



AGENDA

NORCOM Governing Board
October 9, 2020, 9:00 A.M.

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board meeting minutes September 11, 2020
 - B. Monthly Budget to Actual Summary and AP Report
5. For Board Decision
 - A. Resolution 185 - Approval of the 2021 Agency User Fee rates for NORCOM Services.
6. For Briefing to Board
 - A. Fire Alpha Numeric Paging project-status update
 - B. NORCOM alternate back up center lease update.
7. Staff Updates
8. Department Reports
 - A. October Information Technology Update
9. Executive Session

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

 - *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*

- *RCW 42.30.110(1)(g) to review the performance of an employee; and*
- *RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.*

10. Adjournment

The next Governing Board meeting is scheduled for November 13, 2020.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: Governing Board meeting minutes September 11, 2020

Executive Summary:

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

Background:

The minutes are routinely submitted to the Governing Board for review, edits and approval.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

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

Staff Comments:

N/A

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

Governing Board Minutes 091120



MEMBERS

Nathan McCommon	City of Bellevue
Bruce Kroon	City of Bothell
Kyle Kolling	City of Clyde Hill
Tracey Dunlap	City of Kirkland
Steve Burns	City of Medina
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Chair)
Rick Rudometkin	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Greg Ahearn	Northshore Fire Department
Steve Taylor	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue

ABSENT

David Burke	Duvall Fire District #45
Chris Connor	Fire District 27
Don Horton	Redmond Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50
Michael Olson	City of Kirkland (Board Treasurer)

VISITORS

Deanna Gregory	Pacifica Law Group
David Mendel	PSERN
Chief Cherie Harris	Kirkland Police Department
Brett Shavers	Community Member

NORCOM STAFF

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



- **Call to Order**

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

A moment of silence was held honoring all the lives lost, and everyone who suffered on this tragic day, September 11, 2001.

- **Roll Call**

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.

- **Consent Agenda**

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

- **Monthly Budget to Actuals Summary and Accounts Payable Report August 2020**

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

Motion carried.

- **For Board Decision**

- **Request to adjust the 2020 Operating Budget through the use of rate stabilization funds (Resolution 184)**

Director Hamilton introduced the topic of seeking the Board's approval to adjust the 2020 operating budget through the use of rate stabilization funds, Resolution 184, due to the unfunded expenditures of the 2019 budget, which then impacted the 2020 budget. Finance Manager Ryerson went over the NORCOM budget spreadsheet – 2020 Financial Summary.

Deputy City Manager Dunlap motioned to approve Resolution 184, Deputy City Manager McCommon seconded the motion.

Motion carried.



- **For Board Briefing**

- **Back-Up Center Needs Update**

Director Hamilton has researched the option of using the Seattle FAC existing backup center in Seattle; however, this is Seattle PD's only backup center, and a concern was expressed regarding the safety and security in this area due to recent events. In the event of a significant emergency situation, NORCOM would be asked to leave, which is not optimal. Director Hamilton requested permission to pursue the lease agreement with the Redmond Police Department to bring back to the Board.

Chief Holmes motioned for Director Hamilton to pursue negotiating a lease with the Redmond Police Department to present to the Board. Chief Kolling seconded the motion.

Motion carried.

- **Bothell Police Communications as a NORCOM Subscriber – Update**

Director Hamilton reported that the City of Bothell had advised NORCOM they will continue to provide their own Police Dispatch Services. Chief Yourkoski asked how many hours went into the presentation for the City of Bothell. Director Hamilton reported hundreds of hours spent by various NORCOM employees collecting and processing data. This information will be retained and can be updated in the event that the City of Bothell, at a future date would like to revisit this option.

- **Staffing Update**

The Board is aware that the development of the 2021 budget has identified a 2020 budget shortfall. To help mitigate this, NORCOM has carefully analyzed our essential staffing needs resulting in the elimination of 2 positions by the end of September 2020, the Deputy Director of Strategic Initiatives and the Community Liaison positions, with a reduction of three additional staff positions by the end of 2021. Chief Holmes voiced his appreciation for evaluating staffing needs and how difficult these situations can be. Chief Yourkoski recognized both Scott Sotebeer and Jami Hoppen who held these positions for all their hard work.



- **2021 Budget Process Update**

Deputy Director Myers and Finance Manager Ryerson presented the 2021 Budget Forecast Update to include a reduction to the user fee estimates presented on August 14, 2020. NORCOM has identified and undertaken additional savings measures to reduce the user fee estimates, the majority of which are derived from staff reductions. The NORCOM Finance Committee continues to be updated and provide direction to the NORCOM Finance Team on the balancing of the 2020 budget as well as the development of the 2021 budget.

- **Department Reports**

- Deputy Director Myers and her team provided an information technology updates newsletter.

- **Staff Updates**

- There were no additional staff updates.

Chief Yourkoski requested to move the meeting into Executive Session. Meeting was adjourned at 9:30 with a request for 5 minutes to move into Executive Session.

- **Executive Session**

The executive session was held beginning at 9:35 with a request for 20 minutes. The Executive Session ended at 9:41, prior to the amount of time requested.

