



## AGENDA

NORCOM Governing Board

June 14, 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 May 10, 2024
  - B. AP Reports May 2024
5. For Board Decision
  - A. 2025 Budget Update
6. Newsletter
  - A. June IT & June/July Dispatch Newsletters
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;*
8. Other Business
9. Adjournment

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



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 06/14/2024  
Subject: Governing Board Meeting Minutes May 10, 2024

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### **Executive Summary:**

The May 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

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## **Attachments**

GB Meeting Minutes 051024



**Meeting Minutes**  
**NORCOM Governing Board**  
**May 10, 2024**

**MEMBERS**

|                 |   |
|-----------------|---|
| Mark Anderson   | City of Bellevue                          |
| Toni Call       | City of Bothell (Vice-Chair)              |
| Kyle Kolling    | City of Clyde Hill                        |
| Julie Underwood | City of Kirkland                          |
| Jeff Sass       | City of Medina                            |
| Ed Holmes       | City of Mercer Island                     |
| Mike Bailey     | City of Snoqualmie                        |
| Ben Lane        | Eastside/Woodinville/Duvall Fire & Rescue |
| Adrian Sheppard | Redmond Fire Department                   |
| Brian Culp      | Fire District #27 (Chair)                 |

**ABSENT**

|               |                                      |
|---------------|--------------------------------------|
| Mike Harden   | City of Lake Forest Park             |
| Dan Yourkoski | City of Normandy Park                |
| Mike Bailey   | City of Snoqualmie                   |
| Matt Cowan    | Shoreline/Northshore Fire Department |
| James Knisley | Skykomish Fire District #50          |
| Jay Wiseman   | Snoqualmie Pass Fire                 |

**NORCOM ATTORNEY**

|                |                    |
|----------------|--------------------|
| Deanna Gregory | Pacifica Law Group |
|----------------|--------------------|

**NORCOM TREASURER**

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

**GUESTS**

|                     |         |
|---------------------|---------|
| Christopher Drucker | KC EMS  |
| Jami Hoppen         | KC E911 |

**NORCOM STAFF**

|                 |   |
|-----------------|---|
| Bill Hamilton   | Executive Director                      |
| 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        |
| Andrew Johnson  | Service Desk & Applications Supervisor  |
| Sean Goehner    | Systems Engineer                        |
| Zeb Middleton   | Senior Systems Engineer                 |



**Meeting Minutes  
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May 10, 2024**

**ABSENT**

Roky Louie

Deputy Director Operations

○ **Call to Order**

Chief Brian Culp, Governing Board Chair, called the meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format, allowing the public to participate in person, telephonically, or by video remote access.

○ **Roll Call**

Chief Culp requested a roll call of present Governing Board members. Ben Webb, Public Records & QA Specialist, reported there was a quorum.

○ **Open Communications from the Public**

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

○ **Consent Agenda**

- **Governing Board Meeting Minutes April 12, 2024**
- **Accounts Payable Report April**

There was no discussion on any consent agenda items.

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

Motion carried.



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○ **Board Briefing**

● **Strategic Plan Scoping Subcommittee**

Director Hamilton introduced the topic of a subcommittee as a follow up from the discussion at the April 12, 2024 meeting in which the topic of creating a strategic plan scoping subcommittee was discussed. NORCOM staff is looking for direction and composition of the subcommittee. Director Hamilton stated that the committee would need to be less than a quorum for the General Governing Board meetings, which is eight. NORCOM's attorney Deanna Gregory stated that the ILA allows decisions to be made at the Board level. Joint Ops being utilized was mentioned. A basic timeline was provided and it was decided that the subcommittee would consist of seven members Deputy City Manager Julie Underwood, Deputy City Manager Toni Call, Chief Kyle Kolling, Chief Adrian Sheppard, a member of NORCOM finance department, Operations department & Administrative department.

○ **Board Decision**

● **2025 Budget Discussion – Additional FTE considerations and associated budgetary impacts**

An in-depth overview of the two positions NORCOM is seeking in the 2025 Budget and the importance of both positions being filled was presented. Director Hamilton spoke regarding the training assistant position, stating he feels strongly that the training position is necessary as the current Training Coordinator job duties are more than a one-person job, and it would be a benefit to staffing not to have to pull someone off the floor to train. Chief Lane asked if combining training with other PSAPs would be possible to help with the workload. Human Resource Manager Cayton stated that is something that will have to be explored. Director Hamilton stated we would look into that as an option and bring the findings back to the Board. Deputy Director Myers explained the importance of the IT position, stating that we lost our locution support person. In 2021, the IT positions were refocused to serve NORCOM better, but there is still more work than the current staff can handle, which causes staff to be taxed and demoralized. Chief Lane asked if focusing internally instead of providing IT services externally would benefit NORCOM and asked if we were to bring the person from Shoreline back,



**Meeting Minutes**  
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would this be enough staff? Chief Holmes commented that this is a topic that would be good for the strategic plan scoping subcommittee to research. Deputy Director Myers went over how this affects the budget and how the fees are calculated. Deputy City Manager Underwood asked if the finance committee approved or had suggestions. Deputy Director Myers stated that the finance committee has not provided recommendations. The Board would like to hear the committee's opinion. NORCOM staff will ask the finance committee for their recommendation and bring it back to the Board. Chief Holmes asked if these two positions requested are filled will NORCOM be where it needs to be, or will there be additional requests next year? Deputy City Manager Julie Underwood asked staff to identify and report back on any overtime savings opportunities that might be derived from adding the Training FTE. Director Hamilton stated that due to agency fee impacts, staff intentionally spread the additional IT staffing requests over two budget cycles (2024 and 2025). He also affirmed that should the Board approve these two additional positions, this would adequately address the current staffing needs and does not anticipate a request for additional staffing unless the strategic plan dictates otherwise.

o **Executive Session**

An Executive Session was held to discuss a confidential matter.

The Executive Session began at 10:12 with a request for 15 minutes; at 10:27, a request for 5 additional minutes was made. Executive Session ended at 10:30.

There were no actions taken or decisions made.

The General Governing Board Meeting resumed at 10:32.

o **Other Business**

Chief Holmes is retiring in June. This is his last meeting as a NORCOM Governing Board member. Chief Holmes has been a part of NORCOM since the beginning. He was presented with a plaque in honor of his retirement and continued support for NORCOM.

Fire Liaison Cory James shared two events with Redmond Fire where TCPR was performed, along with citizens performing CPR, resulting in both people surviving. The events allowed all parties involved to meet each other and the person whose life was saved.



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o **Adjournment**

Chief Culp adjourned the meeting at 10:41.

The next Governing Board meeting is scheduled for June 14, 2024.

Approved by:

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Chair

Attest:

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Secretary



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 06/14/2024  
Subject: AP Reports May 2024

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### 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

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## Attachments

AP Reports May 2024

NORCOM

ACTIVITY MAY 1, 2024 THROUGH MAY 31, 2024

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,399,148.41

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.

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Michael Olson, Treasurer

Date

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

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Governing Board Chair

Date

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Governing Board Vice Chair

Date

**501- Operating**

For Period Ending May 31, 2024

|                                   | 2024 Budget       | May Activity  | 2024 Collected to Date | % collected |
|-----------------------------------|-------------------|---------------|------------------------|-------------|
| Agency Revenue                    | 15,191,029        | -             | \$ 7,595,333           | 50%         |
| Agency Reimbursements             | 200,000           | 19,225        | \$ 98,425              | 49%         |
| Grants/Intergovernmental/Interest | 285,000           | -             | \$ 50,653              | 18%         |
| <b>Total</b>                      | <b>15,676,029</b> | <b>19,225</b> | <b>7,744,411</b>       | <b>49%</b>  |
| Transfers In                      | 1,500,000         | 246,130       | \$ 921,130             | 61%         |
| Revenues + Transfers              | 17,176,029        | 265,355.46    | 8,665,541              | 50%         |

