



AGENDA

NORCOM Governing Board
May 8, 2020, 9:00 AM

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Governing Board Appointments
 - A. Appointment of Chief Yourkoski to the position of Board Chair.
 - B. Selection and appointment of Governing Board Vice-Chair
5. Consent Agenda
 - A. March 2020 Governing Board Minutes
 - B. March 2020 Accounts Payable Report
 - C. April 2020 Accounts Payable Report
6. For Board Decision
 - A. Discussion regarding the continued postponement of the Principal Assemblies meeting due to COVID 19.
7. For Briefing to Board
 - A. Staffing Update
 - B. NORCOM COVID-19 Health, Safety and Operational Update

8. 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.*

9. Adjournment

The next Governing Board meeting is scheduled for June 12, 2020.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: Appointment of Chief Yourkoski to the position of Board Chair.

Executive Summary:

In accordance with Section 6 (j) of the Northeast King County Regional Public Safety Communications Agency Interlocal Agreement, the term of the current Governing Board Chair, Nathan McCommon has expired and as such, the Governing Board Vice-Chair, Chief Dan Yourkoski shall be appointed as the new Chair.

Background:

This appointment process is set forth in the NORCOM ILA and occurs on an annual basis.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

This appointment creates a vacancy in the position of Vice-Chair.

NORCOM Staff Recommendation:

NORCOM Staff recommends the approval of Chief Yourkoski as NORCOM Governing Board Chair.

Staff Comments:

None

Options

None

Risks

None noted

Finance Committee Review:

None

Legal Review:

None

Joint Operations Board Review:

None

Fiscal Impact

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



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: Selection and appointment of Governing Board Vice-Chair

Executive Summary:

In accordance with Section 6 (j) of the Northeast King County Regional Public Safety Communications Agency Interlocal Agreement, the term of the current Governing Board Chair, Nathan McCommon has expired and as such the Governing Board Vice-Chair, Chief Dan Yourkoski will be appointed as the new Chair. As per the ILA, the vacancy created shall be filled by a simple majority vote of the Board.

Background:

The term of Governing Board Chair, Nathan McCommon has expired and as such, the Governing Board Vice-Chair, Chief Dan Yourkoski will be appointed as the new Chair. This creates a vacancy in the Vice-Chair position.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

This process is established in Section 6(j) of the ILA.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval to select and appoint a new Governing Board Vice-Chair.

Staff Comments:

None

Options

none

Risks

none

Finance Committee Review: No

None

Legal Review: No

None

Joint Operations Board Review: No

None

Fiscal Impact

Budgeted Y/N: n

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

None



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: March 2020 Governing Board Minutes

Executive Summary:

The March 2020 Governing Board minutes are presented to the Board for review and possible approval.

Background:

The March 2020 Governing Board Minutes were not previously presented to the Board due to the emergency cancellation of the April 2020 Governing Board meeting.

Past Board or Other Related Actions:

The Minutes are routinely reviewed by the Governing Board for approval.

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

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

Staff Comments:

None

Options

The board may approve, disapprove or request amendments to the minutes.

Risks

None noted.

Finance Committee Review: No

None

Legal Review: No

None

Joint Operations Board Review: No

None

Fiscal Impact

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

Attachments

March 2020 Governing Board meeting minutes



Meeting Minutes
NORCOM Governing Board
Kirkland Police Totem Lake Room
March 13, 2020

MEMBERS

Nathan McCommon	City of Bellevue (Chair)
Bruce Kroon	City of Bothell
Kyle Kolling	City of Clyde Hill
Dan Yourkoski	City of Normandy Park (Vice Chair)
Jeff Clark	Eastside Fire & Rescue
Tracey Dunlap	City of Kirkland
Ed Holmes	City of Mercer Island
Rick Rudometkin	City of Snoqualmie
Jay Wiseman	Snoqualmie Pass Fire
Greg Ahearn	Woodinville Fire & Rescue

ABSENT

Steve Burns	City of Medina
Chris Connor	Fire District 27
David Burke	Duvall Fire District #45
Eric Magnuson	Northshore Fire Department
Tommy Smith	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
James Knisley	Skykomish Fire District #50

VISITORS

Michael Olson	City of Kirkland
Deanna Gregory	Pacifica Law Group
Brett Shavers	Citizen

NORCOM STAFF

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



Meeting Minutes
NORCOM Governing Board
Kirkland Police Totem Lake Room
March 13, 2020

- **Call to Order**

Nathan McCommon, Governing Board Chair, called the Governing Board meeting to order at 9:01 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 NORCOM - PRA. Brett Shavers provided a document.

- **NORCOM Recognition**

There were no items for recognition.

- **Consent Agenda**

- **February 2020 Accounts Payable Report**

- **Governing Board Minutes for February 14, 2020 Meeting**

There was no discussion on any consent agenda items.

Eastside Fire & Rescue Fire Chief Jeff Clark made a motion to approve the Consent Agenda. City of Bothell Fire Chief Bruce Kroon seconded the motion.

Motion carried.

- **For Board Decision**

- **NORCOM Banking/Resolution 180**

A resolution regarding authorization change in Local Government Investment Pool (LGIP). Resolution authorizes NORCOM Executive Director, Treasurer, and Finance Manager to make contributions and withdrawals on behalf of NORCOM.

Eastside Fire & Rescue Fire Chief Jeff Clark made a motion to approve the Consent Agenda. City of Bothell Fire Chief Bruce Kroon seconded the motion.

Motion carried.

- **A Resolution designating authorized user's on NORCOM's Washington Federal bank account/Resolution 181**

A resolution authorizing individuals based on title to be authorized signers on the NORCOM Washington Federal Bank account, previously designated individuals by name shall be removed by the Treasurer providing an updated Banking Resolution, Certificate of Incumbency and Signature Card to Washington Federal authorizing Governing Board Chair, Executive Director, Finance Manager and Treasurer as authorized signers.



