

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

October 11, 2013

Governing Board Reps Present: Linda Pillo, Bob Van Horne, Bill Archer, Kurt Triplett, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Chris Connor, Dave Jones, and Greg Ahearn.

1. Call to Order

The NORCOM Governing Board was called to order by Chris Connor, Governing Board Chair, at 9:02 a.m. on October 11, 2013.

2. Roll Call

Roll was called and a quorum established.

3. Open Communications from the Public

4. Recognition

Tom Orr discussed: an introduction of the new technical team member, Zeb Middleton. Congratulations to Team Cory for having the highest participation in the NORCOM vs. ValleyCom food drive. NORCOM won this year. Extra thanks to Melissa Vieth for her participation. No discussion.

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 September 13th, 2013 Governing Board Meeting, and Voucher Approval for September 1st through September 30th, 2013;

Accounts Payable total:	\$1,109,152.41
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Motion carried.

6. Old Business

A. ICRM & ASA Update

Jerry Holcombe discussed: The Fire stakeholders group met twice, with Chief Eisner chairing the meetings. The prioritization process is taking place and fire mobile is still assumed to be highest priority. Demonstrations of fire mobile products from NWS, InterAct and TriTech were completed.

Jay Reich from Pacifica law discussed legal requirements for procurement. The legislature approved an abbreviated procurement process for telecommunications systems. Discussion ensued regarding the functional and non functional requirements for the next fire mobile system. The next steps are to finalize wording for the RFP and form a selection committee.

Tom Orr discussed: The Zoll fire RMS upgrade is scheduled for October 13th. In prior years, each agency upgraded their own servers. This year NORCOM is hosting the servers for Bellevue, Snoqualmie, Mercer Island, Skykomish and Duvall.

Jerry Holcombe discussed: the upgrade on September 17th went smoothly, but there was a CAD event a few days later. It is unknown if the event was related to the upgrade. There are still approximately 23 open P1/P2 issues, and NWS indicates that those won't be fixed while we are using the 10.0 platform. 10.1 and 10.2 are built on upgraded Microsoft.net platforms. The police stakeholder group will discuss how to move to one

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of those builds and how to manage any custom smaller builds to patch any issues from those builds. Larger builds require more testing, and the newer builds may bring new P1/P2 issues. Discussion ensued regarding the remaining issues and work-arounds. NWS is in charge of how builds are delivered. We will continue to work with NWS on their schedule for software releases. NORCOM was not approved by NWS to beta test 10.2, so we cannot test or influence the build. The police stakeholder group met once and elected Captain Mike Ursino as chair and has begun the prioritization process, including ICRM and non-ICRM projects. The overall next steps for the alternative strategies analysis include blending the fire and police stakeholder group prioritized lists with the list from NORCOM technology at the next Joint Operating Board meeting. The blended list will help develop a plan going forward, and will be discussed at the following Governing Board meeting for approval.

Tom Orr discussed: TriTech was upgraded on an interim basis this spring, and recently, we have been experiencing paging issues. A cause has not been found yet, and the interim solution is to manually voice pages.

Rob Martin discussed: an overview of the projection tool being developed for project plans. A combination solution, with TriTech CAD and Mobile for fire, Zoll for Fire RMS, ESO for fire medical, and NWS for police services is shown to be the best option at this time. Several projections with different options for each software piece were explored.

B. ASA Detailed Cost & Phasing Analysis

Rob Martin discussed: an overview of the projection tool being developed for project plans, and some of the potential software solutions were shared. A combination solution, with TriTech CAD and Mobile for fire, Zoll for Fire RMS, ESO for fire medical, and NWS for police services is shown to be the best option at this time. Several projections with different options for each software piece were explored, including looking at consolidating Zoll for fire RMS, instead of individual agencies continuing to manage that on their own. The ICRM budget was used as a baseline for funding and two technology FTE's were used as a baseline for resources. These figures can and will be updated as needed. There are recordings of the knowledge transfer sessions for using this tool, if anyone is interested. The tool centralizes activities and costs, projections and assumptions. It projects viable plans and helps to avoid errors in projections. When assessing the various mobile products, it was found that InterAct and TriTech were currently the best solutions, but InterAct may be difficult to interface with upcoming versions. Mobile products generally work best with their own CAD systems. Discussion ensued regarding the resources needed to attain software stabilization, the remaining budget for the ICRM project, and how project prioritization information would be passed to the Governing Board. Ken Knott gave a brief overview of how the Fire Mobile demos were received. The next steps include refining cost estimates, more funding and more IT resources may be necessary, and more complex project management could be required for future projects. Discussion ensued regarding how the various software

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options measured against using NWS as a full solution. Gwen Pilo will take on custodial duties for this tool.

C. Brief on RFP for Rate Study

Tracey Dunlap: The draft RFP for the rate study is included in the packet. If approved today, it will post this afternoon and the proposals will be due by the end of October. The finance committee will review the proposals and bring a recommendation to the next Governing Board meeting. The study should be complete by late February. Meanwhile, ADCOMM has been hired to assess NORCOM capacity, in terms of radios, phones and floor space. Kurt Triplett made a motion to issue the RFP. Motion passed.

D. King County Radio Site lease negotiations

Mike Mandella discussed: There are no current leases for our radio sites, and some issues with FCC licensing. We are working with our lawyers at Pacifica and King County legal counsel to develop leases using the Crista lease as a starting point. All leases will have a five year term with an automatic five year renewal. This process should be complete within the next 30 days. NORCOM will take over the Sobieski lease from Skykomish, in order to protect the site, replace the antenna and maintain appropriate FCC licensing. There is also an effort to take over the FCC licenses from Bellevue. Discussion ensued regarding the difference between 190 and 800 frequencies.

7. New Business

Kurt Triplett discussed: An update on the PSAP future configuration meeting. The first meeting was this week and a discussion on next-gen 911 occurred. Many participants are still not sure what the next steps are, in terms of consolidation. Funding and service should be the primary focus, with consolidation to be less of a priority. The next meeting will be the end of October, and there will be two or three more meetings this year. Rich Conrad commented on the importance of the upcoming radio levy. Discussion ensued regarding GeoComm's report and speculation on what text to 911 will look like.

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. Tom Orr discussed: The employee survey had an 81% response rate and over 500 comments, including positive comments and some continuing concerns and constructive feedback. A full analysis is still to come. Discussion ensued regarding the Community Connectivity Consortium. Joining the Consortium creates a redundant connection between PSAPs and may improve speed and connectivity. Discussion ensued regarding the team supervisor contract negotiations. We are waiting to hear back from their legal counsel on one final piece regarding overtime.

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9. Committee Reports:

A. Joint Operating Board

Bill Archer discussed: The group reviewed the first steps of the Alternative Strategies Assessment.

B. Finance Committee

Tracey Dunlap discussed: The quarterly internal control check looked at accounts payable. Their recommendations were included in the packet, and an internal control was suggested. Going forward, the executive assistant will double check and mail the checks after finance produces them.

C. Strategic Planning Committee

No discussion.

D. IT Committee

No discussion.

10. 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).

The one hour session began at 10:52 am after a three minute recess and concluded at 11:07, at which point the meeting adjourned.

Approved by:



Chair

Attest: 

Secretary