



AGENDA

NORCOM Governing Board
October 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 September 11, 2026
 - B. AP Reports September 2026
5. For Briefing to Board
 - A. Governance Strategic Priority
6. Agency Newsletter
 - A. NORCOM Agency Newsletter
7. Adjournment

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



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/09/2026
Subject: Governing Board Meeting Minutes September 11, 2026

Executive Summary:

The September 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

Governing Board Meeting Minutes September 11, 2026



**Meeting Minutes
NORCOM Governing Board
September 11, 2026**

MEMBERS

Nathan McCommon	City of Bellevue
Claire Khouri	City of Bothell
Dawn Hanson	City of Clyde Hill
Mike St. Jean	City of Kirkland
Phil Hill	City of Lake Forest Park
Jeff Sass	City of Medina
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Chair)
Mike Bailey	City of Snoqualmie
Brian Culp	Fire District #27 (Vice-Chair)
Adrian Sheppard	Redmond Fire Department

ABSENT

Will Aho	Eastside Fire & Rescue
Matt Cowan	Shoreline Fire Department
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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NORCOM TREASURER

Michael Olson	City of Kirkland
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NORCOM STAFF

Katy Myers	Executive Director
Jamie Donley	Deputy Director
Carl Detert	Information Technology Manager
Andrew Johnson	Operations Manager
Marianne Deppen	Finance Manager
Melanie Labuguen	Database Administrator
Maggie Johanson	Administrative Assistant



**Meeting Minutes
NORCOM Governing Board
September 11, 2026**

○ **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. Maggie Johanson, Administrative Assistant, 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 August 14, 2026**
- **Accounts Payable Report August 2026**

There was no discussion on any consent agenda items.

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

Motion carried.



Meeting Minutes NORCOM Governing Board September 11, 2026

○ For Board Briefing

• Operations Coordinator Update

Executive Director Myers introduced the update on the new Operations Coordinator position established in February 2026, stating that Operations Coordinator Jeremy Henshaw will provide an overview of the impact, transition, and challenges. Operations Coordinator Henshaw reviewed projects specific to Police, Fire, and RAADAR, along with upcoming items, noting that since Jan 27th most fire backlog projects have been completed. He stated that the NORCOM administration's trust helped make this possible. This position requires comprehensive coordination, prioritizing backlogged projects, and putting systems in place to help manage tasks.

• Radio Encryption Briefing

Executive Director Myers introduced the radio encryption briefing. Information Technology Manager Carl Detert provided an overview of the process, stating that the final item to complete is strapping the equipment, which will occur in approximately 2 months. He said everything went very well; he stated that an example of how things were handled is that a concern was raised, a meeting was held on 9/1, and it was resolved on 9/2.

• NORCOM Strategic Plan Update

Executive Director Myers provided a Strategic Plan update and thanked the Board, Staff, and Consultants for their hard work. Executive Director Myers shared an overview of Workplace Environment Development, the Pathways Program, which encourages training and opportunities to promote, The NORCOM Way shaping the culture of NORCOM, Governance & Sustainable Growth, a plan to review ILA and other governance documents & Technology Services, the MINT program. Related to Technology Services, the new Managed IT & Network Technology Program (MINT), was discussed, including what the program is, why NORCOM should offer it, and how NORCOM could implement it; several board members had questions or comments about the program. The Board supported continued progress to research and build out the MINT program, requesting staff bring back a further developed program before formal implementation.



**Meeting Minutes
NORCOM Governing Board
September 11, 2026**

- **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.

- **Adjournment**

Chief Yourkoski adjourned the meeting at 9:43.

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

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/09/2026
Subject: AP Reports September 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 2026 09

NORCOM

ACTIVITY SEPTEMBER 1, 2026, THROUGH SEPTEMBER 30, 2026

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,408,221.28

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation again NORCOM, and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Date

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

Governing Board Chair

Date

Governing Board Vice Chair

Date

501- Operating

For Period Ending September 30, 2026

	2026 Budget	Sept Activity	2026 Collected to Date	% collected
Agency Revenue	16,667,205	4,166,801	\$ 16,667,205	100%
Agency Reimbursements	210,000	13,823	\$ 151,314	72%
Grants/Intergovernmental/Interest	550,888	-	\$ 111,300	20%
Total	17,428,093	4,180,624	16,929,818	97%
Transfers In	1,500,000	632,944	\$ 1,002,982	67%
Revenues + Transfers	18,928,093	4,813,568	17,932,801	95%

