City of Tukwila

Jim Haggerton, Mayor

INFORMATIONAL MEMORANDUM

TO: **Mayor Haggerton**
Tukwila City Council

FROM: **David Cline, City Administrator**

BY: **Moira Carr Bradshaw**

DATE: **December 3, 2015**

SUBJECT: **Regional Fire Authority Annexation Review**

This binder is a collection of the documents and information that has been provided to the Council, Steering Committee and the public as the City has moved through its review of a potential annexation to the Kent Regional Fire Authority.

The materials have been organized as follows:

1. **Council Updates**
   - April 2015 – Introduced the Steering Committee members and their scope of review; outlined the key messages and outreach, recapped the review history and why the Kent RFA is being considered.
   - June 2015 - Updated the schedule and reviewed public outreach
   - August 2015 - Provided an overview of the budget comparison and details on the Finance and Governance sub-committees work
   - October 2015 – Updated the budget based upon Tukwila Fire Department actuals, explained the framework for the sample budgets, provided a Cost Comparison Worksheet
   - November 2015 – Steering Committee members presented their recommendation

2. **Steering Committee Minutes and Recommendation**
   Contains minutes from all Steering Committee meetings. The minutes from October 28, 2015 and November 18, 2015 are in draft form because review has not yet been completed. The final document in this section is the recommendation from the Steering Committee.

3. **Kent RFA Plan – draft Tukwila Amendment**
   This is the document that will need to be approved by the City Council and the Kent RFA Governing Board. The Kent RFA Plan exists and the Tukwila amendments will be per the Council's recommendation to the Kent RFA Governing Board. The draft Tukwila Amendment will be a framework outlining the future of fire service in Tukwila as part of the Kent RFA. The enclosed draft has been reviewed by the Steering Committee and is shown in strike-through underline format so that suggested changes can be identified.

4. **Services**
   Contains information about the Tukwila Fire Department and the Kent RFA levels of service as presented to the Steering Committee in May 2015. Kent's FD Cares program, which provides services for non-emergency medical needs, would be a new service for Tukwila residents.

5. **Facilities**
   Provides a description of the fire stations as well as a needs analysis and feasibility study in Tukwila and a description for the variety of fire facilities in the Kent RFA.

6. **Finance**
   Includes the following documents presented to the Steering Committee:
   - an overview of municipal budgeting and RFA budgeting presented in June 2015,
   - Tukwila Fire Department budget presented in July 2015,
   - a sample 2015 budget comparison between the two agencies presented on October 2015,
   - an RFA proposed revenue and capital plan for the City of Tukwila, presented in October 2015,
   - an explanation of the benefit charge proposal for Tukwila presented in October 2015.

7. **Contract Services**
   There are specific services that would remain the responsibility of the City of Tukwila should fire suppression and EMS be annexed to the Kent RFA. The Fire Prevention Bureau administer the International Fire Code and permitting services and is responsible for investigating the cause and origin of fires. Emergency Management for the City is currently performed by personnel in the Tukwila Fire Department.

8. **History**
   Provides both a summary of the various reviews of fire service delivery that the City has undertaken over the past few years, as well as a history of the Tukwila and the Kent RFA fire departments.

9. **Community Outreach**
   Information has been regularly flowing to the community since October of 2014. This section contains the content of the City of Tukwila web page, all-user City email, Grapevine article, flyers used by the Tukwila firefighters, Tukwila Reporter articles, E-Hazelnut, Hazelnut and presentations given to City advisory boards and community groups.

City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188 *Jim Haggerton, Mayor*

Memorandum

Date: April 8, 2015

To: Tukwila City Council
Jim Haggerton, Mayor

From: David Cline
By: Moira Bradshaw

Subject: Regional Fire Authority Annexation Steering Committee

Background
In September 2014, the Fire Exploratory Committee, which included Councilmembers Seal and Kruller and City staff, recommended to the City Council that the City investigate the annexation of the Tukwila Fire Department to the Kent Regional Fire Authority (RFA.)

The Council agreed with the committee's recommendation and made the following motion: "*to endorse further exploration of feasibility of annexing to the Kent RFA and the creation of a steering committee with administration, council, firefighters and public involvement. Further committees may be necessary and are hereby authorized for the exploration of finance issues, public outreach and asset examination.*"

Update
Since September, a Finance Work Group, made up of Councilmember Robertson and City and Kent RFA staff, have been working on the financial feasibility of a combined Kent RFA and Tukwila. In addition, a broad representative committee of residents and businesses and Councilmembers Duffie and Seal has been formed (Attachment A.) A member of the governance board for the Kent RFA as well as their Chief and Union president are also participating and providing input. The Regional Fire Authority Annexation Steering Committee has met twice and toured both RFA and Tukwila fire facilities.

Their review will focus on the significant policy choices that are associated with this type of annexation. They will discuss services and service level, facilities and other assets, governance, and cost impacts. Their timeline is to present the Council with a recommendation in November 2015.

Recommendation Information only, no action needed

Attachments RFA Annexation Steering Committee 2015
Scope of Work

City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188 *Jim Haggerton, Mayor*

Regional Fire Authority Annexation Steering Committee – February 2015

Tukwila City Council
Joe Duffie, City Councilmember
Verna Seal, City Councilmember

Tukwila Administration
David Cline, City Administrator
Chris Flores, Interim Tukwila Fire Chief

Fire Union Members
Dawn Judkins, President Local 2088
Alan Codenys, Tukwila Firefighter
Merle Brooks, Tukwila Firefighter

Residential Community Members
Jessica Jerwa, Resident
Jerry Thornton, Resident
Kathleen Wilson, Resident

Business Community Members
Roxanne Knowle, Senior Real Estate Manager, CBRE
John Lamb, Segale Business Park
Becky Smith, District General Manager Westfield
(Genevieve Christensen, Westfield Alternate)

NonVoting Kent RFA Members
Mike Denbo, Fire District 37 Commissioner
Jim Schneider, Chief Kent RFA
Ray Shjerven, President, IAFF LOCAL 1747

Tukwila Staff: Moira Bradshaw: moira.bradshaw@tukwilawa.gov; 206 431-3651
Vicky Carlsen: Vicky.carlsen@tukwilawa.gov; (206) 433-1839

2015 Regional Fire Authority Annexation Steering Committee Scope of Work

Task: To evaluate and recommend to the City Council whether Tukwila should vote on annexation of fire services to the Kent Regional Fire Authority.

Meeting	Topic	Question
1.	Background and Agreement on Committee Scope of Work	Why is City considering the annexation of the Fire Dept to the Kent RFA?
2.	Municipal Services provided by Fire Dept.: Fire Prevention, Emergency Management and Investigation	To contract or retain?
3.	Level of Service and Fire Related Assets (stations, rolling stock, fixed and fire-fighting equipment)	How will levels of service compare? How should City dispose of facilities and land? What is the relationship between the two?
4.	Municipal Fire Dept budgeting versus Regional Fire Authority Budgeting	What is the difference between the Kent RFA and Tukwila Fire depts.?
5.	Costs of the Kent RFA	How much will it cost Tukwila property owners?
6.	Tukwila Revenue Alternatives	What will the impact be for Tukwila property owners?
7.	Governance	How would the Tukwila community be represented in the Kent RFA?
8.	Summary and Final Review of RFA Alternative	Review draft recommendation
9.	Presentation to City Council	Recommend to annex to RFA or keep municipal Fire Dept.

Tukwila City Council Motion.....*to endorse further exploration of feasibility of annexing to the Kent Regional Fire Authority and the creation of a steering committee with administration, council, firefighters and public involvement. Further committees may be necessary and are hereby authorized for the exploration of finance issues, public outreach and asset examination.*" September 15, 2014.

2015
Regional Fire Authority Annexation Steering Committee

APRIL 13, 2015 - BRIEFING

1

Fire Service Exploration in Tukwila

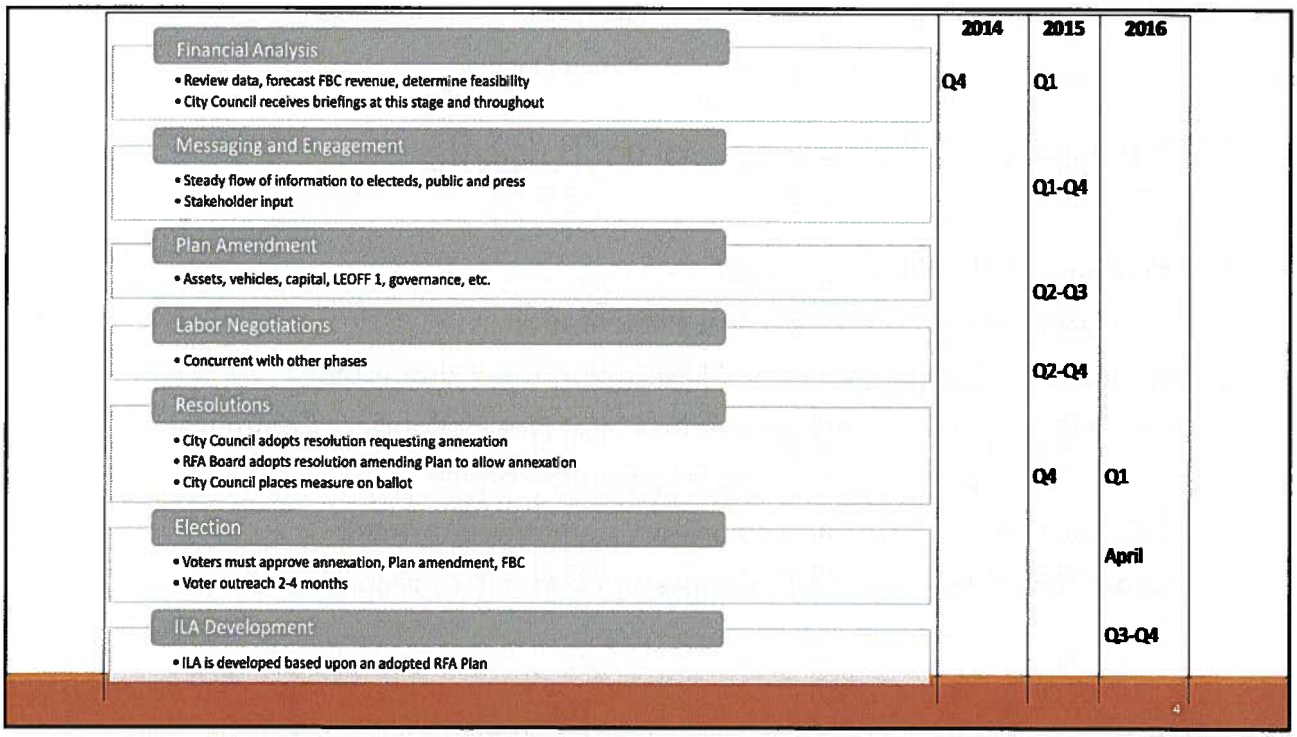
- February 2010 – Council Retreat
- June 2010 – Fire Services Options Presentation
- June 2010 – Council established Fire Exploratory Committee
- December 2010 – Council established Joint Fire Exploratory Committee
- June 2012 – Joint Fire Exploratory Committee ended
- February 2014 – 2014 Fire Exploratory Committee formed
- September 2014 – 2014 Fire Exploratory Committee recommends

2

2014 Fire Exploratory Committee

- Recommends that the City explore further the annexation of the Tukwila Fire Department to the Kent Regional Fire Authority (RFA.)
- Tukwila City Council approves a motion: "*to endorse further exploration of feasibility of annexing to the Kent RFA and the creation of a steering committee with administration, council, firefighters and public involvement. Further committees may be necessary and are hereby authorized for the exploration of finance issues, public outreach and asset examination.*"

3



4

Viable Option- RFA

- Financial sustainability of high quality service
- Economies of scale
- Fire Benefit Charge
- Governance

5

Viable Option - Kent RFA

- Experienced and established
- Successful relationship – Training Consortium
- Interested in partnership and further exploration

6

Finance Work Group

Meeting since December 2014 to analyze the financial feasibly;

Dennis Robertson, Tukwila City Councilmember
David Cline, Tukwila City Administrator;
Vicky Carlsen, Tukwila Deputy Finance Director;
Chris Flores, Interim Tukwila Fire Chief;
Jim Schneider, Kent RFA Chief;
Larry Rabel, Kent RFA Captain Logistics;
Margaret Martin, Kent RFA Finance Manager;
Moira Bradshaw, Tukwila Project Manager

7

Finance: Scope

- Identify the current operating cost for Tukwila Fire
- Review a new formula for the RFA Fire Benefit charge
- Discussion on the assets and facilities

8

Messaging and Outreach

The Tukwila Communications Office is supporting efforts with:

- Articles in the electronic and hard copy versions of the Hazelnut and the Tukwila Reporter
- Electronic Links to the Steering Committee agendas and web page updates
- Speakers Bureau with a presentation useful for Boards and Commissions

9

Fire Department Staff

- February 2015 Tukwila Fire Department Staff met with the Kent and Tukwila Chiefs and IAFF 2088 and Local 1747 Union Presidents
- Contract, Personnel Procedures, Operations, Benefits
- Concurrent Review

10

RFA Annexation Steering Committee

Joe Duffie, City Councilmember
Verna Seal, City Councilmember
David Cline, City Administrator
Chris Flores, Interim Tukwila Fire Chief
Dawn Judkins, President IAFF Local 2088
Alan Codenys, Tukwila Firefighter
Merle Brooks, Tukwila Firefighter

Mike Denbo, Fire District 37 Commissioner
Ray Shjerven, President IAFF Local 1747

Jerry Thornton, Resident
Jessica Jerwa, Resident
Kathleen Wilson, Resident
Becky Smith, District General Manager Westfield
(Genevieve Christensen, Alternate)
Roxanne Knowle, Senior Real Estate Manager, CBRE
John Lamb, Segale Business Park

Jim Schneider, Chief Kent RFA

11

Committee: Scope

- Level of service
- Assets and Facilities
- Governance format
- Service Functions
- Funding

12



13

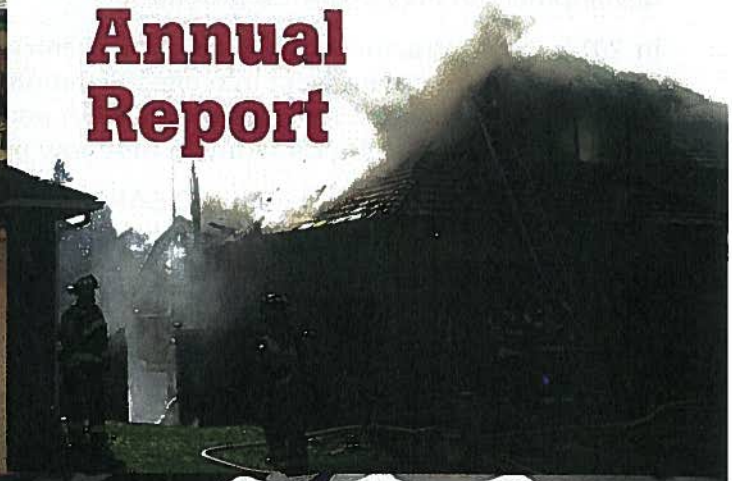
Kent Fire Department Regional Fire Authority







2014 Annual Report



KENT FIRE DEPARTMENT
FIGHTING FIRE ★ SAVING LIVES

Serving Kent, SeaTac, Covington, and Fire District 37



From the Chief

Dear Community Member,



Oh behalf of the Kent Fire Department Regional Fire Authority (RFA), I want to thank you, our residents, for your continued support in 2014. As an organization we are committed to professionally and compassionately helping those we serve and protect.

In 2014, under the direction of Division Chief Mitch Snyder and Captain Jim Webb, the Kent Fire Department continued to enhance our Fire Department Community, Assistance, Referral, and Education Services program (FD CARES).

Our fully integrated emergency medical services (EMS) system, blended into the broader health system, continues to improve the outcome of individuals in need of non-emergency service. In 2014, the Department implemented the FD CARES staffing pilot project with a 24 hour, 7 days a week FD CARES unit in service. This pilot project has proven to be a very valuable program for our residents and the department. The Department has been very successful in building partnerships with health insurers. In 2015, the Kent Fire Department RFA, health insurers, and providers will take the next step forward in the pilot project by creating a data share process and a shared savings program that will provide benefits to all parties. In addition, the FD CARES program has received a one year grant to hire a social worker to assist with the continued development of the FD CARES program.

In 2014, the contractual consolidation agreement between the Kent Fire Department RFA and the City of SeaTac Fire Department went into effect. Firefighters and civilian personnel that were employed by the City of SeaTac became Kent Fire Department RFA personnel on January 1, 2014. Through a contract for services agreement, the Kent Fire Department RFA now provides fire/EMS services to the City of SeaTac.

Both the continued success of the FD CARES program and the consolidation of the Kent Fire Department RFA and City of SeaTac Fire Department demonstrate that coming together is a beginning, keeping together is progress, and working together is success.

Your continued support of the Kent Fire Department RFA has allowed our organization to evaluate, consider, and combine resources to sustain service delivery in the most cost effective way. We will continue to look for economies of scale and the reduction of costs as we professionally and compassionately help those we serve and protect.

Thank you,

Jim Schneider

Fire Chief

Kent Fire Department RFA

Fire Chief
Jim Schneider

Deputy Chiefs
John Willits
Brian Wiwel

Division Chiefs
Pat Pawlak
Dominic Marzano
Mitch Snyder

Fire Marshal
Jon Napier

Kent Fire Department Regional Fire Authority Governance Board



Front L to R: Covington Mayor Margaret Harto, Kent Councilmember Bill Boyce, District Commissioner Mike Denbo, Kent Councilmember Les Thomas

Back L to R: Kent Councilmember Dennis Higgins, District Commissioner Allan Barrie, District Commissioner Harry George

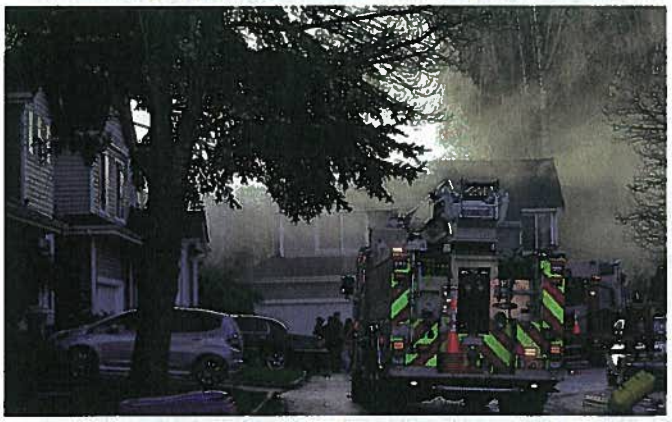
What Happened in 2014

The Kent Fire Department RFA saw a number of changes during 2014, with the most substantial being a contract for services with the City of SeaTac. This 20-year contract provides for a consolidation of fire and life safety services and emergency response. The contract increased the Department's response area by 10-square miles, three fire stations, and 46 personnel. This increase also allows for an economic concept referred to as economies of scale, which are the cost savings and advantages that larger organizations have compared to smaller ones.

In 2014, the Department responded to a record 22,006 emergency responses. A summary of calls for the year can be found on page 5 of this report.

After 34 years with the Department, Deputy Chief Ken Weatherill retired in June. Although his leadership and experience will be missed, we hope that he enjoys his well-deserved retirement. Division Chief John Willits was appointed to fill this position.

This past year, the Department expanded its Hazardous Materials Response to two teams. This second Haz Mat Team is located at Fire Station 75 (see map), and provides for quicker responses to the eastern-most portions of the Department's coverage area.



The Department received its new tiller-ladder truck late in the year, which will be housed at Fire Station 46 (see map). The tiller was a joint purchase between the City of SeaTac and Sound Transit. It provides for a tighter turning radius to more easily maneuver narrow or congested streets. Sound Transit's contribution is for its anticipated usage related to the Link Light Rail extension being built in SeaTac from the airport to South 200th Street.

The Fire Maintenance Shop for all of the Department apparatus, as well as three other contract fire departments, is located at Fire Station 76 (see map). In 2014, the Department was awarded a $606,181 solar panel grant for Station 76 from Washington State. The solar panels will reduce the building's electrical costs by half, and entitle the Department to a $30,000 Washington State Solar Production credit over six years. Additionally, the Fire Maintenance Shop hired a consultant to look at how the division can operate more efficiently and safely. The consultant recommendations will be implemented in 2015.

The Department was awarded another grant, for $102,313 from the state entitled Best Practices for Reducing Firefighter Risk of Exposure to Carcinogens. This grant is aimed at reducing the incidents of job-related cancers and increasing the life-expectancy of firefighters, and funding will be used to create policies and procedures to reduce risk. These policies will serve as a blueprint for other fire departments to utilize in order to reduce risk to their personnel as well.

The Renton Fire Department joined the South King County Training Consortium in 2014, bringing the total number of personnel in the Consortium to over 550. As a result of its continued growth, the Consortium relocated from Fire Station 74 (see map) to a facility in the 20800 block of the East Valley Highway. This new space provides more room and large classrooms for the continuing education of firefighters from throughout South King County.

The Office of Emergency Management conducted two significant exercises during the year. The first, called the Great Shake Out, involved all City of Kent staff as well as the Fire Department. The exercise was focused on employees evaluating the City for damage following an "earthquake" and dealing with the effects of a resulting landslide. The second was a cooperative exercise with the Washington National Guard Homeland Response Force Communications Unit and addressed communication issues discovered by emergency responders during the SR 530 mudslide in Snohomish County.



The Zone 3 Fire Explorers of South King County excelled once again at the National Fire/Emergency Services Exploring Conference in Indiana bringing home four 1st place trophies. For more information on the Explorers, visit www.zone3explorers.com.

Through Operation Warm (www.operationwarm.com), the Kent Firefighters Foundation and Local 1747 gave away new coats to hundreds of elementary school children, many of whom had never had a new coat before.

What to Expect in 2015

The Kent Fire Department RFA will continue to become more efficient and green this year as we begin purchasing all-electric vehicles for scheduled replacement of non-fire apparatus. These vehicles will reduce fuel costs as well as emissions.

We will also increase efficiency as the Fire Maintenance Shop opens several remote sites where certain emergency vehicle work can be done without having the vehicle travel to the main shop, reducing wear and tear, vehicle miles, and fuel consumption. The first remote site is expected to open in the Auburn area.

The South King County Training Consortium will continue to grow this year as the Valley Regional Fire Authority (VFRA) joins. VRFA serves the communities of Auburn, Pacific, and Algona, and has 118 career firefighters.



The Department's Information Technology (IT) staff will be relocating this year into the space previously occupied by the Training Division at Fire Station 74. As the Department continues to grow, the needs for support services such as IT do as well, and this new space supports that growth.

Installation will begin this year on the solar panel project at Fire Station 76 and the Maintenance Shop.

Fire Chief Jim Schneider and a number of staff members are scheduled to attend the Center for Public Safety Excellence (CPSE) Conference, where the on-site peer assessment team will submit its final report on recommendation for the Department's re-accreditation before the Commission on Fire Accreditation International. The Department has been accredited since 2004. Accreditation is important because it requires an ongoing internal and external review of operations, helps to identify strengths and weakness, and promotes excellence within the organization. The Kent Fire Department RFA is one of less than 200 CPSE accredited agencies in the world.

Ladder 46 will go into service this year at Fire Station 46. The new tiller-style ladder is steered both in the front and back. This maneuverability will allow it access to spaces that other 100-foot aerial ladders could not achieve.

Two Community Emergency Response Team (CERT) classes will be offered in 2015. CERT offers community members free hands-on training to help prepare them for an area-wide disaster where traditional emergency responders may not be available. For additional information or to register, contact the Office of Emergency Management at 253-856-4343, via e-mail at kentoem@kentwa.gov, or online at www.kentfirerfa.org.

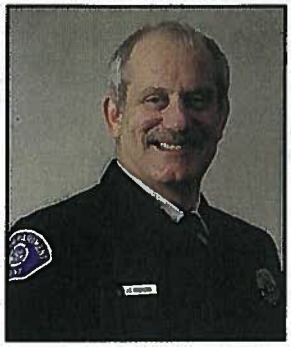
Retirements



Ken Weatherill
Deputy Chief
Hired 02/01/1980
Retired 06/30/2014



Mike Moore
Engineer
Hired 02/14/1982
Retired 02/15/2014



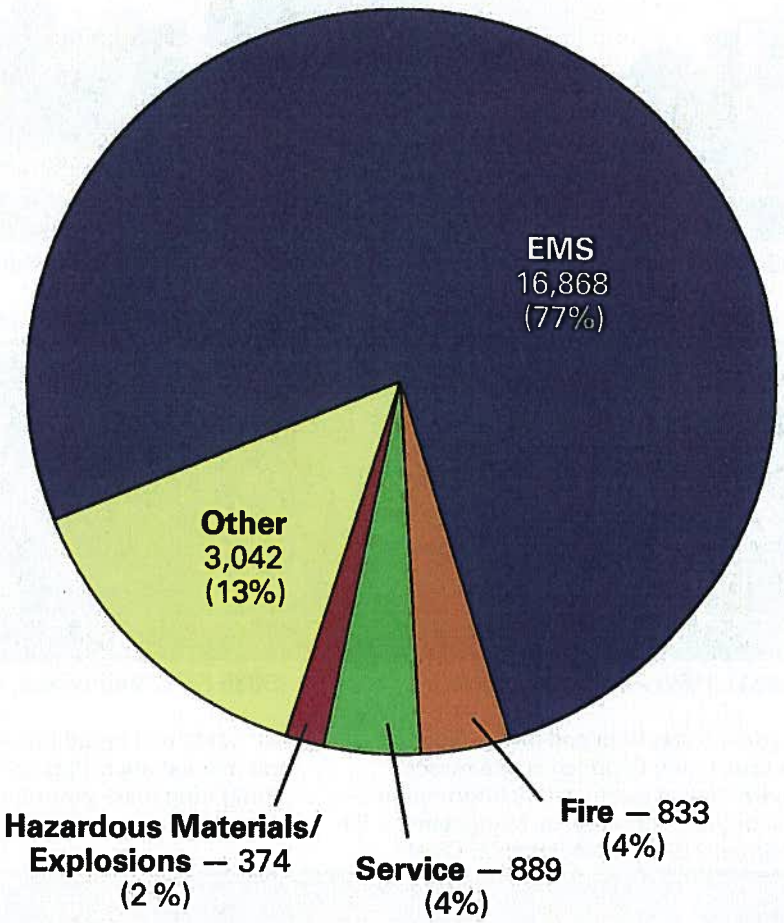
John Robinson
Captain
Hired 01/02/1981
Retired 02/28/2014



Dave Stargel
Engineer
Hired 02/01/1982
Retired 01/27/2014

Call Volume 2014

22,006 Total Calls

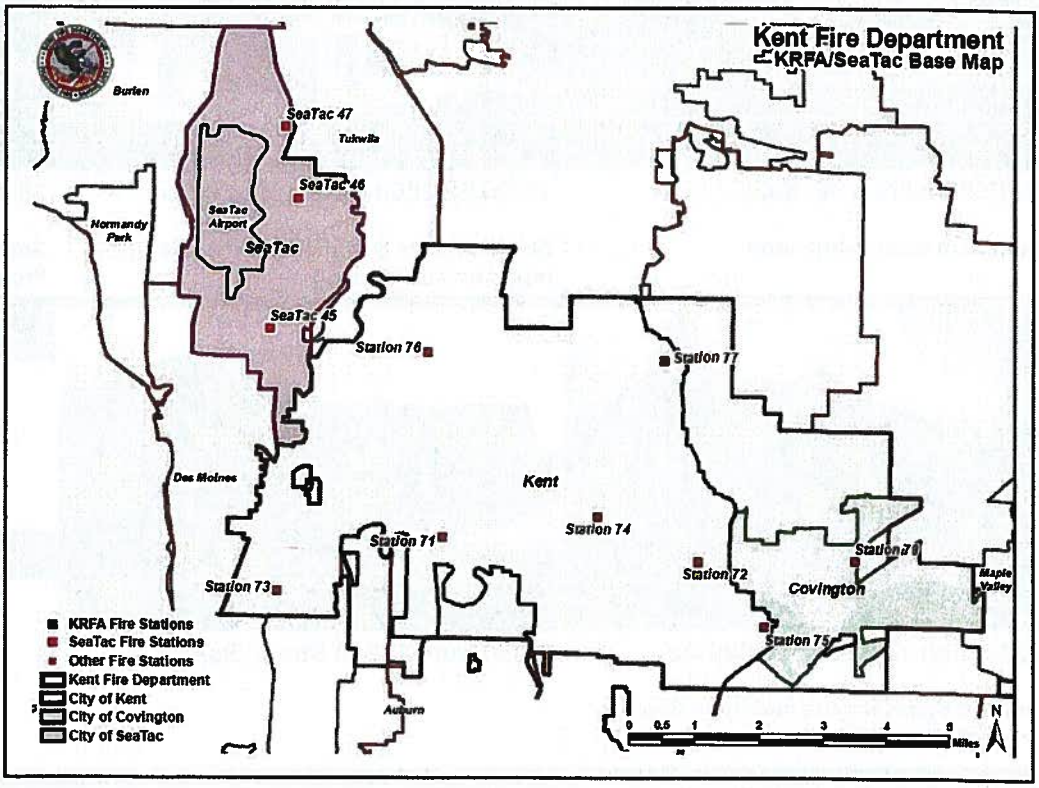


Kent Fire Department
Regional Fire Authority

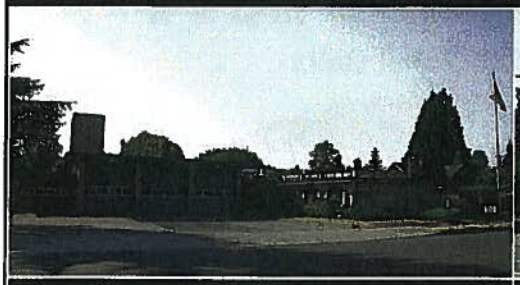
24611 116 Ave. SE
Kent, WA 98030

253-856-4300

Website: kentfirerfa.org
Twitter: @kentfirerfa
Facebook:
Kent Fire Department RFA



Kent Fire Department RFA Fire Stations



71

504 West Crow Street, Kent

Surface, sub-surface, and swift water rescue



72

25620 140th Ave SE, Kent

Map book program; Site plan program



73

26512 Military Road So, Kent

Fire hose maintenance



74

24611 116th Avenue SE, Kent

Ladder truck; High and low angle rope rescue team; Confined space rescue team; Trench rescue team; Information Technology; Emergency Management, Fire Administration; East Battalion Chief



75

15635 SE 272nd Street, Kent

Self contained breathing apparatus repair and maintenance; Pressurized air system; Firefighting foam program; Hazardous Materials Response Team



76

20676 72nd Ave So, Kent

Hazardous Materials Response Team; Fire apparatus repair and maintenance; New apparatus setup and outfitting; Central Battalion Chief



77

20717 132nd Ave SE, Kent

Equipment decontamination



78

17820 SE 256th Street, Covington

Small engines & equipment maintenance, repair and purchasing



45

2929 South 200th Street, SeaTac

Surface Water Rescue; Map Book/Site Plan Program; Zone 3 Fire Explorers



46

3521 South 170th Street, SeaTac

Confined Space Rescue and Rope Rescue; West Battalion Chief



47

3215 South 152nd Street, SeaTac

Fire Prevention

400 West Gowe Street, Kent

Code Enforcement; Fire Inspections; Public Education; Investigations; Fire Plan Review

Fire Training Center

20800 West Valley Highway, Kent

South King County Fire Training Consortium

KENT FIRE DEPARTMENT

"SERVING THE CITIES OF KENT, COVINGTON, AND KING COUNTY FIRE DISTRICT 37"

REGIONAL FIRE AUTHORITY PLAN

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ACKNOWLEDGEMENT

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the City of Kent and King County Fire District 37, through a partnership of many years, agreed in 2006, **to explore the different options available in operating and funding the Kent Fire Department.**

In February 2008, the City of Kent and King County Fire District 37 Regional Fire Protection Stakeholders Report, recommended that the City and Fire District develop a Regional Fire Authority (RFA) Plan. Through the efforts, dedication and professional commitment of the individuals acknowledged, we have completed the RFA Plan.

On behalf of the City of Kent, King County Fire District 37, and all Kent Fire Department personnel, **I want to thank everyone who participated in creating the future vision of our organization that will ultimately provide the citizens we serve and protect an enhanced opportunity to determine the level of service they desire.**

Your efforts are recognized and very much appreciated.

Jim Schneider

Regional Fire Authority Planning Committee Members:

Debbie Raplee, Kent City Council
Tim Clark, Kent City Council
Ron Harmon, Kent City Council
Allan Barrie, Fire District 37
Mike Denbo, Fire District 37
Margaret Harto, City of Covington
Brian Snure, Fire District Attorney
Dr. Robert McKenzie, CEO, CSI
Greg Markley, Battalion Chief
Mark Jones, Captain, Union President
Larry Rabel, Captain
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

Regional Fire Authority Steering Committee Members:

Ken Weatherill, Deputy Chief
Pat Pawlak, Division Chief
Jon Napier, Division Chief
Greg Markley, Battalion Chief
Eric Tomlinson, Battalion Chief
Kevin Garling, Battalion Chief
Larry Rabel, Captain
Mark Jones, Captain
Chris Martin, Captain
Dave Woelber, Captain
John Lytle, Captain
Martin Oliver, Firefighter
Margaret Martin, Executive Assistant
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

RFA Communications Plan Committee:

Ken Weatherill, Deputy Chief
Lynn Heesen, Battalion Chief
Eric Tomlinson, Battalion Chief
Kraig Peiguss, Captain
Kyle Ohashi, Captain
Bud Sizemore, Firefighter
John Robbins, Firefighter
Don Barberie, Firefighter
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

City of Kent:

Suzette Cooke, Mayor
John Hodgson, CAO
Elizabeth Albertson, Councilperson
Tim Clark, Councilperson
Jamie Danielson, Councilperson
Ron Harmon, Councilperson
Deborah Ranniger, Councilperson
Debbie Raplee, Council President
Les Thomas, Councilperson
Robert Nachlinger, Finance Director
Sue Viseth, Director Employee Services
Becky Fowler, Employee Services
Robert Goehring, Finance
Bonnie Fell, Finance
Kathleen Etheredge, Finance
Paula Barry, Finance
Mike Carrington, Info. Technology Director
Curt Ryser, Information Technology
Paul Dunn, Information Technology
Tom Brubaker, City Attorney
Pat Fitzpatrick, Deputy City Attorney
Jeff Watling, Parks Director
Charlie Lindsey, Facilities

RFA Finance Committee:

Pat Pawlak, Division Chief
Jon Napier, Division Chief
Greg Markley, Battalion Chief
Kevin Garling, Battalion Chief
Mark Jones, Captain
Chris Martin, Captain
Dave Woelber, Captain
John Lytle, Captain
Martin Oliver, Firefighter
Margaret Martin, Executive Assistant

Fire Department Planning Unit:

Larry Rabel, Captain
Randy Droppert, Data Integr. Coord.
Mark Thompson, Tech. Integr. Coord.
Jackie Yip, Senior Systems Analyst

Fire Administration:

Margaret Martin, Executive Assistant
Deanna Gratzer, District Secretary
Jane Ogren, Administrative Assistant
Elizabeth Kingery, Admin Secretary
Jennifer Bilodeau, Admin Secretary
Kristine Hauer, Admin Support

Fire District 37:

Pat Riordan, Commissioner
Bill Stewart, Commissioner
Tom Sawyer, Commissioner
Allan Barrie, Commissioner
Mike Denbo, Commissioner

REGIONAL FIRE AUTHORITY

VISION

The Kent Fire Department is a community partner, providing effective and sustainable fire and EMS services that maximize the resources entrusted to us to serve the needs of a changing community.

STRATEGIC OPPORTUNITY

To strategically position the Kent Fire Department and King County Fire District #37, which includes the City of Covington, in a cost effective partnership that provides the community with effective and sustainable fire and EMS services.

- Effective fire and life saving EMS service is dependent on three components
  - Fire Prevention
    - Safe buildings reduce fire risk, life loss, and reduce the long term cost of emergency response;
  - Public Education
    - Perfect emergency response is not possible, the public must be empowered to reduce their own risk and provide time critical actions prior to arrival of firefighters;
  - Emergency Response
    - Perfect prevention does not exist, emergency responders must arrive prior to flashover in fire, and brain death in non-breathing patients.
- The three legs of the fire service delivery system, fire prevention, public education and emergency response can only be sustained with adequate funding
  - Level of Service performance objectives provide the measure of adequate service;
  - Prevention, Education and Response resources must be balanced to meet the Level of Service objective and assure the most cost effective delivery of service;
  - Adequate funding of the fire service delivery system is evidenced by its ability to meet level of service performance objectives. (Appendix A)

MISSION

Professionally and compassionately helping people.

VALUES

Be Safe
Do Your Best
Serve With Integrity
Take Care of Each Other

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KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 1: Needs Statement

Adopted: 06-03-09 **Revised: 12-08-09**

1. The ability to respond to emergency situations by fire protection and emergency medical services jurisdictions has not kept up or progressed with the community's needs and special service demands;

2. Providing a fire protection and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector;

3. There are efficiencies to be gained by regional fire protection and emergency medical service delivery, while maintaining local control; and

4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, using existing taxing authority to address fire protection and emergency service needs, with new authority to address critical fire protection projects and emergency services.

5. The City of Kent Fire and King County Fire Protection District 37 have had a cooperative partnership, striving to provide the highest level of fire and emergency medical services to our citizens within the confines of available resources.

6. Cooperation and the partnership between the City of Kent Fire Department and King County Fire District 37 began with an inter-local agreement in 1973, providing the legal structure for the entities to remain separate but work cooperatively together.

7. In 2007, the City of Kent and King County Fire District 37 completed a regional fire protection stakeholders report. The stakeholders involved in that process consisted of citizens of the Cities of Kent and Covington and unincorporated areas of King County Fire District 37 It included union representatives of IAFF Local 1747, business owners in our communities, and elected officials of the City of Kent, Covington and King County Fire District 37.

8. In 2008, after a 9 month process, the Stakeholders Committee, through consensus, selected and recommended that the City of Kent and King County Fire District 37 create a plan for a new entity, referred to as a Regional Fire Authority, as permitted by state law.

9. To streamline economies of scale, and diversify revenue options, the City of Kent and King County Fire District 37 will be asking its citizens to consider combining all functions and services provided by the two jurisdictions into a single entity, called a Regional Fire Authority.

RFA Plan Revision:

1. The **NEEDS STATEMENT** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA Governance Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
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Section 2: Definitions

Adopted: 06-03-09 **Revised: 12-08-09**

The definitions in this section apply throughout the Regional Fire Protection Service Plan, unless the context clearly requires otherwise.

1. **"Board" or "Governing Board":** Means the governing body of a regional fire protection services authority.

2. **"Participating Jurisdictions":** Means the City of Kent and King County Fire Protection District No. 37.

3. **"Regional Fire Authority," "Kent Fire Department RFA" "RFA":** Means a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1, of the Washington State Constitution, and a taxing district within the meaning of Article VII, Section 2, of the Washington State Constitution, whose boundaries are coextensive with the City of Kent and King County Fire Protection District No. 37 that has been created by a vote of the people under Revised Code of Washington 52.26 to implement a Regional Fire Authority Plan.

4. **"Regional Fire Authority Planning Committee" or "Planning Committee":** Means the advisory committee created under Revised Code of Washington 52.26.030 to create and propose to participating jurisdictions a Regional Fire Service Authority Plan.

5. **"Regional Fire Authority Plan," "RFA Plan," "Kent Fire Department RFA Plan" or "Plan":** Means a plan to develop, govern and finance a Regional Fire Authority, including, but not limited to, specific capital projects, fire prevention services, fire suppression services, emergency medical services, and services for the protection of life and property pursuant to Revised Code of Washington 52.26.040, and the preservation and maintenance of existing or future facilities and services.

RFA Plan Revision:

1. The **DEFINITIONS** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA Governance Board.

KENT FIRE DEPARTMENT
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Section 3: Formation Authority

Adopted: 06-03-09 **Revised: 12-08-09**

Reference:

1. Authority to form a Regional Fire Protection Services Authority between the City of Kent and King County Fire District 37 (participating jurisdictions) is authorized by Chapter 52.26 RCW.

2. The authority to form and operate a Planning Committee is provided by RCW 52.26.030 and 040.

3. The City of Kent and King County Fire District 37 Planning Committee included three (3) members of the Kent City Council and three (3) Commissioners of King County Fire District 37.

4. The Commissioners of King County Fire District 37 appointed an elected official from the City of Covington to fill one of its positions because it was the planning phase of the process, and because of the long term relationship and partnership between the Fire District and the City of Covington. This option was agreed to by both parties for the RFA Planning Committee process only.

5. The mission and goal of the Planning Committee is to develop and present to the elected officials of each participating jurisdiction, the Kent Fire Department RFA Plan.

6. Upon development, approval and adoption of the Kent Fire Department RFA Plan by the Planning Committee, the Plan shall be presented to each participating jurisdiction's elected legislative body for approval and adoption by resolution for placement of the RFA Plan on the ballot for consideration by a vote of the people within the boundaries of the proposed RFA.

7. Upon approval of the RFA Plan by the elected legislative body of each participating jurisdiction, the participating jurisdictions shall draft a joint ballot title, give notice as required by law for ballot measures, and perform

other duties as required to put the Plan before the voters of the participating jurisdictions for approval or rejection as a single ballot measure.

Activity and Operation:

1. The joint agreement between the City of Kent and King County Fire District 37 shall remain in force during the RFA planning period.

2. Should the Kent Fire Department RFA Plan be approved by 60% of the voters of the participating jurisdictions, **the Kent Fire Department Regional Fire Authority** shall be formed on, July 1, 2010, in accordance with RCW 52.26.070. If the Plan is not approved by 60% of the voters, then operations relating to the services set forth herein shall remain unchanged.

3. Upon voter approval of the Plan, the City of Kent and King County Fire District 37 shall continue to exist as Washington State Municipal Corporations. The exclusive purpose of the continued existence of King County Fire District 37 shall be to levy and collect taxes and/or other fire district revenue to be transferred to the RFA until such time as the RFA collects its own revenues and to provide representation to the newly formed Kent Fire Department RFA Governance Board.

4. Upon voter approval of the Plan, it is the intent that the City of Kent and King County Fire District 37 will cease to operate their own fire departments effective July 1, 2010. At such time as King County Fire District 37 no longer provides revenues or representative to the governance board it may be dissolved in accordance with RCW 52.26.120.

RFA Plan Revision:

1. The **formation authority** section of the **Kent Fire Department RFA Plan** is subject to amendment only by a revised Kent Fire Department Plan being re-submitted to the electorate for approval.

KENT FIRE DEPARTMENT
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Section 4: Jurisdictional Boundaries

Adopted: 07-15-09 **Revised: 12-08-09**

A. Reference:

1. The authority to define the **jurisdictional boundaries** of the Kent Fire Department Fire Authority is provided by RCW 52.26.020(2).

B. Jurisdictional Boundaries on Formation of Kent Fire Department Fire Authority:

1. If the adopted Kent Fire Department Fire Authority Plan is approved by the voters, the jurisdictional boundaries of the Kent Fire Department Fire Authority (RFA) shall be the current legal boundaries of the participating jurisdictions, which boundaries are currently contiguous and are depicted on the map attached hereto and marked as Appendix "A" of this plan.

C. Changes in Jurisdictional Boundaries After Formation of Kent Fire Department Fire Authority:

1. Boundary Changes that do not require a RFA Plan amendment.

    a. **City of Kent annexations of areas included within the boundaries of King County Fire Protection District No. 37.** Such annexations will not affect the RFA since the areas will already be within the RFA boundaries. Pursuant to RCW 52.26.290 there will be no required asset or employee transfers between the fire district and the city.

    b. **City of Kent annexations of areas not included within King County Fire Protection District No. 37.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW

52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs as a result of annexation shall be between the transferring entity and the RFA.

c. **King County Fire Protection District No. 37 annexations of areas outside the boundaries of the RFA.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA .

d. **Partial merger of an area located in an adjacent fire protection district into King County Fire Protection District No. 37.** On the effective date of such partial merger, the territory merged into King County Fire Protection District No. 37 shall automatically be included within the boundaries of the RFA. The territory added to the RFA by such partial merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Any transfer of assets or employees as a result of a partial merger shall be between the merging district and the RFA.

e. **Merger of an adjacent fire protection district into King County Fire Protection District No. 37.** On the effective date of such merger, the territory merged into King County Fire Protection District No. 37 shall automatically be included within the boundaries of the RFA. The territory added to the RFA by such merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Pursuant to RCW 52.06.085, the merger will result in an increase in the size of the governing board of King County Fire Protection District No. 37. Such increase shall not, however, alter the Governance Plan and the RFA governing board shall still have 3 representatives from the Fire District. Any transfer of assets or employees as a result of a merger shall be between the merging district and the RFA.

f. **Full or partial merger of King County Fire Protection District 37 into an adjacent fire protection district.** On the effective date of such merger, the areas within King County Fire Protection District No. 37 that are merged into the adjacent fire protection district shall be removed from the jurisdictional boundaries of the RFA. In this situation the RFA shall not be obligated to transfer employees or assets of the RFA and the adjacent fire protection district shall be restricted to assets and employees of the fire district, if any.

g. **Annexation of a portion of King County Fire Protection District 37 by a City that is not a participating jurisdiction in**

the RFA. On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the RFA. In this situation the RFA shall not be obligated to transfer employees or assets of the RFA and the annexing city shall be restricted solely to assets and employees of the fire district, if any.

h. **Annexation of areas by the City of Covington.** Provided that the City of Covington remains annexed into King County Fire Protection District No. 37, on the effective date of any such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.090 and RCW 52.04.091. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs as a result of such annexation shall be between the transferring entity and the RFA

2. Boundary Changes that require a RFA Plan amendment.

The addition of another entity as a participating jurisdiction in the RFA shall require a voter approved amendment to the RFA Plan.

RFA Plan Revision:

1. Except as provided in paragraph C.2, the **JURISDICTIONAL BOUNDARIES** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA Governance Board.

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REGIONAL FIRE AUTHORITY (RFA)
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Section 5: Governance

Adopted: 07-15-09 **Revised: 12-08-09**

Governance and Representation

Reference:

1. The authority to provide governance for the Regional Fire Authority is provided by RCW 52.26.080 and RCW 52.26.090.

Governing Board Structure and Operation:

1. As provided by RCW 52.26.080, the RFA Governing Board shall be established and have authority as of July 1, 2010.

2. As provided by RCW 52.26.080, the governing board shall include six voting members consisting of three (3) current, seated members from the City of Kent to be appointed by the Kent City Council and three (3) current, seated King County Fire District 37 Board of Commissioners members and one nonvoting advisory position consisting of one (1) current, seated member from the City of Covington, appointed by the Covington City Council.

3. The RFA Governing Board shall adopt governance policies and rules for conducting business for the RFA in accordance with RCW 52.26.080.

4. The RFA Governing Board shall adopt by-laws to govern RFA affairs in accordance with RCW 52.26.080.

5. The RFA Governing Board shall have all the power and authority granted governing boards under Washington State law, and shall include the power and authority to make any decisions appropriate for the RFA and for matters related to Title 52 RCW.

6. Commissioners of the Governing Board will receive compensation in the same manner and under the same conditions as provided by law for commissioners of a fire protection district organized under Title 52 RCW.

Placement of Ballot Measures before Electorate of the RFA:

1. Subject to state law, ballot measures may be placed on the ballot for a vote by the members of the RFA by a majority vote of the members of the RFA Governing Board. The Board shall reach a decision of election at least 30 days in advance of county filing deadlines.

Plan Revisions:

1. The **GOVERNANCE** section of the **Kent Fire Department RFA Plan** may be amended by a majority vote of the RFA Governance Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
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Section 6: Organizational Structure/Operations

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority for the RFA to establish an Organizational Structure is provided in RCW 52.26.040.

B. Activity/Operation:

1. Commencing the day of formation, the RFA shall be organized and managed, with leadership provided as show in Appendix "C" of the RFA Plan.

2. The RFA Administrative, Operations and Prevention Division shall be organized, and a chain of command be established in accordance with the organizational structure provided in Appendix "C" of the RFA Plan.

3. The Governing Board for the RFA shall be referred to as the Regional Fire Authority Governing Board, as identified in Appendix "C" of the RFA Plan.

4. All current operational and service delivery aspects of the Kent Fire Department and King County Fire District 37 shall be transferred over on the day of formation.

5. Current staffing models, standards of coverage, deployment standards, field operations, command staffing, and operational policies and procedures shall be transferred and continued at the current level of service on day the of transfer.

6. The RFA will adopt the Kent Fire Department Standards of Coverage Document, which will define services, levels of service, standards of coverage, development standards and customer expectations of the RFA.

C. RFA Plan Revision Disposition:

1. The **Organizational Structure** portion of the RFA Plan may be revised by a majority vote of the current sitting RFA Governance Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
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Section 7: Financial

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority to provide FUNDING and levy taxes for the RFA is provided by RCW 52.26.050, RCW 52.26.120, RCW 52.26.140, RCW 52.26.150, RCW 52.26.160, RCW 52.26.170, RCW 52.26.180, RCW 52.30.020, chapter 84.52 RCW and chapter 84.55 RCW.

2. The authority and mechanism for the collection of taxes and the benefit service charge shall be in accordance with RCW 52.26.170, RCW 52.26.200 - .270

B. Revenues/Funding:

1. The funding for the operation and administration of the RFA contributed by each of the participating jurisdictions for 2010 operations shall be in an amount equal to the funding total approved for the fire department services in the budgets of each respective participating jurisdiction of the RFA for the 2010 calendar year.

2. Funding for the RFA beginning in calendar year 2011 and beyond shall be accomplished by a property tax of $1.00 per thousand of taxable assessed value and a benefit service charge on all improved properties within the RFA service area, initially based upon the general formula and methodology provided in Appendix B of the RFA Plan.

3. To the extent permitted by law, the RFA shall contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.

4. The Governing Board shall have the authority to pursue all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW that are not otherwise addressed in chapter 52.26 RCW.

5. The RFA shall pay all costs of continued operation of King County Fire Protection District No. 37 subsequent to the formation of the RFA

C. Financial Assets Transferred:

1. Once the RFA is formed on July 1, 2010, King County Fire Protection District 37 shall immediately transfer the remaining funds approved for the 2010 King County Fire Protection District No. 37 budget, and shall transfer all future property tax and contractual payments received at the time of receipt unless otherwise specifically allowed by the RFA Plan.

2. Once the RFA is formed on July 1, 2010, the City of Kent will then transfer the remaining funds approved for 2010, on a proportional basis, on the 15th and 30th of each of the six remaining months for 2010, through December 31, 2010.

3. Transfer of Project Fund accounts and Reserve Cash funds from the City of Kent and King County Fire Protection District 37 as identified in Appendix D of the Asset Transfer Appendix, shall be transferred to the RFA on the date of the formation of the RFA in the amount remaining in the accounts on the date of formation of the RFA.

4. Transfers of Real Property.

    a. All real property owned by King County Fire Protection District No. 37 shall be transferred to the RFA on the date of formation of the RFA.

    b. The following real property owned by the City of Kent shall be transferred or leased as identified below:

        i. Station 71: City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

        ii. Station 72: City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

        iii. Station 73: City of Kent shall sell to the RFA for $1, subject to any easements or other interests, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

        iv. Station 74/Administration: City of Kent will retain ownership of property and lease ½ of the space to the RFA for an amount to be determined. As a condition of the lease, the RFA will agree to assume ½ of the maintenance costs of the property, except for the burn

tower, which the RFA will assume 100% of the maintenance costs.

v. Station 75: City of Kent will retain ownership and lease to the RFA for $1/year, subject to the right of the City of Kent to sell the property. In the event the City sells the property, the City shall, prior to the closing of the sale, be financially responsible for relocating Station 75 to a location with a structure that is operationally ready and allows for an equivalent level of service to that provided from Station 75.

vi. Station 76: City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

vii. Washington Avenue Property: City of Kent shall sell to the RFA for $1. RFA shall lease property to City of Kent for storage for $1. The RFA shall sell the property back to the City of Kent for $1 at a point when the RFA no longer wishes to retain the property.

viii. Ropes Course Property: City of Kent will retain ownership and lease to the RFA for $1/year

5. Transfers of Personal Property.

   a. King County Fire Protection District No. 37 shall transfer all personal property, including but not limited to equipment, supplies, agreements, documents and records to the RFA on the date of formation of the RFA.

   b. Unless otherwise agreed to in an interlocal agreement, the City of Kent shall transfer for $1 all personal property used by the Kent Fire Department (administration, support services, emergency management, prevention and Operations) including, but not limited to equipment, supplies, agreements, documents and records to the RFA on the date of formation of the RFA.

6. Risk of Loss.

   a. All buildings and equipment that have been transferred to the RFA, shall be operated, insured, and maintained at the expense of the RFA.

D. Liabilities:

1. On the date of formation, the RFA shall assume all outstanding liabilities of King County Fire Protection District No. 37.

2. On the date of formation, the RFA shall assume the following liabilities of the City of Kent.

a. Except as provided below, all employment liabilities associated with the employee transfers as provided in Section 8 of the Plan.

3. The City of Kent shall retain the following liabilities:

   a. The City of Kent will keep the liability for retired and active LEOFF 1 Kent Fire Department FTE's to include medical and long term care insurance payments and any other expenses incurred by the Kent Fire Department LEOFF 1 personnel in accordance with the City of Kent LEOFF 1 Policies and Procedures.

   b. The City of Kent will retain its Fire Relief and Pension Fund and make required pension payments to eligible LEOFF 1 participants.

   c. The City of Kent shall remain responsible for the following accrued but unfunded employment liabilities:

      i. Between July 1, 2010, and December 31, 2011, the City agrees to pay to the RFA for vacation hours accrued and owed to a retiring RFA employee; provided, the amount paid shall not exceed a total of $50,000 or payment to five employees, whichever is less. The City shall not be liable for any vacation of any RFA employee after December 31, 2011.

E. RFA Plan Revision Disposition:

1. Subject to any statutory requirements for voter approval, the funding portion of the RFA Plan, including the benefit charge funding formula and methodology may be revised by a majority vote of the current sitting RFA Governance Board.

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Section 8: Administrative/Management/Personnel Components

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority for the RFA to establish and provide Administrative, Management and Personnel components is provided in RCW 52.26.040 and RCW 52.26.100.

B. Activity/Operation:

1. The RFA shall be organized as provided in Appendix C of the RFA Plan.

2. The existing staff of the participating agencies shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in Appendix C. All current FTE's of the City of Kent Fire Department and King County Fire Protection District 37 shall be transferred on the day of formation at their current rank, grade and seniority.

3. Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the Kent Fire Department.

4. All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services or employment with the City of Kent Fire Department and King County Fire Protection District 37, shall be transferred over with all personnel on the day of formation. Any consolidation of employees into one of the existing labor agreements must be mutually agreed upon by the labor unions and each of the participating jurisdictions prior to the July 1, 2010, implementation date of the RFA.

5. The City of Kent LEOFF Board will continue to oversee LEOFF 1 benefits for said personnel in accordance with the City of Kent LEOFF 1 Policies and Procedures.

6. The administrative staff of the RFA shall be the current members of the Kent Fire Department administrative staff. All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Kent Fire Department shall transfer over to the RFA unless otherwise noted in this plan.

7. The current Kent Fire Department and King County Fire District 37 staff assigned to support services, logistics, supply, fleet maintenance and facilities shall be transferred over to fulfill the duties of those services outlined in the organizational structure in Appendix C.

8. Effective July 1, 2010, the following employee services and benefit administration functions of the RFA shall be provided by the RFA: Recruitment and Hiring, Labor Relations and Negotiations, Risk Management including Labor and Industries time-loss, Liability and Property Insurance and all administrative functions related to the Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.

   Effective July 1, 2010, the RFA will continue to participate in the City of Kent Health care plans as identified in the current collective bargaining agreements which include medical, dental and vision coverage. In addition, the RFA will continue to participate in the Wellness program and the Employee Assistance Program as administered by the City of Kent. All costs related to these plans will be paid for by the RFA pursuant to an inter-local agreement between the RFA and the City of Kent.

   Effective July 1, 2010, the RFA will continue to use the Kent Civil Service Commission and the City of Kent Civil Service Examiner. The costs related to these services will be paid for by the RFA pursuant to an inter-local agreement between the RFA and the City of Kent..

9. Effective July 1, 2010, all accounts payable and accounts receivable services shall be provided by the RFA.

10. Effective July 1, 2010, all payroll services shall be provided by the RFA.

11. In 2010 and 2011, the City of Kent shall provide the RFA with information technology (IT), phone services, and information management (IM) services. The RFA shall contract for such services pursuant to an inter-local agreement between the RFA and the City of Kent beginning July 1, 2010, in order to provide seamless, up-to-date IT, phone, and IM services for the RFA.

12. In 2010 and 2011, facility maintenance services shall be provided to the RFA by the City of Kent. Yard maintenance service will not be provided by the City of Kent, and will be the responsibility of the RFA. The RFA shall contract for such services beginning July 1, 2010, pursuant to an inter-local agreement between the RFA and the City of Kent in order to provide seamless repair, maintenance and readiness operations of the RFA facilities.

13. In 2010, the current fuel procurement and associated fuel services shall be provided by the City of Kent pursuant to an inter-local agreement between the RFA and the City of Kent. The RFA will have the option to contract for such services beginning January 1, 2011.

14. The RFA shall provide its own legal services effective July 1, 2010.

RFA Plan Revision Disposition:

1. The administrative, management and personnel portion of the RFA Plan may be revised by a majority vote of the current sitting RFA Governance Board.

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Section 9: Fire Prevention, Public Education Services, Emergency Management and Fire Investigation Unit

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority for the RFA to establish and provide Fire Prevention, Public Education, Emergency Management and Fire Investigation components is provided in RCW 52.26.040, RCW 52.26.090(2), RCW 52.12.031 (3),(6) and (7) and chapter 39.34 RCW.

B. Activity/Operation:

1. EXISTING SERVICE PROVIDERS:

1.1. The City of Kent, through the Kent Fire Department currently provides the following services within the boundaries of the City of Kent:

a. Fire Prevention Services pursuant to RCW 19.27.050;

b. Fire Investigation Services pursuant to RCW 43.44.050 and chapter 51-54 WAC;

c. Emergency Management Services pursuant to chapter 38.52 RCW; and

1.2. The City of Kent currently provides the following services within the City of Covington pursuant to contract:

a. Fire Prevention Services; and

b. Fire Investigation Services.

1.3. King County Fire Protection District No. 37 currently provides the following services within the boundaries of the City of Kent and within the District (including Covington):

a. Public Education Services.

1.4. King County currently provides the following services within the boundaries of King County Fire Protection District No. 37 (excluding Covington).

a. Fire Prevention Services;

b. Fire Investigation Services; and

c. Emergency Management Services.

1.5. The City of Covington currently provides the following services within the boundaries of Covington.

a. Emergency Management Services.

2. SERVICE PROVIDERS FOLLOWING RFA EFFECTIVE DATE:

2.1. FIRE PREVENTION SERVICES

a. On the effective date of the creation of the RFA, Fire Prevention Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City Kent. The RFA will provide Fire Prevention Services to the City of Kent pursuant to an inter-local agreement to be negotiated prior to the effective date "Kent Inter-local."

(ii). Within the City of Covington, the RFA intends to provide Fire Prevention Services to the City of Covington pursuant to an inter-local agreement between the RFA and Covington "Covington Inter-local."

(iii). The RFA will credit or transfer to the City of Kent, revenue generated for fire prevention services rendered by the RFA for the City of Covington, pursuant to the "Kent Inter-local"

(iv). Within unincorporated King County. King County shall provide Fire Prevention Services.

2.2. FIRE INVESTIGATION SERVICES:

a. On the effective date of the creation of the RFA, Fire Investigation Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City Kent. The RFA will provide Fire Investigation Services to the City of Kent pursuant to an inter-local agreement to be negotiated prior to the effective date "Kent Inter-local."

(ii). Within the City of Covington. The RFA intends to provide Fire Investigation Services to the City of Covington pursuant to an

inter-local agreement between the City of Kent and Covington "Covington Inter-local."

(iii). Within unincorporated King County. King County shall provide Fire Investigation Services.

2.3. EMERGENCY MANAGEMENT SERVICES.

a. On the effective date of the creation of the RFA, Emergency Management Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City Kent. The RFA will provide Emergency Management Services to the City of Kent pursuant to an inter-local agreement to be negotiated prior to the effective date "Kent Inter-local."

(ii). Within the City of Covington. Covington shall remain the provider of Emergency Management Services.

(iii). Within unincorporated King County. King County shall remain the provider of Emergency Management Services.

2.4. PUBLIC EDUCATION SERVICES.

a. On the effective date of the creation of the RFA, the RFA shall provide Public Education Services throughout the jurisdiction of the RFA.

3. TRANSITION OF SERVICES.

3.1. In order to effectuate the transition of services identified above, the following shall occur on the effective date of the RFA:

a. The City of Kent Fire Department staff on July 1, 2010, assigned to the Fire Prevention and Emergency Management Divisions, shall be transferred over to the RFA.

b. The RFA Fire Prevention and Emergency Management Divisions shall be organized as provided in Appendix C of this RFA Plan.

c. The City of Kent agrees to designate the Chief and Fire Marshal of the RFA as the Chief and Fire Marshal of the City of Kent.

d. The City of Covington has agreed to designate the Chief and Fire Marshal of the RFA as the Chief and Fire Marshal of the City of Covington.

e. Unless otherwise noted in the RFA Plan, or the inter-local agreements referenced herein, the transfer of authority and the Fire Prevention and Emergency Management Divisions of the RFA shall

be seamless and shall initially model the current Fire Prevention and Emergency Management Divisions of the Kent Fire Department.

f. The City of Kent and the City of Covington will retain code enforcement authority in accordance with Washington State Law within their respective jurisdictions and, except as provided in the Kent and Covington Inter-locals shall provide the necessary legal and police support for enforcement of code enforcement issues.

g. The City of Kent and the City of Covington will retain fire investigation authority in accordance with Washington State Law within their respective jurisdictions and, except as provided in the Kent and Covington Inter-locals shall provide the necessary legal and police support for enforcement of fire investigation issues.

h. The City of Kent and the City of Covington will retain emergency management authority in accordance with Washington State Law and, except as provided in the Kent and Covington Inter-locals, shall provide legal and police support as needed to provide emergency management services

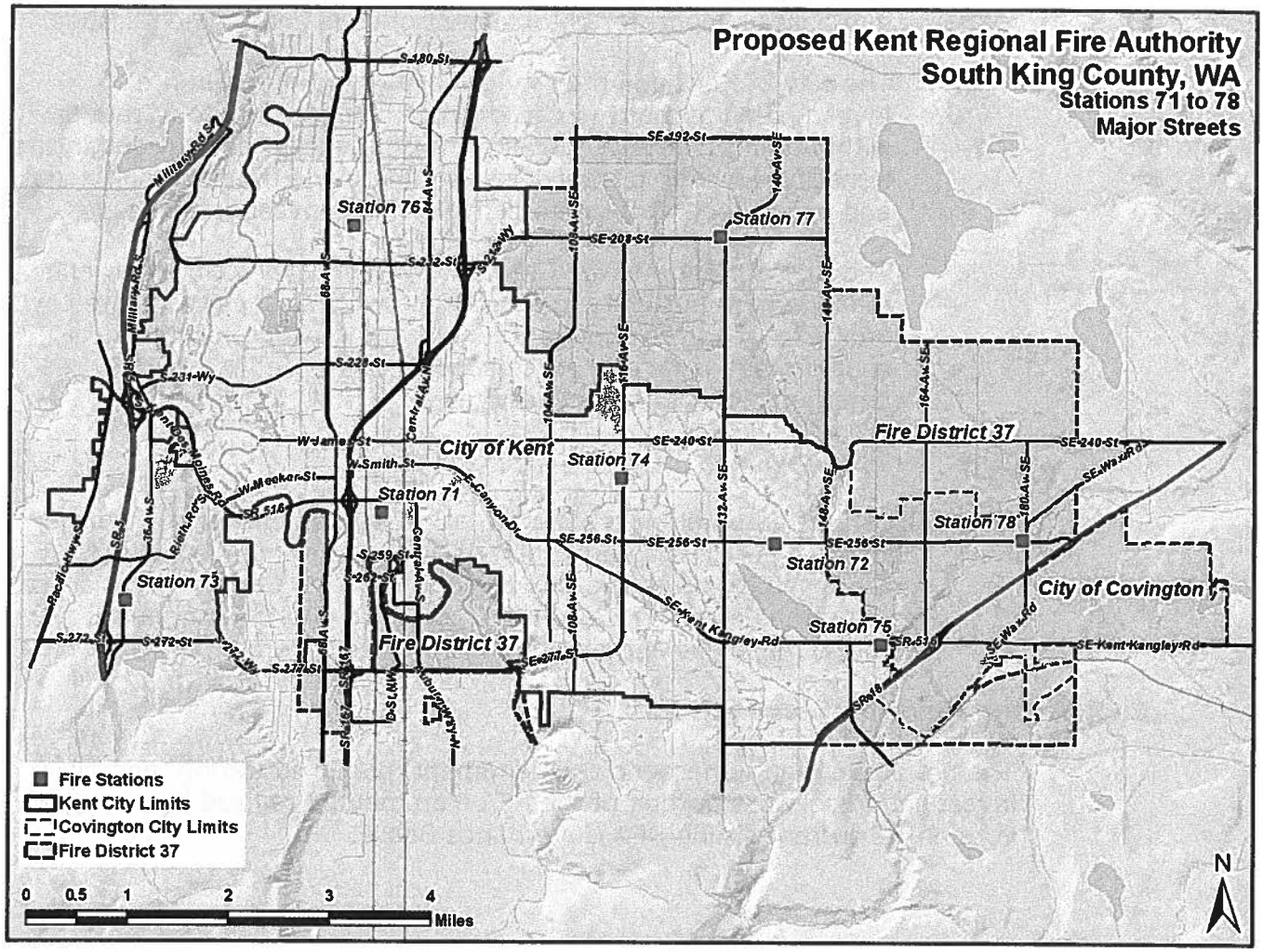
4. Other Service Providers.

