



## **AGENDA**

NORCOM Governing Board  
Kirkland PD Totem Lake Room - March 13, 2020, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. NORCOM Recognition
5. Consent Agenda
  - A. February 2020 Accounts Payable report
  - B. Governing Board Meeting Minutes for February 14, 2020 meeting.
6. For Board Decision
  - A. NORCOM Banking- A resolution regarding an authorization change in Local Government Investment Pool (LGIP).
  - B. A resolution designating authorized users on NORCOM's Washington Federal bank account.
  - C. RAGB Financial Workgroup- Direction needed from the Governing Board.
7. Staff Updates
  - A. NORCOM response to COVID 19
  - B. NORCOM Human Resource Manager will update the Governing Board on the status of the selection process for a new Executive Director, Information Technology Manager, Finance Manager, and dispatch staff.

8. Upcoming Agenda Items

9. Executive Session

*The Governing Board may hold an Executive Session pursuant to one or more of the following:*

- *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*
- *RCW 42.30.110(1)(g) to review the performance of an employee; and*
- *RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.*

10. Adjournment

The next Governing Board meeting is scheduled for April 10th, 2020



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: February 2020 Accounts Payable report

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### Executive Summary:

NORCOM staff is asking that the Board approve this report through consent. This action is routine in nature and the Finance Committee has reviewed all charges.

### Background:

The Finance Committee has reviewed the charges and NORCOM staff has responded to questions.

### Past Board or Other Related Actions:

The Board routinely approves these reports on a monthly basis.

### Policy and Strategic Implications:

There are no policy or strategic implications related to approval of this report.

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval.

### Staff Comments:

NORCOM Staff has conducted a thorough review and analysis and recommends approval to approve report.