**Expenses**

|                                      | 2024 Budget       | May Activity     | 2024 Spending to Date | % used     | Remaining Balance |
|--------------------------------------|-------------------|------------------|-----------------------|------------|-------------------|
| Salaries & Wages - Regular           | 9,176,291         | \$ 642,848       | \$ 3,095,827          | 34%        | 6,080,464         |
| Salaries & Wages - Overtime          | 433,954           | \$ 59,906        | \$ 358,477            | 83%        | 75,478            |
| Professional Reimbursements          | 4,200             | \$ 323           | \$ 1,615              | 38%        | 2,585             |
| Medical                              | 1,389,242         | \$ 104,777       | \$ 520,199            | 37%        | 869,043           |
| HSA Contributions                    | 30,515            | \$ 2,748         | \$ 10,595             | 35%        | 19,920            |
| Dental                               | 102,950           | \$ 7,689         | \$ 37,599             | 37%        | 65,350            |
| Vision                               | 13,789            | \$ 1,012         | \$ 5,050              | 37%        | 8,739             |
| Long-Term Care                       | 7,184             | \$ 531           | \$ 2,798              | 39%        | 4,386             |
| FSA Fees                             | 2,955             | \$ 100           | \$ 500                | 17%        | 2,455             |
| Medicare                             | 142,449           | \$ 9,434         | \$ 46,613             | 33%        | 95,836            |
| MEBT                                 | 580,026           | \$ 43,259        | \$ 213,326            | 37%        | 366,700           |
| PERS                                 | 975,516           | \$ 66,103        | \$ 325,442            | 33%        | 650,074           |
| Washington FMLA                      | 22,412            | \$ 1,491         | \$ 7,360              | 33%        | 15,052            |
| Unemployment                         | 101,920           | \$ 7,151         | \$ 36,569             | 36%        | 65,351            |
| Workers Comp                         | 45,977            | \$ 2,203         | \$ 11,098             | 24%        | 34,879            |
| <b>Total Personnel</b>               | <b>13,029,380</b> | <b>949,574</b>   | <b>4,673,068</b>      | <b>36%</b> | <b>8,356,312</b>  |
| Advertising                          | 22,500            | \$ 618           | \$ 2,659              | 12%        | 19,841            |
| Bank Fees                            | 50                | \$ -             | \$ -                  | 0%         | 50                |
| Cellular,Pager & Radio Svcs          | 27,332            | \$ 358           | \$ 7,375              | 27%        | 19,957            |
| Computer Hardware-Non Capital        | 13,028            | \$ -             | \$ 582                | 4%         | 12,446            |
| Consumable Goods                     | 17,560            | \$ 2,228         | \$ 5,999              | 34%        | 11,561            |
| Dues & Memberships                   | 13,304            | \$ -             | \$ 10,275             | 77%        | 3,029             |
| Equipment Leases                     | 25,580            | \$ 2,158         | \$ 10,069             | 39%        | 15,511            |
| Facility Lease                       | 801,874           | \$ -             | \$ 337,307            | 42%        | 464,567           |
| Financial Audit                      | 42,270            | \$ -             | \$ -                  | 0%         | 42,270            |
| Hosted Services                      | 228,023           | \$ 994           | \$ 167,878            | 74%        | 60,145            |
| HR Services                          | 88,092            | \$ 10,016        | \$ 45,811             | 52%        | 42,282            |
| Insurance                            | 135,500           | \$ -             | \$ 135,354            | 100%       | 146               |
| Legal Services                       | 133,350           | \$ 2,202         | \$ 17,102             | 13%        | 116,248           |
| Local Travel/Training/ Mileage       | 6,900             | \$ 53            | \$ 612                | 9%         | 6,288             |
| Network Service                      | 49,749            | \$ 2,337         | \$ 13,666             | 27%        | 36,083            |
| Office Furniture                     | 15,575            | \$ -             | \$ 1,155              | 7%         | 14,420            |
| Office Supplies                      | 6,500             | \$ 715           | \$ 2,055              | 32%        | 4,445             |
| Operating Supplies                   | 5,100             | \$ 588           | \$ 1,146              | 22%        | 3,954             |
| Parking Lease                        | 31,200            | \$ 2,651         | \$ 12,169             | 39%        | 19,031            |
| Payroll Services                     | 17,010            | \$ 1,238         | \$ 6,908              | 41%        | 10,102            |
| Postage                              | 1,000             | \$ 125           | \$ 261                | 26%        | 739               |
| Printing                             | 2,000             | \$ 416           | \$ 865                | 43%        | 1,135             |
| Professional Services                | 137,040           | \$ 4,496         | \$ 7,192              | 5%         | 129,848           |
| R&M - Network Equipment              | 442,892           | \$ -             | \$ 90,041             | 20%        | 352,851           |
| R&M - Office Equipment               | 2,500             | \$ -             | \$ -                  | 0%         | 2,500             |
| R&M - Software Maintenance           | 989,438           | \$ 3,371         | \$ 405,263            | 41%        | 584,175           |
| Radio Site Lease                     | 60,301            | \$ -             | \$ 1,782              | 3%         | 58,519            |
| Recruitment Supplies                 | 2,000             | \$ -             | \$ -                  | 0%         | 2,000             |
| Small Tools & Minor Equipment        | 10,500            | \$ 114           | \$ 1,375              | 13%        | 9,125             |
| Software/Licensing                   | 99,106            | \$ 144           | \$ 21,137             | 21%        | 77,969            |
| Telephone Services                   | 40,180            | \$ 2,929         | \$ 13,063             | 33%        | 27,117            |
| Training/Conf Registrations          | 35,935            | \$ -             | \$ 1,456              | 4%         | 34,479            |
| Training/Conf Registrations/ Travel  | 27,138            | \$ 894           | \$ 5,749              | 21%        | 21,389            |
| Transfers Out                        | 1,553,945         | \$ 246,130       | \$ 246,130            | 16%        | 1,307,815         |
| <b>Total Supplies &amp; Services</b> | <b>5,084,473</b>  | <b>284,776</b>   | <b>1,572,434</b>      | <b>31%</b> | <b>3,512,039</b>  |
| <b>GRAND TOTAL</b>                   | <b>18,113,853</b> | <b>1,234,350</b> | <b>6,245,503</b>      | <b>34%</b> | <b>11,868,351</b> |

**502- Capital Projects**

|                             | 2024 Budget      | May Activity | 2024 Spending to Date | % used      | Remaining Balance |
|-----------------------------|------------------|--------------|-----------------------|-------------|-------------------|
| Alpha Numeric Paging        | 913,423          | \$ -         | \$ 28,937             | 3%          | 884,486           |
| Console Replacement Project | 714,000          | \$ -         | \$ 1,671              | 0%          | 712,329           |
| CAD Radio Interface         | 200,000          | \$ 3,023     | \$ 3,023              | 2%          | 196,978           |
| CAD to NICE                 | 35,000           | \$ -         | \$ -                  | 0%          | 35,000            |
| <b>Total</b>                | <b>1,862,423</b> | <b>3,023</b> | <b>33,631</b>         | <b>1.8%</b> | <b>1,828,792</b>  |

**503- Equipment Replacement:**

|                          | 2024 Budget    | May Activity | 2024 Spending to Date | % used       | Remaining Balance |
|--------------------------|----------------|--------------|-----------------------|--------------|-------------------|
| Desktops/Laptops/Phones  | 30,850         | \$ 3,857     | \$ 15,108             | 49%          | 15,742            |
| Network Costs            | 75,000         | \$ -         | \$ 46,737             | 62%          | 28,263            |
| Routers/Servers          | 131,379        | \$ -         | \$ 43,882             | 33%          | 87,497            |
| Switches & Access Points | 33,250         | \$ -         | \$ -                  | 0%           | 33,250            |
| <b>Total</b>             | <b>270,479</b> | <b>3,857</b> | <b>105,727</b>        | <b>39.1%</b> | <b>164,752</b>    |

**505-E 911 Escrow**

|                     | 2024 Budget      | May Activity | Collected to Date | % collected |
|---------------------|------------------|--------------|-------------------|-------------|
| Revenues:           |                  |              |                   |             |
| E-911 Escrow        | 1,520,055        | -            | \$ 556,137        | 37%         |
| Investment Interest | -                | -            | \$ 6,958          |             |
| <b>Total</b>        | <b>1,520,055</b> | <b>-</b>     | <b>563,094</b>    | <b>37%</b>  |

**Expenditures:**

|               | 2024 Budget | May Activity | 2024 Spending to Date | % used | Remaining Balance |
|---------------|-------------|--------------|-----------------------|--------|-------------------|
| Transfers Out | 1,500,000   | \$ 246,130   | \$ 675,000            | 45%    | 825,000           |

