



AGENDA

Governing Board NORCOM
November 13, 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 October 9, 2020
 - B. Monthly Budget to Actuals Summary and AP Reports October
 - C. Correction to Resolution #177 dated 10/11/19 to Resolution #176
5. For Board Decision
 - A. Resolution 186 - COVID-19 Public Assistance Grant Authorized Representatives
 - B. NORCOM - Department of Revenue Use Tax owed
6. For Board Briefing
 - A. National Fire Operations Reporting System billing procedure
 - B. New NORCOM website
7. Department Reports
 - A. Information Technology Updates

8. Executive Session

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

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

9. Adjournment

The next Governing Board meeting is scheduled for December 11, 2020.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: Governing Board meeting minutes October 9, 2020

Executive Summary:

Background:

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

N/A

Risks

N/A

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

Governing Board Minutes 10/09/20



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
Greg Bawden	Duvall Fire District #45
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Greg Ahearn	Northshore Fire Department
Matt Cowan	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

Chris Connor	Fire District 27
Todd Short	Redmond Fire Department
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

David Mendel	PSERN
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
Deanna Gregory	Pacifica Law Group
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



o **Call to Order**

Chief Dan Yourkoski, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m. The meeting was posted publicly and held via video conference due to the COVID pandemic restrictions.

o **Roll Call**

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

o **Open Communications from the Public**

There were no requests for open communication from the public by email or phone.

o **Recognition**

Director Hamilton commended Chief Cowan and everyone involved for the completion and opening of Fire Station 63.

o **Consent Agenda**

- **Governing Board Minutes for September 11, 2020 Meeting**
- **Monthly Budget to Actuals Summary and Accounts Payable Report September 2020**

There was no discussion on any consent agenda items.

Deputy City Manager McCommon made a motion to approve the Consent Agenda. City Administrator Rudometkin seconded the motion.

Motion carried.

o **For Board Decision**

- **Resolution 185 – Approval of the 2021 Agency User Fee rates for NORCOM Services**

Finance Manager Ryerson presented the updated 2021 Agency User Fee Rates. This update reflects a decrease in user rates from those presented in August. The changes are due to the backup center and personnel changes.

Chief Holmes motioned to approve Resolution 185, City Administrator Rudometkin seconded the motion.

Motion carried.



o **For Board Briefing**

• **Fire Alpha Numeric Paging Project- Status Update**

Director Hamilton reported that in August, NORCOM was contacted by Snohomish Emergency Radio System (SERS) regarding our financial readiness to participate in this project. NORCOM Finance has researched this matter and found that contrary to Resolution 170 being approved on July 12, 2019 no funding was established for this project. The current approximate amount due for this project is \$700,000. NORCOM has informed the SERS Director that no funding exists for this project. It is estimated that NORCOM will be removed from the system in 2022.

On September 14, 2020, NORCOM staff attended the Zone 1 Fire Chief's meeting to inform them of this matter. The Chief's expressed their concern as paging remains an integral part of Fire Operations. NORCOM IT and Fire Technology Sub-Committee discussions have begun for an alternative solution and will provide updates with their findings.

Several options suggested as alternate solutions:

- Exploring the use of new technology such as cellular and/or commercial paging
- Exploring the feasibility and effectiveness of joining another paging network such as Valley Com
- Funding the upgrade through 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

Chief Cowan asked what the window of time is that we have to join. Director Hamilton stated approximately 90 days. If necessary, an additional meeting will be scheduled to discuss this matter further.

• **NORCOM alternate back up center lease update**

Director Hamilton reported that we had reached a tentative agreement with the City of Redmond for the larger space for NORCOM's back up center. The negotiation includes the lease amount being reduced from \$50,000 to \$37,000, a 10 year lease with an 18 month outlease, including administrative fees, free parking for employees, access to kitchen and interior facilities and use of the space for training. The lease is currently undergoing a legal review in draft form. If the Board approves, it will then go to Redmond City Council for their approval. Director Hamilton requested permission to allow Chair Chief Yourkoski to approve the final lease agreement not to exceed \$37,000 per year.



City Administrator McCommon asked for the approximate time frame for build out of the potential new facility, Deputy Director Myers reported 4-6 months for the entire build out once there is approval to go ahead.

Chief Kolling motioned to allow Chief Yourkoski to approval the final lease agreement with the City of Redmond for the larger backup center, not to exceed \$37,000 per year, Chief Holmes seconded the motion.

Motion carried.

o **Department Reports**

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

o **Staff Updates**

There were no staff updates.

o **Executive Session**

There was no Executive Session held.

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;

o **Adjournment**

Deputy City Manager McCommon motioned to adjourn the meeting, Chief Holmes seconded the motion.

Motion carried.

Meeting adjourned at 9:21 a.m.

