



AGENDA

NORCOM Governing Board
April 9, 2021, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board Meeting Minutes March 12, 2021
 - B. Monthly Budget to Actual Summary and AP Reports March
 - C. Removal of Capital Assets from Accounting Records
5. For Briefing to Board
 - A. NORCOM 2018-2019 Audit Exit Conference
 - B. NORCOM- Association of Washington Cities (AWC) 2021 Well City Recipient
 - C. Insurance carrier change to WCIA (Washington Cities Insurance Authority)
6. For Board Decision
 - A. Appointment of Chief Clark to the position of Board Chair, and Selection and appointment of new Governing Board Vice-Chair
7. Department Reports
 - A. April Information Technology and Operations Updates Newsletter

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. **National Public Safety Telecommunicator Week**
 - A. **National Public Safety Telecommunicator Week April 11th- April 17th**
10. **Adjournment**

The next Governing Board meeting is scheduled for May 14, 2021



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: Governing Board Meeting Minutes March 12, 2021

Executive Summary:

The March 2021 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

N/A

Risks

N/A

Finance Committee Review: Yes

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Attachments



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)
Mark Correira	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue (Vice-Chair)
Brian Culp	Fire District 27
Greg Ahearn	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Greg Ahearn	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

ABSENT

David Burke	Duvall Fire District #45
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

Deb Flewelling	KC E911
Brett Shavers	Citizen

NORCOM STAFF

Bill Hamilton	Executive Director
Roky Louie	Deputy Director, Operations
Katy Myers	Deputy Director, Administrative Services
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liason
Chris Perez	Fire Liason
Nathan Way	IT Application & Security Architect
Deanna Gregory	Pacifica Law Group
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 9:00 a.m. The meeting was posted publicly and held via video conference due to the COVID pandemic restrictions.

- **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 February 12, 2021 Meeting**
- **Monthly Budget to Actuals Summary and Accounts Payable Report February 2021**

There was no discussion on any consent agenda items.

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

Motion carried.

- **For Board Briefing**

- **Planned Network Shutdown**

On April 20th, from 0330 to 0530 hours, NORCOM will be shutting down its network to perform technology systems maintenance to include critical security upgrades. This is the last remaining item from the Information Technology Security Audit. This shutdown will disable all CAD and internet-based services for NORCOM. This will generate a reduction in service levels to NORCOM agencies, including but not limited to; a loss of all paging capabilities and the ability for Police to run returns through ACCESS. Should a significant event occur during this maintenance, "roll back" options have been identified to have all systems back up within approximately ten minutes. Steps have been thoroughly planned out on how to process calls during this planned outage, and beneficially this will allow NORCOM to practice in the event of an actual outage. Deputy City Manager Dunlap asked how will the public see this, if at all, and should we notify the public? NORCOM has examined and utilized historical call for service data



to select the optimal day and time period to accomplish this maintenance. The public should not be impacted or even be aware of the outage. Deputy City Manager McCommon commented he feels we should not need to notify the public, service will still be provided, but in an alternate way; he also wanted to confirm that the liaisons will be notifying the agencies. It was confirmed that it is correct. Director Hamilton feels this can be used as a learning experience to better our response in an actual outage event.

- **Single CAD Update**

NORCOM and our Fire representatives continue to work collaboratively to explore the feasibility of a single CAD system. Staff will update the Board on the general project status to include challenges, team composition opportunities, timelines, and progress. Staff extended much appreciation to the Governing Board and our Fire customers for the continued support, direction, authentic collaboration, and enthusiastic involvement.

Deputy Director Myers presented a PowerPoint to the Board titled "The road to economizing and efficiency." Deputy Director Myers discussed the phase-gate process, which will be used during the transition if the use of a Single CAD system is approved. The phase-gate process includes the completion of each phase fully before moving on to the next step. Once the plan is complete, it will be presented to the Board.

- **For Board Decision**

- **Resolution 189 – Approving the 2022 Budget Policy**

Under the ILA, the Governing Board must approve the subsequent year's Budget Policy and Calendar to officially proceed with budget development and adoption. The Finance Committee must approve the policy for adoption by the Board. The 2022 policy has been amended slightly by the Finance Committee to include the additional requirement to internally present a minimum of two-year forecasting during budget development to avoid significant changes in subscriber rates and updates to the language in the reserve funds policies due to the usage of the balances in 2020.

Deputy City Manager Duplap motioned to approve Resolution 189 – Approving the 2022 Budget Policy, Chief Holmes seconded the motion.

Motion carried.

- **Postponement of Principals Assembly due to COVID**

As outlined in Section Eight of the NORCOM ILA, the Principal's Assembly is an annual meeting where additional representatives from our member agencies assemble to review the activities of NORCOM from the previous calendar year, receive an overview of activities for the coming year, and discuss the budget for the next budget cycle.



At the March 2020 Governing Board meeting the Board voted in favor of postponing the Principals Assembly due to the COVID pandemic. Given the continued pandemic, the Board may wish to continue the postponement of the Principals Assembly until it can be convened safely and effectively or evaluate if the Principals Assembly needs to continue due to the fact this was created when NORCOM was a new organization and may no longer be needed. Director Hamilton stated Principals Assembly started as an opportunity to share how things were going at NORCOM but has since turned into a tradition that may not be needed going forward. Chief Holmes, who has been here since the beginning of NORCOM, stated if NORCOM is running well he does not feel it is needed and is not sure that the value is the same as when NORCOM was first formed. Deputy City Manager Dunlap who has also been here the entire time stated she sees it as an opportunity for Awards Ceremony, PR purpose and that it is in the ILA. If it was decided to eliminate, does ILA need to be adjusted? Attorney Gregory feels it was a way for non Governing Board members to come in and see how the organization is running. The Board could amend the ILA to have the Principals Assembly optional versus mandatory. Deputy City Manager Duplap stated she sees value in having it but not every year, maybe every five years instead of annually.

The decision was made to postpone the 2021 Principals Assembly and further discuss at a later date.

Chief Holmes motioned to postpone the Principals Assembly until further notice, Deputy City Manager McCommon seconded the motion.

Motion carried.

o **Department Reports**

- **March Information Technology Updates Newsletter**

o **Reminders and Appreciations**

- **New Vice-Chair to be selected at April meeting**

Director Hamilton reminded the Board that in April Chief Yourkoski will step down, Chief Clark will take over as Chair and a new Vice-Chair will need to be selected.

- **Thank you to Chief Clark, Eastside Fire & Rescue and Snoqualmie Tribe**

Director Hamilton thanked Chief Clark, Eastside Fire & Rescue and the Snoqualmie Tribe for coordinating to get some of our staff COVID vaccines, he commented it is an amazing partnership.



o **Adjournment**

Motion was made to adjourn the meeting by Chief Homes, Deputy City Manager McCommon seconded the motion.

Motion passed.

Meeting adjourned at 9:43 a.m.

