



AGENDA

NORCOM Governing Board

Kirkland PD Totem Lake Room - January 10th, 2020 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. NORCOM Recognition
5. Consent Agenda
 - A. Governing Board Minutes for December 2, 13, 17, and 19, 2019 Meetings
 - B. December 2019 Accounts Payable Report
 - C. 2020 Governing Board Meeting Schedule
6. For Board Decision
7. For Briefing to Board
8. Staff Updates
 - A. Update on the State of NORCOM
9. Committee Reports
10. Executive Session

The Governing Board may hold an Executive Session pursuant to one or more of the following:

 - *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*
 - *RCW 42.30.110(1)(g) to review the performance of an employee;*

11. Adjournment

The next Governing Board meeting is scheduled for February 14, 2020.



MEMORANDUM

To: Governing Board
From: Roky Louie, Deputy Director for Operations
Date: 01/10/2020
Subject: Governing Board Minutes for December 2, 13, 17, and 19, 2019 Meetings

Executive Summary:

NA

Background:

NA

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

NA

NORCOM Staff Recommendation:

NA

Staff Comments:

NA

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2019
Account (s):
Fiscal Note:
Fiscal Impact:
NA

Attachments

- Board Meeting Minutes for 12-02-2019
 - Board Meeting Minutes for 12-13-2019
 - Board Meeting Minutes for 12-17-2019
 - Board Meeting Minutes for 12-19-2019
-



MEMBERS

| | |
|-----------------|------------------------------------|
| Nathan McCommon | City of Bellevue (Chair) |
| Kyle Kolling | City of Clyde Hill |
| Kurt Triplett | City of Kirkland |
| Steve Burns | City of Medina |
| Ed Holmes | City of Mercer Island |
| Dan Yourkoski | City of Normandy Park (Vice Chair) |
| Bob Larson | City of Snoqualmie |
| Jeff Clark | Eastside Fire & Rescue |
| Eric Magnuson | Northshore Fire Department |
| Don Horton | Redmond Fire |
| Matt Cowan | Shoreline Fire Department |
| Jay Wiseman | Snoqualmie Pass Fire |
| Greg Ahearn | Woodinville Fire |

ABSENT

| | |
|---------------|-----------------------------|
| Bruce Kroon | City of Bothell |
| Ryan Dhoore | Duvall Fire District #45 |
| Chris Connor | Fire District 27 |
| James Knisley | Skykomish Fire District #50 |

NORCOM STAFF

| | |
|-----------------|---------------------------|
| Brionna Jordan | Public Records Specialist |
| Maggie Johanson | Administrative Assistant |



- **Call to Order**

Nathan McCommon, Governing Board Chair, called the NORCOM Governing Board to order at 1:01 p.m.

- **Roll Call**

Chair McCommon requested a roll call of present Governing Board members. Brionna Jordan, Public Records Specialist, reported there was a quorum.

- **Executive Session¹**

The Board went into Executive Session at 1:02 p.m. and finished at 2:01 p.m. Following the Executive Session, the Board returned to open Governing Board session at 2:01 p.m. No action was taken.

¹ The Governing Board may hold an Executive Session pursuant to one or more of the following:

- **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;
- **RCW 42.30.110(1)(g)** to review the performance of an employee;

- **Adjournment**

The meeting was adjourned at 2:01 p.m.

The Governing Board meeting was adjourned at 2:01 p.m.