Next Governing Board meeting scheduled for November 13, 2020.



Meeting Minutes
NORCOM Governing Board
October 9, 2020

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: Monthly Budget to Actuals Summary and AP Reports October

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

Legal Review: No

Joint Operations Board Review: No

Attachments

Monthly to Actuals Report AP Report

501- Operating

Revenues

	2020 Budget	September Activity	Collected to Date	% collected
Subscriber Fees	11,203,938	8,402,954	\$ 11,203,938	100%
Agency Reimbursements	148,000	117,733	\$ 131,313	89%
KC EMS Performance Standards	180,000	69,629	\$ 69,629	39%
All Other	41,000	11,735	\$ 12,122	30%
	11,572,938	8,602,050	\$ 11,417,002	99%
Transfers In	1,693,239	1,069,782	\$ 1,069,782	63%
Revenues + Transfers	13,266,177	9,671,833	\$ 12,486,784	94%

Expenses

	2020 Budget	September Activity	2020 Spending to Date	% used	Remaining Balance
Salaries & Wages	7,963,847	6,431,952	\$ 7,047,179	88%	916,668
Professional Development	-	-	\$ -	-	-
Professional Reimbursements	4,200	5,180	\$ 5,180	123%	(980)
Uniforms	-	-	\$ -	-	-
Medical	1,223,184	950,345	\$ 1,043,604	85%	179,580
Dental	103,003	82,850	\$ 91,074	88%	11,929
Vision	15,095	10,925	\$ 12,011	80%	3,084
Long-Term Health	7,390	5,870	\$ 6,473	88%	917
Medicare	120,550	87,770	\$ 96,007	80%	24,543
MEBT	515,459	438,371	\$ 478,269	93%	37,190
PERS	1,055,860	893,896	\$ 972,872	92%	82,988
Washington FMLA	14,785	9,562	\$ 10,465	71%	4,320
Unemployment	40,138	54,215	\$ 56,066	140%	(15,928)
Workers Comp	12,093	15,137	\$ 16,482	136%	(4,389)
	11,075,604	8,986,073	\$ 9,835,681	89%	1,239,923
Cellular/Telephone Services	124,440	94,687	\$ 101,184	81%	23,256
Human Resource Services	126,500	68,927	\$ 66,986	53%	59,514
Insurance	78,000	82,911	\$ 82,911	106%	(4,911)
Leases- Equipment	19,500	13,896	\$ 14,300	73%	5,200
Leases- Facility/Radio	541,000	350,707	\$ 352,453	65%	188,547
Leases- Parking	105,000	50,857	\$ 54,307	52%	50,693
Legal Services	100,000	186,129	\$ 234,292	234%	(134,292)
Non-capital Equipment	48,465	40,801	\$ 40,801	84%	7,664
Professional Services	326,400	224,647	\$ 229,446	70%	96,954
Repair & Maintenance - Building	7,500	-	\$ -	0%	7,500
Repair & Maintenance - IT	1,056,250	951,181	\$ 960,920	91%	95,330
Software/ Licensing	31,200	43,734	\$ 47,512	152%	(16,312)
Supplies	24,555	27,970	\$ 28,576	116%	(4,021)
Travel/Training	83,970	53,979	\$ 54,048	64%	29,922
All Other	4,050	5,031	\$ 5,519	136%	(1,469)
Fund Transfers	295,693	-	\$ -	0%	295,693
	2,972,523	2,195,457	\$ 2,273,256	76%	699,267
GRAND TOTAL	14,048,127	11,867,290	\$ 12,108,938	86%	1,939,189

502- Capital Projects

Beginning Fund Balance

Expenditures:	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Computer Equipment		15,315	\$ 52,927	
Professional Services		2,739	\$ 4,389	
R&M - Software Maintenance		-	\$ 246,542	
		18,054	303,857.80	

503- Equipment Replacement:

	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Computer Hardware-NonCapital		\$ 4,680		
Non-capital Equipment		\$ -		
		\$ 4,680		

505- Equipment Replacement:

	2020 Budget	Collected to Date	% collected	
E-911 Escrow		\$ 1,053,218		
Investment Interest	-	\$ 7,854		
		\$ 1,061,072		
	2020 Budget	2020 Spending to Date	% used	Remaining Balance
Transfers Out	1,693,239	\$ 1,069,782	63%	623,457

