



NORCOM Governing Board
April 14, 2023, 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 10, 2023
 - B. AP Reports March
5. For Briefing to Board
 - A. Alpha Numeric Paging System Project Update
6. 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.*
7. Adjournment

The next Governing Board meeting is scheduled for May 12, 2023



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/14/2023
Subject: Governing Board Meeting Minutes March 10, 2023

Executive Summary:

The March 2023 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:

Nothing Additional

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

Governing Board Meeting Minutes March 10, 2023



Meeting Minutes
NORCOM Governing Board
March 10, 2023

MEMBERS

Nathan McCommon
Jerry Hughes
Kyle Kolling
Beth Goldberg
Jeff Sass
Ed Holmes
Dan Yourkoski
Mark Correira
Wendy Moffat
Ben Lane
Brian Culp
Matt Cowan
Adrian Sheppard
Matt Cowan
Ben Lane
Michael Olson

City of Bellevue
City of Bothell
City of Clyde Hill
City of Kirkland (Chair)
City of Medina (Vice-Chair)
City of Mercer Island
City of Normandy Park
City of Snoqualmie
Duvall Fire District #45
Eastside Fire & Rescue
Fire District #27
Northshore Fire Department
Redmond Fire Department
Shoreline Fire Department
Woodinville Fire & Rescue
City of Kirkland (Board Treasurer)

ABSENT

James Knisley
Jay Wiseman

Skykomish Fire District #50
Snoqualmie Pass Fire

GUESTS

Brian Harris
Anne D'Mura
Kevin Kearns

TCA Architecture
Makers
IXP Corporation

NORCOM STAFF

Roky Louie
Katy Myers
Judy Cayton
Marianne Ryerson
Jeremy Henshaw
Cory James
Deanna Gregory
Nathan Way
Sean Goehner
Zeb Middleton
Brittney Rhodes
Maggie Johanson
Chelsie Barcus

Deputy Director Operations
Deputy Director Administrative Services
Human Resource Manager
Finance Manager
Law Enforcement Liaison
Fire Liaison
Pacifica Law Group
Applications & Security Architect
Systems Engineer
Senior Systems Engineer
Public Records Specialist
Administrative Assistant
Payroll Accounting Specialist

ABSENT

Bill Hamilton

Executive Director



**Meeting Minutes
NORCOM Governing Board
March 10, 2023**

o **Call to Order**

Deputy City Manager Beth Goldberg, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format to allow the public to participate in person, telephonically, or by video remote access.

o **Roll Call**

Deputy City Manager Goldberg 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, phone or in person.

o **Amendment to the March 10, 2023 agenda**

Item #8 was added to the agenda after it was published therefore, the Board must be notified of the amendment.

Chief Holmes motioned to approve the amended agenda adding item #8. Chief Culp seconded the motion.

Motion carried

o **Consent Agenda**

- **Governing Board Meeting Minutes February 10, 2023**
- **Accounts Payable Report February**

There was no discussion on any consent agenda items.

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

Motion carried.



**Meeting Minutes
NORCOM Governing Board
March 10, 2023**

o **For Board Briefing**

- **RFP Update – Facility Study**

On February 24, 2023, NORCOM's facility study RFP was published; following the publishing of the RFP, a Pre-Bid conference was held on March 7, 2023. There were ten individuals in attendance from 4 companies. The submittal deadline is April 21, 2023. NORCOM staff will bring the preferred bidder to the May Governing Board meeting. The scope of work will consist of a current facility assessment, projection of future needs, facility development scenario and long-term facility cost comparison. The final report will be presented to the Governing Board no later than the November 2023 Governing Board Meeting.

- **2023 National Public Safety Telecommunicator Week April 9-15**

Deputy Director Louie introduced the topic of National Public Safety Telecommunicator Week, established in 1994 and held annually to celebrate those who dedicate their lives to serving the public and first responders; this year April 9 – 15 is National Public Safety Telecommunicator Week. The Governing Board has previously supported Telecommunicator Week, and we request its continued support.

- **2023 NORCOM Principals Assembly Meeting**

Deputy Director Myers reminded the Board that the Principals Assembly would be held on April 14, 2023 before the regular Governing Board meeting.

- **Appointment of Chief Sass to Governing Board Chair, and selection and appointment of new Governing Board Vice-Chair**

Deputy Director Myers introduced the topic of the change of Chair and Vice-Chair in accordance with Section 6 (j) of the ILA. Deputy Director Myers thanked Deputy City Manager Goldberg and Chief Sass for all the support and guidance over the last year. A nomination of a new vice-chair was requested. Chief Kolling nominated Chief Culp, and the nomination was accepted.

