



**AGENDA**  
NORCOM Governing Board  
July 10, 2020, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. NORCOM Recognition
5. Consent Agenda
  - A. Governing Board Minutes from the June 12, 2020 meeting
  - B. June 2020 Accounts Payable Report
6. For Board Decision
  - A. Joint Operating Board meetings
  - B. Legislative Initiatives Update and Board Direction
7. For Briefing to Board
  - A. Update on NORCOM User Fee research.
  - B. NORCOM Budget Update
8. Staff Updates
9. Committee Reports
10. 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.*
11. Adjournment

The next Governing Board meeting is scheduled for August 14, 2020.



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: Governing Board Minutes from the June 12, 2020 meeting

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### Executive Summary:

The June 2020 Governing Board minutes are presented to the Board for review and consideration for approval

### Background:

The Minutes are routinely reviewed by the Governing Board for approval

### 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

The Board may choose to approve or request edits to the report.

### Risks

None

**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:**  
None

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**Attachments**

June 2020 Governing Board Meeting minutes

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**MEMBERS**

Nathan McCommon	City of Bellevue
Kyle Kolling	City of Clyde Hill
Dan Yourkoski	City of Normandy Park (Chair)
Tracey Dunlap	City of Kirkland
Steve Burns	City of Medina
Ed Holmes	City of Mercer Island
Rick Rudometkin	City of Snoqualmie
Ryan Dhoore	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue
Chris Connor	Fire District 27
Greg Ahearn	Northshore Fire Department
Todd Short	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Jay Wiseman	Snoqualmie Pass Fire
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

Butch Noble	City of Bothell
Tommy Smith	Redmond Fire Department

**VISITORS**

Deanna Gregory	Pacifica Law Group
Deb Flewelling	KC E911
David Mendel	PSERN

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director, Operations
Judy Cayton	Human Resources Manager
Marianne Ryerson	Finance Director
Nathan Way	IT Application & Security Architect
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant
Khai Tran	IT Technical Staff



- **Call to Order**

Chief Dan Yourkoski, Governing Board Chair, called the Governing Board meeting to order at 9:01 a.m, this meeting was publicly posted and held via video conference due to the COVID pandemic restrictions.

- **Roll Call**

Governing Board Chair, Chief Yourkoski, 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 were no requests for open communication from the public by email or phone.

- **NORCOM Recognition**

- **20 years of 911 Service – Khai Tran NORCOM Information Technology Help Desk**

Executive Director, Bill Hamilton congratulated and thanked Khai Tran for his 20 years of service in the industry. Khai has been with NORCOM since the beginning, and before that was with the City of Bellevue and is a true asset to NORCOM.

- **Consent Agenda**

- **Governing Board Minutes for May 8, 2020 Meeting**

- **May 2020 Accounts Payable Report**

There was no discussion on any consent agenda items.

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

Motion carried.

- **For Board Briefing**

- **E911 IT Reduction Staffing Impacts Update**

Executive Director, Bill Hamilton reported on the impacts to NORCOM. It was reported that there would be a reduction of revenue sharing of \$220,000 in 2021, \$80,000 of the total will be deferred to 2023. Executive Director Hamilton reported that any reduction in E911 funding will impact NORCOM's overall budget and may result in staffing impacts. NORCOM Staff has conducted a thorough review and analysis and recommends that the Board continue to monitor this situation and receive updates from NORCOM staff. NORCOM is currently engaged in problem-solving discussions with the E-911 Program Office and RAGB. Deputy City Manager, Nathan McCommon asked if the current Covid concerns have compacted this



issue. Executive Director Hamilton reported that it has not had any additional impact.

- **NORCOM Civil Disturbance Response**

Executive Director Bill Hamilton discussed NORCOM's action during the Civil Disturbance. On Sunday, May 31, 2020, the downtown area of Bellevue was the location of both peaceful and non-peaceful protests in response to the death of George Floyd in Minneapolis while in police custody. The downtown business core was targeted for non-peaceful activities to include acts of vandalism and civil unrest, which were highly impactful to NORCOM operations. The NORCOM team developed an Operations Plan and implemented an Incident Command Structure. The center overstaffed with all stations filled, each Liaison assigned a task, and dispatchers taking an average of 349 calls per hour compared to their usual average of 64 per hour. The plan was well executed. Deputy City Manager Nathan McCommon commented on his appreciation of how the situation was handled.

- **Rent to King County Radio**

King County has notified NORCOM that we will be charged market-based rates for hosting our antenna/equipment at their radio sites. NORCOM is currently in negotiations with King County.