### Options

NA

### Risks

NA

Finance Committee Review: Yes

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

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## **Fiscal Impact**

**Budgeted Y/N:** Y

**Fiscal Year:** 2020

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

The Governing Board routinely reviews the monthly Accounts Payable report

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## **Attachments**

February 2020 AP report

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: fmos  
Printed: 3/9/2020 12:59 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18548	6	CDW-GOVERNMENT INC	02/07/2020	
	WLW0660	Trancievers		143.00
	WNL5288	Trancievers		286.00
	WNP9572	Headsets		650.43
Total for Check Number 18548:				1,079.43
18549	9	CENTURYLINK	02/07/2020	
	1484442673	Telephone Service		353.76
Total for Check Number 18549:				353.76
18550	674	CHARLENE D INMAN	02/07/2020	
	2020-01	Payroll Consulting Services		200.00
Total for Check Number 18550:				200.00
18551	660	CITY OF NORMANDY PARK	02/07/2020	
	72799394	DC Trip Reimbursement - Hotel		979.84
Total for Check Number 18551:				979.84
18552	615	CONCENTRA	02/07/2020	
	66613981	Pre-Employment Suitability Assessments		504.00
Total for Check Number 18552:				504.00
18553	447	FIRST CHOICE COFFEE SERVICES	02/07/2020	
	272372	Ice Machine		104.50
Total for Check Number 18553:				104.50
18554	619	FIRSTTWO, INC	02/07/2020	
	1232	2020 Regional Agency License		14,520.00
Total for Check Number 18554:				14,520.00
18555	657	FOSTER GARVEY	02/07/2020	
	2739731	2019-2020 General Labor & Employment		9,657.70
Total for Check Number 18555:				9,657.70
18556	565	GLOBALSTAR	02/07/2020	
	10941423	Orbit Network Services		275.07
Total for Check Number 18556:				275.07
18557	649	EMILY GROVE-MAZUREK	02/07/2020	
	01312020	IT Contractor January 16-31/2020		2,744.00
Total for Check Number 18557:				2,744.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18558	264 02052020	ICMA ICMA 457 Contribution	02/07/2020	8,222.71
Total for Check Number 18558:				8,222.71
18559	267 108111	LIFEWORCS Integrated EAP & WL Program	02/07/2020	293.06
Total for Check Number 18559:				293.06
18560	586 2020-02	MEYDENBAUER CENTER February 2020 Construction Employee Parking	02/07/2020	1,950.00
Total for Check Number 18560:				1,950.00
18561	569 UDP002	NORCOM ASSOCIATED GUILD January 2020 NAG Dues	02/07/2020	1,924.00
Total for Check Number 18561:				1,924.00
18562	673 UDP001	PUBLIC SAFETY EMPLOYEES UNION January 2020 PSEU Dues	02/07/2020	503.74
Total for Check Number 18562:				503.74
18563	666 20-113	RAYMOND POLYGRAPH SERVICES Polygraph Examination	02/07/2020	325.00
Total for Check Number 18563:				325.00
18564	61 55199894	ROBERT HALF TECHNOLOGY Finance Consultant - JBartlett WE 01/24/2020	02/07/2020	5,235.59
Total for Check Number 18564:				5,235.59
18565	366 01282020	T MOBILE Test Cell Phone Service	02/07/2020	73.06
Total for Check Number 18565:				73.06
Total for 2/7/2020:				48,945.46
18566	95 02132020	THOMAS ORR 02/14/2020	02/13/2020	3,944.26
Total for Check Number 18566:				3,944.26
Total for 2/13/2020:				3,944.26
999999999	679	ADP, LLC Federal Taxes Payable Medicare Taxes Payable FMLA Taxes Payable Net Pay Garnishments Payable ESD Taxes Payable	02/14/2020	28,587.07 7,989.58 1,199.63 212,128.35 95.64 3,269.03
Total for Check Number 999999999:				253,269.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 2/14/2020:				253,269.30
18567	675 02072020	ICMA-RC ICMA 457 Contribution	02/21/2020	11,230.51
Total for Check Number 18567:				11,230.51
18568	75	US BANK CORPORATE PAYMENT SYS	02/21/2020	
	012172019	Postage		50.00
	015043	Hotel for DC Trip		3.84
	015134	Hotel for DC Trip		7.92
	015522	Hotel for DC Trip		308.27
	015589	Hotel for DC Trip		168.26
	020195	Airfare for DC Trip		11.00
	027662	Hotel for DC Trip		924.67
	027688	Hotel for DC Trip		979.84
	028397	Hotel for DC Trip		66.92
	040491	Taxi for DC Trip		22.07
	079987	Admin Office Supplies		100.00
	094470	Taxi for DC Trip		43.35
	102910	Refund		-12.40
	1106609820	Software		16.49
	112-1051823	Office Supplies - Admin		37.37
	112-1051823	Office Supplies - Admin		28.80
	112-2084256	Cleaning / Kitchen Supplies		13.79
	112-2451922	Office Supplies - Operations		16.16
	112-3752299	Office Supplies - Operations		11.43
	112-3757124	Office Supplies - Operations		21.25
	112-5661546	Office Supplies - Admin		15.39
	112-7293310	Admin Office Supplies		26.38
	112-8692387	Office Supplies / Operations		14.29
	112-8911413	Office Supplie - Admin		34.85
	114-3509922	Emergency Supplies		439.96
	14660080	Parking 700 Building		3,450.00
	151022	Airfare for DC Trip		30.00
	1934023	Office Supplies - Admin		440.68
	207463	Trophys		46.20
	20831	Office Supplies - Operations		393.56
	243017	Taxi for DC Trip		50.00
	255914	Refund		-36.42
	279659430	Food - Other		89.98
	28922026	Job Posting		501.50
	29420406	Job Posting		449.20
	295421	Taxi for DC Trip		12.74
	300051844	Membership Dues		3,000.00
	301383	Food - Other		75.12
	326475	Taxi for DC Trip		36.32
	347037	Taxi for DC Trip		32.30
	354545	Emergency Supplies		493.00
	366824	Emergency Supplies		390.49
	3G07Q-M5A71	Printing		70.61
	3R-019-2388	IT Services		305.00
	403950	Taxi for DC Trip		44.56
	408815	Taxi for DC Trip		31.24
	422514	Taxi for DC Trip		52.35
	430223	Taxi for DC Trip		28.93
	449065000	Food - Other		79.19
	500230	Food for DC Trip		247.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5439313	Postage		19.79
	559995	Food for DC Trip		1.30
	561801	Food for DC Trip		14.20
	565095	Taxi for DC Trip		21.73
	572253	Taxi for DC Trip		21.70
	620377	Social Medie Government		795.00
	640569	Taxi for DC Trip		23.62
	643454	Food for DC Trip		2.86
	657243	Airfare for DC Trip		20.00
	677451	Emergency Supplies		115.50
	6PLWT-N5A64	Office Supplies - Admin		89.75
	700066	Food for DC Trip		260.70
	711886	Food - Governing Board / Joint Ops		38.89
	72220	Microsoft Online Services		7,788.00
	726263	Food for DC Trip		17.53
	737245	Food for DC Trip		12.45
	771637	Taxi for DC Trip		69.20
	8128773790	Shred It		607.73
	825506	Office Supplies - Operations		19.80
	845197	Food for DC Trip		108.50
	873417	Food - Governing Board		57.75
	882134	Taxi for DC Trip		31.39
	896437	Taxi for DC Trip		97.70
	930426	Taxi for DC Trip		21.64
	984745	Office Supplies - Admin		519.75
	E03009XWP4	Microsoft Online Services		264.00
	E03009XWQD	Microsoft Online Services		60.51
	N0VTD-N5A21	Printing		61.15
Total for Check Number 18568:				24,826.55
Total for 2/21/2020:				36,057.06
18569	676	CALLIE BOISE	02/24/2020	
	02212020	Direct Deposit Error - C. Boise		280.00
Total for Check Number 18569:				280.00
Total for 2/24/2020:				280.00
ACH	120	PAYCHEX	02/28/2020	
	121509	PPE Payroll Processing Fee		11.95
Total for this ACH Check for Vendor 120:				11.95
ACH	131	HEALTH EQUITY	02/28/2020	
	013120	PPE HSA Contributions Payable		4,608.52
	020920	PPE HSA Contributions Payable		2,304.26
	Feb2020	HSA Admin Fee		94.80
	Mar2020	HSA Admin Fee		102.70
Total for this ACH Check for Vendor 131:				7,110.28
ACH	132	WILMINGTON TRUST	02/28/2020	
	011220	PPE MEBT Contributions Payable		61,046.06
	122919	PPE MEBT Contributions Payable		47,824.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 132:				108,870.88
ACH	133	DEPT OF RETIREMENT SYSTEMS	02/28/2020	
	Dec2019	PERS Contributions		146,316.39
	Jan2020	PERS Contributions		139,016.09
Total for this ACH Check for Vendor 133:				285,332.48
ACH	134	COLONIAL LIFE	02/28/2020	
	Feb2020	Supplemental Ins Premiums		1,874.87
Total for this ACH Check for Vendor 134:				1,874.87
ACH	140	RELIANCE STANDARD	02/28/2020	
	Jan	Life/LTD Premiums		1,733.32
Total for this ACH Check for Vendor 140:				1,733.32
ACH	327	ASSOCIATION OF WASHINGTON CITIZ	02/28/2020	
	Feb2020	Vision Premiums		1,242.92
	Feb2020	Medical Premiums		103,560.67
	Feb2020	Dental Premiums		9,666.77
Total for this ACH Check for Vendor 327:				114,470.36
18570	679	ADP, LLC	02/28/2020	
	548858997	Payroll Processing Fees		436.08
Total for Check Number 18570:				436.08
18571	3	AT&T MOBILITY	02/28/2020	
	01272020	Cell Phone Service		514.20
	01282020	Cell Phone Service		60.42
Total for Check Number 18571:				574.62
18572	6	CDW-GOVERNMENT INC	02/28/2020	
	SE1901144	Network Assessment		7,755.00
	VQR2699	HP high-speed DDR4 memory		255.82
	VQR7321	HP ZBook laptops		2,937.00
	VSL6526	HP EliteDisplay Monitors		9,681.97
	WQG1692	Kontour wall arrays		7,150.00
	WSQ2378	Speaker Bars		2,349.73
	WSS8002	Hard drives & storage		277.82
	WTS2244	HP Server		4,035.17
	WVP6332	Scanner		488.51
	WVV3399	CISCO Sourcefire & Ironport Renewal		14,640.83
Total for Check Number 18572:				49,571.85
18573	210	CENTURYLINK	02/28/2020	
	012020	Snoqualmie EU Circuit		346.24
Total for Check Number 18573:				346.24
18574	8	CENTURYLINK	02/28/2020	
	021020	Telephone Service		1,312.05
Total for Check Number 18574:				1,312.05
18575	9	CENTURYLINK	02/28/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1486313102	Telephone Service		17.71
			Total for Check Number 18575:	17.71
18576	11	CITY OF BELLEVUE	02/28/2020	
	35949	Fiber usage rental fee		477.00
	35950	Monthly Parking Spaces		1,832.60
	35957	Monthly Rent Bellevue CH		42,938.18
			Total for Check Number 18576:	45,247.78
18577	615	CONCENTRA	02/28/2020	
	66991651	Pre-Employment Suitability Assessments		262.50
	67065019	Pre-Employment Suitability Assessments		262.50
			Total for Check Number 18577:	525.00
18578	17	CONSOLE CLEANING SPECIALISTS	02/28/2020	
	1003	Cleaning and maintenance dispatch console furn		6,267.50
			Total for Check Number 18578:	6,267.50
18579	677	TERESA DAVENPORT	02/28/2020	
	122319	KC EMS CBD Training		43.27
			Total for Check Number 18579:	43.27
18580	28	EPSCA	02/28/2020	
	9959	Monthly radio access fees		812.76
			Total for Check Number 18580:	812.76
18581	657	FOSTER GARVEY	02/28/2020	
	2740282	RAADAR IP Infringement Investigation		6,769.87
	2740283	Inter and Intra Agency Communication		42.00
	2740284	Intergrated Public Safety Solution		42.00
	2740285	License Agreements		441.00
	2740286	Inter and Intra Agency Communication		378.00
	2740287	RAADAR & Design		78.75
	2740288	CAD WebView		587.50
	2740289	RAADAR		643.12
	2740290	RAADAR		974.43
	2740291	Special Counsel Services		1,137.67
	2741919	CIIAA and Employment Agreement		147.00
	2741920	King County Participation Agreement		670.38
			Total for Check Number 18581:	11,911.72
18582	649	EMILY GROVE-MAZUREK	02/28/2020	
	020620	IT Contractor W/E 02/06/20		1,176.00
			Total for Check Number 18582:	1,176.00
18583	41	KING COUNTY E-911 PROGRAM OFFIC	02/28/2020	
	NC-2018-LIS	Language Interpretation Services		555.10
			Total for Check Number 18583:	555.10
18584	557	LANGUAGE LINE SERVICES	02/28/2020	
	4712501	Over-the-Phone Interpretation		68.56
	4733891	Over-the-Phone Interpretation		665.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18584:	734.36
18585	678 7867	LOC LEAGUE OF OREGON CITIES Job Posting: Executive Director	02/28/2020	80.00
			Total for Check Number 18585:	80.00
18586	52 56239 56240	PACIFICA LAW GROUP Public records special projects Professional Services thru Jan 31,2020	02/28/2020	14,311.00 1,950.00
			Total for Check Number 18586:	16,261.00
18587	484 5010	PUBLIC SAFETY SELECTION PC Psychological Evaluation	02/28/2020	800.00
			Total for Check Number 18587:	800.00
18588	256 2020-0032	PUBLIC SAFETY TESTING INC Agency Add-On Authorization Form	02/28/2020	110.00
			Total for Check Number 18588:	110.00
18589	61 55286269 55319726 55363627 55400906	ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 01/31/20 Finance Consultant – JBartlett WE 02/07/20 Finance Consultant – JBartlett WE 02/14/20 Finance Consultant – JBartlett WE 02/21/20	02/28/2020	3,331.74 146.45 5,272.20 4,247.05
			Total for Check Number 18589:	12,997.44
18590	65 01020	SPRINT Wireless Service	02/28/2020	137.79
			Total for Check Number 18590:	137.79
18591	366 022020	T MOBILE Test Cell Phone Service	02/28/2020	63.86
			Total for Check Number 18591:	63.86
18592	74 0147531-0011	UNUM Long Term Care	02/28/2020	578.80
			Total for Check Number 18592:	578.80
18593	79 9848269103	VERIZON WIRELESS Cell Phone Service	02/28/2020	2,404.46
			Total for Check Number 18593:	2,404.46
18594	167 020620	MELISSA VIETH Training	02/28/2020	42.09
			Total for Check Number 18594:	42.09
18595	87 71253	WA STATE PATROL Access user Fee	02/28/2020	18,000.00
			Total for Check Number 18595:	18,000.00
18596	88	WELLS FARGO FINANCIAL LEASING	02/28/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5009204913	Copier		1,405.08
				<hr/>
Total for Check Number 18596:				1,405.08
888888888	679	ADP, LLC	02/28/2020	
		FMLA Taxes Payable		1,301.32
		Garnishments Payable		78.81
		ESD Taxes Payable		3,546.14
		Medicare Taxes Payable		8,728.68
		Net Pay		224,620.62
		Federal Taxes Payable		32,551.87
				<hr/>
Total for Check Number 888888888:				270,827.44
				<hr/>
Total for 2/28/2020:				962,644.14
				<hr/>
Report Total (58 checks):				1,305,140.22
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## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: Governing Board Meeting Minutes for February 14, 2020 meeting.

