

MEMORANDUM OF UNDERSTANDING  
by and between Shoreline Fire Department  
and NORCOM

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the Shoreline Fire Department ("Shoreline") and the NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATION AGENCY ("NORCOM", and together with Shoreline, the "Parties").

WHEREAS, Shoreline is a party to the October 2007 Northeast King County Regional Public Safety Communications Agency Interlocal Agreement ("NORCOM Agreement") and is a Principal of NORCOM (as defined in the Interlocal Agreement); and

WHEREAS, at the request of Shoreline, NORCOM has agreed to manage the administrative tasks associated with the procurement of licensing and maintenance of International Public Safety Data Institute's NFORS (NFORS); and

WHEREAS, at the request of Shoreline, NORCOM will provide Computer Aided Dispatch system information necessary to the operation of NFORS; and

WHEREAS, Shoreline has agreed to fund a portion of the costs related to the procurement of licensing and ongoing annual maintenance costs of NFORS and to have such costs billed on an annual basis;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties do agree as follows:

Section I. Agreement of the Parties. NORCOM agrees to manage the administrative tasks associated with procuring and managing licensing and annual maintenance of NFORS for Shoreline. NORCOM further agrees to provide Computer Aided Dispatch system information necessary to the operation of NFORS to Shoreline. NORCOM shall provide on an annual basis or as requested the costs of associated equipment, services, maintenance, and ongoing use as identified in the recitals of this Agreement allocable to Shoreline. Shoreline agrees to pay, or cause to be paid, such costs at the time of the annual billing cycle.

Section 2. Notice. The following individuals are designated as representatives of the respective Parties. The representatives shall be responsible for administration of this MOU and for coordinating and monitoring performance under this MOU. In the event such representatives are changed, the Party making the change shall notify the other Party. Any notice or other communication given hereunder shall be deemed sufficient, if in writing and delivered personally to the addressee, or sent by certified or registered mail, return receipt requested, addressed as follows, or to such other address as may be designated by the addressee by written notice to the other party:

To NORCOM: NORCOM  
Attention: Finance Manager  
PO Box 50911  
Bellevue, WA 98015-0911

To Shoreline: Shoreline Fire Department  
17525 Aurora Ave N  
Shoreline, WA 98133

Section 3. Entire Agreement. This MOU contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this MOU shall be valid or effective unless made in writing and executed by the Parties hereto.

Section 4. Prior Acts. All acts taken by the parties hereto but prior to the effective date of this MOU are hereby ratified and confirmed.

Section 5. Duration. This MOU shall take effect on November 17, 2020 and shall remain in effect until terminated by either Party. Either Party may terminate this MOU by providing 120 days written notice to the other Party. Either Party may terminate this MOU at any time prior to the start of the project.

DATED this 10 day of December, 2020

NORCOM

Shoreline Fire Department

By: William Hamilton  
William Hamilton, Executive  
Director

By: Mark Coonan

Exhibit A

LICENSING/MAINTENANCE PAYMENT STRUCTURE

Each participating agency shall pay licensing fees based on the number of billable calls for service from the same budget year.

Each participating agency shall pay for a portion of the total maintenance and administrative cost, allocated to each agency based on that agency's percentage of the total billable calls for service from the same budget year of all participating agencies. The administrative cost fee shall be \$1,750 effective for 2020. The administrative fee shall be increased 2% each calendar year.

In the event a non-participating agency wishes to participate, the joining agency shall pay the appropriate licensing fee based on the number of billable calls for service from the same budget year. The first annual maintenance cost shall be pro-rated for the remainder of the annual maintenance period and those funds shall be reimbursed to each participating agency based on their percentage of the total number of billable calls for service from the same budget year.

In the event a participating agency wishes to withdraw from the agreement, said agency shall notify NORCOM of their intent to withdraw not less than 180 days prior to the end of the annual maintenance billing period.

Exhibit B

PROPOSED FEE STRUCTURE

NFORS Annual Fee	\$	19,470
Administrative Cost (2% annual increase)	\$	1,750
Total Agency Cost	\$	21,220

Agency	Billable Calls for Service (2020)	Percentage	Cost
Bellevue Fire	16,232.25	25.75%	\$ 5,463.31
Bothell Fire	5,120.00	8.12%	\$ 1,723.25
Duwall Fire	767.25	1.22%	\$ 258.23
Eastside Fire and Rescue	8,683.00	13.77%	\$ 2,922.45
Fall City Fire	453.25	0.72%	\$ 152.55
Kirkland Fire	6,715.50	10.65%	\$ 2,260.25
Mercer Island Fire	2,222.50	3.53%	\$ 748.03
Northshore Fire	2,570.25	4.08%	\$ 865.07
Shoreline Fire	8,338.25	13.23%	\$ 2,806.42
Snoqualmie Fire	666.00	1.06%	\$ 224.16
Woodinville Fire	2,481.00	3.94%	\$ 835.03
Total Fire	63,047.50	100.00%	\$ 21,220.00

Agency	Billable Calls for Service (2021)	Percentage	Cost*
Bellevue Fire	17,654.00	26.09%	\$ 5,544.63
Bothell Fire	5,591.50	8.26%	\$ 1,756.14
Duwall Fire	894.00	1.32%	\$ 280.78
Eastside Fire and Rescue	9,235.25	13.65%	\$ 2,900.54
Fall City Fire	456.50	0.67%	\$ 143.37
Kirkland Fire	7,177.25	10.61%	\$ 2,254.18
Mercer Island Fire	2,237.00	3.31%	\$ 702.58
Northshore Fire	2,650.75	3.92%	\$ 832.53
Shoreline Fire	9,384.75	13.87%	\$ 2,947.49
Snoqualmie Fire	704.25	1.04%	\$ 221.19
Woodinville Fire	2,599.50	3.84%	\$ 816.43
Total Fire	67,675.50	100.00%	\$ 21,255.00

\*costs are an estimate and may be updated to reflect actual fees charged for NFORS