



## **AGENDA**

NORCOM Governing Board  
January 12, 2024, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
  - A. Governing Board Meeting Minutes December 8, 2023
  - B. AP Reports December
5. For Briefing to Board
  - A. Space needs
  - B. 2024 NORCOM Projects Plan review
6. For Board Decision
  - A. Principals Assembly
7. Newsletter
  - A. January 2024 IT & Operations Newsletter
8. Adjournment

The next Governing Board meeting is scheduled for February 9, 2023.



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: Governing Board Meeting Minutes December 8, 2023

---

### Executive Summary:

The December 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

GB Meeting Minutes 120823



**Meeting Minutes  
NORCOM Governing Board  
December 8, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell
Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Cherie Harris	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina (Chair)
Ed Holmes	City of Mercer Island
Mike Bailey	City of Snoqualmie
Ben Lane	Eastside/Woodinville Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Matt Cowan	Shoreline/Northshore Fire Department

**ABSENT**

Dan Yourkoski	City of Normandy Park
Wendy Moffat	Duvall Fire District #45
Adrian Sheppard	Redmond Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**NORCOM TREASURER**

Michael Olson	City of Kirkland (Board Treasurer)
---------------	------------------------------------

**GUESTS**

Unknown	Resident
Member of the public	Resident

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director of Operations
Katy Myers	Deputy Director Administrative Services
Judy Cayton	Human Resource Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Nathan Way	Applications & Security Architect
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Deanna Gregory	Pacifica Law Group



**Meeting Minutes  
NORCOM Governing Board  
December 8, 2023**

o **Call to Order**

Chief Jeff Sass, 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**

Chief Sass requested a roll call of present Governing Board members. Ben Webb, Public Records & QA Specialist, 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 **Consent Agenda**

- **Governing Board Meeting Minutes October 13, 2023**
- **Accounts Payable Report October & November**

There was no discussion on any consent agenda items.

Chief Holmes made a motion to approve the Consent Agenda. Chief Kolling seconded the motion.

Motion carried.

o **Board Briefing**

- **New Agencies Update**

Director Hamilton provided an update on Bothell and Lake Forest Park Police Departments joining NORCOM as principal agencies, commenting that it is going very well. He stated there have been a few things to work through, but that is to be expected. Director Hamilton provided the number of calls taken from both agencies to date and that we are still exceeding our call standards even with the additional call volume.



**Meeting Minutes  
NORCOM Governing Board  
December 8, 2023**

- **Console Replacement RFP Update**

Director Hamilton introduced the topic of the console replacement and stated he was very pleased with the number of vendors expressing interest in the project. Deputy Director Louie explained that the desk functions provide 24/7 phone, radio, CAD, and all other substantial pieces needed for the dispatchers to do their job. There was an initial meeting in January of 2023, the RFP went out in November of 2023 with seven firms responding and attending a meeting on November 14, 2023. Proposals are due January 5, 2024. The next steps will be to have the selected vendors provide a presentation, select a firm, negotiate a contract and then bring back all the information to the Board in March for review and possible approval. Director Hamilton commented that we are also working closely with The City of Bellevue for the portion of the project in which they will be replacing carpet, updating lighting and repainting the dispatch floor.

- **Human Resources Update**

The Human Resources update was introduced by Director Hamilton, stating that Human Resources Manager Cayton would be providing an update on a few HR-related topics, starting with staffing, which is the hardest in December. Human Resources Manager Cayton explained that December is harder than most other months because of pre-scheduled vacations. Due to the staffing shortage caused by some leaving the workforce, leave with FMLA, and other reasons, this is causing a lot of people working overtime. We are working hard to bring staffing back up and have eight new hires starting in January.

Human Resources Manager Cayton went over the dates of the collective bargaining agreements for both PSEU & NAG, and when preliminary discussions will begin negotiations on each contract, she also stated that Director Hamilton will be meeting with each employee over the next few months to work on retention and discuss things going well and ideas to make NORCOM and even better place to work.

Human Resources Manager Cayton thanked Bellevue Fire for coming up several times to provide flu shots to our employees.



**Meeting Minutes  
NORCOM Governing Board  
December 8, 2023**

- **Light Rail Planning**

Director Hamilton introduced the topic of light rail planning stating that Sound Transit is coming quicker to the NORCOM service area than expected. Fire Liaison James stated that due to a change in plans and delays for the I 90 portion of the light rail the new focus will be on the 2 line which will go from south Bellevue to Redmond Microsoft. The estimated time frame is Spring or Summer of 2024. Sound transit is currently testing with no passengers. Fire Liaison James stated this is like having a new freeway with approximately 50,000 passengers utilizing the light rail. NORCOM is working on Fire & Police procedures working with other PSAP's who have light rail in their service area in order to not recreate something already done by another PSAP. Director Hamilton stated that with the opening of the light rail it brings a new set of challenges. A few questions asked were is this just Bellevue Police Department's area? It is not just Bellevue it will be Mercer Island also. How many trains? The number of trains is not known at this time. Fire Liaison James stated that there is a tour scheduled and several tabletop exercises with several agencies allowing a lot of learning opportunities. More information will be provided as it becomes available to NORCOM.

- **For Board Decision**

- **Resolution 210 – Adoption of the 2024 Budget**

Director Hamilton introduced the topic of the 2024 Budget and the request to approve Resolution 210 – Adoption of the 2024 Budget. He stated that in December of each year, the budget for the following year is approved. Finance Manager Deppen went over the budget process, the key budgeted items, the fact that user fees are not increasing due to the addition of our two new agencies, and the final budget decision item. There was a question regarding any money we have in investments. Finance Manager Deppen stated NORCOM has done that in the past and it is a goal. Director Hamilton stated that for the last four years, we have been running very lean; therefore, we stopped investing to give our agencies stability. NORCOM Finance Treasurer Michael Olson commented that a large portion of our funds is earning over 5%. Finance Manager Deppen provided the Budget Document along with Resolution 210 for review and approval.