Expenses

	2026 Budget	Sept Activity	2026 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	10,338,101	\$ 976,952	\$ 6,886,992	67%	3,451,109
Salaries & Wages - Overtime	624,274	\$ 127,896	\$ 577,955	93%	46,319
Professional Reimbursements	4,200	\$ 485	\$ 3,069	73%	1,131
Medical	1,624,067	\$ 161,633	\$ 1,126,009	69%	498,058
HSA Contributions	30,100	\$ 2,799	\$ 19,921	66%	10,178
Dental	106,820	\$ 10,230	\$ 70,241	66%	36,578
Vision	14,069	\$ 1,357	\$ 9,359	67%	4,709
Long-Term Care	8,027	\$ 1,120	\$ 6,410	80%	1,617
FSA Fees	2,240	\$ 200	\$ 1,600	71%	640
Medicare	162,029	\$ 14,786	\$ 99,778	62%	62,251
MEBT	711,746	\$ 68,528	\$ 462,958	65%	248,788
PERS	854,787	\$ 70,574	\$ 482,980	57%	371,807
Washington FMLA	31,570	\$ 3,568	\$ 24,139	76%	7,431
Unemployment	76,000	\$ 2,345	\$ 40,615	53%	35,385
Workers Comp	29,182	\$ 3,145	\$ 22,046	76%	7,135
Total Personnel	14,617,211	1,445,619	\$ 9,834,073	67%	4,783,138
Advertising	17,500	\$ 4,043	\$ 13,853	79%	3,647
Bank Fees	25	\$ -	\$ 1	4%	24
Cellular,Pager & Radio Svcs	24,953	\$ 298	\$ 12,415	50%	12,538
Computer Hardware-Non Capital	7,500	\$ -	\$ 5,037	67%	2,463
Consumable Goods	18,685	\$ 709	\$ 10,442	56%	8,243
Dues & Memberships	16,775	\$ 329	\$ 13,218	79%	3,557
Equipment Leases	25,682	\$ 127	\$ 16,453	64%	9,229
Facility Lease	842,879	\$ -	\$ 604,528	72%	238,351
Financial Audit	30,967	\$ -	\$ 10,935	35%	20,031
Hosted Services	268,887	\$ -	\$ 108,850	40%	160,037
HR Services	143,195	\$ 332	\$ 14,602	10%	128,593
Insurance	170,519	\$ -	\$ -	0%	170,519
Legal Services	332,700	\$ 20,448	\$ 173,411	52%	159,289
Local Travel/Training/ Mileage	3,350	\$ 147	\$ 998	30%	2,352
Network Service	51,624	\$ 2,294	\$ 20,576	40%	31,048
Office Furniture	11,500	\$ 924	\$ 2,475	22%	9,025
Office Supplies	6,550	\$ 303	\$ 3,050	47%	3,500
Operating Supplies	6,400	\$ 373	\$ 4,041	63%	2,359
Parking Lease	32,087	\$ 2,151	\$ 21,039	66%	11,048
Payroll Services	20,000	\$ 1,249	\$ 12,720	64%	7,280
Postage	1,250	\$ -	\$ 383	31%	867
Printing	2,000	\$ -	\$ 1,340	67%	660
Professional Services	225,620	\$ 662	\$ 74,816	33%	150,804
R&M - Network Equipment	665,742	\$ 14,274	\$ 304,197	46%	361,545
R&M - Software Maintenance	1,088,064	\$ 361,402	\$ 1,148,301	106%	(60,237)
Radio Site Lease	65,917	\$ 688	\$ 11,019	17%	54,898
Recruitment Supplies	2,000	\$ 2,253	\$ 2,253	113%	(253)
Small Tools & Minor Equipment	40,500	\$ 11,453	\$ 20,965	52%	19,535
Software/Licensing	109,695	\$ 9,507	\$ 141,901	129%	(32,206)
Telephone Services	46,310	\$ 1,606	\$ 15,620	34%	30,690
Training/Conf Registrations	49,750	\$ 8,342	\$ 25,439	51%	24,311
Training/Conf Registrations/ Travel	44,750	\$ 741	\$ 19,312	43%	25,438
Transfers Out	650,000	\$ -	\$ 650,000	100%	-
Total Supplies & Services	5,023,376	444,654	\$ 3,464,190	69%	1,559,185
GRAND TOTAL	19,640,587	1,890,273	\$ 13,298,264	68%	6,342,323

502- Capital Projects

	2026 Budget	Sept Activity	2026 Spending to Date	% used	Remaining Balance
Remote Call Taking	150,000	\$ -	\$ 2,044	1%	147,956
Location Equipment	200,000	\$ -	\$ 167,305	84%	32,695
Internet Resiliency	37,627	\$ -	\$ 1,588	4%	36,039
CAD Radio Interface	157,683	\$ -	\$ -	0%	157,683
Call Taking Protocol	112,537	\$ -	\$ 26,493	24%	86,044
Tyler Projects	350,000	\$ -	\$ 3,730	1%	346,270
	1,007,847	-	201,160	20.0%	806,687

503- Equipment Replacement:

	2026 Budget	Sept Activity	2026 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,475	\$ 1,506	\$ 17,823	57%	13,652
Network Costs	167,867	\$ -	\$ 75,509	45%	92,358
Servers	164,700	\$ -	\$ 234,458	142%	(69,758)
Firewall	62,000	\$ -	\$ -	0%	62,000
Radio	20,000	\$ -	\$ -	0%	20,000
Switches	62,000	\$ -	\$ -	0%	62,000
	508,042	1,506	327,790	64.5%	180,252

505-E 911 Escrow

Revenues:	2026 Budget	Sept Activity	Collected to Date	% collected
E-911 Escrow	1,500,000	-	\$ 795,590	53%
Investment Interest	-	-	\$ 28,307	
	1,500,000	-	\$ 823,897	55%

Expenditures:	2026 Budget	Sept Activity	2026 Spending to Date	% used	Remaining Balance
Transfers Out	1,500,000	\$ -	\$ 1,000,000	67%	500,000

