



Meeting Minutes
NORCOM Governing Board
October 10, 2025

MEMBERS

Nathan McCommon	City of Bellevue
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Dan Yourkoski	City of Normandy Park (Chair)
Mike Bailey	City of Snoqualmie
Will Aho	Eastside Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Matt Cowan	Shoreline Fire Department

ABSENT

Ken Seuberlich	City of Bothell
Jeff Magnan	City of Mercer Island
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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NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Executive Director
Roky Louie	Human Resources Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	LE & Fire Liaison
Andrew Johnson	Acting IT Manager
Karen Furuya	Systems & Development Supervisor
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist

GUESTS

Lora Ueland	Uncommon Bridges
Jacqueline Robinette	Uncommon Bridges
Cory James	Community Member



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○ **Call to Order**

Chief Brian Culp, Governing Board Vice-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.

○ **Roll Call**

Chief Culp requested a roll call of Governing Board members. Ben Webb, Public Records & QA Specialist, reported a quorum.

○ **Open Communications from the Public**

There was one request for in-person open communication from the public. Cory James, a former NORCOM employee as of October 9, 2025, thanked NORCOM and the Governing Board for everything they have done throughout his 17 years at NORCOM.

○ **Consent Agenda**

- **Governing Board Meeting Minutes September 12, 2025**
- **Accounts Payable Report September 2025**

There was no discussion on any consent agenda items.

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

Motion carried.



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○ **Board Briefing**

● **Records Management System Update**

Executive Director Myers introduced the topic of the RMS update, stating that it is vital as the current Tyler system is approaching its end-of-life cycle by the end of 2027. She explained the steps taken so far, including user surveys and in-person workshops, to gather requirements and identify stress points of the current application. She mentioned there are additional workshops scheduled for November 12th and 13th from Tyler Technologies Enterprise Records Solutions. These workshops will provide a demo of the products and a deep dive into questions with the hope of moving forward in 2026. Questions from the Governing Board regarding the budget were asked. Executive Director Myers stated that, if approved, the estimated \$70,000 more than the current maintenance, will be added to the 2027 budget. It is understood that there is a wide range of options to explore.

● **Strategic Planning Process – Strategic Positioning of NORCOM**

Executive Director Myers introduced the topic of Strategic Positioning of NORCOM, stating that last month, Uncommon Bridges provided a status check. Jacqueline Robinette & Lora Ueland from Uncommon Bridges attended the Governing Board meeting to review the components of the strategic plan and strategic planning process, provide a review, ask for input, and facilitate a conversation focused on NORCOM's vision statement. NORCOM's Governing Board members had several suggestions and ideas to consider. Uncommon Bridges commented that the organization's vision will directly support the discussion and outcomes of the strategic priority work groups. Next step in the process will be to hold work group meetings on topical areas of Governance, Sustainable Growth, Technology Systems & Services, and Workplace Development.



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○ **Other Business**

Executive Director Myers shared the recent promotion of Andrew Johnson to the position of Operations Manager, and thanked Karen Furuya for stepping into the Acting IT Manager Role. With the loss of Cory James as Fire Liaison, Jeremy Henshaw will be filling in the role in addition to his Police Liaison duties.

○ **Adjournment**

Chief Yourkoski adjourned the meeting at 9:58.

The next Governing Board meeting is scheduled for November 14, 2025.

Approved by:

Daniel W. Yourkoski
Chair

Attest:

Maggie Johnson
Secretary