



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

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board Meeting Minutes June 14, 2024
 - B. AP Reports June 2024
5. For Board Briefing
 - A. NORCOM's 15 Year Anniversary
6. For Board Decision
 - A. 2025 Budget - Resolution 217 - Approving the 2025 Fees for Distribution
7. Newsletter
 - A. July IT & Operations Newsletters
8. Other Business
9. Adjournment

The next Governing Board meeting is scheduled for August 9, 2024.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/12/2024
Subject: Governing Board Meeting Minutes June 14, 2024

Executive Summary:

The June 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 06142024



Meeting Minutes
NORCOM Governing Board
June 14, 2024

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell (Vice-Chair)
Dawn Hanson	City of Clyde Hill
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Jeff Magnan	City of Mercer Island
Shawn Hayes	City of Normandy Park
Mike Bailey	City of Snoqualmie
Will Aho	Eastside/Woodinville/Duvall Fire & Rescue
Brian Culp	Fire District #27 (Chair)
Adrian Sheppard	Redmond Fire Department
Matt Hochstein	Shoreline/Northshore Fire Department

ABSENT

Julie Underwood	City of Kirkland
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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NORCOM TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
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GUESTS

Christopher Drucker	KC EMS
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NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Deputy Director Administrative Services
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
Karen Furuya	Systems & Development Supervisor



**Meeting Minutes
NORCOM Governing Board
June 14, 2024**

ABSENT

Roky Louie
Judy Cayton
Marianne Deppen

Deputy Director Operations
Human Resource Manager
Finance Manager

o **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.

o **Roll Call**

Chief Culp 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 May 10, 2024**
- **Accounts Payable Report May**

There was no discussion on any consent agenda items.

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

Motion carried.



**Meeting Minutes
NORCOM Governing Board
June 14, 2024**

○ **Board Decision**

• **2025 Budget Update**

Director Hamilton initiated the budget discussion to finalize the 2025 budget. Deputy Director Myers requested guidance from the Board to complete the 2025 budget; once finalized, NORCOM staff will present it to the Board for approval for the distribution of agency fees. She also provided the important dates for the upcoming budget deadline and noted that budget adoption will take place at the year's end. Deputy Director Myers addressed the questions from last month's meeting, shared a graph of the average training costs, and explained that joint training is already maximized to each agency's advantage. She confirmed that the Finance Committee endorsed scenario B, which includes hiring for both positions in 2025. NORCOM Treasurer Michael Olson remarked that the agencies most affected by this decision attended the finance meeting, and their support ensures no single point of failure. Data related to scenarios A and B were presented for review.

Chief Sass made a motion to approve Option B for the 2025 Budget, which would create a training assistant FTE and Network and Security Specialist FTE beginning in 2025. Chief Magnan seconded the motion.

Motion carried.

○ **Executive Session**

An Executive Session was held.

The Executive Session began at 9:17 with a request for 15 minutes. Executive Session ended at 9:32.

There was a decision made regarding the PSEU Contract.

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



Meeting Minutes
NORCOM Governing Board
June 14, 2024

Chief Harden made a motion to allow the NORCOM Executive Director to finalize and execute the January 1, 2025 – December 31, 2027, PSEU Contract, including the wage increases of:

2025 6%

2026 3%

2027 3%

Chief Sheppard seconded the motion.

Motion carried.

The General Governing Board Meeting resumed at 9:32.

○ **Other Business**

○ **Adjournment**

Chief Culp adjourned the meeting at 9:36.

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

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/12/2024
Subject: AP Reports June 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

AP Reports June 2024

NORCOM
ACTIVITY JUNE 1, 2024 THROUGH JUNE 28, 2024

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,068,687.98

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 June 28, 2024

	2024 Budget	June Activity	2024 Collected to Date	% collected
Agency Revenue	15,191,029	3,797,757	\$ 11,393,090	75%
Agency Reimbursements	200,000	19,570	\$ 117,995	59%
Grants/Intergovernmental/Interest	285,000	495	\$ 63,799	22%
Total	15,676,029	3,817,823	11,574,885	74%

Transfers In	1,500,000	-	\$ 921,130	61%
Revenues + Transfers	17,176,029	3,817,822.93	12,496,015	73%

Expenses

	2024 Budget	June Activity	2024 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,176,291	\$ 634,804	\$ 4,052,520	44%	5,123,772
Salaries & Wages - Overtime	433,954	\$ 71,277	\$ 452,000	104%	(18,046)
Professional Reimbursements	4,200	\$ 323	\$ 2,100	50%	2,100
Medical	1,389,242	\$ 102,074	\$ 625,121	45%	764,121
HSA Contributions	30,515	\$ 2,228	\$ 12,823	42%	17,693
Dental	102,950	\$ 7,408	\$ 45,172	44%	57,778
Vision	13,789	\$ 987	\$ 6,057	44%	7,733
Long-Term Care	7,184	\$ 576	\$ 3,400	47%	3,784
FSA Fees	2,955	\$ 100	\$ 600	20%	2,355
Medicare	142,449	\$ 9,468	\$ 60,766	43%	81,683
MEBT	580,026	\$ 43,451	\$ 278,012	48%	302,013
PERS	975,516	\$ 66,545	\$ 423,997	43%	551,519
Washington FMLA	22,412	\$ 1,496	\$ 9,586	43%	12,826
Unemployment	101,920	\$ 6,503	\$ 46,495	46%	55,425
Workers Comp	45,977	\$ 2,088	\$ 14,240	31%	31,737
Total Personnel	13,029,380	949,326	\$ 6,032,889	46%	6,996,492