Approved by:

Chair

Attest:

Secretary



MEMBERS

| | |
|-----------------|------------------------------------|
| Nathan McCommon | City of Bellevue (Chair) |
| Bruce Kroon | City of Bothell |
| Kyle Kolling | City of Clyde Hill |
| Kurt Triplett | City of Kirkland |
| Steve Burns | City of Medina |
| Ed Holmes | City of Mercer Island |
| Dan Yourkoski | City of Normandy Park (Vice Chair) |
| Bob Larson | City of Snoqualmie |
| Ryan Dhoore | Duvall Fire District #45 |
| Jeff Clark | Eastside Fire & Rescue |
| Chris Connor | Fire District 27 |
| Eric Magnuson | Northshore Fire Department |
| Tommy Smith | Redmond Fire |
| Matt Cowan | Shoreline Fire Department |
| Jay Wiseman | Snoqualmie Pass Fire |
| Greg Ahearn | Woodinville Fire |

ABSENT

| | |
|---------------|-----------------------------|
| James Knisley | Skykomish Fire District #50 |
|---------------|-----------------------------|

VISITORS

| | |
|----------------|--------------------|
| Michael Olson | City of Kirkland |
| Deanna Gregory | Pacifica Law Group |
| Deb Flewelling | King County |
| David Mendel | King County |

NORCOM STAFF

| | |
|-----------------|--|
| Thomas Orr | Executive Director |
| Scott Sotebeer | Deputy Director, Strategic Initiatives |
| Roky Louie | Deputy Director, Operations |
| J. R. Lieuallen | Finance Manager |
| Judy Cayton | Human Resources Manager |
| Janet Bartlett | Financial Consultant |
| Brionna Jordan | Public Records Specialist |
| Maggie Johanson | Administrative Assistant |



- **Call to Order**

Nathan McCommon, Governing Board Chair, called the NORCOM Governing Board to order at 9:01 a.m.

- **Roll Call**

Chair McCommon requested a roll call of present Governing Board members. Brionna Jordan, Public Records Specialist, reported there was a quorum.

- **Open Communications from the Public**

There were no requests for communication from the public.

- **NORCOM Recognition**

NORCOM Director Thomas Orr introduced new Administrative Assistant Maggie Johanson.

- **Consent Agenda**

- **November 2019 Governing Board Minutes**

- **November 2019 Accounts Payable Report**

- **November 2019 Financial Summary**

There was no discussion on any consent agenda items.

Woodinville Fire & Rescue Chief Greg Ahearn made a motion to approve the Consent Agenda. Shoreline Fire Department Chief Matt Cowan seconded the motion.

Motion carried.

- **For Board Decision**

- A. Resolution 177: Adoption of 2020 Budget**

NORCOM Finance Manager J.R. Lieuellen discussed the 2020 budget providing reminders regarding the 1.9% increase in user fees, and the use of the E-911 fund balance to smooth the effects of decreased revenue.

- **For Briefing to the Board**

There were no items for briefing to the board.

- **Staff Updates**

- A. Report on NORCOM Culture**

NORCOM Deputy Director of Operations Roky Louie discussed the background of NORCOM's culture, focusing on the positive relationships, and utilizing employee surveys for feedback to support our positive work environment.

NORCOM employees Jami Hoppen, Dan Finnis, Nick Curry, and Billy Marshaleck discussed the positive relationship between management, telecommunicators, and supervisors. Challenge Coins were also distributed to members of the Board as a token of appreciation.



B. Follow-up Briefing and Study Session on ZEN Task Force

NORCOM Fire Liaison Chris Perez provided an update regarding the Zone 3 agencies possibly joining NORCOM. He also discussed the ability for NORCOM to support all of ZONE 3 at our current location, which would also provide significant savings to the existing NORCOM agencies.

C. Update on Financial Task Force-Regional Advisory Governing Board

NORCOM Board Treasurer Michael Olson and NORCOM Financial Consultant Janet Bartlett discussed the concern of the drop in revenue that is expected to occur by 2024. They discussed the option to provide updates at future Board meetings.

D. Update on Chief Technology Officer Transition Plan

NORCOM Director Thomas Orr discussed the resignation of our former CTO, working with current IT staff, the current projects, as well as the efforts and projected time that it will take to fill this position.

NORCOM Human Resources Manager Judy Cayton discussed the job postings, the number of applicants, as well as the strength of three candidates.

