

## Meeting Minutes

### NORCOM Governing Board

Bellevue City Hall, Room 1E-108

June 13, 2014

**Governing Board Reps Present:** Jim Joliffe, Bob Van Horne, Bill Archer, Kurt Triplett, Ed Holmes, Mark Correira, Joel Kuhnenn, Lee Soptich, Jim Torpin, Tim Dahl, and Greg Ahearn.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Kurt Triplett, Governing Board Chair, at 9:04 a.m. on June 13, 2014.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Open Communications from the Public

None.

#### 4. Employee Recognition

A. Tom Orr presented Margaux Lallas with a CPR Save coin from King County.

B. Tom Orr presented Mark Lowry, Becky Lucci, Melissa Vieth, Becky McCracken, Lieth Nedell, Jessica Cannon, Roky Louie, Pete Luke, Keith Polzin, Dawn Biladeau, and Elizabeth Jung with certificates for Five Years of Service to NORCOM.

#### 5. Action Items

##### A. Consent Agenda

Jim Torpin made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the May 9,, 2014 Governing Board Meeting, Surplus & Disposal of Equipment, and Voucher Approval for May 1 through May 31, 2014;

Accounts Payable total:	\$1,199,443.94
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Motion carried.

#### 6. Old Business

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

Jerry Holcombe discussed: The fire mobile cad implementation is on track. TriTech was provided a list of fifty two items to improve for the next version. Testing the interface between TriTech mobile and Interact is almost complete. There is a medium-level risk with the current map quality, which continues to be tested. There is a higher risk regarding TriTech business availability, due to the tight schedule of our assigned business analyst. Testing is still targeted for July and the pilot program should begin in August.

We are actively planning the 10.x upgrade and delivery with NWS. 10.2, SP1, hotfix two should be delivered next week. There is no timeline for remediation of existing issues or deployment. Discussion ensued regarding the version of software SNOCOM is using.

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

Tom Orr discussed: a handout was provided listing various scenarios the County is looking at to reduce costs. Five of the options listed reduce PSAP revenue, and would significantly impact agency assessments at NORCOM, and could cut funding for important technology positions. The County's current path option includes an additional fourteen employees at the King county E-911 office. Two options include modifications to the E-911 reserve accounts. Other options include discontinuing the interim text-to-

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911 program, discontinuing Pictometry, and discontinuing Smart911. Many of the options listed did not include a full cost impact analysis. The PSAP directors are sharing this document with their boards and determining which options need further cost analysis. The directors also asked the County to hire two consultants, one to review financial statements and one to assist in technical planning. The County is interested in hiring a survey consultant to ask the public for their opinions on 911 services. The pace of the technical committee meetings continues to move quickly. The Recommendation Committee will not meet until the Technical Committee has completed assessment of the scenarios, and strategic planning will not begin until first quarter 2015. Discussion ensued regarding the current PSAP participation contract with King County, which expires in 2015.

#### **C. Resolution 74- 2014 Budget Adjustment**

Tom Orr discussed: There is no signed contract yet with NWS, so that money will not be recognized in this adjustment.

Gwen Pilo discussed: There were no comments or adjustments to the budget adjustment presented at the May meeting. This adjustment incorporates the prior year ending balance and includes items not included in the approved 2014 budget. Bob Van Horne made a motion to approve Resolution 74. Motion passed.

#### **D. User Fee Study Update**

Joe Blaschka discussed: the goal of ADCOMM's user fee study was to review the existing user fee structure and to develop alternative formulas for user fees. Interviews with member agencies were conducted and demographic data was collected from several sources. This data was normalized for consistency. 2013 budget information was used for call volume and associated demographics. ADCOMM looked at how other PSAPs approach user fees, and the 2014 budget approach. The approaches used in this study included: population based, assessed value based and a combination of the two. The population based approach caused fire assessments to be much larger than police assessments. The calls for service based model caused police assessments to be much larger than fire assessments. The final model looked at calls for service in relation to staff distribution, which includes call receivers used by both fire and police and created a more equal distribution of assessments. The most complicated model explored in this study was the service metric distribution. This model is used at CRESSA and takes into account the number of commissioned police officers when evaluating assessments. This model is not recommended. Discussion ensued regarding how these models would impact the smaller police agencies. This study also explored the IT service level agreement, and looked at different ways to charge for technical services. One recommendation is to create a list of basic services NORCOM provides all agencies, and then charge extra fees for extra work. ADCOMM recommends implementing user fee changes in the 2017 budget, and to move away from 'in-kind' agreements for things like radio sites. Specific contracts should be created to avoid confusion. It is important to review the Calls for Service definition regularly.

