

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

December 14, 2012

Governing Board Reps Present: Brad Miyake, Jim Roepke, Bill Archer, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, Joel Kuhnenn, Lee Soptich, Wes Collins, Chris Connor, Jim Torpin, Mark Bunje, 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 December 14, 2012.

2. Roll Call

Roll was called and a quorum established. The Board recognized Pam Bissonnette for her hard work as interim Executive Director.

3. Open Communications from the Public

None.

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 November 9, 2012 Governing Board Meeting and Voucher Approval for November 1 through November 30, 2012.

Accounts Payable check numbers 3631-3681	\$245,864.46;
Payroll	\$ 484,626.02;
Electronic Payments	\$ 153,091.53

Also included were SOP 02-011 Temporary and Part Time Employees, and the State of Washington Purchasing Co-Op 2nd Amendment. Motion carried.

5. Old Business

A. MOUs for SMEs extensions.

Gwen Pilo discussed the following: Project Manager Jerry Holcombe determined that two of the SMEs for the ICRM project would need to stay on through June 2013. This expense was included in the 2013 budget. Discussion ensued regarding how the SMEs' time was billed. Lee Soptich moved to table the vote until after the executive session. Motion passed.

B. Resolution 53 – 2013 Budget Adoption

Gwen Pilo discussed the following: At the time of the meeting, all legislative authorities had approved their budgets and Gwen thanked Tracey Dunlap, the NORCOM Managers and Pam Bissonnette for their work on the budget. Lee Soptich moved to table the vote until after the executive session. Motion passed.

6. New Business

A. SOP Review Process

Mike Mandella discussed the following: A flowchart was included in the packet depicting a new process for approving new SOPs or SOPs needing revision. The new

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process would move SOPs through faster depending on what or who is impacted by the SOP. The SOP would be voted on by the highest level from which authority is needed, without collateral impact. A dedicated sop log would be kept to track progress. An SOP review team with members from Operations, Police and Fire will review all revisions and perform due diligence. Discussion ensued regarding general support for the new review process and NORCOM Management's ability to run operations. Bob Larson made a motion to approve the new SOP review process. Motion carried.

B. Resolution 54 – Allowing withdrawals from MEBT Accounts

Gwen Pilo discussed the following: NORCOM employees requested the ability to take withdrawals or loans from their MEBT accounts. It was determined that loans would be too time consuming. The amendment to the plan would only allow one hardship withdrawal per year, and would be adopted in 2013. Discussion ensued regarding the purpose of the MEBT Plan, the legality of the withdrawals and consistency with other agency's retirement plans. Lee Soptich made a motion to approve Resolution 54. Motion carried.

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 further to add. It was noted that Pam Bissonnette's report was replaced by Mike Mandella's report. No Discussion.

8. Committee Reports

A. Finance Committee

Tracey Dunlap discussed the following: the finance committee is discussing the next step of the SLA, and invited participation from anyone who doesn't currently attend the meetings.

B. Strategic Planning Committee

Donna Hanson discussed the following: the lack of availability of parking at Bellevue City Hall, and a summary of the letter to King County provided in the packet. Discussion ensued regarding NORCOM's participation in making decisions following GeoComm's PSAP Consolidation report. There will be further discussion pending more information from GeoComm and King County in January.

9. Executive Session – Litigation & Personnel

An Executive Session was held to discuss litigation pursuant to RCW 42.30.110(1)(i) and to discuss personnel pursuant to RCW 42.30.110(1)(g). Brad Miyake announced that the Executive Session would last 1.5 hours at which time, the meeting would be adjourned. The Executive Session began at 9:40 a.m. and was extended for 10 minutes at 11:10 a.m., extended for 10 minutes at 11:20 a.m., extended for 10 minutes at 11:30 a.m., and extended for 10 minutes at 10:40 a.m.

Open session resumed at 10:53 a.m. after a three minute recess.

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Item 5. A. MOUs for SMEs was taken from the table. Bill Archer moved to approve the MOUs. Board members from Bellevue and Mercer Island abstained from the vote. Motion carried.

Item 5. B. Resolution 53 – 2013 Budget Approval was taken from the table. Rich Conrad moved to approve Resolution 53. Motion carried.

Kurt Triplett made a motion to authorize NORCOM administration to procure necessary upgrades of TriTech CAD and to use unexpended funds from the 2012 budget for such purposes. This is supported by a soul source.

Meeting adjourned at 11:57 a.m.

Approved by:



Chair

Attest: 

Secretary