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### Executive Summary:

NA

### Background:

NA

### Past Board or Other Related Actions:

NA

### Policy and Strategic Implications:

NA

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and recommends approval of the minutes.

### Staff Comments:

NA

### Options

NA

### Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

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**Fiscal Impact**

**Budgeted Y/N:** N  
**Fiscal Year:** 2020  
**Account (s):**  
**Fiscal Note:**  
**Fiscal Impact:**  
None

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**Attachments**

February 2020 minutes

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## MEMBERS

Nathan McCommon	City of Bellevue (Chair)
Bruce Kroon	City of Bothell
Kyle Kolling	City of Clyde Hill
Tracey Dunlap	City of Kirkland
Steve Burns	City of Medina
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Vice Chair)
Rick Rudometkin	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue
Eric Magnuson	Northshore Fire Department
Tommy Smith	Redmond Fire Department
Greg Ahearn	Woodinville Fire

## ABSENT

Matt Cowan	Shoreline Fire Department
Chris Connor	Fire District 27
David Burke	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

## VISITORS

Michael Olson	City of Kirkland
Deanna Gregory	Pacifica Law Group
Ben Breier	King County
Kimberly Nuber	PSERN Project
Brett Shavers	Citizen

## NORCOM STAFF

Bill Hamilton	Executive Director
Scott Sotebeer	Deputy Director, Strategic Initiatives
Roky Louie	Deputy Director, Operations
Judy Cayton	Human Resources Manager
Janet Bartlett	Financial Consultant
Brionna Jordan	Public Records Specialist
Maggie Johanson	Administrative Assistant



- **Call to Order**

Nathan McCommon, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m.

- **Roll Call**

Chair McCommon requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

- **Open Communications from the Public**

There was one request for open communication from Brett Shavers to discuss the Public Records Act. Brett Shavers provided a one page document.

- **NORCOM Recognition**

There were no items for recognition.

- **Consent Agenda**

- **Governing Board Minutes for January 10, 2020 Meeting.**

- **January 2020 Accounts Payable Report.**

There was no discussion on any consent agenda items.

City of Mercer Island Police Services Commander Magnan made a motion to approve the Consent Agenda. City of Medina Police Chief Burns seconded the motion.

Motion carried.

- **For Board Decision**

- **Public Safety Answering Point Agreement with King County 911 Program Office/Resolution 178**

The contract between King County E-911 expired in 2015. NORCOM has been in negotiations since 2017. In collaboration with KCE-911 program office and our attorney, we quickly came to a mutually beneficial agreement aligned with our PSAP partners. City of Mercer Island Police Services Commander Magnan made a motion to approve Resolution 178. City of Medina Police Chief Burns seconded the motion.

