



**Meeting Minutes
NORCOM Governing Board
September 13, 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
Austin Gidlof	City of Medina
Dan Yourkoski	City of Normandy Park
Mike Bailey	City of Snoqualmie
Will Aho	Eastside/Woodinville/Duvall Fire & Rescue
Ben Lane	Eastside/Woodinville/Duvall Fire & Rescue
Brian Culp	Fire District #27 (Chair)
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Chris Sutter	City of Mercer Island
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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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 Middleton	Senior Systems Engineer



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o **Call to Order**

Chief Brian Culp, Governing Board Chair, called the meeting to order at 8:59 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 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 July 12, 2024**
- **Accounts Payable Report July & August**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Board Briefing**

- **Console Replacement Project Update**

Director Hamilton introduced the topic of the furniture replacement project stating that the Board had previously approved the project and along with the project our partnership with City of Bellevue is allowing us to do significant tenant improvements that will occur concurrent with the project. NORCOM



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Dispatch staff moved to our Redmond backup center on September 8th, where they will remain until mid-November. Director Hamilton commented on our appreciation for Redmond and that they are great hosts. Deputy Director Myers thanked all Admin, IT, & Finance staff for their help with the demo of the dispatch floor and for accepting other duties as assigned. Deputy Director Myers provided photos of the dispatch floor and the project timeline and stated that we will have an opening ceremony once we are back in Bellevue. Deputy Director Louie noted that the new backup center is twice the size of our old one, which allows us to have a fully capable backup center. He stated that all of NORCOM's staff are doing their part in taking good care of the staff, visiting, and taking supplies to the backup center. He agreed Redmond is a great host and has accommodated NORCOM's needs. Deputy City Manager Underwood asked about the increase capability and will have additional space if needed. Deputy Director Myers stated that we do have the capability to increase if it is needed. Chief Culp thanked NORCOM staff for taking the initiative regarding the revamp of NORCOM.

- **Strategic Planning Project – Scope Proposal**

Director Hamilton provided an update on the strategic planning project, identified as a need at the April 12, 2024 Governing Board meeting. A Strategic Planning Committee was requested to be created to establish goals, objectives, scope, and processes for the future of NORCOM. Deputy City Manager Underwood volunteered to organize the committee and facilitated the meeting held on August 23, 2024, which included a subgroup of staff and Board Members across various disciplines to create a proposal to present to the Board. Deputy City Manager Underwood presented the draft proposal to the Board. Director Hamilton stated that NORCOM is looking for direction. After discussion and input from the Governing Board, it was determined that a Strategic Plan Steering Team would be created, and a request for volunteers was submitted. The discussion of a consultant, and an RFP, was also discussed as part of this project.

- **Other Business**

No other business was discussed.



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o **Adjournment**

Chief Culp adjourned the meeting at 9:38.

The next Governing Board meeting is scheduled for October 11, 2024.

Approved by:

A handwritten signature in blue ink, appearing to be 'Steve Culp', written over a horizontal line.

Chair

Attest:

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

Secretary