



AGENDA
NORCOM Governing Board
Kirkland PD Totem Lake Room - November 8, 2019, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. NORCOM Recognition
5. Consent Agenda
 - A. NORCOM Governing Board Minutes October 11, 2019
 - B. October 2019 Accounts Payable Report
 - C. October 2019 Financial Summaries
6. For Board Decision
7. For Briefing to Board
 - A. Governing Board Discussion on Intellectual Property Policy
 - B. Initial Briefing and Study Session on ZEN Task Force Work
8. Staff Updates
 - A. University of Washington Next Generation 911 Summit
 - B. Washington State 911 Efficiency Study
9. Committee Reports
10. Upcoming Agenda Items

11. 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.*

12. Adjournment

The next Governing Board meeting is scheduled for



MEMORANDUM

To: Governing Board
From:
Date: 11/04/2019
Subject: NORCOM Governing Board Minutes October 11, 2019

Executive Summary:

NA

Background:

NA

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

NA

NORCOM Staff Recommendation:

NA.

Staff Comments:

NA

Options

NA

Risks

NA

Finance Committee Review: No
NA

Legal Review: No
NA

Joint Operations Board Review: No
NA

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2019
Account (s):

Fiscal Note:

Fiscal Impact:

NA

Attachments

NORCOM Governing Board Minutes October 11 2019



MEMORANDUM

To: Governing Board
From:
Date: 11/04/2019
Subject: October 2019 Accounts Payable Report

Executive Summary:

This report is routine in nature. All expenditures are in line with NORCOM operations and do not negatively impact the 2019 budget. All payments have been approved by the Executive Director and reviewed by the Finance Committee.

Background:

This report and its approval are routine in nature and done monthly.

Past Board or Other Related Actions:

The Governing Board takes action on this report monthly.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval of the October 2019 Accounts Payable report.

Staff Comments:

None

Options

N/A

Risks

N/A

Finance Committee Review:

The Finance Committee will review this report at their 11/06/2019 meeting.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: Y
Fiscal Year: 2019
Account (s):
Fiscal Note:
Fiscal Impact:

All expenditures are in line with NORCOM's budget.

Attachments

October 2019 AP Report



MEMORANDUM

To: Governing Board
 From:
 Date: 11/04/2019
 Subject: October 2019 Financial Summaries

Executive Summary:

This report is routine in nature and meant for briefing to the Board after Finance Committee review.

Background:

These reports are meant to update the Board on the financial status of NORCOM's 2019 budget.

Past Board or Other Related Actions:

The Board is updated on NORCOM's financial status monthly.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval of the Financial Summaries.

Staff Comments:

None

Options

N/A

Risks

N/A

Finance Committee Review: Yes

The Finance Committee will review these documents at their 11/06/2019 meeting.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: Y
Fiscal Year: 2019
Account (s):
Fiscal Note:

Fiscal Impact:

All funds are on track and expected to be at or below budget at the end of 2019.

Attachments

October 2019 Financial Summaries



MEMORANDUM

To: Governing Board
From:
Date: 11/04/2019
Subject: Governing Board Discussion on Intellectual Property Policy

Executive Summary:

During the October meeting, Board members requested further Board discussion on NORCOM's policy related to intellectual property. Topics for discussion include application to member agency staff, identifying and determining when NORCOM should seek to preserve intellectual property rights, and the process for the inventor reward program.

Background:

NORCOM has had an intellectual property policy in place since 2013 and has also requested and received NORCOM employee assignments of intellectual property developed by them while NORCOM employees. NORCOM's attorneys have provided an updated policy that reflects current practice.

Past Board or Other Related Actions:

NORCOM policy of this nature is normally within the authority of the Executive Director. Several unique aspects related to Board policy led NORCOM's attorneys to recommend that the Executive Director brief the Board on changes to the policy and seek Board concurrence.

Policy and Strategic Implications:

NORCOM policy on intellectual property is important to assure that NORCOM can protect intellectual property that may provide an independent source of revenue.

NORCOM Staff Recommendation:

NORCOM staff is here to support the Board's request for further discussion.

Staff Comments:

NA

Options

The Board has the option to forego further discussion on this matter.

Risks

Further discussion will assure that NORCOM has fully considered all aspects of its intellectual property policies and will therefore mitigate risk.

Finance Committee Review: No

NA

Legal Review: Yes

Legal Counsel has advised NORCOM on the need for an appropriate Intellectual Property policy and has provided a proposed policy modeled after policies common in both the private and public sector. Legal counsel will be at the meeting to provide information to the Board.

Joint Operations Board Review: No
NA

Fiscal Impact

Budgeted Y/N: Y
Fiscal Year: 2019

Account (s):

Fiscal Note:

Fiscal Impact:

There is a minimal fiscal impact for future inventions. The policy does not address retroactivity to prior inventions.

