



AGENDA

NORCOM Governing Board
October 10, 2025, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board Meeting Minutes September 12, 2025
 - B. AP Reports September 2025
5. For Briefing to Board
 - A. Records Management System Update
 - B. Strategic planning process – Strategic Positioning of NORCOM
6. Newsletter
 - A. October IT & Operations Newsletters
7. Other Business
8. Adjournment

The next Governing Board meeting is scheduled for November 14, 2025.



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/10/2025
Subject: Governing Board Meeting Minutes September 12, 2025

Executive Summary:

The September 2025 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

September GB Meeting Minutes



**Meeting Minutes
NORCOM Governing Board
September 12, 2025**

MEMBERS

Kyle Kolling	City of Clyde Hill
Julie Underwood	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Dan Yourkoski	City of Normandy Park (Vice-Chair)
Mike Bailey	City of Snoqualmie
Will Aho	Eastside Fire & Rescue
Brian Culp	Fire District #27
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department

ABSENT

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell (Chair)
Jeff Magnan	City of Mercer Island
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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NORCOM STAFF

Katy Myers	Executive Director
Roky Louie	Human Resources Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Karen Furuya	Systems & Development Supervisor
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist

GUESTS

Lora Ueland	Uncommon Bridges
Jacqueline Robinette	Uncommon Bridges



**Meeting Minutes
NORCOM Governing Board
September 12, 2025**

○ **Call to Order**

Chief Dan Yourkoski, Governing Board Vice-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, by phone, or via video remote access.

○ **Roll Call**

Chief Yourkoski requested a roll call of Governing Board members. Ben Webb, Public Records & QA Specialist, reported 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 July 11, 2025**
- **Accounts Payable Report July & August 2025**

There was no discussion on any consent agenda items.

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

Motion carried.



**Meeting Minutes
NORCOM Governing Board
September 12, 2025**

○ **Board Briefing**

• **Strategic Planning Process – Assessment Summary**

Director Myers introduced the topic of the Strategic Plan Process. She provided a timeline overview of the preparation steps that have occurred to get NORCOM to the next step with Uncommon Bridges, which is Strategic Planning. She stated that this is the first of three phases that will provide a real vision for NORCOM as an organization. Lora Ueland and Jacqueline Robinette from Uncommon Bridges were both present at the meeting. Jacqueline Robinette presented the Strategic Plan Process steps. Lora Ueland commented that two items that will emerge from the Strategic Plan are a Vision Statement for NORCOM and a refreshed ILA. The next Strategic Plan Committee meeting will be held on September 22, 2025.

• **911 Wireless Call Routing Changes**

Director Myers introduced the topic of 911 Wireless Call Routing Changes, which are scheduled to change on September 17, 2025. NORCOM staff will closely monitor these changes. Director Myers stated that this topic was discussed with the Governing Board in 2023, making them aware of the potential upcoming changes. These changes will be of overall benefit to the community; however, while they are expected to create a reduction of transfers in some areas there is an anticipated increase of transfers in others. NORCOM staff will keep the Governing Board informed as these changes unfold.

○ **Board Decision**

• **Approval for Advanced School of Leadership**

Director Myers is requesting approval from the Governing Board to host the Advanced School of Leadership program, delivered by SCGI, Dr. De Hicks. The program consists of nine 5-hour sessions starting in November of 2025. Director Myers stated that the purchase of this training is both timely and strategic during the Executive Director transition and will help build and strengthen the Operations Leadership department.

Chief Culp made a motion to approve the Advanced School of Leadership training course. Chief Sass seconded the motion.

Motion carried.



**Meeting Minutes
NORCOM Governing Board
September 12, 2025**

○ **Executive Session**

An Executive Session was held pursuant to RCW 42.30.140(4)(a): Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Chief Yourkoski made a motion to move to Executive Session. The Executive Session began at 9:30 with a request for 20 minutes, followed by a request for an additional 10 minutes, an additional 2 minutes, an additional 2 minutes, an additional 2 minutes, and a final additional 2 minutes. Executive Session ended at 10:08.

The NORCOM Governing Board meeting resumed at 10:08 with the decision to approve the NORCOM Associated Guild Contract for January 1, 2026 – December 31, 2028, which was presented to the Governing Board during Executive Session.

Chief Sass motioned to approve the NORCOM Associated Guild Contract. Deputy City Manager Underwood seconded the motion.

Motion approved.

○ **Other Business**

• **Chair Position**

Due to unforeseen circumstances, the current Chair is unable to complete the term as Chair of the NORCOM Governing Board. Based on the NORCOM ILA, the Vice-Chair will serve the remainder of the term, and a new Vice-Chair will be selected if approved by the Board to do so.

Chief Cowan made a motion to elect Chief Culp as the NORCOM Governing Board Vice-Chair, and move Chief Yourkoski to the Chair position. Chief Aho seconded the motion.

Motion approved.



**Meeting Minutes
NORCOM Governing Board
September 12, 2025**

○ **Adjournment**

Chief Yourkoski adjourned the meeting at 10:11.

