

## Meeting Minutes

### NORCOM Governing Board

Bellevue City Hall, Room 1E-108

May 09, 2014

**Governing Board Reps Present:** Mike Eisner Bob Van Horne, Bill Archer, Kurt Triplett, Mark Correira, Chris Connor, Wes Collins, Matt Cowan, and Mike Johnson.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Chris Connor, Governing Board Chair, at 9:00 a.m. on May 9, 2014.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Open Communications from the Public

None.

#### 4. Employee Recognition

- A. Linda Culley and Dr. Mickey Eisenburg from King County EMS presented Megan Hestir with an award for outstanding performance in a critical incident, and presented Ethan Trimble with an award for outstanding sustained performance.
- B. Tom Orr presented Tammie Oien, Andrew Levang, Faye Lu, Jessica Cannon, Megan Hestir, and Krystal McCoy with CPR save coins from King County.
- C. Tom Orr presented Heather Wong, Krystal McCoy, and Jami Hoppen with their five years of service coins.
- D. Tom Orr presented Heather Wong with an award for administrative employee of the quarter, and presented Krystal McCoy with an award for telecommunicator of the quarter.
- E. Tom Orr discussed: workplace gossip and bullying is an issue in all fields, but especially in dispatch centers. NORCOM has developed a policy regarding bullying and telecommunicator Kenny Solberg developed a short video to show examples of how workplace bullying negatively impacts employee morale.

#### 5. Action Items

##### A. Consent Agenda

Matt Cowan made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the April 11th, 2014 Governing Board Meeting, Surplus & Disposal of Equipment, and Voucher Approval for April 1 through April 30, 2014;

Accounts Payable total: \$928,936.56

Motion carried.

#### 5. Old Business

##### A. ICRM & Project Prioritization Update

Jerry Holcombe discussed: the fire mobile CAD update is still on track. Server software will be installed at the end of the month. Configuration with the aid of agency personnel will begin next week. A phased go-live is planned for late October or November. TriTech has limited resource availability until May. Next steps include ensuring TriTech mobile and Interact can work properly together on the same MDC. Further testing will ensue. The NWS update will occur with legal counsel in executive session.

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#### **B. E-911 Financial Stability Discussion**

Tom Orr discussed: a meeting was held with Fred Jarrett and Diane Carlson, and Caroline Whalen when they discovered the letter the PSAP directors were drafting. The intent of the letter was to stop the current pace and process of scheduling meetings and projects. Scott Sotebeer is meeting with King County Council Members and meetings will be scheduled between those Council Members and representatives from the local PSAPs.

Kurt Triplett discussed: one of the questions brought up through this process is whether budget cuts should first impact technology projects or PSAP budgets. The Recommendation Committee feels there is enough money in the current budget for 2015 and 2016 to sustain current PSAP funding. Recommendation Committee meetings have been suspended while the Technical Committee does further research. No discussion.

#### **C. 911 Outage Update**

Tom Orr discussed: the recent 911 outage has received a lot of attention from King County Council Members. The state debriefing is next week. This outage demonstrates a flawed system design by Intrado for Next Gen 911. Several states experienced outages, due to the failure of a router in Colorado. A lot of work needs to be done to reinforce this system or design a better system. No discussion.

#### **D. Resolution 73 - 2015 Budget Policy**

Gwen Pilo discussed: the Finance Committee recommended the Budget Policy in February, and the Joint Operating Board has recommended it to the Governing Board. The policy focuses on operational stability, growth containment and service levels. It takes into account the upcoming security audit of all technology systems and the impacts of the Governing Board's decision to obtain a non-NWS solution for fire, and the impacts of dispute resolution with NWS. Bob Van Horne made a motion to approve Resolution 73. No discussion. Motion approved.

#### **E. User Fee Study**

Tom Orr discussed: ADCOMM was retained for a capacity analysis and rate study. They are currently working on a second draft of their report. The Finance Committee recommends discussing this at the June meeting. Discussion ensued regarding the timing of the release of that information. The Board would like the draft as soon as possible.

### **6. New Business**

#### **A. Resolution 74 – 2014 Budget Adjustment**

Gwen Pilo discussed: the Finance Committee and Joint Operating Board have reviewed and approved the 2014 Budget Adjustment. The adjustment incorporates the ending fund balance from the prior year. There is no fiscal impact. The operating fund has a negative balance due to unanticipated expenses. Depreciation is not counted, since it is a non-cash item. The King County E-911 trust money is also not counted until a withdrawal has to be made, for payments such as SSMA. Discussion ensued regarding the King County E-911 trust fund. Due to depreciation, we are requesting the transfer

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out of the operating fund decrease to bring a zero balance in 2013. There was a 1.4 million dollar balance in the Capital Projects Fund at the end of the year. We are requesting approval for a decrease in transfer from the operating fund, to recognize interest earned in rate stabilization, and to transfer in funds from the E-911 escrow account. We also need to recognize the costs of the new TriTech mobile contract, and carry over the NWS contract. The net effect is a zero balance. We do not want to recognize the NWS settlement until it is completed. The Equipment Replacement Fund had an ending balance since the radio console equipment did not need to be replaced. The Operating Expense Reserve earned interest and it needs to be recognized. Discussion ensued regarding the calculation of the Equipment Replacement Fund reserves and when the radio consoles may need to be replaced. It may be funded by an upcoming King County levy. The Finance Committee recommended a cash-flow basis be used to calculate the Equipment Replacement Fund, to assist in budgeting long-term. Discussion ensued regarding how NORCOM funds are earning interest. The remaining balance of the E-911 trust fund needs to be carried over. This resolution will be discussed again at the June meeting for action at that time.

#### **7. Staff Reports**

Individual staff reports from NORCOM staff were included in the Board packet. Chair Triplett asked if Board members had any questions regarding the reports or if NORCOM staff had anything further to contribute.

Tom Orr discussed: We received notice from the Office of Civil Rights, a division of DSHS regarding the server breach. It is standard procedure and we intend to comply with their investigation.

#### **8. Committee Reports:**

##### **A. Joint Operating Board**

No discussion.

##### **B. Finance Committee**

Tracey Dunlap discussed: No discussion.

##### **C. Strategic Planning Committee**

No discussion.

##### **a. IT Committee**

No discussion.

#### **9. Executive Session**

The Governing Board held an Executive Session pursuant to RCW 42.30.110(1)(i). The session began at 10:03 for thirty minutes. It was extended for five minutes at 10:33, and extended for five minutes at 10:38. Open session resumed at 10:43.

Chris Connor made a motion to approve the settlement agreement with NWS (including the third amendment to licensed products and service agreement) and the authorize the chair and executive director to execute the settlement agreement substantially in the form reviewed by the Board, subject to such minor modifications as to conform to current and future programs and applications required by NORCOM; and, to confirm final form to settlement. No discussion. Motion approved.

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Meeting adjourned at 10:45 am.

Approved by:



Chair

Attest:



Secretary