



NORCOM Governing Board  
January 9, 2026, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
  - A. Governing Board Meeting Minutes November 14, 2025
  - B. AP Reports November & December 2025
  - C. 2025 - Q4 Finance Committee Reviews
5. For Board Decision
  - A. Resolution 223 - Adoption of a Health Reimbursement Arrangement Plan
6. Agency Newsletter
  - A. NORCOM Agency Newsletter
7. Executive Session

*The Governing Board may hold an Executive Session pursuant to one or more of the following:*

  - *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*
  - *RCW 42.30.110(1)(g) to review the performance of an employee; and*
  - *RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.*
  - *RCW 42.30.140*

*If any provision of this chapter conflicts with the provisions of any other statute, the provisions*

*of this chapter shall control: PROVIDED, That this chapter shall not apply to:  
(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.*

8. Adjournment

The next Governing Board meeting is scheduled for February 13, 2026



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: Governing Board Meeting Minutes November 14, 2025

---

### **Executive Summary:**

The November 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**

GB Meeting Minutes 202511



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

**MEMBERS**

Nathan McCommon	City of Bellevue
Julie Underwood	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Chair)
Ben Lane	Eastside Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)
Matt Cowan	Shoreline Fire Department
Adrian Sheppard	Redmond Fire Department

**ABSENT**

Ken Seuberlich	City of Bothell
Kyle Kolling	City of Clyde Hill
Mike Bailey	City of Snoqualmie
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**NORCOM TREASURER**

Michael Olson	City of Kirkland
---------------	------------------

**NORCOM STAFF**

Katy Myers	Executive Director
Roky Louie	Human Resources Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	LE & Fire Liaison
Andrew Johnson	Operations Manager
Karen Furuya	Acting IT Manager
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist

**GUESTS**

Lora Ueland	Uncommon Bridges
Jacqueline Robinette	Uncommon Bridges



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

- **Call to Order**

Chief Dan Yourkoski, 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 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 October 10, 2025**
- **Accounts Payable Report October 2025**

There was no discussion on any consent agenda items.

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

Motion carried.



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

- **For Board Decision**

- **Resolution 222 – Adopting the 2026 Budget**

Director Myers introduced the topic of Resolution 222, the adoption of the 2026 Budget. Finance Manager Deppen provided an overview of the key points of the 2026 Budget, which the Governing Board has previously reviewed, and stated that questions are welcome.

Chief Culp made a motion to approve Resolution 222. Chief Magnan seconded the motion.

Motion carried

- **NORCOM Agency Newsletter**

Director Myers stated that we have created a new version of the newsletter that shifts the focus to the Agency as a whole, allowing us to provide more detail and data on NORCOM's operations. Director Myers highlighted a few areas of the newsletter, including the new certificate each fully released Telecommunicator will receive.

- **Other Business**

Chief Culp stated that there was a mention regarding canceling the December meeting.

Chief Sass motioned to cancel the December 12, 2025, meeting. Chief Culp seconded.

Motion carried.

Chief Culp then took a moment to thank Chief Ben Lane for his years of service. Chief Lane is retiring, this will be his last NORCOM Governing Board meeting.

- **Adjournment**

Chief Yourkoski adjourned the meeting at 9:09.

The next Governing Board meeting is scheduled for January 9, 2026.



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

Approved by:

---

Chair

Attest:

---

Secretary



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: AP Reports November & December 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:**

N/A

### **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.

Figures presented in fund financial report do not represent final fund position for 2025 and are pending final budget reconciliation to be completed before May 2026.

### **Staff Comments:**

Nothing Additional

### **Options**

### **Risks**

**Finance Committee Review:** Yes

**Legal Review:** No

**Joint Operations Board Review:** No

---

### **Attachments**

AP Reports 2025 11

AP Reports 2025 12

## NORCOM

ACTIVITY NOVEMBER 1, 2025, THROUGH NOVEMBER 30, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,103,929.27

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 against 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 November 30, 2025

	2025 Budget	November Activity	2025 Collected to Date	% collected	
Agency Revenue	15,985,470	- \$	15,985,472	100%	
Agency Reimbursements	215,000	18,670 \$	193,617	90%	
Grants/Intergovernmental/Interest	275,000	- \$	140,562	51%	
Total	16,475,470	18,670	16,319,651	99%	
Transfers In	1,600,000	- \$	1,600,000	100%	
Revenues + Transfers	18,075,470	18,670	17,919,651	99%	
Expenses					
	2025 Budget	November Activity	2025 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,865,115	\$ 718,098	8,027,755	81%	1,837,360
Salaries & Wages - Overtime	584,422	\$ 49,303	718,116	123%	(133,694)
Professional Reimbursements	4,200	\$ 646	5,492	131%	(1,292)
Medical	1,481,774	\$ 107,079	1,200,898	81%	280,877
HSA Contributions	24,298	\$ 2,112	23,792	98%	506
Dental	100,512	\$ 7,193	80,011	80%	20,502
Vision	13,321	\$ 991	10,935	82%	2,386
Long-Term Care	7,848	\$ 661	6,875	88%	973
FSA Fees	1,740	\$ -	1,800	103%	(60)
Medicare	153,654	\$ 10,147	117,421	76%	36,233
MEBT	678,231	\$ 45,402	539,506	80%	138,725
PERS	995,880	\$ 48,715	696,786	70%	299,094
Washington FMLA	25,178	\$ 1,919	22,804	91%	2,374
Unemployment	74,815	\$ 1,487	64,610	86%	10,205
Workers Comp	33,589	\$ 2,206	22,237	66%	11,351
Total Personnel	14,044,577	995,960 \$	11,539,038	82%	2,505,539
Advertising	15,000	\$ 973	15,213	101%	(213)
Bank Fees	25	\$ -	-	0%	25
Cellular,Pager & Radio Svcs	24,540	\$ 350	17,773	72%	6,767
Computer Hardware-Non Capital	15,000	\$ -	12,168	81%	2,832
Consumable Goods	21,095	\$ 836	11,465	54%	9,630
Dues & Memberships	15,205	\$ 1,012	13,567	89%	1,638
Equipment Leases	24,420	\$ 1,949	22,507	92%	1,913
Facility Lease	854,649	\$ -	547,092	64%	307,557
Financial Audit	29,492	\$ -	21,213	72%	8,279
Hosted Services	274,301	\$ 5,306	172,499	63%	101,802
HR Services	113,453	\$ 1,167	107,688	95%	5,765
Insurance	168,750	\$ -	-	0%	168,750
Legal Services	111,400	\$ 4,848	62,949	57%	48,451
Local Travel/Training/ Mileage	6,350	\$ 557	1,861	29%	4,489
Network Service	48,500	\$ 1,717	18,528	38%	29,972
Office Furniture	11,500	\$ 1,932	21,427	186%	(9,927)
Office Supplies	6,650	\$ 121	4,755	72%	1,895
Operating Supplies	4,500	\$ 1,275	12,320	274%	(7,820)
Parking Lease	31,263	\$ 2,149	28,683	92%	2,580
Payroll Services	20,000	\$ 1,244	14,230	71%	5,770
Postage	1,000	\$ 188	759	76%	241
Printing	1,550	\$ 31	697	45%	853
Professional Services	220,205	\$ 10,948	121,121	55%	99,084
R&M - Network Equipment	466,702	\$ 201	458,023	98%	8,678
R&M - Office Equipment	2,500	\$ -	-	0%	2,500
R&M - Software Maintenance	1,091,144	\$ 2,499	869,082	80%	222,062
Radio Site Lease	65,752	\$ 1,405	27,836	42%	37,916
Recruitment Supplies	2,000	\$ -	608	30%	1,392
Small Tools & Minor Equipment	10,500	\$ 797	8,527	81%	1,973
Software/Licensing	269,458	\$ 1,411	153,906	57%	115,552
Telephone Services	44,578	\$ 4,139	29,834	67%	14,744
Training/Conf Registrations	30,000	\$ 4,125	49,328	164%	(19,328)
Training/Conf Registrations/ Travel	29,750	\$ 1,434	27,101	91%	2,649
Transfers Out	600,000	\$ -	600,000	100%	-
Total Supplies & Services	4,631,232	52,613 \$	3,452,762	75%	1,178,471
GRAND TOTAL	18,675,809	1,048,573 \$	14,991,799	80%	3,684,010

## 502- Capital Projects

	2025 Budget	November 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	\$ 1,628	37,463	25%	112,537
Console Replacement	105,870	\$ -	85,471	81%	20,399
Internet Resiliency	75,000	\$ -	-	0%	75,000
CAD Radio Interface	157,683	\$ -	-	0%	157,683
CAD to Nice	35,000	\$ -	-	0%	35,000
Alpha Numeric Paging	469,772	\$ -	177,457	38%	292,315
	1,268,325	1,628	544,678	42.9%	723,647

## 503- Equipment Replacement:

	2025 Budget	November Activity	2025 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,725	\$ -	19,474	61%	12,251
Network Costs	10,200	\$ -	-	0%	10,200
Routers/Servers	153,200	\$ -	89,651	59%	63,549
Firewall	27,168	\$ -	-	0%	27,168
	222,293	-	109,126	49.1%	113,167

## 505-E 911 Escrow

	2025 Budget	November Activity	Collected to Date	% collected	
Revenues:					
E-911 Escrow	1,500,000	- \$	1,180,003	79%	
Investment Interest	-	- \$	30,653		
	1,500,000	- \$	1,210,656	81%	
Expenditures:					
Transfers Out	1,600,000	\$ -	1,600,000	100%	-