¹ 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;*

- **Adjournment**

Meeting adjourned at 9:43 a.m.

Next Governing Board meeting scheduled for October 9, 2020.



Meeting Minutes
NORCOM Governing Board
September 11, 2020

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: Monthly Budget to Actual Summary and AP 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:

These are routine reports produced monthly for Board review.

Past Board or Other Related Actions:

The Board receives and reviews these reports each month.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

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

Staff Comments:

N/A

Options

None

Risks

None

Finance Committee Review: Yes

The Budget to Actual's and Accounts Payable reports have been reviewed.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Attachments

September Budget to Actual's Report
September AP report-Checks By Date

501- Operating

Revenues

	2020 Budget	September Activity	Collected to Date	% collected
Subscriber Fees	11,203,938	2,800,985	\$ 11,203,938	100%
Agency Reimbursements	148,000	19,760	\$ 122,249	83%
KC EMS Performance Standards	180,000	-	\$ 69,629	39%
All Other	41,000	387	\$ 11,837	29%
	11,572,938	2,821,131	\$ 11,407,654	99%
Transfers In	1,693,239	-	\$ 1,069,782	63%
Revenues + Transfers	13,266,177	2,821,131	\$ 12,477,436	94%

Expenses

	2020 Budget	September Activity	2020 Spending to Date	% used	Remaining Balance
Salaries & Wages	7,963,847	615,228	\$ 6,445,445	81%	1,518,402
Professional Development	-	-	\$ -	-	-
Professional Reimbursements	4,200	-	\$ 4,200	100%	-
Uniforms	-	-	\$ -	-	-
Medical	1,223,184	93,259	\$ 953,307	78%	269,877
Dental	103,003	8,224	\$ 83,168	81%	19,835
Vision	15,095	1,086	\$ 10,967	73%	4,128
Long-Term Health	7,390	603	\$ 5,894	80%	1,496
Medicare	120,550	8,237	\$ 87,970	73%	32,580
MEBT	515,459	39,898	\$ 439,276	85%	76,183
PERS	1,055,860	78,976	\$ 897,335	85%	158,525
Washington FMLA	14,785	903	\$ 9,588	65%	5,197
Unemployment	40,138	1,851	\$ 54,648	136%	(14,510)
Workers Comp	12,093	1,345	\$ 15,169	125%	(3,076)
	11,075,604	849,609	\$ 9,006,967	81%	2,068,637
Cellular/Telephone Services	124,440	6,497	\$ 87,964	71%	36,476
Human Resource Services	126,500	(1,940)	\$ 66,693	53%	59,807
Insurance	78,000	-	\$ 82,911	106%	(4,911)
Leases- Equipment	19,500	404	\$ 12,790	66%	6,710
Leases- Facility/Radio	541,000	1,747	\$ 351,940	65%	189,060
Leases- Parking	105,000	3,450	\$ 54,307	52%	50,693
Legal Services	100,000	48,162	\$ 220,032	220%	(120,032)
Non-capital Equipment	48,465	-	\$ 40,801	84%	7,664
Professional Services	326,400	4,799	\$ 170,036	52%	156,364
Repair & Maintenance - Building	7,500	-	\$ -	0%	7,500
Repair & Maintenance - IT	1,056,250	9,739	\$ 890,411	84%	165,839
Software/ Licensing	31,200	3,778	\$ 47,496	152%	(16,296)
Supplies	24,555	606	\$ 27,685	113%	(3,130)
Travel/Training	83,970	69	\$ 53,985	64%	29,985
All Other	4,050	487	\$ 5,092	126%	(1,042)
Fund Transfers	295,693	-	\$ -	0%	295,693
	2,972,523	77,799	\$ 2,112,143	71%	860,380
GRAND TOTAL	14,048,127	2,898,930	\$ 11,119,110	79%	2,929,017

502- Capital Projects

Beginning Fund Balance

Expenditures:	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Computer Equipment	-	\$ 37,612		
Professional Services	2,739	\$ 4,389		
R&M - Software Maintenance	-	\$ 246,542		
	2,739	288,543.25		

503- Equipment Replacement:

	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Computer Hardware-NonCapital		\$ 4,680		
Non-capital Equipment		\$ 5,701		
		<u>\$ 10,381</u>		

505- Equipment Replacement:

	2020 Budget	Collected to Date	% collected
E-911 Escrow		\$ 1,053,218	
Investment Interest	-	\$ 6,983	
		<u>\$ 1,060,201</u>	

	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Transfers Out	1,693,239	<u>\$ 2,139,565</u>	126%	(446,326)