Meeting Minutes
NORCOM Governing Board
Kirkland Police Totem Lake Room
March 13, 2020

Eastside Fire & Rescue Fire Chief Jeff Clark made a motion to approve the Consent Agenda. City of Bothell Fire Chief Bruce Kroon seconded the motion.

Motion carried.

- **RAGB Financial Workgroup – Direction needed from the Governing Board**
Reviewed low, middle and high risk options. Discussed option 4 which is not yet provided no change for 2 years, if no scenario 4 then take least financial impact option. Nathan McCommon discussed uncertainty and what is the true impact. Tracey Dunlap stated no change scenario does mean lobbying. Will ask E911 office to put together legislative plan to have no reduction. Michael Olson will bring information back to the board.

Eastside Fire & Rescue Fire Chief Jeff Clark made a motion to approve the Consent Agenda. City of Bothell Fire Chief Bruce Kroon seconded the motion.

Motion carried.

- **Staff Updates**

- **NORCOM response to COVID 19**
Bill Hamilton thanked all First Responders. NORCOM has set up a COVID 19 team consisting of 4 key people Deputy Director of Operations Roky Louie, Fire Liaison Chris Perez, Police Liaison Jeremy Henshaw and Community Liaison & PIO Jami Hoppen. This team is meeting daily to discuss the COVID 19 situation, how to deal with new daily issues and getting messaging out to the public.
- **NORCOM Human Resources Manager updated the Governing Board on the status of the selection process for a new Executive Director, Information Technology Manager, Finance Manager and Dispatch Staff.**
Human Resources Manager Judy Cayton reported that we are continuing to work on Executive Director and Information Technology Manager Positions. We have hired for the Finance Manager position and will continue to hire for Dispatch staff.

- **Upcoming Agenda Items**

There were no upcoming agenda items mentioned.

- **Executive Session¹**

There was no executive session held.

- **Adjournment**

The meeting was adjourned at 9:48 a.m.

Next Governing Board meeting is scheduled for April 10, 2020.



Meeting Minutes
NORCOM Governing Board
Kirkland Police Totem Lake Room
March 13, 2020

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: March 2020 Accounts Payable Report

Executive Summary:

This action is routine in nature and the Finance Manager has reviewed all charges.

Background:

This AP report is specific to March 2020 and was not previously presented for the Governing Board's approval due to the emergency cancellation of the April Board meeting. This action is routine in nature and the Finance Manager has reviewed all charges.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

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

Staff Comments:

None.

Options

NA

Risks

NA

Finance Committee Review: Yes

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

Legal Review: No

None

Joint Operations Board Review: No

None

Fiscal Impact

Budgeted Y/N: y

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

The AP report reflects the purchase of items budgeted for 2020.