NORCOM Director Thomas Orr also asked that members of the Board to serve on the interview panels.

There were questions from the Board about an internal candidate. It was reported that there were none.

E. Update on Current Status of DC Initiative

Deputy Director of Strategic Initiatives Scott Sotobeer discussed the UW Summit, bringing more partnership among agencies and advanced technology, as well as the possibility of a Fall invitation to DC. He also discussed the need for all agencies to coordinate among each other.

- **Committee Reports**

There were no committee reports.

- **Upcoming Agenda Items**

- A. State 911 Office Briefing t Board-1st Quarter 2020**

- B. One CAD Analysis & Recommendation- 1st Quarter 2020**

- C. Principals Assembly in April**

- **Executive Session¹**

The Board went into Executive Session at 10:00 a.m. with total additional time of an hour and thirty-five minutes, including a recess in between totaling 25 minutes, and finishing at 12:03 p.m. Following the Executive Session, the Board returned to open Governing Board session at 12:03 p.m. No action was taken.

¹ The Governing Board may hold an Executive Session pursuant to one or more of the following:

• **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a



Meeting Minutes
NORCOM Governing Board
Kirkland Police Totem Lake Room
December 13, 2019

member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;

- *RCW 42.30.110(1)(g) to review the performance of an employee; and*
- *RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.*

- **Adjournment**

The meeting was adjourned at 12:04 p.m.

The Governing Board meeting was adjourned at 12:04 p.m.

Approved by:

Chair

Attest:

Secretary



MEMBERS

| | |
|-----------------|------------------------------------|
| Nathan McCommon | City of Bellevue (Chair) |
| Bruce Kroon | City of Bothell |
| Kyle Kolling | City of Clyde Hill |
| Kurt Triplett | City of Kirkland |
| Steve Burns | City of Medina |
| Ed Holmes | City of Mercer Island |
| Dan Yourkoski | City of Normandy Park (Vice Chair) |
| David Burke | Duvall Fire District #45 |
| Jeff Clark | Eastside Fire & Rescue |
| Chris Connor | Fire District 27 |
| Eric Magnuson | Northshore Fire Department |
| Tommy Smith | Redmond Fire |
| Matt Cowan | Shoreline Fire Department |
| Greg Ahearn | Woodinville Fire |

ABSENT

| | |
|---------------|-----------------------------|
| Bob Larson | City of Snoqualmie |
| Jay Wiseman | Snoqualmie Pass Fire |
| James Knisley | Skykomish Fire District #50 |

NORCOM STAFF

| | |
|----------------|---------------------------|
| Brionna Jordan | Public Records Specialist |
|----------------|---------------------------|



- **Call to Order**

Nathan McCommon, Governing Board Chair, called the NORCOM Governing Board to order at 4:04 p.m.

- **Roll Call**

Chair McCommon requested a roll call of present Governing Board members. Brionna Jordan, Public Records Specialist, reported there was a quorum.

- **Executive Session¹**

The Board went into Executive Session at 4:06 p.m. with a total time of fifty-five minutes, and finishing at 5:01 p.m. Following the Executive Session, the Board returned to open Governing Board session at 5:01 p.m. No action was taken.

¹ The Governing Board may hold an Executive Session pursuant to one or more of the following:

- *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*
- *RCW 42.30.110(1)(g) to review the performance of an employee;*

- **Adjournment**

The meeting was adjourned at 5:02 p.m.

The Governing Board meeting was adjourned at 5:02 p.m.