- **Agency user fees**

During a recent audit of agency user fees, it has come to our attention that the fees may have been coded incorrectly, this will result in a redistribution of rates to agencies. Further investigation is currently underway, and an update will be provided once a determination is made regarding the fees.

- **Staffing Updates**

Human Resource Manager, Judy Cayton reported that an offer has made to Katy Myers for the IT Director position, her start date is June 29, 2020. Katy has been very involved with many leadership positions over the years, and NORCOM is very excited to have her as part of the team.

- **For Board Decision**

- **Adoption of the 2021 Budget Policy Statement – Resolution 182**

Finance Manager, Marianne Ryerson went over the 2021 Budget Policy Statement, Resolution 182, Finance Manager, Ryerson discussed the policy to follow NORCOM's fiscal plan and that the Board must approve any use of reserves.

Police Chief Ed Holmes motioned to approve resolution 182, City Administrator Rick Rudometkin seconded.

Motion carried.

- **Selection and Appointment of Governing Board Vice-Chair**

The Board must elect a new Vice-Chair by a simple majority vote each year. Motion made at the May 8, 2020 meeting to select Redmond Fire Department Fire Chief Tommy



Meeting Minutes  
NORCOM Governing Board

June 12, 2020

Smith as the Vice-Chair; however, Chief Smith is unable to fulfill the position at this time; therefore, a new nomination must be made. Fire Chief Jeff Clark nominated himself for the Vice-Chair position, Police Chief Ed Holmes seconded the motion.

Motion carried

- o **Committee Reports**

There were no committee reports.

- o **Upcoming Agenda Items**

There were no upcoming agenda items mentioned.

- o **Executive Session**

No executive session held.

<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;

Chief Dan Yourkoski, Governing Board Chair, motioned to adjourn the meeting, Chief Ed Holmes seconded the motion.

Motion carried.

- o **Adjournment**

The meeting adjourned at 9:31 a.m.

Next Governing Board meeting scheduled for July 10, 2020.

Approved by:

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Chair

Attest:

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Secretary





## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: June 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 Manager has reviewed all charges.

### Background:

This is a routine report produced monthly for Board review.

### Past Board or Other Related Actions:

The Board receives and reviews this report each month.

### 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:** No

Reviewed with no comments or concerns noted

**Legal Review:** No

None

**Joint Operations Board Review:** No

None

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**Fiscal Impact**

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

The report reflects items that are funded within the 2020 budget.

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**Attachments**

NORCOM June Accounts Payable report

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NORCOM  
ACTIVITY JUNE 1, 2020 THROUGH JUNE 30, 2020

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$913,092.30

Checks by Date – Detailed by Check Date Report attached

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against NORCOM, and that I am authorized to authenticate and certify said claim.

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Michael Olson, Treasurer

Date

We, the undersigned NORCOM Board Members, do hereby certify that claims in the amount detailed above are approved.