Motion carried.

- **Public Safety Emergency Radio Network (PSERN) End User Service Level Agreement/Resolution 179**

There is a new provision mirror policy in which NORCOM must meet NENA's call receiving standards. Currently, NORCOM is at 96%, surpassing this standard. Questions from the board regarding NORCOM's business standards, risks, and budget. No concerns were found.

City of Snoqualmie City Administrator Rudometkin made a motion to approve Resolution 179. Redmond Fire Chief Smith seconded the motion.



Motion carried.

- **Executive Director Selection Process**

NORCOM will manage this process in-house. Discussions from the Board regarding the Executive Director Selection process and criteria, ad placement, and the due date for other suggestions. A subcommittee will be created for the interview panel consisting of 3 members from fire, police, and management. It was advised not to rush the process.

- **Current status of NORCOM 911 Federal Initiatives**

There is a grant of \$300,000 over 5 years to expand RAADAR that has been completed. Decision needs to be made to stop or continue and find a partner. NORCOM will continue with completion of the current grant, meeting the 2/28/2020 deadline.

City of Mercer Island Police Services Commander Magnan made a motion to approve. Eastside Fire and Rescue Chief Clark seconded the motion. There was one opposed.

Motion carried.

The motion was then amended by City of Mercer Island Police Service Commander Magnan with the expectation that NORCOM would continue to look for a partner in the grant process.

City of Kirkland City Manager Dunlap made a motion to approve. Eastside Fire and Rescue Chief Clark seconded the motion. There was one opposed.

Motion carried.

- **For Briefing to the Board**

There were no items for briefing to the board.

- **Staff Updates**

Human Resources Manager Judy Cayton reported that NORCOM is fully staffed with telecommunicators, with one candidate on the wait list. There are four potential Finance Manager Candidates, and NORCOM is continuing to search for an IT Director.

- **Committee Reports**

There were no committee reports.

- **Executive Session<sup>1</sup>**

The Board went into Executive Session at 10:43 a.m. with a total time requested of five minutes, and finishing at 10:48 a.m. Following the Executive Session, the Board returned to open Governing Board session at 10:48 a.m. The meeting was then adjourned. No action was taken.

<sup>1</sup> The Governing Board may hold an Executive Session pursuant to one or more of the following:

- **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;
- **RCW 42.30.110(1)(g)** to review the performance of an employee; and
- **RCW 42.30.110(1)(f)** to receive and evaluate complaints brought against an employee.



**Meeting Minutes**  
**NORCOM Governing Board**  
Kirkland Police Totem Lake Room  
February 14, 2020

- **Adjournment**

The meeting was adjourned at 10:48 a.m.

Next Governing Board meeting is scheduled for March 13, 2020.

Approved by:

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Chair

Attest:

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Secretary



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: NORCOM Banking- A resolution regarding an authorization change in Local Government Investment Pool (LGIP).

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### Executive Summary:

Due to several staffing changes, the current list of persons authorized to conduct banking transactions on behalf of NORCOM is significantly outdated and thus, inaccurate. The approval of this resolution will allow NORCOM to quickly update this list and reduce related risk.

### Background:

The Local Government Investment Pool (LGIP) authorization form denotes the specific persons permitted to make deposits and withdrawals on behalf of NORCOM.

### Past Board or Other Related Actions:

None

### Policy and Strategic Implications:

The Local Government Investment Pool (LGIP) authorized persons must be considered when Administrative staffing changes are made.

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval of resolution.

### Staff Comments:

none

### Options

NA

### Risks

It is critical to update such access and authorizations when staffing changes occur.

### Finance Committee Review: Yes

The Local Government Investment Pool *change in authorization* form has been facilitated and reviewed by the Governing Board Treasurer.

### Legal Review: Yes

The Local Government Investment Pool change in authorization resolution has been reviewed by NORCOM legal counsel.

**Joint Operations Board Review:** No

NORCOM is grateful for the oversight and guidance our Treasurer, Michael Olsen has provided for us.

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**Fiscal Impact**

**Budgeted Y/N:** N  
**Fiscal Year:** 2020  
**Account (s):**  
**Fiscal Note:**  
**Fiscal Impact:**  
None

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**Attachments**

LGIP Authorization Resolution

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## **Resolution #180**

### **RESOLUTION AUTHORIZING INVESTMENT OF NORCOM FUNDS IN THE LOCAL GOVERNMENT INVESTMENT POOL AND OTHER MATTERS RELATED THERETO, AND REPEALING RESOLUTION 72.**

**WHEREAS**, pursuant to Chapter 294, Laws of 1986, the Washington State Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (“LGIP”) for the contribution and withdrawal of money by authorized governmental entities for purposes of investment by the Office of the State Treasurer; and

**WHEREAS**, from time to time it has been and may continue to be advantageous in the future for NORCOM to contribute funds available for investment in the LGIP; and

**WHEREAS**, the investment strategy for the LGIP is set forth in its policies and procedures; and

**WHEREAS**, any contributions or withdrawals to or from the LGIP made on behalf of NORCOM shall be first duly authorized by the NORCOM Governing Board (the “Board”) or any designee of the Board pursuant to resolution; and

**WHEREAS**, NORCOM will cause to be filed a certified copy of this resolution and any subsequent resolution with the Office of the State Treasurer; and

**WHEREAS**, the Board and any designee appointed by the Board with authority to contribute or withdraw funds of NORCOM has received and has read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

**WHEREAS**, the Board attests by the adoption of this resolution that it is duly authorized and empowered to enter into the agreements referenced herein, to direct the contribution or withdrawal of NORCOM funds in the LGIP, and to delegate certain authority to make adjustments to the incorporated transactional forms to the individuals designated herein;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of NORCOM as follows:

Section 1. Authorization. The Board hereby authorizes the contribution and withdrawal of NORCOM funds in the LGIP in the manner prescribed by law, rule, and the prospectus.

Section 2. Local Government Investment Pool Transaction Authorization Form. The Board hereby approves the Local Government Investment Pool Transaction Authorization Form (the “Form”) as completed by the NORCOM Finance Manager and hereby incorporates said Form into this resolution by this reference and does hereby attest to its accuracy.

The Board hereby designates the NORCOM Executive Director, Treasurer and Finance Manager, including interims to such positions, as the authorized individuals (the “authorized individuals”) to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of NORCOM. The signature of one authorized individual shall be sufficient to bind NORCOM.

This delegation shall end upon the written notice, by any method set forth in the prospectus, of the Board that the authorized individual has been terminated or that her delegation has been revoked. The Board acknowledges that the Office of the State Treasurer will rely solely on the Board to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

The Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of NORCOM. No amendments, changes, or alterations shall be made to the Form or any other documentation until the Board passes a new resolution naming a new authorized individual.