Advertising	22,500	\$ 1,352	\$ 4,011	18%	18,489
Bank Fees	-	\$ -	\$ -	#DIV/0!	-
Cellular,Pager & Radio Svcs	27,332	\$ 1,768	\$ 9,142	33%	18,190
Computer Hardware-Non Capital	13,028	\$ -	\$ 582	4%	12,446
Consumable Goods	17,560	\$ 1,145	\$ 7,144	41%	10,416
Dues & Memberships	13,304	\$ -	\$ 10,275	77%	3,029
Equipment Leases	25,580	\$ 1,873	\$ 11,942	47%	13,638
Facility Lease	801,874	\$ 82,514	\$ 419,821	52%	382,053
Financial Audit	42,270	\$ -	\$ -	0%	42,270
Hosted Services	228,023	\$ 99	\$ 167,977	74%	60,046
HR Services	88,092	\$ 4,650	\$ 50,461	57%	37,632
Insurance	135,500	\$ -	\$ 135,354	100%	146
Legal Services	133,350	\$ -	\$ 17,102	13%	116,248
Local Travel/Training/ Mileage	6,900	\$ 120	\$ 733	11%	6,167
Network Service	49,749	\$ 2,651	\$ 16,317	33%	33,432
Office Furniture	15,575	\$ -	\$ 1,155	7%	14,420
Office Supplies	6,500	\$ 658	\$ 2,713	42%	3,787
Operating Supplies	5,100	\$ 61	\$ 1,207	24%	3,893
Parking Lease	31,200	\$ 2,688	\$ 16,807	54%	14,393
Payroll Services	17,010	\$ 1,172	\$ 8,079	47%	8,931
Postage	1,000	\$ -	\$ 261	26%	739
Printing	2,000	\$ 573	\$ 1,438	72%	562
Professional Services	137,040	\$ 1,977	\$ 9,169	7%	127,871
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	\$ -	\$ 405,263	41%	584,175
Radio Site Lease	60,301	\$ 6,150	\$ 7,932	13%	52,369
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	10,500	\$ 2,246	\$ 3,621	34%	6,879
Software/Licensing	99,106	\$ 1,488	\$ 22,625	23%	76,481
Telephone Services	40,180	\$ 1,630	\$ 14,693	37%	25,487
Training/Conf Registrations	35,935	\$ 75	\$ 1,531	4%	34,404
Training/Conf Registrations/ Travel	27,138	\$ 1,698	\$ 7,448	27%	19,690
Transfers Out	1,553,945	\$ -	\$ 246,130	16%	1,307,815
Total Supplies & Services	5,084,423	116,589	\$ 1,690,973	33%	3,393,450
GRAND TOTAL	18,113,803	1,065,914	\$ 7,723,862	43%	10,389,941

502- Capital Projects

	2024 Budget	June 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	2%	196,978
CAD to NICE	35,000	\$ -	\$ -	0%	35,000
	1,862,423	-	33,631	1.8%	1,828,792

503- Equipment Replacement:

	2024 Budget	June Activity	2024 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	30,850	\$ 352	\$ 15,459	50%	15,391
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
	270,479	352	106,078	39.2%	164,400

505-E 911 Escrow

Revenues:	2024 Budget	June Activity	Collected to Date	% collected
E-911 Escrow	1,520,055	-	\$ 556,137	37%
Investment Interest	-	-	\$ 10,815	
	1,520,055	-	\$ 566,952	37%

Expenditures:

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

NORCOM Financial Summary
For Period Ending June 28, 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	\$ 11,393,090	75.00%
Other Revenue	485,000	\$ 181,795	37.48%
Transfers In	1,500,000	\$ 921,130	61.41%
Revenue Collected	17,176,029	12,496,015	72.75%
Total Resources	17,922,662	13,239,648	
Personnel Expenditures	12,928,930	\$ 6,032,889	46.66%
Operating Expenditures	3,400,787	\$ 1,690,973	49.72%
Transfers Out	1,553,945	\$ 246,130	15.84%
Total Expenditures	17,883,662	7,969,992	44.57%
Available Fund Balance	\$39,000	\$ 5,269,656	
<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	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%
Available Fund Balance	-\$1,151,217	\$17,575	
<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	246,130	-	0.00%
Revenue Collected	246,130	-	0.00%
Total Resources	397,600	151,470	
Expenditures	270,479	\$ 106,078	39.22%
Transfers Out	-	-	0.00%
Total Expenditures	270,479	106,078	39.22%
Available Fund Balance	\$127,121	\$45,392	