Chief Kolling motioned to select Chief Culp as the new vice chair. Chief Yourkoski seconded the motion.

Motion carried.



**Meeting Minutes
NORCOM Governing Board
March 10, 2023**

o **For Board Decision**

Deputy Director Myers introduced the finance update topic, which will address the increase in revenue, savings, and balance moving forward. Finance Manager Ryerson gave a detailed presentation and overview of Resolution 205 and Resolution 206, which are being brought to the Board today for approval. Finance Manager Ryerson also presented NORCOM's 10-year Financial Plan.

• **Resolution 205 – Amending the 2023 Budget**

Chief Yourkoski made a motion to approve Resolution 205. Deputy City Manager McCommon seconded the motion.

Motion carried.

• **Resolution 206 – Adoption of the 2024 Budget Policy**

Chief Culp made a motion to approve Resolution 206. Chief Yourkoski seconded the motion.

Motion carried.

o **Newsletter**

• **March Information Technology Updates Newsletter**

The March edition of the Newsletter provides an overview of projects and upcoming events.

o **Update from Fire and Law Enforcement Liaisons**

o **Adjournment**

Deputy City Manager McCommon made a motion to adjourn the meeting. Chief Holmes seconded the motion.

Motion carried.

The meeting adjourned at 10:05.



**Meeting Minutes
NORCOM Governing Board
March 10, 2023**

The next Governing Board meeting is scheduled for April 14, 2023.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/14/2023
Subject: AP Reports March

Executive Summary:

NORCOM staff is asking that the Board review and 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:

None

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

Accounts Payable Report 2023 03

NORCOM
ACTIVITY FEBRUARY 27, 2023 THROUGH MARCH 31, 2023

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,630,201.46

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

501- Operating

for Period Ending March 31, 2023

	2023 Budget	March Activity	2023 Collected to Date	% collected
Agency Revenue	13,461,039	3,365,248	\$ 6,730,520	50%
Agency Reimbursements	165,500	-	\$ 39,907	24%
Grants/Intergovernmental/Interest	214,000	359	\$ 16,628	8%
Total	13,840,539	3,365,607	6,787,055	49%

Transfers In	1,470,055	-	\$ 200,000	14%
Revenues + Transfers	15,310,594	3,365,607.13	6,987,055	46%

Expenses

	2023 Budget	March Activity	2023 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	8,332,986	\$ 586,292	\$ 1,675,585	20%	6,657,401
Salaries & Wages - Overtime	294,876	\$ 34,920	\$ 91,204	31%	203,672
Professional Reimbursements	4,200	\$ 323	\$ 969	23%	3,231
Medical	1,282,959	\$ 98,064	\$ 303,289	24%	979,670
Dental	104,339	\$ 7,541	\$ 23,214	22%	81,125
Vision	13,603	\$ 985	\$ 3,038	22%	10,565
Long-Term Care	6,600	\$ 470	\$ 1,440	22%	5,160
Medicare	126,712	\$ 8,386	\$ 23,974	19%	102,738
MEBT	518,878	\$ 39,223	\$ 111,422	21%	407,456
PERS	921,507	\$ 64,027	\$ 183,376	20%	738,131
Washington FMLA	17,370	\$ 1,366	\$ 3,904	22%	13,466
Unemployment	92,394	\$ 8,400	\$ 24,004	26%	68,390
Workers Comp	43,960	\$ 1,487	\$ 4,163	9%	39,797
Total Personnel	11,760,384	851,485	\$ 2,449,581	21%	9,310,803