NORCOM Financial Summary

For Period Ending September 30, 2026

	2026 Amended Budget	Actual	Percent of Budget
<u>501 - Operating Fund</u>			
2025 Estimated Beginning Fund Balance	2,382,720	2,382,720	
Agency Revenue	16,119,862	\$ 16,256,698	100.85%
Other Revenue	632,944	\$ 262,613	41.49%
Transfers In	1,500,000	\$ 1,002,982	66.87%
Revenue Collected	18,252,806	17,522,293	96.00%
Total Resources	20,635,526	19,905,013	
Personnel Expenditures	14,617,211	\$ 9,834,073	67.28%
Operating Expenditures	4,467,920	\$ 2,814,190	62.99%
Transfers Out	650,000	\$ 650,000	100.00%
Total Expenditures	19,735,131	13,298,264	67.38%
Available Fund Balance	\$900,395	\$ 6,606,750	
<u>502 - Capital Projects Fund</u>			
2025 Beginning Fund Balance	827,971	\$827,971	
Agency Revenue	359,194	\$269,396	75.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	325,000	325,000	100.00%
Revenue Collected	684,194	594,396	86.88%
Total Resources	1,512,165	1,422,367	
Expenditures	1,007,846	\$ 201,160	19.96%
Transfers Out	-	\$ -	0.00%
Total Expenditures	1,007,846	201,160	19.96%
Available Fund Balance	504,319	\$1,221,206	
<u>503 - Equipment Replacement Reserve</u>			
2025 Beginning Fund Balance	361,976	\$361,976	
Agency Revenue	188,149	\$141,112	75.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	325,000	325,000	100.00%
Revenue Collected	513,149	466,112	90.83%
Total Resources	875,125	828,088	
Expenditures	628,042	\$ 327,790	52.19%
Transfers Out	-	-	0.00%
Total Expenditures	628,042	327,790	52.19%
Available Fund Balance	247,083	\$500,298	