NORCOM Financial Summary

for Period Ending September 30, 2020

	2020 Budget	Actual	Percent of Budget
<u>501 - Operating Fund</u>			
2019 Beginning Fund Balance	781,950	\$0	
Agency Revenue	11,203,938	\$ 11,203,938	100.00%
Other Revenue	369,000	\$ 203,716	55.21%
Transfers In	1,693,239	1,069,782	63.18%
Revenue Collected	13,266,177	12,477,436	94.05%
Total Resources	14,048,127	12,477,436	
Personnel Expenditures	11,075,604	\$ 9,006,967	81.32%
Operating Expenditures	2,676,830	\$ 2,112,143	78.90%
Transfers Out	295,693	\$ -	0.00%
Total Expenditures	14,048,127	11,119,110	79.15%
Available Fund Balance	\$0	\$ 1,358,326.16	
<u>502 - Capital Projects Fund</u>			
2019 Beginning Fund Balance	45,391	\$999,491	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	45,391	999,491	
Expenditures	-	\$ 288,543	0.00%
Transfers Out	-	\$ -	0.00%
Total Expenditures	-	288,543	0.00%
Available Fund Balance	\$45,391	\$710,948	
<u>503 - Equipment Replacement Reserve</u>			
2019 Beginning Fund Balance	506,361	\$716,361	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	506,361	716,361	
Expenditures	132,000	\$ 10,381	7.86%
Transfers Out	-	-	0.00%
Total Expenditures	132,000	10,381	7.86%
Available Fund Balance	\$374,361	\$705,980	

