



**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
David Burke	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
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
Tom Langton	Redmond Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50
Greg Ahearn	Woodinville Fire & Rescue

**VISITORS**

David Mendel	PSERN
Deb Flewelling	KC E911
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 Manager
Nathan Way	IT Application & Security Architect
Deanna Gregory	Pacifica Law Group
Taki Flevaris	Pacifica Law Group
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



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 posted publicly and held via video conference due to the COVID pandemic restrictions.

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**

- **Governing Board Minutes for October 9, 2020 Meeting**
- **Monthly Budget to Actuals Summary and Accounts Payable Report October 2020**
- **Correction to Resolution #177 dated 10/11/19 to Resolution #176**

There was no discussion on any consent agenda items.

Deputy City Manager McCommon made a motion to approve the Consent Agenda. City Administrator Rudometkin seconded the motion.

Motion carried.

o **For Board Decision**

- **Resolution 186 – COVID-19 Public Assistance Grant Authorized Representatives**

Consistent with the grant parameters, it is NORCOM's intent to apply for federal funds to recover COVID-19 related expenses already incurred during 2020. These expenses include staff overtime, safety PPE, cleaning supplies & Plexiglas safety dividers. To apply for this grant, the Washington Military Department requires authorization from NORCOM's highest authority to designate an authorized representative for final contracting documents. NORCOM's highest authority is the Governing Board.

Resolution #186 designates the Executive Director and, as the alternate, the Finance Manager to act as the authorized representative to obtain federal and/or state emergency or disaster assistance funds.



Chief Holmes motioned to approve Resolution 186. Chief Kolling seconded the motion.

Motion carried.

- **NORCOM – Department of Revenue Use Tax owed**

NORCOM is required to pay use tax on purchased goods and certain services through monthly tax filings to the Department of Revenue (DOR). The NORCOM Finance Manager discovered that DOR filings since 2016 have been incomplete. The identification of this error has been voluntarily reported to the DOR, which has resulted in a tax liability of \$167,000 and earning interest.

Under the budget policy adopted in Resolution #182, all expenditures drawn from the reserve funds require prior Board approval.

Deputy City Manager McCommon asked for a statement of the condition of the rate stabilization fund account. Finance Manager Ryerson stated it is currently at 1.2 million, not including additional funds that will be withdrawn to balance out the 2020 budget. Director Hamilton stated that the exact numbers will be provided at the December board meeting with the final budget. The amount of \$167,000 will be paid in full, and then a request for the penalties submitted, bringing the amount down to approximately \$130,000. NORCOM Treasurer Olson stated he is very optimistic that the fees will be waived due to the circumstances but will pursue appealing if the request is denied. Chief Yourkoski commented that the IRS would not even consider waiving fees if not paid in full.

NORCOM seeks approval from the Board to use reserve funds to pay this expense.

Deputy City Manager Dunlap motioned to approve the use of rate stabilization reserve funds to pay this liability as soon as possible to avoid further penalties, Deputy City Manager McCommon seconded the motion.

Motion carried.

- **For Board Briefing**

- **National Fire Operations Reporting System billing procedure (NFORS)**

NORCOM advised the Board of the billing structure for a long-desired Fire data analytics program, commonly known as NFORS. NFORS provides data-related services through various modules. NORCOM has been asked to support the NFORS Analytics Module. This module is implemented by connecting with a fire department's CAD, RMS (Records Management System), or data warehouse for automatic extraction of operational data for ALL TYPE of responses using live time data.



On an annual basis, NORCOM will bill each participating agency based on the agency's share of the number of billable calls for service. The participating agencies will cover all associated costs to include a NORCOM administrative fee.

- **New NORCOM Website**

The NORCOM website was outdated in many ways. Beginning in early 2019, NORCOM identified a vendor, implemented an internal build team, and gathered a great deal of input. After several delays and related challenges, NORCOM has recently "gone live" with the new website. Deputy Director Myers presented the Board with a short demonstration of the new website's features.

- **Department Reports**

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

- **Staff Updates**

There were no staff updates.

- **Executive Session**

Motion to move to Executive Session was made at 9:34 by Chief Holmes, Deputy City Manager McCommon seconded the motion, motion passed. The requested time for the executive session was 20 minutes, the executive session ended at 9:54. No action was taken.

<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;*

- **Adjournment**

Once the Executive Session ended, the regular meeting resumed at which time Chief Holmes motioned to adjourn the meeting, Deputy City Manager McCommon seconded the motion.

Motion carried.

Meeting adjourned at 9:55 a.m.



Next Governing Board meeting scheduled for December 11, 2020.

Approved by:

*Daniel W. Younk*

Chair

Attest:

*Erin May*

Secretary