**NORCOM Financial Summary**  
For Period Ending May 31, 2024

|  | 2024 Adopted<br>Budget | Actual              | Percent of<br>Budget |
|--|------------------------|---------------------|----------------------|
| <b>501 - Operating Fund</b>                |                        |                     |                      |
| 2024 Beginning Fund Balance                | 746,633                | 743,633             |                      |
| Agency Revenue                             | \$ 15,191,029          | \$ 7,595,333        | 50.00%               |
| Other Revenue                              | \$ 485,000             | \$ 149,079          | 30.74%               |
| Transfers In                               | \$ 1,500,000           | \$ 921,130          | 61.41%               |
| Revenue Collected                          | 17,176,029             | 8,665,541           | 50.45%               |
| Total Resources                            | 17,922,662             | 9,409,174           |                      |
| Personnel Expenditures                     | \$ 12,928,930          | \$ 4,673,068        | 36.14%               |
| Operating Expenditures                     | \$ 3,400,787           | \$ 1,572,434        | 46.24%               |
| Transfers Out                              | \$ 1,553,945           | \$ 246,130          | 15.84%               |
| Total Expenditures                         | 17,883,662             | 6,491,633           | 36.30%               |
| <b>Available Fund Balance</b>              | <b>\$39,000</b>        | <b>\$ 2,917,542</b> |                      |
| <b>502 - Capital Projects Fund</b>         |                        |                     |                      |
| 2024 Beginning Fund Balance                | 51,206                 | \$ 51,206           |                      |
| Agency Revenue                             | -                      | \$ 0                | 0.00%                |
| Investment Interest                        | -                      | -                   | 0.00%                |
| Non-Operating Revenue                      | -                      | -                   | 0.00%                |
| Transfers In                               | 660,000                | -                   | 0.00%                |
| Revenue Collected                          | 660,000                | -                   | 0.00%                |
| Total Resources                            | 711,206                | 51,206              |                      |
| Expenditures                               | \$ 1,862,423           | \$ 33,631           | 1.81%                |
| Transfers Out                              | \$ -                   | \$ -                | 0.00%                |
| Total Expenditures                         | 1,862,423              | 33,631              | 1.81%                |
| <b>Available Fund Balance</b>              | <b>-\$1,151,217</b>    | <b>\$17,575</b>     |                      |
| <b>503 - Equipment Replacement Reserve</b> |                        |                     |                      |
| 2024 Beginning Fund Balance                | 151,470                | \$ 151,470          |                      |
| Investment Interest                        | -                      | -                   | 0.00%                |
| Non-Operating Revenue                      | -                      | -                   | 0.00%                |
| Transfers In                               | 246,130                | -                   | 0.00%                |
| Revenue Collected                          | 246,130                | -                   | 0.00%                |
| Total Resources                            | 397,600                | 151,470             |                      |
| Expenditures                               | \$ 270,479             | \$ 105,727          | 39.09%               |
| Transfers Out                              | \$ -                   | \$ -                | 0.00%                |
| Total Expenditures                         | 270,479                | 105,727             | 39.09%               |
| <b>Available Fund Balance</b>              | <b>\$127,121</b>       | <b>\$45,743</b>     |                      |

|   | 2024 Adopted<br>Budget | Actual           | Percent of<br>Budget |
|---|------------------------|------------------|----------------------|
| <b>504 - Operating Expense Reserve</b>  |                        |                  |                      |
| 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%                |
| <b>Available Fund Balance</b>           | <b>\$200,751</b>       | <b>\$160,751</b> |                      |
| <b>505 - E-911 Escrow Trust</b>         |                        |                  |                      |
| 2024 Beginning Fund Balance             | \$ 170,532             | \$ 170,532       |                      |
| Operating Revenue                       | \$ 1,600,000           | \$ 556,137       | 34.76%               |
| Investment Interest                     | -                      | 6,958            | 0.00%                |
| Revenue Collected                       | 1,600,000              | 563,094          | 35.19%               |
| Total Resources                         | 1,770,532              | 733,626          |                      |
| Expenditures                            | -                      | -                | 0.00%                |
| Transfers Out                           | 1,600,000              | 675,000          | 42.19%               |
| Total Expenditures                      | 1,600,000              | 675,000          | 42.19%               |
| <b>Available Fund Balance</b>           | <b>\$170,532</b>       | <b>\$58,626</b>  |                      |
| <b>506 - Rate Stabilization Reserve</b> |                        |                  |                      |
| 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%                |
| <b>Available Fund Balance</b>           | <b>\$1,114,855</b>     | <b>\$507,041</b> |                      |

# Accounts Payable

## Checks by Date - Detail by Check Date

User: Cbarcus@norcom.org  
 Printed: 5/31/2024 1:07 PM



| Check No                                 | Vendor No<br>Invoice No | Vendor Name<br>Description               | Check Date<br>Reference | Check Amount |
|--|-------------------------|--|-------------------------|--------------|
| ACH                                      | 120                     | ADP                                      | 05/02/2024              |              |
|  | PPE04282024             | Accrued Wages PPE 04282024               |                         | 235,598.22   |
|  | PPE04282024             | Accrued Employment & WACares PPE 0428202 |                         | 4,478.84     |
|  | PPE04282024             | Garnishments Payable PPE 04282024        |                         | 557.08       |
|  | PPE04282024             | Medicare Payable PPE 04282024            |                         | 9,355.53     |
|  | PPE04282024             | Federal Taxes Payable PPE 04282024       |                         | 37,026.52    |
|  | PPE04282024             | FMLA Taxes Payable PPE 04282024          |                         | 2,588.27     |
| Total for this ACH Check for Vendor 120: |                         |  |                         | 289,604.46   |
| ACH                                      | 131                     | HEALTH EQUITY                            | 05/02/2024              |              |
|  | PPE04282024             | HSA Contributions PPE 04282024           |                         | 1,961.95     |
| Total for this ACH Check for Vendor 131: |                         |  |                         | 1,961.95     |
| ACH                                      | 132                     | WILMINGTON TRUST                         | 05/02/2024              |              |
|  | PPE04282024             | MEBT Contributions PPE 04282024          |                         | 42,188.64    |
| Total for this ACH Check for Vendor 132: |                         |  |                         | 42,188.64    |
| ACH                                      | 133                     | DEPT OF RETIREMENT SYSTEMS               | 05/02/2024              |              |
|  | PPE04282024             | PERS Contributions PPE 04282024          |                         | 54,035.62    |
|  | PPE04282024             | DRS DCP Contributions PPE 04282024       |                         | 386.68       |
| Total for this ACH Check for Vendor 133: |                         |  |                         | 54,422.30    |
| ACH                                      | 785                     | NAVIA BENEFITS SOLUTIONS                 | 05/02/2024              |              |
|  | 04302024                | FSA Disbursement - 04302024              |                         | 15.00        |
|  | 10852138                | Monthly Admin Fee - April 2024           |                         | 100.00       |
| Total for this ACH Check for Vendor 785: |                         |  |                         | 115.00       |
| ACH                                      | 801                     | JACOB PERRIGO                            | 05/02/2024              |              |
|  | PPE04282024             | Physical Check - PPE 04282024            |                         | 2,813.86     |
| Total for this ACH Check for Vendor 801: |                         |  |                         | 2,813.86     |
| ACH                                      | 802                     | ARIEL SIHARATH                           | 05/02/2024              |              |
|  | PPE04282024             | Physical Check - PPE 04282024            |                         | 818.64       |
| Total for this ACH Check for Vendor 802: |                         |  |                         | 818.64       |
| ACH                                      | 803                     | DANIEL MEREDITH                          | 05/02/2024              |              |
|  | PPE04282024             | Physical Check - PPE 04282024            |                         | 1,071.75     |
| Total for this ACH Check for Vendor 803: |                         |  |                         | 1,071.75     |
| ACH                                      | 804                     | KIALANI RULE                             | 05/02/2024              |              |
|  | PPE04282024             | Physical Check - PPE 04282024            |                         | 812.70       |
| Total for this ACH Check for Vendor 804: |                         |  |                         | 812.70       |

