



AGENDA

NORCOM Governing Board

March 8, 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 February 9, 2024
 - B. AP Reports February 2024
 - C. Resolution 212- Adding the DRS Deferred Compensation Program as a benefit option for all NORCOM Employees
 - D. Resolution 213 NORCOM Authorized Signature Banking - Authorizing a change in the individuals authorized for banking purposes.
5. For Briefing to Board
 - A. Alpha-Numeric Paging System Update
6. For Board Decision
 - A. Resolution 214 - 2024 Budget Amendment
 - B. Resolution 215 - Adoption of the 2025 Budget Policy
 - C. Resolution 216 - Console Replacement Preferred Vendor & Execution
 - D. Appointment of Chief Brian Culp to Board Chair, and selection and appointment of a new Governing Board Vice-Chair
7. 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.

8. Employee Performance and Compensation Decision
9. Other Business
10. Newsletter
 - A. March 2024 IT Newsletter
11. Adjournment

The next Governing Board meeting is scheduled for April 12, 2024.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Governing Board Meeting Minutes February 9, 2024

Executive Summary:

The February 2024 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 020924



Meeting Minutes
NORCOM Governing Board
February 9, 2024

MEMBERS

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

ABSENT

Wendy Moffat	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
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NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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GUESTS

Member of the public	Resident
Christopher Drucker	KC EMS

NORCOM STAFF

Bill Hamilton	Executive Director
Roky Louie	Deputy Director 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
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Chelsie Barcus	Accounting & Benefits Specialist
Nathan Way	Application & Security Architect
Sean Goehner	Systems Engineer
Karen Furuya	Systems & Development Supervisor



**Meeting Minutes
NORCOM Governing Board
February 9, 2024**

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 January 12, 2024**
- **Accounts Payable Report January**

There was no discussion on any consent agenda items.

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

Motion carried.

o **Board Briefing**

- **NORCOM Facility Needs and Options**

Director Hamilton introduced the topic of facility needs and options, providing the background and stating that we recognize that there are many possible options to consider. Deputy Director Myers provided a timeline of the Governing Boards facility's assessment discussions. NORCOM's Attorney, Deanna Gregory, Pacifica Law Group, presented the facility financing options related to new construction funding and the process per the ILA. NORCOM staff hired JLL, Inc., a Bellevue-based firm that provides commercial property valuation and lease negotiation services, to conduct a facility assessment using remaining funds from the original request. JLL staff provided a detailed presentation of the findings,



**Meeting Minutes
NORCOM Governing Board
February 9, 2024**

answering several questions during and after their presentation. After an in-depth discussion regarding the current lease rate and the comparative market, developing a strategic plan for future space and the importance of fiscal responsibility, Director Hamilton stated that NORCOM staff is looking for direction from the Board. The direction provided by the Board is to continue as is while keeping eyes open for options and discuss again in 2028 prior to the current lease renewal in 2030.

o For Board Decision

- Principals Assembly – Resolution 211 Amending the NORCOM ILA related to Principals Assembly**

Director Hamilton introduced the topic of the Principals Assembly meeting held in April each year. The Board has expressed an interest in not holding this meeting annually because its original purpose was to provide an overview of NORCOM to support its existence, which is no longer necessary. NORCOM provides an Annual Report, which it will continue to produce and distribute to all agencies and make available to the public. The Board must approve a resolution amending the ILA to change the Principals Assembly meeting. Director Hamilton presented two options to the Board: the first was to discontinue the Principals Assembly Meeting, and the second was to discontinue the Principals Assembly Meeting with the option to hold periodically. The Board selected option two.

Chief Holmes motioned to approve Resolution 211 – Amending the NORCOM ILA related to Principals Assembly – Discontinuation of Principal Assembly with an option to hold periodically. Deputy City Manager Underwood seconded the motion.

Motion carried.

o Adjournment

Chief Culp adjourned the meeting at 10:49.

The next Governing Board meeting is scheduled for March 8, 2023.



**Meeting Minutes
NORCOM Governing Board
February 9, 2024**

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: AP Reports February 2024

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:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

Accounts Payable 2024 02

NORCOM

ACTIVITY JANUARY 27, 2024 THROUGH FEBRUARY 29, 2024

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,293,914.55

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 February 29, 2024

	2024 Budget	February Activity	2024 Collected to Date	% collected
Agency Revenue	15,191,029	33,605	\$ 3,831,362	25%
Agency Reimbursements	200,000	-	\$ 21,901	11%
Grants/Intergovernmental/Interest	250,000	4	\$ 13,298	5%
Total	15,641,029	33,609	3,866,562	25%
Transfers In	1,500,000	-	\$ 250,000	17%
Revenues + Transfers	17,141,029	33,609.06	4,116,562	24%

Expenses

	2024 Budget	February Activity	2024 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,176,291	\$ 650,282	\$ 1,142,442	12%	8,033,849
Salaries & Wages - Overtime	333,954	\$ 88,950	\$ 134,996	40%	198,959
Professional Reimbursements	4,200	\$ 323	\$ 646	15%	3,554
Medical	1,386,792	\$ 107,343	\$ 213,178	15%	1,173,614
HSA Contributions	32,965	\$ 1,984	\$ 4,012	12%	28,953
Dental	102,950	\$ 7,684	\$ 15,279	15%	87,671
Vision	13,789	\$ 1,039	\$ 2,065	15%	11,725
Long-Term Care	7,184	\$ 532	\$ 1,124	16%	6,060
FSA Fees	2,955	\$ 100	\$ 200	7%	2,755
Medicare	142,449	\$ 9,931	\$ 17,378	12%	125,071
MEBT	580,026	\$ 45,210	\$ 79,676	14%	500,350
PERS	975,516	\$ 69,107	\$ 121,587	12%	853,928
Washington FMLA	22,412	\$ 1,569	\$ 2,744	12%	19,668
Unemployment	101,920	\$ 7,866	\$ 13,759	13%	88,161
Workers Comp	45,977	\$ 2,352	\$ 4,152	9%	41,825
Total Personnel	12,929,380	994,273	\$ 1,753,237	14%	11,176,143
Advertising	22,500	\$ 608	\$ 822	4%	21,678
Bank Fees	50	\$ -	\$ -	0%	50
Cellular,Pager & Radio Svcs	27,332	\$ 3,461	\$ 3,461	13%	23,871
Computer Hardware-Non Capital	13,028	\$ 54	\$ 582	4%	12,446
Consumable Goods	17,060	\$ 1,216	\$ 1,314	8%	15,746
Dues & Memberships	13,304	\$ -	\$ 10,075	76%	3,229
Equipment Leases	25,580	\$ 3,727	\$ 3,848	15%	21,731
Facility Lease	801,874	\$ 157,347	\$ 202,394	25%	599,480
Financial Audit	27,270	\$ -	\$ -	0%	27,270
Hosted Services	198,023	\$ 142,518	\$ 142,617	72%	55,406
HR Services	88,092	\$ 5,554	\$ 9,079	10%	79,013
Insurance	100,034	\$ -	\$ 135,354	135%	(35,320)
Legal Services	133,350	\$ 8,821	\$ 8,821	7%	124,529
Local Travel/Training/ Mileage	6,900	\$ 260	\$ 260	4%	6,640
Network Service	49,749	\$ 2,837	\$ 3,314	7%	46,435
Office Furniture	15,574	\$ 430	\$ 430	3%	15,144
Office Supplies	6,500	\$ 759	\$ 882	14%	5,618
Operating Supplies	5,100	\$ 36	\$ 116	2%	4,984
Parking Lease	31,200	\$ 2,736	\$ 6,095	20%	25,105
Payroll Services	17,010	\$ 1,664	\$ 2,996	18%	14,014
Postage	1,000	\$ -	\$ -	0%	1,000
Printing	2,000	\$ 113	\$ 113	6%	1,887
Professional Services	102,040	\$ 357	\$ 357	0%	101,684
R&M - Network Equipment	442,892	\$ 1,123	\$ 1,123	0%	441,770
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	989,438	\$ 3,150	\$ 3,525	0%	985,913
Radio Site Lease	60,301	\$ 1,188	\$ 1,188	2%	59,113
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	11,000	\$ 688	\$ 2,190	20%	8,810
Software/Licensing	94,106	\$ 7,159	\$ 20,993	22%	73,113
Telephone Services	40,180	\$ 3,892	\$ 4,565	11%	35,615
Training/Conf Registrations	35,935	\$ 204	\$ 996	3%	34,939
Training/Conf Registrations/ Travel	27,138	\$ 600	\$ 600	2%	26,538
Transfers Out	1,318,945	\$ -	\$ -	0%	1,318,945
Total Supplies & Services	4,729,006	350,503	\$ 568,109	12%	4,160,897
GRAND TOTAL	17,658,387	1,344,776	\$ 2,321,346	13%	15,337,041