Advertising	5,000	\$ 254	\$ 807	16%	4,193
Bank Fees	500	\$ -	\$ -	0%	500
Cellular,Pager & Radio Svcs	35,552	\$ 3,274	\$ 8,422	24%	27,130
Computer Hardware-Non Capital	7,725	\$ 225	\$ 2,040	26%	5,686
Consumable Goods	14,310	\$ 2,998	\$ 3,772	26%	10,538
Dues & Memberships	12,635	\$ 135	\$ 9,890	78%	2,745
Equipment Leases	19,865	\$ 3,239	\$ 5,426	27%	14,439
Facility Lease	804,297	\$ 125,875	\$ 217,409	27%	586,888
Financial Audit	23,836	\$ 2,498	\$ 6,277	26%	17,559
Hosted Services	203,888	\$ 98,577	\$ 108,011	53%	95,877
HR Services	119,415	\$ 9,162	\$ 13,588	11%	105,827
Insurance	93,500	\$ -	\$ 90,940	97%	2,560
Legal Services	200,000	\$ 5,223	\$ 7,173	4%	192,827
Local Travel/Training/ Mileage	6,122	\$ 258	\$ 258	4%	5,864
Network Service	51,599	\$ 4,291	\$ 6,628	13%	44,971
Office Furniture	7,750	\$ -	\$ 167	2%	7,583
Office Supplies	6,400	\$ 306	\$ 806	13%	5,594
Operating Supplies	4,250	\$ 152	\$ 507	12%	3,743
Parking Lease	29,200	\$ 2,669	\$ 6,890	24%	22,310
Payroll Services	19,010	\$ 1,919	\$ 3,675	19%	15,335
Postage	750	\$ -	\$ -	0%	750
Printing	300	\$ 83	\$ 83	28%	218
Professional Services	133,550	\$ 143	\$ 286	0%	133,264
R&M - Network Equipment	397,684	\$ 13,081	\$ 13,081	3%	384,603
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	897,386	\$ 18,000	\$ 35,176	4%	862,210
Radio Site Lease	81,410	\$ -	\$ 1,131	1%	80,279
Recruitment Supplies	2,000	\$ 99	\$ 314	16%	1,686
Small Tools & Minor Equipment	11,300	\$ 848	\$ 848	8%	10,452
Software/Licensing	78,342	\$ 400	\$ 400	1%	77,942
Telephone Services	33,565	\$ 3,972	\$ 7,754	23%	25,811
Training/Conf Registrations	22,688	\$ 138	\$ 1,234	5%	21,454
Training/Conf Registrations/ Travel	34,885	\$ 543	\$ 1,456	4%	33,429
Transfers Out	28,000	\$ -	\$ -	0%	28,000
Total Supplies & Services	3,389,214	298,362	\$ 554,447	16%	2,834,767

GRAND TOTAL	15,149,598	1,149,846	\$ 3,004,029	20%	12,145,570
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502- Capital Projects

	2023 Budget	March Activity	2023 Spending to Date	% used	Remaining Balance
Alpha Numeric Paging	600,000	\$ -	\$ -	0%	600,000
CAD Server Expansion	185,050	\$ 20,723	\$ 20,723	11%	164,328
Console Replacement	152,753	\$ -	\$ -	0%	152,753
	937,803	20,723	20,723	2.2%	917,081

503- Equipment Replacement:

	2023 Budget	March Activity	2023 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	30,600	\$ 7,432	\$ 8,005	26%	22,595
Network Costs	181,500	\$ -	\$ -	0%	181,500
Servers	40,000	\$ -	\$ -	0%	40,000
	252,100	7,432	8,005	3.2%	244,095

505-E 911 Escrow

Revenues:	2023 Budget	March Activity	Collected to Date	% collected
E-911 Escrow	1,470,055	-	\$ -	0%
Investment Interest	-	-	\$ 1,582	
	1,470,055	-	\$ 1,582	0%

Expenditures:	2023 Budget	March Activity	2023 Spending to Date	% used	Remaining Balance
Transfers Out	1,470,055	\$ -	\$ 200,000	14%	1,270,055

NORCOM Financial Summary

for Period Ending March 31, 2022

		2023 Amended Budget	Actual	Percent of Budget
<u>501 - Operating Fund</u>				
2022 Beginning Fund Balance		596,326	596,326	
	Agency Revenue	13,083,626	\$ 6,541,814	50.00%
	Other Revenue	379,500	\$ 56,535	14.90%
	Transfers In	1,470,055	\$ 200,000	13.60%
Revenue Collected		14,933,181	6,798,349	45.53%
Total Resources		15,529,507	7,394,675	
	Personnel Expenditures	11,760,385	\$ 2,449,581	20.83%
	Operating Expenditures	3,358,490	\$ 554,447	16.51%
	Transfers Out	28,000	\$ -	0.00%
Total Expenditures		15,146,875	3,004,029	19.83%
Available Fund Balance		\$382,632	\$ 4,390,646	
<u>502 - Capital Projects Fund</u>				
2022 Beginning Fund Balance		583,597	\$583,597	
	Agency Revenue	377,412	\$188,706	50.00%
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	28,000	-	0.00%
Revenue Collected		405,412	188,706	46.55%
Total Resources		989,009	772,303	
	Expenditures	937,803	\$ 20,723	2.21%
	Transfers Out	-	\$ -	0.00%
Total Expenditures		937,803	20,723	2.21%
Available Fund Balance		\$51,206	\$751,581	
<u>503 - Equipment Replacement Reserve</u>				
2022 Beginning Fund Balance		372,970	\$372,970	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		372,970	372,970	
	Expenditures	252,100	\$ 8,005	3.18%
	Transfers Out	-	-	0.00%
Total Expenditures		252,100	8,005	3.18%
Available Fund Balance		\$120,870	\$364,965	

