

Meeting Minutes

NORCOM Governing Board

Bellevue City Hall, Room 1E-108

November 14, 2014

Governing Board Reps Present: Jim Joliffe, Bob Van Horne, Bill Archer, Kurt Triplett, Steve Burns, Ed Holmes, Bob Larson, David Burke, Bud Backer, Chris Connor, Tim Dahl, and Greg Ahern.

1. Call to order

The NORCOM Governing Board was called to order by Kurt Triplett, Governing Board Chair, at 0902 a.m. on November 14, 2014.

2. Roll Call

Roll was called and a quorum was established.

3. Open Communications from the Public

None

4. Employee Recognition

- A. Tom Orr presented Sandy Hogue with a coin and certificate for 5 years of service.
- B. Tom Orr presented Sandy Hogue with a certificate for Supervisor of the 1st Quarter. Certificates were also presented to Josh Baker, Nick Curry, Heather Wong, and Zeb Middleton for employees of the 3rd Quarter.
- C. Tom Orr presented Chris Perez with a Director's coin for his collaboration, teamwork, and dedication to his position.

5. Action Items

A. Consent Agenda

Bob Larson made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the October 10, 2014 Governing Board Meeting, Voucher Approval for October 1 through October 31, 2014, and approval of asset disposal.

Accounts payable total: \$1,394,600.49

Motion Carried.

6. Old Business

A. ICRM Update:

Fire Mobile CAD Implementation

Fire mobile remains on track, with 75 percent of all MDCs online. Bothell Fire Department, Mercer Island Fire Department, and Woodinville Fire and Rescue should be completed by the end of November. Once fire mobile is complete, planning will commence for TriTech CAD upgrade, which will include mobile software and the test environment. The TriTech CAD Upgraded is targeted for completion by the end of the second quarter 2015.

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10.x Upgrade

The New World Systems remediation plan is scheduled to be delivered on December 16, 2014. There is a 45 calendar day window to test this build once it is received. Agency testing is scheduled for early January 2015. Based on testing results, a plan for production and training will be created. Orr confirmed our next SSMA payment is due, and is not dependent on whether this build is deployed. The Kirkland Police Corrections core systems are complete. The inmate tracking is at a standstill until contract language is clarified. There is currently no timeline for this deployment.

NORCOM will be conducting two CAD upgrades in 2015.

B. E911 financial

On October 17, 2014 The Federal Communications Commission (FCC) released a report on the April 2014 multi-state 911 outage. Prior to this report, the FCC had been encouraging PSAPS to move to internet protocol based system for NG911. As a result of this investigation, the FCC's perspective has changed to a more cautious approach.

The remainder of this discussion was deferred to the executive session pursuant to RCW 42.30.110(1)(i).

7. New Business

A. EPSCA

Scott Hatfield, EPSCA, discussed the radio system replacement project. The new systems will require seamless roaming, push to talk, radio ID, emergency button, availability of GPS location through the radio, encryption, 97% coverage from street level from the hip, and greater signal density.

The new system will require nearly doubling the amount of radio sites currently in use, which will almost entirely be built of simulcast transmitters. There will be seven total simulcast layers, with three primary layers. Areas currently suffering from poor coverage will have 95% portable coverage.

With the presumption that the radio replacement project both goes to the ballot, and passes, in April 2015, the design and site work will begin immediately after. The design work will take approximately 6-8 months. There will be 2 years of civil and site work (2017-18). After that, electronic equipment will be built and added. Radios replacement will commence in 2019. The new radios will be available for sale for a set number of years beyond the initial purchase (5).

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Service will be provided for a set number of years (10) beyond the initial purchase as well. Those timelines are still being negotiated. At the same time the radios are being replaced, all PSAP consoles will be replaced. Triplett clarified that, if passed, the levy will pay for the initial radios. Replacement radios after that point will become a responsibility of the agencies. Mobile/Portable radios will work seamlessly on the old and new systems, which will offer the least amount of impact on the end user. A user task force has been initiated to convene going forward to be involved in testing.

The current consoles are Gold Elite. The software/hardware agreement (SUA) will allow all equipment to be upgraded every two years to keep up with the current versions – to include software. At the end of scheduled life, the PSAP consoles will still be updated versions.

In the new system, the subscriber customs radio rate will be significantly lower than it is currently. Dispatch customers will see an additional cost. The differences should be a wash. Triplett confirmed that he requested spreadsheets be presented to showcase how each agency will be affected by lower radio, and higher console costs.

Orr advised 2021 is when the increased console costs would take effect. There will be a transitional fund spread over a few years to ease the cost.

Connors asked about those agencies that are not a part of EPSCA. It was confirmed that PSERN will be the governing body for all radio users, including dispatch consoles. This will be an independent agency. The governing body will be comprised of representatives from King County, Seattle, one member from each of the five EPSCA cities, and one member from each of the five Valley Communications cities. There will also be one non-voting fire and one non-voting police representative, non-voting. It will not be a weighted vote. The Interlocal Agreements are still being worked out.

B. Reverse 911

NORCOM attended a demonstration of Alert Sense (formally known as My State USA). At no cost to NORCOM, a project manager has been assigned to allow some choice NORCOM members to access the Alert Sense system for pushing outbound notifications out. The limitations are that if the notification is not for life safety, the messages will not reach cell phones, VOIP, or unlisted numbers. The system is programmable to include continuous pushes, to reach people who may be travelling through the area. The collateral benefit of using this system is that our own groups can be created, such as SWAT pages, etc. NORCOM will receive a refreshed database push.

Outstanding questions linger around how people would opt into the system. It was confirmed that a police chief, fire chief, or the Washington State Patrol have power to decide if a

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notification is a public safety message. Clarification is needed on whether a battalion chief is able to make this decision under the delegation of authority. Dahl asked about policies for authorization.

C. INET

The current structure leaves NORCOM singly dependent on KC's INET system. This is on our project list to change.

D. Credit Card Policy

This is the last of the major fiscal policies. The Finance committee made the recommendation to seek approval from the governing board. Discussion ensued surrounding the monthly limits on the travel cards. Burke made a motion to approve the credit card policy.

Motion carried.

E. 2012-13 Audit Exit Results

The 2012-13 audit exit results were presented. There were five exit items, which is the lowest form of correction: journal entries, credit card policies, conflict of interest policy, personal service contracts process issues, and capitol assets reconciliation. Larson asked about the two year audit. It was confirmed that the state did not have the resources to conduct an audit last year, which was the reasoning behind a two year audit. Annual audits will resume in 2015.

The Finance committee and finance department were commended for their outstanding performances.

8. Staff reports:

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

Tom Orr advised he is retiring from the Navy after 29 years.

9. Committee Reports

A. Joint Operating Board

No discussion

B. Finance Committee

The Finance Committee advised they had a few suggested refinements for quarterly checks.

C. Strategic Planning Committee

No discussion.

D. IT Committee

No discussion

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10. Executive Session


At 1037 hours the Governing Board went into executive session pursuant to RCW 42.30.110(1)(i) and (g) for 15 minutes. The executive session was extended twice for a total of 15 additional minutes. The executive session came to an end at 1107. No action was taken during such executive session.

Meeting adjourned at 1108 hours.

Approved by:



Chair

Attest: 

Secretary