	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	1,600,000	\$ 556,137	34.76%
Investment Interest	-	10,815	0.00%
Revenue Collected	1,600,000	566,952	35.43%
Total Resources	1,770,532	737,484	
Expenditures	-	-	0.00%
Transfers Out	1,600,000	675,000	42.19%
Total Expenditures	1,600,000	675,000	42.19%
Available Fund Balance	\$170,532	\$62,484	
<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: Cbarcus@norcom.org
Printed: 6/28/2024 1:17 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 662721833	ADP Workforce Now Payroll Solution Bundle PPE05:	06/07/2024	493.70
Total for this ACH Check for Vendor 120:				493.70
ACH	131 wc1fpbd	HEALTH EQUITY HSA Admin Fee - May	06/07/2024	67.15
Total for this ACH Check for Vendor 131:				67.15
ACH	785 06042024 10860468	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 06042024 Admin Fee - May	06/07/2024	1,384.17 100.00
Total for this ACH Check for Vendor 785:				1,484.17
20959	364 05272024	AT&T Cellular Services ACCT# 7817	06/07/2024	172.66
Total for Check Number 20959:				172.66
20960	3 05282024	AT&T MOBILITY Cellular Services ACCT# 6980	06/07/2024	148.43
Total for Check Number 20960:				148.43
20961	710 INV021481	BRCK INC Telephone Services ACCT# S00166571	06/07/2024	667.55
Total for Check Number 20961:				667.55
20962	6 RP33704	CDW-GOVERNMENT INC Symantec License Renewal	06/07/2024	1,388.52
Total for Check Number 20962:				1,388.52
20963	11 49484 49497 49497 49498 49499	CITY OF BELLEVUE Q2 2024 CoLocation Monthly Parking Spaces - July Monthly Parking Spaces - July Fiber Usage Fee - July Monthly Rent - July	06/07/2024	30,064.89 1,294.80 539.47 477.00 52,449.13
Total for Check Number 20963:				84,825.29
20964	447 420536	FIRST CHOICE COFFEE SERVICES Ice Machine Rental - June	06/07/2024	121.33
Total for Check Number 20964:				121.33
20965	733 05302024	SEAN GOEHNER Mileage Reimbursement - May	06/07/2024	82.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20965:				82.21
20966	649	EMILY GROVE-MAZUREK	06/07/2024	
	05232024	Contractor Fee		868.00
	05302024	Contractor Fee		420.00
Total for Check Number 20966:				1,288.00
20967	254	ANDREW JOHNSON	06/07/2024	
	05292024	Per Diem & Ride Share Reimbursement - Tyler C		487.14
Total for Check Number 20967:				487.14
20968	586	MEYDENBAUER CENTER	06/07/2024	
	2024-06	Construction Employee Parking - June		1,950.00
Total for Check Number 20968:				1,950.00
20969	331	ZEB MIDDLETON	06/07/2024	
	06032024	Mileage Reimbursement - May		38.19
Total for Check Number 20969:				38.19
20970	46	NATIONAL TESTING NETWORK	06/07/2024	
	15381	Background Investigation - 3X		4,350.00
Total for Check Number 20970:				4,350.00
20971	741	PACIFIC NORTHWEST GIGAPOP	06/07/2024	
	NOR0424	Internet Services - April		500.00
Total for Check Number 20971:				500.00
20972	782	PSERN Operator	06/07/2024	
	411	Ed Hill Sub Lease 5.1.24 - 4.30.25		6,150.00
Total for Check Number 20972:				6,150.00
20973	745	SOLV	06/07/2024	
	439437	Springbrook Multi-Purpose Middle Check X100		225.82
Total for Check Number 20973:				225.82
20974	762	SOUTH SOUND POLYGRAPH, LLC	06/07/2024	
	24059	Polygraph Services - 1X		300.00
Total for Check Number 20974:				300.00
20975	366	T MOBILE	06/07/2024	
	05212024	Cellular Services ACCT# 947208760		37.34
Total for Check Number 20975:				37.34
20976	79	VERIZON WIRELESS	06/07/2024	
	9964000975	Cellular Services ACCT# 471583790		1,409.17
Total for Check Number 20976:				1,409.17
20977	807	TYLOR WALTERS	06/07/2024	
	05292024	Per Diem & Ride Share Reimbursement - Tyler C		316.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20977:				316.12
20978	692 05262024	ZIPLY FIBER Telephone Services ACCT# 0215	06/07/2024	717.81
Total for Check Number 20978:				717.81
Total for 6/7/2024:				107,220.60
ACH	120 PPE06092024 PPE06092024 PPE06092024 PPE06092024 PPE06092024 PPE06092024	ADP Accrued Wages PPE 06092024 Garnishments Payable PPE 06092024 Medicare Payable PPE 06092024 FMLA Taxes Payable PPE 06092024 Accrued Employment & WACares PPE 0609202 Federal Taxes Payable PPE 06092024	06/17/2024	244,431.86 557.08 9,402.55 2,600.24 4,413.81 38,588.18
Total for this ACH Check for Vendor 120:				299,993.72
ACH	131 6c0pfpe PPE 06092024	HEALTH EQUITY HSA Admin Fee - June HSA Contributions Payable PPE 06092024	06/17/2024	35.55 1,339.07
Total for this ACH Check for Vendor 131:				1,374.62
ACH	132 PPE 06092024	WILMINGTON TRUST MEBT Contributions Payable PPE 06092024	06/17/2024	42,728.02
Total for this ACH Check for Vendor 132:				42,728.02
ACH	133 PPE 06092024 PPE 06092024 PPE 06092024	DEPT OF RETIREMENT SYSTEMS DRS DCP Contributions PPE 06092024 PERS Contributions Payable PPE 06092024 PSERS Contributions Payable PPE 06092024	06/17/2024	414.62 52,248.66 1,968.22
Total for this ACH Check for Vendor 133:				54,631.50
ACH	785 06112024	NAVIA BENEFITS SOLUTIONS FSA Disbursement 6.11.2024	06/17/2024	1,470.98
Total for this ACH Check for Vendor 785:				1,470.98
20979	675 PPE 06092024	ICMA-RC VantagePoint Transfer ICMA 457 Contributions PPE 06092024	06/17/2024	5,544.69
Total for Check Number 20979:				5,544.69
20980	569 JUNE2024	NORCOM ASSOCIATED GUILD NAG Dues - June	06/17/2024	1,517.00
Total for Check Number 20980:				1,517.00
20981	673 JUNE2024	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - June	06/17/2024	759.48
Total for Check Number 20981:				759.48
20982	75 05112024 05122024	US BANK CORPORATE PAYMENT SYS Primo Water Delivery Amazon - Coffee & Coffee Creamer	06/17/2024	141.93 50.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	05122024	Amazon - Memo Pads & Dry Earse Markers		90.63
