



MEMBERS

Jay Hagen	City of Bellevue
Bruce Kroon	City of Bothell
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
Mark Correia	City of Snoqualmie
David Burke	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Chris Connor	Fire District 27
Greg Ahearn	Northshore Fire Department
Matt Cowan	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

Don Horton	Redmond Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

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

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 9:02 a.m. The 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**

Executive Director Hamilton stated that he is honored to be working with so many smart people and is proud of all the employees who are working on or have completed their master's programs. Katy Myers is the most recent to complete her master's program.

- **Consent Agenda**

- **Governing Board Minutes for July 10, 2020 Meeting**

- **July 2020 Accounts Payable Report**

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

Motion carried.

- **For Board Decision**

- **Legislative Initiatives Update and Board Direction**

At the February 14, 2020, and July 10, 2020 meetings, the Governing Board was provided with an overview and update of this effort. The Board initially set a funding deadline of June 2020. At the July 10, 2020 meeting, the Board recognized the understandable delay and directed NORCOM to continue the endeavor until no later than the August 14, 2020, Governing Board Meeting. As of August 14, 2020, there is no funding confirmed, and no single stakeholder has been identified.

Executive Director, Hamilton recommended that NORCOM immediately cease all additional pursuit of federal funding related to these initiatives. Should any funding be awarded, NORCOM staff would work collaboratively with our regional and statewide partners to identify projects and opportunities consistent with the expectations of our Congressional representatives.



Chief Clark motioned to cease any additional pursuit of federal funding related to the initiatives. Chief Kroon seconded the motion.

Motion carried.

- **Expenditure approval request to re-locate the NORCOM 911 backup center to a larger, safer location**

NORCOM has one backup center located at the Redmond Police Department. This location was very challenging prior to COVID-19, and now with the need to create greater distance for the safety of our employees, the use of this space is not feasible. The current backup center space is 365 SF with a lease of \$15,000 per year, the City of Redmond has vacated a much larger office space that is 945 SF with a lease amount of \$50,000 per year. The estimated cost to renovate this space is \$200,000, much of the cost attributed to the necessary electrical infrastructure. We recently attempted to use the current backup center space, but the attempt was quickly abandoned due to the fact we could not create safe distancing for our employees, there is also a concern that the space could be problematic for the PSERN console installation. The space issue is a concern due to the fact that if NORCOM had to evacuate we do not have a safe location to do so and in November when Bellevue City Hall does their annual Fire Testing (which Executive Hamilton has requested November instead of August) we will be required to vacate Bellevue City Hall temporarily.

The cost of renovating the larger backup center is not budgeted in the 2020 budget. NORCOM proposes the use of 2020 Capital Project funds for this emergency expenditure

The Board posed several questions and concerns.

- When does the current lease expire? Commitment of new lease? Need longer than year to year lease agreement with Redmond
- Would Redmond to offset the cost with items we are adding?
- Did we investigate other options? Seattle Fire Zone 5 Training Floor?
- \$200,000 all on NORCOM?

Director Hamilton stated the renovation is specific to NORCOM. At this time, we have not approached Redmond. The appeal of using Redmond is the ability to access the location in the event of a disaster. It is thought that the City of Redmond would not allow any changes or updates before having a lease in place.

Board Members support getting a new backup center however need clarification on a few items.

Chief Yourkoski asked for a motion to allow Executive Director Hamilton to pursue a new enhanced backup center. This includes research on negotiating a possible lease with Redmond in the larger space, clarifying the \$200,000 for renovation costs, and researching other possible options of using an existing backup center in a different jurisdiction. Director Hamilton will bring his findings back to the Board.



Chief Clark motioned for Executive Director Hamilton to move forward with researching a new backup center, City Manager Rudometkin seconded.

Motion carried.

o **For Board Briefing**

o **NORCOM 2020 Budget Update and Preliminary 2021 Budget**

The PowerPoint Presentation included three key topics:

- Review of 2019 Year-End Financial Position
- Presentation of 2020 Budget Compared to Year-End Projected Revenue and Expenditures
- Presentation of Preliminary 2021 Operating Budget (Resolution 183)

In preparing the 2021 preliminary budget, the NORCOM team researched and reconciled many budget challenges. The team identified what appears to be significant overspending of the 2019 budget, which impacted the 2020 beginning fund balance assumptions. This is impactful to the remainder of the 2020 budget and hampers NORCOM's general ability to meet its 2020 goals and obligations.

NORCOM Staff has conducted a thorough review and analysis and recommends the Board receive and review this update and provide direction as needed.

To reduce a potentially large shortfall to the 2020 budget, NORCOM has halted all discretionary spending for the remainder of 2020, including goods, services, and staffing. To mitigate any such impacts to the 2020 budget, the Board may choose to reduce impacts via a budget adjustment resolution.

In September, a 3-5 year plan will be presented to the Board.

Chief Burke requested clarification on the Duvall user fee amount. The increase is due to the rise in calls. A meeting will be scheduled to go over the user fees with Chief Burke.

Chief Yourkoski requested a motion to approve Resolution 183 – Preliminary 2021 Budget for Distribution to Participating Agencies.

Chief Holmes motioned to approve Resolution 183, Deputy City Manager Dunlap seconded.

Motion carried.

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 was held.

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;

Chief Yourkoski requested a motioned to adjourn the meeting. Chief Holmes motioned to adjourn the meeting. Chief Burns seconded the motion.

Motion carried.

o **Adjournment**

The meeting adjourned at 10:02 a.m.

Next Governing Board meeting scheduled for September 11, 2020.

Approved by:

Daniel W. Yourkoski
Chair

Attest:

Magge Johanson
Secretary