The next Governing Board meeting is scheduled for October 10, 2025.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/10/2025
Subject: AP Reports September 2025

Executive Summary:

NORCOM staff is asking that the Board review and approve these reports 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

September AP Reports

NORCOM

ACTIVITY AUGUST 26, 2025, THROUGH SEPTEMBER 30, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,716,313.62

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 September 30, 2025

	2025 Budget	September Activity	2025 Collected to Date	% collected
Agency Revenue	15,985,470	3,996,368	\$ 15,985,472	100%
Agency Reimbursements	215,000	24,743	\$ 157,499	73%
Grants/Intergovernmental Interest	275,000	700	\$ 112,881	41%
Total	16,475,470	4,021,811	\$ 16,255,853	99%
Transfers In	1,000,000	-	\$ 1,000,000	0%
Revenues + Transfers	17,475,470	4,021,811	\$ 17,255,853	99%

Expenses

	2025 Budget	September Activity	2025 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,865,115	\$ 741,073	\$ 6,228,719	63%	3,636,396
Salaries & Wages - Overtime	584,422	\$ 76,826	\$ 585,473	97%	18,949
Professional Reimbursements	4,300	\$ 646	\$ 3,677	82%	323
Medical	1,481,774	\$ 117,786	\$ 683,658	46%	498,716
HSA Contributions	34,298	\$ 2,501	\$ 19,388	59%	4,960
Dental	190,512	\$ 7,832	\$ 65,287	35%	35,216
Vision	13,321	\$ 1,072	\$ 8,931	67%	4,390
Long-Term Care	7,848	\$ 771	\$ 5,448	69%	2,400
FSA Fees	1,740	\$ -	\$ 1,400	80%	340
Medicare	153,854	\$ 10,981	\$ 91,254	59%	62,399
MEBT	678,231	\$ 48,819	\$ 422,050	62%	256,181
PERG	985,880	\$ 53,591	\$ 571,148	57%	424,731
Washington FMLA	25,178	\$ 2,110	\$ 17,840	71%	7,338
Unemployment	74,815	\$ 3,290	\$ 59,733	80%	15,082
Workers Comp	33,589	\$ 2,340	\$ 16,539	49%	17,050
Total Personnel	14,946,577	1,076,638	\$ 9,693,180	65%	4,984,416
Advertising	15,000	\$ -	\$ 14,241	95%	759
Bank Fees	25	\$ -	\$ -	0%	25
Cellular, Pager & Radio Svcs	24,540	\$ 1,647	\$ 15,739	64%	8,801
Computer Hardware-Non Capital	15,000	\$ 1,615	\$ 12,168	81%	2,832
Consumable Goods	21,095	\$ 1,156	\$ 8,932	42%	12,163
Dues & Memberships	15,205	\$ 329	\$ 12,273	81%	2,932
Equipment Leases	34,420	\$ 2,209	\$ 18,580	54%	5,830
Facility Lease	854,649	\$ 76,397	\$ 547,692	64%	307,557
Financial Audit	39,482	\$ -	\$ 21,213	54%	8,279
Hosted Services	274,301	\$ 22,516	\$ 182,738	67%	111,563
HR Services	113,453	\$ 1,389	\$ 105,025	93%	8,429
Insurance	188,750	\$ -	\$ -	0%	188,750
Legal Services	111,490	\$ 5,640	\$ 45,650	41%	65,750
Local Travel/Training/ Mileage	6,350	\$ 356	\$ 1,159	18%	5,191
Network Service	48,500	\$ 2,477	\$ 15,887	33%	32,613
Office Furniture	11,500	\$ 220	\$ 19,494	170%	(7,994)
Office Supplies	6,850	\$ 758	\$ 4,580	67%	2,269
Operating Supplies	4,500	\$ 98	\$ 10,684	237%	(6,184)
Parking Lease	31,283	\$ 3,486	\$ 24,386	78%	6,897
Payroll Services	30,000	\$ 1,323	\$ 11,610	39%	8,390
Postage	1,000	\$ 30	\$ 571	57%	429
Printing	1,550	\$ -	\$ 508	33%	1,044
Professional Services	220,205	\$ 5,688	\$ 193,101	88%	120,105
R&M - Network Equipment	486,702	\$ -	\$ 384,489	79%	102,213
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	1,091,144	\$ 368,051	\$ 886,583	79%	204,561
Radio Site Lease	65,752	\$ 7,643	\$ 18,237	28%	47,515
Recruitment Supplies	2,000	\$ -	\$ 80	4%	1,920
Small Tools & Minor Equipment	10,500	\$ 870	\$ 7,730	74%	2,770
Software/Licensing	289,458	\$ 35,116	\$ 112,665	39%	157,363
Telephone Services	44,578	\$ 1,513	\$ 24,832	55%	19,746
Training/Conf Registrations	30,000	\$ 37,275	\$ 44,874	149%	(14,874)
Training/Conf Registrations/ Travel	29,750	\$ 4,565	\$ 15,904	53%	13,846
Transfers Out	890,000	\$ -	\$ 890,000	100%	-
Total Supplies & Services	4,631,232	583,168	\$ 3,337,265	72%	1,423,967
GRAND TOTAL	19,675,809	1,659,806	\$ 12,987,425	66%	6,498,384

502- Capital Projects

	2025 Budget	September Activity	2025 Spending to Date	% used	Remaining Balance
COOP: CAD Server RUBRICK	275,000	\$ -	\$ 244,287	89%	30,713
Call Taking Protocol Systems	150,000	\$ -	\$ 19,878	13%	130,124
Console Replacement	195,870	\$ -	\$ 85,471	44%	110,399
Internet Redundancy	75,000	\$ -	\$ -	0%	75,000
CAD Radio Interface	157,683	\$ -	\$ -	0%	157,683
CAD in Use	35,000	\$ -	\$ -	0%	35,000
Alpha Numeric Paging	489,772	\$ 667	\$ 177,457	36%	292,315
	1,280,325	667	\$ 527,061	41.6%	741,234

