



## **AGENDA**

NORCOM Governing Board  
February 13, 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 January 9, 2026
  - B. AP Reports January 2026
5. For Briefing to Board
  - A. 2024 Audit Exit Conference
6. For Board Decision
  - A. NORCOM Strategic Plan Approval
7. Agency Newsletter
  - A. NORCOM Agency Newsletter
8. Adjournment

The next Governing Board meeting is scheduled for March 13, 2026.



## **MEMORANDUM**

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 02/13/2026  
Subject: Governing Board Meeting Minutes January 9, 2026

---

### **Executive Summary:**

The January 2026 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 January 9, 2026



**Meeting Minutes**  
**NORCOM Governing Board**  
**January 9, 2026**

**MEMBERS**

Nathan McCommon	City of Bellevue
Darren Timpe	City of Bothell
Mike St. Jean	City of Kirkland
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Jeff Magnan	City of Mercer Island
Mike Bailey	City of Snoqualmie
Will Aho	Eastside Fire & Rescue
Brian Culp	Fire District #27 (Vice-Chair)

**ABSENT**

Dan Yourkoski	City of Normandy Park (Chair)
Kyle Kolling	City of Clyde Hill
Matt Cowan	Shoreline Fire Department
Adrian Sheppard	Redmond Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**NORCOM TREASURER**

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

**NORCOM STAFF**

Katy Myers	Executive Director
Jamie Donley	Deputy 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



**Meeting Minutes  
NORCOM Governing Board  
January 9, 2026**

○ **Call to Order**

Chief Brian Culp, 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, telephonically, or by video remote access.

○ **Roll Call**

Chief Culp 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 November 14, 2025**
- **Accounts Payable Report November & December 2025**
- **2025 – Q4 Finance Committee Reviews**

There was no discussion on any consent agenda items.

Chief St. Jean made a motion to approve the Consent Agenda. Chief Magnan seconded the motion.

Motion carried.



**Meeting Minutes  
NORCOM Governing Board  
January 9, 2026**

○ **For Board Decision**

● **Resolution 223 – Adoption of a Health Reimbursement Arrangement Plan(HRA)**

Director Myers introduced Resolution 223, the adoption of the Health Reimbursement Arrangement Plan (HRA) VEBA, stating that this plan is designed to encourage retention and provide stability. Finance Manager Deppen stated that this was not in the original budget, but even with the addition of this plan, we will still be under the **originally adopted** budget. She stated that, if approved, NORCOM is excited to offer this plan to our employees, which will consist of annual contributions to all employees with 10 years or more of service. The number of employees eligible for VEBA benefits currently is twenty-eight.

Deputy City Manager McCommon made a motion to approve Resolution 223. Chief Sass seconded the motion.

Motion carried

○ **NORCOM Agency Newsletter**

The NORCOM Agency Newsletter is a monthly newsletter providing information and updates on recent and future activities, along with other topics of interest.

Executive Director Myers stated that one item that did not make it into the newsletter is that NORCOM's training department has been accepted as a State Certified Program, allowing NORCOM to do in-house training. She commented on how proud she is of the training department.

○ **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 Culp made a motion to move to Executive Session. The Executive Session began at 9:10 with a request for 15 minutes. Executive Session ended at 9:25.



**Meeting Minutes  
NORCOM Governing Board  
January 9, 2026**

The NORCOM Governing Board meeting resumed at 9:25 with the decision to approve the revised 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 revised NORCOM Associated Guild Contract. Chief Magnan seconded the motion.

Motion approved.

○ **Other Business**

Executive Director Myers introduced our New Deputy Director, Jamie Donley, to the NORCOM Governing Board. Deputy Director Donley provided a brief overview of her background and years of experience in the industry.

○ **Adjournment**

Chief Culp adjourned the meeting at 9:26.

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

Approved by:

---

Chair

Attest:

---

Secretary



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 02/13/2026  
Subject: AP Reports January 2026

---

### **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**

AP Reports January 2026

## NORCOM

ACTIVITY JANUARY 1, 2026, THROUGH JANUARY 31, 2026

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,803,955.48

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 January 31, 2026

	2026 Budget	January Activity	2026 Collected to Date	% collected
Agency Revenue	16,667,205	4,166,801	\$ 4,166,801	25%
Agency Reimbursements	210,000	920	\$ 920	0%
Grants/Intergovernmental/Interest	295,000	3	\$ 3	0%
Total	17,172,205	4,167,724	4,167,724	24%

Transfers In	1,500,000	-	\$ -	0%
Revenues + Transfers	18,672,205	4,167,724	4,167,724	22%