## NORCOM Financial Summary

For Period Ending November 30, 2025

	2025 Amended Budget	Percent of Budget
	Actual	
<b>501 - Operating Fund</b>		
2025 Beginning Fund Balance	1,826,810	<i>1,826,810</i>
Agency Revenue	15,985,470	\$ 15,985,472 100.00%
Other Revenue	490,000	\$ 334,179 68.20%
Transfers In	1,600,000	\$ 1,600,000 100.00%
Revenue Collected	18,075,470	17,919,651 99.14%
Total Resources	19,902,280	19,746,461
Personnel Expenditures	14,044,576	\$ 11,539,038 82.16%
Operating Expenditures	4,031,232	\$ 2,852,762 70.77%
Transfers Out	600,000	\$ 600,000 100.00%
Total Expenditures	18,675,808	14,991,799 80.27%
<b>Available Fund Balance</b>	<b>\$1,226,472</b>	<b>\$ 4,754,662</b>
<b>502 - Capital Projects Fund</b>		
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%
Total Resources	0	1,271,509
Expenditures	1,243,325	\$ 544,678 43.81%
Transfers Out	-	\$ - 0.00%
Total Expenditures	1,243,325	544,678 43.81%
<b>Available Fund Balance</b>	<b>\$28,184</b>	<b>\$726,831</b>
<b>503 - Equipment Replacement Reserve</b>		
2025 Beginning Fund Balance	226,930	\$226,930
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%
<b>Available Fund Balance</b>	<b>\$356,547</b>	<b>\$469,714</b>

	2025 Amended Budget	Percent of Budget
	Actual	
<b>504 - Operating Expense Reserve</b>		
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%
<b>Available Fund Balance</b>	<b>\$300,751</b>	<b>\$300,751</b>
<b>505 - E-911 Escrow Trust</b>		
2025 Beginning Fund Balance	\$285,030	\$285,030
Operating Revenue	1,500,000	\$1,180,003 78.67%
Investment Interest	-	30,653 0.00%
Revenue Collected	1,500,000	1,210,656 80.71%
Total Resources	1,785,030	1,495,686
Expenditures	-	- 0.00%
Transfers Out	1,600,000	1,600,000 100.00%
Total Expenditures	1,600,000	1,600,000 100.00%
<b>Available Fund Balance</b>	<b>\$185,030</b>	<b>-\$104,314</b>
<b>506 - Rate Stabilization Reserve</b>		
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%
<b>Available Fund Balance</b>	<b>\$1,214,855</b>	<b>\$1,214,855</b>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
 Printed: 11/25/2025 3:48 PM



<b>Check No</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Check Amount</b>
	<b>Invoice No</b>	<b>Description</b>	<b>Reference</b>	
ACH	120	ADP	11/07/2025	
	704114507	Workforce Now Payroll Solution Bundle PPE 10		517.03
Total for this ACH Check for Vendor 120:				517.03
ACH	131	HEALTH EQUITY	11/07/2025	
	xewx5bc	Monthly Admin Fee - November		51.35
Total for this ACH Check for Vendor 131:				51.35
ACH	67	DEPT OF REVENUE	11/07/2025	
OCT2025		First Watch Maintenance Excise Tax - October		39.28
OCT2025		First Watch CAD Dashboard Excise Tax - Octob		1,588.63
OCT2025		Meydenbayer Center Parking Excise Tax - Octot		198.90
Total for this ACH Check for Vendor 67:				1,826.81
ACH	785	NAVIA BENEFITS SOLUTIONS	11/07/2025	
	11042025	FSA Disbursement - 11.4.2025		15.00
Total for this ACH Check for Vendor 785:				15.00
21790	718	ACCESS CORP	11/07/2025	
	11881078	Shredding Services - October		271.63
Total for Check Number 21790:				271.63
21791	651	AMERICAN REGISTRY FOR INTERNET	11/07/2025	
	SI525671	Registration Services Plan Annual Fee		262.50
Total for Check Number 21791:				262.50
21792	2	APCO INTERNATIONAL	11/07/2025	
	1204748	Annual Tier 1 Group Membership - 1.1.26 - 12.3		1,012.00
Total for Check Number 21792:				1,012.00
21793	364	AT&T	11/07/2025	
	10272025	Cellular Services ACCT# 7817		197.58
Total for Check Number 21793:				197.58
21794	3	AT&T MOBILITY	11/07/2025	
	10282025	Cellular Services ACCT# 6980		127.26
Total for Check Number 21794:				127.26
21795	710	BRCK INC	11/07/2025	
INV030843		Telephone Services ACCT# S0016657		672.91
INV031421		Telephone Services ACCT# S0016657		672.91
INV032004		Telephone Services ACCT# S0016657		672.91
INV032576		Telephone Services ACCT# S0016657		683.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount	
	Invoice No	Description	Reference		
			Total for Check Number 21795:		
21796	6 ZR00935942	CDW-GOVERNMENT INC Google Cloud Hosting - September	11/07/2025	2,701.73	
			Total for Check Number 21796:		
21797	8 10112025	CENTURYLINK Telephone Services ACCT# 5208	11/07/2025	348.97	
			Total for Check Number 21797:		
21798	9 756686086	CENTURYLINK Cellular Services ACCT# 5571	11/07/2025	368.47	
			Total for Check Number 21798:		
21799	11 53681 53682 53710 53725 53726	CITY OF BELLEVUE Monthly Parking Spaces - October Fiber Usage Rental Fee - October Monthly Rent - November Monthly Parking Spaces - November Fiber Usage Rental Fee - November	11/07/2025	1,835.93 477.00 56,286.93 1,835.93 477.00	
			Total for Check Number 21799:		
21800	594 11052025 11052025	KAITLIN CLARK APCO Fall Conference Mileage Reimbursement APCO Fall Conference Per Diem	11/07/2025	183.40 95.00	
			Total for Check Number 21800:		
21801	18 INV3091024	COPIERS NORTHWEST Daily Mail Pick-Up - November	11/07/2025	278.40 352.64	
			Total for Check Number 21801:		
21802	324 61771-7	CRISTA MINISTRIES Tower Rental - October	11/07/2025	654.86	
			Total for Check Number 21802:		
21803	853 SIP_11012025	JAMIE DONLEY Signing Incentive Payment	11/07/2025	10,000.00	
			Total for Check Number 21803:		
21804	447 659283 659284 835115	FIRST CHOICE COFFEE SERVICES Filter Exchange For Ice Machine Rental - October Ice Machine Rental Sanitation Services - October Ice Machine Rental - November	11/07/2025	77.09 143.21 126.72	
			Total for Check Number 21804:		
21805	254 10312025	ANDREW JOHNSON Interoperability Summit Mileage Reimbursement	11/07/2025	347.02 142.80	
			Total for Check Number 21805:		
21806	586 2025-11	MEYDENBAUER CENTER Employee Parking - November	11/07/2025	1,950.00	

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
Total for Check Number 21806:				
21807	841	JOSEPH PALI	11/07/2025	1,950.00
	11022025	Peer Support Academy Per Diem		112.00
	11022025	Peer Support Academy Mileage Reimbursement		145.60
Total for Check Number 21807:				
21808	256	PUBLIC SAFETY TESTING INC	11/07/2025	257.60
	PST25-1290	Q3 PST Candidate Agency Test Site Add-On - 5¢		702.00
Total for Check Number 21808:				
21809	261	RADIO COMMUNICATIONS SERVICES	11/07/2025	702.00
	INV-WO002329	Bench Tech Time & Vendor Products & Services		201.38
Total for Check Number 21809:				
21810	366	T MOBILE	11/07/2025	18.73
	10212025	Cellular Services ACCT# 8760		
Total for Check Number 21810:				
21811	844	UNCOMMON BRIDGES	11/07/2025	10,180.65
	2197	Strategic Plan Services - October		
Total for Check Number 21811:				
21812	807	TYLOR WALTERS	11/07/2025	22.04
	11042025	ChatGPT Transcribe Service Test Reimbursement		
Total for Check Number 21812:				
Total for 11/7/2025:				
ACH	120	ADP	11/14/2025	93,728.15
	PPE 11092025	Federal Taxes - PPE 11092025		43,240.45
	PPE 11092025	Garnishments - PPE 11092025		487.85
	PPE 11092025	Medicare - PPE 11092025		10,344.98
	PPE 11092025	Accrued Employment & WACares - PPE 11092025		2,037.67
	PPE 11092025	Accrued Wages - PPE 11092025		266,261.61
	PPE 11092025	FMLA Taxes - PPE 11092025		3,448.07
Total for this ACH Check for Vendor 120:				
ACH	131	HEALTH EQUITY	11/14/2025	325,820.63
	PPE 11092025	HSA Contributions - PPE 11092025		2,881.22
Total for this ACH Check for Vendor 131:				
ACH	132	WILMINGTON TRUST	11/14/2025	2,881.22
	PPE 11092025	MEBT Contributions - PPE 11092025		46,169.02
Total for this ACH Check for Vendor 132:				
ACH	133	DEPT OF RETIREMENT SYSTEMS	11/14/2025	46,169.02
	PPE 11092025	PERS Contributions - PPE 11092025		16,102.33
	PPE 11092025	DCP Contributions - PPE 11092025		723.78
	PPE 11092025	PSERS Contributions - PPE 11092025		30,719.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
				Total for this ACH Check for Vendor 133:
ACH 785	11.11.2025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 11.11.2025	11/14/2025	47,545.73
				204.74
				Total for this ACH Check for Vendor 785:
21813 675	PPE 11092025	MISSIONSQUARE - 306590 ICMA 457 Contributions - PPE 11092025	11/14/2025	204.74
				4,463.02
				Total for Check Number 21813:
21814 569	NOV25	NORCOM ASSOCIATED GUILD NAG Dues - November	11/14/2025	4,463.02
				2,368.00
				Total for Check Number 21814:
21815 673	NOV25	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - November	11/14/2025	2,368.00
				824.38
				Total for Check Number 21815:
				824.38
				Total for 11/14/2025:
ACH 120	705627685	ADP ADP Payroll Services & Workforce Now	11/21/2025	430,276.74
				727.17
				727.17
				Total for this ACH Check for Vendor 120:
ACH 134	DEC2025	COLONIAL LIFE Supplemental Insurance Premiums - December 2	11/21/2025	901.28
				901.28
				Total for this ACH Check for Vendor 134:
ACH 140	DEC2025	RELIANCE STANDARD Life/LTD Insurance Premiums - December 2025	11/21/2025	2,155.15
				2,155.15
				Total for this ACH Check for Vendor 140:
ACH 327	DEC2025	ASSOCIATION OF WASHINGTON CITI <sup>F</sup> Vision Premiums - December 2025	11/21/2025	1,073.08
		DEC2025	Medical Premiums - December 2025	114,621.38
		DEC2025	Dental Premiums - December 2025	7,869.28
				Total for this ACH Check for Vendor 327:
				123,563.74
ACH 630	46971	SITECRAFTING INC Managed Website Hosting - November	11/21/2025	109.10
				109.10
				Total for this ACH Check for Vendor 630:
ACH 692	10262025 10282025	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	11/21/2025	612.09
				30.74
				Total for this ACH Check for Vendor 692:
ACH 785	11182025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 11.18.2025	11/21/2025	642.83
				146.05