	2020 Budget	Actual	Percent of Budget
<u>504 - Operating Expense Reserve</u>			
2019 Beginning Fund Balance	\$ 120,098	\$120,098	
Investment Interest	\$ -	-	0.00%
Other Revenue	\$ -	-	0.00%
Transfers In	\$ 13,743	-	0.00%
Revenue Collected	13,743	-	0.00%
Total Resources	133,841	120,098	
Personnel Expenditures	-	-	0.00%
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$133,841	\$120,098	
<u>505 - E-911 Escrow Trust</u>			
2019 Beginning Fund Balance	\$568,790	\$483,371	
Operating Revenue	1,393,239	\$ 1,053,218	75.59%
Investment Interest	-	6,983	0.00%
Other Revenue	-	-	0.00%
Revenue Collected	1,393,239	1,060,201	76.10%
Total Resources	1,962,029	1,543,572	
Expenditures	-	-	0.00%
Transfers Out	1,524,282	1,069,782	70.18%
Total Expenditures	1,524,282	1,069,782	70.18%
Available Fund Balance	\$437,747	\$473,790	
<u>506 - Rate Stabilization Reserve</u>			
2019 Beginning Fund Balance	\$1,424,539	\$1,274,041	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	198,245	-	0.00%
Revenue Collected	198,245	-	0.00%
Total Resources	1,622,784	1,274,041	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$1,622,784	\$1,274,041	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
Printed: 9/28/2020 8:34 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 082320	ADP PPE Payroll Processing Fee	09/04/2020	500.00
Total for this ACH Check for Vendor 120:				500.00
ACH	131 082320	HEALTH EQUITY PPE HSA Contributions Payable	09/04/2020	1,140.60
Total for this ACH Check for Vendor 131:				1,140.60
ACH	132 082320	WILMINGTON TRUST PPE MEBT Contributions Payable	09/04/2020	38,231.08
Total for this ACH Check for Vendor 132:				38,231.08
ACH	134 SEPT2020	COLONIAL LIFE Supplemental Ins Premiums	09/04/2020	1,937.22
Total for this ACH Check for Vendor 134:				1,937.22
ACH	140 SEPT2020	RELIANCE STANDARD Life/LTD Premiums	09/04/2020	1,744.42
Total for this ACH Check for Vendor 140:				1,744.42
ACH	327 SEPT2020 SEPT2020 SEPT2020	ASSOCIATION OF WASHINGTON CITIE Vision Premiums Dental Premiums Medical Premiums	09/04/2020	1,196.60 9,211.37 100,317.50
Total for this ACH Check for Vendor 327:				110,725.47
18862	210 082020	CENTURYLINK Radio Site Connection Charge- Snoqualmie EU	09/04/2020	173.12
Total for Check Number 18862:				173.12
18863	9 141286109	CENTURYLINK Telephone Service	09/04/2020	199.15
Total for Check Number 18863:				199.15
18864	15 3164	CITY OF REDMOND FINANCE DEPT Annual rent - radio transmitter site	09/04/2020	1,233.46
Total for Check Number 18864:				1,233.46
18865	324 55344-2	CRISTA MINISTRIES Crista Radio Site Lease - September	09/04/2020	513.10
Total for Check Number 18865:				513.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18866	565 4765805	GLOBALSTAR Orbit Network Services	09/04/2020	306.68
Total for Check Number 18866:				306.68
18867	183 322422	INNOVASAFE INC Software Source Code Escrow Agreement Renew	09/04/2020	700.00
Total for Check Number 18867:				700.00
18868	65 847357399-140	SPRINT Wireless Service	09/04/2020	63.13
Total for Check Number 18868:				63.13
18869	366 082620 090220	T MOBILE Test Cell Phone Service Test Cell Phone Service	09/04/2020	36.52 11.28
Total for Check Number 18869:				47.80
18870	499 130-15970	TYLER TECHNOLOGIES Red Hat Enterprise Linux Server (3-yr subscript	09/04/2020	5,000.00
Total for Check Number 18870:				5,000.00
18871	79 9860643827	VERIZON WIRELESS Cell Phone Service	09/04/2020	2,106.46
Total for Check Number 18871:				2,106.46
18872	692 082820	ZIPLY FIBER Phone Services	09/04/2020	784.14
Total for Check Number 18872:				784.14
Total for 9/4/2020:				165,405.83
18873	75	US BANK CORPORATE PAYMENT SYS	09/08/2020	
	112-0642748	Tissues and Alcohol Pads		53.48
	112-1026860	Office Supplies - Lens Wipes		21.44
	112-3839758	Amazon Gift Card		50.00
	112-4099626	Coffee Creamer		55.70
	112-5439066	Cleaning Supplies		62.00
	112-8345485	Office Supplies - Paper		39.68
	112-8345485-2	Office Supplies - Envelopes		20.89
	1223727541	Software/Licensing - Adobe		16.49
	13574354	Water - Crystal Springs		201.71
	15350732	Parking Lease 700 Building		3,450.00
	194944	Refund - Picture Frames		-69.34
	200277	Operating Supplies - Disinfecting Wipes		10.55
	271075	Operating Supplies - Disinfecting Wipes		16.69
	402196	Operating Supplies - Disinfecting Wipes		208.77
	480313	Amazon Prime Membership		130.90
	506476	Operating Supplies - Oak Dowel		10.84
	631477	Network Equipment		44.86
	645987	Consumable Good - Water		3.29
	8180092067	Shred-it		98.82
	HGBCJ-X5A15-9G0	Business Cards		50.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 18873:				4,477.01
Total for 9/8/2020:				4,477.01
ACH	679	ADP, LLC	09/11/2020	
	109112020	FMLA Taxes Payable		1,217.36
	209112020	ESD Taxes Payable		994.99
	309112020	Medicare Taxes Payable		8,148.40
	409112020	Federal Taxes Payable		29,560.89
	509112020	Net Pay		213,432.16
Total for this ACH Check for Vendor 679:				253,353.80
18874	633 080720	BODMER DESIGN August briefing materials	09/11/2020	350.00
Total for Check Number 18874:				350.00
18875	18 INV2179609	COPIERS NORTHWEST Contract rate charge for 5/6/20 - 8/5/20	09/11/2020	299.51
Total for Check Number 18875:				299.51
18876	189 INV14415	CPSI CRITICAL POWER SOLUTIONS Annual Maintenance - 6/6/20 thru 6/5/21	09/11/2020	1,999.16
Total for Check Number 18876:				1,999.16
18877	447 293537	FIRST CHOICE COFFEE SERVICES Ice Machine	09/11/2020	104.50
Total for Check Number 18877:				104.50
18878	657 2762040 2762041 2762042 2762043 2762044	FOSTER GARVEY RAADAR Method and System for Inter and Intra Agency C Method and System for an Integrated Public Saf Method and System for Inter and Intra Agency C Method and System for Inter and Intra Agency C	09/11/2020	301.87 87.50 87.50 87.50 3,349.50
Total for Check Number 18878:				3,913.87
18879	675 082820	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contribution	09/11/2020	4,972.96
Total for Check Number 18879:				4,972.96
18880	655 082020	INTEGRIS PUBLIC STRATEGIES LLC Professional Services - Aug 2020	09/11/2020	3,000.00
Total for Check Number 18880:				3,000.00
18881	695 080120	MMB CONSULTING Consulting Services	09/11/2020	1,350.00
Total for Check Number 18881:				1,350.00
18882	52 61564 61565	PACIFICA LAW GROUP Public Record Special Projects Professional Services thru July 31, 2020	09/11/2020	10,361.50 1,950.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 18882:				12,311.50
Total for 9/11/2020:				281,655.30
ACH	679	ADP, LLC	09/25/2020	
	109252020	FMLA Taxes Payable		1,243.68
	209252020	ESD Taxes Payable		855.50
	309252020	Medicare Taxes Payable		8,325.69
	409252020	Federal Taxes Payable		30,652.36
	509252020	Net Pay		220,790.43
Total for this ACH Check for Vendor 679:				261,867.66
18883	3	AT&T MOBILITY	09/25/2020	
	08272020	Cell phone service		257.37
Total for Check Number 18883:				257.37
18884	7	CENTRO PRINT SOLUTIONS	09/25/2020	
	221561	Springbrook Checks		226.78
Total for Check Number 18884:				226.78
18885	28	EPSCA	09/25/2020	
	10169	Monthly Radio Access Fees		812.76
Total for Check Number 18885:				812.76
18886	657	FOSTER GARVEY	09/25/2020	
	2757058	Employee Investigations		861.00
Total for Check Number 18886:				861.00
18887	612	GUARDIAN TRACKING	09/25/2020	
	2020-0836	Annual Subscription - Guardian Tracking Softwa		3,762.00
Total for Check Number 18887:				3,762.00
18888	675	ICMA-RC VANTAGEPOINT TRANSFER	09/25/2020	
	091120	ICMA 457 Contr PE 09/06/20		5,000.06
Total for Check Number 18888:				5,000.06
18889	36	INSLEE BEST DOEZIE & RYDER PS	09/25/2020	
	261004	Legal services rendered thru 9/10/20		15,399.00
Total for Check Number 18889:				15,399.00
18890	42	KING COUNTY FINANCE DEPT	09/25/2020	
	11009425	KCIT INET		1,163.00
Total for Check Number 18890:				1,163.00
18891	557	LANGUAGE LINE SERVICES	09/25/2020	
	4872951	Over-the-Phone Interpretation		583.66
Total for Check Number 18891:				583.66
18892	586	MEYDENBAUER CENTER	09/25/2020	
	2020-09	Sept 2020 Construction Emp Parking		1,950.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18892:	1,950.00
18893	698 1244572	MORNEAU SHEPELL LIMITED Employee Assistance Program - Sept 2020	09/25/2020	293.06
			Total for Check Number 18893:	293.06
18894	569 091120	NORCOM ASSOCIATED GUILD Sept 2020 NAG Dues	09/25/2020	2,183.00
			Total for Check Number 18894:	2,183.00
18895	52 62182 62183 62557	PACIFICA LAW GROUP Public Records Special Projects Professional Services thru 8/31/20 Shavers PRA Litigation	09/25/2020	5,739.00 1,950.00 7,988.00
			Total for Check Number 18895:	15,677.00
18896	673 091120	PUBLIC SAFETY EMPLOYEES UNION Sept 2020 PSEU Dues	09/25/2020	429.71
			Total for Check Number 18896:	429.71
18897	630 36998	SITECRAFTING INC Website Management and Maintenance – August	09/25/2020	2,739.00
			Total for Check Number 18897:	2,739.00
18898	701 INV00607725	SMARSH INC Pro Archive Onboarding Services	09/25/2020	8,048.00
			Total for Check Number 18898:	8,048.00
18899	90 082820	KHAI TRAN Mileage Reimbursement	09/25/2020	69.02
			Total for Check Number 18899:	69.02
18900	499 130-16121 130-16198	TYLER TECHNOLOGIES New World Fixed Installation Service Fees New World Fixed Installation Service Fees	09/25/2020	2,552.00 9,570.00
			Total for Check Number 18900:	12,122.00
			Total for 9/25/2020:	333,444.08
			Report Total (47 checks):	784,982.22



