



PUBLIC SAFETY COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Monday, November 06, 2023, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Cara Christensen

Councilmembers: Ethan Benson and Rob Wotton

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **836 4577 2692** and Password **1700040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

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- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **836 4577 2692**; Enter Password **1700040121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

- [1.](#) Approval of the minutes dated October 16, 2023.

AGENDA BILLS

- [2.](#) **AB23-129:** 2024 Northeast King County Regional Public Safety Communication Agency (NORCOM) Budget Approval

DISCUSSION

3. Ladder Truck Discussion
4. Issaquah Municipal Court Rate Increase Discussion
5. Police Staffing Update

NEW BUSINESS

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT



PUBLIC SAFETY COMMITTEE REGULAR HYBRID MEETING MINUTES October 16, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER & ROLL CALL

Chair Cara Christensen called the meeting to order at 5:00 pm.

Committee Members: Councilmembers Cara Christensen, Rob Wotton (remote) and Ethan Benson.

Mayor Katherine Ross (remote) was also present.

City Staff:

Mike Bailey, Interim Fire Chief; Brian Lynch, Interim Police Chief; Deana Dean, City Clerk; Michael Liebetrau, Police Evidence and Records Technician; and Jimmie Betts, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS: There were no public comments.

MINUTES

1. Meeting minutes dated October 2, 2023, were approved as presented.

AGENDA BILLS

DISCUSSION

2. Panorama Apartments Discussion. Interim Chief Lynch provided an update regarding a meeting he attended last week at Snoqualmie Valley Hospital regarding potential parking options for Panorama Apartments. An update was also provided on the number of abandoned vehicle/parking problems along Frontier or any of the neighboring streets surrounding Frontier since June. Discussion followed.
3. Fire Department Overtime Discussion. Interim Chief Bailey provided an overview of overtime incurred and staffing in the fire department. Discussion followed.

NEW BUSINESS

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT - The meeting was adjourned at 5:34 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Public Safety Committee Meeting



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-129
November 13, 2023
Consent Agenda

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB23-129: 2024 Northeast King County Regional Public Safety Communication Agency (NORCOM) Budget Approval.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution approving the City of Snoqualmie's allocation for the 2024 NORCOM Budget.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director Finance Legal City Administrator	Mike Bailey Janna Walker David Linehan Mike Chambless	Click or tap to enter a date. 10/25/2023 Click or tap to enter a date. 10/30/2023
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DEPARTMENT:	Fire		
	Mike Bailey, Interim Fire Chief		
	Public Safety		COMMITTEE DATE: November 6, 2023
	1. AB23-129x1 Resolution xxxx		
EXHIBITS:	2. AB23-129x2 2024 Snoqualmie Participation Fire Participation Memo		
	3. AB23-129x3 NORCOM Agreement 2006		

AMOUNT OF EXPENDITURE	\$ 63,085
AMOUNT BUDGETED	\$ 2,219,489
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The NORCOM Interlocal Agreement, to which the City is a party, requires the City Council to approve the City's allocation for NORCOM's budget each year by resolution. The City's allocation for 2024 is proposed as \$63,085.00. This amount reflects a zero percent increase over 2023's allocation.

BACKGROUND

The NORCOM Interlocal Agreement, to which the City is a party, was formed on November 1, 2007. As part of the annual budget process, the agreement calls for each participating agency to approve their allocation for the following year. The NORCOM budget is authorized and approved by the NORCOM Governing Board, to which a city representative, currently the Fire Chief, holds a vote. The 2024 budget reflects changes for NORCOM's services, revenue sources, and expenditures in 2024. The budget reflects an increase of four (4) full-time positions as well as expenditures for a full year of service from the Puget Sound Emergency Radio Network (PSERN). Due to adding two (2) new agencies serviced in 2024, and the associated fees, NORCOM was able to pass along a zero percent increase in agency fees in 2024, keeping the amount for Snoqualmie at \$63,085.00.

ANALYSIS

NORCOM provides excellent service to the Snoqualmie Fire Department in the way of emergency radio communications, and it is currently not in the Fire Department's best interest to seek alternatives for service. As the City holds a seat on the Governing Board for NORCOM, this allows the City the opportunity to monitor costs and service levels going forward. The zero percent increase for 2024, as well as funds in the budget transferred into reserves and capital projects, shows NORCOM's commitment to providing quality service, with an eye towards fiscal responsibility and the partner agencies' individual budgets.

