

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-112

February 12, 2010—9:00 a.m.

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

1. Call to Order

The NORCOM Governing Board was called to order by Marcus Kragness, Governing Board Chair, at 9:02 a.m. on February 12, 2010.

2. Roll Call

Roll was called and a quorum established.

3. Calls for Service Discussion

Gwen Pilo presented an overview of what the ALS smoothing model is intended to do. Gwen explained that by using actual 2009 data, she has estimated that the Option 5 method of counting calls will decrease the overall calls for service for budget allocation purposes by about 3,000 calls. This is due to not counting mutual aid calls and splitting the ALS calls half and half. Previously, mutual aid calls were counted and ALS calls were charged to each agency involved. While all agencies will be impacted by the change, the agencies that provide ALS services will see an estimated increase in call volume/budget allocation between 1.56% and 1.90% over the years of 2011 to 2013. This equates to much larger percentages in budgetary dollars. The biggest fluctuation will happen in 2012 as NORCOM moves from 3 quarters of data to 7 quarters of data to calculate the 8 quarter average. The proposed ALS smoothing model takes this increase or decrease and spreads it over five years, from 2011 to 2015, to minimize the impact in call fluctuations to agencies. The Zone 1 Fire Chiefs have agreed that this model, developed by Chief John Lambert, is the best representation of what they would like to accomplish.

Gwen went on to explain that one other item to consider is the smoothing that Bellevue provides for each agency. While the ALS smoothing will shift from year to year among agencies, the Bellevue smoothing allocation will continue to decrease, with the first half of 2015 being the last period it is applied. Discussion followed. The Board agreed that it would be in NORCOM's best interest to convene a finance group with the intention of being able to understand the model, look for potential flaws, and explain the model to their respective board member.

Prior to the meeting of the Governing Board, Gwen distributed an Agenda Summary to Board members which explained the effect of these changes on the ILA. As this document explains, the preferred method will not become "official" until the ILA is appropriately amended to reflect the preferred method. It was proposed that the Board reach a general consensus as to its preferred method, and direct Staff to work with legal counsel to prepare and present to the Board for approval an amendment to the ILA reflecting the preferred method. Once Staff has prepared the requested ILA amendment, each Principal may present the proposed amendment to its respective legislative authority for approval, as it deems appropriate or required. Notably, the Governing Board is vested with the authority to approve ILA amendments, and such amendments are not required to be submitted to the Principle's respective legislative authorities for approval. Once each Principle has been given the opportunity to present the proposed ILA amendment to its legislative authority, the Board may vote on the amendment. This information was discussed by the Board.

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The Board agreed to accept by consensus the recommendation of the Fire Operations Board, Option Five with the four year ALS Smoothing Model applied, as the method that NORCOM uses to count Calls for Service and direct Staff to work with legal counsel to prepare and present to the Board for approval an amendment to the ILA reflecting the preferred method.

Marcus Kragness directed NORCOM staff to include all outstanding issues that have been identified as problems in the ILA when drafting the amendment to reflect the changes for Calls for Service Billing.

4. Action Items

A. Consent Agenda

Bob Larson made a motion to approve the items on the Consent Agenda. Items included on this agenda were: Minutes from the 01/08/10 meeting; Agreement for Legal Services; Voucher Approval for December 31, 2009 through January 31, 2010 (Accounts Payable totaled \$245,907.45, Payroll totaled \$289,335.52, and Electronic Payments totaled \$99,538.26); revision to Fitness for Duty Policy; revision to EEOC Policy; revision to FMLA Policy; and revision to Cash Management Policy. Motion carried.

B. Resolutions

a. Resolution 25 – Petty Cash Management

Gwen Pilo presented Resolution 25 to set up a petty cash box in the Finance Department. The State Auditor's Office prescribes that all petty cash accounts and custodians are established by Resolution per the Budgeting, Accounting and Reporting System (BARS) manual. Tom Weathers made a motion to approve Resolution 25 a Resolution of the Governing Board of NORCOM, establishing petty cash accounts, appointing custodians, and establishing the amount of monies authorized for the petty cash accounts. Motion carried.

b. Resolution 26 – Process for Designating Temporary Alternate

Gwen Pilo presented Resolution 26, a Resolution of the Governing Board of NORCOM establishing a policy to allow temporary alternates for principal members in accordance with section 6.F of the NORCOM Interlocal Agreement. Discussion followed. Tom Weathers made a motion to approve Resolution 26. Bill Archer made a request to see a tally of Governing Board attendance over the past year before voting to approve the Resolution. Motion carried with one opposing vote by Bill Archer. The Board made a request to see attendance information of Governing Board members at the March meeting. Chris Fischer assured the Board that this information would be available at that time.

