

## **Meeting Minutes**

### **NORCOM Governing Board**

Bellevue City Hall – Room 1E-108

July 10, 2015

**Governing Board Representatives Present:** Mark Risen, Bob Van Horne, Marilynne Beard, David Burke, Steve Burns, Bob Larson, Greg Tyron, Chris Connor, Jim Torpin, Greg Ahearn and Matt Cowan.

#### **1. Call to Order**

The NORCOM Governing Board was called to order by Jim Torpin, Governing Board Chair, at 0901 a.m. on July 10, 2015.

#### **2. Roll Call**

Jim Torpin requested a roll call of present Governing Board members.

#### **3. Open Communications from the Public**

None.

#### **4. Action Items**

##### **A. Consent Calendar**

Bob Van Horne made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the June 12, 2015 Governing Board Meeting and Voucher Approval for June 1 through June 30, 2015.

Accounts payable total: \$785,545.09

Motion carried.

#### **5. Employee Recognition**

**A.** Tom Orr recognized Kenny Solberg, Roky Louie, Melissa Crawford, and Elizabeth Thomas for creating a video presentation and for speaking at King County Council meetings.

**B.** Jim Torpin recognized NORCOM telecommunicators for their work on a very busy July 4<sup>th</sup>.

#### **6. Old Business**

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

###### **Fire Mobile**

Dee Hathaway discussed the modem issue with fire mobile CAD is still under investigation with TriTech. The official software acceptance remains delayed. The upgrade is at 88% passing, and deployment is scheduled for August 17. Training is being scheduled.

The CBD interface should be delivered on the 17<sup>th</sup>. Dispatchers are going to flip charts until the interface is complete.

Chief Torpin asked if there would be any impact or training for end users. Melissa Crawford responded that there would not be an impact.

###### **New World 10.2 Upgrade**

There is slightly better communication with New World and there are 1 P1, and 6 P2 issues remaining.

###### **KIPD 2 Factor**

There is one small remaining issue, it should be closed soon, and training will roll out shortly.

###### **LinX Interface**

NORCOM continues to wait for King County and Northrop Grumman to come to a conclusion.

## Meeting Minutes

### NORCOM Governing Board

Bellevue City Hall – Room 1E-108

July 10, 2015

#### B. E911 Financial Stability Discussion

Tom Orr discussed: the King County audit report has been discussed at three committees. Government Accountability, Law Justice & Emergency Management and the Regional Policy Committee. The technical report from Mission Critical Partners was a severe criticism of the way the office was run and requested a stop on all technology projects. Bottom line conclusions from the audit include: the 911 system lacks guidance and a plan, the e911 office is anticipated to run out of money by 2018, the office should not continue spending at their current rate, and there is a need for a plan going forward. The PSAPs spend over 85 million on 911 services, and KC funds about 25 million. Next Gen 911 is becoming more complex as phones are now on a cloud-based system, and this requires better risk management. The lack of governance hinders decision making. There is no formal system, so the Executive will outline a potential leadership group in proviso. There are examples of proper governance for this kind of work. NG911 is very complex and NENA recommends a regional approach. The financial audit was closer to a review of an internal financial statement, not a thorough audit. The auditor was under the impression that the recommendation committee approved funding as presented, which was false. Going forward, a financial baseline needs to be established with all stakeholders involved. The King County IT shop could have utilized their project review board to prevent some of these e911 projects. King County reimburses costs for three IT Specialists positions at NORCOM to support NG911 as well as some of the call taker salaries and equipment. The total NORCOM budget is comprised of 86% agency contributions. A total of 1.5 million (15%) is from King County. The Executive was required to submit an ordinance on July 1 and the PSAPs need to write a letter in response to present at that meeting, plus submit edits to the proposed ordinance. The ordinance as written continues the current practice, similar to the process Triangle associates used in prior recommendation and technical committee meetings. It was not well received by PRPC, who wanted to hear more about it.

Scott Sotebeer discussed: The RPC will hear the proposal first and then submit it to council, but Hague wants to hear it first at the council of the whole. The cities are paying close attention to this issue. It is likely that Fire and Police will have representatives as voting members, and there will be more representation from PSAPs.

Tom Orr discussed: a steering committee was proposed, with the aforementioned members plus an elected member from King County, who would design the ordinance, and a permanent board, to oversee the e911 program office. This issue changes on a daily basis.

## 7. New Business

### A. 2016 Proposed Budget

Gwen Pilo discussed the highlights of the 2016 Proposed Budget, as presented in the packet. The new program requests total \$156,000. The Finance Committee recommended that all one-time costs be funded from 2015 ending fund balance and ongoing costs be incorporated into the 2017 budget, so there is no increase in the budget from new programs. The Joint Operating Board agreed with that recommendation. The total proposed operating budget increase is 3.3% due to salaries and wages. Salaries are based on current contract language, and that number could change due to the current negotiation process. General government admin costs increased due to off-site parking and insurance to cover two CAD systems. Discussion ensued regarding PSERN potentially helping to replace radios and consoles. Outside revenue increased .78% due to Kirkland paying for maintenance for their inmate tracking. The budget compared to the 10 year forecast is still favorable. NORCOM estimates a higher number of calls for service in

**Meeting Minutes**

**NORCOM Governing Board**

Bellevue City Hall – Room 1E-108

July 10, 2015

2016, except for Kirkland, Snoqualmie and Duvall. Smoothing will have an impact on the budget, the first half of the year includes smoothing, and the second half does not. There is no budget requested for the capital projects fund. The Board approved projects listed in the joint prioritized list can be funded from ending fund balance and a budget adjustment can be brought about for additional funding beyond that. The equipment replacement fund includes UPS units and antennas at radio sites, 50 New World desktops, 50 monitors, servers, switches, and network equipment. There is no contribution required for the operating expense reserve and rate stabilization fund. The budget is still split 50/50, between police and fire. Smoothing splits it 70/30. There will be a move to a new rate fee structure in the future.

**8. Discussion of Joint Operating Board attendance**

Jim Torpin discussed: the Board is struggling to achieve a quorum at their meetings. Discussion ensued regarding ways the Governing Board could encourage attendance, and whether or not the bylaws require the Joint Operating Board to meet. The Chair requested the Board secretary include the Governing Board on the meeting invites for Joint Operating Board meetings as well as a review of the attendee lists to ensure the meeting invites are sent to the correct people.

**9. 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. No discussion.

**10. Committee Reports**

**A. Joint Operating Board**

No discussion

**B. Finance Committee**

No discussion.

**C. Strategic Planning Committee**

No discussion.

**D. IT Committee**

Dee Hathaway will meet with IT leaders and staff at each agency and will determine if this Committee is necessary.

**11. Executive Session.**

The Governing Board held an executive session pursuant to RCW 42.30.140(4)(b). The session began at 10:10 and was expected to last 30 minutes. It was extended at 10:40 for 15 minutes, extended at 10:55 for 10 minutes and ended at 11:05 at which time the meeting was also adjourned.

Approved by:

  
Chair

  
Attest: \_\_\_\_\_  
Secretary