



Meeting Minutes
NORCOM Governing Board
June 9, 2023

MEMBERS

Nathan McCommon	City of Bellevue
Mark Risen	City of Bothell
Kyle Kolling	City of Clyde Hill
Joe Sanford	City of Kirkland
Jeff Sass	City of Medina (Chair)
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correira	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Matt Cowan	Shoreline/Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

Beth Goldberg	City of Kirkland
Wendy Moffat	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

GUESTS

Nick Curry	NAG
Michelle Plorde	KC EMS
Jami Hoppen	KC 911

NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Deputy Director Administrative Services
Judy Cayton	Human Resource Manager
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Andrew Johnson	Applications Supervisor
Nathan Way	Applications & Security Architect
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist
Deanna Gregory	Pacifica Law Group

NORCOM STAFF ABSENT

Roky Louie	Deputy Director Operations
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o **Call to Order**

Chief Jeff Sass, 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**

Chief Sass 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 12, 2023**
- **Accounts Payable Report May**

There was no discussion on any consent agenda items.

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

Motion carried.

o **For Board Briefing**

- **Tree of Life**

Director Hamilton introduced the topic of the new “Tree of Life” mural that was recently completed. Human Resource Manager Cayton described the mural stating that it was facilitated by the Events Committee as a way of celebrating and recognizing the important work that our employees do daily. A leaf for providing CPR instructions or a flower for delivery assistance is placed on the tree with the name of the employee and the date the event occurred. A special thank you went out to our resident artist Becky Lucci who painted the tree of life on the wall.



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- **IT Staffing Update**

Director Hamilton introduced the topic of IT Staffing Update stating that in 2019 staff was reduced by four positions, two of them were IT positions. Over the past few years we have been working to create an effective business model, however IT is at capacity. No approval was needed today, decision for the request of this position will be an ask for the 2024 budget. Deputy Director Myers explained how NORCOM's IT department has been restructured and reorganized and the new structure has been working very well, however the department cannot keep going like this so we will be requesting an application analyst position to continue the support and to ensure that the service levels do not go down. An overview of the 6.3% increase in 2024 budget was provided which includes the additional position being requested.

- Director Hamilton requested a friendly Amendment to the current agenda adding two topics Space Needs Study and Update on Single CAD

- **Space Needs Study – 911 Insight**

An update was provided on the space needs study and the announcement that 911 Insight is the company that was selected. An initial facilities study meeting was held on June 12th. The question of who needs to attend the meetings was debated. It was determined the Chair, Vice-Chair and Deputy City Manager of Bellevue would be appropriate to attend individual meetings with the consultant, and critical status updates could be provided to all Board members during regularly scheduled governing board meetings as needed. Additional members of the Board who would also like to provide input to the consultant are encouraged to reach out to the Executive Director or Board Chairs.

- **Update on Single CAD**

Director Hamilton introduced DNI Fire Reporting Update. Deputy Director Myers stated that NORCOM is working with DNI and the agency data analysts on historical data reporting. DNI's work is necessary to address two primary data reporting issues. The multiple rounds issue that doesn't track the unit times appropriately which is a bug that Tyler is working to fix, and the initial configuration decisions that allowed units to go in and out of multiple statuses. In late April & early May access to data extracts from three draft views was given to analysts for feedback. DNI, data analysts and NORCOM are meeting today to review feedback and identify change requests.



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The question was asked if DNI is a one-time charge or ongoing. Deputy Director Myers informed the Board that the money for the current work came from the original project budget and is a one-time expense. Deputy Director Myers advised that there has been interest expressed in more advanced reporting capabilities. Any advanced reporting system would be an additional project outside the historical reporting scope that DNI is working on. If requested by the fire agencies, an advanced data warehouse project could be requested for approval by the Board and funding would need to be identified. Fire Liaison James stated that our Tyler success manager and specialist will be in town and offered to set up a meeting with anyone who would like to meet with them. Thanks were expressed to NORCOM for all their continued hard work on this project.

o **For Board Decision**

• **November Governing Board Meeting**

The November Governing Board Meeting is scheduled for Friday November 10, 2023, the day that most organizations will recognize Veterans Day which is November 11th. NORCOM staff discussed the idea of moving the meeting to Thursday November 9, 2023, the first week in November, or the third week in November in order to meet deadlines related to the space needs study. After discussion, the Board asked Director Hamilton to reach out to the consultant to see if we could provide the information at the October meeting or move it to the December meeting. Direction Hamilton will report back after reaching out to 911 Insight.

o **Adjournment**

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

Motion carried.

The meeting adjourned at 10:03.

The next Governing Board meeting is scheduled for July 14, 2023.



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Approved by:

A handwritten signature in blue ink, appearing to read 'R. Lass', written over a horizontal line.

Chair

Attest:

A handwritten signature in blue ink, appearing to read 'Maggie Johanson', written over a horizontal line.

Secretary