

## Meeting Minutes

### NORCOM Governing Board

Bellevue City Hall – Room 1E-108

October 9, 2015

**Governing Board Representatives Present:** Mark Risen, Bob Van Horne, Bill Archer, Marilynne Beard, Steve Burns, Noel Treat, Greg Bawden, Lee Soptich, Chris Connor, Jim Torpin, Matt Cowan, Peder Davis

#### 1. Call to Order

The NORCOM Governing Board was called to order by Jim Torpin, Governing Board Chair, at 9:02 a.m. on October 9, 2015.

#### 2. Roll Call

Chief Torpin requested a roll call of present Governing Board members. A quorum was established.

#### 3. Open Communications from the Public

There were no requests to address the board.

#### 4. Employee Recognition

Director Orr presented Telecommunicator Ashley Grannis with a Director's Coin related to Kirkland Police Department's commendation for her role in a domestic violence incident.

#### 5. Action Items

##### A. Consent Calendar

Marilynne Beard made a motion to approve the items on the Consent Agenda. Mark Risen seconded the motion. Items included on the Consent Agenda were: Minutes from the September 11, 2015 Governing Board Meeting, Accounts Payable Approval Report for September 1 through 30 2015 (Accts Payable Total: \$930,283.37), and Asset Disposal. The motion was approved.

#### 6. Old Business

##### A. Fire Projects Update

- i. Fire Mobile-CAD Implementation Project – This is not yet closed out. The concern is related to an MDC losing connection to a GPS port. There has been no recurrence since 9/15/15 fix. NORCOM is continuing to monitor this.
- ii. TriTech CAD Major Upgrade Project – This upgrade occurred August 17/18 2015. It went well with no Priority 1 or Priority 2 issues.
- iii. eCBD– Initial testing went well and it has been installed for operations testing on 10/8/15. NORCOM expects to implement it soon.

##### B. Police Projects Update

- i. 10.2 Project Upgrade
  1. 10.2 was deployed to production on February 24, 2015. There is 1 remaining Priority 1 issue and 6 Priority 2 issues. Three fixes have been delivered and are in testing. NORCOM is monitoring for a recurrence.
  2. May 12<sup>th</sup> New World Outage – Began at 12:10 on 5/12, service restored at 16:20 on 5/13. The root cause has been identified as a bug in the NWS installer app & port issue with Microsoft. There is not yet a close-out from NWS.
- ii. Kirkland 2-Factor Authentication - launched on 10/5 and is going well

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- iii. LInX Replacement Interface – The existing LInX interface has not worked since 10/2014. The extraction utility is installed and NORCOM is currently configuring and testing.
- iv. Message Switch – negotiated 30% reduction in install costs. This is a physical server installation.
- v. Tyler Technologies merged with New World and will be integrating their software to include courts, jails, and prosecutors.

#### C. E911 Financial Stability Discussion

Council staff facilitated discussion with Seattle Council/PSAP, KCSO, KC Executive's Office, Nine PSAP Coalition, Sound Cities Association. NORCOM received a draft proposed ordinance last night which establishes a framework for a process to develop a King County Regional 911 plan. It establishes 3 groups (15 member leadership group, 6 member project coordination team, and 13 member interim advisory group). Groups are directed to work by consensus. There will be a facilitator for each of these groups (independent and subjective). Marilynne shared information about the facilitator process as well as her support of the membership of the groups. The ordinance may be on the RPD agenda next Wednesday. Director Orr reviewed the purpose and roster of each of the 3 groups.

#### 7. New Business

#### 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 had anything further to contribute. No discussion.
- UPDATES: Executive Assistant Position and HR Administrator Position – The EA candidate will be visiting NORCOM next week and will be completing additional steps of the hiring process. The HR Administrator candidate was going through background and decided to withdraw from the process. NORCOM will be continuing to review resumes for this position..

#### 9. Committee Reports

##### A. Joint Operating Board (Mike Johnson)

No discussion – did not meet

##### B. Finance Committee (Michael Olson)

No discussion.

##### C. Strategic Planning Committee

No discussion.

#### 10. Executive Session.

The Governing Board held an executive session pursuant to RCW 42.30.140(4)(b), RCW 42.30.110(1)(i), and RCW 42.30.110(1)(g). The session began at 09:42 hours and was expected to last 30mins. It was extended at 10:12 for 3 minutes and again at 10:15 for 2 minutes. The Executive Session concluded at 10:17 and the Governing Board meeting resumed at 10:19.

#### 11. Action Item

- A. NORCOM Associated Guild CBA/Resolution 100

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Chief Archer made a motion to approve Resolution 100. City Manager Treat seconded the motion.  
Chair Torpin read aloud Resolution 100. No discussion. Motion approved unanimously.

The Governing Board meeting was adjourned at 1022.

Approved by:

  
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Chair

Attest:   
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Secretary