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Tracey Dunlap discussed: the Finance Committee agrees with the recommendation to wait to implement a new user fee structure until the 2017 budget, when smoothing ends. The ILA states the subscriber fees can go into reserves, but the Finance Committee recommends they be used against the user fees. There are also concerns regarding the back-up center fees in Redmond. They should be charged separately through a MOU and not related to Redmond's subscriber fees. Discussion ensued regarding waiting until 2017 to implement any changes and this topic will be revisited before that budget process begins. At this point, the study is informational only. Discussion ensued regarding the definition of call for service, as determined by NORCOM. Every agency has a different definition and a unique way of calculating their user fees.

#### **E. Alpha Paging System & VHF Radio Update**

Tom Orr discussed: The Joint Operating board requested NORCOM take ownership of the Alpha Paging system and the new budget requests include funding for maintenance.

Mike Mandella discussed: The Alpha Paging system was created for Zone 1 in 2006.

Transfer of ownership from Bellevue to NORCOM is in progress. NORCOM already obtained the proper FCC licenses for the radio sites. There are leases for four of the nine radio sites with King County. The system is currently operational but aging. Some areas covered by Eastside Fire & Rescue and Mercer Island Fire experience paging issues. This may be due in part to sharing antenna space for 190 and Alpha Paging on some towers. There is old VHF 154/400 equipment still plugged in at two sites, which may also contribute to disruptions in service. It is recommended to remove that equipment.

There is a 2015 budget request to add a new antenna at Rattlesnake for Alpha Paging and there will be an ongoing request to cover maintenance. ADCOMM did a study evaluating our current radio equipment and they recommended new polyphasers at the radio sites and a schedule for maintenance and replacement. Antennas should be replaced every ten years. UPS batteries should be replaced every three years. GPS timing units should be replaced every five to ten years. The 190 is the primary radio for Skykomish and Snoqualmie Pass and is used as a back-up for the 800 system, which is why it is important to continue maintenance. The tower at Sobieski occasionally produces garbled transmissions and alien noises, likely due to interference from MACECOM. We are hoping to resolve these issues over the summer, during the short window where the site is accessible. We may need to add additional 190 locations to ensure complete back-up coverage for all of Zone 1. Discussion ensued about alternate back-up options. Due to narrow-banding, the 154 and 205 are no longer options.

#### **7. New Business**

##### **A. Resolution 75 – Banking and Signature Cards**

Tom Orr discussed: New banking cards are required for the Chair and Vice Chair. Tim Dahl made a motion to approve Resolution 75. Motion passed.

##### **B. Resolution 76 – IT Director Position and Salary Range**

Tom Orr discussed: this is a request to re-title the IT manager position and to adjust the salary range to be competitive for the area. Bob Van Horne made a motion to approve

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Resolution 76. Discussion ensued regarding the fiscal impact of the new salary range.  
Motion passed.

**8. 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. No discussion.

**9. Committee Reports:**

**A. Joint Operating Board**

No discussion.

**B. Finance Committee**

No discussion.

**C. Strategic Planning Committee**

No discussion.

**D. IT Committee**

No discussion.

**10. Executive Session**

The Governing Board held an Executive Session pursuant to RCW 42.30.110(1)(i). The session began at 10:50 for forty five minutes, after a five minute recess.

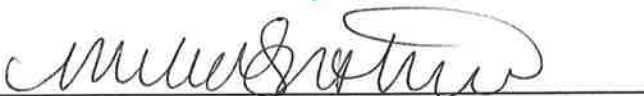
Meeting adjourned at 11:35 am.

Approved by:



Chair

Attest:



Secretary