

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

November 8, 2013

Governing Board Reps Present: Linda Pillo, Bob Van Horne, Bill Archer, Kurt Triplett, Rich Conrad, David Burke, Chris Connor, Jim Torpin, Matt Cowan, and Greg Ahearn.

1. Call to Order

The NORCOM Governing Board was called to order by Chris Connor, Governing Board Chair, at 9:03 a.m. on November 8, 2013.

2. Roll Call

Roll was called and a quorum established.

3. Open Communications from the Public

4. Action Items

A. Consent Agenda

Rich Conrad made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the October 11th, 2013 Governing Board Meeting, and Voucher Approval for October 1st through October 31st, 2013;

Accounts Payable total: \$1,109,152.41

Motion carried.

5. Old Business

A. Employees of the quarter and new employees

Tom Orr discussed: Congratulations to employees of the quarter, Greg Shelton and Roky Louie and Stacy Montemayor.

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 fifteen minute session began at 9:10am, was extended for 5 minutes at 9:25am, and extended for 10 minutes at 9:30am. Open session resumed at 9:40am.

B. ICRM & ASA ASA Detailed Cost & Phasing Analysis

Jerry Holcombe discussed: an RFP for a fire mobile product was developed in the fire stakeholder group and responses are due on the 8th. That group will also serve as the selection committee. A detailed scoring process will be used to select a fire mobile product during their next meeting on the 21st. Dave Burke made a motion to authorize Tom Orr to lead negotiations with the selected fire mobile product vendor. Motion passed. Six agencies hosted servers were consolidated at NORCOM for the Zoll Fire RMS upgrade on October 15th. Zoll is designed to work for individual agencies, so a unified solution would require an RFP. Discussion ensued regarding a timeline and logistics for exploring a unified RMS system or developing interfaces for the current product. The police stakeholder group supports bypassing testing the small build (SP2.5) in order to focus on a larger build, 10.2, which will provide more fixes. Discussion ensued regarding whether or not the Board needs to make a motion approving the decision to pass on SP2.5 in favor of testing 10.2. The board trusts the experts involved and does not want to see delays in progress, and would like to empower the executive director to

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make appropriate decisions. Discussion ensued regarding the strategy for testing and implementing the next upgrade and what would be contained in 10.2. There will be a strong focus on agency involvement and testing.

6. New Business

A. Technology Project Prioritization (Resolution 61)

Neville Wallace discussed: a brief overview of the alternative strategies analysis and the Governing Board actions thus far. The police and fire stakeholder groups and NORCOM staff developed lists of all the technology related projects at NORCOM. The three lists were combined, and approved at the previous Joint Operating Board meeting, with a general plan and timeline for project completion. This list can change as resources become more or less available and as projects are completed. Discussion ensued regarding money and staff resources, and how the list was phased to develop a two year plan that accomplishes the top priorities from each group.

Gwen Pilo discussed: an overview of the project prioritization integrated list as sorted by start date. Some of the figures are in the red, due to money owed back to NORCOM by NWS. There will also be an ending fund balance from 2013. Discussion ensued regarding the format of the list and the background information behind this process. More detailed information can be provided upon request.

Jerry Holcombe discussed: some projects did not make the list, or are not included on the list yet. These lower priority projects may be included in the future, pending further analysis. There will be quarterly or more frequent meetings with the Stakeholder groups to ensure progress continues and to evaluate new projects as necessary. Discussion ensued regarding the Board being able to track progress along the way. Kurt Triplett made a motion to approve Resolution 61- a resolution approving the joint prioritized information technology list for 2014-2015. Discussion ensued regarding Shoreline Fire's MDT replacements, which are a very high priority for that agency, and regarding the potential uncertainty of funding in the future. Fire mobile continues to be the highest priority and may be constrained by contract negotiations and the vendor's schedule. Motion passed.

