

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

July 8, 2011

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Bill Archer, Kurt Triplett, Donna Hanson, Rich Conrad, Wes Collins, Chris Connor, Tom Weathers, Mark Bunje, and David Daniels.

1. Call to Order

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:01 a.m. on July 8, 2011.

2. Roll Call

Roll was called and a quorum established.

3. Action Items

A. Consent Agenda

Kevin Bostrom pulled SOP 03-021 ACCESS and Data Inquiries & Returns from the Consent Agenda for further discussion. Bob Van Horne made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 6/10/11 meeting; revision to SOP 06-029 Unit Call Signs; revision to SOP 06-032 Marine Patrol; and Voucher Approval for June 1 through June 30, 2011.

Accounts Payable check numbers 2759-2806	\$ 497,786.52;
Payroll	\$ 299,087.46;
Electronic Payments	\$ 167,434.75

Motion carried.

B. Revision to SOP 03-021 ACCESS and Data Inquiries & Returns

Kevin Bostrom explained that a revision was made to the version of SOP 03-021 that was sent out in the Governing Board packet. This revision, in section 2.2.2, is due to changes to Washington State requirements which no longer require agencies to resubmit employee fingerprints when conducting five year background re-investigations for ACCESS users. Mark Bunje made a motion to approve SOP 03-021 as corrected. Motion carried.

C. SOP 05-016 Wireless Voice & Data Policy

Gwen Pilo provided information on NORCOM's Wireless Voice and Data Policy, explaining that NORCOM has been operating under City of Kirkland's policy. Gwen provided Board members with an Agenda Summary for the SOP prior to the meeting. The policy includes language that allows NORCOM employees, who are required to have wireless voice and/or data service as a necessary tool in the performance of their job duties, to elect to provide their own wireless device and data service; employees also have the option of carrying a NORCOM-owned wireless device. There are currently no budget implications. The NORCOM budget includes the costs for certain NORCOM employees to be provided a NORCOM-owned wireless voice and data service

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package. The Wireless Allowance does not exceed the current cost of service to NORCOM. David Daniels made a motion to approve SOP 05-016. Motion carried.

4. Old Business

A. User Fee Study Presentation

Gwen Pilo provided a PowerPoint presentation which provided a timeline of events prior to the formation of NORCOM, beginning in 2003, and provided information on how User Fees were originally calculated for NORCOM agencies.

Gwen explained that the presentation was presented to the Joint Operations Board at the June 16, 2011 meeting. Ideas from Joint Ops members included:

- Start a process to look at policy choices that NORCOM could consider in the future
- Project cost implications for when smoothing goes away
- Project cost implications if agencies were to join or to leave NORCOM
- Conduct a workplace study to see how NORCOM is currently using staff
- Review service levels and compare to other PSAPS in our area and across the country

Gwen solicited input and direction for moving forward from Board members. Discussion followed. Tom Weathers directed NORCOM staff to take questions that arose from the discussion to the Finance Committee and Joint Operations Board as appropriate for discussion.

5. 2012 Proposed Budget

Per the NORCOM ILA, Chris Fischer presented the 2012 Budget to the Board for review and discussion. A final version of the 2012 Budget will be presented to the Governing Board for approval at the August 12, 2011 meeting.

Gwen Pilo presented a PowerPoint presentation which included information on: goals of the 2012 Budget Policy; the Preliminary Budget; New Programs – Software Maintenance and Licenses; Expenditure Summary; Outside Revenue Summary; Budget Compared to 10 Year Forecast; Calls for Service Forecast; Calls for Service Detail; and User Fees. Discussion followed.

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Gwen asked if there were any questions or proposed changes to the 2012 Budget. Rich Conrad requested a forecast for 2011 Ending Fund Balance. Gwen agreed to provide the information at the next meeting.

6. Staff Reports

Individual staff reports from NORCOM staff were included in the Board packet. Chair Weathers asked if Board members had any questions regarding the reports or if NORCOM staff had anything to add to their reports. No questions were forthcoming.

Gwen Pilo reported that the UASI Grant Extension Agreement was sent to NORCOM from the City of Bellevue, to be signed today. This agreement extends the UASI Grant through the end of the year.

7. Committee Reports

A. Joint Operations Board

No report from Joint Operations Board.

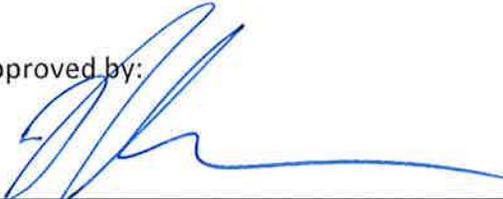
B. Finance Committee

No report from Finance Committee.

8. Executive Session – Executive Director Contract

An Executive Session was held to continue discussing Executive Director Chris Fischer's contract pursuant to RCW 42.30.110(g). Tom Weathers adjourned the regular session at 10:24 a.m., prior to the start of Executive Session. Executive Session ended at 10:41 a.m.

Approved by:



Chair

Attest:



Secretary