	2026 Adopted Budget	Actual	Percent of Budget
<u>504 - Operating Expense Reserve</u>			
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%
Available Fund Balance	\$300,751	\$300,751	
<u>505 - E-911 Escrow Trust</u>			
2025 Beginning Fund Balance	\$307,897	\$307,897	
Operating Revenue	1,591,179	\$ 795,590	50.00%
Investment Interest	-	28,307	0.00%
Revenue Collected	1,591,179	823,897	51.78%
Total Resources	1,899,076	1,131,794	
Expenditures	-	-	0.00%
Transfers Out	1,500,000	1,000,000	66.67%
Total Expenditures	1,500,000	1,000,000	66.67%
Available Fund Balance	\$399,076	\$131,794	
<u>506 - Rate Stabilization Reserve</u>			
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%
Available Fund Balance	\$1,214,855	\$1,214,855	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
Printed: 10/1/2026 12:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120	ADP	09/04/2026	
	PPE 08302026	Medicare for PPE 08.30.2026		10,086.46
	PPE 08302026	Accrued Wages for PPE 08.30.2026		256,933.28
	PPE 08302026	Federal Taxes for PPE 08.30.2026		45,080.87
	PPE 08302026	Garnishments for PPE 08.30.2026		487.85
	PPE 08302026	WA Cares and ESD taxes for PPE 08.30.2026		2,395.36
	PPE 08302026	WA Family Leave taxes for PPE 08.30.2026		4,261.50
Total for this ACH Check for Vendor 120:				319,245.32
ACH	131	HEALTH EQUITY	09/04/2026	
	PPE 08302026	HSA Contribtuions for PPE 08.30.2026		1,358.26
Total for this ACH Check for Vendor 131:				1,358.26
ACH	132	WILMINGTON TRUST	09/04/2026	
	PPE 08302026	MEBT Contributions for PPE 08.30.2026		47,100.02
Total for this ACH Check for Vendor 132:				47,100.02
ACH	133	DEPT OF RETIREMENT SYSTEMS	09/04/2026	
	PPE 08302026	DRS Deferred Comp for PPE 08.30.2026		1,415.00
	PPE 08302026	PERS Contributions for PPE 08.30.2026		18,312.26
	PPE 08302026	PSERS Contributions for PPE 08.30.2026		28,920.73
Total for this ACH Check for Vendor 133:				48,647.99
ACH	785	NAVIA BENEFITS SOLUTIONS	09/04/2026	
	09012026	FSA Disbursement for 09.01.2026		1,725.46
Total for this ACH Check for Vendor 785:				1,725.46
22202	675	MISSIONSQUARE - 306590	09/04/2026	
	PPE 08302026	Deferree Comp for PPE 08.30.2026		4,141.68
Total for Check Number 22202:				4,141.68
22203	569	NORCOM ASSOCIATED GUILD	09/04/2026	
	AUG 2026	NAG Dues- September		1,813.00
Total for Check Number 22203:				1,813.00
22204	673	PUBLIC SAFETY EMPLOYEES UNION	09/04/2026	
	Sept 2026	September PSEU dues		864.42
Total for Check Number 22204:				864.42
Total for 9/4/2026:				424,896.15
ACH	785	NAVIA BENEFITS SOLUTIONS	09/11/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	11110230	FSA Monthly Fee- August		200.00
		Total for this ACH Check for Vendor 785:		200.00
ACH	120 730490999	ADP Workforce Now Payroll Bundle PPE 08.30.2026	09/11/2026	549.71
		Total for this ACH Check for Vendor 120:		549.71
ACH	692 08262026	ZIPLY FIBER Telephone Service Acct #0215	09/11/2026	668.67
		Total for this ACH Check for Vendor 692:		668.67
ACH	785 09082026	NAVIA BENEFITS SOLUTIONS FSA Disbursement 09.08.2026	09/11/2026	86.50
		Total for this ACH Check for Vendor 785:		86.50
22205	718 12373631	ACCESS CORP Shredding Services- August	09/11/2026	309.50
		Total for Check Number 22205:		309.50
22206	364 08272026	AT&T Cellular Service Acct #7817	09/11/2026	157.72
		Total for Check Number 22206:		157.72
22207	3 08282026	AT&T MOBILITY Cellular Services Acct #6980	09/11/2026	131.53
		Total for Check Number 22207:		131.53
22208	6 ZR01482205 ZR01482206	CDW-GOVERNMENT INC Microsoft 365 Subscription license Microsoft 365G Subscription license	09/11/2026	346.90 377.23
		Total for Check Number 22208:		724.13
22209	11 57025 57026	CITY OF BELLEVUE Monthly Parking- September Fiber Usage Fees- Sept	09/11/2026	1,837.60 477.00
		Total for Check Number 22209:		2,314.60
22210	18 INV3241006	COPIERS NORTHWEST Daily Mail Delivery and Pickup- September	09/11/2026	352.96
		Total for Check Number 22210:		352.96
22211	324 62925-5	CRISTA MINISTRIES Radio Tower Rental- July	09/11/2026	687.61
		Total for Check Number 22211:		687.61
22212	447 SE-1592176	FIRST CHOICE COFFEE SERVICES Ice Machine Rental- September	09/11/2026	126.83
		Total for Check Number 22212:		126.83
22213	733 09012026	SEAN GOEHNER Mileage Reimbursement- August 2026	09/11/2026	112.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 22213:	112.63
22214	252 11018111	KING COUNTY FINANCE KCIT INet Other Misc SVC- August	09/11/2026	1,317.00
			Total for Check Number 22214:	1,317.00
22215	586 2026-09	MEYDENBAUER CENTER Employee Parking - September	09/11/2026	1,950.00
			Total for Check Number 22215:	1,950.00
22216	331 09012026	ZEB MIDDLETON Mileage Reimbursement- September	09/11/2026	34.66
			Total for Check Number 22216:	34.66
22217	798 09012026	KEVIN NEFF Mileage reimbursement - Outreach event	09/11/2026	14.89
			Total for Check Number 22217:	14.89
22218	741 NOR0826	PACIFIC NORTHWEST GIGAPOP Internet Service- August	09/11/2026	500.00
			Total for Check Number 22218:	500.00
22219	52 110711 110712	PACIFICA LAW GROUP Legal Services- Public Records Legal Services- General - August	09/11/2026	297.50 1,950.00
			Total for Check Number 22219:	2,247.50
22220	701 376150 376150 376150 376150 376150 376150 376150 376150	SMARSH INC AT&T Mobile Message - Professional Archive C Facebook - Professional Archive Capture AT&T Mobile Message - Professional Archive C Instagram - Professional Archive Capture LinkedIn - Professional Archive Capture Platform - Professional Archive - SMG Twitter - Professional Archive Capture Verizon - Professional Archive Capture	09/11/2026	90.89 941.90 1,026.90 971.09 971.09 771.38 2,798.67 1,092.47
			Total for Check Number 22220:	8,664.39
22221	366 08212026	T MOBILE Cellular Services Acct #8760	09/11/2026	8.30
			Total for Check Number 22221:	8.30
22222	585 1842318 1842318	TRACE3, LLC 25GBase Copper Cable Cisco Compatible-3M Shipping & Handling	09/11/2026	1,472.68 33.78
