



**Meeting Minutes  
NORCOM Governing Board  
January 13, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Jay Hagen	City of Bellevue
Bruce Kroon	City of Bothell
Kyle Kolling	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
Ben Lane	Eastside Fire & Rescue
Brian Culp	Fire District #27
Matt Cowan	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Stephen Healy	Redmond Fire Department
Michael Despain	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Ben Lane	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

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

**GUESTS**

Nick Curry	NAG
Gus Olivio	Redmond Analyst
Jami Hoppen	KC911
Michelle Plorde	KC EMS



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**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
Deanna Gregory	Pacifica Law Group
Nathan Way	Applications & Security Architect
Sean Goehner	Systems Engineer
Zeb Middleton	Senior Systems Engineer
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist

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 December 9, 2022**
- **Accounts Payable Report December**

There was no discussion on any consent agenda items.



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

Motion carried.

o **For Board Briefing**

• **2021 Financial and Accountability Audit**

Director Hamilton introduced the topic of the state audit, which has begun for the year ending December 31, 2021. Finance Manager Ryerson stated that the auditors will review financial statements, general disbursements, and payroll items such as cashouts. The audit entrance document was provided for the Board to review.

• **Staffing Update**

Director Hamilton stated that NORCOM staff intends to update the Board on staffing regularly. He commented that much progress has been made. Human Resources Manager Cayton stated that we are one hire away from being fully staffed and are very happy with the direct recruiting process that has been implemented. The new process is bringing more robust and diverse candidates.

• **Single CAD Update – Tyler Fire Migration**

Director Hamilton introduced the Single CAD update stating that NORCOM staff continues working on concerns and questions related to Data Schema and Availability, and User Acceptance. Deputy Director Myers discussed both areas of concern. Deputy Director Myers mentioned the two DSS (Decision Support Software) training that Tyler will be held in February and March. The classes are limited to 10 people per class, NORCOM will then audit and teach the class as needed for future groups. Chief Sheppard stated he appreciated the interface with the crew, he stated he thought a comparison was being made with CrewForce. He commented that he has received a lot of feedback on other platforms and would like for NORCOM to investigate other platforms. Deputy Director Myers explained that Tablet Command which was mentioned as one of the other platforms is very different from CrewForce. CrewForce is used to get to the scene, notify who is coming and focus on helping each other. Fire Liaison James and Applications Supervisor Johnson went into the field meeting with users to identify concerns and had very productive sessions. Fire Liaison James stated they visited 6 agencies interacting with a very rounded group of 30 people focusing on the user interface, auditing hardware and demonstrating CrewForce. Applications Supervisor Johnson spent time in the rigs with staff stating there is a



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need to provide additional training in this area. Due to the fact that each department has varied equipment training will be modified to fit the individual agency needs. Deputy Director Myers stated that the goal is by February to have solutions to the concerns expressed.

o **For Board Decision**

• **NORCOM Space Needs Study – Request for Information (RFI) Update**

Director Hamilton introduced the topic of the NORCOM Space Needs Study discussed at the December 9, 2022 Governing Board meeting. A location and property opportunity were introduced by Chief Cowan. The Board directed NORCOM to identify the cost by RFP or RFQ. Finance Manager Ryerson stated NORCOM published an RFI to explain our current situation to avoid unnecessary costs as the best first step response to the Board's request. The RFI was published on December 22, 2022 and received five responses. Director Hamilton explained that the RFI will provide a full scope including geo study, staff needs and location through a thorough study. Chief Cowan stated he is passionate about looking at the long term and expressed concern about NORCOM's current location being in one of the highest rent areas. Deputy City Manager Goldberg stated that the request is to take the RFI and convert it to RFP or RFQ. Finance Manager Ryerson after asked how long this would take stated it would take about 4 to 6 weeks. Deputy City Manager Goldberg advised not to search for property until we know the current and long terms needs of NORCOM. Director Hamilton confirmed NORCOM will examine the current and future needs, examine leasing in the current market, space needs and benefits of owning verses leasing.

Chief Cowan motioned to start the process of an RFP or RFQ for a consultant to study the location of NORCOM. Chief Yourkoski seconded the motion.

Motion carried.

• **Resolution 204 – Adopting an exception to the Public Records Act indexing rules**

Director Hamilton requested approval of Resolution 204 which provides an exception to the Public Records Act via RCW 42.56.070(3) stating that maintaining a central index of records is unduly burdensome.

Chief Yourkoski motioned to approve Resolution 204 – Adopting an exception to the Public Records Act indexing Rules. Chief Magnan seconded the motion.



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Motion carried.

Updated Public Records Policy and Procedures were provided and approved.

o **Newsletter**

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

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

o **Adjournment**

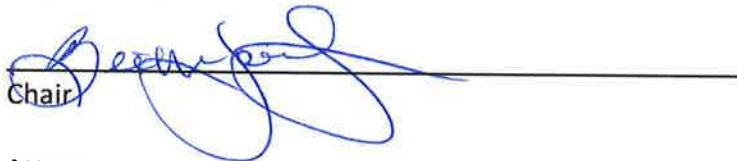
Deputy City Manager McCommon made a motion to adjourn the meeting. Commander Magnan seconded the motion.

Motion carried.

The meeting adjourned at 9:51.

The next Governing Board meeting is scheduled for February 10, 2023.

Approved by:

Chair 

Attest:

Secretary 