



**Meeting Minutes  
NORCOM Governing Board  
May 12, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Mark Risen	City of Bothell
Kyle Kolling	City of Clyde Hill
Beth Goldberg	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)
Adrian Sheppard	Redmond Fire Department
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

Wendy Moffat	Duvall Fire District #45
Matt Cowan	Shoreline/Northshore Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**GUESTS**

Jami Hoppen	KC 911
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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
Nathan Way	Applications & Security Architect
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist
Deanna Gregory	Pacifica Law Group



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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 April 14, 2023**
- **Accounts Payable Report April**

There was no discussion on any consent agenda items.

Chief Culp made a motion to approve the Consent Agenda. Chief Yourkoski seconded the motion.

Motion carried.

o **For Board Briefing**

- **TC Week Thank You**

Director Hamilton introduced the topic of Telecommunicator Week. He thanked all of our agencies for their continued support in this weeklong event held every year in April celebrating and thanking those who dedicate their lives to serving the public as Telecommunicators.



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- **Board Consideration for the Addition of a New Agency**

Director Hamilton introduced the topic of any agency wanting to join NORCOM and reminded the Board that NORCOM staff continues to work with Bothell on possible future partnership. Director Hamilton stated that this conversation refreshed his awareness of the ILA considerations should any agency wish to join NORCOM to include the Board decision regarding a new agency joining as a subscriber or principal member. Director Hamilton stated he spoke to the Bothell Police Chief and a decision should be made by June. Several other questions were asked, what about LFP? Should the existing partners take on the expansion of technology? If a fire agency wanted to join, would it impact it in the same way? Are there any other agencies interested? At what point would we need to consider expansion? Director Hamilton stated that more details would be provided at the next meeting and that we are prepared should Bothell make such a request.

- **Information Technology Projects 2023 & 2024**

Director Hamilton introduced the topic of Information Technology projects stating that equity, flexibility, transparency, and on-time delivery of technology projects and services remain a core commitment of our skilled technology team. Deputy Director Myers provided a multi-year project review spreadsheet with a snapshot of the previous months, known projects, and estimated time frames. She asked that any projects not listed be discussed as soon as possible so that we can determine options for scheduling and timelines.

- **For Board Decision**

- **Reporting Results of Facility Study RFP**

Director Hamilton introduced the topic of the RFP that was previously requested by the Board then turned the topic over to the Finance Manager Marianne Deppen. Finance Manager Deppen reviewed the timeline from December 2022 to May 2023 and stated that NORCOM received three proposals that were reviewed and given scores based on qualification, responsiveness, approach, price & references. 911 Insight scored the highest.



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Chief Holmes made a motion to authorize the Executive Director to negotiate and enter into a contract with 911 Insight for facility assessment services, not to exceed \$100,000.00. Chief Kolling seconded the motion.

Motion carried.

o **Adjournment**

Chief Holmes made a motion to adjourn the meeting. Chief Culp seconded the motion.

Motion carried.

The meeting adjourned at 9:31.

The next Governing Board meeting is scheduled for June 9, 2023.

Approved by:

  
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Chair

Attest:

  
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Secretary