Attachments

March 2020 Accounts Payable Report

Accounts Payable

Checks by Date - Detail by Check Date

User: fmoss
Printed: 4/1/2020 10:27 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
18597	75	US BANK CORPORATE PAYMENT SYS	03/06/2020	
	011120	Office Supplies Admin		12.31
	011620	Postage		50.00
	012020	Office Supplies -OPS Credit		-18.69
	012120	Parking- Meydenbauer		346.28
	012520	Office Supplies - NWay		130.90
	012720	Postage		19.79
	012920	Postage		100.00
	013020	DC Trip - SSotebeer		249.99
	01-525974	Food-Other		115.27
	01-526193	Food- Other		37.55
	01-527004	Food- Other		92.00
	0180230	Office Supplies -OPS		27.62
	020220	Microsoft Office - Return		-264.00
	020220	Microsoft Office - Return		-48.78
	021020	Airfare for DC Trip - SSotebeer		1,349.40
	021020	Hotel for DC Trip - SSotebeer		1,382.77
	021120	Office Supplies- IT		898.13
	097274	Office Supplies -Admin		147.96
	101455399	Office Supplies Admin		46.03
	1148077537	Adobe license		16.49
	1176400480	Office Supplies - Admin		62.14
	1646644	Office Supplies- Admin		12.20
	1a15b9ec	SpeakWrite license		70.70
	23050556	Medic One Foundation meeting		55.77
	24636410	Parking 700 Building		3,450.00
	29760952	Job Posting		508.10
	3018605	Office Supplies- Admin		12.32
	30261258	Job Posting		274.29
	30291314	Job Posting		110.00
	30339372	Job Posting		501.09
	3534629	1099 Forms		20.27
	436364548	Office Supplies - Admin		175.69
	4515408	Office Supplies- OPS		31.31
	5282	Business cards and name plate - JTittle		83.57
	5459435	Office Supplies -Admin		16.37
	58006	Food- Other		21.55
	5917866	Office Supplies -OPS		62.20
	61	Training at Mercer Island		20.00
	6866620	Adapter Cables		529.25
	7303463	Office Supplies -Admin		37.11
	76WH4-P5A69-9D2	Bussiness cards for BMarshaleck		38.05
	8128981087	Shredding Service		114.42
	82853	Labor Law & Labor Arbitration Conference		375.00
	86202	Food- Other		16.91
	9505008	Office Supplies -IT		36.29
	9757817	Office Supplies -OPS		37.98
	990008	Food- Other		147.96
	9997852	Food- Other		28.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	ASWQ21282	Office Supplies - Admin		345.00
	CN506143	SolarWinds Database Performance Analyzer		4,635.40
			Total for Check Number 18597:	16,520.76
			Total for 3/6/2020:	16,520.76
ACH	679	ADP, LLC	03/13/2020	
		FMLA Taxes Payable		1,247.77
		ESD Taxes Payable		3,400.33
		Medicare Taxes Payable		8,342.31
		Net Pay		219,175.04
		Garnishments Payable		54.47
		Federal Taxes Payable		30,717.84
			Total for this ACH Check for Vendor 679:	262,937.76
18598	681 03132020	JOANNE TITTLE PPE 03/13/2020 - J. Tittle	03/13/2020	3,165.45
			Total for Check Number 18598:	3,165.45
18599	682 003132020	MELISSA WALKER PPE 03/13/2020 - M. Walker	03/13/2020	737.10
			Total for Check Number 18599:	737.10
			Total for 3/13/2020:	266,840.31
18600	569 0002142020 001032020 03132020	NORCOM ASSOCIATED GUILD February 2020 NAG Dues January 2020 NAG Dues March 2020 NAG Dues	03/17/2020	2,109.00 1,998.00 2,109.00
			Total for Check Number 18600:	6,216.00
18601	673 002142020 003132020	PUBLIC SAFETY EMPLOYEES UNION February 2020 PSEU Dues March 2020 PSEU Dues	03/17/2020	503.74 589.97
			Total for Check Number 18601:	1,093.71
			Total for 3/17/2020:	7,309.71
18602	364 02282020 2272020	AT&T Cell Phone Services Cell Phone Services	03/20/2020	378.09 771.15
			Total for Check Number 18602:	1,149.24
18603	347 022920	CHRISTOPHER BURDICK Food for KEDPD visit	03/20/2020	13.54
			Total for Check Number 18603:	13.54
18604	210 002202020	CENTURYLINK Snoqualmie EU Circuit	03/20/2020	346.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18604:	346.24
18605	253 A449344	CENTURYLINK Telephone Services	03/20/2020	1,080.62
			Total for Check Number 18605:	1,080.62
18606	11 35866 36111 36112 36113	CITY OF BELLEVUE Q4 2019 CoLocation Fiber Usage Rental Monthly Parking Spaces Monthly Rent Bellevue CH	03/20/2020	25,560.00 477.00 1,832.60 42,938.18
			Total for Check Number 18606:	70,807.78
18607	18 INV2104763	COPIERS NORTHWEST Contract rate charge for 11/6/19 - 2/5/20	03/20/2020	1,188.77
			Total for Check Number 18607:	1,188.77
18608	324 51933-11	CRISTA MINISTRIES Crista Radio Site Lease	03/20/2020	488.67
			Total for Check Number 18608:	488.67
18609	28 9989	EPSCA Monthly Radio Access Fees	03/20/2020	812.76
			Total for Check Number 18609:	812.76
18610	447 275633	FIRST CHOICE COFFEE SERVICES Ice Machine	03/20/2020	104.50
			Total for Check Number 18610:	104.50
18611	657 2744596 2744598 2744601 2744603 2744604 2744605	FOSTER GARVEY RAADAR CAD WebView Inter and Intra Agency Communication RAADAR Special Counsel Services King County Participation Agreement	03/20/2020	5,264.00 419.87 6,660.37 342.12 397.69 3,423.00
			Total for Check Number 18611:	16,507.05
18612	31 002282020	FRONTIER Telephone Service	03/20/2020	743.34
			Total for Check Number 18612:	743.34
18613	565 11008980	GLOBALSTAR Orbit Network Services	03/20/2020	275.07
			Total for Check Number 18613:	275.07
18614	680 03022020	GOVQA Public Records Software	03/20/2020	18,590.00
			Total for Check Number 18614:	18,590.00
18615	675 002282020	ICMA-RC ICMA 457 Contribution PE 02/28/2020	03/20/2020	3,783.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	003132020	ICMA 457 Contribution PE 03/13/2020		3,612.83
			Total for Check Number 18615:	7,396.11
18616	641 030420	BRIONNA JORDAN Mileage Reimbursement	03/20/2020	53.41
			Total for Check Number 18616:	53.41
18617	683 022720	TAMAR JOYEUX Mileage Reimbursement	03/20/2020	187.04
			Total for Check Number 18617:	187.04
18618	267 110913	LIFEWORCS Integrated EAP & WL Program	03/20/2020	293.06
			Total for Check Number 18618:	293.06
18619	586 2020-03	MEYDENBAUER CENTER March 2020 Contruction Employee Parking	03/20/2020	1,950.00
			Total for Check Number 18619:	1,950.00
18620	46 6748	NATIONAL TESTING NETWORK Background Investigation Services	03/20/2020	4,350.00
			Total for Check Number 18620:	4,350.00
18621	52 56690 56691	PACIFICA LAW GROUP Public records special projects Professional Services thru February 2020	03/20/2020	9,990.50 1,950.00
			Total for Check Number 18621:	11,940.50
18622	484 5010 5051	PUBLIC SAFETY SELECTION PC Psychological Evaluation Psychological Evaluation	03/20/2020	800.00 400.00
			Total for Check Number 18622:	1,200.00
18623	61 55449755 55482175	ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 02/28/20 Finance Consultant – JBartlett WE 03/06/20	03/20/2020	5,052.53 5,858.00
			Total for Check Number 18623:	10,910.53
18624	608 INV2600917 INV2603876 INV2603937	SKC COMMUNICATION PRODUCTS Encorepro Encorepro Mute Switch	03/20/2020	1,347.53 63.92 172.52
			Total for Check Number 18624:	1,583.97
18625	445 878396 & 880172	SOFTWARE ONE INC Windows Server/Govt License/MS SQL Server	03/20/2020	199,641.24
			Total for Check Number 18625:	199,641.24
18626	598 030420	MALCOLM S. SOTEBEER DC and Meeting Expenses	03/20/2020	204.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18626:	204.05
18627	65 847357399	SPRINT Wireless Service	03/20/2020	275.58
			Total for Check Number 18627:	275.58
			Total for 3/20/2020:	352,093.07
ACH	679	ADP, LLC FMLA Taxes Payable ESD Taxes Payable Net Pay Federal Taxes Payable Medicare Taxes Payable Garnishments Payable	03/27/2020	1,229.32 3,349.94 219,570.83 30,087.81 8,216.57 13.80
			Total for this ACH Check for Vendor 679:	262,468.27
			Total for 3/27/2020:	262,468.27
			Report Total (33 checks):	905,232.12



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: April 2020 Accounts Payable Report

Executive Summary:

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

Background:

This action is routine in nature.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

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

Staff Comments:

None

Options

None

Risks

none

Finance Committee Review: Yes

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

Legal Review: No

None

Joint Operations Board Review: No

None

Fiscal Impact

Budgeted Y/N: y
Fiscal Year: 2020
Account (s):
Fiscal Note:
Fiscal Impact:

The AP report reflects the purchase of items budgeted for 2020.