C. Finance Procedures

a. Financial Code of Ethics Policy

Gwen Pilo presented the Financial Code of Ethics Policy to the Board for approval. The policy was reviewed by the Finance Committee at their January meeting, and was recommended by the Joint Operations Board for Governing Board approval.

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Bob Van Horne made a motion to adopt the Financial Code of Ethics Policy.

Motion carried.

b. Reimbursable Expense Policy

Gwen Pilo presented the Reimbursable Expenses Policy to the Board for approval. Gwen explained that NORCOM has been operating under Kirkland's Reimbursable Expense Policy when reimbursing employees for their necessary and reasonable expenses incurred in the conduct of their official business for NORCOM and to authorize expenditure of NORCOM funds for certain no-travel related expenses. This policy was reviewed by the Finance Committee in October and was recommended for Governing Board approval by the Joint Operations Board. Dave Ramsay made a motion to approve and adopt the Reimbursable Expense Policy. Motion carried.

c. Capital Assets Policy

Gwen Pilo presented the Capital Assets Policy to the Board for approval. This policy has been created using the GFOA recommended guidelines and best practices of our Participating Agencies. The policy was reviewed by the Finance Committee in October, and was recommended by the Joint Operations Board for Governing Board approval. Bob Larson made a motion to approve and adopt the Capital Asset Policy. Motion carried.

d. Small and Attractive Items Policy

Gwen Pilo presented the Small and Attractive Items Policy to the Board for approval. This policy will ensure control over items that have value to NORCOM and might not be noticed immediately after their disappearance. This policy will provide accountability over items that do not meet the criteria of a Capital Asset. Bob Van Horne made a motion to approve and adopt the Small and Attractive Item Policy. Motion carried.

5. New Business

No new business to discuss.

6. Staff Reports

A. Report of Executive Director

Chris Fischer provided information on the following:

- Working with the Management Team to develop the 2011 Budget Policy Discussion document. This document will be sent out to Board members in March for review.
- Working with the King County 911 Program Office to procure funds to offset some of the "go live" costs and funding of the backup center in Redmond. Once a final refund amount is known, the 2010 Budget will be amended and presented to the Board.
- Next Gen 911 Position (NG Specialist) will be funded by King County 911. The full job description will come before the Board for approval before hiring.
- NORCOM is in the process of beginning the CALEA Accreditation process

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- Performance Measurement Update
- National Telecommunicator Week
- Four additional dates scheduled in March to meet with the NORCOM Guild
- Next Training Academy begins on May 10th
- Data Service Position has been delayed
- Kirkland Annexation – Potential impacts to staffing and operations of NORCOM – Kevin Bostrom to represent NORCOM at these meetings
- E911 Modernization Bill – Will fund the modernization of the statewide 911 system and address needs at the state and local government levels.
- Police Automatic Vehicle Location (AVL) – Working closely with Bellevue and New World to get this technology deployed
- New World Field Reporting – Testing continues by members of the Bellevue Police pilot group. Configuration problems with the merge function from field reporting to records are being found and corrected. As testing continues by Bellevue Police, further deployment has been delayed until March.
- New World Fire Software Demos – Provided during the week of February 2nd. Six departments did not attend any of the demonstrations, and other agencies attended some. Feedback was provides to NORCOM and New World. Dave Ramsay requested to be told when representatives do not show up for training.
- Server and storage hardware has been received by NORCOM, implementation and training plans are nearly agreed to between the suppliers and NORCOM has made ready the space for installation. A transition plan to move from the servers and storage at Kirkland has been developed.
- Telephone System Upgrade – Qwest will upgrade NORCOM telephone system by installing the most current software on March 2nd and 3rd. While the telephone system is being upgraded, NORCOM will utilize its back-up center at Redmond for call receiving.

B. Report from Finance Manager

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

- 2011 Budget Principals – Currently being reviewed by the Finance Committee
- MEBT Audit – Clark Nuber will be at NORCOM on May 27th to finish up audit.
- First request for reimbursement from UASI grant has been made for \$300,000.

7. Committee Reports

A. Finance Committee

No report

B. Joint Operations Board

Chris Tubbs reported that at the December Joint Ops meeting Chief Linda Pillo was nominated as Vice Chair for the Joint Operations Board.

Marcus Kragness adjourned the meeting at 10:19 a.m.