Section 3. Prospectus. The Board acknowledges that it has received, read, and understands the prospectus as provided by the Office of the State Treasurer. In addition, the Board agrees to provide a copy of the prospectus to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Section 4. Further Authority; Prior Acts; Repeal of Resolution 39. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed. Resolution 72 adopted by the Board on April 11, 2014 (authorizing investments in the LGIP) is hereby repealed and replaced.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 13th day of March, 2020.

Signed in authentication thereof on this 13th day of March, 2020.

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Chair



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: A resolution designating authorized users on NORCOM's Washington Federal bank account.

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### Executive Summary:

The signature card which lists authorized users on NORCOM's Washington Federal Bank account is outdated. This resolution allows for the addition of the correct authorized users and the deletion of unauthorized users.

### Background:

None

### Past Board or Other Related Actions:

The Governing Board routinely reviews and updates authorized users on NORCOM banking accounts.

### Policy and Strategic Implications:

None

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the approval of this resolution.

### Staff Comments:

None

### Options

The Governing Board may vote to approve or reject this resolution.

### Risks

It is critical that only authorized users have access to NORCOM banking accounts.

**Finance Committee Review:** Yes

This resolution has been reviewed by the NORCOM Governing Board Treasurer.

**Legal Review:** Yes

This resolution was prepared by NORCOM legal counsel.

**Joint Operations Board Review:** No

NA

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**Fiscal Impact**

**Budgeted Y/N:** n

**Fiscal Year:** 2020

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

NA

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**Attachments**

Authorized signature banking Resolution

Updated designation of authorized individuals for banking resolution

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**Resolution  
#181**

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM  
DESIGNATING AUTHORIZED INDIVIDUALS FOR BANKING  
PURPOSES.

**WHEREAS**, NORCOM currently has a banking relationship with Washington Federal;  
and

**WHEREAS**, the Governing Board now desires to designate certain individuals as authorized signers for NORCOM's bank account(s), as provided herein:

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of NORCOM as follows:

Section 1. Authorized Individuals. The following individuals are hereby designated as authorized signers for purposes of NORCOM's bank account(s) with Washington Federal:

Title (including interims to such positions)

Governing Board Chair

Executive Director

Finance Manager

Treasurer

The NORCOM Treasurer is hereby directed to provide, or cause to be provided, an updated Banking Resolution and Certificate of Incumbency and a Signature Card to Washington Federal consistent with this resolution. The previously designated individuals shall be removed as authorized signers.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 13th day of March, 2020.

Signed in authentication thereof on this 13th day of March, 2020.

\_\_\_\_\_  
Chair

**Resolution  
#181**

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM  
DESIGNATING AUTHORIZED INDIVIDUALS FOR BANKING  
PURPOSES.

**WHEREAS**, NORCOM currently has a banking relationship with Washington Federal;  
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**WHEREAS**, the Governing Board now desires to designate certain individuals as authorized signers for NORCOM's bank account(s), as provided herein:

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Title (including interims to such positions)

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Executive Director

Finance Manager

Treasurer

The NORCOM Treasurer is hereby directed to provide, or cause to be provided, an updated Banking Resolution and Certificate of Incumbency and a Signature Card to Washington Federal consistent with this resolution. The previously designated individuals shall be removed as authorized signers.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 13th day of March, 2020.

Signed in authentication thereof on this 13th day of March, 2020.

\_\_\_\_\_  
Chair



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: RAGB Financial Workgroup- Direction needed from the Governing Board.

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### Executive Summary:

The NORCOM Governing Board Treasurer represents NORCOM on the King County Regional Advisory Boards Financial Workgroup. The Financial Workgroup has been charged with examining the current financial structure and challenges facing the E911 Program Office and identify possible solutions, which might include a new funding formula for the E911 levy distribution. After much analysis, the Work Group has proposed three possible financial decision paths going forward. The NORCOM Treasurer seeks direction from the Governing Board in the selection which best serves NORCOM's interests.

### Background:

King County Ordinance #18695 was passed on April 26, 2018, adopting the King County Regional E-911 Strategic Plan. The plan identified a Governance and Decision Structure supporting the regional 911 system. This structure is referred to as the *Regional Authority Governing Board* (RAGB).

The King County E911 Program Office has advised PSAPs of possible future financial hardships and proposes to identify a new funding model. In an effort to examine alternative funding formulas, the RAGB formed a Financial Workgroup. NORCOM's Governing Board Treasurer is currently our primary representative.

### Past Board or Other Related Actions:

None

### Policy and Strategic Implications:

The E911 levy pass-through funding to NORCOM funds several full-time dispatch employees and technical staff. Should the funding formula change significantly, NORCOM will face a difficult challenge in funding these FTE positions. It is likely that this will result in a reduction in staff or increased customer fees.

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and notes that the workgroup has offered three funding reduction choices, beginning in 2021. Staff further notes that the proposed changes are necessary to support the costs of a new 911 system platform, the cost of which is yet undetermined. Staff recommends a fourth option in which the reduction in PSAP funding is delayed until necessary and existing fund balances are used to offset any current needs.

**Staff Comments:**

None

**Options**

The NORCOM Governing Board Treasurer will present three options to the Board

**Risks**

NA

**Finance Committee Review:** Yes

The NORCOM Governing Board Treasurer represents NORCOM on the King County Regional Advisory Governing Board Financial Workgroup. The Treasurer needs direction from the Governing Board.