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
Total for this ACH Check for Vendor 785:				146.05
ACH	75	US BANK CORPORATE PAYMENT SYS	11/21/2025	
	10092025	Safeway - Retirement Refreshments		31.08
	10102025	Safeway - Retirement Supplies		14.05
	10102025	Woods Coffee - Retirement Refreshments		67.61
	10132025	Uplift Desk - Standing Desk		682.14
	10162025	Copiers Northwest - Norcom Agency Boundary ]		31.33
	10162025	Amazon - Keyboard		101.36
	10162025	Amazon - Computer Monitor x3		338.28
	10172025	Coast Wenatchee Hotel - APCO 911 Conference		613.36
	10172025	Amazon - Monitor Mount 2x & Webcam		155.94
	10172025	Amazon - Acrylic Pens, Badge Holders & Sharp		56.01
	10172025	Coast Wenatchee Hotel - APCO 911 Conference		613.36
	10172025	Costco - Lysol Wipes		24.24
	10202025	Party For Less - Retirement Supplies		33.35
	10212025	Costco - Retirement Cake		45.63
	10212025	Primo Water Delivery		151.90
	10212025	Costco - Office Chair 3x		462.81
	10212025	Party For Less - Retirement Supplies		4.39
	10222025	BRCK - Telephone Services For Back-Up Cente		672.91
	10222025	BRCK - Telephone Services For Back-Up Cente		672.91
	10222025	BRCK - Telephone Services For Back-Up Cente		672.91
	10232025	BRCK - Telephone Services For Back-Up Cente		-672.91
	10232025	BRCK - Telephone Services For Back-Up Cente		-672.91
	10232025	Amazon - Table & Shelf For Operations Office		181.48
	10232025	BRCK - Telephone Services For Back-Up Cente		-672.91
	10242025	Costco - TV Mount 2x		286.50
	10242025	Amazon - Conference Table For Exec Director C		231.39
	10242025	Costco - TV Mount		88.15
	10262025	Amazon - Cardstock		13.85
	10262025	Amazon - Q3 Boost Winner Gift Card		25.00
	10272025	Costco - Samsung TV 2x		991.78
	10272025	Amazon - Envelopes, Binders & Post-It Notes		51.25
	10282025	Yodeck Annual Subscription - 10.28.25 - 10.28.2		1,388.52
	10282025	Amazon - Febreze 3x		36.87
	10292025	UPS - Package Shipping Fee		187.64
	10292025	Primo Water Delivery		20.39
	10292025	Amazon - Memory Card		42.95
	10302025	Dolan Consulting - Wellness For Telecommunicat		125.00
	10302025	Costco - Coffee		183.94
	10302025	Google - YouTube TV		5.49
	10302025	Amazon - Memory Card Return & Refund		-42.95
	11012025	Primo Water Delivery		134.90
	11022025	Amazon - Webcam, Mouse & Adaptor		146.52
	11022025	Indeed - Job Advertising		421.64
	11022025	Google - YouTube TV		91.45
	11032025	Amazon - Memory Card & Portable Heater		79.32
	11032025	Amazon - Coffee Creamer		78.06
	11042025	Primo Water Delivery		45.34
	11052025	Amazon - Headphones		55.09
	11072025	Indeed - Job Advertising		551.13
	11102025	Amazon - Desk/Table Pad		77.13
	11102025	Amazon - Standing Fan		66.11

Total for this ACH Check for Vendor 75:

8,990.78

21816	6	CDW-GOVERNMENT INC	11/21/2025	
	ZR00946882	Google Cloud RAADAR - September		4,750.63

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
			Total for Check Number 21816:	4,750.63
21817	751 835485	FISHER BROYLES, LLP Legal Services October - RAADAR	11/21/2025	2,898.25
			Total for Check Number 21817:	2,898.25
21818	252 11016526	KING COUNTY FINANCE KCIT INET Other MISC SVC - October	11/21/2025	750.00
			Total for Check Number 21818:	750.00
21819	557 11745461	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - October	11/21/2025	425.54
			Total for Check Number 21819:	425.54
21820	331 11032025	ZEB MIDDLETON Mileage Reimbursement - October	11/21/2025	84.98
			Total for Check Number 21820:	84.98
21821	741 NOR1025	PACIFIC NORTHWEST GIGAPOP Internet Services - October	11/21/2025	500.00
			Total for Check Number 21821:	500.00
21822	52 103234	PACIFICA LAW GROUP Legal Services October - General	11/21/2025	1,950.00
			Total for Check Number 21822:	1,950.00
21823	852 4498	SCGI Management Coaching Sessions - 8x	11/21/2025	4,000.00
			Total for Check Number 21823:	4,000.00
21824	711 3376	SHIELD ASSESSMENTS Pre-Employment Psychological Evaluation - 1x	11/21/2025	465.00
			Total for Check Number 21824:	465.00
21825	499 CI100-00227443	TYLER TECHNOLOGIES Brazos eCitation-PDA Maintenance - 12.1.25 - 1	11/21/2025	2,499.00
			Total for Check Number 21825:	2,499.00
21826	74 DEC2025	UNUM Long Term Care Insurance Premiums - Decembe	11/21/2025	921.00
			Total for Check Number 21826:	921.00
21827	88 5036548258	WELLS FARGO FINANCIAL LEASING Copier Lease - November	11/21/2025	1,821.96
			Total for Check Number 21827:	1,821.96
			Total for 11/21/2025:	158,302.46
ACH	120 PPE 11232025	ADP Medicare - PPE 11232025	11/25/2025	10,111.33

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
	PPE 11232025	Garnishments - PPE 11232025		487.85
	PPE 11232025	FMLA Taxes - PPE 11232025		3,289.02
	PPE 11232025	Accrued Wages - PPE 11232025		260,032.37
	PPE 11232025	Federal Taxes - PPE 11232025		42,166.27
	PPE 11232025	Accrued Employment & WACares - PPE 11232025		1,877.32
		Total for this ACH Check for Vendor 120:		317,964.16
ACH	131	HEALTH EQUITY	11/25/2025	
	PPE 11232025	HSA Contributions - PPE 11232025		2,881.22
		Total for this ACH Check for Vendor 131:		2,881.22
ACH	132	WILMINGTON TRUST	11/25/2025	
	PPE 11232025	MEBT Contributions - PPE 11232025		46,203.44
		Total for this ACH Check for Vendor 132:		46,203.44
ACH	133	DEPT OF RETIREMENT SYSTEMS	11/25/2025	
	PPE 11232025	DCP Contributions - PPE 11232025		732.46
	PPE 11232025	PSERS Contributions - PPE 11232025		30,757.23
	PPE 11232025	PERS Contributions - PPE 11232025		16,427.16
		Total for this ACH Check for Vendor 133:		47,916.85
ACH	837	ADP PHYSICAL CHECK	11/25/2025	
	PPE 11232025	ADP Physical Check - PPE 11232025		2,092.12
		Total for this ACH Check for Vendor 837:		2,092.12
21828	675	MISSIONSQUARE - 306590	11/25/2025	
	PPE 11232025	ICMA 457 Contributions - PPE 11232025		4,564.13
		Total for Check Number 21828:		4,564.13
		Total for 11/25/2025:		421,621.92
		Report Total (61 checks):		1,103,929.27

## NORCOM

ACTIVITY DECEMBER 1, 2025, THROUGH DECEMBER 31, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,453,450.43

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 against NORCOM, and that I am authorized to authenticate and certify said claim.