Attachments

NORCOM IP Redline 2013 and 2019
NORCOM 2013 IP Policy
NORCOM 2019 IP Policy
Exhibit A to 2019 IP Policy



MEMORANDUM

To: Governing Board
From:
Date: 11/04/2019
Subject: Initial Briefing and Study Session on ZEN Task Force Work

Executive Summary:

In April-May 2019, Renton Regional Fire Authority and Puget Sound Regional Fire Authority requested quotes from NORCOM for emergency communications service. Following an initial briefing on the request to the NORCOM Governing Board, NORCOM staff established a task force to obtain information and conduct analysis necessary to determine feasibility, impact, and cost. The Task Force is known as the ZEN Task Force. The Zen Task Force has worked diligently to analyze NORCOM internal data as well as data from the two fire authorities. The analysis is largely complete and ready for further discussion at the Board level. The task force will update the Board on its research, methodology, and preliminary conclusions. The Task Force seeks Board feedback and further direction on all aspects of its work.

Background:

Valley Communications currently provides emergency communications services to the Puget Sound Regional Fire Authority and Renton Regional Fire Authority. Both agencies have expressed interest in NORCOM providing those services.

Past Board or Other Related Actions:

The Board approved NORCOM staff to analyze and report back on feasibility.

Policy and Strategic Implications:

NORCOM faces declining outside revenue. The addition of new agencies would lower current agency costs, improve public safety service across a wider region, and mitigate future outside revenue reductions. Adding additional agencies could negatively impact performance. NORCOM's ZEN task force has worked to analyze both positive and negative policy and strategic implications.

NORCOM Staff Recommendation:

NORCOM staff believes it is important to brief the Board on the results of its analysis and seek further direction.

Staff Comments:

NA

Options

This is a study session and no decision from the Board is required. Staff seeks Board direction on additional questions or research that may be required. The Board has the option not to take the briefing or provide feedback.

Risks

NORCOM will need to identify alternate revenue sources to offset future reductions in current outside revenue. If NORCOM does not identify other revenue sources, NORCOM's current agencies may see increases in their agency assessments.

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: Y

Fiscal Year: 2021

Account (s):

Fiscal Note:

Fiscal Impact:

Renton Regional Fire Authority and Puget Sound Regional Fire Authority seek quotes from NORCOM to begin providing service on January 1, 2021. The addition of these agencies would reduce current agency assessments and/or offset projected losses in outside revenue.



MEMORANDUM

To: Governing Board
From:
Date:
Subject: University of Washington Next Generation 911 Summit

Executive Summary:

The University of Washington is hosting a national Next Generation 911 Summit to be held at UW on November 25. This is a high profile event that should include participation by Senator Cantwell, Rep. Kilmer, Rep. DelBene, Rep. McMorris Rogers, leadership from DHS, FirstNet, the National 911 office, and the National Emergency Number Association (NENA).

Background:

NA

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

NA

NORCOM Staff Recommendation:

NA.

Staff Comments:

NA

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2019
Account (s):
Fiscal Note:
Fiscal Impact:
NA



MEMORANDUM

To: Governing Board
From:
Date:
Subject: Washington State 911 Efficiency Study

Executive Summary:

The Washington State legislature mandated a 911 Efficiency Study in the 2019 state budget. The State 911 Office (SECO) has completed the organizational work to carry out a 911 efficiency study. This group represents a cross-section of 911 stakeholders from across the state. NORCOM has requested information on the stakeholders and organizational framework. The group is now scheduling meetings that will culminate in a final report that is required to be complete by October 20.

Background:

ESHB 1109 – House of Representatives budget allocated \$100,000 of the E911 account for a collaborative group with representatives from counties, PSAPs and first responder organizations to submit a report on the 911 system by [10/1/2020](#). The report must include:

- Actual cost per fiscal year to operate and maintain the 911 system including, but not limited to, the ESInet, call handling equipment, personnel costs, facility costs, contractual costs, administrative costs, legal fees.
- The difference between the actual state and local costs and current state and local 911 funding
- Potential cost-savings and efficiencies through the consolidation of equipment, regionalization of services or merging of facilities, positive and negative impacts on the public, legal or contractual restrictions, and appropriate actions to alleviate these constraints.
- <http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/House%20Passed%20Legislature/1109-S.PL.pdf>

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

Ten states have adopted, considered, or have pending PSAP consolidation legislation. The 911 Efficiency Study seems to track with the Missouri model which began with a 911 Efficiency Study followed by legislation mandating consolidation of PSAPs. A summary of related PSAP consolidation legislation from other states is attached. PSAP consolidation legislation typically reduces or limits eligibility for 911 surcharge tax revenues unless PSAPs are consolidated or sharing resources. Some states such as Illinois have restricted the number of PSAPs allowed for each county. PSAP consolidation legislation in Washington State could impact NORCOM's outside revenues. Currently, 911 surcharge taxes represent about 13% of NORCOM's total budget.

NORCOM Staff Recommendation:

NORCOM staff recommends active engagement by NORCOM and its owner agencies as the study progresses.

Staff Comments:

NORCOM staff continues to engage with the State 911 Office and other 911 stakeholders on this important study.

Options

NA

Risks

NORCOM's access to 911 surcharge tax revenues or its own future existence could be impacted by future state legislation resulting from the study.

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Attachments

Review of state consolidation legislation
State 911 Efficiency Study Project Charter
State 911 Efficiency Study Work Groups
11/07/2019 State 911 Survey Questions Email
11/07/2019 State 911 Survey Instructions
11/07/2019 State Survey Spreadsheet