502- Capital Projects

	2024 Budget	February Activity	2024 Spending to Date	% used	Remaining Balance
Alpha Numeric Paging	900,000	\$ -	\$ 894	0%	899,106
Console Replacement Project	714,000	\$ -	\$ -	0%	714,000
CAD Radio Interface	200,000	\$ -	\$ -	0%	200,000
CAD to NICE	35,000	\$ -	\$ -	0%	35,000
	1,849,000	-	894	0.0%	1,848,106

503- Equipment Replacement:

	2024 Budget	February Activity	2024 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	30,850	\$ 54	\$ 10,562	34%	20,288
Network Costs	75,000	\$ 4,129	\$ 46,737	62%	28,263
Routers/Servers	131,379	\$ 13,705	\$ -	0%	131,379
Switches & Access Points	33,250	\$ -	\$ -	0%	33,250
	270,479	17,888	57,300	21.2%	213,179

505-E 911 Escrow

	2024 Budget	February Activity	Collected to Date	% collected
Revenues:				
E-911 Escrow	1,520,055	-	\$ -	0%
Investment Interest	-	-	\$ 1,548	
	1,520,055	-	\$ 1,548	0%

Expenditures:

	2024 Budget	February Activity	2024 Spending to Date	% used	Remaining Balance
Transfers Out	1,500,000	\$ -	\$ 250,000	17%	1,250,000

NORCOM Financial Summary
for Period Ending February 29, 2024

	2024 Adopted Budget	Actual	Percent of Budget
<u>501 - Operating Fund</u>			
2024 Beginning Fund Balance	746,633	743,633	
Agency Revenue	15,191,029	\$ 3,831,362	25.22%
Other Revenue	450,000	\$ 35,199	7.82%
Transfers In	1,500,000	\$ 250,000	16.67%
Revenue Collected	17,141,029	4,116,562	24.02%
Total Resources	17,887,662	4,860,195	
Personnel Expenditures	12,928,930	\$ 1,753,237	13.56%
Operating Expenditures	3,400,787	\$ 568,109	16.71%
Transfers Out	1,318,945	\$ -	0.00%
Total Expenditures	17,648,662	2,321,346	13.15%
Available Fund Balance	\$239,000	\$ 2,538,849	
<u>502 - Capital Projects Fund</u>			
2024 Beginning Fund Balance	51,206	\$51,206	
Agency Revenue	-	\$0	0.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	560,000	-	0.00%
Revenue Collected	560,000	-	0.00%
Total Resources	611,206	51,206	
Expenditures	1,849,000	\$ 894	0.05%
Transfers Out	-	\$ -	0.00%
Total Expenditures	1,849,000	894	0.05%
Available Fund Balance	-\$1,237,794	\$50,312	
<u>503 - Equipment Replacement Reserve</u>			
2024 Beginning Fund Balance	151,470	\$151,470	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	111,130	-	0.00%
Revenue Collected	111,130	-	0.00%
Total Resources	262,600	151,470	
Expenditures	270,479	\$ 57,300	21.18%
Transfers Out	-	-	0.00%
Total Expenditures	270,479	57,300	21.18%
Available Fund Balance	-\$7,879	\$94,170	