			Total for Check Number 22222:	1,506.46
22223	783 TPD29	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Interview x1	09/11/2026	332.10
			Total for Check Number 22223:	332.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 9/11/2026:				22,997.69
ACH	120	ADP	09/18/2026	
	09132026	Accrued Wages PPE 09.13.2026		248,934.70
	09132026	Medicare Taxes PPE 09.13.2026		9,622.29
	09132026	ESD Taxes PPE 09.13.2026		2,011.64
	09132026	Garnishments PPE 09.13.2026		487.85
	09132026	Federal Taxes PPE 09.13.2026		41,400.47
	09132026	WA PFML Taxes PPE 09.13.2026		4,063.23
Total for this ACH Check for Vendor 120:				306,520.18
ACH	131	HEALTH EQUITY	09/18/2026	
	09132026	HSA Contributions - PPE 09.13.2026		1,358.26
	092026	HSA Admin Fees- Aug & Sept		55.30
Total for this ACH Check for Vendor 131:				1,413.56
ACH	132	WILMINGTON TRUST	09/18/2026	
	09132026	MEBT Contributions PPE 09.13.2026		46,631.35
Total for this ACH Check for Vendor 132:				46,631.35
ACH	133	DEPT OF RETIREMENT SYSTEMS	09/18/2026	
	09132026	DCP Contributions PPE 09.13.2026		1,400.23
	09132026	PERS Contributions PPE 09.13.2026		18,254.78
	09132026	PSERS Contributions PPE 09.13.2026		27,961.96
Total for this ACH Check for Vendor 133:				47,616.97
22224	675	MISSIONSQUARE - 306590	09/18/2026	
	09132026	457 plan contributions PPE 09.13.2026		3,981.73
Total for Check Number 22224:				3,981.73
Total for 9/18/2026:				406,163.79
ACH	120	ADP	09/22/2026	
	731506127	Workforce Now Payroll for 09.13.26		698.97
Total for this ACH Check for Vendor 120:				698.97
ACH	134	COLONIAL LIFE	09/22/2026	
	Oct 2026	Colonial Insurance Premiums- October 2026		750.96
Total for this ACH Check for Vendor 134:				750.96
ACH	140	RELIANCE STANDARD	09/22/2026	
	OCT2026	L/LTD Premiums- October		2,007.20
Total for this ACH Check for Vendor 140:				2,007.20
ACH	327	ASSOCIATION OF WASHINGTON CITII	09/22/2026	
	OCT2026	Vision Insurance Premiums- October		980.44
	OCT2026	Dental Insurance Premiums- October		7,468.76
	OCT2026	Medical Insurance Premiums- October		115,607.06
Total for this ACH Check for Vendor 327:				124,056.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	67	DEPT OF REVENUE	09/22/2026	
	SEPT2026	Excise Taxes- Parking		200.85
	SEPT2026	Sales tax Collected- IT Services		1,426.52
Total for this ACH Check for Vendor 67:				1,627.37
ACH	75	US BANK CORPORATE PAYMENT SYS	09/22/2026	
	08122026	Amazon- Adjustable desk foot rest		71.68
	08132026	FSU- Fundamentals of Neurodivergence Training		307.22
	08132026	WA APCO NENA Fall Conference Registration-		350.00
	08132026	Amazon- Windex, Frosted window privacy film		8.61
	08132026	Safeway- Water and Creamer- Governing Board		10.00
	08142026	Amazon- Lens cleaning wipes		29.38
	08142026	Amazon- Display Port DP to HDMI Cord		9.90
	08142026	Amazon- Envelopes		16.80
	08142026	Indeed job posting		551.60
	08182026	Meshy subscription- 3D printer		16.00
	08182026	Pluralsite membership- IT training - Way		329.42
	08182026	Amazon- 3D printing filament		50.73
	08182026	Recruiting Supplies- stickers		97.58
	08192026	Ramada Hotel- CTO Training, Moses Lake		585.25
	08192026	Indeed - Job posting		553.65
	08192026	Amazon- Emergency Preparedness- Whistles x10		28.67
	08202026	Uplift Standing Desk- Training Room		924.31
	08212026	Hotel cancellation - CTO training , Moses Lake		-585.25
	08212026	Indeed- Job Posting		552.31
	08222026	Amazon- 2x wall charger, charging cables		81.36
	08252026	Indeed job posting		552.21
	08252026	Amazon- Coffe creamer		68.68
	08252026	Training- Assertiveness Skills for Managers & S		219.50
	08252026	Imprint- Recruitment swag		1,601.87
	08252026	Amazon- sensory aids		114.96
	08282026	Indeed job posting		553.27
	08292026	Amazon- Supervisor Training books x12		263.17
	08312026	KC Fire Chiefs Summit Registration- Phillips		315.00
	08312026	Indeed Job posting		551.68
	09022026	Indeed Job posting- credit memo		-15.10
	09022026	Indeed Job Posting		189.44
	09022026	Youtube TV		11.02
	09032026	Amazon- Laptop cord x2		36.86
	09032026	Indeed job posting		552.16
	09032026	Youtube TV		91.53
	09042026	SOS Products- Emergency Prepardness Month S		319.12
	09042026	Amazon- Copy paper		220.56
	09042026	Amazon- Wellness Massager x4		167.20
	09042026	Amazon- wall calendar		14.65
	09072026	Indeed job posting		555.45
Total for this ACH Check for Vendor 75:				10,372.45
22225	710	BRCK INC	09/22/2026	
	038501	Telephone Services Acct#6571		672.91
Total for Check Number 22225:				672.91
22226	751	FISHER BROYLES, LLP	09/22/2026	
	915441	Legal Services- RAADAR		18,200.25
Total for Check Number 22226:				18,200.25
22227	733	SEAN GOEHNER	09/22/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Sept2026	Travel Reimbursement- Locution Conference		375.90
			Total for Check Number 22227:	375.90
22228	557 12024312	LANGUAGE LINE SERVICES Over-the-phone interpretation- August	09/22/2026	264.86
			Total for Check Number 22228:	264.86
22229	852 4555	SCGI Facilitation of In-Service Day- Advanced School	09/22/2026	7,500.00
			Total for Check Number 22229:	7,500.00
22230	585 1845887	TRACE3, LLC Nexus 9300 switch	09/22/2026	14,273.75
			Total for Check Number 22230:	14,273.75
22231	499 CI100-00322997 CI100-00323017 CI100-00323025	TYLER TECHNOLOGIES New World Fire Records Maintenance- 11.01.26 CAD PulsePoint Interface 11.2026 - 4.2027 New World Software Maintenance- 11.01.26 - 4.	09/22/2026	37,477.36 213.17 323,711.24
			Total for Check Number 22231:	361,401.77
22232	74 OCT2026	UNUM Long Term Care Premiums- October	09/22/2026	636.00
			Total for Check Number 22232:	636.00
			Total for 9/22/2026:	542,838.65
22233	845 172770 172770	T3E Company, Inc. Wireless amplifier for dispatch headsets Wireless amplifier for dispatch headsets	09/23/2026	0.02 11,324.98
			Total for Check Number 22233:	11,325.00
			Total for 9/23/2026:	11,325.00
			Report Total (51 checks):	1,408,221.28