4.1. All current automatic aid and mutual aid agreements and any other contractual services agreements, documents, or memorandums currently in place with the City of Kent and King County Fire District 37 shall be transferred over on July 1, 2010, to provide continuous, seamless readiness and emergency services coverage.

C. **RFA Plan Revision Disposition:**

1. The fire prevention, emergency management, public education and fire investigation services portion of the RFA Plan may be revised by a majority vote of the current sitting RFA Governance Board.

APPENDIX A
Jurisdictional Boundaries



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APPENDIX B
Fire Benefit Charge

Kent Fire Department – Fire Benefit Charge - (FBC) Formula

The Fire Benefit Charge (FBC) was authorized by State Law in 1987 upon voter approval and must be reasonably apportioned to the services afforded to the property. Therefore, assessed value is not used in determining the FBC, instead the Kent Fire Department uses property type, property use, and associated risk increasers (see definition of hazard factors) or risk reducers (see sprinkler and alarm discount) in determining the FBC amount for each structure. The primary factor of the formula is based upon the amount of "required fire flow" or water needed to extinguish a fire, the number of firefighters and equipment needed to effectively deliver the required fire flow and their associated cost for fighting a fire in the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow, firefighters, and equipment also increases. The benefit charge is based upon the Insurance Services Office (ISO) required fire flow formula and considers these factors. Therefore, the Kent Fire Authority Governance Board has adopted the following formulas for the benefit charge:

One and two family buildings

√Area * 18 * CF * ERF * CPG * Sprinkler Discount = FBC

Multi Family buildings

√Area * 18 * CF * ERF * CPG * Sprinkler and Alarm Discount = FBC

Commercial buildings

√Area * 18 * CF * ERF * HF * CPG * Sprinkler and Alarm Discount = FBC

Definitions:

- √Area: **√Area is the square root of the total square feet of the buildings over 400 square feet located upon the property.**
- CF = Category Factor: **The category factor is based upon building type and size. This information is obtained from the King County Assessor database for each building subject to the FBC. Category factors are listed below:**

One and two family buildings:
Mobile Home = 0.75
Single Family = 0.80
Condominium = 0.80

Multi-family buildings:
≤ 15,000 sq ft = 1.60
≤ 50,000 sq ft = 3.25
≤ 140,000 sq ft = 6.70
≤ 200,000 sq ft = 8.60
≤ 300,000 sq ft = 11.10
> 300,000 sq ft = 14.25

APPENDIX B
Fire Benefit Charge

Commercial buildings
Commercial 1 = 1.00 < 4, 000 sq. ft.
Commercial 2 = 1.20 < 10,000 sq. ft.
Commercial 3 = 1.40 < 30,000 sq. ft.
Commercial 4 = 1.50 <100,000 sq. ft.
Commercial 5 = 2.05 <200,000 sq. ft.
Commercial 6 = 3.00 >200,000 sq. ft.

- **ERF = Effective Response Force.** The effective response force factor is relational to the size of force in firefighters and equipment needed to deliver the required fire flow.

One and two family building ERF
≤ 1,800 sq ft = 1
≤ 2,700 sq ft = 1.1
≤ 3,600 sq ft = 1.35
≤ 5,000 sq ft = 1.65
> 5,000 sq ft = 2.25

Multi-family building ERF
Three units or more = 1.5

Commercial building ERF
≤ 8,000 sq ft = 1.18
≤ 20,000 sq ft = 1.75
≤ 30,000 sq ft = 2.65
> 30,000 sq ft = 4.00

- **HF = Hazard Factor:** The hazard factor represents the degree of risk caused by the use, processing, or storage of hazardous materials within a building. The hazard factor reflects the need for larger and/or more specialized effective response forces. Hazard factors are determined from use and risk classifications found in the National Fire Protection Association's (NFPA) Standard 13 (Standards for the Installation of Sprinkler Systems).

Hazard Factors
Light Hazard = 1.00
Ordinary Hazard – 1 = 1.10
Ordinary Hazard – 2 = 1.20
Extra Hazard – 1 = 1.30
Extra Hazard – 2 = 1.40

- **CPG = Cost Per Gallon:** Is the relative cost of providing the required fire flow per gallon during a fire incident. CPG is a balancing factor used as an adjustable multiplier to finely tune the FBC calculation across all properties to reach precisely the desired target FBC amount.

APPENDIX B
Fire Benefit Charge

Estimated 2010 CPG = 0. 0.197678 (estimated until adopted and presented at public hearing as required by RCW 52.26.230)

- **Senior Citizen Discount:** By State law, senior discounts for the FBC are applied at the same percentage of discount as those given for regular property taxes. This information is obtained from and maintained by King County's property and tax records. FBC billings will be reduced by the qualifying senior discount amount.

- **Sprinkler and Alarm System Discount:** (7.5 to 15%)
  Fire sprinkler systems in combination with alarm systems will receive a 7.5 to 15 percent reduction depending upon system capability. Partial coverage systems may not qualify for a discount. Alarms are categorized as local (alerting only the occupants of the building) and monitored (alerting both occupants and the fire department)

Sprinkler & Alarm Discounts

One and two family buildings:	
Fire sprinklers	= -7.5%
No alarm discount this category	
Multi-family and commercial buildings	
Fire sprinklers	= -7.5%
Fire sprinklers and manual local alarm	= -9.5%
Fire sprinklers and automatic local alarm	= -10.5%
Fire sprinklers and manual monitored alarm	= -12.5%
Fire sprinklers and automatic monitored alarm	= -15.0%

- **Mobile Homes:** King County does not adequately maintain square feet data for mobile homes. The average mobile home size has been determined to be 1075 square feet.
- **Minimum Square Footage:** The FBC will not be applied to parcels with a total improvement square footage of less than 400 sq. ft.

FBC Formula Examples: *(note all CPG factors are estimated until adopted and presented at public hearing as required by RCW 52.26.230)*

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Example 1: 2500 square foot single family building (***no sprinklers***).

(Area * 18 * CF * ERF * CPG) -	Sprinkler Discount	= **FBC**
(50 * 18 * .08 * 1.1 * 0.197678) –	0%	= **$156.56**

Example 1a: 2500 square foot single family building (***with sprinklers***).

(Area * 18 * CF * ERF * CPG) -	Sprinkler Discount	= **FBC**
(50 * 18 * .08 * 1.1 * 0.197678) –	7.5%	= **$144.70**

***

APPENDIX B
Fire Benefit Charge

Example 2: 13000 square foot apartment building (***no sprinklers or alarm***).
(Area * 18 * CF * ERF * CPG) - Sprinkler & Alarm Discount = **FBC**
(114.02 * 18 * 1.60 * 1.50 * 0.197678) – 0% = **$973.69**

Example 2a: 13000 square foot apartment building (***sprinklers and auto monitored alarm***).
(Area * 18 * CF * ERF * CPG) - Sprinkler & Alarm Discount = **FBC**
(114.02 * 18 * 1.60 * 1.50 * 0.197678) – 15% = **$827.64**

***

Example 3: 100,000 square foot commercial building (***light hazard and no sprinkler or alarm***).
(Area * 18 * CF * ERF * HF * CPG) - Sprinkler & Alarm Discount= **FBC**
(316.23 * 18 * 2.05 * 4 * 1.0 * 0.197678) - 0% = **$9226.73**

Example 3a: 100,000 square foot commercial building (***light hazard and with sprinkler & auto monitored alarm***).
(Area * 18 * CF * ERF * HF * CPG) - Sprinkler & Alarm Discount= **FBC**
(316.23 * 18 * 2.05 * 4 * 1.0 * 0.197678) - 15% = **$7,842.72**

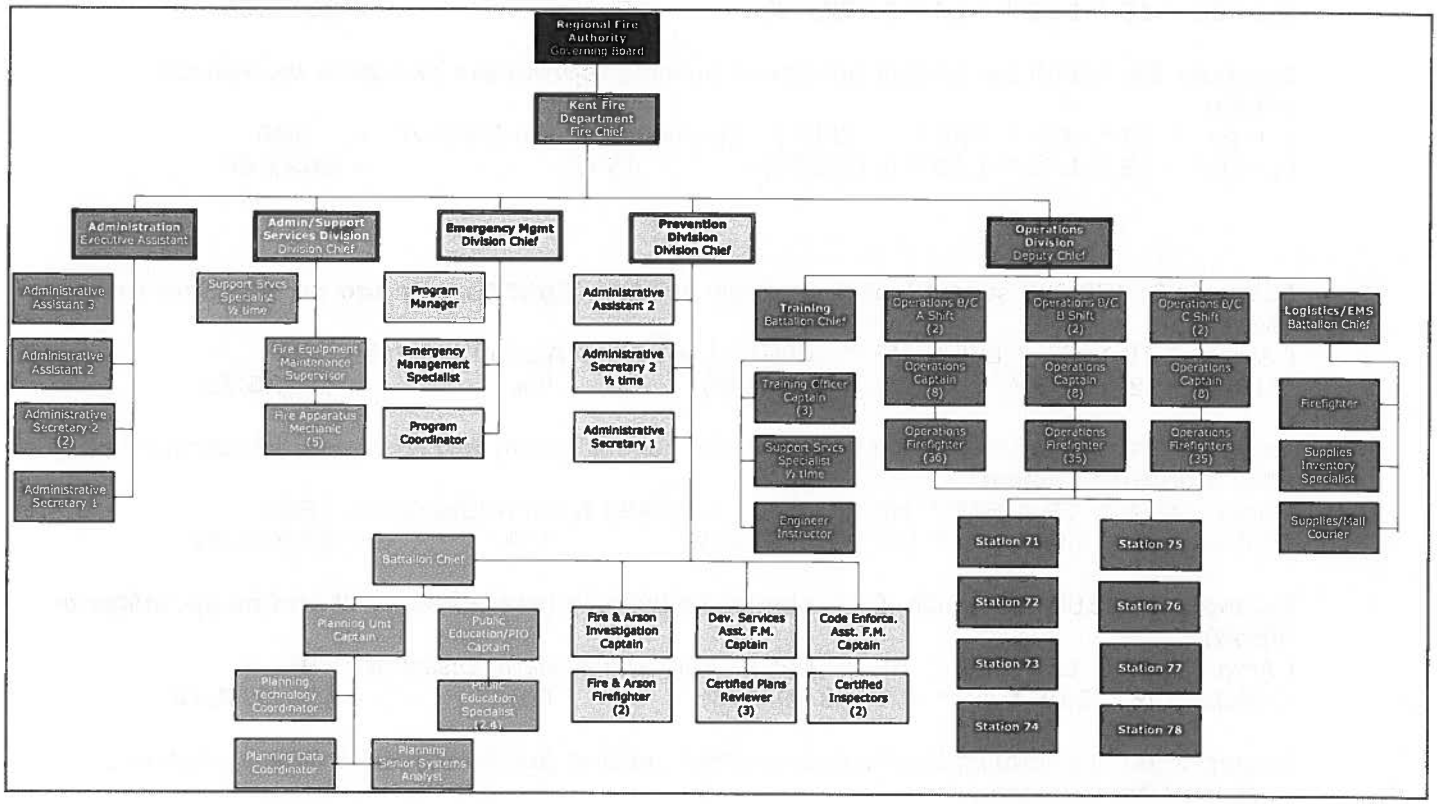
Example 3b: 100,000 square foot commercial building (***extra hazard 2 and no sprinkler or alarm***).
(Area * 18 * CF * ERF * HF * CPG) - Sprinkler & Alarm Discount= **FBC**
(316.23 * 18 * 2.05 * 4 * 1.4 * 0.197678) - 0% = **$12,917.42**

Example 3c: 100,000 square foot commercial building (***extra hazard 2 with sprinkler & auto monitored alarm***).
(Area * 18 * CF * ERF * HF * CPG) - Sprinkler & Alarm Discount = **FBC**
(316.23 * 18 * 2.05 * 4 * 1.4 * 0.197678) - 15% = $10,979.80

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Revised: 01/05/2010

APPENDIX C
Kent Fire Department
Organizational Structure



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APPENDIX D
City of Kent Project Accounts

The following are identified Fire Department Project Accounts, and their current estimated balances as of June 30, 2009 that we are recommending to not transfer to the RFA, but to stay with the City of Kent:

- **M200088 Breathing Apparatus Cylinders -** The RFA will fund the future SCBA purchases; the City of Kent would retain net $272,473
- **V00025 BLS Transport -** RFA Planning, net $14,128
- **510033500 Fleet Fire Equipment -** Emergency Repair Fund $202,879
- **F20018 Fire Security Fences -** Net $50,223
- **F20060 Remodel Washington Avenue Property -** $140, 405
- **Total estimated project revenue going to the City of Kent - $680,108**

The following are identified fire department project accounts, and their current estimated balances as of June 30, 2009, that we are requesting to be transferred to the RFA effective July 1, 2010, with the actual balance on June 30, 2010 being transferred:

- **1000.34600.0045 Community Fund** (Donations from Citizens)
  Current Balance $5,887
- **M20044 Fire Radio Equipment** – no funding by the City in 2010, the RFA would find the $125,000 in 2010
  Current Balance Transferred $109,618
- **V00020 Physical Fitness** (Contract)
  Current Balance Net $46,150
- **V00075 Training Equipment**
  Current Balance Net $73,565
- **F00015 Fire Maintenance Shop Renovation**, current account Bob will release so we can order PPE this year, pay for SAFER grant, and order PPE for 2010
  Current Balance Net $263,526

Total estimated funds as of June 30, 2009 that would be transferred to the RFA, with the fund balances on June 30, 2010

$498,746

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APPENDIX D
City of Kent Financial Assets Transferred

Fire Department Capital Assets
As of December 31, 2008.

B Unit	Object	Asset #	Parent #	Resp Bl	Acquired	Ref Doc	Asset Description 1	Asset Description 2	Asset Description 3	Unit Number	Serial Number
Land											
9100	20100	2070	2070	91003100	1/1/1960		Fire Station #3	Deed #0-4-60		60000095	
9100	20100	2071	2071	91003100	1/1/1964		Fire Station #4, 4th & Crow	Deed #D144-64		64000094	
9100	20100	2072	2072	91003100	12/31/1991	13-902	1986 Public Safety Bond Levy			91002129	
9100	20100	2073	2073	91003100	12/31/1991	21-902	West Hill Station	1986 Public Safety Bond Levy		91002149	
9100	20100	2074	2074	91003100	12/31/1992		1986 Public Bond Issue			92002506	
9100	20100	2075	2075	91003100	12/31/1996	12-815	Fire Station #75			96003094	
9100	20100	2076	2076	91003100	8/31/1997	08-610	Fire Station #72			97003431	
9100	20100	3200	3200	91003100	12/31/2007	IE56946	Fire Land-Washington Ave.	M20050			
Total Land											
Buildings											
9100	20200	2193	2193	91003100	12/31/2001		Buildings - Fire			3100 BLDG	
9100	20200	2215	2215	91003100	1/1/1965		Fire Station #1	504 West Crow St		65000097	
9100	20200	2216	2216	91003100	1/1/1971		Fire Station #1 Improvements			71000098	
9100	20200	2217	2217	91003100	1/1/1974		Fire Station #1 Addition			74000099	
9100	20200	2218	2218	91003100	1/1/1976		Fire Station 3 Tower			76000100	
9100	20200	2219	2219	91003100	1/1/1976		Fire Station 3 Additions			76000101	
9100	20200	2220	2220	91003100	1/1/1980		Buildings-1980 Fire Equipment	Project 3321, Per Asset Summary		80001322	
9100	20200	2221	2221	91003100	12/31/1985	12-630	Fire Training Facility			85001014	
9100	20200	2222	2222	91003100	12/31/1991	13-908	Fire Facility Improvements	Project 3315		87001478	
9100	20200	2223	2223	91003100	12/31/1991	13-908	Built-in Fire Equipment	Project 3329		87001480	
9100	20200	2224	2224	91003100	12/31/1991	12-902	Station 71 Remodel	MS8-86 Public Safety Levy		91002158	
9100	20200	2225	2225	91003100	12/31/1992		1986 Public Bond Issue	MS8-86 Public Safety Levy		92002577	
9100	20200	2226	2226	91003100	12/29/1995		Station 74 Emergency Power			95003027	
9100	20200	2227	2227	91003100	12/31/1996	12-815	Fire Station 75 Main Building			96003094-1	
9100	20200	2228	2228	91003100	9/30/1996	13S729	Station 76 Stairway W/Tower	Station 76		96003126	
9100	20200	2229	2229	91003100	12/31/1997		Station 73,76 Power Generators	M60		97003476	
9100	20200	2230	2230	91003100	12/31/2001	11862	Station 74 Phase 2	P20044			
9100	20200	2661	2661	91003100	12/31/1991	12-902	1985 Public Safety Bond Levy	MS8-86 Public Safety Levy		91002129-1	
9100	20200	2662	2662	91003100	12/31/1991	12-902	West Hill Fire Station	MS8-86 Public Safety Levy		91002149-1	
9100	20200	2663	2663	91003100	12/31/1996	12-815	Fire Station 75 Shed			96003094-2	
9100	20200	2664	2664	91003100	8/31/1997	08-610	Fire Station 72 Building			97003431-1	
Total Buildings											
Site Improvements											
9100	20300	2289	2289	91003100	12/31/2001		Site Improve - Fire			3100 SITE	
9100	20300	2296	2296	91003100	12/31/1992		1986 Public Safety Bond Issue			92002508	
9100	20300	2297	2297	91003100	12/31/1994	12-902	Fire Station Seabcast Improv	M77		94002859	
9100	20300	2298	2298	91003100	6/15/1995	120891	Station 74, 73 Improvements	Sprinklers,Fencing,Gate Contrl		96003271	
9100	20300	2299	2299	91003100	12/31/1999	12-904	Fire Station Improvements	M99		99004421	
9100	20300	2300	2300	91003100	12/31/2000	12-592	Fire Prevention Move	724			
9100	20300	2666	2666	91003100	12/31/1991	12-902	West Hill Station	1986 Public Safety Bond Levy		91002149-2	
Total Site Improvements											
Equipment											
9100	20400	61	61	51003500	12/31/1991	13-908	Pierce Engaid		Appl# 722	85001487-1	
9100	20400	63	63	51003500	12/31/1991	13-908	Suburban Command Vehicle		Appl# 723	85001487-3	
9100	20400	64	64	51003500	12/31/1992	66753	Mobile Command RV	M60	Appl# 744	85002372	4CDB6XGZ512100215
9100	20400	69	69	51003500	12/31/1992	59708	Pierce Engaid		Appl# 727	85002477-1	4077200785
9100	20400	70	70	51003500	12/31/1992	59708	Pierce Engaid		Appl# 728	85002477-2	
9100	20400	71	71	51003500	12/31/1992	51599	Ford Aid Car	Road Rescue Vehicles	Appl# 736	85002478-1	A74312
9100	20400	72	72	51003500	12/31/1992	51599	Ford Aid Car	Road Rescue Vehicles	Appl# 737	85002478-2	

APPENDIX D
Financial Assets Transferred

B Unit	Object	Asset #	Parent #	Resp BU	Acquired	Ref Doc	Asset Description 1	Asset Description 2	Asset Description 3	Unit Number	Serial Number
5100	20400	73	73	51003500	12/31/1993	12-789	Taurus Hackney	Hazardous Response Vehicle	Appl# 760	95002679	
5100	20400	74	74	51003500	1/1/1995		Public Education Trailer		Appl# 711	95003014	
5100	20400	75	75	51003500	11/15/1995	118563	1995 Ford F350 & Accessories	Model # F350 4WF	Appl # 764	95002982	2FDKF38F5SCA66302
5100	20400	86	86	51003500	7/15/1996	134043	Command Module Radio	Model CSI-2100		96003279	525
5100	20400	88	88	51003500	7/31/1996	128425	Amkus Tools	Model GH25-X\L25-39CX,QC-104		96003281	12b2473445/960453231
5100	20400	89	89	51003500	8/15/1996	134066	Mobile Data Terminals	Model PS1071(2) / 8520(2)		96003282	91007/P51698
5100	20400	97	97	51003500	10/31/1996	139161	105' Aerial Ladder Truck		Appl# 715	96003078	4ANT6488TWz18328
5100	20400	103	103	51003500	12/31/1996	134049	Breathing Apparatus Equipment	30-5' hoses		96003077	
5100	20400	104	104	51003500	12/31/1996	12-815	1988 Pierce Pumper		Appl# 730	96003090	1P5CT02B8K4040888
5100	20400	105	105	51003500	12/31/1996	12-815	1987 Pierce Pumper		Appl# 717	96003091	1P5CT02D5HA040172
5100	20400	107	107	51003500	12/31/1996	12-815	1986 Ford Aid Car		Appl# 716	96003093	2FDNF37J6GCA73136
5100	20400	110	110	51003500	8/31/1997	08-610	1986 Pierce Tanker		Appl# 714	97003427	40163
5100	20400	112	112	51003500	8/31/1997	08-610	1995 Road Rescue Aid Car		Appl# 763	97003429	A26979
5100	20400	113	113	51003500	8/31/1997	08-610	1989 Pierce Engine Aid Car		Appl# 729	97003430	46806
5100	20400	116	116	51003500	4/13/1998	155907	1998 Ford Expedition	Shift Commander Vehicle	Appl# 724	98003872	1FMPU18L9WLB44365
5100	20400	119	73	51003500	12/31/1998		Lightbar/VHF Radio		Appl# 760	98003587	
5100	20400	120	120	51003500	12/31/1998		Talon Projector	Model# XGA P600		98003902	3300418
5100	20400	121	121	51003500	12/31/1998		Portable Fire Ext Training Sys	Symtron 77028-40000		98003903	800923E C, B00184 B
5100	20400	124	124	51003500	12/31/1998		1989 Engine/Aid & Equipment	Pierce Manufacturing	Appl# 732	98003908	VIN #40810
5100	20400	125	125	51003500	12/31/1998		1993 Suburban & Equipment		Appl# 700	98003909	VIN #71578
5100	20400	127	129	51003500	6/13/1999	172793	Sockets for Air Rig		Appl# 701	99004383	
5100	20400	128	128	51003500	6/15/1999	172712	Mobile Air Supply	Freightliner	Appl# 701	99004257	78436
5100	20400	1823	1817	51003500	12/30/2000	194508	Vehicle Cabinets	Astro Van Conversion	#7536		
5100	20400	2056	2056	51003500	10/23/2002	PV44111	Aid Car & Equipment	M20086, M20082	Appl# 702		
5100	20400	2057	2057	51003500	12/31/2005	JE38523	Aid Car & Equipment	M20082	Appl# 703		
5100	20400	2747	2747	51003500	12/31/2005	JE38523	Pierce Quantum Fire Engine	M20082	Appl# 710, replaces 731		
5100	20400	2748	2748	51003500	12/31/2005	JE38523	Aid Car & Equipment	M20082	Appl# 704		
5100	20400	2862	2862	51003500	12/31/2005	JE38523	2004 Pierce Quantum Pumper	M20082	Appl# 712, replaces 729		
5100	20400	3021	2747	51003500	12/31/2005	JE38523	Pierce Quantum Fire Engine	M20082	Appl# 706		
5100	20400	3022	2747	51003500	12/31/2005	JE38523	Pierce Quantum Fire Engine	M20082	Appl# 708		
5100	20400	3023	2747	51003500	12/31/2005	JE38523	Pierce Quantum Fire Engine	M20082	Appl# 705		
5100	20400	3024	2747	51003500	12/31/2005	JE38523	Pierce Quantum Fire Engine	M20082	Appl# 707		
5100	20400	3045	3045	51003500	4/17/2006	PV162180	Pierce Quantum Ladder Tiller		733 replaces 734		
5100	20400	3046	3046	51003500	5/1/2006	PV163221	2006 Dodge Quad Cab 4x4		711 replaces 705		
5100	20400	3067	3067	51003500	7/6/2006	PV168679	Mobile Lift ST1072		Stertil-Koni set of 4		
5100	20400	3165	3165	51003500	3/25/2007	JE56544	Air Truck Compressor	M20086	Appl #701		
5100	20400	3261	3261	51003500	5/29/2008		Hydraulic Extrication Tool	Holmatro Extri Tool			
5100	20400	3295	3295	51003500	12/30/2008		Fit Test Machine				
5100	20400	2515	2515	91003100	12/31/1981	16749	HVAC System	Model #38CQD048310		81000144	T173337-MAIN UNIT
5100	20400	2516	2516	91003100	12/31/1984	10798	F350 Multi-Service Vehicle	Cab,Chassis,Body,Light Bar		84000319	1FDHF28J8FCA32834
5100	20400	2517	2517	91003100	12/31/1987	23-908	Fuel Facility Equipment	Project 2315		87001832	
5100	20400	2518	2518	91003100	3/5/1988	40509	Water Tank And Pump	200 Gal Fiberglass		88001815	168K-87-A1835
5100	20400	2519	2519	91003100	11/30/1988	44067	Air Compressor	HR100-25 Champion		91002130	830020250
5100	20400	2520	2520	91003100	6/24/1989	52661	Telephone System			91002132	
5100	20400	2521	2521	91003100	5/31/1990	67174	Mill Drill Lathe	EMCO (Made in Austria)		91002143	
5100	20400	2522	2522	91003100	3/13/1990	62395	Electronic Paging System			91002152	
5100	20400	2523	2523	91003100	7/14/1990	62366	Telephone System			91002154	
5100	20400	2524	2524	91003100	9/14/1990	69630	Writing Surfaces	Weyel International Model#39402		91002155	
5100	20400	2525	2525	91003100	1/31/1989	59775	Telephone System	Fire Station 71		91002159	
5100	20400	2526	2526	91003100	6/15/1992	83789	Radio Equipment	M60 - Mobile Command Post		92002371	
5100	20400	2527	2527	91003100	12/31/1992	62419	Hand Tool & Accessories			92002384	3620019, 3620023
5100	20400	2528	2528	91003100	12/31/1992	69654	Telephone Equipment			92002457	
5100	20400	2529	2529	91003100	12/31/1992	69665	Film-To-Video Converters	Slide Transfer		92002458	2375150042Z

APPENDIX D
Financial Assets Transferred

B Unit	Object	Asset #	Parent #	Resp Bu	Acquired	Ref Doc	Asset Description 1	Asset Description 2	Asset Description 3	Unit Number	Serial Number
9100	20400	2530	2530	91003100	12/31/1992	62426	Telephone Cabling / Wiring			92002459	
9100	20400	2531	2531	91003100	12/31/1992	67186	Telephone System			92002460	
9100	20400	2532	2532	91003100	12/31/1992	75086	Telephone Equipment			92002462	
9100	20400	2533	2533	91003100	12/31/1992	71493	Paging System			92002464	
9100	20400	2534	2534	91003100	12/31/1992	69645	Multi-Max Exercise Equipment			92002466	
9100	20400	2535	2535	91003100	12/31/1992	32505	Mobile Command Module (ZX)			92002479	CABINETRY
9100	20400	2536	2536	91003100	12/31/1992	30289	1987 Suburban			92002480	1GNGV26K0HF176505
9100	20400	2537	2537	91003100	12/31/1992	32574	Misc 800 Radio Equipment			92002482	
9100	20400	2538	2538	91003100	12/31/1992	84199	MDT Systems			92002484	
9100	20400	2539	2539	91003100	6/15/1993	91156	Radio Accessories - 800 System			92002488	
9100	20400	2540	2540	91003100	12/31/1992	96772	Misc 800 Radio Equipment			92002490	
9100	20400	2541	2541	91003100	12/31/1993		Fuel Tank Facility			93002674	
9100	20400	2542	2542	91003100	12/30/1994	117640	HP Vectra Computers	D3085A		94002843	
9100	20400	2543	2543	91003100	9/28/1994	115053	Lightbars With Options	SMOPTICOM		94002855	
9100	20400	2544	2544	91003100	9/15/1995	122194	Extrication Tool	Power Unit, Spreader, Cutters		95002848	9505017795062940
9100	20400	2545	2545	91003100	9/15/1995	122193	Extrication Tool	Power Unit, Spreader, Cutters		95002849	9404079950628220
9100	20400	2546	2546	91003100	6/30/1995	122165	Stiling - Station 74			95003015	
9100	20400	2547	2547	91003100	9/30/1994	113198	Radio Head Sets			95003016	
9100	20400	2548	2548	91003100	1/31/1995	129059	Pro Check SCBA Test Bench	Fire Station #75		95003108	PS-393
9100	20400	2549	2549	91003100	12/31/1996	12-302	Defibrillators / Modules	M79		96003175	
9100	20400	2550	2550	91003100	12/31/1997		Breathing Apparatus Cylinders	M88		97003478	
9100	20400	2551	2551	91003100	8/1/1998	157325	Rescue Tool	Amkus GH25-XL		98003585	98050340
9100	20400	2552	2552	91003100	12/31/1998	165931	Video Editing Equipment			98003983	
9100	20400	2553	2553	91003100	12/31/1999	180738	Mobile Breathing Air System			99004294	
9100	20400	2554	2554	91003100	12/31/1999	169460	Trotter Treadmill	V78, V20		99004467	
9100	20400	2555	2555	91003100	12/31/1999	169460	Trotter Treadmill	V78, V20		99004462	
9100	20400	2556	2556	91003100	12/31/1999	166770	Brake Lathe Machine	V78		99004463	
9100	20400	2557	2557	91003100	12/31/1999	180726	Trotter 7107 Treadmill	V20		99004464	
9100	20400	2558	2558	91003100	12/31/2001	11862	Thermal Imaging Camera	M20031			
9100	20400	2559	2559	91003100	11/23/2000	1185138	Trotter Treadmill	Model 7107			R03-061730355
9100	20400	2560	2560	91003100	3/28/2000	1185125	Trotter Treadmill	Model 7107			R03-061730348
9100	20400	2561	2561	91003100	12/31/2000	12-592	Fire SCBA Bottles	M46			
9100	20400	2673	2673	91003100	12/31/1991	12-902	New Compressor Mods	Air Support Vehicle		91000154	E37AHV96763-1
9100	20400	2674	2674	91003100	12/31/1996	12-915	Defibrillation Equipment	Fire Station #75		96003043	
9100	20400	2675	2675	91003100	8/31/1997	08-610	Equipment - Fire Station #72			91003431-1	
9100	20400	2743	2675	91003100	12/31/2002	JE13724	Hurst Tools	M20027			
9100	20400	2815	2815	91003100	12/31/2003	JE21206	SCBA Test Bench/Fill Stations	M00078	Fire Suppression		
9100	20400	2924	2924	91003100	12/31/2004	JE30143	Training Center Burn Props	M20085			
9100	20400	2994	2558	91003100	12/31/2005	JE38523	Thermal Imaging Camera - Z	M20090			
9100	20400	2995	2815	91003100	12/31/2005	JE38523	SCBA Air Compressor	M20089			
9100	20400	3043	3043	91003100	4/20/2006	PV24949	Precor C956i Treadmill		Station 75		
9100	20400	3044	3044	91003100	4/20/2006	PV22949	Precor C956i Treadmill		Station 76		
9100	20400	3102	3102	91003100	12/26/2006	OV9086	Thermal Imaging Camera				
9100	20400	3164	3164	91003100	5/3/2007	OV8244474	FR Engineer Training Simulator				
9100	20400	3300	3300	91003100	12/31/2008	JE65634	Fire Hoses-2007	M20092			
9100	20400	3311	3311	91003100	12/31/2008	JE65634	Replacement Fire Hose	M20024			
9100	20400	3313	3313	91003100	12/31/2008	JE65634	Thermal Imaging Camera	M20093			
	Total Equipment										
CWIP - Work in Progress											
5100	21000	CWIP	CWIP	51003500			Alt Car - App 705	M20033			
9100	21000	CWIP	CWIP	91003100			Fire Radio Equipment	M20044			
9100	21000	CWIP	CWIP	91003100			Breathing Apparatus Cylinders	M20088			
5400	21000	CWIP	CWIP				Fire Maintenance Shop Renov	F00015			

APPENDIX D
Financial Assets Transferred

B Unit	Object	Asset #	Parent #	Resp BU	Acquired	Ref Doc	Asset Description 1	Asset Description 2	Asset Description 3	Unit Number	Serial Number
9100	21000	CWIP	CWIP	91003100			Fire Security Fences	F20018			
9100	21000	CWIP	CWIP	91003100			Fire Exhaust Systems	F20020			
9100	21000	CWIP	CWIP	91003100			Remodel Washington Av Fire Sta	F20060			
		Total CWIP - Work in Progress									
TOTAL FIRE CAPITAL ASSETS INCLUDING CWIP											

APPENDIX D
Apparatus Transfers Over 1 Ton

City of Kent Apparatus Transferring to the RFA - Over 1 Ton

Vehicle #	Year	Make/Model	VIN	Division/Unit
701	1999	Freightliner Air Unit	1FV6HLCB1XHA78436	Operations
702	2003	Road Rescue Aid Car	1HTMRAAM13H555076	Operations
703	2003	Road Rescue Aid Car	1HTMRAAM33H555077	Operations
704	2005	MedTec Aid Car	1HTMRAAL56H211388	Operations
705	2007	MedTec Aid Car	1HTMRAAL37H486498	Operations
706	2001	Pierce Quantum Pumper	4P1CT02S51A001533	Operations
708	2001	Pierce Quantum Pumper	4P1CT02SZ1A001534	Operations
710	2004	Pierce Quantum Pumper	4P1CT02H44A004034	Operations
711	2006	Dodge Ram Pick-up	3D7LX38C46G244771	Operations
712	2005	Pierce Quantum Pumper	4P1CU01H65A004696	Operations
713	2006	Pierce Tiller Aerial	4P1CU0H37A006814	Operations
714	1986	Pierce Tender	1P9CT01JPGA040163	Operations
715	1996	Smeal Aerial	44KFT6489TWZ18328	Operations
716	2009	Kentucky Trailer	Under Construction	Operations
717	2009	Pierce Quantum Sky-Boom	To be purchased July 2009	Operations
722	2009	Peterbilt Tractor	To be purchased July 2009	Operations
724	1998	Ford Expedition	1FMPU18L9WLB44365	Operations
726	2007	Trail Blazer Decon Trailer		Operations
727	1989	Pierce Lance Pumper	1P9CT01J0KA040772	Operations
728	1989	Pierce Lance Pumper	1P9CT02J0KA040785	Operations
729	2006	Top Hat Trailer Pump Simulator		Operations
730	1989	Pierce Lance Pumper	1P9CT02J8KA040808	Operations
732	1989	Pierce Lance Pumper	1P9CT02J8KA040810	Operations
733	1983	Portable Generator	WA720165	Operations
744	1990	Bounder by Fleetwood	4CDB4XG29L2100215	Operations
760	1990	Hackney Isuzu Haz Mat	JALM7A1N4M3200640	Operations
764	1995	Ford F350 Flat Bed	2FDKF38F2SCA66302	Operations
766	2001	Pierce Quantum Pumper	4P1CT02S21A001535	Operations

APPENDIX D
Apparatus Transfers Under 1 Ton

Staff City of Kent Vehicles Transferring to the RFA - Under 1 Ton

Vehicle #	Year	Make/Model	VIN	Division/Unit
756		Tork-Lift Foam Trailer		Operations
7102	2006	Ford Expedition	1FMPU16566LA68964	Fire Administration
7104	2006	Ford Expedition	1FMPU16516LA68967	Fire Administration
7106	2007	Ford Expedition	1FMFU16537LA65176	Fire Prevention
7122	2006	Ford Expedition	1FMPU165X6LA68966	Fire Administration
7203	2006	Ford Expedition	1FMPU16586LA68965	Emergency Management
7204	2008	Ford F250 Pick-up Truck	1FTSW21R68ED99835	Operations (Logistics)
7205	2008	Ford F250 Pick-up Truck	1FTSW21R28ED99833	Fire Investigation
7206	2008	Ford Escape Hybrid	1FMUC59379KB00458	Public Information Officer
7218	2005	Dodge Grand Caravan	1D4GP23R85B130705	Logistics
7231	2006	Chevolet Silverado Pick-up	1GCEC19V76E225819	Logistics
7516	2008	Ford F250 Pick-up Truck	1FTSW21528EA62933	Fire Training
7603	1998	Dodge Caravan	1B4GT44L6WB678442	Fire Training
7606	2000	Ford Crown Victoria	2FAFP71W0YX197966	Fire Training
7608	1998	Jeep Cherokee	1J4FJ28S8WL226443	Fire Prevention
7610	2000	Chevrolet Lumina	2G1WL52J3Y1285435	Fire Prevention
7611	1995	Ford3/4 Ton Pick-up	1FTHX26G8SKA36752	Operations (Tows Boat)
7612	1995	Chevrolet 8 Pass. Van	1GNEL19W9SB216227	Fire Prevention
7614	2001	GMC Safari Van	1GKEL19W21B515831	Fire Prevention
7619	2001	GMC Safari Van	1GKEL19W71B515856	Fire Training
7620	2001	Ford Crown Victoria	2FAFP71W41X181338	Logistics
7621	1995	GMC Safari Van	1GTDM19W2SB543120	Logistics
7624	1997	Ford Taurus	1FALP52U6VA209241	Emergency Management
7627	1997	Ford Taurus	1FALP52UXVG222698	Fire Prevention
7630	1999	Jeep Cherokee	1J4FF28S1XL610521	Fire Prevention
7633	2000	Ford Ranger 4x4	1FTZR15X8YPB20396	Fire Prevention
7634	2000	Ford Ranger 4x4	1FTZR15X6YPB20395	Fire Prevention
7635	2000	Jeep Cherokee	1J4FF28S5YL219518	Fire Investigation
7636	2000	Chevolet Astro Van	1GCDL19W7YB185413	Public Education

APPENDIX D
Station Transfers

City of Kent - 6 Stations

City of Kent

Location	Address	Parcel #	Lot Size	Building Size
Station 71	504 W. Crow Street, Kent, WA 98032	9197100092	1.05 acres	10,858 Sq. Ft
Station 72	25620 140 Ave. SE, Kent, WA 98042	2722059161	0.92 acres	7,772 Sq. Ft
Station 73	26512 Military Road S., Kent, WA 98032	2722049014	7.00 acres	13,000 Sq. Ft
Station 74	24611 116 Ave SE, Kent, WA 98030	2022059126	8.66 acres	26,653 Sq. Ft
Station 75	15635 SE 272 Street, Kent, WA 98042	3522059180	4.18 acres	13,775 Sq. Ft
Metal Building	15635 SE 272 Street, Kent, WA 98042	3522059180	See St. 75	1,350 Sq. Ft
Station 76	20676 72 Ave. S., Kent, WA 98032	6314400101	2.80 acres	13,104 Sq. Ft
Drill Tower	24523 116 Ave. Se, Kent, WA 98030	2022059126	See St. 74	4,652 Sq. Ft
Police/Fire Training Center	24523 116 Ave. Se, Kent, WA 98030	2022059126	See St. 74	See St. 74
Vehicle Maintenance Facility	20678 72 Ave. S., Kent, WA 98032	6314400101	See St. 76	10,865 Sq. Ft
Future Fire Station Site	407 N. Washington Ave., Kent, WA 98032	5436200503	1.22 acres	3,464 Sq, Ft

APPENDIX D
King County Fire District 37

Staff KCFD #37 Vehicles Transferring to the RFA - Under 1 Ton

Vehicle #	Year	Make/Model	VIN	Division/Unit
700	1993	Chevolet Suburban	1GCGK26N8PJ371578	Vehicle Maintenance
707	2003	Ford Pick-up	1FTSX31P3EC91395	Vehicle Maintenance
709	2003	Ford Expedition	1FMPU16L63LC14452	Operations
7100	2008	Ford F250 Pick-up Truck	1FTWW31558EC53950	Emergency Management
7202	2008	Ford Escape Hybrid	1FMCU59H48KD75523	Fire Prevention (Planning)
7625	2000	Chevolet Astro Van	1GNEL19WOYB184695	Fire Prevention (Planning)
7628	1997	Chevolet Astro Van	1GCDM19W5VB216621	Public Education
7629	1998	Jeep Cherokee	1J4FJ68S8WL230516	Crisis Intervention Coordinator
7632	1999	GMC Safari Van	1GKEL19W4XB536852	Emergency Management
9904	2006	Ford Expedition	1FMPU16576LA72747	Administration/Support Services
9912	2006	Wells Carge Trailer	1WC200E2854058325	Public Education

KCFD #37 Vehicles Transferring to the RFA - Over 1 Ton

Vehicle #	Year	Make/Model	VIN	Division/Unit
718	2009	Pierce Quantum Sky-Boom	To be purchased 2009	
731	1989	Pierce Lance Pumper	1P9CT02JXKA040809	Operations
735	2008	Wooldridge 20' Boat		Operations
754	1991	Rescue Boat & Trailer		Operations
767	2001	Pierce Quantum Pumper	4P1CT02S21A001561	Operations

KCFD #37 Trailers Being Transferred to the RFA

Vehicle #	Year	Make/Model	VIN	Division/Unit
7101		Hallmark Shelter Trailer		Emergency Management
7201		CERT Trailer		Emergency Management

APPENDIX D
King County Fire District 37

KCFD #37 Facilities Transferring to the RFA

KCFD #37				
Location	**Address**	**Parcel #**	**Lot Size**	**Building Size**
Station 77	20717 132 Ave. SE, Kent, WA 98042	422059095	1.98 acres	15,900 Sq. Ft
Station 78	17820 SE 256 Street, Kent, WA 98042	2422059064	3.10 acres	17,685 Sq. Ft
Emergency Management	24523 116 Ave. Se, Kent, WA 98030	2022059126	See St. 74	1,200 Sq. Ft
Emergency Management	24523 116 Ave. Se, Kent, WA 98030	2022059126	See St. 74	200 Sq. Ft.
Emergency Management	24523 116 Ave. Se, Kent, WA 98030	2022059126	See St. 74	160 Sq. Ft.
Future Fire Station Site - 79	Parcel A	822059042		
Future Fire Station Site - 79	Parcel B	822059121		

INTERLOCAL AGREEMENT FOR THE DIVISION OF SERVICES RESULTING FROM THE FORMATION OF THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY

I. PARTIES

The parties to this Interlocal Agreement for the Division of Services Resulting from the Formation of the Kent Fire Department Regional Fire Authority ("Agreement") are the City of Kent (hereinafter the "City"), a Washington municipal corporation, and the Kent Fire Department Regional Fire Authority (hereinafter the "RFA"), a Washington municipal corporation formed in accordance with Ch. 52.26 RCW.

II. AUTHORITY

The City and the RFA are public agencies as defined by Chapter 39.34 of the Revised Code of Washington ("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 27, 2010, voters within the jurisdictions of the City and King County Fire Protection District No. 37 ("District") voted to create the RFA in order to provide fire services, and adopted the Regional Fire Authority Plan which sets forth the manner in which fire services will be provided by the RFA. The RFA came into existence and became effective on July 1, 2010. The RFA consolidated the City of Kent Fire Department and the District into one governmental entity, with taxing authority, designed to provide fire services within the geographical boundaries of the City and the District.

While the RFA has the authority to provide fire services, it remains the responsibility of the City to enforce its building codes, to provide emergency management services, and to provide fire investigation services. It is the parties' desire, however, that the RFA perform the following services for the City: fire prevention, emergency management, and fire investigation services. It is also the parties' desire that the City perform the following services for the RFA: provision of medical benefits including medical, dental, vision, wellness program, and employee assistance program for RFA employees; Civil Service Examiner services; information technology services; facilities maintenance; and access to the City's commute trip reduction program and flexible spending accounts.

This Agreement establishes the framework for transferring responsibilities from the City to the RFA pursuant to the formation of the RFA and adoption of the Regional Fire Authority Plan. This Agreement also sets forth the manner in which the services described above will be provided by both the City and the RFA.

IV. EXHIBITS INCORPORATED AND AMENDABLE

Attached to this Agreement are a number of exhibits that detail the work to be performed by the RFA for the benefit of the City, and the work to be performed by the City for the benefit of the RFA. 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 RFA. The attached Exhibits A through K (the "Exhibits") are adopted and incorporated into this Agreement by this reference.

Notwithstanding any provision contained within this Agreement that states otherwise, the Exhibits may be amended from time to time by written agreement of the Committee, as established in Section XIV of this Agreement, in order to provide for the orderly and efficient provision of services by the parties, and the governing bodies of the City and the RFA hereby delegate their authority over amendments of the Exhibits to the Committee.

V. PLAN REFERENCED AND ATTACHED BUT NOT INCORPORATED

The Regional Fire Authority Plan, which was passed by the voters of the City and the District on April 27, 2010, is hereby attached as Attachment 1 to this Agreement for reference purposes, though not specifically incorporated herein.

VI. RFA SOLELY 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 governing entity was created as of July 1, 2010, 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, 2010, the RFA is a stand-alone and independent legal entity completely separate in all purposes from that of the City. Except as otherwise provided for in this Agreement, the RFA shall be solely legally responsible for all conduct and services provided by the RFA, and shall conduct itself in a manner consistent with all applicable laws and regulations.

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 Kent Fire Department, the Chief Officer of the RFA (hereinafter "Fire Chief") shall be considered the City's Fire Chief, and the Chief Officer assigned to the Fire Prevention Services Division shall be considered the City's Fire Marshal and Fire Code Official.

VIII. SERVICES PERFORMED BY THE RFA FOR THE CITY

A. Services to be Provided. The RFA agrees to perform Fire Prevention, Emergency Management, and Fire Investigation Services for the City as set forth in Exhibits B, C, and D of this Agreement, as well as RFA services at the ShoWare Center as set forth in Exhibit E.

B. Employees of the RFA Are Not Employees of the City. All RFA employees who provide the City the services called for in this Section VIII shall be employees of the RFA, and not employees of the City. Except as provided in this Agreement, the employees of the RFA who are performing the services called for in this Section VIII shall not be entitled to any benefit provided to employees of the City. The RFA shall, at all times, be solely responsible for the conduct of its employees in performing the services called for in this Section VIII.

C. Records. All records relating to the provision of the services called for in Exhibits B, C, and D shall be considered records of the City, and shall be retained in accordance with the records retention requirements of the City. Custody and disclosure of the records shall be managed in accordance with Exhibit A.

D. Quarterly Reports. For the services provided pursuant to Exhibits B, C, and D, the RFA shall, within fourteen (14) calendar days of a request by the City and in a form to be approved by the City, provide the City with a report which shall, at a minimum, specify the following:

1. Any revenue generated by or brought in by either of the three (3) services.

2. For Fire Prevention Services:
   a. The number of permits reviewed;
   b. The number of permits granted;
   c. The number of permits denied;
   d. Permit activity performance;
   e. The number of inspections conducted;
   f. The number of complaints investigated;
   g. The number of code enforcement cases investigated;
   h. The number of code enforcement cases filed;
   i. The number of short subdivision committee meetings attended; and
   j. The number of pre-application meetings attended.

   The report shall separately report all of the above information relating to services provided to any agency other than the City, such as, but not limited to, services provided to the city of Covington.

3. For Emergency Management Services:
   a. The number of training programs provided to City employees;
   b. The number of training programs provided to the public;
   c. Activities relating to the update of any emergency plans;
   d. Any grants applied for;
   e. Any grants received; and
   f. Attendance at regional emergency management meetings.

4. For Fire Investigation Services:
   a. The number of matters investigated;
   b. The number of cases filed;
   c. The number of cases investigated but either not filed or declined by the prosecutor's office; and
   d. Training attended by fire investigators.

F. Audit Authority. The City may, at the sole cost of the City and with twenty-four (24) hours' notice to the RFA, perform an audit of the services provided in Exhibits B, C, and D, and any other RFA matter that relates to or affects RFA charges to the City. The RFA shall cooperate fully with any audit conducted by the City. Such audit may be performed by City personnel or an agency or private entity with which the City contracts. Such audit may, at the sole discretion of the City, require the production of documents and reports without the necessity of a public records request or subpoena, and a response by RFA personnel to any questions or inquiries relating to the services provided by the RFA. This audit authority shall extend to any services provided to the City or to any other agency, such as, but not limited to, the city of Covington.

G. Employee Performance. RFA employees performing services called for in Exhibits B, C, and D shall conduct themselves in a professional manner and consistent with RFA and City policies and procedures. In the event the City is dissatisfied with the performance or conduct of an RFA employee performing the services called for herein and such performance or conduct violates RFA or City policies or procedures, the Mayor of the City, or his or her designee, (the "Mayor") may report, in writing, his or her dissatisfaction to the Fire Chief, with an explanation for that dissatisfaction and the policies and procedures allegedly violated; provided that the Mayor's failure to initiate such report shall in no way be interpreted as an acceptance of unsatisfactory performance or conduct.

The Mayor may request in writing that any employee for whom a written dissatisfaction notice is issued be removed from a position in which he or she provides services to the City pursuant to this Agreement. In such event, the Fire Chief shall reassign such employee to a position that does not involve the services called for in Exhibits B, C, or D, unless the Fire Chief demonstrates that he or she is unable to reassign the employee due to legal reasons or reasons that would violate a provision of a collective bargaining agreement. The RFA shall not agree to any provision in any collective bargaining agreement that would interfere

with the Fire Chief's authority to reassign an RFA employee who performs services for the City.

Regardless of whether the Mayor requests the removal of an RFA employee, in the event such dissatisfaction is of such a nature that if true could form the basis of a violation of RFA policies or procedures, the Fire Chief may, consistent with RFA collective bargaining agreements and other applicable policies and procedures, initiate an investigation and impose appropriate disciplinary or corrective measures.

H. New Employees - Authorization. The Fire Chief shall, at least thirty (30) days prior to assigning any person to a position that performs services pursuant to Exhibits B, C, and D, meet with the Mayor to discuss the position, and the candidate that the Fire Chief wishes to assign to that position. In the event the Fire Chief and the Mayor agree to the assignment of the person to the position, the Fire Chief may make the assignment. In the event the Fire Chief and the Mayor do not agree to the assignment, the Fire Chief shall provide the Mayor with a list of three (3) candidates qualified for the position, and if there are not three (3) qualified candidates, then at least two (2) qualified candidates for the position. The Mayor shall be permitted to select from the three (3) candidates, or two (2) as the case may be, the person to be assigned to the position; provided, that prior to such selection, the Fire Chief and the Mayor shall meet to discuss the candidates. The person selected by the Mayor shall be the person assigned to the position.

I. Modification in Level of Service or Funding. From time to time, due to economic circumstances, the City may be required to modify levels of service or funding in the City. These modifications may be made necessary by reductions in available City funds, or increases in activity in the services performed pursuant to Exhibits B, C, and D.

In the event the City, for any reason, determines that it is in the interest of the City to modify the level of service with regards to the services provided in Exhibits B, C, and D, the City may, at its sole option and with thirty (30) days' advance written notice to the RFA, modify the funding provided to the RFA for the services provided in Exhibits B, C, and D. Any modification in funding shall be preceded by an agreement relating to any modifications to the levels of service that will accompany the modification of funding.

The following information reflects the workload and revenue activity in the Fire Prevention Division which shall serve the purpose of facilitating discussions regarding modifications in the levels of service or funding for the Fire Prevention Division:

1. Code Enforcement Unit. In 2010, the Code Enforcement unit brought in $150,792 in Revenue. In addition, over a three (3) year period, the Code Enforcement unit:

a. Had three (3) full-time employees, and

b. Engaged in 968 activities per year, per full-time employee.

2. Development Services Unit. In 2010, the Development Services Unit brought in $347,651 in revenue. In addition, over a six (6) year period, the Development Services Unit:

a. Had three and one-half (3.5) employees, and
b. Engaged in 1,857 activities per year, per full-time employee.

It is not the intent of this subsection to permit the City to replace RFA personnel with City personnel or third-party personnel. The City's replacement of RFA personnel with City or third-party personnel may be considered a termination of service subject to the requirements of Section XVI of this Agreement.

IX. SERVICES PERFORMED BY THE CITY FOR THE RFA

The City agrees to perform the following services for the RFA, the payment of which will be provided for in accordance with Sections XII and XIII of this Agreement:

Exhibit No.: Title of Exhibit:

F. Information Technology, Telephone, and Information Management Services;
G. Facilities Maintenance Services
H. Medical Benefits, Wellness, and Employee Assistance Program Services;
I. Access to Commute Trip Reduction Program;
J. Access to Flexible 125 Spending Account; and
K. Civil Service Examiner Services.

The manner in which those services will be provided is detailed in Exhibits F to K of this Agreement.

X. RECORDS TRANSFER AND REQUESTS FOR RECORDS

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

XI. ASSET TRANSFER

A. Real Property. The real property associated with City fire services has been sold or leased to the RFA in accordance with Section 7 of the Regional Fire Authority Plan. Responsibilities relating to the maintenance and upkeep of the properties leased by the RFA are specified in the leases between the City and the RFA.

B. Vehicles, Equipment, and Other Personal Property. All vehicles, equipment, and other personal property listed in Appendix D of the Regional Fire Authority Plan have been transferred in accordance with Section 7 of the Regional Fire Authority Plan; provided, that Information Technology equipment listed in the

Appendices shall not be transferred to the RFA; and provided further that in the event any Exhibit provides for something other than a transfer, such Exhibit shall control.

Upon transfer of vehicles, equipment, and property that must by law be registered, the RFA shall take all necessary steps to transfer title to the RFA and register the vehicles, equipment and property in the name of the RFA 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 RFA 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 RFA or by third-parties.

C. City of Kent Project Accounts and Reserve Cash Funds. The City Project Accounts and reserve Cash Funds identified in Appendix D of the Regional Fire Authority Plan were transferred in accordance with Section 7 of the Fire Authority Plan.

D. Other Assets. It is anticipated that some assets relating to the provision of fire services may not have transferred pursuant to the Regional Fire Authority Plan. Any assets not contained within the Regional Fire Authority Plan shall be transferred only by a separately negotiated written agreement between the City and the RFA.

XII. WAIVER OF FIRE BENEFIT CHARGE

As partial consideration for the services provided by the City pursuant to this Agreement, all personal property and improvements to real property now owned by the City or owned by the City at a future date shall be exempt from any fire benefit charge or service benefit charge otherwise imposed by the RFA pursuant to the Regional Fire Authority Plan or Chapter 52.26 RCW.

XIII. PAYMENT

A. Payment. Payment for the services provided by the City to the RFA, and for the services provided for by the RFA to the City, is set forth in Exhibits B through K 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.

Payment for the services set forth in Exhibits B through K shall be made in accordance with this Section XIII.

B. Time for Payment. Unless as otherwise provided in Exhibits B through K, 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 twenty-four (24) equal payments paid on the 15th day of each month and the last day of each month; provided, for the remainder of the year 2010, such costs shall be divided into twelve (12) equal payments, payable on the 15th day of each month and the last day of each month.

2. Payments Dependent on Hours Worked. In the case of payments which are based upon the number of hours worked, the party providing the service shall, by the 15th day of each month, submit an invoice for the hours worked in the previous month. For example, an invoice submitted by December 15th would cover the hours worked during November. Payment of the invoiced amount shall be due no later than thirty (30) calendar days from the date of the invoice.

3. Payments Made on Cost Per Unit Basis. In the case of payments which are based upon the number of units purchased, such as replacement parts, the party providing the units shall, by the 15th day of each month, submit an invoice for the units provided to the other party in the previous month. For example, an invoice submitted by December 15th would cover the telephones purchased during the month of November. 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; provided that the failure of a party to invoice the other party for a period in excess of thirteen (13) months from the date the services were rendered shall result in a complete waiver and release from any obligation to pay for that service, unless otherwise agreed to by the parties.

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 XIII(B) 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 Section XXII(B).

E. Reconciliation of Amount Due After Termination. Within thirty (30) 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 Section XIII(D) above.

XIV. ADMINISTRATIVE COMMITTEE TO ADMINISTER AGREEMENT

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 Mayor of the City of Kent 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 RFA pursuant to this Agreement; provided that either member of the Committee may call additional meetings as deemed appropriate. The Committee may, at its discretion and by mutual agreement of the parties, amend the Exhibits to this Agreement and may, at the Committee's option, develop bylaws, 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. In the event of a dispute of the Committee, such dispute shall be handled in accordance with Section XXII(B) of this Agreement.

XV. DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2010. Should this Agreement be ratified by the governing bodies of the City and the RFA after July 1, 2010, this Agreement shall be effective retroactively as of July 1, 2010, and all acts consistent with this Agreement shall be deemed ratified by the City and the RFA. This Agreement shall remain in full force and effect until terminated as provided for in Section XVI.

XVI. TERMINATION

A. Restriction on Termination. Unless otherwise specifically provided in this Agreement or the Exhibits, this Agreement shall not be terminated prior to January 1, 2013, unless such termination is mutually agreed to by the parties. Pursuant to subsection B of this section, notice of a termination that is to occur on January 1, 2013, shall be provided no later than January 1, 2012.

B. Termination by Notice. Except as limited by subsection A of this section, this Agreement, in whole or in part, may be terminated by either party upon providing the other party with 365 days' advance written notice of termination; provided that modifications in levels of service that do not involve a wholesale termination of a particular service shall be governed by Section VIII(I) of this Agreement, and provided further that in the event any of the attached Exhibits specify a different termination period, the period set forth in the Exhibit shall control over this subsection.

C. Termination by Mutual Written Agreement. All or any part of the services provided by this Agreement may be terminated at any time by mutual written agreement of the parties.

D. Termination for Breach. Either party may terminate 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.

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 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. Each party shall be responsible for its own legal costs and attorneys' fees. 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 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. WORKERS COMPENSATION TO BE PROVIDED BY RFA

As of July 1, 2010, employees of the RFA will no longer be covered under the City's workers' compensation program which is established pursuant to Title 51 RCW.

XVIX. UNEMPLOYMENT INSURANCE TO BE PROVIDED BY THE RFA.

As of July 1, 2010, the employees of the RFA will no longer be part of the City's unemployment self-insurance program.

XX. LIABILITY INSURANCE.

Effective no later than July 1, 2010, each party shall carry and maintain, for the duration of this Agreement, insurance coverage as described below. Coverages shall be written with an insurance carrier admitted in the state of Washington.

> General and Automobile 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 $5 Million 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 named 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. The insurance policy or policies shall have a thirty (30) calendar days prior notice of cancellation clause to be given to the other party, in writing, in the event of termination or material modification of the insurance coverage. The insurance shall be written on an "occurrence" basis, rather than a "claims-made" basis. In the alternative, each party may satisfy the requirements of this section by becoming or remaining a participant in an authorized self-insurance pool in the State of Washington if that party can demonstrate protection equal to or greater than that specified herein.

XXI. PROPERTY INSURANCE

The City will continue to insure all buildings and equipment detailed below through December 31, 2010. The City will ensure the RFA is listed as an Additional Named Insured on the City's property insurance policy with regard to the property and equipment detailed below.

Effective January 1, 2011, the RFA will be responsible for insuring all property and equipment detailed below, with the exception of the Fire Station 74/Police Fire Training Center Building, which will be insured by the City through its property insurance program. The RFA will provide evidence of insurance for the specified property by January 1, 2011.

A. Property.

LOCATION NAME	ADDRESS	ESTIMATED CONST. REPLCMNT COST	BUILDING SQ. FOOTAGE	ESTIMATED CONTENTS VALUE
FIRE STATION #71	504 W. CROW	$1,068,539	10,180	$161,191
FIRE STATION #72	25630 - 140th SE	$504,134	7,779	$72,445
FIRE STATION #73	26512 MILITARY RD	$1,668,096	13,000	$138,128
AUXILIARY BLDG #1		$54,843		$630,873
AUXILIARY BLDG #2		$86,594		$0
FIRE STATION #74 (FIRE HEADQUARTERS)	24523 - 116TH AVE SE	$2,677,228	29,554	$483,447
MODULAR BLDG		$55,000	1,056	$60,000
STORAGE BLDG #1		$5,000	224	$60,000
STORAGE BLDG #2		$5,000	160	$20,000
FIRE STATION #75	15635 - SE 272nd	$2,075,900	14,000	$362,224
FIRE STATION #76 (N. INDUSTRIAL STN.)	20676-72nd St. S.	$1,192,239	10,621	$345,320
VEHICLE APPARATUS MAINTENANCE BLDG		$867,568	12,705	
FIRE STATION #77	20717 132ND Ave SE	$2,981,125	13,500	$362,224
FIRE STATION #78	17820 - SE 256th St. Covington	$5,200,000		

LOCATION NAME	ADDRESS	ESTIMATED CONST. REPLCMNT COST	BUILDING SQ. FOOTAGE	ESTIMATED CONTENTS VALUE
FIRE / POLICE TRAINING CENTER	24611 - 116th AVE SE			
DRILL TOWER		$184,264		
STORAGE BUILDING	407 Washington Ave. N.	$262,406		
TOTAL FIRE:	STRUCTURE VALUES:	$18,887,935		$2,695,852

B. Equipment.

APP #	YEAR MAKE/MODEL	SERIAL	LIC #	ESTIMATED CURRENT VALUE
700	1993 CHEV SUBURBAN	71578	24402C	$5,000
713	2007 PIERCE QUANTUM TILLER	06814	42040D	$949,000
705	2007 MedTec Ald Car 4400LP	86498	42045D	$229,000
701	1999 FREIGHTLINER	78436	27296D	$140,000
702	2003 ROAD RESCUE	H555076	35741D	$160,000
703	2003 ROAD RESCUE	H555077	36130D	$160,000
707	2003 FORD PICKUP	91395	65506C	$30,797
709	2003 FORD EXPEDITION	14452	65754C	$27,532
704	2005 MEDTEC AID CAR AD170	11388	40926D	$173,393
	1985 FORD 1 TON PICK-UP	32854	D34130	$5,000
706	2001 PIERCE ENGINE/AID	001533	34193D	$350,000
708	2001 PIERCE ENGINE/AID	001534	34194D	$350,000
710	2004 PIERCE PUMPER	04034	38291D	$455,727
712	2005 PIERCE PUMPER	04696	4696	$463,250
714	1986 PIERCE TANKER	040163	23852D	$100,000
715	1996 SMEAL LADDER TRUCK	Z18328	238460	$350,000
724	1998 FORD EXPEDITION	44365	25143D	$20,000
727	1989 PIERCE ENGINE/AID CAR	040772	05741D	$80,000
728	1989 PIERCE ENGINE/AID CAR	040785	05742D	$80,000
730	1989 PIERCE ENGINE/AID CAR	040808	23877D	$80,000
731	1989 PIERCE ENGINE/AID CAR	040809	08874C	$80,000
732	1989 PIERCE ENGINE/AID CAR	040810	08875C	$80,000
733	1983 PORTABLE GENERATOR	9311XM	D23270	$5,000
744	1990 BOUNDER BY FLEETWOOD	00215	08749D	$150,000
754	1991 EZ LOAD TRAILER	13568	16010C	$5,000
756	TORK-LIFT FOAM TRAILER	01638	08790D	$1,500
760	1990 HACKNEY ISUZU	00640	10781D	$100,000
764	1995 FORD F350 4 X 4	66302	20618D	$20,000
711	2006 DODGE RAM	44771	42600D	$32,675
765	2000 INTERSTATE CARGO TRLR	09246	56348C	$5,000
766	2001 PIERCE ENGINE/AID	001535	34195D	$350,000
767	2001 PIERCE ENGINE/AID	001561	58382C	$350,000

APP #	YEAR MAKE/MODEL	SERIAL	LIC #	ESTIMATED CURRENT VALUE
726	2007 TRAIL BLAZER (WMD)	412122	42041D	
729	2006 TOP HAT TRAILER	276T071417		
735	WOOLDBRIDGE 20' ALASKAN II-BOAT	WLG20153H809		
	Total of Vehicles/Equipment			$5,387,874

XXII. 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. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties or the Committee are unable to settle any dispute, difference, or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall only be by filing suit exclusively under the venue, rules, and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit arising from the parties' performance of this Agreement, each party shall pay all its own legal costs and attorneys' fees incurred in defending or bringing such claim or lawsuit, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the parties' right to indemnification under this Agreement.

