



Meeting Minutes
NORCOM Governing Board
December 8, 2023

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Cherie Harris	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina (Chair)
Ed Holmes	City of Mercer Island
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Dan Yourkoski	City of Normandy Park
Wendy Moffat	Duvall Fire District #45
Adrian Sheppard	Redmond Fire Department
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
Member of the public	Resident

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
Ben Webb	Public Records & QA 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. Ben Webb, Public Records & QA 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 October 13, 2023**
- **Accounts Payable Report October & November**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Board Briefing**

- **New Agencies Update**

Director Hamilton provided an update on Bothell and Lake Forest Park Police Departments joining NORCOM as principal agencies, commenting that it is going very well. He stated there have been a few things to work through, but that is to be expected. Director Hamilton provided the number of calls taken from both agencies to date and that we are still exceeding our call standards even with the additional call volume.



**Meeting Minutes
NORCOM Governing Board
December 8, 2023**

- **Console Replacement RFP Update**

Director Hamilton introduced the topic of the console replacement and stated he was very pleased with the number of vendors expressing interest in the project. Deputy Director Louie explained that the desk functions provide 24/7 phone, radio, CAD, and all other substantial pieces needed for the dispatchers to do their job. There was an initial meeting in January of 2023, the RFP went out in November of 2023 with seven firms responding and attending a meeting on November 14, 2023. Proposals are due January 5, 2024. The next steps will be to have the selected vendors provide a presentation, select a firm, negotiate a contract and then bring back all the information to the Board in March for review and possible approval. Director Hamilton commented that we are also working closely with The City of Bellevue for the portion of the project in which they will be replacing carpet, updating lighting and repainting the dispatch floor.

- **Human Resources Update**

The Human Resources update was introduced by Director Hamilton, stating that Human Resources Manager Cayton would be providing an update on a few HR-related topics, starting with staffing, which is the hardest in December. Human Resources Manager Cayton explained that December is harder than most other months because of pre-scheduled vacations. Due to the staffing shortage caused by some leaving the workforce, leave with FMLA, and other reasons, this is causing a lot of people working overtime. We are working hard to bring staffing back up and have eight new hires starting in January.

Human Resources Manager Cayton went over the dates of the collective bargaining agreements for both PSEU & NAG, and when preliminary discussions will begin negotiations on each contract, she also stated that Director Hamilton will be meeting with each employee over the next few months to work on retention and discuss things going well and ideas to make NORCOM and even better place to work.

Human Resources Manager Cayton thanked Bellevue Fire for coming up several times to provide flu shots to our employees.



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- **Light Rail Planning**

Director Hamilton introduced the topic of light rail planning stating that Sound Transit is coming quicker to the NORCOM service area than expected. Fire Liaison James stated that due to a change in plans and delays for the I 90 portion of the light rail the new focus will be on the 2 line which will go from south Bellevue to Redmond Microsoft. The estimated time frame is Spring or Summer of 2024. Sound transit is currently testing with no passengers. Fire Liaison James stated this is like having a new freeway with approximately 50,000 passengers utilizing the light rail. NORCOM is working on Fire & Police procedures working with other PSAP's who have light rail in their service area in order to not recreate something already done by another PSAP. Director Hamilton stated that with the opening of the light rail it brings a new set of challenges. A few questions asked were is this just Bellevue Police Department's area? It is not just Bellevue it will be Mercer Island also. How many trains? The number of trains is not known at this time. Fire Liaison James stated that there is a tour scheduled and several tabletop exercises with several agencies allowing a lot of learning opportunities. More information will be provided as it becomes available to NORCOM.

- **For Board Decision**

- **Resolution 210 – Adoption of the 2024 Budget**

Director Hamilton introduced the topic of the 2024 Budget and the request to approve Resolution 210 – Adoption of the 2024 Budget. He stated that in December of each year, the budget for the following year is approved. Finance Manager Deppen went over the budget process, the key budgeted items, the fact that user fees are not increasing due to the addition of our two new agencies, and the final budget decision item. There was a question regarding any money we have in investments. Finance Manager Deppen stated NORCOM has done that in the past and it is a goal. Director Hamilton stated that for the last four years, we have been running very lean; therefore, we stopped investing to give our agencies stability. NORCOM Finance Treasurer Michael Olson commented that a large portion of our funds is earning over 5%. Finance Manager Deppen provided the Budget Document along with Resolution 210 for review and approval.

Chief Culp motioned to approve Resolution 210 – Adopting the 2024 Budget. Deputy City Manager McCommon seconded the motion.

Motion carried.



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o **Adjournment**

No motion was made to adjourn the meeting.

Chief Sass adjourned the meeting at 9:36.

The next Governing Board meeting is scheduled for January 12, 2023.

Approved by:

[Handwritten signature]

Vice-Chair

Attest:

Maggie Hanson

Secretary