

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-108

March 09, 2012

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Wes Collins, Chris Connor, Jim Torpin, David Jones, Jay Wiseman, 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 March 09, 2012.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Open Communications from the Public

Skip DeHennis, a NORCOM Guild representative, introduced himself to the Governing Board.

#### 4. Action Items

##### A. Consent Agenda

Bob Van Horne made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 2/10/12 Governing Board Meeting and Voucher Approval for February 1 through February 29, 2012.

Accounts Payable check numbers 3173-3211	\$ 114,372.62;
Payroll	\$ 299,752.46;
Electronic Payments	\$ 201,306.73

Motion carried.

#### 5. New Business

##### A. Interoperability Report

Fred Jarrett discussed the following items:

- Future direction of Land Mobile Radios
- Potential 2013 Ballot Initiative for \$300-\$400 million to replace radios
- REPC Committee: is currently discussing the next cycle of technology upgrades
- Obstacle: Starting January 2017, vendors will no longer replace emergency radio system.
  - Four Alternatives to address obstacle:
    1. Duration of the current system
    2. Using Motorola as a replacement being that it is backwards compatible.
    3. Conduct a competitive process with all vendors
    4. Long-Term evolution and it's options
- An RFI was administered and as a result 3 of the major cell phone providers came up with proposals

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- A technical analysis has been completed and now Governance is being addressed
  - Plan B: Using an RFP process to implement a P25 system by January 1, 2017 appears to be favored

Steve Stracham discussed the following items:

- Partnerships and working together more effectively
- Implementation of a strong business plan possibly using virtual consolidation or coordination

Discussion followed regarding NORCOM's part in Governance. Discussion followed regarding connection between EMS levy and a 2013 Ballot.

Discussion followed regarding the vision and practicalities of PSAP's in King County.

The Governing Board will give the Strategic Planning Committee time to decide who they would like to represent NORCOM in regards to Governance.

**B. New World & TriTech 2012 Road Map**

Pam Bissonnette discussed the following items:

- DELTAWRX's Recommendations & Road Map:
  - Hire a Project Manager
  - Additional FTE Resources needed for Fire implementation
  - Service Level Agreements

Mike Kaser, IT Committee Chair, discussed the following items:

- Bottleneck in NORCOM's Technology Resources

Gwen Pilo discussed the following items:

- Funding:
  - Feasibility Study funding will transfer over to fund Project Manager opening.
  - Operations Budget will fund two Additional Technology FTE's

Discussion followed regarding long term implications for future budget years. Discussion followed regarding ultimate Telecommunicator staffing levels and the \$250,000 increase that would be incurred if staffing levels remain the same. Discussion followed regarding the decision to bring on contract employees versus permanent employees.

Chris Connor made a motion to accept NORCOM's short-term staffing plan for a temporary Project Manager and the addition of two Technology Team FTE's.

Chris Connor made the following Amendments to the initial motion:

- The IT Committee will provide a recommendation discussing the pros and cons of Service Level Agreements for the next Joint Operating Board Meeting.
- The Governing Board would like the Joint Operating Board to come back to the next Meeting with their recommendations.

Motion carried.

**C. 2013 Budget Policy**

Wes Collins discussed the following items:

- Joint Operating Board's Recommendation of the 2013 Budget Policy

Gwen Pilo discussed the following items:

- Issues addressed in the 2013 Budget Policy:
  - Operational stability, Growth containment, and Service levels
  - Restructuring of non-represented salaries to a 5 step salary schedule
  - Reconciliation of Kirkland's annexation and the impact to Calls for Service
  - Addressing a standard formula to determine fees charges to agencies interested in joining NORCOM;
  - Reviewing NORCOM's rate structure and impacts to future fees
  - Technology near and long term resource requirements

Discussion followed regarding long term technology resources and long term rates.

**6. 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. No discussion followed.

**7. Committee Reports**

**A. Joint Operations Board**

Wes Collins had nothing to report out.

**B. Finance Committee**

Tracey Dunlap had nothing to report.

**C. Strategic Planning Committee**

Brad Miyake discussed the following items:

- Withdraw of Rich Conrad as Chair of the Strategic Planning Committee
- Appointment of Donna Hanson as new Strategic Planning Committee Chair
- Withdraw of Mark Chubb from the Strategic Planning Committee
- Appointment of Chris Connor as a new member of the Strategic Planning Committee
- Meeting on March 22nd to review Executive Director Package, and Agreement Dynamics Board/Employee Survey

**8. Executive Session – Potential Litigation and Personnel**

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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 one hour at which time, regular session would adjourn. A thirteen minute break was given before the Executive Session began. The Executive Session began at 10:50 a.m. and was extended for an additional 100 minutes ending at 1:30pm.

Meeting adjourned at 1:30 p.m.

Approved by:



Chair

Attest: 

Secretary