Chief Culp motioned to approve Resolution 210 – Adopting the 2024 Budget. Deputy City Manager McCommon seconded the motion.

Motion carried.



**Meeting Minutes  
NORCOM Governing Board  
December 8, 2023**

o **Adjournment**

No motion was made to adjourn the meeting.

Chief Sass adjourned the meeting at 9:36.

The next Governing Board meeting is scheduled for January 12, 2023.

Approved by:

---

Chair

Attest:

---

Secretary



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: AP Reports December

---

### 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:

Figures presented in fund financial report do not represent final fund position for 2023 and are pending final budget reconciliation to be completed before April 2024.

### Options

### Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

---

## Attachments

Accounts Payable Reports 2023 12



## NORCOM

ACTIVITY NOVEMBER 23, 2023 THROUGH DECEMBER 31, 2023

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,816,116.80

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 December 31, 2023

	2023 Budget	December Activity	2023 Collected to Date	% collected
Agency Revenue	13,732,539	-	\$ 13,734,159	100%
Agency Reimbursements	164,500	67,406	\$ 349,765	213%
Grants/Intergovernmental/Interest	215,000	10,939	\$ 390,857	182%
<b>Total</b>	<b>14,112,039</b>	<b>78,345</b>	<b>14,474,780</b>	<b>103%</b>
Transfers In	1,470,055	-	\$ 1,280,000	87%
Revenues + Transfers	15,582,094	78,344.72	15,754,780	101%

**Expenses**

	2023 Budget	December Activity	2023 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	8,332,986	\$ 658,827	\$ 7,706,995	92%	625,991
Salaries & Wages - Overtime	294,876	\$ 73,944	\$ 610,740	207%	(315,864)
Professional Reimbursements	4,200	\$ 323	\$ 4,200	100%	(0)
Medical	1,282,959	\$ 42,862	\$ 1,205,430	94%	77,529
Dental	104,339	\$ 3,057	\$ 91,385	88%	12,954
Vision	13,603	\$ 421	\$ 12,008	88%	1,595
Long-Term Care	6,600	\$ (49)	\$ 6,192	94%	408
Medicare	126,712	\$ 9,968	\$ 112,086	88%	14,626
MEBT	518,878	\$ 42,117	\$ 513,778	99%	5,100
PERS	921,507	\$ 67,543	\$ 820,680	89%	100,827
Washington FMLA	17,370	\$ 1,479	\$ 18,007	104%	(637)
Unemployment	92,394	\$ 1,071	\$ 74,537	81%	17,857
Workers Comp	43,960	\$ 2,304	\$ 28,013	64%	15,947
<b>Total Personnel</b>	<b>11,760,384</b>	<b>903,868</b>	<b>\$ 11,204,051</b>	<b>95%</b>	<b>556,333</b>

\* final budget numbers pending last pay period of 2023

Advertising	5,000	\$ 400	\$ 10,983	220%	(5,983)
Bank Fees	500	\$ -	\$ -	0%	500
Cellular/Pager & Radio Svcs	35,552	\$ 4,858	\$ 34,364	97%	1,188
Computer Hardware-Non Capital	7,725	\$ -	\$ 7,622	99%	103
Consumable Goods	14,310	\$ 1,021	\$ 15,560	109%	(1,250)
Dues & Memberships	12,635	\$ 760	\$ 18,496	146%	(5,861)
Equipment Leases	19,865	\$ 3,487	\$ 21,682	109%	(1,817)
Facility Lease	804,297	\$ -	\$ 755,006	94%	49,291
Financial Audit	23,836	\$ -	\$ 13,707	58%	10,129
Hosted Services	203,888	\$ 24,420	\$ 195,642	96%	8,246
HR Services	119,415	\$ 33,965	\$ 92,688	78%	26,727
Insurance	93,500	\$ 124,113	\$ 215,053	230%	(121,553)
Legal Services	200,000	\$ 40,720	\$ 90,703	45%	109,297
Local Travel/Training/ Mileage	6,122	\$ 684	\$ 2,827	46%	3,295
Network Service	51,599	\$ 32,441	\$ 64,301	125%	(12,702)
Office Furniture	7,750	\$ 1,146	\$ 7,919	102%	(169)
Office Supplies	6,400	\$ 330	\$ 3,990	62%	2,410
Operating Supplies	4,250	\$ 78	\$ 2,198	52%	2,052
Parking Lease	29,200	\$ 2,147	\$ 29,425	101%	(225)
Payroll Services	19,010	\$ 1,488	\$ 14,235	75%	4,775
Postage	750	\$ 385	\$ 668	89%	82
Printing	300	\$ -	\$ 845	282%	(545)
Professional Services	133,550	\$ 9,222	\$ 38,925	29%	94,625
R&M - Network Equipment	397,684	\$ 90,825	\$ 133,202	33%	264,482
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	897,386	\$ 62,454	\$ 883,387	98%	13,999
Radio Site Lease	81,410	\$ 1,188	\$ 140,715	173%	(59,305)
Recruitment Supplies	2,000	\$ -	\$ 1,272	64%	728
Small Tools & Minor Equipment	11,300	\$ -	\$ 6,291	56%	5,009
Software/Licensing	78,342	\$ 64,131	\$ 122,407	156%	(44,065)
Telephone Services	33,565	\$ 3,535	\$ 39,560	118%	(5,995)
Training/Conf Registrations	22,688	\$ 2,645	\$ 6,895	30%	15,793
Training/Conf Registrations/ Travel	34,885	\$ -	\$ 12,506	36%	22,379
Transfers Out	178,000	\$ 178,000	\$ 178,000	100%	-
<b>Total Supplies &amp; Services</b>	<b>3,539,214</b>	<b>684,443</b>	<b>\$ 3,161,073</b>	<b>89%</b>	<b>378,141</b>

