



MEMBERS

Nathan McCommon	City of Bellevue
Butch Noble	City of Bothell
Dawn Hanson	City of Clyde Hill
Beth Goldberg	City of Kirkland (Vice-Chair)
Steve Burns	City of Medina
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correira	City of Snoqualmie
Joshua Erskine	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue (Chair)
Brian Culp	Fire District #27
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Jeff Clark	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

Doug McDonald	Northshore Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

Jami Hoppen	KC911
Deb Flewelling	KC911
Mozelle Fok	City of Bellevue

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 Liaison
Cory James	Fire Liaison
Nathan Way	Applications & Security Architect
Sean Goehner	Systems Engineer
Deanna Gregory	Pacifica Law Group
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



- **Call to Order**

Chief Jeff Clark, 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.

- **Roll Call**

Chief Clark 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.

- **Consent Agenda**

- **Governing Board Minutes for November 12, 2021 Meeting**
- **Accounts Payable Report November 2021**

There was no discussion on any consent agenda items.

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

Motion carried.

- **For Board Briefing**

- **Staffing Update**

Director Hamilton introduced the topic of NORCOM's staffing issues which are similar to other PSAP's. HR and the recruiting team have been working hard to creatively improve the situation and are beginning to see results. Human Resource Manager Cayton briefed the Board on staff numbers from August 2021 then showed the increase in December 2021. Over 40 candidates have been interviewed in the last several months to fill the positions to get our Telecommunicator staffing back up to 62, we are currently at 59. Human Resource Manager Cayton discussed the recruiting challenges, current strategies, and NORCOM's strengths as an organization.



- **NORCOM Liaisons – A Year in Review**

Director Hamilton introduced Law Enforcement Liaison Jeremy Henshaw and Fire Liaison Cory James and explained how these positions are unique to NORCOM. Director Hamilton requested that both Liaisons provide a highlight of 2021. Law Enforcement Liaison Henshaw explained that ongoing COVID-19 concerns, Blake Legislation, 1310 Legislation along with PSERN upgrades, and Washington State WACIC database formatting changes as just a few of the 2021 projects. He stated the collaboration of all staff was key to our successful year, embracing the idea of helping others. Fire Liaison James agreed that collaboration between NORCOM's IT, GIS, Finance, Operations and our agencies all working together shows how successful partnerships work. Fire Liaison James provided an overview of several 2021 projects including migrating Woodinville to Eastside Fire & Rescue's jurisdiction, Paging solutions, Single CAD, PulsePoint, Station 24 and 45 Fire Station Construction and Movement, NFORS, and Cascadia Rising Preparation.

- **For Board Decision**

- **Resolution 198 – Adoption of the 2022 Budget**

Finance Manager Ryerson presented the NORCOM Budget Process, Key Budgeted Items, 2022 Fund Summary, and the 2022 Budget Narrative for review and discussion.

Chief Yourkoski made a motion to approve Resolution 198. Deputy City Manager McCommon seconded the motion.

Motion carried.

- **Resolution 197 – Establishing Juneteenth as a legal holiday for NORCOM**

Chief Holmes made a motion to approve Resolution 197. Deputy City Manager Goldberg seconded the motion.

Motion carried.

- **Resolution 196 – NORCOM Agency Service Agreement and Mergers**

A draft version of Resolution 196 was presented at the November 2021 Governing Board meeting for review and feedback.

Chief Cowan made a motion to approve Resolution 196. Chief Sheppard seconded the motion.

Motion carried.



o **Department Reports**

• **November Information Technology & Operations Updates Newsletter**

The November edition of the Newsletter provides information with an overview of projects and upcoming events.

o **Executive Session**

An Executive session was held to brief the Board on a confidential matter and NORCOM Associated Guild Collective Bargaining Agreement. The Executive session started at 9:40 with a request for 20 minutes, Executive session ended at 10:00.

Action will be taken. A vote is requested on the NORCOM Associated Guild Contract.

The public Governing Board meeting resumed at 10:01.

• **NORCOM Associated Guild Contract**

After Executive Session ended and the public meeting was back in session a second roll call was held and it was determined a quorum was present. Deputy City Manager McCommon made a motion to accept the NORCOM Associated Guild Contract for January 1, 2022 – December 31, 2025 in redline version and to allow Director Hamilton to sign the contract once finalized. City Administrator Correia seconded the motion.

Motion carried.

o **Adjournment**

The meeting adjourned at 10:04.

The next Governing Board meeting is scheduled for January 14, 2022.

Approved by:



Chair

Attest:



Secretary