NORCOM Financial Summary

for Period Ending September 25,2020

		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	\$ 213,064	57.74%
	Transfers In	1,693,239	1,069,782	63.18%
Revenue Collected		13,266,177	12,486,784	94.12%
Total Resources		14,048,127	12,486,784	
	Personnel Expenditures	11,075,604	\$ 9,835,681	88.80%
	Operating Expenditures	2,676,830	\$ 2,273,256	84.92%
	Transfers Out	295,693	\$ -	0.00%
Total Expenditures		14,048,127	12,108,938	86.20%
Available Fund Balance		\$0	\$ 377,846.72	
<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	-	\$ 303,858	0.00%
	Transfers Out	-	\$ -	0.00%
Total Expenditures		-	303,858	0.00%
Available Fund Balance		\$45,391	\$695,633	
<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	\$ 4,680	3.55%
	Transfers Out	-	-	0.00%
Total Expenditures		132,000	4,680	3.55%
Available Fund Balance		\$374,361	\$711,681	

		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	-	7,854	0.00%
	Other Revenue	-	-	0.00%
Revenue Collected		1,393,239	1,061,072	76.16%
Total Resources		1,962,029	1,544,443	
	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	\$474,661	
<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	

NORCOM

ACTIVITY OCTOBER 1, 2020 THROUGH OCTOBER 31, 2020

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,209,503.94

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 again NORCOM, and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Date