BUDGET IMPACTS

Administration recommends approving the allocation to NORCOM in the amount of \$63,085 for emergency radio communications. The City budgeted for this expenditure in the 2023-2024 Biennial Budget with a budget of \$2,219,489. Currently, the Services line item within Fire & Emergency Management (General Fund #001) has incurred \$761,861 in expenditures and has \$41,000 in outstanding contract value. With the addition of the NORCOM allocation, the remaining Biennial Budget appropriation is \$1,353,543 (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (General Fund #001) to fund the contract.

Fire & Emergency Management Services

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	2,219,489
Expenditures	\$	(761,861)
Outstanding Contract Value	\$	(41,000)
Current Available Budget	\$	1,416,628
Current Contract	\$	(63,085)
Available Budget after Resolution	\$	1,353,543

PROPOSED ACTION

Move to adopt Resolution **xxxx** approving the City of Snoqualmie's allocation for the Northeast King County Public Safety Communication Agency (NORCOM) 2024 budget.

RESOLUTION NO. xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, APPROVING THE CITY OF SNOQUALMIE'S ALLOCATION FOR THE NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATION AGENCY (NORCOM) 2024 BUDGET

WHEREAS, the Northeast King County Regional Public Safety Communication Agency (NORCOM) was formed effective November 1, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2024; and

WHEREAS, the NORCOM Interlocal Agreement, to which the City is a party, requires that the City Council approve the City's allocation for NORCOM's budget, which is estimated to be \$63,085 in 2024, a 0% increase from the previous year;

NOW, THEREFORE, be it resolved by the City Council of the City of Snoqualmie, Washington, as follows:

The City of Snoqualmie's allocation (\$63,085.00) for the Northeast King County Regional Public Safety Communication Agency (NORCOM) budget is hereby approved.

PASSED by the City Council of the City of Snoqualmie, Washington, this 13th day of November 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney



Date: September 13, 2023
To: Mike Bailey, Interim Fire Chief
From: Marianne Deppen, Finance Manager
CC: Michael Olson, Treasurer
William Hamilton, Executive Director
RE: 2024 Financial Participation

Pursuant to Section 12(c) of the NORCOM Inter-local Agreement, this notice advises Participating Agencies on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula, and of the required financial participation for each Principal and Subscriber for the following year.

This budget reflects changes in NORCOM's services, revenue sources and expenditures in 2024. Particularly, the increase of four full time employees- one in Information Technology and three Telecommunicators, and budgeted expenditures for a full year of charges from the Puget Sound Emergency Radio Network (PSERN).

The 2024 budget also includes funds to be directed to the Capital Projects Fund, totaling \$560,000. These funds will be used to complete the Console Replacement Project, and the CAD to NICE audio logging interface project.

Taking advantage of the impact to agency fees from NORCOM serving two additional agencies in 2024, the Governing Body approved \$0 change to fees in 2024. NORCOM's newest agencies will be charged in accordance to NORCOM's calls for Service calculation. This will allow NORCOM to collect and transfer \$645,000 to its reserves.

This is in accordance with the summary budget document transmitted to the approved by the Governing Board on September 8, 2023.

In 2024, Snoqualmie Fire fees will be \$63,085.

WDR.COM
NEW

**SECOND AMENDMENT TO THE JOINT POWERS AGREEMENT
REGIONAL PUBLIC SAFETY COMMUNICATIONS CONSORTIUM**

The Joint Powers Agreement by and between the cities of Bellevue, Kirkland, Mercer Island, Medina, Clyde Hill, Issaquah, King and Kittitas Counties Fire District 51, Redmond, Bothell, Woodinville Fire & Life Safety, Northshore Fire, Eastside Fire and Rescue, King County Fire District 27, and Shoreline Fire dated August 24, 2005 ("the Agreement"), as amended, is hereby amended (the "Second Amendment") to: (1) extend the term of that Agreement to December 31, 2007 as allowed by Section VII of the Agreement; 2) add King County Fire District 45 and the City of Snoqualmie to the Agreement, and, 3) approve additional funding for the operational budget as allowed by Section II of the Agreement. Under the Second Amendment, member jurisdictions shall pay an amount equal to its proportional share of the Consortium budget of \$170,000 in pre-Interlocal Agreement (pre-ILA) funding based upon each jurisdiction's emergency call volume compared to the total emergency call volume of all Consortium agencies as set out in Attachment A.