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.

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

RFA:

Kent Fire Department
Regional Fire Authority:

By: Debbie Raplee
Print Name: DEBBE RAPLEE
Its Chair
DATE: Aug. 4, 2010

CITY:

City of Kent:

By: Suzette Cooke
Print Name: Suzette Cooke
Its Mayor
DATE: 8/3/2010

NOTICES TO BE SENT TO:

_____
_____
_____
_____

(253) _____ (telephone)
(253) _____ (facsimile)

NOTICES TO BE SENT TO:

_____
City of Kent _____
220 Fourth Avenue South
Kent, WA 98032

(253) 856-_____ (telephone)
(253) 856-_____ (facsimile)

APPROVED AS TO FORM:

_____
Brian Snure,
Attorney for RFA

APPROVED AS TO FORM:

_____
Arthur "Pat" Fitzpatrick,
Deputy City Attorney

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EXHIBIT A

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

RECORDS MANAGEMENT

1.1 Record Ownership.

a. RFA records ("RFA Records") shall include:

i. All records prepared, owned, used, or retained by the RFA related to the performance of its statutory and contractual duties on or after July 1, 2010.

ii. All City Records actually received by the RFA pursuant to the RFA Plan or the interlocal agreement.

b. City records ("City Records") shall include:

i. All records of the Kent Fire Department prepared, owned, used, or retained by the City related to the performance and operation of the Kent Fire Department for all periods prior to July 1, 2010.

ii. All records prepared, owned, used, or retained by the City in relation to Fire Prevention, Fire Investigations, and Emergency Management Services provided by the RFA to the City subsequent to July 1, 2010.

iii. All records prepared, owned, used, or retained by the City related to the City's continuing obligations or services as specified in the RFA Plan or by interlocal agreement with the RFA.

c. The parties recognize that physical custody of RFA Records or City Records is not determinative of whether the records are RFA Records or City Records and the parties shall work cooperatively in responding to requests for records made pursuant to the rules of subpoena or pursuant to the Washington State Public Records Act.

1.2 Records Custodian. Except as provided below, the RFA will be the primary record custodian of all RFA Records. The City will be the primary custodian of all City Records. The City shall transfer to the RFA the following City Records which, upon receipt by the RFA, shall also be considered RFA Records:

a. Personnel Files of all employees transferred from the City to the RFA.

b. Civil service files of all civil service employees transferred from the City to the RFA.

c. Any other City Records identified in the future that both the City and the RFA agree should be in the custody of the RFA.

1.3 Cost of Transfer. The costs of transferring records shall be shared equally by the RFA and the City. Each party shall be responsible for costs of its own personnel required to transfer the records.

1.4 Requests for Records. The parties recognize that some City Records will be in the custody of the RFA and some RFA Records will be in the custody of the City. The parties establish the processes set forth in Sections 1.5 and 1.6 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 RFA. The method set forth in this Exhibit A shall serve only as a guideline, and may be altered from time to time as necessary.

1.5 Requests for City Records in the Custody of RFA and Directed to or Received by the City. In the event the City receives a public records request, subpoena, or other request for City Records that are in the custody of the RFA, the following process shall be followed:

a. The City will advise the RFA in writing that the request has been received. The RFA 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 RFA will provide copies, at its sole cost and expense and in the form requested by the City, either directly to the City or directly to the requestor as directed by the City. In the event the City receives payment for the copies provided to the requestor, the City shall forward such payment to the RFA.

c. The City will remain responsible for communicating with the requester in compliance with all legal obligations. The City and the RFA 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 RFA

EXHIBIT B

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

FIRE PREVENTION SERVICES

1.1 City Appointment of Fire Chief and Fire Marshal/Fire Code Official. For the purpose of enforcement of federal, state, and City laws relating to Fire Prevention Services, including but not limited to the International Fire Code (hereinafter "codes"), the Chief Officer of the RFA shall be considered the City's Fire Chief, and the Chief Officer assigned to the Fire Prevention Services Division shall be considered the City's Fire Marshal and Fire Code Official.

1.2 Fire Prevention Administration Services Provided to City. The RFA shall provide the following Fire Prevention Administration Services to the City:

a. Direct the management and supervision of Fire Prevention Services Division personnel;

b. Administer Fire Prevention Services Division programs and activities to include inspections, plan review, code enforcement, addressing, fire investigations, public education, assessment and collection of fees, document management, and payroll.

c. Subject to City approval, create and adopt policies, procedures, rules, and regulations to clarify the application of the codes.

d. Subject to City approval, create and develop forms, letters, and other documents to assist in the application of codes.

e. Provide interpretations of codes.

f. Approve materials, equipment, and devices used in construction, and the methods of construction to the extent that approval is authorized by the codes.

g. Operate front counter for public access to the Fire Prevention Services Division.

h. Perform accounting and payroll functions to include invoicing and/or billing of assessed fees, coordinating the collection of fees with the City's Finance Customer Services Division, time-keeping and completion of payroll documents.

i. Document management, to include creating and maintaining division files, routing of development applications and plans, preparing and imaging retained documentation, and fulfilling public record requests.

j. Permit process activities to include the logging and routing of plans, data entry of new applications, assembling and routing of completed application packages.

k. Issue, print, and deliver permits.

l. Process code complaints or inquiries from the public to include data entry, file creation, and routing of information.

m. Schedule and conduct inspections for developers or contractors.

n. Perform all duties necessary in order to enforce the codes.

o. Evaluate the codes for local adoption and develop local codes or amendments for consideration by the City.

p. Review and sign voluntary correction agreements.

q. Represent the Fire Chief on the City's Short Subdivision Committee.

r. Perform all other tasks related to the provision of Fire Prevention Administration Services.

1.3 Fire Prevention Code Enforcement Services Provided to City. The RFA shall provide the following Fire Prevention Code Enforcement Services to the City:

a. Initial fire and life safety inspections of new or relocated businesses.

b. Inspections of businesses that are required to have fire code permit(s).

c. Investigate and resolve public code violation complaints or inquiries.

d. All code enforcement duties related to the fire codes as required by Chapter 1.04 KCC.

e. 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.

that were not provided to the City by the RFA, then the RFA shall defend such claim or lawsuit and pay any damages, fees, costs, or settlements relating to such claim or lawsuit. The City and the RFA agree to cooperate fully in the defense of any such claim or lawsuit. If both the City and the RFA fail to produce all records, they will cooperate in defense and each party will pay all its own legal costs and attorneys' fees.

1.6 Requests for RFA Records in the Custody of the City and Directed to or Received by the RFA. In the event the RFA receives a public records request, subpoena, or other request for RFA Records in the custody of the City, the following process shall be followed:

a. The RFA will advise the City in writing that the request has been received. The City will have five (5) business days to respond to the RFA with the records or a reasonable estimate of the time necessary to provide the RFA with the records.

b. The City will provide copies, at its sole cost and expense and in the form requested by the RFA, either directly to the RFA or directly to the requestor as directed by the RFA. In the event the RFA receives payment for the copies provided to the requester, the RFA shall forward such payment to the City.

c. The RFA will remain responsible for communicating with the requester in compliance with all legal obligations. The City and the RFA 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 RFA, and at the expense of the RFA, 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 RFA Records in the sole custody of the City that were not provided to the RFA 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 RFA 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.

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f. Post-disaster building and system inspections and/or evaluations.

g. Approval 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 Hearings Examiner, and upon appeal, if any, to court.

i. Perform all other tasks related to providing Fire Prevention Code Enforcement Services.

1.4 Fire Prevention Development Services Provided to City. The RFA shall provide the following Fire Prevention Development Services to the City:

a. Address program activities to include the creation, assignment, verification, issuance, and change of addresses.

b. Manage the Knox/Supra rapid entry program.

c. Provide development review program services to include answering project inquiries, attending meetings, reviewing plans for code compliance, and approving plans.

d. 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.

e. Provide economic development activities to include research of properties, systems and code requirements for potential projects and existing buildings.

f. Approve hydrant placement on public and private projects.

g. Perform hydrant flows to verify available water supply.

h. Provide false alarm reduction program activities to include next day follow-up of false alarms from Fire Operations Division, coordinate with property owner/agent on repairs or troubleshooting, quality assurance of incident reports from false alarms, feedback to Fire Operations Division on next steps for problematic systems.

i. 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.

j. Provide Permit Center activities to include customer service, answering phone calls, and meeting with customers and members of the public.

k. Perform all other tasks related to providing Fire Prevention Development Services.

1.5 Timeline of Work Provided. All work performed by the Fire Prevention Division shall be performed pursuant to and within the timelines required of the codes, policies, and procedures of the City, and any state or federal laws applicable to the performance of that work.

1.6 Fire Prevention Services Staff Dedicated to City. The RFA will staff nine and one-half (9.5) positions for the provision of Fire Prevention Services to the City, including:

a. A Fire Division Chief/Fire Marshal (Currently Jon Napier);
b. Two (2) Captains/Assistant Fire Marshals (currently Ray Shjerven and Kevin Nee);
c. Four (4) Firefighters/Deputy Fire Marshals (currently Tom Smith, Jeff Humenik, Don Barbarie, and Bruce Verhei);
d. One (1) Administrative Assistant II (currently Paula Thayer); and
e. One and one-half (1.5) Administrative Secretary II (currently Beth Peterson and Teri Nee).

It is recognized that the City is paying for Fire Prevention Services at the above-stated staffing levels, and the RFA acknowledges that it will provide the level of service identified in this Exhibit. In the event a person occupying a position set forth above is on leave for any reason for a period of thirty (30) days or more, the RFA shall, at no expense to the City, cover the position with another employee with sufficient experience and training to ensure the City is provided with the staffing level noted above unless the City agrees that such coverage is unnecessary.

1.7 RFA Staff Overtime Budget. Section 1.13 of this Exhibit B provides the agreed upon payment for any and all overtime worked by the RFA while providing Emergency Management, Investigation, and Fire Prevention Services for the City. Except as provided in the following paragraph, there shall be no additional consideration paid by the City to the RFA for overtime pay in excess of the amount provided in Section 1.13 of this Exhibit B.

There may be some disaster occurrences that are unanticipated. In the event of an ECC activation, the RFA shall take reasonable measures to reduce the costs of such ECC activation, and the CAO be consulted immediately to discuss the potential operational and overtime costs of the ECC activation. In the event of a Level 2 ECC activation lasting more than twenty-four (24) hours, or a Level 3 ECC activation, the City shall only be responsible for the cost of reasonable overtime work performed by the staff set forth in Section 1.6 above that is performed pursuant to the ECC activation. The City shall not be responsible for overtime performed by Fire Prevention staff who perform other RFA duties that normally would be the RFA's obligation to provide. For example, and not by limitation, the City would pay the overtime of a Fire Prevention staff person inspecting buildings as a result of an ECC Level 3 response, but would not pay the overtime of a Fire Prevention staff person performing shift or line work during the emergency.

In the event a Fire Prevention staff person is absent and another staff member is called in to perform his or her work, all overtime costs occasioned by the replacement staff person shall be at the sole cost of the RFA. Any state or federal reimbursement for overtime or regular hours attributable to Fire Prevention staff work that was the City's responsibility shall be transferred back to the City.

1.8 Fire Marshal/Fire Code Official Reports to City's Mayor or Economic and Community Development Director. The City's Fire Marshal/Fire Code Official shall provide reports to the Mayor or the City's Economic or Community Development Director as requested. While the Fire Chief shall have the authority to direct the work of the RFA employees, the Mayor or the City's Economic or Community Development Director, shall be kept informed of the work performed by the RFA employees on behalf of the City, and shall have authority to set the desired outcomes of the Fire Prevention staff.

1.9 To Whom Services Provided. The City shall pay only for Fire Prevention Services provided to the City. The Fire Prevention Services Division may provide services to other agencies by interlocal agreement. In the event the RFA performs Fire Prevention Services for another agency in the future, the RFA shall, prior to entering an agreement with such other agency, provide notice to the City of the RFA's intent to provide services to the other agency, provide the City with the details of the services to be provided, and negotiate with the City the impacts, if any, that the service to the other agency may have on the service level provided to the City. In the event that such services result in an increased cost or decreased level of service to the City, such interlocal agreement for services shall require specific prior written authorization from the City. In the event that the RFA provides Fire Prevention Services to another agency without increasing the number of hours of work provided by the Fire Prevention Services Division staff identified in Section 1.6, the amount the City pays to the RFA for Fire Prevention Services shall be reduced by the value of the hours provided to the other agency.

1.10 Equipment to Perform Services. Office space shall be provided by the City at 400 West Gowe Street, Suite #414, Kent, WA; provided that the City may, with reasonable notice, move the office space in order to meet the needs of the

City. The City will provide Information Technology equipment, including computers, computer servers, and computer programming, as well as telephone equipment and telephone services pursuant to the Information Technology Exhibit to the interlocal agreement. All other supplies and equipment required to perform the duties called for in this Exhibit B shall be provided by the RFA. For the purposes of performing the services called for herein, and for accounting the RFA shall have access to the City's KIVA system and JD Edwards accounting/billing system.

1.11 Grant Funds. From time to time, the RFA may apply for grant funding. Any grant funding that may directly affect the staffing levels of the Fire Prevention Division shall be first approved by the City. In the event that grant funding is obtained, such funding shall not, without specific City approval, increase the City's cost of Fire Prevention Services or in any manner bind the City to a certain staffing level. Moreover, any grant funding related to the work performed by the Fire Prevention Services Division for the City shall be applied in accordance with the Grant Guidelines to provide Fire Prevention Services.

1.12 Collection and Transmission of Fees and Charges. All money, fees, and charges of any kind collected or charged by the Fire Prevention Services Division for services within the City or as a result of the provision of Fire Prevention Services within the City shall be the sole property of the City and payable to the City. The RFA shall establish a standard procedure for the charging and collection of fees and charges as directed by the City's Finance Department, and shall immediately transmit all such money collected to the City.

1.13 Cost of Fire Prevention Services. In accordance with the Regional Fire Authority Plan, the City shall pay the RFA for Fire Prevention services an amount equivalent to the funding approved by the City Council in the adjusted budget, which was approved by the City Council on June 8, 2010. Beginning in 2011, the City shall pay the RFA $1,802,726.00 annually for the Fire Prevention Services provided by the RFA; provided, that the amount specified shall be adjusted beginning January 1, 2011, as provided in Section 1.14 of this Exhibit; and provided further, that a total of $67,999.00 shall be the amount the City pays the RFA for overtime worked in Fire Prevention, the Office of Emergency Management and Fire Investigation Services; and provided further, that additional overtime may be charged to the City only in accordance with Section 1.7 of this Exhibit B and Section 1.3 of the Office of Emergency Management Exhibit C.

1.14 Cost Adjustments. On January 1 of each year, the cost of Fire Prevention Services and Fire Investigation Services as set forth in Section 1.13 shall be adjusted by the lesser of either 100% of the Seattle/Tacoma/Bremerton CPI-W percentage increase for the period of June to June, or the amount of pay increase pursuant to the Collective Bargaining Agreement negotiated between the RFA and RFA firefighters.

EXHIBIT C

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

OFFICE OF EMERGENCY MANAGEMENT

1.1 Services Provided to City. The RFA shall provide the following Emergency Management Services to the City:

a. Administer all emergency management programs.

b. Ensure that plans, programs, and training are in compliance with federal and state standards.

c. Ensure that adequate training is provided to meet federal mandates. However, the RFA will not be responsible if City staff does not participate or meet these mandates.

d. Manage and oversee the Emergency Coordination Center ("ECC") and emergency operations.

e. Maintain and update the following plans in accordance with state and federal requirements, as well as any other plans that are required pursuant to future state and federal requirements:

1. Comprehensive Emergency Management Plan;

2. Hazardous Materials Emergency Response Plan;

3. Local Hazard Mitigation Plan;

4. Hazardous Identification and Vulnerability Analysis; and

5. Homeland Security Exercise and Evaluation Program.

f. Apply for and manage all disaster recovery grants, Emergency Performance Grants, and other public assistance grants.

g. Represent the City and actively coordinate and participate on local and regional groups, committees, and associations to further emergency preparedness, and to keep current on emergency management issues facing the region and the City. The participation may include the following groups, committees,

or associations, as well as any new local or regional Emergency Management Related groups:

1. Emergency Management Advisory Committee;
2. Training and Exercise Sub-Committee;
3. King County Citizen Corps Sub-Committee;
4. City of Kent Emergency Planning Committee;
5. Regional Strategic Planning Group;
6. Regional Catastrophe Planning Group;
7. Regional Disaster Planning Committee; and
8. Region 6 Homeland Security.

h. Continue to manage and oversee the Local Emergency Planning Committee in accordance with federal, state, and City statutes, regulations, and policies.

i. Prepare City staff and residents for emergencies by providing the following training:

1. National Incident Management System Training;
2. Emergency Coordination Center Position Training;
3. Department Operation Center Training;
4. Community Emergency Response Training;
5. School Emergency Response Training;
6. Business Emergency Response Training;
7. Flood Preparedness Training; and
8. Debris Management Training.

j. Maintain the City's designation as a Storm Ready City.

k. Perform all other tasks related to providing Emergency Management Services.

1.2 RFA Staff Dedicated to City Office of Emergency Management. The RFA will staff four (4) positions for the City's Office of Emergency Management:

a. A Division Chief/Emergency Manager (currently Dominic Marzano);
b. A Firefighter/Program Manager (currently Brian Felczak);
c. A Program Coordinator (currently Kimberly Behymer); and
d. An Emergency Management Specialist (currently Jennifer Keizer).

It is recognized that the City is paying for Emergency Management services at the above-stated staffing levels and the RFA affirms that it will provide the level of service identified in this Exhibit C. These staff members are dedicated to provide City Emergency Management Services and the City shall not be charged for services that normally would be the RFA's obligation to provide. In the event a person occupying a position set forth above is on leave or works a different shift for any reason for a period of thirty (30) days or more, the RFA shall, at no expense to the City, cover the position with another employee familiar with and adequately trained to provide Emergency Management Services in order to ensure the City receives the staffing level noted above unless the City agrees that such coverage is unnecessary.

1.3 RFA Staff Overtime. Section 1.13 of the Fire Prevention Services Exhibit B provides the agreed upon payment for any and all overtime worked by the RFA while providing Emergency Management, Investigation, and Fire Prevention Services for the City. Except as provided in the following paragraph of this Section 1.3, there shall be no additional consideration paid by the City to the RFA for overtime worked in excess of the amount provided in Section 1.13 of the Fire Prevention Services Exhibit B.

There may be some disaster occurrences that are unanticipated. In the event of an ECC activation, the RFA shall take reasonable measures to reduce the costs of such ECC activation, and the City's Mayor be consulted immediately to discuss the potential operational and overtime costs of the ECC activation. In the event of a Level 2 ECC activation lasting more than twenty-four (24) hours, or a Level 3 ECC activation, the City shall only be responsible for the cost of reasonable overtime work performed by the staff set forth in Section 1.2 above that is performed pursuant to the Emergency Management function as described in this Exhibit C. The City shall not be responsible for overtime performed by Office of Emergency Management staff who perform other RFA duties that normally would be the RFA's obligation to provide. For example, and not by limitation, the City would pay the overtime of an Office of Emergency Management staff person working in the ECC during an emergency, but would not pay the overtime of an Office of Emergency Management staff person performing shift or line work during the emergency.

In the event an Office of Emergency Management staff person is absent and another staff member is called in to perform his or her work, all

overtime costs occasioned by the replacement staff person shall be at the sole cost of the RFA. Any state or federal reimbursement for overtime or regular hours attributable to Office of Emergency Management staff work that was the City's responsibility shall be transferred back to the City.

1.4 Authority of City's Mayor. While the Fire Chief shall have the authority to direct the work of the RFA employees, the City's Mayor shall be kept informed of the work performed by the RFA employees on behalf of the City, and shall have authority to set the desired outcomes of the Office of Emergency Management.

1.5 To Whom Services Provided. The City shall pay only for Emergency Management Services provided to the City. The Office of Emergency Management may provide Emergency Management services to other agencies by interlocal agreement. In the event the RFA performs Emergency Management services for another agency, the RFA shall, prior to entering into an agreement with such other agency, provide notice to the City of the RFA's intent to provide services to the other agency, provide the City with the details of the services to be provided, and negotiate with the City the impacts, if any, that the service to the other agency may have on the service level provided to the City. In the event that such services result in an increased cost or decreased level of service to the City, such interlocal agreement for services shall require specific prior written authorization from the City. In the event that the RFA provides Emergency Management Services to another agency without increasing the number of hours of work provided by the Office of Emergency Management staff identified in Section 1.2 above, the amount the City pays to the RFA for Emergency Management Services shall be reduced by the value of the hours provided to the other agency.

1.6 Collection and Transmission of Fees and Charges. All money, fees, and charges of any kind collected or charged by the Office of Emergency Management or as a result of the provision of Emergency Management Services for the City shall be the sole property of the City and payable to the City. The RFA shall establish a standard procedure for the charging and collection of fees and charges as directed by the City's Finance Department, and shall immediately transmit all such money collected to the City.

1.7 Grant Funds. From time to time, the Emergency Management Services Division will apply for grant funding. Any grant funding that may directly affect the staffing levels of the Office of Emergency Management as set forth in Section 1.2 shall be first approved by the City. In the event that grant funding is obtained, such funding shall not, without specific City approval, increase the cost to the City of Emergency Management Services or in any manner bind the City to a certain staffing level. Moreover, grant funding relating to the work performed by the Office of Emergency Management for the City shall be used in accordance with the Grant guidance to provide Emergency Management Services.

1.8 RFA to Provide Equipment to Perform Services. All office space, supplies, and equipment will be provided by the RFA at 24523-116th Ave S.E, Kent, WA; provided, the City will provide information technology equipment, including

computers, computer servers, and computer programming, as well as telephone equipment and telephone services pursuant to the interlocal agreement. Further, the City will provide the ECC its current location at 24523-116th Ave S.E, Kent, WA.

1.9 Report Regarding Services Provided. The Division Chief/Emergency Manager, or the most senior officer of the Office of Emergency Management, shall, no less than quarterly, provide a written report to the CAO regarding the past, present, and future functions of the Office of Emergency Management, and shall provide the CAO with the quarterly reports required of the interlocal agreement.

1.10 Cost of Emergency Management Services. In accordance with the Regional Fire Authority Plan, the City shall pay the RFA for Emergency Management Services an amount equivalent to the funding approved by the City Council in the adjusted budget which was approved by the City Council on June 8, 2010. Beginning in 2011, the City shall pay the RFA $520,620.00 annually for the Emergency Management services provided by the RFA; provided, that the amount specified shall be adjusted beginning January 1, 2011, as provided in Section 1.11 of this Exhibit C, and provided further, that pay for overtime in accordance with Section 1.3 of this Exhibit shall be paid in accordance with the payment section of the interlocal agreement.

1.11 Cost Adjustments. On January 1 of each year, the cost of Emergency Management Services as set forth in Section 1.10 shall be adjusted by the lesser of either 100% of the Seattle/Tacoma/Bremerton CPI-W percentage increase for the period of June to June, or the amount of pay increase pursuant to the Collective Bargaining Agreement negotiated between the RFA and RFA firefighters.

1.12 Crisis Intervention Coordinator. The RFA shall employ a Crisis Intervention Coordinator. The Crisis Intervention Coordinator shall serve equally the RFA and the City. The RFA shall pay the salary and benefits of the Crisis Intervention Coordinator and provide the Crisis Intervention Coordinator with a vehicle which shall be utilized for the performance of his or her duties; provided, the City shall pay $30,000.00 to the RFA and provide the Crisis Intervention Coordinator with office space, a telephone, and a computer as consideration for equally using the services of the Crisis Intervention Coordinator. The amount specified in this Section 1.12 shall be in addition to the amount set forth in Section 1.10 of this Exhibit. The duties of the Crisis Intervention Coordinator shall be consistent with a job description that shall be developed by the RFA and the City jointly. The Crisis Intervention Coordinator shall remain an at-will employee of the RFA at all times.

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EXHIBIT D

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

FIRE INVESTIGATION SERVICES

1.1 Services Provided to City. The RFA shall provide the following Fire Investigation Services to the City:

a. Investigate the cause and origin of fires, interview suspects and witnesses, examine fire scenes, document findings and prepare reports, collect and protect evidence, arrest and transport suspects, cooperate with prosecutors, file cases in court, 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 $10,000 or more.

c. Coordinate arson investigation activities with the Kent Police Department as necessary.

d. Identify juvenile fire setters and coordinate intervention and counseling.

e. Staff the 24/7 Fire Investigation Unit by responding to all working fires when requested.

f. Participate in the Alcohol Tobacco and Firearms (ATF) Puget Sound Arson Explosives Taskforce by Memorandum of Understanding.

g. Participate in regional and state fire investigative organizations and activities.

h. Perform all other tasks related to providing Fire Investigation Services.

1.2 Commissioned Investigators. Investigators who perform the fire investigation services shall retain no less than a limited commission as a law enforcement officer in the City as determined by the Police Chief.

1.3 Uniformed Police Officer When Arrest Made. Every effort shall be made to have a uniformed commissioned police officer present when making an arrest in the City.

1.4 Evidence Retention. All evidence gathered during the criminal investigation of a fire or other event for which Fire Investigative Services are provided shall be 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.

1.5 Inform Police Chief. The Fire Investigation Services Division shall make every attempt to keep the City's Police Chief or his or her designee 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.

1.6 Fire Investigation Services Dedicated to City. Fire Investigation Services staff will be directly supervised by the RFA's Fire Marshal/Fire Code Official who also supervises the Fire Prevention Services Division. The RFA will staff three (3) positions for the provision of City Fire Investigation Services, including:

a. A Captain (currently Eric Pedersen); and
b. Two (2) Firefighters (currently Fritz Winniger and Rusty Olsen).

It is recognized that the City is paying for Fire Investigation Services at the above stated staffing levels and the RFA affirms that it will provide the level of service identified in this Exhibit D. Further, these staff members are dedicated to provide City Fire Investigation Services and the City shall not be charged for services that normally would be the RFA's obligation to perform. In the event a person occupying a position set forth above is on extended leave for any reason for a period of thirty (30) days or more, the RFA shall, at no expense to the City, cover the position with another employee familiar with and adequately trained to provide Fire Investigation Services in order to ensure the City receives the staffing level noted above unless the City agrees that such coverage is unnecessary.

1.7 RFA Staff Overtime Budget. Combined, the four (4) positions shall work shifts in a manner that provides Fire Investigation Services to the City twenty-four (24) hours a day, seven (7) days per week. Section 1.13 of the Fire Prevention Services Exhibit B provides the agreed upon payment for any and all overtime worked by the RFA while providing Emergency Management, Investigation, and Fire Prevention Services for the City.

1.8 Valley Regional Fire Authority (VRFA) Staff. The RFA also currently uses a Fire Investigator employed by VRFA. The VRFA investigator works for the RFA pursuant to an interlocal agreement between the RFA and VRFA, which was established prior to the formation of the RFA and which expires on August 15, 2010. The purpose of having the VRFA investigator work as a member of the City's Fire Investigation Services Division was to permit the staffing of a Fire Investigator

twenty-four (24) hours per day, seven (7) days per week. The RFA and the VRFA will attempt to negotiate a new interlocal agreement that retains the VRFA investigator beyond December 31, 2010, in such a manner as to maintain the level of service to the City provided by the interlocal agreement and this Exhibit D without additional cost to the City. Nothing in this Exhibit D shall bind the City to any relationship with VRFA for the provision of the Fire Investigator, and nothing in this Exhibit shall delegate authority to the RFA to bind the City to any relationship with VRFA.

The Fire Investigation Services Division may provide Fire Investigation Services to other agencies by interlocal agreement. In the event the RFA performs Fire Investigation Services for another agency in the future, the RFA shall, prior to entering an agreement with such other agency, provide notice to the City of the RFA's intent to provide services to the other agency, provide the City with the details of the services to be provided, and negotiate with the City the impacts, if any, that the service to the other agency may have on the service level provided to the City. In the event that such services result in an increased cost or decreased level of service to the City, such interlocal agreement for services shall require specific prior written authorization from the City. In the event that the RFA provides Fire Investigation Services to another agency without increasing the number of hours of work provided by the Fire Investigation Services Division staff identified in Section 1.6, the amount the City pays to the RFA for Fire Investigation Services shall be reduced by the value of the hours provided to the other agency.

1.9 Fire Marshal/Fire Code Official Reports to City's Police Chief. The City's Fire Marshal/Fire Code Official shall provide official reports to the City's Police Chief on request. While the Fire Chief shall have the authority to direct the work of the RFA employees, the City's Police Chief shall be kept informed of the work performed by the RFA employees on behalf of the City, shall have authority to set the desired outcomes of the Fire Investigation staff, and may establish policies and procedures for the conduct of the work of the Fire Investigations staff related to police action/enforcement.

1.10 RFA to Provide Equipment to Perform Services. Office space shall be provided by the City at 400 West Gowe Street, Suite #414, Kent, WA; provided that the City may, with reasonable notice, move the office space in order to meet the needs of the City. The RFA shall provide station/sleeping quarters to Fire Investigators, as well as all office supplies, vehicles, and equipment not identified as being provided by the City. The City will provide Information Technology equipment, including computers, computer servers, and computer programming, as well as telephone equipment and telephone services pursuant to the interlocal agreement.

1.11 Fire Investigator Equipment Provided by City. The City, through its Police Department, will provide a firearm with holster, ballistic vest, ammunition, and related equipment to the City Fire Investigators, as well as police training regarding the use of such equipment.

1.12 Report Regarding Services Provided. The Fire Marshal/Fire Code Official shall, no less than quarterly, provide a written report to the City's Mayor and the Police Chief regarding the past, present, and future functions of the Fire Investigation Services Division, and shall provide the Mayor with the quarterly reports required of the interlocal agreement.

1.13 Grant Funds. From time to time, the RFA may apply for grant funding. Any grant funding that may directly affect the staffing levels of the Fire Investigation Services Division shall first be approved by the City. In the event that grant funding is obtained, such funding shall not, without specific City approval, increase the cost to the City of Fire Investigation Services or in any manner bind the City to a certain staffing level. Moreover, grant funding related to the work performed by the Fire Investigation Services Division for the City shall be used in accordance with the grant guidelines to provide Fire Investigation Services.

1.14 Collection and Transmission of Fees and Charges. All money, fees, and charges of any kind collected or charged by the Fire Investigation Services Division for services within the City or as a result of the provision of Fire Investigation Services within the City shall be the sole property of the City and payable to the City. The RFA shall establish a standard procedure for charging and collecting fees and charges as directed by the City's Finance Department, and shall immediately transmit all such money collected to the City.

1.15 Cost of Fire Investigation Services. Beginning July 1, 2010, and in accordance with the Regional Fire Authority Plan, the City shall pay the RFA for Fire Investigation Services an amount equivalent to the funding approved by the City Council in the adjusted budget, which was approved by the City Council on June 8, 2010. Beginning on January 1, 2011, the City shall pay the RFA $384,704.00 annually for the Fire Investigation Services provided by the RFA; provided, that the amount specified shall be adjusted beginning January 1, 2011, as provided in Section 1.16 of this Exhibit D.

1.16 Cost Adjustments. On January 1 of each year, the cost of Fire Investigation Services as set forth in Section 1.15 shall be adjusted by the lesser of either 100% of the Seattle/Tacoma/Bremerton CPI-W percentage increase for the period of June to June, or the amount of pay increase pursuant to the Collective Bargaining Agreement negotiated between the RFA and RFA firefighters.

EXHIBIT E

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

SHOWARE CENTER

1.1 Emergency Medical Presence. Unless otherwise provided in the operational agreement between the City and the operator/manager ("SMG") of the ShoWare Center, the RFA shall provide an emergency medical presence at the ShoWare Center during all ShoWare events in which attendance at the event is expected to be 750 or more attendees at any one time or over the course of one (1) day of the event. For the purposes of this Exhibit E, the term "emergency medical presence" shall mean the attendance at a ShoWare event of at least two (2) RFA employees who are of the rank of firefighter or higher.

1.2 Services to be Provided at no Charge for Certain Events. The RFA shall provide a medical presence at all Thunderbirds hockey games, arena football games, and lingerie football games, and shall not charge the City or SMG for the emergency medical presence at these events.

1.3 RFA May Charge for Other Events. The RFA will charge SMG for the emergency medical presence for any event not specified in Section 1.2 of this Exhibit E. The actual costs of providing the emergency medical presence shall be based on the Washington State Fire Chiefs Association current rate schedule.

1.4 RFA to Have Access to ShoWare Facilities. For the purpose of providing an emergency medical presence at the ShoWare Center, the RFA shall have access to a room in which to perform examinations of patients and provide emergency medical services, and shall have access to telephones and a computer for the purposes of communications and report writing.

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EXHIBIT F

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

INFORMATION TECHNOLOGY – TELEPHONE – INFORMATION MANAGEMENT SERVICES

1.1 Purpose. This Exhibit F details the agreement between the City and the RFA for the City's provision of Information Technology Services ("IT Services") to the RFA by the City of Kent's Information Technology Department ("IT"). This Exhibit F 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 RFA.

1.2 Maintenance of Supported Systems. IT has installed and will maintain the telecommunications, cable plant, data network, computers, multi-function devices, servers, applications, and associated servers specifically identified in Table 1, Supported Systems ("Supported Systems"), for the RFA pursuant to the terms of this Exhibit F. IT will keep the supported systems operational on an "as-is" basis, consistent with the operational level the City provided to the Supported Systems and hardware as of June 30, 2010; provided, any upgrades to the City's system that occur after June 30, 2010, which affect the operability of the supported systems, will be kept operational at the upgraded level. Application support shall be limited to the correction of problems that prevent proper operation of an operating system or supported software or application that was owned by the City and utilized by the Kent City Fire Department on June 30, 2010. To this end, the RFA accepts the operational level and capabilities of the City's Supported Systems in an "as-is" condition as of June 30, 2010.

SUPPORTED SYSTEMS*	
SYSTEM	**LOCATION**
Telecommunications	
Telephone Switchgear	
Telephone Sets (IP) (Not to Include Installation)	
Telephone Sets (Analog) (Not Including Installation)	
Telephone Signal Server	
Cross Connections to PSTN	
Provisioned Data Circuits (ISDN)	
Cell Phones	
Pagers	
ECC Message Center Rollover Switch	
Cable Plant	
Cat 5/6e Network Cabling	

SUPPORTED SYSTEMS*	
SYSTEM	**LOCATION**
Data Network	
Internet Connectivity	
Data Firewall	
Network Switch Equipment	
Computers	
City Computers in RFA Offices and Spaces	
Mobile Data Computers	
Multi-Function Devices (MFDs)	
Multi-Function Devices (MFDs) / Copiers	
Servers	
Email (Exchange)	
Active Directory/Domain Controller	
File Server	
Outlook Web Access	
Blackberry/SmartPhone	
Microsoft Exchange Hosted SPAM Filter	
Applications & Associated Servers that are Current Standard & Maintained as of June 30, 2010	
RescueNet FireRMS/MyFireRules (SQL Database Support Only)	
SMS Feed for FireRMS	
Oracle Imaging/Scanning	
Permitting (Kiva)	
WebQA – Resident Request Tracking	
ArcGIS	
Tiburon – Police RMS	
CAD GUI Mobile	
SharePoint (CitySpace/TeamSpace)	
Code Red – Emergency Notification	
Crystal Enterprise Reporting	
StageIT	
Dynamics GP (SQL Database Support Only)	
Netmotion	
CAD Mobile GUI	
Internet Explorer	
Microsoft Office	
Workstation Operating System	
Adobe Acrobat Pro Software	
Microsoft Visio	
Microsoft Project	

*** Table 1. Supported Systems**

1.3 Cost of Maintenance of Supported Systems. Addendum A to this Exhibit F represents a baseline estimate of the costs associated with the maintenance of the Supported Systems described in Table 1 and set forth in Section 1.2 of this Exhibit. IT staff time for Supported Systems is built into and represented in the baseline estimate set forth in Addendum A to this Exhibit F.

There are additional City staff costs that will be chargeable to the RFA for the Additional Services set forth in Section 1.4 of this Exhibit. The fee schedule for staff hours is set forth in Section 1.5 of this Exhibit. In addition, certain costs, referred to as Pass-Through Costs, are not included in Addendum A, and shall be assessed to the RFA as an additional charge. Those Pass-Through Costs are set forth in Section 1.6 of this Exhibit.

1.4 Additional Services Provided. Additional Services are not considered Supported Systems, are not captured in the cost estimate of Addendum A, and therefore, are subject to staff hourly charges. The Additional Services are as follows:

a. Telephone, Computer, and Other IT Equipment Set Move/Add/Change. The RFA shall pay a separate charge for any move/add/change ("MAC") of any telephone set, computer, or other IT equipment, which will include the cost of any City staff time and any materials required to execute the MAC, including but not limited to any cables, computers, telephone sets, and equipment; provided, the RFA will be entitled to six (6) hours of IT service per month at no additional charge, and such service shall be considered part of the maintenance of supported systems. All staff time and materials will be invoiced to the RFA at the City's cost on a monthly basis.

b. 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 RFA employee for business use or were purchased by the RFA 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 RFA:

1. 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 data network or telecommunications connectivity depending upon knowledge of the device or system and availability of staff, and at an additional cost to the RFA.

2. 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 RFA, if available, and establish and maintain data network or telecommunications connectivity and support.

c. Multimedia Services. Multimedia services are not considered supported systems, shall be performed only on a project-by-project basis, and will be subject to hourly staff rates. The Multimedia Division will develop and provide estimated costs for any projects requested by the RFA..

d. Unique Support Service Requests. The nature of the business activity within the offices and spaces occupied and managed by the RFA may require installation of unique or larger than normal scale equipment sets or configurations in order to support unique business needs. Some service requests may incur charges beyond the scope of covered services in the interlocal agreement between the RFA and the City, which may be provided by IT at an additional cost to the RFA. Without limitation, examples of these services are:

1. Cable plant additions requiring installation and routing of Cat 5/6e or fiber optic cable.

2. Provision of network ports that would require the purchase of additional network switchgear or other support hardware.

3. Expansion of services that would require the purchase of additional hardware.

4. Addition or expansion 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 RFA in writing prior to proceeding. It is recommended that the RFA request a planning meeting with IT at least three (3) weeks prior to such an event in order to completely plan and provide a scope of work and timeline for completion.

1.5 Additional Service Staff Costs. The Additional Services set forth in Section 1.4 are not considered Supported Systems under Table 1, are not set forth in Addendum A, and therefore, will result in additional staff charges to the RFA. Staff time for additional services shall be charged at the following rates:

Technical Services Division:	$65/hour
Systems Division Services:	$93/hour
Multimedia Graphics Services:	$45/hour
Multimedia Video Services:	$65/hour
PW GIS Division Services:	$80/hour

The above rates shall be adjusted on January 1 of each year by the lesser of 100% of the Seattle/Tacoma/Bremerton CPI-W for the period of June to June, or the amount of pay increased pursuant to the City's annual budgetary process.

1.6 Pass-Through Costs. The following costs and charges are not reflected in Addendum A and will be passed-through to the RFA on a monthly basis.

a. Telephone Charges. The following telephone charges will be billed to the RFA:

1. Long Distance and Special Services and Charges. Long distance charges and special charges of the RFA, such as but not limited to calls to "information," and telephone-based alarm systems, using the City's telephone system will be charged at the rate charged to the City.

2. Cellular Phone Charges. All cellular service charges attributable to RFA employees, including but not limited

to monthly services charges, call charges, texting charges, application charges, and telephone hardware charges will be billed to the RFA at the rate charged to the City.

3. Pager Services. All pager service charges attributable to RFA employees, including but not limited to monthly services charges and pager hardware charges will be billed to the RFA at the rate charged to the City.

b. Multifunction Device/Copier Fees. The monthly lease rate and fees of the multifunction devices/copiers used by the RFA are reflected in Addendum A. However, the per page charge for services related to, but not limited to, copies, printed or scanned documents, and facsimiles, is not included in Addendum A, and shall be charged to the RFA at the rate charged to the City on a monthly basis.

c. Consultant and Contractor Costs. From time to time, IT utilizes contractors and consultants to perform various IT-related services. In the event that such services are needed to perform services related to the IT work performed for the RFA, IT staff will first meet with RFA staff to establish a cost estimate and scope of work. In the event the RFA agrees with the cost estimate and scope of work, the RFA shall be responsible for all costs of the consultant that are attributable to the scope of work agreed upon.

e. Equipment and Material Costs. From time to time, the RFA will be required to replace failing technology equipment, or will purchase additional technology equipment. In the event that new equipment is needed or desired, IT staff will first meet with RFA staff to establish a cost estimate of the new equipment. In the event the RFA agrees with the cost estimate, the RFA shall be responsible for all costs of the new equipment. If the RFA chooses to purchase new equipment not supported by IT, the RFA is responsible for all costs of the new equipment and its maintenance through a party other than IT.

1.7 Costs for Kiva Permitting System and Tiburon System. It is understood that the Kiva Permitting System and the Tiburon System are systems that exclusively support City functions. Therefore, the costs of maintaining and operating such systems shall be costs of the City.

1.8 Equipment Ownership –Non-Transfer – New Equipment - Exceptions. The City shall retain and maintain sole ownership and title to all equipment related to IT Services owned by the City prior to July 1, 2010, including but not limited to personal computers, monitors, keyboards, mice and accessories attached to personal computers, mobile data computers, laptop computers, docking stations and keyboards, mice and accessories attached to and to accommodate laptop computers, printers, multi-function devices (copier/printer/scanner/fax machine), telephone switching equipment, telephone sets, cell phones, pagers, network switching and routing equipment, uninterruptible power supply units connected to

or supporting City owned equipment, cables, cords, racks and ancillary equipment operated and maintained by IT, servers, disk arrays, rack equipment and seismic protection equipment, software licenses for operating systems, applications, and databases. This Exhibit F shall in no way be interpreted to confer ownership or title to the aforementioned equipment to the RFA at any time prior to or following July 1, 2010.

In the event the RFA needs to replace existing equipment, or desires to expand or upgrade its equipment, such replacement and expansion shall be at the sole cost of the RFA, and any new equipment purchased pursuant to such replacement or expansion shall be owned by the RFA; provided, that any equipment that is purchased by the RFA and integrated into the 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 equipment purchased by the RFA at no cost to the City or, in the alternative, the RFA shall reimburse the City for any costs of separation.

Notwithstanding other representations made in this section, the following equipment shall remain the property of the RFA, and shall not be considered property of the City:

Equipment Description	Name	Serial Number
RescueNet Fire RMS Database Server	FDDBP01	USE828NAZP
Citrix Terminal Server	SNPROCTX0P05	USE532C057
Citrix Terminal Server	SNPROCTX0P06	USE532C056
SMS Server (production)	FDAPP01	2UB439002S
SMS Server (test)	FDAPD01	UB4390054
Scanner in Fire Admin.	DR-3080C	CC307331
Scanner in Fire Prevention	DR-3080CII	DF323303
Scanner in FS #73	DR-3080CII	DF312203
Blackberry Server	TBD	TBD
WebEOC Server	WebEOC	EOCWBP01

1.9 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:
   1. Server operating systems and operating system files (monthly);
   2. User Directories and Profiles;
   3. Public (departmental/workgroup) directories, on file servers or attached storage; and
   4. Email (email is backed up for purposes of system data recovery, and *not for archiving purposes.*). Recovery of specific emails from any given date may not be possible.

b. The following systems and data sets will **not** be backed up.

1. Data stored on individual PC hard drives; and
2. 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. In many cases, this will be twenty-four (24) hours or less. It is anticipated that the time it takes to recover data will generally be three (3) business days or less.

RFA staff are 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 RFA as a data archiving system. The RFA understands that data not properly archived may be lost and not recovered by use of the backup system. The RFA 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 RFA.

1.10 Problem Reporting, Prioritization, and Response. RFA users needing IT service assistance should call ext 4266 to 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. The table 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 the 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: 1) public safety, 2) life, 3) property, 4) business operations.

b. For the purposes of Table 3 below, the terms that follow shall have the following definitions:

1. 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.

2. 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.

3. 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 are also directly involved in the resolution process.

4. Service Request: 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 RFA 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.

Priority	Criteria	Dispatch Action	Response Time	Turnaround Time
1 – Urgent	Entire Site or Sites affected – unable to work – network, telecom., application 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 machine(s)	Dispatch Queue	3 Hours	3 Business Days

Priority	Criteria	Dispatch Action	Response Time	Turnaround Time
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

Table 3. Problem Prioritization and Response Times

1.11 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 RFA shall contact IT's after hours service number (253-856-4616) 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.

1.12 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.

	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%
✓	RFA Facilities Local Area Network Availability	99.99%
✓	Wide Area Fiber Optic Links – City Hall to RFA Sites	99.999%
✓	Wireless Network Access Points	99.0%

Table 4. Service Availability Standards

1.13 Routine Scheduled Maintenance. The Table 5 below defines the scheduled maintenance windows for services, servers, and devices. Unless otherwise noted, all maintenance occurs on the first Saturday of each calendar month. In cases of some Saturdays 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 RFA; provided that the RFA 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.

Service or Device	Maintenance Window
Core Network Services	0800 - 1000
Telecommunications	0700 -01100
Servers	
Email and File Server	0900 - 1200

Service or Device	Maintenance Window
Domain Controller and Network Services (Active Directory) Server	0900 - 1200
PC Workstations	As Needed
Other Devices	As negotiated

Table 5. Scheduled Maintenance Windows

1.14 Network, Email, Internet, and Social Media Policy. As a condition of the City providing IT Services to the RFA as set forth in this Exhibit F, the RFA shall, no later than September 1, 2010, establish Network, Email, Internet, and Social Media Policies consistent with City policies. The RFA shall also establish a policy relating to the use of the City's IT equipment, including computers, cell phones, and pagers, for RFA purposes no later than the September 1, 2010, deadline. IT shall have the authority to require prior approval of any policies established pursuant to this section, or to require amendment of any adopted policy if the policy places a burden on the City's operation of its Supported Systems.

1.15 Payment and Reconciliation. In consideration of the services set forth in this Exhibit, the RFA will pay the City in accordance with the payment terms of the interlocal agreement, as amended by this Exhibit.

a. Payment. The City will invoice the RFA for IT Services on a monthly basis. That invoice will include the following:

1. 1/12 of the cost of maintenance of Supported Systems as set forth in Addendum A;
2. Additional Service staff costs attributable to Additional Services performed during the preceding month and reconciled on the current month's invoice; and
3. Any Pass-Through Costs attributable to the preceding month and reconciled on the current month's invoice.

b. Reconciliation. At the conclusion of each calendar year, representatives of the City and the RFA will meet to reconcile the costs estimated by the parties to provide IT Services to the RFA with the actual costs incurred by the City in providing those services. This reconciliation meeting shall occur no later than January 31st of the following year.

1. Upon completing that reconciliation, the following will occur:
   (i) If the actual costs to provide IT Services to the RFA were less than what was anticipated, the RFA will receive a credit equal to that difference, which will be used to offset the next month's bill (and any immediately succeeding bills, if necessary) for any renewal or extension to the term provided for by this Exhibit.

(ii) If the actual costs to provide IT Services to the RFA were more than what was anticipated, billed, and paid by the RFA, the RFA will receive a debit, which will be added to the next month's bill for any renewal or extension to the term provided for by this Exhibit.

2. This annual reconciliation will ensure that:
   (i) The City is paid based on the actual costs incurred to support and maintain systems identified above; and
   (ii) The RFA does not pay the City for more than the actual costs incurred to support and perform the services identified under this Agreement.

3. Annual adjustments will be made to Addendum A after the annual reconciliation meeting and during the month of February to reflect the anticipated costs for providing services during the next renewal term of this Exhibit F as provided for in Section 1.16 below, based upon the actual costs incurred in providing those services during the preceding calendar year. In accordance with the terms of the interlocal agreement, annual adjustments are subject to Administrative Committee approval before becoming effective. During this annual update of Addendum A, any changes to the scope of services, supported infrastructure, and applications are to be reviewed and agreed upon by both parties, and approved by the Administrative Committee.

1.16 Term. The initial term of the services provided pursuant to this Exhibit F will be for the period of July 1, 2010, through December 31, 2011. If IT Services are to be extended to the RFA beyond December 31, 2011, the parties will negotiate that term extension and the costs of those IT Services to be provided no later than October 1, 2011, and those negotiations may result in an amendment to this Exhibit F. The term of the services provided under the interlocal agreement and this Exhibit shall align with the City's calendar year budget.

1.17 Amendments to Exhibit F. As provided for in the interlocal agreement, this Exhibit F may be amended at anytime by written authorization of the Administrative Committee.

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Addendum A to Exhibit F:

Information Technology Estimate of Service Costs for the RFA:

#	System	Determination	Costs to Fire
Systems Summary			
1	**RescueNet FireRMS**	License to be transferred to the RFA.	$24,320.77
2	**Oracle Imaging/Scanning**	RFA will continue to use the Oracle Imaging / Scanning system.	$22,609.57
3	**WebQA - Resident Request**	RFA will continue to use the Resident Request Tracking system.	$7,249.26
4	**ArcGIS Desktop/Extensions** [1]	The 2 ArcGIS extensions purchased by Fire will be transferred to the RFA	$8,192.65
5	**Collaboration - SharePoint**	RFA will continue to use the CitySpace and TeamSpace solutions.	$14,254.92
6	**Crystal Enterprise Reporting**	RFA will continue to use the Crystal Enterprise Server.	$2,979.17
7	**GP Dynamics**	RFA implementing for Financials/PY/AP	$12,044.50
8	**StageIT**	RFA will continue to use the StageIT software.	$0.00
9	**Kiva Permitting** [2]	RFA will continue to use KIVA system	$56,346.29
10	**CodeRED - Notification** [2]	RFA will continue to use the CodeRED system (funded through 8/2011)	$0.00
11	**Tiburon - Police RMS** [2]	RFA will continue to use the Tiburon system.	$3,549.67
		Sub-Total to Kent Fire RFA:	$151,546.79
		Sub-Total Charged Back to City of Kent:	$59,895.95
Technical Services Summary			
1		**Staffing Support**	$167,363.18
2		**Infrastructure**	$68,949.44
3		**Desktop**	$23,854.50
4		**HW - Lifecycle & Maintenance**	$24,724.00
5		**SW - Lifecycle**	$34,297.10
		Totals:	**$470,735.01**

1 - GIS costs to Fire is a baseline cost to keep systems operational as-is and answer support calls. For any work beyond the baseline, RFA would be charged an hourly rate of $93 for a Systems Analyst time and/or $80 for a Public Works staff. Currently Fire has averaged around 183 hours of work per year with the Public Works GIS staff.

2 - Systems and applications provided by the City of Kent in support of services contracted with Kent Fire RFA. Costs will be billed to Kent Fire RFA and charged back to the City of Kent as operational costs.

EXHIBIT G

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

FACILITIES MAINTENANCE SERVICES

1.1 Locations For Which Services to be Provided. The City shall provide Facilities Maintenance Services consistent with the scope of services set forth in this Exhibit G to the RFA at the following locations:

- Station 71, located at 504 Crow Street, Kent, WA 98032;
- Station 72, located at 140th Ave. SE, Kent, WA 98042;
- Station 73, located at 26512 Military Road S., Kent, WA 98032;
- Station 74, located at 24611 116th Ave SE, Kent, WA 98030;
- Emergency Management Modular Buildings, located at 24523 116th Ave SE, Kent, WA 98030;
- Police/Fire Training Facility, located at 24523 116th Ave SE, Kent, WA 98030;
- Station 75, located at 15635 SE 272nd Street, Kent, WA 98042;
- Metal Building located at Station 75, 15635 SE 272nd Street, Kent, WA 98042;
- Station 76, located at 20676 72nd Ave. S., Kent, WA 98032;
- Vehicle Maintenance Facility located at 20678 72nd Ave. S., Kent, WA 98032;
- Station 77, located at 20717 132 Ave. SE, Kent, WA 98042; and
- Station 78, located at 17820 SE 256 Street, Covington, WA 98042.

1.2 Scope of Services. The Facilities Maintenance Services provided pursuant to this Exhibit G shall include the following:

- Change light bulbs and replace ballasts interior and exterior;
- Set clocks;
- Install keyboard trays, monitor arms, install/uninstall/repair furniture and cabinets;
- Troubleshoot and repair appliances;
- Localized plumbing repairs or fixture replacement, e.g., toilets, hot water tanks, faucets, etc.;
- Replace ceiling tiles/repair ceiling grid;
- Electrical repairs/fixture replacements, add new circuits;
- Building envelope repairs, e.g., windows, siding, doors, minor roof repairs, etc.;
- Bay door repairs;
- Drywall repair/replacement;

- Interior and exterior painting;
- Hanging of art work/coat hooks/white boards/bulletin boards;
- Vehicle exhaust extraction system repairs;
- Air compressor repairs;
- HVAC system preventative maintenance, e.g., change filters, repair motors, pumps, and compressors;
- Respond to employee comfort issues;
- Care for direct digital HVAC controls;
- Fire alarm system repairs, certifying, and monitoring;
- Building fire suppression systems, repair;
- Fire extinguisher repairs, testing, and replacements;
- Building-related back flow preventing devices, repair, certification;
- Monitor and repair underground fuel tanks to the extent that monitoring and repair does not exceed $1,000;
- Monitor and repair of fuel dispensing systems to the extent that monitoring and repair does not exceed $1,000;
- Building lock repair or replacement including keying/resetting combinations;
- Carpet repairs not including cleaning; and
- Parking lot cleaning and restriping etc.

1.3 Limitation on Scope of Services. In the event that an item that comes within the scope of services described in Section 1.2 requires replacement, in whole or in part, or the replacement of any component of a system or item covered under the scope of services, such replacement shall be covered to the extent that such replacement does not exceed $1,000.

1.4 Capital Improvements Excluded. Capital improvements to any of the properties listed in Section 1.1 shall be excluded from the scope of services set forth in Section 1.2. Capital improvements shall be considered, but not limited to, the construction of walls or new doorways, roof replacement, electrical and plumbing systems replacement, replacement of bay doors, window replacements, flooring replacement, etc. The RFA will be responsible for all capital improvements; provided, the RFA may utilize City staff for capital improvements by separate agreement with the City.

1.5 Exterior Maintenance Excluded. Services relating to the maintenance of any landscaping, lawns, irrigation systems, sidewalks, driveways, fencing, exterior plumbing, or exterior lighting that is not attached to the main building of the property described in Section 1.1 shall be beyond the scope of services set forth in Section 1.2.

1.6 Janitorial Services Excluded – Exception. Janitorial services are beyond the scope of services set forth in Section 1.2; provided, janitorial services

EXHIBIT H

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

MEDICAL BENEFITS – WELLNESS – EMPLOYEE ASSISTANCE PROGRAM SERVICES

1.1 Purpose. This Exhibit H details the agreement between the City and the RFA for the City's provision of self-insured health and wellness services to RFA employees under the interlocal agreement.

1.2 Fiduciary Authority. The City shall have final and fiduciary authority to modify benefit and eligibility provisions, set rates (in accordance with State requirements), negotiate and contract with third-party vendors to administer the programs, and to construe and interpret the terms of the health and wellness plans subject to the interlocal agreement. No Health Maintenance Organization ("HMO") will be offered as part of this agreement to the RFA.

1.3 Effective Provision. The health care benefits provided under the interlocal agreement and this Exhibit H shall be effective as of July 1, 2010, and shall continue until terminated in accordance with Section 1.13 of this Exhibit.

1.4 Eligibility. All benefited employees of the City and the RFA who work a minimum of twenty-one (21) hours per week are eligible for health care benefits pursuant to the contract requirements of the City's third-party administrators. The benefited employee may also enroll the legal spouse, including state-registered domestic partner, and eligible dependent children. LEOFF 1 retirees and their eligible dependents are also eligible for coverage under this program.

1.5 Actuarial Report. Annually, a certified healthcare actuary will provide budget projections and plan specific rates for the City's medical/Rx, dental, and vision plans within the Health & Wellness Fund. These rates are calculated using standard actuarial methods and take into account plan reserves, anticipated claims, administration costs, stop loss premium costs, professional fees, and other plan expenses. The actuary will also calculate reserve requirements including Incurred but Not Reported ("IBNR") claim liability.

1.6 Reserves. The City will hold the reserves and IBNR liability as an asset of the City. Reserves in excess of two (2) times the calculated IBNR claim liability will be used at the City's discretion and control and may be used to help moderate future rate adjustments.

1.7 Additional Funding. If at any time during the plan year assets fall below the level necessary to fund the IBNR claim reserve, as calculated in the annual actuarial report, the City and the RFA shall be responsible for depositing additional funding into the Health & Wellness fund. Any determined increase shall be assessed immediately to each participating agency according to its proportionate share of the prior three (3) months of premium costs.

1.8 Financial Statements. The City shall ensure that accurate and complete financial statements for the self-insured plan are prepared and maintained. The City shall continue to maintain a written accounting for all monies received, payments made, and liabilities incurred for the self-insured plan. Quarterly Health & Wellness reports will be provided to the RFA and annual reports will be provided to the State Risk Management Office. Both parties understand and acknowledge that expenses attributable to the Health & Wellness Fund include, at a minimum, the following: fees charged by third-parties to administer benefits of the program; premiums charged for stop-loss reinsurance; fees for actuarial, audit, broker/consultant and other professional services; costs associated with approved wellness programs; and salaries and benefits for City employees who are involved in the administration of the program.

1.9 Health Care Board. A health care board will serve as the oversight committee for the health and wellness program. The health care board, comprised of the City Employee Services Director, the City Finance Director, RFA Chief, with staff support of the City's Benefits Manager, is authorized to take any action it deems reasonable and necessary to operate and administer the self-insured program. The health care board may adopt rules and procedures as it deems appropriate to ensure the orderly, reasonable, and efficient operation of the self-insured program.

1.10 Review Committee. The City's Employee Services Director, Benefits Manager, and the RFA's Human Resources Manager will comprise the review committee for appeals by subscribers for a denied medical, dental, or vision claim. Each member of the review committee shall have one (1) vote. The committee will review medical, dental, or vision claims of subscribers that have exhausted their administrative appeal process with their provider(s). Appeals must be submitted in writing and must include the appeals determination by the medical, dental, or vision provider. Appeals must be received within ninety (90) days from date of final denial by the provider.

1.11 Health Care Committee. The RFA will have a member assigned to the City's Health Care Committee. The purpose of the Committee will be to review health plan related information and to offer feedback and recommendations on behalf of its members. Any benefit changes will be reviewed during these meetings prior to implementation.

1.12 Third-Party Administrator Requirements. The City and the RFA will abide by the contract requirements of the third-party administrators including, but not limited to, member enrollment, eligibility, and claims submission.

EXHIBIT I

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

ACCESS TO COMMUTE TRIP REDUCTION PROGRAM

1.1 Purpose. The City participates in a Commute Trip Reduction Program (CTR) to encourage a reduction in the number of automobile trips by its employees going to and from work. Pursuant to that program, the City has issued to participating employees a "One Regional Card for All" card (ORCA card) for use in paying for mass transit in the Puget Sound region. These cards cover the period of July 1, 2010, to June 30, 2011. The RFA wishes to provide its employees with access to a CTR program, as well as ORCA cards, but cannot do so until July 1, 2011. This Exhibit I details the agreement between the City and the RFA for the provision of access to the City's CTR program for the period of July 1, 2010, to June 30, 2011.

1.2 Effective Period. The CTR program shall be available to RFA employees from July 1, 2010, to June 30, 2011.

1.3 Eligibility. The CTR program shall be available to all eligible RFA employees pursuant to the contract requirements of the METRO/King County agreement.

1.4 Third-Party Administrator/Contract Requirements. Access to and eligibility for the CTR program shall be in accordance with and comply with the terms of the Agreement for Purchase of ORCA Business cards and ORCA Passport Products entered between the City and King County Metro Transit.

1.5 Payment of Costs. The RFA agrees to reimburse the City the amount of $108.00 for every RFA employee who participates in the CTR program; provided, that the $108.00 amount may be prorated for any months of the Effective Period that may have expired prior to the employee beginning his or her participation. The RFA shall pay the costs within thirty (30) days of the date that the RFA employee enrolls in the program.

1.6 Enrollment and Termination of Members. The City and the RFA will work together to set up a process to enroll new members and to terminate members who are no longer eligible.

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are within the scope of services of this Exhibit G, and therefore will be provided by the City at the following three locations only:

- Station 74, located at 24611 116th Ave SE, Kent, WA 98030;
- Emergency Management Modular Buildings, located at 24523 116th Ave SE, Kent, WA 98030; and
- Police/Fire Training Facility, located at 24523 116th Ave SE, Kent, WA 98030.

1.7 Maintenance Requests to be Submitted Electronically. All maintenance requests shall be submitted by the RFA using the City's electronic maintenance system, to which the City will grant the RFA access. The RFA's requests, however, will be placed in queue, and prioritized and processed just like any other request. The RFA 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.

1.8 Cost of Services for Period of July 1, 2010, through December 31, 2010. The City shall charge the RFA $406,613.39 for the period of July 1, 2010, through December 31, 2010 for the services provided under this Exhibit G. This amount shall be divided into twelve (12) equal payments and payable to the City in accordance with the payment section of the interlocal agreement.

1.9 Cost of Services for Period of January 1, 2011 through December 31, 2011. For the period from January 1, 2011, through December 31, 2011, the City shall charge the RFA $813,226.77, plus the percentage increase occasioned by application of the Seattle/Tacoma/Bremerton CPI-W for the period of June to June, which shall be established in July or August 2010.

1.10 Cost of Services After December 31, 2011. Beginning January 1, 2012, the City will charge an hourly rate for the services called for in this Exhibit G. Such hourly rate shall be established by negotiations between the City and the RFA, and an amendment to this Exhibit G.

1.11 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 RFA 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 RFA, and the issuance of any required notice or advertising pursuant to such bidding or request for proposal shall be at the cost of the RFA.

1.12 Quarterly Reports. For the services provided by the City to the RFA under this Exhibit G, the City shall, within fourteen (14) calendar days of a request by the RFA and in a form to be approved by the RFA, provide the RFA with a report which shall, at a minimum, specify the following:

- The number of facility maintenance requests submitted.
- The number of facility maintenance requests completed.
- The status of maintenance requests, 20 days or older, not yet completed.
- The cost of each completed maintenance request.
- The staff hours spent on each completed maintenance request.