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: Resolution 185 - Approval of the 2021 Agency User Fee rates for NORCOM Services.

Executive Summary:

Pursuant to Section 12(c) of the NORCOM Interlocal Agreement (the Interlocal Agreement), each Principal and Subscriber (each as defined in the Interlocal Agreement) are to receive, review and approve their respective user fee allocation for the proposed budget.

NORCOM Staff will present the Governing Board with the 2021 agency rates for review, discussion, and formal approval by resolution.

Background:

On August 14, 2020, NORCOM staff presented a preliminary budget to the Governing Board, which was approved. On September 11, 2020, the staff presented adjusted 2021 agency user fee rates to the Governing Board for review and consideration. This update reflected a decrease in user rates from those presented in August. No formal approval of the user fees was proposed at that time.

Past Board or Other Related Actions:

Nothing additional

Policy and Strategic Implications:

Formal approval is required.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval of the proposed 2021 user fee rates.

Staff Comments:

Nothing additional

Options

The Board may choose to approve, disapprove or make recommendations to adjust the associated 2021 user fees/rates.

Risks

Formal approval of the projected 2021 agency user fees is required.

Finance Committee Review: Yes

The Finance Committee has reviewed the projected 2021 agency user fees and has provided direction to NORCOM.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2021

Account (s):

Fiscal Note:

Fiscal Impact:

The 2021 budget and associated user fees have not yet been approved

Attachments

2021 Budget Functional Distribution User Fees by agency

Budget Resolution 185 and Exhibit A

NORCOM
International Distribution by Agency

Personnel Expenditures	10,754,239
Operational Expenditures	2,667,485
Total Operating Expenses	13,421,724
Plus:	
Capital Purchases	-
Transfers Out	50,000
Minus:	
Prior Year Fund Balance	-
Miscellaneous Revenues	550,918
Operating Transfers In	1,166,691
Distribution to Agencies	11,754,115