---

Michael Olson, Treasurer

Date

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

---

Governing Board Chair

Date

---

Governing Board Vice Chair

Date

## 501- Operating

For Period Ending December 31, 2025

	2025 Budget	December Activity	2025 Collected to Date	% collected	
Agency Revenue	15,985,470	-	\$ 15,985,472	100%	
Agency Reimbursements	215,000	46,006	\$ 239,623	111%	
Grants/Intergovernmental/Interest	275,000	279,164	\$ 432,890	157%	
Total	16,475,470	325,170	\$ 16,657,985	101%	
Transfers In	1,600,000	-	\$ 1,600,000	100%	
Revenues + Transfers	18,075,470	325,170	\$ 18,257,985	101%	
Expenses					
	2025 Budget	December Activity	2025 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,865,115	\$ 741,066	\$ 8,768,821	89%	1,096,294
Salaries & Wages - Overtime	584,422	\$ 52,189	\$ 770,305	132%	(185,883)
Professional Reimbursements	4,200	\$ 485	\$ 5,977	142%	(1,777)
Medical	1,481,774	\$ 125,588	\$ 1,326,486	90%	155,288
HSA Contributions	24,298	\$ 2,164	\$ 25,956	107%	(1,658)
Dental	100,512	\$ 7,873	\$ 87,884	87%	12,628
Vision	13,321	\$ 1,050	\$ 11,986	90%	1,336
Long-Term Care	7,848	\$ 760	\$ 7,634	97%	213
FSA Fees	1,740	\$ -	\$ 2,000	115%	(260)
Medicare	153,654	\$ 10,574	\$ 127,994	83%	25,659
MEBT	678,231	\$ 47,379	\$ 586,885	87%	91,346
PERS	995,880	\$ 51,732	\$ 748,518	75%	247,361
Washington FMLA	25,178	\$ 2,002	\$ 24,806	99%	372
Unemployment	74,815	\$ 1,387	\$ 65,997	88%	8,819
Workers Comp	33,589	\$ 2,258	\$ 24,495	73%	9,094
Total Personnel	14,044,577	\$ 1,046,507	\$ 12,585,745	90%	1,458,832
Advertising	15,000	\$ 4,677	\$ 19,891	133%	(4,891)
Bank Fees	25	\$ -	\$ -	0%	25
Cellular/Pager & Radio Svcs	24,540	\$ 1,659	\$ 19,432	79%	5,108
Computer Hardware-Non Capital	15,000	\$ 3,590	\$ 15,758	105%	(758)
Consumable Goods	21,095	\$ 852	\$ 12,317	58%	8,778
Dues & Memberships	15,205	\$ -	\$ 13,567	89%	1,638
Equipment Leases	24,420	\$ 127	\$ 22,634	93%	1,786
Facility Lease	854,649	\$ 76,397	\$ 679,775	80%	174,874
Financial Audit	29,492	\$ 6,746	\$ 27,959	95%	1,533
Hosted Services	274,301	\$ 4,891	\$ 177,391	65%	96,910
HR Services	113,453	\$ 7,981	\$ 115,669	102%	(2,216)
Insurance	168,750	\$ 158,552	\$ 158,552	94%	10,198
Legal Services	111,400	\$ 5,652	\$ 68,600	62%	42,800
Local Travel/Training/ Mileage	6,350	\$ 48	\$ 1,909	30%	4,441
Network Service	48,500	\$ 1,919	\$ 20,447	42%	28,053
Office Furniture	11,500	\$ -	\$ 21,427	186%	(9,927)
Office Supplies	6,650	\$ 322	\$ 5,154	78%	1,496
Operating Supplies	4,500	\$ 871	\$ 13,201	293%	(8,701)
Parking Lease	31,263	\$ 2,149	\$ 30,832	99%	431
Payroll Services	20,000	\$ 1,777	\$ 16,008	80%	3,992
Postage	1,000	\$ 407	\$ 1,166	117%	(166)
Printing	1,550	\$ 75	\$ 772	50%	778
Professional Services	220,205	\$ 23,852	\$ 144,972	66%	75,233
R&M - Network Equipment	466,702	\$ -	\$ 458,023	98%	8,678
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	1,091,144	\$ 151,974	\$ 1,021,056	94%	70,088
Radio Site Lease	65,752	\$ 655	\$ 28,490	43%	37,262
Recruitment Supplies	2,000	\$ -	\$ 608	30%	1,392
Small Tools & Minor Equipment	10,500	\$ 507	\$ 9,034	86%	1,466
Software/Licensing	269,458	\$ 6,896	\$ 160,802	60%	108,656
Telephone Services	44,578	\$ 1,932	\$ 31,766	71%	12,812
Training/Conf Registrations	30,000	\$ 223	\$ 49,551	165%	(19,551)
Training/Conf Registrations/ Travel	29,750	\$ 35	\$ 27,136	91%	2,614
Transfers Out	600,000	\$ -	\$ 600,000	100%	-
Total Supplies & Services	4,631,232	\$ 464,765	\$ 3,973,900	86%	657,332
GRAND TOTAL	18,675,809	\$ 1,511,272	\$ 16,559,644	89%	2,116,164

## 502- Capital Projects

	2025 Budget	December 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	\$ -	\$ 37,463	25%	112,537
Console Replacement	105,870	\$ -	\$ 85,471	81%	20,399
Internet Resiliency	75,000	\$ 62,373	\$ 62,373	83%	12,627
CAD Radio Interface	157,683	\$ -	\$ -	0%	157,683
CAD to Nice	35,000	\$ -	\$ -	0%	35,000
Alpha Numeric Paging	469,772	\$ 41,487	\$ 218,945	47%	250,827
	1,268,325	\$ 103,861	\$ 648,539	51.1%	619,786

## 503- Equipment Replacement:

	2025 Budget	December Activity	2025 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,725	\$ 386	\$ 19,860	63%	11,865
Network Costs	10,200	\$ -	\$ -	0%	10,200
Routers/Servers	153,200	\$ -	\$ 89,651	59%	63,549
Firewall	27,168	\$ -	\$ -	0%	27,168
	222,293	\$ 386	\$ 109,511	49.3%	112,782

## 505-E 911 Escrow

	2025 Budget	December Activity	Collected to Date	% collected
Revenues:				
E-911 Escrow	1,500,000	-	\$ 1,180,003	79%
Investment Interest	-	-	\$ 37,448	
	1,500,000	-	\$ 1,217,451	81%

## Expenditures:

	2025 Budget	December Activity	2025 Spending to Date	% used	Remaining Balance
Transfers Out	1,600,000	\$ -	\$ 1,600,000	100%	-

## NORCOM Financial Summary

For Period Ending December 31, 2025

	2025 Amended Budget	Percent of Budget
<b>501 - Operating Fund</b>		
2025 Beginning Fund Balance		
Agency Revenue	1,826,810	1,826,810
Other Revenue	15,985,470	\$ 15,985,472
Transfers In	490,000	672,513
	1,600,000	1,600,000
Revenue Collected	18,075,470	18,257,985
Total Resources	19,902,280	20,084,795
Personnel Expenditures	14,044,576	\$ 12,585,745
Operating Expenditures	4,031,232	\$ 3,373,900
Transfers Out	600,000	\$ 600,000
Total Expenditures	18,675,808	16,559,644
<b>Available Fund Balance</b>	<b>\$1,226,472</b>	<b>\$ 3,525,151</b>
<b>502 - Capital Projects Fund</b>		
2025 Beginning Fund Balance		
Agency Revenue	653,756	\$653,756
Investment Interest	417,753	\$417,753
Non-Operating Revenue	-	0.00%
Transfers In	200,000	200,000
Revenue Collected	617,753	617,753
Total Resources	0	1,271,509
Expenditures	1,243,325	\$ 648,539
Transfers Out	-	\$ -
Total Expenditures	1,243,325	648,539
<b>Available Fund Balance</b>	<b>\$28,184</b>	<b>\$622,970</b>
<b>503 - Equipment Replacement Reserve</b>		
2025 Beginning Fund Balance		
Agency Revenue	226,930	\$226,930
Investment Interest	151,910	\$151,910
Non-Operating Revenue	-	0.00%
Transfers In	200,000	200,000
Revenue Collected	351,910	351,910
Total Resources	578,840	578,840
Expenditures	222,293	\$ 109,511
Transfers Out	-	\$ -
Total Expenditures	222,293	109,511
<b>Available Fund Balance</b>	<b>\$356,547</b>	<b>\$469,329</b>

	2025 Amended Budget	Percent of Budget
<b>504 - Operating Expense Reserve</b>		
2025 Beginning Fund Balance		
Other Revenue	\$ 200,751	\$200,751
Transfers In	\$ 100,000	100,000
Revenue Collected	100,000	100,000
Total Resources	300,751	300,751
Operating Expenditures	-	0.00%
Transfers Out	-	0.00%
Total Expenditures	-	0.00%
<b>Available Fund Balance</b>	<b>\$300,751</b>	<b>\$300,751</b>
<b>505 - E-911 Escrow Trust</b>		
2025 Beginning Fund Balance		
Operating Revenue	\$285,030	\$285,030
Investment Interest	1,500,000	\$1,180,003
	-	37,448
Revenue Collected	1,500,000	1,217,451
Total Resources	1,785,030	1,502,481
Expenditures	-	0.00%
Transfers Out	1,600,000	1,600,000
Total Expenditures	1,600,000	1,600,000
<b>Available Fund Balance</b>	<b>\$185,030</b>	<b>-\$97,519</b>
<b>506 - Rate Stabilization Reserve</b>		
2025 Beginning Fund Balance		
Non-Operating Revenue	\$1,114,855	\$1,114,855
Transfers In	100,000	100,000
Revenue Collected	100,000	100,000
Total Resources	1,214,855	1,214,855
Expenditures	-	0.00%
Transfers Out	-	0.00%
Total Expenditures	-	0.00%
<b>Available Fund Balance</b>	<b>\$1,214,855</b>	<b>\$1,214,855</b>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
 Printed: 1/2/2026 2:24 PM



<b>Check No</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Check Amount</b>
	<b>Invoice No</b>	<b>Description</b>	<b>Reference</b>	
ACH 120	ADP		12/05/2025	
	706485746	Workforce Now Payroll Solution Bundle PPE 11		519.98
Total for this ACH Check for Vendor 120:				519.98
ACH 131	HEALTH EQUITY		12/05/2025	
zt3ah77	Monthly Admin Fee - December			51.35
Total for this ACH Check for Vendor 131:				51.35
ACH 244	MICROSOFT CORPORATION		12/05/2025	
9490240290	Microsoft Services & Support - 9.20.25 - 9.19.26			68,488.00
Total for this ACH Check for Vendor 244:				68,488.00
ACH 67	DEPT OF REVENUE		12/05/2025	
NOV25	Meydenbayer Center Parking Excise Tax - Nove			198.90
Total for this ACH Check for Vendor 67:				198.90
ACH 785	NAVIA BENEFITS SOLUTIONS		12/05/2025	
1222025	FSA Disbursement - 12.2.2025			672.81
Total for this ACH Check for Vendor 785:				672.81
21829 836	ABSOLUTE ACCESS ID, LLC		12/05/2025	
9816	RFI - Wave ID			225.00
Total for Check Number 21829:				225.00
21830 718	ACCESS CORP		12/05/2025	
11927719	Shredding Services - November			275.83
Total for Check Number 21830:				275.83
21831 364	AT&T		12/05/2025	
11272025	Cellular Services ACCT# 7817			197.58
Total for Check Number 21831:				197.58
21832 3	AT&T MOBILITY		12/05/2025	
11282025	Phone Replacement ACCT# 6980			385.69
11282025	Cellular Services ACCT# 6980			127.26
Total for Check Number 21832:				512.95
21833 710	BRCK INC		12/05/2025	
INV033136	Telephone Services ACCT# 6571			672.91
Total for Check Number 21833:				672.91
21834 6	CDW-GOVERNMENT INC		12/05/2025	