	2024 Adopted Budget	Actual	Percent of Budget
<u>504 - Operating Expense Reserve</u>			
2024 Beginning Fund Balance	\$ 160,751	\$160,751	
Investment Interest	\$ -	-	0.00%
Other Revenue	\$ -	-	0.00%
Transfers In	\$ 40,000	-	0.00%
Revenue Collected	40,000	-	0.00%
Total Resources	200,751	160,751	
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$200,751	\$160,751	
<u>505 - E-911 Escrow Trust</u>			
2024 Beginning Fund Balance	\$170,532	\$170,532	
Operating Revenue	1,500,000	\$ -	0.00%
Investment Interest	-	1,548	0.00%
Revenue Collected	1,500,000	1,548	0.10%
Total Resources	1,670,532	172,080	
Expenditures	-	-	0.00%
Transfers Out	1,500,000	250,000	16.67%
Total Expenditures	1,500,000	250,000	16.67%
Available Fund Balance	\$170,532	-\$77,920	
<u>506 - Rate Stabilization Reserve</u>			
2024 Beginning Fund Balance	\$507,041	\$507,041	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	607,814	-	0.00%
Revenue Collected	607,814	-	0.00%
Total Resources	1,114,855	507,041	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$1,114,855	\$507,041	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
Printed: 3/1/2024 11:03 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	02/02/2024	
	3840983-00	WA FMLA Premium Adjustment - 2023		341.11
	652934140	Workforce Now Payroll Bundle PPE01212024		573.43
Total for this ACH Check for Vendor 120:				914.54
20760	783 NORCOM5	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X	02/02/2024	300.00
Total for Check Number 20760:				300.00
20761	41 2023-NORCOM	KING COUNTY E-911 PROGRAM OFFIC Language Interpretation Services Jan-Dec 2023	02/02/2024	2,069.79
Total for Check Number 20761:				2,069.79
20762	46 14438	NATIONAL TESTING NETWORK Background Investigation - 2X	02/02/2024	2,900.00
Total for Check Number 20762:				2,900.00
20763	785 10812524	NAVIA BENEFITS SOLUTIONS Monthly Fee - January 2024	02/02/2024	100.00
Total for Check Number 20763:				100.00
20764	666 24-115	RAYMOND POLYGRAPH SERVICES Polygraph Exam - 1X	02/02/2024	325.00
Total for Check Number 20764:				325.00
Total for 2/2/2024:				6,609.33
ACH	120	ADP	02/09/2024	
	PPE 02042024	Accrued Wages PPE 02042024		248,827.99
	PPE 02042024	Garnishments Payable PPE 02042024		1,021.85
	PPE 02042024	Medicare Payable PPE 02042024		9,601.68
	PPE 02042024	Federal Taxes Payable PPE 02042024		38,518.60
	PPE 02042024	FMLA Taxes Payable PPE 02042024		2,657.40
	PPE 02042024	Accrued Security & WACares PPE 02042024		4,767.21
Total for this ACH Check for Vendor 120:				305,394.73
ACH	131	HEALTH EQUITY	02/09/2024	
	PPE 02042024	HSA Contributions PPE 02042024		1,286.99
	t148yoh	HSA Admin Fees - February 2024		63.20
Total for this ACH Check for Vendor 131:				1,350.19
ACH	132	WILMINGTON TRUST	02/09/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 02042024	MEBT Contrinutions PPE 02042024		43,992.26
		Total for this ACH Check for Vendor 132:		43,992.26
ACH	133 JANUARY2024	DEPT OF RETIREMENT SYSTEMS PERS Contribution Payable - January 2024	02/09/2024	124,773.32
		Total for this ACH Check for Vendor 133:		124,773.32
20765	675 PPE 02042024	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 02042024	02/09/2024	6,354.10
		Total for Check Number 20765:		6,354.10
20766	569 FEBRUARY24	NORCOM ASSOCIATED GUILD NAG Dues - February 2024	02/09/2024	1,700.21
		Total for Check Number 20766:		1,700.21
20767	741 NOR1223	PACIFIC NORTHWEST GIGAPOP Internet Services- December 2023	02/09/2024	500.00
		Total for Check Number 20767:		500.00
20768	673 FEBRUARY24	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - February 2024	02/09/2024	755.25
		Total for Check Number 20768:		755.25
		Total for 2/9/2024:		484,820.06
20769	364 01272024	AT&T Cellular Services ACCT# 287291727817	02/12/2024	388.35
		Total for Check Number 20769:		388.35
20770	6 01192024 PB52909 PF74622	CDW-GOVERNMENT INC OVerpayment Balance PURE STORAGE FLASH ARRAY RNW UPG Janbra Electronic Abdaptor For Headset	02/12/2024	-382.80 4,128.75 54.24
		Total for Check Number 20770:		3,800.19
20771	8 01102024	CENTURYLINK Telephone Services ACCT# 356B	02/12/2024	902.27
		Total for Check Number 20771:		902.27
20772	9 672615208	CENTURYLINK Telephone Services ACCT# 79965571	02/12/2024	164.29
		Total for Check Number 20772:		164.29
20773	11 48075	CITY OF BELLEVUE Monthly Rent - January 2024	02/12/2024	52,449.13
		Total for Check Number 20773:		52,449.13
20774	324 59168-10	CRISTA MINISTRIES Tower Rental - January 2024	02/12/2024	593.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20774:				593.98
20775	760 178328	GRANICUS GovQa Redaction License And Fortress Hosting	02/12/2024	22,620.16
Total for Check Number 20775:				22,620.16
20776	390 INV-07456 INV-07456	IDENTITY AUTOMATION Multi-Factor Authentication & Advanced Suppor Multi-Factor Authentication & Advanced Suppor	02/12/2024	1,101.00 4,392.99
Total for Check Number 20776:				5,493.99
20777	787 01252024Q260	POWER ADMIN LLC Support & Maintenance 1.1.23 - 1.1.26	02/12/2024	1,524.00
Total for Check Number 20777:				1,524.00
20778	366 01212024	T MOBILE Cellular Services ACCT# 947208760	02/12/2024	37.42
Total for Check Number 20778:				37.42
20779	79 9954073637	VERIZON WIRELESS Cellular Services ACCT# 471583790	02/12/2024	1,362.33
Total for Check Number 20779:				1,362.33
20780	88 5028247278	WELLS FARGO FINANCIAL LEASING Copier Lease - January 2024	02/12/2024	1,682.98
Total for Check Number 20780:				1,682.98
Total for 2/12/2024:				91,019.09
ACH	120 653974421 654122325	ADP Payroll, Workforce, Local Jurisdiction, & Talent Q4 2023 W-2 Processing Fee	02/16/2024	676.27 473.95
Total for this ACH Check for Vendor 120:				1,150.22
ACH	785 02132024 10812524	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 2.13.24 Electronic Debit Monthly Fee - January Electronic Debit	02/16/2024	550.00 100.00
Total for this ACH Check for Vendor 785:				650.00
20781	718 10728572	ACCESS CORP Shredding Services - January	02/16/2024	356.50
Total for Check Number 20781:				356.50
20782	364 01282024	AT&T Cellular Services ACCT# 287015346980	02/16/2024	148.81
Total for Check Number 20782:				148.81
20783	710 INV017209	BRCK INC Telephone Services ACCT# S00166571	02/16/2024	673.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20783:				673.00
20784	11	CITY OF BELLEVUE	02/16/2024	
	48469	Monthly Parking Spaces - February		589.27
	48469	Monthly Parking Spaces - February		1,245.00
	48470	Fiber Usage Fee - February		477.00
Total for Check Number 20784:				2,311.27
20785	18	COPIERS NORTHWEST	02/16/2024	
	INV2777405	Copier Lease - 1.7.24 - 2.6.24		239.91
Total for Check Number 20785:				239.91
20786	447	FIRST CHOICE COFFEE SERVICES	02/16/2024	
	409030	Ice Machine Rental - February		121.11
Total for Check Number 20786:				121.11
20787	733	SEAN GOEHNER	02/16/2024	
	02052024	Mileage Reimbursement - January		124.22
Total for Check Number 20787:				124.22
20788	585	IVOXY CONSULTING LLC	02/16/2024	
	KFJMI17338	Arctic Wolf MDR Bundle 2.1.24 - 1.31.25		61,792.17
	KFJMI17143	Cisco Catalyst 8300 Internet Router		13,704.68
	KFJMI17143	Cisco Catalyst 8300		32,274.68
Total for Check Number 20788:				107,771.53
20789	252	KING COUNTY FINANCE	02/16/2024	
	11014397	KCIT INET - January 2024		1,860.00
Total for Check Number 20789:				1,860.00
20790	557	LANGUAGE LINE SERVICES	02/16/2024	
	11204797	Over-The-Phone Interpretation - January		384.68
Total for Check Number 20790:				384.68
20791	586	MEYDENBAUER CENTER	02/16/2024	
	2024-02	Construction Employee Parking - February 2024		1,950.00
Total for Check Number 20791:				1,950.00
20792	331	ZEB MIDDLETON	02/16/2024	
	02012024	Mileage Reimbursement - January		70.82
Total for Check Number 20792:				70.82
20793	728	MULTICARE CENTERS OF OCCUPATIC	02/16/2024	
	159047	Pre-Employment Physical - 2X		892.00
Total for Check Number 20793:				892.00
20795	52	PACIFICA LAW GROUP	02/16/2024	
	88141	Legal Services - General		1,950.00
Total for Check Number 20795:				1,950.00
20796	795	PAGERDUTY, INC.	02/16/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV00944358	Pager Duty Subscription 2.7.24 - 2.6.25		1,664.71
			Total for Check Number 20796:	1,664.71
20797	711 2247	PETEK & ASSOCIATES Pre-Employment Psychological Exam - January	02/16/2024	770.00
			Total for Check Number 20797:	770.00
20798	256 2024-90	PUBLIC SAFETY TESTING INC Candidate Agency Test X9 - January	02/16/2024	99.00
			Total for Check Number 20798:	99.00
20799	261 00455875	RADIO COMMUNICATIONS SERVICES Admin, Contract And Infrastructure Labor Charg	02/16/2024	1,122.59
			Total for Check Number 20799:	1,122.59
20800	772 6821	SNO911 ADCOMM Cost Share Paging System Project -	02/16/2024	11,193.61
			Total for Check Number 20800:	11,193.61
20801	90 02052024	KHAI TRAN Mileage Reimbursement	02/16/2024	3.28
			Total for Check Number 20801:	3.28
20802	692 01262024 01282024	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	02/16/2024	605.34 104.89
			Total for Check Number 20802:	710.23
			Total for 2/16/2024:	136,217.49
ACH	120 PPE02182027 PPE02182027 PPE02182027 PPE02182027 PPE02182027 PPE02182027	ADP FMLA Taxes Payable PPE02182027 Accrued Employment Secuirty & WACares PPE Accrued Wages PPE02182027 Garnishments Payable PPE02182027 Federal Taxes Payable PPE02182027 Medicare Payable PPE02182027	02/26/2024	2,834.38 5,088.92 269,268.31 487.85 41,778.95 10,260.12
			Total for this ACH Check for Vendor 120:	329,718.53
ACH	131	HEALTH EQUITY HSA Contributions PPE02182024	02/26/2024	1,286.99
			Total for this ACH Check for Vendor 131:	1,286.99
ACH	132 PPE02182024	WILMINGTON TRUST MEBT Contributions PPE02182024	02/26/2024	48,156.01
			Total for this ACH Check for Vendor 132:	48,156.01
ACH	134 MARCH24	COLONIAL LIFE Supplemental Insurance Premiums - March 2024	02/26/2024	1,279.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 134:				1,279.95
ACH	140 MARCH24	RELIANCE STANDARD L/LTD Insurance Premiums - March 2024	02/26/2024	1,743.16
Total for this ACH Check for Vendor 140:				1,743.16
ACH	327 MARCH24 MARCH24 MARCH24	ASSOCIATION OF WASHINGTON CITIZI Medical Premiums - March 2024 Dental Premiums - March 2024 Vision Premiums - March 2024	02/26/2024	115,514.90 8,444.14 1,127.12
Total for this ACH Check for Vendor 327:				125,086.16
ACH	67 JANUARY24 JANUARY24	DEPT OF REVENUE Excise Tax - January 24 Excise Tax - January 24	02/26/2024	196.95 1,475.08
Total for this ACH Check for Vendor 67:				1,672.03
ACH	785 02202024	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 02202024	02/26/2024	121.44
Total for this ACH Check for Vendor 785:				121.44
ACH	798 PPE02182027	KEVIN NEFF Physical Check PPE02182027	02/26/2024	26.04
Total for this ACH Check for Vendor 798:				26.04
20803	11 447762	CITY OF BELLEVUE Monthly Rent - January 2024	02/26/2024	52,449.13
Total for Check Number 20803:				52,449.13
20804	675 PPE02182024	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE02182024	02/26/2024	6,771.07
Total for Check Number 20804:				6,771.07
20805	74 MARCH24	UNUM Long Term Care Insurance Premiums - March 2024	02/26/2024	783.80
Total for Check Number 20805:				783.80
20806	75 01102024 01102024 01142024 01172024 01182024 01192024 01192024 01192024 01202024 01212024 01222024 01242024 01242024 01242024 01242024	US BANK CORPORATE PAYMENT SYS Primo Water Delivery Starkey - Headphone Purchase Amazon - File Folders, HDMI Cable, Notebook SSL Store - RapidSSL Wildcard Certificate Amazon - Cubicle Hooks, Printer Paper, HDMI Cable Amazon - Giftcard Q4 Boost Winner Amazon - Cubicle Hooks & HDMI Cable Shop BLT - Mute Switch Primo Water Delivery Amazon - Projector & Projector Case URISA - Training Registration Amazon - Note Pads, Pens, White Board Erasers WA APCO NENA - Spring Forum Registration Fee Primo Water Delivery GSJJ - Norcom Patch 200X	02/26/2024	116.34 80.00 51.06 254.79 191.46 25.00 62.26 45.16 133.32 945.74 75.00 53.08 600.00 6.79 180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	01252024	Costco - Office Chair 1X		297.26
	01292024	Amazon - Wall Hooks 4X		47.52
	01292024	Amazon - Office Chair 1X		133.19
	01292024	VistaPrint - Logo Coffee Mugs		545.27
	01302024	VistaPrint - Desk Name Plate		25.87
	01302024	Indeed - Job Advertising		550.58
	02012024	Indeed - Job Advertising		57.70
	02012024	Costco - Coffee Return		-65.98
	02012024	Costco - Kleenex		36.34
	02012024	Costco - Coffee		71.98
	02012024	Copiers Northwest - Agency Fire Boundary Map		56.40
	02012024	Costco - Coffee Return		-32.99
	02012024	Costco - Coffee		89.96
	02022024	Amazon - Binder & Memo Pads		108.59
	02022024	Amazon Web Services - January 2024		860.86
	02022024	Amazon - Webcam, Glue Dots, Colored Printer I		57.88
	02032024	Justice Clearing House - Ops Training Membersl		129.00
	02032024	Primo Water Delivery		133.32
	02052024	Office Depot - Clear Pouches		41.94
	02062024	Office Depot - Printer Ink		145.32
	02082024	VistaPrint - Business Cards		30.91
	02082024	Safeway - Soda For 25 Year Work Anniversary		13.35
Total for Check Number 20806:				6,154.27
Total for 2/26/2024:				575,248.58
Report Total (62 checks):				1,293,914.55



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Resolution 212- Adding the DRS Deferred Compensation Program as a benefit option for all NORCOM Employees

Executive Summary:

Washington Department of Retirement Systems must approve municipal requests to participate in its Deferred Compensation Program. This resolution initiates this participation request.