**Expenses**

	2026 Budget	January Activity	2026 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	10,338,101	\$ 528,702	\$ 528,702	5%	9,809,398
Salaries & Wages - Overtime	624,274	\$ 31,848	\$ 31,848	5%	592,426
Professional Reimbursements	4,200	\$ 162	\$ 162	4%	4,038
Medical	1,624,067	\$ 122,446	\$ 122,446	8%	1,501,620
HSA Contributions	30,100	\$ 2,218	\$ 2,218	7%	27,881
Dental	106,820	\$ 7,655	\$ 7,655	7%	99,164
Vision	14,069	\$ 1,022	\$ 1,022	7%	13,046
Long-Term Care	8,027	\$ 696	\$ 696	9%	7,332
FSA Fees	2,240	\$ -	\$ -	0%	2,240
Medicare	162,029	\$ 7,501	\$ 7,501	5%	154,528
MEBT	711,746	\$ 34,764	\$ 34,764	5%	676,982
PERS	854,787	\$ 36,624	\$ 36,624	4%	818,163
Washington FMLA	31,570	\$ 1,810	\$ 1,810	6%	29,760
Unemployment	76,000	\$ 3,757	\$ 3,757	5%	72,243
Workers Comp	29,182	\$ 1,440	\$ 1,440	5%	27,742
Total Personnel	14,617,211	780,646	\$ 780,646	5%	13,836,565

Advertising	17,500	\$ -	\$ -	0%	17,500
Bank Fees	25	\$ -	\$ -	0%	25
Cellular,Pager & Radio Svcs	24,953	\$ -	\$ -	0%	24,953
Computer Hardware-Non Capital	7,500	\$ -	\$ -	0%	7,500
Consumable Goods	18,685	\$ -	\$ -	0%	18,685
Dues & Memberships	16,775	\$ 12,538	\$ 12,538	75%	4,237
Equipment Leases	25,682	\$ 1,950	\$ 1,950	8%	23,732
Facility Lease	842,879	\$ -	\$ -	0%	842,879
Financial Audit	30,967	\$ -	\$ -	0%	30,967
Hosted Services	268,887	\$ 99	\$ 99	0%	268,788
HR Services	143,195	\$ 1,747	\$ 1,747	1%	141,448
Insurance	170,519	\$ -	\$ -	0%	170,519
Legal Services	82,700	\$ -	\$ -	0%	82,700
Local Travel/Training/ Mileage	3,350	\$ -	\$ -	0%	3,350
Network Service	51,624	\$ 477	\$ 477	1%	51,147
Office Furniture	11,500	\$ -	\$ -	0%	11,500
Office Supplies	6,550	\$ -	\$ -	0%	6,550
Operating Supplies	6,400	\$ -	\$ -	0%	6,400
Parking Lease	32,087	\$ 2,301	\$ 2,301	7%	29,786
Payroll Services	20,000	\$ 1,199	\$ 1,199	6%	18,801
Postage	1,250	\$ -	\$ -	0%	1,250
Printing	2,000	\$ -	\$ -	0%	2,000
Professional Services	53,220	\$ 353	\$ 353	1%	52,867
R&M - Network Equipment	665,742	\$ 6,575	\$ 6,575	1%	659,167
R&M - Software Maintenance	1,102,060	\$ 21,820	\$ 21,820	2%	1,080,241
Radio Site Lease	65,917	\$ 655	\$ 655	1%	65,262
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	15,500	\$ -	\$ -	0%	15,500
Software/Licensing	125,500	\$ 15,803	\$ 15,803	13%	109,698
Telephone Services	46,310	\$ 750	\$ 750	2%	45,560
Training/Conf Registrations	34,750	\$ -	\$ -	0%	34,750
Training/Conf Registrations/ Travel	24,750	\$ -	\$ -	0%	24,750
Total Supplies & Services	3,920,777	66,266	\$ 66,266	2%	3,854,511

GRAND TOTAL 18,537,988 846,913 \$ 846,913 5% 17,691,075

**502- Capital Projects**

	2026 Budget	January Activity	2026 Spending to Date	% used	Remaining Balance
Remote Call Taking	150,000	\$ -	\$ -	0%	150,000
Location Equipment	276,610	\$ 76,610	\$ 76,610	28%	200,000
Tyler Projects	225,000	\$ -	\$ -	0%	225,000
	651,610	76,610	76,610	11.8%	575,000

**503- Equipment Replacement:**

	2026 Budget	January Activity	2026 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,475	\$ -	\$ -	0%	31,475
Network Costs	67,867	\$ -	\$ -	0%	67,867
Servers	64,700	\$ -	\$ -	0%	64,700
Firewall	25,000	\$ -	\$ -	-	-
Radio	20,000	\$ -	\$ -	-	-
Switches	34,000	\$ -	\$ -	0%	34,000
	243,042	-	-	0.0%	198,042
	120,000				

**505-E 911 Escrow**

Revenues:	2026 Budget	January Activity	Collected to Date	% collected
E-911 Escrow	1,500,000	-	\$ -	0%
Investment Interest	-	-	\$ -	-
	1,500,000	-	\$ -	0%

**Expenditures:**

	2026 Budget	January Activity	2026 Spending to Date	% used	Remaining Balance
Transfers Out	1,500,000	\$ -	\$ -	0%	1,500,000

