

MEMORANDUM OF AGREEMENT
Between The
Federal Aviation Administration (FAA)
And
Renton Fire Department

1. This memorandum of agreement (MOA) provides guidance for emergency response services to the FAA. This MOA is part of the FAA Facility Security Management Program, which is designed to protect personnel, property, and sensitive information and mission capabilities. The type(s) of support service being provided is fire and medical emergency response.
2. This document is presented to the FAA and *Renton Fire Department* for ratification and subsequent implementation.

Section I: References.

- a. Current edition of FAA Order 1600.69, FAA Facility Security Management Program.
- b. Current edition of FAA Order 1900.1, FAA Emergency Operations.
- c. Supporting service guidance
- d.

Section II: Purpose. FAA facilities have an occupant emergency plan (OEP) which is tested at least annually. The OEP provides detailed information for evacuation routes, individual emergency actions, and other individuals involved in the OEP process. This MOA documents the special agreement between the FAA and *Renton Fire Department* to provide emergency response service to assist personnel in dealing with risks associated with natural, human related, and or technological hazards.

Section III: Scope.

- a. Emergency response will be provided in accordance with the provisions established by both parties to the MOA.
- b. The emergency responder will not be held liable for acting in good faith when responding to a request for support.

Section IV: Responsibilities.

a. Responsible Parties.

1. FAA: Individual training for personnel involved in facility occupant emergency plans including emergency evacuation.
2. Emergency Service Responder: Provide equipment, human resources, and guidance to mitigate the emergency situation.

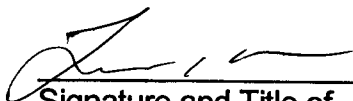
b. Joint Responsibilities.

1. Maintaining current emergency response plan information.
2. Provide first aid kits.
3. Share information of mutual interest on emergency situations.

Section V: Modifying the MOA. This MOA may be modified at any time by mutual consent of both parties with a 60-day written notice.

Section VI: Termination of Agreement. This MOA may be cancelled at any time by mutual consent or by either party with a 60-day written notice.

Section VII: Effective Date. This MOA for support services shall be effective upon the last signature of the approving officials.



Signature and Title of
Supporting Service Official
FIRE CHIEF

6-1-06

Date



Signature and Title of
FAA Facility Official

6/19/06

Date

CORRESPONDENCE SECTION



ADMINISTRATIVE, JUDICIAL, AND
LEGAL SERVICES DEPARTMENT

M E M O R A N D U M

DATE: June 20, 2006
TO: Mary Weirich, Administrative Secretary II/Fire Admin.
FROM: *DE* Debbie Evans, Records Management Specialist/City Clerk Div.
SUBJECT: **CAG-06-043 MOA Between Federal Aviation
Administration and Renton Fire Department**

The attached original document has been fully executed and is being returned to you. Please transmit an original to the appropriate party and retain a copy for your file. The City Clerk has retained an original of the document.

Thank you.

Attachment



FIRE DEPARTMENT

M E M O R A N D U M

CITY OF RENTON

OK BW JUN 20 2006

RECEIVED
CITY CLERK'S OFFICE

DATE: June 19, 2006
TO: Bonnie Walton, City Clerk
FROM: Mary Weirich, Administrative Secretary II, Fire/Admin *Mary Weirich*
SUBJECT: **MOA Between Federal Aviation Administration and Renton Fire Department**

You will find two fully signed copies of the Memorandum of Agreement between the Federal Aviation Administration (FAA) and the Renton Fire Department. Previously, your office had received a signed copy and the CAG number had been added, unfortunately, the original copy has been misplaced.

Please add the CAG number to the two originals and return one original to us to be sent to FAA.



ADMINISTRATIVE, JUDICIAL, AND
LEGAL SERVICES DEPARTMENT

M E M O R A N D U M

DATE: March 10, 2006
TO: Art Larson, Fire Deputy Chief
FROM: *J* Jason Seth, Records Management Coordinator
SUBJECT: **FAA - CAG-06-043; Memo of Understanding for emergency response to FAA building**

The attached original documents have been signed by City officials and are being returned to you for execution by other parties. When you receive the fully executed document, forward a signed original to the City Clerk's office for our permanent record file.

This matter will be on a periodic call-up schedule to remind you of this requirement until our office receives the document.

Thank you.