EXHIBIT J

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

ACCESS TO FLEXIBLE 125 SPENDING ACCOUNT

1.1 Purpose. Traditionally, the City has provided its employees with access to a flexible spending account established and provided in accordance with Section 125 of the Internal Revenue Code (Flex Account) as a benefit to working for the City. Under the Flex Account, the employee is permitted to deposit a portion of his or her pre-tax earnings into the Flex Account for the purposes of using those earnings to pay for medical expenses. The RFA wishes to provide its employees with access to an account established under section 125 of the Internal Revenue Code, but cannot provide such access on its own until December 16, 2010. This Exhibit J details the agreement between the City and the RFA for the provision of access to the City's Flex Account for RFA employees through December 15, 2010.

1.2 Effective Period. The City's Flex Account shall be available for contribution by eligible employees of the RFA between July 1, 2010, and December 15, 2010. As of December 16, 2010, eligible employees shall not be permitted to make contributions to the City's Flex Account, though the employees shall have access to their account contributions until the last day of February, 2011.

1.3 Eligibility. Only those benefited employees of the RFA who, while still City employees, were enrolled in the City's Flex Account on June 30, 2010, shall be eligible to have access to and participate in the City's Flex Account during the effective period.

1.4 Third-Party Administrator/Contract Requirements. The Flex Account shall be maintained in accordance with the Administrative Services Agreement between the City and Flex-Plan Services, Inc. The City does not guarantee the performance of Flex-Plan Services, Inc., and in no way warrants that Flex-Plan Services, Inc. will perform in accordance with the agreement or any laws relating to the services provided. To that end, the RFA indemnifies and holds the City harmless from any and all losses or injuries occasioned by the performance or lack of performance of Flex-Plan Services, Inc.

1.5 Payment of Premiums. The RFA agrees to remit the employee contributions of employees participating in the Flex Account on a semi-monthly basis. Employee contributions shall be paid on the fifth (5th) and the twentieth (20th) of the month in which the employee participates

1.6 Enrollment and Termination of Members. The City and the RFA will work together to set up a process to terminate members who are no longer eligible or who are permitted to terminate participation due to a qualified life change.

1.7 Return of Unused Funds. At the conclusion of the effective period, the City will endeavor to encourage employees who have remaining funds in the Flex Account to claim their funds; provided, that an employee who fails to claim his or her remaining funds by February 28, 2011, shall be deemed to have forfeited the funds to the City.

EXHIBIT K

TO THE INTERLOCAL AGREEMENT
BETWEEN THE CITY OF KENT AND THE KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY FOR THE DIVISION OF SERVICES

CIVIL SERVICE EXAMINER SERVICES

1.1 Services Provided by City. The City shall provide the following Civil Service Examiner Services to the RFA:

a. Recruitment and promotional services pursuant to the then applicable Civil Service Rules;

b. Pre-employment testing (psychological and physical exams), driver's license record checks, etc.;

c. Attendance by the Civil Service Examiner at the monthly Civil Service Commission meetings;

d. Maintenance of Civil Service rules and regulations;

e. Establishing and maintaining eligibility lists;

f. Test and score validation;

g. Candidate notifications;

h. Contract management for Civil Service testing by third-party contractors;

i. Maintenance of Civil Service personnel files; and

j. Perform all other tasks related to providing Civil Service Examiner Services.

1.2 Period of Performance. The services provided pursuant to Section 1.1 of this Exhibit K shall be provided between July 1, 2010, and December 31, 2010, unless terminated earlier by agreement of the parties. Any services provided after December 31, 2010, shall be provided only pursuant to separate written agreement.

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

a. The RFA shall appoint the then existing Civil Service Commissioners who serve on the City's Civil Service Commission to serve on the RFA's Civil Service Commission. The RFA shall coordinate such appointment with the current Civil Service Commissioners.

b. The RFA shall adopt Civil Service Rules.

c. The RFA shall ensure that it has taken all necessary steps to ensure the proper establishment of a Civil Service system compliant with Chapter 41.08 RCW.

d. The RFA Civil Service Commission shall appoint the City's Civil Service Examiner as the RFA'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 RFA shall appoint that same Commissioner to its own Commission.

1.4 Occurrence of Civil Service Commission Meetings. Civil Service Commission meetings of the RFA 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 RFA 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.

1.5 Records of Civil Service Commissions. Civil Service records of the RFA shall be kept separate from those of the City. Records shall be maintained by either the Interim Civil Service Examiner or the RFA as agreed to by the parties. After the December 31, 2010, termination date, or any agreed extension of that date, all Civil Service records will be transferred to the RFA. The RFA will then be the primary custodian of those records under the interlocal agreement and Exhibit A.

1.6 Commission Appeals and Attorney for Commission. In the event an appeal is filed before the RFA Civil Service Commission, the RFA shall, if requested by the RFA 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 RFA.

1.7 Commission Appeals and Attorney for Civil Service Examiner. In the event an appeal is filed before the RFA Civil Service Commission, the RFA shall, if requested by the RFA Interim Civil Service Examiner, provide the Examiner with the services of an attorney for the purpose of assisting the Examiner through the

A. Payment of Premiums. The RFA agrees to remit premium payments to the City on a semi-monthly basis. Premiums are payable on the fifth (5th) and the twentieth (20th) of the month for which coverage is provided. In the event that premium payments are received more than ten (10) days after the due date, a late fee will be assessed equal to one-percent (1%) of the amount payable. If the outstanding amount continues more than thirty (30) days past the due date, an additional charge of one percent (1%) will be assessed for each thirty (30) day period for which the balance remains unpaid.

B. Enrollment and Termination of Members. Parties will work together to set up a process to enroll new members and to terminate members who are no longer eligible.

1.13. Interlocal Agreement Termination.

A. Termination by the RFA will occur as follows:

1. By providing three hundred sixty-five (365) days' advance written notice, prior to the end of any plan year, to the City's Director of Employee Services of the RFA's intention to terminate its participation in the health care plan.

2. The termination date will be the last day of the plan year (December 31).

B. Termination by the City will occur as follows:

1. Giving three hundred sixty-five (365) days' advance written notice to the RFA of the City's intention to terminate its participation in the health care plan.

2. The termination date will be the last day of the plan year (December 31).

1.14 Plan Reserves. As noted above, the City holds all reserves as assets of the City. The RFA will not have any ownership interest in the Reserves held by the City of Kent under the Interlocal Agreement.

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appeal process. The provision of such an attorney shall be at the sole expense of the RFA.

1.8 Appeals to Court. In the event an appeal of an RFA Civil Service Commission decision is made before a court of law, such appeal shall be at the sole expense of the RFA, and shall be prosecuted or defended by an attorney hired by the RFA.

1.9 Salary and Benefits of Civil Service Examiner. The RFA shall pay twenty-five percent (25%) of the salary and benefit cost of the Interim Civil Service Examiner. Payment shall be made by the RFA in accordance with the interlocal agreement. The amount of the Civil Service Examiner's salary shall be set at the sole discretion of the City.

City of Tukwila

Jim Haggerton, Mayor

INFORMATIONAL MEMORANDUM

TO: **Mayor Haggerton**
City Council

FROM: **David Cline**

BY: **Moira Carr Bradshaw**

DATE: **June 10, 2015**

SUBJECT: Regional Fire Authority Annexation

ISSUE

This is a regular update on the progress on the issue of annexation of fire and emergency medical services to the Kent Regional Fire Authority.

BACKGROUND

The community process of review has been underway since September 2014 when the Fire Exploratory Committee, which included Councilmembers Seal and Kruller and City staff, recommended to the City Council that the City investigate the annexation of the Tukwila Fire Department to the Kent Regional Fire Authority (RFA).

In April, the Council was briefed on the make-up and work program of the RFA Annexation Steering Committee, which includes Councilmembers Duffie and Seal and representatives of the residential and business community as well as firefighters and staff.

The work of the Finance Work Group, which includes Councilmember Robertson, has also been ongoing since the Council's decision to move forward. The Finance Work Group has been developing the details of a preliminary budget of a consolidated RFA in order to then create the required revenue formula. It has also been discussing the inventory of assets including the potential disposition of the four Tukwila fire stations. The RFA Annexation Steering Committee is discussing the current fire service performance levels, both for fire suppression and emergency medical but also the City functions of fire permitting and emergency management that firefighters perform.

DISCUSSION

Contracting for municipal services currently provided by fire personnel

There are specific municipal functions currently provided by fire personnel: international fire code permitting, emergency management and fire investigation. The City will continue to be financially responsible for providing those services. Annexation into the RFA would provide the City options for contracting for some or all of those services. Attached is a summary of those services and some pros and cons of retaining or contracting with the RFA for each function. Any contract for services will come back to

the Council as an Interlocal Agreement for a full review and would occur between a positive vote to annex and the effective date of annexation.

Communication Plan
The Council requested broad public outreach on this important topic and attached is a Communication Plan that includes key messages on this fire services annexation issue as well as tactics and a schedule.

FINANCIAL IMPACT

Not applicable at this time

RECOMMENDATION

Information only, no action required.

ATTACHMENTS

Fire Prevention/Fire Investigation/Emergency Management Paper
Communications Plan

Background

Certain functions currently performed within the Fire Department will continue to be a City responsibility and will continue to impact the City's General Fund budget. With annexation to the Kent RFA, the City will have options as to how to provide those services/perform those functions.

Fire Prevention

Fire Prevention is divisional name for the part of the Fire Department that is responsible for review, issuance and inspections of permits for items that are regulated by the International Fire Code including specific amendments made to it by the City of Tukwila. The City of Tukwila administers the International Fire Code within the Buildings and Construction Chapter of the Tukwila Municipal Code (TMC 16.) The City's responsibility is to review and issue permits that specify the construction and occupancy of buildings with certain conditions. These are elements of public and life safety, such as electrical, plumbing and structural requirements, and relate to sprinklers and alarms, extinguishers etc.

Options

The City may choose to:

1. Hire City staff that are responsible for these elements or
2. Contract with the RFA to provide permit review and inspection services. Under the second scenario, the City would still retain the responsibility for charging for and issuing the permit but the RFA and its personnel would have a contract to provide review and consultant services.
3. Contract with the RFA for reviews of specific types/degrees of permit. This would allow for smaller simpler permits to be reviewed and inspected by City staff, thereby potentially streamlining services for Tukwila customers. This option would allow the City to explore system improvements for improved performance for customers.

Fire Prevention Services	City provides Service	Contract for service	Discussion
Customer Service	X		
Accountability/control	X		
Cost	X		RFA costs more for same service
Integration with building inspections	X		
Coordination with Fire operations		X	
Safer buildings for firefighters		X	
Expediency		X	

Fire Investigation

The Fire Prevention Bureau is also responsible for inspecting and preparing reports on the origin and cause of fires. The City typically prepares between 0 – and 14 reports a year. A qualified inspector needs to be able to appear at a fire incident 24/7, while the scene is still secure and fresh in order to perform the investigation. The choice to contract with the RFA for this service is recommended

because of the advisability of having staff that are available 24/7 to arrive on the scene of a fire as well as the technical training and experience of the RFA staff.

Fire Investigations	City Provides Service	Contract for Service	Discussion
24/7 schedule availability		X	
Accountability/control	X		
Technical ability /resources		X	
Fire Fighter coordination familiarity		X	

Emergency Management

Planning for and managing natural or manmade disasters is a critical function of the City. The organization and responsibilities are outlined in the Administration and Personnel section of the TMC (TMC 2.57.) The state mandates that the City provide a director of emergency management and emergency manager. The responsibility for this has been in different departments over the years and somewhat depends on the background of staff members that the City may have. Currently two staff members who are located in Fire Department are responsible for this function.

Options

The City may choose to:

1. Hire staff to assume responsibility
2. Contract with the RFA to be responsible for all current functions
3. Develop some split responsibilities for functions currently performed; for example, contract for development of the required Comprehensive Emergency Mgmt. Plan and other documents.

Emergency Management	City Provides Service	Contract for Service	Discussion
Visibility/Staff Integration	X		RFA could assign a specific person to be the Emergency Manager and Director of Emergency Management for the City and they could use an office in the City assist with integration.
Accountability	X		
Resources		X	
Integration with emergency providers		X	
Efficiency due to depth of organization		X	

Regional Fire Authority Exploratory Process Communications Plan

Background

The Regional Fire Authority Annexation Steering Committee began meeting in March 2015. Per direction from the City Council their goal is to provide a recommendation to the City Council as to whether to put a ballot measure in front of voters regarding transferring fire and emergency medical services to the Kent RFA. A schedule has been developed that shows delivery of a recommendation in November 2015. In evaluating the choice of whether to proceed to a vote on annexation to the Kent Regional Fire Authority (RFA,) the Committee will meet once a month to investigate and discuss potential issues and impacts associated with an annexation of the Tukwila Fire Department to the Kent RFA.

The City wishes to ensure that all stakeholders – including residents and businesses – are aware of the process, the potential implications of both annexing to the RFA as well as keeping the status quo, and have an opportunity to weigh in with thoughts and feedback.

Key Messages

The City is exploring annexing into the Kent Regional Fire Authority (RFA) in order to ensure fire service continues at existing, or improved, levels of service in Tukwila.

- The cost associated with fire and emergency services continues to take up a significant portion of the City's general fund and increases each year.
- Consolidation of fire departments can result in lowered costs due to economies of scale obtained by reducing duplication of facilities, leadership, equipment and other expenses within close geographical areas.
- Neighboring jurisdictions have pursued consolidation strategies with great success, including Federal Way and Des Moines which merged to become the South King County Fire and Rescue; Auburn, Algona and Pacific's consolidation resulted in the Valley Regional Fire Authority; and Covington, Kent and Fire District 37 all combined to become the Kent RFA.

The City has created the Regional Fire Authority Annexation Steering Committee in order to further study the potential benefits and costs associated with a potential annexation. It is expected the committee will provide a recommendation to the City Council by November of 2015.

- The City is exploring annexing into the Kent RFA, and this committee is the outcome of previous efforts that considered all available service delivery options and potential partnership opportunities for the provision of fire and emergency services in Tukwila.
- Among the major issues under review are the cost impacts on taxpayers in the City, the type of representation the community of Tukwila may have in the governance of the RFA, the ownership and future of Tukwila's existing fire service facilities and assets, and the type and quality of service that would be provided by the RFA to the Tukwila community, compared to the current level of service provided by the municipal fire department.
- The Committee will provide the City Council with a recommendation as to whether to move forward with the annexation, but ultimately Tukwila voters will make the final decision as to whether to annex to the RFA for fire services.

Should the City choose to annex, the Kent RFA is a natural choice given its stability as an organization, the highly successful collaborative relationship already enjoyed between the RFA and the Tukwila Fire Department, as well as the service and professionalism the RFA provides to its community.

- The Kent RFA has been in operation since 2010 and has cleared many of the early organizational challenges associated with the creation of a new governmental agency.
- Both the Tukwila Fire Department and Kent RFA participate in the King County Regional Training Consortium, are both part of Zone 3, King County's organizational association of local response providers, and support each other through mutual aid calls when needed.
- The Kent RFA is accredited by the Center for Public Safety Excellence Commission on Fire Accreditation and provides a supplemental service that saves money and resources, called FD Cares, for residents with chronic health issues and who historically rely heavily on 911 calls to the Fire Department.

Annexation into the RFA provides fiscal stability for the provision of fire and emergency medical services in the City of Tukwila because of the fire benefit charge (FBC,) a voter-approved tool that is not available to cities, which must be reauthorized by the voters every six years.

- Funding for the Kent RFA includes a two part funding system:
  - A property tax of up to $1.00 may be levied on the assessed value of property and used for all day-to-day operations and capital needs of the fire department
  - A FBC of up to 60% of the operating budget may be charged to properties based upon improvements, risk and fire suppression needs and used for both operating and capital expenses such as salaries, equipment, fuel and utilities.
  - Because the FBC is a fee and not a tax, the 1% limit on annual property tax increases does not apply to the FBC.
- A FBC is based on a formula that takes into account the type of structure, square footage, and building use. For instance, a warehouse business storing combustible products pays a different FBC than a single family home due to the time, effort, equipment and supplies needed to fight a fire at the different locations.
- The City and RFA continue to explore the FBC formula, and no information is available at this time as to how much the FBC would potentially cost a Tukwila property owner.
- The FBC must be approved by the voters every 6 years, which ensures that the RFA is responsible with budgets.

The City is exploring the RFA option in order to ensure the long term fiscal health of Tukwila

- Annexing to the RFA would allow the City additional flexibility to make much-needed investments in other areas of the City due to freed up property tax levy capacity of the City's portion of property tax.
- Until the RFA committee process moves forward, it is too early to determine what the City would do with any taxing authority offset by the annexation of fire service to the Kent RFA.
- Any decisions made on the additional revenue capacity and potential investments would be done so through a public process that would allow the community to weigh in with feedback.
-

The City of Tukwila is committed to an open, transparent process while exploring annexing into the RFA and encourages participation in and feedback for this effort.

- A webpage is available on the City's website (tukwilawa.gov/fire committee) which includes background on the committee, an FAQ and monthly committee packets.
- The City is using other communications vehicles to push out information on the RFA, including the Hazelnut, City Pages in the Tukwila Reporter, E-Hazelnut, and TukTV on Comcast channel 21.
- Due to the potential impact on businesses, the City will also engage in a business-focused outreach effort as well.
- A Speakers Bureau is available for any group and will be making presentations to all of the interested City Boards and Commissions

Tactics

External Communications

In order to meet the City's commitment to open and transparent communications on this topic, it is critical that a variety of communication vehicles be deployed with consistent messaging. In addition, because of the potential impacts to businesses, the City will want to consider business-specific outreach that may require additional resources. General external communications around the RFA will include:

- **Tukwila Reporter** – Inclusion in the Tukwila Reporter City Pages every two to three months (last article was the March, 2015 edition) updating readers on process, etc.
- **City Website** – Webpage specific to this topic already developed; committee packets to be linked to as soon as they are ready.
- **Social Media** – To be used to promote events and/or opportunities for the public to specifically weigh in (hearings, open houses, etc.).
- **Flyers** – In order to take advantage of the various public events occurring in Tukwila over the spring and summer, the Communications Division will support Moira in the development of a flyer with information on the potential annexation and committee process that can be distributed to a number of audiences.
- **E-Hazelnut** – Key points of progress will be discussed every two to three months in the E-Hazelnut (last inclusion was January, 2015).
- **Tukwila Talk** – Post on committee progress as feasible.
- **City Administrator Report** – The Report will include regular updates on the work of the committee, specifically the Report that occurs just after each committee meeting so that Council knows what occurred, etc.
- **Council Update** – Regular updates to the Council every two months on the progress of the committee (last update April 13, 2015).
- **Mailing to Businesses** – As the city lacks organizations that have a broad outreach to the business community, the City will have to go directly to the businesses in order to get the word out about the potential annexation. This mailing will provide a comprehensive overview of the issue and potential impacts, but will also be an invite to an opportunity to learn more about the RFA.
- **Community meetings** – The City will host two community meetings as the work of the Committee continues to progress. One will be held during the day with a business focus (though all are welcome to both meetings) and one in the evening geared toward residents. An open-house format with no set agenda but the opportunity to talk with staff and get questions answered is highly recommended.

- **TukTV** – Two to three key City staff will participate in a taping of *Tukwila: Your Community*, the City's 30-minute interview style show highlighting key programs and individuals in the City. This will be filmed in May and shown regularly on TukTV and made available online.
- **Presentation Deck** – A generic overview presentation of the issue, process and timeline will be developed that can be given at various community gatherings (see below) and that will also be narrated and put up on TukTV and the City's website.
- **Roadshow** – Using the presentation developed above, City staff will do a roadshow out in the community to raise awareness of the RFA process. Examples of potential groups include:
    - Planning Commission
    - Rotaries
    - Historical Society
    - Parks Commission

Internal Communications

The City would like to ensure that all employees understand the potential issues and impacts of annexing the fire department to the RFA. In order to accomplish this goal, the city will use the following communication vehicles:

- **The Grapevine** – Progress on the RFA discussions to be published in June and October editions.
- **City Administrator Report** (CAR) – The Report will include regular updates on the work of the committee, specifically the Report that occurs just after each committee meeting so that Council knows what occurred, etc.
- **All User Email** – While an all user email was sent out in early 2015, the City needs to do this on a semi-regular basis in order to keep the issue in front of employees. It is recommended others are sent in May, August and October.
- **RFA Brown bag lunches** – give employees an opportunity to have their questions answered by having brown bag lunches at various City locations where employees have a chance to sit down and talk with staff and administration to learn more about an RFA, the Committee's progress and to have their questions answered. This format could include a discussion with City staff who are currently served by an RFA and what it meant for them personally.

Tukwila Fire Department Specific Outreach

While members of the Tukwila Fire Department will be reached via the general internal communications effort, the City recognizes that additional communications tactics should be deployed within the Department due to the nature of the potential impacts on this group. As such, the following additional activities will occur:

- **Email to the Department** – Email from Chief Flores or Moira Bradshaw introducing the binders, use of Training Tracker and other tactics to further inform the Department about the deliberations.
- **Steering Committee Binders at all Fire Stations** – Regularly updated binders allows firefighters the opportunity to review hard copies of meeting materials and minutes, increasing their access to the work of the committee.
- **Training Tracker** – Meeting minutes shall be uploaded to the Department's Training Tracker to ensure that members of the Department are well-versed in the work of the committee.

Timeline

Date	Tactic	Task	Responsible	Notes
Ongoing	Website	Updated with committee packets	Moira to forward packet; Scott to post	
Feb 3	Tukwila Reporter	Recruit members for Steering Committee		
Spring 2015	e-Hazelnut	Update community on RFA investigation		
April 8	Council Briefing	Updated Council on Steering Committee formation and scope	Moira with support by Vicky	
May 8	Reporter	Article on the work of the committee to date	Moira to draft; Communications support	
June 5	All User Email	Update on the work of the committee to date	Moira to draft; Communications support	David is sender
June 15	Council presentation	Overview of the work of the committee to date	Moira to draft; Communications support	
June 19	Flyer	Develop flyer/leave behind for use at events	Rachel to draft; Moira to edit; Stacia to design	
June 19	TukTV	Tape an episode of *Tukwila: Your Community* focused on the RFA	Moira and Rachel to plan	Crystal Sweet interviews Chiefs Schneider and Flores or David Cline
June 19	Presentation deck	Generic presentation that can be given to a wide variety of groups	Moira and Rachel to develop	
June 19	Grapevine Article	Article on the work of the committee to date	Rachel to draft; Moira to review	
June 29	Narrate deck	Up on TukTV and website; translations if possible	Scott and Rachel	Work with the court to use translation services

Date	Tactic	Task	Responsible	Notes
June – August	Roadshow	Schedule and give presentations to a variety of groups	Moira and team	Planning Commission, Parks Commission, Library Board, Arts Commission, COBCAP, Equity & Diversity, Human Services Advisory Board, Historical Society, Duwamish Southside Rotary, Southcenter Rotary, Sustain Tukwila Pool, TIBAC; Lodging Tax Advisory Committee.
June 25	E-Hazelnut	Article on the work of the committee to date	Moira to draft; Communications support	
July 15	Tukwila Talk	Article on the work of the committee to date	Moira to draft; Communications support and post	
July 15	City Administrator Report	Article on the work of the committee to date	Moira to draft; Communications support	
August	City Administrator Report	Article on the work of the committee to date	Moira to draft; Communications support	
August 4	National Night Out	Distribute Flyers		
August 14	Reporter	Article on the work of the committee to date; announcing upcoming meeting	Moira to draft; Communications support	
Mid August	Council presentation	Update	Moira to draft; communications support	
September 1	Mailing to businesses	Includes comprehensive overview and invite to Sept 17 meeting	Moira to draft; Communications to design/support	

Date	Tactic	Task	Responsible	Notes
November 15	City Administrator Report	Article on the work of the committee to date	Moira to draft; Communications support	
December 15	Tukwila Talk	Discussion of Council's decision and next steps	Rachel to draft; Moira to review and post	
December 15	Grapevine Article	Article on the final decision made by the Council	Rachel to draft; Moira to review	
December 15	TukTV	Tape a third episode of *Tukwila: Your Community* on the Council's decision and next steps	Moira and Rachel to plan	

Date	Tactic	Task	Responsible	Notes
September 1	All user email	Update on the work of the committee to date and announcing the brown bag lunches	Rachel to draft; Moira to review	David to send
September 1	Insert in utility bills	Update on the work of the committee to date and announcement of community meeting	Rachel to draft; Moira to review	Moira to work with Finance to ensure date, space in the utility bills, etc.
Sept 6	Kid Mail	Information and notice of community meeting sent out via the school district	Rachel to coordinate with District	
September 9	Community Meeting	@ Night, residential focus	Moira and Rachel to plan	@ TCC
September 9	All user email	Reminder about the brown bag lunch	Rachel to draft; Moira to review	David to send
September 10	Brown Bag lunch	Allow employees to come in, ask questions	Moira and Rachel to plan	At 51 – open to all employees
September 15	All user email	Reminder about the brown bag lunch	Rachel to draft; Moira to review	David to send
September 15	City Administrator Report	Article on the work of the committee to date	Moira to draft; Communications support	
September 16	Brown Bag lunch	Allow employees to come in, ask questions	Moira and Rachel to plan	TCC
September 17	Community Meeting	Business focused, during the day	Moira, Derek and Rachel to plan	
September 23	All user email	Reminder about the brown bag lunch	Rachel to draft; Moira to review	David to send

Date	Tactic	Task	Responsible	Notes
September 24	Brown Bag lunch	Allow employees to come in, ask questions	Moira and Rachel to plan	At City Hall
September 28	E-Hazelnut	Article on the work of the committee to date	Moira to draft; Communications support	
Late September/early October	Council presentation	Overview of the work of the committee to date	Moira to draft; Communications support	
October 2	Grapevine Article	Article on the work of the committee to date	Rachel to draft; Moira to review	
October	Tukwila Talk	Article on the work of the committee to date	Moira to draft; Communications support and post	
October 15	TukTV	Tape a second episode of *Tukwila: Your Community* with updates on the process	Moira and Rachel to plan	
October 15	City Administrator Report	Article on the work of the committee to date	Moira to draft; Communications support	
October 15	All User Email	Update on the work of the committee to date	Moira to draft; Communications support	David is sender
October	CAR Report	Article on the work of the committee to date	Moira to draft; Communications support	
Post-Council Action	All User Email	Discussion of Council's decision and next steps	Moira to draft; Communications support	David is sender
November /December	E-Hazelnut	Article on the final decision made by the Council	Moira to draft; Communications support	

2015
Regional Fire Authority Annexation

JUNE 15, 2015 - BRIEFING

Update

General overview

April - June progress

- Steering Committee
- Finance work group

Broad Public Outreach

Fire Service Exploration in Tukwila

- 2010 – Council Retreat; Fire Services Options Presentation; Joint Fire Exploratory Committee
- 2014 - Fire Exploratory Committee
- 2015 – Regional Fire Authority Annexation Steering Committee

  - sub-groups on finance and governance

2014 Council Action

Tukwila City Council approves a motion: *"to endorse further exploration of feasibility of annexing to the Kent RFA and the creation of a steering committee with administration, council, firefighters and public involvement. Further committees may be necessary and are hereby authorized for the exploration of finance issues, public outreach and asset examination."*

RFA Annexation Steering Committee

- Assets and Facilities
- Operational overview
- Level of service
- Funding
- Governance

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Fire Department Staff

- February 2015 – joint meetings of staff, chief and unions
- June 2015 – operations meetings with firefighters and the Deputy Chiefs
- October/November 2015 vote

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Finance work group

Dennis Robertson, Tukwila City Councilmember
David Cline, Tukwila City Administrator;
Vicky Carlsen, Tukwila Deputy Finance Director
Chris Flores, Interim Tukwila Fire Chief
Jim Schneider, Kent RFA Chief
Larry Rabel, Kent RFA Captain Logistics
Margaret Martin, Kent RFA Finance Manager
Moira Bradshaw, Tukwila Project Manager

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Finance work group

- Identify the operational cost of Tukwila Fire as part of the RFA
- Review a new formula for the RFA Fire Benefit Charge to pay for a consolidated RFA with Tukwila
- Discuss the assets and facilities

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	2014	2015	2016
Financial Analysis	Q4	Q1-Q2	
Messaging and Engagement		Q1-Q4	
Plan Amendment		Q2-Q4	
Labor Negotiations		Q2-Q4	
Resolutions		Q4	Q1
Election			April
ILA Development			Q2-Q4

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RFA Annexation Steering Committee

Joe Duffie, City Councilmember

Verna Seal, City Councilmember

David Cline, City Administrator

Chris Flores, Interim Tukwila Fire Chief

Dawn Judkins, President IAFF Local 2088

Alan Codenys, Tukwila Firefighter

Merle Brooks, Tukwila Firefighter

6

RFA Annexation Steering Committee

Jerry Thornton, Resident

Jessica Jerwa, Resident

Kathleen Wilson, Resident

Genevieve Christensen/Becky Smith, Westfield

Roxanne Knowle, Senior Real Estate Manager, CBRE

Mark Segale, Segale Business Park

7

RFA Annexation Steering Committee

Mike Denbo, Fire District 37 Commissioner

Ray Shjerven, President IAFF Local 1747

Jim Schneider, Chief Kent RFA

Brian Snure, RFA Legal Counsel

8

Finance work group

Budget Considerations

- Soft Costs – IT, HR, legal, payroll, invoicing etc.
- Municipal Duties – Fire Prevention/Permits, Fire Investigation, Emergency Management
- Facility and Asset replacement
- Implications to City

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Messaging and Outreach

Key Messages

- The City wants to ensure fire service continues at existing or improved levels of service.
- The City has created the Committee to further study the benefits and costs of a potential annexation. Our expectation is that they will have a recommendation by November of 2015.

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Messaging and Outreach

- The Kent RFA is a natural choice for a provider because they are a stable organization, the City has a successful collaborative relationship with them, and they are a proven professional, high performing organization.
- Annexation into the RFA provides fiscal stability for fire and emergency medical services because of the fire benefit charge, which is not available to cities and which must be reauthorized by the voters every six years.

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Messaging and Outreach

- The City is exploring the RFA option in order to ensure the long term fiscal health of Tukwila.
- The City is committed to an open, transparent process while exploring annexing into the RFA and encourages participation in and feedback for this effort.

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Messaging and Outreach





INFORMATIONAL MEMORANDUM

TO: **Mayor Haggerton**
City Council

FROM: **David Cline, City Administrator**

BY: **Moira Carr Bradshaw, Senior Planner**

DATE: **August 6, 2015**

SUBJECT: Regional Fire Authority Annexation

ISSUE

This is a regular progress update on the issue of annexation of fire and emergency medical services to the Kent Regional Fire Authority.

BACKGROUND

The community process of review has been underway since September 2014 when the Fire Exploratory Committee, which included Councilmembers Seal and Kruller and City staff, recommended to the City Council that the City investigate the annexation of the Tukwila Fire Department to the Kent Regional Fire Authority (RFA,)

In April, the Council was briefed on the make-up and work program of the RFA Annexation Steering Committee, which includes Councilmembers Duffie and Seal and representatives of the residential and business community as well as firefighters and staff.

In June, the Council was briefed on the issue of continued City responsibility for Emergency Management, Fire Code permitting and investigations. We also presented a plan on how and when the City would be communicating about the proposal with the community and staff. Recent articles have appeared in the E-Hazelnut and the Grapevine and presentations are starting with the various Boards and Tukwila service groups.

DISCUSSION

The Steering Committee, which includes Councilmembers Duffie and Seal and the Finance Work Group, which includes Councilmember Robertson, have received a preliminary budget for the Tukwila Fire Department as part of a consolidated RFA. Next steps include the capital costs for replacing and maintaining the stations and equipment to operate the Department. When there is preliminary agreement, the RFA will be able to generate a formula for the Fire Benefit Charge that can then be applied to property.

FINANCIAL IMPACT

Not applicable at this time

RECOMMENDATION

Information only, no action required.

Cost Comparison Worksheet

Rounded to thousands

	City	RFA	
	2015 Projected Actuals	Proposed Budget	Difference
*** Operational Costs**	10,188	10,538	350
Equivalent Levy Rate for Operational Costs	*2.03*	*2.10*	*0.07*
Capital			
Equipment	150	133	-17
Apparatus	900	405	-495
Facilities	1,300	1,642	342
	2,350	2,180	-170
Equivalent Levy Rate for Capital	*0.47*	*0.43*	*(0.03)*
Total Operational & Capital Costs	12,538	12,718	180
Equivalent Levy Rate for Operational & Capital	*2.50*	*2.53*	*0.04*
Interlocal Agreement			
Prevention & Investigation	793	902	110
Emergency Management	321	339	18
	1,114	1,242	128
Equivalent Levy Rate for Prev, Investigation, EM	*0.22*	*0.25*	*0.03*
Total Operational & Capital, Prev, Investigation, EM Costs	13,652	13,959	307
Equivalent Levy Rate for Operational, Capital, Prev, Investigation, EM	*2.72*	*2.78*	*0.06*

* Operational costs for the City include $797K in indirect (soft) costs, does not include LEOFF 1 or firemen's pension costs

City: Assumes 10 year replacement admin-type vehicles, 15 year replacement for heavy-duty apparatus

RFA: Assumes 7-10 year replacement admin-type vehicles, 20 year replacement for heavy-duty apparatus

2015
Regional Fire Authority Annexation

AUGUST 17, 2015 - BRIEFING

1

Update

Steering Committee Member Update

June – August

- Finance work group
- Governance work group

Next Steps

2

	2014	2015	2016
Financial Analysis	Q4	Q1-Q3	
Messaging and Engagement		Q1-Q4	
Plan Amendment		Q2-Q4	
Labor Negotiations		Q2-Q4	
Resolutions		Q4	Q1
Election			April
ILA Development			Q2-Q4

3

RFA Annexation Steering Committee

Joe Duffie, City Councilmember

Verna Seal, City Councilmember

David Cline, City Administrator

Chris Flores, Interim Tukwila Fire Chief

Dawn Judkins, President IAFF Local 2088

Alan Codenys, Tukwila Firefighter

Merle Brooks, Tukwila Firefighter

4

RFA Annexation Steering Committee

Jerry Thornton, Resident

Jessica Jerwa, Resident

Kathleen Wilson, Resident

Genevieve Christensen/Becky Smith, Westfield

Roxanne Knowle, Senior Real Estate Manager, CBRE

Mark Segale, Segale Business Park

5

RFA Annexation Steering Committee

Mike Denbo, Fire District 37 Commissioner

Ray Shjerven, President IAFF Local 1747

Jim Schneider, Chief Kent RFA

Brian Snure, RFA Legal Counsel

6

Operating Budget Comparison

Tukwila Budgeted Fire Costs	RFA Estimated Fire Costs
$10,250,875	$10,953,954

Difference

$703,082

7

Finance work group

Dennis Robertson, Tukwila City Councilmember
David Cline, Tukwila City Administrator;
Vicky Carlsen, Tukwila Deputy Finance Director
Chris Flores, Interim Tukwila Fire Chief
Jim Schneider, Kent RFA Chief
Larry Rabel, Kent RFA Captain Logistics
Margaret Martin, Kent RFA Finance Manager
Moira Bradshaw, Tukwila Project Manager

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Finance work group

- RFA has estimated the operational cost of Tukwila Fire as part of the RFA
- Next steps:
  - ✓ Develop an annual capital improvement plan to replace 3 of the 4 stations as well as significant maintenance and equipment replacement
  - ✓ Review a new formula for the RFA Fire Benefit Charge to pay for a consolidated RFA with Tukwila

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Governance Work Group

- Joe Duffie, Tukwila City Council member
- Verna Seal, Tukwila City Council member
- Kathleen Wilson, Tukwila Resident / RFA Annexation Steering Committee member
- Les Thomas Kent RFA Governing Board member (Kent City Council Member)
- Mike Denbo Kent RFA Governing Board members (KC Fire District 37 Commissioner)
- Charlotte Archer, Tukwila legal Counsel
- Brian Snure, RFA legal Counsel

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Governance work group

KENT FIRE DEPARTMENT

"SERVING THE CITIES OF KENT, COVINGTON, TUKWILA AND KING COUNTY FIRE DISTRICT 37"

–REGIONAL
–FIRE AUTHORITY
–PLAN

Tukwila Plan Amendment

Annexation authority and procedure

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Governance work group

POTENTIAL CHANGE TO TUKWILA FIRE SERVICES

If you have a grease fire in your kitchen, if you fall off your roof, if you are suffering chest pains – Tukwila's Fire Department is there when you need them. Would it be different if the firefighters delivering these emergency services were part of the Kent Regional Fire Authority (RFA)?

Tukwila is studying how fire service is provided in the City, and considering consolidation with the RFA. Why?

- An RFA can provide the same or better service to the Tukwila community.
- An RFA's service charge is based on property type and fire risk.
- More resources could be given to other important City priorities and functions.



TukwilaWA.gov/FireCommittee.html

What's happened so far

A Tukwila RFA Annexation Steering Committee – comprised of residents, business representatives, firefighters and City Councilmembers – is exploring how a consolidation with the RFA would work. A Committee recommendation is expected by the end of 2015. Should the Committee and City Council support moving fire services to the RFA, Tukwila voters would make the ultimate decision.

Needs Statement

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Governance work group

Governance structure

- Current Structure

3 Council members from Kent

3 Elected commissioners from King County Fire District 37 and

2 non-voting members from Covington and SeaTac Councils.

- Proposed Structure

+ 3 Council members from Tukwila

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Next Steps

Steering Committee Review

- Governance Work Group report
- Finance Work Group report

Tukwila City Council continued review of revenue options

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Questions?

City of Tukwila

Jim Haggerton, Mayor

INFORMATIONAL MEMORANDUM

TO: **Mayor Haggerton**
Tukwila City Council

FROM: **David Cline, City Administrator**

BY: **Moira Bradshaw, RFA Project Manager**

DATE: **November 19, 2015**

SUBJECT: **REGIONAL FIRE AUTHORITY ANNEXATION STEERING COMMITTEE**

ISSUE

In September of 2014, the City Council moved to investigate annexation to the Kent Regional Fire Authority (RFA) and directed the Mayor to organize a committee with broad representation to conduct that review. A Steering Committee was organized that included Council representatives as well as residents, business representatives and firefighters.

In tandem with the Steering Committee's work, outreach has been conducted with the broader Tukwila community through a City web page, a Tukwila Your Community presentation on TukTV; regular Council Updates, Hazelnut, E-Hazelnut and Reporter articles, as well as presentations to City Boards, Commissions and community groups.

DISCUSSION

The Committee has concluded its nine month process and made a recommendation which is attached. The majority opinion – though not unanimous – is to recommend annexation into the Kent RFA. The Committee's recommendation includes the positives outcomes as well as potential negatives associated with the proposed annexation that they identified as result of their investigation.

Staff will return to the City Council at the December 7, 2015 meeting to discuss how the Council would like to proceed.

RECOMMENDATION

Council is being asked to forward this to the December 7, 2015 Regular Meeting.

ATTACHMENT

-Steering Committee Recommendation

Regional Fire Authority Annexation Steering Committee Recommendation
March 2015 – November 2015

To: Mayor Haggerton & Tukwila City Council

From: Regional Fire Authority Annexation Steering Committee

Date: November 18, 2015

Subject: Potential annexation to the Kent regional fire authority

Recommendation

We find that the positives outweigh the negatives and while not a consensus decision, the majority of the Committee members recommend moving forward with annexation to the Kent RFA.

Issue

We are the advisory committee created by the Tukwila City Council in September 2014, and implemented by the Mayor in February 2015 to further explore the feasibility of annexing to the Kent Regional Fire Authority (RFA). Our committee work is built on the work of at least two previous committee efforts that provided preliminary investigations into the long-term provision of fire-related services in the City of Tukwila.

Per the direction from the City Council, the Committee was made up of representatives from the residential, business, and firefighter communities, as well as two Council representatives. Non-voting Kent RFA staff were represented as well as Tukwila staff who provided information and support. The Committee members include:

Tukwila City Council Representatives:

- Joe Duffie
- Verna Seal

Resident Representatives:

- Jessica Jerwa
- Jerry Thornton
- Kathleen Wilson

Business Representatives:

- Genevieve Christensen/Becky Smith, Westfield Southcenter
- Roxanne Knowle, CBRE
- Mark Segale, Segale Properties

Firefighter Representatives:

- Merle Brooks
- Alan Codenys
- Dawn Judkins, Tukwila Fire Department Union President

Non-Voting Kent RFA Representatives:

- Mike Denbo, KCFPD 37 Commissioner and Kent RFA Board member
- Jim Schneider, Kent RFA Chief
- Ray Shjerven, Kent RFA Union President
- Brian Snure, Kent RFA Board attorney

Non-Voting City of Tukwila Staff:

- Moira Bradshaw, Project Manager
- Vicky Carlsen, Deputy Finance Director
- David Cline, City Administrator
- Chris Flores, Interim Fire Chief

Process of Review

We met monthly from March 2015 to November 2015 and studied the service levels, programs, operations, facilities, budgets of the Tukwila Fire Department and the Kent RFA. There were two sub-committees – Finance and Governance - that provided the full committee with their work and recommendations. We toured the fire stations and support facilities of both organizations.

Deliberation

The decision is difficult and the issue is complicated. Findings are listed below that summarize both the positives and negatives that we found when studying the issue.

We also reviewd the Draft of the Kent Fire Department Regional Fire Authority Plan – Tukwila Amendment. This document is a "charter" for the RFA and outlines how the organization operates, governs, is funded and the intricacies of the annexation. The Tukwila Amendment contains the substance of and details associated with the potential annexation.

Findings

YES

Kent RFA as a partner agency

1. We believe that moving Tukwila from a local to a regional provider of fire and emergency medical (EM) services is good for the community. Specifically, we believe that the Kent RFA is an organization that will provide excellent service and management of those services and that moving to this model will provide better services to the Tukwila community.

2. The Kent RFA is a successful, highly competent, nationally accredited regional service provider.

3. A regional model can be more geographically efficient in distributing fire resources, and is more economical because of the dollar savings that come from purchasing in larger quantities and having a smaller overall number of administrators.

4. For decades, the City of Tukwila has been successfully collaborating with the Kent RFA, through such programs as the Zone 3 partnership and mutual aid agreements. Formalizing this relationship through merging into the RFA seems like a natural next step.

5. Since 2012, the City of Tukwila has enjoyed enhanced collaboration with the Kent RFA through the South King County Fire Training Consortium, sharing training personnel, systems and methods.

6. The RFA allows the City to better collaborate with other local communities –Kent, Covington, and unincorporated King County - in providing fire services to our communities and will share governance.

7. The City of Tukwila will have three voting members on the Governing Board and will become an owner partner in the organization similar to other successful partnerships such as the South Correctional Entitey (SCORE) and Valley Communication Center.

Regional fire authority funding model

8. To ensure that fire and emergency services continue to be delivered to the City of Tukwila community at existing or improved levels, there is a shared belief that proportionally allocating cost is more equitable for the community. To that end, the Kent RFA utilizes a benefit charge funding system that may be used to fund up to 60% of the RFA's operating expenses.

9. The Kent RFA approaches capital funding through an annual dedication of money into a reserve fund to ensure there is a financial plan for the agency's capital needs. The funding package prepared for the potential annexation includes a 20 year capital improvement plan that includes the reconstruction and enlargement of three of the City's fire stations and significant remodel and maintenance of the fourth station as well as equipment and apparatus replacement and additions to meet growth. Given the significant capital needs associated with the provision of fire service in the City of Tukwila, and the fact that the City does not currently have a plan to address them, the annexation to the RFA meets this critical need.

10. Through annexation to the RFA for fire services, the City has greater financial flexibility and resources are available to address its on-going operational and long term financial needs.

11. The need to go out to voters every six years ensures accountability and agreement on fire service levels.

12. The City of Tukwila will not need to ask the community for approval of a Fire Station construction bond.

Service levels

13. Consolidation of the City of Tukwila and the Kent RFA provides greater flexibility in designing and opportunity for deploying an effective response force and provides additional services to the Tukwila community, such as non-emergency medical services.

14. The RFA will be able to provide more staff resources to back-up vacation, sick and disability, thereby reducing overtime stress, cost and increasing service in Prevention and EM.

15. The Kent RFA is in the forefront of providing a non-emergency medical program called FD cares that will enhance services within the Tukwila community.

Findings

NO

City fire department vs. regional

1. Tukwila can be better served by continuing to operate as a local provider of fire suppression and emergency management services. Although the Kent RFA is an excellent organization, the higher cost and lack of full community control outweighs the benefits.

2. Having a municipal fire department as one of the many overall functions within the City sets up appropriate checks and balances to costs and allows better coordination of services.

3. Although for the past five years the City and the Tukwila Fire Department have been searching for alternatives to service provision, refocusing and committing to the City as a provider is a viable solution. We think that the City can overcome challenges through adequate funds and direction.

4. The governance of the Kent RFA includes a majority of people from outside the City of Tukwila. The need to involve City Councilmembers in one more function means they have less time and focus for City related issues.

Loss of affordability, competitiveness, and control

5. The overall cost of the regional provider is more expensive. The fire benefit charge will make Tukwila less competitive and less attractive a business location than other areas outside of the Green River Valley.

6. The need to pay for a ballot measure to renew the fire benefit charge every six years is an additional expense and creates uncertainty for the provision of fire services.

7. The fire benefit charge will make affordable housing less so.

8. The overall cost of the Kent RFA versus Tukwila is five cents per $1,000 assessed value. Some of that community-wide savings could put towards the identified needs of the Department.

9. We believe that Tukwila's identity in the region and within the community will be diminished if the City no longer has its own fire department

Service levels

10. The loss of the current routine business inspections, which is not a service of the RFA, will result in a less safe community.

2015
Regional Fire Authority Annexation

OCTOBER 19, 2015 - BRIEFING

Fire Services Annexation

Steering Committee Members:

- Jessica Jerwa, Community Member
- Kathleen Wilson, Community Member

Operating Budget Comparison

City Council August 2015 Update

Tukwila Budgeted Fire Costs

$10,250,875

RFA Estimated Fire Costs

$10,953,954

Difference

$703,082

Operating Budget Comparison

Division	Budget
Administration	$748,812
Suppression	7,954,891
Training	389,380
Facilities (maint, supplies)	110,860
Special Operations	60,537
Ambulance/Rescue/Aid	189,325
Operations Total	**$9,453,805**

Operating Budget Comparison

Soft Costs	Allocation
Information Technology	$190,542
Human Resources	134,025
Finance (Includes insurance)	391,214
City Attorney	15,378
Public Works	34,278
Parks Maintenance	31,633
Total	**$797,070**

Operating Budget Comparison

Division budget	$9,453,805
Soft Costs	797,070
Total Operations	$10,250,875
RFA Estimated Operating Costs	$10,953,954
Difference was	$703,082

Operating Costs Adjustment

Operating costs-projected year end	$9,390,939*
Soft Costs	797,070
Total Operations	10,188,009
RFA Estimated Operating Costs	$10,537,656
Difference is now	$349,647

*Estimate of year end could change

Cost Comparison Worksheet

Summarize

- Operating Costs Comparison
- Annualized Capital Costs Comparison

Include

- Equivalent Levy Rate Comparison
- Prevention, Investigation and Emergency Management Costs

Cost Comparison Worksheet

Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Operational Costs	$10.19 M	$10.54 M	$0.35 M
Equivalent Levy	$2.03	$2.10	$0.07

Operational costs for the City include $0.8M in indirect costs

9

Cost Comparison Worksheet

Rounded to thousands

Capital	City Annualized Capital Estimates	RFA Proposed Estimates	Difference
Equipment	$150	$133	$(17)
Apparatus	$900	$405	$(495)
Facilities	$1,300	$1,642	$342
Total Capital	$2,350	$2,180	$(170)
Equivalent Levy	$0.47	$0.43	$(0.04)

City: Assumes 10 year replacement for admin-type vehicles, 15 years for heavy-duty apparatus

RFA: Assumes 7-10 years for admin-type vehicles, 20 years for heavy-duty apparatus.

10

Cost Comparison Worksheet

Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Total Operations & Capital	$12.54 M	$12.72 M	$0.18 M
Equivalent Levy	$2.50	$2.53	$0.03

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Cost Comparison Worksheet

Rounded to thousands

Interlocal Agreement	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Prevention & Investigation	$793 K	$902 K	$110 K
Emergency Management	$321 K	$339 K	$18 K
Total	$1.11 M	$1.24 M	$128 K
Equivalent Levy	$0.22	$0.25	$0.03

12

Cost Comparison Worksheet

Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Total Operational, Capital, Prevention, Investigation, Emergency Management	$13.65 M	$13.96 M	$307 K
Equivalent Levy	$2.72	$2.78	$0.06

LEOFF 1 and Firemen's Pension remain a cost to the City so are not included in any of the calculations above

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Concerns/Questions

- Good to better service
- Fully budgeting for costs

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Next Steps/Schedule

By year end:

- Completion of Steering Committee Review
- Report out by Steering Committee to Mayor and City Council
- City Council Work Session on financial impact and policy choices

2015
Regional Fire Authority Annexation Steering Committee

RECOMMENDATION – NOVEMBER 23, 2016 CITY COUNCIL MEETING

Presentation outline

- Who is on the Committee
- What did they study
- What are they recommending

RFA Annexation Steering Committee

Council members

Joe Duffie

Verna Seal

Residents

Jessica Jerwa

Jerry Thornton

Kathleen Wilson

RFA Annexation Steering Committee

Business Representatives

Roxanne Knowle, Senior Real Estate Manager, CBRE

Mark Segale, Segale Business Park

Becky Smith, District General Manager Westfield

(Genevieve Christensen, Alternate)

RFA Annexation Steering Committee

Tukwila Firefighters

Merle Brooks

Alan Codenys

Dawn Judkins, President

IAFF Local 2088

Non-voting Committee members

- David Cline, Tukwila City Administrator
- Chris Flores, Tukwila Interim Fire Chief
- Mike Denbo, Kent RFA Governing Board member
- Jim Schneider, Chief Kent RFA
- Ray Sherjvan, President IAFF Local 1754
- Brian Snure, Kent RFA legal counsel

Committee's scope of review

- Fire service investigation by the City of Tukwila
- History of the Tukwila Fire Department
- Governance
- Facilities
- Municipal budget vs. RFA budget
- Revenue & Costs

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Committee's scope of review

- Level of service
- Demand for emergency medical and fire response
- Fire facility/equipment needs and conditions
- Fire Code and Emergency Management

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Findings – Tukwila Fire

- Provides good service and fast response because of the community's investment in station locations
- Is well respected and appreciated by the residential and business community
- Long history and specialized teams such as HazMat and Rescue
- Needs additional support to replace stations and equipment and leadership certainty

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Findings - RFA

- Nationally accredited and well respected
- Innovative in creating partnerships and programs
- A regional model where City would be part owner of the organization with three members on the Governing Board
- A more equitable funding model that comes with a higher cost for some

10

Question

Should the City invest in the existing local Fire Department or would it be more efficient to consolidate with the existing regional model?

11

Recommendation

We find that the positives outweigh the negatives and while not a unanimous decision, the majority of the Committee members recommend moving forward with annexation to the Kent RFA.

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	2014	2015	2016
Financial Analysis	Q4	Q1-Q3	
Messaging and Engagement		Q1-Q4	
Plan Amendment		Q2-Q4	
Labor Negotiations		Q2-Q4	
Resolutions		Q4	Q1
Election			April
ILA Development			Q1

13

Next Steps

Forwarding this item to the City Council December 7th meeting in order to review options

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Timeframes if moving forward

- April 2016 community vote needed for a January, 2017 annexation date

- April 2017 community vote needed for a January, 2018 annexation date

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City of Tukwila

D-R-A-F-T
MINUTES

Regional Fire Authority Annexation Steering Committee

October 28, 2015

Call to Order

Co-Chair Kathleen Wilson called the meeting to order at 1736 hours.

Committee Members

David Cline, City Administrator; Moira Bradshaw, Senior Planner; Jim Schneider, RFA Chief; Joe Duffie, Councilmember; Verna Seal, Councilmember; Merle Brooks, Tukwila firefighter, Alan Codenys, Tukwila firefighter; Dawn Judkins, Captain, Union President of Tukwila firefighters; Mike Denbo, KCFD 37 Commissioner, Board member of RFA; Ray Shjerven, Captain RFA, Union President; Brian Snure, Attorney for RFA board; Mark Segale, Segale Business Park; Genevieve Christensen, Assistant General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Jerry Thornton, Kathleen Wilson, Tukwila citizen representatives.

Pros and Cons

Moira Bradshaw introduced a preliminary list of pros and cons for annexing to the RFA (Regional Fire Authority). She asked the committee members if they had any comments or questions about the list. Most of the members were good with the list. Roxanne Knowle and Mark Segale said they still have questions, but would ask them later in the meeting. Jessica Jerwa and Genevieve Christensen felt they would receive answers to their questions later in the meeting. City Administrator Cline said he wondered what questions the community would have. Councilmember Duffie wanted to make sure all of the information got out to the citizens.

Funding Tukwila Fire Services Through Annexation to the RFA

Capt. Larry Rabel of the RFA gave a presentation on the Kent RFA Capital Plan for capital facilities and equipment that would be required to sustain fire services in Tukwila and replace fire stations. He distributed copies of his presentation and two handouts: the KFDRFA Capital Plan for Tukwila post annexation and the RFA – Tukwila Service Area Benefit Charge Formula.

In summary, the capital assistance Tukwila would need to commit to pay the Kent RFA are $3.58 million in cash or in-kind equipment and financial assurances of $2.29 million additional cash from fire impact fees, which is the difference between $7.039 and $4.75 million that are the known fees expected due to the development agreement for Tukwila South.)

City Administrator Cline pointed out that resources that come from Tukwila will be spent in Tukwila.

The fire benefit charge (FBC) for Tukwila would begin at 58% of the Kent RFA's operations budget in 2017 and decline through 2035. The factors added to the FBC in Tukwila are designed for Tukwila's unique service area, which is a predominately commercial environment. The Kent RFA analyzed incidents in Tukwila to determine the ratio of property types so the factors in the FBC for Tukwila could be adjusted for the commercial environment. Category factors were added to the Tukwila FBC to correct the skew so that large structures would not pay less than they should. The fire flow factor and some of the category factors, response factors, and risk/regional usage factors in the FBC for Tukwila are unique to the Tukwila area.

With the Kent RFA approval option all apartments would pay more than the $2.68 equivalent Tukwila levy option, because they require more fire department resources. If one apartment unit is on fire, all of the surrounding apartment units have to be defended.

Small commercial properties are not a problem tactically when fighting a fire, so they would pay less under the FBC system.

Councilmember Seal asked about the fire fees for schools. Capt. Rabel replied that per state statute, schools can pay a head count fee of $1.10 or $1.15 per student. The RFA will exempt schools from the FBC if they agree to accept public education responsibilities. The RFA believes that if people are educated about fire safety, it will reduce the call volume and the cost to provide service.

Genevieve Christensen asked if other RFAs with similar regional uses have the same factors in their FBCs. Capt. Rabel replied that no other RFAs have the same factors as the Kent RFA. The Kent RFA has a more elaborate system of factors to determine the FBC because we felt it was unfair for residents to fund the resources needed for fire service to commercial properties. The valley area is the second largest distribution center on the west coast. Roxanne Knowle asked if he was saying that other areas are primarily residential, so the FBC factors are different. Capt. Rabel replied that the factors in the normal FBC formula skew the results with FBC fees of 25-30 cents per sq. foot for houses and 3 cents per sq. foot for large commercial properties. The Kent RFA weighed special factors such as ladder trucks, special operations, etc., that would be needed for a commercial response, and shifted the formula to account for the difference in response costs for a residential versus commercial property.

Genevieve Christensen asked what figures stay static and which ones are subject to change. Capt. Rabel replied that in the last five years the RFA modified the residential factor to put more weight on the FBC for homes because of the drop in assessed values, but the cost stayed about the same for residents. The RFA tries to keep the yearly cost the same for residents. The fire-flow factor is the only factor that changes. When capital costs increase, the RFA tries to make the cost equal across all of the property types.

Sample Cost Comparisons

Moira Bradshaw said the City wanted to demonstrate what all this would mean to individual property owners so they randomly picked a range of different property types by parcel number and calculated the projected property taxes that would be due for three options:

- Without the Kent RFA – This option includes the Tukwila property tax covering fire service costs and other City services plus a projected levy of $0.47/$1,000 assessed value to pay for needed fire capital.
- The minimum with Kent RFA approval – This option includes the minimum projected property tax needed to fund current level of City services minus fire services plus the Kent RFA assessment which covers fire service and capital costs.
- The maximum with Kent RFA approval. – This option includes the maximum possible property tax, which would fund current City services plus additional community priorities (subject to Council decision) plus the Kent RFA assessment to cover fire service and capital costs.

Fire service costs are the staffing costs for medical, fire or rescue emergency response and administration. The fire capital expenditures include facilities, apparatus (vehicles) and equipment. City services also include safety-related services that must remain with the City: emergency management, fire prevention and investigations.

The property tax in the examples is based on the taxable assessed value in 2015. The Kent RFA assessment is based on a levy rate of $1.00/$1,000 plus the fire benefit charge using the square footage of structure(s) plus other factors in the FBC formula.

Councilmember Seal pointed out that if the City chooses the maximum levy rate with Kent RFA approval, it would be because the City would want to fund other community priorities.

City Administrator Cline said that in the "Without Kent RFA" column the annualized fire capital costs were included to show the total impact on the property owner. In example #1, a single-family residence would pay $30 more with Kent RFA approval.

Kathleen Wilson asked if the RFA assessment in the example was based on $1.00/$1,000 assessed value plus the FBC. City Administrator Cline said that was correct. He said that the "without Kent RFA" example represents the status quo, plus $70 for a projected levy amount to pay for fire capital expenditures. The City would go out for a special voter-approved levy. Moira Bradshaw explained that the "property tax needed for fire capital" amount was included in the "without Kent RFA" example because the $380 RFA assessment in the "with Kent RFA approval" example includes capital costs. The City wanted to show an "apples to apples" comparison.

Roxanne Knowle said that when she saw the broader picture she was surprised by the drastic increase in the total yearly tax cost for apartments and wondered what that would do to rents. Using one of the apartment examples provided to the committee Jessica Jerwa calculated that there would be a $23 per month increase to renters, less than she expected. City Administrator Cline replied that Capt. Rabel would talk about the philosophy behind the increase for apartments.

Kathleen Wilson asked what determines the minimum and maximum projected property taxes. City Administrator Cline replied that the City wanted to be transparent with the information provided to the public, so they included the minimum and maximum projected property taxes in the examples. In example #1, assuming the Kent RFA is approved, the City needs $146 in property taxes to maintain all the other services provided by the City other than fire. The maximum tax amount - $349 - that could be collected, would be used for specific community priorities that the City Council choose after

input from the voters. More taxes mean more services and that decision would be part of the community discussion on this issue.

Kathleen Wilson asked for a definition of the maximum the City could levy. City Administrator Cline answered that the minimum levy of $.97/1,000 assessed value is needed to maintain current services in the City. The City could assess up to a $2.325/1,000 assessed value maximum levy rate (which is an additional $1.35). If the City decided to assess more than the minimum levy rate, the new rate could be anywhere in the range from $.97 to $2.325.

Councilmember Seal said that in order to be transparent the examples need to show what the City could do with the extra income generated with the maximum projected property tax levy. City Administrator Cline said the City's tax levy rate could be anywhere in-between the minimum and maximum.

Mark Segale asked whether the discussion of a minimum and maximum property tax "with Kent RFA approval" was a separate issue because that decision was separate from the fire department annexation issue. He asked why it was relevant. Capt. Judkins replied that when the vote happened in Kent there was no discussion about what the city would do with the excess tax amount. Councilmember Seal said this lack of discussion and information dissemination was a big deal with the voters. Tukwila wanted to add this factor to the examples so the Council would have the information. Roxanne Knowle asked if Tukwila would advertise any decision the City Council made concerning what they would do with the extra income from a maximum tax levy. Councilmember Seal said yes, any decisions made by the City Council would be based on the strategic plan, and input from residents and committees. Mark Segale asked if only the City Council would make decisions on the use for any extra revenue generated above the minimum projected tax levy. Councilmember Seal replied, yes. Moira Bradshaw pointed out that the tax rate and tax revenue would be formalized during the annual budget process.

Kathleen Wilson asked if the "do nothing" option would still cost residents. Councilmember Seal answered that money might have to be taken out of other areas of the City's budget to pay for new fire stations.

Capt. Judkins asked if the amounts in the examples were based on the 2015-2016 budgets. City Administrator Cline said the examples were based on the actual assessed values, but since assessed values go up and down, the examples only show a point in time.

City Administrator Cline went thru example #9 for a commercial warehouse of 18, 786 sq. feet with an assessed value of $1,570,800.

Roxanne Knowle asked if the property tax rate could change. City Administrator Cline replied that the property tax rate could change every year, but the tax rate could only go above the minimum for specific services. The City Council makes that decision. Roxanne Knowle asked if the City would stay with the same tax levy rate for a few years. City Administrator Cline said that the current property tax rate is at the maximum of $2.84. It's the City Council's policy to maximize the tax rate unless there are voter-approved bonds.

Genevieve Christensen asked how the FBC would change if there was a decrease in assessed values resulting in a decrease in the amount of tax revenue. City Administrator Cline replied that Washington State does property taxes differently than other states. If assessed values increase by

10%, taxes would not increase 10%. A decrease in assessed values would not necessarily cause the same percentage decrease in taxes because the change is spread out over all of the values, so the property owner would probably pay the same amount regardless. Capt. Rabel explained that if the Kent RFA annexation occurred, the FBC in Tukwila would be at 58% of theKent RFA budget, so if assessed values went down, the FBC could only go up 2% because of the maximum cap on the FBC.

When Roxanne Knowle and Mark Segale did some comparisons of properties in Kent, they found that the FBC increased 4% to 25%. She asked what determines the FBC increase for any given year. Capt. Rabel replied that it is related to the capital needs. Chief Schneider explained that neither the City of Kent nor the City of Auburn were transparent during the annexation process. Tukwila has a large structural deficit in capital for facilities. The RFA also had large capital needs. In the City of Auburn a levy to replace the fire stations passed before the recession hit. When assessed values decreased, the RFA raised the FBC to sustain services and postponed capital improvements. In their fifth year of operation they were able to put away $2 million for capital needs. All of the capital comes from the operating budget. Next year the RFA will be able to lower the FBC because they will receive impact fees, which reduces the amount needed for the budget. If the RFA gets close to the 60% FBC cap, they have to reduce capital expenses in order to sustain services.

Roxanne Knowle asked if the RFA expected the FBC to remain stable in Tukwila. Chief Schneider said that as the capital improvements get paid off, the FBC will decrease. Eventually, the RFA wants to have reserves to cover capital expenses.
Capt. Rabel said the RFA realized that eventually they would be bankrupt for services down the road and they couldn't develop any more so they needed a way to fund and sustain services.

Chief Schneider explained that assessed value for commercial property could go up one year and then the assessed value for residential properties would go up the next year, so the assessed values for different types of property don't go up equally. If assessed values for homes decreased and the values for commercial increased, the RFA would have to tweak the FBC to maintain a balance. A discrepancy also occurs because the assessed value of businesses is based on return investment, whereas the assessed value for homes is based on the market. Capt. Rabel said that from 2011-2013 the assessed values of homes decreased while the assessed value of businesses increased. In 2011 60% of the revenue for the RFA came from residential and 40% from commercial. The next year 66% of the revenue came from residential to balance out the commercial.

Roxanne Knowle asked if the RFA was balancing to arrive at the revenue needed for the operational and capital numbers. Capt. Rabel said that in Kent, 60% comes from residential. In Tukwila 18-20% would come from residential. Roxanne asked if there would be better planning for capital needs in Tukwila. Chief Schneider replied that when assessed values decreased right after formation of the RFA, what had to be cut were capital expenses and any reserve funding. Now the RFA is able to put money away in reserves for capital expenses. Capt. Rabel said the RFA now has a capital facility plan that is compliant with WA State's Growth Management Act.

