

**Meeting Minutes**  
**NORCOM Governing Board**  
City of Bellevue, Room 1E-112  
May 11, 2012

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Bill Archer, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Wes Collins, Chris Connor, Jim Torpin, Mark Bunje, Dave 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 9:04 a.m. on May 11, 2012.

**2. Roll Call**

Roll was called and a quorum established. Brad Miyake explained that the May 2012 Governing Board Agenda would be amended. SOP 02-005 was removed from the Consent Agenda and will be introduced at a future meeting.

**3. Open Communications from the Public**

Skip DeHennis, NORCOM Guild representative, updated the Governing Board in regards to the CBA.

**4. Action Items**

**A. Consent Agenda**

Bob Larson made a motion to approve the items on the Consent Agenda.

Items included on the Consent Agenda were: Minutes from the 4/13/12 Governing Board Meeting and Voucher Approval for April 1 through April 30, 2012.

Accounts Payable check numbers 3262-3319	\$ 305,470.97;
Payroll	\$ 306,222.13;
Electronic Payments	\$ 200,393.45

Motion carried.

**5. New Business**

**A. Resolution 46-2012 Budget Amendment**

Gwen Pilo discussed the following items:

- Ending Fund Balance in 2011 of \$4.2 million
  - Reserve Funds: \$1.6 million
  - Capital Project Fund: \$800,043
  - Operating and E 911 Escrow Accounts: \$1.8 million
- Ending Fund Balance Requests from the Operating and E911 Escrow Accounts were submitted and prioritized by their importance, impact and cost
- The Ending Fund Balance Requests have been approved by the Finance Committee and Joint Operating Board
- Ending Fund Balance in Operating Fund
  - requested to carry forward \$138,500 for items budgeted in 2011, but not procured

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- The increase in expenditures for onetime costs totaling \$812,000 and includes:
  - Remodel of Administration space to accommodate Technology staff members
  - Funding for Employee Survey
  - Executive Director recruitment
  - Transfer of funds to Capital Projects cost in order to maintain Legacy Technology System
- One request that will impact ongoing expenditures
  - User fees for the WA State Patrol Access totaling \$38,000
- Operating Ending Fund balance for 2012 will reflect \$1,162.00
- Capital Projects Ending Fund Balance for 2012 will reflect \$843,000
- New World Contract has a remaining balance of \$925,000 and it has been recommended that \$478,000 be transferred from the Operating Fund Balance to support the following expenditures:
  - DeltaWrx Contract
  - GIS Consulting Contract
  - Project management
  - Legal Services Contract
  - Other misc. Professional Service Contracts that support project
- Purchase of Servers to support the Integrated Technology Project in the amount of \$46,000
- Budgeted Capital Projects Ending Fund Balance at the end of 2012 would total zero
- Requesting a transfer of \$55,000 from the E911 Escrow in order to increase revenues in the Operating Fund and pay for part of the Legacy Technology System Support
- As a result balance in the E911 Escrow Account would include:
  - \$380,000 for Next Gen Operational Expenses
  - \$166,000 for Equipment Reimbursement
  - \$2,000 for Training
  - \$191,000 in General Revenues

Discussion followed regarding an update on the steps taken since the power failure to strengthen the backup system. Brad Miyake asked that NORCOM follow-up on this issue at the next Governing Board Meeting. Mark Chubb made a motion to approve Resolution 46, a Resolution of the Governing Board amending the 2012 budget. Motion Carried.

#### 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

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staff had anything to add to their reports. Discussion followed regarding a few highlights from the staff reports. Tracey Dunlap, NORCOM's Interim Executive Director, and Sheryl Mullen, NORCOM's Operation's Manager discussed the following topics:

- Increase in Medical Premiums and NORCOM's steps of action
- Recap of PSAP Consolidation Meeting
- Update on Survey Responses
- Update on New World's Timeline and the possibility of a formal buy-off between partner agencies and NORCOM which would detail agency responsibilities, and commitment.

**7. Committee Reports**

**A. Joint Operations Board**

Wes Collins reported out on the following topics:

- Transfer of ownership of Alpha Paging to NORCOM
- Fire Operating Board would like a very in depth training process set into place for New World Systems

No discussion followed.

**B. Finance Committee**

Tracey Dunlap reported out on the following topics:

- Update on Finance Committee's most recent meeting
- Review of the Staffing Model
- Impacts of the Guild Contract

No discussion followed.

**C. Strategic Planning Committee**

Donna Hanson discussed the following items:

- The Strategic Planning Committee will provide an update on the Executive Director Recruitment at the June Meeting

No discussion followed.

**D. IT Committee**

Mike Kaser reported out on the following topics:

- Progress on Service Level Agreements
- Update on Project Manager Position
- Closely following progress with New World

No discussion followed.

**E. REPC Update**

Rich Conrad reported out on the following topics:

- REPC Meeting and the discussion surrounding the design of Governance for the Regional Radio system.
- The following topics were discussed:  
Interoperability, Reliability, Scalability, Coverage and Spectrum of radio signals, Security, Affordability, Balancing a fair and equitable distribution of costs, and Commonality

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- Target launch dates are set for 2018-2019  
Discussion regarding funding of system followed.

**8. Executive Session – Personnel**

An Executive Session was held to discuss personnel pursuant to RCW 42.30.110(g). Brad Miyake announced that the Executive Session would last twenty minutes at which time, regular session would adjourn. The Executive Session began at 10:00 a.m. and was extended for an additional 20 minutes ending at 10:40am.

Meeting adjourned at 10:40 a.m.

Approved by:



Chair

Attest: 

Secretary