Approved by:

Chair

Attest:

Secretary



MEMBERS

| | |
|-----------------|----------------------------|
| Nathan McCommon | City of Bellevue (Chair) |
| Kyle Kolling | City of Clyde Hill |
| Kurt Triplett | City of Kirkland |
| Steve Burns | City of Medina |
| Ed Holmes | City of Mercer Island |
| Jeff Clark | Eastside Fire & Rescue |
| Chris Connor | Fire District 27 |
| Eric Magnuson | Northshore Fire Department |
| Drew DeFazio | Redmond Fire |
| Matt Cowan | Shoreline Fire Department |
| Jay Wiseman | Snoqualmie Pass Fire |
| Greg Ahearn | Woodinville Fire |

ABSENT

| | |
|---------------|------------------------------------|
| Dan Yourkoski | City of Normandy Park (Vice Chair) |
| David Burke | Duvall Fire District #45 |
| Bob Larson | City of Snoqualmie |
| James Knisley | Skykomish Fire District #50 |

VISITORS

| | |
|----------------|--------------------|
| Michael Olson | City of Kirkland |
| Deanna Gregory | Pacifica Law Group |

NORCOM STAFF

| | |
|-----------------|-----------------------------|
| Roky Louie | Deputy Director, Operations |
| Bill Hamilton | Police Liaison |
| J.R. Lieuallen | Finance Manager |
| Brionna Jordan | Public Records Specialist |
| Maggie Johanson | Administrative Assistant |



- **Call to Order**

Nathan McCommon, Governing Board Chair, called the NORCOM Governing Board to order at 2:03 p.m.

- **Roll Call**

Chair McCommon requested a roll call of present Governing Board members. Brionna Jordan, Public Records Specialist, reported there was a quorum.

- **Executive Session¹**

The Board went into Executive Session at 2:06 p.m. with a total time of thirty minutes, and finishing at 2:36 p.m. Following the Executive Session, the Board returned to open Governing Board session at 2:37 p.m. Action was taken as follows:

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- *RCW 42.30.110(1)(g) to review the performance of an employee;*

- **Action Items**

Approve form of agreement with NORCOM Director
Appoint Interim Director of NORCOM as Police Liaison Bill Hamilton

- **Adjournment**

The meeting was adjourned at 2:39 p.m.

The Governing Board meeting was adjourned at 2:39 p.m.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Roky Louie, Deputy Director for Operations
Date: 01/10/2020
Subject: December 2019 Accounts Payable Report

Executive Summary:

NORCOM staff is asking that the Board approve this report through consent. This action is routine in nature and the Finance Committee has reviewed all charges.

Background:

The Finance Committee has reviewed the charges and NORCOM staff has responded to questions.

Past Board or Other Related Actions:

The Board routinely approves these reports on a monthly basis.

Policy and Strategic Implications:

There are no policy or strategic implications related to approval of this report.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends to approve the report.

Staff Comments:

Staff has no additional comments.

Options

NA

Risks

NA

Finance Committee Review: Yes

The Finance Committee will review this report on their January 7 meeting.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: y

Fiscal Year: 2019

Account (s):

Fiscal Note:

Fiscal Impact:

Budgeted

Attachments

AP.pdf

Accounts Payable

Checks by Date - Summary by Check Date

User: jbartlett
Printed: 12/31/2019 3:20 PM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------|-----------|----------------------------------|------------|--------------|
| 1006 | 327 | ASSOCIATION OF WASHINGTON CITII | 12/06/2019 | 114,431.66 |
| 1007 | 134 | COLONIAL LIFE | 12/06/2019 | 1,874.87 |
| 1008 | 131 | HEALTH EQUITY | 12/06/2019 | 2,304.26 |
| 1009 | 120 | PAYCHEX | 12/06/2019 | 2,671.25 |
| 1010 | 140 | RELIANCE STANDARD | 12/06/2019 | 1,728.01 |
| 1011 | 132 | WILMINGTON TRUST | 12/06/2019 | 39,424.39 |
| 18411 | 3 | AT&T MOBILITY | 12/06/2019 | 771.69 |
| 18412 | 633 | BODMER DESIGN | 12/06/2019 | 1,437.50 |
| 18413 | 6 | CDW-GOVERNMENT INC | 12/06/2019 | 4,722.93 |
| 18414 | 210 | CENTURYLINK | 12/06/2019 | 173.12 |
| 18415 | 9 | CENTURYLINK | 12/06/2019 | 201.04 |
| 18416 | 11 | CITY OF BELLEVUE | 12/06/2019 | 45,247.78 |
| 18417 | 615 | CONCENTRA | 12/06/2019 | 252.00 |
| 18418 | 324 | CRISTA MINISTRIES | 12/06/2019 | 488.67 |
| 18419 | 447 | FIRST CHOICE COFFEE SERVICES | 12/06/2019 | 104.50 |
| 18420 | 657 | FOSTER GARVEY | 12/06/2019 | 29,628.35 |
| 18421 | 565 | GLOBALSTAR | 12/06/2019 | 557.34 |
| 18422 | 649 | EMILY GROVE-MAZUREK | 12/06/2019 | 4,032.00 |
| 18423 | 610 | WILLIAM HAMILTON | 12/06/2019 | 1,139.63 |
| 18424 | 204 | JAMI HOPPEN | 12/06/2019 | 83.49 |
| 18425 | 655 | INTEGRIS PUBLIC STRATEGIES LLC | 12/06/2019 | 5,075.11 |
| 18426 | 267 | LIFEWORX | 12/06/2019 | 293.06 |
| 18427 | 119 | PETER LUKE | 12/06/2019 | 49.76 |
| 18428 | 586 | MEYDENBAUER CENTER | 12/06/2019 | 1,950.00 |
| 18429 | 46 | NATIONAL TESTING NETWORK | 12/06/2019 | 5,800.00 |
| 18430 | 52 | PACIFICA LAW GROUP | 12/06/2019 | 2,778.00 |
| 18431 | 61 | ROBERT HALF TECHNOLOGY | 12/06/2019 | 10,566.88 |
| 18432 | 630 | SITECRAFTING INC | 12/06/2019 | 13,530.00 |
| 18433 | 598 | MALCOLM S. SOTEBEER | 12/06/2019 | 895.77 |
| 18434 | 366 | T MOBILE | 12/06/2019 | 36.54 |
| 18435 | 79 | VERIZON WIRELESS | 12/06/2019 | 4,886.97 |
| 18436 | 658 | WA ASSOCIATION OF SHERIFFS & POI | 12/06/2019 | 375.00 |
| 12062019 | 120 | PAYCHEX | 12/06/2019 | 4,532.71 |
| 120620192 | 120 | PAYCHEX | 12/06/2019 | 2,693.30 |
| 120620193 | 120 | PAYCHEX | 12/06/2019 | 264,030.31 |
| 120620194 | 120 | PAYCHEX | 12/06/2019 | 55,068.92 |
| 120620196 | 120 | PAYCHEX | 12/06/2019 | 11.95 |
| 120620197 | 120 | PAYCHEX | 12/06/2019 | 1,391.84 |
| 120620198 | 120 | PAYCHEX | 12/06/2019 | 170.30 |
| Total for 12/6/2019: | | | | 625,410.90 |
| 1012 | 132 | WILMINGTON TRUST | 12/13/2019 | 7,731.24 |
| 1013 | 133 | DEPT OF RETIREMENT SYSTEMS | 12/13/2019 | 153,663.33 |
| 1014 | 131 | HEALTH EQUITY | 12/13/2019 | 2,395.11 |
| 1016 | 120 | PAYCHEX | 12/13/2019 | 11.95 |
| 1017 | 120 | PAYCHEX | 12/13/2019 | 2,763.30 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|-----------|-----------|---------------------------------|-----------------------|--------------|
| | | | Total for 12/13/2019: | 166,564.93 |
| 18440 | 75 | US BANK CORPORATE PAYMENT SYS | 12/20/2019 | 23,222.84 |
| 12202019 | 120 | PAYCHEX | 12/20/2019 | 2,490.29 |
| 122020192 | 120 | PAYCHEX | 12/20/2019 | 2,715.35 |
| 122020193 | 120 | PAYCHEX | 12/20/2019 | 257,958.08 |
| 122020194 | 120 | PAYCHEX | 12/20/2019 | 54,624.98 |
| | | | Total for 12/20/2019: | 341,011.54 |