	05122024	Amazon - Picture Frame & Staples		23.62
	05132024	Calendar Wiz - Annual Subscription		99.00
	05132024	Indeed - Job Advertising		551.24
	05132024	Copiers Northwest - Training Room Maps		104.94
	05152024	Primo Water Delivery		6.80
	05162024	Amazon - Purell		38.56
	05162024	Michaels - Picture Frame		22.13
	05162024	Costco - National Police Appreciation Week - Cc		466.94
	05172024	Target - Cards		12.10
	05182024	Amazon - Sugar Packets		26.80
	05212024	Amazon - Computer Monitor		615.20
	05252024	Primo Water Delivery		141.93
	05262024	Amazon - Tape, Picture Hooks & Febreze		66.31
	05262024	Amazon - Dry Earse Board X3		46.33
	05282024	Indeed - Job Advertising		551.30
	05282024	Amazon - Purell Refund		-38.56
	05292024	APCO-NENA - June Forum Registration		75.00
	06012024	Amazon - Batteries		22.09
	06012024	Amazon - Computer Mouse X5		38.51
	06022024	Indeed - Job Advertising		249.37
	06022024	Amazon Web Services		924.46
	06032024	Costco - Kleenex & Bowl		61.18
	06032024	Michaels - Picture Frame		88.28
	06032024	Northwest Trophy - 20 Year Anniversary Plaque		99.44
	06052024	Copiers Northwest - Police Boundary Map X5		167.92
	06052024	Copiers Northwest - Police Boundary Map		74.03
	06062024	Headset Plus - Headset Batteries X20		1,255.32
	06062024	Judy's Edible Image - Cake Topper For 15 Year /		59.94
	06072024	Amazon - Busy Light		46.28
	06072024	Amazon - Sound Absorbing Panels - Backup Cer		219.39
	06082024	Primo Water Delivery		150.43
	06092024	Amazon - iPhone Case		15.41
	06092024	Amazon - Note Pads X4		67.09
Total for Check Number 20982:				6,632.12
Total for 6/17/2024:				414,652.13
ACH	120	ADP	06/18/2024	
	663366117	Payroll, Workforce Now, Payroll Bundle, Local .		677.84
Total for this ACH Check for Vendor 120:				677.84
ACH	785	NAVIA BENEFITS SOLUTIONS	06/18/2024	
	06172024	FSA Disbursement 6.17.2024		407.57
Total for this ACH Check for Vendor 785:				407.57
20983	482	3R TECHNOLOGY	06/18/2024	
	INV-16003	Batteries, Electronics, Sorting & Pick Up Fee, &		510.90
Total for Check Number 20983:				510.90
20984	718	ACCESS CORP	06/18/2024	
	10957079	Shredding Services - May		178.25
Total for Check Number 20984:				178.25
20985	6	CDW-GOVERNMENT INC	06/18/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RR73397	HP Dock For Laptops - 2X		351.61
			Total for Check Number 20985:	351.61
20986	254	ANDREW JOHNSON	06/18/2024	
	06112024	Hotel Reimbursement For Tyler Conference		895.00
	06122024	Work Cell Phone Screen Replacement Reimburs		275.23
			Total for Check Number 20986:	1,170.23
20987	252	KING COUNTY FINANCE	06/18/2024	
	11014725	KCIT INET Other MISC SVC - May		750.00
			Total for Check Number 20987:	750.00
20988	630	SITECRAFTING INC	06/18/2024	
	44183	Monthly Managed Website Hosting - Pantheon P		99.00
			Total for Check Number 20988:	99.00
20989	88	WELLS FARGO FINANCIAL LEASING	06/18/2024	
	5030180923	Copier Lease - June		1,751.87
			Total for Check Number 20989:	1,751.87
20990	692	ZIPLY FIBER	06/18/2024	
	05282024	Telephone Services ACCT# 6115		103.61
			Total for Check Number 20990:	103.61
			Total for 6/18/2024:	6,000.88
ACH	120	ADP	06/28/2024	
	PPE06232024	Accrued Wages PPE 06232024		249,657.44
	PPE06232024	FMLA Taxes Payable PPE 06232024		2,636.69
	PPE06232024	Medicare Payable PPE 06232024		9,532.65
	PPE06232024	Accrued Employment & WACares PPE 0623202		4,092.02
	PPE06232024	Federal Taxes Payable PPE 06232024		39,535.15
	PPE06232024	Garnishments Payable PPE 06232024		557.08
			Total for this ACH Check for Vendor 120:	306,011.03
ACH	131	HEALTH EQUITY	06/28/2024	
	PPE 06232024	HSA Contributions Payable PPE 06232024		1,539.07
			Total for this ACH Check for Vendor 131:	1,539.07
ACH	132	WILMINGTON TRUST	06/28/2024	
	PPE 06232024	MEBT Contributions Payable PPE 06232024		44,884.64
			Total for this ACH Check for Vendor 132:	44,884.64
ACH	133	DEPT OF RETIREMENT SYSTEMS	06/28/2024	
	PPE 06232024	PSERS Contributions PPE 06232024		8,426.36
	PPE 06232024	DRS DCP Contributions PPE 06232024		383.54
	PPE 06232024	PERS Contributions PPE 06232024		46,723.40
			Total for this ACH Check for Vendor 133:	55,533.30
ACH	134	COLONIAL LIFE	06/28/2024	
	JULY2024	Supplemental Insurance Premiums - July 2024		1,228.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 134:				1,228.15
ACH	140 JULY2024	RELIANCE STANDARD L/LTD Premiums - July 2024	06/28/2024	1,646.77
Total for this ACH Check for Vendor 140:				1,646.77
ACH	327 JULY2024 JULY2024 JULY2024	ASSOCIATION OF WASHINGTON CITIZI Vision Premiums - July 2024 Dental Premiums - July 2024 Medical Premiums - July 2024	06/28/2024	1,096.24 8,367.18 113,645.10
Total for this ACH Check for Vendor 327:				123,108.52
ACH	67 MAY2024	DEPT OF REVENUE Meydenbayer Employee Parking Excise Tax - M	06/28/2024	198.90
Total for this ACH Check for Vendor 67:				198.90
ACH	785 06252024	NAVIA BENEFITS SOLUTIONS FSA Disbursement 06.25.2024	06/28/2024	10.00
Total for this ACH Check for Vendor 785:				10.00
20991	675 PPE 06232024	ICMA-RC VANTAGEPOINT TRANSFER IMCA 457 Contributions PPE 06232024	06/28/2024	5,774.86
Total for Check Number 20991:				5,774.86
20992	557 11304901	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - May	06/28/2024	141.43
Total for Check Number 20992:				141.43
20993	74 JULY2024	UNUM Long Term Care Insurance - July 2024	06/28/2024	737.70
Total for Check Number 20993:				737.70
Total for 6/28/2024:				540,814.37
Report Total (54 checks):				1,068,687.98