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Governing Board Chair

Date

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Governing Board Vice Chair

Date

# Accounts Payable

## Checks by Date - Detail by Check Date

User: fmoss  
Printed: 7/2/2020 12:54 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
ACH	679	ADP, LLC	06/05/2020	
	106052020	FMLA Taxes Payable		1,209.86
	206052020	ESD Taxes Payable		2,686.54
	306052020	Medicare Taxes Payable		8,094.07
	406052020	Federal Taxes Payable		29,375.81
	506052020	Net Pay		212,855.07
Total for this ACH Check for Vendor 679:				254,221.35
18720	689	LESLIE BOOKER	06/05/2020	
	051920	Boundary tour training		48.30
Total for Check Number 18720:				48.30
18721	6	CDW-GOVERNMENT INC	06/05/2020	
	XPZ3236	Surface Pro 7 Touch Screen		1,619.19
	XQV3158	Amplifier connection coils		1,210.18
Total for Check Number 18721:				2,829.37
18722	253	CENTURYLINK	06/05/2020	
	A454568	Telephone Service		4,682.97
Total for Check Number 18722:				4,682.97
18723	8	CENTURYLINK	06/05/2020	
	051020	Telephone Service		341.73
Total for Check Number 18723:				341.73
18724	9	CENTURYLINK	06/05/2020	
	1491834331	Telephone Service		158.58
Total for Check Number 18724:				158.58
18725	11	CITY OF BELLEVUE	06/05/2020	
	36489	Fiber Usage Rental Fee		477.00
	36490	Monthly Parking Spaces		1,832.60
	36491	Monthly rent Bellevue CH		42,938.18
Total for Check Number 18725:				45,247.78
18726	615	CONCENTRA	06/05/2020	
	67965414	Pre-Employment Suitability Assessments		525.00
Total for Check Number 18726:				525.00
18727	657	FOSTER GARVEY	06/05/2020	
	2751149	RAADAR IP Infringement Investigation		4,221.44
	2751150	CAD Webview V1.0		227.50
	2751151	Method and System for Inter and Intra Agency C		1,970.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2751152	Special Counsel Services		1,323.00
	2751153	License Agreements		2,487.19
			Total for Check Number 18727:	10,229.63
18728	610 051920	WILLIAM HAMILTON Professional ORG Membership	06/05/2020	60.00
			Total for Check Number 18728:	60.00
18729	675 052220	ICMA-RC ICMA 457 Contr PE 05/22/20	06/05/2020	3,405.97
			Total for Check Number 18729:	3,405.97
18730	36 257591	INSLEE BEST DOEZIE & RYDER PS Legal services rendered thru 5/14/20	06/05/2020	5,457.50
			Total for Check Number 18730:	5,457.50
18731	557 4798431	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	06/05/2020	472.21
			Total for Check Number 18731:	472.21
18732	424 5249add9	LIFTOFF LLC Audio Conferencing License	06/05/2020	48.00
			Total for Check Number 18732:	48.00
18733	377 PSTI20-85	PST INVESTIGATIONS Background Investigation Services	06/05/2020	360.00
			Total for Check Number 18733:	360.00
18734	63 INV-ACC51784	SPRINGBROOK SOFTWARE Finance Suite renewal: 6/1/20 - 5/31/21	06/05/2020	15,358.20
			Total for Check Number 18734:	15,358.20
18735	65 847357399-136	SPRINT Wireless Service	06/05/2020	113.33
			Total for Check Number 18735:	113.33
18736	366 052020	T MOBILE Test Cell Phone Service	06/05/2020	9.10
			Total for Check Number 18736:	9.10
18737	74 051820	UNUM Long Term Care	06/05/2020	689.00
			Total for Check Number 18737:	689.00
18738	79 9854502234	VERIZON WIRELESS Cell Phone Service	06/05/2020	2,124.05
			Total for Check Number 18738:	2,124.05
18739	88 5010368796	WELLS FARGO FINANCIAL LEASING Printer/Copier	06/05/2020	1,405.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18739:	1,405.08
			Total for 6/5/2020:	347,787.15
18740	691 005142020	DANIEL HOLVERSON Flight to Interview for IT Director	06/08/2020	781.20
			Total for Check Number 18740:	781.20
18741	267 115580	LIFEWORCS Integrated EAP & WL Program	06/08/2020	293.06
			Total for Check Number 18741:	293.06
18742	690 005202020	KATY MYERS Milceage Reimbursement - Interview	06/08/2020	184.43
			Total for Check Number 18742:	184.43
18743	46 6618 6965	NATIONAL TESTING NETWORK Background Investigation Services Background Investigation Services	06/08/2020	300.00 4,350.00
			Total for Check Number 18743:	4,650.00
18744	484 5144	PUBLIC SAFETY SELECTION PC Psychological Evaluation	06/08/2020	400.00
			Total for Check Number 18744:	400.00
18745	666 20-174 20-177	RAYMOND POLYGRAPH SERVICES Polygraph Examination Polygraph Examination	06/08/2020	650.00 325.00
			Total for Check Number 18745:	975.00