| Check No                                 | Vendor No<br>Invoice No     | Vendor Name<br>Description  | Check Date<br>Reference | Check Amount      |
|--|-----------------------------|---|-------------------------|-------------------|
| ACH                                      | 805<br>PPE04282024          | STEPHANIE SKENANDORE<br>Physical Check - PPE 04282024   | 05/02/2024              | 974.51            |
| Total for this ACH Check for Vendor 805: |                             |   |                         | 974.51            |
| ACH                                      | 806<br>PPE04282024          | ALEXANDER KITELINGER<br>Physical Check - PPE 04282024   | 05/02/2024              | 1,067.98          |
| Total for this ACH Check for Vendor 806: |                             |   |                         | 1,067.98          |
| 20914                                    | 675<br>PPE04282024          | ICMA-RC VANTAGEPOINT TRANSFER<br>ICMA 457 Contributions PPE 04282024                                      | 05/02/2024              | 6,581.16          |
| Total for Check Number 20914:            |                             |   |                         | 6,581.16          |
| 20915                                    | 569<br>MAY2024              | NORCOM ASSOCIATED GUILD<br>NAG Dues - May 2024  | 05/02/2024              | 1,517.00          |
| Total for Check Number 20915:            |                             |   |                         | 1,517.00          |
| 20916                                    | 673<br>MAY2024              | PUBLIC SAFETY EMPLOYEES UNION<br>PSEU Dues - May 2024   | 05/02/2024              | 759.48            |
| Total for Check Number 20916:            |                             |   |                         | 759.48            |
| Total for 5/2/2024:                      |                             |   |                         | 404,709.43        |
| ACH                                      | 120<br>660194019            | ADP<br>Workforce Now Payroll Solution Bundle PPE 04   | 05/10/2024              | 518.96            |
| Total for this ACH Check for Vendor 120: |                             |   |                         | 518.96            |
| ACH                                      | 785<br>05072024<br>10856593 | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 05072024<br>Refundable Funding Deposit - Coverage 1.1.24 - | 05/10/2024              | 15.00<br>1,000.00 |
| Total for this ACH Check for Vendor 785: |                             |   |                         | 1,015.00          |
| 20917                                    | 482<br>INV-15694            | 3R TECHNOLOGY<br>Sorting & Shredding Fee  | 05/10/2024              | 380.05            |
| Total for Check Number 20917:            |                             |   |                         | 380.05            |
| 20918                                    | 718<br>10896807             | ACCESS CORP<br>Shredding Services - April   | 05/10/2024              | 181.24            |
| Total for Check Number 20918:            |                             |   |                         | 181.24            |
| 20919                                    | 364<br>04272024             | AT&T<br>Cellular Services ACCT# 7817  | 05/10/2024              | 172.66            |
| Total for Check Number 20919:            |                             |   |                         | 172.66            |
| 20920                                    | 3<br>04282024               | AT&T MOBILITY<br>Cellular Services ACCT# 6980   | 05/10/2024              | 148.43            |
| Total for Check Number 20920:            |                             |   |                         | 148.43            |
| 20921                                    | 710<br>INV020783            | BRCK INC<br>Telephone Services ACCT# S00166571  | 05/10/2024              | 667.55            |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                     | Check Date<br>Reference       | Check Amount |
|----------|-------------------------|--|-------------------------------|--------------|
|          |                         |  | Total for Check Number 20921: | 667.55       |
| 20922    | 11                      | CITY OF BELLEVUE                               | 05/10/2024                    |              |
|          | 49291                   | Monthly Parking Spaces - June                  |                               | 502.12       |
|          | 49291                   | Monthly Parking Spaces - June                  |                               | 1,332.15     |
|          | 49292                   | Fiber Usage Rental Fee - June                  |                               | 477.00       |
|          |                         |  | Total for Check Number 20922: | 2,311.27     |
| 20924    | 447                     | FIRST CHOICE COFFEE SERVICES                   | 05/10/2024                    |              |
|          | 417678                  | Ice Machine Rental - May                       |                               | 121.33       |
|          |                         |  | Total for Check Number 20924: | 121.33       |
| 20925    | 773                     | FRONTLINE PUBLIC SAFETY SOLUTIO                | 05/10/2024                    |              |
|          | FL26567                 | Cloud-Based Professional Standards Tracker 5.1 |                               | 3,300.00     |
|          |                         |  | Total for Check Number 20925: | 3,300.00     |
| 20926    | 586                     | MEYDENBAUER CENTER                             | 05/10/2024                    |              |
|          | 2024-05                 | Construction Employee Parking - May            |                               | 1,950.00     |
|          |                         |  | Total for Check Number 20926: | 1,950.00     |
| 20927    | 331                     | ZEB MIDDLETON                                  | 05/10/2024                    |              |
|          | 05022024                | Mileage Reimbursement - April                  |                               | 53.47        |
|          |                         |  | Total for Check Number 20927: | 53.47        |
| 20928    | 728                     | MULTICARE CENTERS OF OCCUPATIC                 | 05/10/2024                    |              |
|          | 159523                  | Pre-Employment Physical Exam - 6X              |                               | 2,676.00     |
|          |                         |  | Total for Check Number 20928: | 2,676.00     |
| 20929    | 46                      | NATIONAL TESTING NETWORK                       | 05/10/2024                    |              |
|          | 15141                   | Background Investigations Services - 4X        |                               | 5,800.00     |
|          |                         |  | Total for Check Number 20929: | 5,800.00     |
| 20930    | 52                      | PACIFICA LAW GROUP                             | 05/10/2024                    |              |
|          | 89872                   | Legal Services - April                         |                               | 1,950.00     |
|          |                         |  | Total for Check Number 20930: | 1,950.00     |
| 20931    | 366                     | T MOBILE                                       | 05/10/2024                    |              |
|          | 04212024                | Cellular Services ACCT# 947208760              |                               | 37.40        |
|          |                         |  | Total for Check Number 20931: | 37.40        |
| 20932    | 800                     | LORA UELAND                                    | 05/10/2024                    |              |
|          | 04-2024                 | Review, Draft And Finalize Documents           |                               | 2,212.50     |
|          |                         |  | Total for Check Number 20932: | 2,212.50     |
|          |                         |  | Total for 5/10/2024:          | 23,495.86    |
| ACH      | 120                     | ADP  | 05/16/2024                    |              |
|          | PPE05122024             | Accrued Wages PPE05122024                      |                               | 243,905.73   |
|          | PPE05122024             | Accrued Employment & WACares PPE05122024       |                               | 4,571.03     |
|          | PPE05122024             | Medicare Payable PPE05122024                   |                               | 9,512.88     |



