



Meeting Minutes
NORCOM Governing Board
September 8, 2023

MEMBERS

Toni Call	City of Bothell
Dawn Hanson	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)
Stephen Healy	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Nathan McCommon	City of Bellevue
Wendy Moffat	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
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GUESTS

Michelle Plorde	KC EMS
Jami Hoppen	KC E911
Andy Adolfson	Bellevue Fire

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



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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. 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 August 11, 2023**
- **Accounts Payable Report August**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Amendment to Agenda Adding 5B – Facilities Study Update**



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o **Board Briefing**

• **Update on Expansion of Services to City of Bothell and the addition of the City of Lake Forest Park Police Department**

Resolution 208 passed at the August 2023 meeting granting the City of Bothell's request and authorizing NORCOM's Executive Director to execute the extension of services agreement. The Bothell City Council approved the agreement. Additionally, Director Hamilton received a formal request from Lake Forest Park Police Department requesting to join NORCOM as a principal member. The Lake Forest Park City Council will be meeting on September 14, 2023 for final approval. Law Enforcement Liaison Henshaw provided a brief update stating that we are in a great place and creating a good partnership. November 1st is the estimated date for full PSAP transition. He also shared that there have been multiple training and planning meetings. In the event we must go live early we can make it happen. We are very pleased & thankful to the agencies for their work on this matter.

• **Facilities Study Update**

Director Hamilton stated that we entered a facilities study with 911insight, however, after a few meetings it was determined that there was an irreconcilable difference of opinion as to the agreed upon project scope in an area of primary importance to the Board. . After discussion with the NORCOM's Governing Board Chair & Vice Chair, it was decided to terminate the contract with 911insight. To date we have paid \$15,500 to 911insight leaving a balance for the facilities study project of \$77,750. Director Hamilton stated we are looking for direction, and the possibility of waiting until after the first of the year to continue this study. In the meantime, we will evaluate our current lease to confirm we are getting the value. After much discussion, Chief Sass asked for a motion to postpone the facilities study to Q1 of 2024.

Chief Holmes motioned to postpone the facilities study to Quarter 1 of 2024, Chief Culp seconded the motion. Chief Cowan opposed the motion.

Motion passed.



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o **Board Decision**

- **2024 Budget – Fee Decision**
Resolution 207 – Approval the 2024 Fees for Distribution to Participating Agencies

Director Hamilton introduced the topic of Resolution 207 – Approval of fee distribution, stating that this is normally approved in September but due to extraordinary circumstances, a request was made to move the approval to the September meeting. Finance Manager Deppen went over the comparison of fees based on input from the previous meetings, Scenarios 1 & 3, and the 10 year plan with extra going into reserves. Director Hamilton was asked if the turnover rates for staff has decreased with the recent approval for an increase in salaries and HR manager Cayton responded, stating that in 2023 the turnover rate has decreased, and staffing is currently at 61 Telecommunicators.

Chief Holmes motioned to approve Resolution 207 Approval of the 2024 Fees for Distribution to Participating Agencies. Chief Culp 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 9:34.

The next Governing Board meeting is scheduled for October 13, 2023.

Approved by:



Chair

Attest:



Secretary