



**MEMBERS**

Nathan McCommon	City of Bellevue
Kyle Kolling	City of Clyde Hill
Tracey Dunlap	City of Kirkland
Steve Burns	City of Medina
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Chair)
Rick Rudometkin	City of Snoqualmie
Ryan Dhoore	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue(Vice Chair)
Don Horton	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

Bruce Kroon	City of Bothell
Chris Connor	Fire District 27
Greg Ahearn	Northshore Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50
Greg Ahearn	Woodinville Fire & Rescue

**VISITORS**

Deanna Gregory	Pacifica Law Group
Deb Flewelling	KC E911
David Mendel	PSERN
Chief Cherie Harris	Kirkland Police Department

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director, Operations
Katy Myers	Deputy Director, Administrative Services
Scott Sotebeer	Deputy Director, Strategic Initiatives
Judy Cayton	Human Resources Manager
Marianne Ryerson	Finance Director
Nathan Way	IT Application & Security Architect
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



- **Call to Order**

Chief Dan Yourkoski, Governing Board Chair, called the Governing Board meeting to order at 9:01 a.m. This meeting was publicly posted and held via video conference due to the COVID pandemic restrictions.

- **Roll Call**

Chief Yourkoski, 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**

Deputy Director of Administrative Services, Katy Myers, recognized and congratulated Nathan Way for achieving his Masters in Cyber Security.

- **Consent Agenda**

- **Governing Board Minutes for June 12, 2020 Meeting**

- **June 2020 Accounts Payable Report**

Amendment to the June 12, 2020 meeting minutes made by Executive Director Hamilton regarding negotiations with King County for the rent on King County radio negotiations are not currently underway, we will begin negotiations with King County.

Chief Clark made a motion to approve the Amended Consent Agenda. City Administrator Rudometkin seconded the motion.

Motion carried.

- **For Board Decision**

- **Joint Operating Board Meeting**

The NORCOM Interlocal Agreement states that the Joint Operating Board shall review the Preliminary Budget before the Governing Board on or before July 1. For various reasons, the Joint Operating Board has not convened for many months and has not had the opportunity to review the budget. NORCOM is seeking direction from the Board in this regard. NORCOM provided several recommendations to include formal elimination of ILA requirement for a Joint Operating Board, suspension for three months, or temporary suspension. Chief Burns agrees we should suspend until next year. Deputy City Manager Dunlap stated if a decision is to suspend, then should evaluate expectations, roll Joint Ops plays, and a possible reboot of expectations. Chief Holmes asked the frequency of the Joint Ops Meetings. Chief Yourkoski suggested we suspend the Joint Operating Board until 2021 with a discussion at the end of 2020, at that time clarification of frequency and expectations will be discussed. Pacifica Law Group, Attorney Deanna Gregory stated, given the circumstances, the Governing Board can



amend the ILA due to the fact the organization has grown, and the Joint Operating Board was initially designed to give direction to NORCOM. Deanna suggested the role between the Governing Board & Joint Operation Board should be reviewed.

Chief Holmes motioned to suspend the Joint Operating Board until 2021, with a discussion regarding the Joint Operating Board be an agenda item at the December 11, 2020 meeting. Deputy City Manager Dunlap seconded the motion.

Motion carried.

o **Legislative Initiatives Update and Board Direction**

Executive Director Hamilton provided an overview of the Washington DC trips seeking federal funding from April 2019 to date at the February 2020 Governing Board meeting. The Governing Board set a deadline of June 2020 to identify a primary stakeholder to manage any related funding distribution. Deputy Director Sotebeer reported COVID, Civil unrest and election politics have caused significant uncertainty and turmoil for the U.S. Congress. He reported that as of July 7th, three reports had moved bills into the house. The money would go to KC Sheriff & State 911 office to be managed. \$2.5 - \$6 million in grant money in the queue for 2020 with a subgrant of \$1.5 - \$3 million range specific to NORCOM. We are in a good position with more information to come. Chief Yourkoski asked when we anticipate being finalized, it was understood by the end of the month at the worst end of August. Deputy Director Sotebeer reported that the Emergency backup had made it through the 1<sup>st</sup> cut, and we are very close to getting information. Executive Director Hamilton stated we need to honor the original deadline and is asking for direction from the Board if we continue, stop, or extend the deadline. Chief Holmes questioned launching this in today's environment and feels we need to focus on NORCOM business as the main priority. Deputy City Manager McCommon reminded that the last discussion, it was said a partnership could work but is not feasible for NORCOM alone. Chief Burns stated we must have a funding deadline and when the money comes through a signed document regarding the amount that NORCOM will get is needed not just a handshake. He stated that Executive Director Hamilton has his full support. Chief Cowen asked for clarification of what this means financially to NORCOM since we cannot create the timing, stated Executive Director Hamilton, and staff would need to decide if this is a good time to pursue. Chief Yourkoski stated the money spent is not recoverable, and no more money will be spent going forward and agrees that Executive Director Hamilton is in the best position to decide. Chief Yourkoski is seeking a conclusion to this as exponentially as possible. Deputy City Manager McCommon questioned where the burden falls most on NORCOM, is it paperwork? Would we be a subcontractee? Deputy Director Sotebeer stated KC Sheriff is the shell, NORCOM will not have the burden, the money will come through Homeland Security or FEMA, the responsibility will be to budget the amount of which we do not know yet. Executive Director Hamilton expressed concern that there is no formal agreement in place and if the money came tomorrow who would own this burden? How will the funds impact the agencies if there is no primary person to execute. This is a great body of work, and NORCOM does not have the capacity. We need to focus on ourselves. Suggestions are we stop all spending, notify the delegates to stop, or we stop all spending, extend 30 days while confirming who will manage the funds. Chief Holmes stated the focus