Attachments

April 2020 Accounts Payable Report

Accounts Payable

Checks by Date - Detail by Check Date

User: fmos
Printed: 5/5/2020 8:27 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	131	HEALTH EQUITY	04/10/2020	
	022320	PPE HSA Contributions Payable		2,252.18
	030820	PPE HSA Contributions Payable		1,150.19
	032220	PPE HSA Contributions Payable		1,306.43
	APR2020	HSA Admin Fee		86.90
Total for this ACH Check for Vendor 131:				4,795.70
ACH	132	WILMINGTON TRUST	04/10/2020	
	012620	PPE MEBT Contributions Payable		39,652.42
	020920	PPE MEBT Contributions Payable		36,458.38
	022320	PPE MEBT Contributions Payable		41,949.57
	030820	PPE MEBT Contributions Payable		38,065.35
	032220	PPE MEBT Contributions Payable		39,379.64
Total for this ACH Check for Vendor 132:				195,505.36
ACH	133	DEPT OF RETIREMENT SYSTEMS	04/10/2020	
	FEB2020	PERS Contributions		91,801.87
Total for this ACH Check for Vendor 133:				91,801.87
ACH	134	COLONIAL LIFE	04/10/2020	
	APR2020	Supplemental Ins Premiums		1,874.87
	MAR2020	Supplemental Ins Premiums		1,874.87
Total for this ACH Check for Vendor 134:				3,749.74
ACH	140	RELIANCE STANDARD	04/10/2020	
	APR2020	Life/LTD Premiums		1,746.87
	MAR2020	Life/LTD Premiums		1,764.53
Total for this ACH Check for Vendor 140:				3,511.40
ACH	327	ASSOCIATION OF WASHINGTON CITIZ	04/10/2020	
	APR2020	Medical Premiums		105,940.48
	APR2020	Vision Premiums		1,196.60
	APR2020	Dental Premiums		9,256.46
	FEB2020	Vision Premiums		1,219.76
	FEB2020	Dental Premiums		9,444.36
	MAR2020	Medical Premiums		102,205.56
Total for this ACH Check for Vendor 327:				229,263.22
ACH	679	ADP, LLC	04/10/2020	
	032720	Payroll Processing Fees		105.05
Total for this ACH Check for Vendor 679:				105.05
ACH	679	ADP, LLC	04/10/2020	
	04102020-1	Net Pay		215,025.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	04102020-2	Federal Taxes Payable		48,073.34
	04102020-3	Medicare Taxes Payable		10,813.02
	04102020-4	ESD Taxes Payable		3,356.57
	04102020-5	FMLA Taxes Payable		1,571.79
	04102020-6	Garnishments Payable		28.95
Total for this ACH Check for Vendor 679:				278,868.77
Total for 4/10/2020:				807,601.11
18628	633 031120	BODMER DESIGN WA DC Briefing Book Materials	04/17/2020	400.00
Total for Check Number 18628:				400.00
18629	8 20-210-0077 356	CENTURYLINK Telephone Service	04/17/2020	1,314.03
Total for Check Number 18629:				1,314.03
18630	9 1488152186	CENTURYLINK Telephone Service	04/17/2020	178.85
Total for Check Number 18630:				178.85
18631	684 CIV00134756	CLARISON EVENTS INC Fire Department Instructors Conference 2020	04/17/2020	3,060.00
Total for Check Number 18631:				3,060.00
18632	447 278418	FIRST CHOICE COFFEE SERVICES Ice Machine	04/17/2020	104.50
Total for Check Number 18632:				104.50
18633	657 2743942	FOSTER GARVEY 2019-2020 General Labor & Employment	04/17/2020	6,100.40
Total for Check Number 18633:				6,100.40
18634	264 032720	ICMA ICMA 457 Contribution	04/17/2020	3,393.71
Total for Check Number 18634:				3,393.71
18635	42 11008904	KING COUNTY FINANCE DEPT INET	04/17/2020	1,163.00
Total for Check Number 18635:				1,163.00
18636	185 11558771 11573667	KRONOS Project communication TeleStaff	04/17/2020	38.75 1,689.62
Total for Check Number 18636:				1,728.37
18637	557 4755255	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	04/17/2020	636.28
Total for Check Number 18637:				636.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18638	586 2020-04	MEYDENBAUER CENTER April 2020 Construction Employee Parking	04/17/2020	1,950.00
Total for Check Number 18638:				1,950.00
18639	666 20-148 20-149	RAYMOND POLYGRAPH SERVICES Polygraph Examination Polygraph Examination	04/17/2020	325.00 325.00
Total for Check Number 18639:				650.00
18640	61 55546558 55590980 55614009	ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 03/13/20 Finance Consultant – JBartlett WE 03/20/20 Finance Consultant – JBartlett WE 03/27/20	04/17/2020	5,858.00 6,187.52 5,601.71
Total for Check Number 18640:				17,647.23
18641	292 8129408916	SHRED-IT USA INC Shredding Service	04/17/2020	121.24
Total for Check Number 18641:				121.24
18642	366 947208760	T MOBILE Test Cell Phone Service	04/17/2020	27.32
Total for Check Number 18642:				27.32
18643	499 130-12776 130-12834	TYLER TECHNOLOGIES New World Software Maintenance Brazos eCitation- PDA Maintenance	04/17/2020	448,576.97 404.49
Total for Check Number 18643:				448,981.46
18644	74 031820	UNUM Long Term Care	04/17/2020	551.00
Total for Check Number 18644:				551.00
18645	79 9850359442	VERIZON WIRELESS Cell Phone Service	04/17/2020	2,683.06
Total for Check Number 18645:				2,683.06
18646	87 71903	WA STATE PATROL ACCESS user Fee	04/17/2020	18,000.00
Total for Check Number 18646:				18,000.00
18647	88 5009595499	WELLS FARGO FINANCIAL LEASING Printer/Copier	04/17/2020	1,405.08
Total for Check Number 18647:				1,405.08
Total for 4/17/2020:				510,095.53
ACH	679 04242020-1 04242020-2 04242020-3 04242020-4	ADP, LLC Net Pay Federal Taxes Payable Medicare Taxes Payable ESD Taxes Payable	04/24/2020	228,485.58 33,437.41 8,603.54 3,458.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	04242020-5	FMLA Taxes Payable		1,284.71
	04242020-6	Garnishments Payable		43.74
Total for this ACH Check for Vendor 679:				275,313.04
18648	3	AT&T MOBILITY	04/24/2020	
	03272020	Cell Phone Service		513.90
	03282020	Cell Phone Service		257.25
Total for Check Number 18648:				771.15
18649	6	CDW-GOVERNMENT INC	04/24/2020	
	XLD3857	HP ProDesk desktop mini PC		811.82
	XMD7280	Plantronics plug prong amplifier		813.01
Total for Check Number 18649:				1,624.83
18650	210	CENTURYLINK	04/24/2020	
	032020	Snoqualmie EU Circuit		173.12
Total for Check Number 18650:				173.12
18651	8	CENTURYLINK	04/24/2020	
	A452621	Telephone Service		2,283.55
Total for Check Number 18651:				2,283.55
18652	11	CITY OF BELLEVUE	04/24/2020	
	36257	2020 eCityGov Annual Membership		5,500.00
	36324	Fiber Usage Rental Fee		477.00
	36325	Monthly Parking Spaces		1,832.60
	36326	Monthly Rent Bellevue CH		42,938.18
Total for Check Number 18652:				50,747.78
18653	615	CONCENTRA	04/24/2020	
	67442282	Pre-Employment Suitability Assessments		262.50
	67505053	Pre-Employment Suitability Assessments		262.50
Total for Check Number 18653:				525.00
18654	28	EPSCA	04/24/2020	
	10019	Redmond Satellite		812.76
Total for Check Number 18654:				812.76
18655	657	FOSTER GARVEY	04/24/2020	
	2746915	RAADAR IP Infringement Investigation		7,990.06
	2746916	NORCOM RAADAR		80.50
	2746917	NORCOM CAD WebView		308.00
	2746918	Method and System for Inter and Intra Agency C		1,183.87
	2746919	Method and System for Integrated Public Safety		275.62