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

Governing Board Chair

Date

Governing Board Vice Chair

Date

Accounts Payable

Checks by Date - Detail by Check Date

User: fmos
Printed: 11/3/2020 1:04 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18901	146 093020	DEPT OF LABOR & INDUSTRIES Quarter 2 2020 L&I Taxes	10/01/2020	11,471.28
Total for Check Number 18901:				11,471.28
18902	675 092520	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contr PE 09/25/20	10/01/2020	5,069.18
Total for Check Number 18902:				5,069.18
18903	74 091820	UNUM Long Term Care	10/01/2020	578.40
Total for Check Number 18903:				578.40
Total for 10/1/2020:				17,118.86
18904	75	US BANK CORPORATE PAYMENT SYS	10/05/2020	
	112-0933458	Operating Supplies - Rubber Gloves		25.29
	112-3541594	Operating Supplies - Flash Drives		34.08
	112-4297887	Consumable Goods - Popcorn		19.49
	112-4542703	Consumable Goods - Coffee		55.40
	112-4720847	Operating Supplies - Air Fresheners		19.73
	112-5837268	Operating Supplies - Writing Pads, Post-its, Tissi		46.73
	112-7444552	Operating Supplies - Post-its		14.48
	112-7815639	Operating Supplies - Paper		50.59
	112-9860728	Operating Supplies - Tissues		13.85
	112-9860728-2	Consumable Goods - Almonds		5.87
	1240078452	Software/Licensing - Adobe		16.49
	13574354 - 0909	Consumable Goods - Water		94.81
	13574354 -08122	Consumable Goods - Water		187.43
	15434491	Parking Lease 700 Building		3,450.00
	23100008794	Operating Supplies - Tissues		29.12
	23100008794 - 1	Consumable Goods - Coffee		64.12
	2583	Hand Sanitizer		158.40
	339C5288	Translation Services		692.00
	339C5288 - 2	Prepaid Asset - Translation Services		1,383.00
	5920984	Publications - Newspaper		288.60
	62506	Operating Supplies - Sanitizing Wipes		6.04
	77575	Operating Supplies - Alcohol Pads		13.17
	8180282968	Professional Services - Shred - it		232.06
	90739	Operating Supplies - Paper Towels		38.17
	91920	Postage - Annual Report		115.10
	cf990598	Transcription Services		118.95
Total for Check Number 18904:				7,172.97
Total for 10/5/2020:				7,172.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 092520	ADP PPE Payroll Processing Fee	10/12/2020	500.00
Total for this ACH Check for Vendor 120:				500.00
ACH	131 090620 092020 SEPT2020	HEALTH EQUITY PPE HSA Contributions Payable PPE HSA Contributions Payable HSA Admin Fee	10/12/2020	1,140.60 1,140.60 98.75
Total for this ACH Check for Vendor 131:				2,379.95
ACH	132 090620 092020	WILMINGTON TRUST PPE MEBT Contributions Payable PPE MEBT Contributions Payable	10/12/2020	36,908.31 39,908.57
Total for this ACH Check for Vendor 132:				76,816.88
ACH	133 AUG2020	DEPT OF RETIREMENT SYSTEMS PERS Contributions	10/12/2020	132,632.03
Total for this ACH Check for Vendor 133:				132,632.03
ACH	134 09/30/2020	COLONIAL LIFE Supplemental Ins Premiums	10/12/2020	1,751.99
Total for this ACH Check for Vendor 134:				1,751.99
ACH	140 OCT2020	RELIANCE STANDARD Life/LTD Premiums	10/12/2020	1,733.69
Total for this ACH Check for Vendor 140:				1,733.69
ACH	327 OCT2020 OCT2020 OCT2020	ASSOCIATION OF WASHINGTON CITIZENS Vision Premiums Dental Premiums Medical Premiums	10/12/2020	1,181.16 9,115.15 98,824.80
Total for this ACH Check for Vendor 327:				109,121.11
ACH	679 110092020 210092020 310092020 410092020 510092020	ADP, LLC FMLA Taxes Payable ESD Taxes Payable Medicare Taxes Payable Federal Taxes Payable Net Pay	10/12/2020	1,235.83 776.01 8,248.71 30,675.28 216,844.63
Total for this ACH Check for Vendor 679:				257,780.46
Total for 10/12/2020:				582,716.11
18905	651 SI371882	AMERICAN REGISTRY FOR INTERNET Annual Maintenance for internet number resource	10/16/2020	450.00
Total for Check Number 18905:				450.00
18906	210 092020	CENTURYLINK Radio Site Connection Charge - Snoqualmie EU	10/16/2020	173.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 18906:	173.12
18907	8 091020	CENTURYLINK Telephone Service	10/16/2020	1,323.39
			Total for Check Number 18907:	1,323.39
18908	9 151206500	CENTURYLINK Telephone Service	10/16/2020	197.40
			Total for Check Number 18908:	197.40
18909	324 55344-3	CRISTA MINISTRIES Crista Radio Site Lease - OCT	10/16/2020	513.10
			Total for Check Number 18909:	513.10
18910	447 296190	FIRST CHOICE COFFEE SERVICES Ice Machine	10/16/2020	104.50
			Total for Check Number 18910:	104.50
18911	565 5874347	GLOBALSTAR Orbit Network Services	10/16/2020	308.70
			Total for Check Number 18911:	308.70
18912	655 092020	INTEGRIS PUBLIC STRATEGIES LLC Professional Services - SEPT 2020	10/16/2020	2,300.00
			Total for Check Number 18912:	2,300.00
18913	119 091620	PETER LUKE Mileage Reimbursement for July - Sept	10/16/2020	63.05
			Total for Check Number 18913:	63.05
18914	654 268508	MERIT NETWORK INC RADb Annual Subscription	10/16/2020	425.00
			Total for Check Number 18914:	425.00
18915	244 9899174890	MICROSOFT Microsoft Premier Standard	10/16/2020	55,955.00
			Total for Check Number 18915:	55,955.00
18916	700 092520	BRITTNEY RHODES Covid Supplies	10/16/2020	38.28
			Total for Check Number 18916:	38.28
18917	292 12616825	SHRED-IT USA INC Shredding Service	10/16/2020	111.60
			Total for Check Number 18917:	111.60
18918	65 847357399-141	SPRINT Wireless Service	10/16/2020	63.13
			Total for Check Number 18918:	63.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18919	366 093020	T MOBILE Test Cell Phone Service	10/16/2020	18.26
Total for Check Number 18919:				18.26
18920	79 9862716598	VERIZON WIRELESS Cell Phone Service	10/16/2020	1,966.01
Total for Check Number 18920:				1,966.01
18921	87 73128	WA STATE PATROL Access user fee	10/16/2020	18,000.00
Total for Check Number 18921:				18,000.00
18922	88 5011911349	WELLS FARGO FINANCIAL LEASING Printer/Copier	10/16/2020	1,405.08
Total for Check Number 18922:				1,405.08
18923	543 075004	ZOHO Corporation ManageEngine Service Desk Annual Subscriptio	10/16/2020	8,894.00
Total for Check Number 18923:				8,894.00
Total for 10/16/2020:				92,309.62
ACH	131 100420 OCT2020	HEALTH EQUITY PPE HSA Contributions Payable HSA Admin Fee	10/23/2020	1,140.60 98.75
Total for this ACH Check for Vendor 131:				1,239.35
ACH	132 100420	WILMINGTON TRUST PPE MEBT Contributions Payable	10/23/2020	37,013.15
Total for this ACH Check for Vendor 132:				37,013.15
ACH	133 SEPT2020	DEPT OF RETIREMENT SYSTEMS PERS Contributions	10/23/2020	133,388.00
Total for this ACH Check for Vendor 133:				133,388.00
ACH	703 093020	WAFD Bank Service Charge	10/23/2020	20.42
Total for this ACH Check for Vendor 703:				20.42
ACH	704 7476769	LABOR & INDUSTRIES Quarter 3 2020 L&I Taxes	10/23/2020	8,040.86
Total for this ACH Check for Vendor 704:				8,040.86
ACH	679 110232020 210232020 310232020 410232020 510232020	ADP, LLC FMLA Taxes Payable ESD Taxes Payable Medicare Taxes Payable Federal Taxes Payable Net Pay	10/23/2020	1,155.74 642.02 7,824.68 28,172.44 206,970.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 679:				244,765.47
18924	675 100920	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contr PE 10/09/20	10/23/2020	5,407.42
Total for Check Number 18924:				5,407.42
18925	557 4887534	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	10/23/2020	461.01
Total for Check Number 18925:				461.01
18926	698 1264282	MORNEAU SHEPELL LIMITED Employee Assistance Program - Oct 2020	10/23/2020	293.06
Total for Check Number 18926:				293.06
18927	569 100120	NORCOM ASSOCIATED GUILD Oct 2020 NAG Dues	10/23/2020	2,183.00
Total for Check Number 18927:				2,183.00
18928	673 100120	PUBLIC SAFETY EMPLOYEES UNION OCT 2020 PSEU Dues	10/23/2020	602.17
Total for Check Number 18928:				602.17
18929	3 09282020	AT&T MOBILITY Cell Phone Service	10/23/2020	952.16
Total for Check Number 18929:				952.16
18930	6 1100983 1871973 2530613 2530613 2530613 2545516	CDW-GOVERNMENT INC HP Elite Display Monitors - Refund Symantec Endpoint Protection NVIDIA Quadro PP2200 graphics card HP E243i monitors HP S101 speaker bars HP E243i monitors	10/23/2020	-5,701.23 4,122.80 3,752.41 4,133.25 540.14 6,888.75
Total for Check Number 18930:				13,736.12
18931	28 10199	EPSCA Monthly Radio Access Fees	10/23/2020	812.76
Total for Check Number 18931:				812.76
18932	627 8926	FIRSTLINE BUSINESS SYSTEMS, INC NICE Inform Elite System Annual Renewal	10/23/2020	24,200.00
Total for Check Number 18932:				24,200.00
18933	42 11009482	KING COUNTY FINANCE DEPT KCIT INET	10/23/2020	1,163.00
Total for Check Number 18933:				1,163.00
18934	560 2217	LEVRUM INC Strategist Software Annual Support	10/23/2020	18,025.00
Total for Check Number 18934:				18,025.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18935	692 092820	ZIPLY FIBER Phone Services	10/23/2020	783.96
Total for Check Number 18935:				783.96
18936	543 66392088	ZOHO Corporation ManageEngine Service Desk Annual Subscriptio	10/23/2020	889.40
Total for Check Number 18936:				889.40
Total for 10/23/2020:				493,976.31
18937	657 2765621 2765890 2765891 2765892 2765893 2765894 2765895	FOSTER GARVEY 2020 Employee Investigations / Public Records Inter and Intra Agency Communication - RAAD. Integrated Public Safety Solution - RAADAR Inter and Intra Agency Communication - RAAD. Legal Services - RAADAR Legal Services - RAADAR RAADAR	10/30/2020	1,607.20 115.50 274.75 231.00 371.87 1,185.25 234.50
Total for Check Number 18937:				4,020.07
18938	586 2020-10	MEYDENBAUER CENTER Oct2020 Construction Emp Parking	10/30/2020	1,950.00
Total for Check Number 18938:				1,950.00
18939	52 62916 62917 63554	PACIFICA LAW GROUP Public Records Special Projects thru Sept 2020 Professional Services thru Sept 2020 - General L Professional Services - Public Records	10/30/2020	2,976.00 1,950.00 5,314.00
Total for Check Number 18939:				10,240.00
Total for 10/30/2020:				16,210.07
Report Total (53 checks):				1,209,503.94



