

**Meeting Minutes**  
**NORCOM Governing Board**  
City of Bellevue, Room 1E-112  
September 9, 2011

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Bill Archer, Kurt Triplett, Donna Hanson, Ed Holmes, Bob Larson, David Burke, Lee Soptich, Chris Connor, Tom Weathers, and Mark Chubb.

**1. Call to Order**

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:02 a.m. on September 9, 2011.

**2. Roll Call**

Roll was called and a quorum established.

**3. Executive Session-Labor Relations**

An Executive Session was held to discuss labor relations with NORCOM's Labor Attorney Ron Knox. Tom Weathers announced that the Executive Session would last thirty minutes, at which time regular session would resume. Executive Session began at 9:03 a.m. Tom Weathers extended the executive session for an additional five minutes and regular session reconvened at 9:38 a.m.

**4. 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 08/12/11 meeting and Voucher Approval for August 1 through August 31, 2011.

Accounts Payable check numbers 2866-2914	\$ 305,705.03;
Payroll	\$ 296,659.33;
Electronic Payments	\$ 194,910.22

Motion carried.

**5. New Business**

**A. Strategic Planning Discussion**

Tom Weathers made a request and a motion was made by Brad Miyake to approve the formation of a strategic planning sub-committee. Motion carried.

**B. NORCOM Governing Board Secretary**

Chris Fischer discussed Tami McNeal, the current Governing Board Secretary's resignation, and employment move to the City of Mercer Island. Chris Fischer recognized and presented Tami McNeal with a gift of gratitude from NORCOM.

**6. Staff Reports**

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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.

Chris Fischer provided an update on the current go-live schedule set for midnight on September 25<sup>th</sup>. She discussed the following topics:

- New software release on September 12<sup>th</sup>
- New software testing schedule-set to commence on September 13<sup>th</sup> and 14<sup>th</sup>
- Internal NORCOM Meeting scheduled for September 15<sup>th</sup> to assess new enhancements

Mark Nelson followed by presenting his technology report which addressed:

- Agency inquiries on the status and readiness of the go-live plan
- Current risks associated with go-live
- Impact to users
- Training status of NORCOM Operations Staff

Questions and discussion followed.

Tom Weathers asked Kevin Bostrom to expand on the Radio broadcast for 9/11 Remembrance. Questions and Discussion followed.

## 7. Committee Reports

### A. Joint Operations Board

Chief Pillo discussed the following subjects:

- The transfer and approval of approximately 37 new or revised SOP's to the next Governing Board session.
- The Joint Operations Board asked Mark Nelson to create an outline which summarized the tools and services provided by NORCOM to partner agencies by the end of the year.
- The motion to make Wes Collins, the replacement Chair in January 2012, in response to Deputy Chief Jeff Griffin's retirement.

### B. Finance Committee

Tracey Dunlap gave an update on the financial management system. The finance committee asked Gwen Pilo to create a schedule to evaluate proposals by the next Governing Board meeting. Discussion followed regarding the board's satisfaction with the reductions in the 2012 Budget.

## 8. Executive Session – Executive Director Contract

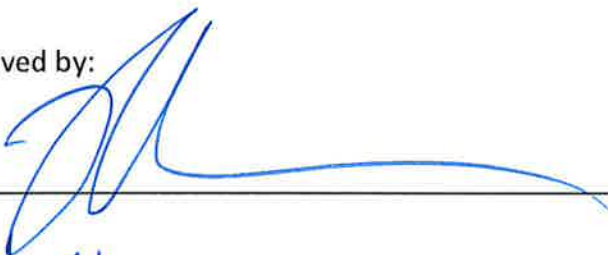
An Executive Session was held to discuss the contract for Executive Director, Chris Fischer pursuant to RCW 42.30.110(g). Tom Weathers announced that the Executive Session would last 10 minutes, at which time regular session would resume. Executive Session began at 10:07 a.m. Tom Weathers extended the executive session for an additional fifteen minutes and regular session reconvened at 10:32 a.m.

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Followed by questions from L. Soptich regarding 9/11 broadcast

Meeting adjourned at 10:34 a.m.

Approved by:

  
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Chair

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

Secretary