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/09/2026
Subject: Governance Strategic Priority

Executive Summary:

This briefing provides the Governing Board with information related to NORCOM's Governance Strategic Priority, specifically around organizational structures.

The goal of the Governance Strategic Priority is that NORCOM makes informed decisions to serve the greater good. The supporting objectives are:

- Ensure the current ILA model is the most appropriate organizational structure.
- Update the organization's interlocal agreements and bylaws to clarify operation and services expectations, increase the ability to be responsive to agency needs, and decrease complexity.
- Ensure the agency's decision-making model is equitable.
- Establish a process by which potential new and/or restructured existing members are incorporated into service and governance.

Background:

NORCOM's 2026 Strategic Plan outlines key priorities across governance review and streamlining, technology service development, and workforce culture. Previous Board discussions illustrate the Board's ongoing interest in aligning governance frameworks and operational practices with future growth and regional collaboration efforts.

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

Governance & Sustainable Growth Implications

- Consultant-led assessments will help determine whether NORCOM's governance structure supports shifting partner agency positions, possible new partnerships, regional consistency, and equitable representation and financial responsibility.
- Integrating additional or restructured member agencies may require review and edits to governance documents, voting structures, and service allocation frameworks.

NORCOM Staff Recommendation:

NORCOM staff recommends the Board receive this information and provide feedback and guidance for next steps.

Staff Comments:

Nothing additional

Options**Risks**

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

NORCOM Governance Overview



NORCOM Governance Discussion

October 9, 2026

Deanna Gregory
Pacifica Law Group LLP

Overview

- State Law Tools for Regional Programs
 - Interlocal Cooperation Act
 - Public Development Authorities
- Next Steps and Discussion
- Questions

Interlocal Cooperation Act

Chapter 39.34 RCW

- Allows two or more public agencies to enter into agreements with one another for joint or cooperative action

Public agency

- Any agency, political subdivision, or unit of local government of the state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state

Big Picture – Interlocal Entities

Type of Entity	Joint Board	Administrative Agency	Administrative Agency (WA nonprofit)
Separate entity?	No	Yes	Yes
Purpose	Public purpose described in ILA	Public purpose described in ILA	Public purpose described in ILA
Powers	Limited to the powers of the members	Limited to the powers of the members	Limited to the powers of the members
Employees?	No	Yes	Yes
Enter into contracts?	No	Yes	Yes
Own assets and property?	No	Yes	Yes
Taxing or condemnation authority?	No	No	No
Authority to issue debt?	No	No*	Yes under WA nonprofit statutes
Application of other laws (Open Public Meetings, Public Records, Ethics)	Yes	Yes	Yes
Audit by State auditor	??	Yes	Yes

Joint Board

Helpful for joint decision making, addressing regional issues

Joint board provides oversight

Not a separate legal entity

The ILA contains, in addition to general provisions, the following:

- Provision for an administrator or a joint board responsible for administering the joint or cooperative undertaking. In the case of a joint board, public agencies that are party to the agreement shall be represented; and
- The manner of acquiring, holding and disposing of real and personal property used in the joint or cooperative undertaking

Does not have employees, own assets, hold funds (has administrative agent), or enter into contracts; no taxing authority, power of eminent domain, authority to issue debt

Note: in the event that the ILA does not establish a separate legal entity to conduct the joint or cooperative undertaking, joint board is the default

Governmental Administrative Agency

May take on joint public project where joint decision making is needed but with more autonomy and independence

Same as joint board, but the interlocal agreement will provide

- *that the new entity is a governmental administrative agency, legally separate from the member jurisdictions, and the powers delegated thereto*

Allocation of risk: contractual

May define itself as a separate legal entity

- Similar to a separate quasi-municipal corporation

Governmental Administrative Agency

Regional examples:

- South Correctional Entity
 - Own and operate a regional misdemeanor jail
 - Auburn, Renton, Tukwila, SeaTac, Des Moines, Burien
- Valley Communications Center
 - 911 dispatch center; public safety answering point (“PSAP”)
 - Auburn, Kent, Renton, Tukwila and Federal Way
- King County Regional Homelessness Authority
 - Addressing homelessness on a regional level throughout King County
 - King County and Seattle
- Clark Regional Emergency Services Agency (CRESA)
 - 2001 Interlocal Agreement (amended and restated prior interlocal agreements)
 - Establishes CRESA as a “separate legal entity as authorized by RCW 39.34.030(3)(b)”

Governmental Administrative Agency Incorporated as a Washington Nonprofit Organization

Same as governmental administrative agency, but the interlocal agreement will provide

- *that the new entity is organized as a nonprofit corporation organized pursuant to chapter 24.03 (24.03A) or 24.06 RCW whose membership is limited solely to the participating public agencies and the powers thereto*

Interlocal Cooperation Act and Washington Nonprofit Corporations State (chapter 24.06 RCW or chapter 24.03 (24.03A) RCW) apply

Often referred to as a “governmental nonprofit corporation”

Governmental Nonprofit Corporation

After the entity is formed via the interlocal agreement, it is incorporated under the Washington nonprofit corporation laws

- The resulting agency is a hybrid public/nonprofit entity
 - Entity retains public status
- Must comply with both the Interlocal Cooperation Act and WA nonprofit laws (e.g. filing articles of incorporation with Secretary of State)

Allocation of risk

- Contractual
- Clearer identification as a separate legal entity
- Statutory protection from exposure to liability under the WA nonprofit laws
 - RCW 24.06.035 limits liability of board of directors or officers of the corporation, except for acts or omissions that involve intentional misconduct or a knowing violation of the law, or that involve a transaction from which the director or officer will personally receive a benefit in money, property, or services to which the director or officer is not legally entitled
 - RCW 4.24.264 limits liability of board members and officers for discretionary decisions made in the official capacity unless such decision/failure to make a decision constitutes gross negligence

Governmental Nonprofit Corporation

Regional examples:

