

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

August 9, 2013

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Kurt Triplett, Rich Conrad, Greg Bawden, Wes Collins, Chris Connor, Jim Torpin, Dave Jones, Jay Wiseman, and Greg Ahearn.

1. Call to Order

The NORCOM Governing Board was called to order by Chris Connor, Governing Board Chair, at 9:00 a.m. on August 9, 2013.

2. Roll Call

Roll was called and a quorum established.

3. Open Communications from the Public

None.

4. Recognition – CPR Saves

Jim Fogarty and Julie Buckingham from King County EMS presented an award to Nathan Way for his innovative solutions in technology.

Tom Orr introduced Call Receiving Academy 13: Megan Hestir, Michael Perez, Faye Lu, Kelsie Sotelo, Emily Hanson and Michelle Manuel.

Tom Orr recognized the employees of the quarter: Amanda Kolling, Nathan Way, Heather Facer, and Katy Gilbert, who also received a CPR Save coin and a stork pin. Susan Beisheim and Gwen Pilo were recognized for five years of service to NORCOM. Gwen Pilo, Tracey Dunlap and Charlene Inman were recognized for the WFOA 2013 Budget Award.

5. 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 July 12th, 2013 Governing Board Meeting, Voucher Approval for July 1st through July 31st, 2013; and Resolution 57: Restating the NORCOM Employees Benefit Plan (MEBT.)

Accounts Payable total: \$887,424.41

Motion carried.

5. Public Hearing for 2014 Proposed Budget

Chris Connor opened a Public Hearing on the NORCOM 2014 Proposed Budget at 9:13am. No comments or questions were forthcoming from the public. Chair Connor closed the Public Hearing at 9:14am.

6. Old Business

A. ICRM Update

Jerry Holcombe discussed: The progress report is included in the packet. NORCOM is still not eligible for early adopter testing for software versions 10.1 and 10.2, and if that changes, there will be updates later in the fall. Risk mitigation for this is to install and test 10.1 general availability release software on one test computer, timeline to be determined. SNOCOM is participating in early adopter for 10.1 and have found approximately 100 go live issues in CAD. There was a smooth deploy of SP2.3, and there is only 1 priority 1 issue to be resolved. SP2.4 is scheduled for production September 17.

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

August 9, 2013

The goal is to have all P1/P2 issues resolved by SP 2.5. The Fire project is on a to be determined timeline, and will be further discussed in the ASA presentation. Best practices will continue to be used going forward, and in deciding the direction for fire.

B. GeoComm Consolidation Brief

Tom Orr discussed: the GeoComm report as reviewed by the PSAP Steering Committee was emailed to the Board earlier in the week. GeoComm's conclusions did not change, but the structure and facts were updated. They did not review their report as a basis for any decisions. More committees will be developed to continue this discussion.

Discussion ensued regarding how EPSCA was planning on replacing radios in the county and how that may impact the potential consolidation. Rich Conrad suggested the Strategic Planning Committee draft a response to King County to articulate NORCOM's position going forward.

C. NORCOM IT Project Management & Next Steps Following ASA Decision

Neville Wallace discussed: an overview of a seventeen slide PowerPoint. Fire and police are now on separate tracks with police staying with NWS and fire using TriTech, so the program will need reorganization. The recommended org chart suggests the Program Manager report to two stakeholder groups, one police and one fire. Police and Fire operations boards will continue to discuss operational issues and report separately to the Joint Operating Board. Each stakeholder group will prioritize and support the projects comprising the ICRM project. Discussion ensued regarding how the new org chart came about, and potentially funding an in-house project manager by the end of 2014. There are three work streams: non-ICRM, police work and fire. Non-ICRM projects include anything not related to fire and police projects. Police projects include collaborating and stabilizing NWS, working through ongoing NWS problems and upgrades, and future interfaces with other systems. Fire projects include managing upgrade from current to future TriTech software, exploring options for mobile RMS, supporting the three RMS systems, and evaluating mobile and ESO. Discussion ensued regarding the decision making process and best practices in finding solution sets for each work stream. Major decisions will continue to be made through the current governance structure. Decisions at the stakeholder group level pass through the Joint Operating Board and then the Governing Board. Kirkland is moving forward with looking at the Zoll upgrade and there will be a Zoll users meeting on August 29. NORCOM does not have any ownership in Zoll servers. Jim Fogarty added that there may be some benefits to coordinating a common records management system in the county.

