



Meeting Minutes
NORCOM Governing Board
January 9, 2026

MEMBERS

Nathan McCommon	City of Bellevue
Darren Timpe	City of Bothell
Mike St. Jean	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Jeff Magnan	City of Mercer Island
Mike Bailey	City of Snoqualmie
Will Aho	Eastside Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)

ABSENT

Dan Yourkoski	City of Normandy Park (Chair)
Kyle Kolling	City of Clyde Hill
Matt Cowan	Shoreline Fire Department
Adrian Sheppard	Redmond Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM TREASURER

Michael Olson	City of Kirkland
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NORCOM STAFF

Katy Myers	Executive Director
Jamie Donley	Deputy Director
Roky Louie	Human Resources Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	LE & Fire Liaison
Andrew Johnson	Operations Manager
Karen Furuya	Acting IT Manager
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist



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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 were no requests for open communication from the public by email, phone or in person.

○ **Consent Agenda**

- **Governing Board Meeting Minutes November 14, 2025**
- **Accounts Payable Report November & December 2025**
- **2025 – Q4 Finance Committee Reviews**

There was no discussion on any consent agenda items.

Chief St. Jean made a motion to approve the Consent Agenda. Chief Magnan seconded the motion.

Motion carried.



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○ **For Board Decision**

● **Resolution 223 – Adoption of a Health Reimbursement Arrangement Plan(HRA)**

Director Myers introduced Resolution 223, the adoption of the Health Reimbursement Arrangement Plan (HRA) VEBA, stating that this plan is designed to encourage retention and provide stability. Finance Manager Deppen stated that this was not in the original budget, but even with the addition of this plan, we will still be under the **originally adopted** budget. She stated that, if approved, NORCOM is excited to offer this plan to our employees, which will consist of annual contributions to all employees with 10 years or more of service. The number of employees eligible for VEBA benefits currently is twenty-eight.

Deputy City Manager McCommon made a motion to approve Resolution 223. Chief Sass seconded the motion.

Motion carried

○ **NORCOM Agency Newsletter**

The NORCOM Agency Newsletter is a monthly newsletter providing information and updates on recent and future activities, along with other topics of interest.

Executive Director Myers stated that one item that did not make it into the newsletter is that NORCOM's training department has been accepted as a State Certified Program, allowing NORCOM to do in-house training. She commented on how proud she is of the training department.

○ **Executive Session**

An Executive Session was held pursuant to RCW 42.30.140(4)(a): Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Chief Culp made a motion to move to Executive Session. The Executive Session began at 9:10 with a request for 15 minutes. Executive Session ended at 9:25.



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The NORCOM Governing Board meeting resumed at 9:25 with the decision to approve the revised NORCOM Associated Guild Contract for January 1, 2026 – December 31, 2028, which was presented to the Governing Board during Executive Session.

Chief Sass motioned to approve the revised NORCOM Associated Guild Contract. Chief Magnan seconded the motion.

Motion approved.

○ **Other Business**

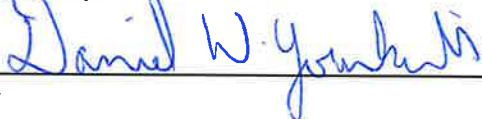
Executive Director Myers introduced our New Deputy Director, Jamie Donley, to the NORCOM Governing Board. Deputy Director Donley provided a brief overview of her background and years of experience in the industry.

○ **Adjournment**

Chief Culp adjourned the meeting at 9:26.

The next Governing Board meeting is scheduled for February 13, 2026.

Approved by:



Chair

Attest:

Secretary