B. Employee Survey

Mike Mandella discussed: an executive summary of the employee survey was provided. The 2013 employee survey is a follow-up to the 2012 survey and had a similarly high response rate, and produced overall positive feedback and noted improvement in all areas. There is still more work to be done. Discussion ensued regarding whether or not the survey administrators, Agreement Dynamics, need to come in and brief the board.

C. Ratification of Supervisor Labor Agreement (Resolution 62)

Tom Orr discussed: an agreement was reached with the supervisor's labor union, the only outstanding issue is regarding hours worked and overtime. Discussion ensued regarding calling employees in during vacation and the overtime paid for that. Linda Pillo made a motion to approve Resolution 62 – a resolution to approve the execution and delivery of an agreement between NROCOM and NORCOM supervisory employees, Public Safety Employees Union Local 519. Motion passed.

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D. Ratification of Fire Mobile RFP (Resolution 63)

Tom Orr discussed: it is in executive director authority to approve the RFP for a fire mobile product, and the RFP is already out, so this request is for formal Board approval. Deanna Gregory discussed: some language in the original Resolution should be changed, due to the motion made earlier in the meeting. Resolution 63 is amended to include language authorizing the executive director to enter into negotiations with the selected vendor. Kurt Triplett made a motion to approve Resolution 63 – a resolution approving a request for proposals from qualified vendors to provide a mobile CAD solution for NORCOM's fire agencies. Bill Archer made a motion to amend the Resolution to include the new language provided by Deanna Gregory. Motion, as amended, passed.

E. Ratification of Radio Site Leases (Resolution 64)

Kurt Triplett made a motion to approve Resolution 64 – a resolution approving site lease agreements with King County. Motion Passed. Thanks to Mike Mandella for assisting in negotiations.

F. Governing Board Meeting Schedule

Tom Orr discussed: the Governing Board does need to meet in December, in order to approve the 2014 budget. The meeting will be short and Christmas cookies will be provided.

G. PSAP Future Configuration Recommendation Committee Update

Tom Orr discussed: there is a lot of discussion surrounding the information the technical committee is being asked to provide the recommendation committee. The PSAP directors on the technical committee have questions regarding budgeting and operational impact of the phone upgrades, Next Gen 911 and text-to-911. The technical committee feels rushed and would like a better explanation for the August deadline. Kurt Triplett discussed: the need for an alternate to represent NORCOM at the recommendation committee, as needed. There are offline discussions regarding whether or not the consolidation discussion is still necessary at this point in time, especially considering the upcoming radio upgrade. Discussion ensued regarding the County rushing projects, staff time dedicated to County projects and how funding is controlled. Some Board members disagree with some County decisions. King County PSAP directors ultimately want a positive working relationship with the County. The Board may need to make a formal stance to the County in the future.

H. Request from Technology Committee

Tom Orr discussed: Mike Kaser requested the NORCOM Technology Committee be disbanded or suspend operations. The other members of that committee may not be in agreement, and the function of the committee may need to be reevaluated. Discussion ensued and the Technology Committee is regarded as a valuable resource. Kurt Triplett made a motion to extend a formal communication from the Governing Board to the Technology Committee. Motion passed. David Burke volunteered to attend the next Technology Committee meeting.

4. Staff Reports

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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. Sheryl Mullen announced that we will have a bake sale at the next Joint Operating Board meeting. Tom Orr reminded the Board that a new EPSCA representative needs to be selected at the next meeting. Discussion ensued regarding the upcoming picture and patch boards. Gwen Pilo announced the state audit will occur late December or early January.

5. Committee Reports:

a. Joint Operating Board

Bill Archer discussed: the Joint Operating Board report is consistent with what was presented by Neville, Jerry and Gwen.

b. Finance Committee

Tracey Dunlap discussed: There were seven proposals received for the user fee analysis. The finance committee will review and provide a recommendation at the next meeting.

c. Strategic Planning Committee


No discussion.

d. IT Committee

No discussion.

Meeting adjourned at 11:01am.

Approved by:



Chair

Attest: 

Secretary