503- Equipment Replacement:

	2025 Budget	September Activity	2025 Spending to Date	% used	Remaining Balance
Desktop/Laptops/Phones	31,725	\$ 4,363	\$ 19,474	61%	12,251
Network Cables	10,000	\$ -	\$ -	0%	10,000
Routers/Servers	153,200	\$ -	\$ 89,651	59%	63,549
Firewall	27,168	\$ -	\$ -	0%	27,168
	222,093	4,363	\$ 109,125	49.1%	112,968

505-E 911 Escrow

	2025 Budget	September Activity	Collected to Date	% collected
Revenues:				
E-911 Escrow	1,590,000	-	\$ 788,652	50%
Investment Interest	-	-	\$ 23,185	-
	1,590,000	-	\$ 809,847	51%

	2025 Budget	September Activity	2025 Spending to Date	% used	Remaining Balance
Expenditures:					
Transfers Out	1,545,000	\$ -	\$ 1,000,000	65%	\$ 545,000

NORCOM Financial Summary
For Period Ending September 30, 2025

	2025 Amended Budget	Actual	Percent of Budget
501 - Operating Fund			
2025 Beginning Fund Balance	1,826,810	1,826,810	
Agency Revenue	15,985,470	\$ 15,985,472	100.00%
Other Revenue	490,000	\$ 270,381	55.18%
Transfers In	1,545,000	\$ 1,030,000	66.67%
Revenue Collected	18,020,470	17,285,853	95.92%
Total Resources	19,847,280	19,112,663	
Personnel Expenditures	14,044,576	\$ 9,060,160	64.51%
Operating Expenditures	4,031,232	\$ 2,607,265	64.68%
Transfers Out	600,000	\$ 600,000	100.00%
Total Expenditures	18,675,808	12,267,425	65.69%
Available Fund Balance	\$ 1,171,472	\$ 6,845,238	
502 - Capital Project Fund			
2025 Beginning Fund Balance	653,756	653,756	
Agency Revenue	417,753	\$ 417,753	100.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	200,000	200,000	100.00%
Revenue Collected	617,753	617,753	100.00%
0			
Total Resources	1,271,509	1,271,509	
Expenditures	1,343,325	\$ 527,091	42.59%
Transfers Out	-	\$ -	0.00%
Total Expenditures	1,343,325	527,091	42.59%
Available Fund Balance	\$26,184	\$744,418	
503 - Equipment Replacement Reserve			
2025 Beginning Fund Balance	226,910	\$226,910	
Agency Revenue	151,910	\$151,910	100.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	200,000	200,000	100.00%
Revenue Collected	351,910	351,910	100.00%
Total Resources	578,840	578,840	
Expenditures	222,293	\$ 109,126	49.09%
Transfers Out	-	-	0.00%
Total Expenditures	222,293	109,126	49.09%
Available Fund Balance	\$356,547	\$469,714	

	2025 Amended Budget	Actual	Percent of Budget
504 - Operating Expense Reserve			
2025 Beginning Fund Balance	\$ 200,751	\$200,751	
Other Revenue	\$ -	-	0.00%
Transfers In	\$ 100,000	100,000	100.00%
Revenue Collected	100,000	100,000	100.00%
Total Resources	300,751	300,751	
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$300,751	\$300,751	
505 - E-911 Escrow Trust			
2025 Beginning Fund Balance	\$285,030	\$285,030	
Operating Revenue	1,500,000	\$ 786,652	52.44%
Investment Interest	-	23,195	0.00%
Revenue Collected	1,500,000	809,847	53.99%
Total Resources	1,785,030	1,094,877	
Expenditures	-	-	0.00%
Transfers Out	1,545,000	1,030,000	66.67%
Total Expenditures	1,545,000	1,030,000	66.67%
Available Fund Balance	\$240,030	\$64,877	
506 - Rate Stabilization Reserve			
2025 Beginning Fund Balance	\$1,114,855	\$1,114,855	
Non-Operating Revenue	-	-	0.00%
Transfers In	100,000	100,000	100.00%
Revenue Collected	100,000	100,000	100.00%
Total Resources	1,214,855	1,214,855	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$1,214,855	\$1,214,855	