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: Correction to Resolution #177 dated 10/11/19 to Resolution #176

Executive Summary:

NORCOM staff has identified a resolution numbering error in which a duplicate number (#177) was issued to an October 2019 resolution as well as a December 2019 resolution. The correct number for the October 2019 resolution number is #176.

NORCOM is requesting Board approval to amend the October 2019 resolution to #176.

Background:

N/A

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 of this amendment.

Staff Comments:

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

Options

N/A

Risks

N/A

Finance Committee Review: No

NA

Legal Review: No

The matter has been reviewed. Legal concurs with the recommendation to amend the earlier, October 11, 2019 resolution from #177 to #176.

Joint Operations Board Review: No

NA

Attachments

Resolution 177 to 176

RESOLUTION 176

**A RESOLUTION OF THE GOVERNING BOARD OF
NORCOM AUTHORIZING RATIFICATION &
IMPLEMENTATION OF INTELLECTUAL PROPERTY
POLICY**

WHEREAS, NORCOM has successfully developed and will continue to develop intellectual property in the course of fulfilling its mission, including in developing RAADAR; and

WHEREAS, NORCOM desires to ratify and fully implement reasonable and customary intellectual property best practices;

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

Section 1. Authorization. NORCOM hereby authorizes the adoption and implementation of the Intellectual Property Policies as advised by counsel (~~including the Patent Invention and Copyright Policy, the Confidential Information and Invention Assignment Agreement, the Employee Invention Reward Program, and the Standard form Invention Assignment Agreement in substantially the attached form, and as they may be updated from time to time in consultation with counsel~~) as a condition of employment with respect to all NORCOM current and future employees who have been and/or are expected to be involved in invention on NORCOM's behalf. NORCOM hereby formally authorizes the Executive Director to take all necessary steps to implement and administer the Intellectual Property Policies, not later than November 1st, 2019.

