



**Meeting Minutes  
NORCOM Governing Board  
August 11, 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)
Dan Yourkoski	City of Normandy Park
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Stephen Healy	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

**ABSENT**

Ed Holmes	City of Mercer Island
Wendy Moffat	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**GUESTS**

Toni Call	City of Bothell
Michelle Plorde	KC EMS
Joseph Topang	
Heather Lantz-Brazil	
NBC	
907-787-9468	

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director of Operations
Katy Myers	Deputy Director Administrative Services
Judy Cayton	Human Resource Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Nathan Way	Applications & Security Architect
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)
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o **Call to Order**

Chief Jeff Sass, Governing Board Chair, called the Governing Board meeting to order at 9:05 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. Chelsie Barcus, NORCOM Payroll & Accounting Specialist, 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 14, 2023**
- **Accounts Payable Report July**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Amendment to Agenda Adding 6B – Lake Forest Park application to join NORCOM, moving original 6B to 6C**



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○ **For Board Briefing**

● **Radio Talk Group Configuration**

Director Hamilton introduced the topic of Radio Talk Group Configuration related to providing services to Bothell Police Department stating that NORCOM staff has carefully examined all available data specifically mic clicks in determining the best option. Bothell & Lake Forest Park share radio channels and it has been determined that Lake Forest Park is 10% of the mic clicks. NORCOM's approach is safety first, using 90,000 mic clicks per month per channel and aligning agencies to build recommendations. The three scenarios have been presented to NORCOM's Police Ops sub-committee for review and consideration. Law Enforcement Liaison Henshaw provided an overview of the radio talkgroup standards and configuration, then provided the three scenarios stating that the committee has been reviewing 10 months of data, using Bothell's data, and subtracting 10%. After providing a final summary and Board discussion regarding the three scenarios, a motion was requested to approve scenario 3 which allows for the most even distribution of the 3 channels.

Chief Risen motioned to approve scenario 3 of the Radio Talk Group options. Deputy City Manager McCommon seconded the motion.

Motion carried.

● **Behavioral Health Professional in Dispatch – an update**

Director Hamilton introduced the topic of behavioral health professionals in dispatch which the Board has previously expressed an interest in. There are two House bills we have been monitoring HB1134 which passed and went into effect in July 2023 and HB1661 which has not passed. HB1134 will bring opportunities however a lot of them are not implemented yet. There are a few local PSAP's that are conducting pilot programs that NORCOM is monitoring. NORCOM staff is asking the Board if we should pursue or monitor this topic. NORCOM Governing Board agreed we should continue to monitor this topic. Director Hamilton stated that we do not have a timeline of if or when we would implement this into our dispatch center.



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o **For Board Decision**

- **City of Bothell – Request to expand services – Resolution 208 – Approving the City of Bothell expansion of NORCOM services request**

Director Hamilton requested the Board approve Resolution 208. Approving the City of Bothell's expansion of services request which will allow Director Hamilton to execute the agreement with The City of Bothell in line with the ILA. The go-live date for NORCOM providing service to Bothell Police is November 1, 2023 at 0600.

Chief Culp motioned to approve Resolution 208 -Approving the City of Bothell expansion of NORCOM services request. Chief Cowan seconded the motion.

Motion carried.

Chief Risen requested to step down from the Governing Board as the primary and appointed Toni Call City of Bothell Deputy City Manager as the City of Bothell primary Governing Board member. This change takes effect immediately.

- **Lake Forest Park application to join NORCOM**

Director Hamilton informed the Board that last night NORCOM received a formal application from Chief Harden with the City of Lake Forest Park requesting to join NORCOM. During consideration of the City of Bothell Police Department possibly joining NORCOM, and in an effort to be prepared, NORCOM also took Lake Forest Park into consideration because they were being served by Bothell. This addition will not affect the 0% increase that was presented for the 2024 budget. Should the Board approve by September 1<sup>st</sup>, the go-live will be effective November 1, 2023 at 0600 with Bothell.

Chief Risen motioned to accept the formal application from the City of Lake Forest Park and authorize Director Hamilton to execute the agreement in consideration of the structure of the City of Bothell agreement. Chief Culp seconded the motion.

Motion carried.



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● **2024 Budget Development – Update**

Director Hamilton introduced the topic of the 2024 Budget fee decision being postponed until September due to possible service extensions being discussed. The postponement of the approval should not impact the 0% increase in 2024. Chief Sass mentioned that several agencies need their numbers by August for their budgeting purposes and wanted to confirm that a preliminary 0% increase is correct and if so, they will use that number in their budgeting process. Director Hamilton confirmed that 0% is the preliminary number.

Chief Yourkoski motioned to postpone the 2024 Budget fee decision until September. Chief Culp seconded the motion.

Motion carried.

○ **Adjournment**

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

Motion carried.


The meeting adjourned at 9:53.

The next Governing Board meeting is scheduled for September 8, 2023.

Approved by:

  
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Chair

Attest:

  
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Secretary