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/12/2024
Subject: NORCOM's 15 Year Anniversary

Executive Summary:

NORCOM is celebrating 15 years of dedicated service to our communities.

NORCOM was officially formed with the signing of an inter-local agreement on October 25, 2007. NORCOM "went live" and began delivering 911 services on July 1, 2009.

During our first 15 years, with the critical support of dedicated NORCOM technology, training, and administrative staff, NORCOM telecommunicators:

- Answered approximately 4,250,000 calls
- Dispatched approximately 2,900,000 calls for service to first responders
- Helped to deliver 50 babies over the phone
- Experienced 450 confirmed "saves," for instances in which a NORCOM Telecommunicator provided calming telephone CPR instructions, and the patient survived.

Background:

Several municipalities and first responder agencies met in the early 2000s to discuss possibly developing a regional 911 dispatch center to triage and dispatch police, fire, and medical response services for multiple agencies across our region. Merging existing PSAPs and cultures, developing uniform policies and procedures, creating an equitable financial model, and addressing significant technological needs were understandably daunting. However, leadership never lost sight of the importance of the primary goals of capitalizing on economies of scale to reduce unnecessary and costly redundancies and increase the effectiveness of local and regional services to our collective communities.

The collaborative development of the NORCOM model is a true example of public service at its best and what can be accomplished through collaboration and steadfast, selfless leadership.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

N/A

Staff Comments:

N/A

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/12/2024
Subject: 2025 Budget - Resolution 217 - Approving the 2025 Fees for Distribution

Executive Summary:

The NORCOM Interlocal Agreement requires the Governing Board to formally approve the 2025 fees before distribution. The fee distribution is based upon the supported 2025 NORCOM budget, which will be adopted in December of 2024, following the acceptance by each agency of its 2025 NORCOM fees.

Background:

During the June Governing Board Meeting, updates on the 2025 budget development were reported. Key deviations from traditional budget development include:

- Addition of 1 FTE in the IT Department for a Network & Security Specialist
- Addition of 1 FTE in the Operations Department for a Training Assistant
- Usage of \$400,000 beginning fund balance to offset increases in the user fee calculation

All items received verbal approval during the June meeting.

With supportive input from the NORCOM Finance Committee, the Governing Board also expressed support for a 5.2%, \$793,694 fee increase for existing NORCOM agencies. This recommendation is 5.2% above the 2023 fees.

Past Board or Other Related Actions:

Policy and Strategic Implications:

Additional FTEs create long term expenses and have been included in the NORCOM 10-year Financial Plan.

NORCOM Staff Recommendation:

NORCOM Staff recommends the Board approve the fees as presented for distribution.