2021 User Fees - Budget Cost		Dispatch Law	Data Radio	Dispatch Fire	Call Receiver	2020	2021	Increase/ (Decrease)	Percent
						Total	Total		Change
Bellevue Police		1,158,748	749,047		1,692,075	3,524,226	3,599,869	75,643	2.15%
Clyde Hill Police		32,870	4,157		47,999	84,103	85,025	922	1.10%
Kirkland Police		819,622	311,341		1,196,682	2,164,598	2,327,825	163,226	7.54%
Medina Police		22,716	3,014		33,172	66,960	58,902	(8,058)	-12.03%
Mercer Island Police		201,938	42,295		294,882	569,569	539,114	(30,455)	-5.35%
Normandy Park Police		39,097	27,642		57,091	113,167	123,831	10,664	9.42%
Total Police		2,274,990	1,137,495	-	3,322,080	6,522,622	6,734,565	211,943	3.2%
Bellevue Fire				840,734	468,678	1,205,255	1,309,412	104,158	8.64%
Bothell Fire				266,283	148,443	380,163	414,726	34,563	9.09%
Duvall Fire				42,575	23,734	56,969	66,309	9,340	16.39%
Eastside Fire and Rescue				439,809	245,177	644,718	684,986	40,268	6.25%
Fall City Fire				21,740	12,119	33,654	33,859	205	0.61%
Kirkland Fire				341,801	190,541	498,630	532,343	33,713	6.76%
Mercer Island Fire				106,532	59,388	165,022	165,920	898	0.54%
Northshore Fire				126,236	70,372	190,843	196,608	5,766	3.02%
Redmond Fire				401,759	223,965	608,020	625,724	17,704	2.91%
Shoreline Fire				446,929	249,146	619,120	696,075	76,955	12.43%
Skykomish Fire				12,287	6,849	16,855	19,136	2,281	13.53%
Snoqualmie Pass Fire				18,882	10,526	28,401	29,409	1,008	3.55%
Snoqualmie Fire				33,538	18,696	49,451	52,235	2,784	5.63%
Woodinville Fire				123,796	69,011	184,216	192,807	8,591	4.66%
Total Fire		-	-	3,222,902	1,796,647	4,681,316	5,019,550	338,234	7.2%
Agency Total		2,274,990	1,137,495	3,222,902	5,118,727	11,203,938	11,754,115	550,177	4.9%

RESOLUTION 185

RESOLUTION OF THE GOVERNING BOARD OF NORCOM APPROVING THE 2021 BUDGET FOR DISTRIBUTION TO PARTICIPATING AGENCIES

WHEREAS, pursuant to Section 12(c) of the North East King County Regional Public Safety Communications Agency Interlocal Agreement (the Interlocal Agreement), the NORCOM Executive Director is required to present a proposed budget to the NORCOM Governing Board for approval, NORCOM is to advise the Participating Agencies (as defined in the Interlocal Agreement) on the programs and objectives contained in the proposed budget; and

WHEREAS, upon approval by the legislative authorities of each Principal and Subscriber (each as defined in the Interlocal Agreement) of their respective allocation for the NORCOM budget, the Governing Board shall, after public hearing, adopt its final budget for the following year; and

WHEREAS, official adoption of the 2021 NORCOM Budget will occur at the December meeting of the Governing Board;

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

Section 1. 2021 NORCOM Budget. The 2021 NORCOM Budget, attached hereto and incorporated as Exhibit A, is approved for distribution to the Participating Agencies as required in the Interlocal Agreement.

Section 2. Summary of 2021 NORCOM Budget. A summary of the 2021 Budget Resources is as follows:

	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Total 2021 Resources	\$12,305,033	\$453,719	\$673,681	\$120,098	\$1,350,062	\$1,274,041	\$16,176,634
Transfer Activities	\$1,116,691	\$ -	\$50,000	\$ -	(\$1,166,691)	\$ -	\$ -
Total 2021 Fund Resources	\$13,421,724	\$453,719	\$723,681	\$120,098	\$183,371	\$1,274,041	\$16,176,634

Section 3. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 4. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 9th day of October 2020.

Signed in authentication thereof on this 9th day of October 2020.

Chair

Attest

Resolution 185- Exhibit A
NORCOM Budget
2021 Financial Summary

NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
2021 Estimated beg. fund balance	\$ -	\$ 453,719	\$ 673,681	\$ 120,098	\$ 183,371	\$ 1,274,041	\$ 2,704,910
Revenue:							
From Participating Agencies	11,754,115	-	-	-	-	-	\$ 11,754,115
E-911 Revenue	-	-	-	-	1,166,691	-	\$ 1,166,691
Miscellaneous Revenues	550,918	-	-	-	-	-	\$ 550,918
Interest Earnings	-	-	-	-	-	-	\$ -
Total Revenue	12,305,033	-	-	-	1,166,691	-	13,471,724
Total 2021 Resources	\$ 12,305,033	\$ 453,719	\$ 673,681	\$ 120,098	\$ 1,350,062	\$ 1,274,041	\$ 16,176,634
Expenditures							
Salaries & Wages	7,810,328	-	-	-	-	-	7,810,328
Personnel Benefits	2,943,911	-	-	-	-	-	2,943,911
Operating Services & Supplies	2,667,485	-	-	-	-	-	2,667,485
Capital Outlays	-	25,000	403,500	-	-	-	428,500
Total Expenditures	\$ 13,421,724	\$ 25,000	\$ 403,500	\$ -	\$ -	\$ -	\$ 13,850,224
Transfers:							
Transfers In	1,166,691	-	50,000	-	-	-	1,216,691
Transfer Out:							
To Operating	-	-	-	-	1,166,691	-	1,166,691
To ER & R	50,000	-	-	-	-	-	50,000
Transfers In less Transfers out	\$ 1,116,691	\$ -	\$ 50,000	\$ -	\$ (1,166,691)	\$ -	\$ -
2021 Ending Fund Balance	\$ -	\$ 428,719	\$ 320,181	\$ 120,098	\$ 183,371	\$ 1,274,041	\$ 2,326,410
Change in Fund Balance	\$ -	\$ (25,000)	\$ (353,500)	\$ -	\$ -	\$ -	\$ (378,500)



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: Fire Alpha Numeric Paging project-status update

Executive Summary:

NORCOM staff will update the Governing Board on the status of the Fire Alpha-Numeric Paging system upgrade project.

