

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

September 14, 2012

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Kurt Triplett, Rich Conrad, Bob Larson, David Burke, Lee Soptich, and Mark Chubb.

1. Call to Order

The NORCOM Governing Board was called to order by Brad Miyake, Governing Board Chair, at 9:00 a.m. on September 14, 2012.

2. Roll Call

Roll was called and a quorum established.

3. Open Communications from the Public

Skip DeHennis, NORCOM Guild President, gave an update on Guild elections and has high hopes for a positive future relationship with the Board.

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 8/10/12 Governing Board Meeting and Voucher Approval for August 1 through August 31, 2012.

Accounts Payable check numbers 3477-3520	\$ 267,519.91;
Payroll	\$ 310,080.31;
Electronic Payments	\$ 213,076.75

Motion carried.

B. Approval of MOUs for Technology Project Team Subject Matter Experts

Pam Bissonnette discussed the following:

In order to preserve an audit trail, it is recommended the Governing Board ratify and confirm the MOU's for the Subject Matter Experts. Discussion ensued regarding the potential of a conflict of interest with the cities that provided the SMAs. It was decided the approval of the MOUs would be tabled until a quorum could be reached with the representatives from Bellevue and Mercer Island abstaining.

5. Old Business

6. New Business

A. Final Report of Interim Executive Director

Pam Bissonnette discussed the following:

- The report is contained in the packet.
- New office furniture was installed to better accommodate the staff and technology project.
- Dispute resolution has begun with New World Systems. The first dispute resolution meeting is September 25th. A discussion of a 'Plan B' has begun in the event the NWS software fails.
- King County is moving forward with the release of Smart911. Sheryl Mullen provided more information in her report. Discussion ensued regarding the

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potential content and use of Smart911 data, liabilities, and implementation in the field and Communications center.

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.

A. Interim Executive Director

Nothing further to report. No discussion

B. Interim Operations

Nothing further to report. No discussion

C. Human Resources

Nothing else to report. No discussion

D. Finance

Report Contained in the packet. No discussion.

E. Technology

Jerry Holcombe, Project Manager, discussed the following:

An update of the Integrated Technology Project and the progress of the NWS software testing. New World will have a team onsite at NORCOM to install, test and address issues brought up in testing beginning September 17. The tentative date for software readiness is October 29th. Mike Kaser reported on the beginning stages of potentially creating a 'Plan B' in case the New World Systems software fails.

Discussion ensued regarding the costs for this project and how that would be handled in the dispute resolution process, what the expectations for the software are, as well as general timelines and options for Plan B. The Tri-Tech failure from earlier in the week was also discussed, with a debrief to follow later.

8. Committee Reports

A. Joint Operations Board

The Joint Operating Board did not meet in August and had nothing to report. No discussion.

B. Finance Committee

Tracey Dunlap discussed the following:

- Everyone should have received the financial participation notification.
- The 2012 NORCOM Budget earned the Washington Finance Officers Association Distinguished Budget Award, as noted by Brad Miyake. Thank you to Gwen for all her hard work.

C. Strategic Planning Committee

Brad Miyake discussed the following:

- The Committee has continued the Executive Director Recruitment. No discussion.

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D. IT Committee

Mike Kaser discussed the following:

- A draft of the Service Level Agreement has been completed and will hopefully be ready to go to the Joint Operating Board at their next meeting. The final version will be implemented for the 2014 budget. Discussion ensued regarding the time frame for developing the SLA, and the potential financial implications.

C. REPC Status Report

Rich Conrad discussed the following:

- An update on financing and implementing a radio system that is interoperable amongst King, Snohomish and Pierce Counties. No discussion.

9. 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 20 minutes at which time, regular session would reconvene. The Executive Session began at 10:30 a.m. and the regular session was reconvened at 10:50 a.m.

10. New Executive Director Appointment

The Strategic Planning Committee recommended executing a contract for an offer of employment to Thomas Orr, following an extensive recruitment process.

Triplett made the motion to authorize the Governing Board Chair and Vice Chair to complete negotiations and execute and sign a contract with Thomas Orr as NORCOM's next Executive Director, subject to review by NORCOM's attorney. Motion carried. Meeting adjourned at 10:51 a.m.

Approved by:



Chair

Attest: 

Secretary