

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

December 11, 2009—9:00 a.m.

Governing Board Reps: Brad Miyake, Bob Van Horne, Bill Archer, David Ramsay, Donna Hanson, Rich Conrad, Bob Larson, John Lambert, Lee Soptich, Chris Connor, Tom Weathers, Marcus Kragness, and Bud Backer.

1. Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 9:22 a.m. on December 11, 2009.

2. Roll Call

Roll was called and a quorum established.

3. Executive Session to Discuss Executive Director's Employment Agreement

Marcus Kragness asked that everyone besides Governing Board Representatives please exit the room while Executive Director, Chris Fischer's, employment agreement could be discussed. The Executive Session went from 9:04 a.m. to 9:16 a.m.

4. Public Hearing on 2010 Budget

Marcus Kragness opened a Public Meeting on the NORCOM 2010 Budget. Marcus asked for questions or comments from the public. No questions or comments were forthcoming from the public. Marcus closed the Public Meeting at 9:17 a.m.

5. Resolutions

A. Resolution 22

Bob Larson made a motion to approve Resolution 22, a Resolution adopting the 2010 budget as transmitted on August 1, 2009 to each member of the Governing Board and approved by the legislative authorities of each participating and subscriber agency. Motion carried.

B. Resolution 23

Mark Nelson provided a brief description of Resolution 23 to the Board. Rich Conrad made a motion to approve Resolution 23, a Resolution authorizing NORCOM's Executive Director to execute the First Amendment to the Purchase and Sale Agreement with the City of Bellevue to acquire radios required to support NORCOM's operation. Motion carried.

C. Resolution 24

Chris Fischer advised the Board that the purpose of Resolution 24 is to establish a change of time and location for regularly scheduled Governing Board meetings. Donna Hanson made a motion to approve Resolution 24 establishing a new time and location for regular meetings of the Governing Board and repeal Resolution 9.

6. New Business

Marcus Kragness acknowledged Chief Bud Backer for his great service to NORCOM. Marcus explained that Chief Backer's contract would not be renewed as Fire Chief of Woodinville. Marcus expressed that Bud has been very instrumental in the development of the Fire CAD system and thanked Chief Backer and wished him all the best. Dave Ramsay also expressed his gratitude to Chief Backer for all of his hard work.

7. Action Items

A. Consent Agenda

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Brad Miyake made a motion to approve the items on the Consent Agenda. Items included on this agenda were: Minutes from the 11/13/09 meeting; Renewal of State of Washington Interlocal Purchasing Agreement; November Claims; FMLA Policy (*modification* due to change in law); Vehicle Usage Policy; and UASI Agreement with the City of Bellevue for UASI Grant Administration Services. Motion carried.

B. Calls for Service

Gwen Pilo reported that the Fire Operations Board recommendation on this issue is Option Four – Call host and Responding ALS Provider Receive Credit Unless ALS Call is within ALS Jurisdiction. This method of counting calls credits the Host agency for all calls, including ALS calls within their jurisdiction, unless the jurisdiction is also an ALS provider, then only one call would be credited. Bud Backer made a motion to authorize NORCOM's Executive Director to utilize Option Four as the method that NORCOM uses to determine Calls for Service until 2012. Discussion followed. Bud Backer withdrew his motion based on the discussion between the Board members. Dave Ramsay made a motion that this issue be continued for one month, and that the Board insist that the Fire Operations Board get together and come up with a recommendation. If, at that time, they are unable to provide a recommendation, they should be prepared to come back to the Board with the alternatives clearly defined so that the Governing Board may make a decision. Motion carried.

C. Approval of Executive Director's Employment Agreement

Marcus Kragness reported that he and Rich Conrad had discussed Chris Fischer's contract for an additional two years with NORCOM. During the Executive Session earlier in the meeting, the Board discussed the terms of Chris's contract. Donna Hanson made a motion to approve the Executive Director's Employment Agreement. Motion carried.

8. New World Technology Overview

Al Bennett, New World Vice President, provided a New World Technology Overview PowerPoint presentation to the Board.

9. Staff Reports

A. Report of Executive Director

Chris Fischer reported that the Interlocal Agreements with the City of Bothell and the State Patrol for backup services would be coming to the Board for approval at the next meeting in January. Chris also provided updates and descriptions of the FCC working groups that have been formed.

B. Report of Operations Manager

Kevin Bostrom provided an Operations update to the Board. Kevin reported that some of his recent activities have included: meeting with SNOPAC leadership to assist with their TeleStaff Project; participating in monthly Vancouver Olympics emergency communications status update and update of interoperability plan; attending the quarterly Tri-County Regional Interoperability System meeting; and attending Bellevue Emergency Management Committee meeting on ICS in the OEC. Kevin also

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provided updates on Police and Fire Operations and reported that recent call volume and fire activity has been at the highest since go-live. Kevin continues to process inquiries and work with employees to improve operational efficiency and reduce errors.

C. Report from Human Resources Manager

Susan Beisheim provided updates on Labor and Recruitment, reporting that a second meeting with the NORCOM Guild took place the previous day and that she is currently recruiting for the next Academy, scheduled to start on January 4, 2010. To date, she has hired 7 individuals.

D. Report from Finance Manager

Gwen Pilo presented a finance report to the Board. Her report included updates and information on the following:

- Financial Summary for the end of November
- 2010 first quarter billing will go out that day or the following Monday
- 2009 Ending Fund Balance
- Grant Funds

E. Report from Technology Manager

Mark Nelson presented a Technology report to the Board. This report provided information and updates on the following:

- New World Records Conversion – Bellevue Police and New World are completing the mapping of records conversion from the existing systems to New World. Test conversion runs are next, and if all goes well, the conversion will likely happen in January 2010.
- New World NextGen CAD
- Police Automatic Vehicle Location – This technology will provide location information of police vehicles to dispatchers. NORCOM and the police departments are evaluating what mapping layers should be made operational on mobile data terminals.
- UASI Grant Funding Management Agreement

F. Report from Professional Standards & Development Manager

Sheryl Mullen provided an overview of the NORCOM Telecommunicators and where they're at in regards to training. By June 2010, she expects that 90% of NORCOM employees will be fully trained. Sheryl reported that NORCOM expects to sign a contract with CALEA to begin the accreditation process in January or February of 2010. Sheryl also provided updates on performance measurement.

10. Committee Reports

A. Finance Committee

No report

B. Joint Operations Board

No report

Marcus Kragness adjourned the meeting at 10:49 a.m.