



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, August 9, 2021

Fire Station #13, 18002 108th Ave SE, Renton, WA 98055

Zoom Video Conference: <https://us02web.zoom.us/j/84836968318>

Dial-in: (253) 215-8782 | Webinar ID: 848 3696 8318

View Live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications

- Announcements, Proclamations, and Presentations

- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person pursuant to the rules established under Section 8 of the Bylaws.

- Consent Agenda

- Approval of [Minutes from July 13, 2021](#) Regular Meeting
- Approval of [Minutes from July 26, 2021](#) Special Meeting
- Approval of [Vouchers](#): AP Check Register 6/16/2021 – 7/15/2021
Payroll Check List 6/1/2021 – 6/30/2021

- Signing of Vouchers

- Board Committee Reports

- Budget and Finance Committee
- Operations and Capital Committee

- [Chief's Report](#)

- Division Reports

- Administration
 - [Quarterly Financial Report](#)
- EMS/Health & Safety
 - 2021 Heatwave Wrap-Up Progress
 - GEMT Update
 - [UW VMC EMS Appreciation Day: Sept. 11](#)

- Office of the Fire Marshal
 - [OFM Quarterly Report](#)
- Response Operations
 - Significant Incidents
 - 7/18 Commercial Fire at Black River Quarry
 - 7/26 Window Washer Rescue, this required assistance from resources Tukwila, Puget Sound, Burien, and South King Fire and Rescue
 - 7/27 Rope Rescue of a Person Over an Embankment, this included assistance from Puget Sound, Tukwila, South King Fire & Rescue and Burien.
 - Training
 - 3rd Quarter CBT
 - Rapid Hemorrhage Control
 - 3rd Quarter Truck Training
 - Hazmat Team Training at Port of Seattle
 - 6 JATC tests 5 successfully passed
 - Individual Crew Training
 - E312 training with lifeguards at Gene Coulon
 - Public Outreach
 - Seahawks Training Camp
 - National Night Out at Highlands Park
- Support Services
 - Station 16 Update
 - New Logistics Captain, Mark dos Remedios
- Correspondence
 - [Thank You Letter from Dana Lustofin](#)
 - [Thank You Letter from Elizabeth Moore](#)
- Unfinished Business
- New Business
 - [Station 11 Remodel](#)
 - [Establish Committee Meeting Schedule](#)
 - [Establish Public Hearing Date for A/V Levy and FBC](#)
 - [Establish Public Hearing Date for Proposition No. 1](#)
 - [Bad Debt Write-Off Request](#)
 - [King County Fire District # 40 ILA](#)
 - [City of Renton ILA Amendment 1](#)
 - [Appointment of Board Secretary](#)
- Good of the Order

- Executive Session
- Future Meetings:
 - Tuesday, August 24, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
 - Tuesday, August 24, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
 - Monday, September 13, 2021, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Adjournment



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500
Fax: (425) 276-9592

MINUTES

RFA Governance Board Regular Meeting

4:00 P.M. – Tuesday, July 13, 2021

Fire Station #14 – 1900 Lind Ave SW, Renton / Video Conference

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Pérez called the regular meeting to order at 4:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie (Fire District 25)
Ruth Pérez, Chair (City of Renton)
Ryan McIrvin (City of Renton)
Myron Meikle (Fire District 25)
Randy Corman (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Marcus Morrell, Vice Chair (Fire District 25)

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief William Aho, Lieutenants Hyslop and Krystofiak, Facilities Manager Scott Murphy, Communications Manager Katie Lewis, Deputy Fire Marshal Sara Ferguson, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings, Administrative Specialist Evyn Villa and RFA Attorney Brian Snure.

Public Present:

Angelina Benedetti

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Corman to excuse the absent Board Member from this meeting. **MOTION CARRIED (5-0)**

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Promotion Ceremony

Renton Regional Fire Authority promoted 6 members effective June 1st, and will promote 4 members effective August 4th:

- Will Aho – Battalion Chief to Deputy Chief of Response Operations
- Jim Ochs & Dan Alexander – Captain to Battalion Chief
- Marcus Rismiller & Mark dos Remedios – Lieutenant to Captain

- Brandon Myking, Chris Ellis, Jamie Durkan – Engineer to Lieutenant
- Bryan Estibal & Nathan Facchini – Firefighter to Engineer

Fire Chief Steve Heitman gave an introduction of the ceremony. Members were presented a certificate and badge by their supervisor or peer.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvin to approve the consent agenda for July 13, 2021. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for July 13, 2021.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- Congratulations are in Order: Please join me in congratulating FF Sean Pageau, FF Spencer Armstrong and FF Jace Reyes for completing their JATC Step 2A.
- Promotions/Retirements: Neil Samuelson is retiring after 40 years of service and Bob Homan is retiring after just shy of 35 years of service. Their last day is July 30th. Today we congratulate the following members on their promotions during a pinning ceremony (see above).
- King County Fire District 40 Contract Negotiation Update: One more meeting has been scheduled, which we believe will be to finalize the last couple of items for the contract. Once that is complete, we will bring it forward to the Board.
- Opening the Stations to the Public: This decision was made through a coordinated effort of the Fire Chiefs. Since the State opened on June 30th, the RFA opened stations on July 6th as part of our phased approach to reopening to the public. This means we are open for our residents to receive blood pressure checks and walk-in patient care, ask for assistance, and obtain information. CPR classes, station tours and open houses, and large gathering events are proposed to begin in September. We are evaluating when we will go back to live meetings of the various boards and committees as well. Our masking policies will remain in effect until we receive further guidance from L&I.
- Fire Benefit Charge Renewal: We are in the process of hiring a consultant from interviews and applications we have received. This measure will be placed on the ballot sometime between November of this year and April 2022. We are communicating with Local 864 leadership to keep them informed so we can be a united front as we work together to get the FBC passed. Information is being sent to residents so they can make an informed decision with their vote.
- Department of Natural Resources Contract Renewal: At the request of WA State Fire Chiefs Association and WA State Fire Commissioners Association, legal counsel worked to negotiate changes to the proposed 2021 DNR Interagency Agreement (IAA). The new agreement improves the operating capabilities of the fire service with the DNR and has provisions for all-

hazard (non-wildfire) incident dispatching of personnel and equipment, provides for the payment of volunteers through the casual hire process and ensures the dispatching of personnel that participate with incident management teams. Renewal of this agreement is effective as of June 24th and supersedes the previous IAA that was scheduled to terminate in 2024.

- Governance Board Notifications: Per our procurement process and policy, I am notifying the Board of the following purchases. These have already been shown on the vouchers.
 - Station 12 LVT Vinyl Flooring Upgrade & Tile Floor Cleaning – \$33,132.39
 - Public Relations Consultant (FBC Renewal above) – \$30,000.00

DIVISION REPORTS

Administration

- Public Education Translatable Website Forms: The Admin Services team created web pages on the Renton RFA website to provide information about various Public Education topics including cooking safety, life jacket safety, smoke alarms, and more. These pages can be translated into 16 languages to print in PDF format.

EMS/Health & Safety

- New EMS training this month for responders: The RFA began using high performance mannequins that talk and bleed, providing the best EMS training for responders.
- Safety Stand Down Review: One focus of this review was the need for mental resilience training first for responders, followed by partnering with Crisis Solutions to provide de-escalation training in response to HB 1310. This training began in June 2021.
- HB 1310 Update: If Renton PD does not respond to a call by Renton RFA personnel, RFA personnel has been instructed to stand down and not enter. The RFA, along-side law enforcement, is working to define new guidelines for responders.

Support Services

- Station 11 & 16 Updates: A notice of advertisement for bid for the Station 11 Remodel project was published in the Kent and Renton Reporter newspaper. The RFA will accept bids until the morning of July 23rd, then open them to select a contractor to begin two weeks after selection and ninety days to complete the work. The RFA met with TCA Architect and King County to discuss the Station 16 Replacement project. The project will need to go in front of the King County Council for approval, which at this time has a 6-month wait for reviews.
- Training Trucks Arrived: They've arrived and are currently awaiting documentation and insurance coverage to replace the two surplus rigs.
- Pierce Visit: DC Seaver thanked Fleet Manager Brice Callaway, and Engineers Dan Johnson and Jamie Durkan for visiting Pierce with him to become familiar with their process and timeline for the new vehicles, with a delivery date of early Spring 2022.
- Aid Unit/Brush Rig Update: There is no lag for the new aid unit, with an expected arrival date of early Spring 2022. There is still no timeline for the brush rig. The contract is in place to maintain the RFA's place on the waitlist for when the manufacturer receives chassis to build that model.
- Ecology Grant: The HazMat team submitted a grant for metering equipment, and the RFA is waiting on a response.

Response Operations

- Significant Incidents: 6/22 Fairwood Apartments Fire, 6/26 Brush Fire behind Cedar River Dog Park, and 6/28 Brush Fire response to Cedar Hills with Eastside Fire.

- Water Rescue Responses: 8 total that our crews responded to, including one on Cedar River, one on Lake Washington, and six in Zone 3 (Angle Lake, Green River, Redondo, Lake Tapps).
- Heatwave Responses (6/26 - 6/28): 395 total over the 3 days, including 58 fire alarms most due to malfunctioning heat sensors, 216 medical responses, 11 structure/brush/minor fires – includes one mutual aid commercial fire in Tukwila, and 110 MVAs, service, water rescue, other call types.
- Training: Recruit Academy #11 Graduation (nine graduates), three graduates on 1st shift dispatched for Fairwood Apartments fire, live fire training at Station 14, three successful JATC tests, and deep diver training off Redondo with Valley RFA.
- Operations: Updated Department of Natural Resources contract has been signed, the RFA upstaffed two wildland firefighters at Station 17 for 6/26 to 6/28 and recalled one engine company on 6/28, and upstaffed with two additional engines and one aid unit for 7/4.

Office of the Fire Marshal

- OFM Quarterly Report: Fire Marshal Barton summarized the OFM quarterly report provided in the packet. Fireworks ban notices were posted around the City of Renton to bring awareness to the fire danger with the dry conditions presented with recent weather patterns. Fire Marshal Barton and DC Aho visited the Red Lion de-intensification center to assess tenant safety and conducted a fire drill that went very well. During the heatwave, Renton experienced 58 false alarms due to heat detectors in attics reaching an upwards of 160°F.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Bad Debt Policy

An updated finance policy was presented to the Board for their review. As part of the policy review process, the RFA updated the Bad Debt policy to include references to RCW 62A.3-515 and RCW 19.16.500 and changes to language in sections 1.3 and 5.2 and increasing the CAO's write-off authority from \$100 to \$500 due to the Fire Marshal fee increase.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to adopt the revised Bad Debt policy as presented. **MOTION CARRIED (5-0)**

Establish Public Hearing Dates

In order to meet the required deadlines for filing property tax levy and FBC information with the County, RRFA staff proposed a special meeting to be scheduled on October 26, 2021 in order to hold a public hearing on the proposed levy and fire benefit charge.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to hold a Special Meeting on 10/26/2021 at 11:30 am (after Committee meetings) at a location to be determined for the purpose of holding public hearings regarding the proposed Levy and the Fire Benefit Charge. **MOTION CARRIED (5-0)**

Regular Board Meeting Schedule

The move to virtual meetings in 2020 generated a discussion that led to Board decision to hold future in-person meetings at Fire Station #14 to ensure enough space was available for social distancing. RRFA staff asked the Board to revisit this, taking into consideration the new in-person meeting guidelines of eliminating the 25% room capacity.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to approve staff to draft a resolution to amend the regular Board meeting schedule to be on the second Monday of each month at 10:00 a.m. at Fire Station #13, effective August 9, 2021. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

- Monday, August 9, 2021, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Tuesday, August 24, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Tuesday, August 24, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference

ADJOURNMENT

A **MOTION** was made by Board Member McIrvine and **SECONDED** by Board Member Abercrombie at 5:20 p.m. to adjourn the meeting. **MOTION CARRIED (5-0)**

Ruth Pérez, Board Chair

Christine Noddings, Board Secretary



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500
Fax: (425) 276-9592

MINUTES

RFA Governance Board Special Meeting

11:30 A.M. – Monday, July 26, 2021

Video Conference

CALL TO ORDER

Governance Board Chair Pérez called the special meeting to order at 11:30 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie (Fire District 25)
Ruth Pérez, Chair (City of Renton)
Marcus Morrell, Vice Chair (Fire District 25)
Ryan McIrvine (City of Renton)
Randy Corman (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Myron Meikle (Fire District 25)

Administrative Staff Present:

Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief William Aho, Lieutenant Hyslop, Communications Manager Katie Lewis, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings and Administrative Specialist Eryn Villa.

Public Present:

Consultants Karen Reed and Kris Faucett.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Corman to excuse the absent Board Member from this meeting. **MOTION CARRIED (5-0)**

NEW BUSINESS

Resolution 2021-04 Intent to Continue Voter Authorization Benefit Charge

Renton RFA is asking the Governing Board to pass a resolution providing for the reauthorization and continuation of a benefit charge; providing for the submission to the qualified electors of the RFA at an election to be held within the RFA on November 2, 2021 in conjunction with the State general election to be held on the same date, of a proposition authorizing the continuation of a benefit charge on personal property and improvements to real property within the RFA for up to 10 years.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to approve Resolution 2021-04 Intent to Continue Voter Authorized Benefit Charge as presented. **MOTION CARRIED (5-0)**

Call for Pro/Con Committees

Renton RFA is responsible for appointing pro and con committees to prepare statements in favor of and in opposition to the ballot measure. Each committee is limited to three members. The deadline to submit committee members to King County Elections is 4:30 pm on August 3, 2021. Staff requested that provided language for a call for pro/con committees be read aloud during the meeting to advertise the call for pro/con committees. Board Chair Pérez read the following:

“Renton Regional Fire Authority will be providing for the submission to the voters on November 2, 2021 a proposition authorizing the continuation of the RFA benefit charge for ten years beginning in 2023. The RFA is accepting names of people interested in participating in voter pamphlet statement pro and con committees.

“Citizens interested in participating, please call Deputy Chief, Mark Seaver (425) 276-9503 by 4:00 p.m. on July 29, 2021. Committee appointments must be made and submitted to the King County Elections Department by August 3, 2021. Statements will need to be submitted by August 10, 2021 and rebuttal statements will be due on August 12, 2021.”

FUTURE MEETINGS

- Monday, August 9, 2021, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Tuesday, August 24, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Tuesday, August 24, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference

ADJOURNMENT

The meeting was adjourned at 11:52 a.m.

Ruth Pérez, Board Chair

Christine Noddings, Board Secretary

VOUCHER APPROVAL FOR AUGUST 9, 2021 MEETING

AUDITING OFFICER CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Renton Regional Fire Authority, and that I am authorized to authenticate and certify said claim.

Auditing Officer: _____
Steven C. Heitman, Fire Chief

AUDIT COMMITTEE

The vouchers below have been reviewed and certified by individual departments and the RFA's Auditing Officer as required by RCW's 42.24.080 & 090, and a list of vouchers has been provided for review by the Finance Committee.

The undersigned members of the Finance Committee of the Renton Regional Fire Authority do hereby approve for payment accounts payable vouchers totaling \$1,817,743.43, payroll vouchers and direct deposits totaling \$1,335,722.81.

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	06/16/2021 - 07/15/2021	13306-13386	\$862,203.68
EFTs	06/16/2021 - 07/15/2021		\$278,909.15
Bank Drafts	06/16/2021 - 07/15/2021		\$676,630.60
AR Refund Checks	06/16/2021 - 07/15/2021	-	
TOTAL A/P			\$1,817,743.43
		No. of Vouchers	Amount
Direct Deposits	6/25/2021	172	\$634,383.61
Payroll Checks	6/25/2021	1	\$0.00
Direct Deposits	7/9/2021	175	\$697,947.44
Payroll Checks	7/9/2021	3	\$3,391.76
TOTAL PAYROLL		351	\$1,335,722.81
TOTAL CLAIMS			\$3,153,466.24

Renton Regional Fire Authority Governance Board:

Ruth Pérez, Board Chair

Marcus Morrell, Board Vice Chair

Myron Meikle, Board Member

Kerry Abercrombie, Board Member

Randy Corman, Board Member

Ryan McIrvine, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: August 9, 2021

TO: Kerry Abercrombie (Fire District 25)
Randy Corman (City of Renton)
Ryan McIrvine (City of Renton)
Myron Meikle (Fire District 25)
Marcus Morrell (Fire District 25)
Ruth Pérez (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

FROM: Steve Heitman, Fire Chief

SUBJECT: Renton Regional Fire Authority Chief's Report

1. Congratulations are in Order

Please join me in congratulating the following members for completing their JATC steps. Those completing step 3B have completed all 3 years of JATC, earning them Journey firefighter status.

- FF Dawson Bain, 3B
- FF Victoria Berg, 3B
- FF David Braun, 3B
- FF Tanner Lucas, 3B
- FF Derric Matteson, 3B
- FF Anthony Parker, 3B
- FF Ken Swinford, 3B
- FF Cody Olson, 3A
- FF Lubo Lazurkevich, 3A
- FF Travis Retherford, 3A
- FF Logan Wasam, 3A
- FF Nick Felt, 3A
- FF Kasey Parker, 3A
- FF David Lind, 2A

2. Fire Rescue International (FRI) Conference

I attended the FRI conference the last week of July with CAO Samantha Babich and Deputy Chiefs William Aho and Chuck DeSmith. It was a great opportunity to network with colleagues and subject matter experts in areas including EMS/Health & Safety, critical components of the fire department COOP, utilizing data for organizational growth, engaging stakeholders when planning and preparing tax increases, and general leadership and administration.

3. Renton Chamber Board Social

On July 21st, I met with other board members of the Renton Chamber of Commerce and Renton community members for an early evening gathering to reconnect. It was a great opportunity to meet face-to-face with many of our outstanding citizens.

4. Tukwila Contracting Services Discussion

On August 2nd, CAO Samantha Babich, RRFA Governance Board Chair Ruth Pérez and I met with Tukwila Mayor Allan Ekberg, City Administrator David Cline, Tukwila Fire Chief Jay Wittwer, and PR Consultant Karen Reed to discuss contracting services.

5. Seattle Fire Executive Leadership Academy

This is a 10-month executive leadership academy, hosted by the University of Washington in partnership with the Seattle Fire Department. CAO Samantha Babich, DC Will Aho and BC Erik Hammes are applying to fill at least two spots in Cohort 3 from September 2021 to June 2022. An emerging leadership program will also be offered beginning in Fall 2021 that we plan to make available to our members as part of our succession planning.

6. Renton Airport Fueling Facilities Uniform Fire Code

On July 14th, Fire Marshal Barton and I met with City of Renton's Public Works Administrator, Martin Pastucha, to discuss uniform fire code for fueling facilities at the Renton Airport. Mr. Pastucha had asked Renton RFA for assistance on this fire code enforcement issue, and we look forward to further develop that relationship.

7. Governance Board Notifications

Per our procurement process and policy, I am notifying the Board of the following purchase:

New Recruit Bunker Gear 2021 – \$22,707.90



2021 Q2 Financial Report

Renton Regional Fire Authority

For period ending on June 30, 2021

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1. Operating Fund Performance

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(24,372,355)	(43,442,966)	19,070,611	56.1%
10-Property Tax	(9,549,249)	(18,045,212)	8,495,963	52.9%
11-Fire Benefit Charge	(9,182,285)	(17,144,928)	7,962,643	53.6%
13-EMS Levy	(1,730,860)	(2,104,820)	373,960	82.2%
20-FD 40 Contract	(2,710,565)	(5,421,129)	2,710,565	50.0%
30-Permits & Fees	(251,485)	(276,350)	24,865	91.0%
40-Investment Income	(98,633)	(300,000)	201,367	32.9%
50-Other Revenues	(849,279)	(150,527)	(698,752)	564.2%
Expense	21,596,097	43,442,966	(21,846,869)	49.7%
10-Salaries and Wages	12,576,300	23,985,554	(11,409,254)	52.4%
20-Payroll Tax and Benefits	3,788,831	7,833,640	(4,044,809)	48.4%
30-Supplies	676,140	1,477,914	(801,774)	45.7%
40-Services	1,495,512	4,027,232	(2,531,720)	37.1%
81-Transfers Out	3,059,313	6,118,626	(3,059,313)	50.0%
Revenue in Excess of Expenditure	(2,776,258)	-	(2,776,258)	0.0%
Beginning Fund Balance:	27,217,003	27,217,003		
Increase / (Decrease)	2,776,258	-		
Ending Fund Balance:	29,993,261	27,217,003		

Highlights

Revenues:

- ✓ Revenue collections are over 56.1% of full year budget.
- ✓ First half of Property Tax/FBC collections was in April. The collection rates as of June 30th for both Property tax and FBC are over 50%
- ✓ Other Revenue: Mitigation Reimbursement is \$180K. Contract OT reimbursement is \$289K. Fee for transportation is \$124K.

Expenditures:

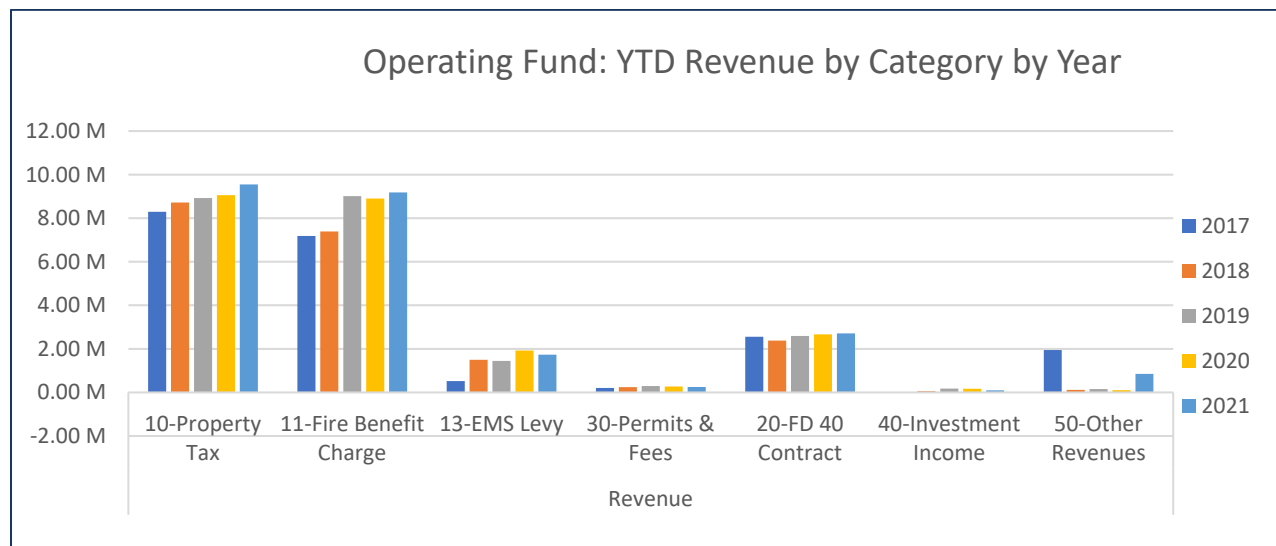
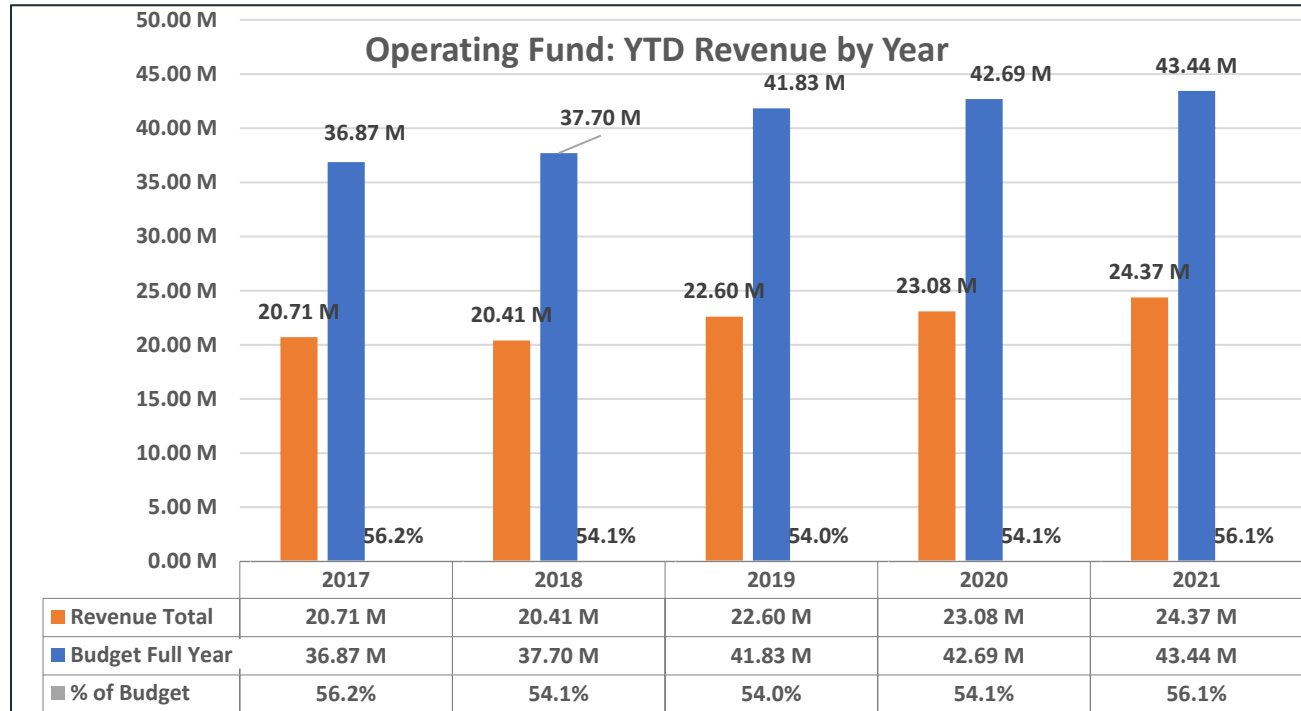
- ✓ Expenditures are 49.7% of full year budget.
- ✓ Salaries and Wages are 52.4% of full year budget due to Holiday payout in February, and contract overtime.

Fund Balance:

- ✓ Fund balance has been Increased by \$2.8M YTD.

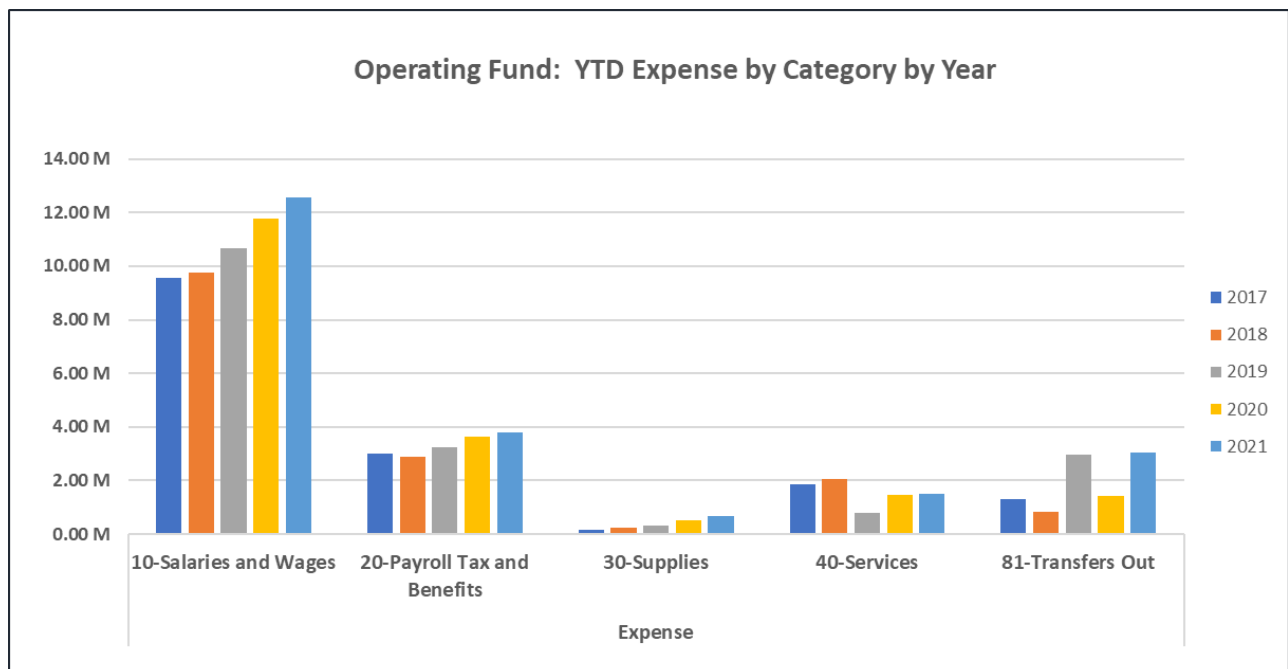
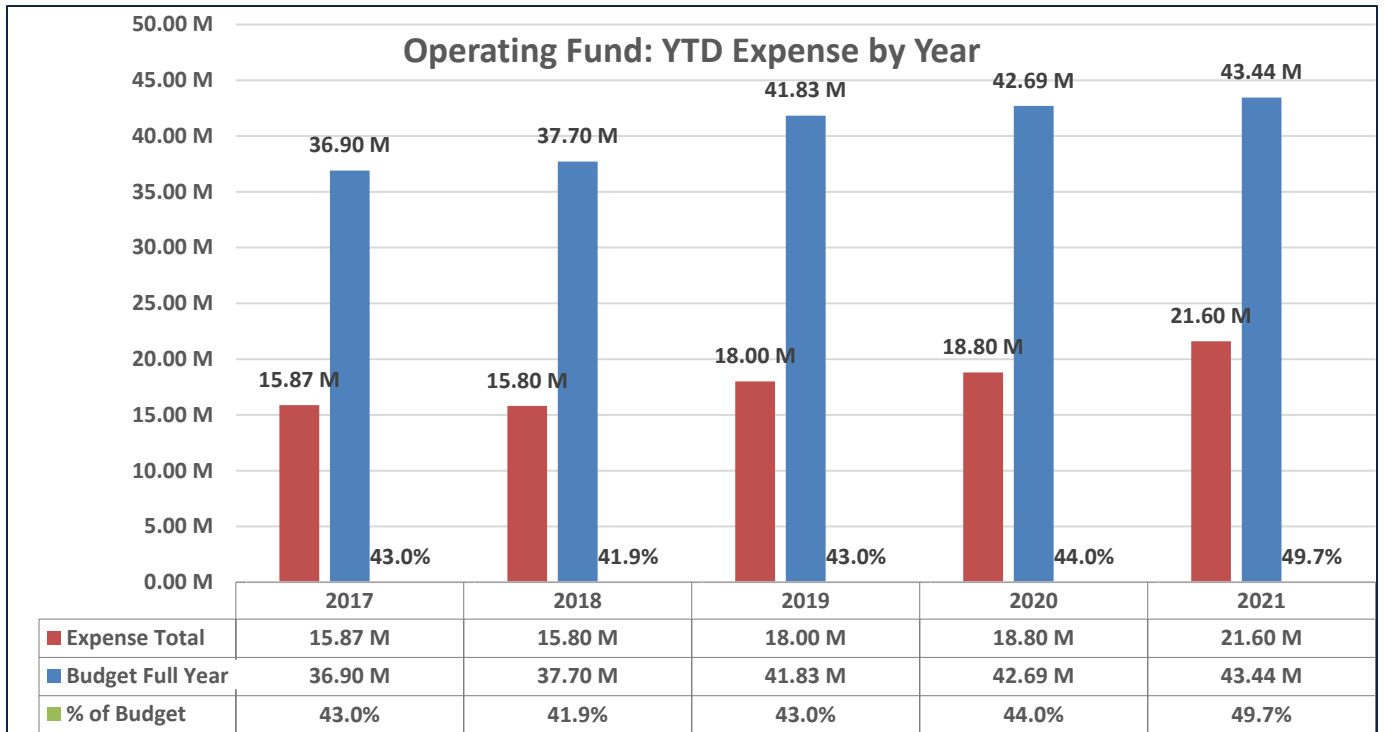
Year-Over-Year Revenue by High Level Category

	High Level Category	2017	2018	2019	2020	2021
Revenue	10-Property Tax	8,291,118	8,721,878	8,922,542	9,055,017	9,549,249
	11-Fire Benefit Charge	7,182,002	7,387,127	9,016,858	8,899,589	9,182,285
	13-EMS Levy	523,777	1,498,108	1,447,480	1,926,201	1,730,860
	30-Permits & Fees	203,040	240,015	295,502	270,544	251,485
	20-FD 40 Contract	2,557,849	2,378,544	2,595,385	2,663,316	2,710,565
	40-Investment Income	(246)	59,808	173,030	167,180	98,633
	50-Other Revenues	1,949,284	120,212	152,887	100,012	849,279
Revenue Total		20,706,825	20,405,693	22,603,682	23,081,858	24,372,355



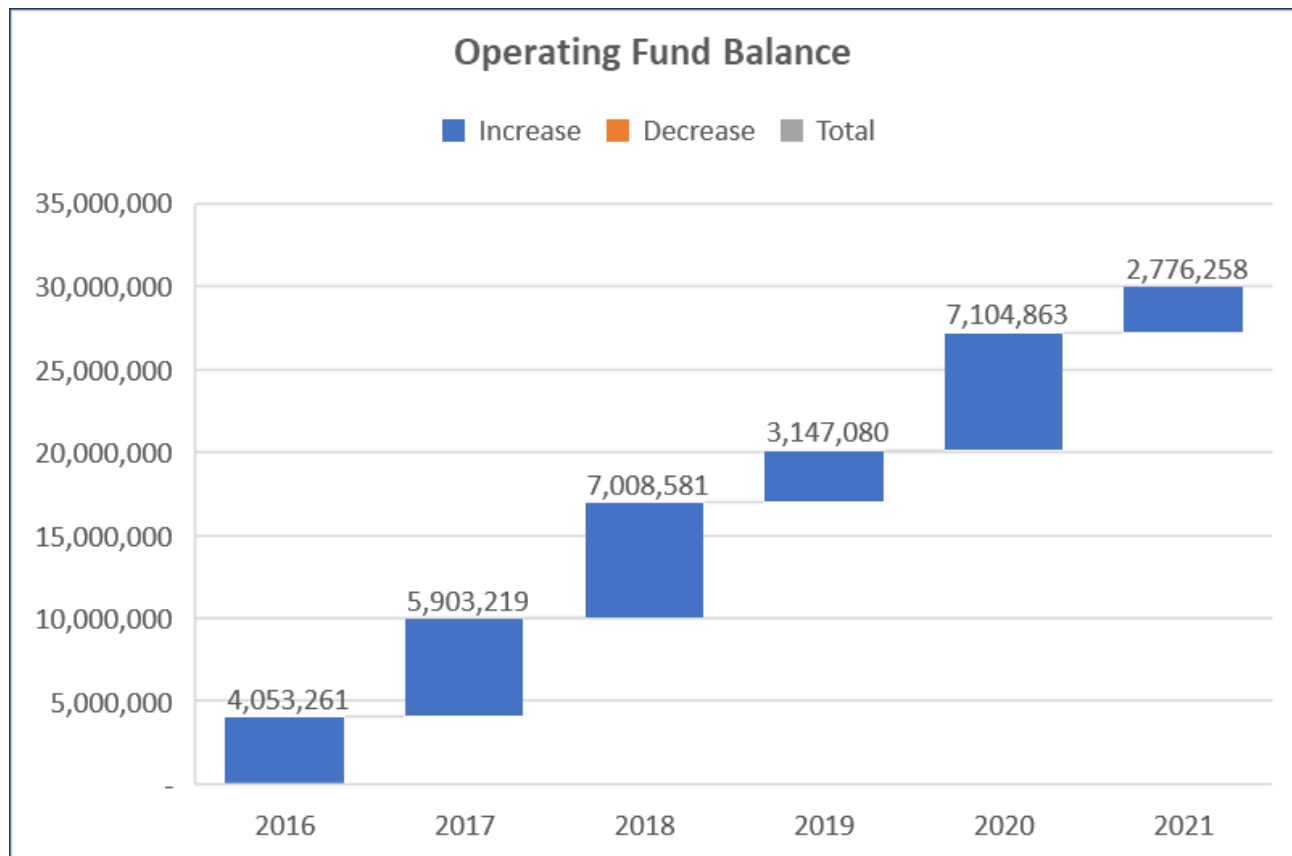
Year-Over-Year Expense by High Level Category

High Level Category	2017	2018	2019	2020	2021
Expense					
10-Salaries and Wages	9,573,174	9,758,028	10,678,086	11,773,507	12,576,300
20-Payroll Tax and Benefits	2,992,951	2,895,658	3,246,722	3,629,201	3,788,831
30-Supplies	167,032	243,759	330,467	510,771	676,140
40-Services	1,838,273	2,068,479	798,107	1,457,093	1,495,512
81-Transfers Out	1,300,000	838,664	2,947,512	1,429,180	3,059,313
Expense Total	15,871,430	15,804,588	18,000,894	18,799,753	21,596,097





Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	4,053,261	9,956,480	16,965,060	20,112,140	27,217,003
Increase / (Decrease)	5,903,219	7,008,581	3,147,080	7,104,863	2,776,258
Ending Fund Balance:	9,956,480	16,965,060	20,112,140	27,217,003	29,993,261



2. Fleet Fund Performance

Current Year – 2021 YTD

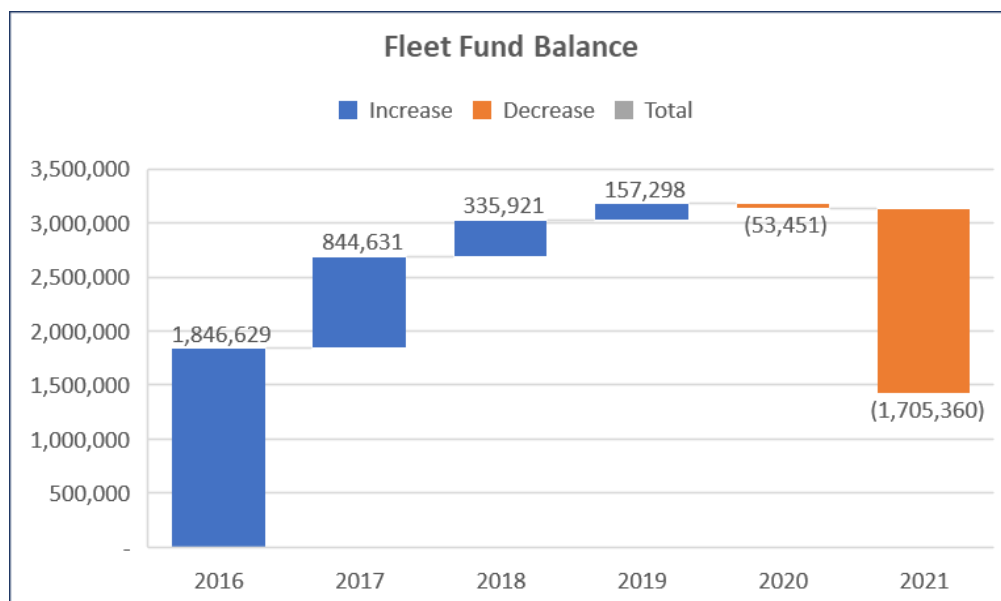
Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
 Revenue	(8,600)	(20,000)	11,400	43.0%
40-Investment Income	(8,600)	(20,000)	11,400	43.0%
 Expense	1,713,960	2,344,724	(630,764)	73.1%
60-Capital Outlay	1,713,960	2,344,724	(630,764)	73.1%
Revenue in Excess of Expenditure	1,705,360	2,324,724	(619,365)	73.4%
Beginning Fund Balance:	3,131,028	3,131,028		
Increase / (Decrease)	(1,705,360)	(2,324,724)		
Ending Fund Balance:	1,425,668	806,304		

Highlights

- ✓ Purchased two engines.