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
	ZR00873378	Google Cloud - RAADAR October		4,689.16
			Total for Check Number 21834:	4,689.16
21835	9	CENTURYLINK	12/05/2025	
	760669893	Cellular Services ACCT# 5571		6.90
			Total for Check Number 21835:	6.90
21836	18	COPIERS NORTHWEST	12/05/2025	
	INV3103190	Daily Mail Pick-Up - December		352.64
			Total for Check Number 21836:	352.64
21837	324	CRISTA MINISTRIES	12/05/2025	
	61771-8	Tower Rental - November		654.86
			Total for Check Number 21837:	654.86
21838	447	FIRST CHOICE COFFEE SERVICES	12/05/2025	
	912752	Ice Machine Rental - December		126.72
			Total for Check Number 21838:	126.72
21839	185	KRONOS	12/05/2025	
	I10010040167	Telestaff Cloud x100 - 12.30.25 - 12.29.26		12,337.99
			Total for Check Number 21839:	12,337.99
21840	560	LEVRUM INC	12/05/2025	
	2477	Annual Code3 Strategist Software - 11.1.25 - 10.		20,970.00
			Total for Check Number 21840:	20,970.00
21841	44	LOCUTION SYSTEMS INC	12/05/2025	
	125780	Annual Maintenance & Services - FSA System 1		50,178.09
			Total for Check Number 21841:	50,178.09
21842	586	MEYDENBAUER CENTER	12/05/2025	
	2025-12	Construction Employee Parking - December		1,950.00
			Total for Check Number 21842:	1,950.00
21843	331	ZEB MIDDLETON	12/05/2025	
	12012025	Mileage Reimbursement - November		47.88
			Total for Check Number 21843:	47.88
21844	46	NATIONAL TESTING NETWORK	12/05/2025	
	27576	Background Investigation Services - 4x		6,986.68
			Total for Check Number 21844:	6,986.68
21845	712	SUMMIT LAW GROUP PLLC	12/05/2025	
	167666	Legal Services - General Employment		637.50
			Total for Check Number 21845:	637.50
21846	366	T MOBILE	12/05/2025	
	11212025	Cellular Services ACCT# 8760		18.73

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
Total for Check Number 21846:				
21847	585	TRACE3, LLC	12/05/2025	18.73
	INV1755119	Cisco Secure Firewall Appliance		21,272.29
	INV1755119	Cisco Secure Firewall Appliance		13,672.83
	INV1755119	Cisco Secure Firewall		26,037.28
	INV1755119	Cisco Secure Firewall Power Supply		1,390.97
Total for Check Number 21847:				
21848	79	VERIZON WIRELESS	12/05/2025	62,373.37
	6128332719	Cellular Services ACCT# 3790		1,308.81
Total for Check Number 21848:				
Total for 12/5/2025:				
ACH	120	ADP	12/12/2025	234,454.64
	PPE 12072025	Medicare - PPE 12072025		11,276.26
	PPE 12072025	FMLA - PPE 12072025		3,739.68
	PPE 12072025	Federal Taxes - PPE 12072025		49,939.57
	PPE 12072025	Accrued Wages - PPE 12072025		285,551.04
	PPE 12072025	Garnishments - PPE 12072025		487.85
	PPE 12072025	Employment Security & WACares - PPE 12072025		2,088.46
Total for this ACH Check for Vendor 120:				
ACH	131	HEALTH EQUITY	12/12/2025	353,082.86
	PPE 12072025	HSA Contributions - PPE 12072025		2,939.44
Total for this ACH Check for Vendor 131:				
ACH	132	WILMINGTON TRUST	12/12/2025	2,939.44
	PPE 12072025	MEBT Contributions - PPE 12072025		50,480.58
Total for this ACH Check for Vendor 132:				
ACH	133	DEPT OF RETIREMENT SYSTEMS	12/12/2025	50,480.58
	PPE 12072025	PERS Contributions - PPE 12072025		18,003.88
	PPE 12072025	PSERS Contributions - PPE 12072025		36,227.36
	PPE 12072025	DCP Contributions - PPE 12072025		799.94
Total for this ACH Check for Vendor 133:				
ACH	785	NAVIA BENEFITS SOLUTIONS	12/12/2025	55,031.18
	12092025	FSA Disbursement - 12.09.2025		1,608.89
Total for this ACH Check for Vendor 785:				
ACH	837	ADP PHYSICAL CHECK	12/12/2025	1,608.89
	PPE12072025	Physical Check - PPE 12072025		2,543.59
Total for this ACH Check for Vendor 837:				
21849	675	MISSIONSQUARE - 306590	12/12/2025	2,543.59
	PPE 12072025	ICMA 457 Contributions - PPE 12072025		4,389.99
Total for Check Number 21849:				
21850	569	NORCOM ASSOCIATED GUILD	12/12/2025	4,389.99

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
	DEC25	NAG Dues - December 2025		2,220.00
			Total for Check Number 21850:	2,220.00
21851	673	PUBLIC SAFETY EMPLOYEES UNION	12/12/2025	
	DEC25	PSEU Dues - December 2025		824.38
			Total for Check Number 21851:	824.38
			Total for 12/12/2025:	473,120.91
ACH	120	ADP	12/19/2025	
	707329176	Workforce Now Payroll Solution Bundle - PPE 1		525.66
			Total for this ACH Check for Vendor 120:	525.66
ACH	140	RELIANCE STANDARD	12/19/2025	
	JAN2026	L/LTD Premiums - January 2026		2,250.76
			Total for this ACH Check for Vendor 140:	2,250.76
ACH	327	ASSOCIATION OF WASHINGTON CITIFI	12/19/2025	
	JAN2026	Medical Premiums - January 2026		135,438.76
	JAN2026	Vision Premiums - January 2026		1,142.56
	JAN2026	Dental Premiums - January 2026		8,645.42
			Total for this ACH Check for Vendor 327:	145,226.74
ACH	630	SITECRAFTING INC	12/19/2025	
	47135	Managed Website Hosting - December		99.00
			Total for this ACH Check for Vendor 630:	99.00
ACH	692	ZIPLY FIBER	12/19/2025	
	11262025	Telephone Services ACCT# 0215		792.16
	11282025	Telephone Services ACCT# 6115		20.00
			Total for this ACH Check for Vendor 692:	812.16
ACH	785	NAVIA BENEFITS SOLUTIONS	12/19/2025	
	12162025	FSA Disbursement - 12.16.2025		348.94
			Total for this ACH Check for Vendor 785:	348.94
21852	831	ALLICONNECT	12/19/2025	
	2524	Safety & Wellness Program - 12.13.25 - 12.12.26		12,959.52
			Total for Check Number 21852:	12,959.52
21853	783	BENDIKSEN & BALL POLYGRAPH	12/19/2025	
	NORCOM32	Polygraph Services - 3X		994.20
			Total for Check Number 21853:	994.20
21854	6	CDW-GOVERNMENT INC	12/19/2025	
	AH2317D	Lenovo ThinkPad		2,161.19
	AH3GV5V	HP EliteBook Notebook		1,428.83
			Total for Check Number 21854:	3,590.02
21855	11	CITY OF BELLEVUE	12/19/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	53939	Monthly Parking Spaces - December		1,835.93
	53940	Fiber Usage - December		477.00
	53946	Monthly Rent - December		56,286.93
	53957	Q4 2025 CoLocation		20,109.60
			Total for Check Number 21855:	78,709.46
21856	17 172252	CONSOLE CLEANING SPECIALISTS Cleaning & Preventative Maintenance	12/19/2025	10,183.65
			Total for Check Number 21856:	10,183.65
21857	751 846337	FISHER BROYLES, LLP Legal Services - RAADAR November	12/19/2025	3,064.00
			Total for Check Number 21857:	3,064.00
21858	774 73018	HARLOW & FALK LLP Legal Services - MEBT Trust	12/19/2025	80.00
			Total for Check Number 21858:	80.00
21859	252 11016591	KING COUNTY FINANCE KCIT INET Other MISC SVC - November	12/19/2025	942.00
			Total for Check Number 21859:	942.00
21860	557 11773045	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - November	12/19/2025	446.43
			Total for Check Number 21860:	446.43
21861	741 NOR1125	PACIFIC NORTHWEST GIGAPOP Internet Services - November	12/19/2025	500.00
			Total for Check Number 21861:	500.00
21862	52 103897	PACIFICA LAW GROUP Legal Services - General November	12/19/2025	1,950.00
			Total for Check Number 21862:	1,950.00
21863	772 8918 8920	SNO911 ADCOMM Paging System Project - Q3 Cost Share Paging System Project - Milestone 4	12/19/2025	1,673.10 39,814.05
			Total for Check Number 21863:	41,487.15
21864	555 L172338	STATE AUDITOR'S OFFICE Accountability & Financial Audit - November	12/19/2025	6,746.35
			Total for Check Number 21864:	6,746.35
21865	74 JAN2026	UNUM Long Term Care Premiums - January 2026	12/19/2025	806.60
			Total for Check Number 21865:	806.60
			Total for 12/19/2025:	311,722.64
ACH	120	ADP	12/23/2025	