Any new systems acquired must abide by NORCOM procurement rules. Considerations must be made to manage limited resources and effort, complexity, consolidated effort and input from all members. All vendor demonstrations must follow a unified structure for most complete information. It is important to consider system integrations within and outside of NORCOM and its partner and outside agencies. Each stakeholder group will prioritize their projects and bring those lists to the Joint Operating Board who will combine them and make a recommendation to the Governing Board. Timing, staging and sequencing are important considerations for each group. Next steps include:

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

August 9, 2013

developing detailed financial objections, reorganizing more efficiently, defining activities for each work stream, defining guiding principles for how the work is to be done, focusing on reduced cost and effort, define process and roadmap, and develop and execute a new work plan. The request to the Governing Board is: to approve the new organization as presented, to appoint members to police and fire stakeholders, to set a direction s for a unified approach and for the Joint Operating Board to recommend a final list of prioritized projects to the Governing Board. Discussion ensued regarding the governance structure and the involvement of the technology and finance committees. No decision made until after executive session.

Discussion ensued regarding the three agencies who submitted notices of withdrawal earlier in the year. All three agencies have rescinded those notices and will remain with NORCOM.

D. 2014 Proposed Budget

Gwen Pilo discussed: an overview of the proposed 2014 budget, as presented in the packet. There is a 2.14% increase in the overall operating budget. King County confirmed that outside revenues from the e911 escrow account will remain the same as 2013. This is the last year for the ALS variance. User fees will increase 1.14% in 2014. The capital projects budget will use funds from rate stabilization and ending fund balance, which may result in extra assessments in future years. 2014 is the second year of the Kirkland annexation which will continue to be assessed separately. Discussion ensued regarding NORCOM's policy regarding reserves and ending fund balances, the withheld payments to NWS, the ten year trajectory, and the future of interim positions. The user fee rates will be distributed September 15th. Rich Conrad made a motion to approve the budget as presented for adoption in December. Motion passed.

7. New Business

None.

8. Staff Reports

Individual staff reports from NORCOM staff were included in the Board packet. Chair Connor asked if Board members had any questions regarding the reports or if NORCOM staff had anything further to contribute. No discussion.

9. Committee Reports:

A. Joint Operating Board

No update.

B. Finance Committee

Tracey Dunlap congratulated Gwen and Charlene on integrating the new financial system and their efforts on the budget. The committee is awaiting guidance on potential future cost models. No discussion.

C. Strategic Planning Committee

Rich Conrad discussed the need for the committee to meet in the near future to discuss a response to the King County PSAP Consolidation study. No discussion.

D. IT Committee

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

August 9, 2013

Nathan Way informed the board that Mike Henderson from Shoreline Fire is coordinating the Zoll upgrade. No discussion.

Rich Conrad requested that fire chiefs accompany their city managers in future board meetings and executive sessions, to provide information. Discussion ensued and it was clarified that board members may invite associates to meetings to provide relevant expertise.

10. Executive Session – Litigation & Personnel

Executive session was called pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The one hour session began at 10:30am after a ten minute recess, and was extended for 10 minutes at 11:30am. Open session resumed at 11:40 am.

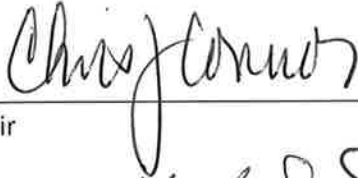
Kurt Triplett made a motion: Subject to ongoing dispute resolution with New World Systems that the Governing Board:

- 1) Provisionally approves the ICRM Program organizational chart presented during today's meeting;
- 2) Approve a unified process for fire project prioritization and solution selection; and
- 3) That the Joint Operations Board serve as developer of a recommended, single list of police, fire and non-ICRM priorities for recommendation to the Governing Board.

Motion carried.

Meeting adjourned at 11:42am.

Approved by:



Chair

Attest:



Secretary