Next Governing Board meeting is scheduled for April 9, 2021.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: Monthly Budget to Actual Summary and AP Reports March

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:

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: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

Monthly Budget to Actuals Summary and AP Reports March

501- Operating

for Period Ending March 31, 2021

for Period Ending March 31, 2021

	2021 Budget	March Activity	2021 Collected to Date	% collected
Subscriber Fees	11,754,115	3,918,038	\$ 5,877,057	50%
Agency Reimbursements	200,918	5,934	\$ 10,624	5%
Grants/Intergovernmental/Interest	350,000	508	\$ 684	0%
Total	12,305,033	3,924,479	5,888,365	48%
Transfers In	1,116,691	-	\$ -	0%
Revenues + Transfers	13,421,724	3,924,479.36	5,888,365	44%

Expenses

	2021 Budget	March Activity	2021 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	7,638,542	\$ 835,609	\$ 1,586,096	21%	6,052,445
Salaries & Wages - Overtime	167,586	\$ 24,972	\$ 34,872	21%	132,714
Professional Reimbursements	4,200	\$ 485	\$ 905	22%	3,295
Medical	1,119,908	\$ 95,731	\$ 277,247	25%	842,661
Dental	96,868	\$ 8,104	\$ 23,688	24%	73,180
Vision	12,850	\$ 1,081	\$ 3,132	24%	9,718
Long-Term Care	6,600	\$ 481	\$ 1,443	22%	5,157
Medicare	113,434	\$ 11,293	\$ 21,728	19%	91,705
MEBT	480,243	\$ 53,489	\$ 100,696	21%	379,547
PERS	1,005,972	\$ 110,687	\$ 206,499	21%	799,473
Washington FMLA	16,302	\$ 1,267	\$ 2,384	15%	13,918
Unemployment	79,288	\$ 13,604	\$ 24,927	31%	54,361
Workers Comp	12,447	\$ 1,768	\$ 3,368	27%	9,079
Total Personnel	10,754,239	1,158,572	\$ 2,286,984	21%	8,467,255
Advertising	10,000	\$ -	\$ -	0%	10,000
Bank Fees	50	\$ 54	\$ 95	189%	(45)
Cellular,Pager & Radio Svcs	50,588	\$ 3,469	\$ 7,583	15%	43,005
Computer Hardware-Non Capital	10,100	\$ 567	\$ 1,415	14%	8,685
Consumable Goods	5,830	\$ 232	\$ 523	9%	5,307
Dues & Memberships	11,110	\$ -	\$ 8,987	81%	2,123
Equipment Leases	19,500	\$ 105	\$ 3,464	18%	16,036
Facility Lease	670,456	\$ 44,012	\$ 169,028	25%	501,428
Financial Audit	23,000	\$ 19,199	\$ 38,233	166%	(15,233)
Hosted Services	118,123	\$ 175	\$ 2,175	2%	115,949
HR Services	65,500	\$ 5,568	\$ 11,669	18%	53,831
Insurance	80,000	\$ -	\$ 41,109	51%	38,891
Legal Services	140,000	\$ 11,915	\$ 33,666	24%	106,334
Local Travel/Training/ Mileage	6,450	\$ 61	\$ 670	10%	5,780
Network Service	21,142	\$ 3,923	\$ 5,474	26%	15,668
Office Furniture	7,750	\$ -	\$ -	0%	7,750
Office Supplies	7,600	\$ 201	\$ 325	4%	7,275
Operating Supplies	2,350	\$ 315	\$ 800	34%	1,550
Parking Lease	82,800	\$ 2,700	\$ 9,300	11%	73,500
Payroll Services	29,700	\$ 4,720	\$ 10,431	35%	19,269
Postage	1,000	\$ 31	\$ 31	3%	969
Printing	1,100	\$ -	\$ -	0%	1,100
Professional Services	31,440	\$ 128	\$ 1,074	3%	30,366
Publications	800	\$ 289	\$ 381	48%	419
R&M - Network Equipment	143,390	\$ -	\$ -	0%	143,390
R&M - Office Equipment	5,000	\$ 612	\$ 612	12%	4,388
R&M - Software Maintenance	907,445	\$ 37,909	\$ 61,923	7%	845,522
Radio Site Lease	50,657	\$ 566	\$ 1,592	3%	49,065
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	14,750	\$ 275	\$ 1,393	9%	13,357
Software/Licensing	93,004	\$ 396	\$ 396	0%	92,608
Telephone Services	46,100	\$ 7,098	\$ 10,323	22%	35,777
Training/Conf Registrations	3,000	\$ -	\$ -	0%	3,000
Training/Conf Registrations/ Travel	5,750	\$ -	\$ -	0%	5,750
Transfers Out	50,000	\$ -	\$ -	0%	50,000
Total Supplies & Services	2,717,485	144,518	\$ 422,673	16%	2,294,812
GRAND TOTAL	13,471,724	1,303,090	\$ 2,709,657	20%	10,762,066

502- Capital Projects

	2021 Budget	March Activity	2020 Spending to Date	% used	Remaining Balance
R&M - Software Maintenance	25,000	\$ -	\$ 1,872	7%	23,128
	25,000	-	1,872	7%	23,128

503- Equipment Replacement:

	2021 Budget	March Activity	2020 Spending to Date	% used	Remaining Balance
Computer Hardware-NonCapital	43,000	\$ -	\$ -	0%	43,000
R&M Software Maintenance	360,500	\$ 50,672	\$ 162,175	45%	198,325
	403,500	\$ 50,672	\$ 162,175	40%	241,325

505-E 911 Escrow

Revenues:	2021 Budget	March Activity	Collected to Date	% collected
E-911 Escrow	11,166,691	-	\$ -	0%
Investment Interest	-	-	\$ -	-
	11,166,691	-	\$ -	0%
Expenditures:	2021 Budget	2020 Spending to Date	% used	Remaining Balance
Transfers Out	1,116,691	\$ -	\$ -	0%
				1,116,691

NORCOM Financial Summary

for Period Ending March 31, 2021

		2021 Adopted Budget	Actual	Percent of Budget
<u>501 - Operating Fund</u>				
2021 Beginning Fund Balance		-	\$0	
	Agency Revenue	11,754,115	\$ 5,877,057	50.00%
	Other Revenue	550,918	\$ 11,308	2.05%
	Transfers In	1,166,691	-	0.00%
Revenue Collected		13,471,724	5,888,365	43.71%
Total Resources		13,471,724	5,888,365	
	Personnel Expenditures	10,754,239	\$ 2,286,984	21.27%
	Operating Expenditures	2,667,485	\$ 422,673	15.85%
	Transfers Out	50,000	\$ -	0.00%
Total Expenditures		13,471,724	2,709,657	20.11%
Available Fund Balance		\$0	\$3,178,707.97	
<u>502 - Capital Projects Fund</u>				
2021 Beginning Fund Balance		434,462	\$434,462	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		434,462	434,462	
	Expenditures	25,000	\$ 1,872	7.49%
	Transfers Out	-	\$ -	0.00%
Total Expenditures		25,000	1,872	7.49%
Available Fund Balance		\$409,462	\$432,590	
<u>503 - Equipment Replacement Reserve</u>				
2021 Beginning Fund Balance		673,681	\$673,681	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	50,000	-	0.00%
Revenue Collected		50,000	-	0.00%
Total Resources		723,681	673,681	
	Expenditures	403,500	\$ 162,175	40.19%
	Transfers Out	-	-	0.00%
Total Expenditures		403,500	162,175	40.19%
Available Fund Balance		\$320,181	\$511,506	