	2746920	Method and System for Inter and Intra Agency C		275.62
	2746921	First- Responder Station Alerting		873.25
	2746922	RAADAR		161.00
	2746923	RAADAR & Design		140.87
	2746924	King County Participation Agreement		341.25
Total for Check Number 18655:				11,630.04
18656	31	FRONTIER	04/24/2020	
	032820	Telephone Service		756.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18656:	756.72
18657	565 11073646	GLOBALSTAR Orbit Service	04/24/2020	275.07
			Total for Check Number 18657:	275.07
18658	610 040320 040320	WILLIAM HAMILTON Conference Travel - Louisiana Covid19 - Backup Center Supplies	04/24/2020	420.80 48.35
			Total for Check Number 18658:	469.15
18659	264 041020	ICMA ICMA 457 Contribution	04/24/2020	3,373.23
			Total for Check Number 18659:	3,373.23
18660	573 032820	KRISTIN JACKSON Mileage Reimbursement- Redmond Backup Cen	04/24/2020	16.35
			Total for Check Number 18660:	16.35
18661	254 043020	ANDREW JOHNSON Thermometers & Batteries	04/24/2020	149.54
			Total for Check Number 18661:	149.54
18662	686 032820	RAWLEY KEEGAN Mileage Reimbursement- Redmond Backup Cen	04/24/2020	4.16
			Total for Check Number 18662:	4.16
18663	252 11009014	KING COUNTY FINANCE KCIT INET	04/24/2020	2,326.00
			Total for Check Number 18663:	2,326.00
18664	185 11584545	KRONOS Go Live Support	04/24/2020	2,212.50
			Total for Check Number 18664:	2,212.50
18665	557 4776791	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	04/24/2020	444.22
			Total for Check Number 18665:	444.22
18666	267 113788	LIFEWORCS Integrated EAP & WL Program	04/24/2020	293.06
			Total for Check Number 18666:	293.06
18667	687 032820	LYNETT MALAVOLTI Mileage Reimbursement- Redmond Backup Cen	04/24/2020	12.26
			Total for Check Number 18667:	12.26
18668	574 032820	CORTNEY MCDANIEL Mileage Reimbursement- Redmond Backup Cen	04/24/2020	8.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18668:	8.33
18669	46 6880	NATIONAL TESTING NETWORK Background Investigation Services	04/24/2020	4,350.00
			Total for Check Number 18669:	4,350.00
18670	219 10052228	NETMOTION WIRELESS NM Mobility Premium Maintenance	04/24/2020	7,519.05
			Total for Check Number 18670:	7,519.05
18671	569 041020	NORCOM ASSOCIATED GUILD Apr 2020 NAG Dues	04/24/2020	2,183.00
			Total for Check Number 18671:	2,183.00
18672	377 PSTI20-44	PST INVESTIGATIONS Background Investigation Services	04/24/2020	2,155.00
			Total for Check Number 18672:	2,155.00
18673	673 041020	PUBLIC SAFETY EMPLOYEES UNION APR 2020 PSEU Dues	04/24/2020	589.97
			Total for Check Number 18673:	589.97
18674	484 5097	PUBLIC SAFETY SELECTION PC Psychological Evaluation	04/24/2020	800.00
			Total for Check Number 18674:	800.00
18675	261 15798	RADIO COMMUNICATIONS SERVICES Rental/Lease Fee	04/24/2020	2,000.00
			Total for Check Number 18675:	2,000.00
18676	61 55663654 55694057	ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 04/03/20 Finance Consultant – JBartlett WE 04/10/20	04/24/2020	4,906.08 5,235.59
			Total for Check Number 18676:	10,141.67
18677	65 847357399-135	SPRINT Wireless Service	04/24/2020	125.72
			Total for Check Number 18677:	125.72
18678	499 130-13081	TYLER TECHNOLOGIES Embedded Third Party Software	04/24/2020	16,360.21
			Total for Check Number 18678:	16,360.21
			Total for 4/24/2020:	400,446.48
18679	585 KFJMQ13674	IVOXY CONSULTING LLC NetApp Professional Services	04/28/2020	3,500.00
			Total for Check Number 18679:	3,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 4/28/2020:	3,500.00
18680	75	US BANK CORPORATE PAYMENT SYS	05/01/2020	
	000225	Refund - Microsoft		-30.30
	002122020	Recruitment Flyers		29.95
	002212020	Job Posting		50.00
	017066	Taxi for DC		36.61
	059004	Parking		20.00
	068705	Food - Gov Board/Joint Ops		6.99
	102122020	Hosted Service		17.00
	102272020	Food - Other		91.93
	1040633	Food for DC Trip		250.65
	112-0432169	Office Supplies - Admin		17.88
	112-1502564	Office Supplies - IT		7.47
	112-3434858	Office Supplies - Operations		21.95
	112-3687514	Office Supplies - Operations		14.27
	112-6801882	Office Supply - Admin		10.99
	112-7104159	Office Supplies - Operations		39.07
	112-7731844	Food - Other		28.80
	112-8088297	Office Supplies - IT PSERN Console		82.45
	112-9247950	Office Supplies - Operations		135.27
	112-9285537	Office Supplies - Operations		130.65
	112-9956526	Office Supplies - Operations		20.83
	114-0983585	Office Supplies - Operations		28.59
	114-2773532	Office Supplies - Admin		28.01
	114-3238675	Office Supplies - Admin		20.89
	114-3670979	Office Supplies - Admin		8.79
	114-6516857	Office Supplies - Admin		14.51
	114-8929318	Office Supplies - IT		24.18
	114930	Taxi for DC Trip		19.70
	13574354-022620	Water - DSL		679.28
	136492	Hotel for DC Trip		1,423.92
	14895916	ABM Parking		3,450.00
	149038	Hosted Service - NetWorkSolutions		10.99
	1791-1508	Job Posting		175.00
	1868007	Office Supplies - Operations		168.11
	202272020	Food - Other		10.78
	21001274035	Food - Gov Board/Joint Ops		8.80
	225343	Software/Licensing		16.49
	226818	Taxi for DC		34.55
	23328304	Food - Other		46.55
	25140q15	Software		349.00
	264835	Taxi for DC Trip		6.36
	289262	Taxi for DC		32.45
	302272020	Food - Other		3.62
	30428265	Job Posting		500.05
	30522480	Job Posting		501.69
	30623334	Job Posting		502.69
	31114694	Job Posting		215.55
	31173493	Job Posting		502.89
	4455906906	Job Posting		131.95
	481730	Taxi for DC		19.84
	4900007997	Food - Other		151.94
	500033	Food for DC		138.64
	516328	Taxi for DC		29.81
	5439313	Stamps		19.79
	544144-0238	Postage		17.90
	623427	Food for DC Trip		13.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
62831		Hosted Services		74.95
634473		Flights for DC Trip		1,743.40
647413		Taxi for DC		19.70
6HM3P-Q5A53		Flyer Printing		255.99
741049		Hosted Service - NetWorkSolutions		17.59
755-258-446		Cleaning/Kitchen Supplies		89.64
77001260017		Food - Gov Board/Joint Ops		21.93
782063838		Food for DC Trip		90.65
797772		Airport Parking		7.98
8129198990		Shred It		236.83
827599		Taxi for DC Trip		19.70
84765714-1		Hotel for DC Trip		386.85
871443		Taxi for DC		37.73
916724		Taxi for DC Trip		36.61
936437		Taxi for DC Trip		42.51
945822		Dues/Membership		249.60
955976		Taxi for DC		31.84
988614		Food for DC Trip		5.00
989074		Airport Parking		57.93
jc84eb05fa		National PERLA Membership		225.00
N306553		Hosted Service - Toggl		1,069.20
R47045791		Job Posting		400.00
R47118720		Job Posting		250.00
S01982905		Office Chairs		5,377.91
TQ9VB-Q5A20-3O7		Office Supplies - Admin		33.21
Total for Check Number 18680:				21,070.67
Total for 5/1/2020:				21,070.67
Report Total (62 checks):				1,742,713.79