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	1,846,629	2,691,260	3,027,181	3,184,479	3,131,028
Increase / (Decrease)	844,631	335,921	157,298	(53,451)	(1,705,360)
Ending Fund Balance:	2,691,260	3,027,181	3,184,479	3,131,028	1,425,668



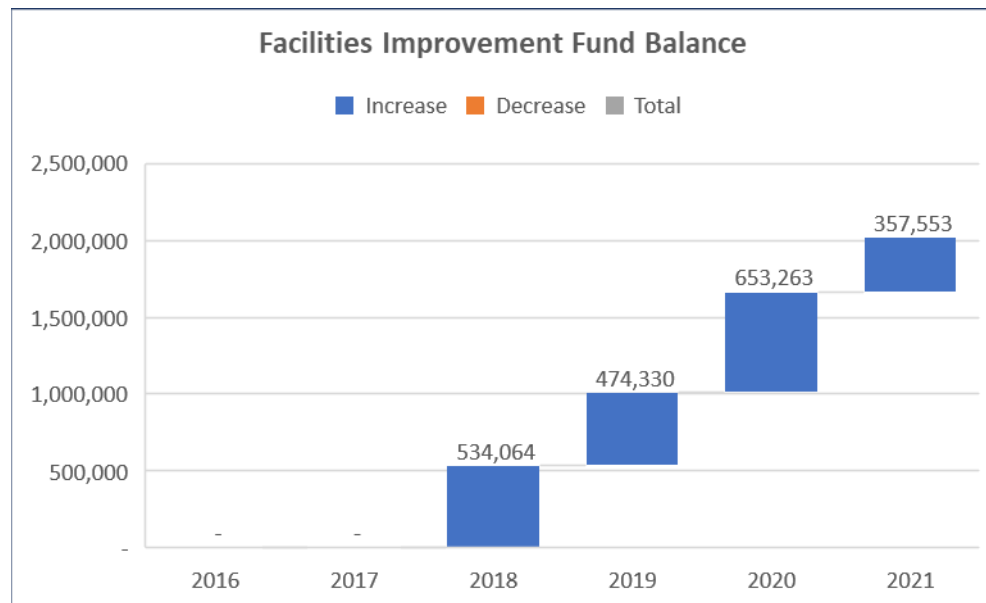
3. Facilities Improvement Fund Performance

Current Year – 2021 YTD

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(757,081)	(1,520,000)	762,919	49.8%
40-Investment Income	(7,081)	(20,000)	12,919	35.4%
60-Transfer In	(750,000)	(1,500,000)	750,000	50.0%
Expense	399,529	1,223,464	(823,935)	32.7%
40-Services	2,026		2,026	0.0%
60-Capital Outlay	397,503	1,223,464	(825,961)	32.5%
Revenue in Excess of Expenditure	(357,553)	(296,536)		
Beginning Fund Balance:	1,661,656	1,661,656		
Increase / (Decrease)	357,553	296,536		
Ending Fund Balance:	2,019,209	1,958,192		

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	-	-	534,064	1,008,393	1,661,656
Increase / (Decrease)	-	534,064	474,330	653,263	357,553
Ending Fund Balance:	-	534,064	1,008,393	1,661,656	2,019,209



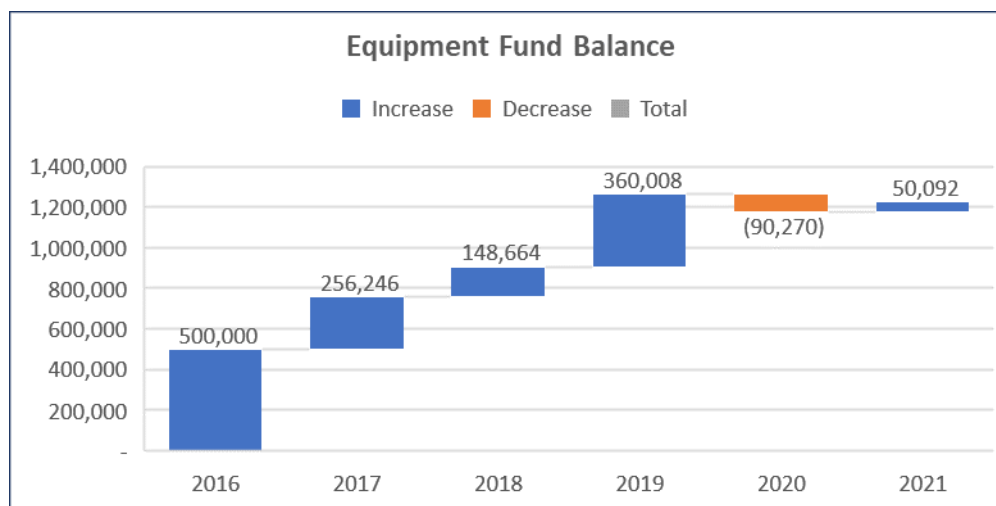
4. Equipment Fund Performance

Current Year – 2021 YTD

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(155,233)	(306,000)	150,767	50.7%
40-Investment Income	(5,233)	(6,000)	767	87.2%
60-Transfer In	(150,000)	(300,000)	150,000	50.0%
Expense	68,649	1,099,830	(1,031,181)	6.2%
60-Capital Outlay	68,649	1,099,830	(1,031,181)	6.2%
Revenue in Excess of Expenditure	(86,584)	793,830		
Beginning Fund Balance:	1,174,648	1,174,648		
Increase / (Decrease)	86,584	(793,830)		
Ending Fund Balance:	1,261,232	380,818		

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	500,000	756,246	904,910	1,264,918	1,174,648
Increase / (Decrease)	256,246	148,664	360,008	(90,270)	86,584
Ending Fund Balance:	756,246	904,910	1,264,918	1,174,648	1,261,232



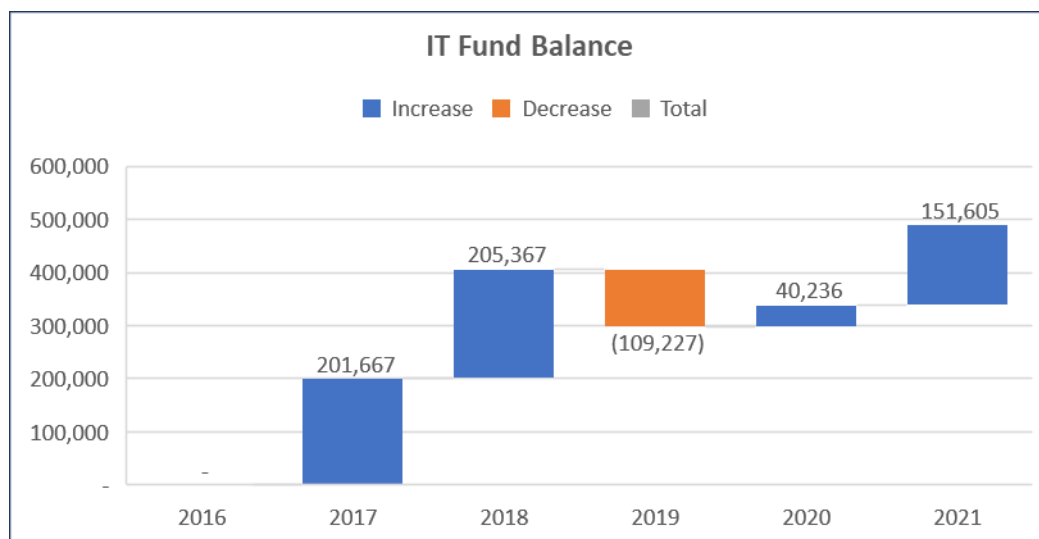
5. IT Fund Performance

Current Year – 2021 YTD

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(151,605)	(304,000)	152,395	49.9%
40-Investment Income	(1,605)	(4,000)	2,395	40.1%
60-Transfer In	(150,000)	(300,000)	150,000	50.0%
Revenue in Excess of Expenditure	(151,605)	(304,000)	152,395	49.9%
			0.0%	0.0%
Beginning Fund Balance:	338,042	338,042		
Increase / (Decrease)	151,605	304,000		
Ending Fund Balance:	489,647	642,042		

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	-	201,667	407,034	297,807	338,043
Increase / (Decrease)	201,667	205,367	(109,227)	40,236	151,605
Ending Fund Balance:	201,667	407,034	297,807	338,043	489,647



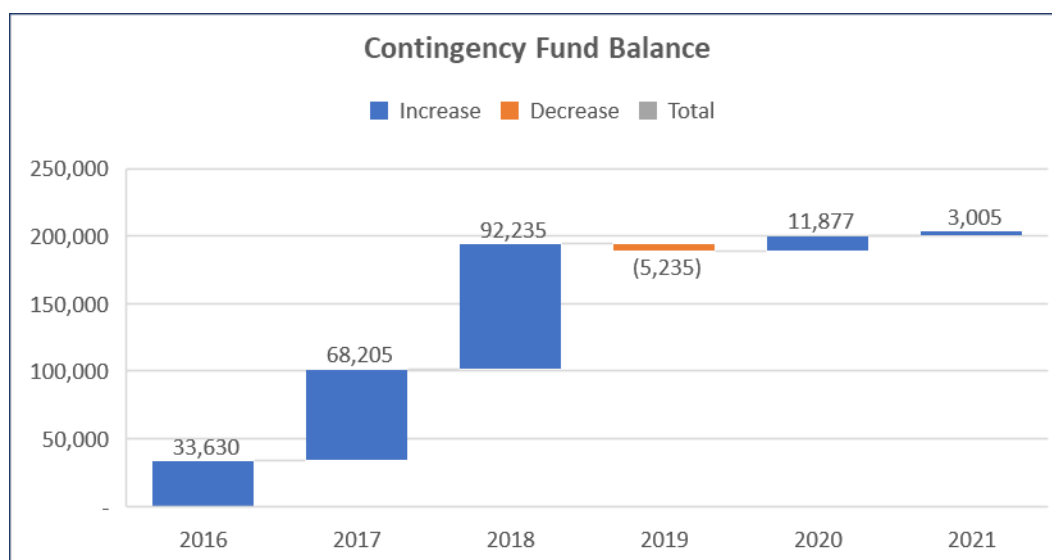
6. Contingency Fund Performance

Current Year – 2021 YTD

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(8,357)	(17,000)	8,643	49.2%
40-Investment Income	(857)	(2,000)	1,143	42.9%
60-Transfer In	(7,500)	(15,000)	7,500	50.0%
Expense	5,352		5,352	0.0%
40-Services	5,352		5,352	0.0%
Revenue in Excess of Expenditure	(3,005)	(17,000)	13,995	17.7%
Beginning Fund Balance:	200,713	200,713		
Increase / (Decrease)	3,005	17,000		
Ending Fund Balance:	203,718	217,713		

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	33,630	101,835	194,070	188,836	200,713
Increase / (Decrease)	68,205	92,235	(5,235)	11,877	3,005
Ending Fund Balance:	101,835	194,070	188,836	200,713	203,718



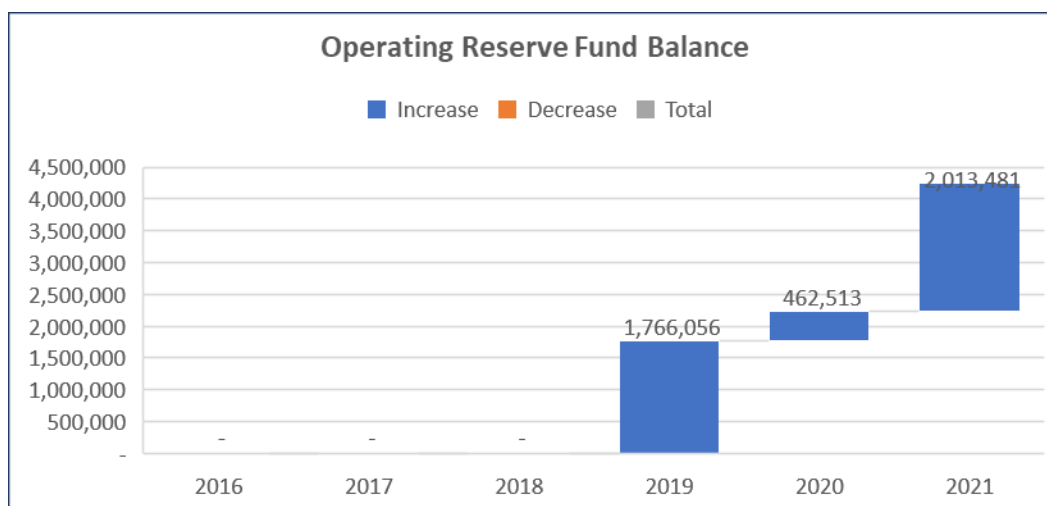
7. Operating Reserve Fund Performance

Current Year – 2021 YTD

Category	Actual	Budget	Variance (Favorable)	YTD % vs Budget
Revenue	(2,013,481)	(3,922,650)	1,909,169	51.3%
40-Investment Income	(11,668)	(40,000)	28,332	29.2%
60-Transfer In	(2,001,813)	(3,882,650)	1,880,837	51.6%
Revenue in Excess of Expenditure	(2,013,481)	(3,922,650)	1,909,169	51.3%
Beginning Fund Balance:	2,228,569	2,228,569	0.0%	100.0%
Increase / (Decrease)	2,013,481	3,922,650		
Ending Fund Balance:	4,242,050	6,151,219		

Fund Balance

	2017	2018	2019	2020	2021
Beginning Fund Balance:	-	-	-	1,766,056	2,228,569
Increase / (Decrease)	-	-	1,766,056	462,513	2,013,481
Ending Fund Balance:	-	-	1,766,056	2,228,569	4,242,050



EMS APPRECIATION DAY 09.11

11 AM - 2 PM

8 PM - 10 PM

Join us in showing our love and appreciation for our community's awesome first responders.

- Valley Medical Center
ED Ambulance Bay
- All EMTs, Fire, Police & Medics
- Neopolitan style personal pizzas,
drinks and goodies
- T-Shirt Giveaway (while supplies last)

Contact Meghan for details:
meghan_smith@valleymed.org

400 South 43rd Street Renton, WA 98055



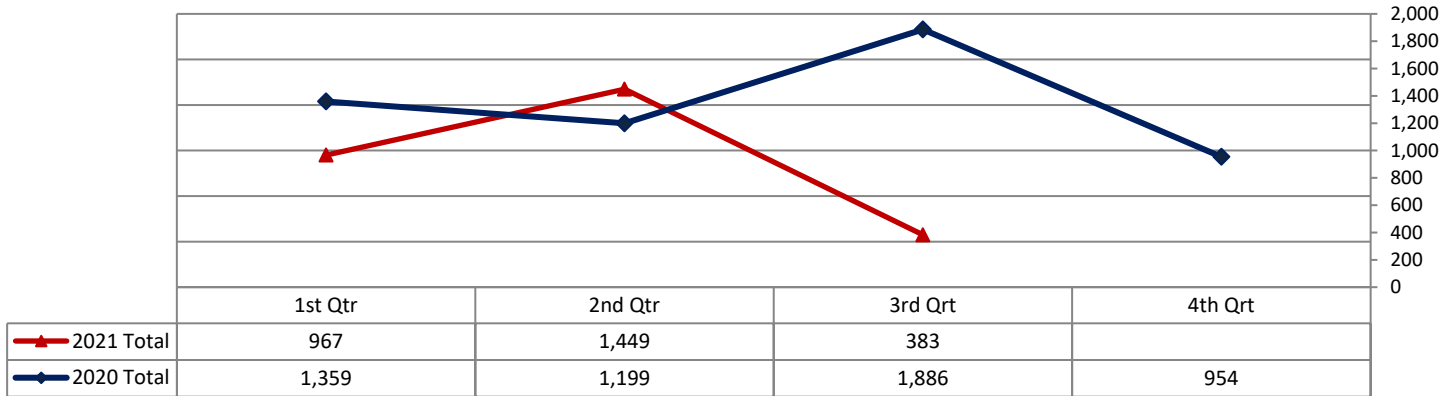
Office of the Fire Marshal 2021 Quarterly Report

July

Inspections

Staff have completed 2,799 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) in 2021.

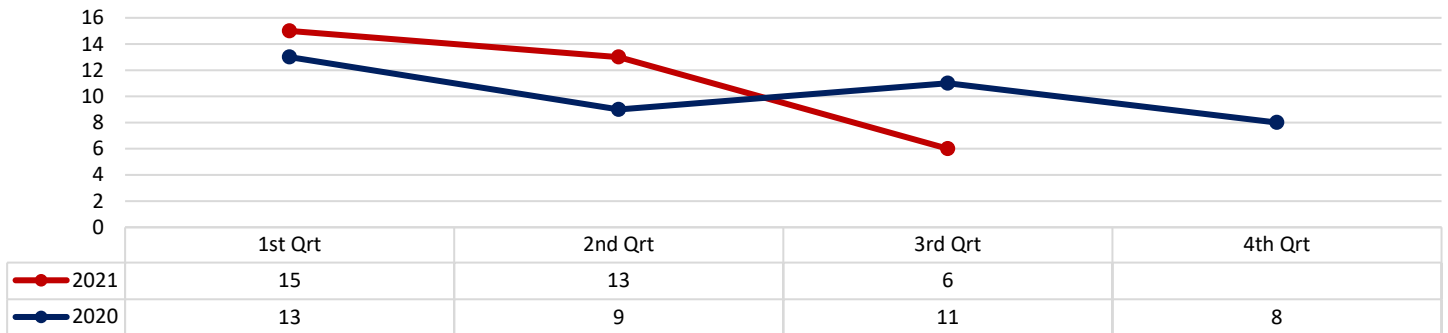
Inspections Completed by Quarter - Comparative to 2020



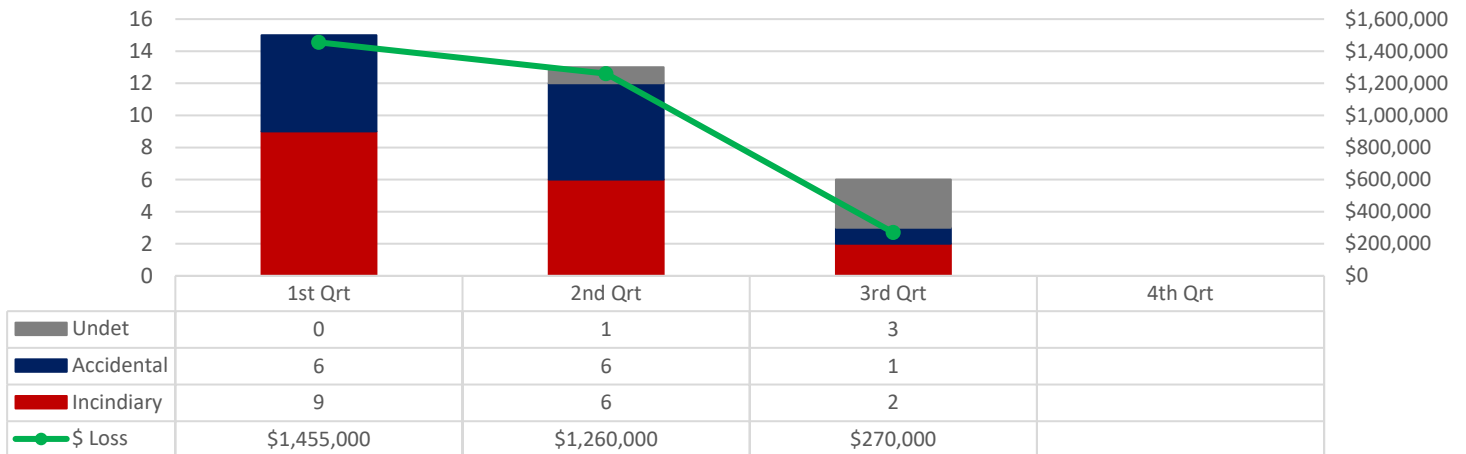
Fire Investigations

Staff have investigated 34 fires in 2021. Dollar loss estimated at \$3 million.

Fire Investigations by Quarter - Comparative to 2020



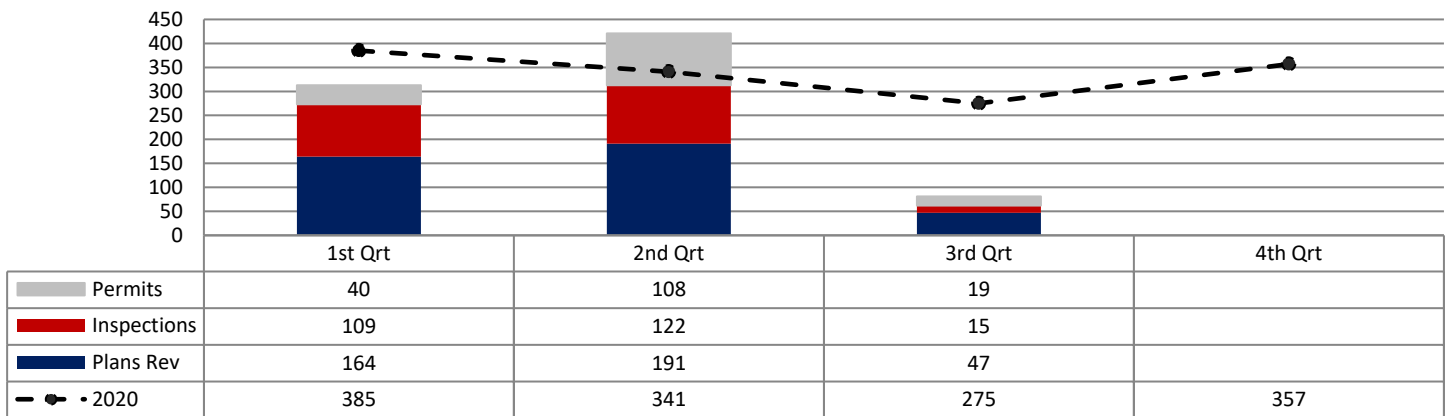
Fires by Type & Dollar Loss



Plans Review, Construction Inspections & Permits

Staff completed 402 plans reviews, 246 construction inspections, and issued 105 fire systems and/or fire construction permits.

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2020



New Construction Highlights....

- The First Ukrainian Church, to be located at 3811 NE 21st has broken ground on a large addition that includes a complete retrofit of a new fire sprinkler and fire alarm system.
- Amazon has begun a major remodel of the warehouse located at 1905 Raymond Ave SW for another distribution center.

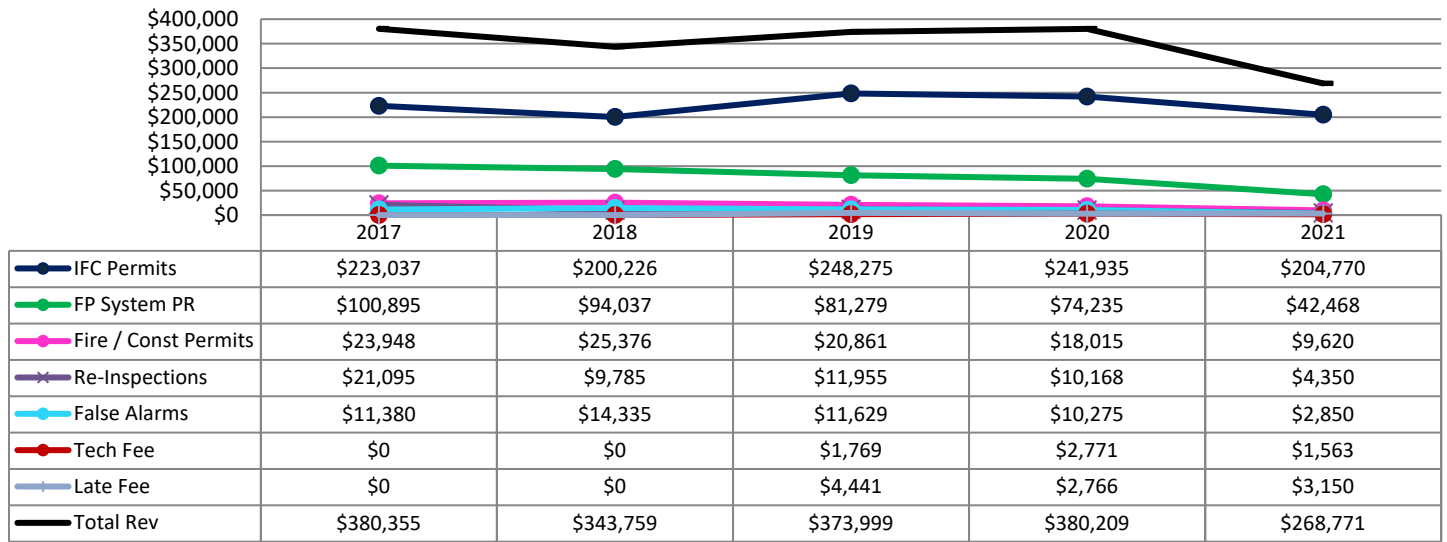
Public Education / Community Outreach Highlights



- Firefighters provided over 800 glow sticks over the 4th of July throughout Renton and our response area. They also distributed flyers reminding residents that fireworks are prohibited within the city and that next year will also be prohibited in the county.
- Launched the “Virtual Public Safety Academy” in partnership with Renton PD – this includes various safety videos and worksheets over a five-week period, for children ages 5-12. You can view the website and videos at: <https://rentonrfa.com/safetyacademy2021/>
- Coordinated Response Operations crews participation at the following activities:
 - Partnered with the City of Renton for photos and materials of the Renton River Day Kids visiting fire station 11 for the virtual Renton River Days festivities
 - Crews participated in two neighborhood 4th of July parades
 - Engine 12 and Aid 12 attended the “Night Out in the Neighborhood” event sponsored by Renton Recreation and & Neighborhoods.

Revenue \$268,771 has been collected to date in fees in 2021.

OFM Revenue by Year (2017-Present)



To the Fire Chief at Station 13, Renton

I would like to recognize the crew that responded to a call at [REDACTED], on June 28th. I live across the street ([REDACTED]) and my neighbor had a toilet line catastrophically fail on the second-floor toilet sending torrents of water thru the floor, walls and light fixtures. The security system fire alarm was activated and called the Fire Department. My neighbor is widowed and rather disabled and called us hysterical and crying. We ran over and saw the disaster unfolding. I turned off the water in the house any my husband turned it off at the street. We then started trying to clean up the water before more damage occurred. I met the fire truck on the street and told them what happened and that we were in clean up mode. A few minutes later, they came into the house and started to assist me and my husband with the mess of water. This all happened on the hottest day in history! These wonderful guys were in their gear and boots and must have been miserably hot. But they jumped in and helped me and I could not have been more grateful.

They went above and beyond their normal duties in helping me. They could have just left after I explained the situation, but they chose to come in and help. It was such pandemonium that I neglected to get their names so I can personally recognize them. The call was in the early evening so hopefully you can look up the call and who it was who responded. They should be recognized for their efforts and assistance. I will always be so grateful for their help that night. Working with them helped me stay calm and focused on what I needed to do to help my neighbor and the situation.

Please give them my thanks and appreciation. They are the best!!!!

Thank you.

Dana Lustofin

July 3, 2021

Mayor Armondo Pavone
1055 So. Grady Way
Renton, WA 98057

Dear Mayor Armondo Pavone,

I am writing to share with you my most sincere gratitude for the exceptional service of the dedicated team of firefighters that responded to the fire at my apartment building on the evening of May 31, 2021. I am in awe of the firefighters who fought to put out the fire so quickly that evening. I am especially moved by the compassion I experienced from the entire team.

On the night of the fire, I was at home at my desk working on a website design for a new start-up company I look forward to launching in our great city of Renton. Just days before the fire, I had moved all of my paintings and artwork of nearly two years in the making, over to the very wall where the fire had initiated in the apartment unit, directly above my apartment. I had placed my paintings and artwork on presentation boards to be transported and photographed. They were all stacked together against the very wall where the firefighters were fighting the fire in the unit above my apartment. Had it not been for the amazing work of the firefighters that evening to secure the safety of our building so quickly, I could have lost them all.



I was moved to tears, even to this day, as I remember seeing the firefighters, who's eyes were filled with compassion that evening and who went beyond the call of duty to secure the safety of all my paintings. They rushed to get the largest sea of plastic I've ever seen to protect my paintings, which they carefully moved away from the firewall into a different room and covered them up with the plastic, to safely secure them from any potential damage. Besides being eternally grateful, I am in awe of how deeply they cared and the great compassion they extended to save my paintings.



I want to send a special thanks to the entire team of firefighters who worked so quickly to put out the fire and who showed so much compassion. I want to also thank Deputy Fire Marshall Russell Armstrong who came back to get me after the fire was out to offer assurance to me that the paintings and everything of significance in my apartment was put away and was safe and secure.

Not only did they save my paintings and artwork that evening, but they saved my dream for my new start-up business. It means everything to me! An all-Inspirational products company which I look forward to launching in Renton.

To the firefighters who showed so much compassion, I want to say thank you from the bottom of my heart and many blessings to you for all you do!

Most Sincerely,

Elizabeth Moore
Renton, Washington 98057

[Back to Top](#)



Governing Board Agenda Item

SUBJECT/TITLE: Fire Station #11 Remodel

STAFF CONTACT: DC Seaver

SUMMARY STATEMENT:

We received bids for the Fire Station #11 remodel to provide fully-enclosed private dorm rooms and replace the large men's bathroom with 4 individually enclosed bathrooms. This will also complete the sprinkler system project that previously only included the truck bay, expanding it to include all living areas. Additionally, the planned alerting system upgrade is included, as well as a lighting upgrade addendum.

FISCAL IMPACT:

Expenditure \$875,042

Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Fire Station #11 houses 6 firefighters, 2 medics, and a BC. There was \$800,000 budgeted for the remodel. \$81,000 was budgeted this year for an alerting system upgrade, which was included in the bid, bringing the total amount budgeted to \$881,000. Broderick Architects suggested a bid addendum for upgrading the remaining station's lighting to energy efficient LED lighting, as the ceilings and walls will be open. The combined bid from J.A.M. Construction, including the alerting system and LED upgrade, is the low bid and under the budgeted amount for 2021.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

- 1) [Budget Worksheet for entire project](#)
- 2) [J.A.M. Construction bid documents](#)
- 3) [Project Documents](#)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to award the Fire Station #11 Dorm and Bathroom Remodel, Sprinkler System Completion, and LED Lighting Upgrade addendum to J.A.M. Construction and authorize the Fire Chief to sign.

NEW CONSTRUCTION/MAJOR RENOVATION BUDGET WORKSHEET

Date:	<u>August 5, 2021</u>	Project Phase	<u>Construction</u>
Agency:	<u>Renton Regional Fire Authority</u>	City:	<u>Renton, WA</u>
Building Project Description:	<u>Fire Station 11 Dorm Tenant Improvement Project</u>		
Representative:	<u>Mark Seaver / Scott Murphy</u>	Phone:	<u>425.430.7000</u>
Architect:	<u>Broderick Architects</u>	Contractor:	<u>JAM Construction</u>
Start Date:	<u>August 2021</u>	Finish Date:	<u>December 2021</u>

I. CONSTRUCTION (HARD) COSTS (Two-Thirds of Total Project Cost)

	<u>ESTIMATED SF</u>	<u>UNIT COST</u>	<u>TOTAL</u>
A. Base Bid: JAM Bid Dated 7/23/21			\$ 660,000.00
B. Additive Alternate #1: JAM Bid Dated 7/23/21			\$ 33,000.00
C.			
D.			\$ -
E.			\$ -
F.			\$ -
G.			\$ -
H.			\$ -
I.			\$ -
J. Contingency: (8%)			\$ 55,440.00
K. WSST @ 10.1%			\$ 75,592.44
L.			
M. Total Construction (Hard) Costs			\$ 824,032.44

II. CONSTRUCTION (SOFT) COSTS (One Third of Total Project Cost)

	<u>TOTAL</u>
A. Architectural and Project Management - to date	\$ 28,000.00
A.2 To completion	\$ 16,000.00
B. Permits/Fees:	\$ 2,670.92
C. Reimbursable Expenses: Plotting and Printing	\$ 150.00
D. Plumbing Engineer	\$ 1,760.00
E. Moving Expenses	
F.	
G.	
H.	
I.	
J.	
K. Soft Cost Contingency: (5%)	\$ 2,429.05
Total Construction (Soft) Costs	\$ 51,009.97
Total Project Costs (Hard + Soft Costs)	\$ 875,042.41
Inflation Escalation (4% per year)	\$ -
TOTAL PROJECT COST	\$ 875,042.41

EXHIBIT B - STATEMENT OF CONTRACTOR'S QUALIFICATIONS

Each Contractor submitting a Bid for this Project shall submit, as part of its Bid, the following information:

1. Project Name: Station 11 Dormitory TI Project Number: _____
2. Contractor's Business Name: J.A.M. Construction, Inc.
3. Business address: 12344 Brooks St. SW, Olympia, WA 98512
4. Business phone: (360) 556-1152 Fax: (360) 878-8269
5. Contractor Registration:
 - Washington State License Number JAMCOC1946D2 Status: Active Yes: ☒ No: ☐
6. How many years have you been engaged in the contracting business under the present firm name? 16
7. Describe the general character of work performed by your company: Commercial, Industrial, Tenant Improvement, New Construction, Remodels
8. List major contracts completed by your company, including contracting agency, type of work and approximate costs: (Provide at least three contract references with phone numbers. Provide additional pages if needed)
 - a) Listed on separate sheet
 - b) _____
 - c) _____
9. Bank references: Timberland Bank, Tumwater, WA
10. State of Washington Excise Tax Registration No.: 602-531-162
11. Industrial Insurance Account No.: _____ Account Current: Yes ☐ No ☐
12. Current UBI Number: 602-531-162 Account: Open ☒ Closed ☐
13. Employment Security Department (ESD)
 - Number: 418895007
 - Documentation available from ESD: Yes ☒ No ☐
14. Is your company or any company with which the bidder is affiliated, listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes ☐ No ☒
15. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of this project should I be awarded the contract
Company: J.A.M. Construction, Inc.
Authorized Signature: _____
Print Name and Title: Josh McCoy, President

J.A.M. Construction, Inc.
Major Contracts Completed

Project Name: Pine Tree Elementary – New Multipurpose Room Addition
Owner: Kent School District
Type of Work: Addition/Remodel
Cost: \$2,980,771.00
Contact: Dave Bussard, (253) 373-7526

Project Name: Pierce County Annex Building TI
Owner: Pierce County
Type of Work: Tenant Improvement
Cost: \$917,684.00
Contact: Gus Garcia, (253) 798-8673

Project Name: Depot Trail Amenity
Owner: City of Lacey
Type of Work: New Build
Cost: \$762,914.00
Contact: Ashley Smith, (360) 413-4340

EXHIBIT C - BID PROPOSAL FORM

NOTE TO BIDDER: Use preferably **BLACK** ink for completing this Proposal form.

PROPOSAL:

To: Renton Regional Fire Authority

Address: 18002 108th Avenue SE
Renton, Washington 98055

Project Title: Station 11 Dormitory Tenant Improvement

Station 11
211 Mill Avenue S
Renton, Washington 98057

Bidder's person to contact for additional information on this Proposal:

Company: J.A.M. Construction, Inc.
Contact Person: Josh McCoy
Telephone: (360) 556-1152 Fax: (360) 878-8269

BIDDER'S DECLARATION AND UNDERSTANDING:

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official or representative of the OWNER, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Bidder further agrees that it has exercised its own judgment regarding the interpretation of subsurface information and has utilized all data which it believes pertinent from the CONSULTANT, OWNER, and other sources in arriving at its conclusion.

The Bidder further declares that it has carefully examined Contract Documents for construction of the project, that it has inspected the site, that it has satisfied itself as to quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of quantities of work and materials as included in this Form of Proposal is brief and is intended only to indicate the general nature of the work and to correlate said quantities with detailed requirements in the Contract Documents, and that this Proposal is made according to provisions and under terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

CONTRACT EXECUTION, BONDS & INSURANCE:

The Bidder agrees that its Proposal shall not be withdrawn for a period of 90 days after bid opening. The Bidder further agrees that if this Proposal is accepted, it will, within 10 calendar days after receipt of Notice of Award, sign the Contract and deliver to the OWNER the required Performance and Payment Bonds and Certificates of Insurance, and will, to the extent of its Proposal, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all the materials necessary to complete all Work as specified or indicated in the Contract Documents.

CONTRACT TIME:

The Bidder agrees to Substantially Complete the Interior Work within ~~90~~ 120 calendar days after the Date of Notice to Proceed, including an onsite construction period of 90 consecutive calendar days maximum, and to Finally Complete the work within 7 calendar days after Substantial Completion.

SALES AND USE TAXES:

Prices quoted in the Proposal shall NOT include local and state sales taxes applied to the Owner's payments. The OWNER will pay the local and state sales taxes directly to the CONTRACTOR based on the monthly progress pay estimate. All other taxes as required by the laws and statutes of the State and its political subdivision shall be paid by the CONTRACTOR.

ADDENDA:

The Bidder hereby acknowledges that Bidder has received Addenda No's. 1 7/8, 2 7/16, _____, _____, _____, _____, (Bidder shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and further agrees that Bidder's Proposal(s) includes all impacts resulting from said Addenda.

TOTAL LUMP SUM BASE BID:

Base bid includes but is not limited to (refer to the Drawings and Specifications for the complete Scope of Work).

The bidder agrees to accept as full payment for the Work, as specified in the Contract Documents and shown on the Drawings, and based upon the undersigned's own estimate of quantities and costs, the following lump sum:

DOLLARS (\$ 660,000.00),

ADDITIVE ALTERNATE:

#1 Lighting Replacement (throughout south wing living area):

DOLLARS (\$ 33,000.00),

PROJECT MANAGEMENT AND SUPERVISION:

The Bidder proposes the following designated Project Manager and Superintendent, whose experience and qualifications shall be as described in Instructions to Bidders, and whose resumes indicating relevant experience are enclosed with this Proposal.

Josh McCoy
Project Manager

Jeff Reimers
Superintendent

BIDDER:

The name of the BIDDER submitting this Proposal is J.A.M. Construction, Inc.
doing business at 12344 Brooks St. SW, Olympia, WA, 98512
(Street) (City) (State) (Zip)

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partners comprising the partnership, or of all persons interested in this Proposal as principals are as follows:

Josh McCoy

Federal Tax Identification No: 20-3364935

Contractor's Washington Registration No: JAMCOC1946DZ

Dept. of Labor and Industries Reg. No: 418895007

Washington State Department of Revenue No: 602531162

Bid Signature. The Bid shall be signed by the Bidder, as follows:

Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" in the Official Capacity line.

Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" in the Official Capacity line.

Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. If the Bid is signed by officials other than the president and secretary of the company, or the president / secretary / treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid.

Joint Venture: Each party of the joint venture shall sign in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

Name of Firm <u>J.A.M. Construction, Inc.</u>		
Signed by <u>[Signature]</u>	Official Capacity <u>President</u>	
Print Name <u>Josh McCoy</u>		
Signed by _____, Official Capacity _____		
Print Name _____		
Signed by _____, Official Capacity _____		
Print Name _____		
Address <u>12344 Brooks St. SW</u>		
City <u>Olympia</u>	State <u>WA</u>	Zip Code <u>98512</u>
Date <u>7/23/21</u>	Telephone <u>(360) 556-1152</u>	FAX <u>(360) 878-8269</u>
State of Washington Contractor's License No. <u>JAMC0C194bD2</u>		UBI No. <u>602531162</u>
Federal Tax ID # <u>20-3364935</u>	e-mail address: <u>joshmccoy@jamconstructioninc.net</u>	

END OF SECTION

EXHIBIT D

COMBINED AFFIDAVIT & CERTIFICATION FORM: NON-COLLUSION, MINIMUM WAGE (NON-FEDERAL AID)

NON-COLLUSION AFFIDAVIT

Being first duly sworn, deposes and says, that he/she is the identical person who submitted the foregoing Bid, and that such Bid is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and further, that the deponent has not directly induced or solicited any other individual or entity to put in a sham bid, or to refrain from submitting a bid, and that deponent has not in any manner sought by collusion to secure to himself/herself or to any other person any advantage over other bidder or bidders.

AND

MINIMUM WAGE AFFIDAVIT FORM

I, the undersigned, having duly sworn, deposed, say and certify that in connection with the performance of the work of this project, I will pay each classification of laborer, workman, or mechanic employed in the performance of such work not less than the prevailing rate of wage or not less than the minimum rate of wage as specified in the principal contract; that I have read the above and foregoing statement and certificate, know the contents thereof and the substance as set forth therein is true to my knowledge and belief.

J.A.M. Construction, Inc.

NAME OF BIDDER'S FIRM

[Signature]

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF BIDDER

Subscribed and sworn to before me this 23 day of July,
2021



Haley Parsons
Notary Public in and for the State of
Washington, residing at Olympia, WA

EXHIBIT E

Certification of Compliance with Wage Payment Statutes

The contractor hereby certifies that, within the three-year period immediately preceding the date of this contract, the contractor is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

J.A.M. Construction, Inc.

Contractor's Business Name



Signature of Authorized Official*

Josh McCoy

Printed Name

President

Title

7/23/21

Date

Olympia

City

WA

State

Check One:

Sole Proprietorship ☐

Partnership ☐

Joint Venture ☐

Corporation ☒

State of Incorporation, or if not a corporation, State where business entity was formed:

Olympia, WA

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

1 ALL GENERAL NOTES UNDER HEREIN APPLY TO ALL RATED TRACES FOR THE PROJECT AMENDED
2 ELSEWHERE TO INCLUDE SLOTTED CONDITIONS

3 THE DRAWINGS ARE INTENDED TO SHOW THE GENERAL ARRANGEMENT, DESIGN AND EXTENT OF
4 THE PROJECT. THE PARTY CONTRACTOR SHALL BE NOT ANTICIPATED TO BE SCALED

5 ALL DETAILS AND SECTIONS SHOWN ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL
6 BE CONSIDERED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE ON THE PROJECT EXCEPT
7 WHERE SHOWN OTHERWISE IN DETAIL

8 THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL GRADES, LEVELS, LEVELS,
9 CONDITIONS, AND DIMENSIONS AT THE JOB SITE AND AS SHOWN ON THE DRAWINGS. THEY SHALL
10 REPORT ANY DISCREPANCIES OR INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE
11 COMMENCING WORK.

12 CONTRACTOR AND SUBCONTRACTORS SHALL OBTAIN FROM ESTABLISHED REFERENCE
13 POINTS AND BE RESPONSIBLE FOR ALL LINE, ELEVATION AND MEASUREMENTS IN CONNECTION
14 WITH THEIR OWN.

15 PROTECTION

16 A THE CONTRACTOR IS RESPONSIBLE AND SHALL COMPLY WITH THE REQUIREMENTS OF THE
17 AIA CODE OF ETHICS, JURISDICTION AND ALL LOCAL, STATE AND FEDERAL LAWS

18 B PROVIDE ALL SHIELDING AND BRACING AS REQUIRED FOR THE PROPER EXECUTION OF THE
19 WORK

20 C PROVIDE AND MAINTAIN GOOD LIGHTS AND BARRICADES AT ALL AREAS OF WORK
21 TO PROTECT THE PUBLIC AND TRAFFIC

22 D AT ALL TIMES PROVIDE PROTECTION AGAINST WEATHER, RAIN, WIND, STORMS, OR HEAVY
23 LOADS OR VIBRATIONS TO ADJACENT STRUCTURES, UTILITIES, OR NEIGHBORING AREAS

24 E THE CONTRACTOR SHALL PAY FOR ALL DAMAGES TO ADJACENT STRUCTURES, UTILITIES, OR
25 NEIGHBORING AREAS

ENERGY CODE:	2018 WISC	
CLIMATE ZONE:	MARIN 4	
COMPLIANCE PATH / TESTS:	<p>PRESCRIPTIVE</p> <p>EXPOSED FRAMING CAVITIES EXPOSED DURING CONSTRUCTION ARE TO BE FILLED TO FULL DEPTH WITH INSULATION HAVING A MIN. NOM. VALUE OF R-5.0 PER INCH.</p>	
BUILDING ENVELOPE:	<p>SCOPE LIMITED TO REPLACEMENT OF (1) EXTERIOR DOOR AND VERTICAL INSULATION AT (N) INSULATION AT (E) EXTERIOR WALLS. REFER TO WALL SECTIONS ON SHEET A-1 FOR INSULATION VALUES.</p>	
EXTERIOR DOORS:	SWINGING DOORS:	0.7 MAX U-FACTOR
VERTICAL VENTILATION:	FIXED	0.5 MAX U-FACTOR 0.9 MAX SFGIC (SEE FIG. P-2)
MECHANICAL:	<p>MAINTAIN EXISTING SYSTEM TO SERVE NEW AREAS. ALTERED AREAS SHALL COMPLY WITH WISC 6.04. ALSO, CAUSE THE EXISTING SYSTEM TO BECOME OUT OF COMPLIANCE.</p>	
LIGHTING:	<p>GREATER THAN 10% OF LUMINAIRES ARE BEING REPLACED IN AREA OF WORK. ALL NEW LIGHTING FIXTURES SHALL COMPLY WITH WISC-6 AND INCLUDE OCCUPANCY SENSORS AND DAYLIGHTING CONTROLS. SEE NOTES ON REFLECTED CEILING PLAN.</p>	
ELECTRICAL:	<p>CONTROLLED RECEPTACLES ARE NOT REQUIRED PER 603.8 (E) EXCEPT IN AREA OF ALTERATION IS <10.00 SF.</p>	
COMMISSIONING:	<p>NOT REQUIRED PER CCM-1 EXCEPTION 3.3. TOTAL (N) REQUIRED (E) <20% OF NEW</p>	

NUMBER OF STORES:	1 STORY + MEZZANINE & BASEMENT
HEIGHT:	(EXISTING) NO CHANGE PROPOSED
INTERIOR GROSS SF:	12,147 SQ. FT. (NO CHANGE)
AREA WORK SF:	1,359 SF
TYPE OF CONSTRUCTION:	VB
OCCUPANCY TYPE:	B, R,2, S,1
EXISTING PROPOSED:	B, R,2, S,1 - 786 SF PROPOSED FROM 610 TO R,2
OCCUPANCY SEPARATIONS:	S,1 HAS (E) 1-HR. SEPARATION FROM B & R,2 B & R,2 ARE NON-SEPARATED FROM EACH OTHER
SPRINKLERS:	YES EXISTING SPRINKLERS IN APARTMENTS ARE ONLY TO BE EXTENDED TO ENTIRE BUILDING AS PART OF THIS PROJECT
ALLOWABLE HEIGHT:	S,1: 50' SPRINKLED BUILDING (IBC TABLE 504.3) B, R,2: 60' B, R,2 ARE EQUALLY RESTRICTIVE S,1: 60'
ALLOWABLE STORES:	S,1: 50' SPRINKLED BUILDING (IBC TABLE 504.3) B, R,2: 2 B, R,2 ARE EQUALLY RESTRICTIVE S,1: 2
ALLOWABLE AREA:	PROPOSED: 1 STORY BUILDING (IBC TABLE 506.2) PROTRUSION INCREASE NOT INCLUDED: BUILDING COMPLETES WITH ALL COMPLIABLE AREAS WITHOUT THROUGH FLOOR S,1: 36,000 R,2: 36,000 R,2 ARE EQUALLY RESTRICTIVE S,1: 36,000
BLDG AREA SUMMARY:	EXISTING BASEMENT 7,275 SF (NOT INCLUDED IN BLDG AREA) FLOOR 1 6,872 SF (NOT INCLUDED IN BLDG AREA) MEZZANINE 1,195 SF (NOT INCLUDED IN BLDG AREA) TOTAL BUILDING 15,342 SF
APPLICABLE CODES:	2018 INTERNATIONAL BUILDING CODE - CITY OF RENTON

PLUMBING FIXTURE CALCULATIONS PER CHAPTER 29				
OCCUPANT LOAD:	36 R-2			
	31 B			
	14 S-1			
	8 S-2			
	87 TOTAL			
REQUIRED FIXTURES:	FIXTURE	RATIO	REQD	TOTAL
	WATER CLOSET			5.06 + 6
	R-2 OCC	1 PER 10	3.60	
	B.O.CC	1 PER 25	1.24	
	S-1 & S-2 OCC	1 PER 100	0.22	
	LAUATORY			4.60 + 5
	R-2 OCC	1 PER 10	3.60	
	B.O.CC	1 PER 40	0.78	
	S-1 & S-2 OCC	1 PER 100	0.22	
	BATHROOM SHOWERS			4.60 + 5
	R-2 OCC	1 PER 8	4.50	
	B-1 & S-1 OCC	NOT REQD		
DRAINING FOUNTAIN				
ALL OCC	1 PER 150	0.59		
DORMS & OFFICES	1 PER FLOOR		+ 2	
BOTTLE FILLER	NOT REQD			
PROVIDED FIXTURES:	FIXTURE			TOTAL
	WATER CLOSET			10
	LAUATORY			13
	SHOWERS			6
	DRAINING FOUNTAINS			3
SEPARATE FACILITIES:	NOT REQD WHEN GENDER NEUTRAL FACILITIES ARE PROVIDED PER IBC 2902.4 EXCEPTIONS			

A	AT	FF	FINISH FLOOR	PNL	PANEL
B	BO	FC	FACE OF CONCRETE	PR	PROPERTY
C	CE	FOS	FACE OF FINISH	PT	PROPERTY TREATED
D	DM	FTO	FACE OF FOOT	PTD	PANDED
E	EM	FT	FOOT OR FLOOR	R	RISER OR RADUIS
F	FA	FURN	FURNITURE	RA	RETURN AIR
G	GA	GA	GAUGE OR GAGE	REF	REFLECTED CEILING
H	HA	GL	GLASS	REN	REINFORCING
I	IA	GLE	GLASS LAMINATED BOARD	RM	ROOM
J	JA	GYP	GYPSUM	RO	ROOM OPENING
K	KA	GWB	GYPSON BOARD	S	SMITH
L	LA	HC	HOLLOW CORE	SA	SUPPLY AIR
M	MA	HCH	HOLLOW CHORD	SCH	SCHEDULE
N	NA	HDR	HEAD	SEC	SECTION
O	OA	HE	HEM-FORM	SET	SETTING
P	PA	HW	HEAVY WOLLY MAT	SH	SHOULDER
Q	QA	HW	HOT WATER	SHR	SHRIMP
R	RA	IB	INTERNATIONAL	SP	SPECIFICATION
S	SA	IC	INTERNATIONAL	ST	STEEL
T	TA	ID	INTERIOR DIMETER	STC	STANDARD TRANSMISSION
U	UA	IN	INTERNATIONAL	STD	STANDARD
V	VA	INS	INSULATION	STR	STRUT
W	WA	INUL	INSULATION	STU	STUCCO
X	XA	IP	INTERNATIONAL	SUP	SUPPLY
Y	YA	IR	INTERNATIONAL	SUR	SURFACED
Z	ZA	ISC	INTERNATIONAL	SUS	SUSPENDED
AA	AA	IS	INTERNATIONAL	T	TREAD OR TAPER
AB	AB	ISL	INTERNATIONAL	TAG	TONGUE AND
AC	AC	LA	LAMINATE	TB	TOWER BAR
AD	AD	LAU	LAMINATE	TEMP	TEMPERATURE
AE	AE	LF	LEAN FINE	TH	THICK OR THINNESS
AF	AF	LT	LIGHT	THP	THROUGH
AG	AG	LWC	LIGHT WEIGHT	THP	THROUGH
AH	AH	MA	MAXIMUM	THP	THROUGH
AI	AI	MA	MAXIMUM	THP	THROUGH
AJ	AJ	MA	MAXIMUM	THP	THROUGH
AK	AK	MFR	MANUFACTURER	THP	THROUGH
AL	AL	MIR	MIRROR	THP	THROUGH
AM	AM	MISC	MISCELLANEOUS	THP	THROUGH
AN	AN	NE	NATIONAL ELECTRICAL	THP	THROUGH
AO	AO	N	NUMBER	THP	THROUGH
AP	AP	N	NUMBER	THP	THROUGH
AQ	AQ	N	NUMBER	THP	THROUGH
AR	AR	N	NUMBER	THP	THROUGH
AS	AS	N	NUMBER	THP	THROUGH
AT	AT	N	NUMBER	THP	THROUGH
AV	AV	N	NUMBER	THP	THROUGH
AW	AW	N	NUMBER	THP	THROUGH
AX	AX	N	NUMBER	THP	THROUGH
AY	AY	N	NUMBER	THP	THROUGH
AZ	AZ	N	NUMBER	THP	THROUGH
BA	BA	N	NUMBER	THP	THROUGH
BB	BB	N	NUMBER	THP	THROUGH
BC	BC	N	NUMBER	THP	THROUGH
BD	BD	N	NUMBER	THP	THROUGH
BE	BE	N	NUMBER	THP	THROUGH
BF	BF	N	NUMBER	THP	THROUGH
BG	BG	N	NUMBER	THP	THROUGH
BH	BH	N	NUMBER	THP	THROUGH
BI	BI	N	NUMBER	THP	THROUGH
BJ	BJ	N	NUMBER	THP	THROUGH
BK	BK	N	NUMBER	THP	THROUGH
BL	BL	N	NUMBER	THP	THROUGH
BM	BM	N	NUMBER	THP	THROUGH
BN	BN	N	NUMBER	THP	THROUGH
BO	BO	N	NUMBER	THP	THROUGH
BP	BP	N	NUMBER	THP	THROUGH
BQ	BQ	N	NUMBER	THP	THROUGH
BR	BR	N	NUMBER	THP	THROUGH
BS	BS	N	NUMBER	THP	THROUGH
BT	BT	N	NUMBER	THP	THROUGH
BU	BU	N	NUMBER	THP	THROUGH
BV	BV	N	NUMBER	THP	THROUGH
BW	BW	N	NUMBER	THP	THROUGH
BX	BX	N	NUMBER	THP	THROUGH
BY	BY	N	NUMBER	THP	THROUGH
BZ	BZ	N	NUMBER	THP	THROUGH
CA	CA	N	NUMBER	THP	THROUGH
CB	CB	N	NUMBER	THP	THROUGH
CC	CC	N	NUMBER	THP	THROUGH
CD	CD	N	NUMBER	THP	THROUGH
CE	CE	N	NUMBER	THP	THROUGH
CF	CF	N	NUMBER	THP	THROUGH
CG	CG	N	NUMBER	THP	THROUGH
CH	CH	N	NUMBER	THP	THROUGH
CI	CI	N	NUMBER	THP	THROUGH
CJ	CJ	N	NUMBER	THP	THROUGH
CK	CK	N	NUMBER	THP	THROUGH
CL	CL	N	NUMBER	THP	THROUGH
CM	CM	N	NUMBER	THP	THROUGH
CN	CN	N	NUMBER	THP	THROUGH
CO	CO	N	NUMBER	THP	THROUGH
CP	CP	N	NUMBER	THP	THROUGH

JURISDICTION:	CITY OF RENTON
ZONING:	CD
LOT AREA:	28,750 SF (0.66 ACRES)
HEIGHT:	(NO CHANGE)
PARKING:	EXISTING (NO CHANGE)

PROJECT NAME:	RENTON REGIONAL FIRE AUTHORITY STATION 11 - DORMITORY TENANT IMPROVEMENT
PROJECT ADDRESS:	211 MILLERLAND SOUTH RENTON, WA 98025
PROJECT DESCRIPTION:	Interior remodel of existing dormitory to provide new individual beds and bathroom. Change of use from B-2 to B-2 and B-2B Quarters. Expansion of existing sprinkler system to serve entire building. Replacement of existing station system throughout entire building. No structural work proposed.
OWNER:	RENTON REGIONAL FIRE AUTHORITY 18200 NORTH AVENUE SE RENTON, WA 98055 425-430-7000
ARCHITECT:	CONTACT: MARK BEAVER mbeaver@rentonrfia.org BRODERICKARCHITECTS 305 4 TH AVENUE STREET, SUITE 301 SEATTLE, WA 98134 206.882.2925 206.882.7529 (F)
PLUMBING ENGINEER:	CONTACT: MICHELLE HILL michelle@broderickarchitects.com RAINBOW CONSULTING 130 NW 40TH STREET SEATTLE, WA 98107 206.226.0002
PARCEL NUMBER:	CONTACT: STEVEN RAINBOW steven@rainbowconsulting-ma.com 1731500900
LEGAL DESCRIPTION:	RENTON TOWN OF LESS ALLEY, BLOCK L, LOT 15 THRU 19

ARCHITECTURAL	A1	TITLE SHEET
	CS1	EXITING & OCCUPANCY PLANS
	A2.1	ENLARGED NEW FLOOR PLANS, SCHEDULES & DETAILS
	A2.2	HALL SECTIONS & DETAILS
	A2.3	DENILATIONS PLANS, INTERIOR ELEVATIONS
	A2.4	ENLARGED PLANS, INTERIOR ELEVATIONS
	A2.5	REFLECTED CEILING & POWER/ELECTRIC PLANS
	A2.6	SELECTED CEILING PLAN, ADD AC
	A5.3	STATION ALERTING PLANS
	A5.4	STATION ALERTING DIAGRAM
	ME1	MAIN FLOOR FINISH PLAN
MECHANICAL		
ME-000		MECHANICAL LEGEND, ABBREVIATIONS & GENERAL NOTES
ME-002		LOAD AND MECHANICAL SPECIFICATIONS
ME-101		ROOM TENDANT IMPELIMENT - HVAC WORK PLAN
PLUMBING		
	S-1	PLUMBING RISER DIAGRAMS



DOOR SCHEDULE

MARK	RENO STATUS	SIZE		TYPE/FUNCTION	PANEL				FRAME		THERMAL RATINGS		FIRE RATING	HARDWARE		
		WIDTH	HEIGHT		TYPE	MAT'L	FINISH	GLAZING	S.G.	MAT'L	FINISH	U-VALUE		SHGC	SET	HWDR SET DESCRIPTION
MAIN FLOOR																
102A	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	1	PRIVACY w/ OCC INDICATOR	
102B	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	1	PRIVACY w/ OCC INDICATOR	
102C	New	2'-6"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	1	PRIVACY w/ OCC INDICATOR	
102D	New	2'-6"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	1A	PRIVACY w/ OCC INDICATOR	
102E	New	3'-0"	7'-0"	DOUBLE ACTING w/ 1/4 LITE	C	WD	STAINED	-	HM	PTD	□	-	-	2	PUSH PLATES w/ CLOSER	
102F	Existing	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	PTD	-	HM	PTD	□	-	-	3	(E) TO REMAIN	
102A	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102B	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102C	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102D	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102E	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	STAINED	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102F	Existing	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	PTD	-	HM	PTD	□	-	-	4	PRIVACY w/ OCC INDICATOR	
102G	Existing	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL	A	WD	PTD	-	HM	PTD	□	-	-	5	(E) TO REMAIN	
102H	New	3'-0"	7'-0"	SWINGING w/ FLUSH PANEL & TRANSOM	B	STEEL	PTD	CLEAR	PART	HM	PTD	50	0.37 / 0.58	0.38	-	5 PANIC w/ CLOSER, NO EXT PULL

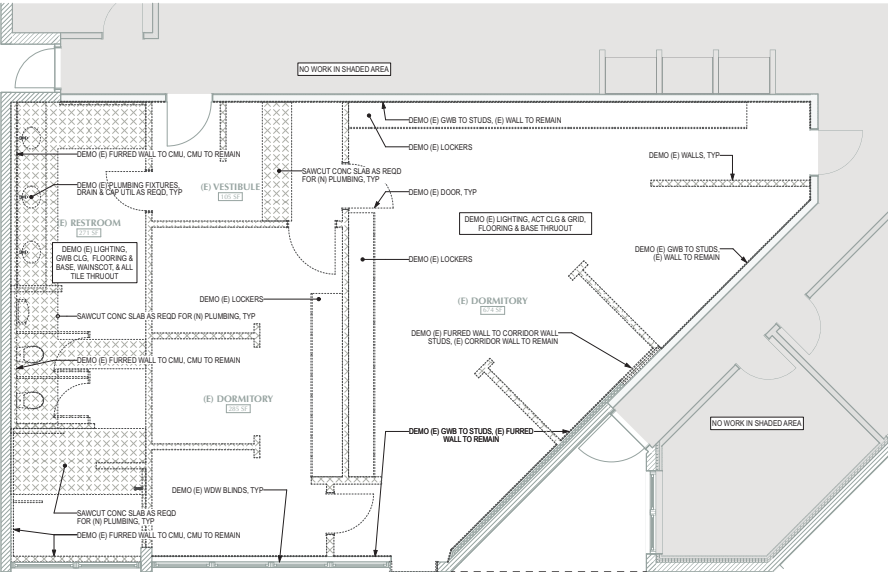
DOOR SCHEDULE NOTES:
1. PER ANSI A117.1-2008 ALL DOOR HARDWARE SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST TO OPERATE. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4" MINIMUM AND 48" MAXIMUM ABOVE THE FLOOR.
2. EGRESS DOORS SHALL BE OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.
3. INSTALL WALL BUMPERS OR OVERHEAD STOPS AT ALL DOORS.
4. HARDWARE FUNCTIONS:
PRIVACY LOCK (AND F76) PUSH-BUTTON LOCKING, UNLOCK BY TURNING INSIDE LEVER OR BY USING EMERGENCY TOOL.
5. CONTRACTOR TO VERIFY ROUGH OPENING DIMENSIONS IN FIELD PRIOR TO ORDERING DOORS.
6. (N) DOORS TO MATCH (E) BLDG STANDARD.
7. CONTRACTOR TO PAINT (E) PAINTED DOORS TO REMAIN.

DOOR TYPES

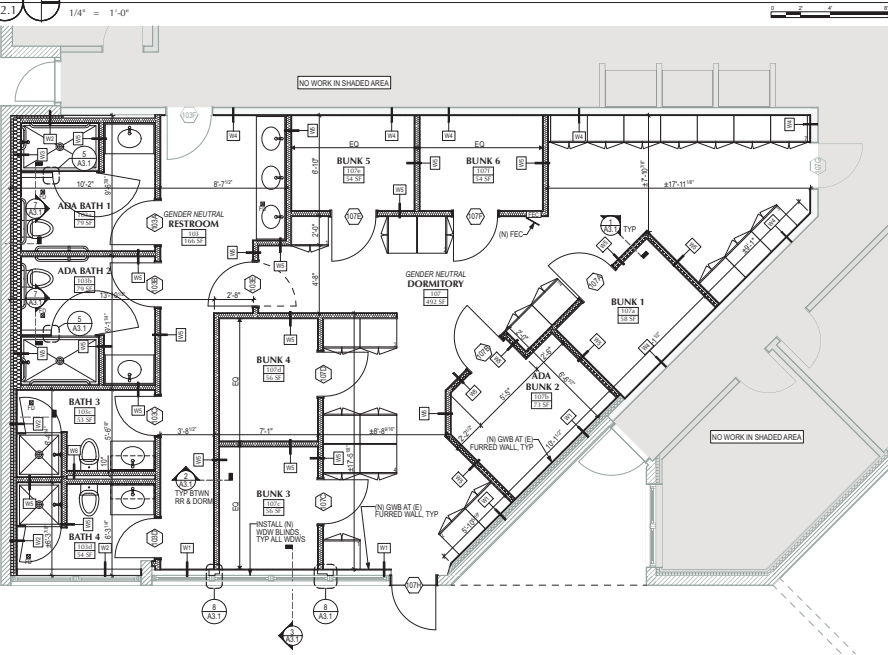
TYPE	A	B	C
TYPE/FUNCTION	SWINGING w/ FLUSH PANEL	SWINGING w/ FLUSH PANEL & TRANSOM	DOUBLE ACTING w/ 1/4 LITE
MATERIAL	WD	STEEL	WD
THERMAL ENVELOPE	□	■	□
FIRE RATING	-	-	-
QUANTITY	12	1	1

ASSEMBLIES - WALL, FLOOR, CEILING

FLOORS:		WALLS:	
E1		W1	
CEILINGS & ROOFS:		W2	
C1		W3	
C2		W4	
		W5	
		W6	



MAIN FLOOR DEMOLITION PLAN



NEW MAIN FLOOR PLAN

LEGEND

	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE DEMOLISHED
	NEW WALL TO GRID OR TO STRUCTURE
	EXISTING ITEM TO REMAIN (CASEWORK, EQUIPMENT, DOOR, ETC)
	EXISTING ITEM TO BE DEMOLISHED (CASE, EQUIP, DOOR, ETC)
	DOOR MARKER (SEE SCHEDULE SHEET A11.1)
	FIRE EXTINGUISHER CABINET (RECESSED)
	WALL TAG (SEE ASSEMBLY SHEET A3.1)
	ELEVATION MARKER
	SECTION MARKER
	ENLARGED PLAN MARKER
	INDICATES CLEAR DIMENSION
	INDICATES DIMENSION TO FACE OF STUDS

NOTES

- CONTRACTOR SHALL DIVERT AS MUCH OF THE DEMOLISHED MATERIALS FROM THE LANDFILL AS POSSIBLE BY MEANS OF RECYCLING, DONATION, ETC.
- DIMENSIONS GIVEN ARE TO FACE OF (E) FINISHED WALLS & F.O. FRAMING OF (N) WALLS, UNO.
- DEMOLISH (E) CASEWORK, PLUMBING FIXTURES, FLOORING, BASE, CEILING GRID & TILE, LIGHT FIXTURES, WANSKOT, & TILE CAP & DRAIN UTILITIES.
- REMOVE ALL OBSOLETE DUCTS & WIRING, TYP. CAP AS REQD.
- REFER TO ENLARGED PLANS FOR DIMENSIONS & ADA CLEARANCES NOT SHOWN HERE.
- WALLS SHALL BE PATCHED & REPAIRED AS REQUIRED. ALL FINISHES TO MATCH (E) UNO.
- ALL (E) DOORS & HARDWARE TO REMAIN, UNO.
- CONTRACTOR SHALL ERECT TEMPORARY OUTDOOR PARTITIONS TO SEPARATE AREA OF WORK FROM OCCUPIED STATION. COORDINATE LOCATION OF PARTITIONS w/ OWNER PRIOR TO START OF DEMOLITION.

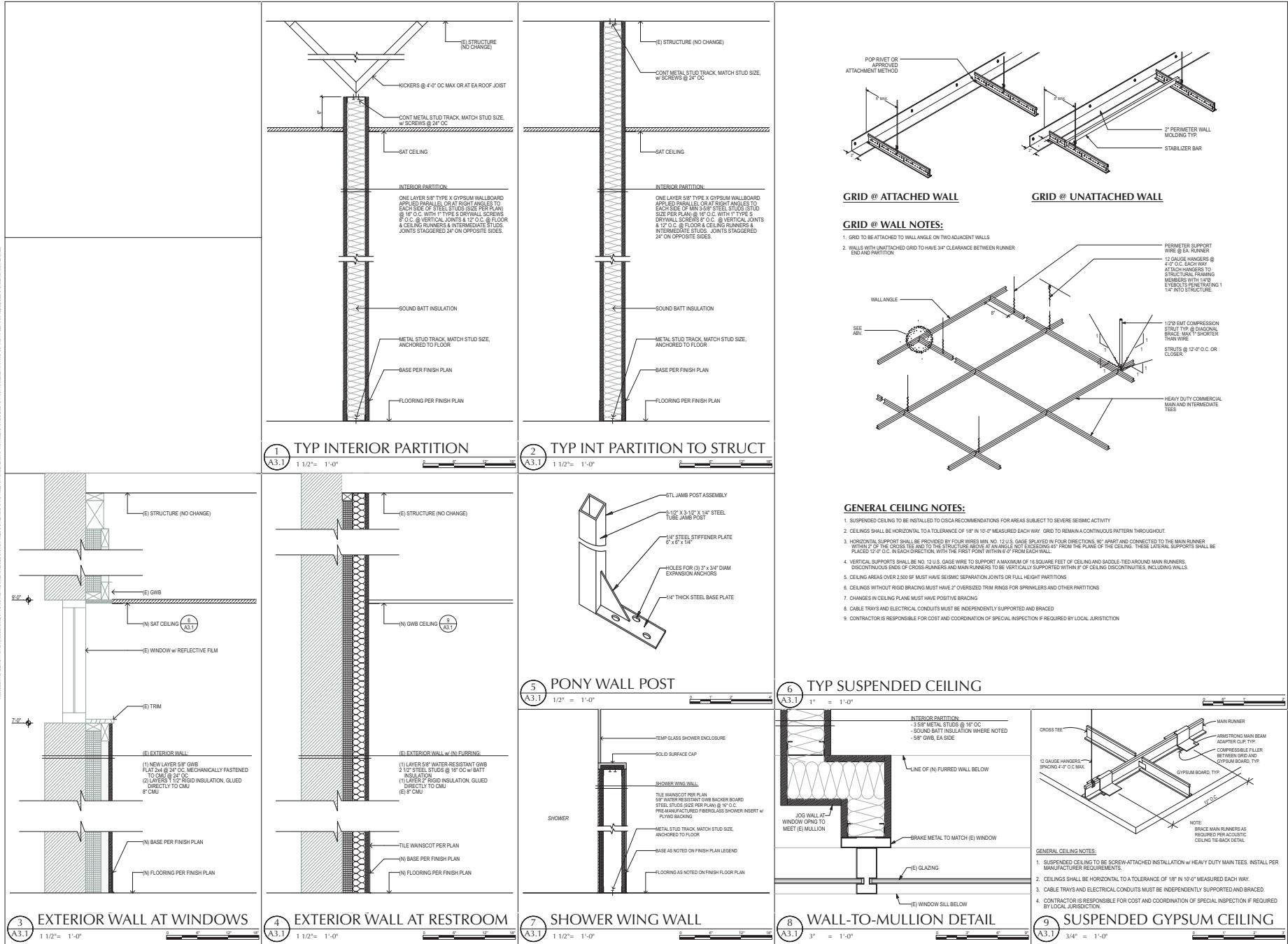
BID SET
RENTON REGIONAL FIRE AUTHORITY
STATION 11 - DORMITORY TENANT IMPROVEMENT
211 MILL AVENUE SOUTH • RENTON, WA 98057

BRODERICK ARCHITECTS
55 S. ATLANTIC STREET, SUITE #301
SEATTLE, WASHINGTON 98134
206.682.7525

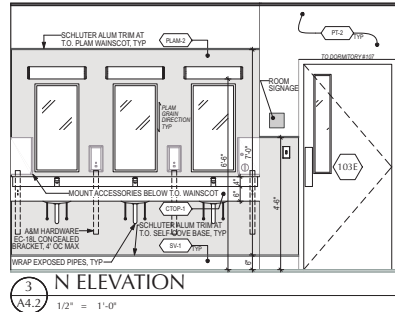
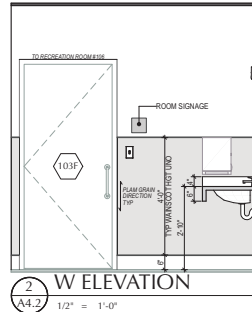
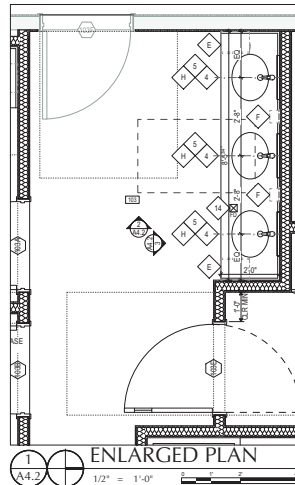
DATE	10/1/24
BY	ARCHITECT
REVISION	REVISION

BID SET
7/2/21
DEMOLITION & NEW FLOOR PLANS, SCHEDULES, ASSEMBLIES

A2.1



RESTROOM #103:

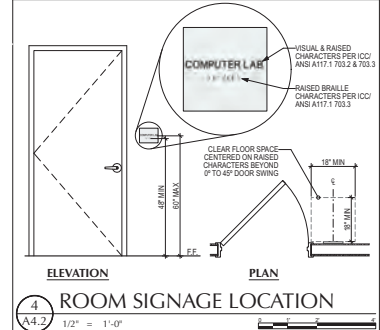


LEGEND

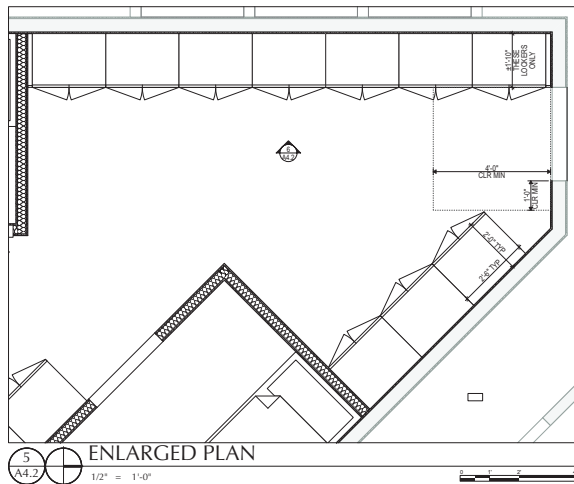
①	30" x 48" CLEAR FLOOR SPACE AT SINKS
②	60" x 30" CLEAR FLOOR SPACE AT TOILETS
③	60" DIAMETER TURNING CIRCLE
.....	CLEAR FLOOR SPACE AT DOORS (DIMENSIONS VARY)
⊕	DETAIL MARKER
1	PLUMB FIXT MARKER (SEE SCHEDULE SHEET A4.1)
8x1	FINISH CALLOUT
⊕	FLOOR DRAIN

NOTES

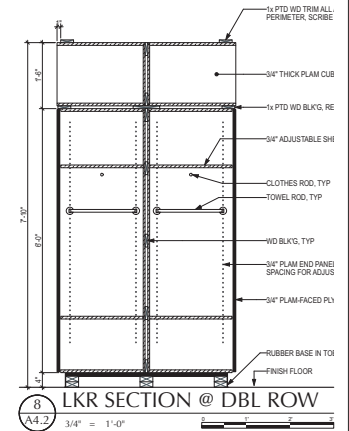
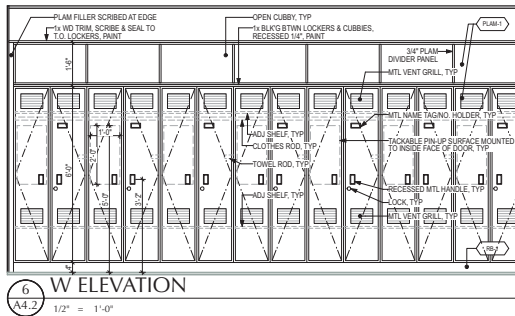
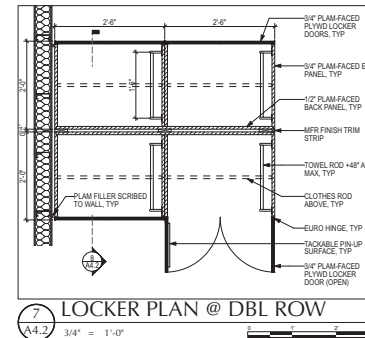
- FLOORS SHALL SLOPE TOWARD DRAINS.
- ALL SPACES SHALL FULLY COMPLY w/ BARRIER FREE REQUIREMENTS (ICC A117.1-2009 & 2010 ADA STANDARDS).
- CLEARANCES & DIMENSIONS SHOWN ARE TYPICAL THROUGHOUT.
- SEE SHEET A4.1 FOR TYPICAL HEIGHTS OF PLUMBING FIXTURES & ACCESSORIES.
- CONFIRM FINAL LOCATIONS OF RESTROOM ACCESSORIES WITH OWNER & ARCHITECT PRIOR TO INSTALLATION (SOAP DISPENSERS, PAPER TOWEL DISPENSERS, ETC). INSTALL BLKG FOR ALL ACCESSORIES.
- INSTALL BLKG / WOOD STUDS AS REQ'D FOR CONCEALED COUNTERTOP BRACKETS.
- SEE SHEET A6.1 FOR FINISH SCHEDULE.



DORMITORY #107 LOCKERS: OTHER LOCKERS ARE SIMILAR



STA #15 LOCKER B.O.D.



LIGHTING SCHEDULE

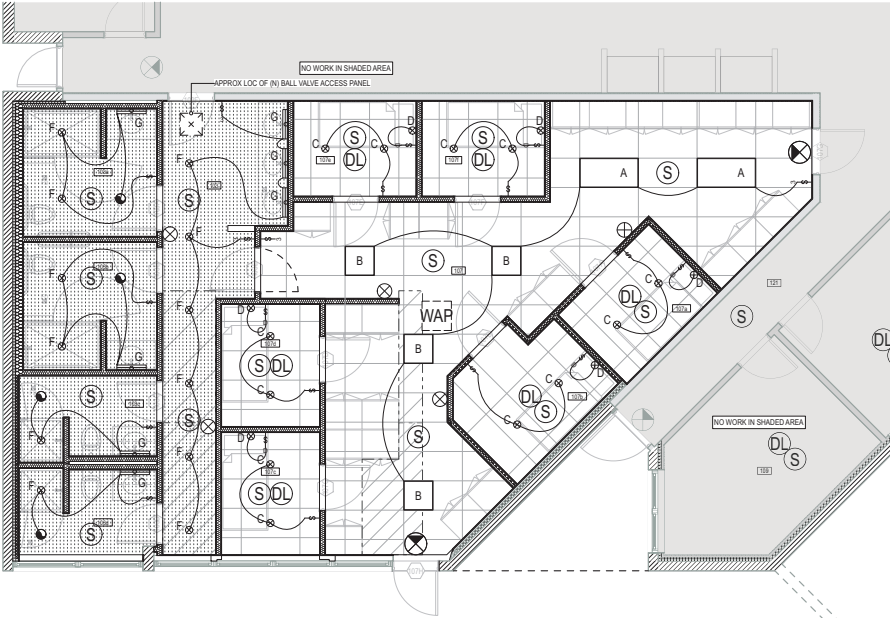
ID	QTY	MFR.	DESCRIPTION	PRODUCT LINE/SERIES	ITEM NO.	WATTS	FINISH/COLOR	NOTE
EMERG	5	LITHONIA	COMMERCIAL LED EMERGENCY LIGHT w/ ADJUSTABLE OPTICS	QUANTUM	ELMDL	1	WHITE	OR EQ
EXIT	2	LITHONIA	THERMOPLASTIC LED EXIT SIGN w/ EMERGENCY LIGHTING	QUANTUM	LHOM LED G	4	WHITE w/ GREEN LETTERS	OR EQ
A	2	LITHONIA	2x4 VOLUMETRIC TROFFER - LED	BLT	2BLT4 40L ADP E21 LP635	32	WHITE	w/ OCC SENSORS PER SCHEDULE
B	4	LITHONIA	2x2 VOLUMETRIC TROFFER - LED	BLT	2BLT2 30L ADP E21 LP635	27	WHITE	w/ OCC SENSORS PER SCHEDULE
C	12	JUNO	6" DOWNLIGHT - LED	IC2LED	IC2LED G4 60LM 30K 16CRI	12	CLEAR CONE ALZAM WHITE TRIM RING	w/ OCC SENSORS PER SCHEDULE
D	6	HEALTHCARE LIGHTING	8"x14" WALL SCONCE - LED	ENTERA	PPST14 8V0 PCW W/ R/L E20S DM 55	13	HCL SILVER	w/ OCC SENSORS PER SCHEDULE OR DIMMER SWITCHES PER PLAN
F	12	JUNO	6" DOWNLIGHT - LED	IC2LED	IC2LED G4 60LM 30K 16CRI	12	LENSED ALUMINITE TRIM WHITE TRIM RING	SOME IN WET LOCATIONS w/ OCC SENSORS & DAYLIGHT RESPONSIVE CONTROLS PER SCHEDULE
G	7	LITHONIA	2" WALL MOUNT VANITY - LED	TRADITIONAL	18V18L 24W MVOLT 30K 16CRI 50	18	BRUSHED NICKEL	w/ OCC SENSORS PER SCHEDULE

LIGHTING CONTROLS SCHEDULE

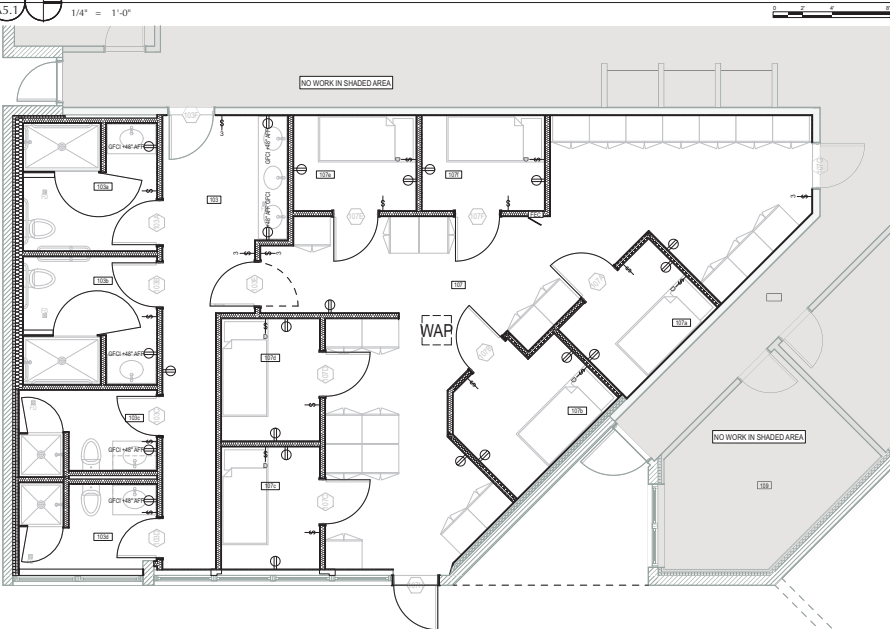
ROOM NO.	ROOM NAME	OCCUPANCY SENSORS	LIGHT REDUCTION CONTROLS	DAYLIGHT RESPONSIVE CONTROLS
MAIN FLOOR				
103	RESTROOM	AUTO-ON 100% CEILING MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	CONTINUOUS DIMMING, PRIMARY & SECONDARY SIDLIT ZONES CONTROLLED SEPARATELY
103a	ADA BATH 1	AUTO-ON 100% WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
103b	ADA BATH 2	AUTO-ON 100% WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
103c	BATH 3	AUTO-ON 100% CEILING MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
103d	BATH 4	AUTO-ON 100% CEILING MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	NOT REQD PER C405.2.4.1
107	CORRIDORY	AUTO-ON 50% CEILING MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	NOT REQD PER C405.2.4.1
107a	BUNK 1	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
107b	ADA BUNK 2	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
107c	BUNK 3	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	NOT REQD PER C405.2.4.1
107d	BUNK 4	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
107e	BUNK 5	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-
107f	BUNK 6	MANUAL ON, WALL SWITCH MOUNTED	NOT REQD PER C405.2.3.1 EXCEPTION 2.3	-

NOTES:

1. PROVIDE TIME CONTROLS FOR BATHROOM EXHAUST FANS.



1 MAIN FLOOR REFLECTED CEILING PLAN



2 MAIN FLOOR POWER & DATA PLAN

LEGEND

A	2x4 VOLUMETRIC LED TROFFER
B	2x2 VOLUMETRIC LED TROFFER
C	RECESSED LED DOWNLIGHT
D	WALL SCONCE LED
E	2" OR 3" LINEAR WALL-MOUNT VANITY LED
F	EXIT SIGN / DIRECTIONAL w/ EMERG LIGHTING
G	EXHAUST FAN
(E)	FIXTURES TO REMAIN IN SHADED AREA
	PRIMARY DAYLIGHT ZONE
	SECONDARY DAYLIGHT ZONE
	DUPLEX RECEPTACLE
	DUPLEX RECEPTACLE w/ GROUND FAULT CIRCUIT INTERRUPTER
	DATA RECEPTACLE
	WIRELESS ACCESS POINT

NOTES

- ELECTRICAL WORK SHALL CONFORM TO THE REQUIREMENTS OUTLINED IN 2018 WSEC.
- ALL LUMINAIRES ARE NEW, EXCEPT THOSE NOTED AS (E).
- EMERGENCY LIGHTING SHALL COMPLY WITH IBC SECTION 1008. PROVIDE EMERGENCY LIGHTING ARRANGED TO ACHIEVE A MINIMUM ILLUMINATION LEVEL OF 1 FOOTCANDLE AT THE WALKING SURFACE. EMERGENCY LIGHTING SHALL NOT BE ON OCCUPANCY OR DAYLIGHT CONTROLS.
- MODIFY SWITCHING AS SHOWN ON PLAN. (N) OCCUPANCY SENSORS SHALL BE PROVIDED THROUGHOUT.
 - A. LEVITON WALL SWITCH OCCUPANCY SENSORS IN WHITE SHALL BE INSTALLED IN NEW ROOMS AS NOTED ON LIGHTING CONTROLS SCHEDULE.
 - B. LEVITON CEILING MOUNTED OCCUPANCY SENSORS SHALL BE INSTALLED IN NEW ROOMS AS NOTED ON LIGHTING CONTROLS SCHEDULE. INSTALL MULTIPLE SENSORS AS REQUIRED TO PROVIDE COVERAGE THROUGHOUT ENTIRE SPACE. INSTALL LEVITON DECORA WALL SWITCHES IN WHITE IN THESE ROOMS.
- (N) DAYLIGHT RESPONSIVE CONTROLS SHALL BE INSTALLED PER LIGHTING CONTROLS SCHEDULE.
- DEMO ALL OBSOLETE WIRING, DUCTWORK, ETC.
- ADDITIONAL ALTERNATE #1 INCLUDES DEMO OF (E) LIGHTING FIXTURES WITHOUT SOUTHERN WIND OF STATION AND INSTALLATION OF (N) LED FIXTURES, SWITCHES & CONTROLS PER PLAN. (E) CLG & GRID TO REMAIN. REPLACE ACT AS REQD FOR CLEAN INSTALLATION. SEE SHEET AS.2.
- CONTROLLED POWER RECEPTACLES ARE NOT REQUIRED PER WSEC C501.4.8 EXCEPTION 1. AREA OF ALTERATION IS <5,000 SF.
- HVAC WORK INCLUDING CONTROLS SHALL BE BY DESIGN-BUILD CONTRACTOR AND WILL BE PERMITTED SEPARATELY. SEE MECHANICAL SHEETS FOR BID.
- SEE SHEET AS.1 FOR SAT & GWB CEILING DETAILS.
- RECEPTACLES SHALL BE INSTALLED AT +18" AFF TO CENTERLINE OF 80.0 DNO.
- LOW VOLTAGE LIMITED TO (N) WAP ONLY. DATA TERMINATIONS SHALL BE BY OWNER'S IT CONSULTANT. CONTRACTOR SHALL PROVIDE MID RINGS & PULL STRINGS. 24 MID RINGS ARE TYPICAL. CONTRACTOR SHALL PROVIDE COORDINATE WITH OWNER'S CONSULTANT.
- ALERTING SYSTEM BY CONTRACTOR. SEE SHEETS AS.3 & AS.4.

BID SET
RENTON REGIONAL FIRE AUTHORITY
STATION 11 - DORMITORY TENANT IMPROVEMENT
211 MILL AVENUE SOUTH • RENTON, WA 98057

BRODERICK ARCHITECTS
55 S. ATLANTIC STREET, SUITE #301
SEATTLE, WASHINGTON 98134
206.682.7525

DATE	REVISION
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








BID SET
7/2/21

REFLECTED CEILING & POWER & DATA PLANS

A5.1

A	QTY	MFR	DESCRIPTION	PRODUCT LINE SERIES	ITEM NO.	WATTS	FINISH/COLOR	NOTE
D	20	LITHONIA	24V VOLUMETRIC TROFFER - LED	BLT	28L24 AL40P E2T LP835	32	WHITE	4" CCC SENSORS & DAYLIGHT CONTROLS FOR SCHEDULE
AX	5	LITHONIA	24V VOLUMETRIC TROFFER W/ BATTERY BACKUP - LED	BLT	28L24 AL40P E2T LP835 EBL	32	WHITE	4" CCC SENSORS FOR SCHEDULE
C	10	JUNO	6" DOWNLIGHT - LED	CZ22L	6429LM SK300R	12	CLEAR COATE ALZAK WHITE TRIM RING	4" CCC SENSORS & DAYLIGHT CONTROLS FOR SCHEDULE
D	4	HEATHCOTE LIGHTING	6"X14" WALL SCOPE - LED	ENTERA	HST214 SV200R W/TELEOS DM S1	13	HCL WHITE	4" CCC SENSORS & DAYLIGHT CONTROLS FOR SCHEDULE
F	2	JUNO	6" DOWNLIGHT - LED	CZ22L	6429LM SK300R	12	WHITE TRIM RING	4" CCC SENSORS FOR SCHEDULE
G	1	LITHONIA	2" WALL MOUNT VAINITY - LED	TRADITIONAL SQUARE MOUNT	FRAC12-228 MV03T SK300R	18	BRUSHED NICKEL	4" CCC SENSORS PER SCHEDULE

MAIN FLOOR	ROOM NAME	OCCUPANCY SENSORS	LIGHT REDUCTION CONTROLS ¹	DAYLIGHT RESPONSIVE CONTROLS
102	E) STORAGE	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.1	
104	E) KITCHEN	AUTO-ON 50% CEILING MOUNTED	DIMMING, CONTROLLER ALL LUMINAIRES TOGETHER ²	CONTINUOUS DIMMING, PRIMARY & SECONDARY SIDLIT ZONES CONTROLLED SEPARATELY
105	E) DINING	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 1	CONTINUOUS DIMMING, SECONDARY & SECONDARY SIDLIT ZONES CONTROLLED SEPARATELY
106	E) RECREATION	AUTO-ON 50% CEILING MOUNTED	DIMMING, CONTROLLER ALL LUMINAIRES TOGETHER ²	CONTINUOUS DIMMING, PRIMARY & SECONDARY SIDLIT ZONES CONTROLLED SEPARATELY
108	E) HALLWAY	AUTO-ON WALL SWITCH MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.1	NOT REGR PER CASES 2.1, 2.2
109	E) BLNK 8	MANUAL ON, WALL SWITCH MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	NOT REGR PER CASES 2.1, 2.2
110	E) TV	MANUAL ON, WALL SWITCH MOUNTED	DIMMING, CONTROLLER ALL LUMINAIRES TOGETHER ²	
111	E) MECH	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	
112	E) PHONE	MANUAL ON, WALL SWITCH MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.1	
113	E) BATH	MANUAL ON, WALL SWITCH MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	
115	E) WATCH	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 1	CONTINUOUS DIMMING
116	E) BLNK 8	MANUAL ON, WALL SWITCH MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	
118	E) CORRIDOR	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	
121	E) CORRIDOR	AUTO-ON 50% CEILING MOUNTED	NOT REGR PER CASES 3.1, 3.2 EXCEPTION 2.3	

	2x4 VOLUMETRIC LED TROFFER
	2x2 VOLUMETRIC LED TROFFER
	RECESSED LED DOWNLIGHT
	WALL SCONCE LED
	2 OR 3 LINEAR WALL-MOUNT VANTY LED
	EXIT SIGN / DIRECTIONAL w/ EMERG LIGHTING
	EMERGENCY LIGHTING
	EXHAUST FAN
	(E) FIXTURES TO REMAIN IN SHADOW AREA
	PRIMARY DAYLIGHT ZONE
	SECONDARY DAYLIGHT ZONE
	DUPLEX RECEPTACLE
	DUPLEX RECEPTACLE w/ GROUND FAULT CIRCUIT INTERRUPTER
	DATA RECEPTACLE
	UPPER CABLE TRAY w/ 2-12 GAUT THINWALL FLEXIBLE TO SURFACE PATCH PANELS
	WIRELESS ACCESS POINT WAP OR CABLE OUTLET IN RECESS JUNCTION BOX w/ 2-12 GAUT THINWALL CABLES TO WIRE PATCH PANELS

1. ELECTRICAL WORK SHALL CONFORM TO THE REQUIREMENTS OUTLINED IN THIS SPECIFICATION AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES.
2. ALL LUMINAIRES ARE NEW, EXCEPT THOSE NOTED AS (E).
3. EMERGENCY LIGHTING SHALL COMPLY WITH IBC AND NATIONAL 108. PROVIDE EMERGENCY LIGHTING AS REQUIRED TO PROVIDE A MINIMUM OF 1 FOOT-CANDLE AT THE WORKING SURFACE. EMERGENCY LIGHTING SHALL BE SWITCHING ON OCCUPANCY OR DAYLIGHT CONTROLS.
4. MOODY SWITCHING OR SHOWN ON PLAN (N). OCCUPANCY SENSORS SHALL BE PROVIDED THROUGHOUT.
5. A. LEVITON WALL SWITCH OCCUPANCY SENSORS IN WHITE SHALL BE INSTALLED IN ROOMS AS NOTED ON THE SCHEDULES SCHEDULE.
6. A. LEVITON CEILING MOUNTED OCCUPANCY SENSORS SHALL BE INSTALLED IN NEW ROOMS AS NOTED ON LIGHTING CONTROLS SCHEDULE. MATERIAL SHALL BE AS REQUIRED TO PROVIDE COVER. PROVIDE A MINIMUM OF 1 FOOT-CANDLE AT THE WORKING SURFACE. LEVITON DECORA WALL SWITCHES IN WHITE IN ROOMS AS NOTED ON THE SCHEDULES SCHEDULE.
7. IN DAYLIGHT RESPONDING CONTROLS SHALL BE INSTALLED PER LIGHTING CONTROLS SCHEDULE.
8. ALL WIRING SHALL BE CLOTHED WIRING, DUCTWORK, ETC.
9. DEMO/ALTERNATE FINISH: INCLUDES DEMO OF EXISTING FIXTURES THROUGHOUT SURROUNDING AREA. INCLUDES DEMO OF EXISTING FIXTURES, SWITCHES & CONTROLS PER PLAN. PROVIDE A MINIMUM OF 1 FOOT-CANDLE AT THE WORKING SURFACE. SEE MECHANICAL SHEETS FOR CLEAN INSTALLATION. SEE SHEET 10.
10. CONTROLLED POWER RECEPTACLES ARE NOT REQUIRED PER USGCS CS0 & EXCEPTION 1 TO CS0. SEE MECHANICAL SHEETS FOR CLEAN INSTALLATION. SEE SHEET 10.
11. HVAC WORK INCLUDING CONTROLS SHALL BE BY DESIGN-BUILD CONTRACTOR AND WILL BE COORDINATED WITH MECHANICAL SHEETS FOR BDD.
12. SEE SHEET T3.1 FOR 3" GAS CBEL CLING
13. RECEPTACLES SHALL BE INSTALLED AT "18" AFF TO CENTERLINE OF LIMIT UNO.
14. LOW VOLTAGE: LIMITED TO MAX VOLT. ONLY DATA SHALL BE PROVIDED BY THE OWNER'S CONSULTANT CONTRACTOR SHALL PROVIDE THE LOW VOLTAGE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOW VOLTAGE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOW VOLTAGE INFORMATION.
15. ALERTING SYSTEM BY CONTRACTOR. SEE SHEETS 3.4.5 & 3.4.6.



FINISH SCHEDULE

ID	DESCRIPTION	MANUFACTURER	SERIES / COLLECTION	COLOR	FINISH	REMARKS
CEILING TILE						
ACT	ACOUSTIC CEILING TILE - 2'x4'	ARMSTRONG	CORTEGA SECOND LOOK, PATTERN II #2767	WHITE		
FLOORING & BASE						
RB-1	RUBBER BASE - 4"	ROPPE	STANDARD TOE	BROWN #110		
SV-1	SHEET VINYL	ARMSTRONG FLOORING	ACCOLADE PLUS	TBD		SELF COVE BASE AT RESTROOM
T-1	PORCELAIN TILE - 12"x12"	CROSSVILLE	COLOR BLOX	TBD	UPS	w/ COORDINATED TRIM UNITS
TB-1	PORCELAIN TILE BASE - 6"x12"	CROSSVILLE	COLOR BLOX	TBD	UPS	w/ COORDINATED TRIM UNITS
MILLWORK						
CTOP-1	COUNTERTOPS - SINKS	FORMICA	CLASSICS	LUNA CONCRETE #781		INCLUDING BACK & SIDE SPLASHES
PLAM-1	PLASTIC LAMINATE - LOCKERS	WILSONART		FUSION MAPLE #7909-60	MATTE	
PAINT						
PT-1	PAINT - DORM WALLS - LIGHT GREY	SHERWIN WILLIAMS		SKYLINE STEEL #SW 1015	EGGSHELL	
PT-2	PAINT - RESTROOM WALLS & CEILINGS - WHITE	SHERWIN WILLIAMS		EXTRA WHITE #SW 7006	SEMI-GLOSS	
PT-3	PAINT - ACCENT WALLS - YELLOW	SHERWIN WILLIAMS		SUNSHINE YELLOW #SW 0078	EGGSHELL	
PT-4	PAINT - DOOR FRAMES & DOORS - GREY	SHERWIN WILLIAMS		GRAY MATTERS #SW 7006	SEMI-GLOSS	
PT-5	PAINT - EXTERIOR DOOR - RED	SHERWIN WILLIAMS		RUSTIC RED #SW 7593	SEMI-GLOSS	EXTERIOR SIDE OF DOOR #107H
WALL PROTECTION						
CG	CORNER GUARDS - 8" @ LENGTH, 2" WINGS	BABCOCK DAVIS	STAINLESS STEEL SQUARE CORNER #BCGS		SATIN	ALL EXPOSED GWB CORNERS
PLAM-2	WAINSCOT - PLASTIC LAMINATE	WILSONART		MISTED ZEPHYR #4843-60	MATTE	
T-2	WAINSCOT - PORCELAIN TILE 2'x2"	CROSSVILLE	COLOR BLOX	TBD	UPS	w/ COORDINATED TRIM UNITS
T-3	WAINSCOT - PORCELAIN TILE 2'x2" - ACCENT	CROSSVILLE	COLOR BLOX	TBD	UPS	w/ COORDINATED TRIM UNITS

FINISH SCHEDULE NOTES:

1. PROVIDE 2'x2' MOCKUP OF FLOOR & WALL TILE FOR ARCHITECT'S & OWNER'S REVIEW PRIOR TO COMPLETING INSTALLATION. MOCKUP TO INCLUDE FIELD & ACCENT COLORS, COVE BASE, & BULLNOSE TRIM.
2. USE COORDINATING BULLNOSE TRIM AT TOP OF WAINSCOT & EXPOSED CORNERS.
3. INSTALL TILE COVE BASE PRIOR TO INSTALLING FLOOR TILE.

ROOM FINISH SCHEDULE

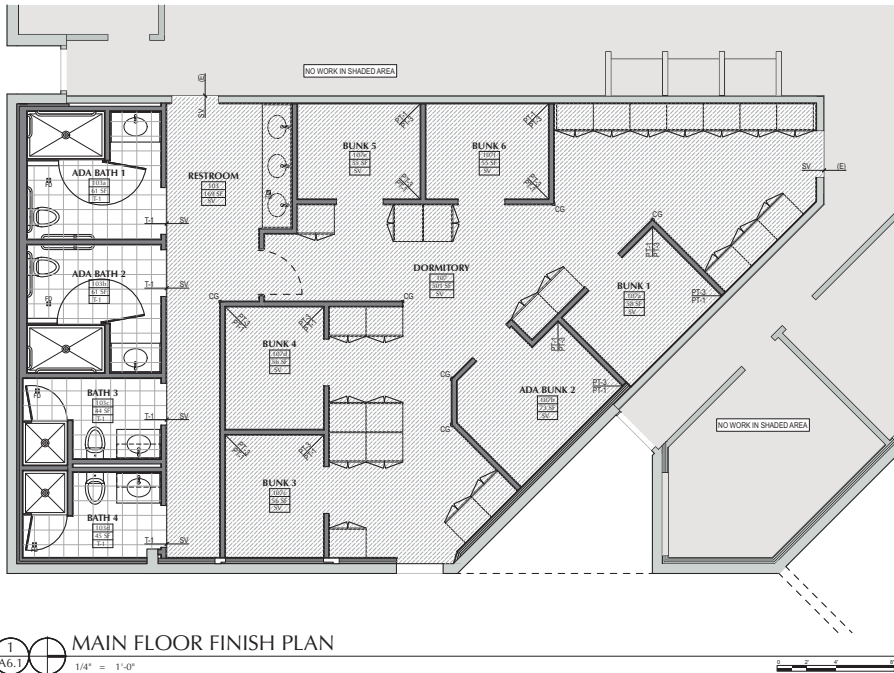
ROOM NO.	ROOM NAME	APPROX. NET AREA	FLOORING	BASE	WALL FINISH					WAINSCOT	CEILING	NOTES
					NORTH	EAST	SOUTH	WEST				
103	RESTROOM	186.39	SV-1	SV-1 6" SELF	GWB PT-2	GWB PT-2	GWB PT-2	GWB PT-2	PLAM-2	GWB PT-2		
103a	ADA BATH 1	78.10	T-1	TB-1	GWB PT-2	GWB PT-2	GWB PT-2	GWB PT-2	T-2 & T-3	GWB PT-2		
103b	ADA BATH 2	78.10	T-1	TB-1	GWB PT-2	GWB PT-2	GWB PT-2	GWB PT-2	T-2 & T-3	GWB PT-2		
103c	BATH 3	52.57	T-1	TB-1	GWB PT-2	GWB PT-2	GWB PT-2	GWB PT-2	T-2 & T-3	GWB PT-2		
103d	BATH 4	74.14	T-1	TB-1	GWB PT-2	GWB PT-2	GWB PT-2	GWB PT-2	T-2 & T-3	GWB PT-2		
107	DORMITORY	481.54	SV-1	RB-1	GWB PT-1	GWB PT-1	GWB PT-1	GWB PT-1	ACT			
107a	BUNK 1	57.67	SV-1	RB-1	GWB PT-3	GWB PT-1	GWB PT-1	GWB PT-1	ACT	NW ACCENT WALL		
107b	ADA BUNK 2	12.86	SV-1	RB-1	GWB PT-3	GWB PT-1	GWB PT-1	GWB PT-1	ACT	NW ACCENT WALL		
107c	BUNK 3	55.68	SV-1	RB-1	GWB PT-1	GWB PT-1	GWB PT-1	GWB PT-1	ACT			
107d	BUNK 4	55.68	SV-1	RB-1	GWB PT-1	GWB PT-1	GWB PT-1	GWB PT-1	ACT			
107e	BUNK 5	54.08	SV-1	RB-1	GWB PT-3	GWB PT-1	GWB PT-1	GWB PT-1	ACT			
107f	BUNK 6	54.08	SV-1	RB-1	GWB PT-3	GWB PT-1	GWB PT-1	GWB PT-1	ACT			

LEGEND

SV	SHEET VINYL
T	PORCELAIN TILE
PT	WALL PAINT TRANSITION
T-1	FLOORING TRANSITION

NOTES

1. ALL FLOORING & BASE IS NEW.
2. PAINT ALL (E) DOORS AND HOLLOW METAL FRAMES TO REMAIN, INCLUDING (E) WINDOW FRAMES & TRIM.
3. INSTALL (E) CORNER GUARDS ON ALL EXPOSED CORNERS, EXCEPT IN SHOWER ROOMS; (E) CORNER GUARDS NOTED AS 'CG' ON PLAN.
4. SEE INTERIOR ELEVATIONS ON A4 SHEETS FOR WAINSCOT DETAILING.
5. SIGNAGE: CONTRACTOR SHALL PROVIDE & INSTALL IN ADA ROOM IDENTIFICATION & REGULATORY SIGNAGE w/ TACTILE CHARACTERS & BRAILLE, (1) SIGN AT EACH DOOR & (2) SIGNS AT DOUBLE-ACTING DOOR FOR CITY (14) SIGNS TOTAL, DESIGN TO MATCH (E) BUILDING STANDARD; SPECIFICATION: INPRO SIGNSCAPE, PHOENIX COLLECTION, ROAD VINYL, NO BACKPLATE, 6"x6" BRUSHED NICKEL FACE FINISH w/ BLACK TEXT.



1
A6.1
MAIN FLOOR FINISH PLAN
1/4" = 1'-0"

BID SET
RENTON REGIONAL FIRE AUTHORITY
STATION 11 - DORMITORY TENANT IMPROVEMENT
211 MILL AVENUE SOUTH • RENTON, WA 98057

BRODERICK ARCHITECTS
55 S. ATLANTIC STREET, SUITE #301
SEATTLE, WASHINGTON 98134
206.682.7525

REVISIONS
NO. DATE BY REASON

BID SET
7/2/21
MAIN FLOOR FINISH PLAN

A6.1



211 MILL AVE SOUTH
RENTON, WA 98057

CONSULTANTS

GENERAL NOTES:

1. PELICAN CONTROLS SYSTEM USED AS BASIS OF CONTROLS SPECIFICATIONS AS REQUESTED BY CUSTOMER. PELICAN CONTROLS SYSTEM OR APPROVED EQUIVALENT WIRELESS SYSTEM TO BE FURNISHED BY MECHANICAL DESIGNER AND APPROVED BY CUSTOMER.

2. CONTROLLER AND THERMOSTAT SPECIFIED REMOTE MONITORED BY IWR APPLICATION.

[illegible]

NOTES:

1. ALL DUCTWORK TO BE FABRICATED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS. STANDARDS, DIMENSIONS, WEIGHTS AND EXCESS STANDARDS, ETC.
2. ALL DIMENSIONS SHOWN ON PLANS ARE INSIDE CLEAR DIMENSIONS.
3. THE MECHANICAL ENGINEER RESERVES THE RIGHT TO AUTHORIZE DEVIATIONS TO THESE STANDARDS TO ACCOMMODATE UNIQUE SITUATIONS AS APPLICABLE.
4. USE DOUBLE WALL STUDS UNLESS OTHERWISE NOTED ON THE DRAWINGS.
5. USE OF ELECTRIC FAN FOR TEMPORARY HEATING (CONVENTIONAL BURNING CONSTRUCTION) NOT ALLOWED WITHOUT SPECIAL APPROVAL BY THE ENGINEER.

DESIGNED:	JM
DRAWN:	JM
CHECKED:	AA
JOB NO:	205610-001

SHEET TITLE:

B.O.D. AND MECHANICAL SPECIFICATIONS

SHEET NUMBER

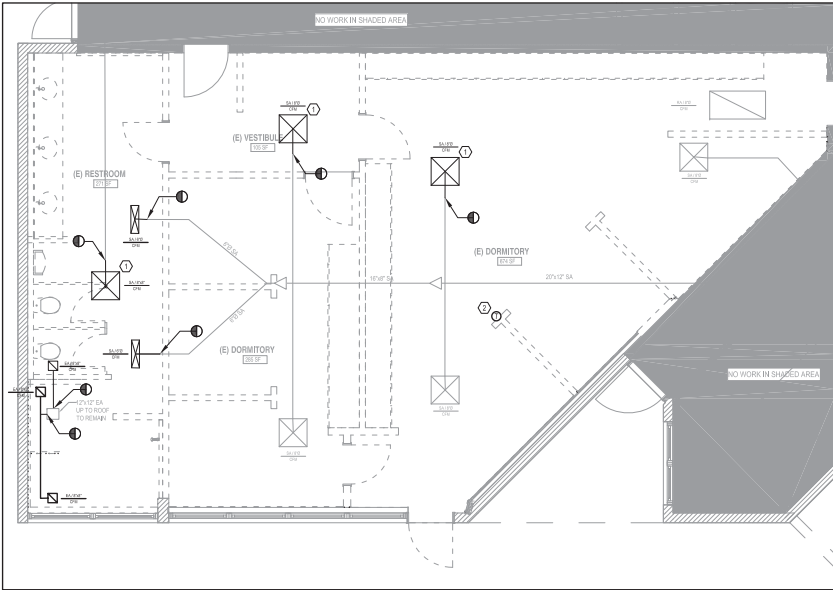
M-002

GENERAL NOTES:

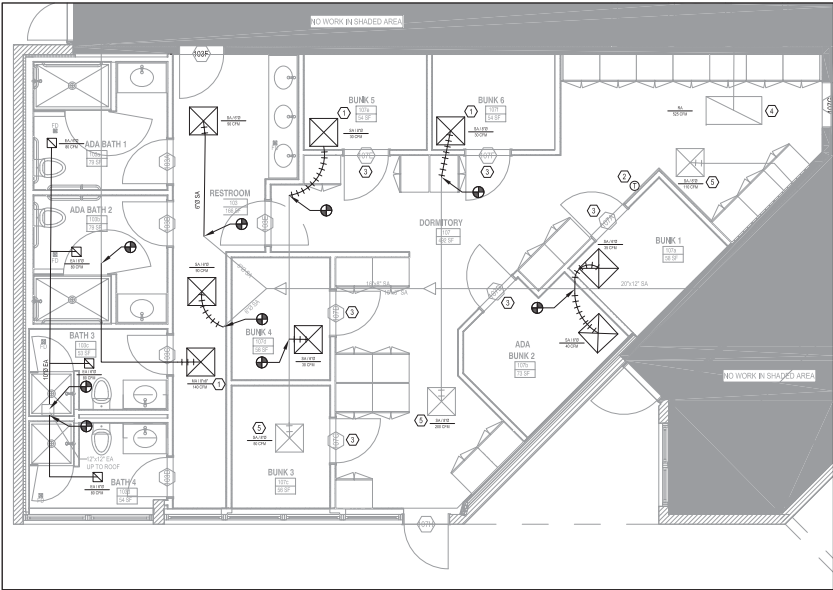
- 1. NEW AND DEMO WORK SHOWN IN BOLD.
- 2. ARCHITECT TO SPECIFY GRILLES AND DIFFUSERS AND COORDINATE MECHANICAL WORK WITH OTHER TRADES.
- 3. ACCESS HATCHES TO BE CUT IN CEILING BY G.C. TO PROVIDE ACCESS TO MECHANICAL WORK AS NECESSARY.
- 4. MECHANICAL CONTRACTOR TO PROVIDE TEST AND BALANCE PRIOR TO RE-BALANCING OF DIFFUSERS.
- 5. EXISTING EXHAUST FAN AND AIR HANDLING EQUIPMENT TO SERVE NEW HVAC SYSTEM.
- 6. PROVIDE BALANCING DAMPERS WHERE REQUIRED TO PROPERLY BALANCE THE SYSTEM.

KEY NOTES:

- ① EXISTING DIFFUSER TO BE RE-USED IN NEW LOCATION AND REBALANCED AS INDICATED BY MECHANICAL DESIGNER.
- ② EXISTING THERMOSTAT TO BE REPLACED BY NEW THERMOSTAT LOCATED WITHIN DORMITORY 107. CONTROLLER TO BE PLACED AS SPECIFIED, REFER TO M-002 FOR CONTROLS SPECIFICATIONS.
- ③ G.C. TO PROVIDE 1/2" DOOR UNDERCUT TO SPECIFIED DOORS.
- ④ EXISTING RETURN AIR GRILLE SHALL REMAIN AND BE RE-BALANCED AS INDICATED.
- ⑤ EXISTING DIFFUSER TO BE RE-BALANCED FOR RE-USE AS INDICATED BY MECHANICAL CONTRACTOR.

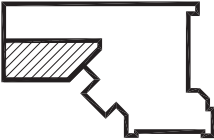


1 DORM TI HVAC DEMO WORK PLAN
M-101 SCALE: 1/4" = 1'-0"



2 DORM TI HVAC NEW WORK PLAN
M-101 SCALE: 1/4" = 1'-0"

KEY PLAN



SEATTLE:
5005 3RD AVENUE S
PO BOX 24567
SEATTLE, WA 98124
1-800-669-6223
www.mckinstry.com

PROJECT:
**STATION 11
DORMITORY
TENANT
IMPROVEMENT**

211 MILL AVE SOUTH
RENTON, WA 98057

CONSULTANTS:

REGISTRATION:

NOT FOR CONSTRUCTION

ISSUES:		
NO.	DATE	DESCRIPTION
-	06/24/2021	SCHEMATIC DESIGN

DESIGNED: JM
DRAWING: JM
CHECKED: AA
JOB NO: 200610-001

SHEET TITLE:
**DORM TENANT
IMPROVEMENT - HVAC
WORK PLAN**

SHEET NUMBER:
M-101

SPRINTON REGIONAL FIRE AUTHORITY
STATION 11 - DORMITORY TENANT IMPROVEMENT
211 MILL AVENUE SOUTH
SPRINTON, WA 98057



SCALE: NONE



SCALE: NONE

DOMESTIC WATER FIXTURE UNIT COUNT			
FIXTURE	UNIT	TYPE	LOCATION
TOILET	1	1	1
SINK	1	1	1
BATH	1	1	1
SHOWER	1	1	1
WATER HEATER	1	1	1
DISPOSAL	1	1	1
STOVE	1	1	1
REF	1	1	1
WATER CLOSET	1	1	1
WATER HEATER	1	1	1
DISPOSAL	1	1	1
STOVE	1	1	1
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REF	1	1	1
WATER CLOSET	1	1	1
WATER HEATER	1	1	1
DISPOSAL	1	1	1
ST			

(E)3"(24)
FIXTURE UNITS
PIPE SIZE
(E)=EXISTING

CO	CLEANOUT	
CW	COLD WATER	
FD	FLOOR DRAIN	
HW	HOT WATER	
LAV	LAVATORY	
SH	SHOWER	
V	VENT	
VTR	VENT THROUGH ROOF	
W	WASTE	
WC	WATER CLOSET	



Governing Board Agenda Item

SUBJECT/TITLE: Establish Committee Meeting Schedule

STAFF CONTACT: CAO Babich

SUMMARY STATEMENT:

The committee meetings are currently held on the 4th Tuesday of each month. The regular Governance Board meetings were previously held on the 2nd Tuesday of each month, and have been moved to the 2nd Monday of each month. RRFA staff is requesting the Board discuss the committee meeting date and time.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Section 12.5 of the RRFA Governing Board bylaws requires the Governing Board to establish its committee meeting schedule by resolution.

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

To be determined based on discussion.



Governing Board Agenda Item

SUBJECT/TITLE: Establish Public Hearing Date for A/V Levy and FBC

STAFF CONTACT: CAO Babich

SUMMARY STATEMENT:

In order to meet the required deadlines for filing property tax levy and FBC information with the County, we had proposed a special meeting to hold a public hearing on 10/26/2021 following the committee meetings. We are proposing to change the special meeting date for the public hearing based on the discussion to establish the committee meeting schedule.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Here are the proposed actions to be taken:

- 10/01/2021 - Send a notice to publish the public hearing in print on 10/8 and 10/15
- 10/11/2021 - Regular Governance Board Meeting
- 10/___/2021 - Special Governance Board Meeting - Public Hearing on A/V Levy (RCW 84.55.120) and FBC (RCW 52.26.230)
- 11/08/2021 - Regular Governance Board Meeting - Adopt Levy (RCW 84.52.070), FBC (RCW 52.260.230) and Preliminary 2022 Budget
- 11/30/2021 - Last day to certify Levy to County Assessor (RCW 84.52.020)

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

[2022 Budget Calendar](#)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to change the special meeting date for the public hearing from 10/26/2021 to 10/___/2021 at __:___ (following the committee meetings) at Fire Station #13 for the purpose of holding a public hearing regarding the proposed levy and the fire benefit charge.

RRFA 2022 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
JANUARY					
	All Month	Review BARS and RCW for changes applicable to RFA.	Administration	Finance	Ensure compliance with all updates to BARS and RCW applicable to Fire Districts.
JUNE					
	All Month	Review and update financial policies	Administration	E-Team and Finance	Evaluate current financial policies and update if necessary
	All Month	Adopt revise financial policies as necessary	Administration	Administration / Governance Board	Ensure compliance with laws governing financial transactions.
	All Month Due 8/01/2021	Develop/update Capital Facilities Plan (CFP)	Support Services Administration	Planning Administration	To review and update capital facilities needs and funding plan.
	All Month Due 8/1/2021	Develop/update Fire Marshal Fees (OFM)	Office of the Fire Marshal Administration	OFM Administration	To review and update fees related to Fire Marshal's Office. (permits, plans reviews, etc.)
	6/16/2021	Set funding priorities	Fire Chief	E-Team	To create priority list for ensuing year.
	6/22/2021	Finalize budget calendar	Administration	Administration / Bud/Fin Committee	Ensure all applicable target dates, meeting dates, and RCW notice requirements are met.
	6/30/2021	Notice of budget process kick-off	Fire Chief	All staff	Communication via administrative memorandum regarding budget process and guidelines.
JULY					
	7/7/2021	E-Team budget meeting	Administration	E-Team	Establish overall budget guidelines and priorities, considering revenue trends, economic forecasts, projected personnel expense, major projects, and service levels.
	7/13/2021	Budget schedule briefing to Governance Board	Administration	All Board Members and staff	Present budget calendar to Governance Board as a briefing.
AUGUST					
	8/10/2021	Budget kick off meeting	Administration	All staff. Division Managers & Line Item Managers	Kick off meeting to review budget calendar, guidelines, expectations and process. All staff are invited to attend. Division Managers and Line Item Managers are highly encouraged to attend.
	8/20/2021	BLS estimated allocations	KCEMS	Administration	Estimated date of EMS Allocation numbers
	8/31/2021	Budget requests due	Line Item Managers	Division Managers & Line Item Managers	All budget requests due by 5pm. Submittal through Incode Online.
SEPTEMBER					
	9/2/2021	Virtual Budget workshop	Administration	Line Item Managers	To review budget requests and projected revenues.

RRFA 2022 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
	9/9/2021	Request for King County assessed valuation	Administration	Finance	Email to request initial Levy Worksheet
	9/10/2021	Budget revisions due	Administration	Line item Managers	Revisions to budget requests due in Incode Online.
	9/15/2021	King County preliminary assessed valuation due	Administration	King County Assessor	To estimate the 2021 Property valuation and estimated 2022 Property Tax and Fire Benefit Charge.
	9/20/2021	Develop preliminary budget	Administration	Fire Chief, Division Managers	To consolidate the full budget
	9/20/2021	Fire Benefit Charge estimate	Support Services Administration	Planning Administration	To estimate the potential 2022 Fire Benefit Charge.
	9/28/2021	Budget workshop (Bud/Fin Committee)	Administration	Administration Bud/Fin Committee	To review suggested budget or any adjustments
OCTOBER					
	10/1/2021	Publication of public hearing dates	Administration	Board Secretary	
	10/7/2021	Finalize preliminary budget	Administration	Finance	Prepare final balanced budget for Governance Board packets
	10/11/2021	FD 40 contract estimate	Administration	Finance	Notice to FD40 Board Secretary of estimated contract amount
	10/26/2021	Public Hearing on A/V Levy RCW 84.55.120 Public Hearing on FBC RCW 52.26.230	Administration	Governance Board Citizens	To review revenue sources and potential benefit charges for the subsequent year.
NOVEMBER					
	11/8/2021	Adopt Levy RCW 84.52.070 Adopt FBC RCW 52.260.230 Adopt Budget	Administration	Governance Board Citizens	
	11/30/2021	FBC Resolution provided to County Treasurer with report on public hearing RCW 52.26.230	Administration	Finance	
	11/30/2021	Levy provided to Assessor & Treasurer with report on public hearing RCW 84.52.070 Complete Ordinance 2152 Disclosure	Administration	Finance	
	11/30/2021	File budget with County RCW 84.52.020	Administration	Finance	
DECEMBER					
	12/15/2021	Budget posted to SharePoint	Administration	Finance	To make the budget visible internally
JANUARY					
	1/1/2022	Final assessed values	Administration		
	1/16/2022	Budget load in finance system	Administration		To load budget in RFA Finance System.



Governing Board Agenda Item

SUBJECT/TITLE: Establish Public Hearing Date for Proposition No. 1

STAFF CONTACT: CAO Babich

SUMMARY STATEMENT:

Pursuant to RCW 52.18.060(1), RRFA staff would like to hold a public hearing to provide information and an opportunity for public input related to the upcoming benefit charge continuation election scheduled for November 2, 2021.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

RCW 52.26.230(1) states we must hold a public hearing not fewer than ten days nor more than six months before the election. In order to meet this requirement, RRFA staff is proposing we hold a public hearing on Monday, October 11, 2021.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to hold a public hearing on October 11, 2021 to set forth the Renton RFA Governance Board's proposal to continue the utilization of benefit charges to support the delivery of emergency services.



Governing Board Agenda Item

SUBJECT/TITLE: Bad Debt Write-Off Request

STAFF CONTACT: CAO Babich

SUMMARY STATEMENT:

Section 5.4 of the RFA's Bad Debt policy states that all accounts owing RRFA \$500.01 and over will be compiled into one list (as outlined in 5.2) and written off at the discretion of the Governance Board Finance Committee.

FISCAL IMPACT:

Expenditure \$785.00 Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

RRFA staff is proposing the Governance Board authorize the Chief Administration Officer to write-off as bad debt a total of \$785.00 in accounts receivable from Fred Meyer Stores, Inc. This delinquent account has been on our collection list for close to three years with no amounts recovered.

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

[2309 Bad Debt policy Proposed](#)
[Write-Offs 07.29.2021](#)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to authorize the Chief Administration Officer to write-off as bad debt a total of \$785.00 in accounts receivable from Fred Meyer Stores, Inc.



Renton RFA Policy & Guidelines

2309 ADMINISTRATION		Bad Debt		
Effective Date:	July 1, 2016	Approval:	Signature on file	RRFA Board Chairperson
Last Revision:	July 13, 2021			
Last Reviewed:	July 13, 2021			

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1.0 Statement of Policy

- 1.1 It is a policy of Renton Regional Fire Authority (RRFA) that when accounts are determined to be uncollectible by the Finance section, these accounts will be referred to RRFA's designated collection agent.
- 1.2 All monies due RRFA will be considered a fair and owing debt to RRFA.
- 1.3 All customers owing RRFA money, which has not been paid within thirty-five (35) days of the original due date, will be sent a statement of the past due amount. Another statement will be sent to all customers that have not paid within sixty-five (65) days of the original due date.
- 1.4 All customers that have not paid within ninety (90) days of the original due date will be sent a final notice with a thirty (30) day response deadline. This final notice shall advise the customer that if payment is not received by the deadline, the debt will be referred to a collection agency, a collection fee of up to 30.5% will be added to the account, and interest at the rate of 12% per annum will begin to accrue. If the customer does not respond within thirty (30) days, a Finance section member will send the information on the debt to RRFA's designated collection agent.

- 1.5 If RRFA's designated collection agent has not been able to collect the debt after one year, RRFA will proceed with preparing to write-off the debt as outlined in Section 5.0.
- 1.6 All debt, which has been sent to RRFA's designated collection agent, is subject to collection fees and interest as prescribed by [RCW 62A.3-515](#) and [RCW 19.16.500](#).

2.0 Affected Members

Finance section.

3.0 Objectives

- 3.1 To establish a policy for handling the collection of bad debt.

4.0 Responsibility

- 4.1 The Finance section is responsible for formulating, implementing, and conducting RRFA's collection efforts.
- 4.2 The Finance section is responsible for notifying customers of past due amounts owed RRFA. Finance shall send notification as outlined in Section 1.0 of this policy.

5.0 Procedures

- 5.1 When RRFA has followed each step outlined in Section 1.0 to collect past due money and has failed, a Finance employee will organize all documentation on the debt (i.e., original invoice/backup, uncollectible negotiable items, etc.) and send the documentation to RRFA's designated collection agent.
- 5.2 For a period of one year, RRFA's designated collection agent will attempt to collect the monies due to RRFA. If the collection agent fails to collect the debt during the one-year period, a Finance employee will prepare a list (see 5.3 and 5.4) of the customers who owe RRFA funds deemed uncollectible and submit that list to the Chief Administration Officer. The list will include: 1) customer name, 2) original date of invoice/bad check, 3) dollar amount due, and 4) the purpose of the original invoice.
- 5.3 All accounts owing RRFA \$500.00 and under will be compiled into one list (as outlined in 5.2) and written off at the discretion of the Chief Administration Officer.
- 5.4 All accounts owing RRFA \$500.01 and over will be compiled into one list (as outlined in 5.2) and written off at the discretion of the Governance Board Finance Committee.

6.0 References

- 6.1 [RCW 19.16.500, Public Bodies May Retain Collection Agencies to Collect Public Debts - Fees](#)

6.2 [RCW 62A.3-515, Checks Dishonored by Nonacceptance or Nonpayment](#)

6.3 Definitions

- 6.3.1 Debt: For the purpose of this policy, debt is defined as money due to RRFA for any reason.
- 6.3.2 Bad Debt: Bad debt is defined as money owed to RRFA, which has not been paid, due to non-response of the debtor or because negotiable items (i.e., check, money order, etc.) were not honored (by the bank, credit union, etc.) for any reason.
- 6.3.3 Customer: Any person, any organization, any business receiving any service or doing business with RRFA.
- 6.3.4 Uncollectible: Refers to funds due to RRFA, on which RRFA has attempted to collect, but has been unsuccessful.
- 6.3.5 Collection Agent: A licensed, bonded collection authority that has been retained to collect funds for RRFA.

7.0 Appendix

N/A

AR Invoice Write Off List for GB

Invoice #	Date	Bill To	Location / Message	Total	Purpose of Original Invoice	Payments	Amount Due
IN18-00881	9/21/2018	FRED MEYER STORES INC	FRED MEYER #031	785.00	False Alarm	0.00	785.00



Governing Board Agenda Item

SUBJECT/TITLE: King County Fire District #40 Interlocal Agreement

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

Renton RFA is entering into an agreement with King County Fire District #40 under the authority of RCW 52.26.090 and in conformity with chapter 39.34 RCW (Interlocal Cooperation Act) to replace all prior agreements between the RFA and District #40, and to further define the terms under which the RFA will provide fire protection, fire suppression, emergency medical services, non-emergency medical services and other services to District #40 citizens.

FISCAL IMPACT:

Expenditure _____ Revenue See Exhibit A

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

This agreement shall be effective January 1, 2022 and shall terminate on December 31, 2041 unless earlier terminated in accordance with section 2.3 or 2.4. RRFA staff is requesting the Governance Board to accept the agreement as presented and authorize the Fire Chief to sign.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

[King County Fire District 40 Consolidation of Services ILA](#)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to accept the Consolidation of Services ILA with King County Fire District #40 as presented and authorize the Fire Chief to sign.

INTERLOCAL AGREEMENT FOR CONSOLIDATION OF SERVICES

This Agreement is entered into between RENTON REGIONAL FIRE AUTHORITY, a municipal corporation, hereafter referred to as "RFA", and KING COUNTY FIRE PROTECTION DISTRICT NO. 40, hereafter referred to as "District."

RECITALS

1. This agreement is entered into by the District under the authority of RCW 52.12.031 and the RFA under the authority of RCW 52.26.090 and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. The purpose of this Agreement is to replace all prior agreements between the parties and to further define the terms under which the RFA will provide fire protection, fire suppression, emergency medical services, non-emergency medical services and other services to the District.

AGREEMENT

To carry out the purposes of this agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

1. DEFINITIONS.

1.1. The following terms, when used in this agreement, shall be defined as follows:

- (a) "RFA" shall mean Renton Regional Fire Authority.
- (b) "District" shall mean King County Fire Protection District No. 40.
- (c) "Chief" shall mean the duly appointed Fire Chief, or acting Fire Chief, of the RFA.
- (d) "Material Breach" shall be defined as either:
 - (i) The RFA's failure to provide Services at the Level specified in Section 3;
 - (ii) The District's failure to pay the contract payments specified in **EXHIBIT A** or
 - (iii) Any other failure of a party to perform a contractual obligation that prohibits the other party from performing its payment or service obligations.

2. TERM, RENEWALS AND TERMINATION.

- 2.1. Term.** Except as provided in Section 2.3, this agreement shall be effective on January 1, 2022 "Commencement Date" and shall terminate on December 31, 2041 "Expiration Date" unless earlier terminated in accordance with Section 2.3 or 2.4. For purposes of this Agreement January 1 shall be referred to as the "Anniversary Date."

2.2. Renewals. The parties agree that 18 months prior to the Expiration Date, the parties will meet to discuss the renewal of this Agreement. The parties will conduct good-faith conversations to determine if the parties can agree upon mutually acceptable renewal terms. The parties agree that any renewal of this Agreement must be reached on or before June 1, 2041.

2.3. Voluntary Termination.

(a) No Termination within First Eight Years. The parties acknowledge that in entering into this Agreement, significant financial and personnel resources were expended. Therefore, absent mutual agreement, this Agreement may not terminate within the first eight years following the Commencement Date except in the event of a Material Breach (Section 2.4).

(b) Voluntary Termination. No sooner than January 1, 2027 either party may give notice of termination of this Agreement for any reason or no reason by providing the other party with a 3 year written notice of its intent to terminate. Any termination under this paragraph must occur on the Anniversary Date of this Agreement. By way of example only, in the event that one of the parties determines during calendar year 2026 that it desires to terminate this Agreement, it must provide the other party with notice of its intent to terminate on or before January 1, 2027 for termination to be effective as of January 1, 2030.

2.4. Termination For Material Breach. Either party may terminate this Agreement in the event of a Material Breach of this Agreement by the other party pursuant to the following process:

(a) The non-breaching party shall provide the breaching party with written notice which sets forth the alleged Material Breach(es)

(b) The breaching party shall have 45 days following receipt of the notice from the non-breaching party (the “Cure period”) to cure such alleged Material Breach(es).

(c) In the event that the breaching party fails to cure such Material Breaches during the Cure Period, the non-breaching party may terminate this Agreement upon the expiration of the Cure Period, subject to the Wind Up provisions set forth in Section 2.4.(d) by providing the breaching party with written notice of termination of this Agreement. The right to terminate this Agreement set forth in this paragraph shall be in addition to the other rights and remedies available to the parties under applicable law.

(d) In the event of a Material Breach of this Agreement that has not been cured by the expiration of the Cure Period, the parties shall, unless the parties mutually agree otherwise in writing, continue to perform their respective obligations under this Agreement for a minimum of 12 months after the expiration of the Cure Period (the “Wind Up Period”); provided, however, that the Wind Up Period shall be 6 months if the Material Breach involves the District’s failure to make the Contract Payment

or the RFA's failure to provide services. Provided, further, that during the Wind Up Period, the parties shall coordinate their efforts to transition services. If the RFA is providing all services as defined in Section 3, the District will be responsible for all payments required herein until the conclusion of the Wind Up Period. If the District is providing all payments as defined in Exhibit A the RFA will be responsible for providing all services required in Section 3 until the conclusion of the Wind Up Period.

3. SERVICES PERFORMED BY THE RFA FOR THE DISTRICT

3.1. Fire, Rescue and Response Services. The RFA shall furnish fire protection, fire suppression and all hazard emergency response services necessary for the protection of life and property to all properties and persons presently within or annexed to the District including all District owned or leased real and personal properties. Such services shall be rendered within the District on the same basis as is rendered to other areas within the RFA or with which the RFA has contracts without regard to political boundaries but rather with regard to providing the most efficient and effective service to the entire jurisdiction served by the RFA.

3.2. Emergency and Non-Emergency Medical Services. The RFA shall furnish emergency and non-emergency medical services to all properties and persons presently within or annexed to the District including all District owned or leased real and personal properties. Such services shall be rendered within the District on the same basis as is rendered to other areas within the RFA or with which the RFA has contracts without regard to political boundaries but rather with regard to providing the most efficient and effective service to the entire jurisdiction served by the RFA.

(a) Level of Service. The level of service for fire suppression and emergency medical services shall be set forth in **Exhibit B**.

(b) Standards of Response Coverage. The standards of response coverage for fire suppression and emergency medical services shall be set forth in the Performance Metrics document attached hereto as **Exhibit B**.

(c) Adjustments to Defined Service Levels or Standards of Response Coverage. The RFA reserves the right to temporarily modify service levels and Standards of Response Coverage from time to time as circumstances may require. The RFA shall provide the District with written notice of any temporary changes that exceeds 72 hours in duration. Subject to the staffing requirements set forth in **Exhibit A**, the RFA shall provide the District with advance notice of any permanent increase or decreases in the Standards of Response Coverage affecting the District. In the event of a decrease the RFA shall explore with the District options for avoiding the decrease.

3.3. Fire Prevention Services (Code Enforcement) within Unincorporated Areas of King County. The RFA shall perform fire prevention services in the RFA. The District will obtain fire prevention services from King County via the County Fire Marshal.

The RFA shall serve in a coordinating function and inform District 40 of developments which may require fire prevention services. The Parties may agree that the RFA shall provide fixed-cost commercial fire inspection services consistent with the requirements of the applicable fire codes in the District for the amount specified in Exhibit A.

- 3.4. Emergency Management.** Emergency management shall be the responsibility of King County, not the RFA, pursuant to RCW 38.52. Provided, however, the RFA will include areas within District 40 and will represent District 40 when conducting its limited emergency management services in conjunction with the City of Renton and King County.
- 3.5. Information Technology.** The RFA will provide information technology services necessary to support the Services identified in Section 3. District 40 shall be solely responsible for any IT services necessary solely for the administration of District business.
- 3.6. Public Education.** The RFA shall plan and establish public education services and events without regard to jurisdictional boundaries and shall provide public education services within the jurisdictions of the Renton RFA and District 40 in a manner that best serves all residents, business owners and property owners of both jurisdictions. The RFA shall maintain a calendar of Public Education events that provides notice to both Parties of planned events in both jurisdictions. The parties will collaborate as to the substance of a joint newsletter which the RFA would disseminate to all District citizens on a semi-annual basis.

4. PAYMENT FOR SERVICES.

- 4.1. Payment Procedures.** For the services provided pursuant to this Agreement, the District shall pay the RFA the amounts determined under **EXHIBIT A** . The District agrees to pay the costs of this level of service in two equal semi- annual payments made in May and November adjusted as necessary pursuant to **Exhibit A**,
- 4.2. RFA Charges Under RCW 52.30.020.** The RFA may exercise its powers under RCW 52.30.020 or other provisions of state or federal law related to fire protection and emergency medical services by contracting directly with state agencies, state institutions or municipal corporations owning real property or improvements within the District. The RFA shall inform and advise the District prior to pursuing contracts under this Section and the District shall cooperate with the RFA in this process and shall be a signatory to such contracts. The District shall notify the RFA of any service contracts that it believes the RFA should enter so that the RFA may be the lead agency negotiating such contracts. The District agrees to remit to the RFA, on an annual basis, the full hazardous-materials premium referenced at Section 5 of the interlocal agreement between the District and the City of Seattle, until such time as said agreement terminates.
- 4.3. Significant Change in Cost of Providing Services.** In the event either party determines that a material and significant increase or decrease in the costs of providing services under this Agreement has occurred as the result of a legislative policy or

declaration, or other event that mandates a change in the level of service or cost of service, beyond the control of the parties, then, at the request of either party, the parties shall renegotiate the funding and service provisions of this Agreement. If the parties are unable to successfully renegotiate this Agreement through good faith negotiations, the Dispute Resolution Provisions of this Agreement shall apply.

5. ASSET MANAGEMENT.

5.1. Real Property. The District shall lease to the RFA the real property and improvements identified as Station 17 (“Real Property”) in partial consideration of the services provided under Section 3 pursuant to the terms of a separate written lease, which shall contain, at a minimum, terms consistent with this Paragraph and Section 5.2. The District shall have the limited right to continue to use the Real Property for board meetings, storage space and other District purposes as more fully detailed in the written lease agreements.

5.2. Maintenance and Improvement of Real Property.

(a) Routine Maintenance. Routine maintenance includes all regular maintenance that does not meet the threshold of Major Repairs and Maintenance set forth in Section 5.2.b. The RFA shall be solely responsible for the routine maintenance associated with the Real Property.

(b) Major Repairs and Maintenance Major Repairs and Maintenance shall be defined as repairs or maintenance items with a per occurrence cost in excess of \$5,000.00 excluding WSST (for example, if a water pipe breaks and damages the flooring, the \$5,000.00 cost limit applies to all repair and maintenance costs associated with repairing the pipe, the floor and any associated damage).

(i) Station 17. The District shall remain responsible for 100 percent of all Major Repairs and Maintenance. Major repairs and maintenance shall include capital improvements that exceed \$5,000.

(ii) Notification and Estimates. The RFA shall promptly notify the District in the event of any needed major repairs or maintenance. When requested by the District, the RFA shall secure up to three estimates for any major repair or maintenance.

(c) Utilities. Station 17. The RFA shall be responsible for payment of all utilities. Provided however, if the District wishes to have separate phone and internet access, the District shall be responsible for the cost of such services.

(d) Disposition of Real Property in the Event of Termination. In the event this Agreement is terminated pursuant to Section 2, the Lease Agreements for the Real Property shall be terminated effective on the date the RFA is no longer responsible for providing services to the District and the District shall assume full responsibility for the Real Property.

- 5.3. Purchase of Fire Apparatus.** The District shall maintain ownership of the front-line apparatus assigned to Station 17. The number and type of apparatus shall consist of one (1) Fire Engine and one (1) Aid car. The District further agrees to fund the replacement of this apparatus based on a 12-year front-line service period for Fire Engines, and an 8-year front-line service period for Aid cars. Service periods may be extended whenever mileage and/or apparatus condition may allow.
- (a) **Apparatus Specification.** The District will make apparatus purchases based on the specifications developed by the RFA.
- (b) **Reserve Service.** District apparatus may be used by the RFA in its reserve fleet after the front-line service period of the subject apparatus is complete, in accordance with the aforementioned replacement schedule. The District will retain ownership of its front line apparatus when transferred to reserve status.
- (c) **Surplus Apparatus.** When the useful service life of District apparatus has ended, and the District has declared such apparatus surplus, the RFA will assist in the sale or disposal of the apparatus in a legal, commercially reasonable manner. The proceeds, if any, from the sale of District-owned apparatus will be transferred to the District.
- 5.4. Records.** Except as specifically provided elsewhere in this Agreement, there will be no transfers of records between the parties.
- 5.5. Disposition of Property in the Event of Termination.** In the event this Agreement is terminated pursuant to Section 2 the following provisions shall govern the transfer of Personal Property.
- (a) **Identification of Personal Property.**
- (i) The District shall retain all Personal and Real Property owned by the District.
- (ii) The RFA shall transfer to the District any personal property purchased by the District after January 1, 2022, provided that such Personal Property is still owned by the RFA on the Termination Date.
- (iii) The RFA shall retain all Personal and Real Property owned by the RFA.
- 5.6. SEPA Mitigation.** The RFA shall be authorized to pursue SEPA mitigation for developments within the District that may materially increase the cost of providing the administrative and operational services specified herein; Prior to pursuing any such mitigation the District and the RFA shall meet and discuss the impact on the services provided under this Agreement and the appropriate mitigation.

6. OVERSIGHT AND ADMINISTRATION.

- 6.1. **Governance Board.** The District shall appoint one member of the District Commission to serve in an advisory non-voting position on the RFA Governance Board.
- 6.2. **Administration Committee.** To carry out the purposes of this Agreement, a two-person committee is hereby created to administer this Agreement (“Committee”). The Committee shall consist of the Commission Chair of the District and the RFA Fire Chief, or their designees. The Committee shall meet on a regular basis as determined by the Committee and no less than one (1) time per year to discuss the performance of the obligations of the District and the RFA pursuant to this Agreement. Either member of the Committee may call meetings as deemed appropriate. The Committee may recommend amendments to the Exhibits to this Agreement. Unless otherwise specified in this Agreement, all decisions of the Committee must be unanimous.
- 6.3. **Oversight Committee.** On an annual basis at a mutually agreed time, the Fire Chief or Designee, the Chair of the RFA Governing Board and the Chair of the District 40 Board of Commissioners shall meet to discuss the relationship of the District and the RFA. The purpose of this committee is to discuss the extent to which the Agreement is meeting the interests and needs of both parties.
- 6.4. **District Leadership Team Meetings.** The RFA Fire Chief or designee will serve as District Liaison to attend the Monthly District Commissioner Board Meetings. The District Liaison shall provide a Chief’s report and division reports similar in scope to the reports provided to the RFA Governing Board.
- 6.5. **Annual Report.** The RFA Fire Chief or designee shall provide an annual report to the District Commission regarding the services provided under this Agreement on or before July 1 of each year.
- 6.6 **Financial Reporting Obligations.** The RFA shall provide the District with a copy of its estimate of the cost of this Agreement based on **EXHIBIT A** to the District 40 Board Secretary at the same time it is presented to the RFA Governing Board (estimated to be in the first two weeks of October each preceding year), and will provide the actual cost of the services at the time of the RFA Annual Revenue Hearing in November, but in no event later than November 25.

7. INDEMNIFICATION AND HOLD HARMLESS.

- 7.1. Each party shall, at all times, be solely responsible and liable for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only and shall indemnify and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of such party relating to the performance of this Agreement.

8. INSURANCE.

- 8.1. RFA Insurance.** The RFA shall provide insurance coverage for Station 17, District 40 owned Fire Apparatus and all equipment and personnel of the RFA. The insurance coverage shall include all risk property insurance, insuring the fire station contents at replacement cost and general liability insurance, including errors and omissions coverage. The RFA shall furnish to the District appropriate documentation showing that such coverage is in effect. The District recognizes that the RFA is a member of a governmental insurance Pool and the RFA shall provide proof of such to the District upon execution of this Agreement and on an annual basis. Policy deductibles shall be the responsibility of the RFA.

9. INDEPENDENT MUNICIPAL GOVERNMENTS.

- 9.1. Independent Governments.** The parties recognize and agree that the RFA and the District are independent governments. Except for the specific terms of this Agreement, nothing herein shall be construed to limit the discretion of the governing bodies of each party. This Agreement shall not be construed as creating an association, joint venture or partnership between the parties, nor to impose any partnership obligations or liabilities on either party.
- 9.2. No Agency.** Except as specifically provided in this Agreement, neither party shall have any right, power or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative or, or to otherwise bind the other party.
- 9.3. Debts and Obligations.** Neither the District nor the RFA, except as expressly stated in this Agreement, or as required by law, shall be liable for any debts or obligations of the other party.
- 9.4. Assignment of Resources.** The RFA shall have the sole discretion and the obligation to allocate and assign the resources available to it without regard to political boundaries and to determine the exact method by which the Services described in this Agreement are provided within the RFA and within the District.

10. DISPUTE RESOLUTION.

- 10.1.** Prior to any other action, the District Commission Chair and the RFA Fire Chief shall meet and attempt to negotiate a resolution to any and all disputes.
- 10.2.** If the parties are unable to resolve the dispute through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 10.3.** If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days, either party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory

Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.

- 10.4.** Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

11. MISCELLANEOUS

- 11.1. Non-Exclusive Agreement.** The parties to this agreement shall not be precluded from entering into similar agreements with other municipal corporations.
- 11.2. Service Limitation.** The Services provided under this Agreement represent an extension and expansion of services the RFA owes to the public in general. Neither party intends to create a special relationship or duty to the other party or to the public served by either party.
- 11.3. Non-Waiver of Breach.** The failure of either party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.
- 11.4. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 11.5. Assignment.** Any assignment of this Agreement by either party without the prior written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.
- 11.6. Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party and subject to ratification by the legislative body of each party.

- 11.7. Compliance with Laws.** Each party agrees to comply with all local, federal, and state laws, rules, and regulations that are now effective or in the future become applicable to this Agreement.
- 11.8. Entire Agreement.** The written terms and provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the Exhibits are hereby made part of this Agreement.
- 11.9. Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.
- 11.10. Interpretation.** Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.
- 11.11. Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 11.12. Benefits.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.
- 11.13. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

The parties below execute this Agreement, which shall become effective on July 1, 2018.

RFA:

Renton Regional Fire Authority:

By:_____

Print Name:_____

Its_____

DATE:_____

DISTRICT:

King County Fire Protection:
District No. 40

By:_____

Print Name:_____

Its_____

DATE:_____

NOTICES TO BE SENT TO:

Attn: Fire Chief

NOTICES TO BE SENT TO:

Attn: Board Chairperson

APPROVED AS TO FORM:

Brian Snure,
Attorney for RFA

APPROVED AS TO FORM:

Eric. Quinn
District Attorney

EXHIBIT A
COSTS FOR SERVICES RENDERED

- 1. Direct Labor Costs.** The District shall pay to the RFA the actual Labor costs required to fund staffing at FD40's fire station. Actual Labor cost shall include the fully burdened rate based on average wages (including Response Operations overtime) and benefits. The Labor Costs shall be established based on budgeted labor cost for the subsequent calendar year. The Overtime allocation is based on the total number of RFA operational personnel assigned to FD40 divided by the total number of all budgeted RFA operational personnel.

 - a. District Staffing:** For purposes of this Agreement, the total number of operational personnel required to meet the 5-person daily staffing at Station 17 is 20. However, to account for planned absences (vacation & holiday), 4 additional personnel are required. This results in 24 operational personnel which equates to a fill factor of 4.8:1 per position in the daily staffing. The 24 personnel shall include: 4 Company Officers (1 Captain, 3 Lieutenants), 4 Engineers, and 16 Firefighters.
 - b. Command and Control:** The District shall also pay the actual labor costs of 1.5 Battalion Chiefs to fund command, control and supervisory services provided by the South Battalion.
 - c. Total FD40 Staffing:** For the purpose of calculating overhead costs, the number of RFA operational personnel assigned to FD40 shall be 25.5.
- 2. Administration Overhead:** Includes salary, benefits, and expenses required to effectively staff and operate the Administration Division. The allocation is based on the total number of RFA operational personnel assigned to F40 divided by the total number of all budgeted RFA full time employees.

 - a. Exclusions:** Governing Board costs (The District is responsible for any per diems and expenses related to its non-voting RFA Board member), Election costs and fees, Benefit Charge collection costs, Contracted Overtime, RFA LEOFF 1 post retirement costs, and transfers out to Operating, Facilities, and Fleet Reserve Accounts shall be excluded from the Administrative Overhead calculation.
- 3. Operations Support Overhead:** Includes salary, benefits, and expenses required to effectively staff and operate the Divisions listed below as well as the costs for transfers out of the operating fund dedicated to Small Tools and equipment replacement. The allocation is based on the total number of RFA operational personnel assigned to FD40 divided by the total number of all budgeted RFA operational personnel.

 - a. Response Operations Division including all special teams (excluding direct labor)**
 - b. Health & Wellness/Emergency Services including FD CARES**
 - c. Support Services Division**
 - d. Excludes Fire Prevention Division**

- 4. Public Education:** The Renton RFA maintains a comprehensive public education program that provides education to individuals and businesses throughout the RFA service area, which includes FD40. Some of these services are provided by the crews assigned to Station 17; however, the RFA's Public Educator provides direct services and support to Station 17 crews in the delivery of public education programs to the citizens of FD40. In consideration of these services provided, FD40 will pay \$3,500¹ annually for public education services.
- 5. Commercial Fire Inspections.** The RFA will provide inspections as set forth in Section 3.3 for the sum of \$5,000 per year beginning in 2022. Such sum shall be adjusted each year based the Seattle-Tacoma-Bellevue June to June CPI-U.
- 6. Facility Maintenance & Operations Overhead:** Includes salary, benefits, and expenses required to effectively staff and operate the Facility Section as well as all expenditures required to maintain and operate the facilities including, but not limited to, professional services, utilities, repairs, supplies, small tools, furnishings, etc. The allocation is based on the square footage of FD40 Station 17 divided by the total number square feet of all facilities operated by the RFA.
 - a. Major Repairs and Capital Improvements:** The cost of any major facility repairs or capital improvements shall be the responsibility of FD40 as delineated in section 5.2 of the contract.
- 7. Fleet Maintenance & Operations:** Includes two parts: Direct Fleet Costs and Fleet Overhead.
 - a. Direct Fleet Costs:** These costs include the Garage Consortium ILA contribution, fuel, and parts required to operate and maintain FD40 apparatus. The annual ILA costs are determined by the consortium and contained in the Fleet Consortium Estimation. The fuel and parts are based on the prior year actual costs for these expenses multiplied by the CPI-U June/June. Major repairs of FD40 apparatus exceeding \$1,000 per occurrence, performed by a facility other than the Garage Consortium, will be billed directly to FD40.
 - b. Fleet Overhead:**
 - 1. Fleet Section Overhead:** Includes salary, benefits, and expenses required to effectively staff and operate the Fleet Section. The allocation is based on the total number of FD40 VEUs² divided by the total number of all RFA VEUs.
 - 2. Administration Fleet Overhead:** Includes the total costs to operate and maintain the fleet utilized by the Admin Division plus depreciation. The allocation is based on the total number of FD40 operational personnel divided by the total number of all budgeted RFA full time employees.

¹ The approximate funding the District receives from the local school districts was the basis used for establishing the \$3,500 cost for public education services.

² A vehicle equivalency unit (VEU) is a standardized comparison measurement used to establish fleet equivalencies and expected required maintenance.

- 3. Operations Support Fleet Overhead:** Includes the total costs to operate and maintain the fleet utilized by the Operations, Support Services, and Health & Wellness/EMS Divisions plus depreciation. The allocation is based on the total number of FD40 operational personnel divided by the total number of all budgeted RFA operational personnel.
- 4. Reserve Fleet Overhead:** Includes all expenses for the ILA Direct Labor for the following reserve apparatus:
 - i. Reserve Pumper Overhead:** This allocation is based on the number of FD40 stations that require a pumper divided by the total number of all stations that require a pumper.
 - ii. Reserve Aid Unit Overhead:** This allocation is based on the number of FD40 Aid Units in service divided by the total number of Aid Units in service.
- 8. Reductions:** The District's cost for services shall be reduced by the amount of property taxes and benefit charges assessed by the RFA in the prior year, on those portions of identified annexation areas in which the District's apparatus primarily respond (first due).
 - a. Past Annexation Area Reductions:** A reduction shall be provided as specified above in the applicable portions of the Gaile, Fairlane Woods and Aqua Barn annexation areas.
 - b. Future Annexation Area Reduction:** A reduction shall be provided as specified above for future annexation areas whenever such area or portions of an area is served by District Apparatus.
- 9. Credits:** The District shall receive the following as credits against the costs of service enumerated herein, in addition to the Reduction referenced above under Section 7:
 - a. King County Emergency Medical Service Funds:** Those funds projected to be received or available to the RFA and attributable to the District for the contract year.
 - b. Transport Fees:** Fees collected in the prior year (January – December) for transports made by A317. The transport fee credit shall be the net of the total fees collected less the per-transport billing fee charged by the third-party billing agency.
 - c. Supplemental Payments:** Payments received through the Ground Emergency Medical Transportation (GEMT) program for eligible transports made by A317 in the prior federal fiscal year (July – June).
 - 1. Transport Revenue Credit Limitations:** The credit for transport fees and supplemental GEMT payments shall not be provided until such fees and payments exceed the annexation reductions provided for in Section 7 above. Furthermore, the maximum credit for transport revenue shall be limited to 125% of the calculated annexation area reduction provided for in Section 7 above.

- i. **Exception:** Transport fees and GEMT payments shall not be subject to the limitation stated above in the first contract year (2022). For the first contract year (2022), the RFA shall remit to the District all transport fees collected, less collection costs, for transports made by A317 between February and December of 2021; and all GEMT payments received for transports made by A317 between February and June of 2021. These transport fees shall be paid to the District no later than May 15, 2022, and the GEMT payments no later than October 15, 2022.
- ii. **Limitation Review:** The parties agree to meet and confer during the fifth year of the contract (2026) to review and assess the limitations placed on transport revenue sharing set forth under Section 8 (c)(1) above. The purpose of this review is to determine the effectiveness of the imposed limitations in meeting the parties' original goal of a fair and equitable distribution of transport revenues and to provide an opportunity to make any necessary adjustments to those limitations.

Annexation Reduction and Transport Revenue Credits		
Contractual Annexation Reduction	Potential Transport Revenue Credit	RRFA Revenue
The District’s costs for services are reduced by the amount of property tax and benefit charge assessed in the previous year on the identified areas via the Annexation Reduction.	Transport revenue generated by A317 exceeding 100% of the Annexation Reduction amount will be applied to the District’s second billing of the year, as a Transport Revenue Credit, up to a maximum of 125% of the Annexation Reduction amount.	A317 transport revenue exceeding 125% of the Annexation Reduction amount will be retained by the RFA.
The RFA retains all transport revenue generated by A317, up to 100% of the Annexation Reduction amount.		
100%		125%
(break even)		(cap)

- 2. Transport Revenue Credit Implementation and Cadence:** Starting in the 2023 contract year, any transport revenue credits shall be applied to the current year's second half payment as outlined below and thereafter follow the cadence detailed below.

Contract Year 2 (2023) and beyond			
Fee Type	Period Covered	Reconciliation	Action taken
Transport	Jan-Dec	March	Credit applied to second half payment in October
GEMT	July-June	Spring	

- 3. Termination of Transport Revenue Sharing:** Transport revenue sharing shall be provided as described herein as long as the agreement remains in effect. The RFA shall retain all transport fees and payments either received or billed for transports made by A317 prior to termination of the contract.

COST-ALLOCATION TABLE

Allocation Segment	Allocation Method
Direct Labor Costs	100% of the identified amount
Administration Overhead	Calculated by taking the total number of FTEs for FD40 (25.5) divided by the total number of all budgeted FTEs (variable).
Operations Support Overhead	Calculated by taking the total number of FTEs for FD40 (25.5) divided by the total number of all budgeted Operational FTEs (variable).
Facility Maintenance & Operations Overhead	Calculated by taking the total square footage of Fire Station 17 (6,836) divided by the total square footage for all facilities operated by the RRFA (currently 96,527).
Fleet Maintenance & Operations	
Direct Fleet Costs	100% of the identified amount
Fleet Section Overhead	Calculated by taking the total number of VEUs for FD40 (variable) divided by the total number of all budgeted VEUs (variable).
Administration Fleet Overhead	Calculated by taking the total number of FTEs for FD40 (25.5) divided by the total number of all budgeted FTEs (variable).
Operations Support Fleet Overhead	Calculated by taking the total number of FTEs for FD40 (25.5) divided by the total number of all budgeted Operational FTEs (variable).
Reserve Pumper Overhead	Calculated by taking the number of FD40 stations that require a pumper (1) divided by the total number of all stations that require a pumper (variable).
Reserve Aid Unit Overhead	Calculated by the number of FD40 Aid Units in service (1) divided by the total number of Aid Units in service (variable).

*Assumes reduction in FD40 fleet to 1 Pumper and 1 Aid Unit.

The following metrics should be reported to the King #40 Board annually and discussed. This is a significant part of contract compliance. If the RRFA updates its Standards of Cover or otherwise establishes response performance goals or objectives that exceed those contained in this agreement, the RRFA will meet and confer with King #40 to discuss the implications.

EXHIBIT B

Performance Metrics

Station Reliability Metrics

The RRFA will strive to maintain an appropriate station reliability at Station 17. Station 17's reliability should not decline by more than 5% from the Station 17 reliability from the previous year. If such decline occurs, the RRFA administration and King #40 elected officials shall meet and discuss the cause(s) of the excessive decline and the RRFA's plan to address the decline.

Reliability is defined as: Units assigned to the station are available within their first due area and are first to arrive to their first due emergencies. These are emergency responses only. All nonemergent calls should be removed from the data list and not used in this calculation.

Station Reliability Metrics (Percent of calls where that station's units are first on scene out of all calls in that station area)						
Station	2016	2017	2018	2019	2020*	5-year avg.
Station 11	81.3	81.3	82.1	81.8	84.1	82.12%
Station 12	83.8	85.3	86.3	83.3	82.4	84.22%
Station 13	82.8	87.3	87.3	82.7	81.9	84.40%
Station 14	69.3	71.0	70.2	72.2	74.6	71.46%
Station 15	N/A	N/A	N/A	76.0	79.3	77.65%
Station 16	82.6	83.1	83.6	80.9	82.8	82.60%
Station 17	91.3	91.5	91.0	84.3	84.2	88.46%

*Through November 30, 2020

Response Performance Metrics

The RRFA will strive to maintain a prompt and efficient emergency response system at Station 17. Unit Alarm Handling Time is a metric of the Public Safety Answering Point (PSAP)'s performance. The RRFA does not have direct control but does have influence over this metric. Unit Alarm Handling Time will not be a part of the compliance methodology for the agreement between the RRFA and King #40. However, both agencies have a keen interest in this metric as it reflects a level of service their constituents can expect. King #40 supports the RRFA's efforts to positively influence this critical element of total response time with the PSAP provider.

Each of the three remaining elements of response time will be measured separately. These elements include Turnout Time, Travel Time, and 1st Unit Response Time (the combination of turnout time and travel time).

Station 17's response performance should not decline by more than 10% in any of the three emergency response performance element as compared to Station 17's performance in the same element from the previous year. If such decline occurs, the RRFA administration and King #40 elected officials shall meet and discuss the cause(s) of the excessive decline and the RRFA's plan to address the decline.

Definitions for each component of the emergency response system:

Alarm Handling Time: The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities or the emergency response units in the field.³ (This is not a compliance element of this agreement – outside the direct control of RRFA)

Turnout Time: The time interval that begins when the emergency response facilities and emergency response units' notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.⁴ (This is a compliance element of this agreement)

Travel Time: The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene.⁵ (This is a compliance element of this agreement)

1st Unit Response Time: A combination of turnout time and travel time for the first arriving unit; the most commonly used measure of fire department response performance. (This is a compliance element of this agreement)

When calculating response performance, only incidents where the unit being measured responds to priority emergency responses are calculated. Incidents where the unit being measured is responding to a nonpriority response or is reduced from a priority emergency response to a nonpriority response while en route shall be excluded from calculation. All CARES unit responses should also be excluded. Data outliers should also be excluded. The parameters for determining outliers are as follows:

- Alarm Handling more than 5 minutes
- Turnout Times more than 4 minutes
- Travel Times more than 20 minutes

³ NFPA Standard 1710 (2020); Section 3.3.64.2 – *Alarm Handling Time*

⁴ NFPA Standard 1710 (2020); Section 3.3.64.8 – *Turnout Time*

⁵ NFPA Standard 1710 (2020); Section 3.3.64.7 – *Travel Time*

Station 11 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	2:43	2:34	2:12	2:18
Unit Turnout Time	2:24	2:39	2:11	2:22
Unit Travel Time	5:42	5:34	5:24	5:26
1 st Unit Response Time	7:54	7:34	6:56	6:57
Station 12 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	2:17	2:04	2:21	2:28
Unit Turnout Time	2:56	2:41	2:21	2:31
Unit Travel Time	4:51	4:57	5:38	5:39
1 st Unit Response Time	6:56	6:42	7:15	7:16
Station 13 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	3:06	2:13	2:21	2:31
Unit Turnout Time	2:34	2:14	2:27	2:29
Unit Travel Time	6:11	5:29	6:20	6:12
1 st Unit Response Time	8:26	7:11	7:52	7:46
Station 14 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	2:28	2:32	2:20	2:21
Unit Turnout Time	2:32	2:23	2:22	2:17
Unit Travel Time	6:28	4:31	5:17	5:00
1 st Unit Response Time	8:01	6:26	7:07	6:42

Station 15 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	2:49	1:50	2:15	2:15
Unit Turnout Time	2:35	2:37	2:22	2:37
Unit Travel Time	5:26	5:32	5:49	5:52
1 st Unit Response Time	7:35	7:56	7:23	7:36
Station 16 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	1:08	1:30	2:09	2:02
Unit Turnout Time	2:51	2:55	2:22	2:30
Unit Travel Time	5:49	4:59	6:08	6:20
1 st Unit Response Time	7:45	7:43	7:51	7:48
Station 17 Emergency Response Performance Metrics at 90%				
	FIRE		EMS	
Response Elements	2019	2020*	2019	2020*
Unit Alarm Handling Time	2:05	2:52	2:23	2:20
Unit Turnout Time	2:47	2:35	2:23	2:25
Unit Travel Time	5:57	5:42	6:06	5:58
1 st Unit Response Time	8:01	7:40	7:35	7:38

In and out of jurisdiction emergency responses by regular service units is covered in the above data

Demand Distribution

The RRFA will report on the emergency demand by call type for Station 17 as compared to the remaining stations at the RRFA. This is to maintain situational awareness, not for any specific compliance goal.

Emergency Response Demand by Station, by Call Type - 2020							
Call Type	Station 11	Station 12	Station 13	Station 14	Station 15	Station 16	Station 17
EMS	3,170	2,616	3,129	2,080	691	912	1,879
False Alarm	328	201	234	225	94	84	104
Fire	212	102	101	99	58	49	93
Good Intent	298	161	215	338	74	89	140
Hazardous Materials	70	36	35	88	31	23	33
Other	0	0	0	0	0	0	0
Public Assistance	144	81	120	70	37	63	62
Rupture / Explosion	6	6	1	5	6	2	0
Weather	0	0	0	0	0	0	0
Total	4,228	3,203	3,835	2,905	985	1,222	2,311

Unit Hours in District Vs. RFA

The RRFA will annually report total unit hours committed to the District by RRFA resources and the total unit hours from the District (Station 17) committed to the RRFA. The expectation is that total unit hours Station 17's resources (serving the District) are committed to the RRFA outside of the District are approximately balanced with the total unit hours committed by the RRFA inside the District area (not including Station 17 units). If either party believes the total unit hours are significantly unbalanced each year for three consecutive years, the parties will meet to discuss and address the imbalance.

Response Duration by Service Area	
Resp Duration - RFA Units in KCFD 40 Area	2020
Aid 312	0:00:00
Aid 313	13:20:48
Battalion 311	2:43:02
Battalion 313	26:15:53
Brush 317	24:21:31
Cares 314	74:29:05
Engine 311	2:54:34
Engine 312	0:32:01
Engine 313	32:50:48
Engine 314	0:48:38
Engine 315	0:11:54
Engine 316	0:00:00
Hazmat 314	9:13:45
Ladder 311	6:12:39
Yearly Totals	194:04:38

Resp Duration - KCFD 40 in RFA Area	2020
Aid 317	192:48:15
Engine 317	65:49:45
Yearly Totals	258:38:00

Times are in HH:MM:SS

Effective Response Force

The staffing assigned to Station 17 (serving King #40) is three on the engine and two on the aid car. The RRFA has pre-determined within their Standards of Cover the staffing to perform various critical tasks for fires and have established the following benchmarks:

Level of Risk	Full Assembly Time Benchmark @ 90%	Number of Personnel
Low	10:00	7 firefighters and officers
Moderate	16:00	17 Firefighters and Officers
High	20:40	31 Firefighters and officers

A first alarm assignment for a moderate risk structure fire (typical 2,000 square foot, two-story single-family residence) consists of 17 personnel dispatched on various apparatus (including the battalion chief). The majority of the risk in the District is classified as moderate. This performance is also expected for Station 17's service area (King #40). If this standard is adjusted in the future, the RRFA will meet and confer with King #40 to discuss the implications.



Governing Board Agenda Item

SUBJECT/TITLE: City of Renton ILA Amendment 1

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

The City of Renton and Renton RFA executed an ILA dated July 1, 2016 in conjunction with the formation of the Renton Regional Fire Authority. RRFA and the City of Renton have negotiated revisions to the ILA and the ILA Exhibits which require the consent of the legislative bodies of both the RFA and City pursuant to Section IV of the ILA.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Revisions to the ILA include language changes to Sections VIII.A and XVI.B, terminating Exhibits 3 and 5, and replacing Exhibits 1-7 in their entirety with Exhibits 1, 2, 4, 6 and 7 of the amendment:

- Exhibit 1 - Office of the Fire Marshal Services
- Exhibit 2 - Information Technology Services
- Exhibit 4 - Fleet Maintenance Services
- Exhibit 6 - Records Management
- Exhibit 7 - Emergency Management Program Support

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

[City of Renton ILA](#)

[City of Renton ILA Amendment 1](#)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to consent to the changes proposed in Amendment 1 of the ILA with the City of Renton as presented and authorize the Fire Chief to sign.

**INTERLOCAL AGREEMENT FOR COOPERATION
BETWEEN THE CITY OF RENTON AND RENTON REGIONAL FIRE AUTHORITY**

I. PARTIES

The parties to this interlocal agreement for cooperation resulting from the formation of the Renton Regional Fire Authority ("Agreement") are the City of Renton (hereinafter the "City"), a Washington municipal corporation, and the Renton Regional Fire Authority (hereinafter the "RRFA" or "RFA"), a Washington municipal corporation formed in accordance with Chapter 52.26 of the Revised Code of Washington ("RCW").

II. AUTHORITY

The City and the RRFA are public agencies as defined by Chapter 39.34 RCW, and are authorized to enter into interlocal agreements on the basis of mutual advantage and thereby to provide services and facilities in the manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs of local communities.

III. PURPOSE

The City has maintained a full service fire department for decades. On April 26, 2016, voters within the jurisdictions of the City and King County Fire Protection District No. 25 ("District") voted to create the RRFA in order to provide fire protection, emergency medical and life safety services, and approved the Renton Regional Fire Authority Plan ("RFA Plan") which sets forth the manner in which the services will be provided by the RRFA. The RRFA came into existence and became effective on July 1, 2016. The RRFA consolidated the City Fire Department and the District into one independent municipal corporation, with taxing authority, designed to provide fire protection, emergency medical and life safety services within the geographical boundaries of the City and the District.

It is the parties' desire that the City continues to perform certain internal support services for a limited period of time for the RRFA such as the provisioning of payroll, accounting, human resources, civil service, fleet operation and management, information technology, and facilities maintenance as outlined in the RFA Plan and more specifically described in the attached exhibits. It is the parties' further desire that the RRFA provide certain services to the City such as fire prevention, fire investigation and emergency management support as outlined in the RFA Plan and more specifically described in the attached exhibits.

This Agreement establishes the framework for transferring responsibilities from the City to the RRFA and, the ongoing coordination between the City and the RRFA pursuant to the RFA Plan. This Agreement also sets forth the manner in which the services described above will be provided by both the City and the RRFA.

IV. ADMINISTRATIVE COMMITTEE TO ADMINISTER AGREEMENT

To carry out the purposes of this Agreement, a two (2)-person committee is hereby created to administer this Agreement ("Committee"). The Committee shall consist of the Chief Administrative Officer "CAO" of the City of Renton and the Fire Chief, or their designees. The Committee shall meet no less than one (1) time per year to discuss the performance of the obligations of the City and the RRFA pursuant to this Agreement; provided that either member of the Committee may call additional meetings as deemed appropriate. The Committee may develop policies and procedures to aid in the implementation of this Agreement. Unless otherwise specified in this Agreement, all decisions of the Committee must be unanimous. The Committee may amend procedural and administrative aspects of the exhibits to this Agreement without approval by the parties' governing bodies, but only to the extent such amendments are consistent with the RFA Plan and do not increase the cost of either party to administer this Agreement or decrease the revenues received by either party. In the event of a dispute of the Committee, such dispute shall be handled in accordance with Subsection XIX(B) of this Agreement.

V. EXHIBITS INCORPORATED

Attached to this Agreement are a number of exhibits that detail the work to be performed by the RRFA in coordination with the City, and the work to be performed by the City for the benefit of the RRFA. There are also exhibits attached to this Agreement that designate the manner of transferring documents and handling other matters related to the transfer of fire services from the City to the RRFA. The attached Exhibits 1 through 7 (the "Exhibits") are adopted and incorporated into this Agreement by this reference.

VI. RRFA RESPONSIBLE FOR COMPLIANCE WITH LAWS AND REGULATIONS

It is recognized that with the passage of the RFA Plan by the voters of the City and the District, a new municipal corporation was created as of July 1, 2016, with a purpose separate from that of the City, and with officers, employees, and elected and appointed officials separate from those of the City. It is recognized that as of July 1, 2016, the RRFA is a stand-alone and independent legal entity completely separate in all purposes from that of the City and King County Fire Protection District No. 25. Except as otherwise provided for in this Agreement, the RRFA shall be solely legally responsible for all conduct and services provided by the RRFA.

VII. DESIGNATION OF FIRE CHIEF, FIRE MARSHAL, AND FIRE CODE OFFICIAL

For the purposes of enforcement of federal, state, and City laws relating to the provision of fire services, and for the purposes of complying with federal and state grant programs or any other programs which relate to the provision of the services formerly provided by the City of Renton Fire Department, the Chief Officer of the RRFA (hereinafter "Fire Chief") shall be considered the City's Fire Chief, and City shall designate the Fire Marshal assigned to the Community Risk Reduction Section shall be considered the City's Fire Marshal and Fire Code Official.

VIII. SERVICES PERFORMED BY THE RRFA FOR THE CITY

- A. Services to be Provided. The RRFA will perform Community Risk Reduction Services within the City boundaries as set forth and described in Exhibit 1 of this Agreement.
- B. Community and Special Events. The RRFA will cooperate with the City and will, to the extent resources allows, participate in and provide resources for the City's Fourth of July events, Renton River Days, and other mutually agreed community and special events that may include, but are not limited to, community picnics, farmers markets, holiday parades and other similar events.

IX. SERVICES PERFORMED BY THE CITY FOR THE RRFA

The City agrees to perform the following services for the RRFA, as prescribed in more detail in the following Exhibits to this Agreement:

Exhibit No./Title of Exhibit:

- 2. Information Technology Services;
- 3. Facilities/Landscaping Maintenance Services;
- 4. Fleet Management Services; and
- 5. HR and Financial Support Services.

X. EMPLOYEES

- A. Employees of the RRFA Are Not Employees of the City. All RRFA employees who provide any services called for in this Agreement shall be employees of the RRFA, and not employees of the City. The RRFA shall, at all times, be solely responsible for the compensation, management and conduct of RRFA employees that are performing the services called for in this Agreement.
- B. Employees of the City Are Not Employees of the RRFA. All City employees who provide any services called for in this Agreement shall be employees of the City and not employees of the RRFA. The City shall, at all times, be solely responsible for the compensation, management and conduct of City employees that are performing the services called for in this Agreement.

XI. RECORDS TRANSFER AND REQUESTS FOR RECORDS

The City and the RRFA anticipate the transfer of certain records as provided in Exhibit 6 from City custody to RRFA custody. Except as provided elsewhere in this Agreement, Exhibit 6 shall govern the retention and disclosure of any records of one party held by the other.

XII. ASSET TRANSFER

- A. Real Property. The real property associated with City fire services will be transferred or leased to the RRFA in accordance with Section 6 of the RFA Plan. RRFA is responsible for the full operation, maintenance, upkeep, and capital

improvement to the leased facilities during the lease term as more particularly set forth in the lease agreements.

- B. Vehicles, Equipment and Other Personal Property. All vehicles, equipment, and other personal property listed in Appendix E of the RFA Plan will be transferred in accordance with Section 6 of the RFA Plan. In the event any Exhibit provides for specific personal properties to be transferred, or not, such Exhibit shall control.

Upon transfer of vehicles, equipment, and property that must by law be registered, the RRFA shall take all necessary steps to transfer title to the RRFA and register the vehicles, equipment and property in the name of the RRFA within the time requirements of state law. All vehicles, equipment, and property are being transferred "as-is, where is, without warranties, express or implied," and the RRFA shall defend, indemnify, and hold the City harmless from any and all injuries or damages to persons or property that may be occasioned in any manner whatsoever by the vehicles and equipment, whether those damages or injuries are suffered by agents, employees, officials, or assigns of the RRFA or by third parties.

- C. City of Renton Accounts and Funds. The City Funds and Accounts identified in Section 6 of the RFA Plan will be transferred on the RRFA effective date.
- D. Other Assets. It is anticipated that some assets relating to the provision of fire services may not have transferred pursuant to the RFA Plan. Any assets not contained within the RFA Plan shall be transferred only by a separately negotiated written agreement between the City and the RRFA.
- E. Office Space. Through December 31, 2018, at no charge to the RRFA, the City will provide the RRFA with the same or equivalent office space that was previously used by the Fire & Emergency Services Department in the Renton City Hall. Prior to the expiration of such period, the parties agree to collaborate in the public interest to address their common interests and future needs for office space. The parties should consider the benefits of co-locating interdependent and complimentary services.

XIII. WAIVER OF FIRE BENEFIT AND SERVICE CHARGES

As partial consideration for the assets transferred, leased properties, services, and other consideration provided by the City pursuant to this Agreement, all personal property and improvements to real property owned by the City shall be permanently exempt from any fire benefit charge or service charge that could otherwise be imposed by the RRFA pursuant to the RFA Plan, Chapter 52.26 RCW, or RCW 52.30.020, as they may be amended or recodified in the future.

XIV. SERVICE AND IMPACT FEE AND PAYMENT

- A. Fire Impact Fees Paid to RRFA. The City shall continue to charge the Fire Impact Fees listed in Subsection XII (6)(d) of the 2015-2016 City of Renton Fee Schedule. The RRFA agrees to initially adopt the applicable portions of the City's Capital Facilities Plan and take any other necessary steps to support continued collection of such fees. Beginning in 2017, by no later than September 1 of each year, the RRFA may submit to the City proposed updates to the Fire Impact Fees, together with an updated Fire Capital Facilities Plan. Updates to the Fire Impact Fees are subject to City Council approval, which will not be unreasonably withheld. The parties agree to enter into a separate ILA that is consistent with the existing City of Renton and Renton School District Impact Fee ILA for more specific responsibilities and requirements regarding Impact Fees. Pursuant to the RFA Plan, the City will retain collected Fire Impact Fees necessary to cover the debt service requirement for a promissory note between Fire District 40 and the City for the transfer of Fire Station 13 (the "Debt"). Fire Impact Fees collected in excess of such debt service shall be remitted to the RRFA and spent in accordance with all applicable laws. To the degree Fire Impact Fees are collected by the City through its billing, permit or license systems, the City will remit to the RRFA in a timely manner all funds collected in excess of the Debt. Subject to the terms of any subsequent Fire Impact Fee ILA entered into by the City and the RRFA, the RRFA accepts full responsibility for ensuring the remitted Fire Impact Fees are lawfully charged and agrees to indemnify, defend and hold the City harmless from all claims or actions arising out of the collection and remittance of Fire Impact Fees pursuant to this subsection.
- B. Time for Payment. Fees for the services provided by the City to the RRFA are set forth in Exhibits 2 through 5 of this Agreement. Payment shall be calculated either on a pre-established, per-year cost of service basis, on an hourly basis, or, in the case of units provided, on a cost per-unit basis. Unless as otherwise provided in Exhibits 2 through 5, payments shall be made as follows:
1. Payments Dependent on Pre-Established Per-Year Cost. In the case of any costs of services that are established on a per-year basis, such costs shall be divided into twelve (12) equal payments paid on the 15th day of each month; provided, for the remainder of the year 2016, such costs shall be divided into six (6) equal payments, payable on the 15th day of each month.
 2. Payments Dependent on Time and/or Material. In the case of payments which are based upon the number of hours worked and/or units of material used, the party providing the service shall, by the last day of each month, submit an invoice for the time and materials incurred in the previous month. For example, an invoice submitted by August 31st would cover the time and material incurred during the month of July. Payment of the invoiced amount

shall be due no later than thirty (30) calendar days from the date of the invoice.

- C. Failure to Submit Invoice. The failure of one party to submit an invoice for services to the other party within the timeframes provided in this Agreement shall not result in a waiver of the requirement of the other party to pay for those services.
- D. Disputed Amounts. In the event that there is a dispute regarding the amount of money owed by a party, any undisputed amounts shall remain due and payable in accordance with the payment dates and terms established in Subsection XIV(C) above. As to any remaining disputed amount, the Committee shall make every effort to resolve that dispute. In the event that the Committee is unable to resolve the dispute, the only means of resolving that dispute will be by the dispute resolution process provided in Subsection XX(B).
- E. Reconciliation of Amount Due After Termination. Within ninety (90) calendar days of the effective date of this Agreement's termination, the parties shall submit to each other a final invoice consistent with the methods of invoicing required above. Final payment and settlement of accounts shall occur within ninety (90) calendar days of the effective date of termination of the Agreement. Any disputed amounts will be resolved in accordance with the procedures in Subsection XIV(D) above.

XV. DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2016. Should this Agreement be ratified by the governing bodies of the City and the RRFA after July 1, 2016, this Agreement shall be effective retroactively as of July 1, 2016, and all acts consistent with this Agreement shall be deemed ratified by the City and the RRFA. This Agreement shall remain in full force and effect until terminated as provided for in Section XVI.

XVI. TERMINATION

- A. Restriction on Termination. Except as specifically provided in this Agreement or the Exhibits or mutually agreed to by the parties, this Agreement shall not be terminated. Services identified in Exhibits 2 through 5 may be terminated at the end of the agreed term, by mutual agreement, or by notice pursuant to Subsection B of this Section.
- B. Termination of Exhibits 2-5 by Notice. The services identified in Exhibits 2 through 5 of this Agreement may be terminated by either party upon providing the other party with three hundred and sixty-five (365) days' advance written notice of termination. A termination pursuant to this subsection will terminate all services provided by one or more of Exhibits 2-5, as specified in the notice of

termination. Partial termination of services within an exhibit may only be accomplished by mutual agreement and negotiated payment terms.

- C. Termination of Exhibits 1, 6 or 7. Except as provided herein, Exhibits 1, 6, and 7 are intended to continue indefinitely. The parties may mutually agree to amend or terminate Exhibits 1, 6, and/or 7 at any time. Without mutual agreement, Exhibits 1, 6 or 7 shall not be terminated prior to December 31, 2021. If either party desires to amend or terminate Exhibit 1, 6, or 7 and the other party does not agree, the parties shall engage in the following process: Any party desiring to modify or terminate Exhibits 1, 6 or 7 shall provide notice to the Committee of the proposed modifications or reason for termination. The Committee shall attempt to negotiate a resolution. If the Committee cannot reach a negotiated resolution, either party may initiate mediation proceedings to be facilitated by a neutral mediator agreed to by the parties. In the absence of an agreed mediator, a mediator shall be appointed pursuant to mediation procedures adopted by the American Arbitration Association. The parties will each pay their own costs of mediation and half the amount charged by the mediator. If a negotiated resolution is not reached within thirty (30) days of the first mediation session, either party may provide written notice of its intent to terminate continued application of the Exhibit(s) in dispute. Such notice shall be delivered to the other party no less than three hundred and sixty-five (365) days prior to the effective date of the termination. No unilateral termination of Exhibits 1, 6, or 7 may be effective prior to December 31, 2021, and the RRFA may not unilaterally terminate Exhibit 1 prior to amending the RFA Plan to account for such change. All other disputes that cannot be resolved by negotiated agreement shall be handled in accordance with Subsection XIX(B) of this Agreement.
- D. Renegotiation of Exhibit 1. In the event the RRFA fails to obtain voter approval of the continuation of the fire benefit charge, the parties agree to collaborate in the public interest to renegotiate the funding and level of service terms of Exhibit 1.
- E. Termination for Breach. Either party may terminate Exhibits 1 through 7 of this Agreement with thirty (30) days' advance written notice upon the failure of the other party to make timely payments or provide services as required by this Agreement. Failure to make timely payments or to provide the services required in this Agreement shall constitute a breach. In the event of a breach, the non-breaching party shall provide a written notice describing the breach to the breaching party, and the breaching party will have thirty (30) calendar days to cure the breach, unless that time period is extended by mutual agreement of the parties. If the breaching party fails to cure the breach in the allotted time, the non-breaching party may immediately terminate this Agreement.

F. City Reacquisition of Fire Protection Authority. Unless the parties otherwise agree, in the event the City reacquires authority over fire protection services within the City pursuant to RCW 52.26.110, as that section may be amended or recodified, or the RRFA is otherwise dissolved, all assets of the RRFA that serve the City shall be transferred at no cost to the City and all assets that serve King County Fire Protection District No. 25 shall either be transferred at no cost to District 25 or the City shall contract to provide services to King County Fire Protection District No. 25. This subsection shall survive termination of this Agreement.

XVII. INDEMNIFICATION AND HOLD HARMLESS

Each party agrees to defend, indemnify, and hold harmless the other party and each of its employees, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of its breach of this Agreement or any negligent or willfully tortious actions or inactions by the performing party or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. This provision shall survive the expiration of this Agreement. This provision shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement or any portion thereof is not enforceable.

It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

XVIII. LIABILITY INSURANCE.

Effective no later than July 1, 2016, each party shall carry and maintain insurance coverage as described below. Coverages shall be written with an insurance carrier admitted in the State of Washington.

General, Automobile, and Director & Officer Liability Insurance: Coverage for damages caused resulting in personal injury, property damage or advertising liability shall be provided. Coverage shall be in an amount not less than five million dollars (\$5,000,000) per Occurrence.

The insurance policies of each party shall name the other party and its officials, officers, employees, and volunteers, who are acting within the scope of this Agreement as additional insureds for any and all actions taken by each party, its officials, officers, employees, and volunteers in the scope of their duties pursuant to this Agreement.

XIX. MISCELLANEOUS

- A. Non-Waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.
- B. Resolution of Disputes and Governing Law.
1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within thirty (30) days of a party notifying the other party in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
 2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, no sooner than thirty (30) calendar days after the Dispute Notice, any party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned arbitrator, and the laws of Washington will govern its proceedings. Each participating party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.
 3. Following the arbitrator's issuance of a ruling/award, either party shall have thirty (30) calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the King County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

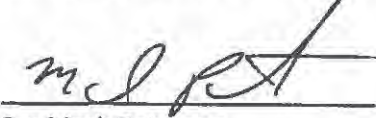
4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
- C. Assignment. Any assignment of this Agreement by either party without the prior written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.
- D. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party and subject to ratification by the legislative body of each party.
- E. Compliance with Laws. Each party agrees to comply with all local, federal, and state laws, rules, and regulations that are now effective or in the future become applicable to this Agreement.
- F. Entire Agreement. The written terms and provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the Exhibits are hereby made part of this Agreement.
- G. Severability. If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.
- H. Interpretation. The legal presumption that an ambiguous term of this Agreement should be interpreted against the party who prepared the Agreement shall not apply.
- I. Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

- J. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.
- K. Calendar Days. The word "days" as used in this Agreement shall mean calendar days unless the context otherwise specifically provides that business days are intended.
- L. Property Ownership. Except as specifically addressed in the Agreement or the Exhibits:
1. This Agreement does not provide for jointly owned property;
 2. All property presently owned or hereafter acquired by the RRFA to enable it to perform the services required under this agreement, shall remain the property of the RRFA in the event of the termination of this agreement except as provided in Subsection XVI(F); and
 3. All property presently owned or hereafter acquired by the City to enable it to perform the services required under this Agreement, shall remain the property of the City in the event of the termination of this Agreement.
- M. Benefits. This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.

[The remainder of this page is blank; signatures follow below.]

IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.

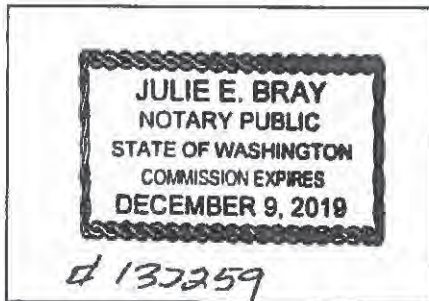
RENTON REGIONAL FIRE AUTHORITY:

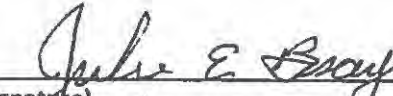

By: Mark Peterson
Its: Fire Chief
Dated: July 1, 2016

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 1st day of July, 2016, before me personally appeared Mark Peterson, to me known to be the Fire Chief of RENTON REGIONAL FIRE AUTHORITY, a Washington municipal corporation, that executed and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

DATED 7-1-16, 2016.




(Signature)
Julie E Bray
(Name legibly printed or stamped)
Notary Public in and for the State of Washington,
residing at Renton
My appointment expires: 12-9-19

APPROVED AS TO FORM:


Attorney for RRFA

NOTICES TO BE SENT TO RRFA:

Fire Chief
Renton Regional Fire Authority
1055 South Grady Way
Renton, WA 98057

CITY OF RENTON:

Denis Law

By: Denis Law

Its: Mayor

Dated: 7/5/16

ATTEST:

Jason A. Seth
Jason A. Seth, City Clerk



STATE OF WASHINGTON

)
) ss.
)

COUNTY OF KING

On this 5th day of July, 2016, before me personally appeared Denis Law to me known to be the Mayor of CITY OF RENTON, a Washington municipal corporation, that executed and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

DATED July 5, 2016.



Cynthia R. Moysa
(Signature)
Cynthia R. Moysa
(Name legibly printed or stamped)
Notary Public in and for the State of Washington,
residing at 2000 W. 1st Ave
My appointment expires: 8/27/18

APPROVED AS TO FORM:

Larry Warren
Larry Warren, City Attorney

NOTICES TO BE SENT TO CITY:

Chief Administrative Officer
City of Renton
1055 South Grady Way
Renton, WA 98057

EXHIBIT 1

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

COMMUNITY RISK REDUCTION SERVICES

1. Community Risk Reduction Services. Prior to the establishment of the RRFA, the City's Fire and Emergency Services Department provided Community Risk Reduction Services through its Community Risk Reduction Section. Community Risk Reduction Services include, but are not limited to, administration and enforcement of applicable fire code and prevention regulations ("Code or Codes"), including RMC 4-5-070 as that section may be amended or recodified by the City. The RRFA will continue to provide these Community Risk Reduction Services for the City within the City's boundaries, as those boundaries may be adjusted in the future. As further described within this Exhibit 1,¹ Community Risk Reduction Services are comprised of Community Risk Reduction Administration Services, Fire Prevention Code Enforcement Services, Fire Prevention Development Services, and Fire Investigation Services (collectively, the "Services").
2. Fire Service Fees Paid to RRFA. The City shall continue to charge the Fire Department Community Risk Reduction Fees listed in Subsection XII(4) of the 2015-2016 City of Renton Fee Schedule. By no later than September 1 of each year, the RRFA may submit to the City proposed updates to the fee schedule. Updates to the fee schedule are subject to City Council approval, which will not be unreasonably withheld. In the event the City Council does not approve the fee schedule proposed by the RRFA, the RRFA may, using the process identified in Section XVI(C) of the Agreement, request discussion of the financial impacts to the RRFA of not having its proposed fee schedule approved. All Fire Department Community Risk Reduction fees, as such fees may be renamed, shall be paid to the RRFA as compensation for the RRFA providing the City the services described in Exhibit 1. To the degree these fees and any associated late fees are collected by the City through its billing, permit or license systems, the City will remit the funds collected to RRFA in a timely manner. The parties agree these fees, along with any other consideration provided by this Agreement, constitute full, fair, and complete compensation for the RRFA's performance of the Services described in Exhibit 1.
3. Community Risk Reduction Administration Services. The RRFA shall provide the following Community Risk Reduction Administration Services:

¹ The description of Community Risk Reduction Services in this Exhibit 1 is intended to provide an overview of the Services that were previously provided by the City's Fire and Emergency Services Department. With the exception of emergency management services, the Services should be construed broadly so that the RRFA will continue seamlessly providing all services previously provided by the City's Fire and Emergency Services Department.

- a. Direct the management and supervision of personnel performing the Services.
- b. Administer community risk reduction programs and activities to include Code inspections, plan review for Code compliance, Code enforcement, addressing, fire investigations, and public education.
- c. Interpret Codes as necessary to perform the Services. In the event of ambiguity or conflict in the Code, the RRFA will consult with the City.
- d. Approve materials, equipment, and devices used in construction, and the methods of construction to the extent that approval is required by the Code.
- e. Coordinate the collection of fees with the City.
- f. Maintain records in accordance with state approved retention schedules, route development applications and plans, and fulfill public record requests consistent with Exhibit 6.
- g. Coordinate with the City to process development plans and Code related permit application packages in a timely manner consistent with City established customer service goals and applicable laws.
- h. Coordinate with the City to issue Code related permits in a timely manner consistent with City established customer service goals and applicable laws.
- i. Process Code complaints or inquiries from the public to include data entry, file creation, and routing of information.
- j. Schedule and conduct Code inspections for developers or contractors.
- k. Recommend and prepare updates to the Code for consideration by the City, including but not limited to state mandated updates to the International Fire Code.
- l. Review and sign voluntary correction agreements.
- m. Participate on the City's Environmental Review Committee (ERC). The RRFA shall be represented by its Fire Chief or designee.
- n. Perform all other administrative tasks necessary to support Community Risk Reduction Services for the City, including all administrative tasks designated by the Code as the responsibility of the Fire Chief, Fire Marshall, and/or Fire Code Official.
- o. Participate in the City's Special Events Committee.

4. Fire Prevention Code Enforcement Services. The RRFA shall provide the following Fire Prevention Code Enforcement Services in Renton city boundaries:
- a. Perform all inspections required or authorized by the Code, including the inspection of new or relocated businesses for Code compliance and permit issuance.
 - b. Investigate and resolve Code violation complaints or inquiries.
 - c. Perform all Code enforcement duties of the Fire Marshall, Fire Code Official, and/or Fire Chief as provided in the Code. Provided, however, the City shall be responsible for providing prosecution services and legal counsel necessary to prosecute any civil or criminal code enforcement issues when enforcement requires judicial action (including hearing examiner proceedings). Once enforcement is turned over to the City for judicial action, the City retains independent prosecutorial discretion as to how or whether to proceed with enforcement action. The City will also maintain responsibility for any Code enforcement activities that require the presence or involvement of commissioned law enforcement officers. The RRFA staff who inspected the property and found it to be in violation shall appear before any court, hearing examiner, board, committee, or other body empowered to enforce the provisions of the IFC in order to assist Renton with enforcing the IFC at the sole cost of the RRFA. If the parties mutually agree, the City may provide employees of the RRFA with a limited law enforcement commission to enforce portions of the Code that require such commission (e.g. issuance of infractions for fire lane parking or fireworks enforcement). The parties acknowledge that the RRFA, by statute, has no duty to enforce any provisions of the code or to enforce ordinances of the City except under the terms of this Interlocal Agreement and the RFA Plan. Any duty the RRFA does have to enforce the Code is not intended to benefit any specific members of the general public. The City agrees that all court costs and other legal costs incurred in the judicial enforcement of the Code within the City limits shall be paid by the City and shall not be considered an operating expense of the RRFA.
 - d. Coordinate with the City when enforcement efforts are contested and when the City is undertaking related non-fire code enforcement efforts.
 - e. Perform special inspections required by outside agencies such as Department of Defense, Department of Early Learning, Department of Social and Health Services, and private insurance companies.
 - f. Coordinate with the City on post-disaster building and system inspections and/or evaluations.
 - g. Approve and review fire safety, emergency evacuation, lockdown, shelter-in-place, and hazardous materials management plans.

- h. Attend and provide testimony and exhibits at Code enforcement hearings before the City's Hearing Examiner, and upon appeal, if any, to court.
 - i. Perform all other tasks related to providing the above Fire Prevention Code Enforcement Services.
- 5. Fire Prevention Development Services. The RRFA shall provide the following Fire Prevention Development Services in Renton city boundaries:
 - a. Manage the Knox/Supra lock box program.
 - b. Coordinate with the City to provide timely development review program services, including answering project inquiries, attending meetings, reviewing plans for Code compliance, and approving plans when in compliance with the Code.
 - c. Provide development inspection program services to include pre-construction meetings, inspections, troubleshooting fire protection systems, final acceptance tests, field review of basic permits, coordination with the Building Services Division for the issuance of Certificates of Occupancy.
 - d. Assist and advise the City in its economic development activities to include research of properties, systems and code requirements for potential projects and existing buildings.
 - e. Approve hydrant placement on public and private projects.
 - f. Provide false alarm reduction program activities, which should include follow up with owners of faulty alarm systems, coordination with property owner/agent in its efforts to troubleshoot and repair faulty alarm systems, and quality assurance of incident reports from false alarms.
 - g. Provide fire protection system confidence test program activities to include evaluation of confidence tests provided by third parties, issuance of correction notices and/or notices of violation, and drafting of voluntary correction agreements and field inspections.
 - h. Perform all other tasks related to providing the above Fire Prevention Development Services and any related tasks arising from application of the Code.
- 6. Timeline of Work Provided. All services provided pursuant to this Exhibit shall be performed in a professional and competent manner pursuant to and within the timelines required of the Codes, City policies and procedures, including applicable customer service standards, and any state or federal laws applicable to the performance of that work.

7. Level of Service. The consideration provided for the services identified in this Agreement are intended to maintain existing levels of service. The existing levels of service include initial development review completed according the schedules generally described as follows:

a. Land Use:

- Green Folder 1st Review completed within two (2) weeks
- Pre-Application 1st Review completed within two (2) weeks
- SEPA 1st Review completed within two (2) weeks

b. Construction Permits*:

- Single Family 1st Review within two (2) weeks
- Commercial TI 1st Review within two (2) weeks
- Commercial 1st Review within four (4) weeks

**It is recognized by both parties that there are exceptions that arise that impact turnaround times that shall be taken into consideration in determining compliance with this section of the agreement.*

8. In the event the City, for any reason, determines that it is in the interest of the City to increase the defined Level of Service, the City shall be responsible for the additional costs incurred by the RRFA to provide additional staffing to meet the increased Level of Service. Any modification to the Level of Service shall be preceded by an agreement relating to the modifications and the funding requirements. In event substantial volume increases affect the ability of the RRFA to meet the defined Level of Service, the parties agree to collaborate in the public interest to address adjustments in funding or services levels on mutually agreeable terms.
9. Fire Marshal/Fire Code Official Reports to City's CAO or Community and Economic Development (CED) Administrator. The City's Fire Marshal/Fire Code Official shall provide reports to the CAO or the City's CED Administrator as requested. While the Fire Chief shall have the authority to direct the work of the RRFA employees, the City's CED Administrator or designee shall be kept informed of the development review work performed by the RRFA employees, and shall have authority to provide input to the Fire Chief in setting the desired outcomes of the Fire Prevention staff.
10. Equipment to Perform Services. Equipment for staff that performs Community Risk Reduction Services shall be provided by the RRFA and/or leased by the RRFA from the City. For the purposes of performing the Services and subject to licensing terms and security requirements, the parties agree to cooperate and share access to electronic

permitting systems and other electronic systems necessary to coordinate services. Initially, the parties anticipate sharing access to the enerGov Permit System, Zoll, and the RRFA's Fire Record Management System.

11. Office Space to Perform Services. As partial consideration for the services provided, the City will, if requested by the RRFA, provide the RRFA with adequate office space to house the RRFA staff necessary to provide the services identified in this Exhibit.
12. Transmission of Fees and Charges. The City shall establish a standard procedure for the transmission of all fees it collects pursuant to Section XIV of the Agreement and remit the money to the RRFA on a timely basis that is no less frequent than monthly. When remitting payment to the RRFA, the City may deduct any costs it incurred to collect the fees, including but not limited to court costs, attorneys' fees, and payments to debt collection companies.
13. Accounting of Fees and Charges. When the City transmits money to the RRFA pursuant to Section 10 of this Exhibit, the City shall provide the RRFA with supporting documents that describe the Services for which the money was collected. Parties recognize these fees are administered through the permit system that both parties have access and responsibility to ensure the accuracy and integrity of the data. The RRFA has a right to request an audit of the system no more frequently than once per year. The cost of an audit requested by the RRFA shall be paid by the RRFA unless otherwise agreed by the parties.
14. Collection of Fees. The parties will cooperate to collect outstanding unpaid fees and charges for the Services. The City is not required to pay the RRFA for uncollected or unpaid fees.
15. Fire Investigation Services. The RRFA shall perform Fire Investigation Services within the City limits that include but are not limited to:
 - a. Investigate the cause and origin of fires, interview suspects and witnesses, examine fire scenes, document findings and prepare reports, protect evidence, cooperate with prosecutors and law enforcement, be available for interviews and courtroom testimony, and other associated duties.
 - b. Investigate all fires that are arson, suspicious, injurious, and fires with a loss of ten thousand dollars (\$10,000) or more.
 - c. Coordinate arson investigation activities with the Renton Police Department as necessary.
 - d. Staff the 24/7 Fire Investigation Unit by responding to all working fires when requested.
 - e. Participate in regional and state fire investigative organizations and activities.

- f. Perform all other tasks related to Fire Investigation Services.
16. Evidence Retention. All evidence gathered during the criminal investigation of a fire or other event for which Fire Investigative Services are provided shall be collected and maintained by the evidence custodians of the City's Police Department pursuant to the policies and procedures for the maintenance of evidence set forth by the City's Police department.
17. Cooperation in Criminal Investigations. The Parties will cooperate and keep each other informed as to the status of all fires in the City that occur as a result of suspected or confirmed criminal conduct by providing status reports of investigations as the investigations evolve. This obligation shall not be construed to require the disclosure of information if disclosure could jeopardize a criminal investigation.
18. Records. All records relating to the provisioning of the services called for in Exhibit 1 shall be maintained as follows:
- a. Fire Plans Review Records shall be maintained in a permit system prescribed by the City, that shall be accessible by the assigned RRFA personnel.
 - b. Fire Inspection Records shall be maintained in a records management system prescribed by the RRFA. Records shall be made available within a reasonable timeframe to the City upon request.
 - c. Other records, not specifically listed herein, shall be retained in a method that is mutually agreed upon between the City and the RRFA. Records shall be made available within a reasonable timeframe to the City upon request.
 - d. Record retention shall be in accordance with state records retention requirements. Custody and disclosure of the records shall be managed in accordance with Exhibit 6.
19. Employee Performance Feedback. The City of Renton shall provide regular feedback to the Fire Chief pertaining to the performance of RRFA employees performing services called for in Exhibit 1.
20. New Employees – Hiring or Assignment. The City's CAO shall have input into the appointment or assignment of any person to a position that performs services pursuant to Exhibit 1, which could include one (1) or more Renton employees serving on an interview panel for the hiring and/or assignment of that position.

EXHIBIT 2

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

INFORMATION TECHNOLOGY SERVICES

1. **Purpose.** This Exhibit details the agreement between the City and the RRFA for the City's provision of Information Technology Services ("IT Services") to the RRFA by the City of Renton's Information Technology Department ("IT"). This Exhibit describes the scope of work and responsibility for all parties as it relates to the ownership, operation, maintenance, and repair of the data, telecommunications, networking infrastructure, and associated systems and applications installed for the operation of the RRFA.
2. **Maintenance of Supported Systems.** IT has installed and will maintain the telecommunications, cable plant, voice and data networks, computers, multi-function devices, servers, applications, GIS data layers and associated services identified in Table 1, Supported Systems ("Supported Systems"), for the RRFA pursuant to the terms of this Exhibit. IT will keep the supported systems operational on an "as-is" basis, consistent with the operational level the City provided to other City departments through the duration of this Agreement. RRFA specific applications and services support shall be limited to the software, hardware, services or application that was owned by the City and utilized by the Renton City Fire and Emergency Services Department on June 30, 2016. To this end, the RRFA accepts the operational level and capabilities of the City's Supported Systems in an "as-is" condition as of June 30, 2016.

Table 1. Supported Systems	To be owned by RFA (units)
Telecommunications	
Telephone Switch Board	
Telephone Sets (IP and Analog)	
Telephone & Voice mail system	
Cross Connections to PSTN	
Provisioned Data Circuits	
Cell Phones, Smart Phones, Cellular data modems	(see Edge Equipment below)
Cable Plant	
Cat 5/6, Fiber, Coax Network Cabling	
Network access	
Local Area Network (LAN), Wide Area Network (WAN) Wireless LAN, Internet, VCC, and IGN (Inter Governmental Network), Connectivity	
Virtual Private Network (VPN), Remote access.	

Table 1. Supported Systems	To be owned by RFA (units)
Network systems and services	
Switches, Routers, Access Points	
Fire walls, Intrusion detection	
Virus/Malware protection	
SPAM Filter, Web Gateway	
Edge Equipment	
Computers	
Computers (Desktop, Laptop, Tablet) and accessories	51/18/27
Mobile Data Computers (MDC) and accessories	25
Printers	11
Multi-Function (print, copy, fax, scan) Devices (MFDs)	7
Cell Phones, Smart Phones, Cellular data modems	32/7/36
Servers (virtual and physical)	
Email (MS Exchange, MS Web Access) Servers	
Active Directory/Domain Controller	
File Servers, Web servers, Database Servers,	
Email Archiving server (UMB)	
Netmotion (VPN) Server,	
GIS Server	
Phone Server	
Voicemail Server	
Telestaff, Zoll, SMS, FTP application servers	
GIS Support	
Fire incident/data layers	
Pre-Incident Planning data layer development and maintenance	
Fire map-book, no more than 1/year, does not include actual printing/publication	
Maps and analysis	
Risk assessment Application	
ArcGIS/CorMap systems/services	
Applications: Maintenance and support of existing system, scheduled system patch and general upgrades. Minor system reconfiguration, vendor contact, system troubleshooting.	
Zoll Fire RMS/ SMS Feed for Fire RMS & My Fire Rules data validation utility	1 enterprise license and 6 mobile license
LaserFiche Records Management system	
Telestaff timesheet/scheduling	160 user licenses
Permitting (enerGov)	
Valley Com., ESO, ePCR interfaces	1 each
Access to Eden financial	
Access to CoreMaps/GIS	
CAD GUI Mobile	
SharePoint Intranet, Department, Project, Team spaces	
Net motion VPN (on laptops, MDCs, and tablets)	
Internet Explorer (on applicable edge equipment)	Included with RFA

Table 1. Supported Systems	To be owned by RFA (units)
Microsoft Licenses: Office Suite, Microsoft Client Access Licenses (CALs), and Workstation Operation System Licenses (on applicable edge equipment)	owned equipment Included with RFA owned equipment
Microsoft Visio, Project, Adobe Acrobat Pro licenses on selected workstations	Up to 10 each

3. **Cost of Maintenance of Supported Systems.** The City accounts for all IT costs in an Internal Service Fund. The costs are allocated to all City departments based on number of employees, equipment, services, efforts, and other factors including but are not limited to "direct charge" for department specific projects/equipment. The resulting allocated cost is the base of the cost identified in Section 13 to operate and maintain the Supported Systems.
4. **Additional Services Provided.** Additional Services are not considered Supported Systems, are not captured in the cost estimate described above, and therefore, are subject to staff hourly charges. The Additional Services are as follows:
 - a. **Support of Non-City Devices.** Non-City devices are those devices that are not integrated into the City's IT systems and are either purchased privately by an RRFA employee for business use or were purchased by the RRFA in a process that does not ensure integration with the City's IT services and systems. With non-City devices, IT will make its best efforts to do the following at an additional cost to the RRFA:
 - (i) IT will provide its best efforts to establish and maintain data network or telecommunications connectivity and support. IT may, at its sole option, provide additional services beyond Supported Systems depending upon knowledge of the device or system and availability of staff. If the RRFA requests IT support outside of the Supported Systems, IT should notify the RRFA promptly whether it can perform such additional services, and provide an estimate of costs if it would result in additional cost to the RRFA.
 - (ii) In the event of a device problem or failure, IT will provide its best efforts to replace the unit with a spare unit provided by the RRFA, if available, and establish and maintain data network or telecommunications connectivity and support.
 - b. **Unique Support Service Requests.** The nature of the business activity within the offices and spaces occupied and managed by the RRFA may require installation of unique or larger than normal scale equipment sets or configurations in order to support unique business needs. Some service requests are beyond the scope of covered services in the interlocal agreement between the RRFA and the City,

but may be provided by IT at an additional cost to the RRFA. Without limitation, examples of these services are:

- (i) Additions of cable plant to new facilities or new locations requiring installation and routing of Cat 5/6e or fiber optic cable.
- (ii) Provision of network ports that would require the purchase of additional network switchgear or other support hardware.
- (iii) Expansion of services that would require the purchase of additional hardware.
- (iv) Addition, expansion, or replacement of networked data services, software, and applications.

In these situations, the costs, vendors, and other circumstances surrounding the service request must be mutually agreed to by the City and the RRFA in writing prior to proceeding. It is recommended that the RRFA requests a planning meeting with IT at least four (4) weeks prior to such an event in order to completely plan and provide a scope of work and timeline for completion.

5. Additional Service Staff Costs. The Additional Services set forth in Section 4 are not considered Supported Systems under Table 1, are not covered in IT budget, and therefore, may result in additional staff time or third party service charges to the RRFA. In such situations, the additional staff time and third party expenses should be agreed to in advance and be tracked using a project accounting system and billed separately.
6. Supported Systems and Equipment Ownership. All Supported Systems shall remain the sole property of the City except for those units identified in Table 1 to be owned by the RRFA. All Supported Systems to be Owned by RRFA shall be maintained by the City during the term of this Exhibit 2, and ownership shall transfer to the RRFA no later than the date the IT Services contemplated by this Exhibit 2 terminate.² The City's ownership or maintenance of Supported Systems shall not, on its own, give the City an ownership interest in any records created or retained by the RRFA using the Supported Systems.

The service charge identified in Section 13 is inclusive of systematic upgrades and maintenance of Supported Systems and upgraded Supported Systems that serve the RRFA's current staffing levels. In the event the RRFA needs to replace, expand, or

² The transfer of ownership in software or software licenses may be limited by the terms of software licensing agreements. In the event of such limitations, the City will work with the RRFA to transfer its rights to the software, but if such transfer is prohibited by the software's licensing terms, the City will not be responsible for purchasing new software licenses for the RRFA.

upgrade a Supported System outside its regular replacement schedule and for reasons other than equipment failure, such replacement, expansion, or upgrade shall be agreed to in writing in advance and shall be at the sole cost of the RRFA. Generally, equipment purchased at the RRFA's sole cost or for its sole benefit shall be owned by the RRFA. However, if such equipment is to be integrated into City-owned equipment in such a manner that future separation from City equipment will result in a cost to the City, the City shall become the owner of the RRFA purchased equipment at no further cost to the City or, in the alternative, the RRFA shall reimburse the City for any costs of separation.

7. Backups and Data Recovery. IT is responsible for data backup and recovery services. Except as provided in subsections (a) and (b) below, data backups are performed every twenty-four (24) hours, Monday through Friday, and server operating system and operating data files are backed up once per month.
 - a. The following servers and data sets will be backed up:
 - (i) Server operating systems and operating system files (monthly);
 - (ii) User Directories and Profiles;
 - (iii) Public (departmental/workgroup) directories, on file servers or attached storage; and
 - (iv) Email (email is backed up for purposes of system data recovery, and *not for archiving purposes.*)
 - b. The following systems and data sets will not be backed up.
 - (i) Data stored on individual PC hard drives; and
 - (ii) Any other systems not specifically named in the paragraph above.

In the event that data recovery is necessary, the data recovery point will be the time of the last backup. It is anticipated that the time it takes to recover data will be three (3) business days or less.

RRFA staff is to coordinate and work with IT staff on required backup and maintenance plans for any databases used in association with the applications identified in the Supported Systems set forth in Table 1.

It is agreed that the backup system shall not be relied upon by the RRFA as a data archiving system. The RRFA understands that data not properly archived may be lost and not recovered by use of the backup system. The RRFA will use its best efforts to

procure, install, and maintain a data archiving system that complies with Washington regulations regarding the archiving of public records. The recovery of data for any purposes other than to recover from a system failure shall be at the sole cost of the RRFA.

8. Problem Reporting, Prioritization, and Response. RRFA users needing IT service assistance should contact the service desk or log the problem into the City's trouble ticket system. Once logged, the problem will be assigned a trouble ticket number and will be dispatched to an IT engineer for resolution. The IT engineer is responsible for contacting the user(s) and to establish a time that they will respond and begin work to resolve the issue.
 - a. Table 2 below lists the standard criteria and guidelines for response and resolution for reported problems. There may arise in the course of events that two (2) or more high or urgent priority calls are actively in IT's queue, and the ability to respond according to the criteria and guidelines below may be impaired. An occurrence of this nature is contemplated to be rare. In the event that multiple issues are logged and are considered urgent or high priority, consideration will be given to responding first to issues that directly affect public safety, life, property, business operations.
 - b. For the purposes of Table 3 below, the terms that follow shall have the following definitions:
 - (i) Response Time: The time elapsed from the time a problem is reported to the time that a service engineer contacts the customer to arrange for service.
 - (ii) Turnaround Time: The time elapsed from the time a problem is reported to the time that a final resolution to the problem has been made, and the issue/problem has been closed. The turnaround times are guidelines and are not guaranteed. Turnaround times for Service Requests are as mutually agreed upon at the time the request is entered, and may be amended by the City as necessary.
 - (iii) Alert: In cases of an urgent problem, or in cases of unusual or extreme failures, an alert indicates that upper IT Management has been notified of the problem, and is also directly involved in the resolution process.
 - (iv) Service Requests: Service requests are activities that are not problems or break/fix incidents. Examples of Service Requests are:
 - System moves;

- Telecom moves, adds or changes (MACs);
- Telecom system programming - voicemail, forwarding, call hunt, etc.;
- New user account setup;
- Software installation/training;
- Database management or repairs beyond normal maintenance;
- Data extraction/export, or translation;
- Custom report development and preparation; and
- Application development/enhancement or modifications.

- c. The RRFA shall enter service requests as soon as the need is known, in order to allow as much lead time as possible for IT to plan and arrange the appropriate resources to accommodate the request. Requests received less than two (2) business days before their needed completion may not be completed in time.

Table 2. Problem Prioritization and Response Times				
Priority	Criteria	Dispatch Action	Response Time	Turnaround Time
1. Urgent	Entire Site or Sites affected- unable to work - network, telecom, application (including CAD) or server problem	Immediate Alert and Dispatch	Immediate	ASAP
2. High	User or Users completely unable to perform job function due to problem	Immediate Dispatch	30 Minutes	1 Business Day
3. Medium	User or Users able to perform job function on another machine or limited ability on affected machines	Dispatch Queue	3 Hours	3 Business Days
4. Low	Inconvenience to user or users. Ability to perform job function not affected	Dispatch Queue	8 Hours	1 Week
5. Service Request	Not Break/Fix related -moves adds changes etc.	Dispatch Queue	8 Hours	As arranged

9. Operations Hours. IT Service Desk Hours are 8 a.m. - 5 p.m., Monday through Friday. On-call emergency service is available for Priority 1 (urgent) service events. In these situations, the RRFA shall contact IT's after hours service number (206-300-0571) to reach the on-call service engineer. After hours calls received that are not Priority 1 will be responded to on the next business day.

10. **Service Availability Standards.** The service availability standards set forth in Table 4 apply to services provided by and maintained by IT. They represent a target availability of the noted services. These standards are exclusive of planned or scheduled outages for maintenance or upgrade, or incidents/events that are not in IT's control.

Table 3. Service Availability Standards	
Service or System	Availability Standard
Telephone System - Voice Calls Fax Calls - In/Outbound	99.999% ("5 Nines")
Voicemail	99.99%
Internet Connectivity	99.99%
Email Server Availability	99.99%
Internet Email Transmitted/Received	99.99%
File Server Availability	99.99%
RRFA Facilities Local Area Network Availability	99.99%
Wide Area Fiber Optic Links - City Hall to RRFA Sites	99.999%
Wireless Network Access Points	99.0%

11. **Routine Scheduled Maintenance.** Table 4 below defines the scheduled maintenance windows for services, servers, and devices. Unless otherwise noted, all maintenance occurs on the third Sunday of each calendar month. In cases of some Sundays that fall on or close to holidays, this schedule may be altered. Upon request, this schedule may be changed to accommodate other special requirements of the RRFA; provided that the RRFA shall cover all costs of such schedule change.

Other minor "windows" may be added, or these published windows may be modified upon discussion and mutual consent of both parties. These adjustments to the schedule may be for convenience or necessity, but in no case will occur without mutual agreement by both parties.

Table 4. Scheduled Maintenance Windows	
Service or Device	Maintenance Window
Core Network Services	0800 – 1000
Telecommunications	0700 --1100
Servers	
Email and File Server	0900 – 1200
Domain Controller and Network Services	0900 -- 1200 (Active Directory) Server
PC Workstations	As Needed
Other Devices	As negotiated

12. **Network, Email, Internet, and Social Media Policy.** The City has certain policies and standards regarding the use and access of the Supported Systems. From time to time the City may adopt additional for amend existing policies and standards with prior notice to the RRFA and with an opportunity for the RRFA to provide input. As a condition of the City providing IT Services to the RRFA as set forth in this Exhibit, the RRFA agrees to abide by such City policies and standards.

13. Cost of Services for Period of July 1, 2016 through December 31, 2016. The City shall charge the RRFA three hundred and eighty-nine thousand five hundred dollars (\$389,500) plus applicable sales tax for the period of July 1, 2016, through December 31, 2016 for the maintenance of Supported Systems. This amount shall be divided into six (6) equal payments and payable to the City in accordance with the payment section of the interlocal agreement.
14. Cost of Services after January 1, 2017 through December 31, 2019. For the period after January 1, 2017 through December 31, 2019, the baseline service charge shall be annualized and adjusted by any equipment added or deleted during the previous year and then further adjusted by application of the Seattle/Tacoma/Bremerton CPIW for the period of June to June, which shall be established in August each year, for the following year.
15. Cost of Services After December 31, 2019. Beginning January 1, 2020, should the City and RRFA chose to continue the IT Services, the parties should review the actual cost of the service and may adjust the charge accordingly. Such charge shall be established by negotiations between the City and the RRFA, and an amendment to this Exhibit 2.
16. Payment for Additional Services. Any additional staff time and third party costs attributable to Additional Services performed during any month will be billed before the end of the following month. The RRFA will pay the City in accordance with the payment terms of the interlocal agreement.

EXHIBIT 3

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FACILITIES AND GROUNDS MAINTENANCE SERVICES

1. RRFA Locations For Which Services Shall be Provided. The City shall provide Facilities and Grounds Maintenance Services consistent with the scope of services set forth in this Exhibit 3 to the RRFA at the following locations:
 - Station 11, located at 211 Mill Ave S, Renton, WA 98057;
 - Station 12, located at 1209 Kirkland Ave NE, Renton, WA 98057;
 - Station 13, located at 18002 108th Ave SE, Renton, WA 98055;
 - Station 14, located at 1900 Lind Ave SW, Renton, WA 98057;
 - Station 16, located at 12923 156th Ave SE, Renton, WA 98059; and
 - New Station 15, to be built on the southern portion of the parcel identified as 3342103245 in the King County Assessor's record located in Renton, WA 98056. Cost of maintaining Station 15 is NOT included in the amount identified in Section 8 of this Exhibit.
2. Subcontracted Locations For Which Services Shall be Provided. The City shall provide Facilities and Grounds Maintenance Services for District 40's Station 17, located at 14810 SE Petrovitsky Rd, Renton, WA 98058, consistent with the provisions of CAG-08-015, which has been or will be assigned to the RRFA.
3. Scope of Services. The Facilities and Grounds Maintenance Services provided pursuant to this Exhibit 3 shall include the following:
 - Provide janitorial service and supplies in the public areas of the stations (not the dorm, kitchen, exercise room areas);
 - Change light bulbs and replace ballasts interior and exterior;
 - Install keyboard trays, monitor arms, install/repair furniture and cabinets;
 - Troubleshoot and repair appliances;
 - Repair localized plumbing or replace fixtures, e.g., toilets, hot water tanks, faucets, etc.;
 - Replace ceiling tiles/repair ceiling grid;
 - Provide electrical repairs/fixture replacements, add new circuits;

- Repair building envelope, e.g., windows, siding, doors, minor roof repairs, etc.;
- Repair bay door;
- Repair/replace drywall;
- Paint interior and exterior;
- Hang art work/coat hooks/white boards/bulletin boards;
- Repair vehicle exhaust extraction system;
- Repair air compressor;
- Provide HVAC system maintenance and repair, e.g., change filters, repair motors, pumps, and compressors;
- Maintain direct digital HVAC controls;
- Certify fire alarm systems, fire suppression systems, fire extinguishers, and building related back flow prevention devices on an annual basis;
- Repair and monitor fire alarm system;
- Repair building fire suppression systems;
- Replace, test and repair fire extinguishers;
- Repair building-related back flow prevention devices;
- Repair or replace building lock including keying/resetting combinations;
- Repair and clean carpet;
- Clean and restripe, etc., parking lot; and
- Provide routine grounds maintenance consistent with City standards and past practices where applicable, including mowing, weeding, fertilizing, herbicide application, tree maintenance, irrigation water and irrigation system maintenance and repair where applicable, and exterior lighting maintenance and repair.

4. Capital Improvements Excluded. Capital improvements to any of the properties listed in Section 1 and 2, or attachments thereto, shall be excluded from the scope of services set forth in Section 3. Capital improvements shall include any installation of new attachments, components, or systems to the properties, structural alteration of properties, and replacement of structural or major system components of the properties, including but not limited to walls, windows, bay doors, roofs, electrical

systems, plumbing systems, heating, ventilation, and air conditioning systems, and alarm systems. Unless otherwise agreed by the parties, any individual repairs that exceed twenty-five thousand dollars (\$25,000) in cost shall be considered capital improvements. The RRFA will be responsible for all capital improvements; provided, the RRFA may utilize City staff for capital improvements by separate agreement with the City.

5. Cost of Service Adjustment for New or Expanded Facilities. The cost of services established in Section 8 is calculated based upon the number and size of facilities maintained by the City prior to creation of the RRFA. When new facilities are built or acquired (including Station 15) or existing facilities are expanded in a manner that increases the City's cost to perform the scope of services, the RRFA agrees to increase its payments to the City to account for the additional cost.
6. Maintenance Requests Submittal. All maintenance requests shall be submitted by a designated representative of the RRFA to a designated representative at the City. The RRFA's requests will be placed in a queue, and prioritized and processed consistent with an internal City request. The RRFA will be entitled to no response preference to its requests. Facilities will give special consideration to mission critical items such as apparatus bay doors, decontamination equipment, and plymo-vent systems.
7. Cost of Services for Period of July 1, 2016 through December 31, 2016. The City shall charge the RRFA four hundred and sixty-five thousand dollars (\$465,000) plus applicable sales tax for the period of July 1, 2016 through December 31, 2016 for the services provided under this Exhibit 3. This amount shall be divided into six (6) equal payments and payable to the City in accordance with the payment section of the interlocal agreement.
8. Cost of Services After January 1, 2017 through December 31, 2019. For the period after January 1, 2017 through December 31, 2019, the service charge shall be annualized and adjusted by additional facilities added during the previous year and then further adjusted by application of the Seattle/Tacoma/Bremerton CPIW for the period of June to June, which shall be established in August each year, for the following year.
9. Cost of Services After December 31, 2019. Beginning January 1, 2020, should the City and RRFA chose to continue the Facilities and Grounds Maintenance Services, the parties shall review the actual cost of the service and may adjust the charge or service accordingly. Such charge shall be established by negotiations between the City and the RRFA, and an amendment to this Exhibit 3.
10. Costs of Contract Development and Compliance with Bidding or Proposal Requirements. In the event that any maintenance will require the development or

execution of a contract, or the establishment of a process relating to bidding or requests for proposals, City Facilities staff shall assist the RRFA in preparing such contract, bidding, or request for proposal documents; provided, that any legal review or representation during or after the bidding process shall be the responsibility of and at the cost of the RRFA, and the issuance of any required notice or advertising pursuant to such bidding or request for proposal shall be at the cost of the RRFA.

11. Additional Services. Any additional services not covered by this Exhibit 3 should first be approved by the RRFA. Costs associated with such additional services shall be tracked separately using the Project Accounting system. These additional costs, including applicable staff time and third party costs, incurred during a month will be billed by the end of the following month. The RRFA will pay the City in accordance with the payment terms of the interlocal agreement.

EXHIBIT 4

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FLEET MAINTENANCE SERVICES

1. **Vehicle Schedule.** The City shall provide Fleet Maintenance Services consistent with the scope of services set forth in this Exhibit 4 to the RRFA for the vehicles/apparatus identified in Attachment A to this Exhibit 4.
2. **Scope of Services.** The Fleet Maintenance Services provided pursuant to this Exhibit 4 shall include the following:
 - a. **Preventive Maintenance:** the City shall perform regular preventive maintenance as specified by vehicle/equipment type and provide all required labor, parts and materials therefore. Said service shall be in accordance with manufacturer and NFPA service recommendations for the mileage interval of the vehicle, including lube, oil and filter change, with safety inspection at each service. The City will also pay for regular drive through car washes for covered RRFA passenger vehicles.
 - b. **Routine Maintenance and Repairs:** The City shall perform routine maintenance and repairs to maintain the safe and legal operating condition of covered vehicles/apparatus in accordance with manufacturer and NFPA recommendations. The City will provide or contract to provide all required labor, parts, and materials to perform the routine maintenance and repairs. The City will coordinate and pay for any towing costs associated with covered repairs or maintenance.
 - c. **Non-Routine Repairs:** Non-routine repairs are the responsibility of the RRFA. Non-routine repairs include those that are necessitated by collisions, vandalism, negligent operation or misuse, intentionally caused damage, and failures of major vehicle/apparatus components. Major vehicle/apparatus components include any part or piece of equipment attached to the vehicle/apparatus that would cost more to replace than twenty percent (20%) of the estimated repaired value of the vehicle/apparatus or twenty thousand dollars (\$20,000), whichever is less.
 - d. **Manufacture Warranty, Recall:** The City shall coordinate warranty repairs and recalls with the equipment manufacturer and timely complete required work. Any costs paid by the warranty provider for the City's work shall be retained by the City.

- e. **Fueling:** The City will provide for gasoline and diesel fueling of RRFA vehicles with an accounting system to identify gasoline and diesel usage by equipment, or fuel cards issued by the Fleet Division. RRFA will be permitted to fuel vehicles on a twenty-four (24)-hour, seven (7)-day a week basis, at the City Shop by authorized employees and vehicles. The parties agree Fire Station 13 (FS13) will continue to serve as a backup fueling station for all City and RRFA vehicles indefinitely. The City shall manage the fueling system, inventory, and maintain the automated accounting system at both the City Shop and FS13 to allow fueling at both locations, except for occasional repair and maintenance of these stations and accounting software, and all consumptions to be tracked by equipment or fuel cards as applicable.

City will provide fuel cards to be assigned to RRFA vehicles for fueling outside of the service area at private fuel stations.

- f. **Non-routine Repairs:** The City shall arrange for non-routine repairs at the RRFA's sole cost as soon as authorized by the RRFA and Fleet Manager, assuming a repair vs. replacement analysis supports it. If the repairs will be paid by an insurance company, the RRFA will be charged the City's labor and parts cost plus a twenty percent (20%) administrative fee or such administrative fee as is approved by the insurance company. RRFA shall coordinate with its insurance carrier for the approval of any such repairs and their reimbursement to the RRFA for associated costs. RRFA's payment to the City for such repairs, once authorized by the RRFA, shall not be conditioned upon receiving or the amount of the reimbursement from the insurance carrier.
- g. **New Equipment Acquisition, Setup, and Licensing:** The RRFA will maintain and follow vehicle/apparatus replacement schedules to replace depreciated vehicles and avoid expensive and economically inefficient repair costs. The RRFA is responsible for the cost of new and replacement vehicles/apparatus and all associated equipment. The City shall assist in developing specifications, process procurement in accordance with RRFA policy, take delivery and set up the new equipment/vehicle with RRFA markings, install communications equipment, wiring and setup, complete title registration and obtain license as required.
- h. **Disposal:** The City shall complete all disposal preparation and delivery to disposal site in accordance with set standards and schedules. Proceeds from the disposal of RRFA equipment shall be transferred to the RRFA within thirty (30) dates of receipt.

- 3. **Capital Improvements Excluded.** Capital improvements to any of the equipment listed in Attachment A shall be excluded from the scope of services set forth in Section 2. Capital improvements shall include, but are not limited to, addition to or replacement of existing scheduled equipment, and the complete

rebuild/reconditioning of an existing scheduled apparatus or equipment. The RRFA will be responsible for the cost of all capital improvements; provided, the RRFA may utilize City staff for specification, procurement, and set up of capital improvements.

4. Cost of Services for Period of July 1, 2016 through December 31, 2016. The City shall charge the RRFA three hundred and twenty-five thousand dollars (\$325,000) plus applicable sales tax for the period of July 1, 2016 through December 31, 2016 for the services provided under this Exhibit 4. This amount shall be divided into six (6) equal payments and payable to the City in accordance with the payment section of the interlocal agreement.
5. Cost of Services after January 1, 2017 through December 31, 2019. For the period after January 1, 2017 through December 31, 2019, the baseline service charge shall be annualized and adjusted by additional equipment added during the previous year and then further adjusted by application of the Seattle/Tacoma/Bremerton CPIW for the period of June to June, which shall be established in August each year, for the following year.
6. Cost of Services After December 31, 2019. Beginning January 1, 2020, should the City and RRFA chose to continue the Fleet Maintenance Services, the parties shall review the actual cost of the service and may adjust the charge or service accordingly. Such charge shall be established by negotiations between the City and the RRFA, and any changes documented by an amendment to this Exhibit 4.
7. City Assistance with Contracted Services and Purchases. For an additional negotiated cost paid by the RRFA, the City may assist the RRFA with the purchase of new vehicles/apparatus or contracted services to rebuild/recondition the RRFA's vehicles/apparatus or other services outside the scope of services provided by this Exhibit 4. Such assistance may include preparing requests for proposals, contacts, or bids. Any legal review or representation associated with such additional services shall be the responsibility of and at the cost of the RRFA, and the issuance of any required notice or advertising shall be at the cost of the RRFA.
8. Additional Services. Any additional Fleet services not covered by this Exhibit 4 should first be approved by the RRFA. Costs associated with such additional services shall be tracked separately using the City's Project Accounting system. These additional costs, including applicable staff time and third party costs, incurred during a month will be billed by the end of the following month. The RRFA will pay the City in accordance with the payment terms of the interlocal agreement.

**Attachment A to
Exhibit 4
Fleet Schedule
List as of 4/15/2016**

EQ #	License #	Year	Manufacturer Model ID	VIN	Description	Original Station	Section	Original Cost
F044	07274D	1990	CHEV	NI CUBE VAN	1GCKP32K13311491	HAZ MAT VAN	Fire Suppression	21,143
F044-Rplc		2016	CHEV				Fire Suppression	375,000
F063	18125D	1999	INTE	4700	1HTSLAALYH697060	INTERNATIONAL/BRAUN A/D TRUCK	Fire Suppression	133,476
F068	18118D	1999	FORD	F550	1FDAF57F3EE93031	FORD F-550 4 x 4	Fire Drive Team	32,631
F071	18132D	1999	EONE	CYCLONE II	4EN3AAA84X1000687	E-ONE PUMPER	Fire Suppression	315,766
F072	18133D	2000	INTE	4700	1HTSLAALYH261992	INTERNATIONAL/BRAUN A/D TRUCK	Fire Suppression	128,999
F072-Rplc		2016	EONE				Fire Suppression	250,000
F073	18140D	2000	EONE	CYCLONE II	4EN3AAA85X1000689	E-ONE PUMPER SOW 20689	Fire Suppression	312,508
F074	18141D	2000	EONE	CYCLONE II	4EN3AAA85X1000689	E-ONE PUMPER SOW 20689	Fire Suppression	312,508
F075	18134D	2000	EONE	AERIAL	4EN3ABA85X1000848	95' AERIAL PLATFORM SOW 120848	Fire Suppression	676,802
F077	18163D	2001	DMCH	CHEROKEE	1J4FF48S01LS30758	JEEP 4x4	Prevention and Investigation	22,958
F079	18182D	2001	FORD	CROWN VICTORIA	2FAP771W931X161456	CROWN VICTORIA	Fire Suppression	22,567
F080	33132D	2001	FORD	EXCURSION	1FAMN4151ED29999	COMMAND VEHICLE	Fire Suppression	78,274
F082	35098D	2003	FORD	EXPEDITION	1FMPU16L83L801702	FORD EXPEDITION	Fire Admin	18,948
F083	35410D	2003	CHEV	BLAZER	1GNDT33K136166907	2003 CHEVROLET BLAZER	Fire Admin	22,468
F084	35609D	2003	DMCH	INTREPID	2B3HD46R94H613483	2003 DODGE INTREPID	Fire Admin	15,761
F085	41404D	2005	EONE	CYCLONE II	4EM3AAA89S1009172	2005 EONE CYCLONE PUMPER	Fire Suppression	393,592
F086	43848D	2007	FORD	ESCAPE	1FMYU93167KA60018	2007 FORD ESCAPE	Fire Admin	20,003
F087	44111D	2008	FORD	ESCAPE	1FMCU93188CA30367	2008 FORD ESCAPE XLT	Fire Admin	18,165
F088	45315D	2008	FORD	F250	1FTSK21S1REB15702	2008 FORD F250 4x4	Prevention and Investigation	24,081
F089	44110D	2008	FORD	ESCAPE	1FMCU9311X8KA30368	2008 FORD ESCAPE XLT	Prevention and Investigation	18,165
F091	45577D	2008	FORD	F550	1FDAV57R78B844465	2008 FORD F550 CREW CAB	Fire Suppression	41,912
F092	45540D	2007	CARG	TRAILER	5NHNUTB297T412120	2007 CARGOMATE TRAILER	Fire Investigation	7,572
F093	48325D	2008	EONE	PUMPER	4EN3AAA881003545	2008 E-ONE PUMPER - SOW 133545	Fire Suppression	494,531
F094	49210D	2008	EGL	UTILITY	1B4BU1438A005215	2008 EAGLE UTILITY TRAILER	Fire Investigation	-
F095A	48350D	2009	FORD	ESCAPE	1FMCU9339KA12927	2009 FORD ESCAPE HYBRID	Fire Admin	27,184
F096A	48351D	2009	FORD	ESCAPE	1FMCU9339KA12928	2009 FORD ESCAPE HYBRID	Fire Admin	27,184
F098A	48353D	2009	FORD	ESCAPE	1FMCU9339KA12930	2009 FORD ESCAPE HYBRID	Fire Admin	27,184
F099A	48354D	2009	FORD	ESCAPE	1FMCU9339KA12931	2009 FORD ESCAPE HYBRID	Fire Admin	27,184
F100A	48355D	2009	FORD	ESCAPE	1FMCU9339KA12932	2009 FORD ESCAPE HYBRID	Fire Admin	27,184
F101		2008	CLUB	INTELLTRAK	5YD819-900173	2008 CLUB CAR INTELLTRAK 434	Fire Admin	-
F103	WM52635S	2010	POLARIS	SPIRIT	ZVBY24PAB08	2010 POLARIS SPIRIT INFLATABLE	Fire Admin	19,637
F104	53024D	2012	FORD	ESCAPE	1FMCU9C73CA10184	2012 FORD ESCAPE	Fire Admin	19,893
F105	54070D	2011	EONE	AERIAL	4EN3ABA8981006466	2011 EONE AERIAL 100' SOW 136466	Fire Suppression	1,004,969
F106	55768D	2000	FABR	FOAM TRAILER	16MPP1225YD026950	2000 FABR-QUE FOAM TRAILER	Fire Suppression	-
F107	55773D	1991	ISUZU	TRUCK	JA1M7A1H4M3100640	ISUZU TRUCK	Fire Suppression	-
F108	55953D	2000	CHEV	ASTRO	1GNDM19WXY8219557	CHEVROLET ASTRO VAN	Fire Admin	-
F109	56473D	2013	CHEV	TAHOE	1GN5K2E0XDR1374667	CHEVROLET TAHOE	Fire Admin	32,497
F110	57314D	2013	INTE	4400	3HAMRAZ1EL780395	INTERNATIONAL BRAUN NW A/D UNIT	Fire Suppression	220,725
F111	57313D	2013	INTE	4400	3HAMRAZ1EL780394	INTERNATIONAL 4400 BRAUN A/D U	Fire Suppression	220,725
F112	56550D	2015	FORD	F250	1FT7W2B64EA7019	2015 FORD F250 CREW	Fire Suppression	29,257
F113	57552D	2015	DODGE	PROMASTER	3C6TRVBG5F5E10166	2015 DODGE PROMASTER	Fire Admin	32,334
F114	59733D	2015	EONE	PUMPER	4EN3AAA83F1009141	2015 EONE PUMPER SOW	Fire Suppression	469,199
F115	59732D	2015	EONE	PUMPER	4EN3AAA80F1009141	2015 EONE PUMPER SOW	Fire Suppression	469,199
F116	59744D	2015	FORD	POLICE UTILITY	1FMSK8AR8GGA37368	FORD EXPLORER POLICE	Fire Admin	30,287
F117	59752D	2015	FORD	CMAK	1FADPSAU9F1L24177	FORD CMAK HYBRID	Prevention and Investigation	25,243
F118	59761D	2016	EZLD	TRAILER	1ZEAAMSHGGA006448	2016 EZLOADER BOAT TRAILER	Fire Admin	7,589
F2513	55958D	1996	EONE	PUMPER	4EN3AAA82T1006210	1996 E-ONE PUMPER	Fire FD25	267,441
F2513-Rplc		2014	EONE				Fire Suppression	520,000
F2514	56190D	2001	INTE	4700	1HTSLAAL31M947410	INTERNATIONAL/BRAUN A/D UNIT	Fire FD25	132,376
F2515	56189D	2003	EONE	CYCLONE II	4EN3AAA8431006791	2003 EONE PUMPER SOW 126791	Fire FD25	197,003
F429	49249D	2002	FORD	FOCUS	1FAHP36152W180373	2002 FORD FOCUS	Fire FD40	19,500
F430	58570C	1995	TURT	WATERTANK	PH06L6691	1995 TURTLE WATER TANK 400 GAL	Fire FD40	-
F434	49250D	2004	CHEV	TAHOE	1GNFK132941249355	2004 CHEVROLET TAHOE	Fire FD40	31,000
F434-Rplc		2016					Fire FD40	51,500
F436	49252D	2005	CHEV	PU	1GCEK19V85E232679	2005 SILVERADO 1500	Fire FD40	29,000
F438	49253D	2007	CHEV	TAHOE	1GNFK03067N363061	2007 CHEVROLET TAHOE	Fire FD40	31,000

Total Estimated Value Transferred (sum minus units to be replaced) 7,531,827

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F250 Equipment to be maintained by RFA through the City as part of F250 Service contract with the RFA.

F431	62992C	2002	FORD	AID UNIT	1FDAWE35F22H806475	2002 FORD AID UNIT	Fire FD40	350,000
F439	97632C	2011	INTE	4400	1HTMRAZ16H175442	2011 INTERNATIONAL A/D UNIT	Fire FD40	265,364
F432	65655C	2003	SPAR	PUMPER	457AT4098JCD43245	2003 SPARTAN PUMPER	Fire FD40	600,000
F437	77001C	2006	SPAR	PUMPER	457AT2C946C054392	2006 SPARTAN PUMPER	Fire FD40	600,000

F40 Equipment to remain with City.

F090	45102D	2008	FORD	ESCAPE	1FMCU93118KA30369	2008	Fire EM	EM	18,165
F097A	48352D	2009	FORD	ESCAPE	1FMCU93379KA12929	2009 FORD ESCAPE HYBRID	Fire EM	EM	27,184
F425	57538D	2015	FORD	E450	1FDAE40F34H823147	1999 FORD AID UNIT	Fire EM	Mobile Com	350,000

EXHIBIT 5

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FINANCE SERVICE, GENERAL HR, AND CIVIL SERVICE EXAMINER SERVICES

1. Services Provided by City. The City's Finance and HRRM departments currently provide a number of internal support services to all city departments including the Renton Fire Department. The parties deem desirable, for a limited period of time, after the RRFA formation that the City to continue providing certain support services to the RRFA, to ensure smooth operation and transition of these services.
 - a. The City shall provide the following Financial Services to the RRFA:
 - (i) Payroll processing:
 - (a) Finance will continue to process payroll for the RRFA using existing systems (Telestaff and EDEN) and existing procedures. The existing procedures include data collection and approval using a combination of Telestaff and Fire Department staff to complete payroll data collection and approval by cut-off dates specified by Finance;
 - (b) As long as Finance continues payroll processing, it will perform all payroll tax transmission and filing functions;
 - (c) All regular employees will be paid by direct deposit and no paper pay stub will be issued. Employees will be able to access employee payment and tax records on line using EDEN "Employee Services" portal.
 - (ii) Accounts Receivable/Revenue: Finance will continue to process billing and receipting of revenues, such as permit fees, fire inspection and reinspection fees, false alarm fees, late fees, BLS payments, service contract and grant billing and receipts.
 - (iii) Vendor Payments:
 - (a) Finance will continue process vendor payments for the RRFA using existing process and system. The existing process and system includes, but is not limited to, decentralized invoice data entry and

approval by department using EDEN Financial system by established cut-off dates; and

(b) Finance will issue 1099 forms pursuant to IRS requirements as long as Finance continues to process vendor payments.

(iv) New Accounts Set Up: Finance will assist RRFA to establish necessary employer/taxpayer accounts with:

(a) The Internal Revenue Service;

(b) The State of Washington (Departments of Industrial Insurance, Unemployment, Revenue, the state auditor's office, etc.);

(c) The King County Treasurer (cash management and investment arrangements); and

(d) A bank, if necessary.

(v) Financial Reports:

(a) The City will establish separate Funds (as related to a chart of accounts) to allow RRFA finances be tracked separately from City funds and accounts.

(b) The City will provide interim and annual reports to RRFA, submit required reports to and facilitate any audit by the Washington State Auditor's Office as long as all RRFA transactions (revenues, expenditures, transfers, loans and their repayments, due to/from other entities, and other balance sheet transactions) are processed by the City through its financial system. Any out of pocket audit costs will be borne by RRFA.

(vi) Business Registration, Special Permit Fees, and Annual Operational Fire Permit Fees: The City and RRFA believe the combined business registration and Fire permit fee collection system is mutually beneficial and wish to continue its practices and current process. To allow this partnership to continue, parties agree to the following roles and responsibilities:

(a) RRFA agrees to:

i. Timely review and approve/deny new business applications;

- ii. Forward business information to the City when it discovers a business is operating without a valid license.

(b) City agrees to:

- i. Collect the Fire Operational Permit Fee;
- ii. Collect the tent and membrane structures permit fees and other special permit fees as outlined in Section 4-5-070 of Renton Municipal Code or the fees outlined in Section XII(4). of the City of Renton Fee Schedule and as they are recodified or amended;
- iii. Collect False Alarm Fees, Late Fees and billings for Operational Permits that are issued outside of Business Licensing to non-licensed entities such as churches;
- iv. Timely deposit/remit revenues to appropriate RRFA revenue accounts.

b. The City shall provide the following General HR Services to the RRFA:

- (i) Process recruitment and promotional testing/selection of non-commissioned personnel using the online neoGov position procurement system;
- (ii) Act as or provide a lead negotiator on RRFA's behalf on labor contract negotiation matters, unless requested otherwise;
- (iii) Act as or provide RRFA's representative in PERC hearings, arbitrations, and other administrative hearings and legal proceedings, unless requested otherwise;
- (iv) Maintain RRFA's access to and use of the Halogen Performance Management System;
- (v) Facilitate RRFA's transition from Renton benefit plans to a RRFA sponsored medical, dental, vision plan, Flexible Benefit (125) account, employee assistance program, deferred compensation program, life insurance, and short and long term disability programs as requested; and

(vi) Facilitate RRFA's transition to its own commute trip reduction program.

c. The City shall provide the following Civil Service Examiner Services to the RRFA:

- (i) Recruitment and promotional services pursuant to the then applicable Civil Service Rules;
- (ii) Pre-employment testing (psychological and physical exams), driver's license record checks, etc.;
- (iii) Attendance by the Civil Service Examiner at the monthly Civil Service Commission meetings;
- (iv) Maintenance of Civil Service rules and regulations;
- (v) Establishment and maintenance of eligibility lists;
- (vi) Validation of Tests and scores;
- (vii) Notifications to candidates;
- (viii) Contract management for Civil Service testing by third party contractors;
- (ix) Maintenance of Civil Service personnel files; and
- (x) Performance of all other tasks related to providing Civil Service Examiner Services.

2. Conditions of City Performance. In order for the City to provide Civil Service Examiner Services to the RRFA, the RRFA shall meet the following conditions:

- a. The RRFA shall appoint the then existing Civil Service Commissioners who serve on the City's Civil Service Commission to serve on the RRFA's Civil Service Commission. The RRFA shall coordinate such appointment with the current Civil Service Commissioners.
- b. The RRFA shall adopt interim Civil Service Rules that are substantially the same as the City's rules.
- c. The RRFA shall ensure that it has taken all necessary steps to establish a proper Civil Service system compliant with Chapter 41.08 RCW.

- d. The RRFA Civil Service Commission shall appoint the City's Civil Service Examiner as the RRFA's Interim Civil Service Examiner.
 - e. In the event that there is a vacancy on the City's Civil Service Commission, the City shall have full discretion to appoint a new Commissioner, and the RRFA shall appoint that same Commissioner to its own Commission.
3. Occurrence of Civil Service Commission Meetings. Civil Service Commission meetings of the RRFA shall be held directly following the Civil Service Commission meetings of the City, and on the same days as the City's Civil Service Commission meetings. The meetings of the RRFA shall be separate from the meetings of the City, shall be governed by separate agendas, and shall be recorded separately from the City's recordings.
 4. Records of Civil Service Commissions. Civil Service records of the RRFA shall be kept separate from those of the City. Records shall be maintained by either the Interim Civil Service Examiner or the RRFA as agreed to by the parties. After the December 31, 2016 termination date, or any agreed extension of that date, all Civil Service records will be transferred to the RRFA.
 5. Commission Appeals and Attorney for Commission. In the event an appeal is filed before the RRFA Civil Service Commission, the RRFA shall, if requested by the RRFA Civil Service Commission, provide the Commission with the services of an attorney for the purpose of assisting the Commission through the appeal process. The attorney, if requested, shall be available to provide the Commission with assistance prior to and during the hearing, as well as assistance in preparing the decision of the Commission. The provision of such an attorney shall be at the sole expense of the RRFA.
 6. Commission Appeals and Attorney for Civil Service Examiner. In the event an appeal is filed before the RRFA Civil Service Commission, the RRFA shall, if requested by the RRFA Interim Civil Service Examiner, provide the Examiner with the services of an attorney for the purpose of assisting the Examiner through the appeal process. The provision of such an attorney shall be at the sole expense of the RRFA.
 7. Appeals to Court. In the event an appeal of an RRFA Civil Service Commission decision is made before a court of law, such appeal shall be at the sole expense of the RRFA, and shall be prosecuted or defended by an attorney hired by the RRFA.
 8. Period of Performance. The services provided pursuant to Section 1 of this Exhibit 4 shall be provided between July 1, 2016 and December 31, 2017 at no charge to the RRFA, unless terminated earlier by agreement of the parties. Any services provided after December 31, 2017 shall be provided only pursuant to separate written agreement with compensation.

EXHIBIT 6

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

RECORDS MANAGEMENT

1. Record Custody and Cooperation. The parties recognize that the cooperative nature of their relationship and history of the City providing services and employing staff that will now be provided and employed by the RRFA will require cooperation and collaboration to transfer and maintain records in which both parties may have records retention and public records disclosure obligations. The parties agree to collaborate to transfer or jointly maintain public records in accordance with applicable records retention requirements, including Chapter 40.14 RCW, and the Washington State Public Records Act, Chapter 42.56 RCW.
2. Records Custody and Transfer. Either party may request business and operational records be transferred to or from the other party as necessary to efficiently conduct its operations and/or comply with applicable laws. Upon such request, the parties will coordinate to transfer the records, or accurate copies thereof. If the party with custody of the requested records determines it has a business need or legal requirement to independently retain the records, it may retain the original records and transfer copies to the other party. Alternatively, to the extent permitted by applicable laws, the parties may designate a joint records custodian to maintain the records in compliance with the applicable retention schedules that apply to each party. During the initial term of the City's provision of human resource services pursuant to Exhibit 5, the City will act as the joint records custodian for the Fire Department/RRFA personnel and civil service files that are held and maintained by the City's Human Resources Department. The RRFA will initially act as the joint records custodian for any personnel files for Fire Department/RRFA employees that are not in the possession of the City's Human Resources department (e.g. supervisor desk files). If either party desires to destroy any former Fire Department personnel or civil service files that were created prior to the formation of the RRFA and the files have not previously been transferred to the other party, it will first offer to transfer the files to the other party.
3. Cost of Transfer and Storage. The costs of copying and transferring records shall be paid for by the party receiving the transferred records. Each party will be responsible for paying for applicable storage costs of the records it retains. If the parties designate one party to act as a joint records custodian, the other party will pay for half of the records custodian's reasonable electronic or physical storage costs if payment of such costs is requested by the designated records custodian.

4. Requests for Records. The parties recognize that each party may maintain custody of records the other needs to respond to a lawful request pursuant to the Public Records Act or subpoena. In the event of a public records request, the receiving party shall be responsible providing an initial 5 business day response to the requestor as required by RCW 42.56.520, as that section may be amended or recodified. The parties establish the processes set forth in Sections 5 and 6 to provide a method of responding to records requests received through subpoenas and the Public Records Act, or records otherwise requested by the City or the RRFA. The method set forth in this Exhibit 6 shall serve only as a guideline, and may be altered from time to time as necessary.
5. Requests Directed to or Received by the City for Records in the Custody of the RRFA . In the event the City receives a public records request, subpoena, or other lawful request for records held by the RRFA that the City might be required to produce, the following process shall be followed:
 - a. The City will advise the RRFA in writing that the request has been received. The RRFA will have five (5) business days to respond to the City with the records or a reasonable estimate of the time necessary to provide the City with the records.
 - b. The RRFA will provide copies, at its sole cost and expense and in the form requested by the City to the City. In the event the City receives payment for the copies provided at the RRFA's cost, the payment received will be equitably distributed.
 - c. The City will remain responsible for communicating with the requestor in compliance with all legal obligations. The City and the RRFA shall jointly work to determine which records are to be disclosed to the requestor, and if the request was submitted under the Public Records Act, which records are exempt from disclosure.
 - d. It shall be the responsibility of the City, and at the expense of the City, to defend any claim or lawsuit for a violation of the Public Records Act or laws relating to a subpoena, and pay any damages, fees, costs, or settlements relating to such claim or lawsuit; provided, that in the event the claim or lawsuit relates in any manner to City records in the sole custody of the RRFA that were not provided to the City by the RRFA, then the RRFA shall defend such claim or lawsuit and pay any damages, fees, costs, or settlements relating to such claim or lawsuit. The City and the RRFA agree to cooperate fully in the defense of any such claim or lawsuit. If both the City and the RRFA fail to produce all records, they will cooperate in defense and each party will pay all its own legal costs and attorneys' fees.
6. Requests Directed to or Received by the RRFA for Records in the Custody of the City . In the event the RRFA receives a public records request, subpoena, or other lawful request

for records held by the City that the RRFA might be required to produce, the following process shall be followed:

- a. The RRFA will advise the City in writing that the request has been received. The City will have five (5) business days to respond to the RRFA with the records or a reasonable estimate of the time necessary to provide the RRFA with the records.
- b. The City will provide copies, at its sole cost and expense and in the form requested by the RRFA to the RRFA. In the event the RRFA receives payment for the copies provided at the City's cost, the payment received will be equitably distributed.
- c. The RRFA will remain responsible for communicating with the requester in compliance with all legal obligations. The City and the RRFA shall jointly work to determine which records are to be disclosed to the requester, and if the request was submitted under the Public Records Act, which records are exempt from disclosure.
- d. It shall be the responsibility of the RRFA, and at the expense of the RRFA, to defend any claim or lawsuit for a violation of the Public Records Act or laws relating to a subpoena, and pay any damages, fees, costs, or settlements relating to such claim or lawsuit; provided, that in the event the claim or lawsuit relates in any manner to RRFA Records in the sole custody of the City that were not provided to the RRFA by the City, then the City shall defend such claim or lawsuit and pay any damages, fees, costs, or settlements relating to such claim or lawsuit. The parties agree to cooperate fully in the defense of any such claim or lawsuit. If both the RRFA and the City fail to produce all records, they will cooperate in defense and each party will pay all its legal costs and attorneys' fees.

EXHIBIT 7

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

EMERGENCY MANAGEMENT PROGRAM SUPPORT

1. The purpose of this exhibit is to provide a foundation for the best possible emergency management services for the community by ensuring the active cooperation and participation between the RRFA and the Emergency Management program of the City, while maintaining the same level of emergency management participation as that prior to the formation of the RRFA. In keeping with that intent, the RRFA agrees, to the extent RRFA resources are available, to use reasonable efforts to provide the following:
 - a. Supporting a shared emergency and disaster response, which includes:
 - Participating as part of the Mayor's Staff Policy Group discussions;
 - Retaining the authority to request activation of the EOC in support of an emergency incident;
 - Conducting field damage assessment in coordination with City damage assessment procedures;
 - Relaying information about observed damage and field conditions to the Renton Emergency Operations Center (EOC);
 - Providing a qualified RRFA representative to the EOC during activations;
 - Providing the City with a list of personnel qualified at the Incident Command System Section Chief level to be part of the Section Chief rotation in the EOC;
 - Providing qualified administrative support staff to be part of the EOC staff rotation;
 - Maintaining communication between the Fire Department Operations Center (DOC) the EOC, and/or between the Fire Incident Commander and the EOC;
 - Embracing Unified Command where appropriate in the field;
 - Advising the EOC of operational readiness;
 - Notifying the EOC Duty Officer of significant events (e.g., those that result in the need for emergency notification of the public, evacuation or sheltering,

hazmat releases, or other threats to the public), or other incidents that would trigger use of the City's emergency plan or activation of the EOC; and

- Participating in recovery activities.
- b. Engaging in planning, training, and exercise activities with the City, which includes:
- Assigning a representative to serve on the City's Emergency Management group and participating in those monthly meetings;
 - Assisting in the plan revision for specified Emergency Support Functions in the City of Renton Comprehensive Emergency Management Plan to meet state revision deadlines;
 - Contributing to other emergency plans with a role for Fire, Emergency Medical Services, Rescue, Hazmat, etc.;
 - Participating in a minimum of one (1) functional exercise annually with the City and other exercises as needed to maintain necessary familiarity with multiple City emergency functions; and
 - Providing qualified instructors for up to three (3) units of instruction twice a year for the Community Emergency Response Team program.
- c. Maintaining a Continuity of Operations Plan (COOP) for the RRFA.
- d. Maintaining and reporting on National Incident Management System compliance.
- e. Acknowledging the City's Emergency Management program as the sole agency responsible within the boundaries of the City of Renton for recruiting, training, managing, and deploying volunteers covered under the Washington State Emergency Worker program, including the Renton Emergency Communication Service, the Community Emergency Response Teams, and any other similar emergency worker volunteer groups which might be initiated and managed by the City in the future.
- f. Acknowledging the City's Emergency Management program as the sole originator of emergency management public education messages as well as broader emergency messages to the public by coordinating emergency community notifications through the EOC Duty Officer.

2. The City and the RRFA agree to provide certain accommodations with respect to shared facility and equipment use:
- a. RRFA will provide use of a predesignated fire station as a backup EOC;
 - b. RRFA will keep existing emergency communications equipment/stations in place and maintain free and clear access to such equipment for use during testing or emergency activation;
 - c. RRFA will grant properly authorized and insured City volunteers and City staff access to RRFA facilities during reasonable hours to maintain and operate emergency equipment, including antennas and radio towers;
 - d. The RRFA will cooperate with the City to coordinate City use of the Fire Station 14 training facility for special Emergency Management classes with reasonable accommodation, e.g., CERT classes which are traditionally provided in the spring and the fall of each year;
 - e. The RRFA will provide one (1) outdoor covered parking space with electrical power at Fire Station 13 for the Mobile Communications Response Unit;
 - f. The RRFA will work cooperatively with the City to provide adequate storage space for training, public education, and communication systems supplies and equipment at Station 14 and Station 13 to the extent the RRFA has sufficient surplus space (public education closet and amateur radio closet);
 - g. The City will coordinate with the RRFA for the use of fire stations for quick-grab emergency food/water supplies for all field responders, and the RRFA will determine the best storage location and mechanism for accessing them during an emergency;
 - h. The Mobile Communications Response Unit (MCRU) may be requested via the Renton EOC Duty Officer to support communications at an incident at no cost to the RRFA. MCRU must be operated by a qualified City volunteer or City staff;
 - i. Assets transferred to the RRFA, but which were purchased by Emergency Management grant funds, shall not be disposed of without the approval of the City's Emergency Management group, must maintain their Emergency Management inventory tag, and must be made available for inspection upon request by the State Auditor's Office or State Department of Emergency Management at any time;
 - j. 800 MHz radios assigned to Emergency Management will be retained by the City, which will assume responsibility for maintenance and service costs; and

- k. The RRFA will coordinate with Emergency Management staff for the use of the primary EOC facility as a classroom.

**AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF
RENTON AND RENTON REGIONAL FIRE AUTHORITY (CAG-16-116)**

Effective Date July 1, 2021

RECITALS

1. The City of Renton ("City") and the Renton Regional Fire Authority ("RRFA") executed an interlocal agreement dated July 1, 2016 ("ILA") in conjunction with the formation of the Renton Regional Fire Authority.
2. The Parties have negotiated revisions to the ILA and the ILA Exhibits which require the consent of the legislative bodies of the Parties pursuant to Section IV of the ILA.

AGREEMENT

In consideration of the mutual promises and benefits contained herein the City and the RRFA agree to the following amendments to the ILA.

Section VIII.A. Shall be amended to read as follows:

Services to be Provided. The RRFA agrees to perform the following services for the City, as prescribed in more detail in Exhibit 1, Office of the Fire Marshal Services and Exhibit 7, Emergency Management Program Support.

Section IX. Shall be amended by striking references to Exhibit 3 and Exhibit 5.

Section XII.E. Shall be deleted in its entirety.

Section XIV. Shall be retitled "Payment Terms."

Section XIV.A. Shall be deleted in its entirety.

Section XIV.B. Shall be deleted in its entirety.

Section XVI.B. Shall be amended to read as follows:

Termination of Exhibits 2 and 4 by Notice. The services identified in Exhibits 2 and 4 of this Agreement may be terminated by either party upon providing the other party with three hundred and sixty-five (365) days' advance written notice of termination. A termination pursuant to this subsection will terminate all services provided by one or more of Exhibits 2 and 4, as specified in the notice of termination. Partial termination of services within an exhibit may only be accomplished by mutual agreement and negotiated payment terms.

Exhibits 1 through 7 Shall be replaced in their entirety by Exhibits 1, 2, 4, 6 and 7 of this Amendment, which are attached and incorporated herein.

Except as provided above, all terms and conditions of the ILA shall remain in full force and effect.

IN WITNESS, the parties below execute this Amendment, which shall become effective on July 1, 2021.

City of Renton:

Renton Regional Fire Authority:

By: _____
Armondo Pavone, Mayor

By: _____

DATE: _____

DATE: _____

ATTEST:

Jason A. Seth, City Clerk

EXHIBIT 1

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

OFFICE OF THE FIRE MARSHAL SERVICES

1. Office of the Fire Marshal Services. Prior to the establishment of the RRFA, the City's Fire and Emergency Services Department provided Community Risk Reduction Services through its Community Risk Reduction Section, now referred to as the Office of the Fire Marshal (OFM). These services include, but are not limited to, administration and enforcement of applicable fire code and prevention regulations ("Code or Codes"), including RMC 4-5-070 as that section may be amended or recodified by the City. The RRFA will continue to provide these services for the City within the City's boundaries, and as those boundaries may be adjusted in the future. As further described within this Exhibit 1,¹ OFM Services are comprised of OFM Administration Services Fire Prevention Code Enforcement Services, Fire Prevention Development Services, and Fire Investigation Services (collectively, the "Services").
2. Fire Service Fees Paid to RRFA. The City shall continue to collect applicable OFM Fees listed in Subsection XIII (a) (i-vi) and Section XIII (b)(iii) of the current City of Renton Fee Schedule. By no later than August 1 of each year, the RRFA may submit to the City proposed updates to the OFM fee schedule. Updates to the fee schedule are subject to City Council approval, which will not be unreasonably withheld. In the event the City Council does not approve the fee schedule proposed by the RRFA, the RRFA may, using the process identified in Section XVI(C) of the Agreement, request discussion of the financial impacts to the RRFA of not having its proposed fee schedule approved. All Fire Department OFM fees, as such fees may be renamed, shall be paid to the RRFA as compensation for the RRFA providing the City the services described in Exhibit 1. To the degree these fees and any associated late fees are collected by the City through its billing, permit or license systems, the City will remit the funds collected to RRFA in a timely manner. The parties agree these fees, along with any other consideration provided by this Agreement, constitute full, fair, and complete compensation for the RRFA's performance of the Services described in Exhibit 1.
3. OFM Administration Services. The RRFA shall provide the following OFM Administration Services:
 - a. Direct the management and supervision of personnel performing the Services.

¹ The description of OFM Services in this Exhibit 1 is intended to provide an overview of the Services that were previously provided by the City's Fire and Emergency Services Department. With the exception of emergency management services, the Services should be construed broadly so that the RRFA will continue seamlessly providing all services previously provided by the City's Fire and Emergency Services Department.

- b. Administer OFM programs and activities to include Fire and Life Safety inspections, Operational Fire Code permitting, plan review for Code compliance, Code enforcement, addressing, fire investigations, and public education.
- c. Interpret Codes as necessary to perform the Services. In the event of ambiguity or conflict in the Code, the RRFA will consult with the City.
- d. Approve materials, equipment, and devices used in construction, and the methods of construction to the extent that approval is required by the Code.
- e. Coordinate with the City in the City's collection and remission of fees as outlined in the City of Renton Fee Schedule and this agreement with the City.
- f. Maintain records in accordance with state approved retention schedules, route development applications and plans, and fulfill public record requests consistent with Exhibit 6.
- g. Coordinate with the City to process development plans and Code related permit application packages in a timely manner consistent with City established customer service goals and applicable laws.
- h. Coordinate with the City to issue Code related permits in a timely manner consistent with City established customer service goals and applicable laws.
- i. Process Code complaints or inquiries from the public to include data entry, file creation, and routing of information.
- j. Schedule and conduct Code inspections for developers or contractors.
- k. Recommend and prepare updates to the Code for consideration by the City, including but not limited to state mandated updates to the International Fire Code.
- l. Review and approve variance requests when appropriate.
- m. Coordinate with City in the review of business license applications for compliance with Codes.
- n. Participate on the City's Environmental Review Committee (ERC). The RRFA shall be represented by its Fire Chief or designee.
- o. Perform all other administrative tasks necessary to support OFM Services for the City, including all administrative tasks designated by the Code as the responsibility of the Fire Chief, Fire Marshal, and/or Fire Code Official.
- p. Participate in the City's Special Events Committee.

4. Fire Prevention Code Enforcement Services. The RRFA shall provide the following Fire Prevention Code Enforcement Services in Renton city boundaries:
- a. Perform all inspections required or authorized by the Code, including the inspection of new or relocated businesses for Code compliance, permit issuance.
 - b. Investigate and resolve Code violation complaints or inquiries.
 - c. Perform all Code enforcement duties of the Fire Marshall, Fire Code Official, and/or Fire Chief as provided in the Code. Provided, however, the City shall be responsible for providing prosecution services and legal counsel necessary to prosecute any civil or criminal code enforcement issues when enforcement requires judicial action (including hearing examiner proceedings). Once enforcement is turned over to the City for judicial action, the City retains independent prosecutorial discretion as to how or whether to proceed with enforcement action. The City will also maintain responsibility for any Code enforcement activities that require the presence or involvement of commissioned law enforcement officers. The RRFA staff who inspected the property and found it to be in violation shall appear before any court, hearing examiner, board, committee, or other body empowered to enforce the provisions of the IFC in order to assist Renton with enforcing the IFC at the sole cost of the RRFA. If the parties mutually agree, the City may provide employees of the RRFA with a limited law enforcement commission to enforce portions of the Code that require such commission (e.g. issuance of infractions for fire lane parking or fireworks enforcement). The parties acknowledge that the RRFA, by statute, has no duty to enforce any provisions of the code or to enforce ordinances of the City except under the terms of this Interlocal Agreement and the RFA Plan. Any duty the RRFA does have to enforce the Code is not intended to benefit any specific members of the general public. The City agrees that all court costs and other legal costs incurred in the judicial enforcement of the Code within the City limits shall be paid by the City and shall not be considered an operating expense of the RRFA.
 - d. Coordinate with the City when enforcement efforts are contested and when the City is undertaking related non-fire code enforcement efforts.
 - e. Perform special inspections required by outside agencies such as Department of Defense, Department of Early Learning, Department of Social and Health Services, and private insurance companies.
 - f. Coordinate with the City on post-disaster building and system inspections and/or evaluations.
 - g. Approve and review fire safety, emergency evacuation, lockdown, shelter-in-place, and hazardous materials management plans.

- h. Attend and provide testimony and exhibits at Code enforcement hearings before the City's Hearing Examiner, and upon appeal, if any, to court.
 - i. Perform all other tasks related to providing the above Fire Prevention Code Enforcement Services.
- 5. Fire Prevention Development Services. The RRFA shall provide the following Fire Prevention Development Services in Renton city boundaries:
 - a. Manage the Knox/Supra lock box program.
 - b. Coordinate with the City to provide timely development review program services, including answering project inquiries, attending meetings, reviewing plans for Code compliance, and approving plans when in compliance with the Code.
 - c. Provide development inspection program services to include pre-construction meetings, inspections, troubleshooting fire protection systems, final acceptance tests, field review of basic permits, coordination with the Building Services Division for the issuance of Certificates of Occupancy.
 - d. Assist and advise the City in its economic development activities to include research of properties, systems and code requirements for potential projects and existing buildings.
 - e. Approve hydrant placement on public and private projects.
 - f. Provide false alarm reduction program activities, which should include follow up with owners of faulty alarm systems, coordination with property owner/agent in its efforts to troubleshoot and repair faulty alarm systems, and quality assurance of incident reports from false alarms.
 - g. Provide fire protection system confidence test program activities to include evaluation of confidence tests provided by third parties, issuance of correction notices and/or notices of violation, and drafting of correction agreements and field inspections.
 - h. Perform all other tasks related to providing the above Fire Prevention Development Services and any related tasks arising from application of the Code.
- 6. Timeline of Work Provided. All services provided pursuant to this Exhibit shall be performed in a professional and competent manner pursuant to and within the timelines required of the Code, City policies and procedures, including applicable customer service standards, and any state or federal laws applicable to the performance of that work.

7. Level of Service. The consideration provided for the services identified in this Agreement are intended to maintain existing levels of service. The existing levels of service include initial development review completed according the schedules generally described as follows:

a. Land Use:

- Green Folder 1st Review completed within two (2) weeks
- Pre-Application 1st Review completed within two (2) weeks
- SEPA 1st Review completed within two (2) weeks

b. Construction Permits*:

- Single Family 1st Review within two (2) weeks
- Commercial TI 1st Review within two (2) weeks
- Commercial 1st Review within four (4) weeks

**It is recognized by both parties that there are exceptions that arise that impact turnaround times that shall be taken into consideration in determining compliance with this section of the agreement.*

8. In the event the City, for any reason, determines that it is in the interest of the City to increase the defined Level of Service, the City shall be responsible for the additional costs incurred by the RRFA to provide additional staffing to meet the increased Level of Service. Any modification to the Level of Service shall be preceded by an agreement relating to the modifications and the funding requirements. In event substantial volume increases affect the ability of the RRFA to meet the defined Level of Service, the parties agree to collaborate in the public interest to address adjustments in funding or services levels on mutually agreeable terms.
9. Fire Marshal/Fire Code Official Reports to City's CAO or Community and Economic Development (CED) Administrator. The City's Fire Marshal/Fire Code Official shall provide reports to the CAO or the City's CED Administrator as requested. While the Fire Chief shall have the authority to direct the work of the RRFA employees, the City's CED Administrator or designee shall be kept informed of the development review work performed by the RRFA employees, and shall have authority to provide input to the Fire Chief in setting the desired outcomes of staff performing duties of Fire Prevention Development Services.
10. Equipment to Perform Services. Equipment for staff that performs OFM Services shall be provided by the RRFA. For the purposes of performing the Services and subject to licensing terms and security requirements, the parties agree to cooperate and share

access to electronic permitting systems and other electronic systems necessary to coordinate services. The City shall allow the RRFA to access such systems from the RRFA network whenever it is feasible to do so.

11. Office Space to Perform Services. As partial consideration for the services provided, the City will, if requested by the RRFA, provide the RRFA with adequate office space to house the RRFA staff necessary to provide the services identified in this Exhibit.
12. Transmission of Fees and Charges. The City shall establish a standard procedure for the transmission of all fees it collects pursuant to Section XIV of the Agreement and remit the money to the RRFA on a timely basis that is no less frequent than monthly. When remitting payment to the RRFA, the City may deduct any costs it incurred to collect the fees, including but not limited to court costs, attorneys' fees, and payments to debt collection companies.
13. Accounting of Fees and Charges. When the City transmits money to the RRFA pursuant to Section 12 of this Exhibit, the City shall provide the RRFA with supporting documents that describe the Services for which the money was collected. Parties recognize these fees are administered through the permit system that both parties have access and responsibility to ensure the accuracy and integrity of the data. The RRFA has a right to request an audit of the system no more frequently than once per year. The cost of an audit requested by the RRFA shall be paid by the RRFA unless otherwise agreed by the parties.
14. Collection of Fees. The parties will cooperate to collect outstanding unpaid fees and charges for the Services. The City is not required to pay the RRFA for uncollected or unpaid fees.
15. Fire Investigation Services. The RRFA shall perform Fire Investigation Services within the City limits that include but are not limited to:
 - a. Investigate the cause and origin of fires, interview suspects and witnesses, examine fire scenes, document findings and prepare reports, protect evidence, cooperate with prosecutors and law enforcement, be available for interviews and courtroom testimony, and other associated duties.
 - b. Investigate all fires that are arson, suspicious, injurious, and fires with a loss of ten thousand dollars (\$10,000) or more.
 - c. Coordinate arson investigation activities with the Renton Police Department as necessary.
 - d. Staff the 24/7 Fire Investigation Unit by responding to all working fires when requested.
 - e. Participate in regional and state fire investigative organizations and activities.

- f. Perform all other tasks related to Fire Investigation Services.
 - g. Providing cross training to City Personnel in the discretion of the Fire Marshall.
16. Evidence Retention. All evidence gathered during the criminal investigation of a fire or other event for which Fire Investigative Services are provided shall be collected and maintained by the evidence custodians of the City's Police Department pursuant to the policies and procedures for the maintenance of evidence set forth by the City's Police Department.
17. Cooperation in Criminal Investigations. The parties will cooperate and keep each other informed as to the status of all fires in the City that occur as a result of suspected or confirmed criminal conduct by providing status reports of investigations as the investigations evolve. This obligation shall not be construed to require the disclosure of information if disclosure could jeopardize a criminal investigation.
18. Records. All records relating to the provisioning of the services called for in Exhibit 1 shall be maintained as follows:
- a. Fire Plans Review Records shall be maintained in a permit system prescribed by the City, that shall be accessible by the assigned RRFA personnel.
 - b. Fire Inspection Records shall be maintained in a records management system prescribed by the RRFA. Records shall be made available within a reasonable timeframe to the City upon request.
 - c. Other records, not specifically listed herein, shall be retained in a method that is mutually agreed upon between the City and the RRFA. Records shall be made available within a reasonable timeframe to the City upon request.
 - d. Record retention shall be in accordance with state records retention requirements. Custody and disclosure of the records shall be managed in accordance with Exhibit 6.
19. Employee Performance Feedback. The City of Renton shall provide regular feedback to the Fire Chief pertaining to the performance of RRFA employees performing services called for in Exhibit 1.
20. New Employees – Hiring or Assignment. When feasible, the City's CAO shall have input into the appointment or assignment of any person to a position that performs services pursuant to Exhibit 1, which could include one (1) or more Renton employees serving on an interview panel for the hiring and/or assignment of that position.

EXHIBIT 2

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

INFORMATION TECHNOLOGY SERVICES

1. Purpose. The City of Renton provided Information Technology (IT) services to the RRFA since the RFA was established. As part of the RRFA's transition to its own IT operations, the RFA will need to operate equipment in the Data Center spaces in Fire Station 12 which is operated and maintained by the City of Renton, and the City of Renton will continue to operate some elements of the City IT Network within stations of the RFA.
2. Crown Network. The City of Renton Wireless Network (CROWN) is operated by the City of Renton to benefit its citizens and public safety personnel. This network provides outdoor, parking lot WiFi access at some RRFA stations. The RRFA agrees to the City's IT Department continuing to operate its WiFi network for outside-building access at the locations it is currently provided. The RRFA will allow City IT staff access to equipment spaces where CROWN equipment and network connections are maintained. The City IT department will label all network related equipment so that RRFA IT staff are aware that maintenance and operation (M&O) of the labeled equipment is the responsibility of the City IT Department. If the RRFA IT department will be working in the area of CROWN equipment, it will advise the Renton IT department, and will take measure to not disturb CROWN operations. The RRFA will allow City IT staff access to CROWN Network equipment during normal weekday business hours (8 AM – 5 PM, Monday – Friday) for purposes of maintenance, operations, and repair.
3. Fire Station 12 Equipment Colocation. The City IT department operates a backup data center for the City IT operations at Fire Station 12 pursuant to the rights granted to the City under the 2016 Ground Lease Agreement with the RFA. The City agrees to provide the RFA up to 10 rack Units spaces on the second floor of Fire Station 12, Uninterruptable power supply, and environmental conditioning to the equipment listed in Appendix A of this Exhibit. The City of Renton will provide RRFA IT staff the means to access this space on a 7x24x365 basis for the purposes of operating, maintaining, repairing and configuring RRFA equipment in the data center. The RRFA agrees to the City's requirement that a FBI-CJIS – Certified employee will escort any employee or contractor needing access to this room at all times they are in the room. The parties shall work cooperatively to establish additional access and security monitoring equipment and procedures on a proportional cost sharing basis.

4. Access to City Equipment and Applications by OFM Staff. As part of its contract with the City to provide Office of the Fire Marshal (OFM) services for the City, the RRFA shall be provided access to certain City Equipment and Business Applications to perform its job for the City. Staff in the OFM will be provided access by City IT staff with all necessary permitting and business licensing systems to effectively perform their duties for the City. The City IT Department agrees to implement a method to allow OFM staff to access these City Business Applications through the RRFA network whenever it is feasible to do so.
5. Consideration. The parties agree the above mutual promises are of roughly equivalent value and benefit to the parties and neither party shall be required to pay the other party for any of the items addressed in this Exhibit, except for as explicitly provided herein.

APPENDIX A DISTRICT OWNED EQUIPMENT-FIRE STATION 12 DATA CENTER (9-1-20)

1. FW1201 = Cisco Firewall Switch
2. SW1201 = Cisco Network Switch
3. HP Proliant Server = Hyper V Server
4. Century Link = MOE Termination Box to our equipment
5. Comcast Router = Internet Redundancy
6. Mitel VOIP Phone Switch = Phone Redundancy

EXHIBIT 3

TO THE INTERLOCAL AGREEMENT FOR COOPERATION
BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FACILITIES AND GROUNDS MAINTENANCE SERVICES

Exhibit Terminated Effective January 1, 2020

EXHIBIT 4

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FLEET MAINTENANCE SERVICES

1. Fuel Pumps. The RFA owns and shall be responsible for maintenance, repair, and replacement of the Fuel Tanks and pumps located at Fire Station 13 ("FS13"). The City owns and shall be responsible for the maintenance, repair, and replacement of the Fuel Tanks and pumps located at the City Shop. Both parties shall use reasonable efforts to keep their respective fuel tanks and pumps operable at all times.
2. Fueling. Both parties will be permitted to fuel vehicles on a twenty-four (24)-hour, seven (7)-day a week basis, at the City Shop and at FS13 by authorized employees and vehicles. The City shall manage the fueling system, fuel inventory, and maintain the automated accounting system at both the City Shop and FS13 to allow fueling at both locations. All fuel use shall be tracked by equipment or fuel cards.
3. Consideration. The City will invoice the RRFA for all fuel used by the RFA on a monthly basis. The RFA shall pay for the fuel at the same rate that the City pays for the fuel including fuel cost and any taxes paid by the City. The City reserves the right, with six months advance notice to implement a fee for managing the fuel system provided that the fee shall be based solely on a cost recovery basis and shall be based on the proportionate amount of fuel consumed by each party.
4. Equipment Ownership. The parties seek to clarify ownership in certain equipment that has been used by the City to serve, in part, RRFA equipment under previous versions of this Exhibit. The City owns the vehicle lifts within its shops.

EXHIBIT 5

TO THE INTERLOCAL AGREEMENT FOR COOPERATION
BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

FINANCE SERVICE, GENERAL HR, AND
CIVIL SERVICE EXAMINER SERVICES
Exhibit Terminated Effective January 1, 2020

EXHIBIT 6

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

RECORDS MANAGEMENT

1. Record Custody and Cooperation. The parties recognize that the cooperative nature of their relationship and history of the City providing services and employing staff that will now be provided and employed by the RRFA will require cooperation and collaboration to transfer and maintain records in which both parties may have records retention and public records disclosure obligations. The parties agree to collaborate to transfer or jointly maintain public records in accordance with applicable records retention requirements, including Chapter 40.14 RCW, and the Washington State Public Records Act, Chapter 42.56 RCW.
2. Records Custody and Transfer. Either party may request business and operational records be transferred to or from the other party as necessary to efficiently conduct its operations and/or comply with applicable laws. Upon such request, the parties will coordinate to transfer the records, or accurate copies thereof. If the party with custody of the requested records determines it has a business need or legal requirement to independently retain the records, it may retain the original records and transfer copies to the other party. Alternatively, to the extent permitted by applicable laws, the parties may designate a joint records custodian to maintain the records in compliance with the applicable retention schedules that apply to each party. During the initial term of the City's provision of human resource services pursuant to Exhibit 5, the City will act as the joint records custodian for the Fire Department/RRFA personnel and civil service files that are held and maintained by the City's Human Resources Department. The RRFA will initially act as the joint records custodian for any personnel files for Fire Department/RRFA employees that are not in the possession of the City's Human Resources department (e.g. supervisor desk files). If either party desires to destroy any former Fire Department personnel or civil service files that were created prior to the formation of the RRFA and the files have not previously been transferred to the other party, it will first offer to transfer the files to the other party.
3. Cost of Transfer and Storage. The costs of copying and transferring records shall be paid for by the party receiving the transferred records. Each party will be responsible for paying for applicable storage costs of the records it retains. If the parties designate one party to act as a joint records custodian, the other party will pay for half of the records custodian's reasonable electronic or physical storage costs if payment of such costs is requested by the designated records custodian.

4. Requests for Records. The parties recognize that each party may maintain custody of records the other needs to respond to a lawful request pursuant to the Public Records Act or subpoena. In the event of a public records request, the receiving party shall be responsible providing an initial five (5) business day response to the requestor as required by RCW 42.56.520, as that section may be amended or recodified. The parties establish the processes set forth in Sections 5 and 6 to provide a method of responding to records requests received through subpoenas and the Public Records Act, or records otherwise requested by the City or the RRFA. The method set forth in this Exhibit 6 shall serve only as a guideline, and may be altered from time to time as necessary.
5. Requests Directed to or Received by the City for Records in the Custody of the RRFA. In the event the City receives a public records request, subpoena, or other lawful request for records held by the RRFA that the City might be required to produce, the following process shall be followed:
 - a. The City will advise the RRFA in writing that the request has been received. The RRFA will have five (5) business days to respond to the City with the records or a reasonable estimate of the time necessary to provide the City with the records.
 - b. The RRFA will provide copies, at its sole cost and expense and in the form requested by the City to the City. In the event the City receives payment for the copies provided at the RRFA's cost, the payment received will be equitably distributed.
 - c. The City will remain responsible for communicating with the requestor in compliance with all legal obligations. The City and the RRFA shall jointly work to determine which records are to be disclosed to the requestor, and if the request was submitted under the Public Records Act, which records are exempt from disclosure.
 - d. It shall be the responsibility of the City, and at the expense of the City, to defend any claim or lawsuit for a violation of the Public Records Act or laws relating to a subpoena, and pay any damages, fees, costs, or settlements relating to such claim or lawsuit; provided, that in the event the claim or lawsuit relates in any manner to City records in the sole custody of the RRFA that were not provided to the City by the RRFA, then the RRFA shall defend such claim or lawsuit and pay any damages, fees, costs, or settlements relating to such claim or lawsuit. The City and the RRFA agree to cooperate fully in the defense of any such claim or lawsuit. If both the City and the RRFA fail to produce all records, they will cooperate in defense and each party will pay all its own legal costs and attorneys' fees.
6. Requests Directed to or Received by the RRFA for Records in the Custody of the City. In the event the RRFA receives a public records request, subpoena, or other lawful request for records held by the City that the RRFA might be required to produce, the following process shall be followed:

- a. The RRFA will advise the City in writing that the request has been received. The City will have five (5) business days to respond to the RRFA with the records or a reasonable estimate of the time necessary to provide the RRFA with the records.
- b. The City will provide copies, at its sole cost and expense and in the form requested by the RRFA to the RRFA. In the event the RRFA receives payment for the copies provided at the City's cost, the payment received will be equitably distributed.
- c. The RRFA will remain responsible for communicating with the requester in compliance with all legal obligations. The City and the RRFA shall jointly work to determine which records are to be disclosed to the requester, and if the request was submitted under the Public Records Act, which records are exempt from disclosure.
- d. It shall be the responsibility of the RRFA, and at the expense of the RRFA, to defend any claim or lawsuit for a violation of the Public Records Act or laws relating to a subpoena, and pay any damages, fees, costs, or settlements relating to such claim or lawsuit; provided, that in the event the claim or lawsuit relates in any manner to RRFA Records in the sole custody of the City that were not provided to the RRFA by the City, then the City shall defend such claim or lawsuit and pay any damages, fees, costs, or settlements relating to such claim or lawsuit. The parties agree to cooperate fully in the defense of any such claim or lawsuit. If both the RRFA and the City fail to produce all records, they will cooperate in defense and each party will pay all its legal costs and attorneys' fees.

EXHIBIT 7

TO THE INTERLOCAL AGREEMENT FOR COOPERATION BETWEEN THE CITY OF RENTON AND THE RENTON REGIONAL FIRE AUTHORITY

EMERGENCY MANAGEMENT PROGRAM SUPPORT

1. The purpose of this exhibit is to provide a foundation for the best possible emergency management services for the community by ensuring the active cooperation and participation between the RRFA and the Emergency Management program of the City, while maintaining the same level of emergency management participation as that prior to the formation of the RRFA. In keeping with that intent, the RRFA agrees, to the extent RRFA resources are available, to use reasonable efforts to provide the following:
 - a. Supporting a shared emergency and disaster response, which includes:
 - Participating as part of the Mayor’s Staff Policy Group discussions;
 - Retaining the authority to request activation of the Emergency Operations Center (EOC) in support of an emergency incident;
 - Conducting field damage assessment in coordination with City damage assessment procedures;
 - Relaying information about observed damage and field conditions to the Renton EOC;
 - Providing a qualified RRFA representative to the EOC during activations;
 - Providing the City with a list of personnel qualified at the Incident Command System Section Chief level to be part of the Section Chief rotation in the EOC;
 - Providing qualified administrative support staff to be part of the EOC staff rotation;
 - Maintaining communication between the Fire Department Operations Center (DOC) the EOC, and/or between the Fire Incident Commander and the EOC;
 - Embracing Unified Command where appropriate in the field;
 - Advising the EOC of operational readiness;
 - Notifying the EOC Duty Officer of significant events (e.g., those that result in the need for emergency notification of the public, evacuation or sheltering,

hazmat releases, or other threats to the public), or other incidents that would trigger use of the City's emergency plan or activation of the EOC; and

- Participating in recovery activities.

b. Engaging in planning, training, and exercise activities with the City, which includes:

- Assigning a representative to serve on the City's Emergency Management group and participating in those monthly meetings;
- Assisting in the plan revision for specified Emergency Support Functions in the City of Renton Comprehensive Emergency Management Plan to meet state revision deadlines;
- Contributing to other emergency plans with a role for Fire, Emergency Medical Services, Rescue, Hazmat, etc.;
- Participating in a minimum of one (1) functional exercise annually with the City and other exercises as needed to maintain necessary familiarity with multiple City emergency functions; and
- Providing qualified instructors for up to three (3) units of instruction twice a year for the Community Emergency Response Team program.

c. Maintaining a Continuity of Operations Plan (COOP) for the RRFA.

d. Maintaining and reporting on National Incident Management System compliance.

e. Acknowledging the City's Emergency Management program as the sole agency responsible within the boundaries of the City of Renton for recruiting, training, managing, and deploying volunteers covered under the Washington State Emergency Worker program, including the Renton Emergency Communication Service, the Community Emergency Response Teams, and any other similar emergency worker volunteer groups which might be initiated and managed by the City in the future.

f. Acknowledging the City's Emergency Management program as the sole originator of emergency management public education messages as well as broader emergency messages to the public by coordinating emergency community notifications through the EOC Duty Officer.

2. The City and the RRFA agree to provide certain accommodations with respect to shared facility and equipment use:

a. RRFA will provide use of a predesignated fire station as a backup EOC;

- b. RRFA will keep existing emergency communications equipment/stations in place, and maintain free and clear access to such equipment for use during testing or emergency activation;
- c. RRFA will grant properly authorized and insured City volunteers and City staff access to RRFA facilities during reasonable hours to maintain and operate emergency equipment, including antennas and radio towers;
- d. The RFA will cooperate with the City to coordinate City use of the Fire Station 14 training facility for special Emergency Management classes with reasonable accommodation, e.g., CERT classes which are traditionally provided in the spring and the fall of each year;
- e. The RRFA will provide one (1) outdoor parking space with electrical power at Fire Station 12 for the Mobile Communications Response Unit and will allow the City to cover such space;
- f. The RRFA will work cooperatively with the City to provide adequate storage space for training, public education, and communication systems supplies and equipment at Station 14 and Station 13 to the extent the RRFA has sufficient surplus space (public education closet and amateur radio closet);
- g. The City will coordinate with the RRFA for the use of fire stations for quick-grab emergency food/water supplies for all field responders, and the RRFA will determine the best storage location and mechanism for accessing them during an emergency;
- h. The Mobile Communications Response Unit (MCRU) may be requested via the Renton EOC Duty Officer to support communications at an incident at no cost to the RRFA. MCRU must be operated by a qualified City volunteer or City staff;
- i. Assets transferred to the RRFA, but which were purchased by Emergency Management grant funds, shall not be disposed of without the approval of the City's Emergency Management group, must maintain their Emergency Management inventory tag, and must be made available for inspection upon request by the State Auditor's Office or State Department of Emergency Management at any time;
- j. 800 MHz radios assigned to Emergency Management will be retained by the City, which will assume responsibility for maintenance and service costs; and
- k. The RRFA will coordinate with Emergency Management staff for the use of the primary EOC facility as a classroom.



Governing Board Agenda Item

SUBJECT/TITLE: Appointment of Governance Board Secretary

STAFF CONTACT: CAO Babich

SUMMARY STATEMENT:

Section 5.4 of the RRFA Governance Board bylaws requires that the Board appoint a Board Secretary to perform the duties specified in the bylaws by motion.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

The RRFA Governance Board bylaws establish the position of Board Secretary. The bylaws provide that the Board Secretary is responsible for preparing agendas, minutes, meeting notices and other duties specified therein.

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

RRFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to appoint Evyn Villa as the Board Secretary to serve at the pleasure of the Board until such time as the Board appoints a successor.