		2021 Adopted Budget	Actual	Percent of Budget
<u>504 - Operating Expense Reserve</u>				
2021 Beginning Fund Balance		\$ 20,098	\$20,098	
	Investment Interest	\$ -	-	0.00%
	Other Revenue	\$ -	-	0.00%
	Transfers In	\$ -	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		20,098	20,098	
	Personnel Expenditures	-	-	0.00%
	Operating Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
Available Fund Balance		\$20,098	\$20,098	
<u>505 - E-911 Escrow Trust</u>				
2021 Beginning Fund Balance		\$83,371	\$83,371	
	Operating Revenue	1,116,691	\$ -	0.00%
	Investment Interest	-	-	0.00%
Revenue Collected		1,116,691	-	0.00%
Total Resources		1,200,062	83,371	
	Expenditures	-	-	0.00%
	Transfers Out	1,116,691	-	0.00%
Total Expenditures		1,116,691	-	0.00%
Available Fund Balance		\$83,371	\$83,371	
<u>506 - Rate Stabilization Reserve</u>				
2021 Beginning Fund Balance		\$1,007,041	\$1,007,041	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		1,007,041	1,007,041	
	Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
Available Fund Balance		\$1,007,041	\$1,007,041	

NORCOM
ACTIVITY MARCH 01, 2021 THROUGH MARCH 31, 2021

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,149,572.70

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: mryerson
Printed: 4/5/2021 9:29 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	03/05/2021	
	021921	PPE Payroll Processing Fee		500.00
	022621	PPE Payroll Processing Fee		412.55
Total for this ACH Check for Vendor 120:				912.55
ACH	131	HEALTH EQUITY	03/05/2021	
	022121	PPE HSA Contributions Payable		1,269.22
Total for this ACH Check for Vendor 131:				1,269.22
ACH	132	WILMINGTON TRUST	03/05/2021	
	022121	PPE MEBT Contributions Payable		36,023.50
Total for this ACH Check for Vendor 132:				36,023.50
ACH	134	COLONIAL LIFE	03/05/2021	
	MAR2021	Supplemental Ins Premiums		1,378.79
Total for this ACH Check for Vendor 134:				1,378.79
ACH	140	RELIANCE STANDARD	03/05/2021	
	MAR2021	Life/LTD Premiums		1,570.37
Total for this ACH Check for Vendor 140:				1,570.37
ACH	327	ASSOCIATION OF WASHINGTON CITIZENS	03/05/2021	
	030121	Dental Premiums		8,665.56
	030121	Vision Premiums		1,119.40
	033121	Medical Premiums		95,787.80
Total for this ACH Check for Vendor 327:				105,572.76
19116	3	AT&T MOBILITY	03/05/2021	
	287015346980XJa	Cell Phone Service Acct#287015346980		186.66
Total for Check Number 19116:				186.66
19117	708	CARAHSOFT TECHNOLOGY CORP	03/05/2021	
	IN906323	Multi-Factor Authentication Subscription		396.00
Total for Check Number 19117:				396.00
19118	6	CDW-GOVERNMENT INC	03/05/2021	
	7357465	Four HP Gen8 servers warranty renewal (older s		3,325.59
	7357465	Ten HP Gen9 servers warranty renewal (just hit t		47,346.04
	7705778	Cisco Unified IP Phone 8961 power supply		182.55
Total for Check Number 19118:				50,854.18
19119	29	ESRI	03/05/2021	
	93984029	ArcGIS Server Maintenance		277.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 19119:	277.65
19120	565 11841239	GLOBALSTAR Orbit Network Services	03/05/2021	116.93
			Total for Check Number 19120:	116.93
19121	42 11009798	KING COUNTY FINANCE DEPT KCIT INET	03/05/2021	1,163.00
			Total for Check Number 19121:	1,163.00
19122	692 012821	ZIPLY FIBER Phone Services	03/05/2021	790.32
			Total for Check Number 19122:	790.32
			Total for 3/5/2021:	200,511.93
19123	710 10545214	BANDWIDTH INC Phone Services	03/12/2021	625.30
			Total for Check Number 19123:	625.30
19124	6 8227589 8227589 8227589 8227589 8227589 8227589	CDW-GOVERNMENT INC Cisco AnyConnect Plus - subscription license (1 Cisco ASA with FirePOWER Services URL Filt Cisco AnyConnect Apex - Term License (1 year) Premium 24x7x4 8x5xNext Business Day Cisco ASA with FirePOWER Services IPS, App:	03/12/2021	1,767.11 6,385.18 243.05 4,788.85 19,234.49 5,212.41
			Total for Check Number 19124:	37,631.09
19125	210 022021	CENTURYLINK Radio Site Connection Charge - Snoqualmie EU	03/12/2021	173.27
			Total for Check Number 19125:	173.27
19126	253 A472206	CENTURYLINK Telephone Service	03/12/2021	360.88
			Total for Check Number 19126:	360.88
19127	8 021021	CENTURYLINK Telephone Service	03/12/2021	1,263.18
			Total for Check Number 19127:	1,263.18
19128	9 201001664	CENTURYLINK Telephone Service	03/12/2021	127.12
			Total for Check Number 19128:	127.12
19129	11 38783 39025 39026	CITY OF BELLEVUE Monthly Rent Bellevue CH - Mar2021 Fiber Usage Rental Fee- MAR2021 Monthly Parking Spaces - Mar2021	03/12/2021	44,011.64 477.00 1,832.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 19129:	46,321.24
19130	615 70468012	CONCENTRA Pre-Employment Suitability Assessments	03/12/2021	262.50
			Total for Check Number 19130:	262.50
19131	324 55344-8	CRISTA MINISTRIES Crista Radio Site Lease	03/12/2021	565.69
			Total for Check Number 19131:	565.69
19132	447 022821	FIRST CHOICE COFFEE SERVICES Ice Machine	03/12/2021	104.60
			Total for Check Number 19132:	104.60
19133	675 022621 031221	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contr PE 02/26/21 ICMA 457 Contr PE 03/12/21	03/12/2021	4,297.33 4,270.69
			Total for Check Number 19133:	8,568.02
19134	46 8091	NATIONAL TESTING NETWORK Background Investigation Services	03/12/2021	2,900.00
			Total for Check Number 19134:	2,900.00
19135	569 030121	NORCOM ASSOCIATED GUILD MAR2021 NAG Dues	03/12/2021	2,035.00
			Total for Check Number 19135:	2,035.00
19136	377 PSTI21-29	PST INVESTIGATIONS Background Investigation Services	03/12/2021	370.00
			Total for Check Number 19136:	370.00
19137	673 030121	PUBLIC SAFETY EMPLOYEES UNION MAR2021 PSEU Dues	03/12/2021	602.17
			Total for Check Number 19137:	602.17
19138	666 21-126	RAYMOND POLYGRAPH SERVICES Polygraph Examination	03/12/2021	325.00
			Total for Check Number 19138:	325.00
19139	292 8181449659	SHRED-IT USA INC Shredding Service	03/12/2021	128.35
			Total for Check Number 19139:	128.35
19140	65 847357399-146	SPRINT Wireless Service	03/12/2021	63.62
			Total for Check Number 19140:	63.62
19141	366 030321	T MOBILE Test Cell Phone Service	03/12/2021	18.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 19141:				18.33
19142	90 022321	KHAI TRAN Mileage Reimbursement	03/12/2021	60.90
Total for Check Number 19142:				60.90
19143	79 9873248532	VERIZON WIRELESS Cell Phone Service	03/12/2021	1,791.14
Total for Check Number 19143:				1,791.14
19144	692 022821	ZIPLY FIBER Phone Services	03/12/2021	790.32
Total for Check Number 19144:				790.32
19145	543 66806847	ZOHO Corporation ManageEngine Service Desk added asset 50 nod	03/12/2021	175.06
Total for Check Number 19145:				175.06
Total for 3/12/2021:				105,262.78
ACH	120 030721 030721 030721 030721 030721	ADP FMLA Taxes Payable Net Pay Federal Taxes Payable Medicare Taxes Payable ESD Taxes Payable	03/19/2021	1,134.65 200,403.08 24,132.62 7,079.54 5,077.56
Total for this ACH Check for Vendor 120:				237,827.45
ACH	120 576236767	ADP PPE Payroll Processing Fee	03/19/2021	848.80
Total for this ACH Check for Vendor 120:				848.80
ACH	131 030721 030721	HEALTH EQUITY PPE HSA Contributions Payable HSA Admin Fee	03/19/2021	1,269.22 51.35