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

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

Passed by a majority vote of the Governing Board in an open public meeting on this 11 day of October, 2019.

Signed in authentication thereof on this 11th day of October, 2019.

Chair

Attest



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: Resolution 186 - COVID-19 Public Assistance Grant Authorized Representatives

Executive Summary:

Following the Presidential Emergency Declaration (3427-EM-WA) and the Major Disaster Declaration (4481-DR-WA), the Washington State Emergency Management Division has activated FEMA's Public Assistance (PA) Program to initiate the recovery process for the COVID-19 Pandemic Outbreak. The mission of FEMA's PA Program is to provide assistance to State, Tribal and local governments and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

It is NORCOM's desire to apply for what is defined as a "small project" grant, which is defined as \$3300 to less than \$131,100. If approved, NORCOM estimates a grant award range of approximately \$12,000 to \$15,000.

Background:

Consistent with the grant parameters, it is NORCOM's intent to apply for federal funds to recover COVID-19 related expenses already incurred during 2020. These expenses include staff overtime, safety PPE, cleaning supplies & Plexiglas safety dividers. To apply for this grant, the Washington Military Department requires authorization from NORCOM's highest authority to designate an authorized representative for final contracting documents. NORCOM's highest authority is the Governing Board.

Resolution #186, designates the Executive Director and as the alternate, the Finance Manager to act as the authorized representative to obtain federal and/or state emergency or disaster assistance funds.

NORCOM has carefully examined the ongoing grant reporting requirements and has no concerns with the ability to properly manage this grant.

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 of the resolution.

Staff Comments:

N/A

Options

N/A

Risks

N/A

Finance Committee Review: No

This matter has been reviewed with no concerns noted.

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:

If funded, any grant proceeds will help NORCOM offset unbudgeted COVID response costs to date.

Attachments

Resolution 186

Resolution 186

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM AUTHORIZING
REPRESENTATIVES FOR THE COVID-19 PUBLIC ASSISTANCE GRANT**

WHEREAS, Presidential Disaster Declaration # FEMA-4481-DR-WA COVID-19 established funding for emergency protective measures taken in response to the COVID-19 pandemic; and

WHEREAS, the Washington Military Department (Department) is responsible for administering the public assistance funds to agencies within Washington State; and

WHEREAS, NORCOM submitted an application for funding of expenses incurred as a direct result of the COVID-19 pandemic; and

WHEREAS, The Department requires authorization from NORCOM's highest authority to designate an authorized representative for final contracting documents

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

Section 1. Authorization The Executive Director is hereby designated the authorized representative and the Finance Manager is authorized the alternative for and in behalf of NORCOM. The purpose of this designation as the authorized representative is to obtain federal and/or state emergency or disaster assistance funds.

Section 2. 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 13th of November, 2020.

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

Chair

Attest



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: NORCOM - Department of Revenue Use Tax owed

Executive Summary:

NORCOM is required to pay use tax on purchased goods and certain services through monthly tax filings to the Department of Revenue (DOR). The NORCOM Finance Manager has discovered that DOR filings since 2016 have been incomplete and did not report or pay the tax obligation for software purchases. The identification of this error has been voluntarily reported to the DOR, which has resulted in a tax liability of \$167,000 and earning interest.

NORCOM seeks approval from the Board to use reserve funds to pay this expense.

Background:

While conducting an internal audit of past NORCOM returns filed to the Department of Revenue (DOR) for use taxes, the NORCOM Finance Manager identified that past DOR filings, dating back to 2016, were incomplete. Several significant invoices NORCOM regularly receives for annual software licenses did not include sales tax by its vendors, and they were not reported on the tax filings.

Upon discovery, NORCOM submitted corrected tax returns to the DOR for all periods that were improperly reported back to 2016. After submission, the DOR calculated an outstanding tax liability of \$167,000, which includes penalties and interest.

It should be noted that the error was discovered and self-reported to the DOR by NORCOM. The NORCOM Finance Committee Chair has engaged the Department of Revenue regarding possible reconsideration of the associated penalties.

To ensure NORCOM is properly reporting tax filings, management has trained current staff on what items are considered taxable and implemented process improvements to identify when vendors should be contacted and reminded to include sales tax on invoices and ensure tax filings are submitted correctly.

Past Board or Other Related Actions:

Under the budget policy adopted in Resolution #182, all expenditures drawn from the reserve funds require prior Board approval.

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval for the use of reserves to remedy this tax issue.

