



**Meeting Minutes  
NORCOM Governing Board  
October 13, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Kyle Kolling	City of Clyde Hill
Cherie Harris	City of Kirkland
Jeff Sass	City of Medina (Chair)
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

**ABSENT**

Toni Call	City of Bothell
Wendy Moffat	Duvall Fire District #45
Brian Culp	Fire District #27 (Vice-Chair)
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**

Unknown	Resident
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**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
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist
Ben Webb	Public Records & QA Specialist
Deanna Gregory	Pacifica Law Group



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○ **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.

○ **Roll Call**

Chief Sass requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

○ **Open Communications from the Public**

There were no requests for open communication from the public by email, phone or in person.

○ **Consent Agenda**

- **Governing Board Meeting Minutes September 8, 2023**
- **Accounts Payable Report September**

There was no discussion on any consent agenda items.

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

Motion carried.

○ **Board Briefing**

- **NORCOM Update**

Director Hamilton introduced the topic of a NORCOM Update stating that the focus for the past several months has been the critical projects. He stated there are other projects and essential tasks going on in each of NORCOM's departments on top of the critical projects. Today, an overview of Operations, Human Resources, and Information Technology projects will be provided.



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NORCOM Governing Board  
October 13, 2023**

Deputy Director Myers provided a projects update, a multiyear calendar for 2023 & 2024, stating that the 2024 calendar does not show a lot of projects due to a significant focus being on the dispatch floor phone systems & console replacement projects.

Deputy Director Louie provided an overview of the Operations department, beginning with stating our fully staffed numbers, call volume, CPR and delivery assist numbers, training, and upcoming projects, including Bothell and Lake Forest Park Onboarding, PSERN, and dispatch console replacement. He also provided an overview of the Fire Liaison and Law Enforcement Liaison's primary duties, meetings, and project work.

Human Resources Manager Cayton discussed the increase in our potential staffing numbers due to Bothell & Lake Forest Park joining NORCOM. The number of Telecommunicators will increase from 62 to 65. She stated that currently, we have 57 Telecommunicators and 2 new Telecommunicators starting in January of 2024 with 8 candidates in the pipeline. An overview of engagement and retention efforts was provided. A few of the activities here at NORCOM include a food drive, adopting a family at Christmas, workplace events, and group outings. Human Resources Manager Cayton stated that communication with employees and stay interviews are being conducted for retention.

**o For Board Decision**

**• Resolution 209 – 2023 Budget Amendment**

Director Hamilton introduced the topic of Resolution 209- Amending the 2023 Budget. Finance Manager Deppen stated NORCOM would be receiving additional revenues not recognized in the adopted budget, due to the services performed for Bothell Police and Lake Forest Park Police. Additionally, the E911 program office would distribute \$50,000 to NORCOM. There would be no need to amend budgeted expenditures with the increased services.

While reviewing the status of Capital Projects, staff have identified two projects in need of additional funding. The proposed budget amendment would transfer some of the revenues collected from Bothell and Lake Forest Park to the Capital Projects fund to provide sufficient resources for project needs.



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An overview of capital project spending was provided along with the 2023 Financial Summary – Budget Amendment Table. Finance Manager Deppen stated NORCOM is seeking Board approval to amend the 2023 Budget.

Chief Yourkoski motioned to approve Resolution 209 – Amending the 2023 Budget. Deputy City Manager McCommon seconded the motion.

Motion carried.

- **November Meeting Decision**

NORCOM's November Governing Board Meeting is currently scheduled for Friday, November 10<sup>th</sup>, which is the day the legal holiday Veterans Day is being observed. NORCOM staff has looked at options for moving the date of the meeting or canceling the meeting. A thorough review of the ILA meeting requirements has been conducted, and a discussion of any critical topics that would need to be presented at this meeting. NORCOM staff is recommending the cancellation of the November Board meeting.

Chief Yourkoski motioned to cancel the November NORCOM Governing Board meeting. Chief Kolling seconded the motion.

Motion carried.

- **Adjournment**

No motion was made to adjourn the meeting.

Chief Sass adjourned the meeting at 9:31.

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

Approved by:

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Chair

Attest:

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Secretary