Except as modified herein, all provisions within the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment has been executed by each party below:

CITY OF BELLEVUE

Approved as to Form:

City Manager

City Attorney

CITY OF KIRKLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MERCER ISLAND

Approved as to Form:

CITY OF ISSAQUAH

Approved as to Form

Mayor

City Attorney

EASTSIDE FIRE AND RESCUE

Approved as to Form

Fire Chief

Fire District Attorney

CITY OF REDMOND

Approved as to Form

Mayor

City Attorney

KING AND KITTITAS COUNTIES
FIRE DISTRICT 51

Approved as to Form

Fire Chief

Fire District Attorney

KING COUNTY FIRE DIST 45

Approved as to Form

Board Chair

Fire District Attorney

CITY OF SNOQUALMIE

Approved as to Form



Mayor



City Attorney

NORCOM Draft Transition Budget

2007	
EXPENSES BEFORE ILA IS SIGNED	
Interlocal Agreement	\$15,000
Technology Study	\$100,000
Contingency	\$55,000
Subtotal	\$170,000
EXPENSES AFTER ILA IS SIGNED	
Labor Negotiations	\$50,000
Executive Director Search	\$20,000
Executive Director - 6 mos.	\$80,000
Subtotal	\$150,000
Total 2007	\$320,000
2008	
Technology Implementation -	
Including RMS Systems	\$800,000 - 2.75 million
Executive Director Salary	\$160,000
Back-Up Facility	to be negotiated
Capital Reserve	\$250,000
Facility Modifications	\$100,000
Total 2008	\$1.3 mil - 3.25 mil +
2009	
Member Dues	Varies by Member Org

2. To develop a draft interlocal agreement for a governance structure that is a partnership; taking into account the current evaluation of regional governance models used for other regional efforts such as EPSCA, ARCH, etc....

3. To develop a business and services plan, which includes an implementation strategy, including next steps, projected staffing levels, and an estimate of the cost of full implementation.

4. Work cooperatively and communicate with other cities and Fire Districts mutually interested in the continuation of high quality Public Safety Communication services in the region;

5. Work to meet other goals related to the development of the Business and Services Plan as defined by the Members, through the Board. The purpose of this Agreement is strictly limited to the preparation of a Regional Public Safety Business and Services Plan, as outlined above. It is anticipated that the implementation of the study's results will be governed by a separate agreement.

II. Joint Board - Composition and Authority.

A. The Lead Agency will be the administrative authority for operations conducted pursuant to this Agreement. A joint board, comprised of one voting representative from each Member agency, shall be the governing body responsible for administering and carrying out the joint undertaking and this Agreement. The joint board shall be identified as "The Regional Public Safety Communications Consortium Joint Board", hereinafter referred to as "Board". Board Member representatives, or their designees, will have authority to act on behalf of their respective jurisdictions. The Board shall have responsibility for formulating policy and procedures, establishing budgets, and authorizing the Lead Agency to contract for services.

The Board may, after due consideration of operational budgets and other requirements, authorize acceptance of "in-kind" contributions from Member agencies for the purposes of funding said Member's cost.

E. Each Member shall have one vote on the Board, and decisions shall be determined by majority vote of a quorum of the Members. A quorum shall constitute any group of Members that constitutes more than 50% of the entire membership of the Board. The Business and Services Plan itself shall have no binding effect upon the actions of the Members. It is anticipated that the implementation of study results or recommendations, if any, shall be governed by a separate agreement.

F. No acquisition of real or personal property is anticipated by this Agreement. Should the acquisition of any such property be necessary for the purposes of this Agreement, the Members shall determine the method of property acquisition and disposition prior to acquisition.

III. Lead Agency - Duties and Responsibility.

A. The Lead Agency will provide administrative and secretarial support to the Board.

B. The Lead Agency agrees to bill each Member for that Member's share of all sums described herein, and each Member agrees to remit payment to the Lead Agency promptly upon receipt of such billing.