Staff Comments:

N/A

Options

Risks

Finance Committee Review: Yes

Legal Review: Yes

Joint Operations Board Review: No

Attachments

2025 Budget Fees

R217 - Approving the 2025 Fees for Distribution

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
	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)

2025 Budget Overview

- Operating Expenses, \$17,850,808
 - 2 new FTEs – Training Assistant and Network & Security Specialist
 - \$150,000 Strategic Planning
 - Anticipated vendor increases, cloud hosting contract renewals, CPI increases for CoB, renewals of PSERN Radio site leases
- Capital Project Fund, \$500,000
 - COOP project – Archiving and recover system, geo-redundant CAD servers
 - Internet provider resiliency upgrades
 - Call taking protocols
- Equipment Repair & Replacement Fund, \$158,500
 - 3 server replacements
 - Firewall and Load balancer

Budget Reminders

- 0% increase was adopted for 2024 (rate change for 2025 is compared to 2023 rates)
- Individual agency changes in calls for service counts were not incorporated in 2024 fees
- Position function % adjustment with Bothell PD/Lake Forest Park additions

	2024	%
Call Receiving		43.55%
Fire Dispatch		27.42%
Police Dispatch		19.35%
Police Data		9.68%
Total		100.00%

	2025	%
Call Receiving		42.50%
Fire Dispatch		23.83%
Police Dispatch		25.26%
Police Data		8.42%
Total		100.00%

2025

NORCOM										
2025 Budget Functional Distribution by Agency										
Personnel Expenditures	14,044,576									
Operational Expenditures	3,806,232									
Total Operating Expenses	17,850,808									
Plus:										
Fees Directed towards Capital/ERR Fund:	569,663									
Transfers Out from Operating Fund	-									
Minus:										
Prior Year Fund Balance	400,000									
Miscellaneous Revenues	490,000									
Operating Transfers In	1,545,000									
Distribution to Agencies	15,985,471									
		2025 User Fees	Dispatch Law	Data Radio	Dispatch Fire	Call Receiver	2024 Adopted Total	2025 Total	Increase/ (Decrease)	Percent Change
		Bellevue Police	1,648,534	710,265		1,885,723	3,967,232	4,244,521	277,290	7.0%
		Bothell Police	612,853	196,567		701,030	1,269,473	1,510,450	240,976	19.0%
		Clyde Hill Police	48,642	6,989		55,640	93,036	111,271	18,235	19.6%
		Kirkland Police	1,108,803	345,275		1,268,336	2,734,562	2,722,414	(12,148)	-0.4%
		Lake Forest Park	211,016	21,906		241,377	460,562	474,298	13,736	3.0%
		Medina Police	42,592	1,460		48,721	81,566	92,773	11,207	13.7%
		Mercer Island Police	309,749	33,693		354,316	560,336	697,758	137,422	24.5%
		Normandy Park Police	55,149	29,625		63,084	134,420	147,859	13,438	10.0%
		Total Police	4,037,338	1,345,779	-	4,618,226	9,301,188	10,001,344	700,156	7.5%
		Bellevue Fire			1,022,650	584,171	1,588,400	1,606,822	18,422	1.2%
		Bothell Fire			318,808	182,114	497,571	500,922	3,351	0.7%
		Duvall Fire			49,198	28,104	77,700	77,302	(398)	-0.5%
		Eastside Fire and Rescue			549,595	313,947	827,310	863,542	36,232	4.4%
		Mercer Island Fire			120,848	69,033	186,100	189,881	3,781	2.0%
		Woodinville Fire			147,657	84,346	220,561	232,003	11,442	5.2%
		Fall City Fire			23,445	13,392	41,488	36,837	(4,650)	-11.2%
		Kirkland Fire			393,946	225,035	614,553	618,980	4,427	0.7%
		Redmond Fire			461,488	263,617	694,070	725,105	31,035	4.5%
		Shoreline Fire			491,461	280,739	800,632	772,200	(28,432)	-3.6%
		Northshore Fire			149,369	85,325	227,625	234,694	6,869	3.0%
		Skykomish Fire			16,507	9,429	23,695	25,936	2,241	9.5%
		Snoqualmie Pass Fire			18,654	10,656	26,851	29,310	2,459	9.2%
		Snoqualmie Fire			44,929	25,665	63,085	70,594	7,508	11.9%
		Total Fire	-	-	3,808,556	2,175,572	5,889,842	5,984,127	94,286	1.6%
		Agency Total	4,037,338	1,345,779	3,808,556	6,793,798	15,191,029	15,985,471	794,442	5.2%



RESOLUTION 217

RESOLUTION OF THE GOVERNING BOARD OF NORCOM APPROVING THE 2025 FEES FOR DISTRIBUTION TO PARTICIPATING AGENCIES

WHEREAS, pursuant to Section 12(c) of the North East King County Regional Public Safety Communications Agency Interlocal Agreement (the Interlocal Agreement), the NORCOM Executive Director is required to present a proposed budget to the NORCOM Governing Board for approval, NORCOM is to advise the Participating Agencies (as defined in the Interlocal Agreement) on the programs and objectives contained in the proposed budget; and

WHEREAS, upon approval by the legislative authorities of each Principal and Subscriber (each as defined in the Interlocal Agreement) of their respective allocation for the NORCOM budget, the Governing Board shall, after public hearing, adopt its final budget for the following year; and

WHEREAS, official adoption of the 2025 NORCOM Budget will occur at the December meeting of the Governing Board;

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

Section 1. 2025 NORCOM Fees. The 2025 NORCOM fee schedule, attached hereto and incorporated as Exhibit A, is approved for distribution to the Participating Agencies as required in the Interlocal Agreement.

