

The following is a summary of the key terms in the 2007 NORCOM Interlocal Agreement (“ILA”) and the 2021 Amendment.

Section 1. NORCOM is a non-profit corporation that owns, operates, and manages a regional emergency services communication operations authorized under Ch.39.34 RCW, the Interlocal Cooperation Act.

Section 2. The ILA is for an indefinite duration.

Section 6. NORCOM is governed by a Governing Board made up of one representative from each Principal (the Chief Executive or designee). LFP is seeking to become a Principal.

There is also a Joint Operating Board, which is advisory to the Governing Board and is made up of the Fire Service Board (Fire Departments in NORCOM) and the Police Service Board (Police and Sheriff Departments in NORCOM). Chief Harden or his designee will be on the Police Service Board.

The Governing Board requires a simple majority vote for passage except 2/3rds vote (Super Majority) is required for specific decisions such as approving the budget, acquiring assets over \$500,000, admission of a new Principal, and appointing an Executive Director. The Governing Board meets at least 4 times a year.

Section 8. The “Principal Assembly” is made up of one appointed member from each Principal’s legislative body. The Principal Assembly meets each April with the Governing Board for an annual report (NORCOM activities, work program, financial report, and performance benchmarks). Advisory votes are held and comments are taken from the legislative representatives of Principals (one vote per Principal).

Section 9. The Executive Director is responsible to the Governing Board, and administers the day-to-day activities of NORCOM per policies adopted by the Governing Board.

Section 12. As part of the budget process, the Governing Board will either continue using the existing User Fee formula or adopt a new User Fee formula. Change in the User Fee formula requires a Supermajority Vote of the Governing Board. User Fees are payable by Principals quarterly.

The Governing Board establishes an Operating Contingency Reserve fund to reasonably address unforeseen operating contingencies. A Capital Equipment Replacement Funds is also established for acquisition and replacement of capital.

Section 13. NORCOM may not incur debt, but Principals may issue obligations to provide for NORCOM’s capital funding needs. All Principals are required to participate equitably in the repayment of same when requested to do so by a Super Majority of the Governing Board.

Section 15. Admission of a new Principal requires Super Majority vote of Governing Board. The Governing Board may require “payment or other contributions or actions” by a new Principal as the Governing Board deems appropriate. The intent is that the admission of new Principals shall not cause pre-existing Principals to incur additional costs.

Section 17. Each participating agency retains the responsibility and authority for its operational department, equipment and services at its place of operation, and equipment and services to interconnect with NORCOM operations.

Section 19. A Principal who intends to withdraw from NORCOM must give one year's notice from December 31st. A Principal may be terminated on 6 months' notice by the Governing Board for delinquent payments.

Section 25. NORCOM maintains insurance that names Participating Agencies as additional insured.

Appendix A-2 User Fee Formulas.

For Police agencies that are Principals:

$$\text{User Fee} = [(C(i) \div C(p) \times (50\% \times B)] + S + E + D$$

C(i) is the annual average number of Calls for Service of the Principal based on two-year historical data.

C(p) annual average of the total number of Calls for of all Charged Police Operations for all Principals and Subscribers for the two-year historical period.

B is the net adopted budget for the fee period.

S is the Smoothing rate, which is zero for Principals who enter after 2007.

E is a change to Principals who have requested staffing and equipment existing the standard operating policy allocation.

D is the amount owned by a Principal for Borrowing Program Obligation Repayments and Acquired Assets Charges.

2021 Amendment to ILA. The 2021 amendment clarified that Principals who merge into each other will be treated under the ILA as annex or merged Principals.