| 2018 | 327 | ASSOCIATION OF WASHINGTON CITIE | 12/27/2019 | 109,360.13 |
| 2019 | 134 | COLONIAL LIFE | 12/27/2019 | 1,874.87 |
| 2020 | 131 | HEALTH EQUITY | 12/27/2019 | 2,304.26 |
| 2021 | 120 | PAYCHEX | 12/27/2019 | 2,715.35 |
| 2023 | 140 | RELIANCE STANDARD | 12/27/2019 | 1,652.83 |
| 2024 | 132 | WILMINGTON TRUST | 12/27/2019 | 45,288.02 |
| 18441 | 577 | NICOLE BENSON | 12/27/2019 | 36.77 |
| 18442 | 633 | BODMER DESIGN | 12/27/2019 | 2,300.00 |
| 18443 | 485 | LASHONNU BOLOGNESE | 12/27/2019 | 17.44 |
| 18444 | 347 | CHRISTOPHER BURDICK | 12/27/2019 | 23.00 |
| 18445 | 6 | CDW-GOVERNMENT INC | 12/27/2019 | 5,919.94 |
| 18446 | 660 | CITY OF NORMANDY | 12/27/2019 | 2,246.83 |
| 18447 | 388 | NICK CURRY | 12/27/2019 | 51.51 |
| 18448 | 594 | KAITLIN DINH | 12/27/2019 | 23.98 |
| 18449 | 595 | MY DU | 12/27/2019 | 7.77 |
| 18450 | 27 | EHPEC | 12/27/2019 | 1,125.00 |
| 18451 | 661 | LAURA ELLIOTT | 12/27/2019 | 47.44 |
| 18452 | 28 | EPSCA | 12/27/2019 | 812.76 |
| 18453 | 29 | ESRI | 12/27/2019 | 8,415.00 |
| 18454 | 627 | FIRSTLINE BUSINESS SYSTEMS, INC | 12/27/2019 | 31,277.95 |
| 18455 | 657 | FOSTER GARVEY | 12/27/2019 | 2,561.05 |
| 18456 | 31 | FRONTIER | 12/27/2019 | 770.10 |
| 18457 | 662 | NICOLE GOODMAN | 12/27/2019 | 13.22 |
| 18458 | 323 | HEIDI HALEY | 12/27/2019 | 36.60 |
| 18459 | 600 | SHAUNA HARTH | 12/27/2019 | 21.46 |
| 18460 | 529 | JEREMY HENSHAW | 12/27/2019 | 131.22 |
| 18461 | 571 | KEVIN HUBERT | 12/27/2019 | 270.59 |
| 18462 | 655 | INTEGRIS PUBLIC STRATEGIES LLC | 12/27/2019 | 11,085.38 |
| 18463 | 573 | KRISTIN JACKSON | 12/27/2019 | 26.00 |
| 18464 | 254 | ANDREW JOHNSON | 12/27/2019 | 108.08 |
| 18465 | 42 | KING COUNTY FINANCE DEPT | 12/27/2019 | 1,163.00 |
| 18466 | 185 | KRONOS | 12/27/2019 | 895.00 |
| 18467 | 557 | LANGUAGE LINE SERVICES | 12/27/2019 | 933.38 |
| 18468 | 560 | LEVRUM INC | 12/27/2019 | 17,500.00 |
| 18469 | 530 | ELIZABETH LIMEHOUSE | 12/27/2019 | 53.75 |
| 18470 | 44 | LOCUTION SYSTEMS INC | 12/27/2019 | 48,689.90 |
| 18471 | 222 | REBECCA LUCCI | 12/27/2019 | 53.79 |
| 18472 | 94 | TAMMIE OIEN | 12/27/2019 | 71.78 |
| 18473 | 52 | PACIFICA LAW GROUP | 12/27/2019 | 2,722.50 |
| 18474 | 484 | PUBLIC SAFETY SELECTION PC | 12/27/2019 | 800.00 |
| 18475 | 256 | PUBLIC SAFETY TESTING INC | 12/27/2019 | 100.00 |
| 18476 | 316 | JULIE RANDON | 12/27/2019 | 41.18 |
| 18477 | 666 | RAYMOND POLYGRAPH SERVICES | 12/27/2019 | 800.00 |
| 18478 | 665 | RYAN REILLY | 12/27/2019 | 79.47 |
| 18479 | 61 | ROBERT HALF TECHNOLOGY | 12/27/2019 | 10,983.75 |
| 18480 | 330 | KELLY STIEFEL | 12/27/2019 | 56.68 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------------|-----------|-------------------------------|------------|--------------|
| 18481 | 69 | THOMAS C PETEK PHD | 12/27/2019 | 600.00 |
| 18482 | 667 | LINDSEY THOMSSON | 12/27/2019 | 41.64 |
| 18483 | 570 | RONALD TIEDEMAN | 12/27/2019 | 454.27 |
| 18484 | 74 | UNUM | 12/27/2019 | 585.40 |
| 18485 | 167 | MELISSA VIETH | 12/27/2019 | 78.94 |
| 18486 | 88 | WELLS FARGO FINANCIAL LEASING | 12/27/2019 | 1,351.04 |
| 18487 | 668 | THE MURAL WORKS, INC | 12/27/2019 | 1,650.00 |
| 18488 | 659 | NORTHSHORE FIRE DEPARTMENT | 12/27/2019 | 40.00 |
| 18489 | 75 | US BANK CORPORATE PAYMENT SYS | 12/27/2019 | 35,978.05 |
| Total for 12/27/2019: | | | | 356,248.07 |
| Report Total (104 checks): | | | | 1,489,235.44 |



