



MEMBERS

Nathan McCommon	City of Bellevue (Chair)
Butch Noble	City of Bothell
Kyle Kolling	City of Clyde Hill
Dan Yourkoski	City of Normandy Park (Vice Chair)
Jeff Clark	Eastside Fire & Rescue
Tracey Dunlap	City of Kirkland
Steve Burns	City of Medina
Jeff Magnan	City of Mercer Island
Rick Rudometkin	City of Snoqualmie
David Burke	Duvall Fire District #45
Chris Connor	Fire District 27
Eric Magnuson	Northshore Fire Department
Matt Cowan	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue

ABSENT

James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire
Tommy Smith	Redmond Fire Department

VISITORS

Deanna Gregory	Pacifica Law Group
Deb Flewelling	KC E911
Michelle Plorde	KC E911
Cherie Harris	City of Kirkland

NORCOM STAFF

Bill Hamilton	Interim Executive Director
Roky Louie	Deputy Director, Operations
Judy Cayton	Human Resources Manager
Marianne Ryerson	Finance Director
Michael Olsen	Treasurer
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



- **Call to Order**
Nathan McCommon, Governing Board Chair, called the Governing Board meeting to order at 9:01 a.m.
- **Roll Call**
Chair McCommon requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.
- **Open Communications from the Public**
There were no requests for open communication from the public by email or phone.
- **NORCOM Recognition**
There were no items for recognition.
- **Consent Agenda**
 - **Governing Board Minutes for March 13, 2020 Meeting**
 - **March 2020 Accounts Payable Report**
 - **April 2020 Accounts Payable Report**

There was no discussion on any consent agenda items.

City of Kirkland City Manager Tracey Dunlap made a motion to approve the Consent Agenda. City of Medina Police Chief Steve Burns seconded the motion.

Motion carried.
- **For Board Decision**
 - **Postponement of Principal Assembly Meeting**
Motion made to postpone the Principals Assembly for an indefinite period due to the current pandemic and the Governor's stay home proclamation and waive deadlines provided for in the Interlocal Agreement related to such meeting.

City of Snoqualmie City Administrator Rudometkin made a motion to approve the postponement of the Principle Assembly Meeting. City of Mercer Island Services Commander Magnan seconded the motion.

Motion carried.
 - **Governing Board Appointments**
The current Vice-Chair will assume the role of the Chair and the board must elect a new Vice-Chair by simple majority vote. Motion was made to select Redmond Fire Department Fire Chief Smith as the Vice-Chair and confirming City of Normandy Park Police Chief Yourkoski to assume the Chair position.



City of Mercer Island Service Commander Magnan made a motion to approve the Governing Board Appointments. City of Snoqualmie City Administrator Rudometkin seconded the motion.

Motion carried.

- o **Board Briefing**

- o **Staffing Update**

- Human Resources Manager Judy Cayton reported hiring two new employees. Public Records Specialist, Brittney Rhodes who comes to NORCOM with prior experience in the public safety industry and Finance Director, Marianne Ryerson who in her short time with NORCOM has already made substantial changes. Judy provided an update on the status of filling the IT Director position, there are two potential candidates.

- o **NORCOM COVID-19 Health, Safety and Operational Update**

- Interim Executive Director Bill Hamilton discussed NORCOM's action steps in place to promote health and safety. Bill Hamilton provided a 3 page document covering the Operations, Human Resources, Police & Fire steps to ensure the health and safety of all employees. A few key points include workstations being cleaned at the beginning of each shift, temperature stations at both entrance doors equipped with a thermometer, alcohol wipes, hand sanitizer & Lysol wipes, 58% of employees are working from home, an internal COVID-19 team in place as the internal think tank. All of the following steps are being well received by the staff. Bill Hamilton stressed the importance of visible leadership, making employees feel safe and supported, providing credible and consistent messaging. The long term plan is to monitor the states guideline then 6-8 weeks after, implement our return to business plan. Deputy City Manager McCommon asked for clarification on the check in kiosk. It was discussed that it is a self-monitored temperature station.

- o **Bothell Police Department**

- Interim Executive Director Bill Hamilton notified the Board that Bothell Police Department had approached NORCOM for a bid for service.

- o **Upcoming Agenda Items**

- There were no upcoming agenda items mentioned.

- o **Executive Session**

- The Board went into Executive Session at 9:30 a.m. with approximately 5 minutes of recess to join the Microsoft Teams executive meeting, total time of twenty five minutes and finishing at 9:55 a.m. Following the Executive Session , the Board returned to open Governing Board Session at 9:56 a.m. Action was taken as follows:

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



Meeting Minutes
NORCOM Governing Board
May 8, 2020

• *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;*

A second roll call was taken before resuming the Governing Board meeting to ensure there was still a quorum present.

City of Clyde Hill Police Chief Kolling motioned to resume the Governing Board Session. City of Mercer Island Services Commander Jeff Magnan seconded.

Motion carried

o **Action Items**

Appoint Executive Director.

Motion was made by City of Bellevue Deputy City Manager McCommon to move Bill Hamilton from Interim Executive Director to Executive Director. City of Mercer Island Service Commander Magnan seconded the motion.

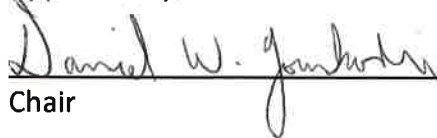
Motion was carried.

o **Adjournment**

The meeting was adjourned at 10:00 a.m.

Next Governing Board meeting is scheduled for June 12,2020.

Approved by:


Chair

Attest:


Secretary