## NORCOM Financial Summary

For Period Ending January 31, 2026

	2026 Adopted Budget	Actual	Percent of Budget
<b><u>501 - Operating Fund</u></b>			
2025 Estimated Beginning Fund Balance	601,730	601,730	
Agency Revenue	16,119,862	\$ 4,166,801	25.85%
Other Revenue	505,000	\$ 923	0.18%
Transfers In	1,500,000	\$ -	0.00%
Revenue Collected	18,124,862	4,167,724	22.99%
Total Resources	18,726,592	4,769,454	
Personnel Expenditures	14,617,211	\$ 780,646	5.34%
Operating Expenditures	3,904,976	\$ 66,266	1.70%
Transfers Out	-	\$ -	0.00%
Total Expenditures	18,522,187	846,913	4.57%
<b>Available Fund Balance</b>	<b>\$204,405</b>	<b>\$ 3,922,542</b>	
<b><u>502 - Capital Projects Fund</u></b>			
2025 Beginning Fund Balance	218,181	\$218,181	
Agency Revenue	359,194	\$89,799	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	359,194	89,799	25.00%
Total Resources	0	307,980	
Expenditures	651,610	\$ 76,610	11.76%
Transfers Out	-	\$ -	0.00%
Total Expenditures	651,610	76,610	11.76%
<b>Available Fund Balance</b>	<b>-\$74,235</b>	<b>\$231,369</b>	
<b><u>503 - Equipment Replacement Reserve</u></b>			
2025 Beginning Fund Balance	356,517	\$356,517	
Agency Revenue	188,149	\$47,037	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	188,149	47,037	25.00%
Total Resources	544,666	403,554	
Expenditures	243,042	\$ -	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	243,042	-	0.00%
<b>Available Fund Balance</b>	<b>\$301,624</b>	<b>\$403,554</b>	