- **NORCOM**
 - **PSAP**
- eCityGov Alliance
 - Established for the joint development, oversight, and delivery of regionally coordinated online public sector services, technical solutions and business solutions
 - Bellevue, Issaquah, Kirkland, Kenmore, Mercer Island, Sammamish, Snoqualmie, King County
- Snohomish County 911
 - PSAP
 - Consolidation of SNOPAC and SNOCOM, and then SERS
- Puget Sound Emergency Radio Network (“PSERN”)
 - Ongoing PSERN System operations
 - After transition date, PSERN will own, operate, maintain, and manage the PSERN System
- Northwest Open Access Network (“NoaNet”)
 - Telecommunications organization

Public Development Authorities

Public Development Authorities

- Organized under chapter 35.21 RCW
- PDAs are public corporations created by a city or county to perform a particular purpose or public function specified in the creating ordinance or resolution

Working together

- Washington law does not explicitly authorize multijurisdictional formation of a PDA
 - Compare to “port development authorities” under Chap. 53.57 RCW (Seaport Alliance)
- Charter may provide for multijurisdictional undertaking and board representation, and/or chartering city or county may execute an interlocal agreement to provide for multijurisdictional involvement, including representation on the governing board
 - Terms should be reflected in the PDA charter

Note that powers of the PDA can only be exercised within the boundaries of the chartering city or county, unless provided by contract between the city and another city or county (RCW 35.21.740)

Powers of PDAs

- Own and sell real and personal property
- Contract with a city, town or county to conduct community renewal activities
- Contract with individuals, associations, corporations, the State of Washington and the United States
- Sue and be sued
- Loan and borrow funds and issue bonds and other instruments evidencing indebtedness
- Transfer funds, real or personal property, property interests or services
- Engage in anything that a natural person would do
- Perform all types of community services
- Form/Participate in for-profit/non-profit entities, including LLCs/LLPs

Applicable Legal Requirements

Constitutional Requirements:

- Limits on use of public funds, lending of public credit or gift of public funds
- Debt must be incurred for a public purpose

Subject to all “general laws regulating local governments, multimember governing bodies, and local government officials” including:

- Audit
- Open public record requirements
- Open public meeting requirements
- Public works
- Competitive bidding and prevailing wage
- Local government whistleblower laws
- Prohibition on using facilities for campaign purposes
- Code of Ethics for municipal officers

Relationship Between the City or County and the PDA

- PDAs are separate legal entities
- Clearer statutory language regarding status and powers of entity
 - All liabilities incurred by the PDA must be satisfied exclusively from the assets of the PDA, except as otherwise agreed by contract. PDA creditors do not have any right of action against or recourse to the creating municipality, or its assets, on account of the PDA's debts, obligations, liabilities, acts or omissions
 - The ordinance or resolution forming the PDA must limit the liability of such public corporations, commissions, and authorities to the assets and properties of such public corporation, commission, or authority in order to prevent recourse to such cities, towns, or counties or their assets or credit. RCW 35.21.730(5)
- All liabilities incurred by the PDA must be satisfied exclusively from the assets of the PDA, unless otherwise agreed to by contract (e.g., guarantee in the form of a contingent loan agreement)
- The PDA's charter may provide for municipal oversight and/or may limit the liability of the creating municipality
- Although control is limited, by statute the creating municipality is not completely relieved from oversight responsibility

Regional Examples of PDAs

South Sound 911

Cowlitz 911 Public Authority

Kitsap 911

SCORE Facility PDA (for debt issuance only)

Valley Communication Center PDA (for debt issuance only)

Spokane Regional Emergency Communications

Seattle Southside Regional Tourism Authority

Museum Development Authority/Seattle Art Museum

Pacific Hospital Preservation & Development Authority

Pike Place Market Preservation & Development Authority

Interlocal Entities and PDAs: Common Features and Considerations

Common features

- No taxing authority or power of eminent domain
- Powers limited to those of forming entities
- Powers, authority, limits on authority, governance model, board representation, voting rights, other contractual terms outlined in the documents
- Generally, the entity would be subject to all general laws regulating local governments, multimember governing bodies, local government officials, and public funds
 - Accounting and auditing requirements, the Open Public Meetings Act, Public Records laws, ethical considerations for municipal officers and employees, and others

Other Considerations

- Procurement restrictions may apply
 - Most restrictive procurement/public works rules that would otherwise apply to a participating municipality would apply to the separate interlocal entity
- Accounting standards
 - GASB Statement 14 (Joint Venture Accounting)
- Ownership of assets
- Ethical considerations of board members
 - Incompatible offices



MEMORANDUM

To: Governing Board
From: Katy Myers, Executive Director
Date: 10/09/2026
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 September 2026 Agency Newsletter

NORCOM Agency Newsletter

Katy Myers, Executive Director

October 2026



ADVANCING OUR VISION

Service

In support of National Preparedness Month, the Training Assistant visited the Bellewood retirement community in Providence Point. He delivered an engaging presentation on the history and current state of emergency communications, tips for more successful 911 calls and an in-depth view at how emergency medical responses are coordinated. Later in the month, several of the residents made a field trip to NORCOM for a hosted tour after which one resident said "it was so nice to meet the actual people who do this job and realize that you care about us and it's such a personal thing."



HUMAN RESOURCES

Current Recruitment

NORCOM is finishing up the recruitment for the position of Operations Supervisor.

Two applicants are in backgrounds for Information Technology Supervisor. Two other applicants are in backgrounds for Payroll and Accounting Specialist, with an internal applicant participating in the Director Interview.