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                           | Check Date<br>Reference                  | Check Amount |
|----------|-------------------------|--|--|--------------|
|          | 04182024                | Dollar Tree - Colored Pencils & Coloring Books       |  | 28.95        |
|          | 04182024                | Safeway - Life Savers For New Hire Bags              |  | 2.50         |
|          | 04192024                | Office Depot - Tent Cards & Writing Pads             |  | 75.79        |
|          | 04192024                | Office Depot - Post-It Notes                         |  | 25.33        |
|          | 04212024                | Amazon - Note Pads, Post-Its & Index Cards           |  | 135.47       |
|          | 04212024                | Amazon - Life Savers For New Hire Bags               |  | 14.38        |
|          | 04222024                | Office Depot - Multi Color Printer Paper             |  | 19.82        |
|          | 04252024                | Panera Bread - Admin Professionals Day               |  | 96.75        |
|          | 04272024                | Primo Water Delivery                                 |  | 158.94       |
|          | 04292024                | Amazon - Liquid Dish Soap & Dishwasher Detergent     |  | 37.93        |
|          | 04292024                | Amazon - Printer Paper, Dry Erase Markers & Supplies |  | 250.53       |
|          | 04302024                | Indeed - Job Advertising                             |  | 551.02       |
|          | 04302024                | Copiers Northwest - 2023 Annual Report               |  | 366.97       |
|          | 04302024                | Copiers Northwest - Employee Poster LFPPD            |  | 49.37        |
|          | 05012024                | Michaels - TC Week Decoration                        |  | 6.61         |
|          | 05012024                | Indeed - Job Advertising                             |  | 66.70        |
|          | 05012024                | TC Week - Photo Winner Print                         |  | 3.32         |
|          | 05012024                | USPS - 2023 Annual Report Postage                    |  | 125.40       |
|          | 05022024                | Costco - Lysol, Kleenex, Feminine Products           |  | 96.42        |
|          | 05022024                | Traning Conference Hotel Fee                         |  | 873.99       |
|          | 05022024                | Amazon - Web Services April                          |  | 895.24       |
|          | 05022024                | Costco - Coffee                                      |  | 179.34       |
|          | 05022024                | Northwest Trophy - 2023 Annual Awards                |  | 110.20       |
|          | 05052024                | Amazon - Adaptor & Headphone                         |  | 48.46        |
|          | 05052024                | Amazon - Pens & Air Filter                           |  | 119.13       |
|          | 05082024                | SmartSign - Parking Plaquards                        |  | 370.27       |
|          | 05092024                | Nothing Bundt Cake - Governing Board Refresh         |  | 66.61        |
|          | 05092024                | Northwest Trophy - Chief Holmes Retirement Plaque    |  | 96.37        |
|          |                         |  | Total for Check Number 20934:            | 6,737.68     |
|          |                         |  | Total for 5/16/2024:                     | 419,849.36   |
| ACH      | 120                     | ADP  | 05/23/2024                               |              |
|          | 660702820               | Payroll Services And Workforce Now                   |  | 226.23       |
|          | 661392736               | Workforce Now Payroll Solution Bundle PPE 05         |  | 492.68       |
|          |                         |  | Total for this ACH Check for Vendor 120: | 718.91       |
| ACH      | 134                     | COLONIAL LIFE  | 05/23/2024                               |              |
|          | JUNE2024                | Supplemental Insurance Premiums - June 2024          |  | 1,279.95     |
|          |                         |  | Total for this ACH Check for Vendor 134: | 1,279.95     |
| ACH      | 140                     | RELIANCE STANDARD                                    | 05/23/2024                               |              |
|          | JUNE2024                | L/LTD Premiums Payable - June 2024                   |  | 1,706.60     |
|          |                         |  | Total for this ACH Check for Vendor 140: | 1,706.60     |
| ACH      | 327                     | ASSOCIATION OF WASHINGTON CITIZENS                   | 05/23/2024                               |              |
|          | JUNE2024                | Dental Premiums - June 2024                          |  | 8,577.44     |
|          | JUNE2024                | Medical Premiums - June 2024                         |  | 114,786.60   |
|          | JUNE2024                | Vision Premiums - June 2024                          |  | 1,111.64     |
|          |                         |  | Total for this ACH Check for Vendor 327: | 124,475.68   |
| ACH      | 67                      | DEPT OF REVENUE                                      | 05/23/2024                               |              |
|          | APRIL2024               | April Excise Tax 2024 - InnovaSafe                   |  | 70.70        |
|          | APRIL2024               | April Excise Tax 2024 - Meydenbayer Parking          |  | 196.95       |

| Check No                                | Vendor No<br>Invoice No                 | Vendor Name<br>Description   | Check Date<br>Reference | Check Amount               |
|---|---|--|-------------------------|----------------------------|
| Total for this ACH Check for Vendor 67: |   |  |                         | 267.65                     |
| 20935                                   | 6<br>RD49344<br>RD49344                 | CDW-GOVERNMENT INC<br>HP ElliteBook Laptop Docks<br>HP ElliteBook Laptop                                   | 05/23/2024              | 351.30<br>3,505.86         |
| Total for Check Number 20935:           |   |  |                         | 3,857.16                   |
| 20936                                   | 8<br>05102024                           | CENTURYLINK<br>Telephone Services ACCT# 356B   | 05/23/2024              | 895.76                     |
| Total for Check Number 20936:           |   |  |                         | 895.76                     |
| 20937                                   | 18<br>INV2824087                        | COPIERS NORTHWEST<br>Copier Lease - April 2024   | 05/23/2024              | 284.99                     |
| Total for Check Number 20937:           |   |  |                         | 284.99                     |
| 20938                                   | 761<br>1311                             | DEVBLOCK TECHNOLOGIES, INC<br>CADLite Installation And Service Aggreement -                                | 05/23/2024              | 3,022.50                   |
| Total for Check Number 20938:           |   |  |                         | 3,022.50                   |
| 20939                                   | 649<br>20240419<br>20240426<br>20240517 | EMILY GROVE-MAZUREK<br>Contract Services Payable<br>Contract Services Payable<br>Contract Services Payable | 05/23/2024              | 966.00<br>448.00<br>308.00 |
| Total for Check Number 20939:           |   |  |                         | 1,722.00                   |
| 20940                                   | 799<br>22466                            | KEATING, BUCKLIN & MCCORMACK,<br>Legal Services - Employment Consulting                                    | 05/23/2024              | 252.00                     |
| Total for Check Number 20940:           |   |  |                         | 252.00                     |
| 20941                                   | 252<br>11014661                         | KING COUNTY FINANCE<br>KCIT INET Other MISC SVC - April 2024   | 05/23/2024              | 1,860.00                   |
| Total for Check Number 20941:           |   |  |                         | 1,860.00                   |
| 20942                                   | 557<br>11280844                         | LANGUAGE LINE SERVICES<br>Over-The-Phone Interpretation - April 2024                                       | 05/23/2024              | 660.22                     |
| Total for Check Number 20942:           |   |  |                         | 660.22                     |
| 20943                                   | 711<br>2418                             | PETEK & ASSOCIATES<br>Pre-Employment Psychological Evaluation - 4X   | 05/23/2024              | 1,540.00                   |
| Total for Check Number 20943:           |   |  |                         | 1,540.00                   |
| 20944                                   | 630<br>44030                            | SITECRAFTING INC<br>Monthly Managed Web Hosting - Pantheon Platf   | 05/23/2024              | 99.00                      |
| Total for Check Number 20944:           |   |  |                         | 99.00                      |
| 20945                                   | 74<br>JUNE2024                          | UNUM<br>Long Term Care Insurnace Premiums - June 202   | 05/23/2024              | 771.50                     |
| Total for Check Number 20945:           |   |  |                         | 771.50                     |
| 20946                                   | 88<br>5029790780                        | WELLS FARGO FINANCIAL LEASING<br>Copier Lease - May 2024   | 05/23/2024              | 1,751.87                   |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference                  | Check Amount |
|----------|-------------------------|---|--|--------------|
|          |                         |   | Total for Check Number 20946:            | 1,751.87     |
| 20947    | 692                     | ZIPLY FIBER                                     | 05/23/2024                               |              |
|          | 04262024                | Telephone Services ACCT# 0215                   |  | 609.60       |
|          | 04282024                | Telephone Services ACCT# 6115                   |  | 95.37        |
|          |                         |   | Total for Check Number 20947:            | 704.97       |
|          |                         |   | Total for 5/23/2024:                     | 145,870.76   |
| ACH      | 133                     | DEPT OF RETIREMENT SYSTEMS                      | 05/31/2024                               |              |
|          | PPE05262024             | PERS Contributions PPE 05262024                 |  | 52,809.67    |
|          | PPE05262024             | DRS DCP Contributions PPE 05262024              |  | 393.78       |
|          |                         |   | Total for this ACH Check for Vendor 133: | 53,203.45    |
| ACH      | 120                     | ADP   | 05/31/2024                               |              |
|          | PPE 05262024            | Medicare Payable PPE 05262024                   |  | 9,370.46     |
|          | PPE 05262024            | Accrued Wages PPE 05262024                      |  | 247,186.12   |
|          | PPE 05262024            | Federal Taxes Payable PPE 05262024              |  | 37,821.00    |
|          | PPE 05262024            | Accrued Employment & WACares PPE 0526202        |  | 4,341.25     |
|          | PPE 05262024            | Garnishments Payable PPE 05262024               |  | 557.08       |
|          | PPE 05262024            | FMLA Taxes Payable PPE 05262024                 |  | 2,555.98     |
|          |                         |   | Total for this ACH Check for Vendor 120: | 301,831.89   |
| ACH      | 132                     | WILMINGTON TRUST                                | 05/31/2024                               |              |
|          | PPE 05262024            | MEBT Contributions PPE 05262024                 |  | 43,547.13    |
|          |                         |   | Total for this ACH Check for Vendor 132: | 43,547.13    |
| ACH      | 67                      | DEPT OF REVENUE                                 | 05/31/2024                               |              |
|          | APRIL2024               | Excise Tax Sales Tax Increase Adjustment - Apri |  | 0.70         |
|          | APRIL2024               | Excise Tax Sales Tax Increase Adjustment - Apri |  | 1.95         |
|          |                         |   | Total for this ACH Check for Vendor 67:  | 2.65         |
| ACH      | 785                     | NAVIA BENEFITS SOLUTIONS                        | 05/31/2024                               |              |
|          | 05282024                | FSA Disbursement 05.28.2024                     |  | 3.15         |
|          |                         |   | Total for this ACH Check for Vendor 785: | 3.15         |
| 20948    | 675                     | ICMA-RC VANTAGEPOINT TRANSFER                   | 05/31/2024                               |              |
|          | PPE 05262024            | IMCA 457 Contributions PPE 05262024             |  | 6,634.73     |
|          |                         |   | Total for Check Number 20948:            | 6,634.73     |
|          |                         |   | Total for 5/31/2024:                     | 405,223.00   |
|          |                         |   | Report Total (64 checks):                | 1,399,148.41 |



