



**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)
Mark Correira	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Brian Culp	Fire District 27
Greg Ahearn	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

David Burke	Duvall Fire District #45
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

**VISITORS**

Deb Flewelling	KC E911
Brett Shavers	Citizen

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director, Operations
Katy Myers	Deputy Director, Administrative Services
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liason
Chris Perez	Fire Liason
Nathan Way	IT Application & Security Architect
Deanna Gregory	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 9:00 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 February 12, 2021 Meeting**
- **Monthly Budget to Actuals Summary and Accounts Payable Report February 2021**

There was no discussion on any consent agenda items.

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

Motion carried.

- o **For Board Briefing**

- **Planned Network Shutdown**

On April 20th, from 0330 to 0530 hours, NORCOM will be shutting down its network to perform technology systems maintenance to include critical security upgrades. This is the last remaining item from the Information Technology Security Audit. This shutdown will disable all CAD and internet-based services for NORCOM. This will generate a reduction in service levels to NORCOM agencies, including but not limited to; a loss of all paging capabilities and the ability for Police to run returns through ACCESS. Should a significant event occur during this maintenance, "roll back" options have been identified to have all systems back up within approximately ten minutes. Steps have been thoroughly planned out on how to process calls during this planned outage, and beneficially this will allow NORCOM to practice in the event of an actual outage. Deputy City Manager Dunlap asked how will the public see this, if at all, and should we notify the public? NORCOM has examined and utilized historical call for service data



to select the optimal day and time period to accomplish this maintenance. The public should not be impacted or even be aware of the outage. Deputy City Manager McCommon commented he feels we should not need to notify the public, service will still be provided, but in an alternate way; he also wanted to confirm that the liaisons will be notifying the agencies. It was confirmed that it is correct. Director Hamilton feels this can be used as a learning experience to better our response in an actual outage event.

- **Single CAD Update**

NORCOM and our Fire representatives continue to work collaboratively to explore the feasibility of a single CAD system. Staff will update the Board on the general project status to include challenges, team composition opportunities, timelines, and progress. Staff extended much appreciation to the Governing Board and our Fire customers for the continued support, direction, authentic collaboration, and enthusiastic involvement.

Deputy Director Myers presented a PowerPoint to the Board titled "The road to economizing and efficiency." Deputy Director Myers discussed the phase-gate process, which will be used during the transition if the use of a Single CAD system is approved. The phase-gate process includes the completion of each phase fully before moving on to the next step. Once the plan is complete, it will be presented to the Board.

- **For Board Decision**

- **Resolution 189 – Approving the 2022 Budget Policy**

Under the ILA, the Governing Board must approve the subsequent year's Budget Policy and Calendar to officially proceed with budget development and adoption. The Finance Committee must approve the policy for adoption by the Board. The 2022 policy has been amended slightly by the Finance Committee to include the additional requirement to internally present a minimum of two-year forecasting during budget development to avoid significant changes in subscriber rates and updates to the language in the reserve funds policies due to the usage of the balances in 2020.

Deputy City Manager Duplap motioned to approve Resolution 189 – Approving the 2022 Budget Policy, Chief Holmes seconded the motion.

Motion carried.

- **Postponement of Principals Assembly due to COVID**

As outlined in Section Eight of the NORCOM ILA, the Principal's Assembly is an annual meeting where additional representatives from our member agencies assemble to review the activities of NORCOM from the previous calendar year, receive an overview of activities for the coming year, and discuss the budget for the next budget cycle.



At the March 2020 Governing Board meeting the Board voted in favor of postponing the Principals Assembly due to the COVID pandemic. Given the continued pandemic, the Board may wish to continue the postponement of the Principals Assembly until it can be convened safely and effectively or evaluate if the Principals Assembly needs to continue due to the fact this was created when NORCOM was a new organization and may no longer be needed. Director Hamilton stated Principals Assembly started as an opportunity to share how things were going at NORCOM but has since turned into a tradition that may not be needed going forward. Chief Holmes, who has been here since the beginning of NORCOM, stated if NORCOM is running well he does not feel it is needed and is not sure that the value is the same as when NORCOM was first formed. Deputy City Manager Dunlap who has also been here the entire time stated she sees it as an opportunity for Awards Ceremony, PR purpose and that it is in the ILA. If it was decided to eliminate, does ILA need to be adjusted? Attorney Gregory feels it was a way for non Governing Board members to come in and see how the organization is running. The Board could amend the ILA to have the Principals Assembly optional versus mandatory. Deputy City Manager Duplap stated she sees value in having it but not every year, maybe every five years instead of annually.

The decision was made to postpone the 2021 Principals Assembly and further discuss at a later date.

Chief Holmes motioned to postpone the Principals Assembly until further notice, Deputy City Manager McCommon seconded the motion.

Motion carried.

o **Department Reports**

- **March Information Technology Updates Newsletter**

o **Reminders and Appreciations**

- **New Vice-Chair to be selected at April meeting**

Director Hamilton reminded the Board that in April Chief Yourkoski will step down, Chief Clark will take over as Chair and a new Vice-Chair will need to be selected.

- **Thank you to Chief Clark, Eastside Fire & Rescue and Snoqualmie Tribe**

Director Hamilton thanked Chief Clark, Eastside Fire & Rescue and the Snoqualmie Tribe for coordinating to get some of our staff COVID vaccines, he commented it is an amazing partnership.



o **Adjournment**

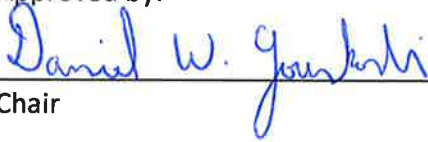
Motion was made to adjourn the meeting by Chief Homes, Deputy City Manager McCommon seconded the motion.

Motion passed.

Meeting adjourned at 9:43 a.m.

Next Governing Board meeting is scheduled for April 9, 2021.

Approved by:

  
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Chair

Attest:

  
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Secretary