Background:

NORCOM, since inception, has offered deferred compensation programs through other third parties to its employees, however, since DRS expanded its Deferred Compensation program to include ROTH contributions, NORCOM employees have expressed interest in participating in the DRS plan as an alternative.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM staff recommends passing Resolution 212.

Staff Comments:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: Yes

Joint Operations Board Review: No

Attachments

Resolution 212 - DRS Deferred Compensation Program

RESOLUTION 212

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM ADDING THE
DEPARTMENT OF RETIREMENT SYSTEMS DEFERRED COMPENSATION PROGRAM AS
A BENEFIT OPTION FOR ALL NORCOM EMPLOYEES**

WHEREAS, the Department of Retirement Systems, Deferred Compensation Program in accordance with R.C.W 41.50.77 administers a deferred compensation program for employees of the State of Washington as outlines in WAC Chapter 415-501; and,

WHEREAS, RCW 41.50.770 permits Counties, Municipalities, and other political subdivisions to participate in the State of Washington Employee's Deferred Compensation Plan; and,

WHEREAS, NORCOM has reviewed the State Plan and agrees to accept all terms and conditions as established and as hereafter amended; and

WHEREAS, NORCOM understands and agrees that all monies deferred by its employees are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of NORCOM requests approval by the Department of Retirement Systems. Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of NOROCM, subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

Section 2. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open public meeting on this 8th of March, 2024.

Signed in authentication thereof on this 8th day of March 2024.

Chair

Attest

Resolution 212

Adding the Department of Retirement Systems Deferred Compensation Program as a benefit option for
all NORCOM employees



Deferred Compensation Program (DCP) Resolution No. _____

Organizations use this form to request DCP participation and to change their automatic enrollment option if they're currently participating.

Email completed form to:
Employer Support Services

drs.employersupport@drs.wa.gov

Participation Status

_____, (legal name of organization), a political subdivision of Washington state, authorizes and approves this resolution.

- ☐ Organization is requesting to participate in the Washington State Deferred Compensation Program.
Or
☐ Organization already offers DCP and is changing the automatic enrollment option.

Automatic Enrollment Option and Employer Contributions

[RCW 41.50.770](#) permits counties, municipalities and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in [WAC Chapter 415-501](#).

Does the organization want to participate in automatic enrollment? ☐ Yes ☐ No

Submit employer-paid contributions 90 days **after** the initial employee enrollment. This will prevent the auto-enrolled participant from withdrawing the employer-paid contributions within the first 90 days.

Authorizing Signature(s)

The organization:

1. Requests to participate in DCP, as allowed by [RCW 41.50.770](#).
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this _____ day of _____, 20 ____

Signature

Title

Printed Name

Optional: To include additional resolution signatures, add a separate sheet of paper.





MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Resolution 213 NORCOM Authorized Signature Banking - Authorizing a change in the individuals authorized for banking purposes.

Executive Summary:

Due to administrative organization changes and long-term leave planning of authorized personnel, NORCOM wishes to update the individuals authorized to conduct banking processes to best reflect appropriate coverage of responsibilities.

Background:

N/A

Past Board or Other Related Actions:

The Governing Board routinely reviews and updates authorized users on NORCOM banking accounts.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the approval of Resolution 213.

Staff Comments:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

Resolution 213 Banking Authorization

RESOLUTION 213

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM DESIGNATING AUTHORIZED INDIVIDUALS FOR BANKING PURPOSES

WHEREAS, NORCOM currently has a banking relationship with Washington Federal; and,

WHEREAS, the Governing Board now desires to designate certain individuals as authorized signers for NORCOM's bank account(s), as provided herein;

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

Section 1. Authorized Individuals. The following individuals are hereby designated as authorized signers for purposes of NORCOM's bank account(s) with Washington Federal:

Title (including interims to such positions)

Governing Board Chair
Executive Director
Deputy Director of Administrative Services
Finance Manager
Treasurer

The Finance Manager is hereby directed to provide an updated Banking Resolution, Certification of Incumbency, and a Signature Card to Washington Federal consistent with this resolution. The previously designated individuals shall be removed as authorized signers.

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

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

Passed by a majority vote of the Governing Board in an open public meeting on this 8th of March, 2024.

Signed in authentication thereof on this 8th day of March 2024.

Chair

Attest



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Alpha-Numeric Paging System Update

Executive Summary:

The alpha-numeric paging system continues to progress with SNO911's board approving the equipment vendor and installation plan at their February Board meeting. One paging site remains to complete connectivity post PSERN go live.

Horizon Heights is a prime coverage site for the alpha-numeric paging system. The site is not a PSERN radio system site and EPSCA's microwave system is being demobilized. To maintain connectivity with the Horizon Heights location, NORCOM is working with EPSCA to transfer ownership of the EPSCA microwave equipment at the site and temporarily continue the microwave connectivity between Bellevue City Hall and Horizon Heights. The microwave equipment is due for replacement and NORCOM will begin a plan to purchase and replace the equipment once the transfer is complete.

To take over ownership of the equipment of the site and run the microwave shot, NORCOM is also working with the City of Bellevue to enter into a lease agreement to continue use of the site for the microwave shot and has submitted for the transfer of FCC licenses to NORCOM from EPSCA. Our intention is to experience no down time during this transition.

Background:

NORCOM and Snohomish 911 (SNO911) entered into an Interlocal Agreement to upgrade the alpha-numeric paging system in October 2022. Following an RFQ, ADCOMM Engineering was selected as the vendor to provide technical and project support. SNO911, NORCOM and ADCOMM identified equipment purchase and implementation needs and determined a preferred vendor.

Part of the project is to determine long term need and connectivity to Horizon Heights. Coverage for the south western area of NORCOM's response area would be significantly impacted without Horizon Heights. As such, NORCOM is working to ensure continued connectivity and use of the site.

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 Governing Board approved Resolution 202 in 2022 authorizing the NORCOM/Snohomish 911 Interlocal Agreement.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

This update is advisory in nature. No decisions are required at this time.

Staff Comments:

Nothing Additional

Options**Risks**

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Resolution 214 - 2024 Budget Amendment

Executive Summary:

NORCOM traditionally amends the current year's budget with the prior year's carryover.

After reconciling 2023 ending fund balances, NORCOM Management has identified the rollover amounts in the Operating, Capital Projects, and Equipment Replacement Funds and presented the recommendations to the Finance Committee for its approval on March 5th.

Resolution 214 has been prepared to recognize the 2023 carry forward balances in the Operating, Capital Project, and Equipment Replacement Funds in the 2024 Budget and adjust budgeted expenditures to incorporate requests for additional spending approved by NORCOM Management.

Background:

Each year NORCOM, in conjunction with financial statement preparation calculates carryover amounts to amend the current year budget. Due to the timing of budget approval and the start of the fiscal year it is necessary to amend the budget to maintain an accurate representation of the current financial needs of NORCOM.

Past Board or Other Related Actions:

Policy and Strategic Implications:

No Policy changes with these resolutions

NORCOM Staff Recommendation:

NORCOM staff recommends the Board receive this request and recommends the approval of Resolution 214.

Staff Comments:

Staff to provide a presentation during the meeting.

Options

Risks

The request for budget amendment allows NORCOM to balance the 2023 Operating budget, carryover projects/expenses would not be budgeted without approval.

Finance Committee Review: Yes

The Finance Committee has been briefed and supported the recommendation of the amounts and sources of the transfers proposed to balance the Operating fund, carryforward balances.

Legal Review: No

Joint Operations Board Review: No

Attachments

March GB Budget Updates

Resolution 214

NORCOM Finance Update

Resolution 214

Amend the 2024 Budget to reflect the 2023 Budget to Actual final reconciliation

- It is necessary to amend the budget to maintain an accurate representation of the current financial needs of NORCOM.
- Additionally, NORCOM is proposing changes in budgeted expenditures.

