



**MEMBERS**

Nathan McCommon	City of Bellevue
Bruce Kroon	City of Bothell
Bill Archer	City of Clyde Hill
Marilynne Beard	City of Kirkland
Mark Corriera	City of Snoqualmie
David Burke	Duvall Fire District #45
Jon Parkinson	Eastside Fire & Rescue
Chris Connor	Fire District #27
Steve Burns	Medina Police
Ed Holmes	Mercer Island Police
Jim Torpin	Northshore Fire
Tommy Smith	Redmond Fire
Matt Cowan	Shoreline Fire
Greg Ahearn	Woodinville Fire

**ABSENT**

James Knisley	Skykomish Fire District #50
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**VISITORS**

Sarah Johnson	Pacifica Law
Deanna Gregory	Pacifica Law
Steve Kent	The Results Group

**NORCOM STAFF**

Thomas Orr	Executive Director
Josh Baker	Fire Liaison
Tracey Croisier	Executive Assistant & PIO
Cory James	Acting Police Liaison
J.R. Lieuallen	Finance Manager
Mike Mandella	Deputy Director
Becky McCracken	QA and Public Records
Ron Tiedeman	IT Director



**1. Call to Order**

The NORCOM Governing Board was called to order by Ed Holmes, Governing Board Chair, at 9:02 a.m.

**2. Roll Call**

Chair Holmes requested a roll call of present Governing Board members. A quorum was established.

**3. Open Communications from the Public – Introduction of Steve Kent**

There were no requests for communication from the public.

Chair Holmes introduced Steve Kent of The Results Group. Kent will be working with NORCOM admin and supervisor staff next week, honing leadership, development and supervisory techniques.

**4. Action Items**

**A. Consent Calendar**

Chair Ed Holmes called for a motion to approve the items on the consent agenda: minutes from the September 8, 2017 Governing Board meeting and the September 2017 accounts payable (accounts payable total: \$978,343.40).

Nathan McCommon made a motion to approve the consent calendar.

Tommy Smith seconded the motion.

Motion carried.

**6. Old Business**

**A. Fire Projects Update**

**→ TriTech 5.7.43 Upgrade Complete October 3rd**

Ron Tiedeman noted the server maintenance was completed October 31<sup>st</sup>.

**→ Locution PC 40 Installs Complete, 10 Under Repair or Replacement**

**B. Police Projects Update**

**→ Tyler/NWS Upgrade**

Ron Tiedeman said the Tyler/NWS upgrade to 2017.1 is scheduled to go live November 7, starting at 2:00 a.m., with an estimated six – ten-hour upgrade window. He noted telecommunicators will use TriTech for dispatch during this time.



### **C. NORCOM Infrastructure Projects 13:20**

#### **→ NOTIS Testing Underway**

Ron Tiedeman noted the upgrade will save approximately \$7,000.

#### **→ RAADAR Purchase**

Ron Tiedeman said the first purchase of RAADAR was for \$37,995 and said the software agreement and installation was being scheduled.

#### **→ Tyler / TriTech Server Support**

#### **→ New Firewall Installed and Migrated to Police Agencies**

### **D. Update on King County E-911 Strategic Planning Process 13:50**

Director Orr spoke to developments with King County and said that Leadership Group will have its final meeting November 9; he anticipates there will be a decision on finance related to technology and will defer on new governance.

The Director said King County City Council will have a final report for action in January 2018.

## **7. New Business**

### **A. Resolution 134: Public Records Rules and Fees**

Becky McCracken noted there are currently two large records request pending. Sarah Johnson reviewed the need for establishing public records rules in line with current changes in state law that allow agencies to recoup fees associated with production of records request.

Chair Ed Holmes called for a motion to approve resolution 134 regarding public records and fees.

Marilynne Beard made the motion to ratify resolution 134. Jim Torpin seconded the motion.

Motion carried.

### **B. Change to Bellevue Lease**

The Director noted there is a need for a minor amendment regarding parking to the lease with City of Bellevue. With the public safety garage no longer viable, the City of Bellevue is providing parking in the east garage.

Chair Holmes called for a motion to approve the minor parking-related amendment to



the lease.

Tommy Smith made the motion to allow the amendment to the lease.  
Marilynne Beard seconded the motion.

Motion carried.

**C. Anticipated Ending Fund Balance**

J.R. noted there are a few costs that are carrying over. He said he expects the ending fund balance to be \$384,897.

**D. Letters of Intent**

Director Orr noted two agencies have contacted NORCOM: the Tribe of Snoqualmie and the City of Normandy Park.

Chair Holmes called for a motion to approve Director Orr's signing the letter of intent with City of Normandy Park.

Matt Cowan made the motion to approve Director Orr's signing the letter of intent with the City of Normandy Park.

Steve Burns seconded the motion.

Motion carried.

Chair Holmes called for a motion to approve Director Orr's signing the letter of intent and to develop a contract with the Tribe of Snoqualmie.

Tommy Smith made the motion to approve Director Orr's signing the letter of intent.  
Nathan McCommon seconded the motion.

Motion carried.

**8. Staff Reports**

There were no further questions regarding the staff reports.

**9. Committee Reports**

There were no comments or questions regarding the committee reports.

**10. Adjournment**

Governing Board meeting adjourned at 9:45 a.m.



**Meeting Minutes**  
**NORCOM Governing Board**  
Kirkland Police Totem Lake Room  
November 3, 2017

Approved by:

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

Chair

Attest:

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

Secretary