Total for this ACH Check for Vendor 131:				1,320.57
ACH	132 030721	WILMINGTON TRUST PPE MEBT Contributions Payable	03/19/2021	34,353.64
Total for this ACH Check for Vendor 132:				34,353.64
ACH	133 FEB2021	DEPT OF RETIREMENT SYSTEMS PERS Contributions	03/19/2021	114,045.33
Total for this ACH Check for Vendor 133:				114,045.33
19146	75 063616 079590 13574354 022421 15898477 1798603	US BANK CORPORATE PAYMENT SYS Postage - Jersey's mailed Operating Supplies - Cleaning Supplies - Costco Water Delivery Parking Lease 700 Building - ABM Parking Office Supplies - 1099 NEC forms - Amazon	03/19/2021	30.80 43.42 232.10 2,700.00 26.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2240233	Office Supplies – 1099 forms - Amazon		24.19
	2240233	Office Supplies – 1099 forms refund – Amazon		-24.19
	2275411	Operating Supplies – Tissues – Amazon		27.72
	26458221	Office Supplies – Tapes – Amazon		15.40
	2653850	Office Supplies – Ink Cartridge - Amazon		15.68
	3101001	Operating Supplies – Clorox – Target		7.02
	3568263	Office Supplies – Keyboards – Amazon		384.80
	3872229	Small Tools – Coffee Maker – Amazon		275.24
	5237034	Operating Supplies – Face masks– Amazon		71.50
	5298607	Operating Supplies – Cleaning Committee – Am		41.46
	7541018	Operating Supplies – Cleaning Supplies – Amazi		27.72
	7649027	Office Supplies – wipes – Amazon		27.70
	9015	Telephone Service		1,131.97
	9144201	Office Supplies – highlighters, pads, markers – A		72.11
	9213025	Operating Supplies – gloves – Amazon		55.02
	9544207	Office Supplies – Batteries– Amazon		35.24
	98657	Office Supplies – Cooling Fan – Amazon		8.75
	P-06823085	Publications - Seattle Times Subscription		288.60
Total for Check Number 19146:				5,518.30
Total for 3/19/2021:				393,914.09
ACH	120	ADP	03/26/2021	
		Medicare Taxes Payable		7,909.46
		Net Pay		207,911.95
		Federal Taxes Payable		29,606.44
		ESD Taxes Payable		3,346.04
		FMLA Taxes Payable		1,184.39
Total for this ACH Check for Vendor 120:				249,958.28
19147	364	AT&T	03/26/2021	
	02272021	Cell Phone Service - Acct # 287291727817		131.84
Total for Check Number 19147:				131.84
19148	3	AT&T MOBILITY	03/26/2021	
	02282021	Cell Phone Service - Acct # 287015346980		240.23
Total for Check Number 19148:				240.23
19149	6	CDW-GOVERNMENT INC	03/26/2021	
	8615699	Symantec Endpoint Protection		1,119.72
Total for Check Number 19149:				1,119.72
19150	253	CENTURYLINK	03/26/2021	
	A474290	Telephone Service		720.69
Total for Check Number 19150:				720.69
19151	615	CONCENTRA	03/26/2021	
	70533050	Pre-Employment Suitability Assessments		262.50
Total for Check Number 19151:				262.50
19152	28	EPSCA	03/26/2021	
	10357	Monthly Radio Access Fees - Mar		920.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 19152:				920.01
19153	675 032121	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Cont PE 03/26/21	03/26/2021	4,505.85
Total for Check Number 19153:				4,505.85
19154	42 11009885	KING COUNTY FINANCE DEPT KCIT INET	03/26/2021	1,163.00
Total for Check Number 19154:				1,163.00
19155	557 4942956	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	03/26/2021	1,115.21
Total for Check Number 19155:				1,115.21
19156	698 1359810	MORNEAU SHEPELL LIMITED Employee Assistance Program – Mar 2021	03/26/2021	293.06
Total for Check Number 19156:				293.06
19157	52 66310 66311 66668	PACIFICA LAW GROUP Public Records Special Projects General Legal Services Public Records Legal Svcs	03/26/2021	4,000.00 1,950.00 5,965.00
Total for Check Number 19157:				11,915.00
19158	711 782	PETEK & ASSOCIATES Psychological Evaluation Jan - Feb 2021	03/26/2021	1,155.00
Total for Check Number 19158:				1,155.00
19159	353 1651468	JOSH RANDALL Training Academy Supplies	03/26/2021	41.21
Total for Check Number 19159:				41.21
19160	555 L141459	STATE AUDITOR'S OFFICE Accountability & Financial Audit	03/26/2021	19,198.73
Total for Check Number 19160:				19,198.73
19161	74 0147532-0011	UNUM Long Term Care	03/26/2021	481.00
Total for Check Number 19161:				481.00
19162	247	WATSON SYNERGY ENERGY CHAIN ASSY KIT (LINEAR CAVITY TOP RETRO,) DIMSIDE =	03/26/2021	425.39 186.76
Total for Check Number 19162:				612.15
Total for 3/26/2021:				293,833.48
ACH	120 032121	ADP PPE Payroll Processing Fee	03/29/2021	2,958.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 120:				2,958.49
ACH	131 032121	HEALTH EQUITY PPE HSA Contributions Payable	03/29/2021	1,644.22
Total for this ACH Check for Vendor 131:				1,644.22
ACH	132 032121	WILMINGTON TRUST PPE MEBT Contributions Payable	03/29/2021	37,300.60
Total for this ACH Check for Vendor 132:				37,300.60
ACH	134 APR2021	COLONIAL LIFE Supplemental Ins Premiums	03/29/2021	1,378.79
Total for this ACH Check for Vendor 134:				1,378.79
ACH	140 APR2021	RELIANCE STANDARD Life/LTD Premiums	03/29/2021	1,642.73
Total for this ACH Check for Vendor 140:				1,642.73
ACH	327 APR2021 APR2021 APR2021	ASSOCIATION OF WASHINGTON CITIZENS Vision Premiums Dental Premiums Medical Premiums	03/29/2021	1,181.16 9,005.35 100,885.32
Total for this ACH Check for Vendor 327:				111,071.83
ACH	703 021621	WAFD Bank Analysis Service Charge	03/29/2021	53.76
Total for this ACH Check for Vendor 703:				53.76
Total for 3/29/2021:				156,050.42
Report Total (66 checks):				1,149,572.70



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: Removal of Capital Assets from Accounting Records

Executive Summary:

Staff is seeking Board approval to remove the listed assets from its accounting records. Under current Capital Asset Policies, disposal of Capital Assets may occur only after being declared surplus by NORCOM's Governing Board. These items are no longer in use. Staff is requesting that the Board approve this request by consent

Background:

Through internal review, NORCOM Management identified 106 assets included on its Internal Asset listing for accounting records that are no longer in use by NORCOM, or did not meet the policy definition of a capital asset:

- **Category 1:** 88 assets had an original cost of less than \$5,000, under NORCOM's capitalization threshold. Many of these are computer monitors and small radio equipment- most of which were included in the equipment transfers made by the cities of Bellevue and Kirkland during the creation of NORCOM.
- **Category 2:** Items no longer in use and maintained by NORCOM.
- **Category 3:** 16 Server equipment items. Many of these items were purchased using federal funding from the Urban Area Security Initiative Program (UASI). Formal approval of these items is NORCOM's final obligation for ongoing grant compliance related to equipment purchased with grant funds. These servers are no longer in use and have only been kept to part out. A majority had received formal approval for disposition under Resolution 131, however, the items were never removed from accounting records, and there is insufficient documentation maintained to determine which servers were included in the resolution and which were not, therefore the list in its entirety has been provided for this consent item.

