

Meeting Minutes

NORCOM Principals Assembly

Bellevue City Hall – Room 1E-108

May 08, 2015

Governing Board Representatives Present: Mark Risen, Bob Van Horne, Bill Archer, Marilynne Beard, Kurt Triplett, Steve Burns, Bob Larson, Bud Backer, Chris Connor, Jim Torpin, and Tim Dahl.

1. Call to Order

The NORCOM Principals Assembly was called to order by Jim Torpin, Governing Board Chair, at 0901 a.m. on May 08, 2015.

2. Roll Call

Jim Torpin initiated roundtable introductions of Principals Assembly Representatives, Governing Board Representatives and NORCOM staff.

3. Open Communications

None.

4. Employee Recognition

This was deferred to the June Governing Board Meeting.

5. Action Items

A. Consent Calendar

Kurt Triplett made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the April 10, 2015 Governing Board Meeting, Voucher Approval for April 1 through April 30, 2015 and Surplus and Disposal of Equipment.
Accounts payable total: \$1,171,974.00

Motion carried.

6. Old Business

A. ICRM & Project Prioritization Update

Fire Mobile

The Gobi modem issue is still ongoing. NORCOM stands strong that they will not accept this project until this issue is fixed. TriTech has expressed frustration with NORCOM for not accepting, as the issue is deemed minute. The fourth hot-fix was recently provided. NORCOM is actively monitoring the error logging.

System Upgrade Project

The TriTech proposal/sales quote has been signed. Professional services work on the pre-production and interim environments is complete. A test run of the upgrade process has been conducted. It took a total of 17.5 hours with three teams working independently. The projected timeline for completion remains early Q3 2015.

New World 10.2 Upgrade

NORCOM has paid the 2014 SSMA payment. The 2013 SSMA payment has not occurred, as there are still remaining priority issues. NORCOM and New World have begun discussions about next steps once the priority issues are addressed, which include trading existing, unused modules for more desirable options.

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LInX Interface

NORCOM has not been able to upload to LInX since October 2014. As Bothell Police has experienced the same, it is believed the issue resides with LInX. NORCOM has no direct contact with Northrop Grumman, so all communications are vetted through the Sheriff's Office. A meeting will be scheduled shortly to discuss upload issues and new interface options. If all five police agencies are able to agree on the same setup, it's possible Northrop Grumman with lower the original quote. Archer inquired as to the amount of the quote provided by Northrop Grumman. NORCOM did not have an exact number, as the quote entailed all PSAPs, not just NORCOM. There is work to try and delineate costs for just NORCOM agencies.

B. E911 Financial Stability Discussion

The participation agreement with KCE911 expired April 26, 2015. The PSAPs and KCE911 have been in negotiations to sign an extension and/or amendment. Until an agreement is reached, both parties have agreed to continue operating under the spirit of the previous contract. The sticking points seem to be language based; the PSAPs believe the provisos should be included while KCE911 does not. Both the technical and financial audits are complete. Drafts are expected late May or early June. The PSAPs have been asked to respond to those drafts as a group, rather than individually.

Orr spoke about the Seattle PD news article.

7. New Business

A. Resolution 93 – Joint Integrated Prioritization List

Orr recapped the purpose behind, and history of, the creation of the joint integrated prioritization list. The presented list has been approved for recommendation to the Governing Board by Police Stakeholders, Fire Stakeholders, and the Joint Operations Board. Backer made a motion to approve.

Backer advised Eastside Fire and Rescue supports the joint integrated prioritization list, however believes NORCOM should continue to look at the needs of technical staff for daily IT requirements that are too small or insignificant to include on the prioritization list. Orr advised in order to create a new position for IT, a business case will need to be created. Larson expressed the opinion that it may be hard to differentiate between the larger and small projects. Dahl mirrored Backer's request for the available resources to address daily utilities. Triplett advised he believes this should be handled through the budget program. Orr confirmed there are two IT positions open, which may alleviate some of the concern once filled. Triplett inquired about the process if emergent technology projects presented once Resolution 93 is passed. Orr confirmed the essence of this process is to re-evaluate quarterly. Amendment of the work plan would be vetted through the Governing Board. Risen inquired as to the status of the Service Level Agreements. Orr confirmed this would be part of the end-of-smoothing discussion.