		2023 Amended Budget	Actual	Percent of Budget
<u>504 - Operating Expense Reserve</u>				
2022 Beginning Fund Balance		\$ 160,751	\$160,751	
	Investment Interest	\$ -	-	0.00%
	Other Revenue	\$ -	-	0.00%
	Transfers In	\$ -	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		160,751	160,751	
	Operating Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
Available Fund Balance		\$160,751	\$160,751	
<u>505 - E-911 Escrow Trust</u>				
2022 Beginning Fund Balance		\$120,523	\$120,523	
	Operating Revenue	1,470,055	\$ -	0.00%
	Investment Interest	-	1,582	0.00%
Revenue Collected		1,470,055	1,582	0.11%
Total Resources		1,590,578	122,105	
	Expenditures	-	-	0.00%
	Transfers Out	1,470,055	200,000	13.60%
Total Expenditures		1,470,055	200,000	13.60%
Available Fund Balance		\$120,523	-\$77,895	
<u>506 - Rate Stabilization Reserve</u>				
2022 Beginning Fund Balance		\$507,041	\$507,041	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		507,041	507,041	
	Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
Available Fund Balance		\$507,041	\$507,041	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
Printed: 4/5/2023 2:19 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	02/27/2023	
	PPE02192023	Medicare Taxes Payable PPE 02192023		8,565.29
	PPE02192023	Accrued Wages PPE 02192023		227,704.48
	PPE02192023	Garnishments PPE 02192023		857.15
	PPE02192023	Accrued Employment Security Payable PPE 021		4,290.88
	PPE02192023	FMLA Taxes Payable PPE 02192023		2,561.75
	PPE02192023	Federal Taxes Payable PPE 02192023		32,502.58
Total for this ACH Check for Vendor 120:				276,482.13
ACH	131	HEALTH EQUITY	02/27/2023	
	PPE02192023	HSA Contributions PPE 02192023		1,212.47
Total for this ACH Check for Vendor 131:				1,212.47
ACH	132	WILMINGTON TRUST	02/27/2023	
	PPE02192023	MEBT Contributions PPE 02192023		40,700.07
Total for this ACH Check for Vendor 132:				40,700.07
ACH	134	COLONIAL LIFE	02/27/2023	
	MAR2023	Colonial Premiums March 2023		1,399.48
Total for this ACH Check for Vendor 134:				1,399.48
ACH	140	RELIANCE STANDARD	02/27/2023	
	MAR2023	Life/LTD Insurance Premiums March 2023		1,659.06
Total for this ACH Check for Vendor 140:				1,659.06
ACH	327	ASSOCIATION OF WASHINGTON CITIZENS	02/27/2023	
	MAR2023	Medical Premiums March 2023		108,361.28
	MAR2023	Dental Premiums March 2023		8,621.90
	MAR2023	Vision Premiums March 2023		1,111.68
Total for this ACH Check for Vendor 327:				118,094.86
ACH	675	ICMA-RC VANTAGEPOINT TRANSFER	02/27/2023	
	PPE02192023	ICMA 457 Contributions PPE 02192023		4,877.87
Total for this ACH Check for Vendor 675:				4,877.87
20230	74	UNUM	02/27/2023	
	MAR2023	Long Term Care Premiums March 2023		523.25
Total for Check Number 20230:				523.25
Total for 2/27/2023:				444,949.19
ACH	120	ADP	03/03/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		2022 Q4 Year End W2's		392.40
	627502009	Workforce Now Payroll Solution Bundle PPE 02		437.88
Total for this ACH Check for Vendor 120:				830.28
20231	740 74012	BIDDLE CONSULTING GROUP INC. Annual License Renewal 5.10.2023 - 05.09.2024	03/03/2023	4,995.00
Total for Check Number 20231:				4,995.00
20232	6 GK56211 GW33544	CDW-GOVERNMENT INC Google Subscription 2.2.23 - 2.1.24 Locution Replacements	03/03/2023	53,890.46 7,431.75
Total for Check Number 20232:				61,322.21
20233	8 02102023	CENTURYLINK Telephone Services Acct# 206-Z10-0077 356B	03/03/2023	863.02
Total for Check Number 20233:				863.02
20234	9 628911019	CENTURYLINK Telephone Services Acct# 79965571	03/03/2023	150.41
Total for Check Number 20234:				150.41
20235	11 44948 44948 44959 44960 45013 45014	CITY OF BELLEVUE Monthly Parking Spaces- Feb 2023 Monthly Parking Spaces- Feb 2023 Monthly Rent - Feb 2023 Monthly Rent - March 2023 Fiber Usage Fee - Feb 2023 Fiber Usage Fee - March 2023	03/03/2023	268.27 1,566.00 48,385.38 48,385.38 477.00 477.00