	2026 Adopted Budget	Actual	Percent of Budget
<b><u>504 - Operating Expense Reserve</u></b>			
2025 Beginning Fund Balance	\$ 300,751	\$300,751	
Other Revenue	\$ -	-	0.00%
Transfers In	\$ -	-	0.00%
Revenue Collected	-	-	0.00%
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><u>505 - E-911 Escrow Trust</u></b>			
2025 Beginning Fund Balance	\$240,030	\$240,030	
Operating Revenue	1,500,000	\$ -	0.00%
Investment Interest	-	-	0.00%
Revenue Collected	1,500,000	-	0.00%
Total Resources	1,740,030	240,030	
Expenditures	-	-	0.00%
Transfers Out	1,500,000	-	0.00%
Total Expenditures	1,500,000	-	0.00%
<b>Available Fund Balance</b>	<b>\$240,030</b>	<b>\$240,030</b>	
<b><u>506 - Rate Stabilization Reserve</u></b>			
2025 Beginning Fund Balance	\$1,214,855	\$1,214,855	
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	-	-	0.00%
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: Cbarcus@norcom.org  
Printed: 1/29/2026 12:03 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	01/02/2026	
	PPE 01042026	FMLA Taxes - PPE 01042026		4,918.94
	PPE 01042026	Accrued Employment & WACares - PPE 01042026		4,453.49
	PPE 01042026	Federal Taxes - PPE 01042026		51,304.40
	PPE 01042026	Medicare - PPE 01042026		11,631.16
	PPE 01042026	Garnishments - PPE 01042026		487.85
	PPE 01042026	Accrued Wages - PPE 01042026		298,330.11
Total for this ACH Check for Vendor 120:				371,125.95
ACH	131	HEALTH EQUITY	01/02/2026	
	PPE 01042026	HSA Contributions - PPE 01042026		1,329.08
Total for this ACH Check for Vendor 131:				1,329.08
ACH	132	WILMINGTON TRUST	01/02/2026	
	PPE 01042026	MEBT Contributions - PPE 01042026		53,880.48
Total for this ACH Check for Vendor 132:				53,880.48
ACH	133	DEPT OF RETIREMENT SYSTEMS	01/02/2026	
	PPE 01042026	PSERS Contributions - PPE 01042026		38,224.65
	PPE 01042026	PERS Contributions - PPE 01042026		18,520.59
	PPE 01042026	DCP Contributions - PPE 01042026		738.44
Total for this ACH Check for Vendor 133:				57,483.68
ACH	146	DEPT OF LABOR & INDUSTRIES	01/02/2026	
	QTR4	2025 Q4 L&I Taxes		11,602.84
Total for this ACH Check for Vendor 146:				11,602.84
ACH	785	NAVIA BENEFITS SOLUTIONS	01/02/2026	
	01062026	FSA Disbursement - 01.06.2026		222.14
	01062026	FSA Disbursement - 01.06.2026_2		14.00
Total for this ACH Check for Vendor 785:				236.14
21880	675	MISSIONSQUARE - 306590	01/02/2026	
	PPE 01042026	ICMA 457 Contributions - PPE 01042026		4,231.36
Total for Check Number 21880:				4,231.36
21881	569	NORCOM ASSOCIATED GUILD	01/02/2026	
	JAN2026	NAG Dues - January		2,183.00
Total for Check Number 21881:				2,183.00
21882	673	PUBLIC SAFETY EMPLOYEES UNION	01/02/2026	
	JAN2026	PSEU Dues - January		864.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21882:				864.27
Total for 1/2/2026:				502,936.80
ACH	785 11050978	NAVIA BENEFITS SOLUTIONS FSA Admin Fee - December	01/06/2026	200.00
Total for this ACH Check for Vendor 785:				200.00
ACH	785 12302025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 12.30.2025	01/06/2026	130.38
Total for this ACH Check for Vendor 785:				130.38
21867	364 12272025	AT&T Cellular Services ACCT# 7817	01/06/2026	200.42
Total for Check Number 21867:				200.42
21868	783 NORCOM33	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Services - 5X	01/06/2026	1,655.40
Total for Check Number 21868:				1,655.40
21869	9 764667515	CENTURYLINK Cellular Services ACCT# 5571	01/06/2026	6.90
Total for Check Number 21869:				6.90
21870	324 61771-9	CRISTA MINISTRIES Radio Tower Rental - December	01/06/2026	654.86
Total for Check Number 21870:				654.86
21871	47 300088866	NENA NENA Group 2026 Membership Dues - Public S	01/06/2026	750.00
Total for Check Number 21871:				750.00
21872	256 PST25-1411 PST25-1567	PUBLIC SAFETY TESTING INC Candidate Agency Test Site Add-On - x45 Q4 Subscription Fee	01/06/2026	585.00 1,165.00
Total for Check Number 21872:				1,750.00
21873	712 168426	SUMMIT LAW GROUP PLLC Legal Services - General Employment	01/06/2026	255.00
Total for Check Number 21873:				255.00
21874	585 INV1757808 INV1757808 INV1758436	TRACE3, LLC Dell R450 Server - SERVMON Replacement Dell R450 Server - SRDC1 Replacement Connectrix DS-7720B Fiber Channel Switch - 2	01/06/2026	4,937.22 4,699.99 57,773.75
Total for Check Number 21874:				67,410.96
21875	79 6130846006 6130846006	VERIZON WIRELESS Cellular Services ACCT# 3790 Replacement Phone ACCT# 3790	01/06/2026	1,371.21 326.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21875:				1,697.59
21876	713 200643	WA CITIES INSURANCE AUTHORITY Crime/Fidelity, Liability & Property Insurance	01/06/2026	158,552.00
Total for Check Number 21876:				158,552.00
21877	87 00186292	WA STATE PATROL Access User Fee - Q4	01/06/2026	18,000.00
Total for Check Number 21877:				18,000.00
21878	278 12242025	NATHAN WAY Replacement Phone Reimbursement	01/06/2026	314.59
Total for Check Number 21878:				314.59
21879	88 5036912034	WELLS FARGO FINANCIAL LEASING Copier Lease - December	01/06/2026	1,821.96
Total for Check Number 21879:				1,821.96
Total for 1/6/2026:				253,400.06
ACH	131 jb9nbjx	HEALTH EQUITY HSA Monthly Admin Fees - January	01/13/2026	47.70
Total for this ACH Check for Vendor 131:				47.70
ACH	120 709204933	ADP Previous Quarter Adjustment - Q4 Qualified OT	01/13/2026	190.00
Total for this ACH Check for Vendor 120:				190.00
Total for 1/13/2026:				237.70
ACH	120 709630730	ADP Workforce Now Payroll Solution Bundle - PPE C	01/16/2026	494.48
Total for this ACH Check for Vendor 120:				494.48
ACH	327 167389	ASSOCIATION OF WASHINGTON CITIZI 2026 AWC Associate Member Annual Fee	01/16/2026	12,538.11
Total for this ACH Check for Vendor 327:				12,538.11
ACH	67 DEC25 DEC25	DEPT OF REVENUE Levrum Code3 Software - Excise Tax December Meydenbayer Employee Parking - Excise Tax D	01/16/2026	2,138.94 198.90
Total for this ACH Check for Vendor 67:				2,337.84
ACH	692 12262025 12282025	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	01/16/2026	659.90 29.40
Total for this ACH Check for Vendor 692:				689.30
ACH	785	NAVIA BENEFITS SOLUTIONS	01/16/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1132026	FSA Disbursement - 1.13.2026		1,388.73
	1132026_2	FSA Disbursement - 1.13.2026		171.65
Total for this ACH Check for Vendor 785:				1,560.38
21883	718 11977174	ACCESS CORP Shredding Services - December	01/16/2026	383.04
Total for Check Number 21883:				383.04
21884	3 12282025	AT&T MOBILITY Cellular Services ACCT# 6980	01/16/2026	128.60
Total for Check Number 21884:				128.60
21885	710 INV034240	BRCK INC Telephone Services ACCT# 6571	01/16/2026	672.91
Total for Check Number 21885:				672.91
21886	6 AH5H92K AH5YU9P	CDW-GOVERNMENT INC Locution PC - 55x Lithium-Ion UPS - 50X	01/16/2026	50,114.75 26,495.71
Total for Check Number 21886:				76,610.46
21887	11 54330 54330 54331	CITY OF BELLEVUE Monthly Parking Spaces - January Monthly Parking Spaces - January Fibr Usage Rental Fee - January	01/16/2026	1,484.67 351.26 477.00
