

Meeting Minutes
NORCOM Governing Board
City of Bellevue, Room 1E-112
July 13, 2012

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, Wes Collins, Chris Connor, Jim Torpin, Dave Jones, and Mark Chubb.

1. Call to Order

The NORCOM Governing Board was called to order by Brad Miyake, Governing Board Chair, at 9:03 a.m. on July 13, 2012.

2. Roll Call

Roll was called and a quorum established.

3. Open Communications from the Public

Skip DeHennis, NORCOM Guild representative, asked the Board to consider acknowledging their role in the issues brought about by the employee survey. Becky McCracken discussed the Guild dropping the ULP pending a member vote.

4. Action Items

A. Consent Agenda

Kurt Triplett made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 6/8/12 Governing Board Meeting and Voucher Approval for June 1 through June 30, 2012.

Accounts Payable check numbers 3366-3408	\$ 581,147.31;
Payroll	\$ 468,428.55;
Electronic Payments	\$ 233,217.13

Motion carried.

5. Old Business

None discussed.

6. New Business

A. Resolution 49 – Refunding One-Time Charges paid by Kirkland for Annexation costs

Pam Bissonnette and Gwen Pilo discussed the following:

- Resolution to reimburse the unused one-time costs for Kirkland's annexation, as a reduction in the 3rd and 4th quarter assessments for 2012.

Mark Chubb made a motion to approve Resolution 49. Motion carried.

B. 2013 Proposed Budget

Gwen Pilo presented the following items:

- The 2013 budget as recommended by the Joint Operating Board and the Finance Committee.
 - The recommended new programs include: non-represented salary schedule, 7th team supervisor/supervisor overtime, Microsoft premier support group, Fire/EMS Alpha Equipment Paging replacement, Peer Support Group, CTO advanced training, Governing Board consumables, and Field Observation Training for Telecommunicators.

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- The expenditure summary showed an overall budget increase of 2.6% with the new programs included.
- The revenue summary, without rate stabilization, would show a decrease of 12.6% due to a decrease in the King County E911 escrow account from a of the decrease in equipment funding and wire line usage. This decrease is likely to continue in the future. The recommendation is to use rate stabilization funds to cover the amount of the budget increase. Discussion ensued regarding how King County E911 funds are distributed.
- Calls for service decreased overall.
- The Kirkland annexation reconciliation will occur over two years due to overpayment from an overestimation of calls for service. Each agency will be invoiced separately.

Comments from the gallery were made reminding the Board about the change the methodology for charging ALS calls, which disproportionately impacts Bellevue, Redmond and Shoreline. A request was made for NORCOM's support during the EMS levee planning process.

Discussion ensued regarding individual agencies' budget constraints. The request was made to review the budget to ensure costs are kept down and it was also requested that other budget options are presented, including a zero increase option.

- New agency discussion – the ILA states that adding new principals should not increase costs to existing agencies and the Governing Board should require payment of other contributions or actions by the new principal.
 - The Joint Operations Board and the Finance Committee suggested that costs should be added to the budget, and then user fees determined; additional agencies should be revenue neutral; the governing board should require contributions to reserve funds; the rate structure should be reviewed the next budget year; and capacity issues for radio and physical space should be considered.

Discussion ensued and more options will be brought to the board after reviewing further calculations and current policies.

C. Agreement Dynamics Draft Action Plan

Pam Bissonnette introduced Mike Mandella, who discussed the following: A draft action plan was created in response to the employee survey.

- Input is requested from the Board and employees at every level in NORCOM to develop and enact the Action Plan.
- Cross-teams will be formed to act on each action item identified in the Action Plan, and develop solutions to each specific issue. The main areas of review are: cultural values, SOP review, compensation & benefits for non-represented staff, shift scheduling, technology,

training, supervisory role clarification, a recognition program, recruitment analysis, mentorship, and career tracking.

- Discussion ensued, and a request for a contract amendment was made to allow Agreement Dynamics to assist NORCOM in development and implementation of the Action Plan.

D. Agreement Dynamics Contract Extension

Chris Connor made a motion to approve a contract amendment for the Agreement Dynamics contract for \$29,520.00. Motion carried.

E. Online Business Systems Introduction and Presentation

Pam Bissonnette introduced Jerry Holcombe, who presented the following:

- An organizational chart outlining committee and project team structure and communication flow was presented, as well as a tentative schedule for testing and implementation.
- A decision making structure needs to be implemented. Those in charge need to be accountable to all agencies and have authority to make necessary decisions. Discussion ensued. Candidates for the steering committee should be submitted to Pam by July 23rd, 2012.
- The Board will need to approve funding to cover salary, backfill and potential overtime for those agencies who supply subject matter experts (from a fire and a police agency) to join the steering committee. The cost could be up to \$150,000. Discussion ensued.

Kurt Triplett made a motion for Pam to create and lead a steering committee to be the decision making body for the New World project. Motion carried.

Donna Hanson made the motion to allow Pam to move available funds to the operating expense account to fund subject matter experts. Motion carried. Discussion ensued regarding the current status of testing after the May 29 software release.

7. 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. Discussion followed regarding the status of the letter from Issaquah, ending our backup service agreement.

8. Committee Reports

A. Joint Operations Board

Nothing new to report and no discussion.

B. Finance Committee

Nothing new to report and no discussion

C. Strategic Planning Committee

Brad Miyake discussed the following items:

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- Executive Director Recruitment update – 26 applicants have been narrowed down to five semi-finalists.
- Discussion ensued regarding how many candidates should be brought to the board to interview, and it was decided that three candidates would be interviewed.
- It was requested that a special meeting of the Governing Board take place on August 7th to interview the final three candidates after the committee selects them from the five semi finalists. There were no objections.

D. IT Committee

=Mike Kaser reported out on the following topics:

- The service level agreement will not be received in time to impact NORCOM's budget.
- A current focus of the technology team is to fill the two vacant positions. No discussion followed.

9. Executive Session

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 11:40am and was extended for an additional 10 minutes ending at 12:10pm.

Meeting adjourned at 12:10pm

Approved by:



Chair

Attest: 

Secretary