Resolution 215

Adopt the 2025 Budget Policy

The Governing Board must approve the subsequent year's Budget Policy and Calendar to official proceed with budget development and adoption

Operating Fund- '23 Final Budget Reconciliation

	2023 Amended Budget	Actuals	Variance
Beginning Fund Balance	596,326	596,326	-
Principal Revenue	13,354,626	13,356,747	2,121
Miscellaneous	379,500	722,962	343,462
Subtotal	14,330,452	14,676,035	345,583
Transfers In	1,470,055	1,470,000	(55)
Total Resources	15,800,507	16,146,035	345,528
	2023 Amended Budget	Actuals	Variance
Salaries & Wages- Regular \$	8,333,689	\$ 7,895,493	\$ 438,196
Salaries & Wages- OT \$	294,876	\$ 634,682	\$ (339,806)
Benefits \$	3,131,820	\$ 2,923,648	\$ 208,172
Total Personnel \$	11,760,385	\$ 11,453,824	\$ 306,561
Supplies & Services \$	3,358,490	\$ 2,941,518	\$ 416,972
Total Expenditures \$	15,118,875	\$ 14,395,341	\$ 723,534
Transfers Out \$	178,000	\$ 178,000	\$ -
Ending Fund Balance \$	503,632	\$ 1,572,693	\$ 1,069,061

Unbudgeted Revenues:

- Interest- \$100,000
- IT Services- \$150,000

Spending Savings:

- Anticipated:
 - PSERN Charges: \$250,000
 - Professional Services Contract: \$ 60,000
- Additional Savings:
 - Legal Services: \$100,000

Capital Projects-'23 Final Budget Reconciliation

	2023 Amended Budget	2023 Actuals	Variance
Beginning Fund Balance	\$ 583,597	\$ 583,597	\$ -
Transfers In	\$ 555,412	\$ 555,412	\$ -
Total Resources	\$ 1,139,009	\$ 1,139,009	\$ -
Total Expenses	\$ 1,087,803	\$ 102,261	\$ 985,542
Ending Fund Balance	\$ 51,206	\$ 1,036,748	\$ 985,542

Capital Project Status

Budget:

Project	Budget	Spending	Remaining	Status
Alpha Numeric Paging	600,000	37,680	562,320	On-going, work is being coordinated with SNO-911
Console Replacement	152,752 -		152,752	On-going
CAD Server Expansion	55,050	35,684	19,366	Complete
Single CAD- Radio Interface	200,000		200,000	On-going, vendor scheduling out 20-weeks (mid-2023)
Single CAD - Solution identification	80,000	28,898	51,103	Complete. Pending final invoice to receive in 2024
	1,087,802	102,261	985,541	



NORCOM 9-1-1

Equipment Fund-'23 Final Budget Reconciliation

	2023 Amended Budget	2023 Actuals	Variance
Beginning Fund Balance	\$ 372,970	\$ 372,970	\$ -
Transfers In	\$ -	\$ -	\$ -
Total Resources	\$ 372,970	\$ 372,970	\$ -
 Total Expenses	 \$ 221,500	 \$ 194,001	 \$ 27,499
Ending Fund Balance	\$ 151,470	\$ 178,969	\$ 27,499

Change in 2024 Beginning Fund Balance

NORCOM Budget							
2024 Financial Summary- Budget Amendment							
NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ 746,633	\$ 51,206	\$ 151,470	\$ 160,751	\$ 131,519	\$ 507,041	\$ 1,748,620
Add: CF Beg Balance	\$ 826,060	\$ 985,542	\$ 27,499	\$ -	\$ 15,517	\$ -	\$ 1,854,618
Total Beg Balance	\$ 1,572,693	\$ 1,036,748	\$ 178,969	\$ 160,751	\$ 147,036	\$ 507,041	\$ 3,603,238

After identifying actual beginning fund balances, NORCOM proposed changes in 2024 budgeted expenditures

New Expenditure Requests for 2024

Request	2024 Costs	Notes
Mental Health Support Prog. For TCS	\$15,000	\$10k on-going in future years
Cybersecurity Services	\$30,000	\$10k on-going, \$20k single-year requests
State Audit	\$15,000	Unspent 2023 funds, will do 2-year audit in 2024
WCIA Insurance	\$35,000	2024 premiums increased by 25%
Admin Salary Study	\$20,000	
Equipment Request: Voter (Radio)	\$35,000	Transfer from operating fund to pay for equipment
Overtime	\$100,000	Anticipate utilizing E-911 escrow transfer from Bothell

Additional Transfers Request:

- \$100,000 Operating Fund to Capital Project Fund
- \$100,000 Operating Funds to Equipment Replacement Fund

Transfers are requested in anticipation for large needs in funding in 3-year projections



For Decision:
Resolution 214-
Amending the 2024
Budget

NORCOM Budget
2024 Financial Summary- Budget Amendment

NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ 746,633	\$ 51,206	\$ 151,470	\$ 160,751	\$ 131,519	\$ 507,041	\$ 1,748,620
Add: CF Beg Balance	\$ 826,060	\$ 985,542	\$ 27,499	\$ -	\$ 15,517	\$ -	\$ 1,854,618
Total Beg Balance	\$ 1,572,693	\$ 1,036,748	\$ 178,969	\$ 160,751	\$ 147,036	\$ 507,041	\$ 3,603,238
Revenue:							
From Participating Agencies	15,191,028	-	-	-	-	-	\$15,191,028
E-911 Revenue	-	-	-	-	1,500,000	-	\$ 1,500,000
Add Bothell Escrow Transfer					100,000		\$ 100,000
Miscellaneous Revenues	450,000	-	-	-	-	-	\$ 450,000
Add: Interest Earnings	35,000	-	-	-	-	-	\$ 35,000
Total Revenue	15,676,028	-	-	-	1,600,000	-	17,276,028
Total 2024 Resources	\$ 17,248,721	\$ 1,036,748	\$ 178,969	\$ 160,751	\$ 1,747,036	\$ 507,041	\$ 20,879,266
Expenditures							
Salaries & Wages	9,239,509	-	-	-	-	-	9,239,509
Add: OT	100,000						100,000
Personnel Benefits	3,689,421	-	-	-	-	-	3,689,421
Operating Services & Supplies	3,400,787	-	-	-	-	-	3,400,787
Add: Services	120,000						120,000
Equipment Expense	-	-	256,775	-	-	-	256,775
Add: Voter Purchase			35,000				35,000
Capital Outlays	-	595,000	-	-	-	-	595,000
Add CF Projects		966,175					966,175
Total Expenditures	\$ 16,549,717	\$ 1,561,175	\$ 291,775	\$ -	\$ -	\$ -	\$ 18,402,667
Transfers:							
Transfers In	1,500,000	560,000	111,130	40,000	-	607,814	2,818,944
Add: Transfer	100,000	100,000	135,000				335,000
Transfer Out:							
To Operating	-	-	-	-	1,500,000	-	1,500,000
Add: To Operating					100,000		100,000
To Capital Projects	560,000	-	-	-	-	-	560,000
Add: To Capital Proj	100,000						100,000
To ER & R	111,130	-	-	-	-	-	111,130
Add: To ERR	135,000						135,000
To Reserves	647,814	-	-	-	-	-	647,814
Transfers In less Transfers out	\$ 46,056	\$ 660,000	\$ 246,130	\$ 40,000	\$ (1,600,000)	\$ 607,814	\$ -
2024 Ending Fund Balance	\$ 745,060	\$ 135,573	\$ 133,324	\$ 200,751	\$ 147,036	\$ 1,114,855	\$ 2,476,599
Change in Fund Balance	\$ (827,633)	\$ (901,175)	\$ (45,645)	\$ 40,000	\$ -	\$ 607,814	\$ (1,126,639)



For Decision: Adopting the 2025 Budget Policy

Highlights:

- To implement strategies to allow for stabilized year-over-year assessment fees to participating and subscribing agencies.
- NORCOM defines a balanced budget as current annual revenues (including fund balances) being equal to or greater than current annual expenditures.
- “Other” Revenues shall be realistically estimated and based upon the most recent information available.
- NORCOM Leadership will demonstrate its analysis of prospective needs or plans for reserve funds by developing a minimum of 10-year forecasting of Operating, Capital and ER&R activities to the Finance Committee.

Decision item: approve Resolution 215 to Adopt 2024 Budget Policy

RESOLUTION 214

RESOLUTION OF THE GOVERNING BOARD OF NORCOM AMENDING THE 2024 BUDGET

WHEREAS, by Resolution 203, the NORCOM Governing Board adopted the 2023 budget; and

WHEREAS, the NORCOM Governing Board desires to amend the 2023 budget

NOW, THEREFORE, BE IT RESOLVED by NORCOM that:

Section 1. The changes to the 2024 Budget for NORCOM, attached and incorporated as Exhibit A, are adopted

Section 2. A summary of the 2024 amended budgeted resources are as follows:

	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
2024 Estimated Beg. Fund Balance	746,633	51,206	151,470	160,751	131,519	507,041	1,748,620
<i>Carry forward</i>	<i>826,060</i>	<i>985,542</i>	<i>27,499</i>	-	<i>15,517</i>	-	<i>1,854,618</i>
Total 2024 Revenues	15,676,028	-	-	-	1,600,000	-	17,276,028
Total 2024 Expenditures	16,549,717	1,561,175	291,775	-	-	-	18,402,667
Transfer Activities	46,056	660,000	246,130	40,000	(1,600,000)	607,814	-
Ending Fund Resources	745,060	135,573	133,324	200,751	147,036	1,114,855	2,479,599

Passed by a majority vote of the Governing Board in an open public meeting on this 8^h of March, 2024

Signed in authentication thereof on this 8th day of March, 2024.