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 06/14/2024  
Subject: 2025 Budget Update

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### Executive Summary:

The 2025 budget development cycle is near completion. The 2025 budget policy, approved by the Governing board, sets the development, approval, and adoption calendar. Upcoming deadlines are:

- June 21 – Budget development complete
- June 27 – Preliminary budget and user fees transmitted to the Finance Committee
- July 12 – Budget and user fee updates complete, presented to the Governing Board
- August 9 – Approval of agency fees by the Governing Board (resolution)
- December 13 – Governing Board adopts the final budget (resolution)

Staff have requested the creation of two FTEs: a Training Assistant and a Network and Security Specialist. Analysis of overtime for the last three years and through Q1 of 2024 shows overtime costs to back fill for academy training range from \$34k to almost \$80k. Several factors impact annual costs for back fill – the number of new hires, the frequency of academies, the minimum floor staffing level, and the number of hours of OT created by the trainer being pulled off the floor for academy instruction.

To complete the budget development, staff requests Governing Board approval for scenarios A or B related to additional FTEs. The Finance Committee has been briefed throughout the budget development process and was asked to provide the Board with input into the decision.

Scenario A- Approves the creation of a Training Assistant FTE beginning in 2025.

Scenario B- Approves the creation of a Training Assistant FTE and a Network and Security Specialist FTE beginning in 2025.

Scenario C- Rejects adding one or both of the requested positions.

### Background:

At the April and May Governing Board Meeting, staff presented possible 2025 budget items for consideration. These included the creation of two new FTE positions:

- Training Assistant
- Network and Security Specialist.

During the May Governing Board meeting, the Board requested further information regarding overtime savings should a Training Assistant FTE be approved and asked for the NORCOM Finance Committee to provide input into the FTE requests.

**Past Board or Other Related Actions:**

N/A

**Policy and Strategic Implications:**

The Training Assistant position increases consistency and efficiencies. The position also decreases the need for back fill overtime and will reduce mandatory overtime. It will improve NORCOM's training outlook, prepare NORCOM for state certification expected to become effective Jan 1, 2025, and give professional development and opportunity for our communications training officers. The position will also be available to aid essential staffing as needed.

The Network and Security Specialist position will improve the workload balance in the IT department and allow high-level network and security employees to focus on more complex work. It will support on-time equipment updates and replacements, improve network security, ensure IT resources for internal and external projects, and allow IT staff to complete critical training and education.

**NORCOM Staff Recommendation:**

Consistent with the Finance Committee's direction, NORCOM Staff recommends approving the addition of both FTEs for 2025. However, understanding the impact on our user agencies and their annual fees, staff also recognizes an optional scenario that would approve the Training Assistant in 2025 and request the addition of a Network and Security Specialist in 2026.

**Staff Comments:**

N/A

**Options****Risks**

**Finance Committee Review:** Yes

The Finance Committee reviewed and discussed the 2025 budget and the two requested FTE positions at its last meeting. The committee supports scenario B, to add both new positions in the 2025 budget.

**Legal Review:** No

**Joint Operations Board Review:** No

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**Attachments**

2025 Budget Update

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# 2025 Budget Calendar

|              |   |
|--------------|---|
| June 21      | Budget Development Complete   |
| June 27      | Preliminary budget to Finance Committee   |
| July 12      | Budget and user fee updates complete, presented at the Board meeting  |
| August 8     | Proposed budget and fees transmitted to Governing Board   |
| August 9     | Public hearing & board approval of agency fees by Governing Board (resolution)  |
| September 13 | Participating agencies advised of budget and user fees<br>Approval by the legislative authorities of each participating or subscribing agency due |
| December 13  | Governing Board adopts the final budget, at the Board meeting (resolution)  |



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## Follow-Up Information

- Average training costs

| Year | # of new hires | # of OT hour to cover "training support" in Telestaff | Backfill Costs (Avg OT rate) |
|------|----------------|---|------------------------------|
| 2021 | 12             | 911   | \$49,786                     |
| 2022 | 18             | 1,417   | \$79,232                     |
| 2023 | 13             | 585   | \$34,390                     |
| 2024 | 11             | 229*  | \$56,127*                    |

\* Q1 numbers only

- Joint New Hire Training opportunities
- Finance Committee Input



Scenario A – 5.0% overall increase, adding 1 TC FTE

| 2025 User Fees            | Dispatch Law     | Data Radio       | Dispatch Fire    | Call Receiver    | 2024 Adopted Total | 2025 Total        | Increase/ (Decrease) | Percent Change |
|---------------------------|------------------|------------------|------------------|------------------|--------------------|-------------------|----------------------|----------------|
| Bellevue Police           | 1,644,234        | 708,412          |                  | 1,880,804        | 3,967,232          | 4,233,450         | 266,218              | 6.7%           |
| Bothell Police            | 611,255          | 196,054          |                  | 699,201          | 1,269,473          | 1,506,510         | 237,036              | 18.7%          |
| Clyde Hill Police         | 48,515           | 6,971            |                  | 55,495           | 93,036             | 110,980           | 17,944               | 19.3%          |
| Kirkland Police           | 1,105,911        | 344,374          |                  | 1,265,028        | 2,734,562          | 2,715,313         | (19,249)             | -0.7%          |
| Lake Forest Park          | 210,465          | 21,849           |                  | 240,747          | 460,562            | 473,061           | 12,499               | 2.7%           |
| Medina Police             | 42,481           | 1,457            |                  | 48,593           | 81,566             | 92,531            | 10,965               | 13.4%          |
| Mercer Island Police      | 308,941          | 33,605           |                  | 353,392          | 560,336            | 695,938           | 135,602              | 24.2%          |
| Normandy Park Police      | 55,006           | 29,548           |                  | 62,920           | 134,420            | 147,473           | 13,053               | 9.7%           |
| <b>Total Police</b>       | <b>4,026,807</b> | <b>1,342,269</b> | <b>-</b>         | <b>4,606,180</b> | <b>9,301,188</b>   | <b>9,975,256</b>  | <b>674,069</b>       | <b>7.2%</b>    |
| Bellevue Fire             |                  |                  | 1,019,983        | 582,648          | 1,588,400          | 1,602,631         | 14,231               | 0.9%           |
| Bothell Fire              |                  |                  | 317,976          | 181,639          | 497,571            | 499,615           | 2,044                | 0.4%           |
| Duvall Fire               |                  |                  | 49,070           | 28,030           | 77,700             | 77,100            | (600)                | -0.8%          |
| Eastside Fire and Rescue  |                  |                  | 548,162          | 313,128          | 827,310            | 861,290           | 33,980               | 4.1%           |
| <i>Mercer Island Fire</i> |                  |                  | 120,533          | 68,853           | 186,100            | 189,386           | 3,286                | 1.8%           |
| <i>Woodinville Fire</i>   |                  |                  | 147,272          | 84,126           | 220,561            | 231,398           | 10,837               | 4.9%           |
| Fall City Fire            |                  |                  | 23,384           | 13,358           | 41,488             | 36,741            | (4,746)              | -11.4%         |
| Kirkland Fire             |                  |                  | 392,918          | 224,448          | 614,553            | 617,366           | 2,812                | 0.5%           |
| Redmond Fire              |                  |                  | 460,284          | 262,929          | 694,070            | 723,213           | 29,144               | 4.2%           |
| Shoreline Fire            |                  |                  | 490,179          | 280,006          | 800,632            | 770,185           | (30,446)             | -3.8%          |
| <i>Northshore Fire</i>    |                  |                  | 148,980          | 85,102           | 227,825            | 234,082           | 6,257                | 2.7%           |
| Skykomish Fire            |                  |                  | 16,464           | 9,405            | 23,695             | 25,869            | 2,174                | 9.2%           |
| Snoqualmie Pass Fire      |                  |                  | 18,605           | 10,628           | 26,851             | 29,234            | 2,382                | 8.9%           |
| Snoqualmie Fire           |                  |                  | 44,812           | 25,598           | 63,085             | 70,409            | 7,324                | 11.6%          |
| <b>Total Fire</b>         | <b>-</b>         | <b>-</b>         | <b>3,798,621</b> | <b>2,169,897</b> | <b>5,889,842</b>   | <b>5,968,519</b>  | <b>78,677</b>        | <b>1.3%</b>    |
| <b>Agency Total</b>       | <b>4,026,807</b> | <b>1,342,269</b> | <b>3,798,621</b> | <b>6,776,077</b> | <b>15,191,029</b>  | <b>15,943,775</b> | <b>752,746</b>       | <b>5.0%</b>    |



