



Meeting Minutes
NORCOM Governing Board
January 10, 2025

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell (Chair)
Kyle Kolling	City of Clyde Hill
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Chris Sutter	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Vice-Chair)
Ben Lane	Eastside/Woodinville/Duvall Fire & Rescue
Brian Culp	Fire District #27
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Julie Underwood	City of Kirkland
Mike Bailey	City of Snoqualmie
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
Andrew Johnson	Service Desk & Applications Supervisor
Karen Furuya	Systems & Development Supervisor
Sean Goehner	Systems Engineer
Nathan Way	Application & Security Architect
Zeb Middleton	Senior Systems Engineer
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Chelsie Barcus	Payroll & Accounting Specialist



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○ **Call to Order**

Deputy City Manager Toni Call, 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.

○ **Roll Call**

Deputy City Manager Call requested a roll call of present 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 December 13, 2024**
- **Accounts Payable Report December 2024**

There was no discussion on any consent agenda items.

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

Motion carried.

○ **Board Briefing**

- **Law Enforcement Liaison & Fire Liaison Briefing**

Director Hamilton introduced the Liaison's briefing. Law Enforcement Liaison Henshaw stated that these positions provide a 24/7 bridge with our agencies and a single point of contact for both Law Enforcement and Fire. He provided an overview of Law Enforcement Liaison Primary Duties, 2024 Projects, and Looking



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forward to 2025; he also stated that November 2024 marks the one-year anniversary of the addition of two new agencies joining NORCOM. Chief Sass encouraged the dispatchers to schedule ride-a-longs stating it creates comradery. Director Hamilton fully supports ride-a-longs and commented that NORCOM encourages agency members to stop by NORCOM. Fire Liaison James stated that the increase in proactive communication is helping to grow and increase our relationships. He provided an overview of Fire Liaison Primary Duties, 2024 Projects, and Looking Forward to 2025. Director Hamilton inquired if the liaisons had been adequately receptive. Governing Board members' comments included that the Liaison go the extra step to see what is needed, they appreciate the continued improvement which the Governing Board sees, that this is a best use of public money and they greatly appreciate what a wonderful job the liaisons do.

- **NORCOM 2025 Project List Update**

Director Hamilton stated that NORCOM staff is busy, and several projects are in the early stages. Deputy Director Myers provided an update on completed projects and an overview of the 2025 Projects, including continuing and new projects. She provided a 2025 Project Planning Chart and asked our agencies to please notify us if there are any additional projects so we can coordinate their completion.

- **Alphanumeric Paging Project Update**

Director Hamilton requested that Service Desk & Applications Supervisor Johnson provide an update on the paging project. Supervisor Johnson stated that this paging system has been in use since 2010, is antiquated, and needs to be updated. We are now a partner with the paging system, the project is on schedule and within budget. Supervisor Johnson provided a project description, recent progress, and next milestones. He stated that there are 28 sites maintained by Snohomish & NORCOM and there will be a need to plan for maintenance and replacement in the future. Finance Manager Deppen stated that ERR will be discussed in the next budget.



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- **Allconnect for NORCOM**

Director Hamilton provided information on Allconnect, a mobile-based application to which NORCOM has just subscribed. The application aligns staff with practitioners who know the industry to help employees with anything they need as a by-product of their job. The Application goes live on January 15, 2025. He stated that we as an organization are working to do more as it relates to mental wellness. NORCOM employees are willing to seek help but needed more resources in a timely manner.

- **Other Business**

Finance Manager Deppen notified the Governing Board that the State Auditor's Office has commenced its audit for 2022 – 2023. The Auditor's Office will hold an audit Entrance Conference next week, and if any Governing Board member is interested in attending, please let her know.

- **Adjournment**

Deputy City Manager Call adjourned the meeting at 9:47.

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

Approved by:



Chair

Attest:



Secretary