Replacement of these assets, if necessary, has already been integrated into current ER&R schedules developed, and would be reported in this fund's activities. No immediate replacement is required for these assets.

NORCOM Finance Committee has approved a recommendation to the Board to approve this request. This action also follows recommendations made by the Washington State Auditor in NORCOM's most recent audit.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

NORCOM SOP 05-14 Capital assets, requires Board approval for removal of assets.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval, declaring the noted assets as surplus.

Staff Comments:

N/A

Options

This recommendation is consistent with the direction received from the Finance Committee, NORCOM policy, and Audit requirements.

Risks

As policies require Board approval, disapproval would result in inaccurate financial reporting and risk of unclear audit opinion in the future.

Finance Committee Review: Yes

The Finance Committee is aware of this request for consideration and has provided direction to staff.

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:

None

Attachments

Assets for Removal List

Count: 106

Totals \$526,370.85

Category	ID	Asset Tag	Capitalize Account	Grant	ER Project Code	Description	In Service Date	Life	Original Cost	Retire Date
1	695	U80017	181.30.00.000	UASI08	UASI	Cisco Switch 2960G 48P	3/1/2010	5	\$3,873.50	2015
1	696	U80018	181.30.00.000	UASI08	UASI	Cisco Switch 2960G 48P	3/1/2010	5	\$3,873.50	2015
1	500	10566	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$1,788.21	2017
1	501	10567	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$1,788.21	2017
1	502	10568	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$1,788.21	2017
1	503	10569	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$3,366.11	2017
1	504	10570	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$3,366.11	2017
1	505	10571	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$3,366.11	2017
1	508	10578	181.50.00.000		RADIO	Zetron Instant Recall Recorder	7/29/2011	7	\$2,655.02	2017
1	507	10577	181.50.00.000		NTWKEQ	Cisco Switch	9/8/2012	3	\$4,596.69	2015
1	496	10562	181.50.00.000		NTWKEQ	APC Smart-UPS 6000	9/9/2012	3	\$3,476.49	2015
1	498	10564	181.50.00.000		NTWKEQ	APC Smart-UPS RT 192V RM Battery Pack	9/9/2012	3	\$1,223.98	2015
1	499	10565	181.50.00.000		NTWKEQ	APC Smart-UPS RT 192V RM Battery Pack	9/9/2012	3	\$1,223.98	2015
1	962	10881	181.30.00.000			Add on to asset 10881	6/17/2015	4	\$3,314.96	2019
1	142	10157	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	143	10158	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	247	10270	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	248	10271	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	249	10272	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	250	10273	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	251	10274	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	253	10276	181.50.00.000	COPS08	RBKUC	Monitor L1950G	7/1/2009	6	\$272.66	2015
1	254	10277	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	255	10278	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	256	10279	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	257	10280	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	258	10281	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	259	10282	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	260	10283	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	261	10284	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	262	10285	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	263	10286	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	264	10287	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	265	10288	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	266	10289	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	267	10290	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	268	10291	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	269	10292	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	270	10293	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	271	10294	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	272	10295	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	274	10297	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	275	10298	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	276	10299	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	277	10300	181.50.00.000	COPS08	RBKUC	Monitor L1950G	07/01/2009	6	\$272.66	2015
1	556	NOTAG	181.40.00.000			E911 Phone System Server (Symposium)	07/01/2009	4	\$4,375.00	2013
1	557	NOTAG	181.40.00.000			E911 Phone System Server (Symon)	07/01/2009	4	\$1,343.00	2013
1	591	NOTAG	181.50.00.000	COPS08		Data Network Configuration	07/01/2009	7	\$3,449.25	2016
1	22	10028	181.40.00.000		RADIO	Motorola Spectra-Tac Comparator (spare)	07/01/2009	7	\$2,056.00	2016
1	23	10029	181.40.00.000		RADIO	Motorola Spectra-Tac Comparator .190	07/01/2009	7	\$2,056.00	2016
1	68	10074	181.40.00.000		RADIO	Motorola Control Station	07/01/2009	6	\$2,173.00	2015
1	69	10075	181.40.00.000		RADIO	Motorola Control Station	07/01/2009	6	\$2,391.00	2015
1	70	10076	181.40.00.000		RADIO	Motorola Control Station	07/01/2009	6	\$2,173.00	2015
1	347	10401	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	348	10402	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	349	10403	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	350	10404	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	351	10405	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	352	10406	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	353	10407	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	354	10408	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	355	10409	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	356	10410	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	357	10411	181.40.00.000		RADIO	XTL-2500 Control Station	07/01/2009	2	\$3,935.00	2011
1	522	10657	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	524	10659	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	525	10660	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	526	10661	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	527	10662	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	528	10663	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	529	10664	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	530	10665	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	532	10666	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	533	10667	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	534	10668	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	535	10669	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	536	10670	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	537	10671	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	538	10672	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	539	10673	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011

1	540	10674	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	541	10675	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	542	10676	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	543	10677	181.40.00.000		RADIO	Zetron 3022 Call Check	07/01/2009	2	\$1,567.00	2011
1	558	NOTAG	181.40.00.000		RADIO	Motorola Spectra-Tac Comparator	07/01/2009	2	\$2,056.00	2011
1	579	NOTAG	181.50.00.000		RCRDS	ALR Keyboard & Monitor	07/01/2009	3	\$2,425.43	2012
1	580	NOTAG	181.50.00.000		RCRDS	ALR Video Mouse	07/01/2009	3	\$3,983.61	2012
1	584	NOTAG	181.50.00.000			Reverse 911 System Hardware Upgrade	07/01/2009	2	\$1,360.00	2011
2	578	NOTAG	181.50.00.000		RCRDS	ALR Call Deletion	12/31/2009	5	\$5,674.70	2014
2	577	NOTAG	181.50.00.000		RCRDS	ALR Transfer	07/01/2009	5	\$9,615.47	2014
3	679	U80001	181.30.00.000	UASI08	UASI	Dell Server	3/1/2010	5	\$19,459.41	2015
3	680	U80002	181.30.00.000	UASI08	UASI	Dell Vspher Server (Virtual controller for the R710's)	3/1/2010	5	\$35,666.45	2015
3	681	U80003	181.30.00.000	UASI08	UASI	Dell Server	3/1/2010	5	\$29,063.68	2015
3	682	U80004	181.30.00.000	UASI08	UASI	Dell Server	3/1/2010	5	\$29,063.68	2015
3	683	U80005	181.30.00.000	UASI08	UASI	Dell Server	3/1/2010	5	\$29,063.68	2015
3	684	U80006	181.30.00.000	UASI08	UASI	Dell Server	3/1/2010	5	\$29,063.68	2015
3	730	No Tag	181.30.00.000	UASI08	UASI	Dell Server Software	7/1/2010	5	\$46,769.40	2015
3	714	U80036	191.50.00.000	UASI08		S160 Web Security Appliance (Ironport)	7/1/2010	5	\$19,763.89	2015
3	726	No Tag	191.50.00.000	UASI08		Vmware Server Management	7/1/2010	5	\$25,312.08	2015
3	669	10689	181.30.00.000		SERVERS	Dell Server	4/11/2012	5	\$12,664.52	2017
3	670	10688	181.30.00.000		SERVERS	Dell Server	4/11/2012	5	\$12,664.52	2017
3	671	10690	181.30.00.000		SERVERS	Dell Server	4/11/2012	5	\$12,664.52	2017
3	718	U80040	181.50.00.000	UASI08	SERVERS	Dell Server	9/8/2012	3	\$14,310.35	2015
3	719	U80041	181.50.00.000	UASI08	SERVERS	Dell Server	9/8/2012	3	\$14,310.35	2015
3	720	U80042	181.50.00.000	UASI08	SERVERS	Dell Server	9/8/2012	3	\$14,310.35	2015
3	721	U80043	181.50.00.000	UASI08	SERVERS	Dell Server	9/8/2012	3	\$14,310.29	2015