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
	707979770	ADP Payroll Services & Workforce Now		211.69
	PPE 12212025	Federal Taxes - PPE 12212025		41,243.60
	PPE 12212025	Accrued Employment & WACares - PPE 12212025		1,932.36
	PPE 12212025	Medicare - PPE 12212025		9,918.60
	PPE 12212025	FMLA Taxes - PPE 12212025		3,290.77
	PPE 12212025	Accrued Wages - PPE 12212025		257,714.92
	PPE 12212025	Garnishments - PPE 12212025		487.85
			Total for this ACH Check for Vendor 120:	314,799.79
ACH	131	HEALTH EQUITY	12/23/2025	
	PPE 12212025	HSA Contributions - PPE 12212025		2,823.00
			Total for this ACH Check for Vendor 131:	2,823.00
ACH	132	WILMINGTON TRUST	12/23/2025	
	PPE 12212025	MEBT Contributions - PPE 12212025		46,219.01
			Total for this ACH Check for Vendor 132:	46,219.01
ACH	133	DEPT OF RETIREMENT SYSTEMS	12/23/2025	
	PPE 12212025	PSERS Contributions - PPE 12212025		30,411.71
	PPE 12212025	PERS Contributions - PPE 12212025		17,026.00
	PPE 12212025	DCP Contributions - PPE 12212025		723.70
			Total for this ACH Check for Vendor 133:	48,161.41
ACH	134	COLONIAL LIFE	12/23/2025	
	JAN2026	Supplemental Insurance Premiums - January 2026		901.28
			Total for this ACH Check for Vendor 134:	901.28
ACH	837	ADP PHYSICAL CHECK	12/23/2025	
	PPE 12212025	Physical Check - PPE 12212025		2,091.16
			Total for this ACH Check for Vendor 837:	2,091.16
21866	675	MISSIONSQUARE - 306590	12/23/2025	
	PPE 12212025	ICMA 457 Contributions - PPE 12212025		3,870.64
			Total for Check Number 21866:	3,870.64
			Total for 12/23/2025:	418,866.29
ACH	785	NAVIA BENEFITS SOLUTIONS	12/24/2025	
	12232025	FSA Disbursement - 12.23.2025		15.00
			Total for this ACH Check for Vendor 785:	15.00
			Total for 12/24/2025:	15.00
ACH	120	ADP	12/30/2025	
	708675213	Workforce Now Payroll Solution Bundle - PPE 1		519.98
			Total for this ACH Check for Vendor 120:	519.98
ACH	75	US BANK CORPORATE PAYMENT SYS	12/30/2025	
	11102025	Government Jobs - Job Advertising		199.00
	11102025	Ms Careers - APCO International Job Advertising		799.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No		Description	Reference	
11102025		Ms Careers - NENA Career Board Job Advertisi		349.00
11112025		Indeed - Job Advertising		553.25
11132025		Safeway - Half & Half		3.49
11132025		Calendar Wiz - Online Calendar For Training De		123.00
11132025		Costco - Gloves & Kleenex		90.39
11142025		Costco - Dishwasher Pods		26.44
11142025		Costco - TV Mount Return		-143.25
11152025		Indeed - Job Advertising		551.68
11152025		Adobe - Annual License Fee X3		951.73
11172025		Walmart - Hand Sanitizer X6		23.10
11172025		Amazon - Tent Place Cards		26.42
11172025		Amazon - Adaptor Cable		9.81
11172025		Amazon - Keurig Coffee Maker Replacement		396.71
11172025		Costco - Events Committee Holiday Open Hou		95.31
11182025		Primo Water Delivery		170.05
11182025		Safeway - Events Committee Holiday Open Hou		7.81
11182025		Safeway - Events Committee Holiday Open Hou		9.65
11192025		UPrinting - NORCOM Holiday Cards x100		75.15
11212025		Weglot - Annual License		5,821.59
11212025		Indeed - Job Advertising		552.21
11212025		Amazon - Printer Paper		265.43
11212025		Office Depot - Printer Paper		29.85
11222025		Indeed - Job Advertising		551.28
11222025		Costco - TV Mount X1		88.15
11232025		Amazon - Professional Development Book		11.89
11232025		Amazon - TV Wall Mount		14.49
11232025		Amazon - Air Filter Replacement		99.15
11242025		USPS - Stamps		139.00
11242025		Empower 911 - 911der Women Virtual Workshop		35.00
11242025		Costco - Kleenex & Dishwasher Detergent		45.96
11242025		Costco - Thanksgiving Meal Supplies		93.88
11252025		Amazon - Professional Development Book Retu		-11.89
11252025		Costco - TV For Office		286.51
11252025		Whole Foods - Thanksgiving Meal Supplies		31.06
11252025		DigiKey - Phone Cords x15		89.96
11252025		Amazon - Cell Phone Protective Case		26.44
11252025		Amazon - Coffee Creamer		55.96
11252025		Amazon - Professional Development Book		10.57
11252025		Amazon - Telephone Headset Cord Detangler		11.01
11262025		Primo Water Delivery		20.39
11272025		Indeed - Job Advertising		552.29
11302025		Google - YouTube TV		0.73
12022025		Empower - 911der Women Virtual Workshop		35.00
12022025		Costco - Lysol Wipes & Kleenex		49.05
12022025		Google - Youtube TV		102.46
12022025		USPS - PO Box Annual Fee		268.00
12022025		Indeed - Job Advertising		551.60
12022025		Costco - Coffee		38.98
12022025		Indeed - Job Advertising		18.04
12052025		Costco - Coffee		171.96
12052025		Empower - 911der Women Virtual Wokshop X3		105.00
12062025		Amazon - Wokplace Compliance Poster		28.60
12062025		Primo Water Delivery		160.98
12082025		Summit Law - PFML 2026 Training		82.65

Total for this ACH Check for Vendor 75:

14,750.97

Total for 12/30/2025:

15,270.95

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No		Description	Reference	
Report Total (64 checks):				1,453,450.43



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: 2025 - Q4 Finance Committee Reviews

---

### **Executive Summary:**

NORCOM staff is asking that the Board approve this report through consent. This action is routine in nature, and the Finance Manager has reviewed all items.

### **Background:**

A key responsibility of the Finance Committee includes performing reviews of selected NORCOM internal controls. In Q3 and Q4, the Committee performed a review of NORCOM's processes over:

- Revenues & Receivables
- Treasury & Cash handling
- Capital Assets
- Financial Reporting

As a result of the reviews, the Committee published reports summarizing the reviews performed and findings. The Committee noted no material deficiencies and found basic control procedures and adequate segregation of duties were in place. Copies of the reports are provided to the Governing Board for review.

### **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:** Yes

**Legal Review:**

No

**Joint Operations Board Review:** No

---

**Attachments**

City of Clyde Hill Internal Controls Letter

City of Kirkland Internal Controls Letter

City of Mercer Island Internal Controls Letter



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004-2141  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

August 21, 2025

Marianne Ryerson

NORCOM

450 110<sup>th</sup> Avenue NE

Bellevue, WA 98009

Dear Marianne,

On August 21<sup>st</sup>, I met with you via Microsoft Teams to review NORCOM's internal policies and procedures for treasury activities including cash handling.

Areas examined were those reflected in the internal control checklist approved by the NORCOM Finance Committee. The following are some of the areas you walked me through:

- Segregation of Duties
- Bank Account and Check Signing Authorization
- Bank Reconciliations
- Deposits
- Cash Handling

You shared your Cash Management Policy and Reporting Manual along with the most recent Board Resolution designating individuals for banking purposes.

In my review, I found no material deficiencies in NORCOM's internal controls as defined by the Internal Control Checklist. All basic control procedures and segregation of duties are in place for an organization of NORCOM's size. Policies and procedures exist and are followed by those responsible for the duties outlined in the review.

I recommend that updates are made to the checklist and policies to reflect the elimination of petty cash, which NORCOM no longer has.

If you have any questions or need additional information, please contact Lisa King at 425-453-7800 or via email at [lisa@clydehill.org](mailto:lisa@clydehill.org).

Sincerely,

A handwritten signature in black ink that reads "Lisa King". The signature is fluid and cursive, with "Lisa" on the top line and "King" on the bottom line.

Lisa King

Finance Director

City of Clyde Hill

November 4, 2025

Marianne Deppen, Finance Manager  
NORCOM  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98009

Dear Ms. Deppen,

On August 21<sup>st</sup>, a meeting was held via Microsoft Teams with your office to review NORCOM's policies and procedures related to financial statement preparation, financial closing and reporting, and fixed assets and depreciation. The review covered areas outlined in the internal control checklists approved by the NORCOM Finance Committee.

During the meeting, you provided an overview of the following key processes:

- Preparation of financial statements.
- Automated and manual controls for financial closing and reporting.
- Capital asset reporting and monitoring procedures.

As part of the internal control review, the following tests are performed:

- Compared the 2024 financial statements to the BARS Manual.
- Tested selected journal entries for approval, support, and accuracy.
- Reviewed documentation for new and disposed assets in 2024.
- Evaluated asset monitoring and capital asset reporting procedures.

The detailed results are provided in the attached supporting documentation.

The review did not identify any material deficiencies in NORCOM's internal control environment, as defined by the Internal Control Checklists. Overall, control procedures and segregation of duties are appropriately designed and operating effectively for an organization of NORCOM's size and complexity. Policies and procedures are in place and consistently followed by responsible personnel.

If you have any questions or need additional Information, please contact me at (425) 587-3109 or [kcolmenares@kirklandwa.gov](mailto:kcolmenares@kirklandwa.gov).

Sincerely,

Kate Marie Colmenares, Accountant  
Department of Finance & Administration  
City of Kirkland



**CITY OF MERCER ISLAND, WASHINGTON**  
9611 SE 36<sup>th</sup> Street | Mercer Island, WA 98040-3732  
(206) 275-7600 | (206) 275-7663 fax  
[www.mercergov.org](http://www.mercergov.org)

September 11, 2025

Marianne Deppen  
Norcom  
4510 110th Ave NE  
Bellevue, WA 98009

Re: AR/Revenue Internal Control Review

Dear Marianne,

On September 11th, we met via Microsoft Teams to review NORCOM's policies and procedures for Accounts Receivable and Revenues.

Areas examined were those reflected in the internal control checklist approved by the NORCOM Finance Committee. The following are some of the areas we discussed:

- Segregation of duties over revenue and receivables.
- Control procedures related to invoicing.

In my review, I found no material deficiencies in NORCOM's internal controls as defined by the Internal Control Checklist. All basic control procedures and segregation of duties are in place for an organization of NORCOM's size.

If you have any questions or need additional information, please contact me at 206-536-0104.

Sincerely,

A handwritten signature in blue ink that reads "LaJuan Tuttle".

LaJuan Tuttle  
Deputy Finance Director  
[LaJuan.tuttle@mercerisland.gov](mailto:LaJuan.tuttle@mercerisland.gov)



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: Resolution 223 - Adoption of a Health Reimbursement Arrangement Plan

---

### **Executive Summary:**

NORCOM is finalizing documentation to adopt its Health Reimbursement Arrangement (HRA) benefit. Approval of Resolution 223 is required to formally authorize and establish the HRA program. NORCOM anticipates that approximately one-third of employees will become eligible over time, based on years of service.

### **Background:**

The adoption of an HRA VEBA benefit was initially proposed during contract negotiations to encourage employee longevity and provide expanded options for long-term health benefits. NORCOM is proposing an HRA VEBA program in which employer contributions of \$1,000 would be made annually to employees with 10 or more years of service, beginning January 2026.

### **Past Board or Other Related Actions:**

N/A

### **Policy and Strategic Implications:**

Policy (Reference- attached) has been updated to incorporate and outline the VEBA program.

