Meeting Minutes  
NORCOM Governing Board  
City of Bellevue, room 1E-108  
December 11, 2015

**Governing Board Reps Present:** Steve Burns, Kurt Triplett, Ed Holmes, Jim Torpin, Greg Ahearn, Matt Cowan, Jay Wiseman, Chris Connor, Mark Risen, Greg Tryon, Bob Van Horne and Mark Correira.

1. **Call to Order**  
The NORCOM Governing Board was called to order by Jim Torpin, Governing Board Chair, at 9:00 a.m. on December 11, 2015.

2. **Roll Call**  
Chair Torpin requested a roll call of present Governing Board members. A quorum was established.

3. **Open Communications from the Public**  
There were no requests to address the board.

4. **Recognition**  
Executive Director Tom Orr announced Mercer Island’s Noel Treat resigned to return to work in the Seattle school district. Orr expressed appreciation for all Treat’s service with NORCOM.

5. **Action Items: Consent Calendar**  
The Chair called for the motion to approve the items on the consent agenda. The items included on the consent calendar were minutes from the November 13, 2015 Governing Board meeting and Accounts Payable Approval Report for November 1 through November 30, 2015 (Accounts Payable Total: $1,003,246.12). The third and last item on the consent agenda was the disposal of assets.

Bob Van Horne moved to approve the motion. Matt Cowan seconded the motion.

Motion carried.

6. **Old Business**

   **A. Fire Project Update**  
   IT Director Dee Hathaway said the eCBD interface was installed December 8th and is running smoothly.

   Eastside Fire & Rescue is replacing modems in their units. The Zoll rollout is underway. The GIS database consolidation of two databases is ongoing. Hathaway said he’s working with TriTech to schedule the conversion.

   **B. Police Projects Update**  
   Hathaway said the New World/Tyler system (re-named as Tyler System due to recent acquisition), now has one priority 1 issue and six priority 2 issues outstanding. Two patches have been installed. NORCOM has not received a reason from New World/Tyler for the outstanding priority 1. Regarding the LInX, Hathaway said we are waiting to hear from Northup Grumman.
C. E-911 Financial Stability Discussion
Orr noted King County's Law Justice Emergency Management committee approved nominees that were up for consideration. They moved their nomination to King County council and they will meet December 14th. Attorney Laura Hitchcock has been appointed to be the project manager. There will be a meeting January 13th to focus on the IAG.

D. Resolution 103 – 2016 Budget Adoption
Gwen Pilo presented resolution 103, the adoption of NORCOM’s 2016 budget.

Chair called for the motion to pass resolution 103. A motion was made to pass resolution 103. Ed Holmes seconded the motion.

Motion carried.

7. New Business

A. Resolution 104 – Redmond Principal Petition
Orr noted the city of Redmond has petitioned to convert from a NORCOM subscriber to a NORCOM principal. Net effect is that Redmond will no longer pay the 6% subscriber fee, so there will be a reduction in revenues of about $42,000.

There was a discussion about the financial mechanics. Pilo did confirm that Redmond’s new principal status would start in January 2017.

Chris Connor moved to pass resolution 104. Bob Van Horne seconded the motion.

Motion carried.

B. Resolution 105 – SOP 02-033 Salary and Benefits
Pilo introduced resolution 105, which address changes to the NORCOM salary and benefit structure. One change is out-of-class pay. Anyone working out of class for more than five days will receive a 5% pay increase or the lowest step of whatever position they are filling. A second change regarded elective cashing out of accrued paid time off (PTO). The original document did not define cash out timing; this SOP clarifies that any cashing out of PTO may occur one time per year.

Triplett moved to pass resolution 105. Van Horne seconded.

Motion carried.

C. Resolution 106 – Seeking Consent to Overhire
Orr said NORCOM is asking for permanent authority to overhire by two (FTEs) as needed. Orr said NORCOM is not seeing an immediate need to overhire, but the ability to overhire will prevent overtime and allow
NORCOM to be more nimble in bringing on new hires. Orr noted that NORCOM has one academy in progress and another academy starting in January 2016.

Chair asked if the current budget is being taken into account. Orr confirmed that NORCOM would not overhire if it could not be funded.

Holmes motioned to pass resolution. Cowan seconded the motion.

Motion carried.

D. Resolution 107 – Approving MOUs with Eastside Fire and Shoreline
Chair noted resolution 107 regarding approving MOU with Eastside Fire and Shoreline has been pulled from today’s agenda.

Connor asked for background. Hathaway explained that NORCOM needed some clarifying language. There was a discussion on the ESO interface. King County’s Michele Plorde said that King County is currently doing ESO interface as well.

E. Vice Chair Vacancy – Appointment
Chair noted that the resignation of Treat leaves a vacant vice chair position. Triplett said Marilynne Beard would be willing to be the vice chair. Van Horne said that while Beard would be new to the process, she’d be surrounded by a supportive group that would help her succeed. There was discussion about reviewing bylaws on the topic of who is eligible to be elected to a position on the board.

Holmes moved to elect Beard as vice chair. Cowan seconded the motion.

Motion carried, Beard is the new NORCOM Governing Board’s vice chair.

F. Invitation to Bellevue Mayor Claudia Balducci
Chair noted that Claudia Balducci was elected to replace Jane Hague on the King County Council. NORCOM is extending an invitation to Council Member Balducci to attend the next Governing Board meeting in January.

G. Tim Clemans Public Disclosure Request
Orr explained the recent Tim Clemans PDR is one of the most all-encompassing disclosure requests NORCOM has seen. Orr introduced attorney Matt Segal from Pacifica Law Group for an update.

Segal said NORCOM staff have communicated with Clemans in the appropriate timeframe. NORCOM does hope to meet with Clemans after the holidays to find out how we can best assist him. Segal noted that the city of Seattle sent Clemans a letter on December 7th denying the Clemans request for all public records. Seattle estimated it would take Clemans over 330 years just to view police videos that are currently on file.
There was a discussion about delivery of data, costs of data collection and redaction. Part of the Clemans request is that agencies must keep all data (vs. current method of deleting audio recordings every 90 days). Orr expressed concerns regarding hardware storage expenses.

8. Staff Reports

A. Executive Director Tom Orr
Orr said he had met with Jay Wiseman and gave Wiseman the floor to share new information. Wiseman said he has been looking at merging Cle Elum and Roslyn fire districts. One possibility is that Snoqualmie Pass may be dispatched by Kittcom, so there’s a chance that Snoqualmie Pass will leave NORCOM in the beginning of 2017.

Chair asked if there were any questions regarding the staff reports. There were none.

9. Committee Reports

A. Joint Operating Board
Orr noted the prior Joint Operating meeting was cancelled. The next meeting will be discussing appointing a new chair.

B. Finance Committee
Michael Olson had a brief report. The Finance Committee met on December 3rd to discuss the user fee study implementation and a take a detailed look at the tech cost allocation model. Olson stated they are reviewing how tech costs are allocated to determine if they should recommend a change. The Finance Committee will meet again December 30th and will bring a recommendation to the board January 8th.

C. Strategic Planning Committee
The committee is on hiatus. No discussion.

10. Executive Session
The Chair requested an executive session pursuant to RCW 42.30.110(1)(g) to discuss the performance of a public employee. The session began at 10:23 a.m. and was expected to last 20 minutes. It was extended at 10:43 a.m. for 10 minutes. It was again extended at 10:53 a.m. for 5 minutes. Deanna Gregory, attorney for Pacifica Law Group, attended the executive session. The executive session concluded at 10:55 a.m. and the Governing Board adjourned at 10:57 a.m.

Approved by:

Chair

Attest:

Secretary