NORCOM is also recruiting for a new Telecommunicator academy to start on November 30th with hundreds of applicants already beginning the process.

Between all processes, NORCOM has conducted 210 interviews in the last 30 days.

Staffing

FTEs	Approved	Actual
Total Headcount	94	77
Administration/Executive	7	7
Finance	2	1
Information Technology	12	11
911 Operations		
Dispatch Supervisors	6	5
Training Coordinator	1	1
Training Assistant	1	1
PSTs– Fully Released	65	36
PSTs – Partial Released		11
PSTs – In Training		4

Communications Training Program

Monthly Status	Total
Call Receiving (CR) Academy	0
Call Receiving On the Job (OJT) Training	0
Call Receiving Released	3
Completed CR, in Fire Dispatch (FD) Training	1
Completed CR, in Police Dispatch (PD) Training	2
Completed CR and PD, in FD Training	2
Completed CR and FD, in PD Training	2
CR & Fire Dispatch Released	2
CR & Police Dispatch Released	2

CELEBRATIONS

Tree of Life

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

9-1-1 OPERATIONS

Call Statistics

Incoming 911 Calls:	13,085
Answering Statistics:	
% w/in 15 seconds (90% standard):	96%
% w/in 20 seconds (95% standard):	98%

NORCOM Agency Newsletter

Katy Myers, Executive Director

October 2026



Abandonment Rate:	2.4%
Text to 911 Messages (Incoming and Outgoing):	1,276
Incoming Ten-Digit Calls:	10,421
Outgoing Calls:	10,307

Nurse Navigation Program

NORCOM triaged and sent	137
Total sent back to NORCOM	52
Sent back due to need of immediate response	9
Sent back due to other factors	43

Language Line Services

980 calls went to the Language Line, 8,408 minutes used, with an average call time of 8.6 Minutes

Top 3 Languages: Spanish – 671 Calls, Mandarin– 41 Calls, Vietnamese-372 Calls

Public Records Requests

377 Records Requests completed, 396 submitted

LEARNING AND DEVELOPMENT

In September, the Training Department continued the focus on supporting the new-hire training pipeline by hosting two radio academies; one for fire and one for police. The fire radio academy is in the process of a major overhaul that shifts much of the learning and memorization to a pre-academy phase and puts the responsibility onto the learner to be prepared for training while spending in-class time with a more hands-on, practical approach to training in an effort to reduce OJT time and prepare trainees to be ready for more learning and self-sufficiency on their first day. This overhaul will continue and an overhaul of police radio academy will follow. In addition, we worked with the Operations Supervisor group and the Quality Assurance/Public Records Specialist to streamline and solidify plans for ongoing, increased and more effective quality assurance for our newest employees, in an effort to provide continued learning opportunities in close proximity to training release.

We continue our focus on diverse continuing education, this month hosting training supported by the Kirkland Police Department that prepared our staff to be better prepared to support field responders through a more thorough understanding of procedures and tactics in the areas of impaired driving enforcement and use of force. We also hosted a bespoke training in mental wellbeing. In addition to our own staff who participated, we were pleased to have attendees from several of our police agencies' records departments as well as multiple other local PSAPs. We will continue to develop these training opportunities for our own staff and in support of regional and statewide training initiatives.

Finally, we continue work to update and overhaul the call receiving SOPs. Additionally, this planned overhaul allowed us to identify numerous opportunities to streamline and modernize training materials in anticipation of our next call receiving academy, beginning at the end of November.

IT Service Desk

Customer Surveys

Each survey consists of 4 questions

- Surveys returned 5 (20 ratings)
- Better than expected 12 ratings
- As expected 8 ratings
- Less than expected 0 ratings

Ticket Resolution

- Inbound tickets – 192
- Completed tickets – 161
- Overdue – 0

RADIO

PSERN to CAD Interface

While we're still awaiting confirmation on scheduling from both Tyler and PSERN staff, NORCOM continues marching forward with preparing for the implementation of the

NORCOM Agency Newsletter

Katy Myers, Executive Director

October 2026



interface. Our next session with PSERN is scheduled for 10/8 where we hope to have ironed out the access issues/concerns so we can move forward with the installation of the software required. We are still anticipating implementation sometime in early to mid-November.

Radio Encryption

No updates on full locking on radios to encrypted mode – work driven entirely by PSERN – but thus far we’ve had no issues or field personnel safety concerns after transitioning to encrypted radio traffic exclusively.

PROJECTS

Law Enforcement Enterprise Records Management

The RMS Steering Committee met on September 10th to review feedback from the June Tyler RMS demonstration and APCO International vender RMS Solutions. The meeting brought up more questions and discussion points that NORCOM has brought back to Tyler Technologies. At this time, NORCOM is awaiting a response from Tyler Technologies.

Network Refresh

Additional ‘core’ switch has been purchased and installed in the MDF. Planning continues around next steps with careful consideration being given to redundancy and resiliency but also without causing outages or otherwise impacting our Dispatch floor with maintenance work. Next steps involve additional testing and documentation to ensure all aspects of the proposed changes are evaluated and approved.

Disaster Recovery for SQL

Following the installation of the new servers in our DR site (King County Sheriff’s Office - Renton) we are putting together migration plans and testing strategies to ensure operational excellence but also minimizing impact to our Operations teams with outages. We are confident that once we have completed the configuration work currently in progress, we’ll be able to complete initial testing and still hope to complete full-scale DR tests in late Q4.