Background:

On March 8th, 2019, NORCOM staff briefed the Governing Board on the need to upgrade the Fire Alpha-Numeric paging system. Staff informed the board that the current paging system is intertwined and dependent on the Snohomish Emergency Radio System (SERS). Staff also shared that NORCOM's participation in this upgrade would cost a minimum of \$600,000. NORCOM and the Board discussed the relative value of expending such funds on aging technology, as well as the need to consider exploring other technologies to include commercial paging and cellular solutions.

On July 12th, 2019, NORCOM staff presented paging options and alternatives to the Board, but ultimately recommended approval of participation in the upgrade. NORCOM informed the Board that full funding existed for the project in Equipment Replacement Reserves. The Board approved Resolution 170, authorizing the upgrade expenditure.

In August 2020, NORCOM was contacted by SERS staff regarding our financial readiness to participate in the project. NORCOM Finance researched this matter and found that contrary to Resolution 170, no additional funding had been previously established for this project. NORCOM ultimately informed the SERS Director that no funding existed for this project. It is estimated that NORCOM will be removed from the system in 2022.

On September 14th, 2020 NORCOM staff attended the ZONE 1 Fire Chief's meeting and apprised them of this matter. The Chief's voiced their concern regarding the possible loss of this functionality and support for NORCOM's recommendation that this matter be further explored by NORCOM I.T and the Fire Technology sub-committee. Discussion between NORCOM and the sub-committee has begun.

Past Board or Other Related Actions:

The Governing Board and NORCOM staff discussed the paging system in March and July of 2019. The Board approved resolution 170 on July 12th, 2019.

Policy and Strategic Implications:

NORCOM Fire customers have utilized paging technology for many years and as such, paging is an integral part of operations. Should the ability to page be impacted, a short term remedy and a long term alternative solution must be identified.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the board receive this update and provide direction as needed.

Staff Comments:

None further

Options

Equipment replacement reserves do not exist to fund this project. Alternative solutions include but are not limited to:

- Exploring the use of new technology such as cellular and/or commercial paging
- Exploring the feasibility and effectiveness of joining another existing paging network such as Valley Com
- Funding the upgrade through an alternate means
- Exploring the feasibility of establishing a relationship directly with the vendor utilized by SERS.
- Other alternatives established by the Zone 1 Fire Technology sub-committee

Risks

Paging remains an integral part of Fire Operations.

Finance Committee Review: No

None

Legal Review: No

NA

Joint Operations Board Review: No

NA

Attachments

2019 Fire paging resolution

Resolution 170

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM AUTHORIZING UPGRADES TO ALPHANUMERIC PAGING INFRASTRUCTURE

WHEREAS, NORCOM staff identified the imminent need to upgrade paging infrastructure in conjunction with the Snohomish County 911 paging infrastructure upgrade project.

WHEREAS, NORCOM staff has thoroughly researched, evaluated, and discussed upgrading the paging infrastructure with the Governing Board on March 8th, 2019 and in many and numerous follow-on discussions the NORCOM Joint Operations Board, Zone 1 Fire Operations, and Zone 1 Fire Chiefs.

WHEREAS, although both NORCOM and its agencies were initially hesitant to invest in expensive upgrades to outdated paging technology, additional research revealed that the paging system is part of a regional King County paging system on which important agencies other than NORCOM continue to rely upon; and

WHEREAS, NORCOM's Chief Technology Officer's diligent searching located a Memorandum of Understanding (MOU) entitled "Western Washington Regional Public Safety VHF Alphanumeric Paging System MOU"; and

WHEREAS, the City of Bellevue, NORCOM Agencies, SERS (now Snohomish County 911) and Valley Communications are parties and signatories to the MOU; and

WHEREAS, the MOU obligates the parties to work collaboratively in the paging arena and establishes a governance group that was never constituted or held meetings;

WHEREAS, NORCOM's withdrawal from current paging infrastructure and protocols would negatively impact public safety particularly with respect to mutual aid between King County first responders; and

WHEREAS, NORCOM desires to work with its regional partners to intelligently plan a replacement technology that will meet the needs of all agencies relying on paging technology; and this cannot be accomplished in the short window of time NORCOM has to participate with Snohomish County 911 in a paging upgrade; and

WHEREAS, NORCOM has been contributing to the Equipment Replacement fund for many years in anticipation of a need to upgrade paging technology and there is enough funding in the Equipment Replacement fund to cover the full four year of cost of approximately \$673,000;

WHEREAS, Snohomish 911 has levy funding to cover the cost of the paging upgrade and is willing to allow NORCOM to pay its share of cost through a combination

*Resolution 170
Authorizing Alphanumeric Paging Upgrade*

of an up-front payment in 2019 followed by subsequent payments over several years;
and

WHEREAS, the total cost to NORCOM once all payments are made would not exceed \$630,792.70;

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

Section 1. Authorization. The Board hereby authorizes the Executive Director to negotiate an agreement with Snohomish County 911 to upgrade the NORCOM alphanumeric paging system and utilize the Snohomish County 911 contract and negotiated pricing based on a four-year or project completion repayment term to Snohomish County 911 in an amount not to exceed \$630,792.70.

