

Meeting Minutes
NORCOM Governing Board
Bellevue City Hall, Room 1E-108
August 8, 2014

Governing Board Reps Present: Jim Montgomery, Wes Collins, Greg Bawden, Chris Connor, Ed Holmes, Kurt Triplett, Jim Torpin, Greg Ahearn, Bob Van Horne, Bob Larson, and Tim Dahl.

1. Call to Order

The NORCOM Governing Board was called to order by Kurt Triplett, Governing Board Chair, at 9:01 a.m. August 8, 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 Dave Stuby with a certificate and coin for Five Years of Service to NORCOM. Dave Stuby gave commentary about his five years.

B. Tom Orr presented Marla Smithhisler, Linda McLaurin, and Nathan Way with certificates for employee of the quarter.

5. Public Hearing for 2015 proposed budget

Kurt Triplett opened a Public Hearing on the NORCOM 2015 Proposed Budget. No comments or questions were forthcoming from the public. Chair Kurt Triplett closed the public hearing.

6. Action Items

A. Consent Agenda

Jim Montgomery made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the July 11, 2014 Governing Board meeting and Voucher Approval for July 1 through July 31, 2014;

Accounts Payable total: \$ 1,004,760.07

Motion carried.

7 Old Business

A. ICRM & Project Prioritization Update

Fire mobile CAD implementation

Jerry Holcombe discussed: The configuration is on track and ready for pilot, which will begin the week of August 18, 2014. The three participating agencies are Shoreline, Eastside Fire and Rescue, and Redmond. The intent is to leave all test stations live in production moving forward. Fire stakeholders approved maps for use. Routing will remain on; users will be advised to proceed with caution.

10.x Upgrade

Jerry Holcombe discussed: After 10.x implementation, the team found some blocking issues that prevented further testing. NWS has indicated the issues were resolved and agreed the 60 day

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testing timer will reset once the team confirms the blocking issues are resolved. Agency testing targeted for September.

Tom Orr discussed: SNOPAC and SNOCOM have moved their target production date from December 2014 to Fall 2015 due to significant defects in 10.3 platform.

General discussion: It was confirmed that the timer was reset on August 6, 2014. Questions arose surrounding the potential of further blocking issues. Should that occur, it was determined it would be discussed at that point. Shoreline expressed they were pleased with the support for fire mobile.

B. E-911 Financial Stability Discussion

Tom Orr discussed: King County options for 911 tax allocation through 2022 are continually changing. The office responsible for revenue forecasting is projecting a decrease in future funds, which has not been included in numbers presented to date. The technical committee suggested an audit of King County finances. King County responded with a proposal for a review and validation of the numbers as presented; they are against an audit as it would take too long and cost too much. If a full-blown audit is rejected, NORCOM would like to request a more thorough analysis of the numbers, with the ability to drill down line items and ask detailed questions. The PSAP directors would like to gain trust and confidence in the source of the numbers, as well as ensure they are correct. Comments on the county's proposal are due back next week. The technical committee has also requested a next-generation 911 expert review the technological plans. King County has agreed to this and drafted an RFP.

General discussion: Kurt Triplett is in support of Tom Orr's recommendation of a third party validation. Questions arose regarding what level of information is sufficient if a full-blown audit is not performed. Tom Orr reminded the board that last year the state diverted 15 million of 911 resources; it could happen again. There is a fear of cuts in PSAP funding allocations. A State 911 'emergency meeting' is scheduled for August 12, 2014 to discuss county 911 fund future. The Governing Board gave clear direction that Tom Orr, potentially joined by Kurt Triplett and Jim Torpin, should proceed with pushing the recommendation for a more thorough analysis of numbers presented.

C. 2015 proposed budget

Operating Budget: Tom Orr discussed: There were some changes made to the budget presented to the Joint Operating Board on July 24, 2014; including a new salary range for the Executive Assistant position. The Joint Operating Board was in favor of this addition. Eastside Fire and Rescue has requested that, if approved, a discussion be added to the next Joint Operating Board for explanation of the changes.

Gwen Pilo discussed: the budget presented in July 2014 represented a 4.8% increase as opposed to the 3.6% increase which was presented and recommended by the Joint Operating Board. The changes reflected are reclassification of Technology Manager to Technology Director, elimination of the HR Manager and HR Specialist position and creation of the HR Administrator position, reduction in additional services for the HR Administrator position, an increase in the

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Executive Assistant range, reduced costs for Public Safety Testing, and reduced costs for equipment replacement – which will be readdressed in 2017. The increase of 3.9% presented in the packet has decreased to 3.6%. There were no changes to the revenue summary with the exception of the fee reduction for the City of Redmond, due to the budget increase dropping to 3.6%. . The budget compared to the 10 year forecast is over in revenues, and under in assessments and expenditures. A 10.07% increase in PERS is calculated in the operating budget. Discussion ensued regarding the 2% COLA adjustment for salaries

Discussion ensued regarding the King county reimbursement for IT salaries for GIS, Telephony, and IT Network Administrator positions. Shoreline questioned the wide disparity between agency revenues and assessments, which is driven by calls for service and decrease in smoothing.

Capital Projects Budget: Gwen Pilo discussed: There is no change from the budget discussion in July. This fund is paid for out of the 2014 ending fund balance.

2014 Budget Adjustment: Gwen Pilo discussed: There is a 1.4% increase in operating costs (excluding one-time capital and transfers), a 3.6% increase including capital and equipment reserve, a \$35K one time capital purchase, no contribution to operating expense reserve, and a 2% increase in outside revenues. Savings incurred by switching health care plans to AWC, which took effect July 1, 2014, are incorporated and projected at \$350K a year.

Tracey Dunlap advised the budget must be approved in August and adopted by all agencies prior to resolution in December.

Discussion ensued about whether joint operating board had a responsibility to make decisions about personnel allocations. It was suggested that the governing board approve the budget, with authorization for a special briefing to joint operating board regarding the changes to the executive assistant position. Ed Holmes made a motion to approve the 2015 budget.

Motion carried.

6. New Business

A. Resolution 77 – second amendment to 2014 budget

Gwen Pilo discussed: This resolution recognizes settlement from NWS, as well as reduce NWS contract. Recommendation is to approve and reduce rate stabilization withdrawal. This is informational only and will be presented next meeting for approval.

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. No discussion.

8. Committee Reports:

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A. Joint Operating Board

No discussion.

B. Finance Committee

Budget process was not as smooth previous years. Timelines were not met. Suggested debrief on how to streamline the process. Support for this was expressed.

C. Strategic Planning Committee

No discussion.

D. IT Committee

Candidate for IT Director is currently in back-grounding. If he passes, may try to schedule time with police and fire stakeholders.

Meeting adjourned at 10:01 am.

Approved by:



Chair

Attest:



Secretary