

Attachment A

Costs of Services for Fire and Emergency Services Operating Agreement
Between
City of Renton and King County Fire Protection District #40

Direct costs of services for this contract are based on the City of Renton's costs to operate one fire station (Station 17) with one 4-person engine and one 2-person aid car, and the proportional costs to provide command/safety officer duties in the service area of District.

Direct costs of services are derived by multiplying the number of staff contracted to provide services by the City of Renton's salary and benefit costs for that contract year. The contract year salary and benefit cost shall be calculated using the annualized current year-to-date actual cost for each position class (e.g. captain, lieutenant, firefighter, etc.), plus any Cost of Living Adjustment and budgeted increase in benefit cost for the contract year.

The resulting direct service cost is then multiplied by a departmental overhead and a city-wide overhead factor.

All three figures are then added together to reach a total cost of service.

The City, as part of the organizational structure of the fire department, staffs a Safety and Support Services Section. This section includes Health and Wellness, Logistics and Planning. The Training Division is a Division of Response Operations. The City will also supply to the District allocated Administrative Support Services (Finance & Clerical) as outlined below. The costs of these divisions and services shall be included in department and/or city-wide overhead factors. The Safety and Support Services Section and the Training Division overhead shall be phased in over four years starting 2015. The District desires and the City agrees to remove a dedicated Admin Secretary position and convert to a proportional pooled Administrative Support Service model through overhead cost factors effective October 1, 2015. Due to some of these services not being transferred until 2016, the parties agree the service costs reflect this change to start January 1, 2016. In addition, a percent of the chief's and deputy chiefs costs shall be part of the Department Overhead being charges and paid for beginning in 2016.

For 2015, the District's cost of service under this agreement total \$4.53 million. For 2016, the District's annualized cost for service under this agreement is no greater than \$4.90 million (including adjusted Department Overhead to reflect the above changes).

The revised complement of direct/dedicated staff effective October 1, 2015 that will support the agreement includes:

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FTE	Position
18.00	Firefighters
2.00	Battalion Chiefs
2.00	Captains
6.00	Lieutenants
28.00 Total FTE to support agreement	

The Fire & Emergency Services Administrator will produce an operational services plan as outlined in Section III.B of the agreement, and the proposed service cost calculated in accordance with this Attachment A in September of each year for review and approval of the Board

Service model costs are based on the cost for an on-duty staff position, fully loaded with department and city overhead percentages.

The primary unit of cost is the number of 24-hour on-duty positions (command, company officer, and firefighter) employed to provide fire and emergency services. Once on-duty staffing is determined, a backfill factor is calculated based upon Renton's leave/time-off averages. Renton's operations backfill factor is 4.7 per on-duty position (that is, for every one firefighter on duty, four and seven-tenths FTEs are needed to provide 24-hour coverage).

"Departmental overhead" refers to the Fire Department's costs, which is the proportion of commissioned and non-commissioned positions that perform department management, planning, safety, training, logistics, health and wellness, and similar assignments/functions. These functions, their names/titles may be changes from time to time, are essential to and in support of the suppression positions. The exceptions shall be Emergency Management and Community Risk Reduction units, which are not provided by the City in the District service area. It shall also include proportional costs of supplies, other services and charges, costs of intergovernmental services, capital outlay and interfund payments.

"City-wide overhead" consists of support for the Fire Department's share of city-wide Finance, Human Resources, and Legal Service costs. Overhead costs relating to the Mayor, City Council, or other internal service departments are not included in the overhead charges to the District.

Administration and appeals of the benefit charge will be handled by the Board and contract legal counsel to the District.

The Board will have full and free use of City of Renton meeting spaces and District facilities.

ORIGINAL

Finance

- Prepare and certify vouchers in compliance with the State BARS accounting system (A/P)
- Provide accounts payable/receivable services
- Assist in the development of the annual budget *
- Prepare and submit financial statements to the State Auditor's office and assist with audits
- Prepare and submit quarterly and annual financial reports to the appropriate agency
- Prepare and submit monthly budget status reports to the Board
- Prepare and submit annual balance sheet report to the Board (2015 yearend report to be presented in February 2016).
- Prepare and submit tax levy documentation to King County *
- Work with consultants to manage, advertise, and prepare fire benefit charge letters for citizens per RCW 52.18 *
- Meet all timelines for issuing credits regarding fire benefit charge fees per FD 40 Resolution *
- Submit any and all fire benefit charge credits/adjustments to the King County Treasurer *
- Prepare fire benefit charge resolutions for submission to King County *
- Adhere and comply with all bond indebtedness requirements as required per bond compliance laws
- Monitor bond activity
- Prepare and deposit miscellaneous deposits within 24 hours as required by law
- Invoice and collect Lake Youngs Watershed, Kent School District, and other governmental agencies who pay for fire service through contract or on a per-capita basis
- Prepare and certify commissioner per diem reimbursements
- Prepare and submit the required payroll, tax, benefits, retirement, insurance and financial reports
- Provide payroll services and filing W-2's, 1099's and supporting documents
- Manage financial obligation for LEOFF 1 retirees
- Manage contracts

Clerical

- Assist in the development and posting of meeting announcements
- Assist in the development and posting of the meeting agenda
- Attend Board meetings, record and prepare meeting minutes
- Respond to telephone and email inquiries in a timely manner
- Open, log and distribute daily mail
- Maintain and archive district files per Washington State Records Retention Schedule
- Manage and respond to public records requests
- Prepare and submit fire district receipts to King County

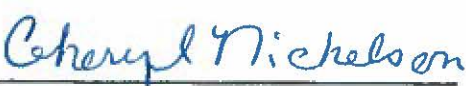
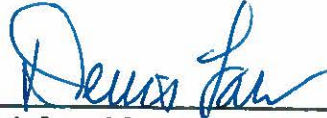
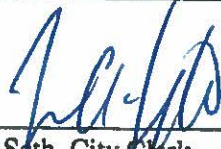


ORIGINAL

- Register Board members for seminars, workshops and other outside activities as needed
- Prepare resolutions
- Assist in the preparation of bid specifications
- Manage the District website

The District will provide the City with access to all accounts and passwords, needed log-in information, access to District office and mail box and other materials and information needed by the City in order to provide the services.

NOTE: The District shall be responsible for preparation and completion of the 2016 budget process for the Fire District (including preparation and filing required paperwork as identified with "*" above).

Dated this 23 day of ~~November~~ ^{December}, 2015.

King County Fire Protection District # 40	City of Renton, Washington
 Cheryl Nicholson, Chair	 Denis Law, Mayor
District Secretary	 Jason Seth, City Clerk
Approved By:	Approved By:
 Kinnon W. Williams, District Attorney	 Larry Warren, City Attorney