**Legal Review:** No

NA

**Joint Operations Board Review:** No

NA

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**Fiscal Impact**

**Budgeted Y/N:** N

**Fiscal Year:** 2020

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

None

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**Attachments**

RAGB Finance workgroup options

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	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Beg Fund Balance (\$)	<b>SCENARIO: Low</b> <b>Lowest impact to Escrow</b> <b>Higher risk to Program Office</b>															
Total Revenue (\$/line)																
Operating Exp (\$)							800,000	824,000	848,720	874,182	900,407	927,419	955,242	983,899	1,013,416	1,043,819
Escrow (%)							(800,000)	(800,000)	(800,000)	(2,152,962)	(3,768,441)	(4,147,421)	(4,473,892)	(4,839,602)	(5,171,064)	(5,532,553)
Capital (\$)																
Beg Fund Balance	27,618,848	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,480,793	2,302,944	1,122,507	1,151,284	1,182,773	1,213,098	1,246,278	1,278,235
Total Revenue	23,367,945	23,521,499	24,562,916	24,749,708	24,666,816	24,581,208	24,653,734	24,656,275	24,710,511	24,738,042	24,700,577	24,727,971	24,788,969	24,851,461	24,928,309	25,018,029
Operating Exp	9,619,132	10,758,551	12,259,109	10,970,261	11,372,838	11,888,348	12,995,819	13,316,469	13,657,819	14,031,343	14,391,056	14,784,656	15,163,722	15,578,480	15,977,942	16,414,996
Escrow	11,126,379	11,702,278	11,304,147	10,249,528	11,977,790	11,676,580	10,876,580	10,876,580	10,876,580	9,523,618	7,908,139	7,529,159	7,202,688	6,836,978	6,505,516	6,144,027
Capital	229,247	3,138,181	3,600,572	6,763,809	388,326	1,494,844	9,967,458	9,345,328	2,353,961	2,363,518	2,372,606	2,382,666	2,392,233	2,402,823	2,412,894	2,424,042
Total Expenses	20,974,759	25,599,010	27,163,828	27,983,599	23,738,954	25,059,772	33,839,857	33,538,377	26,888,360	25,918,479	24,671,800	24,696,482	24,758,644	24,818,281	24,896,352	24,983,064
Exp var to Rev	2,393,186	(2,077,511)	(2,600,912)	(3,233,890)	927,862	(478,563)	(9,186,124)	(8,882,102)	(2,177,848)	(1,180,437)	28,777	31,489	30,325	33,180	31,957	34,965
Ending Fund Balance	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,480,793	2,302,944	1,122,507	1,151,284	1,182,773	1,213,098	1,246,278	1,278,235	1,313,200
Capital Fund Expense (\$)																
Capital Fund Expenses			4,532	668,621	2,492,483	2,600,000	9,500,000	7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,000,000	1,000,000	1,000,000	1,000,000
Capital Fund End Balance			1,595,468	7,669,625	5,315,468	2,853,793	2,495,576	4,640,903	5,789,864	6,942,847	8,099,654	9,260,696	4,425,763	5,595,287	6,769,049	7,947,503

Assumptions and Comments:

- Ending Fund Balance minimum threshold set at 8% of Operating Expense
  - Program Office IT Staff: 6 FTE = \$0.8M additional OpEx
  - Escrow offset by same amount, \$0.8M.
  - Average IT Salary reimbursements is ~\$2.6M. Remaining \$1.8M will increase the GRD for escrow.
  - Capital reserve at \$1M
- 2019 Escrow forecast above is overstated and will be updated once year end is finalized.
  - 2020 distribution per PSAP is based on the predetermined 2020 GRD & Equip revenue plus the estimated IT Salary reimbursements for each PSAP.
  - 2021 and on includes recalculating the 2018/2019 % of total call volumes without WSP's calls. Then reducing the overall GRD+EQP+IT by WSP's 2020's predetermined amount of \$761,745. The remaining balance of \$10,914,834 was then distributed to each PSAP based on the revised call volume % of totals.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Bothell PD	260,606	276,389	252,249	247,105	271,279	219,296	89,154	89,154	89,154	78,064	64,822	61,716	59,040	56,042	53,325	50,362
Enumclaw PD	61,910	68,930	95,913	50,089	47,834	98,402	20,481	20,481	20,481	17,934	14,892	14,178	13,563	12,874	12,250	11,570
Issaquah PD	208,026	259,234	192,081	238,786	247,418	260,717	85,573	85,573	85,573	74,928	62,218	59,237	56,668	53,791	51,183	48,339
KCSO	1,907,610	1,994,151	2,024,954	1,617,198	1,635,783	1,971,368	1,956,729	1,956,729	1,956,729	1,713,327	1,422,698	1,354,518	1,295,785	1,229,992	1,170,361	1,105,329
NORCOM	1,555,687	1,610,737	1,451,552	1,437,379	1,532,221	1,311,262	1,107,418	1,107,418	1,107,418	969,664	805,181	766,594	733,354	696,119	662,370	625,565
Port of Seattle PD	155,467	196,244	191,525	130,342	190,753	199,793	59,238	59,238	59,238	51,869	43,071	41,007	39,229	37,237	35,432	33,463
Redmond PD	505,957	555,434	289,982	280,061	276,253	244,576	119,006	119,006	119,006	104,202	86,527	82,380	78,808	74,807	71,180	67,225
Seattle PD	2,651,341	2,559,412	2,519,884	2,511,734	2,342,915	3,051,257	3,478,933	3,478,933	3,478,933	3,046,181	2,529,461	2,408,242	2,303,819	2,186,844	2,080,824	1,965,200
U of W PD	61,649	164,863	135,314	62,269	205,422	102,296	20,128	20,128	20,128	17,625	14,635	13,934	13,329	12,653	12,039	11,370
Valley Com	2,319,804	2,305,432	2,419,957	2,230,462	2,439,686	2,617,191	2,589,270	2,589,270	2,589,270	2,267,185	1,882,605	1,792,386	1,714,667	1,627,606	1,548,698	1,462,642
WA State Patrol	705,634	716,368	718,368	684,512	646,244	761,745	709,556	709,556	709,556	621,293	515,904	491,180	469,882	446,024	424,401	400,818
Seattle FD	696,985	965,922	1,011,382	759,591	1,382,687	838,677	641,094	641,094	641,094	561,347	466,126	443,788	424,545	402,989	383,452	362,145
TOTAL	11,090,677	11,673,115	11,303,161	10,249,528	11,218,494	11,676,580	10,876,580	10,876,580	10,876,580	9,523,618	7,908,139	7,529,159	7,202,688	6,836,978	6,505,516	6,144,027

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Beg Fund Balance (\$)	<b>SCENARIO: Med</b> <b>Medium impact to Escrow</b> <b>Medium risk to Program Office</b>															
Total Revenue (\$/line)																
Operating Exp (\$)							1,000,000	1,030,000	1,060,900	1,092,727	1,125,509	1,159,274	1,194,052	1,229,874	1,266,770	1,304,773
Escrow (%)							(1,000,000)	(1,000,000)	(1,000,000)	(2,692,169)	(4,001,393)	(4,387,822)	(4,720,979)	(5,094,589)	(5,433,146)	(5,803,008)
Capital (\$)																
Beg Fund Balance	27,618,848	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,474,793	2,284,764	1,424,989	1,461,616	1,501,651	1,540,253	1,582,445	1,623,130
Total Revenue	23,367,945	23,521,499	24,562,916	24,749,708	24,666,816	24,581,208	24,653,734	24,656,275	24,710,511	24,738,042	24,700,577	24,727,971	24,788,969	24,851,461	24,928,309	25,018,029
Operating Exp	9,619,132	10,758,551	12,259,109	10,970,261	11,372,838	11,888,348	13,195,819	13,522,469	13,869,999	14,249,889	14,616,158	15,016,511	15,402,533	15,824,455	16,231,296	16,675,951
Escrow	11,126,379	11,702,278	11,304,147	10,249,528	11,977,790	11,676,580	10,676,580	10,676,580	10,676,580	8,984,411	7,675,187	7,288,758	6,955,601	6,581,991	6,243,434	5,873,572
Capital	229,247	3,138,181	3,600,572	6,763,809	388,326	1,494,844	9,967,458	9,345,328	2,353,961	2,363,518	2,372,606	2,382,666	2,392,233	2,402,823	2,412,894	2,424,042
Total Expenses	20,974,759	25,599,010	27,163,828	27,983,599	23,738,954	25,059,772	33,839,857	33,544,377	26,900,540	25,597,817	24,663,950	24,687,936	24,750,367	24,809,269	24,887,624	24,973,564
Exp var to Rev	2,393,186	(2,077,511)	(2,600,912)	(3,233,890)	927,862	(478,563)	(9,186,124)	(8,888,102)	(2,190,028)	(859,775)	36,627	40,035	38,602	42,192	40,685	44,465
Ending Fund Balance	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,474,793	2,284,764	1,424,989	1,461,616	1,501,651	1,540,253	1,582,445	1,623,130	1,667,595
Capital Fund Expense (\$)																
Capital Fund Expenses			4,532	668,621	2,492,483	2,600,000	9,500,000	7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,000,000	1,000,000	1,000,000	1,000,000
Capital Fund End Balance			1,595,468	7,669,625	5,315,468	2,853,793	2,495,576	4,640,903	5,789,864	6,942,847	8,099,654	9,260,696	4,425,763	5,595,287	6,769,049	7,947,503