should be on stabilizing NORCOM if we have time to gracefully bow out so that we can refocus our energies internally. Decision to be made at the next board meeting to help make this difficult decision. Chief Yourkoski stated we would minimize spending, get a formal agreement then revisit at the next meeting. Chief Clark would like a formal recommendation 30 days from now. Deputy Director Sotebeer stated getting a letter of intent will be no problem.

Chief Yourkoski asked for a motion to allow a 30-day extension to make the decision, get a formal letter of intent, and a recommendation from Executive Director Hamilton. Chief Kolling made the motion, Deputy City Manager McCommon seconded.

Motion carried.

- o **For Board Briefing**

- o **Update on NORCOM User Fee Research**

- Executive Director Hamilton stated that initially, we did not know the exact impact. To determine the impact a team was created to review 2017, 2018 & 2019 agency billing invoices. During this process, errors were discovered. Nathan Way created an algorithm. Deputy Director Roky Louie created two teams to confirm the algorithm, which will reduce human error potential. The error is small and impact minimal; however, to avoid future mistakes, we have corrected the process. Previous invoices had no detail supplied; All future invoices will have a detailed explanation listed out for all agencies.

- o **NORCOM Budget Update**

- The budget for the upcoming year is to be provided by the end of August each year. Executive Director Hamilton reported overspending of the 2019 budget, which will result in a reduction of the 2020 budget beginning fund balance. Finance Manager Marianne Ryerson stated we are working on building the 2020 budget and closing out the 2019 budget. While closing out the 2019 budget, it was determined we overspent by \$160,000 along with an ending fund balance of \$500,000 that was not the current balance, a \$350,000 vacancy contingency; however, NORCOM is fully staffed, and there are four unfunded positions. Management has already taken steps to address this matter, validating figures, review of policies to be communicated with staff regarding spending, Identify savings opportunities for 2020 starting with ceased discretionary spending for the remainder of the year, hiring freeze along with several other savings opportunities. Chief Horton asked for confirmation that NORCOM is fully staffed we would be eliminating the open IT help desk support position. Chief Holmes asked for a description of the unfunded positions. Unfunded positions are Finance Assistant, Database Administrator, Community Liaison & Human Resource Manager. Executive Director Hamilton stated there is no formal documentation regarding these positions, and we are currently evaluating our ability to support these positions. Two significant concerns are absorbing the deficit and the four unfunded positions. Deputy City Manager McCommon stated our net numbers are close to a million, which is close to our reserves. Deputy City Manager Dunlap asked for the number of settlement agreements in 2019 – 2020 and how this factors into the deficit, suggested using the rate



stabilization account to offset the deficit. Chief Yourkoski asked Executive Director Hamilton to bring to all future meetings a list of checks, what was budgeted, spent year to date, and how it compares to the budgeted amount. Deputy City Manager McCommon requested that he would like to see the budget amendments from Finance to help with their decision. Chief Yourkoski suggested a footnote with the amendment. Deputy City Manager Dunlap requested a fiscal note, record then make decision.

- o **PD Software/CAD Upgrade**

Deputy Director Myers provided an update on the Tyler upgrade. The upgrade was scheduled for July 28, 2020 but has been canceled. We are waiting for the 2020.2 version and will report once more data is available.

- o **Staffing Updates**

- o **Committee Reports**

There were no committee reports.

- o **Upcoming Agenda Items**

There were no upcoming agenda items mentioned.

- o **Executive Session**

No executive session held.

<sup>1</sup> 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;*

Chief Yourkoski requested a motioned to adjourn the meeting. Chief Holmes motioned to adjourn the meeting, Deputy City Manager McCommon seconded the motion.

Motion carried.

- o **Adjournment**

The meeting adjourned at 10:16 a.m.

Next Governing Board meeting scheduled for August 14, 2020.



Approved by:

Daniel W. Jankowski  
Chair

Attest:

Maggie Johnson  
Secretary