Accounts Payable

Checks by Date - Detail by Check Date

User: Cbarcus@norcom.org
Printed: 10/1/2025 10:33 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 698645715	ADP Workforce Now Payroll Solution Bundle - PPE C	08/29/2025	559.75
Total for this ACH Check for Vendor 120:				559.75
ACH	630 46521	SITECRAFTING INC Managed Website Hosting - August	08/29/2025	99.00
Total for this ACH Check for Vendor 630:				99.00
ACH	785 08262025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 08262025	08/29/2025	115.38
Total for this ACH Check for Vendor 785:				115.38
21698	718 11723458 11735800	ACCESS CORP Shredding Services - July Shredding Services Surcharge Refund	08/29/2025	208.89 -14.53
Total for Check Number 21698:				194.36
21699	8 08112025 08112025	CENTURYLINK Telephone Services ACCT# 5208 Telephone Services ACCT# 5208	08/29/2025	512.00 1,555.05
Total for Check Number 21699:				2,067.05
21700	9 748685887	CENTURYLINK Cellular Services ACCT# 5571	08/29/2025	6.76
Total for Check Number 21700:				6.76
21701	848 21005505407	INSIGHT GLOBAL, LLC Permanent Placement Fee - IT	08/29/2025	30,601.20
Total for Check Number 21701:				30,601.20
21702	741 NOR0725	PACIFIC NORTHWEST GIGAPOD Internet Service - July	08/29/2025	500.00
Total for Check Number 21702:				500.00
21703	52 100663 100667	PACIFICA LAW GROUP Legal Services - Norway Hill License Legal Services July - General	08/29/2025	2,262.00 1,950.00
Total for Check Number 21703:				4,212.00
21704	782 2473 2474 2475	PSERN Operator Sobieski Sublease Ring Hill Sublease CRISTA Sublease	08/29/2025	6,788.45 6,788.45 6,788.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21704:				20,365.35
21705	772 8565	SNO911 ADCOMM Cost Share May & June - Paging Sys	08/29/2025	2,245.66
Total for Check Number 21705:				2,245.66
21706	712 165418	SUMMIT LAW GROUP PLLC Legal Services - General Employment	08/29/2025	510.00
Total for Check Number 21706:				510.00
21707	585 KFTMI18712	TRACE3, LLC Barracuda Load Balancer - 11.26.25 - 11.25.26	08/29/2025	5,025.69
Total for Check Number 21707:				5,025.69
21708	79 6120870832 6120870832	VERIZON WIRELESS Cell Phone Replacement Cellular Services ACCT# 3790	08/29/2025	55.09 1,280.92
Total for Check Number 21708:				1,336.01
21709	88 5035451128	WELLS FARGO FINANCIAL LEASING Copier Lease - August	08/29/2025	1,821.96
Total for Check Number 21709:				1,821.96
Total for 8/29/2025:				69,660.17
ACH	785 11001977	NAVIA BENEFITS SOLUTIONS FSA Admin Fee - August	08/31/2025	200.00
Total for this ACH Check for Vendor 785:				200.00
Total for 8/31/2025:				200.00
ACH	120 PPE 08312025 PPE 08312025 PPE 08312025 PPE 08312025 PPE 08312025 PPE 08312025	ADP Accrued Employment & WACares - PPE 08312025 Medicare - PPE 08312025 Accrued Wages - PPE 08312025 FMLA Taxes - PPE 08312025 Federal Taxes - PPE 08312025 Garnishments - PPE 08312025	09/09/2025	3,095.12 10,851.19 279,212.66 3,680.06 44,615.64 487.85
Total for this ACH Check for Vendor 120:				341,942.52
ACH	131 PPE 08312025	HEALTH EQUITY HSA Contributions - PPE 08312025	09/09/2025	1,545.80
Total for this ACH Check for Vendor 131:				1,545.80
ACH	132 PPE 08312025	WILMINGTON TRUST MEBT Contributions - PPE 08312025	09/09/2025	49,278.51
Total for this ACH Check for Vendor 132:				49,278.51
ACH	133 PPE 08312025	DEPT OF RETIREMENT SYSTEMS PERS Contributions - PPE 08312025	09/09/2025	17,264.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 08312025	DRS DCP Contributions - PPE 08312025		842.03
	PPE 08312025	PSERS Contributions - PPE 08312025		34,158.67
Total for this ACH Check for Vendor 133:				52,265.26
ACH	785 09022025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 09022025	09/09/2025	107.17
Total for this ACH Check for Vendor 785:				107.17
ACH	837 PPE 08312025	ADP PHYSICAL CHECK ADP Check #178 - PPE 08312025	09/09/2025	2,091.49
Total for this ACH Check for Vendor 837:				2,091.49
21710	569 SEPTEMBER,25	NORCOM ASSOCIATED GUILD NAG Dues - September	09/09/2025	2,368.00
Total for Check Number 21710:				2,368.00
21711	673 SEPTEMBER,25	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - September	09/09/2025	824.38
Total for Check Number 21711:				824.38
21712	675 PPE 08312025	MISSIONSQUARE - 306590 457 ICMA Contributions - PPE 08312025	09/09/2025	5,158.26
Total for Check Number 21712:				5,158.26
Total for 9/9/2025:				455,581.39
ACH	120 699669677	ADP Workforce Now Payroll Solution Bundle - PPE 0	09/12/2025	554.07
Total for this ACH Check for Vendor 120:				554.07
ACH	131 bdxo65d	HEALTH EQUITY HSA Monthly Admin Fee - September	09/12/2025	59.25
Total for this ACH Check for Vendor 131:				59.25
ACH	67 AUG25	DEPT OF REVENUE Meydenbayer Center Employee Parking Expense	09/12/2025	198.90
Total for this ACH Check for Vendor 67:				198.90
ACH	692 08262025	ZIPLY FIBER Telephone Services ACCT# 0215	09/12/2025	606.05
Total for this ACH Check for Vendor 692:				606.05
ACH	785 09092025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 09.09.2025	09/12/2025	169.36
Total for this ACH Check for Vendor 785:				169.36
21713	718 11783013	ACCESS CORP Shredding Services - August	09/12/2025	208.89