18746	61 55751687 55809507 55835981 55851903	ROBERT HALF TECHNOLOGY Finance Consultant - Jbartlett WE 4/24/2023 Finance Consultant - Jbartlett WE 5/08/2022 Finance Consultant - Jbartlett WE 5/15/2021 Finance Consultant - Jbartlett WE 5/22/2020	06/08/2020	3,990.76 3,295.13 3,734.48 3,917.54
			Total for Check Number 18746:	14,937.91
18747	445 US-PSI-903440 US-PSI-916084	SOFTWARE ONE INC Software License Software License	06/08/2020	108.10 1,336.55
			Total for Check Number 18747:	1,444.65
			Total for 6/8/2020:	23,666.25
18748	3 05272020	AT&T MOBILITY Cell Phone Service	06/15/2020	256.35
			Total for Check Number 18748:	256.35
18749	693 280554	CENTRAL SQUARE TECHNOLOGIES License Annual Maintenance Fee	06/15/2020	202,369.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 18749:				202,369.59
18750	210 052020	CENTURYLINK Snoqualmie EU Circuit	06/15/2020	173.12
Total for Check Number 18750:				173.12
18751	11 36610 36611 36612	CITY OF BELLEVUE Fiber usage rental fee Monthly parking spaces Monthly Rent Bellevue CH	06/15/2020	477.00 1,832.60 42,938.18
Total for Check Number 18751:				45,247.78
18752	447 284307	FIRST CHOICE COFFEE SERVICES Ice Machine	06/15/2020	104.50
Total for Check Number 18752:				104.50
18753	657 2752703 2752704 2752705 2752706 2752707 2752708 2752709	FOSTER GARVEY System for Inter and Intra Agency Communicati System for Integrated Public Safety Solution System for Inter and Intra Agency Communicati Special counsel services RAADAR 2019-2020 General Labor & Employment 2020 Employee Investigations	06/15/2020	630.00 5,946.00 5,052.00 540.00 276.00 2,787.60 1,428.80
Total for Check Number 18753:				16,660.40
18754	565 1574947	GLOBALSTAR Orbit network services	06/15/2020	298.57
Total for Check Number 18754:				298.57
18755	675 060520	ICMA-RC ICMA 457 Contr PE 06/05/20	06/15/2020	3,428.77
Total for Check Number 18755:				3,428.77
18756	655 062020	INTEGRIS PUBLIC STRATEGIES LLC Professional Services	06/15/2020	3,000.00
Total for Check Number 18756:				3,000.00
18757	424 5265add6 5265add7a 5271add10	LIFTOFF LLC Visio Online Plan 2 license Audio conferencing license Office 365 license	06/15/2020	120.00 100.00 51.00
Total for Check Number 18757:				271.00
18758	569 060520	NORCOM ASSOCIATED GUILD JUN2020 NAG Dues	06/15/2020	2,146.00
Total for Check Number 18758:				2,146.00
18759	673 060520	PUBLIC SAFETY EMPLOYEES UNION JUN2020 PSEU Dues	06/15/2020	591.67
Total for Check Number 18759:				591.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18760	65 847357399-137	SPRINT Wireless Service	06/15/2020	113.01
Total for Check Number 18760:				113.01
18761	692 052820	ZIPLY FIBER Phone Services	06/15/2020	1,526.73
Total for Check Number 18761:				1,526.73
Total for 6/15/2020:				276,187.49
ACH	679	ADP, LLC	06/19/2020	
	106192020	FMLA Taxes Payable		1,210.84
	206192020	ESD Taxes Payable		2,495.11
	306192020	Medicare Taxes Payable		8,100.26
	406192020	Federal Taxes Payable		29,392.60
	506192020	Net Pay		213,333.66
	606192020	Garnishments Payable		25.67
Total for this ACH Check for Vendor 679:				254,558.14
18762	75	US BANK CORPORATE PAYMENT SYS'	06/19/2020	
	112-0026501	Office Supplies - Admin		97.47
	112-0539446	Office Supplies - IT		13.19
	112-2139253	Office Supplies - IT		103.76
	112-2424781	Office Supplies - IT		13.19
	112-4001050	Food - Other		57.60
	112-4347312	Office Supplies - IT		15.37
	112-58783228	Office Supplies - IT		14.27
	112-8608274	Office Supplies - Admin		79.34
	114-0373924	Office Supplies - Ops		51.65
	114-1551953	Cleaning Kitchen Supplies		108.35
	114-1947982	Office Supplies - Ops		48.39
	114-2755667	Office Supplies - Ops		79.13
	1162443816	Software/License		16.49
	140046	Stamps		50.00
	140129	Stamps		10.00
	140202	Stamps		10.00
	15770	Office Supplies - Admin		13.18
	2.721	Conference Travel		514.81
	2.722	Conference Travel		514.81
	219073	Food - Other		45.95
	219081	Food - Other		7.00
	227152	Food - Other		245.37
	246	Postage		13.89
	267534	Refund from Hotel Delta		-1,423.92
	29910261	FFCRA March 27 Webinar		50.00
	309145ae	Hosted Services - Speakwrite		35.28
	309549	Office Supplies - Admin		28.14
	31231378	Job Posting		501.46
	31308660	Job Posting		505.95
	31374948	Job Posting		501.14
	31433691	Job Posting		501.60
	31868898	Job Posting		335.14
	31919748	Job Posting		501.67
	3202020	Food - Other		45.78
	3242020	Office Supplies - Ops		25.01
	3262020	Operating Supplies		294.34



