



Meeting Minutes
NORCOM Governing Board
April 12, 2024

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell (Vice-Chair)
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
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 (Chair)
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Mike Bailey	City of Snoqualmie
Adrian Sheppard	Redmond Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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GUESTS

Christopher Drucker	KC EMS
Unknown	Unknown

NORCOM STAFF

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
Chelsie Barcus	Accounting & Benefits Specialist
Nathan Way	Application & Security Architect
Karen Furuya	Systems & Development Supervisor
Andrew Johnson	Service Desk & Applications Supervisor
Zeb Middleton	Senior Systems Engineer



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ABSENT

Bill Hamilton
Michael Olson

Executive Director
City of Kirkland (Board Treasurer)

o **Call to Order**

Chief Brian Culp, Governing Board Chair, called the meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format, allowing 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 March 8, 2024**
- **Accounts Payable Report March**

There was no discussion on any consent agenda items.

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

Motion carried.



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o **Board Briefing**

• **2024 National Public Safety Telecommunicator Week April 14-20**

Deputy Director Myers introduced the topic of National Public Safety Telecommunicator Week. Deputy Director Louie stated that for the past 30 years this week has been designed to celebrate and thank those who dedicate their lives to serving the community. He stated that NORCOM appreciates the continued support and invited all agencies to stop by anytime.

• **Development of the 2025 Budget & User Fees Update**

Deputy Director Myers introduced the update topic to the Development of the 2025 Budget & User Fees, stating that the purpose today does not require a decision. NORCOM staff is seeking guidance, which they will use to continue the development and bring back for review in May. Finance Manager Deppen stated, under policy, a full presentation is required to be provided in June, however a preliminary update would be provided during this meeting. Finance Manager Deppen then provided a detailed presentation of operating trends and three scenarios for the Board to consider. There was much discussion on the impact of proposal items, which included budget for a Strategic Plan Consultant, and the addition of new FTEs.

• **NORCOM Facility Needs**

Deputy Director Myers provided a short overview of the work that has been done on the NORCOM facility needs study. Chief Cowan requested the topic be revisited. Chief Cowan stated that this is a great facility but feels like it is in the highest rent area and is concerned about NORCOM being financially stable and is disappointed to not move to a cheaper facility. After much discussion, it was determined that this topic should be kept as part of NORCOM's strategic plan and discussed again in 2025. Chief Culp stated that this is the beginning of what we need, along with continuing to provide direction to staff. He suggested we spend a day identifying concerns and the top 5 issues. Julie Underwood offered to be part of a strategic plan scoping sub-committee. The creation of a sub-committee will be put on the agenda for the next meeting in which they will discuss long-term facility needs, staffing needs, and organization structure. The Board requested staff communicate milestones leading up to the lease expiration in 2030 so it can be tracked.



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o **Other Business**

Deputy Director Myers informed the Board that the 2023 Annual Report is being finalized and will be distributed electronically and in hard copy by the end of the month.

Chief Holmes announced he is retiring in June, noting the next meeting will be his last meeting as a NORCOM Governing Board member.

o **Adjournment**

Chief Culp adjourned the meeting at 10:02.

The next Governing Board meeting is scheduled for May 10, 2024.

Approved by:



Chair

Attest:



Secretary