Total for Check Number 21713:				208.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
21714	851 08292025	LAYLA ALSAEED Boundary Tour Mileage Reimbursement	09/12/2025	109.90
Total for Check Number 21714:				109.90
21715	364 08272025	AT&T Cellular Services ACCT# 7817	09/12/2025	197.52
Total for Check Number 21715:				197.52
21716	3 08282025	AT&T MOBILITY Cellular Services ACCT# 6980	09/12/2025	82.38
Total for Check Number 21716:				82.38
21717	850 08082025	BRAXTON BASHA Boundary Tour Mileage Reimbursement	09/12/2025	105.00
Total for Check Number 21717:				105.00
21718	6 AF6YR1Q ZR00806323	CDW-GOVERNMENT INC HP EliteBook Touchscreen Notebook Google Cloud RAADAR - 7.1.25 - 7.31.25	09/12/2025	1,615.38 4,319.90
Total for Check Number 21718:				5,935.28
21719	11 53430 53462 53462 53463 53473	CITY OF BELLEVUE Q3 CoLocation 2025 Monthly Parking Spaces - September Monthly Parking Spaces - September Fiber Usage Rental Fee - September Monthly Rent - September	09/12/2025	20,109.60 498.50 1,337.43 477.00 56,286.93
Total for Check Number 21719:				78,709.46
21720	18 INV3059299 INV3061786	COPIERS NORTHWEST Daily Mail Pick Up - September Copier Lease - August	09/12/2025	352.64 265.57
Total for Check Number 21720:				618.21
21721	324 61771-5	CRISTA MINISTRIES Radio Tower Lease - August	09/12/2025	654.86
Total for Check Number 21721:				654.86
21722	388 09112025	NICK CURRY ORCA Cards For Academy Training Reimburse	09/12/2025	108.00
Total for Check Number 21722:				108.00
21723	447 681617	FIRST CHOICE COFFEE SERVICES Ice Machine Rental - September	09/12/2025	121.22
Total for Check Number 21723:				121.22
21724	751 820245	FISHER BROYLES, LLP Legal Services - RAADAR	09/12/2025	1,787.00
Total for Check Number 21724:				1,787.00
21725	329 06122025	CORY JAMES Emergency Number Professional Certification R	09/12/2025	450.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21725:	450.00
21726	252 11016246	KING COUNTY FINANCE KCIT INET Other MISC SVC - August	09/12/2025	1,500.00
			Total for Check Number 21726:	1,500.00
21727	849 08082025	JESSIE MACIAS Boundary Tour Mileage Reimbursement	09/12/2025	101.50
			Total for Check Number 21727:	101.50
21728	586 2025-09	MEYDENBAUER CENTER Construction Employee Parking - September	09/12/2025	1,950.00
			Total for Check Number 21728:	1,950.00
21729	331 090202025	ZEB MIDDLETON Mileage Reimbursement - August	09/12/2025	39.90
			Total for Check Number 21729:	39.90
21730	819 INV36085 INV36085 INV36085	RACOM Relay Coax Assembly SFE Key - TaskBuilder P25 Analog 50 Watts	09/12/2025	647.49 254.56 3,297.80
			Total for Check Number 21730:	4,199.85
21731	701 INV-291306 INV-291306 INV-291306 INV-291306 INV-291306 INV-291306 INV-291306	SMARSH INC Twitter - Professional Archive Capture Instagram - Professional Archive Capture Verizon - Professional Archive Capture AT&T Mobile Message - Professional Archive C LinkedIn - Professional Archive Capture Facebook - Professional Archive Capture Platform - Professional Archive - SMG	09/12/2025	2,909.28 1,009.43 1,135.61 1,135.61 1,009.43 1,009.43 1,009.43 801.87
			Total for Check Number 21731:	9,010.66
21732	772 8646	SNO911 ADCOMM Paging System Project Cost-Share -	09/12/2025	666.60
			Total for Check Number 21732:	666.60
21733	366 08212025	T MOBILE Cellular Services ACCT# 8760	09/12/2025	18.71
			Total for Check Number 21733:	18.71
21734	844 2148	UNCOMMON BRIDGES Strategic Plan Project - August	09/12/2025	5,126.25
			Total for Check Number 21734:	5,126.25
			Total for 9/12/2025:	113,288.82
ACH	120 PPE 09142025 PPE 09142025	ADP Garnishments - PPE 09142025 Federal Taxes - PPE 09142025	09/19/2025	487.85 46,252.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 09142025	Accrued Wages - PPE 09142025		289,603.58
	PPE 09142025	Accrued Employment & WACares - PPE 09142025		2,892.83
	PPE 09142025	Medicare - PPE 09142025		11,111.59
	PPE 09142025	FMLA - PPE 09142025		3,728.85
Total for this ACH Check for Vendor 120:				354,076.75
ACH	131	HEALTH EQUITY	09/19/2025	
	PPE 09142025	HSA Contributions - PPE 09142025		1,545.80
Total for this ACH Check for Vendor 131:				1,545.80
ACH	132	WILMINGTON TRUST	09/19/2025	
	PPE 09142025	MEBT Contributions - PPE 09142025		51,977.99
Total for this ACH Check for Vendor 132:				51,977.99
ACH	133	DEPT OF RETIREMENT SYSTEMS	09/19/2025	
	PPE 09142025	DCP Contributions - PPE 09142025		826.89
	PPE 09142025	PERS Contributions - PPE 09142025		17,299.47
	PPE 09142025	PSERS Contributions - PPE 09142025		34,672.53
Total for this ACH Check for Vendor 133:				52,798.89
ACH	140	RELIANCE STANDARD	09/19/2025	
	OCT2025	Life/LTD Insurance Premiums - October		2,386.19
Total for this ACH Check for Vendor 140:				2,386.19
ACH	327	ASSOCIATION OF WASHINGTON CITIES	09/19/2025	
	OCTOBER25	Dental Premiums - October 2025		8,465.78
	OCTOBER25	Medical Premiums - October 2025		124,956.10
	OCTOBER25	Vision Premiums - October 2025		1,142.56
Total for this ACH Check for Vendor 327:				134,564.44
ACH	75	US BANK CORPORATE PAYMENT SYS	09/19/2025	
	08122025	Amazon - Flash Drive 10x		98.50
	08132025	Amazon - Coffee Creamer 4x		53.08
	08132025	Costco - Kleenex & Lysol		78.27