### **NORCOM Staff Recommendation:**

NORCOM staff recommends that the Governing Board approve the adoption of a Health Reimbursement Arrangement (HRA) Voluntary Employees' Beneficiary Association (VEBA) program, effective January 2026, and approve Resolution 223.

### **Staff Comments:**

Nothing Additional

### **Options**

### **Risks**

#### **Finance Committee Review:** Yes

The Finance Committee was briefed during its January meeting, reviewed the resolution, and is bringing the item forward for Governing Board approval.

#### **Legal Review:** No

#### **Joint Operations Board Review:** No

---

## **Attachments**

R223 - Authorizing Adoption of HRA

02-003 - Salary & Benefits

02-016-1 - Benefits & Wellness Programs

## RESOLUTION 223

### **A RESOLUTION OF THE GOVERNING BOARD OF NORCOM AUTHORIZING THE ADOPTION OF A HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN**

**WHEREAS**, NORCOM has determined that it is in the best interest of the Employer and its employees to adopt a health reimbursement arrangement (HRA) plan, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

**WHEREAS**, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and administers an HRA plan (the HRA VEBA Plan) with one or more types of HRA coverage for the benefit of participating employers who adopt the Plan and Trust and their employees and plan participants; and

**WHEREAS**, the Employer desires to adopt the HRA VEBA Plan and to use the services of the Trust to administer its HRA plan; and

**WHEREAS**, eligibility of employees for contributions to the HRA VEBA Plan is determined based upon policies of the Employer, collective bargaining agreements, and applicable law; and

**WHEREAS**, the HRA VEBA Plan will be administered in accordance with the Plan documents provided by the Trust, as amended from time to time.

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

Section 1. Effective January 9, 2026, the Employer hereby elects to adopt and participate in the HRA VEBA Plan and Trust for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plan will be funded with Employer contributions, determined from time to time pursuant to policies of the Employer, collective bargaining agreements, and applicable law, and will be further subject to the terms and conditions set forth in the Plan documents and policies and procedures of the HRA VEBA Plan and Trust.

Section 3. The Executive Director is authorized to execute documents and establish procedures and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

Passed by a majority vote of the Governing Board in an open public meeting on this 9<sup>th</sup> of January, 2026.

Signed in authentication thereof on this 9<sup>th</sup> day of January 2026.

---

Chair

---

Attest



Procedure: #02-003

Policy Name: Salary & Benefits

Issued:

Revision Date: 1/02/2026

Review Schedule: Annually

Applies to: Administration, Technology

## 1.0 PURPOSE

To establish policy identifying and regulating the salary and benefits earned by Administrative\* employees.

\*Note: Administrative employees are defined as non-represented personnel who work in Technology, Administrative Services, or Management.

## 2.0 POLICY

It is the philosophy and intent of the Governing Board that members of NORCOM'S Administrative team be compensated fairly and equitably under a local and/or regional formula based on a professional analysis of similar workplace comparables.

## 3.0 PROCEDURE

### ▪ 3.1 Administrative Employee Salary

Salary ranges for positions other than the Executive Director shall be the product of comparative analysis of similar positions that are geographically comparable. With the exception of the Team Supervisor positions where salary levels shall be a subject of periodic comparative analysis of salary ranges for employees in similar positions in the comparable centers.

### ▪ 3.2 Salary Range Adjustment

Salary ranges may reflect an annual increase of 100% of CPI-W through June of the previous year. In addition, a comparative analysis (as described in paragraph 4.1) shall be conducted every three years. If market adjustments in the salary ranges are necessary, the changes shall be approved by the Joint Chiefs Operations Board, upon advice from the Executive Director, and forwarded to the Governing Board for consideration.

### ▪ 3.3 Annual Salary Adjustments

Annual placement within a salary range for Administrative employees shall be the product of a Formal Performance Evaluation of each employee. Salary advancement must be based on an acceptable performance evaluation. The employee receiving a satisfactory annual performance evaluation review may at a minimum be advanced by 100% of CPI-W through June of the previous year, but under no circumstance exceeds 5% in any one calendar year.

▪ 3.3.1 A salary recommendation exceeding 5% for any one calendar year shall require Governing Board approval.



Procedure: #02-003

Policy Name: Salary & Benefits

- 3.3.2 An employee currently at the high end of his/her salary range who receives a satisfactory annual performance evaluation may receive a salary increase representing the 100% of CPI-W through December of the previous year, but may not exceed 5% under any circumstances in any one calendar year.
- **3.4 Administrative Employee Benefits**  
Benefits and their levels shall be the subject of a periodic comparative analysis of benefits received by employee's geographically comparable markets. If changes in the benefits package are necessary, the changes shall be approved by the Joint Chiefs Operations Board, upon advice from the Executive Director, and forwarded to the Governing Board for consideration. Administrative employees shall receive the following benefits:
  - **3.4.1 Paid Time Off Accrual Rate**  
The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs a vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. NORCOM's goal is to reduce unscheduled absences and the need for supervisory oversight. Each full time employee will accrue PTO bi-weekly based on their length of service as defined below. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in one hour increments. Temporary employees, contract employees, and interns are not eligible to accrue PTO.

0-47 Months	48- 83 Months	84-119 Months	120-155 Months	156-179 Months	180- 227 Months	228- 251 Months	252- 275 Months	276+ Months
192	216	232	248	256	272	296	304	312

- Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay period during which unpaid leave, short or long term disability leave or workers' compensation leave are taken.
- Employees may use time from their PTO bank in hourly increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include agency paid holidays, bereavement time off, required jury duty, and military service leave.
- To take PTO requires two days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. NORCOM appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.
- Each employee may carry 480 hours of accrued PTO over into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year. Hours accrued over the allowed limit (480 hours) when the current calendar year ends will be forfeited. (PTO is subject to supervisory approval and not every employee can take accumulated time in December.) If extenuating business circumstances prevented the employee from taking



Procedure: #02-003

Policy Name: Salary & Benefits

scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of the department head and Human Resources.

- Employees are paid for the PTO they have accrued at employment end up to 160 hours. Employees who give a two week notice of employment termination must work the two weeks without utilizing PTO.
- An Administrative employee may cash out up to 40 hours of PTO, when in excess of 160 hours accrued annual leave with the Executive Director's authorization.

**3.4.2 Annual Holiday Leave**

Each Administrative employee shall receive 12 paid holidays:

New Years	Day Labor Day
Martin Luther King Jr.	Day Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	One Personal Holiday

- All regular full time employees will receive eight (8) hours of holiday leave for observance of recognized holidays. Any holiday falling on a Saturday will be celebrated on the preceding Friday. Any holiday falling on a Sunday will be celebrated on the following Monday. Employees unable to observe the holiday on the recognized day shall be entitled to accrue eight (8) hours of holiday leave for use at another time, with prior written approval of the Executive Director. Team Supervisors who are required to work a shift that begins on a paid holiday will have 4 additional hours of holiday time banked for them on the payroll following the holiday. Team Supervisors and other staff subject to on-call duty will have Holiday time front-loaded on the first of each calendar year.
- No more than forty (40) hours of holiday leave may be accumulated at any time and no more than sixteen (16) hours of holiday leave may be carried over from one calendar year to the next.
- Part time and temporary employees do not receive holiday leave and will be paid at their regular straight-time rate for hours scheduled to be worked on the holiday.
- Unused holiday hours over sixteen (16) will be forfeited when the current calendar year ends.

**3.4.3 Medical/Dental/Vision Policy**

All Administrative employees shall be included in the NORCOM Medical, dental and vision plan. The employer shall pay 100% of the employee premium and 80% of the dependent premium.

**3.4.4 Life Insurance**

The employer shall provide a Life insurance policy for each full time administrative employee rounded to the nearest thousand dollars of their annual salary, not to exceed \$50,000.00. The employer shall pay 100% of the premium.



Procedure: #02-003

Policy Name: Salary & Benefits

- **3.4.5 Long-Term Disability Benefit**

The employer shall provide Long-Term Disability insurance for each Administrative employee.

- **3.4.6 Long Term Care**

The Employer provides long-term care coverage at no cost to the employee.

- **3.4.7 HRA VEBA**

For employees with 10+ years of service with NORCOM, NORCOM will make an annual contribution to an employee VEBA account of \$1,000.

- **3.4.8 Educational Benefit (also see SOP 02-019)**

The value of employees to the organization is enhanced by their continuing education.

NORCOM encourages their pursuit of higher education. Educational benefits may include leave, scheduling adjustments and/or tuition reimbursement. In order to encourage and financially assist employees interested in continued education and personal development, NORCOM agrees to reimburse employees for tuition under certain conditions, up to a maximum of four hundred fifty dollars (\$450.00) per calendar year, for professional and technical courses offered by accredited colleges, universities, business trade or correspondence schools.

## 4.0 AT WILL EMPLOYEE

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued. This handbook may be amended from time to time without prior notice to employees. Additional policies and procedures specific to particular job classifications may be added as needed. Both NORCOM and our employees have the right to terminate the employment relationship at any time, with or without cause or notice. Please understand that no supervisor, manager, or representative of NORCOM other than the Executive Director, has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Executive Director will not be enforceable unless it is in writing.



Procedure #: 02-016-1

Procedure Name: Benefits & Wellness Program Options

Issued: 12/1/2021

Revision Date: 01/02/2026

Review Schedule: annually

**APPLIES TO:** All Employees

**REFERENCE: POLICY # 02-016 – Benefits and Wellness Programs**

## I. PROCEDURE

1. NORCOM offers the following programs for benefits and wellness:

<b>MEBT</b>	NORCOM participates in this retirement benefit plan in lieu of Social Security. The employer and employee make mandatory contributions equivalent to current Social Security rates
<b>PERS/PSERS</b>	NORCOM participates in these pension programs offered to public employees. The employer and employee make mandatory contributions. Employees that voluntarily retire but are not eligible for service retirement are considered voluntarily resigned. Employees must advise the Human Resources manager of their retirement date at least 30 days in advance. Longer notification is preferred.
<b>Deferred Compensation</b>	NORCOM offers voluntary 457 Deferred Compensation Retirement Accounts. Contributions may be pre-tax or roth contributions as directed by the employee. Participation is voluntary and contributions are not made by NORCOM.
<b>Life Insurance</b>	NORCOM provides a life insurance policy for all employees at no cost to the employee.
<b>Short-Term Disability</b>	NORCOM offers voluntary (employee paid) Short-Term Disability coverage.
<b>Long-Term Disability</b>	NORCOM provides long-term disability coverage at no cost to the employee. Additional coverage for eligible family members is available through the provider.
<b>Long-Term Care</b>	NORCOM provides long-term care coverage at no cost to the employee. Additional coverage for eligible family members is available through the provider.
<b>EAP</b>	NORCOM provides an Employee Assistance Program (EAP) through an independent provider that is available to all employees 24/7. The provider offers benefits such as counseling recommendations, financial program referrals, grief support, and other resources.



