



MEMBERS

Nathan McCommon	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
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Greg Ahearn	Northshore Fire Department
Steve Taylor	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

David Burke	Duvall Fire District #45
Chris Connor	Fire District 27
Don Horton	Redmond Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

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
Judy Cayton	Human Resources Manager
Marianne Ryerson	Finance Director
Nathan Way	IT Application & Security Architect
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant
Deanna Gregory	Pacifica Law Group



o **Call to Order**

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

A moment of silence was held honoring all the lives lost, and everyone who suffered on this tragic day, September 11, 2001.

o **Roll Call**

Chief Yourkoski requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

o **Open Communications from the Public**

There were no requests for open communication from the public by email or phone.

o **Consent Agenda**

o **Governing Board Minutes for August 14, 2020 Meeting**

o **Monthly Budget to Actuals Summary and Accounts Payable Report August 2020**

Deputy City Manager McCommon made a motion to approve the Consent Agenda. Chief Burns seconded the motion.

Motion carried.

o **For Board Decision**

• **Request to adjust the 2020 Operating Budget through the use of rate stabilization funds (Resolution 184)**

Director Hamilton introduced the topic of seeking the Board's approval to adjust the 2020 operating budget through the use of rate stabilization funds, Resolution 184, due to the unfunded expenditures of the 2019 budget, which then impacted the 2020 budget. Finance Manager Ryerson went over the NORCOM budget spreadsheet – 2020 Financial Summary.

Deputy City Manager Dunlap motioned to approve Resolution 184, Deputy City Manager McCommon seconded the motion.

Motion carried.



o **For Board Briefing**

• **Back-Up Center Needs Update**

Director Hamilton has researched the option of using the Seattle FAC existing backup center in Seattle; however, this is Seattle PD's only backup center, and a concern was expressed regarding the safety and security in this area due to recent events. In the event of a significant emergency situation, NORCOM would be asked to leave, which is not optimal. Director Hamilton requested permission to pursue the lease agreement with the Redmond Police Department to bring back to the Board.

Chief Holmes motioned for Director Hamilton to pursue negotiating a lease with the Redmond Police Department to present to the Board. Chief Kolling seconded the motion.

Motion carried.

• **Bothell Police Communications as a NORCOM Subscriber – Update**

Director Hamilton reported that the City of Bothell had advised NORCOM they will continue to provide their own Police Dispatch Services. Chief Yourkoski asked how many hours went into the presentation for the City of Bothell. Director Hamilton reported hundreds of hours spent by various NORCOM employees collecting and processing data. This information will be retained and can be updated in the event that the City of Bothell, at a future date would like to revisit this option.

• **Staffing Update**

The Board is aware that the development of the 2021 budget has identified a 2020 budget shortfall. To help mitigate this, NORCOM has carefully analyzed our essential staffing needs resulting in the elimination of 2 positions by the end of September 2020, the Deputy Director of Strategic Initiatives and the Community Liaison positions, with a reduction of three additional staff positions by the end of 2021. Chief Holmes voiced his appreciation for evaluating staffing needs and how difficult these situations can be. Chief Yourkoski recognized both Scott Sotebeer and Jami Hoppen who held these positions for all their hard work.



- **2021 Budget Process Update**

Deputy Director Myers and Finance Manager Ryerson presented the 2021 Budget Forecast Update to include a reduction to the user fee estimates presented on August 14, 2020. NORCOM has identified and undertaken additional savings measures to reduce the user fee estimates, the majority of which are derived from staff reductions. The NORCOM Finance Committee continues to be updated and provide direction to the NORCOM Finance Team on the balancing of the 2020 budget as well as the development of the 2021 budget.

- **Department Reports**

- Deputy Director Myers and her team provided an information technology updates newsletter.

- **Staff Updates**

- There were no additional staff updates.

Chief Yourkoski requested to move the meeting into Executive Session. Meeting was adjourned at 9:30 with a request for 5 minutes to move into Executive Session.

- **Executive Session**

The executive session was held beginning at 9:35 with a request for 20 minutes. The Executive Session ended at 9:41, prior to the amount of time requested.

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;*

- **Adjournment**

Meeting adjourned at 9:43 a.m.

Next Governing Board meeting scheduled for October 9, 2020.



Approved by:

Daniel W. Jonholski

Chair

Attest:

Maggie Johanson

Secretary