Total for Check Number 21887:				2,312.93
21888	18 INV3119786 INV3121945	COPIERS NORTHWEST Daily Mail Pick-Up - January Copier Lease - December	01/16/2026	352.64 167.55
Total for Check Number 21888:				520.19
21889	29 900166338 900166338 900166338 900166338 900166338 900166338	ESRI ArcGIS Network Analyst - ArcGOS Server 2.1.2 ArcGIS Network Analyst - Online Creator 2.1.26 ArcGIS Enterprise - Standard Maintenance 2.1.2 ArcGIS Network Analyst - Desktop Maintenece ArcGIS Desktop - Primary Maintenance 2.1.26 - ArcGIS Desktop Single Use Primary Maintenan	01/16/2026	3,278.45 716.30 6,832.40 639.16 3,829.45 506.92
Total for Check Number 21889:				15,802.68
21890	447 983086	FIRST CHOICE COFFEE SERVICES Ice Machine Rental - January	01/16/2026	126.83
Total for Check Number 21890:				126.83
21891	619 3248	FIRSTTWO, INC Regional Agency Annual License - 2026	01/16/2026	21,819.60
Total for Check Number 21891:				21,819.60
21892	252 11016710	KING COUNTY FINANCE KNIT INET Other MISC SVC - December	01/16/2026	1,317.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21892:				1,317.00
21893	557 11798862	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - December	01/16/2026	273.82
Total for Check Number 21893:				273.82
21894	586 2026-01	MEYDENBAUER CENTER Construction Employee Parking - January	01/16/2026	1,950.00
Total for Check Number 21894:				1,950.00
21895	331 0102026	ZEB MIDDLETON Mileage Reimbursement - December	01/16/2026	71.40
Total for Check Number 21895:				71.40
21896	46 27815 27929	NATIONAL TESTING NETWORK Background Investigation Services - December 2 Background Investigation Services - 1x	01/16/2026	27,073.39 1,746.67
Total for Check Number 21896:				28,820.06
21897	741 NOR1225	PACIFIC NORTHWEST GIGAPOP Internet Services - December	01/16/2026	500.00
Total for Check Number 21897:				500.00
21898	782 2787 2788	PSERN Operator Q1 2026 - Public Safety Radios X11 Q1 2026 - Consoles X29 & Public Safety Radios	01/16/2026	1,016.07 93,015.27
Total for Check Number 21898:				94,031.34
21899	256 PST25-1751	PUBLIC SAFETY TESTING INC December Candidate Agency Test Site Add-On -	01/16/2026	286.00
Total for Check Number 21899:				286.00
21900	711 3491	SHIELD ASSESSMENTS December 2025 Pre-Employment Psychological	01/16/2026	930.00
Total for Check Number 21900:				930.00
21901	555 L172943	STATE AUDITOR'S OFFICE Accountability & Financial Audit - December 20	01/16/2026	9,180.60
Total for Check Number 21901:				9,180.60
21902	366 12212025	T MOBILE Cellular Services ACCT# 8760	01/16/2026	18.73
Total for Check Number 21902:				18.73
21903	585 INV1760270	TRACE3, LLC Server Replacements - 2X	01/16/2026	39,915.42
Total for Check Number 21903:				39,915.42
21904	844 2220 2255	UNCOMMON BRIDGES Strategic Plan Project Services - November Strategic Plan Project Services - December	01/16/2026	5,342.95 3,215.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21904:				8,557.95
21905	189 24210	ZAVTEK, INC Annual & Semi Annual UPS PM & Battery Serv	01/16/2026	3,125.00
Total for Check Number 21905:				3,125.00
Total for 1/16/2026:				324,974.67
ACH	120 PPE 01182026 PPE 01182026 PPE 01182026 PPE 01182026 PPE 01182026 PPE 01182026	ADP FMLA Taxes - PPE 01182026 Employment Security & WACares - PPE 01182026 Medicare - PPE 01182026 Accrued Wages - PPE 01182026 Garnishments - PPE 01182026 Federal Taxes - PPE 01182026	01/23/2026	5,352.17 4,533.07 12,676.70 320,136.92 487.85 64,513.26
Total for this ACH Check for Vendor 120:				407,699.97
ACH	131 PPE 01182026	HEALTH EQUITY HSA Contributions - PPE 01182026	01/23/2026	1,329.08
Total for this ACH Check for Vendor 131:				1,329.08
ACH	132 PPE 01182026	WILMINGTON TRUST MEBT Contributions - PPE 01182026	01/23/2026	62,138.47
Total for this ACH Check for Vendor 132:				62,138.47
ACH	133 PPE 01182026 PPE 01182026 PPE 01182026	DEPT OF RETIREMENT SYSTEMS DCP Contributions - PPE 01182026 PSERS Contributions - PPE 01182026 PERS Contributions - PPE 01182026	01/23/2026	678.00 41,124.11 20,245.18
Total for this ACH Check for Vendor 133:				62,047.29
ACH	134 FEB2025	COLONIAL LIFE Supplemental Insurance Premiums - February	01/23/2026	901.28
Total for this ACH Check for Vendor 134:				901.28
ACH	140 FEB2025	RELIANCE STANDARD L/LTD Premiums - February	01/23/2026	2,303.39
Total for this ACH Check for Vendor 140:				2,303.39
ACH	327 FEB2025 FEB2025 FEB2025	ASSOCIATION OF WASHINGTON CITIZENS Vision Premiums - February Dental Premiums - February Medical Premiums - February	01/23/2026	1,111.68 8,399.40 132,009.66
Total for this ACH Check for Vendor 327:				141,520.74
ACH	785 01202026 01202026_2	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 01.20.2026 FSA Disbursement - 01.20.2026	01/23/2026	2,902.06 1,006.02
Total for this ACH Check for Vendor 785:				3,908.08
21906	675	MISSIONSQUARE - 306590	01/23/2026	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 01182026	ICMA 457 Contributions - PPE 01182026		3,926.77
			Total for Check Number 21906:	3,926.77
21907	74 FEB2025	UNUM Long Term Care Insurance Premiums - February	01/23/2026	797.00
			Total for Check Number 21907:	797.00
			Total for 1/23/2026:	686,572.07
ACH	120 710233193 711161141	ADP Payroll Services & Workforce Now Workforce Now Payroll Solution Bundle - PPE C	01/29/2026	209.91 494.48
			Total for this ACH Check for Vendor 120:	704.39
ACH	630 47271	SITECRAFTING INC Managed Website Hosting - January	01/29/2026	99.00
			Total for this ACH Check for Vendor 630:	99.00
ACH	785 01.27.2026 01.27.2026_2	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 1272026 FSA Disbursement - 1272026	01/29/2026	191.17 45.50
			Total for this ACH Check for Vendor 785:	236.67
ACH	854 2026_ER_Contr	HRA VEBA Plan 2026 HRA VEBA Plan Employer Contribution -	01/29/2026	27,000.00
			Total for this ACH Check for Vendor 854:	27,000.00
21908	8 01112026	CENTURYLINK Telephone Services ACCT# 5208	01/29/2026	77.31
			Total for Check Number 21908:	77.31
21909	324 61771-10	CRISTA MINISTRIES Radio Tower Rental - January	01/29/2026	654.86
			Total for Check Number 21909:	654.86
21910	41 2025-NC	KING COUNTY E-911 PROGRAM OFFIC Language Interpretation Services Jan - Dec 2025	01/29/2026	100.12
			Total for Check Number 21910:	100.12
21911	712 169126	SUMMIT LAW GROUP PLLC December Legal Services - General Employmen	01/29/2026	340.00
			Total for Check Number 21911:	340.00
21912	79 6133358315	VERIZON WIRELESS Cellular Services ACCT# 3790	01/29/2026	1,348.18
			Total for Check Number 21912:	1,348.18
21913	88 5037269144	WELLS FARGO FINANCIAL LEASING Copier Lease - January	01/29/2026	1,823.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21913:	1,823.62
21914	189	ZAVTEK, INC	01/29/2026	
	24210	Annual & Semi UPS PM & Battery Service		3,450.03
			Total for Check Number 21914:	3,450.03
			Total for 1/29/2026:	35,834.18
			Report Total (75 checks):	1,803,955.48



