



Meeting Minutes
NORCOM Governing Board
June 10, 2022

MEMBERS

Jay Hagen	City of Bellevue
Bruce Kroon	City of Bothell
Dawn Hanson	City of Clyde Hill
Beth Goldberg	City of Kirkland (Chair)
Jeff Sass	City of Medina (Vice-Chair)
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
Brian Culp	Fire District #27
Matt Cowan	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Jeff Clark	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Deputy Director, Administrative Services
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Deanna Gregory	Pacifica Law Group
Nathan Way	Applications & Security Architect
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



**Meeting Minutes
NORCOM Governing Board
June 10, 2022**

o **Call to Order**

Deputy City Manager Beth Goldberg, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format to allow the public to participate in person, telephonically or by video remote access.

o **Roll Call**

Deputy City Manager Goldberg 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, phone or in person.

o **Consent Agenda**

- **Governing Board Meeting Minutes May 13, 2022**
- **Accounts Payable Report May**
- **Principals Assembly Meeting Minutes May 13, 2022**

There was no discussion on any consent agenda items.

Chief Yourkoski made a motion to approve the Consent Agenda. Chief Sass seconded the motion.

Motion carried.

o **For Board Briefing**

- **2023 Budget Development Update**

Director Hamilton introduced the topic of the 2023 Budget Development, stating that the 2023 budget process has been especially difficult due to inflation, significant external cost increase, revenue reduction, and upcoming project needs. Director Hamilton noted that the Finance committee has offered guidance



**Meeting Minutes
NORCOM Governing Board
June 10, 2022**

related to these topics including a smoothing option for more predictable budget forecasting. Finance Manager Marianne Ryerson gave a detailed presentation on

the 2023 Budget starting with a few of the drivers for the increase in operating expenses which include hiring costs, rent increase and CPI in February of 8.1%, (The CPI is the base for the rent increase) PSERN charges beginning in April 2023 and the reduction of E911 Revenue. Finance Manager Ryerson went over a few of the current budget savings starting with moving to Single CAD, Shield Force savings, and Hybrid work options allowing reduced parking costs. These changes created a savings of approximately \$220,000. Chief Kroon asked how much is in the rate stabilization fund and how it would be replenished if it was drawn down. Treasurer Michael Olson explained it would be replenished with the excess operating fund at the end of the year. Chief Kroon asked if there is a policy regarding the target balance for the rate stabilization fund. Treasurer Olson stated the target is 10% of the operating budget. Deputy City Manager Goldberg said it is being asked if there is an official policy. Treasurer Olson stated there is a policy on the rate stabilization fund. Chief Cowan stated he understands there will be increases coming up with supply chain issues and recession concerns. He asked if there had been any discussion on delaying the console replacement project. Director Hamilton stated this project was initially scheduled for the end of 2022 and we have pushed it out to the end of 2023. Chief Holmes commented he likes the fee smoothing and appreciates all the work the finance committee has done. Chief Yourkoski asked if 8% would be enough of an increase since the CPI is over 8%. Finance Manager Ryerson is watching the CPI and Director Hamilton stated 8% should be sufficient however, if any other projects pop up, we will have to revisit. Finance Manager Ryerson informed the Board that we will have the official budget proposal at the next meeting, then in August, we will vote to adopt the 2023 budget.

- **Pulse Point Go Live Update**

Director Hamilton introduced the Pulse Point Update reviewing that the Board approved this project. The project included the first-year cost and project implementation funding from the Medic One Foundation. Fire Liaison Cory James provided an update and stated that the official launch date was June 2, 2022 which occurred during National CPR & AED Awareness Week. The launch included media coverage, both TV and radio spots. Additionally, the launch was NORCOM and Valley Com. This brings the total number of agencies in WA State using Pulse Point to 80, with a goal of 20,000 community member subscribers. Fire Liaison James thanked the Board, Medic One Foundation and the Pulse Point Board and stated this will save many lives. Director Hamilton stated that the region is well covered and is excited to have Pulse Point available.



**Meeting Minutes
NORCOM Governing Board
June 10, 2022**

- **988 – Suicide Prevention and Mental Health Crisis Resource**

Director Hamilton introduced the topic of the National Suicide Hotline Designation Act of 2020, which established the easy-to-remember 3-digit number of 988 to connect people in crisis with life-saving resources. Deputy Director Myers provided background on Substitute House Bill 1477, a complex piece of legislation related to implementing the national 988 crisis hotline system. 988 will be available for use on July 16, 2022. 988 is not routed the same way 911 calls are, 988 routing sends to the area code of the call, then questions will be asked to further determine the location of the caller. There will be an excise tax collected similar to the 911 excise tax to assist with funding. In addition, the law established a crisis committee, requires coordination with state enhanced 911 coordination office, and includes training for 911 public safety telecommunicators.

- **Shoreline Fire and Northshore Fire – NORCOM ILA impact assessment**

Director Hamilton introduced the topic of Shoreline Fire and Northshore Fire entering into a long-term servicing agreement, similar to Eastside Fire & Woodinville Fire, back in 2021. Director Hamilton congratulated Chief Cowan and both agencies. The question arose as to if this agreement would need any formal action relating to agency voting, quorum and agency billing. In December of 2021, Resolution 196 was passed amending the NORCOM ILA relating to this type of business arrangement. This resolution applies to similar business arrangements between agencies and has been confirmed by our Legal Counsel therefore no further action is required.

- **Newsletter**

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

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

Director Hamilton touched on a few items in the Newsletter the New County-wide telephone system project update, RAADAR being moved to the Cloud, along with congratulations and a note of appreciation to Nathan Way, and the Redmond backup center going live.



**Meeting Minutes
NORCOM Governing Board
June 10, 2022**

Director Hamilton stated that in light of recent events, we have focused on training to prepare for events we hope never will happen. He noted how important the great partnership with our agencies is to NORCOM. This week our telecommunicators completed a mandatory training of active shooters and mass casualties to ensure everyone is up on procedures, protocols and as prepared as possible.

o **Executive Session**

No executive session was held.

o **Adjournment**

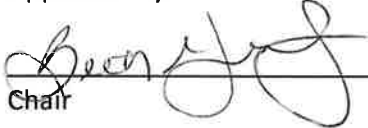
Chief Sass made a motion to adjourn the meeting. Chief Yourkoski seconded the motion.

Motion carried.


The meeting adjourned at 9:41.

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

Approved by:


Chair

Attest:


Secretary