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: Discussion regarding the continued postponement of the Principal Assemblies meeting due to COVID 19.

Executive Summary:

The Principals Assembly is an annual meeting where members of our member agencies assemble to review the activities of NORCOM for the previous calendar year, get an overview of work program and activities for the coming year, receive information on various benchmarks relating to NORCOM, and discuss the budget for the next budget cycle. Also at the Assembly, budget recommendations can be made before moving the budget forward, and the Board elects the next Vice-Chair and Chair of the Board for the next year. Under Section 8 of the NORCOM Interlocal Agreement, the Governing Board is required to convene the Principals Assembly for one meeting each April. As you will recall, at the March 2020 Governing Board meeting this Board voted in favor of postponing the Principals' Assembly until later notice due to the pandemic, and the April 2020 Governing Board meeting was canceled.

Given the extension of the Governor's stay home proclamation and the challenges associated with holding the Principals Assembly remotely, the Board may wish to further the postponement of the Principals Assembly until it can be held either in person or through other means to accomplish its purpose.

Background:

The extension of the Governor's stay home proclamation and the challenges associated with holding the Principals Assembly remotely necessitates this discussion.

Past Board or Other Related Actions:

At the March 2020 Governing Board meeting, the Board voted in favor of postponing the Principals' Assembly until later notice due to the pandemic, and the April 2020 Governing Board meeting was canceled.

Policy and Strategic Implications:

none

NORCOM Staff Recommendation:

Norcom staff recommends continued postponement of the Principals Assembly until it can be held either in person or through other means which may effectively accomplish its purpose.