Mark Segale gave an example of the change in property tax that occurred for a building in Kent. In 2010 before the Kent RFA, the property tax was $73,000. In 2015 after the Kent RFA the total tax was $116,000. There was an increase from $75,000 to $97,000 in the first year with the RFA, and the taxes & charges have continued to go up. He said that the RFA is saying that the Kent RFA assessment for Tukwila would not change a lot, but it did in Kent. He is concerned about the cumulative total of adding up all of the charges. Chief Schneider replied that in Kent, 46% of the operating budget is funded by the FBC, whereas in Tukwila 58% of the operating budget would be

funded by the FBC, so it could only increase by 2%. The cost is spread out over all of the properties in the service area. In the first year of the RFA, the City of Kent did not lower property taxes, which resulted in the property owners paying more in 2011 because they paid taxes to the City of Kent plus the Kent RFA taxes. Tukwila is being up front about the taxes that could be collected.

Roxanne Knowle asked why there was an additional amount on the assessed levy in Kent. The levy rate went from $3.10/1,000 to $2.10/1,000. Kent paid $0.15/1,000 for fire prevention and other services, so that amount would be subtracted from the $2.10/1,000. Capt. Rabel said the City of Kent was still collecting the maximum amount of tax, and a bond levy was passed for Kent schools at the same time the RFA was created, which also increased the total taxes on a property.

Roxanne Knowle asked if the Kent RFA could provide a 5-10 year projection for Tukwila if the Kent RFA option was approved. Capt. Rabel said that the FBC would start at 58% and probably end at 55% when the capital projects were completed. The Kent RFA is assuming a 1.2% yearly increase in assessed values. The value of the FBC would depend on assessed values and the addition of new structures in the Tukwila area. Chief Schneider said if the assessed values decrease, the capital improvement projects be would slowed down. If the annexation takes place, the Kent RFA would start on the capital improvements for the Tukwila fire stations and try to save some money for reserves. When the RFA started, they had no reserve capacity when the assessed values decreased. Several factors come into play with taxing.

Councilmember Duffie said something doesn't look right with example #13. City Administrator Cline said the actual assessed value could be at least double with the inclusion of the personal property assessment for the equipment. The company would actually pay personnel property tax plus the numbers listed in example #13. We'll correct this sheet for you.

Genevieve Christensen pointed out that Tukwila is the second largest industrial area in the state and asked how the Kent RFA annexation and resulting increase in fees would affect Tukwila's competitiveness with neighboring areas. Capt. Rabel replied that the Tukwila area is not much different from Kent, and the Kent area is pretty competitive.

Mark Segale said he reviewed a list of parcels with Vicky Carlsen, Tukwila's Deputy Finance Director, and Moira Bradshaw. For a 300,000 sq. ft. building the current property taxes are $50,000; with Kent RFA approval the minimum taxes would be $93,000 with a possible sprinkler credit. He said there is a competitive concern. In order for the City to continue to grow and be successful, someone has to eat the increased cost in taxes. Councilmember Seal said this is a concern, along with the potential increased cost to renters. Councilmember Duffie said it is important to treat everyone the same.

Mark Segale asked if the RFA could do a snapshot in time of their history since looking back helps to look forward. Capt. Rabel said initially the RFA saw some hits with capital. The RFA is currently doing a five year analysis, but the process is not ready yet.

What Would the Status Quo Look Like?

Battalion Chief Marty Roberts gave a presentation and distributed a copy on the future of fire service delivery in the City of Tukwila through 2035 if the department remains with the City.

Councilmember Duffie recommended that everyone take the opportunity to go through the Fire-Op One course because it was a great experience. It is important for the City, the City Council and the Mayor to support the firefighters. Capt. Rabel stated that the Fire-Op course experience gives one a new appreciation for the importance of replacing fire equipment.

Councilmember Seal said that the City is going to grow. When there is a fire or an emergency, everyone wants a good response time. The City has to make capital improvements. Kathleen Wilson asked if the fire department is at minimum staffing. Capt. Judkins said that the department relies on mutual aid to compensate for the minimum staffing. Councilmember Seal said it costs dollars to put an aid car in service.

Councilmember Duffie said the City needs to use TukTV to tell the citizens about this.

General Discussion

Roxanne Knowle asked the Tukwila firefighters attending the committee meeting about their opinions of the Kent RFA. Firefighter Merle Brooks said that the impact fees may not pay for future progress in Tukwila, but the Kent RFA provides stability because costs could be distributed over a bigger area. That could be an improvement. Currently, the Fire Marshal's Office and Pub-Ed are short-handed, but the Kent RFA could improve this situation.

Firefighter Alan Codenys pointed out that currently the 73,000 pound ladder truck is used for calls for medical emergencies. This would not be necessary if there was an aid car in service. The aid car has only been in service twenty days this year. The Kent RFA would be a good thing. They have logistics and things the Tukwila Fire Department doesn't have. The Kent RFA can replace broken equipment the same day; that doesn't happen in Tukwila. Having everything under one jurisdiction with everyone operating the same way would be good for all. Since several Tukwila firefighters are near retirement, joining the Kent RFA would not create a significant difference.

Capt. Ben Hayman said he has been assigned to the training consortium for the last three years and has experienced the day-to-day working of the RFA. The RFA takes care of its people. They are the Nordstrom of the fire departments. If Tukwila merges with the RFA, they would be working with the best.

Roxanne Knowle asked if he had any cons regarding the possible merger. Capt. Hayman said some people don't know all of the information and still have questions. Capt. Pat McCoy said that the Fire Marshal's Office is understaffed. A study commissioned by the City in 2009 recommended adding six more people to the office. Instead, the Fire Marshal's Office has lost one inspector. If the City decides to contract for fire prevention services, the Kent RFA would add two more staff people. The fire prevention workload is huge; currently, the staff does what they can, but it could be better.

Firefighter Brooks pointed out that if firefighters don't know any different working conditions, they get comfortable in their current situation. The RFA has tried to address concerns and answer questions, but the firefighters still don't know what to expect. Capt. Judkins said that the Tukwila Fire Department has a good working relationship with the RFA, but some people are set in their ways and change is scary. Capt. McCoy said he started with KCFD #1 which was annexed by Tukwila in 1987. It was a good change. When fire departments get bigger, resources are better and economies are better. The RFA has a strong fire department with strong leadership. The Tukwila fire chief is at-will, so it is difficult for him to advocate for the fire department. The RFA's security in leadership flows

down to the citizens. Firefighter Codenys said he hasn't heard anything bad from firefighters working for the RFA; they want to be part of the Kent RFA. B/C Roberts pointed out that there is one known entity and that is the training consortium. Training improved dramatically, which resulted in improved confidence and performance.

Councilmember Duffie said the Tukwila Fire Department has grown from one station to four. In order to get better, City leaders have to demand what they want in the City.

Moira Bradshaw said that the steering committee needs to make up its mind at the next meeting. Adding items to the pros and cons list is the start of a recommendation. Three additional chapters of the governance plan still need to be considered.

Councilmember Seal said that if the steering committee agrees to recommend annexation to the RFA, it would be helpful for the City Council to hear dissenting opinions so they could hear both sides.

Eric Bernard, citizen of Kent, passed out some sample cost comparisons he calculated for properties in Tukwila. He pointed out that the cost comparison columns, minimum projected property tax levy with Kent RFA approval and maximum projected property tax levy with Kent RFA approval, depend on City Council decisions. He said only so much expense can be absorbed. With the Kent RFA approval option there would be an additional taxing entity.

Councilmember Duffie said Rome was not built in a day. It doesn't matter how it comes out as long as the City goes forward, not backward.

Adjournment

At 1955 hours Co-chair Kathleen Wilson declared the Regional Fire Authority Steering Committee meeting adjourned.

City of Tukwila

D-R-A-F-T
MINUTES

Regional Fire Authority Annexation Steering Committee

November 18, 2015

Call to Order

Co-Chair Kathleen Wilson called the meeting to order at 1730 hours.

Committee Members

David Cline, City Administrator; Moira Bradshaw, Senior Planner; Jim Schneider, Kent RFA Chief; Joe Duffie, Councilmember; Verna Seal, Councilmember; Merle Brooks, Tukwila firefighter, Alan Codenys, Tukwila firefighter; Mike Denbo, Commissioner, board member of Kent RFA; Ray Shjerven, Captain Kent RFA, Union President; Brian Snure, Attorney for Kent RFA board; Mark Segale, Segale Business Park; Becky Smith, District General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Also present: Chuck Woolley, Tukwila firefighter (stand-in for Capt. Judkins); Charlotte Archer, Legal Counsel for the City of Tukwila; Larry Rabel, Captain, Kent RFA.

Citizen Comment

Eric Bernard, a resident of Kent, felt it was his civic duty to inform the committee of what the Kent RFA (Regional Fire Authority) does not. He said that the Kent RFA provides information, but not enough to trigger a "no" vote. He passed out a handout comparing the funding amounts of the RFA. Using an FBC of 60%, plus property tax levy, EMS levy and a Kent RFA/Tukwila interlocal agreement he calculated that there would be an increase to the taxpayers from what they are currently paying. Kent still does not have another aid car. Saving money by going with the RFA didn't happen. He is speaking tonight because before the RFA vote in Kent there was not enough information available to let the people of Kent know that the RFA was not a good idea.

RFA Plan – Tukwila Amendment

Brian Snure, legal counsel for the Kent RFA, discussed the draft Tukwila Amendment to the Kent RFA Plan that was adopted in 2010. H handed out Appendix B that is referenced in Section 7, which

deals with financial issues. If the annexation to the KRFA was approved, July 1, 2016, would be the effective date, but January 1, 2017, would be the operational start date. Between July 1, 2016 and January 1, 2017, the Tukwila Fire Department would continue to operate independently of the RFA and be funded by the City of Tukwila. Section 7 also covers the transfer of assets and personal fire property. If the City of Tukwila ever decided to withdraw from the RFA, all personal property, including personal property purchased by the RFA for use at the Tukwila stations, would revert back to the City. Initially, the RFA would lease Station 51. After a new station 51 was built, the old station 51 would stay with the City. Ownership of stations 52, 53 and 54 would transfer to the RFA. The RFA would then be responsible for the maintenance of the stations. If the City of Tukwila ever withdrew from the RFA, the RFA would transfer ownership of stations 51, 52, 53 and 54, including replacements, back to the City of Tukwila at no cost to the City.

Section 8 deals with the transfer of administration, management and personnel components of the Tukwila Fire Department to the RFA if annexation takes place. Joe Duffie asked what would happen to the ranking of Tukwila Fire Department personnel that were currently on a promotional listing. Chief Schneider said that any promotions in Tukwila that happened between January and May of 2017 would come from the Tukwila listings. The respective unions are currently discussing this issue along with other issues arising from the consolidation of employees from the two departments.

Section 9 deals with fire prevention, emergency management and fire investigation services. The City of Tukwila retains the legal responsibility to provide these services. The draft Plan shows the City of Tukwila contracting with the RFA for these services The Kent RFA would automatically provide public education services.

Kathleen Wilson asked if the City of Tukwila could withdraw from the RFA after annexation. Brian Snure said that there currently is no statuary process in place to withdraw. Charlotte Archer, Tukwila Assistant City Attorney, said that the Tukwila City Council could pass a resolution to withdraw.

Mark Segale asked if he could assume that the parties have agreed to transfer fire prevention and emergency management. City Administrator Cline said those services are the legal responsibility of the City, but the City could contract with the RFA for those services. The City could cancel the contract if it was not working out. He felt that it would be beneficial for the City to contract with the RFA for those services, because the RFA has more resources and can more easily provide 24/7 coverage. He pointed out that the City of SeaTac contracts with the RFA for those services, but they still have a say in which personnel fill these positions. Chief Schneider said the RFA recently interviewed candidates and sent a list of three candidates to SeaTac who then chose the final candidate.

Councilmember Duffie stated that he wanted to be clear on whether or not the committee was recommending contracting for fire prevention and emergency management services. Moira Bradshaw explained that the Steering Committee could make a recommendation to the Mayor and City Council.

Kathleen Wilson was concerned that a lot of people on the RFA Governing Board might be retiring soon and wanted to know how replacements were chosen. Chief Schneider explained that if Tukwila annexed to the RFA, the RFA Governing Board would consist of 9 members and two advisory positions. The citizens elect the three fire commissioners, who serve 6-year terms. Since there is one commissioner elected every two years, there are always two existing board members still serving current terms. The three board members from the City of Kent are Council members appointed by

the Council president. There has been one replacement in the last five years. A similar process for selecting three Tukwila Councilmembers to serve on the board would occur in Tukwila.

Councilmember Duffie expressed concern about who would replace Chief Schneider when he decides to retire. Chief Schneider said that he reports to the RFA Governing Board, and they would search for a replacement chief. The Governing Board would involve the unions and citizens in any search for a replacement. He was selected as part of an outside search as opposed to an inside search, which he thinks is a good process.

Capt. Shjerven wanted to point out that the Kent RFA has been discussing a name change for a while now, so the name would not remain the Kent RFA.

At 1826 hours Chief Schneider thanked the steering committee and the City of Tukwila for allowing the RFA members to participate in the Committee meetings. Then the Kent RFA members left the meeting.

Recommendation Discussion

Councilmember Seal said that currently the fire department exceeds their 2015 budget by $600,000; $300,000 of that amount was for overtime. She wondered if that was an anomaly or if that is the norm for what it takes to provide the current level of services in the City. If $600,000 has to be added to the fire department budget, the money either has to come from somewhere else or the City has to generate more revenue. She wants people to be aware of what the costs are now for a basic level of service. The City is having trouble maintaining the level of service, and that doesn't include the facility replacement costs. The voters need to know the reality of the facilities situation.

Chief Flores explained that some of the $600,000 was caused by additional benefits and payments for cashing out some of the firefighters vacation, which is a new contract provision. There were also some differences in acting and standby pay. Kathleen Wilson asked about the possibility of hiring more firefighters so there would not be so much overtime. Chief Flores said the fire department had nine long-term disabilities greater than 30 days which caused 200 shifts of overtime coverage. There were also some retirements and no-notice separations. This amount of overtime has been the norm for the last three years. The fire department policy states that 14 is the minimum staffing level but the department routinely is staffed at 13 personnel now. Roxanne Knowle asked what the cost would be to hire more staff versus overtime. Chief Flores said that even if the department hired more, nine firefighters off on long-term disability would still have a significant impact on overtime costs.

Councilmember Duffie said he would like to hear from the business representatives as to what they think about annexing to the RFA. Becky Smith said that Westfield has several concerns. The financial aspect is a huge concern, as well as a possible disconnect with the relationship between the fire department and the community. They want built-in cost controls, so that the amount the businesses pay would not exceed "x"amount of dollars per year. Westfield has over 200 retailers and some of them have tax caps, so Westfield would not be able to pass on increased tax costs to them.

Mark Segale said that Chief Schneider runs a hell of a ship, but at what cost. He asked why the Tukwila Fire Department couldn't be as good as any other fire department. He believes that some issues such as staffing and budget could be dealt with in the City for less than the cost of annexation to the RFA. He is concerned about what an annexation to the RFA would cost residents and multi-family apartments. He believes that Tukwila will lose businesses if there is an annexation to the RFA.

Becky Smith expressed concern for how the RFA tax calculation would be explained to any new business that comes into the City. Is it right to annex to the RFA rather than reinvest in the City and the Tukwila Fire Department.

Roxanne Knowle said she represents seven different owners. The two owners to whom she spoke, said they agreed with the philosophy of annexing to the RFA, but they had a problem with the finances. They would support the middle column amount but not the third column amount shown in the examples of the initial RFA cost analysis for fire services discussed in the last steering committee meeting. They are willing to pay a little more for better services, but not a lot. They were concerned about the package going to the voters with no price tag attached to it.

Councilmember Seal said that the voters would be informed of the costs before the vote. Moira Bradshaw pointed out that the FBC is set by the RFA Governing Board on an annual basis. The initial RFA cost analysis examples were for 2015 and used an FBC of that funds 58% of the costs. Roxanne Knowle asked who would make the decision about the additional levy amounts shown in the third column of the cost analysis examples. Councilmember Seal said that the City Council would decide whether or not to go with the maximum property tax levy. Roxanne Knowle asked if that decision would be made in advance of the vote. Councilmember Seal replied that the City Council wants transparency in the whole annexation process.

City Administrator Cline summarized that the businesses were concerned about the costs and the certainty of future costs. Costs that exceed the middle column in the cost analysis examples would be difficult for the businesses to absorb. He said that the City Council wants their intentions to be clear before the potential RFA annexation goes to the voters. If the City Council decides to exceed the amount in the middle column of the cost analysis examples, they will attach the amount to a service or they won't do it. Mark Segale asked if that service could be for something besides the fire department. City Administrator Cline said yes.

Kathleen Wilson said that currently all the money for the Tukwila Fire Department comes from the general fund, but if the City annexes to the RFA, is there any plan for the general fund money that used to go to the fire department. City Administrator Cline said that the City Council would make that decision. If the RFA annexation passes, the City could collect a little less property tax or the City could use those funds for other services. The middle column in the cost analysis examples represents the current level of services. Kathleen Wilson asked if the City Council could do that by vote every year. City Administrator Cline said yes, but the City Council would tell the community what they would do with the extra revenue. Councilmember Seal said she thinks the City Council would use the extra money for infrastructure and safety projects. The 1% tax levy limitation doesn't keep up with City expenses.

Kathleen Wilson said that her neighbors understand the middle column of the cost analysis examples, but they don't understand the other column. Jerry Thornton said most of his neighbors and fire department members he has talked to prefer the middle column. Trying to maintain the current level of services is not working, and there has to be a better way. Jessica Jerwa said that the inefficiencies in the fire department are a concern now. Annexing to the RFA would give the fire department the potential to do better and increase the level of services. The money required to replace fire facilities will cause an increase in costs to taxpayers one way or another.

Chief Flores said the fire department owes it to the businesses to maintain a certain level of protection. Currently, overtime only maintains the minimum level of services. Mark Segale believes that keeping the fire department in the City would require a financial commitment; the people would have to vote to fund facilities replacement. Chief Flores said it is challenging to maintain the level of service with the current resources. Roxanne Knowle asked if the City could recreate what the Kent RFA is doing. She asked if the City already determined that it couldn't maintain the level of service with an in-house option. Councilmember Seal said that the 2014 Exploratory Process considered many options and thought the Kent RFA option was the best to explore further.

City Administrator Cline said that the priority of the Mayor and City Council was to reduce crime on the Boulevard so they budgeted the resources to accomplish that goal. It took time, money and priority to make it happen. In the 2012 Strategic Plan crime issues were on top, not fire. Councilmember Seal said that the impression is that there are no issues with the fire department because there are no complaints from the firefighters or about them.

Becky Smith asked how the City would explain the calculations for the RFA to new developers. City Administrator Cline replied that the FBC better appropriates the cost of fire service because the City's residents don't need all of the special services that commercial businesses do.

Councilmember Duffie said the City Council needs to know what the firefighters and community want. He wondered why Tukwila couldn't do the same thing as Kent. He said let's make the Tukwila Fire Department better. If the City showed the citizens what was needed to make the fire department better, they would do it. He believes that half of the people would rather have the Tukwila Fire Department here. Roxanne Knowle asked at what point is the City recreating the wheel; is it possible to recreate it at a lower cost? Councilmember Seal said that the problem is that the City can't maintain the current level of services with the current budget. The money has to come from somewhere. The Kent RFA has created a model that works. She pointed out that the packet the steering committee will send to the City Council will present both sides of the argument, which is helpful.

City Administrator Cline said the role of the steering committee was to evaluate and make a recommendation to the Tukwila City Council on whether or not to authorize a vote to annex to the RFA.

Recommend that the Tukwila City Council consider annexation to the RFA

Councilmember Seal ------- Yes
Councilmember Duffie ----- No
Mark Segale ---------- No
Becky Smith ---------- No
Jessica Jerwa ---------- Yes
Roxanne Knowle ---------- Yes, if the costs are capped
Chuck Woolley ---------- Yes
Merle Brooks ---------- Yes
Alan Codenys ---------- Yes
Jerry Thornton---------- Yes
Kathleen Wilson ---------- Yes, if costs are capped

The majority support annexation to the Kent RFA. Kathleen Wilson expressed concern about the ability of the City to withdraw from the RFA after annexation. City Administrator Cline said that the City's perspective is that the City could withdraw.

Chief Flores thanked the committee members for their time and participation.

Adjournment

At 1958 hours Co-chair Kathleen Wilson declared the Regional Fire Authority Steering Committee meeting adjourned.

City of Tukwila

MINUTES

Regional Fire Authority Annexation Steering Committee

March 11, 2015

Call to Order

City Administrator Cline called the meeting to order at 1720 hours.

Committee Members

David Cline, City Administrator; Moira Bradshaw, Senior Planner; Chris Flores, Tukwila Interim Fire Chief; Jim Schneider, Kent RFA Chief; Joe Duffie, Councilmember; Verna Seal, Councilmember; Merle Brooks, Tukwila firefighter, Alan Codenys, Tukwila firefighter; Dawn Judkins, Union President of Tukwila firefighters; Mike Denbo, Commissioner, board member of Kent RFA; Ray Shjerven, Captain Kent RFA, Union President; Brian Snure, Attorney for Kent RFA board; Genevieve Christensen, Assistant General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Also present: Vicky Carlson, Deputy Finance Director; Norita Deckard, Admin. Support Tech.

Welcome

City Administrator Cline welcomed the new committee members and thanked them for their commitment to the steering committee. Each member was asked to introduce themselves and state which constituency they were representing. The primary role of the committee is to evaluate and recommend to the City Council whether or not to authorize a vote to join the Kent Regional Fire Authority. The committee will also provide quarterly updates to the Tukwila City Council. The goal was to involve City residents and businesses in the decision process.

History of the Tukwila Fire Department Presentation

Interim Chief Flores presented a brief history on the regionalization of fire service in the Puget Sound and on Tukwila Fire Department's evolution and growth. Captain Loren McFarland, a 42-year veteran of the Tukwila Fire Department, spoke about the history of the fire department from a more personal perspective. He praised the training the Tukwila firefighters receive thru the Regional Fire Training Consortium.

Background on Regionalization of Fire Service

Interim Chief Flores's presentation included the following summary of the potential benefits to be gained by joining a regional fire authority.

- Economy of scale – purchasing high cost items such as fire engines in bulk, could result in saving thru discounts.
- Combine personnel and services – combine similar services to save on duplication of resources; reduce personnel costs thru normal attrition, i.e. retirement
- Potential to combine and relocate fire stations to improve incident response times.
- Add some services that Tukwila does not currently have – dedicated human resources and fleet servicing personnel, FD cares (which handles the less serious aid calls).
- Competition for funding would be reduced because the Fire Department would no longer compete with other City Departments for resources and services.
- Every six years the voters would determine the level of service through a vote on the fire benefit charge.
- Sustaining or potentially improving the level of service to the community.

Presentation by the Kent Regional Fire Authority

Chief Schneider used a PowerPoint presentation to explain the lessons learned from the Kent Regional Fire Authority formation and presented frequently asked questions about a RFA and fire benefit charge.

- Takes a lot of work to implement a regional fire authority
- In the end it's about sustaining services
- By voting the citizens determine the level of service
- Because the law limits (Initiative 747) the increase in property taxes to 1%, it is difficult to sustain the cost of fire services
- The fire benefit charge is a fair and equitable way to raise funds. The formula is based on risk and need for service, the number of firefighters and apparatus that would typically respond to the property during a call; different commercial properties have a higher risk, thus would pay a higher benefit charge than residential or lower risk commercial properties.
- An interlocal agreement would define the parameters; who pays for what, the City or the fire authority.
- Financial considerations are the driving force for a regional fire authority; will a fire benefit charge be feasible with the community demographics; need an equal distribution of commercial, multi-family and residential properties. Tukwila has the right demographics for the fire benefit charge.
- The City has to consider the cost of providing fire services. Fire departments are expensive because of minimum staffing and capital improvement costs.
- All of the stakeholders, elected officials, citizens, department personnel, administrative staff and union officers need to be involved in the planning process.
- There must be total transparency so everyone involved fully understands the issues.

Stumbling Blocks

- Allocation of facilities and apparatus
- Do fire prevention, emergency management, fire investigations stay with City?
- Agreement on the soft costs such as human resources, finance, and legal?
- Coordination and timing of the regional fire authority vote.
- Capital Improvement Project money transfers.
- Who pays costs for LEOFF 1 firefighters?

Only Tukwila voters would vote on joining the Kent Regional Fire Authority. The KRFA board would decide whether to approve the annexation. Annexation requires a 50 plus 1 majority by the voters to approve joining an existing regional fire authority.

General Discussion

Some committee members commented on the need to keep any transition seamless and to retain the current employees. There was an inquiry as to what would happen with the Tukwila Fire Department's engines and equipment. The capital equipment issues would be addressed as part of any consolidation that would take place.

General Business

There was discussion about how much and what kind of public participation would be allowed during steering committee meetings, and how to solicit questions from all interested parties. How would public outreach to citizens, businesses and employees be accomplished? There was consensus that the meetings should be open and the process transparent. No resolution occurred on how to accomplish the goal of allowing public comment and input, the discussion will be visited further during the next meeting. Jessica Jerwa runs a Tukwila Neighborhood website where she will share information on the meetings. There will also be a report at City Council meetings. Minutes from the meetings will also be posted on the City's website.

Verna Seal and Kathleen Wilson volunteered to act as Co-Chairs of future meetings. There was unanimous approval by the committee members. The committee also agreed that incremental decisions made in the process could be revisited when the committee reviews its final recommendation to the Council.

Future meetings will cover the following topics:

- Municipal Services provided by the Fire Dept.: Fire Prevention, Emergency Management and Investigation; what is their cost and should the City contract with the Kent RFA or retain these functions?
- What is the minimum level of acceptable services? What happens with the existing fire stations and other assets?
- Budgeting and the fire benefit charge.
- How will the Tukwila community be impacted financially and what are the options?
- Governance – how will Tukwila citizens be represented in the Kent regional fire authority?

Adjournment

At 1942 hours City Administrator Cline declared the regional fire authority annexation steering committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

City of Tukwila

Minutes

Regional Fire Authority Annexation Steering Committee

April 8, 2015

Call to Order

Co-Chair Kathleen Wilson called the meeting to order at 1730 hours.

Committee Members

David Cline, City Administrator; Moira Bradshaw, Senior Planner; Chris Flores, Tukwila Interim Fire Chief; Jim Schneider, Kent RFA Chief; Joe Duffie, Tukwila Councilmember; Merle Brooks, Tukwila firefighter, Alan Codenys, Tukwila firefighter; Dawn Judkins, Union President of Tukwila firefighters; Mike Denbo, KCFPD 37 Commissioner, board member of Kent RFA; Ray Shjerven, Captain Kent RFA, Union President; Brian Snure, Attorney for Kent RFA board; Genevieve Christensen, Assistant General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Also present: Vicky Carlsen, Deputy Finance Director; Norita Deckard, Admin. Support Tech.

Adoption of Minutes

It was moved and seconded that the minutes for the meeting on 3/11/15 be approved with a correction to the spelling of Mike Denbo's name. The motion was approved.

Review of Draft Revised Procedures

There was discussion about the procedures to follow for citizens that wish to speak at the meetings. Should the public submit their statements in writing before the meeting, and if they don't, will they still be able to speak to the committee? Councilmember Duffie felt that no one should have to submit statements or questions in writing first. Ms. Wilson said that it was helpful when she was on the Tree and Environment Advisory Committee when written comments were received. Ultimately, there was Committee agreement that it is important to make sure the public knows that they are invited to attend the meetings, but that it is the committee's meeting and that the Co-chairs may need to use their discretion with each Agenda. Councilmember Duffie recommended that the Committee decide on a time limit for citizen comments. There was unanimous agreement to limit each citizen to 2 minutes. Revision to the Draft Procedures to reflect a 2 minute citizen comment was seconded and the Procedures were approved.

2014 Fire Exploratory Committee Recommendation

City Administrator David Cline summarized the findings of the 2014 Fire Exploratory Committee. That committee recommended the formation of a steering committee with a broader representation of the community to continue exploring the feasibility of a possible annexation to the Kent Regional Fire Authority. The Regional Fire Authority Annexation Steering Committee's purpose is to make a recommendation to the City Council on whether to proceed with the annexation process.

General Business

Jerry Thornton volunteered to compile a list of fire department acronyms and their definitions.

Overview of the Functions and Services of the Tukwila Fire Department

Interim Chief Flores presented an organizational chart of the main divisions in the fire department:

- Administration
- Operations
- Emergency Management
- Fire Prevention

The Administrative division provides policy and direction to the rest of the fire department and interacts with other City departments. The Administrative Division consists of a fire chief, assistant chief of operations, an assistant to the chief, and an administrative support technician. There are 70 full-time employees, which includes 54 full-time firefighters in fire suppression positions.

The Tukwila Fire Department supplies two full-time captains to the South King County Regional Training Consortium. The two training captains still report to the Tukwila Assistant Chief. The department's participation in the training consortium has resulted in improved training opportunities and better training documentation thru the Training Tracker program.

The Fire Department not only provides fire suppression and emergency medical services, but also deals with rescue, marine response, and hazardous materials incidents. Fire prevention provides code enforcement, conducts inspections and issues permits. Other services are public education and outreach, and emergency management. The Tukwila Fire Department Explorer Scout Group has joined with the Zone 3 Explorers Group which encompasses all of south King County. Tukwila Fire also has a chaplaincy program. All of these other categories support the fire suppression and emergency medical responses. Some logistics (maintenance of vehicles), financial, legal and IT support services are important services that are external to the department and provided through other City departments.

Currently, in the Tukwila Fire Department firefighters have a greater degree of responsibly and may be tasked with different jobs such as maintaining the inventory, repairs of personal protective gear or other small tools. The advantages to being part of a regional fire authority would be that more staff

allows diversification and specialization. With more resources, maintaining firefighting equipment and supplies could be more efficient.

City Administrator Cline pointed out that the reason the committee is learning about emergency management and fire prevention is because the City will have the option of either keeping these services or contracting with the Kent Regional Fire Authority to provide these services.

Emergency Management

Battalion Chief Marty Grisham presented an overview of the Emergency Management Division. In 1980 the responsibility for emergency management was assigned to the Fire Department. In the mid-1990's it was administered by Public Works. In 2009, following the Howard Hanson Dam threat, emergency management was transferred back to the Fire Department and administered through the Fire Department budget.

The Revised Code of Washington (RCW) state requires and governs the establishment of an emergency management division. The mayor has authority to assign a director from any city department. In 2010 the powers and duties of emergency management were updated in with a significant rewrite of the Emergency Management section of the Administration and Personnel Chapter of the Tukwila Municipal Code (TMC 2.57.)

One of the primary purposes of the emergency management division is planning and preparation for emergencies. The Fire Chief is the "Director of Emergency Management"; the division is staffed by an Emergency Manager, and an Emergency Management Specialist. Funding comes primarily from the City budget, but also from state and federal grants.

Emergency management provides public outreach thru education and public training programs such as Community Emergency Response Team (CERT) training. It also provides logistical and planning support for other City departments during real life incidents such as the "Take Back the Boulevard." Emergency management is responsible for generating and maintaining a Comprehensive Emergency Management Plan and participating in county and state wide emergency drills such as the Cascadia Subduction Zone Rising Drill. Emergency management also manages all of the emergency radios in the City.

Tukwila Fire Marshal's Office

Battalion Chief Don Tomaso presented an overview of the Fire Marshal's Office. Staff includes a fire marshal, two deputy fire marshals, a fire project manager, who is a certified plans examiner, and an administrative support technician.

The Fire Marshal duties include: business license review; assigning addresses; backup plan review – building, mechanical, fire alarm, and sprinkler; code enforcement; fire investigations with limited criminal follow-up; public record requests; public works project reviews; impact fee administration; assists with economic development; construction inspections back-up; hotspots committee; city land use and street design review; code questions; state association memberships.

The Deputy Fire Marshal duties include: construction, sprinkler and fire alarm inspections; suppression responses; investigating alarm problems; hazardous materials inspections; following-up on confidence test reports with problems; fire investigation; B occupancy inspections, which include offices and commercial services; and some public education.

The Fire Project Manager duties include: review of building, mechanical, fire alarm, sprinkler, public works and tank installation plans; main project oversight; review of operational permits, temporary tent permits, and tank removals; code questions.

The Fire Marshal's Office also processes 18-month fire and life safety business inspections and sends inspection letters; processes operational and construction permits; maintains business files, and fire alarm and sprinkler plans; verifies addresses; and processes public records requests.

For 2014 the total number of construction and 18-month inspections totaled 3,850 of which 1,400 where firefighter crew inspections. The Fire Marshal's Office had 3,495 calls for service and attended 381 fires which resulted in 161 fire investigations.

KRFA's Current Responsibilities for fire investigation, fire prevention and emergency management

Chief Schneider explained that the cities of Kent and SeaTac, who are statutorily responsible for fire prevention, fire investigation and emergency management, chose to contract with the Kent RFA to administer and manage those programs. We have a good working relationship with our cities and the KRFA meets or exceeds the permit turnaround expectations. The advantage of having the fire department review of construction applications is that one of our primary concerns is firefighter safety. As an example of how we've been able to ensure good working knowledge and relationships with the cities, the Kent RFA hired a civilian inspector who previously worked for the City of SeaTac Fire Department, and he now provides fire prevention services for the City of SeaTac through the KRFA.

The City of Covington contracts with the KRFA for fire prevention and investigative services but performs its emergency management duties in-house.

With regard to fire investigation, the KRFA fire investigative division has three investigators and a supervisor who work shift assignments. Each fire investigator is a certified police officer, who can carry a weapon and make arrests in the field. Each investigator can also follow his cases all the way thru to completion. The KRFA has high closure and conviction rates.

General Business

The topic of the next meeting will be standard of coverage: how to define the level of service, and whether joining with the KRFA would result in a different or better level of service. Chief Schneider will also include a discussion of the KRFA's FD cares program because of the impact that program has on their service level.

The ultimate goal of this steering committee is to make recommendations to the Tukwila City Council on whether to proceed with the annexation process. The services discussed tonight will be affected because an annexation of the Tukwila Fire Department to the KRFA will change the current model of

service delivery and program administration. If the Committee's recommendation is to proceed and the City Council agrees, then the KRFA Plan will need to be amended to indicate whether some or all of the services discussed tonight will be part of a contractual agreement. If they are provided by the KRFA, then the details on contracting for services, such as costs, will be negotiated through an Interlocal agreement between the City of Tukwila and the KRFA.

Adjournment

At 1921 hours Co-chair Wilson declared the regional fire authority steering committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

City of Tukwila

Minutes

Regional Fire Authority Annexation Steering Committee

May 13, 2015

Call to Order

Co-Chair Kathleen Wilson called the meeting to order at 1736 hours.

Committee Members

Committee Members Present: David Cline, City Administrator; Moira Bradshaw, Senior Planner; Joe Duffie, Tukwila Councilmember; Verna Seal, Tukwila Councilmember, Chris Flores, Tukwila Interim Fire Chief, Jerry Thornton, Tukwila citizen representative, Jessica Jerwa, Tukwila citizen representative, Larry Rabel, Captain Kent RFA, Brian Snure, Attorney for Kent RFA Board, Ray Shjerven, Captain Kent RFA, Local 1747 Union President, Jim Schneider, Kent RFA Chief; Mike Denbo, KCFPD 37 Commissioner, Board member of Kent RFA; Kathleen Wilson, Tukwila citizen representative; Dawn Judkins, Local 2088 Union President of Tukwila firefighters; Merle Brooks, Tukwila Firefighter; Roxanne Knowle, Senior Real Estate Manager for CBRE; Marty Grisham, Battalion Chief and Emergency Manager for Tukwila; Don Tomaso, Tukwila Fire Marshal; Christian Faltenberger, Facilities Manager, Westfield Southcenter; Mark Segale, Segale Properties; Mitch Snyder, Battalion Chief, EMS Officer; Vicky Carlsen, Tukwila Deputy Finance Director; Chuck Woolley, Tukwila firefighter; Peter Wojcik, Tukwila Fire Captain; Jeff Nichols, Tukwila firefighter.

General discussion/questions/follow-up emergency management (EM), fire prevention services

David Cline explained that if Tukwila annexes to the Kent RFA, there are certain functions currently performed by the Fire Department that the City would still need to perform. These services would be ongoing expenses that the City could either contract with the RFA for or hire staff to perform. Although the Committee doesn't need to make a recommendation on this, we want the Committee to understand the impact of annexation on these functions and get their feedback.

Emergency Management:
Senior Planner Moira Bradshaw led a follow-up discussion on the pros and cons of keeping emergency management service in-house rather than contracting with the RFA. Chief Jim Schneider stated that EM would stay local whether we keep the service in-house or contract with the RFA. Tukwila would have an EM manager who would coordinate the City's response to its own emergencies. If contracted to RFA, the RFA would hire and employ the EM manager and consult with Tukwila on that person. If contracted, Tukwila would not lose control of coordination and management of events.

Tukwila Councilmember Joe Duffie asked why join the RFA if we already have the staff to perform these services?

Kent RFA Union President Ray Shjerven stated that if the service is by contract with the RFA, there would be more resources available to assist with an event. Battalion Chief (B.C.) Marty Grisham stated that contracting would bring more resources for training and exercises. Prioritization of resources for events that go beyond the City's ability to manage, will be done on a regional level.

Faltenberger stated that when he calls Tukwila for resources for drills, the response he is given is 'when we have time, we will help with an exercise.' Faltenberger stated that he's hearing that with the RFA, there would be additional resources available for drills.

Permitting:
B.C. Don Tomaso explained that the focus of Fire Department permitting and plan review are both public safety and firefighter safety. Faltenberger asked what would change if Tukwila were part of the RFA? B.C. Tomaso responded that there would be depth to handle workload. Illness, training and vacation makes it difficult to meet the work load. He indicated that if Tukwila contracts for services with the RFA, there would be depth in staffing, which would allow for backfilling, to stay on top of the work load, and the ability to pipeline new staff if there is a vacancy. Faltenberger asked about staff per capita with RFA compared to Tukwila.

Chief Schneider stated that there would be a levels of service such as plan review, permit response times and inspection time frames. While Tukwila has the option to pay for more staff now, with the RFA, there would be depth in staff available to backfill when current staff is out.

Faltenberger asked if system would change. Chief Schneider said that the one-stop permitting center could still take place at the 6300 building in Tukwila and that the computer tracking/permitting system would stay the same and there would be no change.

Standard of Cover (Level of Service)

Kent RFA:
Captain Larry Rabel used a PowerPoint presentation and gave a basic explanation of level of service (LOS). LOS measures the performance of the system. What is accomplished 90%, or 9 out of 10 times. For firefighting, the objective is to prevent "flashover" from occurring. On the EMS side, objective is to prevent brain death. Both flashover and brain death can occur quickly so it's important to arrive at an incident prior to these events happening.

The basic components of fire service LOS is distribution, concentration, and reliability. Distribution is the placement of resources in a way that allows the RFA to achieve LOS standards throughout the area. Concentration is the number of resources needed in order to match the risk in the communities. Reliability is the availability of units to deploy to an incident.

The RFA monitors these components of LOS to see how they are performing to ensure that they are providing appropriate levels of services. Post consolidation of Tukwila into the RFA, the RFA would provide LOS compliance with the 2014 Standards of Cover adopted by the RFA. They would evaluate the 2008 Tukwila Master Plan recommendations, update the capital facility and equipment

plans to include Tukwila, evaluate current deployment of resources, and adjust as necessary to provide the best fit by taking advantage of economies of scale.

Accreditation shows that the agency has set levels of service, has strategies to meet those service levels, and they have been reviewed for reasonableness. Continual improvement is required to maintain accreditation. The budget determines level of service.

If Tukwila joins RFA, we would be folded into RFA standards of service and continual improvement. Kathleen Wilson asked where concentration of incidents in Tukwila is. Captain Larry Rabel responded that concentration is in retail sector and the streets around the retail area, and the I-405, I-5 interchange. Faltenberger asked about financial impact to end user in RFA due to RFA model. Captain Larry Rabel indicated that there has been a decline.

Tukwila Fire Dept.
Chief Chris Flores distributed three pages of graphs that show response times and the 90% reliability figure for the four stations. He reviewed Tukwila's current level of service and showed that response times are similar to the RFAs.

FD CARES program

B.C. Mitch Snyder used a PowerPoint presentation to describe the RFA's FD CARES program. FD CARES stands for Fire Department Community Assistance, Referral, and Education Services. The program started by looking at incidents that shouldn't be in the 911 system. The program has grown well beyond what they thought it would be. They wrote a plan that demonstrated what the program would look like and how to it could be implemented. King County has a good 2 tier EMS system; meaning basic life support (BLS) and advanced life support (ALS) services. FD CARES adds a 3rd tier. The program addresses non-emergent incident responses, navigates patients to lower cost care facilities, addresses high utilizers of the 911 system and high users of emergency departments, and improves the continuity of patient care. The high utilizers are people who use the 911 system 25 times or more times in a 12 month period for non-emergent medical requests. In order to identify who these people are they've had to clean up their data entry.

Driven by the Affordable Care Act, insurance payments are shifting from volume to value. The shift is away from a fee for service model. Financial reward is going to systems that improve health in an illness prevention model rather than simply treating people once they are sick.

The RFA uses firefighter EMTs and registered nurses to provide the services of FD CARES. They are working with dispatchers to train them in how to determine when a call really is an emergency and when the FD CARES program would be a better response.

FD CARES uses smaller vehicles, carries different equipment, and carries prevention devices including hand rails, slip rugs, grips, etc. They work with patients to help prevent future calls for aid including connecting them to other resources and giving them appropriate equipment. They will also reconnect with patients with follow-up visits. The RFA is connected to a crisis clinic and can transport patients there rather than the ER.

If hospitals have a high readmission rate for pneumonia, CHF, acute MI, COPD, etc., they will be fined. FD CARES is partnering with hospitals to follow up with these discharged patients so they don't have to be readmitted.

In putting this program together, they reviewed 5 years of data to identify potential patients. They looked at where repetitive calls happen and have built relationships with individuals and agencies, and attend senior wellness events. Calls happen frequently at assisted living centers.

Non-emergent response is more cost effective for lower acuity medical requests. Utilizing this FD Cares results in reduced repetitive use of 911, reduced costs because of unit reliability, versus staffing additional emergency units, and therefore improved response times.

There are cost savings for hospitals and emergency departments as well through reduced admissions and readmissions, reduced numbers of uninsured patients, reduced overcrowding, improved patient outcomes.

Hospitals want to work with regional organizations for these types of programs rather than dealing with multiple agencies.

Governance group:

Senior Planner Moira Bradshaw spoke about the upcoming sub-workgroup to address governance.

City Administrator David Cline wrapped up with letting the group know that the next meeting will start talking about the financing mechanism.

Adjournment

At 1945 hours Co-chair Seal declared the regional fire authority steering committee meeting adjourned.

City of Tukwila

MINUTES

Regional Fire Authority Annexation Steering Committee

June 10, 2015

Call to Order

Co-Chairs Seal and Wilson called the meeting to order at 1734 hours.

Committee Members

Verna Seal, City Council member; David Cline, City Administrator; Moira Bradshaw, Senior Planner; Vicky Carlson, Deputy Finance Director; Chris Flores, Tukwila Interim Fire Chief; Merle Brooks, Tukwila firefighter, Alan Codenys, Tukwila firefighter; Dawn Judkins, Captain, Union President of Tukwila firefighters; Mike Denbo, Commissioner, board member of Kent RFA; Ray Shjerven, Captain Kent RFA, Union President; Brian Snure, Attorney for Kent RFA board; Mark Segale, Segale Business Park; Genevieve Christensen, Assistant General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Comparison of City and RFA budgeting processes

Vicky Carlsen presented a general overview of the municipal budgeting process and the RFA's budgeting process.

A. Municipal Budgeting

Tukwila is a full service City supporting many, varied services such as police, fire, public works, parks and recreation and community development. Some services are contracted for by the City, such as jail service, dispatching, animal control, library service.

The 5 primary goals of the Strategic Plan developed in 2012 provide guidelines for the budget process for the next several years. These goals helped to determine the priorities for City's 2015-2016 biennial budget. Sales tax accounts for 30% of the City's general fund revenue sources, property taxes account for 25.2%, and utility tax for 10.2%, with the rest accounted for by business license and RGRL fees, other taxes, other government agencies, and other smaller categories. Although the sales tax is the highest revenue source, it varies with the economy, and the sales tax revenue being distributed to the City has been affected by the destination-based reporting that the State adopted, with the sales tax going to the locality at

the end point of shipping, not the purchasing point. Of the local 0.95 cents sales tax generated in the City, only .084 cents per dollar is actually distributed back to the City. The utility tax is capped at 6% by State law. State law also provides caps to the property tax that can be assessed.

Long term projections indicate that if there are no changes to the City's revenue base or services provided (costs), revenue and expenditures will even out in 2019. Services to the community, with the biggest being police and fire, comprise 73% of the City's total budget. This is one of the reasons the City is considering merging the fire department with the KRFA.

B. RFA Budgeting

The KRFA (Kent Regional Fire Authority) also has a strategic plan which is updated every year thru their annual budget process. Fire and emergency medical services account for 66.7% of their operating budget. Supportive services, prevention, IT, fleet management, logistics, emergency management and administration account for the rest of their budget. Property tax accounts for 31.4% of their revenue, the fire benefit charge accounts for 37.6%, and the EMS levy, interlocal agreements and miscellaneous contracts account for the rest. Sales tax is not an option for regional fire authorities and there are no business taxes.

Small Group Discussion

The committee formed three smaller discussion groups to consider the following three questions and then presented their group's findings to the entire committee. The following is a summary of the three groups.

1. Was there anything that surprised you about the Level of Service presentation? What is one thing you remember from the Level of Service presentation that you think the community should know?

- Regarding Level of Service, they concluded that there are similar response times for Tukwila and Kent RFA for first responders with Tukwila being slightly faster. There are similar times between the two organizations for a full response.
- There are more resources available as part of a larger regional fire authority. For example Tukwila has firefighters doing tasks that Kent RFA has special units perform and the RFA has a separate logistics and maintenance staff.
- The number of community members who frequently call and use 911 is astounding and the RFA has developed the FDCares program that responds with appropriate resources rather than in Tukwila where a ladder truck may need to be sent if the dispatch is from Station 54.
- The larger RFA also has data analysis and planning analytics that are not available to the smaller Tukwila Fire Department.

2. With what you have heard so far, what are the pros and cons of annexing to the RFA?

PROS

- There was a general consensus that the RFA could provide better service because they are a larger organization.
- They are able to specialize and provide more support for their firefighters and community.

- FDCares
- The RFA is nationally accredited.
- Municipal boundaries are somewhat arbitrary when it comes to dispatching and organizing so a larger organization/regional provider (although it's boundaries are still somewhat arbitrary) can be more efficient just because of the larger size, that is, there would be an economy of scale with the RFA.
- In a disaster, the RFA would already be part of a regional effort.
- The Kent RFA tends to be able to spend time planning for issues rather than Tukwila which is more often reacting to situations.
- The RFA is more data driven and has more substantial statistical analysis. They also can offer depth and breadth of service and experience because of their size.
- Training consortium (although Tukwila already participates in the South King County Training Consortium.)
- Because of the state limitation on increasing property taxes, the City will have difficulty financially sustaining the current level of service if it retains the fire department; whereas the RFA can use the FBC for up to 60% of their operational needs.

CONS

- The Committee doesn't know yet how the Fire Benefit Charge will impact businesses and residents.
- There will be a transition period and we don't know if the RFA really has the capacity to take on Tukwila and if it will get too big?
- The need to return to the voters every 6 years for a significant portion of their funding is tough but on the other hand it can be a positive because it keeps a better link with the community.
- There is a certain loss of control and identity by the City for the fire and emergency medical service.

3. What additional information would you like to have prior to making your recommendation to Council?

- What will the cost be for residents and businesses if Tukwila joins the KRFA? We don't know the fire benefit charge yet.
- Need to know the equity of the fire benefit charge for homeowners, apartments, types of businesses-how will the charge be weighted?
- What will the transition/merger/schedule look like?
- What will happen to the City's finances without a municipal Fire Department?
- What are the existing deficiencies and future costs of the current Tukwila Fire Department and how will that be included in the community debate? For example, can't assume that the existing Tukwila Fire Department budget is adequate going into the future.
- How are ambulances used for transportation if not for first response and does that impact this overall service analysis?
- How will the emergency response work, how many and what type of apparatus will respond to each type of incident?
- Is Tukwila adequately prepared for an emergency, most communities are not.
- Because the fire benefit charge levy is voted on every 6 years, what will happen if the fire authority loses that funding?

Fire Benefit Charge Overview

David Cline stated that the finance subcommittee will deliver a presentation on the costs of the fire service to the steering committee at the July meeting.

Vicky Carlsen then went through a presentation on the basics of a fire benefit charge.

The fire benefit charge (FBC) is a fee, not a tax. It is a funding mechanism not available to cities. The FBC formula is based on several factors including the combined square footage of all structures on the property, what kind of structure it is and any unusual hazards that exist in the structure. Per law the formula shall be reasonably proportioned to the measurable benefits to property. There are few exceptions to the FBC: churches, if the property is used for religious purposes; low income senior exemptions and property that is subject to a contract for fire services. The formula can be adjusted so that properties that need the most services and have the most call-use will pay according. Initially, the FBC requires a 60% voter approval; however, only 50% voter approval is required to join an existing RFA. Every six years 60% voter approval is needed to renew the FBC which makes it responsible to the voters. The maximum property tax levy is $1.50 per 1,000 assessed value if the FBC is not utilized. The FBC takes the place of the third 50-cent portion of the property tax levy, reducing the levy to $1.00. The FBC revenue collected cannot exceed 60% of the annual operating budget of the RFA. The FBC is administered by the RFA, whose board of commissioners can approve a change to the formula. The FBC is added to the property tax bills by the county, who then charges a 1% collection fee.

The Tukwila Finance subcommittee will analyzing the existing FBC formula as their research proceeds. Possible revisions may be an added retail factor or creating a factor for zones that have a high concentration of calls. The State does not mandate how the formula has to look. If the City decides to go with the KRFA, the KRFA will determine the total cost of service, and then the City will have input as to the final determination of the FBC formula to make sure that it is fairly apportioned. The KRFA could have one formula but different areas of the region could have different zones used in the factoring of the formula. The fire authority can increase the formula as long as the total revenue collected is not more than 60% of the fire authority's annual operating budget. The FBC is examined every year and can increase or decrease. The voters only approve the authority to levy the FBC. If Tukwila voters approve annexation to the KRFA, the FBC could take effect in 2017.

Property Tax Overview

Several taxing districts, such as the county, city, state school fund, port, EMS, library, floor control, local schools and the metropolitan park district, can affect the property tax bill. Voter-approved bond levies also affect the property tax bill. An FBC charge would not be located under the Fire line, but would be listed as a fire fee in the other charges section of the property tax bill. Taxing districts have regular levy authority which is non-voted with the exception of voter-approved lid lifts. However, there are a lot of limitations since RCWs specify maximum regular levy rate limits for port, state schools, road, library, and metropolitan park district. Regional fire authorities are limited to $1.00 per 1,000 of assessed value if they utilize the FBC.

Tukwila's property tax levy rate equals 1,000 x city property tax revenue/assessed value. Currently, the City's maximum levy rate for 2015 is $3.37753, but the actual levy rate is $2.84188 because state law limits regular levies to 101% of their highest levy rate since 1985 plus new construction assessed

value plus relevy of prior year refunds. Voted regular levies are not governed by this limit in their first year after the vote. If the City joins the KRFA, the RFA actual levy rate would be subtracted from the City's maximum levy rate which would result in a maximum levy rate of $2.42774. If the City was currently annexed to the RFA, the City's calculated levy limit would be less than the allowable levy using the 101% limit, so the maximum levy rate would be $2.42772 rather than the 101% limit.

The maximum levy rate for the RFA is $1.000. If they annex with Tukwila, their total assessed value would increase because of their expanded borders.

General Discussion

David Cline stated that although the City may not collect as much tax revenue if the KRFA annexation happens, there will be more City funds available to allocate to other City services since City funds will not be going to support the operations of a fire department. The City will be transparent throughout the entire process. Some questions still to be considered are: Is annexing to the KRFA a good benefit to the community, what will the cost be to property owners, what services will they receive, and if the annexation doesn't work, what will happen?

Chief Flores asked Mark Segale how their properties in Kent were affected by KRFA. Mr. Segale said that there was a large increase because of the fire fee (FBC) and no decrease in property insurance rates, although the buildings were new with modern protection systems. Captain Shjerven pointed out that one of the buildings contained a hazardous materials warehouse, which would require a lot of resources to mitigate any incidents at that location, and that would cause an increase in the FBC formula factors.

Roxanne Knowle said that there was a minimal increase in this year's FBC charge for CBRE's buildings in Kent.

David Cline said that tonight's presentation was intended as a high level overview of the financing issues, and that more information on the costs and the impact to different properties would be presented at the July and August meetings.

He also stated that the City Council would be receiving an update on the RFA Annexation process on Monday night the 15th of June. A communications plan will be presented as well as progress at the Steering Committee level. Members of the Committee are welcome to attend and speak to the Council.

Adjournment

At 1939 hours the Co-Chairs declared the Regional Fire Authority Annexation Steering Committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

City of Tukwila

MINUTES

Regional Fire Authority Annexation Steering Committee

July 8, 2015

Call to Order

Co-Chair Verna Seal called the meeting to order at 1736 hours.

Committee Members

David Cline, City Administrator; Verna Seal, City Councilmember; Joe Duffie, City Councilmember; Moira Bradshaw, Senior Planner; Vicky Carlson, Deputy Finance Director; Chris Flores, Tukwila Interim Fire Chief; Alan Codenys, Tukwila firefighter; Dawn Judkins, Captain, Union President of Tukwila firefighters; Jim Schneider, Chief Kent RFA; Margaret Martin, Kent RFA Finance Manager; Mike Denbo, Commissioner, board member of Kent RFA; Brian Snure, Attorney for Kent RFA board; Mark Segale, Segale Business Park; Christian Faltenberger, Facilities Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Follow-up Discussion of June meeting

Moira Bradshaw referred the Committee to the June Meeting Summary where pros and cons of annexing to the RFA were listed. She asked for clarification and any questions or comments on some of the statements made during the small group discussion.

1. Will the FD Cares program be extended to annexed territory?

Chief Schneider responded that the FD cares program would be extended to the KRFA's (Kent Regional Fire Authority) annexed territory. The FD cares program was started in 2010, and the unit is currently staffed with two EMT's. The KRFA has contract funding from King County EMS, Premera and Valley Medical and we plan to hire nurses, so that in the future the unit would be staffed with one firefighter EMT and one nurse. The current FD Cares unit operates out of SeaTac and has a standard 20 minute response time. The KRFA would like to eventually have two units in service. The Affordable Care Act has complicated their efforts. Other organizations, including King County, have tried to institute a similar program. Some organizations do not have enough calls to warrant a unit. The only way the program would work for these areas, is if two departments combined resources. Because King County only wanted to staff their unit with one person, there were also safety concerns.

2. Why is the KRFA able to spend more time planning for issues whereas Tukwila is more often reacting to situations.

Interim Chief Flores responded that the Tukwila Fire Department doesn't have the support resources to do planning like the KRFA. In Tukwila items are budgeted for when actually purchased. Tukwila also has to compete with other City departments for funds. The KRFA can incorporate equipment purchases into their budget so they have the funds to work with, which allows for better planning. Chief Schneider stated that he can trust his chief officers because their skill set is good. The size and depth of the KRFA's think tank is better. The KRFA also is under no pressure from the board or a City, so they can take the time to do it right.

2. Does the KRFA have the capacity to take on Tukwila, and will there be problems if the KRFA gets too big?

Chief Schneider said the KRFA has gone thru the process twice, the first time when they created the regional fire authority and the second with the City of SeaTac contract and they have learned a lot of valuable lessons. When the KRFA took on SeaTac, they allowed time to train firefighters that wanted to work in different areas. Their goal was to make the transition so seamless that the citizens of SeaTac would never know the transition had taken place. If the KRFA annexed Tukwila, the existing people serving Tukwila would still be there. If the annexation occurs, the KRFA would have a lot of lead-time to prepare.

The bigger the fire authority, the larger the economy of scale will be. The economy would increase down the road. One question to be considered is the size of the governing board. Currently, there are 6 voting board members and 2 advisory positions for SeaTac and Covington. If the KRFA annexed Tukwila, a proposed option would be to have 3 voting board members from Tukwila.

Jerry Thornton asked if there is a difference dealing with a city council versus a fire board. Chief Schneider said one of the KRFA's chief officers (the former chief of SeaTac Fire) is the liaison with SeaTac, and he attends the council meetings. The KRFA meets with the city mayors once a month. If Tukwila joins the RFA, there would be a liaison with Tukwila so the City would not lose the communication.

3. There is a perception that there would be a loss of City control and identity if the KRFA annexes the Tukwila Fire Department.

Councilmember Seal explained that people are attached to their fire department and feel they would lose something if Tukwila annexes to the KRFA. Christian Faltenberger, Facilities Manager for the Westfield Mall, pointed out that there is currently a homegrown feeling that might get lost in a larger group.

Chief Flores stated that there are already mutual aid responses between cities, and that Tukwila participates in the training consortium. So far there has only been positive feedback.

Chief Schneider stated that if the annexation takes place, all apparatus would not only have the name of the fire authority on the vehicle, but also the name of the city in whose area it was serving. After the next FBC (fire benefit charge) vote takes place, the name of the KRFA will be changed to a more

generic name. The KRFA also has two public educators and supports a lot of community outreach. Following every fire KRFA representatives meet with the surrounding neighbors to discuss the event. When SeaTac contracted for services with the KRFA, they elected not to pay for public education which caused some problems during the transition process. He stressed the importance of public communication during the transition process. It requires a lot of commitment from the departments involved and multiple avenues of communication.

Current (2015) Budget for the Tukwila Fire Department

Vicky Carlsen, Deputy Finance Director, gave a presentation on the current budget for the Tukwila Fire Department. The Operations budget, which encompasses administration, suppression, training, facilities (maintenance and supplies), special operations and aid/rescue, amounts to $9,453,805. The rest of the $10,956,847 budget encompasses LEOFF1 responsibilities, firemen's pension, fire prevention and emergency management, which would be retained by the City if the annexation passes.

Current indirect costs for IT, HR, finance (insurance), City Attorney, public works and parks maintenance services total $797,070. These services are provided to the fire department and the staff time currently allocated to the Fire Department would be reallocated to other departments and other projects/priorities.

If the City were to annualize all of the capital costs of the Fire Department, that is equipment, apparatus and facilities, it would need $1,375,000 to $2,350,000 per year. The actual cost for bulk equipment purchases is budgeted in the year of purchase and the annualized cost for a 20 year period would be $75,000 - $150,000. To replace apparatus an annualized cost would be $500,000 - $900,000. Currently, the fire department has 1 aerial, 1 aid car, 7 pumpers, 4 pickups, 3 sedans, 5 SUVs, 14 trailers, 2 vans, 2 boats and 1 generator. The original cost for these vehicles is over $5 million; replacement cost including equipment on the rigs, would be over $9 million.

The annualized costs for facilities would be $800,000-$1,300,000. There are four fire stations. Three of the stations need to be replaced. Estimates are $7-9 million for Station 51, $5-7 million for Station 52 and $5-7 million for Station 54. Station 53, which is the newest of the Stations and is 20 years old, needs major maintenance for a cost of $500,000. The total costs for the stations would be $15.5 to $21.5 million. The City has $4.8 million in guaranteed impact fees. Future impact fees collection is dependent on development. The City started collecting impact fees in 2008, but they haven't met the original projections because of the economy. The City typically issues debt to finance buildings.

An RFA Budget (2015) consolidated with Tukwila

Chief Schneider stated that it is difficult for the City of Tukwila to determine future revenue since it is based on assessed values and taxes that can vary. It is easier for the KRFA to determine future revenue because it is based on $1.00 of assessed value plus the fire benefit charge. There were two primary reasons Kent decided to go with an RFA.

1. Sustain services. The revenue cities collect is different every year, whereas if the assessed value goes down, an RFA can raise the fire benefit charge to maintain the service level. In the RFA the fire department is not competing with other city departments for funding, therefore there is a direct connection between cost for services and the service itself.

2. Economy of scale. As the RFA orders more equipment and apparatus, there will be savings from the bulk purchases' discounts. Also the need for administrative staff such as chiefs and deputy chiefs will be removed.

Using 2015 numbers, Margaret Martin, Kent RFA finance manager, gave a presentation on the projected RFA budget if the Tukwila annexation were to take place. The total for administration, operations and training, facilities, fleet, IT, and logistics/strategic planning would be $10,953,954.

In order to help provide a comparison, the estimated cost of operating the City fire department per $1,000 assessed value is $1.95 per thousand; the cost of operating the RFA department per $1,000 assessed value would be $2.09 per thousand. The budget will be fine-tuned as the annexation approaches. Salaries and health care costs create the largest difference in the two budgets. The KRFA firefighters' salaries and benefits are higher than Tukwila.

We project annual capital expenses for equipment, apparatus and facility needs at an additional $0.10 per $1,000 or a total of $500,000 per year. Every year the KRFA sets aside an amount from its two revenue sources for capital expenses. The KRFA's strategy for capital expenses is to make it part of the operating budget. The KRFA would like to collect impact fees but until impact fees are adopted by the jurisdictions that we serve, we use SEPA to collect mitigation payments.

The KRFA sometimes leases apparatus, which can be paid off over three years. If the annexation takes place, the replacement cycles for equipment and apparatus would be the same for Tukwila and Kent. Plans and projects are brought to the governance board for approval.

Future savings if the KRFA and Tukwila Fire consolidate:

- Savings of overtime expense by spreading the workload over a larger number of personnel
- Effective firefighting force – the KRFA has a bigger initial response, whereas Tukwila now has to call for a second response after they arrive
- Reduction of risk with a more effective firefighting force
- Eliminate duplication of positions through attrition
- Purchasing power when purchasing in bulk

Positives in consolidation with RFA

- Sustain services with enhanced revenue options (fire benefit charge)
- True allocation of cost for fire risk
- Accountability to the citizens
- Citizens determine the level of service
- FD Cares program
- Share fire resources over the full response area
- Efficiency through regionalization
- 24/7 fire investigator on duty which enables the firefighting crews to leave and turn the scene over to the investigator
- Expanded public education program
- Increased promotion opportunities because of the larger staff
- Economy of scale in the recruitment of and firefighter selection process

- Increased opportunities for operational assignments in specialty areas: haz mat, fire prevention, fire investigation; more versatility adds synergy to the organization

Organizational Chart

Chief Schneider presented the current organizational chart for the KRFA. Presently, the KRFA contracts with the City of Kent for some of its IT needs, but will eventually have their own people. They anticipate a lot of future growth in their fleet services and will have satellite shops to provide services throughout the region. The City of Kent contracts with the KRFA for fire prevention and emergency management services, which includes 1 position that has been grant funded for the last nine years. The KRFA will soon hire a social worker for the FD Cares program and will hopefully be hiring nurses soon. The KRFA used the Kent Civil Service Commission in the beginning, but as the commissioners leave, Kent will replace them with their own commissioners. If the KRFA annexes Tukwila, in addition to the 66 current staff members of the Tukwila Fire Department, they anticipate adding 2.5 new full-time support staff employees.

Christian Faltenberger, Facilities Manager for the Westfield Mall, asked if fire prevention would be localized to Tukwila if the annexation takes place. Chief Schneider said discussion of particulars would take place during interlocal agreement meetings, but fire prevention would continue to work out of Tukwila, if Tukwila decides to contract with KRFA to provide this service. The KRFA would like to add three more inspectors to do company level inspections. They believe that it's more efficient for the same people to do the initial and then any follow-up inspections that may be necessary. Currently, in Tukwila the engine crews do the initial inspections and sometimes are outside of their response area to do them.