C. The Lead Agency will file certified copies of this Agreement with its City Clerk, and the King County Auditor, pursuant to RCW 39.34.040. The Lead Agency shall designate appropriate Members to record this agreement with the auditors of their respective counties. The costs of recordation shall be paid or reimbursed out of the operating budget. This agreement

indemnification under this paragraph will, as a condition precedent to the right of indemnification, give notice and tender defense of the claim to the indemnifying Member. It is further specifically and expressly understood that the indemnification provided herein constitutes the Members' waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

V. Integration and Modification

This Agreement constitutes the final and completely integrated agreement between the parties concerning its subject matter and it may be signed in counterparts without affecting the validity of this provision. No modification of the agreement or this section is valid unless in writing and signed by the Lead Agency and all Members.

VI. Additional Members.

The Board may, by vote, accept new Members who have paid the agreed-upon amount as the new Member's share and signed this agreement.

VII. Term of Agreement.

A. This Agreement shall take effect after it has been signed by all of the Members, on the date of recording with King County, and remain effective until June 30, 2006, except as extended by written agreement of all of the Members or unless terminated as provided herein. The Lead Agency or any Member may withdraw from this Agreement at any time upon giving 30 days written notice. The withdrawing Member thereby relinquishes all rights to any reserve

IN WITNESS WHEREOF, this Agreement has been executed by each party below:

CITY OF BELLEVUE

Approved as to Form:

City Manager

City Attorney

CITY OF KIRKLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MERCER ISLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MEDINA

Approved as to Form:

City Manager

City Attorney

CITY OF CLYDE HILL

Approved as to Form:

City Manager

City Attorney

WOODINVILLE FIRE & LIFE SAFETY

Approved as to Form

Fire Chief

Fire District Attorney

SHORELINE FIRE

Approved as to Form

Fire Chief

Fire District Attorney

MEMORANDUM OF UNDERSTANDING REGARDING PROTECTED HEALTH INFORMATION

THIS MEMORANDUM OF UNDERSTANDING, dated as of April 10, 2015 (this "MOU") is entered into by and among the North East King County Regional Public Safety Communications Agency ("NORCOM"), a consolidated public safety communications agency formed by its member public agencies under the Washington Interlocal Cooperation Act (chapter 39.34 RCW) and organized as a nonprofit entity under chapter 24.06 RCW, and the Member Agencies that execute this MOU from time to time (each, a "Member Agency" and together with NORCOM, the "Parties").

WHEREAS, the purpose of this MOU is to memorialize the understanding between the Parties with respect to the security and confidentiality of certain "protected" health information ("Protected Health Information" or "PHI") under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended; and

WHEREAS, 45 CFR § 164.504(e)(1) requires a written agreement between a "covered entity" and a "business associate" limiting the use and disclosure of PHI and requiring certain assurances that the information shared will be protected in the hands of the receiving agency; and

WHEREAS, pursuant to 45 CFR § 164.504(e)(3), if a covered entity and a business associate are both governmental entities, such governmental entities may make the required assurances pursuant to a memorandum of understanding, rather than within a business associate agreement; and

WHEREAS, depending on the nature of the activities conducted, certain Member Agencies may be considered "covered entities" for purposes of HIPAA, and NORCOM may then be considered a "business associate" of such covered entities; and

WHEREAS, to the extent that certain Member Agencies are "covered entities" for purposes of HIPAA, and to the extent that NORCOM is a business associate of those Member Agencies, this MOU is intended to provide assurances that NORCOM will appropriately safeguard PHI in conformance with HIPAA and the regulations promulgated thereunder;

NOW THEREFORE, it is mutually understood that:

I. DEFINITIONS.

Except as otherwise defined herein, any and all terms used in this MOU shall have the same meaning as those terms in the HIPAA Rules (as defined below). As used in this MOU, the following terms shall have the following meanings:

"Breach" shall have the same meaning as the term "breach" in 45 CFR §164.402.

"Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR §164.501.

“Electronic Protected Health Information” or “Electronic PHI” shall have the same meaning as the term “electronic protected health information” in 45 CFR §160.103, except that Electronic PHI shall be limited to the information created, received, maintained, transmitted, accessed, used and/or disclosed by NORCOM or its subcontractors or agents on behalf of a Member Agency.

“HIPAA” shall mean the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, as the law and regulations may be amended.

“HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164, as they may be amended.

“Individual” shall have the same meaning as the term “individual” in 45 CFR §160.103, which includes any person who is the subject of Protected Health Information.

“Interlocal Agreement” means the North East King County Regional Public Safety Communications Agency Interlocal Agreement dated as of November 1, 2007 by and among the parties thereto.

“Member Agencies” mean the public member agencies of NORCOM that execute this MOU from time to time.

“NORCOM” means the North East King County Regional Public Safety Communications Agency, is a consolidated public safety communications agency formed by its public member agencies pursuant to the Interlocal Agreement under the Washington Interlocal Cooperation Act (chapter 39.34 RCW) and organized as a nonprofit entity under chapter 24.06 RCW

“Protected Health Information” or “PHI” shall have the same meaning as the term “protected health information” in 45 CFR §160.103, except that PHI shall be limited to the information created, received, maintained, transmitted, accessed, used and/or disclosed by NORCOM or its Subcontractors or agents on behalf of a Member Agency.

“Required by Law” shall have the same meaning as the term “required by law” in 45 CFR §164.103.

“Secretary” shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.

“Security Incident” shall have the same meaning as the term “security incident” in 45 CFR §164.304.

“Unsecured Protected Health Information” or “Unsecured PHI” shall have the same meaning as the term “unsecured protected health information” in 45 CFR §164.402.

II. OBLIGATIONS OF NORCOM

- a. Permitted or Required Uses. NORCOM will not use or disclose Protected Health Information other than as permitted or required by this MOU or as Required by Law including compliance with chapter 70.02 RCW.
- b. Appropriate Safeguards. NORCOM will use appropriate safeguards to prevent use or disclosure of Protected Health Information other than as provided for by this MOU, and with respect to Electronic Protected Health Information to comply with Subpart C of 45 CFR Part 164 (45 CFR §164.302 et seq.). Such safeguards may include, but are not limited to, implementing administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that NORCOM creates, receives, maintains, transmits, or accesses on behalf of a Member Agency.
- c. Mitigation. NORCOM will mitigate, to the extent necessary and reasonably practicable, any harmful effects of which NORCOM becomes aware that have resulted from any unauthorized acquisition, access, use or disclosure of Protected Health Information by NORCOM, its subcontractors or agents.
- d. Reporting Unauthorized Use or Disclosure. NORCOM will report to the relevant Member Agency, in writing, any unauthorized acquisition, access, use or disclosure of the Member Agency's Protected Health Information by NORCOM, its subcontractors or agents in violation of this MOU of which NORCOM becomes aware as soon as reasonably practicable.
- e. Notification of Breach of Unsecured PHI. As applicable, NORCOM will comply with the requirements of Subpart D of 45 CFR Part 164 (45 CFR §164.400 et seq.), including but not limited to the requirement that, following the discovery of any Breach of Unsecured PHI of a Member Agency, NORCOM shall, without unreasonable delay, and in no event later than sixty (60) days after discovery of any Breach of Unsecured PHI, notify the Member Agency in writing of any such Breach, unless a delay in such notification is required by 45 CFR § 164.412 with regard to a delay for law enforcement purposes.
- f. Subcontractors and Agents. NORCOM will ensure that all of its subcontractors and agents that create, receive, maintain, transmit, access, use and/or disclose Protected Health Information of a Member Agency on behalf of NORCOM, agree in writing to the same restrictions, conditions, and requirements that apply to NORCOM with respect to such information.
- g. Access by Individual. NORCOM will provide access, at the request of a Member Agency, and in a reasonable time and manner, to Protected Health Information of the Member Agency in a Designated Record Set, to the Member Agency or, as directed by the Member Agency, to an Individual or Individual's designee in order to satisfy the Member Agency's obligations under 45 CFR §164.524, provided that NORCOM has Protected Health Information of the Member Agency in a Designated Record Set.