	08132025	Michaels - Frame Return Refund		-38.00
	08142025	Amazon - Flash Drive 1x		9.86
	08142025	Embassy Consulting - Training Cancellation Ref		-225.00
	08152025	PluralSight - Annual License		329.47
	08152025	Amazon - Dry Erase Markers Refund		-26.49
	08162025	Amazon - Keyboard 24x		554.40
	08162025	Amazon - Keyboard 5x		245.75
	08182025	Ingallinas Box Lunch - Operations Manager Inte		142.97
	08182025	Amazon - Dish Sponges		4.77
	08182025	Amazon - Hole Punch & Stapler		31.43
	08182025	Amazon - Adaptor Cable x4		37.88
	08182025	Amazon - Stem Castor Wheels		19.49
	08192025	Amazon - Dry Erase Markers		26.21
	08212025	Amazon - Adaptor Refund		-28.41
	08212025	Amazon - Adaptor Refund		-9.47
	08222025	Doodle Pro Subscription - August		90.90
	08222025	Amazon - Printer Paper 4x		265.43
	08222025	Office Depot - Printer Paper		33.05
	08232025	Primo Water Delivery		168.90
	08252025	Office Depot - Laminating Sleeves		94.75
	08262025	Amazon - Adaptor 4x		50.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	08272025	Amazon - Black Toner Cartridge		-81.70
	08282025	Luxor Workspaces - Standing Desk		220.39
	08292025	Office Depot - Employee Payroll File Folders		155.35
	08292025	NENA - Center Manager Certification Training		1,115.00
	08302025	Google - YouTube TV		5.49
	08302025	Amazon - Wellness Committee Self Care Station		373.25
	09012025	Amazon - Step Stool		26.38
	09022025	UPS - IT Warranty Return Fee		29.96
	09022025	Google - YouTube TV		91.45
	09032025	Safeway - Strategic Plan Meeting		35.59
	09032025	Primo Water Delivery		20.39
	09032025	Safeway - Strategic Plan Meeting		25.17
	09062025	Amazon - Printer Ink Cartridges		57.29
	09072025	Hotel Boulder - Conference Hotel Accommodati		1,374.60
	09082025	Alaska Air - Conference Airfare Accommodation		1,261.60
	09082025	Amazon - Calendar		13.28
	09092025	Amazon - Wellness Committee Self Care Station		133.45
	09092025	Primo Water Delivery		202.91
		Total for this ACH Check for Vendor 75:		7,067.68
21735	733	SEAN GOEHNER	09/19/2025	
	09182025	Locution Users Conference Travel & Per Diem F		363.70
		Total for Check Number 21735:		363.70
21736	675	MISSIONSQUARE - 306590	09/19/2025	
	PPE 09142025	ICMA 457 Contributions - PPE 09142025		4,863.53
		Total for Check Number 21736:		4,863.53
21737	74	UNUM	09/19/2025	
	OCTOBER25	Long Term Care Insurance Premiums - October		786.40
		Total for Check Number 21737:		786.40
		Total for 9/19/2025:		610,431.37
ACH	120	ADP	09/26/2025	
	700858222	Payroll Services & Workforce Now Services		768.90
		Total for this ACH Check for Vendor 120:		768.90
ACH	134	COLONIAL LIFE	09/26/2025	
	OCT25	Supplemental Insurance Premiums - October 202		1,074.65
		Total for this ACH Check for Vendor 134:		1,074.65
ACH	630	SITECRAFTING INC	09/26/2025	
	46672	Managed Website Hosting - September		99.00
		Total for this ACH Check for Vendor 630:		99.00
ACH	692	ZIPLY FIBER	09/26/2025	
	08282025	Telephone Services ACCT# 6115		134.59
		Total for this ACH Check for Vendor 692:		134.59
ACH	785	NAVIA BENEFITS SOLUTIONS	09/26/2025	
	09232025	FSA Disbursement - 09232025		111.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 785:				111.96
21738	836 9576	ABSOLUTE ACCESS ID, LLC Digital Presence HID Premium License 36 Month	09/26/2025	5,014.10
Total for Check Number 21738:				5,014.10
21739	8 09112025	CENTURYLINK Telephone Services ACCT# 5208	09/26/2025	365.45
Total for Check Number 21739:				365.45
21740	627 9743	FIRSTLINE BUSINESS SYSTEMS, INC NICE Inform Elite System Annual Renewal - 11	09/26/2025	25,180.70
Total for Check Number 21740:				25,180.70
21741	815 INV-1232	GOVWORX, INC CommsCoach WA Annual Subscription - 9.2.25	09/26/2025	21,000.00
Total for Check Number 21741:				21,000.00
21742	252 7012972	KING COUNTY FINANCE Rattlesnake RES ANT - September 2025	09/26/2025	6,788.45
Total for Check Number 21742:				6,788.45
21743	557 11705657	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - August	09/26/2025	406.82
Total for Check Number 21743:				406.82
21744	741 NOR0825	PACIFIC NORTHWEST GIGAPOD Internet Services - August	09/26/2025	500.00
Total for Check Number 21744:				500.00
21745	52 100861 100862	PACIFICA LAW GROUP Legal Services - Norway Hill License Legal Services - General	09/26/2025	1,053.00 1,950.00
Total for Check Number 21745:				3,003.00
21746	852 4491	SCGI Advanced School Of Leadership Sessions (Sept:	09/26/2025	37,500.00
Total for Check Number 21746:				37,500.00
21747	499 130-159889	TYLER TECHNOLOGIES New World Software Maintenance - 11.1.25 - 04	09/26/2025	343,870.55
Total for Check Number 21747:				343,870.55
21748	79 6123355039 6123355039	VERIZON WIRELESS Cellular Services ACCT# 3790 Cellphone Replacement ACCT# 3790	09/26/2025	1,348.55 163.19
Total for Check Number 21748:				1,511.74
21749	87 00185734	WA STATE PATROL Q4 Access User Fee	09/26/2025	18,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21749:				18,000.00
21750	88 5035818898	WELLS FARGO FINANCIAL LEASING Copier Lease - September	09/26/2025	1,821.96
Total for Check Number 21750:				1,821.96
Total for 9/26/2025:				467,151.87
Report Total (80 checks):				1,716,313.62



