



**Meeting Minutes
NORCOM Governing Board
July 14, 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
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Adrian Sheppard	Redmond Fire Department

ABSENT

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

GUESTS

Nick Curry	NAG
Toni Call	City of Bothell
Jami Hoppen	KC 911

NORCOM STAFF

Bill Hamilton	Executive Director
Roky Louie	Deputy Director of Operations
Judy Cayton	Human Resource Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Andrew Johnson	Applications Supervisor
Nathan Way	Applications & Security Architect
Sean Goehner	IT Systems Engineer
Zeb Middleton	IT Senior Systems Engineer
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist
Deanna Gregory	Pacifica Law Group

ABSENT

Michael Olson	City of Kirkland (Board Treasurer)
Katy Myers	Deputy Director Administrative Services



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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 June 9, 2023**
- **Accounts Payable Report June**

There was no discussion on any consent agenda items.

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

Motion carried.

o **For Board Briefing**

- **2024 Budget Development – Update**

Director Hamilton introduced the topic of the 2024 Budget Development stating that we are seeking Board direction to ensure we are on the right track for the 2024 Budget. Finance Manager Deppen provided an update on NORCOM's Operating Fund, Capital Projects, ERR Schedule and fee proposal. Finance Manager Deppen stated that staff is requesting the approval of 1 additional FTE for the IT Department and a decision on the amount of the beginning fund balance to incorporate for fee calculations. Finance Manager Deppen also provided the NORCOM 2024 Budget Development Staff Report.



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- **NORCOM Expansion Impacts & Options**

Director Hamilton introduced the topic of NORCOM's potential growth. NORCOM has received a formal application from the City of Bothell to expand and include Police services. NORCOM currently provides services to the City of Bothell Fire Department. In August NORCOM staff will bring the formal request to the Board and in September City of Bothell's formal process will be complete. Finance Manager Deppen provided graphs exhibiting fees with an additional agency and without and a New Agency Discussions and Considerations Staff Report.

NORCOM staff requests the Board authorize Director Hamilton to execute an Expansion of Services agreement with the City of Bothell.

Deputy City Manager McCommon made a motion to authorize Director Hamilton to execute an Expansion of Services agreement with the City of Bothell. Chief Kolling seconded the motion.

Motion carried.

- **Adjournment**

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

Motion carried.

The meeting adjourned at 9:55.

The next Governing Board meeting is scheduled for August 11, 2023.

Approved by:



Chair

Attest:



Secretary