Total for Check Number 20235:				99,559.03
20236	751 575569	FISHER BROYLES, LLP Legal Services - RAADAR	03/03/2023	365.50
Total for Check Number 20236:				365.50
20237	760 162321	GRANICUS GovQA Redaction License and Fortress Hosting	03/03/2023	21,542.98
Total for Check Number 20237:				21,542.98
20238	669	MARGARET JOHANSON Costco - Life Savors - Recruiting Supplies	03/03/2023	41.07
Total for Check Number 20238:				41.07
20239	586 2023-03	MEYDENBAUER CENTER March 2023 Construction Employee Parking	03/03/2023	1,950.00
Total for Check Number 20239:				1,950.00
20240	46 12029	NATIONAL TESTING NETWORK Background Investigation Services	03/03/2023	2,900.00
Total for Check Number 20240:				2,900.00
20241	741 NOR0123	PACIFIC NORTHWEST GIGAPOP Internet Services - January 23	03/03/2023	500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20241:				500.00
20242	261 00454963	RADIO COMMUNICATIONS SERVICES Infrastructure and Admin Labor	03/03/2023	13,081.11
Total for Check Number 20242:				13,081.11
20243	712 143204	SUMMIT LAW GROUP PLLC Legal Services For General Employment	03/03/2023	1,253.50
Total for Check Number 20243:				1,253.50
20244	366 02212023	T MOBILE Cell Phone Services Acct# 947208760	03/03/2023	74.80
Total for Check Number 20244:				74.80
20245	79 9927572224	VERIZON WIRELESS Cell Phone Services Acct# 471583790-00001	03/03/2023	5.52
Total for Check Number 20245:				5.52
20246	88 5023867606	WELLS FARGO FINANCIAL LEASING Copier Lease	03/03/2023	1,559.18
Total for Check Number 20246:				1,559.18
Total for 3/3/2023:				210,993.61
ACH	120 03052023 03052023 03052023 03052023 03052023 03052023	ADP FMLA Taxes Payable PPE 03052023 Wage Garnishments PPE 03052023 Medicare Taxes Payable PPE 03052023 Federal Taxes Payable PPE 03052023 Accrued Wages PPE 03052023 Accrued Employment Security PPE 03052023	03/09/2023	2,493.68 857.15 8,339.40 31,913.68 227,057.00 4,177.04
Total for this ACH Check for Vendor 120:				274,837.95
ACH	131 03052023 3i8ts8q	HEALTH EQUITY HSA Contributions PPE 030502023 Monthly Fees For March 2023	03/09/2023	1,212.47 55.30
Total for this ACH Check for Vendor 131:				1,267.77
ACH	132 03052023	WILMINGTON TRUST MEBT Contributions PPE 03052023	03/09/2023	39,515.12
Total for this ACH Check for Vendor 132:				39,515.12
20247	675 03052023	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 03052023	03/09/2023	4,687.88
Total for Check Number 20247:				4,687.88
20248	569 03052023	NORCOM ASSOCIATED GUILD NAG Dues March 2023	03/09/2023	1,702.00
Total for Check Number 20248:				1,702.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
20249	673 03052023	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues March 2023	03/09/2023	727.93
Total for Check Number 20249:				727.93
Total for 3/9/2023:				322,738.65
20250	672 03142023	BELLEVUE POLICE OFFICERS GUILD Bellevue Police Officer's Guild Tickets X2	03/14/2023	50.00
Total for Check Number 20250:				50.00
Total for 3/14/2023:				50.00
ACH	120 628476769	ADP Payroll Services For PPE 03052023	03/17/2023	468.07
Total for this ACH Check for Vendor 120:				468.07
ACH	133 EPP-20230314	DEPT OF RETIREMENT SYSTEMS February PERS Contributions	03/17/2023	105,239.89
Total for this ACH Check for Vendor 133:				105,239.89
20251	718 10048777	ACCESS CORP Shredding Services - February	03/17/2023	142.57
Total for Check Number 20251:				142.57
20252	364 02272023	AT&T Cell Phone Services Acct# 287291727817	03/17/2023	297.62
Total for Check Number 20252:				297.62
20253	3 02282023	AT&T MOBILITY Cell Phone Services Acct# 287015346980	03/17/2023	148.16
Total for Check Number 20253:				148.16
20254	710 INV007949	BRCK INC Telephone Services Acct# S00166571	03/17/2023	605.97
Total for Check Number 20254:				605.97
20255	6 GC49339	CDW-GOVERNMENT INC Poly-Mute Switch For Headset	03/17/2023	225.26
Total for Check Number 20255:				225.26