GRAND TOTAL	15,299,598	1,588,311	\$ 14,365,124	94%	934,474
					* final budget numbers pending last pay period of 2023, remaining vendor invoices received for 2023
					(251,000) PSERN Savings considered in 2024 Budget planning
					(85,000) Unspent funds allocated to Facility Study project (canceled contract)
					598,474

**502- Capital Projects**

	2023 Budget	December Activity	2023 Spending to Date	% used	Remaining Balance
Alpha Numeric Paging	600,000	\$ 16,019	\$ 26,486	4%	573,514
CAD Server				19%	270,469
Expansion/Radio/Solutions	335,050	\$ 25,948	\$ 64,581		
Console Replacement	152,753	\$ -	\$ -	0%	152,753
<b>Total</b>	<b>1,087,803</b>	<b>41,967</b>	<b>91,068</b>	<b>8.4%</b>	<b>996,736</b>

**503- Equipment Replacement:**

	2023 Budget	December Activity	2023 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	30,600	\$ -	\$ 19,443	64%	11,157
Network Costs	150,900	\$ -	\$ 56,246	37%	94,654
Servers	40,000	\$ -	\$ -	0%	40,000
<b>Total</b>	<b>221,500</b>	<b>-</b>	<b>75,689</b>	<b>34.2%</b>	<b>145,811</b>

**505-E 911 Escrow**

Revenues:	2023 Budget	December Activity	Collected to Date	% collected
E-911 Escrow	1,520,055	-	\$ 1,102,560	73%
Investment Interest		-	\$ 13,992	
<b>Total</b>	<b>1,520,055</b>	<b>-</b>	<b>\$ 1,116,553</b>	<b>73%</b>

**Expenditures:**

	2023 Budget	December Activity	2023 Spending to Date	% used	Remaining Balance
Transfers Out	1,470,055	\$ 178,000	\$ 1,280,000	87%	190,055

**NORCOM Financial Summary**  
for Period Ending December 31, 2023

	2023 Amended Budget	Actual	Percent of Budget
<b>501 - Operating Fund</b>			
2022 Beginning Fund Balance			
Agency Revenue	596,326	596,326	
Other Revenue	13,355,127	\$ 13,356,747	100.01%
Transfers In	379,500	\$ 740,622	195.16%
	1,470,055	\$ 1,280,000	87.07%
Revenue Collected	15,204,682	15,377,368	101.14%
Total Resources	15,801,008	15,973,694	
Personnel Expenditures	11,760,385	\$ 11,204,051	95.27%
Operating Expenditures	3,358,490	\$ 3,161,073	94.12%
Transfers Out	178,000	\$ 178,000	100.00%
Total Expenditures	15,296,875	14,543,124	95.07%
<b>Available Fund Balance</b>			
<b>502 - Capital Projects Fund</b>			
2022 Beginning Fund Balance			
Agency Revenue	583,597	\$583,597	
Investment Interest	377,412	\$377,412	100.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
	178,000	178,000	100.00%
Revenue Collected	555,412	555,412	100.00%
Total Resources	1,139,009	1,139,009	
Expenditures	1,087,803	\$ 91,068	8.37%
Transfers Out	-	\$ -	0.00%
Total Expenditures	1,087,803	91,068	8.37%
<b>Available Fund Balance</b>			
<b>503 - Equipment Replacement Reserve</b>			
2022 Beginning Fund Balance	\$51,206	\$1,047,942	
Investment Interest	372,970	\$372,970	
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	372,970	372,970	
Expenditures	221,500	\$ 75,689	34.17%
Transfers Out	-	-	0.00%
Total Expenditures	221,500	75,689	34.17%
<b>Available Fund Balance</b>			
<b>504 - Operating Expense Reserve</b>			
2022 Beginning Fund Balance			
Investment Interest	\$ 160,751	\$160,751	
Other Revenue	-	-	0.00%
Transfers In	-	-	0.00%
	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	160,751	160,751	
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
<b>Available Fund Balance</b>			
<b>505 - E-911 Escrow Trust</b>			
2022 Beginning Fund Balance			
Operating Revenue	\$120,523	\$120,523	
Investment Interest	1,520,055	\$1,102,560	72.53%
	-	13,992	0.00%
	1,520,055	1,116,553	73.45%
Revenue Collected	1,640,578	1,237,076	
Total Resources	-	-	0.00%
Expenditures	1,470,055	1,280,000	87.07%
Transfers Out	-	-	0.00%
Total Expenditures	1,470,055	1,280,000	87.07%
<b>Available Fund Balance</b>			
<b>506 - Rate Stabilization Reserve</b>			
2022 Beginning Fund Balance	\$507,041	\$507,041	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	507,041	507,041	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
<b>Available Fund Balance</b>			