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32915		Office Supplies - Admin		149.01
35312		Office Supplies - Admin		15.11
35738938		Hosted Services - SurveyMonkey		422.40
360424		Food - Other		65.26
360622		Food - Other		28.49
402960		Office Supplies - Admin		68.08
407923		ABM Parking		3,450.00
5184958799		Office Supplies - Admin		72.56
593		Postage		3.80
64165		Hosted Services - TimeTap		74.95
645967		IT Director Interview Location		268.40
664315		Hand Sanitizer		150.00
684142		Amazon Refund		-10.54
7500007979		Food - Governing Board		147.96
768dc405		Hosted Services - Speakwrite		45.52
814357		Food - Other		56.41
85001999022		Food - Governing Board		41.19
863515		Office Supplies - Admin		175.69
876077		Stamps		19.79
9000006908		Office Supplies - Admin		41.63
93045104		Conference Travel		684.71
940631		Operating Supplies		459.81
982011		Shred-it		121.24
DWCC1-T5A35-5P7		Printing		35.41
E0300AO7LP		Software/License		198.00
KG9CI-T5A70-6N5		Printing		83.59
Total for Check Number 18762:				10,893.27
Total for 6/19/2020:				265,451.41
Report Total (45 checks):				913,092.30



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: Joint Operating Board meetings

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### Executive Summary:

The NORCOM Interlocal Agreement states that the Joint Operating Board shall review the Preliminary Budget prior to the Governing Board on or before July 1st. Due to many factors, to include the impacts of the COVID-19 global pandemic, the Joint Operating Board has not convened to review the preliminary budget and the Governing Board is scheduled to review the budget at the August 2020 meeting.

NORCOM is seeking direction from the board in this regard.

### Background:

The NORCOM Interlocal Agreement defines the roles and responsibilities of the Joint Operating Board which include advising the Governing Board on budget approval. For various reasons, the Joint Operating Board has not convened in many months and has not had the opportunity to review the budget.

### Past Board or Other Related Actions:

none

### Policy and Strategic Implications:

none

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and recommends the following for consideration:

- Formal elimination of the ILA requirement for a Joint Operating Board.
- Re-convene the Joint Operating Board prior to the August Governing Board meeting.
- Temporarily suspend the ILA provisions for a Joint Operating Board for a prescribed period of time or until COVID-19 ends.
- Other options defined by the Governing Board.

### Staff Comments:

Nothing further

### Options

- Formal elimination of the ILA requirement for a Joint Operating Board.
- Re-convene the Joint Operating Board prior to the August Governing Board meeting.
- Temporarily suspend the ILA provisions for a Joint Operating Board for a prescribed period of time or until COVID-19 ends.
- Other options defined by the Governing Board

## Risks

NA

## Finance Committee Review: No

Section 7 of the NORCOM ILA provides for a Joint Operating Board and the ILA prescribes that the Joint Operating Board shall advise on the budget and meet a minimum of six times per year.

## Legal Review: Yes

The Governing Boards legal counsel has been apprised of this issue.

## 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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## **MEMORANDUM**

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: Legislative Initiatives Update and Board Direction

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### **Executive Summary:**

The Board is aware that in a series of Washington DC visits from April 2019 to date, NORCOM, the King County Sheriff's Office (KCSO) and various regional partners, met with members of the Washington State Congressional Delegation, and key staff members, to seek Federal funding of several initiatives. NORCOM wishes to provide the board with an updated summary of these initiatives and the related status.

NORCOM seeks direction from the Board on the further continuation of this endeavor.

### **Background:**

During the congressional visits, the NORCOM 911 team discussed and demonstrated the Real-Time Agency Activity Display and Reporting (RAADAR) tool and its immediate use and value to first responders across regions and State borders. NORCOM sought congressional and federal agency assistance in securing strategic investment for several mission-critical initiatives.

At the February 2020 meeting, the Governing Board was provided an overview and update of this effort and the Board was supportive of the continuation of this endeavor. The Board also set a funding decision deadline of June 2020 and directed NORCOM to identify a primary stakeholder to manage any related funding distribution.

### **Past Board or Other Related Actions:**

The international COVID-19 pandemic has likely impacted this initiative and related Federal processes.

### **Policy and Strategic Implications:**

The request for funding is multi-jurisdictional and multi-tiered. Should NORCOM initiatives receive any Federal funding, a primary stake-holder must be identified to manage and administer the related projects, funding distributions and reporting.

### **NORCOM Staff Recommendation:**

NORCOM seeks direction from the Governing Board regarding the continuation of this endeavor.

### **Staff Comments:**

None

### **Options**

The Board may decide to continue the effort to secure funding or end the initiatives and respectfully communicate this decision to our various representatives and stakeholders.

### **Risks**

Our Regional, State, and Federal partners have been supportive of our efforts to date. Should the Board direct NORCOM to end the funding effort, NORCOM must quickly and effectively articulate the administrative and budgetary impacts the pandemic and other national events have had on NORCOM's capacity to further manage this project. If NORCOM receives funding, a primary champion or stakeholder must be identified to manage the related projects, funding, and reporting. NORCOM must also maintain a voice to retain ownership of RAADAR and NORCOM specific initiatives.