## **MEMORANDUM**

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 02/13/2026  
Subject: 2024 Audit Exit Conference

---

### **Executive Summary:**

The State Auditor's Office has completed NORCOM's Financial and Accountability audit for the year ending December 31, 2024. The audit resulted in a clean opinion on NORCOM's financial statements and no findings or management letters for the accountability audit.

The auditors identified two items that were not fully corrected during the audit period. The auditors determined that both items are immaterial and do not impact the accuracy or reliability of NORCOM's financial statements. The Finance Manager will address both items during the next reporting cycle as part of normal financial close and reporting processes.

### **Background:**

NORCOM completes an annual independent financial audit to support transparency, accountability, and sound financial management. As part of that process, the auditors provide an exit conference to share a summary of their work, any findings, and recommended next steps, if applicable. This item allows the Governing Board to receive the auditors' report and management's response.

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

N/A

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

N/A

### **NORCOM Staff Recommendation:**

Nothing additional

### **Staff Comments:**

N/A

**Options**

**Risks**

**Finance Committee Review:** Yes

**Legal Review:** No

**Joint Operations Board Review:** No

---



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 02/13/2026  
Subject: NORCOM Strategic Plan Approval

---

### Executive Summary:

Over the past year, the NORCOM Governing Board, staff, and partner agencies have engaged in a deliberate and collaborative strategic planning process to position the organization for long-term success. This work was initiated by the Board in April 2024, refined through the creation of a scoping subcommittee and Strategic Plan Steering Committee, and supported by an independent assessment conducted by Uncommon Bridges. The resulting Strategic Plan reflects both NORCOM's foundational purpose and the evolving operational, governance, workforce, and technology environment in which it operates.