Governance Discussion

Moira Bradshaw asked the committee if they had any concerns they would like the Governance Committee to consider at their meeting on July 30th. She posed the following questions as an example.

1. If the annexation passes, would a 3-person representation by the City Council to the RFA board work?
2. Are there any specific issues that need to be considered when they review the RFA Plan?

Councilmember Seal thought that having three council members on the RFA board would work because the Board members and meetings will be focused on fire services and the Board will have more input since they are only dealing with one issue. In contrast, the current situation for the Tukwila City Council is primarily influencing fire service through the budget process where they have to consider the needs of all the City departments.

Councilmember Duffie said being on the Steering Committee has been a learning experience, and although he was initially not in favor of the annexation to the KRFA, he now sees a lot of benefit to joining them. He said it is important that Tukwila's citizens are aware of, know about and understand the issue.

Mark Segale, Segale Business Park, asked how much interaction there was between the City Council and the Tukwila firefighters. Capt. Judkins replied that there was not much interaction, and the

department's budget was determined more by which City department made the better presentation to the City Council. The Tukwila firefighters usually work with what they have.

Christian Faltenberger, Facilities Manager for the Westfield Mall, asked how the KRFA board works. Are more board positions given to one area than another? Brian Snure, Attorney for the Kent RFA Board, explained that the RFA Plan establishes the membership of the RFA board. The Board sets its operating rules, redefining the quorum if needed. Presently, the quorum consists of 2 members from District 37 and 2 members from Kent. The KRFA board is currently a 6 member board with 3 Kent City Council members, 3 King County Fire District members and 2 non-voting members from the SeaTac and Covington City Councils.

General Discussion

Roxanne Knowle, Senior Real Estate Manager for CBRE, asked why the KRFA wanted Tukwila to join them and why? Chief Schneider said that the two fire departments share a similar culture and have already shown that they work well together. There is a lot of vision on the RFA Governing Board. The Chiefs create a good future for the younger firefighters and work at sustaining services and saving money thru the economy of scale. In order to be part of the regional fire authority the geographic areas have to have contiguous borders. Finally, the two fire departments have been discussing the possibility of annexation since 2008.

The 2014 Tukwila Fire Exploratory Committee considered several other options and decided that annexation to the KRFA was the best option.

Adjournment

At 1936 hours Co-Chair Seal declared the regional fire authority steering committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

City of Tukwila

MINUTES

Regional Fire Authority Annexation Steering Committee

September 9, 2015

Call to Order

Co-Chair Verna Seal called the meeting to order at 1738 hours.

Committee Members

David Cline, City Administrator; Verna Seal, City Councilmember; Joe Duffie, City Councilmember; Moira Bradshaw, Senior Planner; Chris Flores, Tukwila Interim Fire Chief; Alan Codenys, Tukwila firefighter; Merle Brooks, Tukwila firefighter; Dawn Judkins, Captain, Union President of Tukwila firefighters; Jim Schneider, Chief KFDRFA; Mike Denbo, Commissioner, board member of KFDRFA; Genevieve Christensen, Assistant General Manager, Westfield Mall; Roxanne Knowle, Senior Real Estate Manager, CBRE; Jessica Jerwa, Tukwila citizen representative; Jerry Thornton, Tukwila citizen representative; Kathleen Wilson, Tukwila citizen representative.

Ride-along Experience

Jerry Thornton recently did a ride-along on Tukwila's Engine 51. He said it was a worthwhile opportunity and a great experience. It also gave him a chance to talk to the Tukwila firefighters about the KFDRFA (Kent Fire Department Regional Fire Authority). The responses he got were all positive.

Roxanne Knowle relayed her experience with the Kent RFA firefighters during an unexpected encounter. Her son enjoyed an opportunity to climb into the engine and she had a chance to talk with the firefighters about the potential Tukwila annexation.

Governance Report

The governance work group, which included Tukwila Councilmembers Duffie and Seal, and Kent Councilmember Thomas and Commissioner Denbo, presented a report on the first five sections of the proposed Tukwila Plan Amendment to the KFDRFA Plan. Revisions to the Plan are being drafted so that it is applicable to Tukwila. City Administrator Cline noted that the edits to the Plan to add Tukwila will keep the historical portions.

Moira Bradshaw pointed out that important sections in the Plan that have been revised are the "needs statements" on pages 10, 11, the annexation effective and operational dates on page 12, the City of Tukwila annexation authority on pages 16, 17; the establishment of the governing board structure and operation on page 21, 22; and the development of a name change for the consolidated RFA on page

22. The amended governance section proposes that on the Tukwila annexation effective date, the KFDRFA governing board would add three new voting members consisting of current Tukwila City Council members to the existing six voting and two non-voting members of the Board.

The reason the annexation effective date is different from the annexation operational date is because the KFDRFA would need time to gear up for the addition of the Tukwila firefighters. The two different dates also will allow time for Tukwila to have input into any 2017 budgeting and policy decisions and the KFDRFA name change. Chief Schneider noted that the name change would probably start immediately after a positive vote and that all stakeholders would be included in the renaming process.

Commissioner Denbo said the Governance work group accomplished a lot in a short amount of time.

Moira Bradshaw explained that the draft Plan will encapsulate the work done by this Steering Committee and will form the basis of the recommendation that the Committee sends to the Tukwila City Council.

Roxanne Knowle asked if there would be an opportunity for the Tukwila Plan Amendment to be revised during the process, and if there would be back-and-forth discussion during the process? Moira Bradshaw stated that the KFDRFA are involved in the Steering Committee meetings, they are drafting and reviewing the proposed amendments to the Plan, and they are participating in the various work groups in order to minimize significant changes later in the process; however, changes to the Plan are possible with the Tukwila City Council and the KFDRFA Governing Board.

The following steps will happen before final approval of the Tukwila Plan Amendment. First, the Steering Committee will make a recommendation to the Tukwila City Council. Then, if the City Council approves the Plan amendment, the KFDRFA Governing Board will have to approve the Plan. If the KFDRFA Governing Board approves the Plan, the final step will be for the Tukwila City Council to put the Plan up for a vote by the citizens of Tukwila. The citizens will have the final input by voting on whether or not to adopt the Plan and annexation.

Chief Schneider said that the Plan and the fire benefit charge used to be voted on separately, but now they are voted on together. The first part of the Tukwila Plan Amendment is basically dictated by RCW's and is very generic. The last three sections involving finance, administrative, fire prevention and investigation, public education and emergency management and contain the meat of the Plan.

Capt. Judkins asked who makes the decisions on the revision of sections 7, 8 and 9 of the Plan? Moira Bradshaw said the Finance Committee would be recommending revisions to Section 7 - Financial. The revision of Section 8, Administrative/Management/Personnel and Section 9 Prevention/PubEd/EM/Investigation are being revised by Tukwila and KFDRFA staff as well as legal counsel for both agencies. All Sections of the draft Plan are being brought to the Steering Committee.

Capt. Judkins asked if the Steering Committee would be making a recommendation to the Tukwila City Council about whether or not to contract with the KFDRFA for those contract services? Moira Bradshaw responded since those services are addressed in the Plan, the Steering Committee would be including their recommendation on those issues to the City Council.

Moira Bradshaw noted that an important outcome of the Governance work group's meeting in July was the concept of having two different dates:

1. An Annexation Effective Date of July 31, 2016, which allows governance of the RFA to include Tukwila. August 1, 2016 is the deadline to notify King County of any changes in levy codes so that revenue can start accruing on the Operational Date of January 1, 2017; and
2. An Annexation Operational Date of January 1, 2017, which provides time for the organizations to merge, incorporate 67 transferred employees and gear up to operate as a consolidated organization.

Community Outreach Discussion

There is a community outreach plan that includes holding specific business and community meetings, and articles in the Hazelnut and Tukwila Reporter. It's anticipated that the best time to have the community meetings will be after the steering committee and before the Tukwila City Council public hearing.

Councilmember Duffie stressed that the citizens need to be informed and allowed input before the City Council holds a vote on the RFA annexation. He said the City can't come to the citizens at the last minute.

Councilmember Seal said citizens are upset because of misinformation resulting from some people talking about numbers that have not been vetted. As an example, on another issue, she said the City held public meetings for one year about the City's Comprehensive Plan, but some community members are upset because of misinformation they have received. There is inaccurate information out there.

Chief Flores stated that the fire department is also running into that problem; however, he and Moira Bradshaw have spoken to citizen groups that are well-informed. The City will be scheduling "open houses" at the Fire stations, so that citizens can tour the stations and can ask questions. He stressed the need to have a consistent message. Even though the current approach is good, there is always the risk of missing somebody. Outreach is occurring, but there is more that we can do.

Councilmember Seal said people need to know the numbers, i.e. "what's it going to cost me and what do I get?"

City Administrator Cline asked the Committee for ideas on how to improve community outreach so that we reach the most people with the right information, and how much time would be needed for the community to weigh-in on the City Council's decision?

Councilmember Duffie said that since he serves the citizens of Tukwila, he needs to make sure the citizens of Tukwila want the RFA. He thinks the RFA is a good program, but the citizens need to decide for themselves. He wants to be sure the business people and the citizens want to be part of the RFA before any final decision is made.

City Administrator Cline asked Chief Schneider how the KFDRFA got community input. Chief Schneider said it takes a long time to put the pieces together to be successful. This will be the third

consolidation he has been involved in. People want to know the bottom-line, but it takes a lot of work to determine the numbers for the fire benefit charge. He is committed to being transparent. The KFDRFA didn't talk to service groups until after the Kent City Council voted on the RFA plan. He is hoping King County will have a calculator available on their website, so that a citizen could see a breakdown of what they would be paying for each part of their property tax bill. If not, citizens could call either Kent or Tukwila, and they will figure the property tax calculations for them.

The RFA was originally formed because the Kent Fire Department wanted to sustain services and avoid cutbacks. If they had not gone with the RFA, they would have had to close two stations. The KFDRFA was able to get an impact fees ordinance passed in the City of Kent to help cover future capital improvement costs, which is a huge change. The benefit of the RFA is that the board is only concerned with the fire department, and the fire department does not have to compete with other City departments for funding. Having an RFA allows the citizens the opportunity to vote not only thru their City Council, but also on the fire benefit charge. When the KFDRFA was formed, they inherited a lot of infrastructure that needed updating, so they had a large amount of capital improvement needs. Because of the capital improvement needs and the fact that assessed property values dropped when the KFDRFA was first formed, the fire benefit charge was higher. The fire benefit charge can be adjusted so that the RFA doesn't have to decrease services. The KFDRFA will lower the fire benefit charge this year because some of the backlog in capital improvements have been completed. When the KFDRFA first formed, they were able to keep the Kent and Covington residents' taxes about the same; the taxes on the businesses did go up some.

City Administrator Cline said it's important to keep the community informed now and in the future. Before the steering committee makes a recommendation to the City Council, it's important to be sure the Tukwila Plan Amendment works for both Tukwila and the KFDRFA. The Steering Committee has been updating the City Council every two months on the Committee's progress.

Roxanne Knowle asked if there was a plan to put together a summary for the public? Moira Bradshaw said they would be targeting residences and businesses with a summary of the basic information and where they can go to find more detailed information.

Organizational Structure/Operations

Chief Schneider discussed the organizational chart created by merging the KFDRFA and Tukwila Fire Departments. Some positions that are duplicates of positions already existing in the KFDRFA, would eventually go away thru attrition. This process would eventually lead to economies of scale as the organization evolves. Some extra positions would be needed in the IT and the apparatus maintenance areas. If the annexation happens, the KFDRFA would end up with over 300 employees. If the vote passes, he would then decide the best positions for the Tukwila staff. Nobody in the Tukwila Fire Department would lose their job or take a cut in pay. The Tukwila City Council will ultimately decide whether or not the City keeps fire prevention, public education, emergency management and fire investigations or contracts with the RFA to provide those services.

General Discussion

Moira Bradshaw asked the Committee members if they would like more time to go through Sections 1-6 of the Tukwila Plan Amendment, which is on tonight's agenda? Councilmember Seal said she

really wants the members to review the needs statement on page 11 of the Plan and come to the next meeting with feedback.

There was general discussion about scheduling additional meeting dates in October and November since the Finance committee was not yet ready to report out, and their presentation would probably take two meetings. Consensus was reached to schedule the additional following dates: Wed, October 28, Thursday, November 5, and potentially Wednesday November 18 as a back-up date. The Committee's presentation to the City Council would depend on when the Finance package can be completed for the Committee's review. Moira Bradshaw also asked Committee members to let her know if they wanted to discuss other parts of the Tukwila Plan Amendment in more detail during one of the future committee meetings.

Capt. Judkins pointed out that the Tukwila Firefighters Union was hoping to vote on the RFA proposal at their November 10th meeting.

Roxanne Knowle asked what would happen in the meeting presented by the finance committee? Chief Schneider explained that after the operating budget and capital improvements budget are defined, the fire benefit charge can be defined. After the fire benefit charge has been defined, it will be possible to show the citizens what the cost will be.

City Administrator Cline pointed out that Tukwila currently has not budgeted any dollars for capital replacement for the fire stations. The capital improvements involve large numbers, and the City and the RFA will have to discuss who will be responsible for which improvements.

Roxanne Knowle asked about the time-length of the RFA's capital improvement plan? Chief Schneider replied that the RFA had a 15-year capital improvement plan.

Adjournment

At 1907 hours Co-Chair Seal declared the regional fire authority steering committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

City of Tukwila

MINUTES

Regional Fire Authority Annexation Steering Committee

October 14, 2015

Call to Order

Co-Chair Verna Seal called the meeting to order at 1730 hours.

Committee Members

David Cline, City Administrator; Moira Bradshaw, Senior Planner; Vicky Carlsen, Deputy Finance Director; Chris Flores, Tukwila Interim Fire Chief; Jim Schneider, Kent RFA Chief; Larry Rabel, Captain Kent RFA; Joe Duffie and Verna Seal, Tukwila Councilmembers; Jessica Jerwa, Jerry Thornton, and Kathleen Wilson, Tukwila citizen representatives; Merle Brooks and Alan Codenys, Tukwila firefighters; Dawn Judkins, Captain, IAFF Local 2088 President; Mike Denbo, Commissioner, board member of Kent RFA; Ray Shjerven, Captain Kent RFA, IAFF Local 1747 President; Brian Snure, Attorney for Kent RFA board; Mark Segale, Segale Business Park; Genevieve Christensen, Assistant General Manager for the Westfield Mall; Roxanne Knowle, Senior Real Estate Manager for CBRE.

Also present: Dennis Robertson, Tukwila City Councilmember.

Citizen Comments

Eric Bernard, Kent resident, stated that since the Kent RFA started, residential property taxes have increased $500-1,000 per year. In 2011 his FBC (fire benefit charge) was $500, in 2013 it was $700 and in 2014 it was $800. He is a 78 year-old Kent resident who is being taxed out of his home. He stated that there has been an increase to taxpayers than wouldn't have been there if the Kent RFA had not been created. He is concerned about the impact to SHAG (Senior Housing Authority.) Economic evictions are on the rise. He said Chief Schneider promised economy of scale and that the 60% maximum FBC would not be needed. There has not been any measurable benefit in services.

Leroy Stevenson, Covington resident, opposed the Kent RFA when it was initially on the ballot. The only voter information available to him came from the Kent RFA. His house is 960 sq. ft. and at the beginning of the RFA he paid $235 for fire service, now he pays $325. That is a 35% increase in 5 years. If he was still serviced by Fire District #37 and paid $1.50 per $1,000 assessed value, his property tax would be $240. He said his insurance company told him that there were very few house fires now-a-days, water damage claims are more likely. He stated that literature from the Kent RFA said there would be a reduced cost to residents and that their insurance rates would go down, but that has not happened. Businesses ultimately pass their increased costs on to the citizens. The Kent

RFA said there would be economy of scale and efficiencies, but since labor and compensation are the primary costs, the only way to reduce costs is by job or benefit cuts which has not happened. Cities are giving up their sovereignty and the right to give direction to the fire department. He thinks that it would not be a good idea for Tukwila to join the Kent RFA, that interlocal agreements can accomplish economy of scale for equipment and apparatus purchases.

Cost Comparison Update of City and RFA Budgets

Vicky Carlsen, Tukwila Deputy Finance Director, presented an update to the Tukwila Fire Department costs with actual data from the first three quarters of the year so that there is a more accurate "apples to apples" comparison with the Kent RFA budget. She handed out the Cost Comparison Worksheet.

Within the Fire Department's budget are additional costs that the City would retain, the LEOFF1 retirees' medical and the cost for the firemen's' pension. The City will also retain the indirect costs of $797,070 for the services provided to the Fire department from other City departments like Finance, IT, etc.

Included on the cost comparison worksheet is an equivalent levy rate, because the source of funds to pay for the City fire department are mixed from a number of different sources.

The City uses a "pay as you go" system to fund capital requirements by issuing debt and using money from the general fund. In order to create a comparison, the City and the RFA each estimated what the annualized cost would be for the Fire Department capital.

The cost comparison for total operations and capital is $12.54 M with a levy equivalent of $2.50 for the City and $12.72 M with a levy equivalent of $2.53 for the RFA. The difference is a levy equivalent of $0.03. For example, using the equivalent levy rate to calculate the taxes and charges for a house with a $250,000 assessed value would result in a cost increase for the home owner of approximately $17.

Potential Contractual Costs for Prevention, Investigation, EM

The City would continue to be responsible for fire prevention, investigation, and emergency management services regardless of the annexation decision. Currently, the projected fire-related 2015 actual costs are $793 K for fire prevention and $321 K for emergency management for a total cost of $1.11 M and an equivalent levy rate of $0.22.

If the City contracted with the RFA for these services, the proposed RFA budget would be $902 K for prevention and investigation and $339 K for emergency management for a total cost of $1.24 M and an equivalent levy rate of $0.25. The total difference for both services is $128 K and an equivalent levy rate difference of $0.03. The primary reason for the cost difference between the City and the RFA are the salary and benefit costs.

The total City 2015 projected actual cost for operations, capital, prevention, investigation and emergency management is $13.65 M with an equivalent levy rate of $2.72. The total RFA proposed

budget cost is $13.96 M with an equivalent levy rate of $2.78. The difference is $307 K with a levy equivalent of $0.06.

Capital Improvement Plan

Capt. Larry Rabel, from the Kent RFA, gave a presentation on Tukwila's capital improvement needs and the RFA's proposed capital improvement plan of $39.9 M. The RFA's 20-year capital plan provides funding for replacement and remodeling of the 4 fire stations, as well as capital funding for all apparatus and equipment and a capital reserve of $4.9 M in 2035.

The RFA cannot absorb the total cost so there will be a cash flow issue the first 10 plus years, consequently there will be a debt expense of approximately $2.5 M for a $10 M bond.

The RFA's proposed capital plan is to replace Tukwila Fire Station 51 by 2021 and Station 52 by 2023. Station 51 would be a concentration station housing a lot of resources to not only support the other Tukwila stations, but also provide support for area within Kent. Stations 52, 53 and 54 would be staffed to meet distribution need. Since Station 53 is located at the north end of the service area, and it would be more difficult for other station crews to reach the area in a short time period, it may need more staffing. The timeline for completing the remodeling of Station 53 and Station 54 would be by 2030-2033. Station 53 will need maintenance and possible expansion. Station 54 will be difficult to remodel because of its existing construction type, so one possible solution would be to combine Station 54 and the north SeaTac Station 47 since it also needs to be replaced. The timing for this is more complicated and difficult because it involves coordination with the City of SeaTac. City Administrator Cline noted that a study commissioned by the City showed that Stations 51, 52 and 54 were seismically deficient and need improvements.

The significant cost difference on the capital costs appears in apparatus, which is explained by the different replacement schedule for heavy-duty apparatus between the two agencies. If the annexation occurs, the RFA anticipates that an additional aid car will be needed around 2022 and an additional engine around 2025. All of the costs for the anticipated future needs are embedded in the 20 year RFA plan.

Fire Benefit Charge Overview

Capt. Larry Rabel presented an overview of the fire benefit charge (FBC.) The primary funding for the Kent RFA is $1.00 property tax levy plus a FBC as specified by RCW 52.26.240. Tukwila is a unique service area because its geography of hills and river. The built environment of freeways, high service retail areas with high traffic and employee and shopper volumes, creates limits on the reach from fire station service areas. Because of these factors, Tukwila needs more fire stations than other areas; therefore, the cost of operations is higher. The FBC formula will be the same throughout the RFA; however, the factors in the formula have been adjusted specifically for Tukwila.

FBC formula: Square Root of Area x 18 x Category x Response x Risk x Discount x Fire-flow factor.

1. Square root of area = Size of structure

2. 18 This is a number that comes from the insurance services office and when multiplied by the square root of the area determines the amount of water (fire-flow) needed to put out a fire.

3. Category There are four categories of structure:
   - one and two unit residential dwellings,
   - mobile homes,
   - apartments; or
   - commercial/industrial

4. Response This factor is based upon what resources, i.e. firefighters, fire engines, special haz-mat rigs, ladder trucks, etc., would be needed to put out a fire.

5. Risk This factor includes 2 hazard factors that increase fees to structures that contain highly combustible or flammable uses or storage and 4 "Regional" retail factors to help offset the cost to Tukwila residents of providing services to shoppers and employees of regional retail and services that are located in Tukwila. Business that will see this "Regional" factor applied include: high traffic retail, restaurants, fast food, and heavy industrial uses. These factors are used to offset costs for the different types of commercial businesses. The Kent RFA used response data to compare call volumes in Tukwila to call volumes in the Kent RFA. This data was used to determine risk factors for some of the regional commercial differences like the Westfield Mall.

6. Discount Is given for low income qualifying seniors and disabled persons owning their own homes, and for structures with sprinkler and alarm systems.

7. Fire-flow factor This number is unique to the Tukwila service area. The fire-flow factor allows the revenues to match operational and capital needs.

The three factors that will vary from the RFA's factors outside of Tukwila are the category types, which shifts greater cost to the commercial and multi-family structures; risk (because of Tukwila's regional influx of population), and the fire-flow factor. Hazard factors are already built into the original formula.

Mark Segale asked for an explanation of the fire-flow factor. Capt. Rabel explained that the factors used to determine fire-flow are how many gallons of water would be needed to handle the problem, how many personnel and resources would be needed to deliver that water, and what would be needed to maintain those resources. As an example, for a house fire, a fire hose delivering 50 gallons per minute would require two firefighters on the attack line, one firefighter manning the pump, one at the hydrant, two on the outside of the structure, one on situation assessment and one in command. A small commercial structure with front windows would have low rates because a fire there would be easy to put out and use fewer personnel. A larger commercial structure would use a 2 ½ hose line instead of a 1 ½ line, which would automatically increase the gallons per minute water flow. Fighting that fire would also require more personnel.

Roxanne Knowle asked if one tenant in a multi-tenant building had several risk factors, how that would affect the FBC calculation. Capt. Rabel explained that the entire square footage of the parcel would be assessed the higher risk factor because of that one tenant.

Genevieve Christensen asked if the fire-flow needed was how much water was needed for the fire? Capt. Rabel explained that the fire-flow factor was the *cost to deliver* water to the fire. That cost included the cost of personnel and equipment. In the Kent RFA the factor was .32; in Tukwila the factor was .49. Alan Codenys pointed out that Tukwila has high water pressure, 160#'s at Tukwila's hydrants. In Tukwila one sprinkler head would flow 95 gallons per minute.

Mark Segale asked if a building with ESFR sprinklers would have a lower rate. Capt. Rabel said it would receive a sprinkler discount, although they were still working to elaborate how much to reduce the risk factors since ESFR was not currently separate from the sprinkler discount factor.

Mark Segale asked if there are automatic increases in the FBC. Chief Schneider replied that the RFA evaluates the budget on a yearly basis to see how much they will be getting from the $1.00 levy. That tells them how much the FBC needs to be to reach the correct budget amount. In the future, the RFA will be receiving impact fees, which will reduce the taxpayers' fees. Mark Segale asked if it is possible to do a snapshot of the FBC valuation if it varies yearly. Chief Schneider replied that when assessed property values decreased, the RFA had to raise the FBC since they were limited by the 1% tax levy. He said that when assessed property values decreased, the cities had banked money that they could use to continue services. However, the RFA didn't have bank capacity to rely on when property values decreased. Councilmember Robertson said the RFA has fewer revenue sources than cities to pay for services. The RFA's revenue sources are primarily assessed value and the FBC. Just recently, the City of Kent adopted impact fees. The RFA recalculates the FBC every year to account for revenue disparities. When the voters vote on the FBC, they are voting on the idea of larger structures and those requiring higher cost resources paying more and not the actual FBC amount. The FBC is based on square footage of improvements and the cost of maintaining resources to protect those improvements which can change from year to year. The FBC measures the cost to deliver fire service to a location and the overall risk if there are a lot of building occupants or higher risk storage or uses. Figuring the FBC is a very complicated process. Chief Flores said the dollars have to make sense. Voters need to look at the big picture which is sustaining and stabilizing fire service in the region.

Roxanne Knowle asked what would happen if the voters voted no on the FBC in six years, and if the RFA could continue to run the FBC election? Chief Schneider replied that funding would go back to the $1.50/1,000 of assessed value and services would have to be cut. Brian Snure said that they could continue to run the FBC election, but if the FBC was not approved in the year cycle, services would have to cut.

Eric Bernard said that the Kent RFA raised the FBC 15% this year, which is more than CPI.

General Discussion

Councilmember Seal asked what process the committee would like to follow to reach a decision and recommendation for the City Council? Moira Bradshaw explained that the Steering Committee needed to make a "yes" or "no" recommendation on whether or not the City should proceed with the RFA annexation.

Mark Segale said he would like to see examples of the FBC formula calculated for particular types of properties. City Administrator Cline summarized that the Committee wants to see cost-comparisons for a cross-section of properties.

Capt. Judkins asked what other issues, such as contracting for fire prevention and emergency management, might affect the cost comparison. Moira Bradshaw explained that contracted costs for prevention and emergency management would not affect the FBC since the contracted costs would always be paid for by the City.

Roxanne Knowle asked what would happen to the dollars in the City's budget that currently to go to the fire department. Moira Bradshaw explained that the City Council is currently discussing that issue. They discussed the revenue implications of a number of options including the RFA annexation at a special work session on September 15 and are having a follow up discussion on November 10. The Steering Committee could provide a qualifier in their recommendation if they think that is an important issue in their decision.

Councilmember Seal said it would take time for the City Council to discuss all of the issues involved in an annexation and the Council would welcome qualifiers or committee suggestions. The Council needs to apply due diligence and not rush their decision. The voters will be the ultimate decision makers.

Councilmember Robertson said there are a variety of ways to reassign the budget money that currently goes to the fire department. Individuals will have the opportunity to give input to the Council. After the Steering Committee makes a recommendation, the City Council will need to discuss the proposal and decide whether to put it out for a vote. The Kent RFA Board also has to decide on the proposal.

Moira Bradshaw asked about the level of cost/revenue detail the committee would like available for the October 28th meeting?

Genevieve Christensen would like to have definitions of structures, categories, risk factors and the discount categories. Roxanne Knowle would like to know which properties would fall into which hazard categories. Jerry Thornton needs more concrete information in order to answer voter questions. Kathleen Wilson wants to know what would happen to the Tukwila Fire Department if Tukwila keeps the status quo. Mark Segale wants to know the apparatus costs for the Tukwila Fire Department for the past few years.

Mark Segale wants to know if it would be better for the City to contract for fire prevention and emergency management or hold on to those services. City Administrator Cline said Tukwila prides itself on its services to commercial customers. Questions to consider are the long term costs and the type and quality of services between the two options. The City exists for public safety and it needs to make sure the City is being served. If the City contracts for these services and it is not working, the City can take those services back. The RFA would be more accountable, because the City can take the contract away. Roxanne Knowle asked if there are other groups that need to be contacted for input about whether or not to contract for these services?

Genevieve Christensen asked about adding more staff versus using overtime. She noted that there is over $100,000 in cost increase to contract. City Administrator Cline explained that fire prevention

currently has five staff members, so if one person is out, staffing is down 20%. There currently is no backup. The benefit with a larger organization is that there would be backup personnel. He said the Kent RFA and the Tukwila Fire Department have different philosophies about staffing and what activities they do. The same holds true for suppression. There have been staffing issues because there is less backup. Is it better to have more staff or use overtime? Capt. Judkins pointed out that one of the factors impacting fire prevention's workload is a lot of growth in the City. After the buildings are built, suppression is impacted. Kathleen Wilson said that overtime can have a major negative effect on staff performance due to fatigue.

City Administrator Cline summarized that the Committee needs to make recommendations on whether to contract for fire prevention and emergency management, and if they agree with the governance plan that has been proposed. He asked if it would helpful for the committee to have City staff summarize some of the decisions and answers. Councilmember Seal summarized that it was her understanding that for the next meeting the committee would like to see more detailed cost comparisons between the City and the RFA, and if the City contracts for fire prevention and emergency management, or if the City does nothing. Moira Bradshaw said there are three Sections of the Plan that the committee still needs to review: Finance, Administration and Contract services. Councilmember Duffie stressed that the committee needs to make a decision that will benefit the citizens and the businesses.

Capt. Judkins asked if the Committee would have enough time to work thru the last three sections of the Plan. Moira Bradshaw said there would be another meeting on October 28th and then on November 5th. If the committee needed more time, November 18 is reserved as an additional meeting, if needed. Councilmember Seal said the Council wants to vote on the annexation before the end of the year.

City Administrator Cline thanked the finance committee for their hard work. He offered to organize a sub-committee meeting so that the commercial representatives on the Committee could see FBC cost comparisons for a cross-section of various commercial properties.

Adjournment

At 1931 hours Co-chair Kathleen Wilson declared the Regional Fire Authority Steering Committee meeting adjourned.

Minutes taken and prepared by Norita Deckard, Admin. Support Tech.

To: Mayor Haggerton & Tukwila City Council

From: Regional Fire Authority Annexation Steering Committee

Date: November 18, 2015

Subject: Potential annexation to the Kent regional fire authority

Recommendation

We find that the positives outweigh the negatives and while not a consensus decision, the majority of the Committee members recommend moving forward with annexation to the Kent RFA.

Issue

We are the advisory committee created by the Tukwila City Council in September 2014, and implemented by the Mayor in February 2015 to further explore the feasibility of annexing to the Kent Regional Fire Authority (RFA). Our committee work is built on the work of at least two previous committee efforts that provided preliminary investigations into the long-term provision of fire-related services in the City of Tukwila.

Per the direction from the City Council, the Committee was made up of representatives from the residential, business, and firefighter communities, as well as two Council representatives. Non-voting Kent RFA staff were represented as well as Tukwila staff who provided information and support. The Committee members include:

Tukwila City Council Representatives:

- Joe Duffie
- Verna Seal

Resident Representatives:

- Jessica Jerwa
- Jerry Thornton
- Kathleen Wilson

Business Representatives:

- Genevieve Christensen/Becky Smith, Westfield Southcenter
- Roxanne Knowle, CBRE
- Mark Segale, Segale Properties

Firefighter Representatives:

- Merle Brooks
- Alan Codenys
- Dawn Judkins, Tukwila Fire Department Union President

Non-Voting Kent RFA Representatives:

- Mike Denbo, KCFPD 37 Commissioner and Kent RFA Board member
- Jim Schneider, Kent RFA Chief
- Ray Shjerven, Kent RFA Union President
- Brian Snure, Kent RFA Board attorney

Non-Voting City of Tukwila Staff:

- Moira Bradshaw, Project Manager
- Vicky Carlsen, Deputy Finance Director
- David Cline, City Administrator
- Chris Flores, Interim Fire Chief

Process of Review

We met monthly from March 2015 to November 2015 and studied the service levels, programs, operations, facilities, budgets of the Tukwila Fire Department and the Kent RFA. There were two sub-committees – Finance and Governance - that provided the full committee with their work and recommendations. We toured the fire stations and support facilities of both organizations.

Deliberation

The decision is difficult and the issue is complicated. Findings are listed below that summarize both the positives and negatives that we found when studying the issue.

We also reviewd the Draft of the Kent Fire Department Regional Fire Authority Plan – Tukwila Amendment. This document is a "charter" for the RFA and outlines how the organization operates, governs, is funded and the intricacies of the annexation. The Tukwila Amendment contains the substance of and details associated with the potential annexation.

Findings

YES

Kent RFA as a partner agency

1. We believe that moving Tukwila from a local to a regional provider of fire and emergency medical (EM) services is good for the community. Specifically, we believe that the Kent RFA is an organization that will provide excellent service and management of those services and that moving to this model will provide better services to the Tukwila community.

2. The Kent RFA is a successful, highly competent, nationally accredited regional service provider.

3. A regional model can be more geographically efficient in distributing fire resources, and is more economical because of the dollar savings that come from purchasing in larger quantities and having a smaller overall number of administrators.

4. For decades, the City of Tukwila has been successfully collaborating with the Kent RFA, through such programs as the Zone 3 partnership and mutual aid agreements. Formalizing this relationship through merging into the RFA seems like a natural next step.

5. Since 2012, the City of Tukwila has enjoyed enhanced collaboration with the Kent RFA through the South King County Fire Training Consortium, sharing training personnel, systems and methods.

6. The RFA allows the City to better collaborate with other local communities –Kent, Covington, and unincorporated King County - in providing fire services to our communities and will share governance.

7. The City of Tukwila will have three voting members on the Governing Board and will become an owner partner in the organization similar to other successful partnerships such as the South Correctional Entitey (SCORE) and Valley Communication Center.

Regional fire authority funding model

8. To ensure that fire and emergency services continue to be delivered to the City of Tukwila community at existing or improved levels, there is a shared belief that proportionally allocating cost is more equitable for the community. To that end, the Kent RFA utilizes a benefit charge funding system that may be used to fund up to 60% of the RFA's operating expenses.

9. The Kent RFA approaches capital funding through an annual dedication of money into a reserve fund to ensure there is a financial plan for the agency's capital needs. The funding package prepared for the potential annexation includes a 20 year capital improvement plan that includes the reconstruction and enlargement of three of the City's fire stations and significant remodel and maintenance of the fourth station as well as equipment and apparatus replacement and additions to meet growth. Given the significant capital needs associated with the provision of fire service in the City of Tukwila, and the fact that the City does not currently have a plan to address them, the annexation to the RFA meets this critical need.

10. Through annexation to the RFA for fire services, the City has greater financial flexibility and resources are available to address its on-going operational and long term financial needs.

11. The need to go out to voters every six years ensures accountability and agreement on fire service levels.

12. The City of Tukwila will not need to ask the community for approval of a Fire Station construction bond.

Service levels

13. Consolidation of the City of Tukwila and the Kent RFA provides greater flexibility in designing and opportunity for deploying an effective response force and provides additional services to the Tukwila community, such as non-emergency medical services.

14. The RFA will be able to provide more staff resources to back-up vacation, sick and disability, thereby reducing overtime stress, cost and increasing service in Prevention and EM.

15. The Kent RFA is in the forefront of providing a non-emergency medical program called FD cares that will enhance services within the Tukwila community.

Findings

NO

City fire department vs. regional

1. Tukwila can be better served by continuing to operate as a local provider of fire suppression and emergency management services. Although the Kent RFA is an excellent organization, the higher cost and lack of full community control outweighs the benefits.

2. Having a municipal fire department as one of the many overall functions within the City sets up appropriate checks and balances to costs and allows better coordination of services.

3. Although for the past five years the City and the Tukwila Fire Department have been searching for alternatives to service provision, refocusing and committing to the City as a provider is a viable solution. We think that the City can overcome challenges through adequate funds and direction.

4. The governance of the Kent RFA includes a majority of people from outside the City of Tukwila. The need to involve City Councilmembers in one more function means they have less time and focus for City related issues.

Loss of affordability, competitiveness, and control

5. The overall cost of the regional provider is more expensive. The fire benefit charge will make Tukwila less competitive and less attractive a business location than other areas outside of the Green River Valley.

6. The need to pay for a ballot measure to renew the fire benefit charge every six years is an additional expense and creates uncertainty for the provision of fire services.

7. The fire benefit charge will make affordable housing less so.

8. The overall cost of the Kent RFA versus Tukwila is five cents per $1,000 assessed value. Some of that community-wide savings could put towards the identified needs of the Department.

9. We believe that Tukwila's identity in the region and within the community will be diminished if the City no longer has its own fire department

Service levels

10. The loss of the current routine business inspections, which is not a service of the RFA, will result in a less safe community.

–KENT FIRE DEPARTMENT

"SERVING THE CITIES OF KENT, COVINGTON, TUKWILA AND KING COUNTY FIRE DISTRICT 37"

–REGIONAL
–FIRE AUTHORITY
–PLAN

DRAFT

Tukwila Plan Amendment

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[1] To be prepared and added by RFA

[2] To be prepared and added by RFA

[4] To be prepared and added by City of Tukwila prior to Annexation Operational Date

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ACKNOWLEDGEMENT

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the City of Kent and King County Fire District 37, through a partnership of many years, agreed in 2006, **to explore the different options available in operating and funding the Kent Fire Department.**

In February 2008, the City of Kent and King County Fire District 37 Regional Fire Protection Stakeholders Report, recommended that the City and Fire District develop a Regional Fire Authority (RFA) Plan. Through the efforts, dedication and professional commitment of the individuals acknowledged, we have completed the Kent Fire Department RFA Plan.

In 2015 the City of Tukwila and the Kent Fire Department Regional Fire Authority formed a Regional Fire Authority Annexation Steering Committee. Through the efforts, dedication and professional commitment of the individuals acknowledged, the Steering Committee developed amendments to the RFA Plan for submission to the Tukwila City Council, the Kent Fire Department Regional Fire Authority Governing Board and the voters of the City of Tukwila.

On behalf of the City of Kent, King County Fire District 37, City of Tukwila and all Kent Fire Department RFA personnel, **I want to thank everyone who participated in creating the future vision of our organization that will ultimately provide the citizens we serve and protect an enhanced opportunity to determine the level of service they desire.**

Your efforts are recognized and very much appreciated.

Jim Schneider

City of Kent Regional Fire Authority Planning Committee Members:

Debbie Raplee, Kent City Council
Tim Clark, Kent City Council

City of Kent Regional Fire Authority Steering Committee Members:

Ken Weatherill, Deputy Chief
Pat Pawlak, Division Chief

11/17/15

Ron Harmon, Kent City Council
Allan Barrie, Fire District 37
Mike Denbo, Fire District 37
Margaret Harto, City of Covington
Brian Snure, Fire District Attorney
Dr. Robert McKenzie, CEO, CSI
Greg Markley, Battalion Chief
Mark Jones, Captain, Union President
Larry Rabel, Captain
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

RFA Communications Plan Committee:

Ken Weatherill, Deputy Chief
Lynn Heesen, Battalion Chief
Eric Tomlinson, Battalion Chief
Kraig Peiguss, Captain
Kyle Ohashi, Captain
Bud Sizemore, Firefighter
John Robbins, Firefighter
Don Barberie, Firefighter
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

City of Kent:

Suzette Cooke, Mayor
John Hodgson, CAO
Elizabeth Albertson, Councilperson
Tim Clark, Councilperson
Jamie Danielson, Councilperson
Ron Harmon, Councilperson
Deborah Ranniger, Councilperson
Debbie Raplee, Council President
Les Thomas, Councilperson
Robert Nachlinger, Finance Director
Sue Viseth, Director Employee Services
Becky Fowler, Employee Services
Robert Goehring, Finance
Bonnie Fell, Finance
Kathleen Etheredge, Finance
Paula Barry, Finance
Mike Carrington, Info. Technology Director
Curt Ryser, Information Technology

Jon Napier, Division Chief
Greg Markley, Battalion Chief
Eric Tomlinson, Battalion Chief
Kevin Garling, Battalion Chief
Larry Rabel, Captain
Mark Jones, Captain
Chris Martin, Captain
Dave Woelber, Captain
John Lytle, Captain
Martin Oliver, Firefighter
Margaret Martin, Executive Assistant
Deanna Gratzer, District Secretary
Jim Schneider, Fire Chief

RFA Finance Committee:

Pat Pawlak, Division Chief
Jon Napier, Division Chief
Greg Markley, Battalion Chief
Kevin Garling, Battalion Chief
Mark Jones, Captain
Chris Martin, Captain
Dave Woelber, Captain
John Lytle, Captain
Martin Oliver, Firefighter
Margaret Martin, Executive Assistant

Fire Department Planning Unit:

Larry Rabel, Captain
Randy Droppert, Data Integr. Coord.
Mark Thompson, Tech. Integr. Coord.
Jackie Yip, Senior Systems Analyst

Fire Administration:

Margaret Martin, Executive Assistant
Deanna Gratzer, District Secretary
Jane Ogren, Administrative Assistant
Elizabeth Kingery, Admin Secretary
Jennifer Bilodeau, Admin Secretary
Kristine Hauer, Admin Support

King County Fire District 37:

Pat Riordan, Commissioner
Bill Stewart, Commissioner
~~Bill Stewart~~Tom Sawyer, Commissioner

Paul Dunn, Information Technology
Tom Brubaker, City Attorney
Pat Fitzpatrick, Deputy City Attorney
Jeff Watling, Parks Director
Charlie Lindsey, Facilities

~~Tom Sawyer~~Allan Barrie, Commissioner
~~Allan Barrie~~Mike Denbo, Commissioner
~~Mike Denbo, Commissioner~~

~~REGIONAL FIRE AUTHORITY~~

CITY OF TUKWILA

Jim Haggerton, Mayor
Kate Kruller, Council President
Joe Duffie, Councilmember
Dennis Robertson, Councilmember
Allan Ekberg, Councilmember
Verna Seal, Councilmember
Kathy Hougardy, Councilmember
De'Sean Quinn, Councilmember

City of Tukwila REGIONAL FIRE AUTHORITY ANNEXATION STEERING COMMITTEE

Jessica Jerwa, Tukwila Resident
Jerry Thornton, Tukwila Resident
Kathleen Wilson, Tukwila Resident
Roxanne Knowle, CBRE
Mark Segale, Segale Properties
Genevieve Christian, Westfield Corp.
Dawn Judkins, Captain, Tukwila Fire & President IAFF Local 2088
Alan Codenys, Firefighter, Tukwila Fire
Merle Brooks, Firefighter, Tukwila Fire
David Cline, City Administrator
Joe Duffie, Tukwila Council member
Verna Seal, Tukwila Council member
Chris Flores, Interim Tukwila Fire Chief
Non-voting KFD RFA members:
Mike Denbo, Fire District 37 Commissioner
Jim Schneider, Chief, KFD RFA
Ray Shjerven, President, IAFF Local 1747



REGIONAL FIRE AUTHORITY
VISION

The Kent Fire Department RFA is a community partner, providing effective and sustainable fire and ~~EMS~~emergency medical services that maximize the resources entrusted to us to serve the needs of a changing community.

STRATEGIC OPPORTUNITY

To strategically position the Kent Fire Department ~~and~~ RFA, which includes the King County Fire District #37, ~~which includes~~and the ~~City~~Cities of Kent, Covington, and Tukwila in a cost effective partnership that provides the community with effective and sustainable fire and ~~EMS~~emergency medical services.

- Effective fire and ~~life saving EMS~~lifesaving emergency medical service is dependent on three components:
  - Fire Prevention
    - Safe buildings reduce fire risk, life loss, and reduce the long term cost of emergency response;
  - Public Education
    - Perfect emergency response is not possible, the public must be empowered to reduce their own risk and provide time critical actions prior to arrival of firefighters;
  - Emergency Response
    - Perfect prevention does not exist, emergency responders must arrive prior to flashover in fire, and brain death in non-breathing patients.
- The three legs of the fire service delivery system~~,~~: fire prevention, public education and emergency response, can only be sustained with adequate funding.
  - Level of Service performance objectives provide the measure of adequate service;
  - Prevention, Education and Response resources must be balanced to meet the Level of Service ~~objective~~objectives and assure the most cost effective delivery of service;
  - Adequate funding of the fire service delivery system is evidenced by its ability to meet level of service performance objectives~~.~~ (Appendix A~~)~~).

MISSION

Professionally and compassionately helping people.

VALUES

Be Safe
Do Your Best
Serve With Integrity

Take Care of Each Other

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KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 1: Needs Statement

Adopted: 06-03-09 **Revised: 12-08-09**

1. The ability to respond to emergency situations by fire protection and emergency medical services jurisdictions has not kept up or progressed with the community's needs and special service demands;

2. Providing a fire protection and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector;

3. There are efficiencies to be gained by regional fire protection and emergency medical service delivery, while maintaining local control; and

4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, using existing taxing authority to address fire protection and emergency service needs, with new authority to address critical fire protection projects and emergency services.

5. The City of Kent Fire and King County Fire Protection District 37 have had a cooperative partnership, striving to provide the highest level of fire and emergency medical services to our citizens within the confines of available resources.

6. Cooperation and the partnership between the City of Kent Fire Department and King County Fire District 37 began with an inter-local agreement in 1973, providing the legal structure for the entities to remain separate but work cooperatively together.

7. In 2007, the City of Kent and King County Fire District 37 completed a regional fire protection stakeholders report. The stakeholders involved in that process consisted of citizens of the Cities of Kent and Covington and unincorporated areas of King County Fire District 37. It also included union representatives of IAFF Local 1747, business owners in our communities, and elected officials of the City of Kent, Covington and King County Fire District 37.

8. In 2008, after a 9 month process, the Stakeholders Committee, through consensus, selected and recommended that the City of Kent and King County Fire District 37 create a plan for a new entity, referred to as a Regional Fire Authority, as permitted by state law.

9. To streamline economies of scale, and diversify revenue options, the City of Kent and King County Fire District 37 will be asking its citizens to consider combining all functions and services provided by the two jurisdictions into a single entity, called a Regional Fire Authority.

10. The City of Tukwila considers the Kent Fire Department RFA a successful, highly competent, nationally accredited regional service provider with whom a jurisdictional border is shared. For decades, the City of Tukwila has been successfully collaborating with the Kent Fire Department, through such programs as the Zone 3 partnership and mutual aid agreements. Since the inception of the Kent Fire Department RFA in 2012, the City of Tukwila has enjoyed enhanced collaboration with the Kent Fire Department RFA through the South King County Fire Training Consortium, sharing training personnel, systems and methods.

11. To ensure that fire and emergency services continue to be delivered to the City of Tukwila community at existing or improved levels, the City of Tukwila desires to join the Kent Fire Department RFA in a shared belief that proportionally allocating cost is more equitable for its community. To that end, the Kent Fire Department RFA utilizes a benefit charge funding system that may be used to fund up to 60% of the RFA's operating expenses.

12. Consolidation of the City of Tukwila and the Kent Fire Department RFA provides greater flexibility in designing and opportunity for deploying an effective response force and provides additional services to the Tukwila community, such as non-emergency medical services.

RFA Plan Revision:

1. The **NEEDS STATEMENT** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA ~~Governance~~Governing Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 2: Definitions

Adopted: 06-03-09 **Revised: 12-08-09**

The definitions in this section apply throughout the Regional Fire ~~Protection Service~~Authority Plan, unless the context clearly requires otherwise.

1. **"Annexation Effective Date"**: Means July 31, 2016, the date the annexation of City of Tukwila into the Kent Fire Department RFA shall be effective and the Tukwila Plan Amendment, Sections 1-5, and 7 shall be operative.

2. **"Annexation Operational Date":** Means January 1, 2017, the date the Tukwila Plan Amendment, Sections 6, and 8-9 shall be operative.

~~1.~~3. **"Board" or "Governing Board":** Means the governing body of a regional fire protection services authority.

~~2.~~4. **"Participating Jurisdictions":** Means the City of Kent ~~and~~, King County Fire Protection District No. ~~37~~37 and the City of Tukwila.

~~3.~~5. **"Regional Fire Authority," "Kent Fire Department RFA"~~,~~" "RFA":** Means a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1, of the Washington State Constitution, and a taxing district within the meaning of Article VII, Section 2, of the Washington State Constitution, whose boundaries are coextensive with the City of Kent, the City of Tukwila and King County Fire Protection District No. 37 that has been created by a vote of the people under Revised Code of Washington (RCW) Chapter 52.26 to implement a Regional Fire Authority Plan.

~~4.~~6. **"Regional Fire Authority Planning Committee" or "Planning Committee":** Means the advisory committee created under ~~Revised Code of Washington~~RCW 52.26.030 to create and propose to participating jurisdictions a Regional Fire Service Authority Plan.

~~5.~~7. **"Regional Fire Authority Plan," "RFA Plan," "Kent Fire Department RFA Plan" or "Plan":** Means a plan to develop, govern and finance a Regional Fire Authority, including, but not limited to, specific capital projects, fire prevention services, fire suppression services, emergency medical services, and services for the protection of life and property pursuant to ~~Revised Code of Washington~~RCW 52.26.040, and the preservation and maintenance of existing or future facilities and services.

8. **"Tukwila Plan Amendment"**: Means the RFA Plan Amendment approved by the City Council of the City of Tukwila, the Kent Fire Department RFA Governing Board, and the voters of the City of Tukwila, pursuant to the City of Tukwila's annexation into the Kent Fire Department RFA as provided by RCW 52.26.300.

RFA Plan Revision:

1. The **DEFINITIONS** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA ~~Governance~~Governing Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 3a: Formation Authority

Adopted: 06-03-09 **Revised: 12-08-09**

A. Reference:

1. Authority to form a Regional Fire Protection Services Authority between the City of Kent and King County Fire District 37 (participating jurisdictions) is authorized by Chapter 52.26 RCW.

2. The authority to form and operate a Planning Committee is provided by RCW 52.26.030 and 040.

3. The City of Kent and King County Fire District 37 Planning Committee included three (3) members of the Kent City Council and three (3) Commissioners of King County Fire District 37.

4. The Commissioners of King County Fire District 37 appointed an elected official from the City of Covington to fill one of its positions because it was the planning phase of the process, and because of the long term relationship and partnership between the Fire District and the City of Covington. This option was agreed to by both parties for the RFA Planning Committee process only.

5. The mission and goal of the Planning Committee is to develop and present to the elected officials of each participating jurisdiction, the Kent Fire Department RFA Plan.

6. Upon development, approval and adoption of the Kent Fire Department RFA Plan by the Planning Committee, the Plan shall be presented to each participating jurisdiction's elected legislative body for approval and adoption by resolution for placement of the RFA Plan on the ballot for consideration by a vote of the people within the boundaries of the proposed RFA.

7. Upon approval of the RFA Plan by the elected legislative body of each participating jurisdiction, the participating jurisdictions shall draft a joint

ballot title, give notice as required by law for ballot measures, and perform other duties as required to put the Plan before the voters of the participating jurisdictions for approval or rejection as a single ballot measure.

B. Activity and Operation:

1. The joint agreement between the City of Kent and King County Fire District 37 shall remain in force during the RFA planning period.

2. Should the Kent Fire Department RFA Plan be approved by 60% of the voters of the participating jurisdictions, **the Kent Fire Department Regional Fire Authority** shall be formed on, July 1, 2010, in accordance with RCW 52.26.070. If the Plan is not approved by 60% of the voters, then operations relating to the services set forth herein shall remain unchanged.

3. Upon voter approval of the Plan, the City of Kent and King County Fire District 37 shall continue to exist as Washington State Municipal Corporations. The exclusive purpose of the continued existence of King County Fire District 37 shall be to levy and collect taxes and/or other fire district revenue to be transferred to the RFA until such time as the RFA collects its own revenues and to provide representation to the newly formed Kent Fire Department RFA Governance Board.

4. Upon voter approval of the Plan, it is the intent that the City of Kent and King County Fire District 37 will cease to operate their own fire departments effective July 1, 2010. At such time as King County Fire District 37 no longer provides revenues or representative to the governance board it may be dissolved in accordance with RCW 52.26.120.

C. RFA Plan Revision:

1. The **formation authority** section of the **Kent Fire Department RFA Plan** is subject to amendment only by a revised Kent Fire Department Plan being re-submitted to the electorate for approval.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 3b: City of Tukwila Annexation Authority

Adopted: _____ **Revised:** _____

A. Reference:

1. RCW 52.26.300 allows a fire protection jurisdiction to annex into an existing Regional Fire Authority upon approval of a plan amendment by the Governing Board and the voters of the annexing jurisdiction.

2. Annexation approval is required of the Governing Board of the Regional Fire Authority and a simple majority vote of the voters of the fire protection jurisdiction requesting annexation.

3. The City of Tukwila created a Regional Fire Authority Annexation Steering Committee to advise its City Council on whether to recommend proceeding with an annexation to the Kent Fire Department RFA. As part of their analysis, the Committee reviewed and recommended amendments to the Kent Fire Department RFA Plan. The resulting recommendations are titled the Tukwila Plan Amendment.

4. Upon approval of the resolution requesting annexation and recommendation of the Tukwila Plan Amendment by the Tukwila City Council, the Tukwila Plan Amendment shall be presented to the Governing Board of the Kent Fire Department RFA for approval.

5. Upon approval of the resolution requesting annexation and the Tukwila Plan Amendment by the Governing Board of the Kent Fire Department RFA, the Tukwila Plan Amendment shall be submitted to the Tukwila City Council for approval.

6. Upon final approval of the Tukwila Plan Amendment by the Tukwila City Council, it is the intent of the Tukwila City Council to place the question of whether the City of Tukwila should annex into the Kent Fire Department RFA, in accordance with the terms of the Tukwila Plan Amendment, on the ballot for consideration by a vote of the people residing within the boundaries of Tukwila.

7. Upon voter approval of the annexation and the Tukwila Plan Amendment, the annexation shall be effective on the Annexation Effective Date.

B. Activity and Operation:

1. Upon voter approval of the annexation and the Tukwila Plan Amendment, the City of Tukwila shall continue to exist as a Washington State Municipal Corporation.

2. Upon voter approval of the annexation and the Tukwila Plan Amendment, Sections 1-5 of the Tukwila Plan Amendment shall go into effect on the Annexation Effective Date. On the Annexation Effective Date, the Governing Board of the Kent Fire Department shall be constituted as stated in Section 5.B.2. herein.

3. Upon voter approval of the annexation and the Tukwila Plan Amendment, Sections 6-9 of the Tukwila Plan Amendment shall go into effect on the Annexation Operational Date. It is the intent that the City of Tukwila will cease to operate its own fire department, and the Kent Fire Department RFA shall assume responsibility for providing fire, and emergency and non-emergency medical services within the City of Tukwila on the Annexation Operational Date.

C. RFA Plan Revision:

1. The **City of Tukwila Annexation Authority** section of the **Kent Fire Department RFA Plan** is subject to amendment by majority vote of the Governing Board ~~and the approval of the voters of any subsequent participating jurisdiction that intends to annex into the RFA~~.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 4: Jurisdictional Boundaries

Adopted: 07-15-09 **Revised: 12-08-09**

A. Reference:

1. The authority to define the **jurisdictional boundaries** of the Kent Fire Department Regional Fire Authority is provided by RCW 52.26.020(2).

B. Jurisdictional Boundaries on Formation of Kent Fire Department Regional Fire Authority:

1. If the adopted Kent Fire Department Regional Fire Authority Plan is approved by the voters, the jurisdictional boundaries of the Kent Fire Department RFA shall be the current legal boundaries of the participating jurisdictions, which boundaries are currently contiguous and are depicted on the map attached hereto and marked as Appendix "A" of this plan.

C. Changes in Jurisdictional Boundaries after Formation of Kent Fire Department Regional Fire Authority:

1. Boundary Changes that do not require a RFA Plan amendment.

    a. **City of Kent annexations of areas included within the boundaries of King County Fire Protection District No. 37.** Such annexations will not affect the RFA since the areas will already be within the RFA boundaries. Pursuant to RCW 52.26.290 there will be no required asset or employee transfers between the fire district and the city.

    b. **City of Kent and City of Tukwila annexations of areas not included within King County Fire Protection District No. 37.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that

occurs as a result of annexation shall be between the transferring entity and the RFA.

c. **King County Fire Protection District No. 37 annexations of areas outside the boundaries of the RFA.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA.

d. **Partial merger of an area located in an adjacent fire protection district into King County Fire Protection District No. 37.** On the effective date of such partial merger, the territory merged into King County Fire Protection District No. 37 shall automatically be included within the boundaries of the RFA. The territory added to the RFA by such partial merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Any transfer of assets or employees as a result of a partial merger shall be between the merging district and the RFA.

~~e. **Merger of an adjacent fire protection district into King County Fire Protection District No. 37.** On the effective date of such merger, the territory merged into King County Fire Protection District No. 37 shall automatically be included within the boundaries of the RFA. The territory added to the RFA by such merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Pursuant to RCW 52.06.085, the merger will result in an increase in the size of the governing board of King County Fire Protection District No. 37. Such increase shall not, however, alter the Governance Plan and the RFA governing board shall still have 3 representatives from the Fire District. Any transfer of assets or employees as a result of a merger shall be between the merging district and the RFA.~~

~~f.~~e. **Full or partial merger of King County Fire Protection District 37 into an adjacent fire protection district.** On the effective date of such merger, the areas within King County Fire Protection District No. 37 that are merged into the adjacent fire protection district shall be removed from the jurisdictional boundaries of the RFA. In this situation the RFA shall not be obligated to transfer employees or assets of the RFA and the adjacent fire protection district shall be restricted to assets and employees of the fire district, if any.

~~g.~~f. **Annexation of a portion of King County Fire Protection District 37 by a City that is not a participating jurisdiction in the RFA.** On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the RFA. In this situation the RFA shall not be obligated to transfer

employees or assets of the RFA and the annexing city shall be restricted solely to assets and employees of the fire district, if any.

~~h.~~g. **Annexation of areas by the City of Covington.** Provided that the City of Covington remains annexed into King County Fire Protection District No. 37, on the effective date of any such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.090 and RCW 52.04.091. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs as a result of such annexation shall be between the transferring entity and the RFA

2. Boundary Changes that require a RFA Plan amendment.

   a. ~~**Addition of City of Tukwila to RFA.**~~ The ~~addition~~ annexation of ~~the City of Tukwila as a~~another participating jurisdiction into the RFA requires an amendment to the ~~Kent Fire Department~~ RFA Plan, approved by the ~~City Council of the City of Tukwila~~Legislative body of the annexing entity, the Kent Fire Department RFA Governing Board, and the voters of the ~~City of Tukwila~~annexing entity, in accordance with the provisions of RCW 52.26.300.

D. RFA Plan Revision:

1. Except as provided in paragraph C.2, the **JURISDICTIONAL BOUNDARIES** section of The **Kent Fire Department RFA Plan** is subject to amendment by a majority vote of the RFA Governing Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 5: Governance

Adopted: 07-15-09 **Revised: 01-01-14**

A. Reference:

1. The authority to provide governance for the Regional Fire Authority, and the organization and composition of the RFA Governing Board, ~~is~~are stated in Title 52 RCW, and specifically RCW 52.26 *et seq.* (~~provided by~~ RCW 52.26.080 and RCW 52.26.090).

B. Governing Board Structure and Operation:

1. As provided by RCW 52.26.080, the RFA Governing Board shall be established and have authority as of July 1, 2010.

2. As provided by RCW 52.26.080, on the Tukwila Annexation Effective Date, the RFA ~~g~~Governing ~~b~~Board shall include ~~six~~nine voting members consisting of three (3) ~~current, seated members from the~~ City of Kent Council members to be appointed by the Kent City Council President; ~~and~~ three (3) ~~current, seated~~ King County Fire District 37 Board of Commissioners members; three (3) City of Tukwila Council members, to be appointed by the Tukwila City Council President; and two (2) ~~one~~ nonvoting advisory positions consisting of one (1) ~~current, seated member from the~~ City of Covington Council member, appointed by the Covington City Council, and one (1) ~~, appointed by the Covington City Council~~City of SeaTac Council member.

3. The RFA Governing Board shall adopt governance policies and rules for conducting business for the RFA in accordance with RCW 52.26.080.

4. The RFA Governing Board shall adopt by-laws to govern RFA affairs in accordance with RCW 52.26.080.

5. The RFA Governing Board shall have all the power and authority granted governing boards under Washington State law, ~~and shall include~~including but

not limited to the power and authority to make any and all decisions ~~appropriate~~ for the RFA, pursuant to ~~and for matters related to~~ Title 52 RCW.

6. RFA ~~Commissioners of the~~ Governing Board members will receive compensation in the same manner and under the same conditions as provided by ~~law for commissioners of a fire protection district organized under~~ Title 52 RCW.

C. Regional fire authority name change:

1. Immediately subsequent to a positive vote by the voters of the City of Tukwila in support of annexing into the Kent Fire Department RFA, the participating jurisdictions (inclusive of the City of Tukwila) shall develop an appropriate new name for the consolidated RFA, which shall be submitted to the RFA Governing Board for approval. The RFA Governing Board shall develop a plan for the efficient and timely implementation of the new name.

~~C.~~D. Placement of Ballot Measures before Electorate of the RFA:

1. Subject to state law, ballot measures may be placed on the ballot for a vote by the members of the RFA. Such ballot measures shall be approved by a majority vote of the members of the RFA Governing Board. The Board shall reach a decision of election at least 30 days in advance of county filing deadlines.

~~D.~~E. RFA Plan Revision:

1. The **GOVERNANCE** section of the **Kent Fire Department RFA Plan** may be amended by a majority vote of the RFA Governing Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 6: Organizational Structure/Operations

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority for the RFA to establish an Organizational Structure is provided in RCW 52.26.040.

B. Activity/Operation:

~~1. Commencing the day of formation, the RFA shall be organized and managed, with leadership provided as shown in Appendix "C" of the RFA Plan, as amended.~~

~~3.~~ Commencing on the Annexation Operational Date, t~~T~~he RFA's Operations ~~Administrative, Operations and Prevention Division~~ shall be ~~shall is~~be organized, and a chain of command ~~be is~~shall be established in accordance with the Operational organizational structure provided in Appendix "C" of the RFA Plan, as amended.

~~4.~~1. ~~The Governing Board for the RFA shall be referred to as the Regional Fire Authority Governing Board, as identified in Appendix "C" of the RFA Plan.~~

~~5.~~2. All ~~current~~ operational and service delivery aspects of ~~the Kent Fire Department RFA and King County Fire District 37~~ the City of Tukwila Fire Department shall be transferred ~~over~~ to the RFA on the Annexation Operational Date.~~day of formation.~~

~~6.~~3. ~~C~~urrent ~~staffing models, standards of coverage, deployment standards, field operations, command staffing, and operational policies and procedures shall be transferred and continued at the current level of service on day the of transfer.~~The Kent Fire Department RFA is an accredited agency under the Center For ~~pU~~Public Safety Excellence

Commission on Fire Accreditation Standards and the RFA ~~will~~ works to maintain its accreditation

4. The RFA ~~will adopt retain~~maintains the Kent Fire Department RFA Standard~~s~~ of Coverage ~~Document~~document (2014, as amended~~,~~) ~~which~~ that ~~will~~ define~~s~~ services, levels of service, standards of coverage, development standards and customer expectations of the RFA.

~~7.~~5. Upon annexation of the City of Tukwila into the RFA, t~~T~~he RFA ~~will~~shall ~~maintain~~amend the Standard of Coverage document to include the City of Tukwila. The amended Standard of Coverage document shall reflect that the RFA will maintain and/or improve upon the level of service currently afforded to the residents of the City of Tukwila by the City of Tukwila Fire Department. ~~and show or improvemaintenance or improvement of existing levels of service within Tukwila.~~

C. RFA Plan Revision ~~Disposition~~:

1. The **Organizational Structure** portion of the RFA Plan may be revised by a majority vote of the current sitting RFA ~~Governance~~ Governing Board.

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KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 7: Financial

Adopted: 11-04-09 **Revised: 12-08-09**

A. **Reference:**

1. The authority to ~~provide FUNDING and~~fix and impose benefit charges and to levy taxes for the RFA is provided by RCW 52.26.050, RCW 52.26.~~120, RCW 52.26.~~140, RCW 52.26.150, RCW 52.26.160, RCW 52.26.170, RCW 52.26.180, ~~RCW 52.30.020,~~ chapter 84.52 RCW and chapter 84.55 RCW.

~~3.~~2. The authority and mechanism for the collection of taxes and the benefit service charge shall be in accordance with RCW 52.26.170, RCW 52.26.200 - .270.

