

## Meeting Minutes

### NORCOM Governing Board

City of Bellevue, Room 1E-112

June 10, 2011

**Governing Board Reps Present:** Brad Miyake, Bob Van Horne, Bill Archer, Gene Markle (proxy for City of Kirkland), Donna Hanson, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Chris Connor, Tom Weathers, Mark Bunje, and David Daniels.

#### 1. Call to Order

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:01 a.m. on June 10, 2011.

#### 2. Roll Call

Roll was called and a quorum established.

#### 3. Action Items

##### A. Consent Calendar

Bob Larson made a motion to approve the items on the Consent Calendar. Items included on the Consent Calendar were: Minutes from the 5/13/11 meeting; revision to SOP 01-033 Internet/Email Usage; revision to SOP 07-007 Dispatch Procedures; SOP 08-001 System Password Requirements; revision to SOP 09-001 Performance Measurement; SOP 09-011 Confidentiality of Information; Disposition of Assets; Resolution 40 – ROTH/IRA Contributions; and Voucher Approval for May 1 through May 31, 2011.

Accounts Payable check numbers 2697-2758	\$ 441,178.25;
Payroll	\$ 289,100.10;
Electronic Payments	\$ 147,191.64

Motion carried.

##### B. Revision to SOP 02-006 Recruitment and Hiring Policy

Susan Beisheim presented a revision to existing NORCOM SOP 02-006 Recruitment and Hiring Process. This revision adds language to the SOP to allow for the giving of cash incentives to NORCOM employees for successfully (according to the specific requirements stated in the SOP) referring potential new hires to NORCOM. This program was authorized by NORCOM's Finance Manager and was approved by the Joint Operations Board at their May meeting. Discussion followed. Mark Bunje made a motion to approve the revisions to SOP 02-006. Motion carried.

##### C. Addition of Technology Team Member GIS Position

Susan Beisheim provided an overview of NORCOM's request for an additional technology team member to support NORCOM Geographic Information Systems (GIS). Adding this position ensures NORCOM has current and accurate GIS data to support the operation of computer-aided dispatching, mobile computers for police and fire, and records management for police and fire. Susan explained that because of the relevance of accurate GIS data,

## **Meeting Minutes**

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June 10, 2011

the King County E9-1-1 Program Office funds the full cost of a staff member at large communications centers like NORCOM, so there would be no fiscal impact for NORCOM as long as funding continued. Discussion followed.

Mark Bunje made a motion to approve authorization of an additional Member of Technical Staff – GIS FTE based on receipt of funding provided by the King County E9-1-1 Program Office. Motion carried.

#### **4. New Business**

##### **A. King County PSAP Consolidation**

Board members were provided with several recent letters, regarding possible King County PSAP Consolidation, in the meeting packet prior to the meeting. Chris Fischer explained that Marlys Davis, E9-1-1 Program Office Manager, was at the meeting to provide additional information on the possibility of King County PSAP Consolidation.

Marlys informed the Board that the King County Sheriff's Office recently contacted her and expressed the desire to get out of the PSAP business. Several years ago, a consolidation study was done between the Sheriff's Office and Valley Communications Center. Because of this, the Sheriff's Office is first researching the possibility of consolidation with Valley Communications Center. Marlys provided additional information on this topic; questions and discussion followed.

#### **5. Executive Session – Labor Relations**

An Executive Session was held to discuss labor relations with NORCOM's Labor Attorney Ron Knox (via phone). Tom Weathers announced that the Executive Session would last fifteen minutes, at which time regular session would resume. Executive Session began at 10:01 a.m. Tom Weathers extended the executive session for an additional fifteen minutes and regular session reconvened at 10:31 a.m.

Discussion regarding King County PSAP Consolidation continued following the Executive Session.

#### **6. Staff Reports**

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.

**Meeting Minutes**  
**NORCOM Governing Board**  
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June 10, 2011

Kevin Bostrom clarified that the electrical work taking place at Redmond Public Safety building, that will affect NORCOM's backup center, is scheduled for the weekend of June 17<sup>th</sup>.

Susan Beisheim reported that the tentatively scheduled July 24<sup>th</sup> guild meeting will not be taking place.

**7. Committee Reports**

**A. Joint Operations Board**

No report from Joint Operations Board.


**B. Finance Committee**

Gwen Pilo reported that the Finance Committee had their second quarter internal control regarding NORCOM financial statements. The 2010 financial statements were reviewed using the internal controls checklist from the Government Finance Officers Association, and it was determined that the financial statements were presented correctly with only minor errors and omissions. Corrections were made and the financial statements were filed with the state auditor's office. Gwen is awaiting a date for NORCOM's financial audit.

**8. Executive Session – Executive Director Contract**

An Executive Session was held to discuss Executive Director Chris Fischer's contract. Tom Weathers announced that the Executive Session would last ten minutes and he did not anticipate any further meeting items following the Executive Session. The session began at 10:41 a.m. and was extended for an additional twenty minutes. Regular Session resumed at 11:11 a.m. and Tom Weathers adjourned the meeting.

Approved by:



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Chair

Attest:



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Secretary