MEMORANDUM

To: Governing Board
From: Roky Louie, Deputy Director for Operations
Date: 01/10/2020
Subject: 2020 Governing Board Meeting Schedule

Executive Summary:

NA

Background:

NA

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

NA

NORCOM Staff Recommendation:

NA

Staff Comments:

NA

Options

NA

Risks

NA

Finance Committee Review:

NA

Legal Review:

NA

Joint Operations Board Review:

NA

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2020
Account (s):
Fiscal Note:
Fiscal Impact:
NA

Attachments

Proposed 2020 Meeting Schedule

Governing Board (Proposed)

| | |
|--------------------|---|
| January 10, 2020 | Regular Meeting |
| February 14, 2020 | Regular Meeting |
| March 13, 2020 | Regular Meeting |
| April 10, 2020 | Principals Assembly and Regular Meeting |
| May 8, 2020 | Regular Meeting - Budget Policy |
| June 12, 2020 | Regular Meeting |
| July 10, 2020 | Regular Meeting |
| August 14, 2020 | Regular Meeting - Budget Approval |
| September 11, 2020 | Regular Meeting |
| October 9, 2020 | Regular Meeting |
| November 13, 2020 | Regular Meeting |
| December 11, 2020 | Regular Meeting - Budget Adoption |

ILA Section 6(l) : The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the Chair of the Governing Board or by a majority of its Members. Not less than fourteen (14) days advance notice of regular meetings shall be given. Special meetings may be called by the Chair or any two (2) Members upon giving all other Members not less than seven (7) days prior notice.

ILA SECTION 20 . AMENDMENT OF AGREEMENT. This Agreement may be amended upon approval of a Supermajority Vote of the Governing Board in accordance with Section 6.i, except that any amendment affecting the terms and conditions of membership on the Governing Board or voting rights of Governing Board members shall require consent of the legislative authorities of all Principals



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 01/10/2020
Subject: Update on the State of NORCOM

Executive Summary:

NORCOM continues to operate smoothly and efficiently during a change in leadership. Morale at the agency is high, and both Finance and Information Technology continue to make strides forward. Human Resources continues to work towards full staffing to include replacing other department heads that left the agency at the close of 2019.

