



Meeting Minutes
NORCOM Governing Board
May 10, 2024

MEMBERS

Mark Anderson	City of Bellevue
Toni Call	City of Bothell (Vice-Chair)
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Jeff Sass	City of Medina
Ed Holmes	City of Mercer Island
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville/Duvall Fire & Rescue
Adrian Sheppard	Redmond Fire Department
Brian Culp	Fire District #27 (Chair)

ABSENT

Mike Harden	City of Lake Forest Park
Dan Yourkoski	City of Normandy Park
Mike Bailey	City of Snoqualmie
Matt Cowan	Shoreline/Northshore 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 TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
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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
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
Andrew Johnson	Service Desk & Applications Supervisor
Sean Goehner	Systems Engineer
Zeb Middleton	Senior Systems Engineer



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ABSENT

Roky Louie

Deputy Director Operations

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. 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 April 12, 2024**
- **Accounts Payable Report April**

There was no discussion on any consent agenda items.

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

Motion carried.



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○ **Board Briefing**

● **Strategic Plan Scoping Subcommittee**

Director Hamilton introduced the topic of a subcommittee as a follow up from the discussion at the April 12, 2024 meeting in which the topic of creating a strategic plan scoping subcommittee was discussed. NORCOM staff is looking for direction and composition of the subcommittee. Director Hamilton stated that the committee would need to be less than a quorum for the General Governing Board meetings, which is eight. NORCOM's attorney Deanna Gregory stated that the ILA allows decisions to be made at the Board level. Joint Ops being utilized was mentioned. A basic timeline was provided and it was decided that the subcommittee would consist of seven members Deputy City Manager Julie Underwood, Deputy City Manager Toni Call, Chief Kyle Kolling, Chief Adrian Sheppard, a member of NORCOM finance department, Operations department & Administrative department.

○ **Board Decision**

● **2025 Budget Discussion – Additional FTE considerations and associated budgetary impacts**

An in-depth overview of the two positions NORCOM is seeking in the 2025 Budget and the importance of both positions being filled was presented. Director Hamilton spoke regarding the training assistant position, stating he feels strongly that the training position is necessary as the current Training Coordinator job duties are more than a one-person job, and it would be a benefit to staffing not to have to pull someone off the floor to train. Chief Lane asked if combining training with other PSAPs would be possible to help with the workload. Human Resource Manager Cayton stated that is something that will have to be explored. Director Hamilton stated we would look into that as an option and bring the findings back to the Board. Deputy Director Myers explained the importance of the IT position, stating that we lost our locution support person. In 2021, the IT positions were refocused to serve NORCOM better, but there is still more work than the current staff can handle, which causes staff to be taxed and demoralized. Chief Lane asked if focusing internally instead of providing IT services externally would benefit NORCOM and asked if we were to bring the person from Shoreline back,



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would this be enough staff? Chief Holmes commented that this is a topic that would be good for the strategic plan scoping subcommittee to research. Deputy Director Myers went over how this affects the budget and how the fees are calculated. Deputy City Manger Underwood asked if the finance committee approved or had suggestions. Deputy Director Myers stated that the finance committee has not provided recommendations. The Board would like to hear the committee's opinion. NORCOM staff will ask the finance committee for their recommendation and bring it back to the Board. Chief Holmes asked if these two positions requested are filled will NORCOM be where it needs to be, or will there be additional requests next year? Deputy City Manager Julie Underwood asked staff to identify and report back on any overtime savings opportunities that might be derived from adding the Training FTE. Director Hamilton stated that due to agency fee impacts, staff intentionally spread the additional IT staffing requests over two budget cycles (2024 and 2025). He also affirmed that should the Board approve these two additional positions, this would adequately address the current staffing needs and does not anticipate a request for additional staffing unless the strategic plan dictates otherwise.

o **Executive Session**

An Executive Session was held to discuss a confidential matter.

The Executive Session began at 10:12 with a request for 15 minutes; at 10:27, a request for 5 additional minutes was made. Executive Session ended at 10:30.

There were no actions taken or decisions made.

The General Governing Board Meeting resumed at 10:32.

o **Other Business**

Chief Holmes is retiring in June. This is his last meeting as a NORCOM Governing Board member. Chief Holmes has been a part of NORCOM since the beginning. He was presented with a plaque in honor of his retirement and continued support for NORCOM.

Fire Liaison Cory James shared two events with Redmond Fire where TCPR was performed, along with citizens performing CPR, resulting in both people surviving. The events allowed all parties involved to meet each other and the person whose life was saved.



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o **Adjournment**

Chief Culp adjourned the meeting at 10:41.

The next Governing Board meeting is scheduled for June 14, 2024.

Approved by:

A handwritten signature in blue ink, consisting of several loops and flourishes, positioned above a horizontal line.

Chair

Attest:

A handwritten signature in black ink, consisting of several loops and flourishes, positioned above a horizontal line.

Secretary