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
Printed: 1/2/2024 12:36 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	12/01/2023	
	PPE11262023	FMLA Taxes Payable PPE11262023		2,476.69
	PPE11262023	Accrued Employment Security & WACares PPE		1,305.28
	PPE11262023	Accrued Wages PPE11262023		220,590.10
	PPE11262023	Garnishments Payable PPE11262023		534.00
	PPE11262023	Medicare Payable PPE11262023		8,504.17
	PPE11262023	Federal Taxes Payable PPE11262023		35,628.21
Total for this ACH Check for Vendor 120:				269,038.45
ACH	131	HEALTH EQUITY	12/01/2023	
	PPE11262023	HSA Contributions PPE11262023		1,490.95
Total for this ACH Check for Vendor 131:				1,490.95
ACH	132	WILMINGTON TRUST	12/01/2023	
	PPE11262023	MEBT Contributions PPE11262023		39,876.57
Total for this ACH Check for Vendor 132:				39,876.57
20656	609	DESTINY SOFTWARE	12/01/2023	
	5039	AgendaQuick Hosted Services 9.1.23 - 8.31.24		4,573.80
Total for Check Number 20656:				4,573.80
20657	675	ICMA-RC VANTAGEPOINT TRANSFER	12/01/2023	
	PPE11262023	ICMA 457 Contributions PPE11262023		6,372.73
Total for Check Number 20657:				6,372.73
20658	244	MICROSOFT CORPORATION	12/01/2023	
	9490195998	Microsoft Services and Support		64,432.30
Total for Check Number 20658:				64,432.30
20659	47	NENA	12/01/2023	
	300075782	Public Sector 1		725.00
Total for Check Number 20659:				725.00
20660	569	NORCOM ASSOCIATED GUILD	12/01/2023	
	DEC23	NAG Dues December 2023		1,788.87
Total for Check Number 20660:				1,788.87
20661	673	PUBLIC SAFETY EMPLOYEES UNION	12/01/2023	
	DEC23	PSEU Dues December 2023		707.10
Total for Check Number 20661:				707.10
Total for 12/1/2023:				389,005.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 648059298	ADP Payroll Services ending 11262023	12/08/2023	456.94
Total for this ACH Check for Vendor 120:				456.94
20662	710 INV015713	BRCK INC	12/08/2023	669.88
Total for Check Number 20662:				669.88
20663	6 ND72184 ND72184 NH19953	CDW-GOVERNMENT INC Barracuda Instant Replacement - extended servic Barracuda Energize Updates - virus definitions u Microsoft Exchange Server 2019 Standard - licei	12/08/2023	2,966.89 2,225.17 586.67
Total for Check Number 20663:				5,778.73
20664	9 79965571	CENTURYLINK LUMEN Voice Service	12/08/2023	6.65
Total for Check Number 20664:				6.65
20665	11 44958 45023 47462	CITY OF BELLEVUE Dec 2023 Monthly Parking Spaces Fiber Usage Rental Fee Dec 2023 Q4 2023 CoLocation - 12 racks	12/08/2023	1,834.27 477.00 29,104.44
Total for Check Number 20665:				31,415.71
20666	324 59168-8	CRISTA MINISTRIES November 2023 Tower Rental	12/08/2023	593.98
Total for Check Number 20666:				593.98
20667	29 94616586 94616586 94616586 94616586 94616586 94616586 94616586	ESRI ESRI License and Maint. ArcGIS Desktop Adv ESRI License and Maint. ArcGIS Network Anal ESRI License and Maint. ArcGIS Enterprise Wo ESRI License and Maint. ArcGIS Desktop Basic ESRI License and Maint. ArcGIS Network Anal ESRI License and Maint. ArcGIS GIS Server W ESRI License and Maint. ArcGIS Network Anal	12/08/2023	3,633.30 605.55 1,376.25 484.44 1,376.25 1,376.25 715.65
Total for Check Number 20667:				9,567.69
20668	447 403467	FIRST CHOICE COFFEE SERVICES December Monthly Lease	12/08/2023	121.11
Total for Check Number 20668:				121.11
20669	733 12062023	SEAN GOEHNER November Mileage Goehner	12/08/2023	32.41
Total for Check Number 20669:				32.41
20670	585 ND72184 ND72184	IVOXY CONSULTING LLC Meraki MR28 Wi-Fi 6 Indoor AP - Redmond Meraki MR Enterprise License, 5YR - Redmond	12/08/2023	294.83 1,611.64
Total for Check Number 20670:				1,906.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
20671	329 11292023	CORY JAMES Mileage for WA APCO NENA Conference	12/08/2023	161.13
Total for Check Number 20671:				161.13
20672	586 2023-12	MEYDENBAUER CENTER December 2023 Construction Employee Parking	12/08/2023	1,950.00
Total for Check Number 20672:				1,950.00
20673	331 12012023	ZEB MIDDLETON Mileage reimbursement November 2023	12/08/2023	66.29
Total for Check Number 20673:				66.29
20674	46 13970	NATIONAL TESTING NETWORK Background Investigation Services	12/08/2023	14,862.50
Total for Check Number 20674:				14,862.50
20675	741 NOR1023	PACIFIC NORTHWEST GIGAPOP Commercial Internet Service	12/08/2023	500.00
Total for Check Number 20675:				500.00
20676	377 PST123-358	PST INVESTIGATIONS Telecommunicator Virtual Background Investiga	12/08/2023	4,343.12
Total for Check Number 20676:				4,343.12
20677	666 23-437	RAYMOND POLYGRAPH SERVICES Polygraph Exam and Analysis	12/08/2023	650.00
Total for Check Number 20677:				650.00
20678	772 6627	SNO911 ADCOMM Cost Share Paging System	12/08/2023	16,018.94
Total for Check Number 20678:				16,018.94
20679	762 23104	SOUTH SOUND POLYGRAPH, LLC Polygraph	12/08/2023	300.00
Total for Check Number 20679:				300.00
20680	722 10312023	LAURA STIERS APCO/Tert Training Mileage & Meal reimburse	12/08/2023	253.16
Total for Check Number 20680:				253.16
20681	366 130-142425	T MOBILE Cell Phone Service	12/08/2023	37.40
Total for Check Number 20681:				37.40
20682	90 12052023	KHAI TRAN November Mileage reimbursement	12/08/2023	19.68
Total for Check Number 20682:				19.68
20683	499 130-142425	TYLER TECHNOLOGIES Enterprise Server Migration	12/08/2023	25,948.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20683:				25,948.00
20684	79 9949144802	VERIZON WIRELESS Cellular Phone Service Oct 13 - Nov 12	12/08/2023	1,362.15
Total for Check Number 20684:				1,362.15
20685	658 2023-00830	WA ASSOCIATION OF SHERIFFS & POI Bill Hamilton Associate Dues	12/08/2023	75.00
Total for Check Number 20685:				75.00
20686	88 507463850	WELLS FARGO FINANCIAL LEASING Copier Lease 11/6/2023 - 12/05/2023	12/08/2023	1,682.98
Total for Check Number 20686:				1,682.98
Total for 12/8/2023:				118,779.92
ACH	120 PPE12102023 PPE12102023 PPE12102023 PPE12102023 PPE12102023 PPE12102023	ADP Accrued Wages PPE12102023 Garnishments Payable PPE12102023 Federal Taxes Payable PPE12102023 Employment Security And WACares PPE12102023 FMLA Taxes Payable PPE12102023 Medicare Payable PPE12102023	12/15/2023	269,357.46 534.00 51,038.84 1,569.76 2,844.30 10,645.90
Total for this ACH Check for Vendor 120:				335,990.26
ACH	131 DEC2023 PPE12102023	HEALTH EQUITY HSA Fees December 2023 HSA Contributions PPE12102023	12/15/2023	47.40 1,052.06
Total for this ACH Check for Vendor 131:				1,099.46
ACH	132 PPE12102023	WILMINGTON TRUST MEBT Contributions PPE12102023	12/15/2023	45,830.59
Total for this ACH Check for Vendor 132:				45,830.59
ACH	133 NOV2023	DEPT OF RETIREMENT SYSTEMS PERS Contributions November 2023	12/15/2023	109,801.19
Total for this ACH Check for Vendor 133:				109,801.19
ACH	67 NOV23	DEPT OF REVENUE Excise Tax November 2023	12/15/2023	196.95
Total for this ACH Check for Vendor 67:				196.95
20687	675 PPE12102023	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE12102023	12/15/2023	6,528.17
Total for Check Number 20687:				6,528.17
20688	75 11122023 11122023 11132023 11152023	US BANK CORPORATE PAYMENT SYS Amazon -Vinyl And Thermal Laminating Pouch NENA Membership Print Runner - Manual Dispatch Cards Adobe Pro Annual License	12/15/2023	57.79 300.00 175.72 950.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	11162023	Office Depot - Yearly Calendar		27.51
	11162023	PluralSight		247.18
	11162023	WEGLOT Annual License		5,486.94
	11172023	Amazon - Coffee Creamer		27.98
	11172023	Amazon - Office Elf On The Shelf		27.17
	11202023	USPS - Stamps		132.00
	11272023	Costco - Kleenex		47.36
	11272023	USPS Mail Fee		4.67
	11292023	Primo Water Delivery		6.79
	12012023	Indeed - Job Advertising		400.22
	12022023	Amazon Web Services		833.68
	12022023	Primo Water Delivery		226.75
	12032023	Amazon - WellCity Spending Elliptical And Hea		678.15
	12042023	USPS PO Box		248.00
	12042023	Amazon - Giftcard Boost Q3		25.00
	12062023	Secratary Of State Annual Filing Fee		10.00
	12072023	Trader Joes - Governing Board Refreshments		8.51
	12072023	Safeway- Holiday Refreshments		20.61
	12082023	Amazon - Light Bulbs		24.00
	12082023	Modern Office - Dispatch Floor Chairs X3		998.00
	12082023	Costco - Lysol Wipes		30.83
	12102023	Amazon - Label Tape		18.71
	12102023	Amazon - Adjustable Standing Desk		148.12
	12102023	Amazon - Coffee Creamer		25.98
Total for Check Number 20688:				11,188.54
Total for 12/15/2023:				510,635.16
ACH	120 649028508	ADP ADP Payroll Services And Workforce Now	12/21/2023	610.59
Total for this ACH Check for Vendor 120:				610.59
ACH	134 JAN2024	COLONIAL LIFE Supplemental Insurance Premiums - January 202	12/21/2023	1,279.95
Total for this ACH Check for Vendor 134:				1,279.95
ACH	140 JAN2024	RELIANCE STANDARD Life/LTD Insurance Premiums - January 2024	12/21/2023	1,504.96
Total for this ACH Check for Vendor 140:				1,504.96
ACH	327 JAN2024 JAN2024 JAN2024	ASSOCIATION OF WASHINGTON CITII Medical Premiums - January 2024 Dental Premiums - January 2024 Vision Premiums - January 2024	12/21/2023	102,601.88 7,639.00 1,011.32
Total for this ACH Check for Vendor 327:				111,252.20
20689	718 10616464	ACCESS CORP Shredding Services - November	12/21/2023	184.24
Total for Check Number 20689:				184.24
20690	364 11272023	AT&T Cellular Services ACCT# 287291727817	12/21/2023	388.31