Staff Comments:

None

Options

The board may decide to postpone the Principals Assembly or recommend a different method to achieve this goal.

Risks

none

Finance Committee Review: No

none

Legal Review: Yes

This request and associated amendment have been reviewed by NORCOM's legal representative.

Joint Operations Board Review: No

none

Fiscal Impact

Budgeted Y/N: n

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

None



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: Staffing Update

Executive Summary:

NORCOM is very pleased to announce the hiring of Marianne Ryerson as our new Finance Manager. Marianne was selected with the assistance of leadership staff, our PSAP partners at ValleyCom911 and our Governing Board Treasurer, Michael Olsen. Marianne is already very hard at work to gain an understanding of our financial structure and associated processes, our 2020 budget items, strengthening our existing financial policies and creating policies to remedy any gaps.

NORCOM is also pleased to announce:

- The hiring of Brittney Rhodes as our new Public Records specialist.
- The promotion of Billy Marshaleck as our new Dispatch supervisor.
- An update on the IT Director selection process.

Background:

The Finance Manager position was vacated on 12/31/19. NORCOM conducted an exhaustive search for a highly skilled candidate and hired Marianne Ryerson on April 1st, 2020.

At the end of April 2020, our Public Records Specialist Brionna Jordan left NORCOM to move closer to family in the Atlanta area. Prior to leaving, she trained her replacement, Brittney Rhodes as our New Records Specialist.

Also in mid-April 2020, one of our Dispatch Supervisors was hired by the Henderson Nevada Fire Dispatch Center. After a competitive testing process and trial period, this vacancy was filled by one of our very experienced dispatchers, Bill Marshaleck.

In December 2019, the NORCOM IT Director resigned to pursue another career opportunity. Since that time NORCOM has conducted several processes in an attempt to locate and identify a skilled candidate for the position. Two candidates are currently in the background process.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

None

Staff Comments:

None

Options

None

Risks

None noted

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: n

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

none

Attachments

Brittney Rhodes biography

Marianne Ryerson biography

Billy Marshaleck biography



Meet NORCOM's New Records Specialist

Brittney Rhodes joined NORCOM on March 30th. Brittney has several years of experience in both public safety and administrative roles. Before accepting this position, she worked as a dispatcher for American Medical Response. Some of her previous experience includes Police Records Manager for the City of Clyde Hill and Dispatcher for Eastside Communications. Brittney's prior records management experience and knowledge of public safety have prepared her to make an immediate impact in her new role. Please join me in making her feel welcome.



Meet NORCOM's New Finance Manager

Marianne Ryerson joined NORCOM on April 1st. Before accepting this role, Marianne held the position of Business & Finance Officer, Compliance Manager for King County. Prior to that, she was an Assistant State Auditor for Washington state. Marianne has a B.A. in Business Administration from the University of WA and is also a Certified Public Accountant. The combination of Marianne's education and experience have prepared her to excel in this role and we are excited to have her on the leadership team. Please join me in making her feel welcome.



Meet NORCOM's new Supervisor

Billy started as a telecommunicator with NORCOM a few weeks after its inception in July of 2009. He has served in many additional capacities at NORCOM, including the Premise Team, Response plan team and Tactical Dispatch Team. Throughout his decade-long tenure, he acquired a reputation for geographical knowledge and dependability. He has been someone his co-workers have turned to whenever they have any questions.

In 2017, he received the Life Saver award, and in 2018 he was chosen as the Telecommunicator of the Year. Prior to NORCOM, he received a Bachelor of Arts in Business Administration from Trinity Western University in Langley, BC. A Bellevue native, Billy graduated from Newport High School in 2005. In his free time, he enjoys watching the Mariners and Seahawks, as well as traveling (49 states and 27 countries so far).



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 05/08/2020
Subject: NORCOM COVID-19 Health, Safety and Operational Update

Executive Summary:

NORCOM staff would like to provide a situational update regarding NORCOM and the impacts of COVID-19.

Background:

NORCOM has implemented many health and safety measures and impact monitoring in response to COVID-19.

Past Board or Other Related Actions:

NORCOM last presented the Board with an update at the March Board meeting.

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

NORCOM Staff recommends that Board reviews the information and provides direction as needed.

Staff Comments:

None

Options

NA

Risks

NA

Finance Committee Review: No
None

Legal Review: No
None

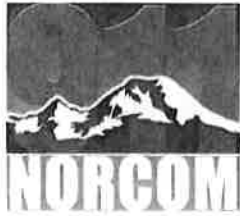
Joint Operations Board Review: No
None

Fiscal Impact

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

Attachments

COVID Action Step update memo



DATE: May 8, 2020
TO: NORCOM Governing Board
FROM: Interim Executive Director Hamilton
SUBJECT: NORCOM Update-Response to COVID-19

Dear Board,

NORCOM's response to the COVID-19 Pandemic has been comprehensive and multi-layered, encompassing all personnel, all departments, and every aspect of employee health and safety. At the heart of our response is an internal COVID-19 Task Force. This team, led by Deputy Director Roky Louie, and consisting of Liaisons Chris Perez, Jami Hoppen, and Jeremy Henshaw, and Information Technology Supervisor Andrew Johnson, is an internal think tank that has been used to examine and make recommendations on several aspects of COVID-19 and its potential impacts to our agency.

In collaboration with Human Resources, the Task Force helped create and deliver a comprehensive internal employee guide which provides direction for NORCOM employees in safeguarding their health and the health of their families during the Pandemic. This internal guide includes our Mandatory Self Screening Procedure which requires employees to take their temperature and sanitize their hands at the kiosk just outside the NORCOM entry. The guide provides direction for employees and supervisors on how to handle situations in which an employee may have COVID-19 symptoms, and well as instances where an employee may have had an exposure to COVID-19. The guide also includes information on related leave options, exposure testing screening and options for First Responders, which in this case includes Telecommunicators. Finally, the guide has information on child care options, a Frequently Asked Questions section, and general guidance on a proactive work plan, to include having a change of clothes and toiletries immediately available should an unexpected change in shift length be required.