Background:

In an effort to quickly establish or enhance productive and professional regional relationships, NORCOM has notified the Washington State and King County 911 offices, King County OEM and all surrounding 911 centers of the change in leadership and has proactively established meetings with senior leadership at other PSAPs.

Operations

Despite the recent transition in leadership, NORCOM continues to function at a high level, morale is strong and spirits are high. This may be attributed to maintaining the focus on core service delivery, increased visibility and accessibility of senior leadership, and purposeful internal messaging. NORCOM leadership has also increased internal collaboration, made effective decisions on outstanding items, and bolstered temporary vacancies by appointing Jeremy Henshaw as Acting Police Liaison and Billy Marshaleck as Acting Supervisor, both of which were well-received.

Human Resources and Recruitment

During this year, NORCOM's Telecommunicator levels fell to the lowest point in the agency's ten year history at 51 out of 66 filled positions. Additionally, Information Technology Director Ron Tiedeman and Finance Manager J.R. Lieuallen both put in notice to leave the agency in December of 2019.

Due to the efforts of Human Resources Manager Judy Cayton, and NORCOM's Recruitment Cross Team, NORCOM's Telecommunicator strength is currently at 63 out of 66. Three applicants were interviewed just prior to this board meeting. If those interviews are deemed successful, the NORCOM Telecommunicator group will be fully staffed.

Recruitment for the Information Technology Director position has yielded five strong candidates. Interviews for this position are scheduled for the week of January 13th. NORCOM's Finance Manager position description is being carefully evaluated to determine the knowledge, skills, and abilities necessary to best fill the vacant position. This evaluation will likely result in a position with a different set of qualifications than currently reside within the job description.

Finance

The Finance Department is currently focused on auditing all financial records by the end of January, to include reconciliation of all fiduciary accounts including MEBS, PERS, and insurance. Finance also plans to complete implementation of a new payroll system in January, using ADP to replace Paychex. This change will reduce payroll expenses by \$46,000 annually, improve employee interface tools, and reduce error. Finance is also looking to implement Concur by the end of February. Concur is an application to better manage credit card transactions and vendor invoices.

Information Technology

At the previous board meeting NORCOM reported on a security audit as performed by CDW. Information Technology has taken an aggressive approach to the concerns resulting from the report. Perceived vulnerabilities were mitigated, circumvented, or eliminated even prior to the December report to the board. Additionally, NORCOM has contracted another vendor to help strengthen existing security infrastructure. Once this is completed, CDW will be contracted to provide a follow-up audit to ensure the effectiveness of the measures taken.

NORCOM's senior leadership has met with I.T staff to gather an informed understanding of current projects, staffs ability to meet the related demand and to explore the prioritization of long awaited customer driven projects.

Leadership also arranged a day long internal staff meeting with Ron Tiederman (NORCOM's former Technology Director) in which similar information was gleaned.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

Positive communication and progressive outcomes in all functional areas demonstrate that in a short time, NORCOM as an agency has quickly come together to support its new leadership, and embrace a new direction. NORCOM's core services continue to perform at a high level of excellence.

NORCOM Staff Recommendation:

At all levels, NORCOM staff appreciates and values the continued strong support of the Governing Board. NORCOM leadership recognizes that the Board is often faced with very difficult conversations and associated decisions. NORCOM leadership is genuinely grateful for the Boards leadership and recommends that the Board continues to support the organization through clear expectations, collaborative direction and supportive candor.

Staff Comments:

There has been overwhelming internal support for the Board's decision to appoint an Interim Director and things are progressing in a progressive and highly collaborative direction.

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: n

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

NA
