



**Meeting Minutes
NORCOM Governing Board
December 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
Chris Sutter	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)
Adrian Sheppard	Redmond Fire Department
Matt Hochstein	Shoreline/Northshore Fire Department

ABSENT

James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
----------------	--------------------

NORCOM TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
---------------	------------------------------------

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
Andrew Johnson	Service Desk & Applications Supervisor
Sean Goehner	Systems Engineer
Nathan Way	Application & Security Architect
Karen Furuya	System & Development Supervisor
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Chelsie Barcus	Payroll & Accounting Specialist



**Meeting Minutes
NORCOM Governing Board
December 13, 2024**

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 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 October 11, 2024**
- **Accounts Payable Report October & November 2024**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Board Briefing**

- **November 19, 2024 Wind Storm Briefing**

Director Hamilton introduced the topic of the wind storm, stating that it increased the call volume significantly. Deputy Director Louie provided an overview of the event, commenting that NORCOM and our Fire & Police agencies worked very hard on that evening. He explained the preplanning that went into



**Meeting Minutes
NORCOM Governing Board
December 13, 2024**

preparing for the forecasted storm and utilizing all employees, including the current academy, to help out during the event. Director Hamilton informed the Board that NORCOM will be hosting a meeting with Puget Sound Energy (PSE) to go over the current outage procedures and work together to update and create a more fine-tuned plan for outages in the future, he stated that the Board is invited to attend and information will be provided once the meeting is set with PSE. Several Board members thanked NORCOM for its support and expressed a high level of appreciation. Director Hamilton acknowledged Deputy Director Louie for his thoughtful pre-planning for the storm, as well as his after-hours presence and leadership in the center during the storm.

o **Board Decision**

• **2025 Budget Approval – Resolution 218 Adoption of the 2025 Budget**

Director Hamilton stated that the Board approves the budget for the upcoming year in December each year by passing a Resolution. Finance Manager Deppen provided an overview of the key budget items that the Board had previously agreed upon, explained the budget process, and reviewed the 2025 Fund Summary.

Chief Yourkoski motioned to approve Resolution 218, Adoption of the 2025 Budget. Chief Kolling seconded the motion.

Motion carried.

• **Appointment of Deputy City Manager Call to Governing Board Chair and selection and appointment of new Governing Board Vice-Chair**

Director Hamilton explained that the term of the current Governing Board Chair will end at the adjournment of the December 13, 2024, Governing Board meeting. The current Governing Board Vice-Chair will move into the Chair position, and a new Vice-Chair needs to be elected. Chief Culp Governing Board Chair requested a nomination for a new vice-chair. Chief Kolling nominated Chief Yourkoski, Chief Yourkoski accepted.

Chief Kolling motioned to approve the nomination of Chief Yourkoski as Vice Chair. Chief Harden seconded the motion.

Motion carried.



**Meeting Minutes
NORCOM Governing Board
December 13, 2024**

- **Strategic Plan Review, Direction and Approval**

Director Hamilton disseminated the DRAFT RFP prior to the meeting and also had hard copies available for the Board. Director Hamilton reviewed the strategic plan criteria and scope of work, requesting any edits to the DRAFT and final direction from the Board for approval to publish the RFP.

Deputy City Manager McCommon motioned to approve submitting the RFP request. Chief Yourkoski seconded the motion.

Motion carried.

- **Executive Session**

An Executive Session was held regarding RCW 42.30.110(1)(g) to review an employee's performance. The Session started at 9:30 and was requested to last 15 minutes. An additional 10 minutes were requested, and the session ended at 9:55. The Governing Board came back with a decision regarding the Executive Director's pay. It was proposed that there be a 5% pay increase effective January 1, 2025. Chief Culp motioned to approve the 5% pay increase, and the motion was carried unanimously.

- **Other Business**

Director Hamilton thanked Deputy Director Myers for her leadership on the console replacement project, stating we are very proud of our new dispatch center. He also commented on our appreciation to the City of Bellevue for their cooperation during the project.

- **Adjournment**

Chief Culp adjourned the meeting at 10:01.

The next Governing Board meeting is scheduled for January 10, 2025.

Approved by:

Chair

Attest:

Secretary