveys next week. Rhonda Hilyer introduced herself, and Mike Mandela to the Board, while providing a brief overview of Agreement Dynamics.
- Open Public Communications
 - Governing Board felt it would be beneficial to begin including Open Public Communications on the agenda. NORCOM will

begin incorporating Open Public Communications following Roll Call. An individual will be given 3 minutes to speak and a group will be given 5 minutes.

5. Committee Reports

A. Joint Operations Board

Meeting cancelled due to weather conditions.

B. Finance Committee

Tracey Dunlap had nothing to report.

C. Strategic Planning Committee

- Recruiter Selection:
 - The Strategic Planning Committee narrowed down the top two recruiters to Prothman, and Ralph Andersen & Associates, based on experience, references, and the interview. The original recruiting contract was negotiated down from \$25,000 to \$24,000 and negotiated up from a one year to a two year guarantee.

D. IT Committee

Mike Kaser discussed the following items:

- New World Software release
- Bellevue PD will be going online next week
- Meeting with New World next week to discuss Fire Integration issues

DELTAWRX Report

Brian Hudson discussed the following items:

- After interviewing over forty people and reviewing multiple documents, DELTAWRX made the following observations and recommendations:
 - Acknowledged that New World Software has underperformed when measured against NORCOM's RFP
 - Determined that New World is capable of delivering a multi-agency CAD software that will meet NORCOM's needs
 - Addressed NORCOM's current staffing needs-DELTAWRX recommended a separation between the project management function and management of support staff. Furthermore, he discussed the need to better define technology member roles within the organization.
 - Discussed the need for Service Level Agreements to clarify both NORCOM and partner agency responsibilities and expectations.
 - Discussed the need for improved internal communications between NORCOM and partner agencies via monthly newsletters or briefings.

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- Recommended that New World and NORCOM re-engage the fire community
- Recommended that fire users are more involved in New World testing (scenario based testing, and workflow processes) and that an end to end system wide testing take place before making final payment to New World

Discussion followed regarding the creation of a sub-committee to assess the current ILA and begin working on Service Legal Agreements for partner agencies..

Discussion followed regarding the time line in which New World should be able to complete work.

Discussion followed regarding working with the existing Tri Tech installation. Pam Bissonnette suggested presenting the Governing Board with the Tri-Tech plan during the March 2012 Governing Board Meeting.

Discussion followed regarding a special meeting of the Board to discuss the DELTAWRX report and to provide a Road Map of DELTAWRX'S solutions.

6. Executive Session – Potential Litigation and Personnel

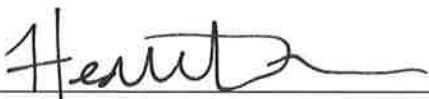
An Executive Session was held to discuss potential litigation pursuant to RCW 42.30.110(i) and personnel pursuant to RCW 42.30.110(g). Brad Miyake announced that the Executive Session would last 30 minutes at which time, regular session would adjourn. A short five minute break was given before the Executive Session began. The Executive Session began at 10:25 a.m. and was extended for an additional 30 minutes ending at 11:25am.

Meeting adjourned at 11:55 a.m.

Approved by:



Chair

Attest: 
Secretary