Chair

Attest

*Resolution 214
Amending the 2024 Budget*

NORCOM Budget
2024 Financial Summary- Budget Amendment

NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ 746,633	\$ 51,206	\$ 151,470	\$ 160,751	\$ 131,519	\$ 507,041	\$ 1,748,620
Add: CF Beg Balance	\$ 826,060	\$ 985,542	\$ 27,499	\$ -	\$ 15,517	\$ -	\$ 1,854,618
Total Beg Balance	\$ 1,572,693	\$ 1,036,748	\$ 178,969	\$ 160,751	\$ 147,036	\$ 507,041	\$ 3,603,238
Revenue:							
From Participating Agencies	15,191,028	-	-	-	-	-	\$ 15,191,028
E-911 Revenue		-	-	-	1,500,000	-	\$ 1,500,000
Add Bothell Escrow Transfer					100,000		\$ 100,000
Miscellaneous Revenues	450,000	-	-	-	-	-	\$ 450,000
Add: Interest Earnings	35,000	-	-	-	-	-	\$ 35,000
Total Revenue	15,676,028	-	-	-	1,600,000	-	17,276,028
Total 2024 Resources	\$ 17,248,721	\$ 1,036,748	\$ 178,969	\$ 160,751	\$ 1,747,036	\$ 507,041	\$ 20,879,266
Expenditures							
Salaries & Wages	9,239,509	-	-	-	-	-	9,239,509
Add: OT	100,000						100,000
Personnel Benefits	3,689,421	-	-	-	-	-	3,689,421
Operating Services & Supplies	3,400,787	-	-	-	-	-	3,400,787
Add: Services	120,000						120,000
Equipment Expense			256,775				256,775
Add: Voter Purchase			35,000				35,000
Capital Outlays	-	595,000		-	-	-	595,000
Add CF Projects		966,175					966,175
Total Expenditures	\$ 16,549,717	\$ 1,561,175	\$ 291,775	\$ -	\$ -	\$ -	\$ 18,402,667
Transfers:							
Transfers In	1,500,000	560,000	111,130	40,000	-	607,814	2,818,944
Add: Transfer	100,000	100,000	135,000				335,000
Transfer Out:							-
To Operating	-	-	-	-	1,500,000	-	1,500,000
Add: To Operating					100,000		100,000
To Capital Projects	560,000					-	560,000
Add: To Capital Proj	100,000						100,000
To ER & R	111,130	-	-	-		-	111,130
Add: To ERR	135,000						135,000
To Reserves	647,814						647,814
Transfers In less Transfers out	\$ 46,056	\$ 660,000	\$ 246,130	\$ 40,000	\$ (1,600,000)	\$ 607,814	\$ -
2024 Ending Fund Balance	\$ 745,060	\$ 135,573	\$ 133,324	\$ 200,751	\$ 147,036	\$ 1,114,855	\$ 2,476,599
Change in Fund Balance	\$ (827,633)	\$ (901,175)	\$ (45,645)	\$ 40,000	\$ -	\$ 607,814	\$ (1,126,639)



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Resolution 215 - Adoption of the 2025 Budget Policy

Executive Summary:

Under the ILA, the Governing Board must approve the subsequent year's Budget Policy and Calendar to official proceed with budget development and adoption. The Finance Committee must approve the policy for adoption by the Board.

Background:

The board has approved all budget policies presented in the past.

Past Board or Other Related Actions:

Policy and Strategic Implications:

This does not amend or create a new policy. This document sets forth the budgeting process.

NORCOM Staff Recommendation:

NORCOM staff recommends the adoption of the 2025 Budget Policy Resolution 215.

Staff Comments:

Nothing additional.

Options

Risks

As the policy is required by the ILA, disapproval would result in the inability to move forward with 2025 budget processes.

Finance Committee Review: Yes

The Finance Committee has been briefed and supported the recommendation to approve the 2025 Budget Policy.

Legal Review: No

Joint Operations Board Review: No

Attachments

Resolution 215 - Adopting 2025 Budget Policy

RESOLUTION 215

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM APPROVING THE 2025
BUDGET POLICY**

WHEREAS, pursuant to Section 12(b) of the North East King County Regional Public Safety Communications Agency Interlocal Agreement (the “Interlocal Agreement”), the Governing Board of NORCOM is required to adopt a budget policy for the upcoming annual budget no later than June 1; and

WHEREAS, the NORCOM Finance Manager has prepared and submitted to the Finance Committee a proposed budget policy for fiscal year 2025 for review and recommendation; and

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

Section 1. Approval of the Budget Policy. Pursuant to the terms of the Interlocal Agreement, the Governing Board hereby approves the budget policy for fiscal year 2025, substantially in the form presented to the Governing Board and attached hereto as Exhibit A and incorporated herein by this reference.

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

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

Passed by a majority vote of the Governing Board in an open public meeting on this 8th day of March, 2024.

Signed in authentication thereof on this 8th day of March 2024.

Chair

Attest

Resolution 215
2025 BUDGET POLICY

NORCOM

2025 Proposed Budget Policy

NORCOM's budget process is part of an overall policy framework that guides the services and functions of the agency. The budget serves a key role by allocating financial resources to the programs, which implement NORCOM's mission and core values. The budget also establishes financial policies to influence the availability of future resources that continue to carry out NORCOM's mission and core values.

Budget Policy development involves several steps. NORCOM budget policy starts with an understanding of service levels, needs and issues impacting operations. NORCOM's management team evaluates performance measures to assess organizational costs and effectiveness, and determine issues impacting 2025 operating priorities and the level of funding for each. Budget policies are statements that describe how financial resources will be obtained, allocated, managed, and controlled.

NORCOM's mission statement and core values are the broad policy statements that outline the objectives of the Governing Board. Budget objectives are policy statements summarizing the actions that are to be implemented in the budget.

Financial Management Policies

The following policies will guide the manner in which NORCOM develops, allocates, manages and controls financial resources available to the agency. These policies are the goals that the Governing Board seeks to achieve in its decision making and most are documented in NORCOM's Standard Operating Procedures. However, since fiscal conditions and circumstances continually shift and change in response to operating needs, it may not be practical or always desirable to continually achieve these policies. Therefore, these policies are intended to guide, not govern, financial decision making and may not be fully achieved within any budget period.

General Financial Goals

- To provide a financial base sufficient to sustain reliable, high-quality, resilient emergency service communications for police, fire, and emergency medical services.
- To be able to withstand local and regional economic hardships sustained by our participating and subscribing agencies and adjust to changes in their service level requirements.
- To adapt to changing funding resources from other governments.
- To implement strategies to allow for stabilized year-over-year assessment fees to participating and subscribing agencies.

Operating Budget Policies

- The operating budget is NORCOM's comprehensive financial plan which provides for the level of services prescribed by the Participating Agencies, including additional services or

new programs as approved in subsequent years. A new budget will be adopted every year as a result of a comprehensive process incorporating any newly approved programs, inflationary increases, and other expenses. New programs will be analyzed by the NORCOM Leadership before being presented to the Governing Board for their analysis and review and, if approved, incorporated into the budget. No “one-time” expenses will be carried forward into subsequent budgets without specific authority.

- NORCOM defines a balanced budget as current annual revenues (including fund balances) being equal to or greater than current annual expenditures.
- All current operating expenditures will be paid from current revenues and cash carried over from the prior year. Current revenues and operating expenditures will be reviewed monthly during the year.

NORCOM will maintain revenue and expenditure categories according to state statute and administrative regulation.

Amendment/Adjustment Policies:

- All supplemental appropriations for programs requested after the original budget is adopted, will only be approved by the Governing Board after consideration of the availability of revenues.

Revenue Policies:

- “Other” Revenues shall be realistically estimated and based upon the most recent information available.
- NORCOM will follow a vigorous policy of collecting revenues.
- NORCOM will seek to avoid dependence on temporary or unstable revenues to fund ongoing mission critical services.
- Grant funds or similar contractual revenue of a temporary nature will be budgeted only if they are committed at the time of the preliminary budget. Otherwise, separate appropriations will be made during the year as grants are awarded or contracts made.

Expenditure Policies:

- The NORCOM budget will provide for a sustainable level of service for the well-being of employees and safety of the emergency service providers.
- Expenditures approved by the Governing Board in the annual budget define NORCOM’s spending limits for the upcoming year. In addition to legal requirements, NORCOM will maintain an operating philosophy of cost control and responsible financial management.
- The Governing Board will be provided with details for any new program including a summary of the expenditure, the recommended funding source, an analysis of the fiscal impact and a review of all reserves and previously approved amendments since budget adoption.