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20690:				388.31
20691	3 11282023	AT&T MOBILITY Cellular Serives ACCT# 287015346980	12/21/2023	148.70
Total for Check Number 20691:				148.70
20692	783 NORCOM1 NORCOM2	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X Pre-Employment Polygraph Exam - 1X	12/21/2023	300.00 300.00
Total for Check Number 20692:				600.00
20693	780 12USCT00000048	i2 GROUP COLOSSUS INCORPORATED iBase Annual SW Subscription 12.1.23 - 11.30.2	12/21/2023	46,265.61
Total for Check Number 20693:				46,265.61
20694	17 171696	CONSOLE CLEANING SPECIALISTS Preventative Maintenance And Cleaning	12/21/2023	8,957.35
Total for Check Number 20694:				8,957.35
20695	28 11351	EPSCA Monthly Radio Access Fees - December	12/21/2023	984.75
Total for Check Number 20695:				984.75
20696	29 94627740	ESRI ArcGIS Annual License 12.19.23 - 12.18.24	12/21/2023	1,567.82
Total for Check Number 20696:				1,567.82
20697	774 63476	HARLOW & FALK LLP Professional Services - MEBT Trust	12/21/2023	80.00
Total for Check Number 20697:				80.00
20698	252 11014186	KING COUNTY FINANCE KCIT INET Other MISC SVC - November	12/21/2023	1,860.00
Total for Check Number 20698:				1,860.00
20699	557 11157298	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - November 2023	12/21/2023	595.00
Total for Check Number 20699:				595.00
20700	44 123627	LOCUTION SYSTEMS INC Annual Maintenance And Services 1/1/24 - 12/3	12/21/2023	47,849.66
Total for Check Number 20700:				47,849.66
20701	728 158720	MULTICARE CENTERS OF OCCUPATIC Pre-Employment Physical Exam - 2X	12/21/2023	494.00
Total for Check Number 20701:				494.00
20702	46 14106	NATIONAL TESTING NETWORK Background Investigation Services - 3X	12/21/2023	4,350.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 20702:	4,350.00
20703	741 NOR1123	PACIFIC NORTHWEST GIGAPOP Commercial Internet Services - November	12/21/2023	500.00
			Total for Check Number 20703:	500.00
20704	711 2130	PETEK & ASSOCIATES Pre-Employment Psychological Evaluation	12/21/2023	770.00
			Total for Check Number 20704:	770.00
20705	782 195 211	PSERN Operator Public Safety Radios - 11X Public Safety Radios And Consoles	12/21/2023	1,218.36 87,700.32
			Total for Check Number 20705:	88,918.68
20706	256 2023-1336	PUBLIC SAFETY TESTING INC PST Candidate Agency Test Site - 10X	12/21/2023	110.00
			Total for Check Number 20706:	110.00
20707	630 43209	SITECRAFTING INC Monthly Website Hosting - Pantheon Platform	12/21/2023	99.00
			Total for Check Number 20707:	99.00
20708	499 1304	TYLER TECHNOLOGIES Tyler Connect Conference - 2X	12/21/2023	2,398.00
			Total for Check Number 20708:	2,398.00
20709	74 JAN2024	UNUM Long Term Care Insurance Premiums - January 2	12/21/2023	729.20
			Total for Check Number 20709:	729.20
20710	713 200043	WA CITIES INSURANCE AUTHORITY Member Assessment Invoice 2024	12/21/2023	124,113.00
			Total for Check Number 20710:	124,113.00
20711	88 5027857184	WELLS FARGO FINANCIAL LEASING Copier Lease 12.6.23 - 1.5.24	12/21/2023	1,682.98
			Total for Check Number 20711:	1,682.98
20712	692 11262023 11282023	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	12/21/2023	604.82 2.30
			Total for Check Number 20712:	607.12
			Total for 12/21/2023:	448,901.12
ACH	120 PPE12242023 PPE12242023 PPE12242023	ADP Garnishments Payable PPE12242023 FMLA Taxes Payable PPE12242023 Medicare Payable PPE12242023	12/29/2023	534.00 2,585.24 9,497.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE12242023	Accrued Wages PPE12242023		246,662.52
	PPE12242023	Accrued Employment Security & WA Cares PPE		1,281.30
	PPE12242023	Federal Taxes Payable PPE12242023		41,004.70
			Total for this ACH Check for Vendor 120:	301,565.32
ACH	132	WILMINGTON TRUST	12/29/2023	
	PPE12242023	MEBT Contributions PPE12242023		41,258.54
			Total for this ACH Check for Vendor 132:	41,258.54
20713	675	ICMA-RC VANTAGEPOINT TRANSFER	12/29/2023	
	PPE12242023	ICMA 457 Contributions PPE12242023		5,970.97
			Total for Check Number 20713:	5,970.97
			Total for 12/29/2023:	348,794.83
			Report Total (73 checks):	1,816,116.80