Section 2. Summary of 2025 NORCOM Fee Budget. A summary of the 2025 Budget Resources is as follows:

NORCOM Budget							
2025 Financial Summary- Proposal							
NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ 400,000	\$ 135,573	\$ 133,324	\$200,751	\$ 217,036	\$ 1,114,855	\$ 2,201,539
Revenue:							
From Participating Agencies	15,415,808	417,753	151,910.0	-	-	-	\$15,985,471
E-911 Revenue		-	-	-	1,500,000	-	\$ 1,500,000
Miscellaneous Revenues	490,000	-	-	-	-	-	\$ 490,000
Total Revenue	15,905,808	417,753	151,910	-	1,500,000	-	17,975,471
Total 2023 Resources	\$16,305,808	\$ 553,326	\$ 285,234	\$200,751	\$ 1,717,036	\$ 1,114,855	\$20,177,010
Total Expenditures	\$17,850,808	\$ 500,000	\$ 158,561	\$ -	\$ -	\$ -	\$18,509,369
Transfers In less Transfers out	\$ 1,545,000	\$ -	\$ -	\$ -	\$ (1,545,000)	\$ -	\$ -
2025 Ending Fund Balance	\$ -	\$ 53,326	\$ 126,673	\$200,751	\$ 172,036	\$ 1,114,855	\$ 1,667,641
Change in Fund Balance	\$ (400,000)	\$ (82,247)	\$ (6,651)	\$ -	\$ (45,000)	\$ -	\$ (533,898)

Section 3. 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. NORCOM is authorized to use rate stabilization funds to fund telecommunicator positions beyond 58.5 as well as for costs related to facilities for backup, disaster recovery, and a primary facility. NORCOM is authorized to fill the additional positions and position changes immediately following adoption of this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 4. 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 12th day of July, 2024

Signed in authentication thereof on this 12th day of July, 2024.

Chair

Attest

Exhibit A

<p style="text-align: center;">NORCOM 2025 Budget Functional Distribution by Agency</p>								
Personnel Expenditures	14,044,576							
Operational Expenditures	3,806,232							
Total Operating Expenses	17,850,808							
Plus:								
Fees Directed towards Capital/ERR Funds	569,663							
Transfers Out from Operating Fund	-							
Minus:								
Prior Year Fund Balance	400,000							
Miscellaneous Revenues	490,000							
Operating Transfers In	1,545,000							
Distribution to Agencies	15,985,471							
2025 User Fees	Dispatch Law	Data Radio	Dispatch Fire	Call Receiver	2024 Adopted Total	2025 Total	Increase/ (Decrease)	Percent Change
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Bothell Police	612,853	196,567		701,030	1,269,473	1,510,450	240,976	19.0%
Clyde Hill Police	48,642	6,989		55,640	93,036	111,271	18,235	19.6%
Kirkland Police	1,108,803	345,275		1,268,336	2,734,562	2,722,414	(12,148)	-0.4%
Lake Forest Park	211,016	21,906		241,377	460,562	474,298	13,736	3.0%
Medina Police	42,592	1,460		48,721	81,566	92,773	11,207	13.7%
Mercer Island Police	309,749	33,693		354,316	560,336	697,758	137,422	24.5%
Normandy Park Police	55,149	29,625		63,084	134,420	147,859	13,438	10.0%
Total Police	4,037,338	1,345,779	-	4,618,226	9,301,188	10,001,344	700,156	7.5%
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Northshore Fire			149,369	85,325	227,825	234,694	6,869	3.0%
Skykomish Fire			16,507	9,429	23,695	25,936	2,241	9.5%
Snoqualmie Pass Fire			18,654	10,656	26,851	29,310	2,459	9.2%
Snoqualmie Fire			44,929	25,665	63,085	70,594	7,508	11.9%
Total Fire	-	-	3,808,556	2,175,572	5,889,842	5,984,127	94,286	1.6%
Agency Total	4,037,338	1,345,779	3,808,556	6,793,798	15,191,029	15,985,471	794,442	5.2%



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/12/2024
Subject: July IT & Operations Newsletters

Executive Summary:

The IT & Operations Newsletters contain Information Technology & Operations updates 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

Attachments

July IT & Operations Newsletter



Information Technology Updates

From: Katy Myers, DDofA

July 2024

Radio

PSERN to CAD Interface

Updated statement of work and quote signed. Method of Procedure being created by Motorola for their portion of the work.

Alpha-Numeric Paging

- PSERN requested to switch to IP based network instead of analog in anticipation of new paging equipment being installed.
- Working with UW to establish alternate IP based connectivity for alphanumeric paging at Harborview
- Most equipment has been ordered. Additional equipment needs are being reviewed on a per-site basis.
- 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. Finalist is in background.

911 Console Replacement

Designer working on latest feedback. Initial call occurred to identify stakeholders and discuss scope of work. Final monitor configuration complete.

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

Go Live October 15th. New version has been installed in our New Release environment and testers are starting their functionality testing. Meeting has been held going over all the new features and any set up that might need to occur.