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: NORCOM 2018-2019 Audit Exit Conference

Executive Summary:

The State Auditor's Office has completed NORCOM's Financial and Accountability audits for the years ended December 31, 2018 and 2019. Representatives from the Auditor's Office will be presenting the Exit Conference to present the results of the audits.

Background:

The audits resulted in a clean opinion on NORCOM's financial statements and no findings or management letters for the Accountability audit.

There were a few immaterial errors found during the audit of the City's financial statements and Accountability audits. These errors are listed as "exit items" and include recommendations made by the State Auditor's office to address before the next audit.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

N/A

Staff Comments:

N/A

Options

Risks

Finance Committee Review: Yes

The Finance Committee is aware of this report and has provided direction to staff.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Attachments

NORCOM 2018 - 2019 Audit Exit Slides

Exit Conference

North East King County Regional Public
Safety Communication Agency

d.b.a NORCOM

Wendy Choy
Program Manager

Clay Trushinsky
Audit Supervisor

Jessie Fleming
Audit Lead

April 9, 2021

Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of those materials may be requested by contacting the presenters listed or by emailing PublicRecords@sao.wa.gov.



Office of the
Washington
State Auditor
Pat McCarthy

Results that Matter



Increased trust in government



Independent, transparent examinations



Improved efficiency and effectiveness of government



Pat McCarthy
State Auditor

Accountability Audit Results

January 1, 2018 through December 31, 2019

Results in Brief

This report describes the overall results and conclusions for the areas we examined.

In those selected areas, Agency operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.



Accountability Audit Results

Using a risk-based audit approach, for the Agency, we examined the following areas during the period:

- IT user access and data backup & recovery – access to systems and review of processes for data backup and recovery
- Electronic Fund Transfers (EFTs) – review of disbursements using EFTs
- Credit card disbursements
- Payroll disbursements – review of overtime, retro pay, holiday buyouts, and employee recognition
- Procurement, contracts & agreements, and payment approval processes



Financial Audit Results

January 1, 2018 through December 31, 2019

Unmodified Opinion Issued

- Opinion issued in accordance with U.S. GAAP
- Audit conducted in accordance with *Government Auditing Standards*

Internal Control and Compliance over Financial Reporting

- We reported no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses.
- We noted no instances of noncompliance that were material to the financial statements of the Agency



Financial Audit Results

Required Communications

- Uncorrected misstatements have been provided for review.
- There were no material misstatements in the financial statements corrected by management during the audit.



Tracker: A clear path to all your audit information



Using tracker, your government can:

- Get up to speed more quickly when turnover occurs
- Better and more quickly prepare for upcoming audits
- More easily identify and resolve issues
- Enter a status update at the time of the change
- Show quickly that it resolved an issue – and get the credit for that expedient resolution



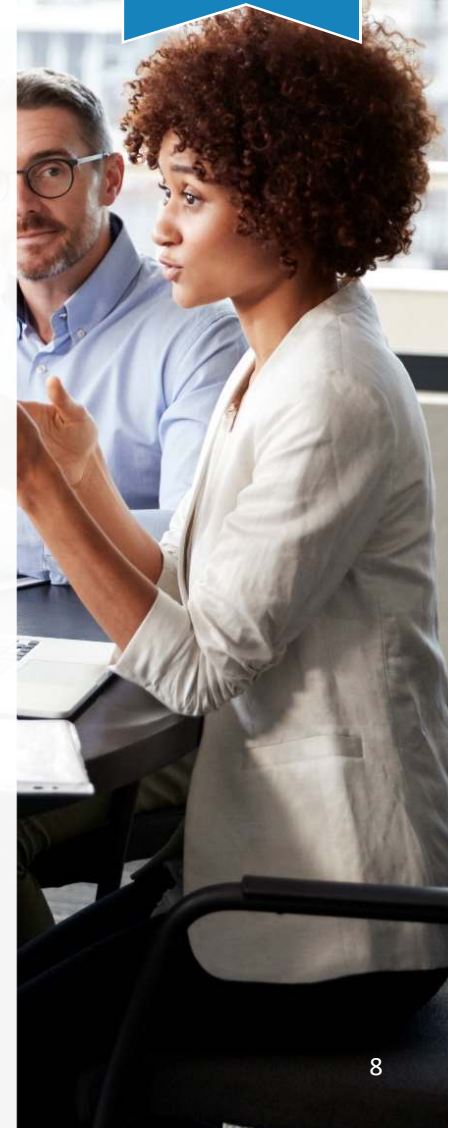
Working Together to Improve Government

Local Government Support Team

- BARS & Annual Online Filing
- Accounting and Reporting Training
- Client portal, including helpdesk

The Center for Government Innovation

- Process improvement facilitations
- Resources, tools and best practices
- Financial Intelligence Tool (FIT)
- Center@sao.wa.gov