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: Space needs

---

### Executive Summary:

The Governing Board has expressed a desire to explore NORCOM's future growth & associated space needs. This includes an analysis of NORCOM's lease agreement with the City of Bellevue.

At the September 2023 Governing Board meeting, the Board elected to postpone and revisit the facilities study topic in Q1 of 2024. Staff advised the Board that this would begin by analyzing the current lease agreement between NORCOM and the City of Bellevue to determine our lease costs relative to the current commercial market. Staff informed the Board that this baseline would be valuable to future discussions and decisions. Staff has since acquired the consulting services of a Bellevue-based firm that provides expertise in local and regional commercial property valuation as well as lease negotiation services.

The work being performed is consistent with the goals of the previously approved RFP. Staff is currently working with the consultant and will present its findings at the February Governing Board meeting.

### Background:

The NORCOM Governing Board has expressed an interest in NORCOM's future space needs.

In general, the consultant has been asked to determine the following:  
Analyze NORCOM's lease agreement with the City of Bellevue as it relates to the total cost per sf and the comparative value within the current commercial leasing market.

### Past Board or Other Related Actions:

The Board authorized the funding for a space needs study which resulted in an RFP and an agreement with a vendor. NORCOM later exercised its right to cancel this agreement.

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends that the Board receive this briefing and provide additional direction as desired.

### Staff Comments:

Nothing Additional

### Options

## Risks

**Finance Committee Review:** Yes

The Finance Committee is aware of this ongoing discussion.

**Legal Review:** Yes

NORCOM's legal representative is aware of this discussion.

**Joint Operations Board Review:** No

---



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: 2024 NORCOM Projects Plan review

---

### Executive Summary:

NORCOM tracks projects on a multi-year basis to help manage project workload and staff resources. Project timing is estimated based on available information and is regularly updated. This list helps guide project planning.

### Background:

Flexibility, transparency, and timeliness of project review and approval for internal and external projects is a NORCOM goal. The multi-year project tracking list provides insight into NORCOM resource needs and helps management control and schedule future projects.

