



**MEMBERS**

|                 |                                    |
|-----------------|------------------------------------|
| Jay Hagen       | City of Bellevue                   |
| Bruce Kroon     | City of Bothell                    |
| Kyle Kolling    | City of Clyde Hill                 |
| Tracey Dunlap   | City of Kirkland (Vice-Chair)      |
| Steve Burns     | City of Medina                     |
| Ed Holmes       | City of Mercer Island              |
| Dan Yourkoski   | City of Normandy Park              |
| Mark Correia    | City of Snoqualmie                 |
| David Burke     | Duvall Fire District #45           |
| Jeff Clark      | Eastside Fire & Rescue (Chair)     |
| Brian Culp      | Fire District 27                   |
| Greg Ahearn     | Northshore Fire Department         |
| Adrian Sheppard | Redmond Fire Department            |
| Matt Cowan      | Shoreline Fire Department          |
| James Knisley   | Skykomish Fire District #50        |
| Greg Ahearn     | Woodinville Fire & Rescue          |
| Michael Olson   | City of Kirkland (Board Treasurer) |

**ABSENT**

|             |                      |
|-------------|----------------------|
| Jay Wiseman | Snoqualmie Pass Fire |
|-------------|----------------------|

**VISITORS**

|                |                  |
|----------------|------------------|
| Brett Shavers  | Community Member |
| Emily Shavers  | Community Member |
| Chikae Shavers | Community Member |
| Larry Johnson  | Community Member |
| Deb Flewelling | KC E911          |
| David Mendel   | PSERN            |
| Cherie Harris  | City of Kirkland |
| Michele Plorde | KC EMS           |

**NORCOM STAFF**

|                  |  |
|------------------|--|
| Bill Hamilton    | Executive Director                       |
| Roky Louie       | Deputy Director, Operations              |
| Katy Myers       | Deputy Director, Administrative Services |
| Judy Cayton      | Human Resource Manager                   |
| Marianne Ryerson | Finance Manager                          |
| Jeremy Henshaw   | Law Enforcement Liason                   |
| Chris Perez      | Fire Liason                              |
| Deanna Gregory   | Pacifica Law Group                       |
| Brittney Rhodes  | Public Records Specialist                |
| Maggie Johanson  | Administrative Assistant                 |



o **Call to Order**

Chief Jeff Clark, 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 Clark 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 was one email request for open communication from Brett Shavers, a community member, regarding his public records requests. Mr. Shavers provided a document via email in advance of the meeting that was distributed to the Governing Board members.

Mr. Shavers addressed the Board via telephone during the open communications portion of the meeting.

o **Consent Agenda**

- **Governing Board Minutes for May 14, 2021 Meeting**
- **Monthly Budget to Actuals Summary and Accounts Payable Report May 2021**

There was no discussion on any consent agenda items.

Chief Kroon made a motion to approve the Consent Agenda. Interim City Coordinator Correia seconded the motion.

Motion carried.

o **For Board Decision**

- **Resolutions 192 – Authorizing the Director to award and execute a contract for backup facility improvements**

In December 2020, NORCOM entered into a new lease with the City of Redmond for a larger space to be used as a backup center. The new space requires electrical and networking upgrades to operate as intended. The Governing Board previously approved the budget containing the upgrade project funding but at the time of approval. Due to several factors at the City of Redmond, this project had been delayed but is now ready to commence.



As per policy, NORCOM solicited quotes from a small works roster to seek qualified vendors to perform such work. NORCOM staff has chosen to award the contract to Pride Electric & Pacific Business Systems. NORCOM Staff is seeking the Board's approval of Resolution 192, authorizing the Director to award the project to the noted vendors and execute work contracts not to exceed a combined total of \$120,000.

**Resolution 192** – Chief Yourkoski motioned to approve Resolution 192. Deputy City Manager Dunlap seconded the motion.

Motion carried.

- **Future Board Meeting**

The Board discussed returning to in person meetings in September. Once In-person meetings resume, they will be held at the City of Kirkland Police Department, in the Totem Lake room. Chief Holmes agrees the meeting should return in person. Chief Cowan stated he feels the remote option should still be available in conjunction to the in-person meeting. Chief Clark mentioned the possibility of meetings containing a shorter agenda would be allowed to be held as a virtual meeting.

- **For Board Briefing**

- **Single CAD Update**

To help mitigate current and future budgetary challenges, NORCOM and our Fire representatives continue to explore the feasibility of a single CAD system. Working together, representatives from Fire and NORCOM recently went out into the community and conducted small & large scale Tyler field tests, simulating various Fire response scenarios. Staff wishes to update the Board in this regard.

As the project has progressed, NORCOM staff believes Tyler is the least costly, less complicated, and most efficient choice. In addition to the financial benefits, staff has also observed that the Tyler product offers operational benefits for Fire. The general customer service delivery is much improved over that of the previous vendor, New World.

- **2022 Budget Development Update**

NORCOM staff presented a PowerPoint on 2022 Budget & Upcoming Projects (PowerPoint can be viewed at [https://www.norcom.org/wp-content/uploads/2021/06/AGENDApacket\\_06-11-21\\_1009\\_69.pdf](https://www.norcom.org/wp-content/uploads/2021/06/AGENDApacket_06-11-21_1009_69.pdf) ). The presentation described five budget and project-related decision items and summarized their fund-



level fiscal impacts. Decision items included: Equipment Reserve and Replacement fund transfers, Single CAD, Mobile Licensing, Alpha Numeric Paging, and Console Replacement.

In the presentation's conclusion, NORCOM management presented three decision scenarios and the costs of each scenario option. Scenarios were selected based on operational and fiscal impact. NORCOM Staff recommended further discussion on the scenarios at the July 9, 2021 meeting and the final scenario selected at the August 13, 2021 meeting.

During the presentation, Deputy City Manager Dunlap asked if the \$300,000 for Alpha-Numeric paging was a one-time cost or ongoing, whether costs would require the use of reserve funds, and if the reserve fund is healthy enough to cover these costs, if necessary. Deputy Director Myers stated it is a one-time cost; however, it includes items such as equipment warranty. Ongoing costs would be incurred in future years as warranty renewals would be needed. Finance Manager Marianne Ryers confirmed the Rate Stabilization Fund has an \$800k balance if the Board approved the use of these funds.

The Board expressed looking forward to the discussion of projects in the upcoming meetings.

- o **Department Reports**

- **June Information Technology and Operations Updates Newsletter**

- The June edition of the Newsletter provides information on both departments with an overview of projects and upcoming events.

- o **Additional Questions**

- Chief Hagen asked if there is a write-up referencing Single CAD testing results. Deputy Director of Administration Myers stated there is, she will send it to Chief Hagen.

- o **Adjournment**

- The meeting adjourned at 09:50.

The next Governing Board meeting is scheduled for July 9, 2021.



Approved by:

Marcy Dunlap, Vice Chair  
Chair

Attest:

Maggie Johanson  
Secretary