20256	11 43052 43053 43053 45138	CITY OF BELLEVUE August 22 Fiber Usage Rental Fee August 22 Parking Spaces August 22 Parking Spaces Q1 2023 CoLocation	03/17/2023	477.00 1,383.30 450.97 29,104.44
Total for Check Number 20256:				31,415.71
20257	757 3386469	DAILY JOURNAL OF COMMERCE Advertising Printing Fee	03/17/2023	82.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20257:				82.50
20258	761 1050	DEVBLOCK TECHNOLOGIES, INC CADLite Installation And Service Agreement - 5	03/17/2023	3,022.50
Total for Check Number 20258:				3,022.50
20259	28 11090	EPSCA March Radio Access Fees	03/17/2023	984.75
Total for Check Number 20259:				984.75
20260	447 378983	FIRST CHOICE COFFEE SERVICES Ice Machine Rental - March	03/17/2023	121.11
Total for Check Number 20260:				121.11
20261	751 584671	FISHER BROYLES, LLP Legal Services - RAADAR	03/17/2023	1,250.00
Total for Check Number 20261:				1,250.00
20262	733 02022023 03082023	SEAN GOEHNER Mileage Reimbursement Mileage Reimbursement	03/17/2023	134.09 34.83
Total for Check Number 20262:				168.92
20263	252 11013389	KING COUNTY FINANCE KCIT INET OTHE MISC SVC - February	03/17/2023	1,860.00
Total for Check Number 20263:				1,860.00
20264	557 10943100	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - February	03/17/2023	884.64
Total for Check Number 20264:				884.64
20265	331 03012023	ZEB MIDDLETON Mileage Reimbursement	03/17/2023	79.52
Total for Check Number 20265:				79.52
20266	52 82081	PACIFICA LAW GROUP General - Legal Services Performed In February	03/17/2023	1,950.00
Total for Check Number 20266:				1,950.00
20267	256 2023-134	PUBLIC SAFETY TESTING INC February Candidate Agency Add On	03/17/2023	88.00
Total for Check Number 20267:				88.00
20268	725 12308	PULSEPOINT FOUNDATION Annual License Fee 5.26.23 - 5.25.24	03/17/2023	18,000.00
Total for Check Number 20268:				18,000.00
20269	762 23019	SOUTH SOUND POLYGRAPH, LLC Pre-Employment Polygraph Exam -1X	03/17/2023	325.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20269:				325.00
20270	555 L153796	STATE AUDITOR'S OFFICE Accountability And Financial Audit	03/17/2023	2,497.95
Total for Check Number 20270:				2,497.95
20271	90 03012023	KHAI TRAN Mileage Reimbursement	03/17/2023	9.84
Total for Check Number 20271:				9.84
20272	692 02262023	ZIPLY FIBER Telephone Services Acct Ending 031021-5	03/17/2023	605.16
Total for Check Number 20272:				605.16
Total for 3/17/2023:				170,473.14
ACH	120 PPE03192023 PPE03192023 PPE03192023 PPE03192023 PPE03192023 PPE03192023	ADP Federal Taxes Payable PPE 03192023 FMLA Taxes Payable PPE 03192023 Accrued Wages PPE 03192023 Garnishments PPE 03192023 Medicare Payable PPE 03192023 Accrued Employment Security PPE 03192023	03/24/2023	33,303.47 2,520.83 218,593.59 1,391.15 8,432.33 4,222.47
Total for this ACH Check for Vendor 120:				268,463.84
ACH	131 PPE03192023	HEALTH EQUITY HSA Contributions PPE 03192023	03/24/2023	1,295.81
Total for this ACH Check for Vendor 131:				1,295.81
ACH	132 PPE03192023	WILMINGTON TRUST MEBT Contributions PPE 03192023	03/24/2023	34,429.25
Total for this ACH Check for Vendor 132:				34,429.25
ACH	134 33904650401232	COLONIAL LIFE April Supplemental Insurance Premiums	03/24/2023	1,399.48
Total for this ACH Check for Vendor 134:				1,399.48
ACH	140 03222023	RELIANCE STANDARD April Life/LTD Insurance Premiums	03/24/2023	1,531.01
Total for this ACH Check for Vendor 140:				1,531.01
ACH	327 42361 42361 42361	ASSOCIATION OF WASHINGTON CITII April Dental Premiums Payable April Visionl Premiums Payable April Medical Premiums Payable	03/24/2023	8,180.35 1,046.93 100,204.32
Total for this ACH Check for Vendor 327:				109,431.60
ACH	132 03192023	WILMINGTON TRUST MEBT Contribution Correction PPE 03192023	03/24/2023	5,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 132:				5,000.00