**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:**

The 2019 fiscal impacts of the Federal funding initiative were significant and unbudgeted. While the fiscal impacts to the 2020 budget are reduced, the associated costs remain unbudgeted.

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### **Attachments**

Legislative Initiatives Update

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# Memorandum

To: NORCOM Governing Board

From: Scott Sotebeer, Deputy Director Strategic Initiatives

Subject: NORCOM 911 Congressional Initiatives Update

## **Status Update on Congressional and Federal Funding for NORCOM 911 Initiatives and Joint Initiatives**

**As of July 7, 2020**

### **CONGRESS, COVID-19, CIVIL UNREST, AND ELECTION POLITICS**

COVID-19, civil unrest, and election politics have caused significant uncertainty and turmoil for the U.S. Congress. These issues have severely disrupted the institution's normal functioning as they upend routine legislative business, the appropriations cycle and process, and the timing and scheduling of committee and floor action.

However, NORCOM and its representatives have remained vigilant and engaged with Washington's Congressional Delegation, Member staff, and key federal agencies. Amidst the disruption and uncertainty, we find that the business of 911 stability and continuity clearly remains a non-partisan and urgent community safety priority.

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Despite COVID-19's unprecedented disruption of Congress, we have seen no wavering on or retreat from the initial commitments and pledges of support and assistance NORCOM 911's leadership directly received from Delegation Members.

## **OUTLOOK FOR ACTION ON FY2021 APPROPRIATIONS BILLS**

The Committee on Appropriations in the U.S. House of Representatives usually considers and passes spending bills as early as the end of April and as late as June. A senior aide to Rep. Suzan DelBene (WA-1) advised that the tentative plan under current consideration is for the House Appropriations Committee to begin taking up FY2021 spending bills during the second week of July. But even she was quick to add that no one – not House leaders or the Appropriations chairman – can say for sure when the bills will be considered and voted on. And then they must be taken up and passed by the full House of Representatives and sent to the Senate.

Given this tentative timetable, it is not likely that the House Appropriations Committee could pass the appropriations bills during the second week of July and have the full House of Representatives vote on them before the August recess. A more likely scenario is that the House Appropriations Committee and House of Representatives would consider and approve the regular FY2021 appropriations bills in September and send them to the Senate for consideration. Or they could include funding in a massive omnibus spending bill.

On the Senate side, Senator Cantwell's staff has informed us in the last week that while no one knows when the FY2021 appropriations bills will receive action, it is critical to stay focused and engaged with Members and staff of the Washington State Congressional Delegation to push for inclusion of funding for NORCOM 911 in FY2021 appropriations bills.

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## OVERVIEW OF AND STATUS UPDATE ON FUNDING FOR NORCOM 911 INITIATIVES AND JOINT INITIATIVES

### APPROPRIATIONS

#### Catastrophic Event Backup and Recovery for Emergency Communications – Joint Appropriations Request

##### FY2021<sup>1</sup>

\$47.5M. Requested by Senator Patty Murray, Senator Maria Cantwell, and Rep. Suzan DelBene (WA-1), respectively, for inclusion in Senate and House versions of the FY2021 Homeland Security Appropriations bill.

Senate Status: **Senator Cantwell's staff reported last week via telephone conference that the Senator's full request (\$47.5M) is included in the Senate Homeland Security Appropriations Subcommittee.**

House of Representatives Status: Rep. DelBene has submitted the request. Waiting for House Homeland Security Appropriations Subcommittee to pass bill.

This is a joint appropriations request led by the King County Sheriff's Office that also would provide funding to NORCOM 911 to complete statewide civilian deployment of RAADAR, facilitate the co-location with King County Sheriff's Emergency Communications Center, implement NG911 upgrades, and address other NG911 priorities and needs deemed necessary by NORCOM to facilitate a robust and reliable backup network.

##### FY2021

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<sup>1</sup> Note– Any FY2021 funds would most likely not be available until June of 2021 or later depending on the award process.



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## **RAADAR**

\$14M for NORCOM. Requested by Rep. Derek Kilmer for inclusion in the House version of the FY2021 Defense Appropriations bill.

House of Representatives Status: Waiting for House Defense Appropriations Subcommittee to pass bill.

## **Northwest Regional Next Generation 911 Demonstration Project**

\$30M. Requested by Senator Patty Murray for inclusion in the Senate version of the FY2021 Homeland Security Appropriations bill.

Senate Status: Waiting for Senate Homeland Security Appropriations Subcommittee to pass bill.