- h. Amendment to PHI. NORCOM will make any amendment(s) to Protected Health Information of a Member Agency in a Designated Record Set that the Member Agency directs or agrees to pursuant to 45 CFR §164.526 at the request of the Member Agency or an Individual, and in a reasonable time and manner, and to take other measures as necessary to satisfy the Member Agency's obligations under 45 CFR §164.526, provided that NORCOM has Protected Health Information of the Member Agency in a Designated Record Set.
- i. Request for an Accounting. NORCOM will document any disclosures of Protected Health Information, and information related to such disclosures, as would be required for the Member Agency to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528. NORCOM will make available to a Member Agency or an Individual, in a reasonable time and manner, information collected pursuant to this Section II(i) in order to provide an accounting of disclosures as necessary to satisfy the Member Agency's obligations under 45 CFR §164.528.
- j. Additional Restrictions on PHI. If a Member Agency notifies NORCOM that it has agreed to be bound by additional restrictions on the uses or disclosures of certain Protected Health Information of the Member Agency pursuant to the HIPAA Rules, NORCOM will be bound by such additional restrictions and will not disclose such PHI in violation of such additional restrictions.
- k. Carrying Out Member Agency Obligation(s). To the extent that NORCOM is required by this MOU or requested from time to time to carry out one or more of a Member Agency's obligation(s) under the HIPAA Rules, NORCOM shall comply with the requirements of such HIPAA Rules that would otherwise apply to the Member Agency in the performance of such obligation(s).
- l. Access by Secretary to Determine Compliance. NORCOM will make its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of Protected Health Information created, received, maintained, transmitted, or accessed by NORCOM on behalf of the Member Agency, available to the Member Agency and to the Secretary, in a reasonable time and manner or as designated by the Secretary, for purposes of determining compliance with the HIPAA Rules.
- m. Indemnification. NORCOM agrees to defend, indemnify, and hold harmless each Member Agency and its officials and employees against any and all claims, demands, causes of action, losses, damages, liabilities, judgment, costs and expenses (including reasonable attorneys' fees) asserted against or incurred by the Member Agency or its officials and employees as a result of any violation of, or failure to comply with, the provisions of this Agreement by NORCOM.

III. PERMITTED USES AND DISCLOSURES BY NORCOM

- a. Use and Disclosure for Performance. Except as otherwise provided in this MOU, NORCOM may only use or disclose Protected Health Information of a Member Agency

to perform services, functions, activities, and/or duties for, or on behalf of, the Member Agency as necessary to carry out NORCOM's powers, functions and duties under the Interlocal Agreement, any other agreement or law, or as necessary to perform its duties under this MOU, the Interlocal Agreement, any other agreement, or as Required by Law, provided that such use or disclosure would not violate the HIPAA Rules if done by the Member Agency.

- b. Minimum Necessary Use and Disclosure. In accordance with the HIPAA Rules, when using or disclosing Protected Health Information of a Member Agency, or when requesting PHI from a Member Agency or another covered entity or business associate, NORCOM agrees to make reasonable efforts to limit the PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.
- c. Use for Management, Administration and Legal Responsibilities. NORCOM may use Protected Health Information of a Member Agency if necessary for the proper management and administration of NORCOM or to carry out the legal responsibilities of NORCOM.
- d. Disclosure for Management, Administration and Legal Responsibilities. NORCOM may disclose Protected Health Information of a Member Agency if necessary for the proper management and administration of NORCOM or to carry out the legal responsibilities of NORCOM, provided that (1) the disclosure is Required By Law, or (2) (A) NORCOM obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and (B) the person notifies NORCOM of any instances of which it is aware in which the confidentiality of the information has been breached.
- e. Data Aggregation Services. NORCOM may use or disclose Protected Health Information of a Member Agency to provide data aggregation services relating to the health care operations of the Member Agency as permitted by 45 CFR §164.504(e)(2)(i)(B).

IV. OBLIGATIONS OF MEMBER AGENCIES

- a. Notice of Limitation(s) in Privacy Notice. Each Member Agency will notify NORCOM of any limitation(s) in the notice of privacy practices utilized by the Member Agency under 45 CFR §164.510, to the extent that such limitation may affect NORCOM's use or disclosure of Protected Health Information of the Member Agency.
- b. Notice of Changes in Individual's Permission. Each Member Agency will notify NORCOM of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information of the Member Agency, to the extent that such changes may affect NORCOM's use or disclosure of such Protected Health Information.
- c. Notice of Restriction on Use or Disclosure. Each Member Agency will notify NORCOM of any restriction on the use or disclosure of Protected Health Information of the Member Agency that the Member Agency has agreed to or is required to abide by under 45 CFR §

164.522, to the extent that such restriction may affect NORCOM's use or disclosure of such Protected Health Information.