### Assumptions and Comments:

- Ending Fund Balance minimum threshold set at 10% of Operating Expense
- Program Office IT Staff: 6 FTE = \$1.0M additional OpEx
- Escrow offset by same amount, \$1.0M.
- Average IT Salary reimbursements is ~\$2.6M. Remaining \$1.6M will increase the GRD for escrow.
- Capital reserve at \$1M
- 2019 Escrow forecast above is overstated and will be updated once year end is finalized.
- 2020 distribution per PSAP is based on the predetermined 2020 GRD & Equip revenue plus the estimated IT Salary reimbursements for each PSAP.
- 2021 and on includes recalculating the 2018/2019 % of total call volumes without WSP's calls. Then reducing the overall GRD+EQP+IT by WSP's 2020's predetermined amount of \$761,745. The remaining balance of \$10,914,834 was then distributed to each PSAP based on the revised call volume % of totals.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Bothell PD	260,606	276,389	252,249	247,105	271,279	219,296	87,515	87,515	87,515	73,644	62,913	59,745	57,014	53,952	51,177	48,145
Enumclaw PD	61,910	68,930	95,913	50,089	47,834	98,402	20,105	20,105	20,105	16,918	14,453	13,725	13,098	12,394	11,757	11,060
Issaquah PD	208,026	259,234	192,081	238,786	247,418	260,717	84,000	84,000	84,000	70,686	60,386	57,345	54,724	51,785	49,121	46,211
KCSO	1,907,610	1,994,151	2,024,954	1,617,198	1,635,783	1,971,368	1,920,748	1,920,748	1,920,748	1,616,322	1,380,789	1,311,269	1,251,333	1,184,120	1,123,212	1,056,673
NORCOM	1,555,687	1,610,737	1,451,552	1,437,379	1,532,221	1,311,262	1,087,054	1,087,054	1,087,054	914,763	781,462	742,117	708,196	670,157	635,686	598,028
Port of Seattle PD	155,467	196,244	191,525	130,342	190,753	199,793	58,149	58,149	58,149	48,933	41,802	39,697	37,883	35,848	34,004	31,990
Redmond PD	505,957	555,434	289,982	280,061	276,253	244,576	116,817	116,817	116,817	98,303	83,978	79,750	76,105	72,017	68,312	64,266
Seattle PD	2,651,341	2,559,412	2,519,884	2,511,734	2,342,915	3,051,257	3,414,962	3,414,962	3,414,962	2,873,712	2,454,950	2,331,349	2,224,786	2,105,285	1,996,996	1,878,694
U of W PD	61,649	164,863	135,314	62,269	205,422	102,296	19,758	19,758	19,758	16,627	14,204	13,489	12,872	12,181	11,554	10,870
Valley Com	2,319,804	2,305,432	2,419,957	2,230,462	2,439,686	2,617,191	2,541,659	2,541,659	2,541,659	2,138,822	1,827,149	1,735,156	1,655,845	1,566,904	1,486,307	1,398,258
WA State Patrol	705,634	716,368	718,368	684,512	646,244	761,745	696,508	696,508	696,508	586,116	500,706	475,497	453,763	429,390	407,303	383,174
Seattle FD	696,985	965,922	1,011,382	759,591	1,382,687	838,677	629,305	629,305	629,305	529,564	452,395	429,618	409,981	387,960	368,004	346,203
TOTAL	11,090,677	11,673,115	11,303,161	10,249,528	11,218,494	11,676,580	10,676,580	10,676,580	10,676,580	8,984,411	7,675,187	7,288,758	6,955,601	6,581,991	6,243,434	5,873,572

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Beg Fund Balance (\$)	<b>SCENARIO: High</b> <b>Highest impact to Escrow</b> <b>Lower risk to Program Office</b>															
Total Revenue (\$/line)																
Operating Exp (\$)							1,000,000	1,030,000	1,060,900	1,092,727	1,125,509	1,159,274	1,194,052	1,229,874	1,266,770	1,304,773
Escrow (%)							(1,000,000)	(1,000,000)	(1,031,526)	(3,615,385)	(4,025,933)	(4,414,646)	(4,746,843)	(5,122,858)	(5,460,403)	(5,832,801)
Capital (\$)																
Beg Fund Balance	27,618,848	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,474,793	2,316,290	2,379,731	2,440,898	2,507,757	2,572,223	2,642,684	2,710,626
Total Revenue	23,367,945	23,521,499	24,562,916	24,749,708	24,666,816	24,581,208	24,653,734	24,656,275	24,710,511	24,738,042	24,700,577	24,727,971	24,788,969	24,851,461	24,928,309	25,018,029
Operating Exp	9,619,132	10,758,551	12,259,109	10,970,261	11,372,838	11,888,348	13,195,819	13,522,469	13,869,999	14,249,889	14,616,158	15,016,511	15,402,533	15,824,455	16,231,296	16,675,951
Escrow	11,126,379	11,702,278	11,304,147	10,249,528	11,977,790	11,676,580	10,676,580	10,676,580	10,645,054	8,061,195	7,650,647	7,261,934	6,929,737	6,553,722	6,216,177	5,843,779
Capital	229,247	3,138,181	3,600,572	6,763,809	388,326	1,494,844	9,967,458	9,345,328	2,353,961	2,363,518	2,372,606	2,382,666	2,392,233	2,402,823	2,412,894	2,424,042
Total Expenses	20,974,759	25,599,010	27,163,828	27,983,599	23,738,954	25,059,772	33,839,857	33,544,377	26,869,014	24,674,601	24,639,410	24,661,112	24,724,503	24,781,000	24,860,367	24,943,771
Exp var to Rev	2,393,186	(2,077,511)	(2,600,912)	(3,233,890)	927,862	(478,563)	(9,186,124)	(8,888,102)	(2,158,503)	63,441	61,167	66,859	64,466	70,461	67,942	74,258
Ending Fund Balance	30,012,033	27,934,522	25,333,610	22,099,720	23,027,582	22,549,019	13,362,895	4,474,793	2,316,290	2,379,731	2,440,898	2,507,757	2,572,223	2,642,684	2,710,626	2,784,884
Capital Fund Expense (\$)																
Capital Fund Expenses			4,532	668,621	2,492,483	2,600,000	9,500,000	7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,000,000	1,000,000	1,000,000	1,000,000
Capital Fund End Balance			1,595,468	7,669,625	5,315,468	2,853,793	2,495,576	4,640,903	5,789,864	6,942,847	8,099,654	9,260,696	4,425,763	5,595,287	6,769,049	7,947,503

