



**Meeting Minutes  
NORCOM Governing Board  
March 10, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Jerry Hughes	City of Bothell
Kyle Kolling	City of Clyde Hill
Beth Goldberg	City of Kirkland (Chair)
Jeff Sass	City of Medina (Vice-Chair)
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correia	City of Snoqualmie
Wendy Moffat	Duvall Fire District #45
Ben Lane	Eastside Fire & Rescue
Brian Culp	Fire District #27
Matt Cowan	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Ben Lane	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**GUESTS**

Brian Harris	TCA Architecture
Anne D'Mura	Makers
Kevin Kearns	IXP Corporation

**NORCOM STAFF**

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

**ABSENT**

Bill Hamilton	Executive Director
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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 **Amendment to the March 10, 2023 agenda**

Item #8 was added to the agenda after it was published therefore, the Board must be notified of the amendment.

Chief Holmes motioned to approve the amended agenda adding item #8. Chief Culp seconded the motion.

Motion carried

o **Consent Agenda**

- **Governing Board Meeting Minutes February 10, 2023**
- **Accounts Payable Report February**

There was no discussion on any consent agenda items.

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

Motion carried.



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o **For Board Briefing**

• **RFP Update – Facility Study**

On February 24, 2023, NORCOM's facility study RFP was published; following the publishing of the RFP, a Pre-Bid conference was held on March 7, 2023. There were ten individuals in attendance from 4 companies. The submittal deadline is April 21, 2023. NORCOM staff will bring the preferred bidder to the May Governing Board meeting. The scope of work will consist of a current facility assessment, projection of future needs, facility development scenario and long-term facility cost comparison. The final report will be presented to the Governing Board no later than the November 2023 Governing Board Meeting.

• **2023 National Public Safety Telecommunicator Week April 9-15**

Deputy Director Louie introduced the topic of National Public Safety Telecommunicator Week, established in 1994 and held annually to celebrate those who dedicate their lives to serving the public and first responders; this year April 9 – 15 is National Public Safety Telecommunicator Week. The Governing Board has previously supported Telecommunicator Week, and we request its continued support.

• **2023 NORCOM Principals Assembly Meeting**

Deputy Director Myers reminded the Board that the Principals Assembly would be held on April 14, 2023 before the regular Governing Board meeting.

• **Appointment of Chief Sass to Governing Board Chair, and selection and appointment of new Governing Board Vice-Chair**

Deputy Director Myers introduced the topic of the change of Chair and Vice-Chair in accordance with Section 6 (j) of the ILA. Deputy Director Myers thanked Deputy City Manager Goldberg and Chief Sass for all the support and guidance over the last year. A nomination of a new vice-chair was requested. Chief Kolling nominated Chief Culp, and the nomination was accepted.

Chief Kolling motioned to select Chief Culp as the new vice chair. Chief Yourkoski seconded the motion.

Motion carried.



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o **For Board Decision**

Deputy Director Myers introduced the finance update topic, which will address the increase in revenue, savings, and balance moving forward. Finance Manager Ryerson gave a detailed presentation and overview of Resolution 205 and Resolution 206, which are being brought to the Board today for approval. Finance Manager Ryerson also presented NORCOM's 10-year Financial Plan.

• **Resolution 205 – Amending the 2023 Budget**

Chief Yourkoski made a motion to approve Resolution 205. Deputy City Manager McCommon seconded the motion.

Motion carried.

• **Resolution 206 – Adoption of the 2024 Budget Policy**

Chief Culp made a motion to approve Resolution 206. Chief Yourkoski seconded the motion.

Motion carried.

o **Newsletter**

• **March Information Technology Updates Newsletter**

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

o **Update from Fire and Law Enforcement Liaisons**

o **Adjournment**

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

Motion carried.

The meeting adjourned at 10:05.



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

Approved by:

  
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Chair

Attest:

  
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Secretary