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/10/2025
Subject: Records Management System Update

Executive Summary:

The current Tyler RMS system is approaching the end of its lifecycle. Tyler has indicated that new feature development will cease, with the system shifting to a limited support model focused on issue and defect resolution at some point in 2027. While security patches will continue to be provided, the system will no longer evolve. Remaining on this platform beyond that point is not a sustainable long-term option.

The project team has received 24 user surveys, completed 21 in-person workshops, and gathered hundreds of requirements across multiple user groups from NORCOM's police and fire partner agencies. Demonstrations of Tyler Technologies' Enterprise Records solution are scheduled for November 12 and 13, 2025.

Following the upcoming 11 scheduled workshops and the November demonstrations, the team will evaluate whether Enterprise Records meets NORCOM's operational and technical needs. Based on this evaluation, the next step will be to determine whether to proceed with Enterprise Records or to further investigate alternative RMS solutions.

NORCOM continues to strongly believe that a unified RMS platform across all partner agencies is essential for interoperability, data sharing, and operational efficiency. Regardless of the specific system ultimately selected, maintaining a unified approach remains a core value guiding this process.

Background:

NORCOM's current operating model is built on unified CAD and RMS systems shared by all partner agencies. This approach is foundational to how services are delivered today - allowing for cost sharing, seamless interoperability, and broad access to data across jurisdictions.

In July 2025, NORCOM initiated a formal project to explore RMS replacement in anticipation of the current system's eventual phase-out. This work includes evaluating whether Enterprise Records, developed by Tyler Technologies, could serve as a viable successor, as well as reviewing Tyler's new Report Writing product as a potential replacement for Mobile Field Reporting.

To support an informed and objective decision, NORCOM formed a project team to:

- Conduct business use analyses
- Review and document RMS use cases and workflows
- Build detailed requirements
- Translate operational needs into technical specifications

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM staff recommends the Board receive this information.

Staff Comments:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

RMS Update

RMS Management System Update



NORCOM 9-1-1

RMS project team update

- Unified platform across all partner agencies
- Current system approaching end of life, 2027
 - Continued limited support to issue and defect resolution/security patches
 - No future feature developments
- Work completed to date:
 - User surveys, in-person workshops
 - Gathering of requirements and stress points in current application
- Upcoming work:
 - Additional workshops
 - Tyler Enterprise Records demonstrations (November 12 & 13)





MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/10/2025
Subject: Strategic planning process – Strategic Positioning of NORCOM

Executive Summary:

Following the September Board meeting, Uncommon Bridges and the Strategic Plan Steering Committee convened to review NORCOM's vision and identify next steps in the planning process. Today's discussion is focused on how the Board envisions NORCOM's future. We will spend time discussing the organization's vision and mission, with the input guiding the strategic plan workgroups, giving them clear direction on concepts and goals to develop prior to the November Board meeting.

Background:

- April 12, 2024 – The Board began discussion around strategic planning for NORCOM.
- May 10, 2024 – The Board approved the creation of the strategic plan scoping subcommittee charged with establishing goals, objectives, scope and processes for the future of NORCOM.
- September 13, 2024 – The proposal of the scoping committee was presented to the Board and the Board stood up a Strategic Plan Steering Team.
- December 13, 2024 – The Board approved publication of the Strategic Planning RFP and the 2025 adopted budget included funds for the project.
- April 11, 2025 – The Board approved for the Executive Director to enter into a consulting contract with Uncommon Bridges.
- September 12, 2025 – Uncommon Bridges presented an assessment summary to the Board, outlining high-level observations on leadership, workforce, financial sustainability, technology, and governance.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

The Board's direction today will shape how the strategic planning process moves forward, including the framework and priorities of the workgroups. Establishing a clear strategic position will help ensure the plan reflects the Board's vision and provides practical guidance for implementation.

NORCOM Staff Recommendation:

NORCOM staff recommends the Board receive this update and provide input to establish a strategic position for NORCOM.

Staff Comments:

Nothing Additional

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/10/2025
Subject: October IT & Operations Newsletters

Executive Summary:

The IT & Operations Newsletters contain updates and other important topics. The Newsletters 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 recommends the Board review the updates and offer input or questions as desired.

Staff Comments:

N/A

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

October IT & Ops Newsletters



Radio

PSERN to CAD Interface

NORCOM IT is actively overseeing the collaboration between Tyler Technologies and Motorola as they develop our new interface. By closely managing the partnership, we're ensuring steady progress and that the solution meets the needs of our agencies.