This is a joint appropriations request led by the King County Sheriff's Office that also would provide funding to NORCOM 911 to complete civilian deployment of RAADAR in Washington State (as needed) and deployment in Idaho and Oregon, facilitate the co-location with King County Sheriff's Emergency Communications Center, implement NG911 upgrades, and address other NG911 priorities and needs deemed necessary by NORCOM to facilitate a robust and reliable backup network.

## **Currently Available FY 2020 Discretionary Funding from Department of Defense and Department of Homeland Security**

### **FY2020**

Specific requests have been made on behalf of NORCOM 911 and urgent regional projects to benefit NORCOM 911. The immediate goal is to obtain any available FY2020 discretionary funds for the purposes of covering NORCOM's costs and expenses for human and capital resources to further RAADAR and other necessary internal R&D expenditures.

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## **Catastrophic Event Backup and Recovery for Emergency Communications – Joint Appropriations Request**

### Department of Defense

\$47.5M. Request for and pursuit of currently available discretionary funds from the Department of Defense. House Armed Services Committee Chairman Adam Smith (WA-9) has connected us with top DoD officials to explore this.

Status: Ongoing communication with DoD representatives on review processes and NORCOM 911 presentation meeting date (virtual).

### Department of Homeland Security

\$47.5M. Request for and pursuit of currently available discretionary funds from the Department of Homeland Security. Representative Cathy McMorris Rodgers (WA-5) is leading the effort on behalf of the 12 Members of the Washington State Congressional Delegation (two Senators and 10 House Members), supported by Rep. Suzan DelBene (WA-1), to secure signatures on a letter to the Secretary of the Department of Homeland Security requesting a meeting with him and his top executives to explore the availability of funding.

Status: Letter is in process.

## **RAADAR – U.S. Military Demonstration Project**

### **FY2020**

### Department of Defense

\$14M. Pursuit of currently available discretionary funds from the Department of Defense. Representative Adam Smith (WA-9), who chairs the House Armed Services Committee and, in whose district, NORCOM 911 is located, has connected us with top DoD officials to explore this.

Status: Awaiting communication on meeting date.

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## **Authorizing Legislation**

Rep. Suzan DelBene has offered unsolicited to craft and introduce authorizing legislation (authorize programs and grant funding) to conduct the Northwest Regional Next Generation 911 Demonstration Project over a five-year period.

Status: Rep. DelBene is currently working on a draft bill.

This is a joint request led by the King County Sheriff's Office that would also provide funding to NORCOM 911 to undertake civilian deployment of RAADAR in Idaho and Oregon, implement NG911 upgrades, and address other priorities and needs. Total funding amount for NORCOM 911 is unspecified at this time and will be determined in detailed planning processes.



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: Update on NORCOM User Fee research.

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### Executive Summary:

As noted at the June 2020 Governing Board meeting, NORCOM has been reviewing historical financial data and is aware of an error in the billable *Calls For Service* (CFS) calculation. The calculation error first appears in 2017, which corresponds with the date in which the new *Functional Distribution* billing model was implemented. Upon thoroughly researching the issue through the examination of available billing data, the calculation errors have been found to be minor in scale and a remedy has been developed and tested for accuracy and completeness. This process will be very beneficial in preventing this from re-occurring.

### Background:

On February 12, 2016, Governing Board Meeting NORCOM proposed Resolution 111 to adopt a new User Fee Formula identified as the *Functional Distribution Model*. The Governing Board adopted resolution 111, effective January 1 of 2017.

During the preparation of NORCOM's Annual Report, a disparity was noted between the annual Call For Service (CFS) counts generated by NORCOM Operations and those generated by NORCOM Finance. A team comprised of Finance, Operations, and IT staff thoroughly researched the error, studying all available data in conjunction with associated agency billing invoices for 2017, 2018, and 2019.

The team identified minor accuracy and consistency errors in the calculations. These included how Advanced Life Support (ALS) medical calls were classified, minor jurisdictional issues, and data input errors.

To remedy this and to mitigate future errors, an automated algorithm was developed to more accurately align with the elements of the *Functional Distribution Model* in the calculation of CFS numbers. In verifying the accuracy of the algorithm, a sampling of approximately 7,500 calls was manually counted by two different groups working independently. The results of the manual hand counts were then compared with the results of the new algorithm and this automated process was verified as accurate.

NORCOM has also observed that the current customer billing invoice format is insufficient as it lacks a detailed breakdown of the information used to generate the amount that the customer agency is invoiced. Upon completion of this research, this information will be provided with future invoice statements.

**Past Board or Other Related Actions:**

NORCOM's Principals founded the agency through the ILA in 2007, establishing the User Fee Formula. The Board later voted to modify the User Fee Formula through Resolution 111 in 2017.