- Emphasis is placed on improving individual and work group productivity rather than adding to the work force. NORCOM will invest in technology and other efficiency tools to maximize productivity. NORCOM will request additional staff only after the need of such positions has been demonstrated and documented.

Capital Projects and Equipment Replacement

- The Capital Project fund is to be utilized to track projects typically lasting more than one year.
- Equipment Replacement will be fully funded according to the cash flow schedule to minimize large increases in User Fees from year to year resulting from acquisition or replacement of capital, and to fund the timely replacement of aging technology, equipment, and systems
- NORCOM will maintain all its assets at an acceptable level to protect capital investment and to minimize future maintenance and replacement costs.
- NORCOM will conduct an equipment replacement and maintenance needs analysis, using a cash flow method, for the next 10 years, annually. From this projection a maintenance and replacement schedule will be developed and followed.
- NORCOM will identify the estimated initial and ongoing costs and potential funding sources for each capital project proposal for the next ten years before it is submitted for approval.
- NORCOM will coordinate development of the Capital Projects budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in budget forecasts.

Operating Reserves and Contingency:

- NORCOM Leadership will demonstrate its analysis of prospective needs or plans for reserve funds by developing a minimum of 10 year forecasting of Operating, Capital and ER&R activities to the Finance Committee.
- Per section 12h of the ILA, each budget year the Governing Board shall set the Operating Expense Reserve at a level that ensures funds are on hand to reasonably address unforeseen operating contingencies. NORCOM's goal is to maintain the Operating Expense Reserve at a level equal to 5-10% of the total Operating Budget.
 - For the purpose of determining Operating Expense Reserve funding, the Governing Board defines the Operating Budget as the operating fund expenses less salaries, benefits, and one-time expenses.
- The Rate Stabilization Fund shall not exceed 10% of current Operating Fund Revenues. If it is determined that funds will be used to offset transition to higher rates or fund one-time expenditures the designated amount shall be applied to the overall budget prior to calculating assessments.

- All expenditures drawn from reserve accounts shall require prior Board approval unless previously authorized for expenditure in the annual budget.

Accounting, Auditing, and Financial Reporting Policies

- NORCOM will establish and maintain a high standard of accounting practices.
- Accounting and budgetary systems will, at all times, conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS) and local regulations.
- A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate NORCOM.
- NORCOM's budget documents shall be presented in a format that provides for logical comparison with prior annual actual totals wherever possible.
- Reports outlining the status of revenues and expenditures shall be done monthly beginning in March of each year and will be distributed to the Governing Board, Executive Director, Finance Committee, Department managers and any other interested party.
- An annual audit will be performed by the State Auditor's Office.

Budget Calendar

- In order to facilitate and implement the budget process the Finance Manager will develop and distribute a budget calendar.

2025 BUDGET CALENDAR

February

Finance Committee approves budget policy

Date

February 27

March

Governing Board adopts budget policy

March 8

Preliminary budget is drafted and distributed to Leadership

March 22

April

NORCOM Leadership submits any new projects or programs to Finance Committee for review

April 29

June

Budget Development complete

June 21

Presentation of preliminary budget to Finance Committee

June 27

July

User Fee updates complete

July 12

August

Proposed budget transmitted to Governing Board/ILA 12(c)

August 8

Public hearing & board approval by Governing Board/ ILA 12(c)

August 9

September

Participating agencies advised of budget and user fees/ ILA 12(c)

Sept. 13

December

Approval by the legislative authorities of each Participating/Subscriber/ ILA 12(c)

December 13

Governing Board adopts final budget/ ILA12(c)

December 13



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Resolution 216 - Console Replacement Preferred Vendor & Execution

Executive Summary:

NORCOM has reviewed the console replacement RFP responses, interviewed the top candidates, and selected a preferred vendor, Xybix, Systems, Inc. Xybix has served more than 11,000 organizations across North America for over 30 years. Xybix specializes in 911 dispatch centers, command & control centers, and healthcare environments. Manufacturing is performed in Littleton, Colorado and their professional engineers, interior designers and installers have multiple years of experience. The ergonomics, console design options, soundproofing, lighting, individual user programmable features, warranty, extensive on-line support files and service first attitude made Xybix the unanimous choice of the selection team.

While Xybix provided console configuration options in response to the RFP, a great deal of customization is required for this type of project. The next step is for NORCOM's team to identify its needs more specifically, answer storage and design questions, and allow the Xybix designers to complete a more customized layout design. Once a design is approved by NORCOM, Xybix and NORCOM will negotiate a final design and quote and, if amenable, negotiate a contract.

In addition to the Xybix consoles, the project includes utility work, fixtures, and other equipment.

Staff seeks the Board's approval of Resolution 216, authorizing the Director to award the console replacement project to the Xybix, negotiate a final design and quote, execute a contract and complete the bodies of work associated with the furniture replacement not to exceed the approved budget.

Background:

In January of 2022, the Board was briefed on the need to replace the telecommunicator consoles. Telecommunicator consoles, often referred to as dispatch furniture, are specifically manufactured for the dispatch function. Each calltaking and dispatch position consists of the physical desk structure which houses the radios, computers, multiple monitors, wiring, storage, lift, tile, heating, and cooling features that each telecommunicator uses daily. The current consoles were purchased in 2006 and have an estimated 10-year life cycle and warranty. As expected with a product used 24/7/365 and many years past its expected life cycle, parts are worn down or are broken and have no replacements.

In the interest of smoothing costs, a quarter of the total estimated cost was included in the 2023 Budget as part of the Capital Project fund. The remaining portion of the final estimated costs are incorporated into the 2024 Budget.

Past Board or Other Related Actions:

Resolution 203 adopting the 2023 Budget
Resolution 210 adopting the 2024 Budget

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM staff recommends the Board approve Resolution 216.

Staff Comments:

Nothing Additional

Options**Risks**

A delay in approving the replacement could impact service delivery or make positions unavailable for use. Equipment failure can damage computers, radios, other equipment, or injure staff.

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

Resolution 216

Resolution 216

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM AUTHORIZING THE DIRECTOR TO AWARD AND EXECUTE A CONTRACT WITH XYBIX SYSTEMS INC., FOR CONSOLE REPLACEMENTS PURSUANT TO NORCOM RFP #2023-2.

WHEREAS, pursuant to RFP #2023-2 released on November 3, 2023 (the “RFP”), the Northeast King County Regional Public Safety Communications Agency (“NORCOM”) solicited proposals from interested parties to replace dispatch console furniture, as further described in the RFP (the “Project”); and

WHEREAS, proposals to the RFP were due on January 5, 2024, and each compliant proposal was evaluated and rated according to a specified point system described in the RFP; and

WHEREAS, after reviewing the compliant responses, NORCOM staff recommends awarding the contract to Xybix Systems Inc. (the “Xybix”) as the successful bidder; and

WHEREAS, the Governing Board of NORCOM now desires to authorize the NORCOM Director to negotiate and execute a contract with Xybix pursuant to the terms of this resolution;

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

Section 1. Authorization. The Governing Board hereby authorizes the NORCOM Director (a) to award the contract for the Project to Xybix; (b) to negotiate and execute an agreement with Xybix for the Project, and (c) to otherwise take such action to award and complete such Project as necessary, so long as the total costs do not exceed the budgeted authority previously approved by the Governing Board. Upon award and execution of such contract, all other proposals to the RFP shall be deemed rejected.

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

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

Passed by a majority vote of the Governing Board in an open meeting on this 8th day of March, 2024.

Signed in authentication thereof on this 8th day of March, 2024.

Chair

Authentication



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: Appointment of Chief Brian Culp to Board Chair, and selection and appointment of a new Governing Board Vice-Chair

Executive Summary:

Per Section 6 (j) of the Northeast King County Regional Public Safety Communications Agency Interlocal Agreement, the term of the current Governing Board Chair, Chief Jeff Sass will expire after the March Governing Board meeting and as such, the current Governing Board Vice-Chair, Chief Brian Culp will be appointed as the new Chair effective April 2024. As per the ILA, the Vice-Chair vacancy created was filled by a simple majority vote of the Board during the April Principals Assembly.

However, due to recently approved changes to the ILA regarding the suspension of the Principals Assembly meeting (addressed in February's Resolution 211), the 2024 Chair and Vice-Chair will serve from April 2024 through December 2024, then going forward, the duration of service shall be January 1, through December 31st of each year.

Background:

The term of Governing Board Chair, Chief Jeff Sass will expire and as such, the Governing Board Vice-Chair, Chief Brian Culp will be appointed as the new Chair. This creates a vacancy in the Vice-Chair position.