Staff Comments:

None

Options

The NORCOM Finance Committee has been consulted and discussed options of pay off including initiating a payment plan or one-time payment, and which funds should be used to pay off the liability. The Finance Committee recommended using reserve funds to pay this liability.

Risks

Should NORCOM not use reserves, it may result in a significantly overspent operating fund in either 2020 or 2021.

Finance Committee Review: Yes

The NORCOM Finance Committee has been advised of this error and payment options were discussed. These included initiating a payment plan or one-time payment, and which funds should be used to pay off the liability. The Finance Committee recommended using Rate Stabilization reserve funds to pay this liability as soon as possible to avoid further penalties.

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:

Repayment of taxes owed is unbudgeted and must therefore come from reserves.

Attachments

NORCOM DOR Use Tax

NORCOM- Use tax

Upon gaining access to NORCOM's Dept. of Revenue account, it was identified NORCOM has not been paying use tax correctly the going back to 2016.

This was mainly due to many software invoices not containing sales tax

NORCOM- Use tax

What went wrong:

- Consideration of use tax liability was only given to credit card charges
- POs created in the financial system (which identified NORCOM's tax obligation), were cleared in the AP process
- General misunderstanding of what technology items are considered taxable

NORCOM- Use tax

What has been done to address this:

- Communication with finance/IT staff about what is taxable, and the importance of ensuring software invoices include tax
- Worked with finance staff to clear invoices against POs to help identify when vendors should be contacted to revise invoice to include sales tax

NORCOM- Use tax

NORCOM has a tax liability of \$167,000 for unpaid use tax

- DOR allows for payment plans, but the entire liability must be paid within 12 months
- Seeking recommendations on how to address: make payment with funds from rate stabilization reserves? Initiate payment plan to pay over time, or one-time payment?



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: National Fire Operations Reporting System billing procedure

Executive Summary:

NORCOM wishes to advise the Board of the billing structure for a long-desired Fire data analytics program, commonly known as NFORS. The Zone 1 Fire Chiefs had asked NORCOM to procure the data analytics platform known as the National Fire Operations Reporting System (NFORS) for use by departments that choose to "opt-in to the service." On an annual basis, NORCOM will bill each participating agency based on the agency's share of the number of billable calls for service. The participating agencies will cover all associated costs to include a NORCOM administrative fee.

Background:

NFORS provides data-related services through various modules. NORCOM has been asked to support the NFORS Analytics Module. This module is implemented by connecting with a fire department's CAD, RMS (Records Management System), or data warehouse, for automatic extraction of operational data for ALL TYPE responses. As operational data flows into the NFORS Analytics Library, the data is immediately analyzed and available for use in local department reporting. NFORS Analytics will require minimal NORCOM programming to assure that the appropriate operational data elements are captured from CAD. NFORS is already in use by the Bellevue Fire department and has an established data connection with NORCOM's Central Square Computer Aided Dispatch (CAD) system.

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:

None

Options

N/A

Risks

N/A

Finance Committee Review: No

The Finance Committee has reviewed both the billing structure and offered guidance regarding the administrative fee.

Legal Review: No

NA

Joint Operations Board Review: No

NA



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: New NORCOM website

Executive Summary:

The NORCOM website was outdated in many ways. In response, beginning in early 2019, NORCOM identified a vendor, implemented an internal build team, and gathered a great deal of input. After several delays and related challenges, NORCOM has recently "gone live," with the new website.

While NORCOM recognizes the need to continue to grow this site, staff believes that the new foundation is much more customer-centric, containing information that is both useful and easy to locate. Staff also believes that the new site more accurately reflects the professionalism of NORCOM and the agencies we are privileged to serve.

Background:

The NORCOM website had not been updated for many years and simply needed to be updated. Staff would like to present the Board with a short demonstration of the new website features.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

N/A

Staff Comments:

N/A

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 11/13/2020
Subject: Information Technology Updates

Executive Summary:

The November 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

Legal Review: No

Joint Operations Board Review: No

Attachments

202011 IT Updates



Information Technology Updates

From: Katy Myers, DDofA

November 2020

Radio

PSERN

Console Cutover completed during the 2nd attempt on October 22, 2020. Outstanding items:

- In ear beeping during site trunking
- Talkgroup volume adjustments below 1
- Channel markers set to 10 seconds apart
- Back up control stations aliases
- EMER activation silences active phone calls
- Redmond console reconfigurations
- Intermittent low volume issues
- A few position specific programming issues

Telephone Systems

NORCOM 911 Outage 10/22/2020 - From approximately 3:38pm to 4:33pm PST on 10/22, Comtech experienced an impairment in the originating network ingress to the Washington State NG911 system. Preliminary investigations found that during this time, 911 calls/session were rejected at the ingress to the State 911 network (ESInet.)