VHF Radio Replacements

As part of our VHF infrastructure modernization, NORCOM has secured new base station radios to replace aging equipment. The updated radios are designed to improve reliability, simplify troubleshooting, and make day-to-day operation easier for our partner agencies. Rollout and installation will be carefully coordinated to avoid disrupting daily communications while strengthening interoperability across the region.

Project, Systems and Programs

Records Replacement Project

NORCOM has now completed business process reviews with most of our police departments as part of the LERMS replacement assessment. We sincerely appreciate the time and thoughtful input each agency has contributed. The effort and collaboration shown during these sessions are key to ensuring that any future records management solution reflects shared priorities, supports efficient workflows, and strengthens how we work together. System demonstrations are scheduled for November as the next step in the evaluation process.

Windows 11

NORCOM's transition to Windows 11 is almost complete, with nearly all dispatch workstations now upgraded. The remaining computers will be completed soon to ensure a smooth and stable environment. We want to remind all partner agencies that any computer connecting to the NORCOM network must be migrated off Windows 10 by the end of this year. Microsoft's end of support means no further security updates will be released, and systems left on Windows 10 will pose cybersecurity risks.

Warm Backup Solution

NORCOM's warm backup project at RCECC continues to make solid progress. With the Rubrik appliances installed and configured, the team is now testing backups on non-critical systems to validate performance and reliability. Full implementation is on track to be completed by the end of the year, strengthening NORCOM's ability to protect and quickly restore critical data in the event of a failure or outage.

Internet Resiliency

Work is progressing on NORCOM's dedicated iNET connection at Redmond Police Department, which will provide a critical secondary network path for resiliency. The necessary equipment has been ordered, and NORCOM is coordinating with King County to schedule the installation. Looking ahead, NORCOM still intends to add a third ISP through Amazon's satellite-based Kuiper service once it becomes available, further strengthening network redundancy.

Cybersecurity and Physical Security Assessment

NORCOM continues strengthening its cybersecurity and physical security through collaboration with CISA. In late September, a national security alert identified vulnerabilities in older Cisco ASA firewalls. Thanks to the Board's approval of additional funding and the addition of our new Network Security Engineer, critical firewall upgrades were already in progress, allowing our IT team to respond quickly and complete key mitigation steps with minimal disruption. CISA has confirmed no signs of compromise were found, and NORCOM will continue proactive monitoring, testing, and future assessments to keep all critical systems secure.

IT Service Desk

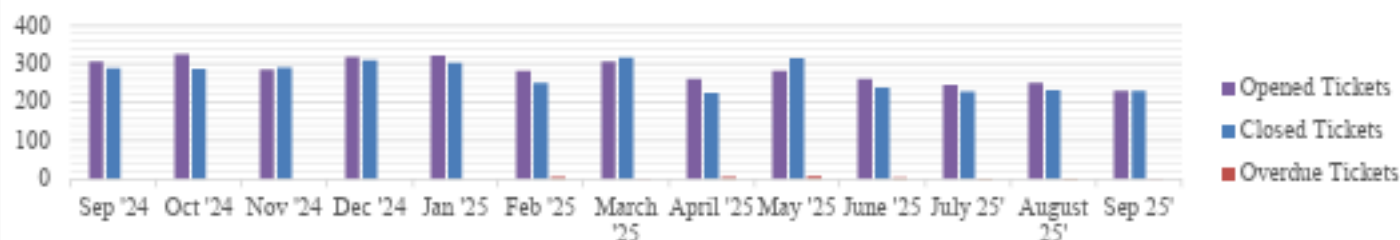
Surveys

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

Last Month: 5 surveys were returned (44 ratings)

- Better than expected – 37
- As expected – 7
- Worse than expected – 0

Service Desk Tickets





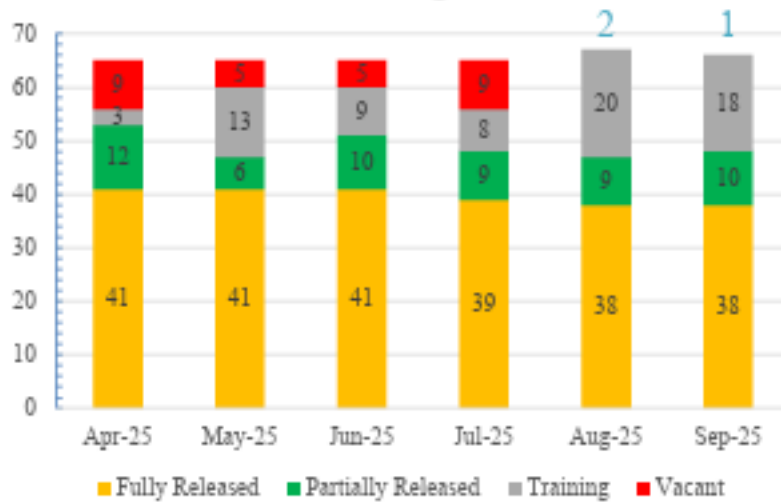
911 OPERATIONS UPDATES

From: Katy Myers, Executive Director

October 2025

In September, NORCOM continued its *EXPO-sure* training series with hands-on instruction and equipment demonstrations involving the drone (UAS) teams from Bothell, Bellevue, Lake Forest Park, and Clyde Hill. This new training platform better equips our staff for life-saving deployments in the field and strengthens our relationships with partner agencies.

PST Staffing Levels



9-1-1 Answer Times



* Oct/Nov 2024 NORCOM operated out of the back-up center (BUC) when there were only seven 911 phones installed. Since adding Bothell PD, KC911 transitioned the five 911 Bothell PD phone positions to our BUC, totaling 12.