- d. Impermissible Request by a Member Agency. No Member Agency will request that NORCOM use or disclose Protected Health Information in any manner that would not be permissible under the HIPAA Rules if done by the Member Agency.

V. TERM; PARTIES; MATERIAL BREACH; TERMINATION

- a. Term; Parties. This MOU shall become effective on the date set forth above and shall continue in effect until the effective date of (1) any subsequent memorandum or agreement that supersedes this MOU, or (2) any change in applicable law that results in the elimination of the requirement for this MOU, whichever occurs first. Member Agencies agreeing to be bound by these terms may sign this MOU from time to time without amending or restating this MOU and with the prior consent of or notice to the other Parties hereto.
- b. Material Deviation. Upon a Member Agency's knowledge of a material deviation by NORCOM of any of the terms and conditions of this MOU affecting the Protected Health Information of the Member Agency, the Member Agency shall provide NORCOM reasonable notice and an opportunity to cure the identified issue. If the issue cannot be cured or waived within a reasonable time period, as determined in the sole discretion of the Member Agencies, the Member Agencies may terminate this MOU.
- c. Termination. Upon any termination of this MOU, any PHI received from, or created or received by NORCOM, shall, if feasible, be returned or destroyed; and if such return or destruction is not feasible, then the protections of this MOU shall continue to extend to that PHI and limit further uses and disclosures to those purposes that make the return or destruction infeasible.

VI. MISCELLANEOUS

- a. Agency. The employees or agents of each Party who are engaged in the performance of this MOU shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees of the other Party.
- b. Records. All records and reports relating to this MOU shall be retained by NORCOM in accordance with the Washington State Archives Records Retention Schedules, unless returned to the applicable Member Agency; provided, however, all records and reports shall be retained for a minimum of six years.
- c. References to Law and Rules. A reference in this MOU to any section of law, regulations, or rules (including but not limited to the HIPAA Rules), means the section of law or rules as in effect or as amended.
- d. Amendment. The Parties will take such action to amend this MOU from time to time as is necessary to ensure that this MOU at all times remains consistent with applicable law

and rules regarding use and disclosure of Protected Health Information (including but not limited to the HIPAA Rules).

- e. Interpretation. Any ambiguity in this MOU shall be resolved in favor of a meaning that permits a Member Agency and NORCOM to comply with the HIPAA Rules or chapter 70.02 RCW whichever is more protective of patient privacy.
- f. No Third Party Beneficiaries. Nothing express or implied in this MOU is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
- g. Severability. If any provision of this MOU shall be held invalid, such invalidity shall not affect the other provisions of this MOU that can be given effect without the invalid provisions. If such remainder conforms to the requirements of applicable law and the fundamental purpose of this MOU, the provisions of this MOU are declared severable.
- h. Counterparts. This MOU may be executed in any number of counterparts each of which when so executed will be deemed to be an original and all of which when taken together will constitute one MOU.

IN WITNESS WHEREOF, this MOU has been executed and agreed upon by NORCOM and the Member Agencies below.

[signature pages to follow]

By Thomas R. Orr

NORCOM

By Mark Rosen

Bellevue Fire Department

By Robert Van der
Bothell Fire DepartmentBy Matthew R. Larson
City
Snoqualmie Fire DepartmentBy James Smith
CHAIRMAN KCFD #45
Duvall Fire District #45By Bob Backer
Eastside Fire and RescueBy Chris Connor, Fire
Fire District #27By Marilynne Deard
Deputy City Manager
Kirkland Fire DepartmentBy Steve
Mercer Island Fire DepartmentBy Jim
Northshore Fire DepartmentBy MOORE
Redmond Fire DepartmentBy Matt
Shoreline Fire Department

By James L. Kristley, Chief

Skykomish Fire District #50

Gregory
By Ahearn

Digitally signed by Gregory Ahearn,
DN: cn=Gregory Ahearn, o=Woodinville
Fire and Rescue, ou=Personnel File Chief,
email=gahearn@wfrg.org, c=US
Date: 2015.04.22 10:16:02 -0700

Woodinville Fire and Rescue

By _____

By _____

By Greg Ahearn

Snoqualmie Pass Fire Department

By _____

By _____

By _____