The planning process included a comprehensive assessment phase consisting of stakeholder interviews, staff surveys and focus groups, peer agency analysis, document review, and internal infrastructure evaluation. These efforts informed a shared understanding of NORCOM's strengths, challenges, and opportunities and reinforced the importance of intentional decision-making to sustain reliable, high-quality emergency communications services.

Based on this work, the Strategic Plan establishes a clear vision, mission, and values framework and identifies four interdependent strategic priorities: **Sustainable Growth, Technology Services, Governance, and Workforce Environment Development**. Together, these priorities provide a cohesive roadmap for responsible growth, resilient and forward-thinking technology services, equitable and transparent governance, and a supportive, capable workforce. The plan is designed to guide both near-term decision-making and long-range implementation over the next several years, with defined objectives, implementation principles, and high-level performance metrics to track progress and accountability.

This agenda item requests Governing Board approval of the NORCOM Strategic Plan. Approval affirms the strategic direction established through the planning process and authorizes staff to move forward with implementation planning, prioritization of actions, and integration of the plan into policy, budgeting, and operational decision-making.

### Background:

During the plan development process, there were several opportunities for NORCOM employees to provide insights and feedback.

- Group meetings were held with Admin, IT, Dispatch Supervisors and individual meetings were held with labor presidents and others.
- August 2025 - Open ended survey to 911 Operations employees to gather input. This gave our team the foundation to develop some workplace environment themes and concepts.
- October 2025 – All employees were asked to complete an employee priority survey. This allowed

folks to rank themes and give insight into our shared experiences.

- November 2025 – The Plan on a Page was shared with employees and two “Coffee with Katy” sessions provided time to talk in small groups or individually about the plan with the Executive Director.
- January 2026 – The plan on a page was again shared with all employees and another survey asked employees what they thought of the NORCOM vision, the plan goals, and sought further feedback.

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

N/A

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

Approval of the NORCOM Strategic Plan establishes a shared framework for Board and staff decision-making over the life of the plan. The Strategic Plan is intended to serve as a guiding document that informs future policy development, budget deliberations, service design, governance discussions, and organizational priorities.

As implementation progresses, elements of the plan may result in recommendations to update or refine existing policies, interlocal agreements, bylaws, service models, and governance practices to better align with the Board’s strategic direction. The plan also provides a structured basis for evaluating future initiatives, investments, and partnership opportunities, ensuring that decisions are consistent with NORCOM’s mission, values, and long-term objectives.

Adoption of the Strategic Plan does not approve specific projects or expenditures. Rather, it establishes the strategic context within which future policy actions, financial commitments, and operational changes will be brought to the Board for consideration. Staff will return to the Board with implementation plans, progress updates, and policy recommendations as appropriate to support accountability, transparency, and informed oversight.

#### **NORCOM Staff Recommendation:**

NORCOM staff recommends the Board receive this update and requests approval to finalize and publish the plan.

#### **Staff Comments:**

Nothing Additional

#### **Options**

#### **Risks**

**Finance Committee Review:** No

**Legal Review:** No

**Joint Operations Board Review:** No

---

#### **Attachments**

NORCOM Associated Guild Strategic Plan Support Letter



## NORCOM ASSOCIATED GUILD

February 10, 2026

Governing Board - Chair  
NORCOM 911  
PO Box 50911  
Bellevue, WA 98015

Dear Chief Yourkoski,

On behalf of the NORCOM Associated Guild, I am writing to express our support for the high-level goals and strategic direction outlined in the NORCOM Strategic Plan-on-a-Page. As the representatives of the professionals who serve as caring and trusted servants when seconds count, we share a fundamental interest in ensuring that NORCOM remains a reliable and resilient regional leader in public safety communications.

The Guild recognizes that this plan establishes a vision for NORCOM to be a well-respected industry leader. We are particularly encouraged by the strategic priorities that directly impact the strength of our organization and the wellbeing of our members:

Workforce Environment & Development: We look forward to increased collaboration from management in developing a supportive and inclusive environment and refining recruitment and retention strategies to ensure a diverse workforce. We specifically value the commitment to reinforcing personal wellness and professional development programs to promote employee growth.

Operational Excellence: We align with the goals of providing excellent and efficient service today and in the future through informed decision-making and sustainable growth.

Technological Resilience & Innovation: The Guild appreciates the push toward technological advances and supports the goal of ensuring technology services are resilient and forward-thinking. While we encourage leadership to remain open to

---

innovation, we advocate for a pragmatic and deliberate approach to selection and adoption. It is vital that new technology is reviewed based on its ability to increase value rather than replace employees. By implementing a technology governance framework that is steady and purposeful, we can ensure we do not overwhelm the workforce with "fly-by-night" systems that create unnecessary training burdens or job insecurity.

This statement serves as an acknowledgement of our shared interest in NORCOM's long-term sustainability and our mutual desire for the agency to be an outstanding place to work. While this support does not constitute an endorsement of specific future policies, implementation timelines, or matters subject to collective bargaining, it reflects our commitment to working cooperatively toward the common goal of serving our communities.