Section 2. Future Planning. NORCOM staff will work with other mutual aid partners to identify and develop a plan to transition from existing paging technology no later than the anticipated replacement for the current upgrade in seven to ten years.

Section 3. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

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

Passed by a majority vote of the Governing Board in an open public meeting on this 12th day of July, 2019.

Signed in authentication thereof on this 12th day of July, 2019.

Daniel W. Jones
Chair

Attest: Kelly M. B.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: NORCOM alternate back up center lease update.

Executive Summary:

NORCOM staff will update the Board on the status of negotiations with the City of Redmond for the use of a larger space for the backup center.

Background:

NORCOM has one backup center which is located within the Redmond Police Department. This backup location is located in a single room which is a total of 365 square feet (SF) (approximately 10'x35'). NORCOM leases this room for approximately \$15,000 per year. This space is extremely narrow and was challenging prior to COVID-19 creating the need for greater distancing. Post COVID-19, the use of this space is simply not feasible.

The City of Redmond has vacated a much larger, 945 square feet space in their Police Department, which formally served the agency as an Emergency Operations Center. Although no agreement has been finalized, the lease cost for this larger space is projected to be a maximum of \$50,000 per year. The City of Redmond is agreeable to exploring this possibility.

At the June 14, 2020 Governing Board meeting, NORCOM shared safety and operational concerns regarding the current backup communications center in Redmond. NORCOM sought the Board's approval to negotiate a lease for this larger space. NORCOM also sought Board approval for the use of existing Capital Projects funding to make improvements to the electrical and connectivity infrastructure, which are unique to a communications center.

On September 11, 2020, the Board approved the noted use of Capital Projects funding and directed staff to begin lease negotiations with the City of Redmond for the use of this space. The City of Redmond and most specifically, the Redmond Police Department's Communications Center manager, remain highly collaborative. The negotiations are progressing in a very satisfactory manner.

Past Board or Other Related Actions:

On June 14 and September 11, 2020, the Governing Board received a staff presentation and associated updates and subsequently provided direction to staff in this regard.

Policy and Strategic Implications:

A larger backup center space will provide for increased employee safety and operational effectiveness.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the board receive this information and provide feedback and direction as needed.

Staff Comments:

None

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: Yes

A legal review of a proposed lease (in DRAFT form) is in progress.

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2020-2021

Account (s):

Fiscal Note:

Fiscal Impact:

If approved, the increased lease costs will have budgetary impacts



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 10/09/2020
Subject: October Information Technology Update

Executive Summary:

The October Information Technology Update is presented to the Board for review, input, and questions.

Background:

The Information Technology Update is routinely provided to the Board.

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 the Board review the update and offer input or questions as desired.

Staff Comments:

None

Options

None

Risks

None

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

NORCOM IT Updates-October



Information Technology Updates

From: Katy Myers
Deputy Director of Administrative
Services

October 2020

Radio

PSERN

Console Cutover scheduled for 10/12 – 10/13

- NOTE: This cutover will require several hours of site trunking. Users are typically used to just a few minutes of site trunking so it will be vital to communicate with users regarding how to manage routine and emergency operations during this condition.

Telephone Systems

NORCOM 911 Outage follow-up actions:

- Ensure all IT staff know the county and state notification processes. Document process. *Status: In Process.*
- Educate 911 Operations and IT staff on Condition 4 routing and its impacts. Document notification process. *Status: In Process.*
- Contact King County 911 office to learn how 911 outage notifications are handled in the region. *Status: Scheduled meeting.*
- Contact Century Link for maps of central offices and their impacted areas. *Status: Waiting for maps from Century Link.*

Location Based Routing

Scheduled to attend a planning meeting in October to enable location-based routing in the T-Mobile network.

911 Platform Replacement

King Count 911 Program Office is leading a project to replace the current 911 call taking systems at all King County PSAPs. *Status: RFP was published, responses due 11/25/2020.*

RAADAR

- Real-time satellite fire detection added to the Regional Map.
- Created new User Audit report to track users by home agency.

GIS

- Central Square Mobile Map Update – working with the new mobile maps are in the test environment. Scheduled to test in October.

Other Notable Work

- Website Redesign – Rollout date set for October 15, 2020
- ePASS – implemented solution to carry radio ID updates into Tyler CAD system, now working on RAADAR side.
- Navigator - Scheduling an initial demonstration for SMEs in November.
- NORCOM is working with Fire Operational Technical Group to research alphanumeric paging system planning and to discuss roadmap and options for migration to a single CAD system.

Projects

November Back-Up Center Activation

Working on a plan to move six positions into the EOC so there can be some separation of employees. Due to time constraints this will partial temporary set-up and partial set-up for final move to this room.

Externally Lead Projects

- iBase – work completed, waiting for SMEs to be ready to provide a demonstration
- FirstDue – development team is reviewing implementation options.