



**Meeting Minutes**  
**NORCOM Governing Board**  
**January 12, 2024**

**MEMBERS**

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell
Julie Underwood	City of Kirkland
Cherie Harris	City of Kirkland
Mike Harden	City of Lake Forest Park
Austin Gidlof	City of Medina
Jeff Magnan	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)
Matt Cowan	Shoreline/Northshore Fire Department

**ABSENT**

Kyle Kolling	City of Clyde Hill
Jeff Sass	City of Medina (Chair)
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**

Member of the public	Resident
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**NORCOM STAFF**

Bill Hamilton	Executive Director
Katy Myers	Deputy Director Administrative Services
Judy Cayton	Human Resource Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Zeb Middleton	IT Senior Systems Engineer
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Deanna Gregory	Pacifica Law Group



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o **Call to Order**

Chief Brian Culp, Governing Board Vice 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 Culp requested a roll call of present Governing Board members. Maggie Johanson, 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 December 8, 2023**
- **Accounts Payable Report December**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Board Briefing**

- **Space Needs**

Director Hamilton introduced the topic of the space needs study which the Board is aware of, and the decision made at the September 2023 Governing Board meeting to postpone the topic until Quarter 1 of 2024. NORCOM staff would like to advise the Board that an analysis of the current lease with the City of Bellevue is being conducted along with acquiring a consulting service of a Bellevue-based firm that provides expertise in local and regional commercial property valuation and lease negotiations. These services are consistent with the goals of the previously approved RFP. Staff will present the findings at the February 2024 Governing Board meeting.



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- **2024 NORCOM Projects Plan Review**

Director Hamilton introduced the 2024 Project Plan Review topic stating that many projects large & small we completed in 2023 and 2024 looks to be an even busier year. Deputy Director Myers provided an overview of the projects completed and stated we should celebrate the work we have completed. Deputy Director Myers went over each of the continuing and new 2024 projects, allowing for questions.

- **For Board Decision**

- **Principals Assembly**

Director Hamilton presented the Principals Assembly's topic, asking if the initial drivers still exist for this event. If this event is to change, it would need to be done by a Resolution. Chief Yourkoski stated the Principal Assembly Meeting was very valuable at one time; however, over the years, it has been less attended. He offered the possibility that we should suspend this particular section of the meeting or do it every other year. Chief Magnan stated he spoke with Chief Holmes and agreed that the organization is robust and the Governing Board is very versed. The Annual Report which is a state of the union document is produced every year providing the information presented at the Principal Assembly meeting. After further discussion, it was decided that the Governing Board would go back to their elected officials to discuss and bring the topic back to the next Governing Board meeting.

- **Adjournment**

Chief Culp adjourned the meeting at 9:38.

The next Governing Board meeting is scheduled for February 9, 2023.

