



MEMBERS

Nathan McCommon	City of Bellevue
Bruce Kroon	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

Mike Morris	Northshore Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

Jami Hoppen	KC911
David Mendel	PSERN
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 Liaison
Cory James	Fire Liaison
Nathan Way	Applications & Security Architect
Zeb Middleton	Senior Systems Engineer
Sean Goehner	Systems Engineer
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 were no requests for open communication from the public by email or phone.

o **Consent Agenda**

- **Governing Board Minutes for January 14, 2022 Meeting**
- **Accounts Payable Report January 2022**
- **Collective Bargaining Agreements Finalized**

There was no discussion on any consent agenda items.

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

Motion carried.

o **For Board Briefing**

- **Alpha Numeric Paging System Project Update**

Director Hamilton stated that no formal action is required on the topic of Alpha Numeric Paging. Staff is providing an update to keep the Board informed. NORCOM's management has continued to investigate methods for moving forward to update the Alpha Numeric Paging System for our Fire customers. Deputy Director Myers provided an overview stating NORCOM has nine paging sites in King County and NORCOM owns the paging equipment at each site. The paging master site which is the brains of the system is owned and operated by SNO911. Deputy Director Myers explained the transmitting process for the messages which are delivered to the individuals via belt pagers. The Fire Agencies have determined that the most cost-effective and least complex option is to maintain the paging system. Deputy Director Myers provided a detailed presentation of



the status, work tied to NORCOM sites, and the public safety microwave systems. In summary, the upgrade of the paging system is a complex project with many moving parts and is not as easy as a few short months, and it will require a significant amount of work. NORCOM will meet monthly with SNO911 and come back for review and approval as the process continues.

- **Staff Update**

Director Hamilton introduced the topic of the staffing shortage in the Telecommunicator workgroup, which continues to be a concern along with the recent COVID cases within the workgroup. Human Resource Manager Cayton stated there had been 19 COVID cases between Telecommunicators and Supervisors since Christmas, 13 cases in the last three weeks which creates longer hours, an increase in overtime and a morale concern. Staff is working together in various areas to address the overtime concerns. Human Resource Manager Cayton provided a staffing update stating NORCOM has budgeted for 62 Telecommunicators, currently we have 57 which includes 12 in various stages of training. A thankyou to our Fire Customers and King County for the continued support with consultations, test kits and booster shots.

- **Executive Directors Annual Performance Review**

Chief Clark stated the current Executive Director's Performance review is due in April. Chief Clark will be sending out an email to all Board members regarding the Annual Performance Review for Director Hamilton. Once all input is received, it will be assembled by the Board. He stated in advance that he appreciates the support of everyone. Chief Yourkoski emphasized that it only works if everyone participates.

- **For Board Decision**

- **Cancellation of March Governing Board Meeting**

Due to scheduling conflict, NORCOM's Governing Board Chair and Vice-Chair cannot attend the March 11, 2022 meeting. NORCOM Staff would like to discuss the possibility of canceling the March 11, 2022 meeting. NORCOM's ILA requires the Governing Board to meet at least four times a year. Canceling the March meeting would allow us to stay within the ILA guidelines. A reminder that nominations for the new vice-chair will be requested at the April 2022 meeting.

Deputy City Manager McCommon asked about the Principal Assembly meeting which is traditionally held in April of each year. Due to the current situation it was suggested that we have the Principal Assembly meeting in May when it can be in person which is much more effective.

Chief Holmes made a motion to approve the cancellation of the March Governing Board meeting. Deputy City Manager McCommon seconded the motion.

Motion carried.



o **Department Reports**

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

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

o **Executive Session**

No executive session was held.

o **Adjournment**

Chief Holmes made a motion to adjourn the meeting. Deputy City Manager McCommon seconded the motion.

Motion carried.

The meeting adjourned at 9:30.

The next Governing Board meeting is scheduled for April 8, 2022.

Approved by:



Chair

Attest:



Secretary