Scenario B – 5.2% overall increase, adding 1 TC FTE and 1 Network/Security Specialist FTE

| 2025 User Fees            | Dispatch Law     | Data Radio       | Fire             | Receiver         | Total             | Total             | (Decrease)     | Change      |
|---------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|----------------|-------------|
| Bellevue Police           | 1,648,456        | 710,232          |                  | 1,885,635        | 3,967,232         | 4,244,323         | 277,091        | 7.0%        |
| Bothell Police            | 612,824          | 196,558          |                  | 700,997          | 1,269,473         | 1,510,379         | 240,906        | 19.0%       |
| Clyde Hill Police         | 48,639           | 6,989            |                  | 55,637           | 93,036            | 111,265           | 18,229         | 19.6%       |
| Kirkland Police           | 1,108,751        | 345,259          |                  | 1,268,277        | 2,734,562         | 2,722,287         | (12,275)       | -0.4%       |
| Lake Forest Park          | 211,006          | 21,905           |                  | 241,365          | 460,562           | 474,276           | 13,714         | 3.0%        |
| Medina Police             | 42,590           | 1,460            |                  | 48,718           | 81,566            | 92,769            | 11,203         | 13.7%       |
| Mercer Island Police      | 309,735          | 33,691           |                  | 354,299          | 560,336           | 697,725           | 137,389        | 24.5%       |
| Normandy Park Police      | 55,147           | 29,623           |                  | 63,081           | 134,420           | 147,852           | 13,431         | 10.0%       |
| <b>Total Police</b>       | <b>4,037,149</b> | <b>1,345,716</b> | <b>-</b>         | <b>4,618,010</b> | <b>9,301,188</b>  | <b>10,000,876</b> | <b>699,688</b> | <b>7.5%</b> |
| Bellevue Fire             |                  |                  | 1,022,602        | 584,144          | 1,588,400         | 1,606,747         | 18,347         | 1.2%        |
| Bothell Fire              |                  |                  | 318,793          | 182,105          | 497,571           | 500,898           | 3,327          | 0.7%        |
| Duvall Fire               |                  |                  | 49,196           | 28,102           | 77,700            | 77,298            | (402)          | -0.5%       |
| Eastside Fire and Rescue  |                  |                  | 549,570          | 313,932          | 827,310           | 863,502           | 36,192         | 4.4%        |
| <i>Mercer Island Fire</i> |                  |                  | 120,843          | 69,029           | 186,100           | 189,872           | 3,772          | 2.0%        |
| <i>Woodinville Fire</i>   |                  |                  | 147,650          | 84,342           | 220,561           | 231,992           | 11,431         | 5.2%        |
| Fall City Fire            |                  |                  | 23,444           | 13,392           | 41,488            | 36,836            | (4,652)        | -11.2%      |
| Kirkland Fire             |                  |                  | 393,927          | 225,024          | 614,553           | 618,951           | 4,398          | 0.7%        |
| Redmond Fire              |                  |                  | 461,466          | 263,605          | 694,070           | 725,071           | 31,001         | 4.5%        |
| Shoreline Fire            |                  |                  | 491,438          | 280,725          | 800,632           | 772,163           | (28,468)       | -3.6%       |
| <i>Northshore Fire</i>    |                  |                  | 149,362          | 85,321           | 227,825           | 234,683           | 6,858          | 3.0%        |
| Skykomish Fire            |                  |                  | 16,506           | 9,429            | 23,695            | 25,935            | 2,240          | 9.5%        |
| Snoqualmie Pass Fire      |                  |                  | 18,653           | 10,655           | 26,851            | 29,309            | 2,457          | 9.2%        |
| Snoqualmie Fire           |                  |                  | 44,927           | 25,664           | 63,085            | 70,590            | 7,505          | 11.9%       |
| <b>Total Fire</b>         | <b>-</b>         | <b>-</b>         | <b>3,808,377</b> | <b>2,175,470</b> | <b>5,889,842</b>  | <b>5,983,847</b>  | <b>94,006</b>  | <b>1.6%</b> |
| <b>Agency Total</b>       | <b>4,037,149</b> | <b>1,345,716</b> | <b>3,808,377</b> | <b>6,793,480</b> | <b>15,191,029</b> | <b>15,984,723</b> | <b>793,694</b> | <b>5.2%</b> |



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 06/14/2024  
Subject: June IT & June/July Dispatch Newsletters

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### **Executive Summary:**

The IT & Dispatch Newsletters contain Information Technology updates, dispatch information, and other important topics. Both are 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

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## **Attachments**

June IT & June/July Dispatch Newsletters



# Information Technology Updates

From: Katy Myers, DDofA

June 2024

## Radio

### PSERN to CAD Interface

Update statement of work and quote received, being reviewed internally and with PSERN.

### Alpha-Numeric Paging

- Microwave equipment has been ordered to be installed to create connectivity between Horizon Heights and Bellevue City Hall.
- Working with UW to establish alternate IP based connectivity for alphanumeric paging at Harborview.
- Site visits are scheduled for this month and then equipment will be ordered.
- Project expected to be complete in January 2025.

## Telephone Systems

### 911 Platform Replacement

Work begins at the end of July with cutover in mid-November. Due to the timing we are working with the KC911 team to possibly integrate this project with our console replacement schedule.

## Project, Systems and Programs

### Software Developer & QA Engineer.

Open position as of April 1st, 2024. Hiring process is underway to fill this vacancy.

### 911 Console Replacement

Final design drafts are being internally reviewed. Initial call occurred to identify stakeholders and discuss scope of work. One final monitor configuration option is being tested by dispatch.

### FirstWatch Interface

FirstWatch is working with Eastside Fire & Rescue and Bellevue Fire to identify their obsolete triggers and to recreate the relevant ones. NORCOM 'All Incidents' and 'All Responses' triggers are being recreated.

### Security as a Service

NORCOM has completed 4 of the 5 onboarding modules. With the completion of each module, the security team continues to address all security alert notifications and the ongoing work to configure and fine tune the system. The last module will include building an Incident Response plan for security events. Plans are being made to roll out security awareness training to the organization.

### Tyler CAD Annual Upgrade

Project Kickoff 6/18. Meetings are scheduled with application testers to go over what is new and what needs to be tested.

## 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.

“NORCOM Service IT Desk is GREAT. I have consistently received EXCELLENT support, so "As Expected" really equates to "EXCELLENT". "Better Than Expected" would imply expectations were low going in.”

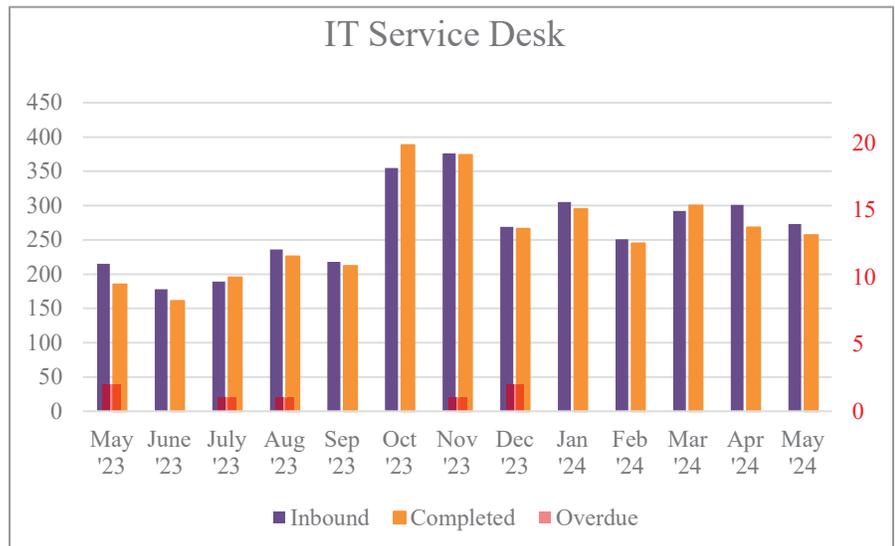
“I always receive excellent assistance from NORCOM. This time there was a huge mess with the computer names, DACS, and mnemonics because of a change to Kirkland's servers and Khai was very quick about getting each computer issue changed as they came in and it was very much appreciated!”