<b>FSA</b>	NORCOM offers tax advantages benefit accounts that may be used on many eligible expenses such as Heath Care and Dependent Care expenses. Employee participation is voluntary.
<b>HRA VEBA</b>	<p>NORCOM has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law.</p> <p>Employer agrees to contribute to the Plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.</p> <p>NORCOM will contribute \$1,000 to a HRA to employees with 10+ years of service with NORCOM. The contributions shall be made annually in January each year.</p>
<b>Peer Support</b>	NORCOM offers a peer support team comprised of NORCOM staff who have received certified peer support training. Peer support is confidential and used at the discretion of the affected employee.
<b>Mentoring</b>	NORCOM Telecommunicators in the training program have access to mentoring support through trained NORCOM mentors.
<b>Flu Vaccines</b>	NORCOM will sponsor flu-shots on site annually, near the beginning of flu season.
<b>Health and Wellness Equipment</b>	NORCOM maintains health and wellness equipment on-site to promote employee wellness. Such items include treadmill(s) compatible with the dispatch workstations, appliances for proper food preparation, a yoga mat for stretching on break, disinfecting wipes for the workstations, and beds/couches to provide rest opportunities for shift work employees. NORCOM will endeavor to keep these items in good repair and procure new items when a need is identified.

**Wellness Program**

NORCOM will maintain a wellness committee that continually monitors wellness opportunities and communicates these opportunities to staff. The committee is comprised of employees from Operations and Administration. The wellness committee is the focal for ensuring requirements are met to obtain the 2% health premium discount (provided it is still offered) through AWC.

**II. DEFINITIONS**

AWC	Association of Washington Cities - procures insurance for any cities or sponsored entities that qualify. NORCOM is a sponsored entity and receives coverage brokered by AWC.
EAP	Employee Assistance Program - program that offers support systems for employees experiencing financial, emotional, childcare, or similar challenges.
MEBT	Municipal Employees Benefit Trust - trust for government entities that do not participate in Social Security. Trust contributions are managed by the MEBT board, but NORCOM maintains an individual plan document that governs participation, contributions, and disbursements.
FSA	Flexible Spending Account- tax advantaged spending accounts administered by Navia Benefits. Employees may sign up for voluntary pre-tax payroll deductions and utilize these funds for eligible expenses for health care and dependent care. Voluntary enrollment is required every year, and subject to IRS account limits.
PERS	Public Employees' Retirement System – a defined benefit plan for retirement. Monthly benefit is based on a calculation that incorporates service credit years and average final compensation. The benefit is guaranteed for the rest of the employee's life.
PSERS	Public Safety Employees' Retirement System – a defined benefit plan for retirement. Monthly benefit is based on a calculation that incorporates service credit years and average final compensation. The benefit is guaranteed for the rest of the employee's life.



HRA VEBA	A health reimbursement arrangement (HRA) is a type of group health plan you can use to reimburse out-of-pocket medical expenses. Common expenses, as defined by the IRS, include retiree medical premiums, co-pays, deductibles, prescription drugs, etc. An HRA is not an insurance plan, and you do not pay a premium. Your HRA funds are held in a tax-exempt voluntary employees' beneficiary association (VEBA) trust. VEBAAs are authorized under Internal Revenue Code section 501(c)(9)
----------	---

### III. SUPPORTING RESOURCES

EAP: Lifeworks (888-456-1324) or AWC (800-570-9315)

MEBT: <http://www.mebt.org/>

Peer Support: [http://wiki.norcom.org/doku.php?id=hub:peer\\_support\\_team](http://wiki.norcom.org/doku.php?id=hub:peer_support_team)

PERS: <https://www.drs.wa.gov/member/systems/pers/>

PSERS: <https://www.drs.wa.gov/plan/psers2/>

NORCOM Benefits Wiki: [http://wiki.norcom.org/doku.php?id=personel\\_payroll\\_hub\\_insurance\\_benefits](http://wiki.norcom.org/doku.php?id=personel_payroll_hub_insurance_benefits)

Wellness Program: [http://wiki.norcom.org/doku.php?id=personnel:recognition:wellness\\_committee](http://wiki.norcom.org/doku.php?id=personnel:recognition:wellness_committee)



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: NORCOM Agency Newsletter

---

### **Executive Summary:**

The NORCOM Agency Newsletter features information and updates on recent and future activities and topics of interest. The Newsletters are presented to the Board for review, input, and questions.

### **Background:**

The Newsletter is routinely provided to the Board.

### **Past Board or Other Related Actions:**

N/A

### **Policy and Strategic Implications:**

N/A

### **NORCOM Staff Recommendation:**

NORCOM Staff recommends the Board review the updates and offer input or questions as desired.

### **Staff Comments:**

Nothing Additional

### **Options**

### **Risks**

**Finance Committee Review:** No

**Legal Review:** No

**Joint Operations Board Review:** No

---

### **Attachments**

NORCOM Agency Newsletter January

# NORCOM Agency Newsletter

Katy Myers, Executive Director

January 2026



## HUMAN RESOURCES

### Current Recruitment

Call Receiving Academy #49 – Planned to have 6 new hires with a start date of March 2<sup>nd</sup>.

Information Technology Manager recruitment. Over 100 applicants. Up to 7 will move forward to an Interview and Presentation process planned for late January or early February.

### Current Staffing

Current FTEs	Approved	Actual
Total Headcount	94	88
Administration/Executive	8	8
Finance	2	2
Information Technology	11	10
911 Operations		
Dispatch Supervisors	6	6
Training Coordinator	1	1
Training Assistant	1	1
PSTs- Fully Released	65	37
PSTs – Partial Released		12
PSTs – In Training		11

### Communications Training Program

Current Status	Total
Call Receiving (CR) Academy	0
Call Receiving On the Job (OJT) Training	7
Call Receiving Released	10
Completed CR, in Fire Dispatch Training	0
Completed CR, in Police Dispatch Training	0
CR & Fire Dispatch Released	2
CR & Police Dispatch Released	4

### Celebrations

 Telecommunicators received NORCOM's Tree of Life leaves in December for providing life-saving telephone CPR instructions resulting in the patient being transported.

## 9-1-1 OPERATIONS

### Call Statistics

Incoming 911 Calls:	13,465
Answering Statistics:	
% w/in 15 seconds (90% standard):	96%
% w/in 20 seconds (95% standard):	98%
Abandonment Rate:	2.18%
Text to 911 Messages:	901
Incoming Ten-Digit Calls:	9,967
Outgoing Calls:	10.320

### Nurse Navigation Program

NORCOM triaged and sent 149 calls to the Nurse Line/Nurse Navigation line.

### Language Line Services

230 calls went to the Language Line, 1504 minutes used, with an average call time of 6.5 Minutes

Top 3 Languages: Spanish – 161 Calls, Mandarin – 1 Calls, Arabic – 11 Calls

### Public Records Requests

364 Records Requests Submitted in December

## QUALITY MANAGEMENT

### Continuing Education / Professional Development

Last month included focused reviews of procedures related to chaplain and K9 requests to support consistent and appropriate resource use. The Training Department also began connecting with partner agencies to identify subject matter experts who will lead monthly training seminars throughout 2026. Ongoing continuing education emphasized effective caller management, and staff completed two KCEMS courses, Sending the Right Resources and Altered Levels of Consciousness. In



addition, two Telecommunicators were released on call receiving and are now independently working the position.

## IT SERVICE DESK

### Customer Surveys

- 14 surveys returned (56 ratings)
- Better than expected – 7 (32 ratings)
- As expected – 6 (24 ratings)
- Less than expected - 0

### Ticket Resolution

- Inbound tickets – 232
- Completed tickets – 209
- Overdue – 0

## RADIO

### PSERN to CAD Interface

Tyler and Motorola are actively collaborating on a contract. Once finalized, Tyler will gain access to the Software Development Kit (SDK) and can schedule out the work.

### Radio System Support

No new updates this month on long-term support options for its radio systems.

## PROJECTS

### Tyler Technologies Upgrade

We will be upgrading from version 2024.1 to 2025.1 on February 3, 2026.

Agencies were asked to provide testers to validate functionality in the upgraded environment, and we're pleased to report that no bugs or issues were found during testing.

### Law Enforcement Enterprise Records Management

The RMS Steering Committee will hold its first meeting on January 8, 2026. Guided by its agency members, the committee's purpose is to evaluate whether Tyler's Enterprise Records meets the mission-critical and high-priority needs of the agencies. It will also define the steps required to chart a clear path forward and develop a recommendation for the Governing Board.

### Warm Backup Solution

Replication of the final system encountered an unexpected issue, which has since been resolved. Completion of the work is scheduled for the week of January 6.

### Windows 11

NORCOM's migration to Windows 11 is complete. Location computers will be completed as part of the upcoming equipment replacement project. Microsoft has ended security updates for Windows 10, which means systems running this version are now vulnerable. To maintain secure connectivity with NORCOM, all partner agencies should have transitioned to Windows 11.

### Internet Resiliency

Efforts are underway to establish NORCOM's dedicated iNET connection at the Redmond Police Department. King County I-NET has remaining engineering work to do before the configuration can be finalized and this secondary network path for enhanced resiliency is fully operational.

In the meantime, Redmond's Internet router is synchronized with the Disaster Recovery (DR) router, allowing internet access through the DR connection

# NORCOM Agency Newsletter

Katy Myers, Executive Director

January 2026



## STRATEGIC PLAN

The Steering Committee will convene in January to finalize the draft plan. Presentation to the Governing Board to receive feedback is scheduled for February, with final adoption during the March Board Meeting.