Past Board or Other Related Actions:

N/A

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:

Nothing Additional

Options

Risks

Finance Committee Review: No

Legal Review: No

Attachments

Resolution 211

Resolution 211

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM, AMENDING THE NORCOM INTERLOCAL AGREEMENT TO MODIFY PROVISIONS RELATED TO THE PRINCIPALS ASSEMBLY, AND PROVIDE FOR OTHER MATTERS RELATED THERETO.

WHEREAS, the Northeast King County Regional Public Safety Communications Agency (“NORCOM”) is a consolidated public safety communications agency formed by and serving as an instrumentality of its member public agencies (the “Principals”) pursuant to chapters 39.34 and 24.06 of the Revised Code of Washington (“RCW”) and the NORCOM Interlocal Agreement dated October 17, 2007, including all subsequent amendments (the “ILA”); and

WHEREAS, pursuant to Sections 6 and 20 of the ILA, the Governing Board of NORCOM, by Supermajority Vote (as defined in the ILA), has authority to amend certain provisions of the ILA; and

WHEREAS, Section 8 of the ILA requires the Governing Board to convene a Principals Assembly (as defined in the ILA) annually each April; and

WHEREAS, the Governing Board has regular meetings that are open to representatives of each Principal that otherwise accomplish the goals of the Principals Assembly; and

WHEREAS, the Governing Board now desires to amend the ILA to discontinue the Principals Assembly as set forth herein;

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

Section 1. Definitions. To the extent applicable, capitalized terms in this resolution are intended to have the same meanings as the terms that are so defined in Section 3 (“Definitions”) of the ILA. In any conflict of definitions, the ILA controls. When not provided for in the ILA, capitalized terms have the meanings assigned in this resolution, including in the recitals hereto.

Section 2. Amendment to Interlocal Agreement. The form of Amendment to Interlocal Agreement attached as Exhibit A (the “Amendment”) is hereby approved. The Chair of the Governing Board is hereby authorized and directed to execute the Amendment on behalf of the Governing Board.

Section 3. Further Authority; Prior Acts. The Chair of the Governing Board and the Executive Director are authorized and directed to take all as in their judgment

may be necessary or desirable to carry out the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

Section 4. Severability. The provisions of this resolution are separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, holds any provision of this resolution invalid or unenforceable as to any person or circumstance, the offending provision, if feasible, is modified to be within the limits of enforceability or validity. If the offending provision cannot be modified, it is null and void with respect to the particular person or circumstance. All other provisions of this resolution in all other respects, and the offending provision with respect to all other persons and all other circumstances, remain valid and enforceable.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a Supermajority Vote of the Governing Board in an open meeting on this 9th day of February, 2024.

Signed in authentication thereof on this 9th day of February, 2024.

NORTH EAST KING COUNTY
REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY

By 
Chair, NORCOM Governing Board

Attest: 

EXHIBIT A

AMENDMENT TO INTERLOCAL AGREEMENT

(attached)

**AMENDMENT TO
NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT**

This AMENDMENT TO NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Amendment”) dated this 9th day of February, 2024, amends that certain NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT, dated October 17, 2007, as previously amended (the “Interlocal Agreement”).

W I T N E S S E T H

WHEREAS, the Northeast King County Regional Public Safety Communications Agency (“NORCOM”) is a consolidated public safety communications agency formed by and serving as an instrumentality of its member public agencies (the “Principals”) pursuant to chapters 39.34 and 24.06 of the Revised Code of Washington (“RCW”) and the Interlocal Agreement; and

WHEREAS, pursuant to Sections 6 and 20 of the Interlocal Agreement, the NORCOM Governing Board (the “Governing Board”) by Supermajority Vote (as defined in the Interlocal Agreement) has authority to amend certain provisions of the Interlocal Agreement; and

WHEREAS, Section 8 of the Interlocal Agreement requires the Governing Board to convene a Principals Assembly (as defined in the Interlocal Agreement) annually each April; and

WHEREAS, the Governing Board has regular meetings that are open to representatives of each Principal that otherwise accomplish the goals of the Principals Assembly; and

WHEREAS, the Governing Board now desires to amend the Interlocal Agreement to discontinue the Principals Assembly as set forth herein;

NOW, THEREFORE, in consideration of the foregoing premises the Interlocal Agreement is amended as follows:

AGREEMENTS

Section 1.01. Definitions. Except as otherwise provided in this Section 1.01, all words and phrases not otherwise defined herein shall have the meanings given to them in the Interlocal Agreement.

The following definition provided for in Section 3(o) of the Interlocal Agreement is hereby amended as follows (additions are double underlined and deletions are stricken):

- o. Principals Assembly. The “Principals Assembly” is the ~~annual~~ meeting of representatives from the legislative bodies of each Principal as described in Section 8.

Section 1.02. Amendment to Interlocal Agreement.

(a) Section 6(j) (Officers) of the Interlocal Agreement is hereby amended as follows (additions are double underlined and deletions are stricken):

j. Officers. The Governing Board shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of the Governing Board. The Vice-Chair shall assume this role in absence of the Chair. At the first meeting of the Governing Board, the officers shall be elected by Simple Majority Vote of the Members, and shall serve until the date of the first principals assembly ~~Principals Assembly~~. Annually thereafter, at the January regular meeting or the next regular meeting thereafter, ~~Principals Assembly~~ the Vice Chair shall assume the role of Chair and the Governing Board shall elect a new Vice-Chair by Simple Majority Vote. In the event of a vacancy in the Chair position, the Vice-Chair shall assume the Chair for the balance of the term of the departed Chair. In the event of a vacancy in the Vice-Chair position, the Governing Board shall by Simple Majority Vote elect a new Vice-Chair to serve to the balance of the term of the departed Vice-Chair. An officer elected to fill the unexpired term of his or her predecessor shall not be precluded from serving a full annual term of office following the end of such unexpired term. Any officer appointed by the Board may be removed by Simple Majority Vote of the Board upon 30 days' written notice, with or without cause, in which event the Board shall promptly elect a new officer who shall serve until the next January regular meeting or the next regular meeting thereafter~~Principals Assembly~~. The Board may appoint persons to serve as Secretary and Treasurer of NORCOM, provided that such persons shall not be Members of the Governing Board.

(b) Section 8 (Principals Assembly) of the Interlocal Agreement is hereby amended as follows (additions are double underlined and deletions are stricken):

SECTION 8. PRINCIPALS ASSEMBLY. The Governing Board may convene, from time to time and as determined to be necessary, a Principals Assembly. In the event that the Governing Board determines to convene a Principals Assembly, the following Section 8 shall apply. 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 Principals 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 Principals 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 Principals 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 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.~~

(c) Section 12(b) (Budget Policy Direction) of the Interlocal Agreement is hereby amended as follows (additions are double underlined and deletions are stricken):

b. Budget Policy Direction. The Executive Director shall present a proposed outline of the policy approach to the budget for the upcoming budget to the Joint Operating Board by February 1 for its review and recommendation. By March 15, the Joint Operating Board shall transmit its proposed budget policy to all Principals. As ~~provided in Section 8, the representatives at the Principals Assembly shall provide review and comment on the Joint Operating Board proposed budget policy, and the Assembly's input shall be reported to the Governing Board by May 1.~~ The Governing Board shall adopt a budget policy for the upcoming budget by June 1.

Section 1.03. Ratification and Confirmation. All other terms and conditions of the Interlocal Agreement are hereby ratified and confirmed.

Section 1.04. Effective Date. The amendment set forth herein shall be effective after approved by an affirmative Supermajority Vote of the Governing Board, as provided in the Interlocal Agreement.

[remainder of page intentionally left blank; execution page follows]

Dated: February 9,, 2024.

NORTH EAST KING COUNTY
REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY

By 
Chair, NORCOM Governing Board



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/08/2024
Subject: March 2024 IT Newsletter

Executive Summary:

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

Background:

The Newsletters 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:

None

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

March IT Newsletter



Information Technology Updates

From: Katy Myers, DDofA

March 2024

Radio

PSERN to CAD Interface

Quote received by Motorola didn't meet PSERN needs so Motorola is reviewing it.

Alpha-Numeric Paging

Contract for equipment purchase and installation pending approval by SNO911 Board.

Telephone Systems

911 Platform Replacement

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

Systems and Programs

CAD-to-CAD Interface

911 Operations gave go ahead, planning a joint meeting to discuss a few final decisions on the field side.

CAD Lite

911 Operations drafting policies and then will be ready to implement.

911 Console Replacement

Top candidate selected, design drafting to begin.

CAD Update

Recent Crew Force update delivered through device app stores. This version allows users to add/edit/remove personnel.

Continuing to plan for CAD Upgrade in Oct '24

FirstWatch Interface

Interface installed and is being monitored. Work is beginning on rebuilding report triggers.

Security as a Service

Vendor installation complete, go live was 3/1/2024. NORCOM IT working through items found in the initial network scan.

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.

Last Month: 6 surveys were returned

- Better than expected – 12
- As expected – 12

Service Requests

251 Inbound tickets
245 Completed tickets

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

IT Service Desk