IT Service Desk

Surveys

Each requestor that has a ticket closed receives a link to a four-question survey. Each question is rated on a three-option scale, with an opportunity to share comments.

"Thank you for the quick turn around!"

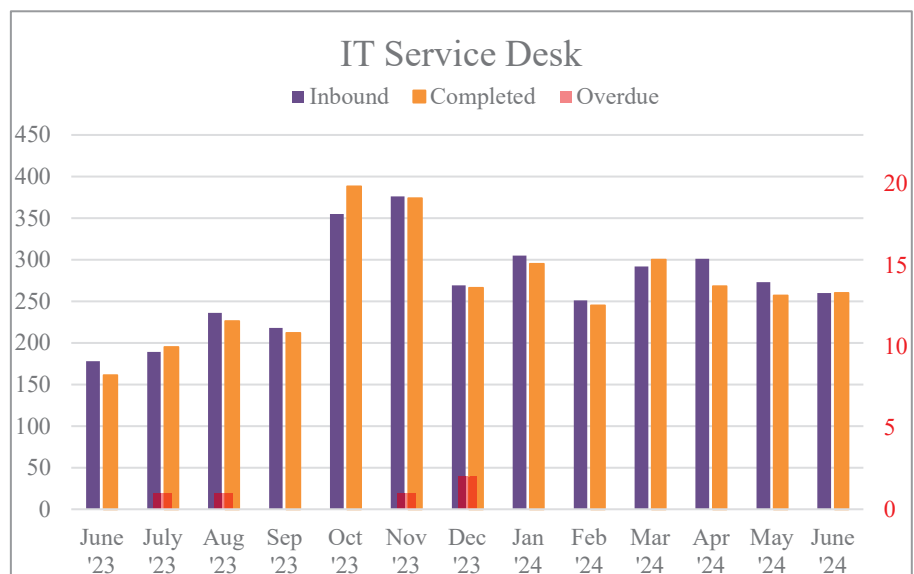
Last Month: 5 surveys were returned

- Better than expected – 19
- As expected – 1

Service Requests

260 Inbound tickets
260 Completed tickets

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





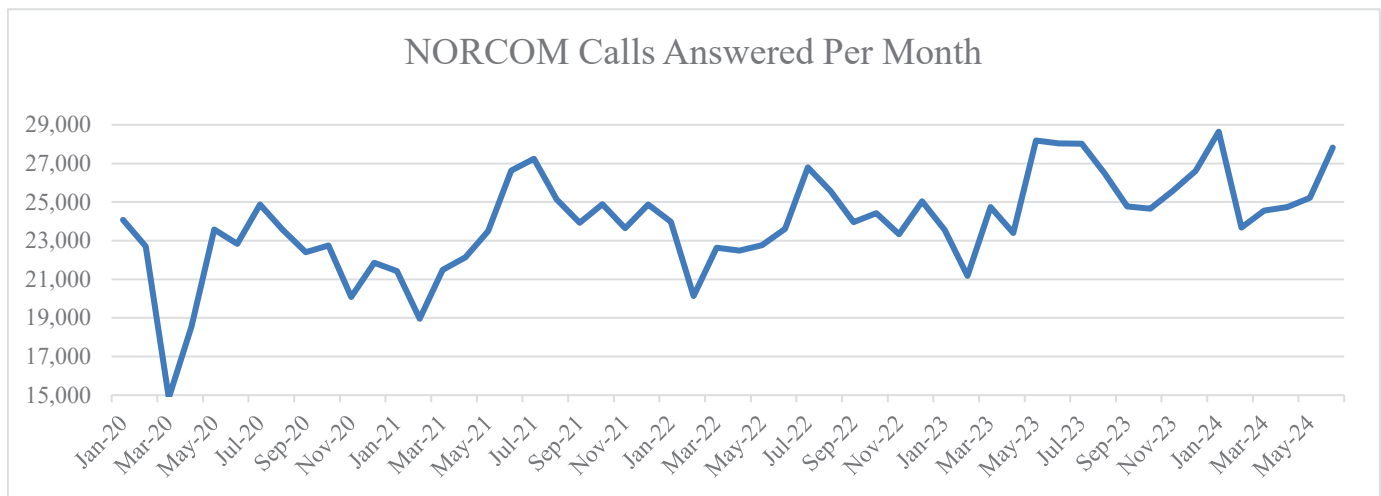
Operations Updates

From: Roky Louie, Deputy Director of Operations

July 2024

NORCOM Post-COVID Call Volume

During the COVID-19 Pandemic NORCOM saw a decline in the number of calls it handled, both from 911 and non-911 sources. Beginning in March of 2020 the per month call volume dropped significantly, by as much as half in the first month of the Pandemic. Call volume remained depressed for the next three years. As of March of 2023, NORCOM has noticed an increase in call volume on a per month basis, returning to pre-COVID levels.



An analysis of the number of calls taken by NORCOM per year since inception, with 2010 being the first full year of operation, shows an annual number of calls taken in 2019 and previous years in excess of 300,000. During the Pandemic years of 2020, 2021, and 2022, call volume dropped by 7%. 2023 showed the first year of return to pre-Pandemic call levels. 2024, which is still in progress, is shown on the chart based on projections using current call volume totals and is pacing to continue at pre-Pandemic levels.

