

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

September 11, 2009—8:30 a.m.

Governing Board Reps: Brad Miyake, Bob Van Horne, Bill Archer, Rich Conrad, Bob Larson, John Lambert, Marcus Kragness, and Bud Backer. Arrived during Executive Session: Eric Olsen, Lee Soptich, and Jim Torpin.

Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 8:33 a.m. on September 11, 2009. Before taking roll call, Marcus requested a moment of silence for those who lost their lives eight years ago on September 11th. Following the moment of silence, roll call was taken, and Marcus introduced Bob Van Horne, Bothell's new Fire Chief. Bob is currently the Deputy Chief for Renton Fire Department and will officially start with Bothell Fire Department on September 21st.

Executive Session – 8:37 a.m. to 9:27 a.m.

In attendance: Marcus Kragness, Brad Miyake, Bob Van Horne, Bill Archer, Eric Olsen, Rich Conrad, Bob Larson, John Lambert, Jim Torpin, Lee Soptich, Bud Backer, Chris Fischer, Susan Beisheim, Kevin Bostrom, Jane Christenson, Yvonne Tait, and Ron Knox, NORCOM's Labor Attorney.

Approval of Minutes

Lee Soptich made a motion to approve the minutes from the August 14, 2009 meeting. Motion carried.

1. Resolutions

Chris Fischer provided a review of the Agenda Summary for Resolution 19, an Interlocal Agreement with SNOCOM and SNOPAC for Acquisition of CAD Technology. Chris explained that SNOPAC and SNOCOM have made a decision to purchase New World Systems for their technology and would like to utilize NORCOM's contract by way of the Washington State Interlocal Cooperation Act. Resolution 19 allows these agencies to purchase off of NORCOM's contract. Bob Larson made a motion to approve Resolution 19. Discussion followed. Motion carried.

2. New Business

No new business.

3. Action Items

Claims Approval - Gwen Pilo presented the Claims Approval report for August 1, 2009 through August 31, 2009 to the Board for approval. Accounts Payable totaled \$520,995.89, Payroll totaled \$299,039.81 and Electronic Payments totaled \$160,217.98. Brad Miyake made a motion to approve the claims for these dates. Motion carried.

4. Staff Reports

➤ Report of Executive Director

Chris Fischer presented an Executive Director report to the Board. Chris reported that draft ILAs have been submitted to Issaquah, Bothell, and Washington State Patrol for their review and approval to formalize relationships between NORCOM and these agencies' police dispatch functions for backup operations in emergency situations.

Chris's report also included an update on operations process challenges and adjustments.

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➤ **Report from Operations Manager**

Chris Fischer presented an Operations report to the Board on behalf of Kevin Bostrom. This report provided updates and information on the following:

- Telestaff implementation
- 2010 Scheduling
- NORCOM will be occupying the backup center on October 26

➤ **Report from Human Resources Manager**

Susan Beisheim began her report by stating that a mail election is currently going on for the telecommunicators regarding forming an associated guild, and they have until September 16th to cast their votes. Susan went on to report on recruitment, reporting that an internal recruitment process for Team Supervisor was unsuccessful in identifying a candidate and as a result has been opened to outside applicants. Recruitment continues for telecommunicators for the January 4th Academy.

➤ **Report from Finance Manager**

Gwen Pilo presented a finance report to the Board. Her report included the following:

- Financial Summary for August
- Backup Center Detail
- Technology Budget Detail
- Fourth quarter billing
- EMS Calls for Service – Finance Committee will bring a recommendation to the Board
- 2008 Audit – went smoothly; Exit Conference will take place at the end of September

➤ **Report from Technology Manager**

Chris Fischer provided a Technology report on behalf of Mark Nelson. This report provided information on the following:

- Moving New World systems from City of Kirkland servers over to NORCOM servers
- New World Implementation
- Meetings set up with New World executives in the following weeks
- Police AVL
- Final stages of formalizing relationship between NORCOM and Bellevue Radio shop
- NORCOM relationship with EPSCA

➤ **Report from Professional Standards & Development Manager**

Sheryl Mullen reported that she and her team are currently working on gathering data and looking at trends in order to improve proficiencies; performance measurement statistics will be available in early October. Sheryl also provided updates on the various levels of training among NORCOM telecommunicators.

Discussion regarding the next Governing Board meeting led to a decision to cancel the October 9th meeting. Chris Fischer and the Board came to a decision to hold the NORCOM Open House immediately following the November 13th Governing Board meeting from 10:00 a.m. to noon. Invitations will be sent out to Board members and then forwarded on to elected officials.

Marcus Kragness adjourned the meeting at 10:16 a.m.