The Task Force recently conducted a tabletop exercise to identify a myriad of response options to an emergency staffing shortage. Information gained and lessons learned from these efforts will help inform operational decisions, should the need arise. The Task Force has also begun efforts toward constructing an eventual roll back plan, understanding that NORCOM's approach will likely be a much slower return to normal working conditions than what might be decided by state and local officials.

The Task Force has also done a great deal of regional networking to include collaboration with our regional PIO's, providing recommendations for the Countywide Pandemic Plan, aligning internal procedures with the recommendations of King County EMS, Dr. Rea, and our regional PSAP partners.

Human Resources continues to remain available to provide around the clock direction and guidance to employees on various COVID-19 issues. NORCOM was initially challenged with an inability to create proper social distancing and to remedy this, 58% of our non-dispatch personnel were directed to work from home. Cleaning supplies and masks have been made available to all employees for at work and in their private life. Cleaning of work stations, door handles, and other publically used areas such as the kitchen have been put on regular cleaning rotations.

North East King County Regional Public Safety Communications Agency

P.O. Box 50911 • Bellevue, WA 98015-0911 • Phone 425-577-5700 • FAX 425-577-5701 • www.norcom.org

COVID-19 Actions Steps

Operational Action Steps

- NORCOM access is limited to essential personnel only. No visitors except on duty Police/Fire.
- All "Sit-Alongs" are canceled.
- Attendance at off-site training is canceled.
- Employees will not work sick. Prohibited.
- All meetings moved to phone or web-based communications.
- We developed a "door police" rotation schedule, taking turns cleaning door handles at high trafficked areas. Available Admin and supervisors each do this at the start of their shift. There is a sign off sheet they use.
- An Employee hand sanitizer station is placed just inside the entry door and in several places in the main areas. Use is required when entering/re-entering NORCOM.
- We have purchased a great many cleaning supplies, particularly hand sanitizer.
- Workstations must be cleaned at the beginning of shift, when the employee returns from break or the restroom, and whenever a relief occupies the workstation.
- 58% of staff are working remotely (all non-dispatch employees except for Roky and I).
- We are engaging employees on a daily basis both formally and informally with updated information and as a means to monitor moral and address any issues or questions.
- We have remained nimble to employee needs and concerns.
- We are reviewing and tracking staffing levels as well as general PSAP performance daily.
- We are reviewing CFS trending levels by discipline daily.
- We are reviewing PPE trending levels by discipline daily.
- We are reviewing other stats and data daily such as call answering percentage, 911 and 10 digit volume, and sick time usage.
- We are reinforcing the 6' rule and requiring supervisors to do so as well.
- We have identified several contingency service reduction actions should the need arise.
- We have replaced water stations with those that reduces human contact with water feed tube.
- We have initiated full weekly testing of the backup center.
- We have an internal COVID-19 team in place. This team meets frequently and is actively engaged in monitoring all external information sources to provide updates, guidance and direction to all employees through the team lead (Roky).
- We closed the bunk room and a second break room, except for medical needs and emergency circumstances.
- We instituted mandatory employee temperature taking prior to entering NORCOM area.
- We have developed an emergency schedule (4x12) if needed.
- We have supplied all employees with N95 masks for work and private life.
- We moved call taking function to Redmond and tested it for a week.
- We moved staff back to NORCOM after the Redmond space was determined to be problematic for extended stay for both employees and Operations issues (room size, volume and ANI/ALI).
- Duplicated the Redmond effort (call taking) into our training room.
- We created increased social distancing via separate entrances, bathrooms, kitchens, and not co-mingling onto main floor.
- We have eliminated the use of wireless headsets. Employees are tied to their workspace via the headset cord, thus unable to wander from workspace (trainers are the exception).
- We have reduced the number of times employees rotate positions on the floor.
- We developed a seating plan to maximize social distancing on the dispatch floor.
- We have identified and engaged two hazmat cleaning companies should the need arise.
- We have developed and implemented recordings to guide callers to regional resources for COVID-19.

NORCOM Actions Steps in place to promote health and safety

Operations

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- We have developed an emergency schedule (4x12) if needed.
- We have supplied all employees with N95 masks for work and private life.
- We moved call taking function to Redmond and tested it for a week. Many lessons learned.
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- Duplicated the Redmond effort (call taking) into our training room.

- NPKPD LED Decon Protocol
- NON- NORCOM Police Agencies Procedures for Dual Response Calls
- Police Traffic Accident Responses
- Police Department Closures (Records, City Hall, Etc.)
- King County Isolation and Recovery Center in Bellevue (Eastgate)

Police Related Changes:

- CopLogic procedures email sent to the supervisor group in case a request was made for changes
- OPS Bulletin 20-010 **High Risk Full PPE Premise Note** - Supervisor Procedures for processing a request for a premise entry (Police or Fire)

Fire and Police Premise Alerts:

- We have evaluated 260 high risk facilities, with 105 locations that are in our area, and entered 137 premise/address alerts.

Fire

- Participating in regular King County EMS & Fire Chiefs situational awareness and update conference calls.
- Supported deployment of COVID specific resources (specialized Aid Cars) with procedure and CAD changes at NORCOM.
- Engaged in planning and implementation efforts for the updated King County Pandemic Plan.
- Engaged with other regional EMS PSAPs & King County EMS to update call screening and triage protocols to match the most up-to-date information. Currently screening ALL calls for COVID symptoms.
- Implemented response plan changes to support “Resource Emergency” for EMS calls should it become necessary.
- OPS Bulletin 20-008 Police & Fire Pre-Arrival Instructions – issued in support of the “Scout Model” response
- OPS Bulletin 20-005 COVID19 PPE (Notifications) – issued in support of private ambulance partners having ready access to the same personal protective equipment needs as other responders
- Training Bulletin 20-05 Screening for PPE – issued to ensure ongoing compliance with updated COVID screening procedures
- Training Bulletin 20-03 Public Reassurance Regarding Responder PPE - issued to provide dispatchers talking points to concerned community members about the use of PPE by responders