“There were no parades or Blue Angles flying over, but I feel like your team should have gotten some type of recognition for the amazingly fast response and resolution. The wheels of justice are lubricated well by y'all.”

Last Month: 11 surveys were returned

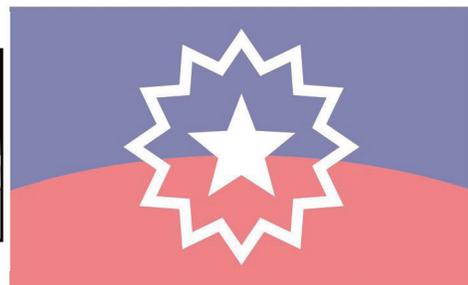
- Better than expected – 28
- As expected – 16

| <u>Service Requests</u>                              |
|--|
| 273 Inbound tickets<br>257 Completed tickets         |
| CAD Upgrade: Oct '23<br>Bothell/LFP go-live: Nov '23 |



# NORCOM DISPATCH

ISSUE 3 | JUNE - JULY 2024 | VOLUME 2



## Skykomish

Stevens Pass, located east of the town of Skykomish, was named after John F Stevens who was the first “westerner” credited with locating the pass in 1890. Stevens, the Chief Engineer of the Great Northern Railroad, was responsible for plotting the route of the new railroad that was planned to connect the shipping and logging industries of the Pacific Northwest with developing markets in the Midwest. After completing his service with the Great Northern, Stevens went on to work as Chief Engineer of the Panama Canal project and later the Trans Siberian Railroad. Work on the Great Northern Railroad started in 1889, the same year Washington became a state (November 11, 1889), and was completed on January 6, 1893.



Back Row L-R John Henry, Sig Freestad, Bob Pownall, Earl Riddle  
Front Row L-R Bob Pasley, Ted Ryder, Chuck Hattenburg, Lowell Wedemeyer, Ham Hansen, Bob Crumpler, Jim Bishop, Lloyd Austin

A miner and railroad worker named John Maloney moved back to Seattle in 1889 and soon met Stevens. Through this friendship he realized that the upcoming railroad would pass through a particular area west of Stevens Pass and would be a likely place for a split in the line. He setup a land claim and built a cabin and established the town as Maloney’s Siding in 1890. By the time the railroad moved through, the town was renamed “Skykomish” after the Skykomish river. The first scheduled train passed through the town 131 years ago this month, on June 18, 1893 and in 1894 railroad infrastructure, including a depot, a roundhouse, a coal chute and a water tank were built.

Skykomish became a local hub and population boomed with logging, railroad and mining operations. The population of the town peaked in 1920 with nearly 8,000 residents but has dwindled to 158. If you visit on the way to Eastern Washington, Chelan, Leavenworth or just happen to want a historical adventure, you can still visit a lot of historical buildings. Skykomish is a National Historic District. Check out the walking tour [here](#) or consider a ride on the [Great Northern & Cascade Railway](#) for a free ride on a mini train and some history!

Want to read more? [Historic Cascadia Hotel](#) [Historylink](#) [Skykomish Historical Society](#)

# Independence Day Celebrations



NORCOM-Potluck on July 4—signup!

[Kirkland](#)-Marina Park—1030 Kids Decorating 1130 Kids Parade 1200 Main Parade

[Bellevue](#)-Downtown Park—1700 Aaron Crawford (country), 1900 Soulfunktion (Disco), 2120 Bellevue Youth Symphony, 2200 National Anthem, 2205 Fireworks, 2225 Bellevue Youth Symphony

[Bothell](#)-Bothell Landing Park—0830 Pancake Breakfast, 1115 Children's Parade, 1200 Grand Parade, 1000- 1500 Car Show

[Issaquah](#)-Down Home 4th of July—1100 Kids & Pets Parade down Front Street to Community Center for Field of Fun until 1400

[Kenmore](#)-Logboom Park-1930-2230—Fireworks start at 2200

[Carnation](#)-5K, Vendor Village, Parades, Car/Motorcycle Show, Live Music, Fireworks (Remlinger)

[Snoqualmie](#)-Snoqualmie Community Park-1900 with fireworks at 2145

[Lake Stevens](#)-North Cove Park  
All Day

[Edmonds](#)-Downtown-  
Parade at noon

## NORCOM Fund

As we approach the halfway mark in the year, the NORCOM Fund has sent flowers/plants to those who've experienced loss or a new member of the family. We need your help to keep the NORCOM Fund going. So far in 2024, we've had 20 people contribute to the fund and have sent flowers or plants to 5. Our current balance is \$816.37, which may not get us through the remainder of the year. If you haven't contributed and you'd like to, contact Kelly Stiefel or Nick Curry. The suggested donation is \$2/month or \$24/year.

### History of the NORCOM Fund:

Throughout the years (way back before NORCOM and even Eastside), we have maintained the "Dispatch Fund". Historically, this fund was used to buy flowers when people experienced major life events. This completely voluntary fund allows us to show our love and grief as a group. We are modernizing the fund and renaming it to "NORCOM Fund" hoping to encourage people to participate. This fund is for ALL NORCOM, not just dispatch. We are one #NORCOMFAMILY.

2023 Year-end review:

14 flowers/baskets sent \$1157.22

32 donors - \$907

Carried over from prior dispatch fund: \$553

Transferred from pop machine/snack fund: \$403.10

**Please consider supporting the NORCOM Fund.**

### Birthdays

June 14—Kialani Rule

June 17—Nicole Goodman

June 20—Maggie Johanson

July 4—Uncle Sam

July 5—Nahla Drummond

July 19—Nicole Benson

### Anniversaries

**20 YEARS**

**KAREN FURUYA—JUNE 1**

**15 YEARS**

**BILLY MARSHALECK—JULY 21**

**5 YEARS**

**JOE BELL—JUNE 24**

**1 YEAR**

**UNIQUE GRADY—JUNE 5**



# Peer Support

## What is Peer Support

Peer Support is a group of certified volunteer team members who provide Critical Incident Stress Management (CISM) and 24-hour access to all NORCOM employees experiencing a professional or personal crisis affecting their ability to work.

## Can I Trust Peer Support?

Peer Support Team Members are required to maintain strict confidentiality unless an illegal act, suicide, physical harm to others, elder or child abuse is involved. If a Peer Support Member finds any of those instances with a peer, the issue will be forwarded to the Peer Support Team Mental Health Professional.

## Contacts

*If you are in need of Peer Support or you know of a friend/coworker who is in need, please contact one of the Peer Support Team members listed below.*

Melissa Vieth 425-922-9032

Jessie Blackwell 206-913-1768

Leslie Phillips 608-797-3850

Jen Black 206-883-1146

## Stress

Emergency service personnel are exposed to a variety of critical events throughout their career, which can cause stress. Stress is an unavoidable part of our lives and it can be both necessary and even harmful if it becomes overwhelming. We need enough stress (Eustress) to keep us motivated to accomplish things in life. However, it can be debilitating if stress becomes chronic and if we don't have the right tools to handle it. Too much stress (Distress) can overload us and cause a variety of emotional, physical, cognitive, and spiritual reactions; if left unresolved. Chronic Stress can disable and contribute to our death.

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## Retirement...

Current Telecommunicators and Supervisors are eligible to move into PSERS2 retirement. This is a one-time opportunity to make the switch. Please review the email from Chelsie if you need documents/forms.

To help you be better informed when making this decision, Chelsie recently hosted the Department of Retirement Systems to present on the topic here at Bellevue City Hall. If you'd like to review the video, you can access it from the [NORCOM Sharepoint](#). If you have unanswered questions, reach out to Chelsie.

Additional resources to understand PERS2, PERS3 and PSERS2 as well as dual enrollment, check out the [website of DRS](#).

The Finance Department maintains a wiki page with information on available employee benefits. Check it out [on the wiki](#).