20274	145 220136	APCO - WA CHAPTER Registration Fee 3X	03/24/2023	1,125.00
Total for Check Number 20274:				1,125.00
20275	675 PPE03192023	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 03192023	03/24/2023	4,618.59
Total for Check Number 20275:				4,618.59
20276	74 03202023	UNUM April Long Term Care Payable	03/24/2023	718.28
Total for Check Number 20276:				718.28
Total for 3/24/2023:				428,012.86
ACH	120 629020016 629531140	ADP Payroll Services And Workforce NOW Workforce Now Payroll Soluntion Bundle PPE 3	03/31/2023	202.52 417.74
Total for this ACH Check for Vendor 120:				620.26
20277	75	US BANK CORPORATE PAYMENT SYS	03/31/2023	
	02132023	Amazon - External Hard Drive		68.25
	02132023	Amazon -Lamps - X2		68.23
	02152023	VistaPrint - Business Cards		58.12
	02162023	Amazon - Tape		8.13
	02162023	Amazon - Anti-Electricity Door Handle		17.59
	02162023	Amazon - File Folders, Sticky Notes, Printer Pap		234.31
	02162023	Costco - Coffee		110.97
	02162023	Costco - Clorox Wipes And Kleenex		66.08
	02162023	Amazon - Vinyl - Tree Of Life Supplies		10.46
	02162023	MRSC Rosters Membership Dues		135.00
	02162023	Amazon - Cutting Mat - Tree Of Life Supplies		11.00
	02172023	Northwest Trophy - Plaques - 50X		2,136.20
	02202023	Amazon - White Board Erasers		8.80
	02202023	Amazon - iPad Pro Covers - 4X		149.24
	02222023	Crystal - Water Delivery February		375.38
	02232023	Rapid SSL Online - Certificate - 24X		283.10
	02282023	Amazon - Calendar, Bulletin Board, Adhesive D		49.97
	03022023	Amazon - Database Services And Storage		116.45
	03032023	Holiday Inn - Conference Travel - Hamilton NW		542.88
	03052023	Amazon - Headset - X6		462.35
	03062023	Justice Clearinghouse - Online Training Course		137.60
	03082023	Amazon - Printer Ink		43.92
	03082023	Amazon - Phone Case		26.37
Total for Check Number 20277:				5,120.40
20278	672 03302023	BELLEVUE POLICE OFFICERS GUILD Bellevue Police Officer's Guild - Ticket 1X	03/31/2023	25.00
Total for Check Number 20278:				25.00
20279	640 03162023	JUDITH CAYTON Reimbursement for Job Postings	03/31/2023	49.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 20279:	49.55
20280	6 HD92864	CDW-GOVERNMENT INC HP USB-C Power Adapter	03/31/2023	141.70
			Total for Check Number 20280:	141.70
20281	8 03102023	CENTURYLINK Telephone Services Acct# 206-Z10-0077-356B	03/31/2023	863.02
			Total for Check Number 20281:	863.02
20282	529 03082023 03152023	JEREMY HENSHAW Reimbursement For TC Week Decorations Reimbursement For TC Week	03/31/2023	166.73 123.37
			Total for Check Number 20282:	290.10
20283	716 1720	IPSDI - INTERNATIONAL PUBLIC SAFI NFORS Annual Subscription 4.3.23 - 4.2.24	03/31/2023	17,700.00
			Total for Check Number 20283:	17,700.00
20284	741 NOR0223	PACIFIC NORTHWEST GIGAPOP Internet Services February	03/31/2023	500.00
			Total for Check Number 20284:	500.00
20285	377 PSTI23-76	PST INVESTIGATIONS Background Investigation - 3X	03/31/2023	5,599.10
			Total for Check Number 20285:	5,599.10
20286	630 41680	SITECRAFTING INC Website Hosting Monthly Fee	03/31/2023	99.00
			Total for Check Number 20286:	99.00
20287	762 23031	SOUTH SOUND POLYGRAPH, LLC Pre-Employment Polygraph - 1X	03/31/2023	250.00
			Total for Check Number 20287:	250.00
20288	712 143840	SUMMIT LAW GROUP PLLC Legal Services - General Employment	03/31/2023	404.00
			Total for Check Number 20288:	404.00
20289	79 9929968455	VERIZON WIRELESS Cell Phone Services Acct#471583790-00001	03/31/2023	1,762.70
			Total for Check Number 20289:	1,762.70
20290	87 00180330	WA STATE PATROL Access User Fee Jan - March 2023	03/31/2023	18,000.00
			Total for Check Number 20290:	18,000.00
20291	88 5024271757	WELLS FARGO FINANCIAL LEASING Copier Lease March	03/31/2023	1,559.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 20291:	1,559.18
			Total for 3/31/2023:	52,984.01
			Report Total (82 checks):	1,630,201.46