~~C.~~B. **Revenues/Funding:**

1. ~~The funding~~Funding Prior to Annexation Operational Date:

   a. Funding for the ~~operation and administration of~~ RFA prior to the ~~RFA contributed by each of the participating jurisdictions for 2010 operations~~Annexation Operational Date shall be in ~~an amount equal to~~ accordance with the Kent RFA adopted 2016 budget.

   ~~a.~~b. The City of Tukwila shall remain responsible for the funding ~~total approved for the fire department services in~~and operation of the Tukwila Fire Department prior to the ~~budgets of each respective participating jurisdiction~~Annexation Operational Date, which shall continue to operate independent of the RFA ~~for~~until the ~~2010 calendar year~~Annexation Operational Date.

2. Funding After the Annexation Operational Date:

a. The RFA is currently funded by a property tax levy of $1.00 per thousand of assessed value or such lower amount as authorized by law and a benefit charge. The RFA property tax levy and benefit charge will apply to real property and improvements located in the City of Tukwila on the Annexation Effective Date although taxes and benefit charges will not be collected in Tukwila until January 1, 2017. ~~Funding for the RFA beginning in calendar year 2011~~on the Annexation Operational Date ~~and beyond~~continuing thereafter ~~shall be accomplished by~~ levying ~~a property tax of $1.00 per thousand of taxable assessed value~~ or ~~such lower amount as authorized by law, and a benefit service charge on all improved properties within the RFA's jurisdictional boundaries service area,~~. The benefit charge ~~shall initially be based upon the general~~ formula and methodology that will be initially applied in the City of Tukwila is set forth ~~provided~~ in Appendix B of the RFA Plan.

3. General Provisions on Funding:

a. To the extent permitted by law, the RFA shall contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.

~~c.~~b. The Governing Board shall have the authority to pursue all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW that are not otherwise addressed in chapter 52.26 RCW.

~~c.~~c. The RFA shall pay all costs of continued operation of King County Fire Protection District No. 37 subsequent to the formation of the RFA.

~~E.~~C. ~~Financial~~ Assets Transferred Upon Formation of RFA:

~~2.~~1. Once the RFA is formed on July 1, 2010, King County Fire Protection District 37 shall immediately transfer the remaining funds approved for the 2010 King County Fire Protection District No. 37 budget, and shall transfer all future property tax and contractual payments received at the time of receipt unless otherwise specifically allowed by the RFA Plan.

~~4.~~2. Once the RFA is formed on July 1, 2010, the City of Kent will then transfer the remaining funds approved for 2010, on a proportional basis, on the 15th and 30th of each of the six remaining months for 2010, through December 31, 2010.

~~6.~~3. Transfer of Project Fund accounts and Reserve Cash funds from the City of Kent and King County Fire Protection District 37 as identified in Appendix ~~D~~D1 of the Asset Transfer Appendix, shall be transferred to the RFA on the date of the formation of the RFA in the amount remaining in the accounts on the date of formation of the RFA.

~~8.~~4. Transfers of Real Property.

~~b.~~a. All real property owned by King County Fire Protection District No. 37 shall be transferred to the RFA on the date of formation of the RFA.

~~c.~~b. The following real property owned by the City of Kent shall be transferred or leased as identified below:

i. Station 71:- City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

ii. Station 72: -City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

iii. Station 73: -City of Kent shall sell to the RFA for $1, subject to any easements or other interests, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

iv. Station 74/Administration:— City of Kent will retain ownership of property and lease ½ of the space to the RFA for an amount to be determined. As a condition of the lease, the RFA will agree to assume ½ of the maintenance costs of the property, except for the burn tower, which the RFA will assume 100% of the maintenance costs.

v. Station 75: City of Kent will retain ownership and lease to the RFA for $1/year, subject to the right of the City of Kent to sell the property. In the event the City sells the property, the City shall, prior to the closing of the sale, be financially responsible for relocating Station 75 to a location with a structure that is operationally ready and allows for an equivalent level of service to that provided from Station 75.

vi. Station 76: City of Kent shall sell to the RFA for $1, with an automatic reversionary interest in the event the station is no longer used for RFA purposes.

vii. Washington Avenue Property: City of Kent shall sell to the RFA for $1. RFA shall lease property to City of Kent for storage for $1. The RFA shall sell the property back to the

City of Kent for $1 at a point when the RFA no longer wishes to retain the property.

viii. Ropes Course Property: City of Kent will retain ownership and lease to the RFA for $1/year

~~9.~~5. Transfers of Personal Property.

a. King County Fire Protection District No. 37 shall transfer all personal property, including but not limited to equipment, supplies, agreements, documents and records to the RFA on the date of formation of the RFA.

b. Unless otherwise agreed to in an interlocal agreement, the City of Kent shall transfer for $1 all personal property used by the Kent Fire Department (administration, support services, emergency management, prevention and Operations) including, but not limited to equipment, supplies, agreements, documents and records to the RFA on the date of formation of the RFA.

~~10.~~6. Risk of Loss.

a. All buildings and equipment that have been transferred to the RFA, shall be operated, insured, and maintained at the expense of the RFA.

D. Assets Transferred Upon Annexation of City of Tukwila:

1. Transfers of Financial Assets:

a. Fire Impact Fee Mitigation Funds. Tukwila shall transfer to the Kent RFA all unspent fire impact fee mitigation funds existing on the Annexation Operational Date, and all future fire impact fee mitigation funds collected by Tukwila on behalf of the RFA.

b. ~~Contents~~Funds allocated to the Tukwila ~~of~~ Fire Department held in the~~accounts (including~~ Equipment Rental and~~Vehicle~~ Replacement Fund, ~~) and Reserve Cash funds from the City of Tukwila~~ as identified in Appendix D2 of the Asset Transfer Appendix, shall be transferred to the RFA in the amount allocated to the Tukwila Fire Department remaining in the account~~s~~ on the Annexation Operational Date.

2. Transfers of Personal Property:

a. Unless otherwise agreed to in an interlocal agreement between the City of Tukwila and the RFA, the City of Tukwila shall transfer all personal property used by the Tukwila Fire Department as of the Annexation Operational Date, as identified in Appendix D2 of the Asset Transfer Appendix, including but not limited to apparatus, vehicles, equipment, supplies, agreements,

documents and records, to the RFA on the Annexation Operational Date, with the exception stated in Section 7, subpart D.2.b. of this plan.

b. The City of Tukwila and the RFA shall enter into a separate agreement to permit the RFA use of the City of Tukwila's boat and its trailer. At all times relevant hereto, the City of Tukwila shall retain sole ownership of the boat and its trailer.

c. In the event the City of Tukwila ever withdraws from the RFA, the RFA shall transfer ownership of all personal property used by the RFA at Stations 51, 52, 53, and 54 ~~and the new Station 51(as described in Section D.4.a of this Plan)~~, including all personal property purchased by the RFA for use at the aforementioned stations, to the City of Tukwila at no cost to the City.

3. Real Property:

a. Station 51: On the Annexation Operational Date, the City of Tukwila will retain ownership and lease Station 51 to the RFA, pursuant to a separately-executed lease agreement. That lease shall automatically terminate once the new Station 51 (referenced in Section D.4.a of this Plan) is fully operational, unless agreed to in writing by the City of Tukwila. In consideration of the lease, the RFA will be responsible for all maintenance, repairs and improvements to Station 51.

b. Station 52: On the Annexation Operational Date, the City of Tukwila will transfer ownership of Station 52 to the RFA, with an automatic reversionary interest in the event the station is no longer used for RFA operations.

~~:~~

c. Station 53: On the Annexation Operational Date, the City of Tukwila will transfer ownership of Station 53 to the RFA, with an automatic reversionary interest in the event the station is no longer used for RFA operations.

d. Station 54: On the Annexation Operational Date, the City of Tukwila will transfer ownership of Station 54 to the RFA, with an automatic reversionary interest in the event the station is no longer used for RFA operations.

e. In the event the City of Tukwila ever withdraws from the RFA, the RFA shall transfer ownership of Stations 51, 52, 53, and 54 ~~and the new Station 51(as described in Section D.4.a of this Plan~~, including any replacements thereof,~~)~~ back to the City of Tukwila at no cost to the City.

4. Replacement of Real Property:

a. Replacement of Station 51.

i. The RFA shall construct a new Station 51, at its own expense on land currently owned by the City of Tukwila that will be transferred to the RFA prior to the beginning of construction, with an automatic reversionary interest in the event the land is no longer used for RFA operations. The RFA will consult with and obtain the input of the City on the design of the new station. The new Station 51 shall be fully operational no later than January 1, 2020.

b. Replacement of Stations 52, 53 and 54.

i. The RFA shall construct new and/or remodeled Stations 52, 53 and 54, in accordance with the schedule agreed-upon by the City of Tukwila and the RFA in a separately-executed interlocal agreement. The City shall assist the RFA with finding new land suitable for any necessary station locations within City limits.

5. Risk of Loss.

a. All real and personal property that is transferred to the RFA by the City of Tukwila shall be operated, insured, inventoried and maintained at the expense of the RFA.

~~G.~~E. Allocation of Liabilities Upon Formation of RFA:

~~2.~~1. On the date of formation, the RFA shall assume all outstanding liabilities of King County Fire Protection District No. 37.

~~3.~~2. On the date of formation, the RFA shall assume the following liabilities of the City of Kent.

a. Except as provided below, all employment liabilities associated with the employee transfers as provided in Section 8 of the Plan.

~~4.~~3. The City of Kent shall retain the following liabilities:

a. The City of Kent will keep the liability for retired and active LEOFF 1 Kent Fire Department FTE's to include medical and long term care insurance payments and any other expenses incurred by the Kent Fire Department LEOFF 1 personnel in accordance with the City of Kent LEOFF 1 Policies and Procedures.

b. The City of Kent will retain its Fire Relief and Pension Fund and make required pension payments to eligible LEOFF 1 participants.

c. The City of Kent shall remain responsible for the following accrued but unfunded employment liabilities:

i. Between July 1, 2010, and December 31, 2011, the City agrees to pay to the RFA for vacation hours accrued and owed to a retiring RFA employee; provided, the amount paid shall not exceed a total of $50,000 or payment to five employees, whichever is less. The City shall not be liable for any vacation of any RFA employee after December 31, 2011.

F. Allocation of Liabilities Upon Annexation of City of Tukwila:

1. On the Annexation Operational Date, the RFA shall assume the following liabilities of the City of Tukwila:

   a. Except as provided below, all employment liabilities associated with the employee transfers as provided in Section 8 of the Plan.

2. On the Annexation Operational Date and thereafter, the City of Tukwila shall retain the following liabilities:

   a. Liability for retired and active LEOFF 1 Tukwila Fire Department full time employees (FTEs) to include medical and long term care insurance payments and any other expenses incurred by the Tukwila Fire Department LEOFF 1 personnel in accordance with the City of Tukwila LEOFF 1 Policies and Procedures.

   b. The City of Tukwila Fire Relief and Pension Fund and required pension payments to eligible LEOFF 1 participants.

   c. The City shall reimburse the RFA, in an amount not to exceed $160,000, for the full actual cost of accrued leave paid out under the Kent RFA Collective Bargaining Agreement for City employees that retire after the Annexation Operational date but prior to June 30, 2018.

   ~~a.~~d. The City shall reimburse the RFA the full actual overtime cost incurred by the RFA as a result of any Kelly days or vacation time that were granted by the City and taken by former City employees between the Annexation Operational Date and the end of the last FLSA cycle of 2016, not to exceed $20,000.

3. The City of Tukwila shall indemnify, defend and hold harmless the RFA from any and all demands, claims or actions by City of Tukwila employees which arise out of, or relate to, the City employees' employment prior to January 1, 2017.

~~I.~~G. RFA Plan Revision ~~Disposition~~:

~~2.~~1. Subject to any statutory requirements for voter approval, the ~~funding portion~~Financial section of the RFA Plan, including the benefit charge funding formula and methodology may be ~~revised~~amended by a majority vote of the current sitting RFA ~~Governance~~Governing Board.

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 8: Administrative/Management/Personnel Components

Adopted: 11-04-09 **Revised: 12-08-09**

A. **Reference:**

1. The authority for the RFA to establish and provide Administrative, Management and Personnel components is provided in RCW 52.26.040 and RCW 52.26.100.

~~C.~~B. **Activity/Operation:**

~~2. The RFA shall be organized as provided in Appendix C of the RFA Plan.~~

1. The transfer of authority, administration and management of the City of Tukwila Fire Department to the RFA that occurs as a result of the annexation of the City of Tukwila into the RFA shall be seamless.

2. Integration of Employees, and Transfer of Employee Services and Benefits:

On the Annexation Operational Date, all

~~b.~~a. ~~The existing staff of the participating agencies shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in Appendix C. All~~ current FTE's of the City of ~~Kent~~Tukwila Fire Department ~~and King County Fire Protection District 37~~ shall be transferred ~~on the day of formation~~to and become employees of the RFA, at their current rank, grade and seniority.

~~2. Unless otherwise noted in the~~ The RFA ~~Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the Kent Fire Department.~~

~~f.~~b. ~~All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts,~~

~~and any other contracts or agreements pertaining to work, duties, services or employment~~will meet its obligations under RCW 52.26.100(6) with ~~the City of Kent Fire Department and King County Fire Protection District 37, shall be~~respect to all transferred ~~over with all personnel on the day of formation.~~ employees. Any consolidation of employees into ~~one of the~~an existing labor ~~agreements~~agreement must be mutually agreed upon by the labor unions and ~~each~~the RFA and City of ~~the participating jurisdictions~~Tukwila prior to the ~~July 1, 2010, implementation date of the RFA.~~Annexation Operational Date.[BS1][CA2]

~~h.~~c. ~~The City of Kent LEOFF Board will continue to oversee LEOFF 1 benefits for said personnel in accordance with the City of Kent LEOFF 1 Policies and Procedures.~~

~~2. The administrative staff of the RFA shall be the current members of the Kent Fire Department administrative staff. All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Kent Fire Department shall transfer over to the RFA unless otherwise noted in this plan.~~

~~2. The current Kent Fire Department and King County Fire District 37 staff assigned to support services, logistics, supply, fleet maintenance and facilities shall be transferred over to fulfill the duties of those services outlined in the organizational structure in Appendix C.~~

~~n.~~d. ~~Effective July 1, 2010~~On the Annexation Operational Date, the following employee services and benefit administration functions of the RFA shall be provided by the RFA: Recruitment and Hiring, Payroll, Labor Relations and Negotiations, Employee Health Insurance, Risk Management including Labor and Industries time-loss, Liability and Property Insurance and all administrative functions related to the Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.[BS3]

~~Effective July 1, 2010, the RFA will continue to participate in the City of Kent Health care plans as identified in the current collective bargaining agreements which include medical, dental and vision coverage. In addition, the RFA will continue to participate in the Wellness program and the Employee Assistance Program as administered by the City of Kent. All costs related to these plans will be paid for by the RFA pursuant to an inter-local agreement between the RFA and the City of Kent.~~

~~Effective July 1, 2010, the RFA will continue to use the Kent Civil Service Commission and the City of Kent Civil Service Examiner. The~~

~~costs related to these services will be paid for by the RFA pursuant to an inter-local agreement between the RFA and the City of Kent..~~

~~2. Effective July 1, 2010, all accounts payable and accounts receivable services shall be provided by the RFA.~~

~~2. Effective July 1, 2010, all payroll services shall be provided by the RFA.~~

e. ~~In 2010 and 2011, the City of Kent~~ On the Annexation Operational Date all civil service employees employed by the Kent Fire Department RFA, including former Tukwila employees will become part of the Kent Fire Department RFA Civil Service system governed by the Kent Fire Department Civil Service Commission and Examiner.

f. On the Annexation Operational Date, former employees of the City of Tukwila transferred to the RFA shall be seamlessly integrated into the RFA's benefits plans and programs, and there shall be no interruption of insurance coverage for those employees.

g. On the Annexation Operational Date and thereafter, the administrative staff of the RFA shall be the current members of the Kent Fire Department RFA administrative staff and any Tukwila Fire Department administrative staff transferred to the Kent Fire Department RFA.

h. After the Annexation Operational Date, the RFA shall provide ~~the RFA with~~for its own information technology (IT), phone services, and information management (IM) services.

3. Duties and Liabilities Fully or Partially Retained by the City of Kent and the City of Tukwila.

~~x.~~a. The City of Kent LEOFF Board will continue to oversee LEOFF 1 benefits for said personnel in accordance with the City of Kent LEOFF 1 Policies and Procedures.

~~y.~~b. ~~The RFA shall contract for such services pursuant to an inter-local agreement between the RFA and~~The City of Tukwila LEOFF Board will continue to oversee LEOFF 1 benefits for former Tukwila personnel in accordance with the City of ~~Kent beginning July 1, 2010, in order to provide seamless, up-to-date IT, phone,~~Tukwila LEOFF 1 Policies and ~~IM services for the RFA~~Procedures.

~~In 2010 and 2011, facility maintenance services shall be provided to the RFA by the City of Kent. Yard maintenance service will not be provided by the City of Kent, and will be the responsibility of the RFA. The RFA shall contract for such services beginning July 1, 2010,~~

~~pursuant to an inter-local agreement between the RFA and the City of Kent in order to provide seamless repair, maintenance and readiness operations of the RFA facilities.~~

~~In 2010, the current fuel procurement and associated fuel services shall be provided by the City of Kent pursuant to an inter-local agreement between the RFA and the City of Kent. The RFA will have the option to contract for such services beginning January 1, 2011.~~

~~The RFA shall provide its own legal services effective July 1, 2010.~~

RFA Plan Revision ~~Disposition~~:

~~2.~~1. The administrative, management and personnel portion of the RFA Plan may be revised by a majority vote of the current sitting RFA ~~Governance~~Governing Board.

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KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
PLAN

Section 9: Fire Prevention, ~~Public Education Services,~~ Emergency Management and Fire Investigation Unit

Adopted: 11-04-09 **Revised: 12-08-09**

A. Reference:

1. The authority for the RFA to establish and provide Fire Prevention, ~~Public Education,~~ Emergency Management and Fire Investigation components is provided in RCW 52.26.040, RCW 52.26.090(2), RCW 52.12.031 (3),(6) and (7) and chapter 39.34 RCW.

B. Activity/Operation:

~~1. EXISTING SERVICE PROVIDERS:~~

1. Service Providers, ~~as of~~Pre-~~-~~Annexation Operational Date:

1.1. The ~~City of Kent, through the~~ Kent Fire Department ~~currently~~RFA provides the following services within the boundaries of the City of Kent pursuant to an interlocal agreement:

a. Fire Prevention Services pursuant to RCW 19.27.050;

b. Fire Investigation Services pursuant to RCW 43.44.050 and chapter 51-54 WAC; and

c. Emergency Management Services pursuant to chapter 38.52 RCW~~; and~~.

1.2. The Kent Fire Department RFA currently provides the following services within the City of Covington pursuant to an interlocal agreement:

a. Fire Prevention Services; and

b. Fire Investigation Services.

~~1.2. The City of Kent currently provides the following services within the City of Covington pursuant to contract:~~

~~. Fire Prevention Services; and~~

~~. Fire Investigation Services.~~

~~1.5. King County Fire Protection District No. 37 currently provides the following services within the boundaries of the City of Kent and within the District (including Covington):~~

~~. Public Education Services.~~

~~1.7.~~1.3. ~~King County currently~~King County provides the following services within the boundaries of King County Fire Protection District No. 37 (excluding Covington).

a. Fire Prevention Services;

b. Fire Investigation Services; and

c. Emergency Management Services.

1.4. [BS4] The City of Covington currently provides the following services within the boundaries of Covington.

a. Emergency Management Services.

~~1.8.~~1.5. The City of ~~Covington currently~~Tukwila provides the following services within the boundaries of ~~Covington.~~the City of Tukwila:

a. Fire Prevention Services pursuant to RCW 19.27.050;

b. Fire Investigation Services pursuant to RCW 43.44.050 and chapter 51-54 WAC; and

~~a.~~c. Emergency Management Services pursuant to chapter 38.52 RCW.

~~2. SERVICE PROVIDERS FOLLOWING RFA EFFECTIVE DATE:~~

2. Service Providers, ~~P~~post-Annexation Operational Date:

2.1. FIRE PREVENTION SERVICES

a. On the ~~effective date of the creation of the RFA~~Annexation Operational Date, Fire Prevention Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City Kent. ~~The~~, the RFA will provide Fire Prevention Services to the City of Kent pursuant to an ~~inter-local~~interlocal agreement ~~to be negotiated prior to the effective date~~ "Kent ~~Inter-local~~Interlocal."

(ii). Within the City of ~~Covington~~Tukwila, the RFA ~~intends to~~will provide Fire Prevention Services to the City of

~~Covington~~Tukwila pursuant to an ~~inter-local~~interlocal agreement ~~between the RFA and Covington "Covington Inter-local.".~~

~~(ii).~~(iii). Within the City of Covington, the RFA will provide Fire Prevention Services to the City of Covington pursuant to an interlocal agreement.

~~(iii). The RFA will credit or transfer to the City of Kent, revenue generated for fire prevention services rendered by the RFA for the City of Covington, pursuant to the "Kent Inter-local"~~

(iv). Within unincorporated King County~~.~~, King County shall provide Fire Prevention Services.

2.2. FIRE INVESTIGATION SERVICES:

a. On the ~~effective date of the creation of the RFA~~Annexation Operational Date, Fire Investigation Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City of Kent~~. The~~, the RFA will provide Fire Investigation Services to the City of Kent pursuant to an ~~inter-local~~interlocal agreement to be negotiated prior to the effective date "Kent ~~Inter-local~~Interlocal."

(ii). Within the City of ~~Covington. The~~ Tukwila, the RFA ~~intends to~~will provide Fire Investigation Services to the City of ~~Covington~~Tukwila pursuant to an ~~inter-local~~interlocal agreement ~~between the City of Kent and Covington "Covington Inter-local.".~~

(iii). Within the City of Covington, the RFA will provide Fire Investigation Services to the City of Covington pursuant to an interlocal agreement.

~~(iii).~~(iv). Within unincorporated King County. King County shall provide Fire Investigation Services.

2.3. EMERGENCY MANAGEMENT SERVICES.

a. On the ~~effective date of the creation of the RFA~~Annexation Operational Date, Emergency Management Services within the boundaries of the RFA shall be provided as follows:

(i). Within the City Kent. The RFA will provide Emergency Management Services to the City of Kent pursuant to an ~~inter-local~~interlocal agreement to be negotiated prior to the effective date "Kent Inter-local."

(ii). Within the City of ~~Covington. Covington shall remain~~Tukwila the ~~provider of~~ RFA will provide

Emergency Management Services to the City of Tukwila pursuant to an interlocal agreement.

(iii). Within the City of Covington. Covington shall remain the provider of Emergency Management Services.

~~(iii).~~(iv). Within unincorporated King County. King County shall remain the provider of Emergency Management Services.

~~3.0. PUBLIC EDUCATION SERVICES.~~

~~. On the effective date of the creation of the RFA, the RFA shall provide Public Education Services throughout the jurisdiction of the RFA.~~

~~5. TRANSITION OF SERVICES.~~

3. Transition of Services, as of Annexation Operational Date:

~~5.1.~~3.1. In order to effectuate the transition of services identified above, the following shall occur on the ~~effective date of the RFA~~Annexation Operational Date:

a. ~~The~~Unless otherwise noted in the Plan or the interlocal agreement referenced herein, the City of ~~Kent~~Tukwila Fire Department staff ~~on July 1, 2010,~~ assigned to the Fire Prevention and Emergency Management Divisions~~, shall~~ may be transferred over to the RFA, at the employee's discretion.

b. The RFA Fire Prevention and Emergency Management Divisions shall be organized as provided in Appendix C of this RFA Plan[BS5].

~~c. The City of Kent agrees to designate the Chief and Fire Marshal of the RFA as the Chief and Fire Marshal of the City of Kent.Covington has agreed to designate the Chief and Fire Marshal of the RFA as the Chief and Fire Marshal of the City of Covington.~~

~~d.~~c. Unless otherwise noted in the ~~RFA~~ Plan, or the ~~inter-local~~interlocal agreements referenced herein, the transfer of authority and the Fire Prevention and Emergency Management Divisions of the RFA shall be seamless ~~and shall initially model the current Fire Prevention and Emergency Management Divisions of the Kent Fire Department~~.

~~e.~~d. The City of Kent, the City of Tukwila and the City of Covington will retain code enforcement authority in accordance with Washington State Law within their respective jurisdictions, ~~and,~~ Eexcept as provided in their respective interlocal agreements, the City of Kent, the City of Tukwila, and the City of Covington ~~Inter-locals~~ shall provide the necessary legal and

police support to the RFA for enforcement of code enforcement issues.

~~f.~~e. The City of Kent, the City of Tukwila, and the City of Covington will retain fire investigation authority in accordance with Washington State Law within their respective jurisdictions. ~~E~~and, ~~e~~except as provided in their respective interlocal agreements, the City of Kent, the City of Tukwila, and the City of Covington ~~Inter-locals~~ shall provide the necessary legal and police support to the RFA for enforcement of fire investigation issues.

~~g.~~f. The City of Kent, the City of Tukwila and the City of Covington will retain emergency management authority in accordance with Washington State Law. ~~and~~ E~~, e~~xcept as provided in their respective interlocal agreements, the City of Kent, the City of Tukwila, and the City of Covington ~~Inter-locals,~~ shall provide legal and police support to the RFA as needed to provide emergency management services.

~~6.~~4. Other Service Providers.

~~6.1.~~4.1. All current Tukwila Fire Department automatic aid and mutual aid agreements ~~and any other contractual services agreements, documents, or memorandums currently in place with the City of Kent and King County Fire District 37~~ [BS6]shall be transferred over on ~~July 1, 2010~~the Annexation Operational Date, to provide continuous, seamless readiness and emergency services coverage.

C. **RFA Plan Revision ~~Disposition~~:**

1. The fire prevention, emergency management, ~~public education~~ and fire investigation services portion of the RFA Plan may be revised by a majority vote of the current sitting RFA ~~Governance~~Governing Board.

APPENDIX B
Benefit Charge

Deleted: Fire

The Benefit Charge method of funding a regional fire protection service authority is established in RCW 52.26.180 – 52.26.270.

The matrixes showing the initial Benefit Charge formula values and factors that are to be applied in the Kent and Tukwila Service Areas and the risk factor explanations are set forth below. **These initial formulas, values, factors, discounts and exemptions are subject to change by the Governing Board as necessary to comply with the statutory requirements of RCW 52.26.180.**

DRAFT

Kent Regional Fire Authority - Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

Total square footage of structure(s)

Category Factors:	400 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - 399,999	400,000 - 499,000	500,000 - 599,999	600,000 - 699,000	700,000 - 999,999	1,000,000 - and >
Residential	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80												
Mobile Homes	0.75	0.75	0.75	0.75	0.75															
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25	14.25	14.25	14.25	14.25	14.25
Commercial	1.10	1.10	1.10	1.30	1.30	1.30	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.35	3.50	3.75	4.00	4.15	5.15
Fire Flow Factor:*	0.2932318685*																			
Response Factor:**																				
Residential	1.00	1.10	1.35	1.65	2.25	2.25	2.25	2.25												
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00														
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
Commercial	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.10	4.10	4.10	4.10	4.30	4.30	4.40	4.50	4.50	4.50	4.50
Risk Factor:***																				
Light Hazard/Regional	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Extra Hazard/Regional - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard/Regional - 2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																				
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire Flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow

*** Risk factors apply to commercial property and are defined by the National Fire Protection Association and deal with fire hazards and hazardous materials.

Appendix B

Deleted: Kent Fire Department – Fire Benefit Charge - (FBC) Formula¶

¶

The Fire Benefit Charge (FBC) was authorized by State Law in 1987 upon voter approval and must be reasonably apportioned to the services afforded to the property. Therefore, assessed value is not used in determining the FBC, instead the Kent Fire Department uses property type, property use, and associated risk increasers (see definition of hazard factors) or risk reducers (see sprinkler and alarm discount) in determining the FBC amount for each structure. The primary factor of the formula is based upon the amount of "required fire flow" or water needed to extinguish a fire, the number of firefighters and equipment needed to effectively deliver the required fire flow and their associated cost for fighting a fire in the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow, firefighters, and equipment also increases. The benefit charge is based upon the Insurance Services Office (ISO) required fire flow formula and considers these factors. Therefore, the Kent Fire Authority Governance Board has adopted the following formulas for the benefit charge:¶

¶

One and two family buildings¶

√Area * 18 * CF * ERF * CPG * Sprinkler Discount = FBC

Multi Family buildings¶

√Area * 18 * CF * ERF * CPG * Sprinkler and Alarm Discount = FBC¶

Commercial buildings¶

√Area * 18 * CF * ERF * HF * CPG * Sprinkler a Alarm Discount = FBC¶

Definitions:¶

<#>√Area: √Area is the square root of the total square feet of the buildings over 400 square feet located upon the property.¶

¶

<#>CF = Category Factor: The category factor is based upon building type and size. This information is obtained from the King County Assessor database for each building subject to the FBC. Category factors are listed below:¶

¶

One and two family buildings:¶

Mobile Home = 0.75

Single Family = 0.80

Condominium = 0.80¶

¶

Multi-family buildings:¶

≤ 15,000 sq ft = 1.60¶

≤ 50,000 sq ft = 3.25¶

≤ 140,000 sq ft = 6.70¶

≤ 200,000 sq ft = 8.60¶

≤ 300,000 sq ft = 11.10¶

> 300,000 sq ft = 14.25

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APPENDIX B¶

Fire Benefit Charge¶

¶

Commercial buildings

Commercial 1 = 1.00 < 4, 000 sq. ft.

Commercial 2 = 1.20 < 10,000 sq. ft.

Commercial 3 = 1.40 < 30,000 sq. ft. ... [3]

Deleted: 11/16/1511/16/1511/09/15

Kent Regional Fire Authority - Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

Category Factors:	Total square footage of structure(s)																					
	400 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 3,999	4,000 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - 399,999	400,000 - 499,000	500,000 - 599,999	600,000 - 699,000	700,000 - 999,999	1,000,000 - and >
Residential	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80													
Mobile Homes	0.75	0.75	0.75	0.75	0.75	0.75																
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25	14.25	14.25	14.25	14.25	14.25	14.25
Commercial	1.10	1.10	1.10	1.10	1.30	1.30	1.30	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.35	3.50	3.75	4.00	4.15	5.15	5.15
Fire Flow Factor:*	0.293231685*																					
Response Factor:**																						
Residential	1.00	1.10	1.35	1.65	1.65	2.25	2.25	2.25	2.25													
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00	1.00															
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
Commercial	1.18	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.10	4.10	4.10	4.10	4.30	4.30	4.40	4.50	4.50	4.50	4.50	4.50
Risk Factor:***																						
Light Hazard/Regional	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Extra Hazard/Regional - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard/Regional - 2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																						
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow

*** Risk factors apply to commercial property and are defined by the National Fire Protection Association and deal with fire hazards and hazardous materials.

Appendix B

Deleted: Kent Fire Department – Fire Benefit Charge - (FBC) Formula¶

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The Fire Benefit Charge (FBC) was authorized by State Law in 1987 upon voter approval and must be reasonably apportioned to the services afforded to the property. Therefore, assessed value is not used in determining the FBC, instead the Kent Fire Department uses property type, property use, and associated risk increasers (see definition of hazard factors) or risk reducers (see sprinkler and alarm discount) in determining the FBC amount for each structure. The primary factor of the formula is based upon the amount of "required fire flow" or water needed to extinguish a fire, the number of firefighters and equipment needed to effectively deliver the required fire flow and their associated cost for fighting a fire in the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow, firefighters, and equipment also increases. The benefit charge is based upon the Insurance Services Office (ISO) required fire flow formula and considers these factors. Therefore, the Kent Fire Authority Governance Board has adopted the following formulas for the benefit charge:¶

¶

One and two family buildings¶

√Area * 18 * CF * ERF * CPG * Sprinkler Discount = FBC

Multi Family buildings¶

√Area * 18 * CF * ERF * CPG * Sprinkler and Alarm Discount = FBC¶

Commercial buildings¶

√Area * 18 * CF * ERF * HF * CPG * Sprinkler and Alarm Discount = FBC¶

Definitions:¶

<#>√Area: √Area is the square root of the total square feet of the buildings over 400 square feet located upon the property.¶

¶

<#>CF = Category Factor: The category factor is based upon building type and size. This information is obtained from the King County Assessor database for each building subject to the FBC. Category factors are listed below:¶

¶

One and two family buildings:¶

Mobile Home = 0.75

Single Family = 0.80

Condominium = 0.80¶

¶

Multi-family buildings:¶

≤ 15,000 sq ft = 1.60¶

≤ 50,000 sq ft = 3.25¶

≤ 140,000 sq ft = 6.70¶

≤ 200,000 sq ft = 8.60¶

≤ 300,000 sq ft = 11.10¶

> 300,000 sq ft = 14.25

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APPENDIX B¶

Fire Benefit Charge¶

¶

Commercial buildings

Commercial 1 = 1.00 < 4, 000 sq. ft.

Commercial 2 = 1.20 < 10,000 sq. ft.

Commercial 3 = 1.40 < 30,000 sq. ft. ... [3]

Deleted: 11/16/1511/16/1511/09/15

Kent Regional Fire Authority - Tukwila Service Area Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

Total square footage of structure(s)

Category Factors:	0 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 3,999	4,000 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - 399,999	400,000 - 499,000	500,000 - 599,999	600,000 - 699,000	700,000 - 999,999	1,000,000 - and >
Residential	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70												
Mobile Homes	0.70	0.70	0.70	0.70	0.70	0.70															
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25	14.25	14.25	14.25	14.25	14.25
Commercial	1.10	1.10	1.10	1.10	1.30	1.30	1.30	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.35	3.50	3.75	4.00	4.15	4.25
Fire Flow Factor:*	0.493064*																				
Response Factor:**																					
Residential	1.00	1.10	1.35	1.65	1.65	2.25	2.25	2.25	2.25												
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00	1.00														
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
Commercial	1.18	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.10	4.10	4.10	4.10	4.30	4.30	4.40	4.50	4.50	4.50	4.50
Risk/Regional Usage Factor:***																					
Light Hazard/Regional	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 1	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Ordinary Hazard/Regional - 2	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Extra Hazard/Regional - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard/Regional -2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																					
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow

*** Risk factors apply to commercial property, are made up of two types, one defined by the National Fire Protection Association and deal with fire hazards and hazardous materials and the other is based upon the higher risk of regional populations attracted to Tukwila businesses and their regional retail shopping, and food services that place a higher than normal burden on fire response resources.

Appendix B

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Risk Class Definitions: NFPA 13 - There are five (5) risk classes to choose from. These include:

Light Hazard – Hazard Factor is 1.00
Occupancies or portions of occupancies where the quantity and combustibility of the contents are low and fires with relatively low rates of heat release are expected. Small, scattered amounts of flammable liquids in closed containers are allowable in quantities not exceeding 20 L (5 gal) per fire area. Occupancies having uses and conditions similar to residential occupancies, as well as animal shelters, churches, clubs, eaves and overhangs (if combustible construction with no combustibles beneath), educational, hospitals (including animal hospitals and veterinary facilities), kennels, and libraries (except large stack rooms), museums, nursing or convalescent homes, offices, restaurant seating areas, theaters and auditoriums (excluding stages), and unused attics.

Ordinary Hazard – Hazard Factor is 1.00
These occupancies are mostly light manufacturing and service industries were the use of flammable and combustible liquids or gases is either nonexistent or very limited. Stock piles of combustible commodities typically found within an Ordinary Hazard Group 1 occupancy cannot exceed a height of 8 ft. Occupancies having uses and conditions similar to automobile parking and showrooms, bakeries, beverage manufacturing, canneries, dairy products manufacturing and processing, electronic plants, glass and glass products manufacturing, laundries, theaters and auditoriums (including stages), and restaurant service areas.

Ordinary Hazard 2 – Hazard Factor is 1.00
Occupancies or portion of occupancies where quantity and combustibility of contents is moderate, stock piles do not exceed 12 feet (4 m), and fires with moderate rate of heat release are expected. Moderate, scattered amounts of flammable liquids in closed containers are allowable in quantities not to exceed 50 gallon (200 L). Small amounts of flammable liquids may be exposed as required by normal operations. Occupancies having uses and conditions similar to agricultural facilities, barns and stables, cereal mills, chemical plants – ordinary, confectionery products, distilleries, dry cleaners, exterior loading docks (only utilized for loading), feed mills, leather goods manufacturing, libraries (large stack rooms), machine shops, metal working, mercantile, paper and pulp mills, paper process plants, piers and wharves, post offices, printing and publishing, stable / kennel areas (for racetracks as well as state, county, local fairgrounds), repair garages, resin application area, stages, textile manufacturing, tire manufacturing, tobacco products manufacturing, wood machining, and wood product assembly.

Extra Hazard 1 – Hazard Factor is 1.30
Includes occupancies or portions of occupancies where quantity and combustibility of contents is very high. These occupancies have little or no flammable or combustible liquids but may have dust, lint or other materials present which may produce severe fires. This includes occupancies having uses and conditions similar to aircraft hangars, combustible hydraulic fluid use areas, die casting, metal extruding, plywood and particle board manufacturing, printing (using inks with flash points below 100oF), rubber (processing), saw mills, textile (processing), upholstering with plastic foams, etc.

Extra Hazard 2 – Hazard Factor is 1.40
These are occupancies with moderate to substantial amounts of flammable or combustible liquids or where shielding of combustibles is extensive. Occupancies having uses and conditions similar to asphalt saturating, flammable liquids spraying, flow coating, manufactured / modular home building assemblies, open oil quenching, plastics processing, solvent cleaning, and varnish and paint dipping.

Service Usage Class Definitions: There are five (5) risk classes to choose from. These include:

Light Regional – Usage Factor is 1.00
Occupancies with emergency incident loads that are consistent with emergency service demand of other similar structures located away from regional shopping and other services.

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Ordinary Regional 1 – Usage Factor is 1.10
Occupancies where the quantity of emergency incidents are lightly influenced by the movement of regional populations attracted to the area by the proximity of regional shopping and other services. Occupancies having uses and conditions similar to automotive fueling stations / convenience stores, and some industrial uses with commercial codes of 245 and 246, theatres and auditoriums (including stages).

Ordinary Regional 2 – Usage Factor is 1.20
Occupancies or portion of occupancies where quantity of emergency incidents are influenced moderately by the movement of populations attracted to the area by the proximity of regional shopping and management services.
Occupancies such as retail sales in strip malls as well as office buildings.

High Regional 1 – Usage Factor is 1.30
Occupancies or portion of occupancies where quantity of emergency incidents are influenced significantly by the movement of populations attracted to the area by the proximity of regional shopping and management services.
Occupancies such as fast food restaurants, franchised and larger restaurants, lounges, and big box retail.

Extra High Regional 2 – Usage Factor is 1.40
Occupancies or portion of occupancies where quantity of emergency incidents are influenced greatly by the movement of populations attracted to the area by the proximity of regional shopping and management services or, those occupancies with uses that have been shown to produce high demands for fire and rescue services.
Occupancies such as hotels, motels, large regional shopping malls, medical and dental offices, hospitals, treatment / rehab centers, and facilities that provide assisted care and other specialized support for the ill and injured or persons with limited mobility or cognitive function.

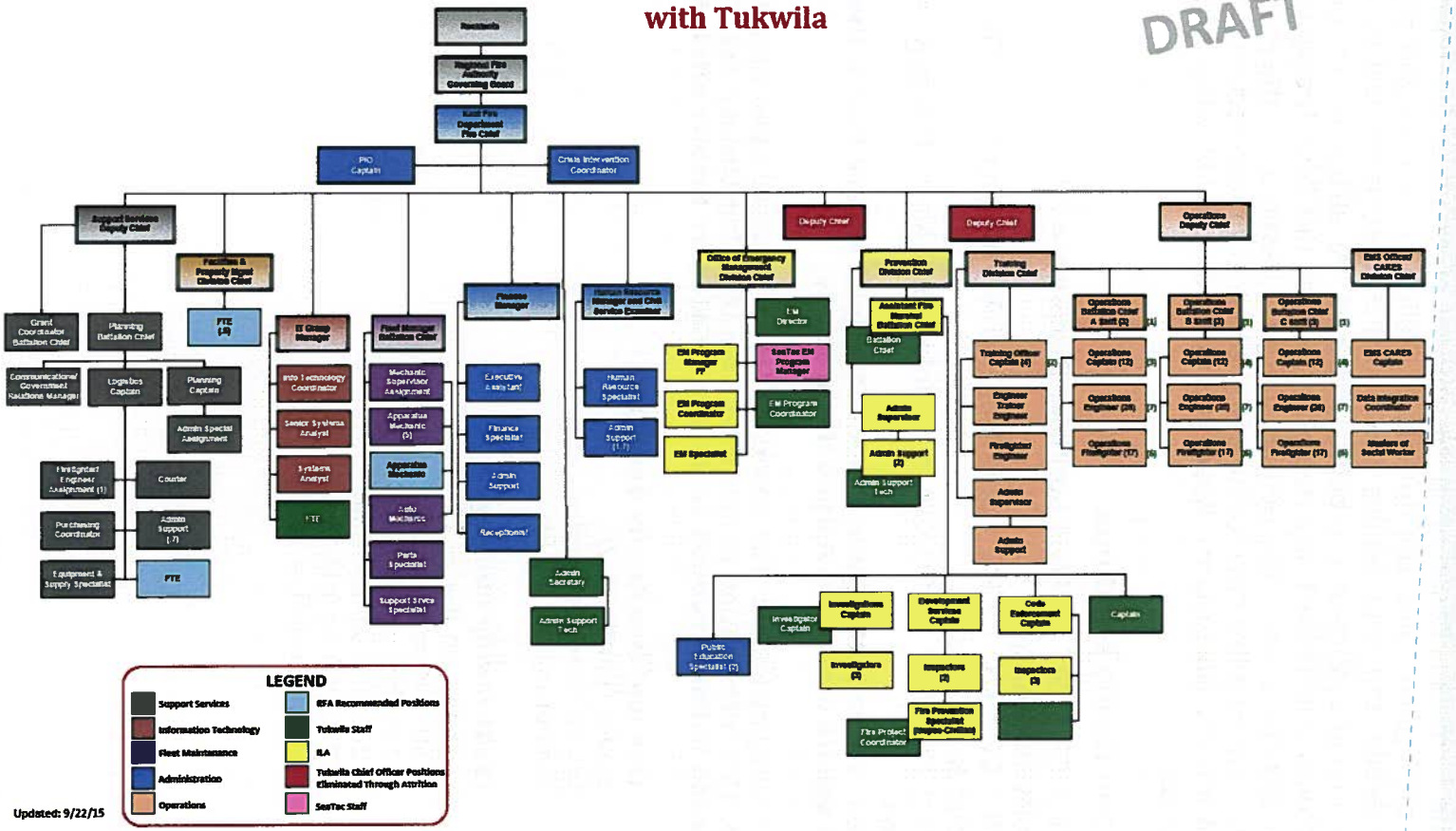
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KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
ORGANIZATIONAL CHART
with Tukwila

Appendix C

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Kent Fire Department – Fire Benefit Charge - (FBC) Formula

The Fire Benefit Charge (FBC) was authorized by State Law in 1987 upon voter approval and must be reasonably apportioned to the services afforded to the property. Therefore, assessed value is not used in determining the FBC, instead the Kent Fire Department uses property type, property use, and associated risk increasers (see definition of hazard factors) or risk reducers (see sprinkler and alarm discount) in determining the FBC amount for each structure. The primary factor of the formula is based upon the amount of "required fire flow" or water needed to extinguish a fire, the number of firefighters and equipment needed to effectively deliver the required fire flow and their associated cost for fighting a fire in the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow, firefighters, and equipment also increases. The benefit charge is based upon the Insurance Services Office (ISO) required fire flow formula and considers these factors. Therefore, the Kent Fire Authority Governance Board has adopted the following formulas for the benefit charge:

One and two family buildings

√Area * 18 * CF * ERF * CPG * Sprinkler Discount = FBC

Multi Family buildings

√Area * 18 * CF * ERF * CPG * Sprinkler and Alarm Discount = FBC

Commercial buildings

√Area * 18 * CF * ERF * HF * CPG * Sprinkler and Alarm Discount = FBC

Definitions:

√Area: **√Area is the square root of the total square feet of the buildings over 400 square feet located upon the property.**

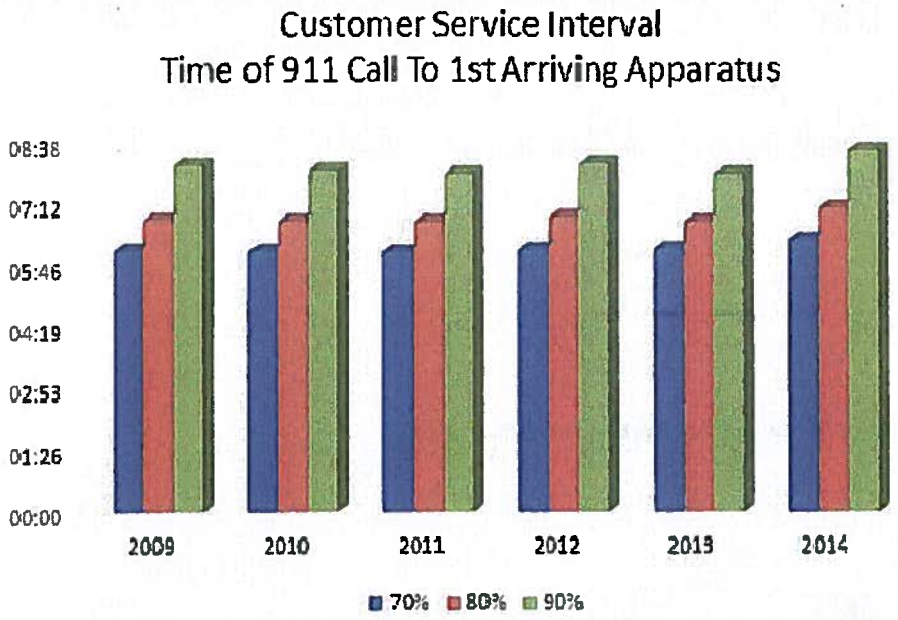
CF = Category Factor: **The category factor is based upon building type and size. This information is obtained from the King County Assessor database for each building subject to the FBC. Category factors are listed below:**

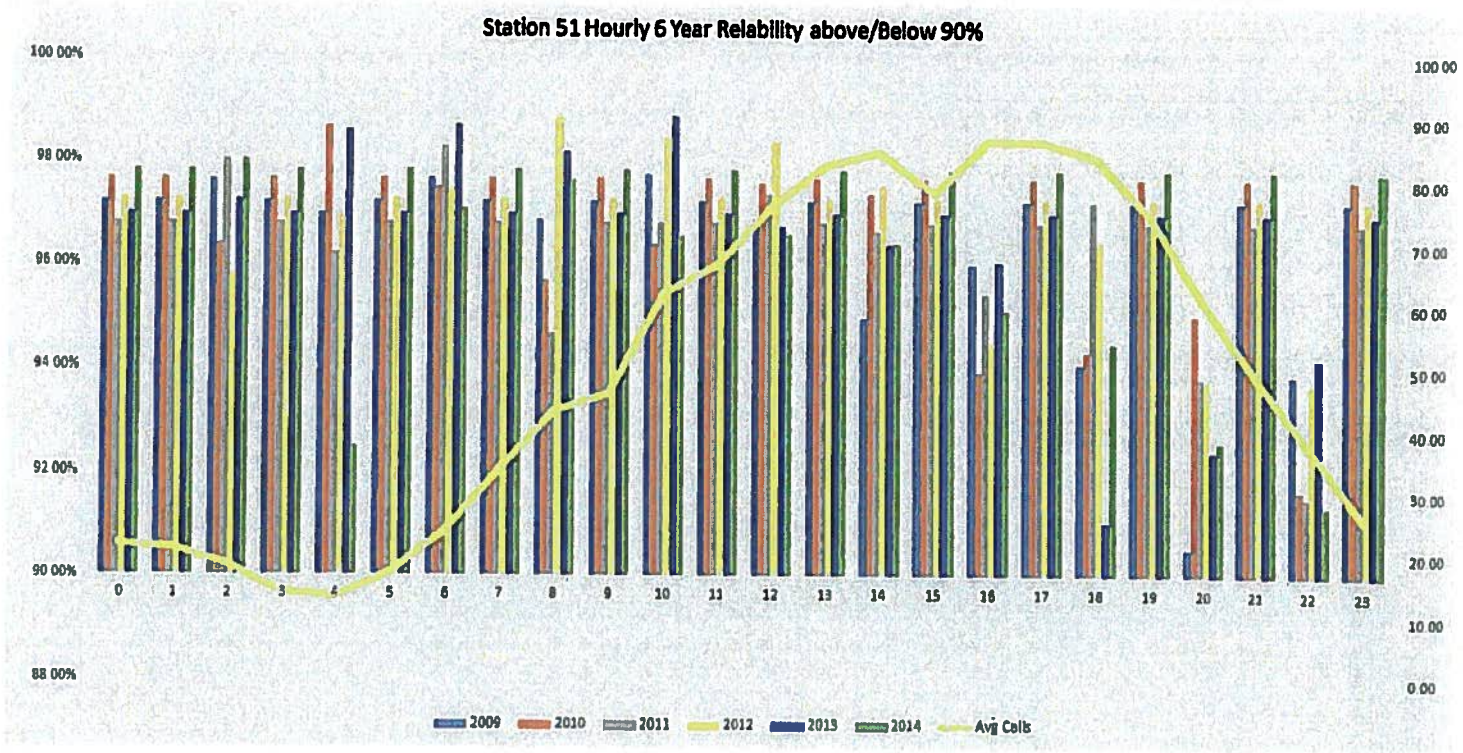
One and two family buildings:
Mobile Home = 0.75
Single Family = 0.80
Condominium = 0.80

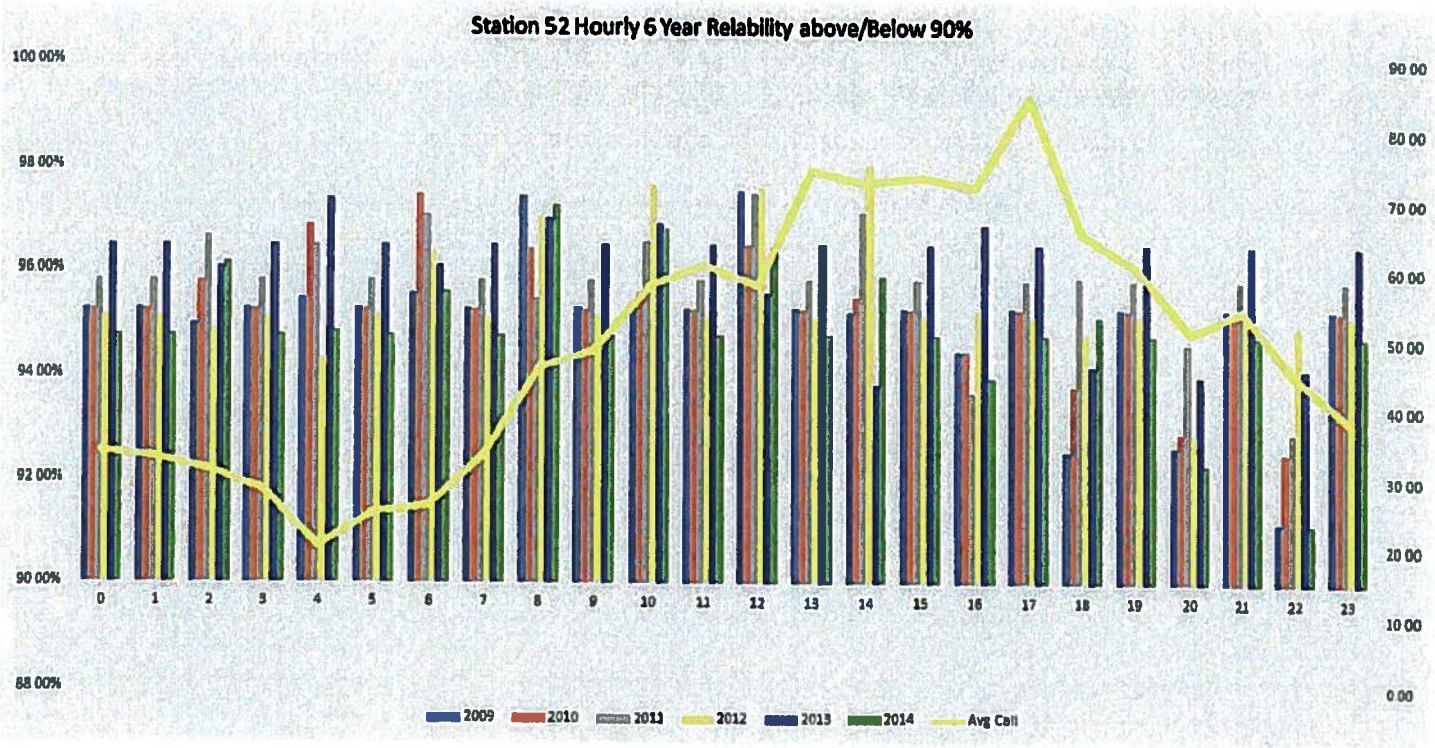
Multi-family buildings:
≤ 15,000 sq ft = 1.60
≤ 50,000 sq ft = 3.25
≤ 140,000 sq ft = 6.70
≤ 200,000 sq ft = 8.60
≤ 300,000 sq ft = 11.10
> 300,000 sq ft = 14.25

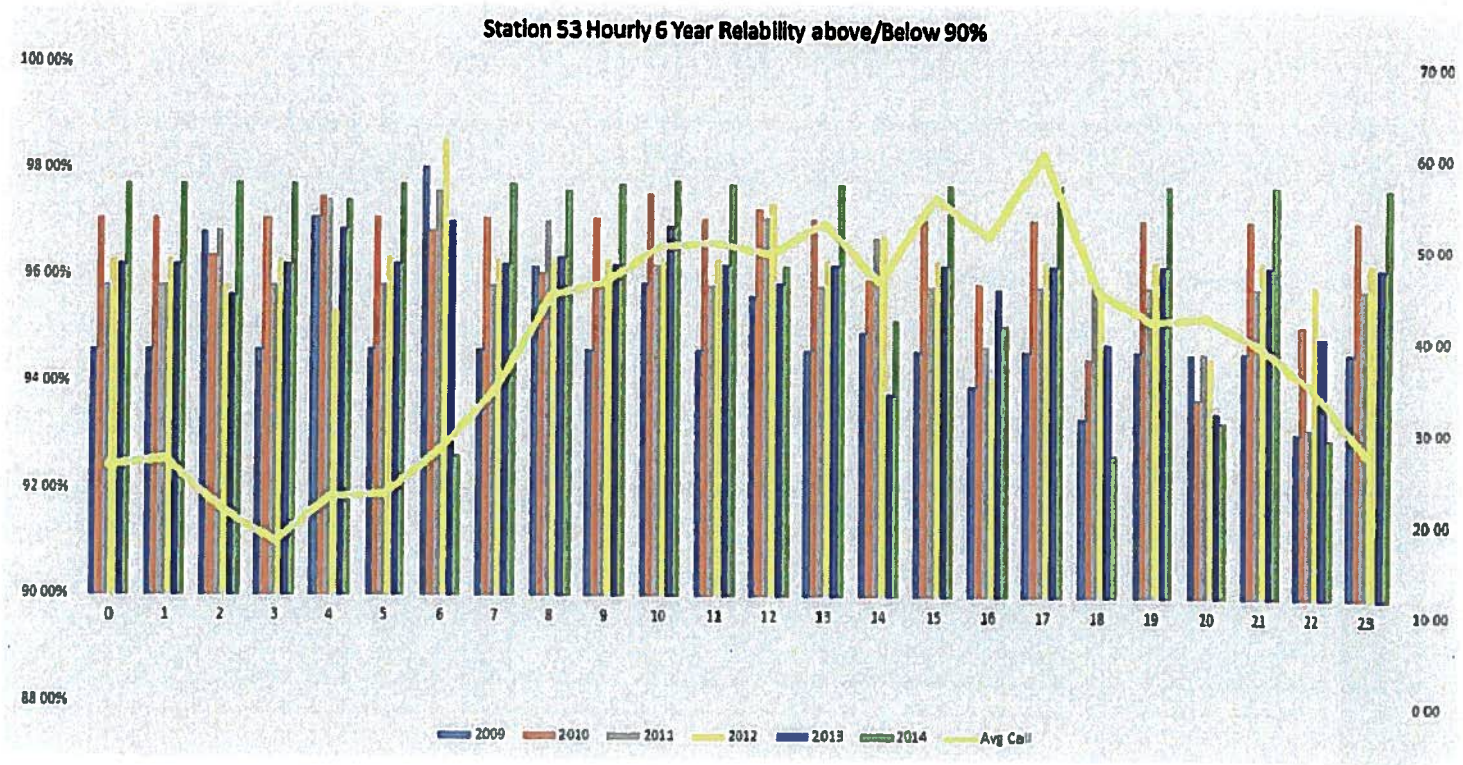
CITY OF TUKWILA
FIRE DEPARTMENT

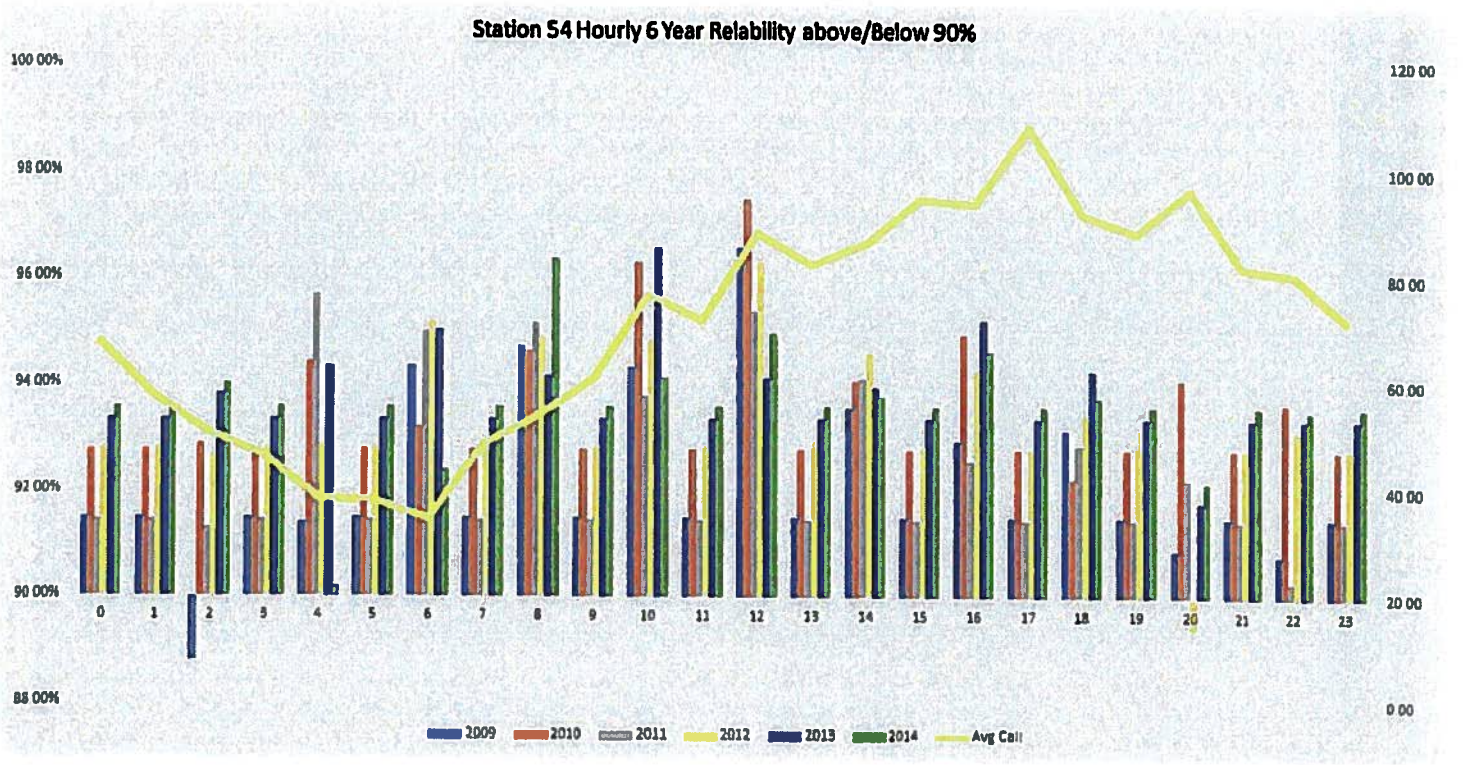
CSI Customer Service Interval First Arriving Apparatus Only			
	70%	80%	90%
2009	06:06	06:50	08:07
2010	06:05	06:48	08:00
2011	06:04	06:47	07:56
2012	06:07	06:54	08:09
2013	06:08	06:47	07:55
2014	06:21	07:06	08:27




Station 51 Hourly 6 Year Relability above/Below 90%
100 00%
98 00%
96 00%
94 00%
92 00%
90 00%
88 00%
100 00
90 00
80 00
70 00
60 00
50 00
40 00
30 00
20 00
10 00
0 00
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
2009 2010 2011 2012 2013 2014 Avg Cells


Station 52 Hourly 6 Year Relability above/Below 90%
100 00%
98 00%
96 00%
94 00%
92 00%
90 00%
88 00%
90 00
80 00
70 00
60 00
50 00
40 00
30 00
20 00
10 00
0 00
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
2009 2010 2011 2012 2013 2014 Avg Cell


Station 53 Hourly 6 Year Relability above/Below 90%
100 00%
98 00%
96 00%
94 00%
92 00%
90 00%
88 00%
70 00
60 00
50 00
40 00
30 00
20 00
10 00
0 00
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
2009 2010 2011 2012 2013 2014 Avg Call


Station 54 Hourly 6 Year Relability above/Below 90%
100 00%
98 00%
96 00%
94 00%
92 00%
90 00%
88 00%
120 00
100 00
80 00
60 00
40 00
20 00
0 00
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
2009 2010 2011 2012 2013 2014 Avg Call

Internationally Accredited Fire Agency

LEVEL OF SERVICE 100

Understanding the Measures of Fire & EMS Response Performance

Tonight's Topics

- Level of service (LOS) origins and time
- Basic components of fire service LOS
- Components of "total response time"
- Kent Fire RFA performance evaluation process
- LOS philosophy and strategies of the Kent Fire RFA
  - LOS objectives of the Kent Fire RFA
  - Post consolidation LOS influences
- What to expect post consolidation

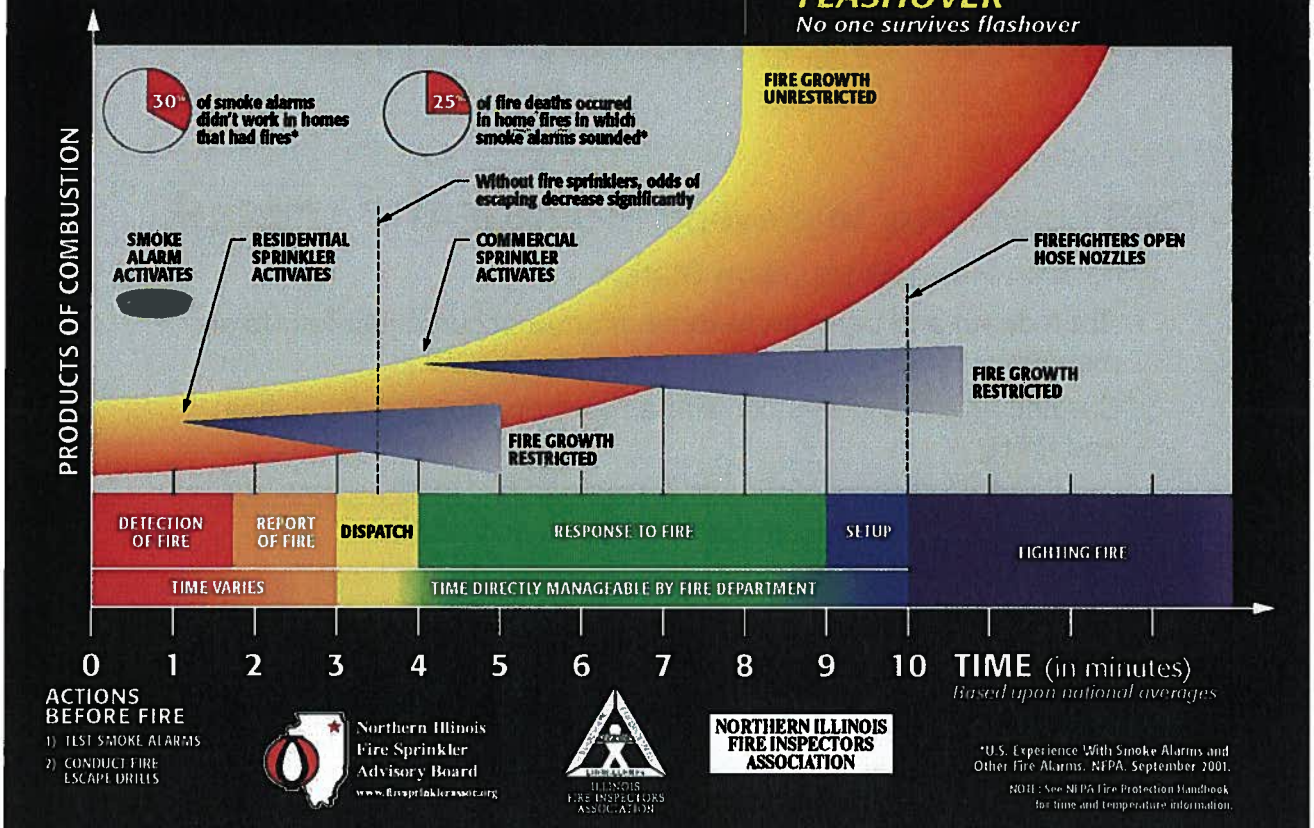
What is LOS?

