

**MEMORANDUM OF UNDERSTANDING  
RENTON REGIONAL FIRE AUTHORITY  
REACH**

THIS MEMORANDUM OF UNDERSTANDING "MOU" is entered into by and between the Renton Regional Fire Authority "RFA", and REACH, a Program of Evergreen Treatment Services, a Washington Non-Profit Corporation "REACH" collectively referred to as "Parties."

**RECITALS**

1. REACH provides social services, including integrated health manager services to vulnerable populations within the RFA's service area.
2. The RFA through its FDCARES division employs certified Licensed EMS personnel and licensed Registered Nurses (RNs) who have the necessary expertise to support REACH's services.
3. The purpose of this MOU is to establish the terms of a collaboration between the RFA and REACH to participate in a 12-month pilot project aimed at integrating the RFA's FDCARES services with REACH's street-based case management services to improve service / outcomes for community members.

**AGREEMENT**

In consideration of the mutual rights and obligations established herein, the parties agree as follows:

1. **RFA Responsibilities:** The RFA agrees to perform the following:
  - 1.1. Provide funding of \$20,000 to hire a REACH case manager that is dedicated to serve individuals in the RFA response area.
  - 1.2. Develop a list of RFA must-haves and non-negotiables, user requirements, and success measures for the pilot project on or before \_\_\_\_\_, 20\_\_.
  - 1.3. Pilot test the new workflows.
  - 1.4. Commit 1-2 RFA representatives to a Steering Committee that will function as described in Section 3.
  - 1.5. Commit 1-2 RFA representatives to a Workgroup that will function as described in Section 4.
  - 1.6. Review findings of the pilot project with the workgroup and stakeholders.
2. **REACH Responsibilities.**
  - 2.1. Hire, train, and staff a case manager that will be assigned to work with the RFA during the pilot project.

- 2.1.1. Assign the case worker a minimum caseload of 10-15 individuals from the RFA's response area at any given time. This caseload will be dynamic, with some clients leaving after being connected to services and replaced with new clients, while other clients may stay on for the duration of the program.
    - 2.1.2. The case worker is expected to provide services to a total of approximately 35-40 individuals from the RFA response area over the 12-month pilot period.
  - 2.2. Develop a list of REACH must-haves and non-negotiables, user requirements, and success measures for the pilot project on or before \_\_\_\_\_, 20\_\_.
  - 2.3. Pilot test the new workflows.
  - 2.4. Commit 1-2 REACH representatives to a Steering Committee that will function as described in Section 3.
  - 2.5. Commit 1-2 REACH representatives to a Workgroup that will function as described in Section 4.
  - 2.6. Review findings of the pilot test with the Workgroup and stakeholders.
3. **Steering Committee Responsibilities.** The Steering Committee will consist of 2-4 members appointed by REACH and the RFA to work with third party vendors, King County Emergency Medical Services and the University of Washington to design and execute the pilot project. The Steering Committee shall be specifically responsible for performing the following functions on behalf of the RFA and DESC:
  - 3.1. Inform pilot project design and pilot project evaluation.
  - 3.2. Provide support and guidance to Workgroup, RFA and DESC and the pilot project partners while providing oversight of pilot project progress.
4. **Workgroup Responsibilities.** The Workgroup will consist of 2-4 members appointed by REACH and the RFA to perform the following functions:
  - 4.1. Pilot test the workflow in a lean and agile adaptive process and provide timely feedback to the RFA, REACH and the Steering Committee.
  - 4.2. All Workgroup members shall read meeting materials in advance and come prepared to all workgroup meetings to substantively contribute to the evaluation and development of pilot testing process and objectives.
  - 4.3. All Workgroup members shall actively engage in discussions and contribute expertise to decision-making process during the workgroup meetings.
5. **Liability:** The parties acknowledge that this MOU does not alter applicable law governing the potential liability of any party or employee or agent thereof. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties hereto or by any party against the other.

6. **Term.** This Memorandum of Understanding shall be effective on mutual execution of both parties and shall remain in force until the pilot project is completed or until either Party provides written notice of cancellation to the other Party.


Dated: 9/26/2018

Renton Regional Fire Authority

By:   
Rick Marshall, Chief

Dated: 10/25/18

REACH

By:   
~~MOLLY~~  
MOLLY CARNEY  
Executive Director