Assumptions and Comments:

- Ending Fund Balance minimum threshold set at 16.7% of Operating Expense
  - Program Office IT Staff: 6 FTE = \$1.0M additional OpEx
  - Escrow offset by same amount, \$1.0M.
  - Average IT Salary reimbursements is ~\$2.6M. Remaining \$1.6M will increase the GRD for escrow.
  - Capital reserve at \$1M
- 2019 Escrow forecast above is overstated and will be updated once year end is finalized.
  - 2020 distribution per PSAP is based on the predetermined 2020 GRD & Equip revenue plus the estimated IT Salary reimbursements for each PSAP.
  - 2021 and on includes recalculating the 2018/2019 % of total call volumes without WSP's calls. Then reducing the overall GRD+EQP+IT by WSP's 2020's predetermined amount of \$761,745. The remaining balance of \$10,914,834 was then distributed to each PSAP based on the revised call volume % of totals.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Bothell PD	260,606	276,389	252,249	247,105	271,279	219,296	87,515	87,515	87,256	66,077	62,711	59,525	56,802	53,720	50,953	47,901
Enumclaw PD	61,910	68,930	95,913	50,089	47,834	98,402	20,105	20,105	20,045	15,180	14,407	13,675	13,049	12,341	11,705	11,004
Issaquah PD	208,026	259,234	192,081	238,786	247,418	260,717	84,000	84,000	83,752	63,423	60,193	57,134	54,521	51,562	48,907	45,977
KCSO	1,907,610	1,994,151	2,024,954	1,617,198	1,635,783	1,971,368	1,920,748	1,920,748	1,915,077	1,450,233	1,376,374	1,306,443	1,246,680	1,179,034	1,118,309	1,051,313
NORCOM	1,555,687	1,610,737	1,451,552	1,437,379	1,532,221	1,311,262	1,087,054	1,087,054	1,083,845	820,764	778,964	739,386	705,563	667,278	632,911	594,994
Port of Seattle PD	155,467	196,244	191,525	130,342	190,753	199,793	58,149	58,149	57,977	43,904	41,668	39,551	37,742	35,694	33,856	31,828
Redmond PD	505,957	555,434	289,982	280,061	276,253	244,576	116,817	116,817	116,473	88,201	83,709	79,456	75,822	71,707	68,014	63,940
Seattle PD	2,651,341	2,559,412	2,519,884	2,511,734	2,342,915	3,051,257	3,414,962	3,414,962	3,404,878	2,578,417	2,447,101	2,322,769	2,216,514	2,096,243	1,988,278	1,869,164
U of W PD	61,649	164,863	135,314	62,269	205,422	102,296	19,758	19,758	19,700	14,918	14,158	13,439	12,824	12,128	11,504	10,815
Valley Com	2,319,804	2,305,432	2,419,957	2,230,462	2,439,686	2,617,191	2,541,659	2,541,659	2,534,154	1,919,042	1,821,307	1,728,771	1,649,688	1,560,174	1,479,818	1,391,166
WA State Patrol	705,634	716,368	718,368	684,512	646,244	761,745	696,508	696,508	694,452	525,888	499,106	473,747	452,075	427,545	405,525	381,231
Seattle FD	696,985	965,922	1,011,382	759,591	1,382,687	838,677	629,305	629,305	627,447	475,148	450,949	428,037	408,457	386,293	366,397	344,447
TOTAL	11,090,677	11,673,115	11,303,161	10,249,528	11,218,494	11,676,580	10,676,580	10,676,580	10,645,054	8,061,195	7,650,647	7,261,934	6,929,737	6,553,722	6,216,177	5,843,779



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: NORCOM response to COVID 19

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### Executive Summary:

The Deputy Director of Operations will update the Governing Board on our general response and involvement thus far, as well as steps taken to safeguard our employees and the associated ability to maintain effective Operations.

### Background:

The Covid 19 virus has impacted several NORCOM customers in a highly significant way. Much of this activity begins with or intersects at NORCOM 911.

### Past Board or Other Related Actions:

none

### Policy and Strategic Implications:

none

### NORCOM Staff Recommendation:

NORCOM Staff recommends the Governing Board receives and respond to the information.

### Staff Comments:

Although concern for personal well-being is reasonable, leadership has been highly intentional in reducing unreasonable fear through actions, visibility and consistent information to staff. Morale and staffing levels remain high.

### Options

NA

### Risks

NA

**Finance Committee Review:** No

NA

**Legal Review:** No

NA

**Joint Operations Board Review:** No

NA

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**Fiscal Impact**

**Budgeted Y/N:** N

**Fiscal Year:** 2020

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

none

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## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/13/2020  
Subject: NORCOM Human Resource Manager will update the Governing Board on the status of the selection process for a new Executive Director, Information Technology Manager, Finance Manager, and dispatch staff.

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### Executive Summary:

NORCOM has been actively working to fill these positions and continues to do so through a variety of mechanisms. The Human Resource Director will update the Governing Board on the progress of these efforts.

### Background:

In December of 2019, the NORCOM positions of Executive Director, Finance Manager and Information Technology Manager were vacated.

### Past Board or Other Related Actions:

The Governing Board has approved the search process for the Executive Director position.

### Policy and Strategic Implications:

None

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends that the Governing Board receives the update and offer direction as applicable or needed.

### Staff Comments:

None

### Options

NA

### Risks

NA

Finance Committee Review: No

none

Legal Review: No

none

**Joint Operations Board Review:** No

none

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**Fiscal Impact**

**Budgeted Y/N:** N

**Fiscal Year:** 2020

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

NA

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