



Meeting Minutes
NORCOM Governing Board
July 8 , 2022

MEMBERS

Nathan McCommon	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)
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correira	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue
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

Joshua Erskine	Duvall Fire District #45
Brian Culp	Fire District #27
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

GUESTS

Nick Curry	NAG
Jami Hoppen	King County E911

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



**Meeting Minutes
NORCOM Governing Board
July 8, 2022**

o **Call to Order**

Deputy City Manager Beth Goldberg, Governing Board Chair, called the Governing Board meeting to order at 9:01 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 June 10, 2022**
- **Accounts Payable Report June**

There was no discussion on any consent agenda items.

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

Motion carried.

o **For Board Briefing**

- **Tyler Fire Migration**

Director Hamilton introduced the topic of Tyler Fire Migration and the continued hard work in preparation for the migration, which will occur on July 12, 2022. Deputy Director Myers stated that the implementation is scheduled to begin around 0600 on July 12, 2022, depending on the workload.



**Meeting Minutes
NORCOM Governing Board
July 8, 2022**

Deputy Director Myers stated that the vendors and user agencies are prepared and thanked everyone for their support. Deputy Director Myers presented the migration project readiness report, incident command guidelines outlining the approved migration plan which

will include daily status meetings, incident action plans (IAP), position checklist, migration support and issue & Manage Engine which will track all issues and an outline of the support plan during the migration.

o **For Board Decision**

• **2023 Budget Update & Decision**

Director Hamilton introduced the topic of the 2023 Budget stating the ILA guidelines for the budget. NORCOM staff has prepared a 10-year forecast with three budget smoothing scenarios and would like direction from the Board. Finance Manager Marianne Ryerson presented information on the additional funding decision from the E-911 office, NORCOM's fund balance, reserves policies and three scenarios for a decision regarding the 2023 fees. Finance Manager Ryerson stated the proposed increase from the E911 office for 2023 – 2024 is helpful, however it is not a guarantee and could change in the future. Finance Manager Ryerson presented the three budget scenarios and opened the floor for discussion. After additional in-depth discussion, it was requested that finance break down the budget further into two categories: Operations and Capital Projects. Finance Manager Ryerson will work with Deputy City Manager Goldberg and NORCOM staff to prepare the 2023 Budget as requested and bring it back to the Board. A request was made to provide the information prior to the next Governing Board meeting on August 12, 2022, to allow the Board time to review the 2023 Budget information.

o **Newsletter**

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

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



Meeting Minutes
NORCOM Governing Board
July 8 , 2022

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 10:01.

The next Governing Board meeting is scheduled for August 12, 2022.

Approved by:

Chair

Attest:

Secretary