



**Meeting Minutes  
NORCOM Governing Board  
August 12, 2022**

**MEMBERS**

Andy Adolfson	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
Ben Lane	Eastside Fire & Rescue
Brian Culp	Fire District #27
Matt Cowan	Northshore Fire Department
Caleb Freeman	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
Michelle Plorde	KC EMS

**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
Deanna Gregory	Pacifica Law Group
Andrew Johnson	Applications & Service Desk Supervisor
Nathan Way	Applications & Security Architect
Sean Goehner	IT Systems Engineer
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



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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 July 8, 2022**
- **Accounts Payable Report July**

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**

- **Tyler Fire Migration**

Deputy Director Myers provided an update on the Tyler Fire Migration which occurred on July 12<sup>th</sup>. Deputy Director Myers thanks our agencies and everyone involved for their patience and support, she then discussed some of the common themes and tickets, the project roadmap with related projects and new work that will be done and how it will look moving forward. Deputy City Manager Goldberg expressed her thanks for a smooth transition to the Single CAD.



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NORCOM Governing Board  
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o **Executive Session**

An Executive Session was held to discuss topics related to RCW 42.30.110(1)(i), RCW 42.30.110(1)(g), and RCW 42.30.140(4)(a). The Executive Session started at 9:20 with a request for 30 minutes, at 9:50 an additional 20 minutes was requested. Executive Session ended at 10:07 with a request for a 5 minute break. General Governing Board Meeting will begin again at 10:15.

The General Governing Board Meeting resumed at 10:15. Deputy City Manager Goldberg requested a roll call of present Governing Board members before resuming the General Governing Board meeting. Maggie Johanson, NORCOM Administrative Assistant reported there was a quorum.

Action taken was on two topics:

The first item was regarding personnel and retention. Director Hamilton stated the pool of applicants is shrinking and with the Great Resignation, inflation rate and change in job market it is even more important to retain employees. Director Hamilton proposed a year end market adjustment over and above the current contract for both Telecommunicators and Supervisors.

The year end market adjustments are as follows:

NORCOM Associated Guild

2023 – 2%

2024 – 3%

2025 – 3%

Public Safety Employee Union

2023 – 4%

2024 – 4%

Chief Magnan made a motion to approve a year end market adjustment for both NORCOM Associated Guild & Public Safety Employees Union. Chief Sass seconded the motion.

Motion carried.



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August 12, 2022**

The second item was regarding Director Hamilton's contract and updating the cash out balance amounts to be in line with others who hold similar positions in the industry.

Chief Sass made a motion to increase the amount allowed to cash out for Director Hamilton from 80 to 160 hours provided 200 hours were left in the PTO bank. Chief Magnan second the motion.

Motion carried.

Chief Magnan made a motion to make the change in Director Hamilton's cash out hours to be effective immediately. Chief Yourkoski seconded the motion.

Motion carried.

o **For Board Decision**

- **Resolution 201 Approving the 2023 Fees for Distribution to Participating Agencies - 2023 Fee Approval and Budget Presentation**

Director Hamilton introduced the topic of Resolution 201 – 2023 Fee Approval. He stated the development of the 2023 Budget Presentation included input from the Board and Finance Committee. Finance Manager Ryerson presented the Budget Presentation for Fee Approvals in the reformatted version as requested by the Board at the July meeting. The presentation provided an update of the 10-year projection to include budget drivers by fund, and projections with fund-directed fee increases. NORCOM staff is recommending a fee increase of 7% for 2023. Finance Ryerson thanked Michael Olson and the Finance Committee for all their work in preparing the presentation. Director Hamilton stated that today we are asking the Board to receive staff's presentation and subsequent discussion and decide via Resolution 201 on the budgeting methodology for the 2023 budget. The Board agreed on a 7% fee increase. The official adoption of the 2023 Budget will occur at the December 2023 Governing Board meeting.

Chief Magnan made a motion to approve Resolution 201 – 2023 fees for distribution to participating agencies in the amount of 7%. Chief Sass second the motion.

Motion carried.



**Meeting Minutes  
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August 12, 2022**

o **Newsletter**

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

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

o **Adjournment**

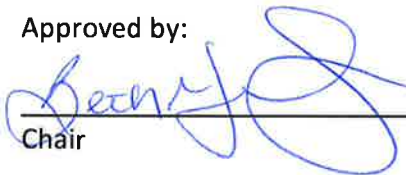
Chief Yourkoski made a motion to adjourn the meeting. Chief Freeman seconded the motion.

Motion carried.

The meeting adjourned at 10:45.

The next Governing Board meeting is scheduled for September 9, 2022.

Approved by:

 9/9/2022  
\_\_\_\_\_  
Chair

Attest:

 9/9/2022  
\_\_\_\_\_  
Secretary