



Meeting Minutes
NORCOM Governing Board
March 14, 2025

MEMBERS

| | |
|-----------------|---|
| Nathan McCommon | City of Bellevue |
| Toni Call | City of Bothell (Chair) |
| Kyle Kolling | City of Clyde Hill |
| Julie Underwood | City of Kirkland |
| 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

| | |
|---------------|-----------------------------|
| Mike Bailey | City of Snoqualmie |
| James Knisley | Skykomish Fire District #50 |
| Jay Wiseman | Snoqualmie Pass Fire |

NORCOM ATTORNEY

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| Deanna Gregory | Pacifica Law Group |
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NORCOM TREASURER

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| Michael Olson | City of Kirkland (Board Treasurer) |
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NORCOM STAFF

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|-----------------|----------------------------------|
| Bill Hamilton | Executive Director |
| Katy Myers | Deputy Director |
| Roky Louie | Human Resources Manager |
| Marianne Deppen | Finance Manager |
| Jeremy Henshaw | Law Enforcement Liaison |
| Cory James | Fire Liaison |
| Andrew Johnson | Acting IT Manager |
| Nathan Way | Application & Security Architect |
| Maggie Johanson | Administrative Assistant |
| Ben Webb | Public Records & QA Specialist |



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○ **Call to Order**

Deputy City Manager Toni Call, 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.

○ **Roll Call**

Deputy City Manager Call requested a roll call of the 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 January 10, 2025**
- **Accounts Payable Report January & February 2025**

There was no discussion on any consent agenda items.

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

Motion carried.



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○ **Board Briefing**

● **2022/2023 Audit Exit Conference**

Director Hamilton introduced the topic of NORCOM's 2022/2023 Audit. Two members from the State Auditors' Office (SAO) joined us to present the audit results. SAO reported NORCOM received clean audits for the financial statement and accountability audits over fiscal years 2022 and 2023. The audits reviewed financial statements, operations compliance and safeguarding of public resources utilizing a risk based audit approach. The results from the audit will be available on the Washington state auditor's website. Deputy City Manager Call and the Board would like to thank Finance Manager Deppen, Director Hamilton and the NORCOM staff for their accountability of NORCOM's finances.

● **Strategic Plan Update**

Director Hamilton briefed the Board on the Strategic Plan, stating that NORCOM's strategic plan committee has been working hard. The initial RFP closed on February 14, 2025, and NORCOM received five proposals, which the committee reviewed. Three companies are moving forward to a presentation and interview process scheduled for March 24, 2025. Once the interviews are complete, the final candidate will be selected, and we will proceed with creating a strategic plan for NORCOM's future.

○ **Board Decision**

● **Resolution 219 – Amending the 2025 Budget**

Director Hamilton requested a Board decision on Resolution 219, which amends the 2025 Budget. Finance Manager Deppen reminded the Board that the 2025 budget had been approved in December 2024 with estimated beginning fund balances. She provided an overview of NORCOM's funds and final beginning fund balances after the close-out of 2024 activities. A presentation for recommended usage of carry forward funds was provided, which had already received by the Finance Committee. These adjustments will position NORCOM well for 2025 and future years.

Deputy City Manager Underwood made a motion to approve Resolution 219. Chief Magnan seconded the motion.

Motion carried.



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- **Resolution 220 – Adopting the 2026 Budget Policy**

Director Hamilton requested a Board decision on Resolution 220 – 2026 Budget Policy. Finance Manager Deppen stated that the budget policy must be approved to initiate the budget development for 2026. During policy development discussions with the Finance Committee, it was agreed to continue to take a conservative approach for revenue development, to maintain personnel budgeting methodologies, and to use multi-year forecasting as it has been a beneficial tool for NORCOM. Resolution 220, along with the 2026 Budget Policy, was provided to the Governing Board.

Chief Sass made a motion to approve Resolution 220. Chief Culp seconded the motion.

Motion carried.

- **Other Business**

- Director Hamilton requested an update on recent visitors who have come to tour NORCOM. Fire Liaison James stated that we have had several visitors recently, and we encourage these visitations. He mentioned that a good time for our agencies to visit is for new employees, or when an employee is about to be promoted. A few visitors we have had recently are a group of Japanese Paramedics, Emerald Heights (in partnership with The Medic One Foundation), and Congressman Adam Smith's office.
- Director Hamilton reminded the Governing Board that Telecommunicator Week is April 13-19, thanked them for their support in the past, and stated we look forward to their support again this year.

- **Adjournment**

Deputy City Manager adjourned the meeting at 9:43.

The next Governing Board meeting is scheduled for April 11, 2025.



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Approved by:

Daniel W. Yonkers
Chair

Attest:

Maggie Hanson
Secretary