The originating carrier network treated the calls/session according to any last routing option default in place – in some cases carriers routed calls to PSAP admin lines, while in other cases the carrier returned a busy signal or undeliverable message to the caller – all based on preprogrammed instructions.

A full investigation of the impairment and circumstances that led up to it, is underway. Results and corrective actions will be shared with State 911 Coordinator's Office and PSAPs, once completed.

Outage follow-up actions:

- Monitor for the investigation final report.
- Investigate how our originating carrier networks are set up for last routing options within our primary PSAP boundaries.

- (Prior outage) Ensure all IT staff know the county and state notification processes. Document process. *Status: In Process.*
- (Prior outage) Educate 911 Operations and IT staff on Condition 4 routing and its impacts. Document notification process. *Status: In Process.*
- (Prior outage) Contact Century Link for maps of central offices and their impacted areas. *Status: Waiting for maps from Century Link.*

Location Based Routing

T-Mobile is now routing 911 calls within King County based on device location when available at the time of the routing decision. No impacts to how calls are delivered, ANI/ALI etc. Reporting will occur to see if we notice a downtick in the number of calls transferred between PSAPs.

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. *NEW: King County program office has now agreed to include one representative from each PSAP in the evaluation process. This decision supports change management principles and improves NORCOM's ability to review and provide feedback on the vendor selection process.*

Systems and Programs

RAADAR

- Network connectivity established to Valley Comms system. Beginning programming.

GIS

- Central Square Mobile Map Update – working with the new mobile maps are in the test environment. Testing started 10/29/2020. So far has been successful.

Other Notable Work

- Single CAD System – SMEs are working to develop a list of requirements in the system we

want to end up with. Goal is to go through gap analysis and further review in time for a recommendation to bring to the Governing Board in December.

- Alphanumeric Paging – NORCOM is working with the Fire Operations Technical Committee to identify needs, and options.
- ePASS – Development work continues – radio assignment to personnel and units in Tyler.
- Navigator – Demonstration scheduled 11/9/2020 @ 1300.

Projects

November Back-Up Center Activation

Six radio positions move to the EOC so there can be some separation of employees. Due to time constraints this will be a partial / temporary set-up which will continue with final full move into this room.

Externally Lead Projects

- FirstDue –implemented BEFD CAD data delivery to First Due via email paging.

For the Fun of IT

October was National Cybersecurity Awareness Month. This year's theme was "Do Your Part. #BeCyberSmart."



Check out the Cybersecurity & Infrastructure Security Agency's website for free cybersecurity resources:

<https://www.cisa.gov/cisa-cybersecurity-resources>

PHISHING:

Phishing attacks use email or malicious websites to infect your machine with malware and viruses in order to collect personal and financial information. Cybercriminals attempt to lure users to click on a link or open an attachment that infects their computers, creating vulnerability to attacks. Phishing emails may appear to come from a real financial institution, ecommerce site, government agency, or any other service, business, or individual. The email may also request personal information such as account numbers, passwords, or Social Security numbers. When users respond with the

information or click on a link, attackers use it to access users' accounts.

HOW CRIMINALS LURE YOU IN

The following messages from the Federal Trade Commission's OnGuardOnline are examples of what attackers may email or text when phishing for sensitive information:

- "We suspect an unauthorized transaction on your account. To ensure that your account is not compromised, please click the link below, and confirm your identity."
- "During our regular verification of accounts, we couldn't verify your information. Please click here to update and verify your information."
- "Our records indicate that your account was overcharged. You must call us within 7 days to receive your refund."
- To see examples of actual phishing emails, and steps to take if you believe you received a phishing email, please visit "

SIMPLE TIPS:

- **Play hard to get with strangers.** Links in email and online posts are often the way cybercriminals compromise your computer. If you're unsure who an email is from—even if the details appear accurate—do not respond, and do not click on any links or attachments found in that email.
- **Think before you act.** Be wary of communications that implore you to act immediately. Many phishing emails attempt to create a sense of urgency, causing the recipient to fear their account or information is in jeopardy.
- **Protect your personal information.** If people contacting you have key details from your life—your job title, multiple email addresses, full name, and more that you may have published online somewhere—they can attempt a direct spear-phishing attack on you.
- **Be wary of hyperlinks.** Avoid clicking on hyperlinks in emails and hover over links to verify authenticity. Also ensure that URLs begin with "https." The "s" indicates encryption is enabled to protect users' information.
- **Double your login protection.** Enable multi-factor authentication (MFA) to ensure that the only person who has access to your account is you.
- **Shake up your password protocol.** According to NIST guidance, you should consider using the longest password or passphrase permissible. Get creative and customize your standard password for different sites, which can prevent cyber criminals from gaining access to these accounts and protect you in the event of a breach.