



**Meeting Minutes
NORCOM Governing Board
February 9, 2024**

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Mike Harden	City of Lake Forest Park
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)
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

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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NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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GUESTS

Member of the public	Resident
Christopher Drucker	KC EMS

NORCOM STAFF

Bill Hamilton	Executive Director
Roky Louie	Deputy Director 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
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Chelsie Barcus	Accounting & Benefits Specialist
Nathan Way	Application & Security Architect
Sean Goehner	Systems Engineer
Karen Furuya	Systems & Development Supervisor



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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 January 12, 2024**
- **Accounts Payable Report January**

There was no discussion on any consent agenda items.

Deputy City Manager Underwood made a motion to approve the Consent Agenda. Chief Holmes seconded the motion.

Motion carried.

o **Board Briefing**

- **NORCOM Facility Needs and Options**

Director Hamilton introduced the topic of facility needs and options, providing the background and stating that we recognize that there are many possible options to consider. Deputy Director Myers provided a timeline of the Governing Boards facility's assessment discussions. NORCOM's Attorney, Deanna Gregory, Pacifica Law Group, presented the facility financing options related to new construction funding and the process per the ILA. NORCOM staff hired JLL, Inc., a Bellevue-based firm that provides commercial property valuation and lease negotiation services, to conduct a facility assessment using remaining funds from the original request. JLL staff provided a detailed presentation of the findings,



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answering several questions during and after their presentation. After an in-depth discussion regarding the current lease rate and the comparative market, developing a strategic plan for future space and the importance of fiscal responsibility, Director Hamilton stated that NORCOM staff is looking for direction from the Board. The direction provided by the Board is to continue as is while keeping eyes open for options and discuss again in 2028 prior to the current lease renewal in 2030.

o **For Board Decision**

• **Principals Assembly – Resolution 211 Amending the NORCOM ILA related to Principals Assembly**

Director Hamilton introduced the topic of the Principals Assembly meeting held in April each year. The Board has expressed an interest in not holding this meeting annually because its original purpose was to provide an overview of NORCOM to support its existence, which is no longer necessary. NORCOM provides an Annual Report, which it will continue to produce and distribute to all agencies and make available to the public. The Board must approve a resolution amending the ILA to change the Principals Assembly meeting. Director Hamilton presented two options to the Board: the first was to discontinue the Principals Assembly Meeting, and the second was to discontinue the Principals Assembly Meeting with the option to hold periodically. The Board selected option two.

Chief Holmes motioned to approve Resolution 211 – Amending the NORCOM ILA related to Principals Assembly – Discontinuation of Principal Assembly with an option to hold periodically. Deputy City Manager Underwood seconded the motion.

Motion carried.

o **Reminder – Vice-Chair Elections to be held in March**

Director Hamilton reminded the Board that elections for Vice-Chair will occur next month. Chief Holmes posed the question regarding the term stating that if we will not be holding the Principals Assembly meeting every year would it make sense to have the term of Chair & Vice-Chair follow the calendar year. It was noted that this change has been reflected in the modifications made to Resolution 211 to reflect the term of Chair and Vice-Chair to follow the calendar year starting in 2025.



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o **Adjournment**

Chief Sass adjourned the meeting at 10:49.

The next Governing Board meeting is scheduled for March 8, 2024.

Approved by:



Chair

Attest:



Secretary