Report Publication

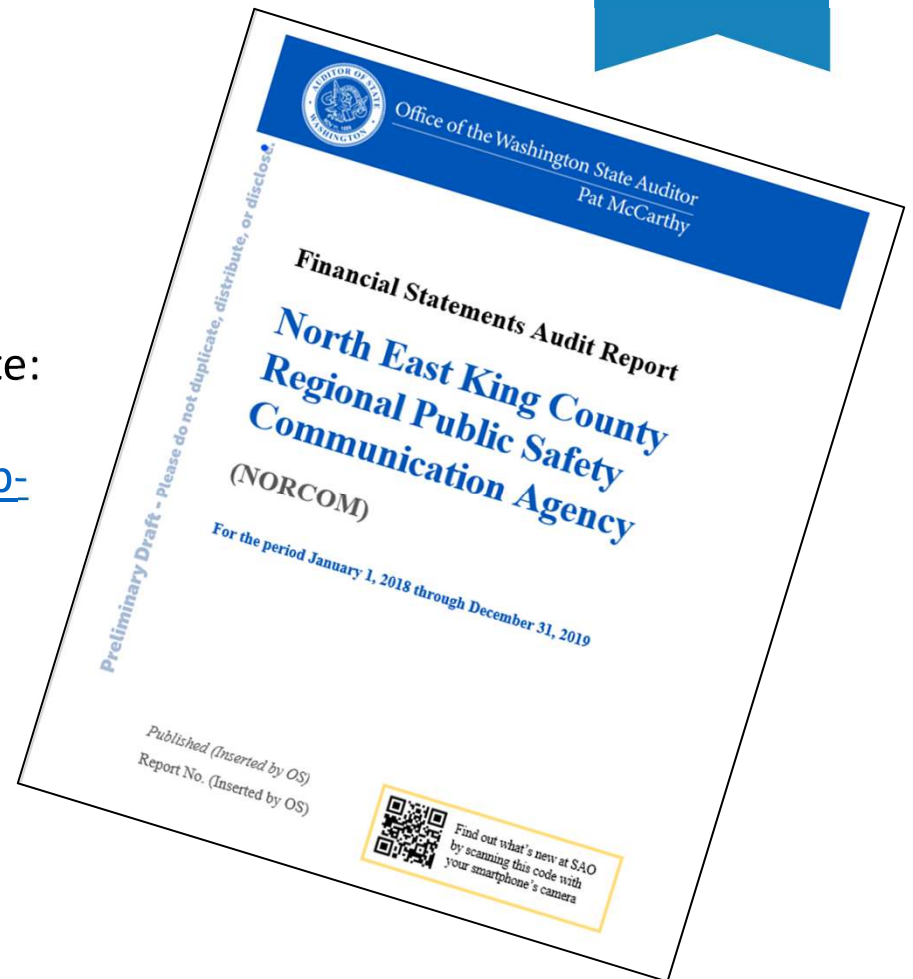
- ✓ Audit reports are published on our website.
- ✓ Sign up to be notified by email when audit reports are posted to our website:

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Audit Survey

When your report is released, you will receive an audit survey from us.

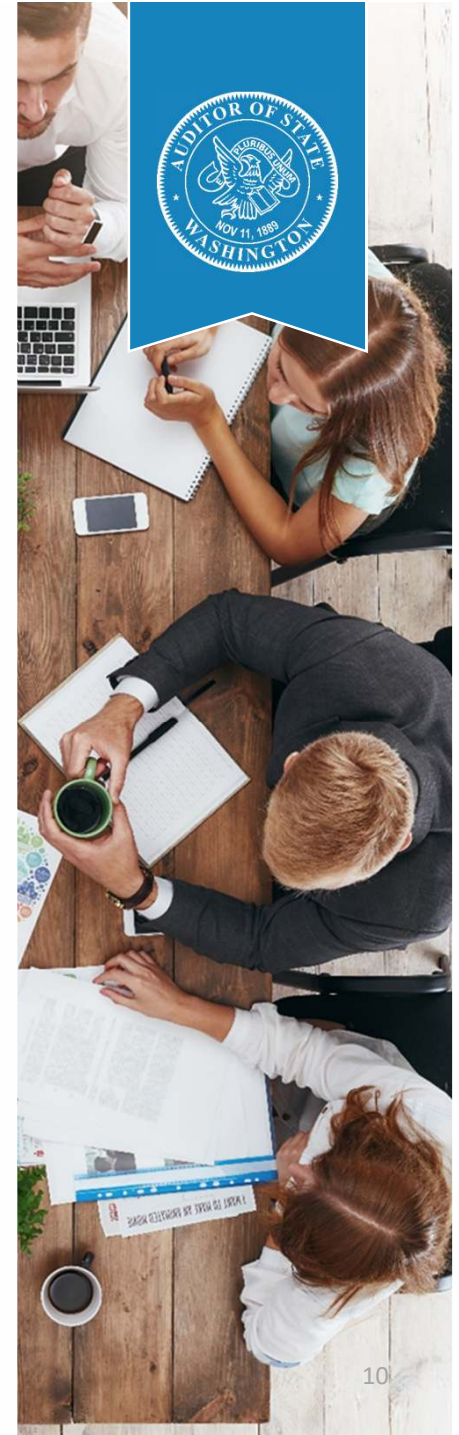
We value your opinions on our audit services and hope you provide feedback.



Closing Remarks

- Audit costs are in alignment with our original estimate
- Next audit: 2021
 - Accountability for public resources
 - Financial statement

An estimated cost for the next audit has been provided in our exit packet



Thank You!



- We thank Agency officials and staff for timely communications throughout the audit process.
- In particular, we would like to thank Marianne Ryerson, Finance Manager, for her cooperation and timely responses to our requests throughout the audit, especially since the audit was performed in a remote environment.



Questions?



Contact Wendy Choy, Program Manager

Wendy.Choy@sao.wa.gov

(425) 502 - 7067



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: NORCOM- Association of Washington Cities (AWC) 2021 Well City Recipient

Executive Summary:

The Association of Washington Cities (AWC) *Well City Program* recognizes members that achieve quality standards in employee health promotion. NORCOM has been recognized as a Well City, every year since 2016 and has once again been recognized for 2021. This designation garners NORCOM a 2% discount on all 2022 medical premiums.

Background:

The Well City standards serve as guidelines for designing a workplace wellness program that has a positive impact on employee health and productivity. They are based on best practice models. To earn the Well City distinction, all requirements must be completed for each of the six standards; Leadership, Policy & Environment, Partnerships, Program Activities, Engagement, and access/evaluate/report.

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

N/A

Staff Comments:

N/A

Options

NA

Risks

NA

Finance Committee Review: No

This information was shared with the Finance Committee.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2022

Account (s):

Fiscal Note:

Fiscal Impact:

Saving of approximately \$23,000 annually.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: Insurance carrier change to WCIA (Washington Cities Insurance Authority)

Executive Summary:

In an effort to continue to improve business practices, be fiscally responsible and enhance our contracted services, NORCOM staff has submitted an application to Washington Cities Insurance Authority (WCIA) to join their insurance pool. If the WCIA Board approves NORCOM's application, we will replace our current policy provided by National Union Fire Insurance Company (NUFIC) with a much improved one from WCIA, effective April 10, 2021.

Background:

The Washington Cities Insurance Authority (WCIA) is well respected and highly utilized by NORCOM agencies, other regional municipalities, PSAPs and various governmental entities. NORCOM's current corporate insurance provider is National Union Fire Insurance Company (NUFIC).

Consistent with a collective goal to strengthen NORCOM's business practices and improve services received, staff carefully researched the feasibility of migrating NORCOM's insurance to WCIA.

Numerous business advantages and enhancements were quickly identified to include:

- An annual reduction in premiums of approximately \$10,000
- Superior customer service
- The inclusion of a very robust training program on a variety of subjects, such as 911 centric topics, policy development, liability reduction, and effective supervision practices. Training is available to all employees.
- A highly proactive approach that helps members identify, mitigate, and manage risk
- Audit program tailored to minimize general risk as well as risk unique to 911 centers
- More flexibility in choosing specialized regional legal representation
- Skilled pre-defense consultation
- Many other benefits derived from a local entity understanding common regional issues, trends, and challenges

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

Improved risk management

NORCOM Staff Recommendation:

Staff wishes to present this carrier change to the Board and respectfully recommends that the Board provide questions or alternate direction as desired.

Staff Comments:

N/A

Options

Risks

Finance Committee Review: Yes

The Finance Committee is aware of this change.

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:

The transition to WCIA will realize an annual savings of approximately \$10,000.