### Past Board or Other Related Actions:

#### Policy and Strategic Implications:

Project requests come from NORCOM agencies, external partner agencies, vendors, internal staff, or others. Each request is reviewed internally for resources, costs, and timeliness. Projects that require new funding are taken to the Finance Committee for review and input, then to the Board for approval via the annual budget approval process. Projects requested outside the annual budget process will follow the same process but may require alternative funding solutions. These projects will have a fiscal note attached to the project approval.

### NORCOM Staff Recommendation:

The Board receives and reviews this update.

### Staff Comments:

The multi-year list and project review and approval process allows for flexibility and transparency when managing multiple project request.

### Options

### Risks

**Finance Committee Review:** Yes

All projects requiring funding on the list have been reviewed and approved through prior board action and included finance committee input as necessary.

**Legal Review:** No

Attachments

2024 Projects

---

# Project Completions

- CAD Upgrade with high availability – less down time
- New Asterisk phone server for business line call delivery & routing
- DNI Reporting
- BOTPD & LFPPD onboarding
- PSERN Transition
- Desktop Virtualization
- Spidr
- Axon
- RAADAR & Navigator development



# 2024 Project Planning

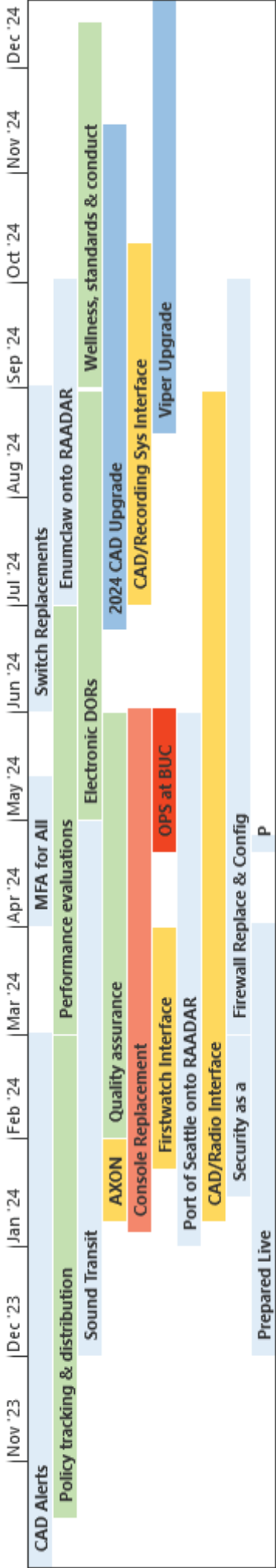
## Continuing Projects:

- Alpha-numeric paging hardware replacement & Radio site backhaul changes
- CAD Alerts review and submittal process
- Sound Transit
- CAD Lite (back-up online CAD)
- CAD-to-CAD Interface w/ Sno911
- Prepared Live
- Policy Tracking in Frontline PSS

## New Projects

- 911 Console furniture replacement
- 911 Phone system (VIPER) upgrade
- Firstwatch reporting interface change
- 2024 CAD upgrade
- CAD and Radio interface (CADi)
- CAD and Nice recording system interface
- Security as a service
- Axon for Medina
- RAADAR user additions – Port of Seattle and Enumclaw
- Frontline PSS modules – performance evaluations, QA, DORS & wellness

# 2024 Project Planning



---

# 2024 Project Planning

- Monitoring or Investigating:
  - iBase Upgrade
  - CAD attachments
  - Co-located 988
  - RFD Tablet Command
  - PSERN Encryption
  - Criminal Justice Information Systems (CJIS) security updates



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: Principals Assembly

---

### Executive Summary:

Section 8 of the NORCOM Interlocal Agreement specifies that the Principal Assembly shall be convened by the Governing Board for one meeting each April.

The Board Chair has received Board interest in discussing whether the originally identified need to convene such a meeting still exists today and if so, whether the meeting be held yearly or perhaps less frequently.

### Background:

The NORCOM ILA was executed on October 18th, 2007.

### Past Board or Other Related Actions:

### Policy and Strategic Implications:

Should the Board wish to eliminate or adjust the frequency of the Principal Assembly, it will require a vote via a resolution amending the ILA language.

### NORCOM Staff Recommendation:

NORCOM Staff respectfully requests that the Board discuss this topic and provide formal direction to staff. Should the Board desire an amendment to the ILA, staff will prepare a Resolution for formal action at the February Governing Board meeting.

### Staff Comments:

#### Options

#### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

---

## Attachments

Section 8 - NORCOM ILA

## NORCOM ILA

SECTION 8. PRINCIPALS ASSEMBLY. The legislative body of each Principal shall annually appoint one of its members to represent the legislative body at the Principals Assembly. The Principals Assembly shall be convened by the Governing Board for one meeting each April. At the joint meeting of the Assembly and the Governing Board the Executive Director shall present an annual report which report shall: (1) review the activities of NORCOM for the previous calendar year; (2) present the work program and significant events for the upcoming calendar year; (3) present a financial management report for NORCOM; and (4) report on performance benchmarks of NORCOM activities. Also at the Assembly, the Chair and Vice Chair of the Joint Operating Board shall present the Joint Operating Board proposed budget policy for the upcoming budget. The Principals' legislative representatives at the Assembly may vote to recommend changes to the proposed budget policy, work program and performance measures program, and may provide additional comment and question to the Governing Board. Voting by Principals' legislative representatives shall be based on one-vote per Principal with a simple majority vote of Principals represented at the meeting required to approve any recommendation to be forwarded to the Governing Board. At the joint meeting of the Principals Assembly and the Governing Board, the Governing Board shall conduct the annual meeting for NORCOM as required by the bylaws and shall elect the Vice-Chair of the Governing Board for the next year as provided in Section 6.j. The action and deliberations of the Assembly shall be reported to the Governing Board no later than May 1 by a written report prepared by or at the direction of the Executive Director. The actions and recommendations of the Principals Assembly shall be advisory to the Governing Board.