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 04/14/2023
Subject: Alpha Numeric Paging System Project Update

Executive Summary:

Snohomish County 911 partners with Northeast King County Regional Communications Agency (NORCOM) to operate a VHF paging system that alerts Fire first responders in Snohomish and King Counties. The paging system equipment is at "end of life," and is no longer supported by the manufacturer. The equipment and network that distributes the notifications must be replaced to ensure a reliable method of notifying firefighters of the need to respond to emergencies.

At the October 2022 meeting, the Governing Board approved Resolution 202 authorizing NORCOM to execute an Interlocal Agreement with Snohomish 911 (SNO911) for alpha-numeric paging system upgrades. The ILA delineates a cost-sharing agreement for the procurement, installation, and project management of the paging system replacement. The agreement assigns 67% of the project management and design costs to SNO911 and 33% to NORCOM.

SNO911 staff lead a Request For Qualifications to identify a firm that could provide technical and project support. NORCOM and SNO911 staff reviewed responses and selected ADCOMM Engineering as the preferred vendor. SNO911 and NORCOM have developed a scope of work that will plan, assist with procurement, and manage the implementation of the replacement paging system.

ADCOMM Engineering estimates the cost to complete the scope of work to manage the procurement and implementation of the replacement paging system at approximately \$225,272 plus sales tax and contingencies. NORCOM will reimburse SNO911 for costs in accordance with the cost-sharing Inter Local Agreement. The estimated costs for NORCOM are approximately \$90,000 and are within NORCOM's capital project budget. SNO911 will present the contract to their Board later this month.

Background:

SNO911 hosts the paging master site and 20+ paging sites in Snohomish County. NORCOM owns equipment and pays leases for space at 9 sites in King County. Most NORCOM sites are connected to each other and the SNO911 master site via multiple public safety microwave systems. PSERN will begin operating a single public safety microwave system that replaces our use of the three systems in King County.

The original paging project was a forklift style upgrade of the master site and all equipment, feed lines, and antenna at each paging site. The project was planned as part of a full voice and data radio upgrade project contracted by SNO911 with Motorola. After further consideration the project scope has changed and SNO911 and NORCOM are replacing only the equipment within each of the site shelters and the master paging site. The feed lines and antenna may remain in place. This change will extend the paging system life for 7-10 years and maintain current functionality. The belt pagers currently owned by user agencies will work on the replacement system.

Past Board or Other Related Actions:

The Governing Board approved Resolution 81 in 2014 which transferred Locution and alpha numeric paging assets to NORCOM. The resolution recommended the NORCOM technology team be responsible for having skilled staffing and/or contractors in place to maintain and operate the Locution CADVoice and Alpha Numeric Paging Systems. No additional staff was added to support these systems. To date, the work has been absorbed into current staff.

The Governing Board approved a transfer of \$300,000 to Capital Projects for 2022 to make initial funds available to upgrade the alpha numeric paging system.

Policy and Strategic Implications:

This project preserves NORCOM's ability to alert individuals via hip pagers for fire and EMS calls for service.

NORCOM Staff Recommendation:

Receive this update, no action is necessary.

Staff Comments:

Nothing Additional

Options**Risks**

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No