Motion carried.

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B. Resolution 94 – Approval of the 2016 Budget Policy

Pilo recapped the risks, considerations, and opportunities of the 2016 budget policy. The 2016 Budget Policy has been approved for recommendation to the Governing Board by the Finance Committee and Joint Operating Board. Dahl made a motion to approve. No discussion.

Motion carried.

C. Resolution 95 – 2015 Budget Amendment

Pilo presented programs to be carried forward from the 2014 ending fund balance, which included the 2014 New World SSMA, Deputy Director's office, workload capacity study, and Sotebeer agreement. New projects include a transfer to equipment replacement, transfer to rate stabilization, and recruitment for IT staff. Capital funds projects to carry forward from the 2014 ending fund balance are the New World, TriTech, and OBS contracts. New requests include Microsoft licensing and the TriTech upgrade PS.

Larson inquired as to whether NORCOM's policy was to project ending fund balances for future balances. Pilo confirmed that is done in some funds, but not the operating fund. Larson also inquired about whether the new projects were necessary to complete in 2015, or whether they could be pushed out to 2016. Pilo confirmed the capital projects are necessary. Backer inquired about the cost of the Deputy Director's office. Orr advised the cost that, as a tenant, the cost is out of NORCOM's control.

Torpin inquired if NORCOM has targets for the ending fund balance and where the process is based on those. Operating expense reserve is 5% of operating fund less payroll; NORCOM is on target and will not need to add to this through 2016. NORCOM attempts to keep the escrow fund keep as close to zero as possible. The rate stabilization fund cannot be more than 10% of the operating fund, which includes payroll. Kurt made a motion to approve. No discussion.

Motion carried.

D. Resolution 96 – Ratification of TriTech Sales Proposal/Quote Execution

Orr recapped the electronic vote made by the Governing Board allowing NORCOM to execute a pass-through payment from King County EMS to TriTech for the development of the eCBD interface. King County EMS budgeted and committed \$91K to reimburse NORCOM the TriTech quote of \$89K. Backer made a motion to approve.

Triplett inquired as to why the listed amount is \$238K versus \$91K. Orr confirmed that is KCEMS's budgeted category, which includes other projects. The \$91K committed to NORCOM was added to that amount.

Motion carried.

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E. Resolution 97 – Amendment to Executive Director Employment Agreement

Torpin explained that the amendment presented splits the current agreement into two sections; automatic COLA adjustments and merit based increments. The CPI in the language of the resolution is the language established for the NORCOM Associated Guild. The CPI could be more, less, or not available if the Guild contract has not been settled. Torpin has created alternative language for the Board to consider, if necessary. Dahl clarified that the CPI is not an established CPI, but rather based on the NORCOM Associated Guild negotiations. Overall, the goal is to assure cost of living is separate from merit. Larson clarified that the term COLA was going to be used in negotiations, rather than CPI. Orr confirmed CPI will be referenced in negotiations, but not mentioned in the contract. Triplett made a motion to approve.

Motion carried.

8. Staff reports:

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

9. Committee Reports

A. Joint Operating Board

No discussion

B. Finance Committee

No discussion.

C. Strategic Planning Committee

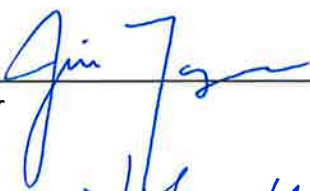
No discussion.

D. IT Committee

Orr advised Dee Hathaway has passed the background check. Mr. Hathaway will begin the polygraph and psych shortly. An estimated start date should be established by next week – potentially June.

Meeting adjourned at 0950 a.m.

Approved by:

Chair 

Attest: 
Secretary