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 01/12/2024  
Subject: January 2024 IT & Operations Newsletter

---

### Executive Summary:

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

### Background:

The Newsletter is 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:

None

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

---

## Attachments

January 2024 IT & Operations Newsletter



# Information Technology Updates

From: Katy Myers, DDofA

January 2024

## Radio

### PSERN to CAD Interface

Motorola is refreshing their quote; their estimate is 3-4 weeks.

### Alpha-Numeric Paging

Finalizing the contract for equipment and installation services via a state contract, expect to have it approved by February.

## Telephone Systems

### 911 Platform Replacement

Work begins at the end of July with cutover in mid-November.

## Systems and Programs

### Body-Worn Cameras

Lake Forest Park PD – MOU signed. NORCOM work complete with feed implemented to the vendor. LFPPD working on configurations with AXON.

### CAD-to-CAD Interface

Operations continue to test and document workflow.

### CAD Lite

ESF&R information updated. NORCOM continues to document the training plan and procedures.

### 911 Console Replacement

This is the project to replace the desk furniture on the dispatch floor. RFP was published, and we are reviewing responses.

### CAD Update

Beginning process planning for CAD Upgrade in Oct '24.

### Applications Analyst

This new position was published at the end of 2023. The selected candidate is currently in background.

## IT Service Desk

### Surveys

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 an opportunity to share comments.

“Thank you for the prompt service.”

Last Month: 13 surveys were returned

- Better than expected – 29
- As expected – 23

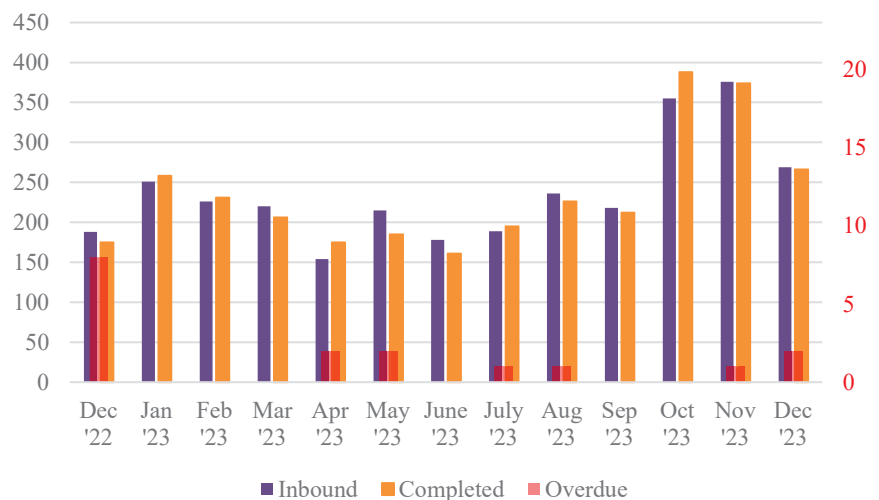
### Service Requests

269 Inbound tickets  
266 Completed tickets

2 overdue tickets, both were non-urgent and fell over the Christmas Holiday.

CAD Upgrade: Oct '23  
Bothell/LFP go-live: Nov '23

### IT Service Desk





# Operations Updates

From: Roky Louie, Deputy Director of Operations

January 2024

## NORCOM's Newest Training Class

On January 2nd, the Training Department welcomed 11 new Telecommunicators to NORCOM's 42<sup>nd</sup> Call Receiving Academy. For the next 11 weeks, these new Telecommunicators will participate in classroom instruction, observation, and practice scenarios to prepare them for one-on-one training that will begin towards the end of March. We will work with them to understand King and Snohomish County addressing, ensuring that they can accurately locate callers and ensure help is getting to the right location; emergency medical call taking, so that they are comfortable triaging calls and providing first aid instructions for conditions as simple as nosebleeds to those as complex as cardiac arrest or childbirth; policy and procedure, enabling them to accurately select one of our 211 call types, asking appropriate questions and making appropriate documentation.

The greatest joy of a trainer is to prepare them for success and see them succeed. We work hard to develop a supportive work environment that is inviting to newcomers, this aids in their success. We were very pleased to read some of the comments made by our newest Telecommunicators when reflecting on their reasons for choosing NORCOM. They wrote:

"I chose NORCOM because even as an applicant I felt respected. I didn't feel like I was fighting for anyone's attention or that communication with me was an afterthought. I was thoroughly impressed with the team's quality of professionalism without sacrificing their personalization of their interactions with me. It felt like a team that had a good heart and a good mission, and it was a team I wanted to be a part of!"


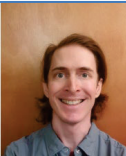


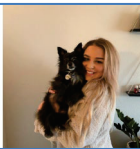





"I went with NORCOM because I found it interesting that NORCOM covers so many different areas."

"I chose NORCOM because of the environment and the atmosphere I felt immediately when I entered the building."

"It's my passion to help people and I chose NORCOM because I want to be able to help a larger community of people."

This classes skills and hobbies go far beyond the requirements of the job, adding to our growing culture at NORCOM. Just a few of these include, paddleboarder, drummer, former canine search and rescue team member, kayaker, rock climber, competitive tennis player, ski instructor, bread baker, backpacker, and so much more.

Welcome to NORCOM, CRA 42!

<b>Ben Pali</b> T281		<b>Kevin Neff</b> T282	
<b>Darian Nahm</b> T283		<b>Willow Daniel</b> T284	
<b>Kenny Henderson</b> T285		<b>Max Marra</b> T286	
<b>Faith Zuspan</b> T287		<b>Chris Wright</b> T288	
<b>Taylor Tandecki</b> T289		<b>Emma Bergeron</b> T290	
<b>Jamie Charnell</b> T291	