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Signature and Title of
Supporting Service Official

Signature and Title of
FAA Facility Official

3-8-06
Date

Date

CONTRACT CHECKLIST (revised March 2005)

STAFF NAME & EXTENSION NUMBER: DC Art Larson/Temp DC Chuck Duffy ext. 7061

DIVISION/DEPARTMENT: Fire Administration

CONTRACT NUMBER: (Assigned by City Clerk Division.) CAB-06-043

TASK ORDER NUMBER: (If applicable.) _____

CONTRACTOR: Memorandum of Agreement with the Federal Aviation Administration (FAA)

PURPOSE OF CONTRACT: Provides guidance for emergency response to the FAA building

OK-BW
 ✓ CITY OF RENTON
 MAR 10 2006
 RECEIVED
 CITY CLERK'S OFFICE

- 1. LEGAL REVIEW: (Attach memo from City Attorney.)
- 2. RISK MANAGEMENT REVIEW FOR INSURANCE: (Attach memo from HRRM Administrator.)
- 3. RESPONSE TO LEGAL OR RISK MGMT CONCERNS: (Explain in writing how concerns have been met.)
- 4. INSURANCE CERTIFICATE AND/OR POLICY: (Attach original.)
- 5. CITY BUSINESS LICENSE NUMBER: _____(Call Finance Department.)
- 6. ACCOUNTS PAYABLE W-9 VENDOR FORM: (If not already on file with the Finance Department, make sure the contractor completes the form and submits it to the Finance Department.)
- 7. PERFORMANCE BOND VERIFICATION IF PUBLIC WORK CONTRACT: (Attach memo.)
- 8. MEMO TO MAYOR IF COUNCIL APPROVAL NOT REQUIRED: (Explain contract purpose, budget source, work program fit, and scope of work.)
- 9. CHECK FEDERAL EXCLUDED PARTIES LIST (DEBARRED BIDDERS): (Access web site through RentonNet-Useful Links-Excluded Parties List System - Attach printout of search results; debarred contractors cannot be used.)
- 10. ATTACHED CONTRACTS ARE SIGNED BY CONTRACTOR/CONSULTANT: (If not, provide explanation.)

11. FISCAL IMPACT: (see 12.B.)

A. AMOUNT BUDGETED: (LINE ITEM) \$0.00

B. EXPENDITURE REQUIRED: _____

12. COUNCIL APPROVAL REQUIRED IF: (Prepare Agenda Bill; see Policy & Procedure 250-02.)
- A. CONTRACT OR TASK ORDER IS \$50,000 OR OVER. (Refer to Council committee for initial contract approval; place subsequent task orders on Council agenda for concurrence.)
 - B. FUND TRANSFER REQUIRED IF CONTRACT EXPENDITURE EXCEEDS AMOUNT BUDGETED. (Refer to Council committee.)
 - C. SOLE SOURCE CONTRACT IS \$20,000 OR OVER. (Refer to Council committee.)
 - D. INTERLOCAL AGREEMENT. (Requires resolution.)

13. DATE OF COUNCIL APPROVAL: (If applicable.) _____

14. RESOLUTION NUMBER: (If applicable.) _____

15. KEY WORDS FOR CITY CLERK'S ELECTRONIC INDEX:



Kathy Keolker, Mayor

CITY OF RENTON

Office of the City Attorney
Lawrence J. Warren

Senior Assistant City Attorneys
Mark Barber
Zanetta L. Fontes
Assistant City Attorneys
Ann S. Nielsen
Garmon Newsom II

MEMORANDUM

To: A. Lee Wheeler, Fire Chief
From: Lawrence J. Warren, City Attorney
Date: January 9, 2006
Subject: Memorandum of Agreement with Federal Aviation Administration (FAA)

I have reviewed the document that was forwarded to me.

This truly appears to be a memorandum of agreement on how to respond in an emergency to the FAA facility, rather than a contract for services. As I understand it, the Fire Department provides emergency response services throughout the city limits, so this MOU does not expand the City's responsibilities. Rather, the MOU documents, apparently for FAA reasons, show exactly how the emergency response would be handled. I can presume that the response might be somewhat different depending on the type of Fire Department (city/fire district or volunteer) and the state in which the FAA facility is located.

Since I don't see that this agreement expands the Fire Department's responsibilities, I don't have any legal objection to the document. And, again, because the document doesn't appear to expand the Fire Department's responsibility, it can be left in the name of the Renton Fire Department, although I would provide a copy of the executed agreement to the City Clerk and the Mayor's office.

Lawrence J. Warren

LJW:tmj
T10.44:32
cc: Jay Covington





FIRE DEPARTMENT
M E M O R A N D U M

DATE: December 30, 2005
TO: Mike Webby, HR & RM Administrator
FROM: A. Lee Wheeler, Fire Chief
SUBJECT: **Memorandum of Agreement with Federal Aviation Administration (FAA)**

Please review the attached agreement.

The FAA initiated this agreement to address the unique needs they have for fire and medical emergency response. Please verify this agreement meets the City's risk management requirements. A copy has been sent to the City attorney as well. Thank you for your time.

*Lee —
LOOKS OK
to me
Mike*

City of Renton
Received

JAN - 3 2006

Human Resources &
Risk Management