



**Meeting Minutes
NORCOM Governing Board
March 8, 2024**

MEMBERS

Jay Hagen	City of Bellevue
Toni Call	City of Bothell
Kyle Kolling	City of Clyde Hill
Julie Underwood	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/Duvall Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Adrian Sheppard	Redmond Fire Department

ABSENT

Mike Harden	City of Lake Forest Park
Matt Cowan	Shoreline/Northshore 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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NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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GUESTS

Christopher Drucker	KC EMS
Jami Hoppen	KC E911

NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Deputy Director Administrative Services
Roky Louie	Deputy Director Operations
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
Zeb Middelton	Senior Systems Engineer



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o **Call to Order**

Chief Jeff Sass, Governing Board Chair, called the Governing Board meeting to order at 9:01 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 February 8, 2024**
- **Accounts Payable Report February**
- **Resolution 212 – Adding DRS Deferred Compensation Program as a benefit option for all NORCOM employees.**
- **Resolution 213 - NORCOM Authorized Signature Banking – Authorizing a change in the individuals authorized for banking purposes.**

There was no discussion on any consent agenda items.

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

Motion carried.



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o **Board Briefing**

• **Alpha-Numeric Paging System Update**

Director Hamilton introduced the topic of the Alpha-Numeric Paging System update. Deputy Director Myers stated that ADCOMM Engineering was selected for project management. The vendor contract for equipment and installation services was approved by Snohomish 911's Board and is pending final legal review. One of the primary sites, Horizon Heights, requires new connectivity because it is not a PSERN radio site and EPSCA is decommissioning all of its sites. After discussion with EPSCA, NORCOM and the City of Bellevue, it was determined that NORCOM will take over ownership of the microwave equipment at no cost and complete a short-term lease with the City of Bellevue to continue operations. The FCC has approved the radio frequency transfer, and the necessary paperwork is being finalized between the parties. The microwave system at this site is out of date and requires replacement. NORCOM is finalizing new microwave hardware and will work with the City of Bellevue on a long-term lease with the installation of the new equipment. Deputy Director Myers stated there would be no downtime with the transfers, and only a short outage during the new microwave installation, expected in four to six months.

o **For Board Decision**

Director Hamilton introduced Resolutions 214 & 215, commenting that staff has recommendations regarding Resolution 214.

• **Resolution 214 – Amending the 2024 Budget**

Finance Manager Deppen explained Resolution 214, stating that this resolution provides the ability to maintain an accurate representation of the financial needs of NORCOM.

Chief Culp motioned to approve Resolution 214 – Amending the 2024 Budget. Chief Holmes seconded the motion.

Motion carried.



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- **Resolution 215 – Approving the 2025 Budget Policy**

Finance Manager Deppen explained Resolution 215 stating this allows NORCOM to officially proceed with budget development for the upcoming year.

Chief Culp motioned to approve Resolution 215 – Approving the 2025 Budget Policy. Chief Hagen seconded the motion.

Motion carried.

- **Resolution 216– Authorizing Director to Award and Execute Contract with Xybix Systems, Inc.**

Director Hamilton briefed the Board on Resolution 216 stating we received robust responses from four companies and requesting Resolution 216 be passed allowing the Director to Execute a Contract with the selected vendor Xybix.

- **Appointment of Chief Brian Culp to Governing Board Chair, and selection of a new Governing Board Vice-Chair**

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.

- **Executive Session**

An Executive Session was held to discuss two items. The first one was Director Hamilton's performance review and compensation, and the second was a confidential matter.

The Executive Session began at 9:35 with a request for 15 minutes. At 9:50, an additional 15 minutes were requested, and at 10:05, an additional 10 minutes were requested. The Executive Session ended at 10:12.



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It was announced that action would be taken on Director Hamilton's compensation.

Chief Sass requested a roll call of present Governing Board members prior to resuming the Governing Board meeting. Ben Webb, Public Records & QA Specialist, reported there is a quorum.

The General Governing Board meeting resumed at 10:15.

o Employee Performance and Compensation Decision

The Governing Board stated that Director Hamilton's performance is exemplary, and the great leadership is appreciated.

Chief Sass motioned to approve a 3% COLA increase effective April 1, 2024, for Director Hamilton and for his performance evaluations to start in January of each year to align with non-represented NORCOM employees starting January 1, 2025.

Motion to approve 3% COLA increase and update of evaluation date for Director made by Chief Culp, motion seconded by Chief Holmes.

Motion approved.

o Other Business

Pulse Point application which launched in June 2022, allows notification to subscribers of cardiac arrest in the area. A few examples of the impact this is having were given, exhibiting the positive outcome of this application.

Director Hamilton thanked Chief Sass and expressed appreciation for his time serving on the Governing Board.

o Adjournment

Chief Sass adjourned the meeting at 10:22.

The next Governing Board meeting is scheduled for April 12, 2024.



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Approved by:

A handwritten signature in blue ink, appearing to be 'D. B. C. P.', is written over a horizontal line.

Chair

Attest:

A handwritten signature in blue ink, appearing to be 'Maggie Jonason', is written over a horizontal line.

Secretary