**Policy and Strategic Implications:**

NORCOM has created an automated process to reduce the opportunity for human error and prevent this error from re-occurring.

**NORCOM Staff Recommendation:**

NORCOM Staff recommends that the Board receives this information and provides input regarding any other opportunities for related improvements.

**Staff Comments:**

N/A

**Options**

None at this time

**Risks**

None at this time

**Finance Committee Review:**

N/A

**Legal Review:**

N/A

**Joint Operations Board Review:**

N/A

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**Fiscal Impact**

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

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## **MEMORANDUM**

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 07/10/2020  
Subject: NORCOM Budget Update

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### **Executive Summary:**

The NORCOM Interlocal Agreement requires NORCOM to present the 2021 budget to the Governing Board by August 31, 2020.

In preparing the 2021 budget the NORCOM Finance team has identified what appears to be significant overspending of the 2019 budget which will impact the remainder of the 2020 budget and potentially impact the 2021 budget. NORCOM continues to investigate this issue to gain more clarity.

### **Background:**

In preparing the 2021 budget, the NORCOM team researched and reconciled many budget documents. This exhaustive process has identified what appears to be significant overspending of the 2019 budget. This will be impactful to the remainder of the 2020 budget as well as hamper NORCOM's general ability to meet its goals and obligations.

### **Past Board or Other Related Actions:**

The Governing Board was presented with and approved a balanced 2020 budget near the end of 2019.

### **Policy and Strategic Implications:**

Significant overspending of the 2019 budget will correlate in a reduction of the 2020 budget beginning fund balance. Such a reduction has true operational impacts to NORCOM.

### **NORCOM Staff Recommendation:**

NORCOM Staff has conducted a thorough review and analysis and recommends the Board receive and review this update and provide direction in advance of the August preliminary budget presentation.

### **Staff Comments:**

None further

### **Options**

NORCOM management staff is engaged in an investigative process to confirm the overspending of the 2019 budget. To reduce a potentially large shortfall to the 2020 budget, NORCOM has halted all discretionary spending for the remainder of 2020, including goods, services, and staffing. To mitigate any such impacts to the 2020 budget, the Board may choose to explore the use of reserves

### **Risks**

Significant overspending of the 2019 budget will result in a reduction of the 2020 budget. Such a reduction has true operational impacts to NORCOM.

**Finance Committee Review:** Yes

Efficient budget development has been hampered by various documentation challenges and possible over expenditure issues carried forward from the 2019 budget. These issues have been identified by NORCOM's new Finance Manager and shared with the NORCOM Finance Committee.

**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:**

If confirmed, significant overspending of the 2019 budget will result in a reduction of the 2020 budget beginning fund balance. Such a reduction has true operational impacts to NORCOM.

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### **Attachments**

NORCOM Budget Update

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# 2019 Budget Actions & Future Implications

As Management works to build the 2021 budget, the following was identified:

- At the end of 2019, NORCOM overspent its operating fund by \$160,000.
- When building the 2020 budget the Board directed NORCOM to assume a 2019 ending fund balance of \$500,000- the Adopted budget estimated a beginning fund balance of \$781,950.
- The 2020 budget also considered a \$350,000 vacancy contingency- we do not believe this will be realized as NORCOM is fully staffed.





# 2019 Budget items

Significant activities that did not align with the approved budget include:

**Personnel-** Four unfunded positions were added in 2019. Total costs for these positions in 2019 is estimated to be \$425,000

- These positions were identified as additions and funded in the 2020 Adopted Budget



# 2019 Budget items, continued

## Operating Expenditures:

Significant overspending was identified in the following categories:

- **Direct Hiring Fees:** total costs equaled \$102,000 booked to HR Services that was not budgeted
- **Financial Consultant:** total unbudgeted costs of \$76,000
- **Executive Director Discretion:** unbudgeted expenses totaling \$36,500
- **Legal Services:** actual costs were double the budgeted amount. This includes about \$85k spend on Employment matters, and \$34k related to RAADAR
- **Washington DC:** includes travel, lobbyist service charges totaling \$126,000



# What Management has done, steps for the future

Management has already taken steps to address this matter including:

- Continuing to validate figures- reconciling cash to ending fund balance, and ensure expenses are properly classified to the correct funds
- Review of policies, and communicate them to staff to end disallowable spending
- Identify Savings opportunities for 2020
  - Ceased discretionary spending for remainder of the year
  - Position freeze
  - Perform inventory analysis on assets and resources
  - Organizational Staffing Structure review
  - Collect on grants and reimbursable expenses
- Increase transparency to Boards and Committees to allow for additional oversight and accountability