We look forward to continued partnership as we move toward these objectives.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'N. Curry', with a stylized flourish extending from the end.

Nicholas Curry  
President, NORCOM Associated Guild





## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 02/13/2026  
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

February NORCOM Agency Newsletter

# NORCOM Agency Newsletter

Katy Myers, Executive Director

February 2026



## HUMAN RESOURCES

### Current Recruitment

Call Receiving Academy #49 is scheduled to begin March 2<sup>nd</sup> with six new Telecommunicators. CRA 50 is tentatively planned for September.

First round of interviews for NORCOM's Information Technology Manager will occur on February 18<sup>th</sup>.

### 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		19
PSTs – In Training		2

### Communications Training Program

Current Status	Total
Call Receiving (CR) Academy	0
Call Receiving On the Job (OJT) Training	2
Call Receiving Released	9
Completed CR, in Fire Dispatch Training	1
Completed CR, in Police Dispatch Training	3
CR & Fire Dispatch Released	2
CR & Police Dispatch Released	4

### Celebrations

In January, NORCOM recognized over 135 years of service to 7 public safety communicators.



### Tree of Life

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

## 9-1-1 OPERATIONS

### Call Statistics

Incoming 911 Calls:	12,810
Answering Statistics:	
% w/in 15 seconds (90% standard):	98%
% w/in 20 seconds (95% standard):	99%
Abandonment Rate:	1.79%

# NORCOM Agency Newsletter

Katy Myers, Executive Director

February 2026



Text to 911 Messages:	743
Incoming Ten-Digit Calls:	9,310
Outgoing Calls:	10,181

## Nurse Navigation Program

NORCOM triaged and sent 154 calls to the Nurse Line/Nurse Navigation line.

## Language Line Services

226 calls went to the Language Line, 1709 minutes used, with an average call time of 7.6 Minutes

Top 3 Languages: Spanish – 165 Calls, Mandarin – 12 Calls, Farsi– 10 Calls

## Public Records Requests

416 Records Requests Submitted in January

## QUALITY MANAGEMENT

### Continuing Education / Professional Development

In January 2026, Operations Training reached several major milestones that significantly strengthen both organizational capability and regional leadership in public safety communications. Our training program is now officially certified by the State of Washington, marking a major achievement in standardization and credibility. The Training Assistant position authorized by the Board in FY2024 was filled and the employee began work in the first week of January, immediately increasing our capacity to support staff development. We launched a structured seminar series designed to deepen operational knowledge and support state CE requirements, and we are expanding these offerings regionally to partner PSAPs to share training resources and foster professional networking. On the new-hire front, five call receivers were released to take calls on their own, two fire radio academies and one police radio academy were completed, and staff received 21 hours of fire radio training, 133.25 hours of police radio training, and 624 hours of call receiving instruction -

totaling 778.67 hours of new-hire training. In addition, the training department developed, delivered, and/or coordinated 405 hours of continuing education, positioning our staff well to meet annual CE requirements and demonstrating a strong, measurable investment in both onboarding and ongoing professional excellence.

## IT SERVICE DESK

### Customer Surveys

Each survey consists of 4 questions

- |                        |                |
|------------------------|----------------|
| • Surveys returned     | 5 (20 ratings) |
| • Better than expected | 4 (17 ratings) |
| • As expected          | 1 (3 ratings)  |
| • Less than expected   | 0              |

### Ticket Resolution

- Inbound tickets – 261
- Completed tickets – 214
- Overdue – 0

## RADIO

### PSERN to CAD Interface

The Tyler/Motorola contract has moved to final review with Motorola's legal team.

### Radio System Support

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

## PROJECTS

### Tyler Technologies Upgrade

The upgrade on February 3, 2026 was successful with no critical issues, and CAD was back online by 8:00am — earlier than previous years. To date, there is only 1 low priority issue remaining. During this upgrade, we identified

# NORCOM Agency Newsletter

Katy Myers, Executive Director

February 2026



areas where improvements may be possible in the update download process. We are actively looking into these opportunities to make future upgrades even smoother. Thank you to our partner agencies for the coordination and support that made this upgrade a success.

## Law Enforcement Enterprise Records Management

The RMS Steering Committee met on January 22, 2026. Two critical impedances were identified: data conversion and a sandbox environment for agency staff to better understand Enterprise RMS functionality. NORCOM and Tyler executives are working to find solutions to these concerns.

## Warm Backup Solution

All data is replicating; one final configuration item is being worked through.

## Internet Resiliency

The dedicated iNET connection at Redmond Police Department is on hold until the King County I-NET engineering work is complete.

## STRATEGIC PLAN

The Steering Committee convened in January to finalize the draft plan. Presentation to the Governing Board in February for approval to be published.

## GOVERNMENTAL AFFAIRS

### Legislative Session

With the legislature in session NORCOM monitors bills related to 911. [SSB 5853](#) – Protecting elected officials from political violence is in Ways & Means. This would establish requirements for notification to all enrolled public officials when any of them contacts 911 and there is a confirmed targeted threat.