Attachments

WCIA

Commercial Insurance Provider

- Current commercial insurance provider is National Union Fire Insurance Company (NUFIC)
- Renewal prompted researching Washington Cities Insurance Authority (WCIA) as an alternative
- WCIA's current customers include:
 - Cities of Bothell, Clyde Hill, Kirkland, Medina, Mercer Island
 - ValleyComm
 - South Sound
 - Sno911



Comparison of NUFIC and WCIA Coverage

	NUFIC	WCIA
Liability	\$3,000,000 per occurrence	\$20,000,000 per occurrence
Cyber Insurance	\$1,000,000	\$1,000,000
Property Insurance	\$489,000	\$400,000,000 per occurrence
Crime & Fidelity	\$1,000,000	\$2,500,000

Comparison of NUFIC and WCIA Cost and Benefits

	NUFIC	WCIA
Cost	\$82,212	\$69,289
Member representation		✓
Robust training program		✓
Pre-defense review program		✓
Audit Program		✓
Flexibility in choosing legal council		✓



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: Appointment of Chief Clark to the position of Board Chair, and Selection and appointment of new Governing Board Vice-Chair

Executive Summary:

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

Background:

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

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

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

NORCOM Staff Recommendation:

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

Staff Comments:

N/A

Options

N/A

Risks

N/A

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: April Information Technology and Operations Updates Newsletter

Executive Summary:

The April Newsletter contains Information Technology and Operations Updates and is presented to the Board for review, input, and questions.

Background:

The Information Technology and Operations Updates are routinely provided to the Board.

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

Staff Comments:

N/A

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

April Information Technology and Operations Newsletter



Information Technology Updates

From: Katy Myers, DDofA

April 2021

Radio

PSERN

Priority Issues

- a. **Radio Console Failure** - On 1/5 and 1/16 we experienced radio positions that stopped transmitting and receiving audio without any warning to the dispatcher. **Status:** Motorola has identified the problem. They updated their fix and have begun installing the updated software at NORCOM positions. NORCOM back-up radio positions at Redmond are done.
- b. **Radio ID mismatches** - On multiple occasions, we have had radios with strange IDs come up on the radio console. It has been explained to NORCOM IT that not all radio IDs came over from the old core and any new ones would look weird. KC Radio Shop advised they were coming up with a mitigation plan since this affects more than just NORCOM. **Status:** No update

Snoqualmie Pass Fire & Rescue

Met with Chief Wiseman and others to discuss a change in connectivity (backhaul) to their Dodge Ridge radio tower. Working now on interagency agreements.

Telephone Systems

911 Platform Replacement

King County 911 Program Office is leading a project to replace the current 911 call taking systems at all King County PSAPs. **Status:** Scoring is complete, the county is beginning contract negotiations with the winning vendor.

Systems and Programs

RAADAR

- Admin user group meeting held March 31st
- Evaluating options for hosting RAADAR in various cloud environments.
- Working on system optimizations to prepare for additional agencies.

Other Notable Work

- Navigator – meeting with officers in the field at the participating agencies to learn their workflows and expectations.
- First Due CAD Data Access – Troubleshooting delay in receipt of data at First Due.
- NFORS – Work completed, handed off to Fire.
- Alphanumeric Paging – Discussed plan to move forward with investigating options at Fire Tech OPS.

Projects

Redmond Back-Up Center

Getting quotes for the electrical and networking jobs.

Disaster Recovery Site

Working on internet connectivity and firewall installation.

Single CAD

Project team had a kickoff and two follow-up meetings. Team includes three fire agency representatives assigned by the Zone 1 Fire OPS Chiefs.

IT Service Desk

Surveys

As part of the roll out of our new IT Service Desk system we implemented surveys to gather feedback on how our IT service was doing. Each requestor that has a ticket closed receives a link to a four-question survey. Each question is rated on a three-option scale, with opportunity to share comments.

February 2021: 24 surveys returned

- Better than expected – 29
- As expected – 45
- Worse than expected – 0

March 2021: 18 surveys returned

- Better than expected – 37
- As expected – 27
- Worse than expected – 0

Sample Comments:

- “I really appreciate the IT Team and the quick response time when an issue comes up. Thank you to all of you for your hard work.”
- “Great service, just as I expected.”
- “Always right on it”
- “Extremely helpful”

Service Requests

Month	Inbound	Completed	Overdue
Feb '21	194	199	0
Mar '21	240	228	1

Important Upcoming Dates

April 20 – Full NORCOM Network outage. 0330 -0530, notification and further information coming.

May 12 – Tyler Police Upgrade

Operations Updates

From: Roky Louie, Deputy Director Operations
April 2021

March 2020 Operations Performance

FD	CR	PD
Total Calls 15,329	Total Calls 29,560	Total Calls 9,259
Pickup to Disp. Under 60 Sec. 83.93%	Busiest Hours 1500-1600	P1 Calls to Disp. 00:01:02
Pickup to Disp. Under 90 Sec. 95.86%	Answered in less than 15 Sec. 96.93%	P1 Response Times 00:01:29
	Answered in less than 20 Sec. 97.56%	P3 Response Times 00:01:30
		P4 Response Times 00:15:15

April Training – Manual Dispatch

A maintenance related network outage is scheduled for April 20th from 0330-0530. In preparation, NORCOM Operations is receiving updated training on manual dispatch procedures. During the network outage, the majority of NORCOM's systems will be down except for the radios and the phones.

Call Taking

Information on incoming calls will be documented on paper forms. These forms are multi-copy, with iterations given to police and/or fire dispatch as pertinent updates are noted. These forms are later re-entered into CAD for reporting at a time after the network is functioning again.

Police Dispatch

Police dispatching will be accomplished by using dispatch cards, with each card representing a unit and noting their call sign, name, shield number, and vehicle number. The cards are used in conjunction with the manual dispatch forms to denote which call each officer is dispatched on. The cards are configured in such a way that the unit status can be determined, as far as if they are available, or busy as well.

Fire Dispatch

When the network is down, toning does not function. Therefore all fire stations will be required to be on radio watch as all calls will be toned out on FDISP1.

There are two options for the evaluation of response plans. One involves using GIS systems to assist with recommendations. The other is to use a prebuilt internet based map, which would be accessed by cellular, to assist with the configuration of recommendation. NORCOM will likely use the GIS option during the April 20th outage, and retain the prebuilt map as a secondary option.

Managing fire unit positions will be done with a magnetic whiteboard, with a separate marked magnet for each apparatus used to denote unit status and cross staffing.

Other Challenges

Conventional methods for running names and plates will not be functional during the outage. NORCOM will have access to OMNIXX from our Redmond Satellite Center. One NORCOM employee will be stationed at Redmond to work NC-DATA and run returns

Paging functions will be down during this time. Agencies will need to make phone calls in place of normal paging call out functions such as SWAT call outs.

NORCOM Operations intends to revert to manual dispatch several times each year for training and readiness purposes. In addition to training on manual dispatch, plans are also in place to train for other emergencies, to include: the emergency evacuation of Operations to Redmond, Site Trunking for radio issues, and Telephone Denial of Service attacks.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/09/2021
Subject: National Public Safety Telecommunicator Week April 11th- April 17th

Executive Summary:

Every year during the second week of April, public safety telecommunications personnel are honored. This week-long event is a time to celebrate and thank those who dedicate their lives to serving the public and first responders. It is a week set aside to recognize their hard work, professionalism, selflessness, and dedication.

Background:

This week-long event was established in 1981 as a time to celebrate and thank those who dedicate their lives to serving the public.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

Staff respectfully encourages the Board and the agencies served to continue to support and recognize the critical work performed by Telecommunicators.

Staff Comments:

Options

Risks

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA
