

Meeting Minutes

NORCOM Governing Board

City of Kirkland, Peter Kirk Room

April 10, 2009—9:25 a.m.

Governing Board Reps: Dave Ramsay, Marcus Kragness, Brad Miyake, Rudy Alvarado, Bill Archer, Eric Olsen, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Tom Weathers, and Dennis Johnson. Quorum established.

Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 9:25 a.m. on April 10, 2009.

1. Approval of Minutes from March 13 and March 30, 2009.

Bob Larson made a motion to approve the minutes from the March meetings. Motion Carried.

2. Report of Executive Director

Chris Fischer presented the Executive Director briefing to the Governing Board. The Executive Director Briefing included the following:

- ILA with Redmond to be signed later in the day.
- Lease with the City of Bellevue is signed but did not go to Bellevue City Council as planned on April 6 because of an issue regarding insurance coverage.
- Continuing to work through the logistics of bringing new hires on in May to begin training so they will be ready for “go live” in July.
- All six Team Supervisors have been identified and the hope is to bring them on sometime in June.
- All furniture designs are complete for the 7th floor of Bellevue City Hall. Furniture will be ordered once issues with the lease are resolved.

Dave Ramsay asked what the policy is for Board members concerning alternates at the Governing Board meetings. Gwen Pilo reported that the ILA is unclear on this topic and she will draft a document for the Board to formally adopt an alternate program. Gwen will present this document at the next meeting of the Governing Board.

Report from Technology Project Manager

Mark Nelson presented a technology report to the Governing Board (*see attached Technology Update*). His report covered the following:

- New World CAD Configuration – New World and NORCOM have begun to configure Kirkland’s CAD system to add Bellevue and Clyde Hill police and to identify required changes.
- Business Process Review – New World will use information gathered from NORCOM police agencies to configure its technology for NORCOM, to shape the training provided to NORCOM, and to identify opportunities for each agency to change its processes to leverage the benefit of New World’s solution.
- GIS Planning – Phase 0 is on schedule to add Bellevue and Clyde Hill Police mapping information to the Kirkland System.

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- CAD Familiarization – Planning continues with emphasis on making New World CAD terminals operational at Eastside Dispatch and Tri-Tech terminals operational at Kirkland.
- Back-up Center Implementation at Redmond Police
- NORCOM Telephone Service – Telephone numbers have been ordered, Qwest has provided NORCOM with contracts for its service, and NORCOM will execute the contracts after informing the Joint Operations Board.
- Communications Center Configuration – Advantages and risks are being evaluated by Bellevue and NORCOM and alternative solutions are continuing to be identified.

Report from Finance Manager

Gwen Pilo presented a Finance report to the Governing Board. This report included:

- Resolution 12 – eCityGov Alliance Interlocal Purchasing Agreement – This item came before the Board at the last meeting, but because three members of the Board recused themselves from the vote, there was not a voting quorum. Because of this, it was necessary to bring the item before the Board again.

Chris Connor made a motion for NORCOM to join as a subscriber of eCityGov Alliance. Rich Conrad, Dave Ramsay, Bob Larson and Brad Miyake recused themselves from the vote because of conflict of interest in that they are directly involved with eCityGov. The remaining ten members voted – motion carried.

- March 2009 Budget to Actual Comparison
- Fire District 50 would like to join NORCOM as a participating agency. Gwen will look into this possibility and will report back to the Board with the results.
- Asset Transfer – Majority of items tagged for Bellevue; Kirkland items are complete. Gwen is working on a complete list of assets and will distribute a complete list of assets to transfer to NORCOM, and hopes to distribute the list to the respective cities by the end of the month.
- Finance Policies – Investment Policy is complete and will be presented to the Joint Ops Board at the next meeting. Purchasing Policies have been presented to the Finance Committee and Gwen is waited for a response from them. Work on Fiscal Policies is in progress and will go to the Finance Committee next month.

Report from Human Resources Manager

Susan Beisheim presented a Human Resources report to the Governing Board. Her report covered the following:

- Labor
 - The last scheduled negotiations meeting was cancelled by the Guild and NORCOM has been trying for several weeks to bargain in good faith and get new dates scheduled.
- Recruitment

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- Well over 200 applicants for the Telecommunicator positions. The first academy is scheduled to start May 4th with another academy to follow sometime in July.
- Meredith Munk was the successful candidate for the Quality Assurance and Public Records position and will begin work for NORCOM on July 1.
- Team Supervisor process is now complete. The six Team Supervisors are: James Lucci, Andie Hanson, Cory James, Lisa Andrews, Stacey McShane, and Cheryl Spotts.

Report from Operations Manager

Kevin Bostrom presented an Operations report to the Governing Board. Kevin reported that the Police Operations Board is on track with developing Operations Procedures and should have them completed soon. There is still some discussion to be had among the Police Ops Board concerning several of the procedures. Fire SOP development is also on track. Existing procedures have been reformatted into the NORCOM format.

Currently Eastside Communications provides backup service to Issaquah PD, Bothell PD, Redmond PD, and the Bellevue office of the State Patrol. Agreements are being drafted in order for NORCOM to continue with this commitment.

Donna Hanson made a motion to approve the presented Police Operating Procedures. Motion Carried.

Report from Professional Standards & Development Manager

Sheryl Mullen presented a report on Professional Standards and Development. NORCOM will be adopting the Secretary of State Retention Schedules based on the recommendation of the State. Public Records program is in draft form and will be coming before the Board soon. Training program for the May 4 academy is nearly complete.

3. Report of the Joint Operating Board

Eric Olsen, Joint Operations Vice Chair, reported that Warren Burns, Joint Ops Chair, has resigned from the City of Bothell, leaving a need for a new Joint Ops Chair. Eric will fill in as Chair until a new chair is appointed.

4. Committee Reports

Finance Committee – No report.

5. New Business

Claims Approval (action item)

Bob Larson made a motion to approve the claims. Motion carried.

Marcus Kragness adjourned the meeting at 10:29 a.m.