- **Level of Service (LOS)** measures the performance of a system. Certain goals are defined and performance measures by percentage of achievement are established.
  - What is accomplished 90% or 9 out of 10 times
  - Average only tells half of the story

Origin of Standards: Fire

- Firefighting objective is to prevent "FLASHOVER"
  - Flashover is a relatively rapid (typically less than one minute) transition from a localized growing fire to a fully developed stage in which all combustibles in the room are involved. *When flashover occurs, it is no longer possible to survive in the fire compartment* and the fire becomes a major threat beyond the room of origin.

TIME vs. PRODUCTS of COMBUSTION



Flashover

- Rapid transition of fire
- No survival in fire compartment
  - Deadly to occupants
  - Deadly to firefighters
- Major threat to areas outside of the room of origin

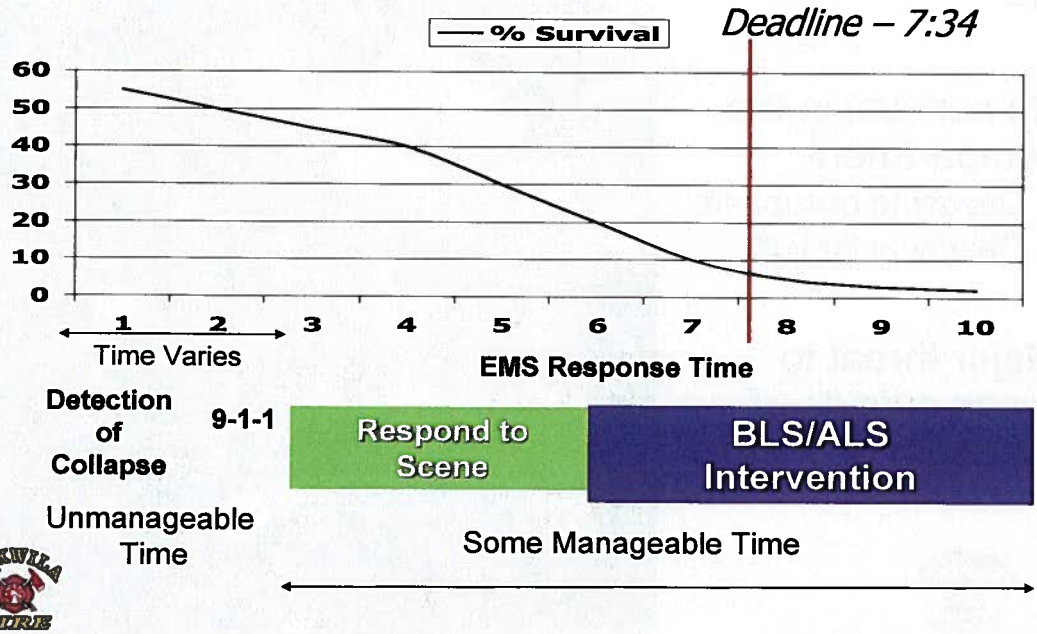


Origin of Standards: EMS

- EMS objective is to prevent "BRAINDEATH"
  - American Heart Association States:
    - Brain death and permanent death start to occur in just four to six minutes.
    - Cardiac arrest is reversible with an electric shock (defibrillation) and CPR.
      - *A victim's chances of survival are reduced by 7 to 10 percent with every minute that passes without CPR and defibrillation.*
    - Few attempts at resuscitation succeed after 10 minutes

Origin of Standard: EMS

Response Time / Intervention vs. Survival



Components of LOS

- Three Dimensions
  - Distribution = Time of first unit on scene
  - Concentration = Time till full first alarm assignment is on scene
  - Reliability = Time that a response unit is available to answer an alarm

Distribution

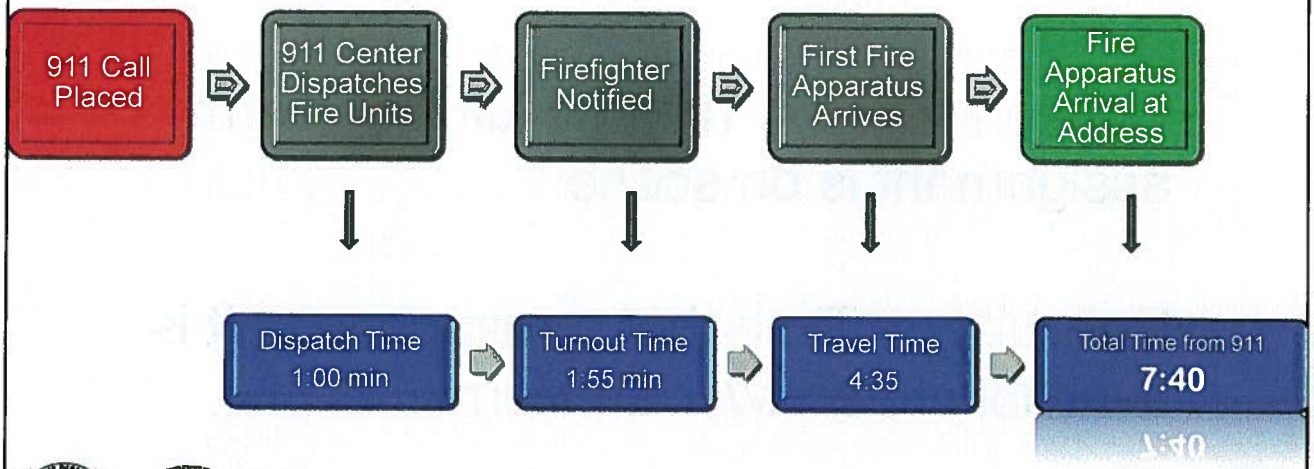
The strategic placement of resources in a way that allows achievement of Level of Service standards throughout neighborhoods and/or districts.

- SPEED of ATTACK
- "Covering the dirt"



KFDRFA Distribution Time Components

- Distribution = the *Speed* of attack *(first unit to arrive suburban area)*



Concentration

The number of resources **needed** in order to match a given area/community risk..

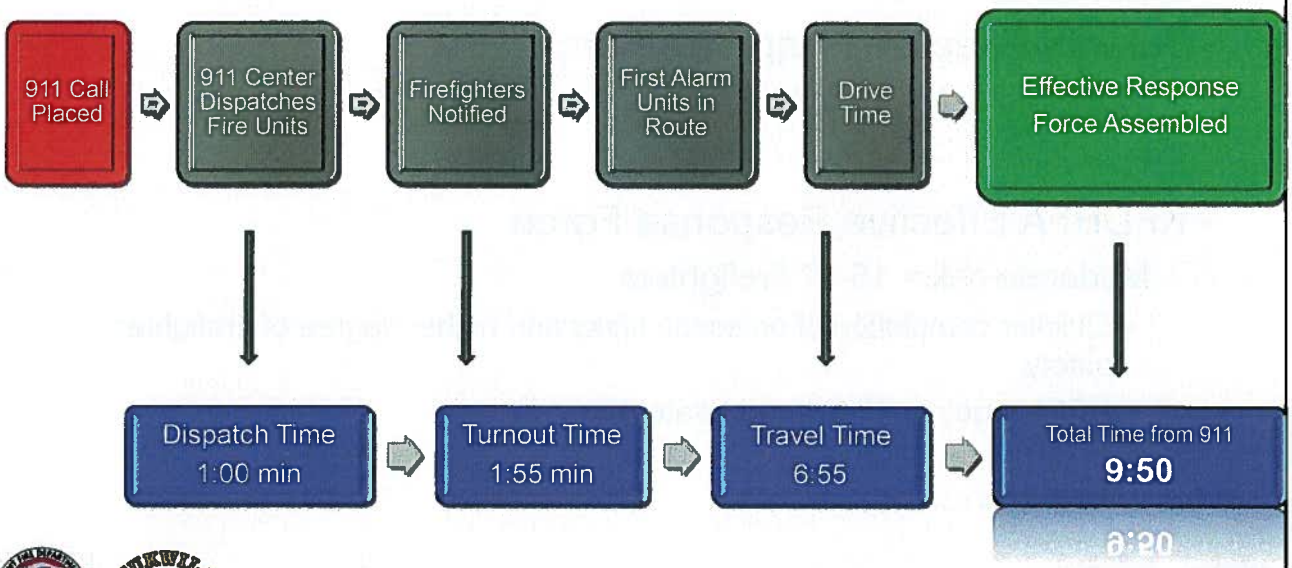
- ATTACK FORCE
- ERF/FFA





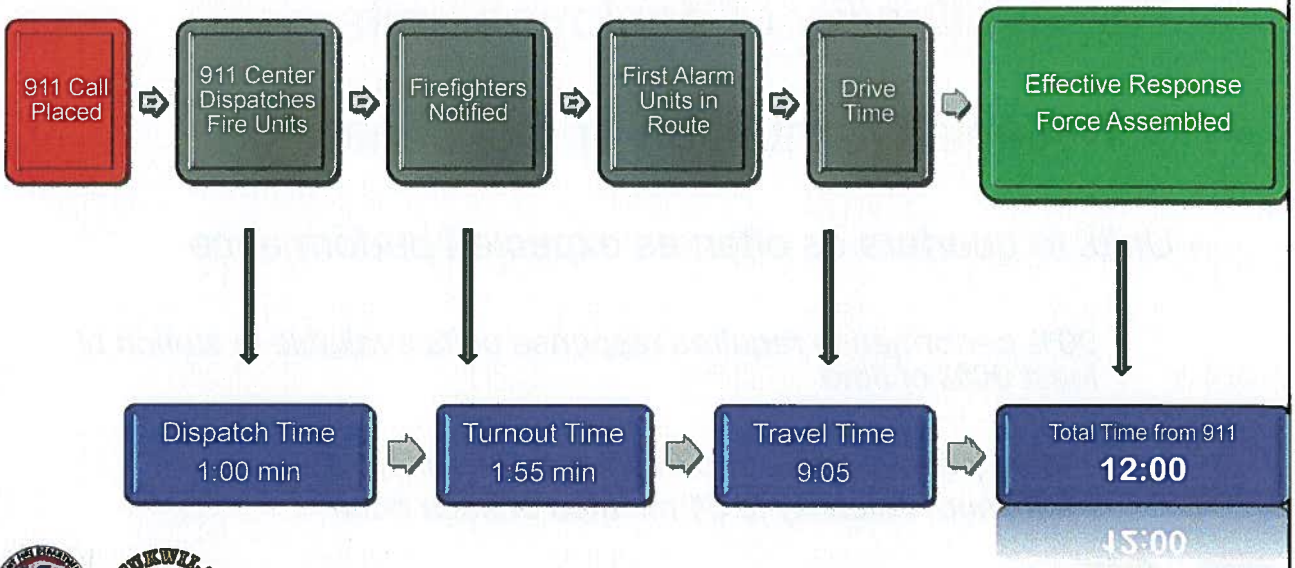
Minimum Concentration

- Concentration = the *Force* of attack *(arrival of first three units)*



Full Concentration

- Concentration = the *Force* of attack *(full first alarm arrival)*



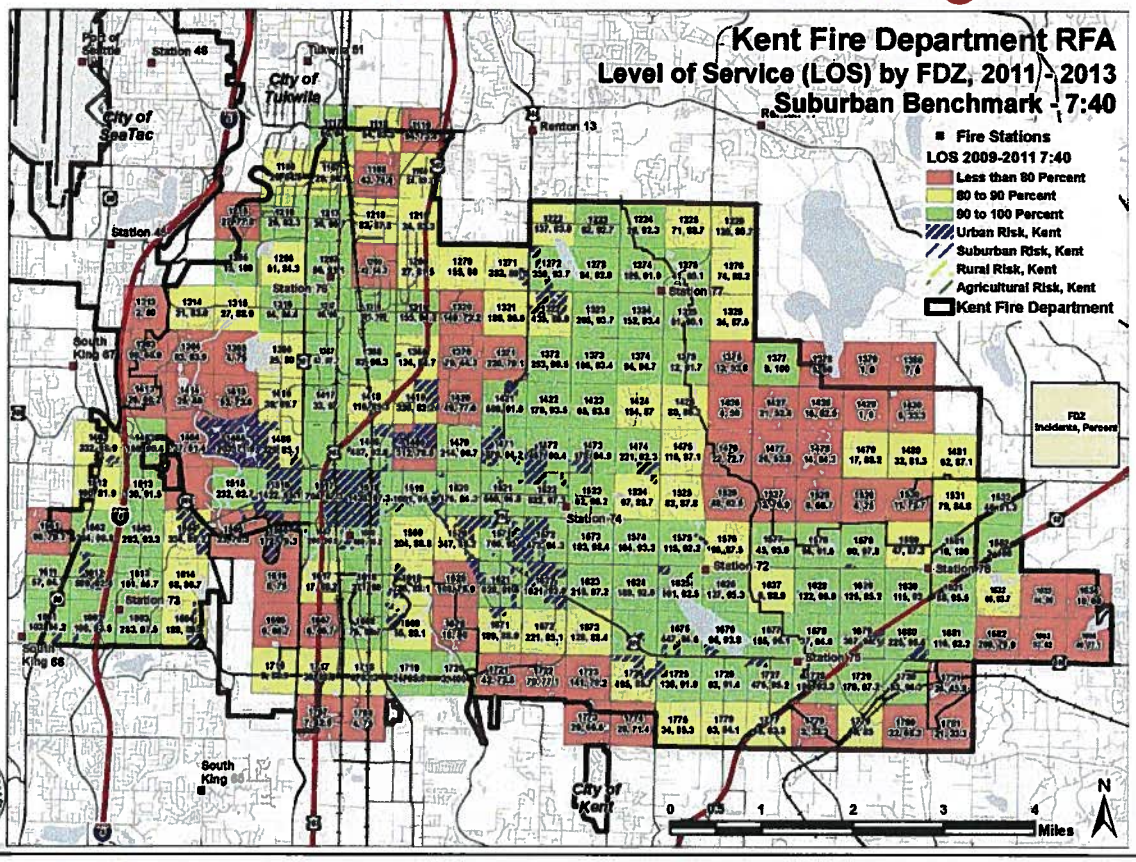
Full Concentration

- Tukwila Effective Response Force
  - Moderate risk = 13 firefighters
- KFDRFA Effective Response Force
  - Moderate risk = 15-17 firefighters
    - Quicker completion of on scene tasks and higher degree of firefighter safety.
    - NFPA requires 15 to a moderate risk

Reliability is:

- The *Availability* of deployed units
- For Reliable Distribution or Concentration
  - *Units in quarters as often as expected performance*
    - *90% performance requires response units available in station at least 90% of time*
      - *Ideally above 95% or 57 minutes of each hour*
      - *Minimum reliability is 54 minutes of each hour*

KFDRFA Performance Monitoring



Level of Service Strategy

- **2014 KFDRFA SOC**
  - Benchmark Standards
    - Fire Response (first unit arrival)
      - Urban = 7:20 (drive = 4:15)
      - Suburban = 7:40 (drive = 4:35)
    - EMS Response
      - Urban = 7:10 (drive = 4:15)
      - Suburban = 7:30 (drive = 4:35)
  - Baseline – 2009 – 2014 (6 year performance with SeaTac)
    - Urban = 9:03 at 90%
    - Suburban = 8:35 at 90%

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY



STANDARD OF COVER

2014

Level of Service Strategic Goals

FIRE CALLS First Unit to Arrive (Minimum of 2 FFs on Scene)			
Community Risk Type	National Standards NFPA	National Standards CPSE	2014 KFDRFA SOC*
Urban	6:20	6:20	7:20
Suburban	6:20	7:20	7:40
Rural**	N/A	12:20	8:35
Fourth FF to Arrive (Allows for Entry – 2 In/2 Out)			
Urban	6:20	6:20	9:00
Suburban	6:20	7:20	9:15
Rural**	N/A	12:20	N/A
Minimum Effective Response Force (ERF) - (3 Units – Minimum of 8 FFs)			
Urban	N/A	N/A	9:35
Suburban	N/A	N/A	9:50
Rural**	N/A	N/A	10:05
Effective Response Force (ERF) - (5 Units – Minimum of 15 FFs)			
Urban	10:20	10:20	12:00
Suburban	10:20	12:20	12:00
Rural*	N/A	16:20	13:00

*This column represents the time component of response. Information regarding number of resources and reliability expectations can be found in the complete Standard of Cover document.
**KFDRFA is not a true rural setting as defined by national standards.

EMS CALLS First Unit to Arrive (Minimum of 2 FFs on Scene)			
Community Risk Type	National Standards NFPA	National Standards CPSE	2014 KFDRFA SOC*
Urban	6:00	6:00	7:10
Suburban	6:00	7:00	7:30
Rural**	N/A	12:00	8:30
Effective Response Force (ERF) - (2 Units – Minimum of 4 FFs)			
Urban	10:00	10:00	7:30
Suburban	10:00	10:00	7:50
Rural**	N/A	16:00	8:50

*This column represents the time component of response. Information regarding number of resources and reliability expectations can be found in the complete Standard of Cover document.
**KFDRFA is not a true rural setting as defined by national standards.

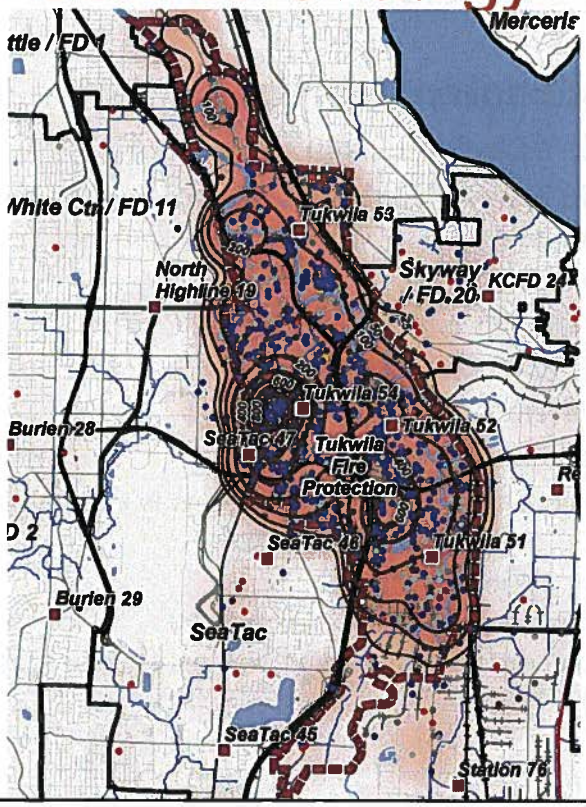
Level of Service "Gap" Strategy

- KFDRFA Benchmark Achievement Strategy
  - 2014 – 2033 Capital Facilities & Equipment Plan
    - Resolves Distribution and apparatus issues
  - 2015 – 2020 Staffing Plan (under development)
    - Resolves Reliability issues

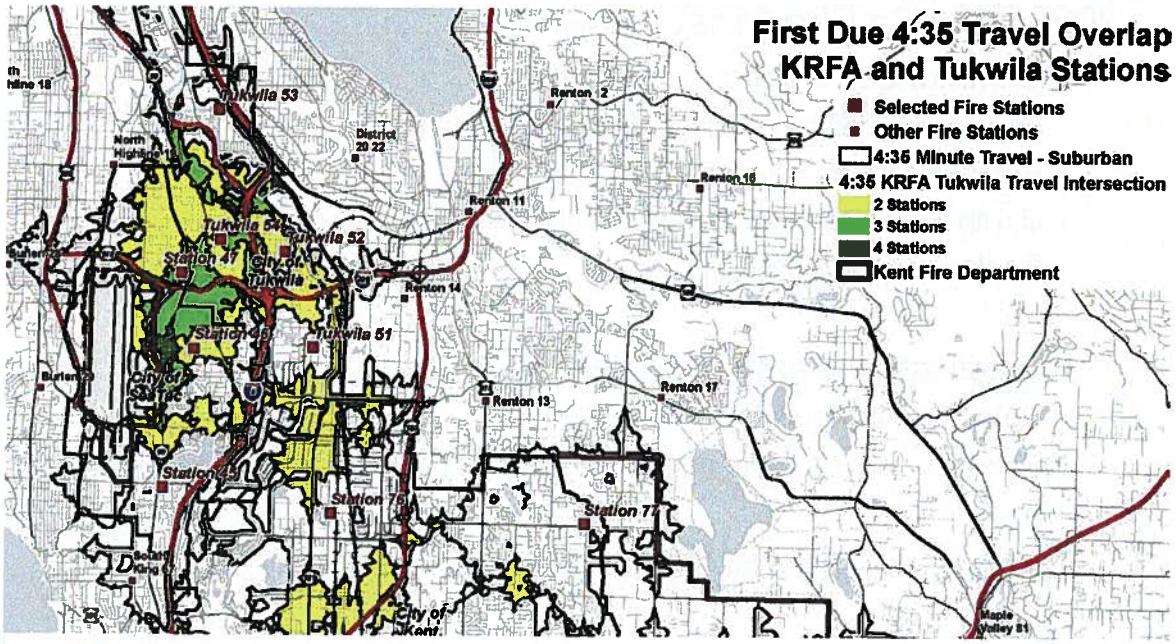
Level of Service Strategy Influences

- 2008 Tukwila Fire Master Plan
  - Recommended Capital Investments
    - Remodel & seismic upgrades Station 51
    - Replace Station 52
    - Complete seismic upgrades, Station 53
    - Replace Station 54
  - Address future Growth with Capital
    - Relocate Station 51 for Tukwila South
    - Relocate Station 52 to cover moved 51
  - Total cost estimated at $21.7 million (2008 $)

Level of Service Strategy Influences



Level of Service Strategy Influences



Post Consolidation

- Provide LOS compliant with the 2014 Standard of Cover
  - Update SOC to include Tukwila risks
    - Evaluate 2008 Tukwila Master Plan Recommendations
      - Relocate Station 51
      - Relocate Station 52
      - Relocate Station 53
    - Evaluate SeaTac Tukwila Study
      - Combine Stations 47 and 54
    - KFDRFA Goal:
      - Update Capital Facility and Equipment Plan to include Tukwila needs
      - Maintain LOS compliance with 2014 SOC
      - Evaluate deployment
        - Number of fire stations does not determine LOS
      - Deploy resources to best fit new service area taking advantage of synergies and economy of scale

QUESTIONS?

Executive Summary –

Over the last 30 years, the fire service has expanded the number of stations and personnel in order to meet a 400 percent increase in the number of requests for Emergency Medical Services (EMS). The expansion of fire-based emergency medical response has inextricably linked the fire service and the U.S. health care system.

The U.S. healthcare system is currently under enormous public and congressional pressure to reform due to the lack of access to services, the poor quality of care, and the high costs of care. Critics of the US healthcare system cite fire-based EMS as an example of a public service that contributes to America's over utilization of EMS and increasing national healthcare expenditures amounting to 18 percent of the Gross Domestic Product (GDP). Is this criticism of fire-based EMS valid?

Fire departments respond to a wide array of requests for medical service. The fire service is well recognized for their capacity to respond rapidly to emergencies with quality care as demonstrated by recent increases in cardiac arrest survival rates nationwide. However, a large proportion (estimated up to 40%) of medical service requests are for non-emergent medical problems and a majority of these requests are attributed to a subset of frequent users of EMS. Despite these facts, fire-based EMS personnel, response times, and medical interventions are standardized for medical emergencies. Consequently, 911 callers with non-emergent issues typically receive emergency-oriented care, which often times results in the unnecessary transport of patients to an Emergency Department (ED) for more definitive care. The National Quality Forum (NQF) estimates that this response model contributes to an estimated $38 billion in wasted health care expenditures each year. Moreover, because fire-based EMS and EDs are designed for the episodic treatment of emergent medical problems, clients with non-emergent medical problems, who often have multiple chronic diseases and psychosocial issues, experience poor quality outcomes, poor follow up care, and poor continuity of care. The result is subsequent and repeated use of the EMS system. Why now should the fire service change their medical response model?

The Patient Protection and Affordable Care Act (PPACA) is changing the landscape of the U.S. health care system. Provisions in the PPACA are making insurance payers and hospitals accountable for the quality and costs of EMS care, driving the adoption of healthcare delivery organizations and innovative solutions that improve the value of EMS. The PPACA directly challenges the inefficiencies of the fire service's "one-size-fits-all" response model. How can fire departments improve the value of fire-based EMS?

Fire departments should adopt a new tier within their current response model that responds directly to non-emergent medical and psychosocial problems and proactively contacts frequent callers of 911, frequent users of the ED, and patients at high-risk of hospital readmission. This Non-Emergency Medical Service (NEMS) division should be fully integrated into the operations of fire departments.

The Kent Fire Department Regional Fire Authority (KFD/RFA) in Washington State has developed a NEMS division, called FDCARES (Fire Department Community Assistance, Referral, and Education Services). FDCARES is staffed 24 hours per day, 365 days per year with an Emergency Medical Technician (EMT) and a Registered Nurse (RN), who are available to respond directly to 911 callers with non-emergent medical and psychosocial requests for service. Using a non-emergency response vehicle, FDCARES staff responds to non-emergent callers within 20 minutes. FDCARES staff delivers a wide range of services aimed at addressing clients' immediate and long-term medical and psychosocial needs. These services include medical stabilization, care navigation and coordination, transport to alternative care settings (e.g., urgent care, primary care, etc.), medication reconciliation, patient education, referrals to social services, and injury and illness prevention. When not responding to non-emergent 911 callers, FDCARES staff proactively contacts and delivers services to frequent 911 callers, frequent users of the ED, and individuals at high risk of hospital readmission.

Adopting and integrating FDCARES into a fire department's existing response model, improves emergency unit reliability and response times, reduces over-utilization of EMS and the associated costs, increases access to quality care, and improves outcomes for residents by ensuring that they receive the right service, at the right time, in the right place, and in the right way.

Professionally and
Compassionately Helping People

Fire Department Community Assistance, Referral, and Education Services

DEFINING THE FUTURE

11

12

Non-Emergency Medical Services Plan



Vision Statement

FDCARES has fully integrated EMS into the broader healthcare system to improve the health outcomes of individuals in need of non-emergency services. We provide the proper level of response, education, advocacy, and medical systems navigation. Utilizing a combination of public and private resources, FDCARES has increased access to the appropriate level of healthcare and social services in a timely and cost effective manner.

Defining work for the division

FDCARES staff is addressing:

- Low acuity/non-emergent 911 incident response
- Navigation of patients to lower cost, appropriate care facilities
- Proactively addressing High Utilizers of the 911 system
- Proactively addressing High Utilizers of the local Emergency Departments
- Emergency Department and Hospital admission and readmission prevention
- Improved Continuity of patient care

CARE COORDINATORS

13

Care Coordinators

14

Establishing what level of training is needed for this type of work and who is best suited to perform these duties.

The Kent Fire Department will be using Firefighter EMT's and Registered Nurses.



NEMS Response

Non-Emergency Medical Services



- Smaller response vehicles
- Appropriate response times
- Addressing chronic and incident causation
- Advocating for patients (not case management)

Care Coordinators take the time to determine the underlying cause of the 911 request.
Determine the most appropriate solution to the problem.
Stabilize patients in their home when appropriate.
Navigate patients to appropriate care provider.



Primary Care
Walk in clinics
Urgent Care
Crisis Clinic's
Sobering Clinic's

Establish the most appropriate transportation method.

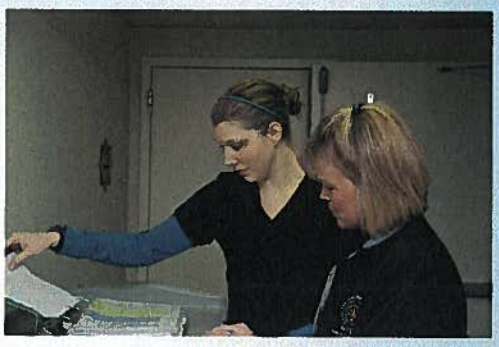
Developing long term solutions and providing non-emergent resource for patients.

253-856-CARE (2273)

Patient needs assessment - Proactive services

Non-Emergency On Scene Objectives

Partnering with Hospitals



Avoidable readmissions

- Pneumonia
- CHF
- Acute MI
- COPD
- Geriatric Fall Patients

30 Day Readmission Prevention

17

18

Definitions:

911 high utilizer - Any patient who utilizes the 911 system 3 or more times in a 12 month period.

ED high utilizers - Any patient who is admitted to an emergency department 4 or more time in a 12 month period.

System abuser - Any patient who utilizes a combination of the 911 system and admits to an emergency department 25 or more times in a 12 month period for low acuity events.

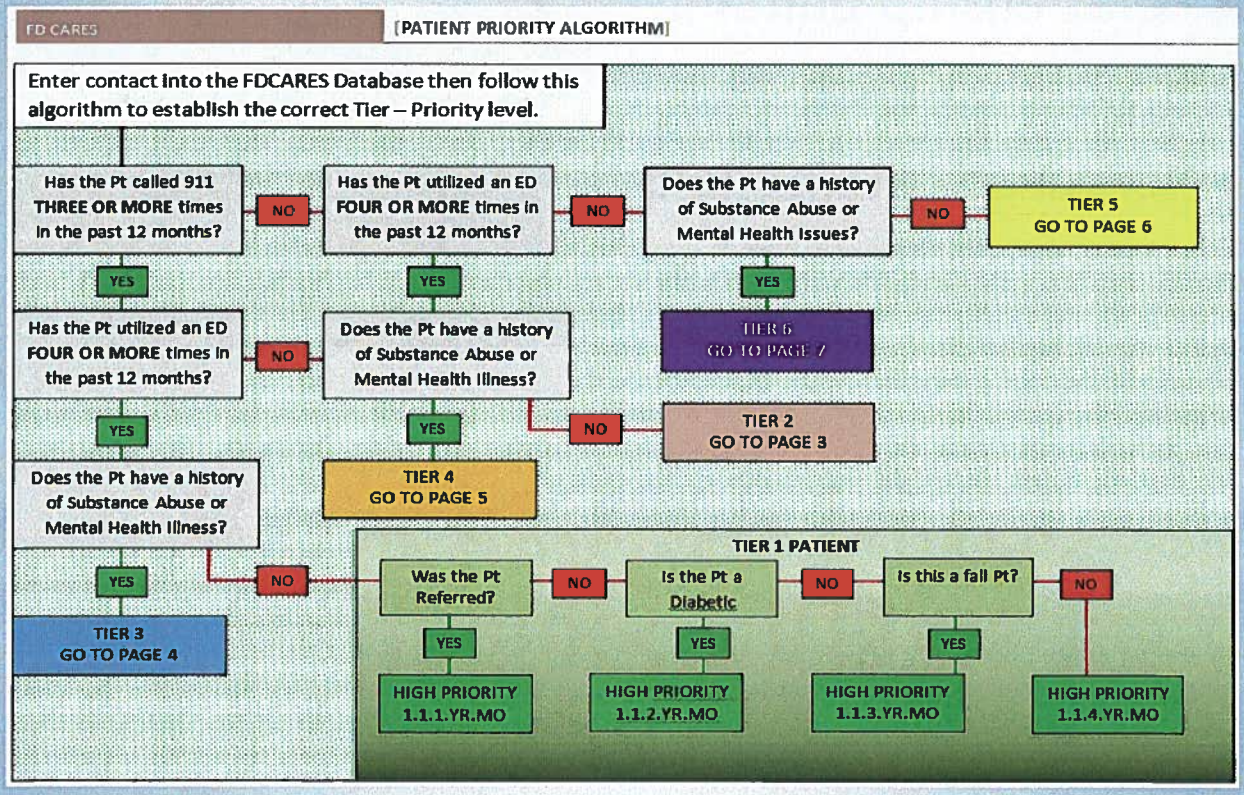
High Utilizers 911/ER

Identifying Patients

FDCARES DATABASE: Data is a critical component for the day to day operations of NEMS.

- General Patient Information
- Clean data for optimizing patient Identification
- Proactive workload prioritization

Prioritizing Patients



APRIL 27th 2013 - Delivered to the Governor

May 15th 2013 - Governor signed



FDCARES LEGISLATION

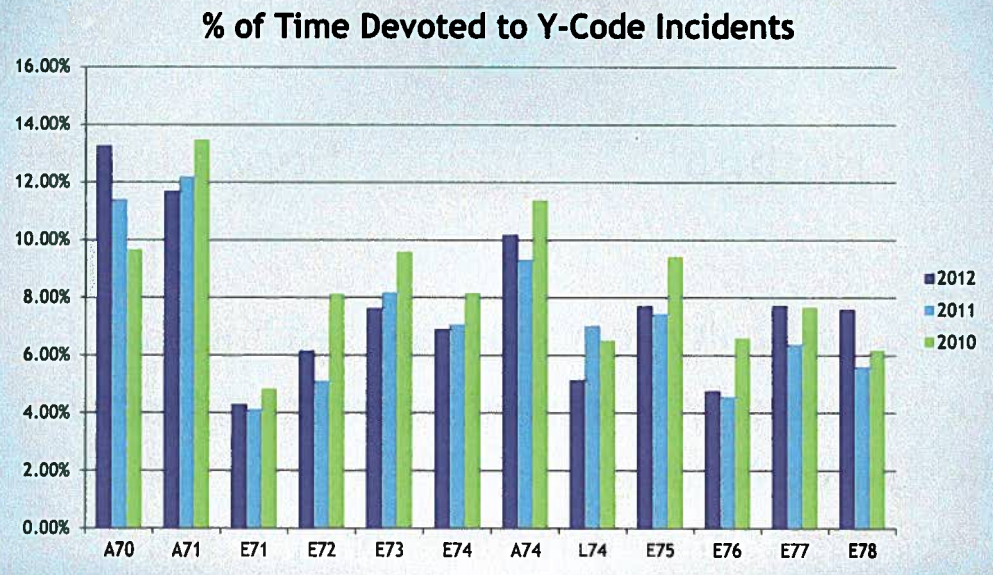
- Relationship building
- Education exchange
- Response calculations
- Senior Wellness Event



Senior Assisted Living Steering Committee

Cost Savings associated with FD

- More cost effective low acuity medical response
- Reduced repetitive use of the 911 system
- Improved costs associated with unit reliability versus staffing additional emergency units
- Improved emergency response times



Emergency Unit Reliability

Annual Reporting

Better Defining Medical Call Types

EMS = Advanced Life Support

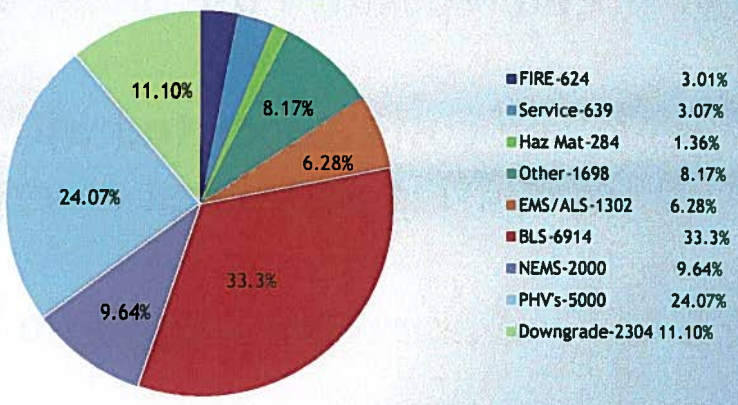
BLS = Basic Life Support

NEMS = Non Emergency

PAVS = Pro-Active Visit Services

Downgraded

Annual Fire Department Response Numbers and Percentages



Cost savings

Hospital/Emergency Departments

- Reduced low acuity admissions and readmissions
- Reduced number of uninsured/underinsured patients
- Reduced overcrowding
- Reduced admissions and readmissions (30 day)
- Improved patient outcomes and patient satisfaction.

Partnerships

- Healthcare Partnerships
- Payer Partnerships
- Employer Insurance provider Partnerships

Mitch Snyder
Msnyder@kentfirerfa.org

www.FDCARES.com





Fire Station 51
444 Andover Park East
Tukwila, Washington

Year Built:	1973
Number of Stories:	2
Floor Area:	16,115 SF

Station 51 serves as the Department's administrative headquarters. Also housed in the station is the Fire Marshal's office and supporting staff. Station 51 serves as a response station for the downtown area and houses the following apparatus: engine, reserve ladder truck, heavy rescue truck, rescue boat, hazardous material response vehicles, structural collapse/trench rescue trailers, and an Explorer Post emergency response van.

Fire Station 51 is a two-story, 17,700-square-foot concrete- and wood-framed structure located in the commercial and industrial area near Tukwila's southern border and the Green River. The building's floors and roofs are typically of wood construction and are supported by precast concrete walls. Fire Station 51 was originally constructed in 1973, with additional offices and a conference room constructed in 1990.

Station 51 should be replaced for two reasons: 1) in general the station is undersized for its current uses as well as the potential increases in staffing and, 2) the station is in a poor response location to serve the southern portion of the city. Given the construction limitations of the existing facility, it is recommended that the existing facility be replaced at another site within the station's new response area.

Seismic improvements are difficult due to the nature of the station's original structural system. Seismic improvements will also reduce clearances and tighten an already tight space, particularly in the apparatus bays that currently do not meet WAC requirements for fire stations.

Any seismic improvements will require vacating the station during the construction period and necessitate locating and constructing a temporary station. There may be room on the parcel for temporary facilities, but temporary operations are costly and inconvenient at best.

Application of Evaluation Criteria

Operating/maintenance cost *Score -1*
At 41 years of age, Fire Station 51 has not received substantial upgrades to its mechanical, electrical, or building envelope systems, with the sole exception of the 1990 Fire Marshal's Office addition. The station has also had a history of mold and electrical system corrosion. A

maintenance backlog of $1,824,000 was identified by the City in 2008 and included items such as HVAC replacement, roof replacement, interior re-painting, and flooring replacement. The 2008 Reid Middleton seismic report recommends demolition of the structure due to the expense of a seismic retrofit.

Property Value *Score 2*
The resale value of the 1.86 acre property is marked as high, given location in a desirable commercial zone. It is zoned as Tukwila Urban Center and the property is generally flat and rectangular in shape.

Work Process Efficiency *Score -2*
As noted below in Quality of Work Life, Station 51 has numerous issues related to its physical size and layout that in turn affect the efficiency with which firefighters are able to respond to emergency situations as well as conduct routine tasks such as decontamination of gear.

Facility quality *Score -1*
Station 51 is of average to below-average quality, given the age of the facility. Deterioration of the electrical system has been observed. Water intrusion from cracks in the concrete structure have been noted and repaired.

Location *Score -2*
Station Response Location: The station is in a poor response location to serve the southern portion of Tukwila. The station's site is subject to soils liquefaction, given its proximity to the river.

Public image and reputation *Score 0*
Station 51 has aged poorly and its harsh, concrete form does not adequately portray the Department's pride, purpose, and professionalism.

Customer service *Score 0*
Station 51 receives only occasional visitors. Sufficient parking is available for visitors requesting blood pressure checks or who are meeting with the fire marshal's office or other department staff.

Quality of work life *Score -2*
Lack of protected areas for Equipment: There are 8 pieces of equipment and trailers currently unable to be accommodated inside the station. Having equipment outside the facility exposes them to weather related wear and tear and potential vandalism which in turn limits their

operational readiness. It is recommended that all equipment be in a fully enclosed garage and the site be provided with a security fence to prevent vandalism.

Storage limitations: in general, the station lacks storage area with the result being crowding of other program areas. This is particularly evident in the storage room south of the apparatus bay in which the generator, electrical equipment, telephone equipment, shop area, station laundry, and operational storage areas are all combined in one crowded room. Additional supplies are stored in stairways.

Living quarters: The Station currently sleeps 10 personnel with no room for expansion of firefighter staffing with a Battalion Chief on the main floor. The nine firefighters are housed in a single room partitioned with curtains and wardrobe lockers. Individual rooms are desirable due to better privacy, alleviation of gender-issues, better sleeping environment due to noise control, and less disruption as individuals enter and leave on calls. Additionally, shower facilities are minimal with only 3 showers are provided in the men's bathroom and 1 for women. For a station of this size, 5 complete unisex bathrooms should be provided along with a separate bathroom and shower for the Battalion Chief.

Kitchen Facilities: The kitchen and dining facilities are undersized to meet the needs of the firefighters and day shift usage.

Weight room size is insufficient to safely contain equipment currently housed and to provide adequate clearances around equipment.

Training Room: the station's training room is too small for department meetings and lacks presentation options. The room's small storage space has been given over to the Explorer program as an office. While often used for public meetings, restroom facilities are substandard with only a single men's restroom near the training room.

Apparatus clearances: To meet WAC 296-305-06509, stations must allow 3 feet of clearance around all apparatus. Given the size, housed apparatus, and layout of Station 51, this is not possible in portions of the current station.

Disinfection and sanitation: Existing decontamination facilities consist of a laundry sink and a clothes washer and dryer located in a crowded storage room adjacent the apparatus bay. The sink is too small to allow sufficient cleaning of equipment and backboards. The washer and dryer also double as the station laundry, which is not advisable due to cross contamination concerns. No bunker gear cleaning options are available at the station and there is no space available to allow placement of a bunker gear extractor.

The existing emergency generator is antiquated and the automatic transfer switch is noted as unreliable.

Seismic deficiencies *Score -2*
Per Reid Middleton's 2008 seismic evaluation, Station 51 is recommended for replacement, rather than seismic upgrade due to the building age, condition, and extensive level of upgrade and associated expense required to bring the facility up to Immediate Occupancy standards. Soil liquefaction is also a concern given the proximity of the Green River to the east of the site. It is expected that compaction grouting would be required at the foundation perimeter to prevent liquefaction-related building damage.

Operational flexibility *Score -2*
Station 51 is a concrete building with the living quarters built over the apparatus bay. As such is not readily or easily modified.

Expansion potential *Score -2*
As noted above, Station 51 is not readily expandable. The site is also not easily expandable given the existing buildings to the north and south. As a drive-through configured apparatus bay, adding additional space to the east is not feasible as that would limit access to returning vehicles.

ADA deficiencies *Score -1*
As a two-story facility with no elevator, Station 51 is not ADA compliant. Main floor restrooms are accessible however. Additionally, the City has identified other ADA improvements needed at the station.

Acoustics *Score 0*
No acoustical issues have been identified.



Fire Station 52
14475 59th Avenue S.
Tukwila, Washington

Year Built:	1971
Number of Stories:	1
Floor Area:	3,360 SF

Fire Station 52 is a one-story, precast concrete and wood-framed structure located near the center of Tukwila. The rectangular building is approximately 51 feet by 61 feet in plan and has a maximum roof height of 18 feet. Building construction consists of a wood-framed roof with structural-panel diaphragms supported by precast concrete and wood structural-panel walls. The building includes a wood-framed hose tower at the north end standing 37 feet tall.

Built in 1971, Station 52 is approximately 3,350 sf. Minor remodeling has been performed in subsequent years to adjust to staffing changes. This station is currently staffed with 3 firefighters, with the potential that a fourth may be added in the future. Station 52 is a response station with one primary response engine and one reserve engine. Station 52 serves as primary back-up to the City's other engines and ladder truck. No ALS or BLS units are stationed at this site.

Given the construction limitations of the existing facility, it is recommended that the existing facility be replaced, either upon the existing site or another site within the station's response area. Station 52 is simply too small to contain all of the uses required of a modern fire station in a manner that is efficient for station operations. It's concrete and truss structure is not conducive to efficient expansion and the lack of vertical clearance in the apparatus bays indicate that the station will be minimally useful to maintain into the future.

The following comments apply, should seismic improvements be elected: Seismic improvements will require vacating the station for a period of time. A location for temporary facilities will need to be identified. Temporary operations are costly and inconvenient at best. Seismic improvements would have minor architectural impacts to the space.

Application of Evaluation Criteria

Operating/maintenance cost *Score -1*
In 2008, the City of Tukwila identified $ 348,000 worth of facility improvements needed for Station 52, not including seismic improvements.

Station 52 has numerous antiquated systems that contribute to poor occupant comfort and higher than necessary operating costs: single-pane windows, uninsulated concrete walls, poor and failing roof insulation, and window-mounted air conditioners.

Property Value *Score -2*
Station 52's 1.16 acre site is of average value and located in a predominately residential neighborhood. The site is shared with the Tukwila Heritage & Cultural Center, located behind the station. The site is zoned as Medium Density Residential with a Public Recreation Overlay. Given the presence of the Cultural Center and the combined access and parking, the fire station portion of the site cannot be sold separately.

Work Process Efficiency *Score -1*
Station 52 has no dedicated spaces for operational equipment and tool storage, fitness room, or laundry room for personnel laundry. Additionally, the kitchen is undersized, resulting in the placement of 2 refrigerators in the apparatus bay. As a result, these functions are forced into the apparatus bay where they are poorly accommodated and juxtaposed in a makeshift fashion.

Facility quality *Score 0*
Station 52 is in average condition relative to the facility's age. While the station has been recently repainted, the diagonal wood siding is showing signs of wear and rot is evident at wood trims and eave fascia boards, particularly at the hose tower. Additionally, water intrusion has been noted due to roof leaks, resulting in wet insulation and damaged ceiling tiles.

Location *Score 1*
Station 52's location should be evaluated from an emergency call response perspective prior to any decisions to replace or substantially improve the facility to ensure that it is in an optimal location for service deployment.

Public image and reputation *Score -1*
Station 52 has aged poorly and its harsh concrete and wood siding form fits poorly with the surrounding residential neighborhood and does not adequately portray the Department's pride, purpose, and professionalism.

Customer service *Score 0*
Station 52 is easily visible from the street and has acceptable parking for visitors to the station. As a response station with no administrative functions, the facility receives relatively few visitors.

Quality of work life *Score -2*
The facility is 43 years old, and has not had substantial upgrades over the years. Functionally it is not up to current fire facility standards in terms of operational clearances, decontamination facilities, and firefighter residential accommodations.

Crew housing limitations: The station's dorm area was reconfigured subsequent to construction to provide additional firefighter work space due to the inadequate watch office. Currently, two single dorm rooms are provided with a third serving as a Lieutenant's Office/Dorm. There is currently no expansion space in the event that staffing levels are increased.

The remodel removed one restroom to provide storage space and as a result, the station has only one shower for the crew's use.

Crew space is at such a premium that two shift refrigerators have been placed for use in the apparatus bay. It is not ideal to store crew foodstuffs in a potentially "dirty" area such as the apparatus bay.

The apparatus bay doors and interior structure of the apparatus bays limit apparatus height to 12 feet. Current standards and modern apparatus sizes necessitate 14 foot high doors and structural clearances.

Station 52 has no fire sprinklers in the living areas as would currently be required by WAC 296-305-06503. Apparatus access clearances are marginal around the vehicles.

The station has an emergency power generator.

The station site is unfenced and has no secured parking for staff vehicles.

Seismic deficiencies *Score -1*
The 2008 Reid Middleton report identified seismic deficiencies that would render it susceptible to unacceptable levels of damage during a design level earthquake.

Operational flexibility *Score -2*
Station 52 is too small to contain all of the uses demanded of it, and will not afford reasonable expansion to provide the needed additional functionality. The structure is pre-cast concrete and wood trusses, and is difficult to modify.

Expansion potential *Score -2*
Given the existing Cultural Center to the north, expansion is not possible. Building expansion potential is further limited by the structural system used. The 2008 Reid Middleton report suggested replacement of the facility, either in the same location or within the response area it serves.

ADA deficiencies *Score -1*
An accessible bathroom is located in the facility.

Acoustics *Score -1*

The station utilizes residential-grade, window-mounted air conditioners at the sleep rooms and day room. As such, they allow road noise from the street side of the building to transmit easily into the crew sleeping portions of the building.



Fire Station 53
4202 South 115th Street
Tukwila, Washington

Year Built:	1995
Number of Stories:	1
Floor Area:	7,392 SF

Fire Station 53 is a one-story wood-framed structure located near the northern end of Tukwila, along the Green River. The building is approximately 130 feet by 60 feet in plan and has a maximum roof height of 18 feet. Building construction consists of a wood-framed structural-panel roof and walls. The building includes a high-bay area with a steel moment frame around roll-up garage doors in the south wall. A 37-foot-tall hose tower located at the east end of the building is constructed of concrete masonry units (CMUs). The foundation system for the building is concrete grade beams on concrete auger-cast piles.

Application of Evaluation Criteria

Operating/maintenance cost *Score 1*
Station 53 is generally in good repair: the 19 year old station is in need of re-painting and minor rot is noted in some wood trim. Woodpecker attacks have also damaged the wood siding in several locations.

Property Value *Score -1*
Station 53's trapezoidal-shaped, 2.55 acre site is zoned as Low Density Residential. A high resale value is not anticipated.

Work Process Efficiency *Score 1*
Station 53 is a modern fire station in terms of design, program and site layout. No significant issues affecting staff efficiency were noted.

Facility quality *Score 1*
Station 53 is built to a durable, commercial quality and is in good condition relative to its age.

Location *Score 1*
Station 53's site is across the street from the Green River and as such its soils are prone to both liquefaction and lateral spreading hazards.

Public image and reputation *Score 1*
Station 53 is an attractive facility that fits well within its residential neighborhood context.

Customer service *Score 0*
Station 53 is easily visible from the street and has acceptable parking for visitors to the station. As a response station with no administrative functions, the facility receives relatively few visitors.

Quality of work life *Score 1*
Minor quality of work life issues were noted by staff:

> Training: As the station that houses the department's rescue team, training opportunities (such as rated anchor points) located within the apparatus bay would allow crews to perform training exercises without having to relocate to the training area at Station 54 or other location off-site.
>
> Vehicle Exhaust: the rescue truck's exhaust stack is not compatible with the existing Nederman vehicle exhaust system.

Seismic deficiencies *Score 1*
Reid Middleton performed a Tier 2 Seismic Assessment in 2008 and determined that additional evaluation and seismic retrofit were not required. As noted above, the site is located adjacent to the Green River and is susceptible to soils liquefaction and lateral spreading. While the station is on pilings which will help mitigate damage to the structure, any subsidence that affects the site paving or adjacent roadways may limit access to and from the station in the event of an emergency.

Operational flexibility *Score 0*
Station 53 is a two-bay station, with drive-through style bay design. It currently houses the Department's rescue vehicle and air trailer, in addition to an engine. The station generally meets the needs of the crews housed there, though storage space is at a premium and some of the sleep rooms have been converted to storage and other project space.

Expansion potential *Score 0*
Minor expansions are likely possible, though the station is located close to its south and west property lines and requires driving access on both the north and south sides of the station to accommodate the station's drive-through bay design.

ADA deficiencies *Score 1*
Given the 1995 construction, significant ADA issues and deficiencies are not anticipated.

Acoustics *Score 0*
No acoustic issues or problems have been identified.



Fire Station 54
4237 South 144th Street
Tukwila, Washington

Year Built:	1961
Number of Stories:	1
Floor Area:	5,398 SF

Fire Station 54 is a one-story masonry- and wood-framed structure located near the western edge of Tukwila, near Tukwila International Boulevard. The original 1961 building was remodeled and expanded on the east side in 1990. The rectangular building is approximately 60 feet by 88 feet in plan and 15 feet tall. Building construction consists of a wood-framed roof with timber trusses and structural-panel diaphragms supported by concrete masonry and wood structural-panel walls. A 37 foot-tall hose tower constructed of CMUs is located at the center of the building.

Station 54's key failure is a lack of apparatus bay size to accommodate the apparatus needed at its location. This problem is compounded by a concrete masonry structure that is not easily expanded. Additionally, there is limited height in the apparatus bay as evidenced by the make-shift revisions to the ladder truck bay in which a portion of the façade was removed to afford a taller overhead vehicle door.

Overall the station lacks operational support spaces, the result of which is further impact to the apparatus bay as portions of the bay perimeter are used for storage of equipment, medical supplies, bunker gear, work benches, and decontamination areas. This usage of space exacerbates the narrow apparatus bays and reduces further the required clearances around the apparatus. Given the construction limitations of the existing facility, it is recommended that the existing facility be replaced, either upon the existing site or another site within the station's response area.

Seismic improvements would have minor architectural impacts to the space, other than loss of the hose drying tower, which appears to be used primarily for storage. Seismic improvements will require vacating the station for a period of time. A location for temporary facilities will need to be identified. Temporary operations are costly and inconvenient at best and training functions, both indoor and outdoor, could not be held at this location during the construction work.

Application of Evaluation Criteria

Operating/maintenance cost *Score -1*
In 2008 the City of Tukwila identified $528,000 worth of facility improvements needed for Station 54, not including seismic improvements.

Property Value *Score -1*
Station 54's 0.89 acre site is located in a residential neighborhood, across the street from Foster High School. The site is zoned for High Density Residential uses. A high resale value is not anticipated.

Work Process Efficiency *Score -2*
The following site and building-related items contribute to poor work efficiency:

Site limitations: The south portion of the site contains training props and serves as the department's confined spaces and roof training area. To support the props outside, a training classroom is needed. This function is currently accommodated in the kitchen, dining, and dayroom areas of the station. This requires all furniture to be removed from the dayroom and placed in the kitchen and tables to be set up. This greatly limits the functionality of all the spaces and uses. The outdoor training area is directly backed up to single family residences.

Apparatus clearances: To meet WAC 296-305-06509, stations must allow 3 feet of clearance around all apparatus. Given the size, housed apparatus, and layout of Station 54, this is not possible in the current station. There is encroachment by structural walls that makes it infeasible to widen the facility.

Disinfection and sanitation: Existing decontamination facilities consist of a laundry sink and a clothes washer and dryer located in the apparatus bay. The sink is too small to allow sufficient cleaning of equipment and backboards. The washer and dryer also double as the station laundry, which is not advisable due to cross contamination concerns. No bunker gear cleaning options are available at the station and there is no space available to allow placement of a bunker gear extractor.

No watch office: Due to the need for a Captain's office, the watch office has been taken over by the station officer. The station work areas are in the dining/day room which negatively impacts those already crowded spaces. The station's copier is in a hallway.

Facility quality *Score 0*
Station 54 was built to an average level of quality and is generally in good repair. An emergency generator has been installed to maintain operations in the event of a power outage.

Apparatus Bay Floor: Damage to the apparatus bay floors due to snow chains was noted. While the damage does not affect the structural integrity of the floor slab, it will allow ponding water (a potential slipping hazard) and contributes to increased floor deterioration.

Location *Score 1*
Station 54 is located across from Foster High School. Station response times and optimal service location suitability should be confirmed as part of the evaluation to replace or renovate this facility.

Public image and reputation *Score -1*
Station 54 is in average condition for a building of its age. Its 1960s-era form does not fit comfortably in the predominately residential neighborhood and does not adequately portray the Department's pride, purpose, and professionalism.

Customer service *Score 0*
Station 54 is easily visible from the street and has acceptable parking for visitors to the station. As a response station with no administrative functions, the facility receives relatively few visitors.

Quality of work life *Score -2*
The following items contribute to a poor quality work experience for staff:

Storage limitations: Due to lack of storage space for equipment, gear has been shelved in the apparatus bay, reducing required clearances around vehicles. Equipment has also been stored in the hose tower, limiting its usefulness for its intended hose drying function.

Sleep Rooms: Sleep areas are partitioned, rather than individual rooms. Individual rooms are desirable due to better privacy, alleviation of gender-issues, better sleeping environment due to noise control, and less disruption as individuals enter and leave on calls.

Weight room size is insufficient to safely contain equipment currently housed and to provide adequate clearances around equipment.

Apparatus Bay Clearances: In addition to the vehicle clearance issues previously noted, the existing overhead doors are 12' x 12' (slightly taller in the ladder truck bay), smaller than the recommended size of 14' x 14'. This makes backing the vehicles into the station much more difficult with accidents more likely to damage the facility or vehicles.

Seismic deficiencies *Score -1*
Currently, Station 54 does not meet Immediate Occupancy performance objectives. During a design-level earthquake, extensive damage and potential failure of lateral force resisting

elements may occur, posing a risk to building occupants. Because of the deficiencies identified in the 2008 Reid Middleton study, it is recommended that the building be seismically retrofitted or replaced.

Operational flexibility *Score -2*
Given the concrete masonry construction present at the station, cost effective expansion of the facility is difficult.

Expansion potential *Score -2*
Expansion potential is limited by the structural system used. The 2008 Reid Middleton report suggested replacement of the facility, either in the same location or within the response area it serves.

Additionally, at 0.89 acre, the building site is small and tightly constrained on the east, west, and south sides by existing residential sites. The site also contains a number of the Department's training props, and any expansion of the facility would likely impact the available training space behind the station.

ADA deficiencies *Score -1*
Station 54 has one accessible restroom, though the crew restrooms and showers do not appear compliant.

Acoustics *Score 0*
No acoustical issues have been identified.

Tukwila Facility Needs Assessment and Feasibility Study

Facility Evaluation Matrix

May 12, 2014

Evaluation Criteria	Property Marketability		Property Attributes			Public & Staff Experience			Facility Specifics					Evaluation Totals
	Operating/Maint. Cost	Property Value	Work Process Efficiency	Facility Quality	Location	Public Image & Reputation	Customer Service	Quality of Work Life	Seismic Deficiencies	Operational flexibility	Expansion Potential	ADA Deficiencies	Acoustics	
City Hall (1977)	-2	2	-1	2	2	2	1	-1	1	-1	-1	-1	-2	1
6300 Building (1978)	-2	2	-1	-2	2	-1	-2	-2	-2	0	-2	-1	-1	-12
Community Center (1995)	0	0	2	2	1	2	2	1	-2	0	0	1	0	9
Parks & Golf Maintenance	1	-1	1	1	1	1	0	1	1	0	-1	1	-1	5
Minkler Building (1972)	-2	1	-2	-2	-1	-2	0	-2	-2	-2	-2	-2	0	-18
George Long Shops Building (1965)	-2	-1	-2	-2	-1	-1	0	-2	-2	-2	-2	-2	0	-19
Fire Station 51 (1973)	-1	2	-2	-1	-2	0	0	-2	-2	-2	-2	-1	0	-13
Fire Station 52 (1971)	-1	-2	-1	0	1	-1	0	-2	-1	-2	-2	-1	-1	-13
Fire Station 53 (1995)	1	-1	1	1	1	1	0	1	1	0	0	1	0	7
Fire Station 54 (1961)	-1	-1	-2	0	1	-1	0	-2	-1	-2	-2	-1	0	-12

Purpose

As part of the needs assessment, we have assessed the suitability and condition of these City facilities. This assessment will help determine the City's plan for each of the facilities such as remodeling, selling, repurposing, or redeveloping.

Key

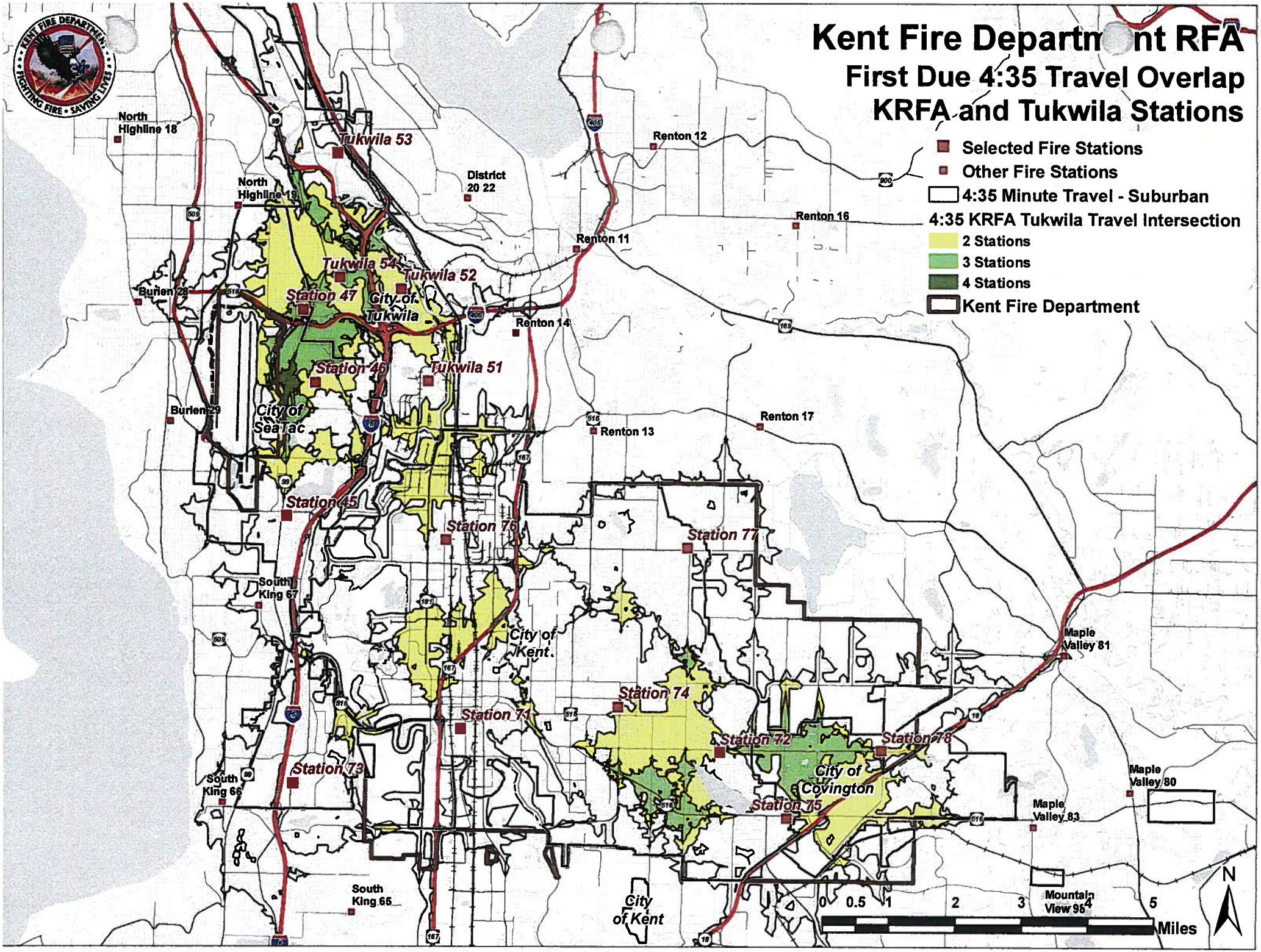
2 — Suitable Condition

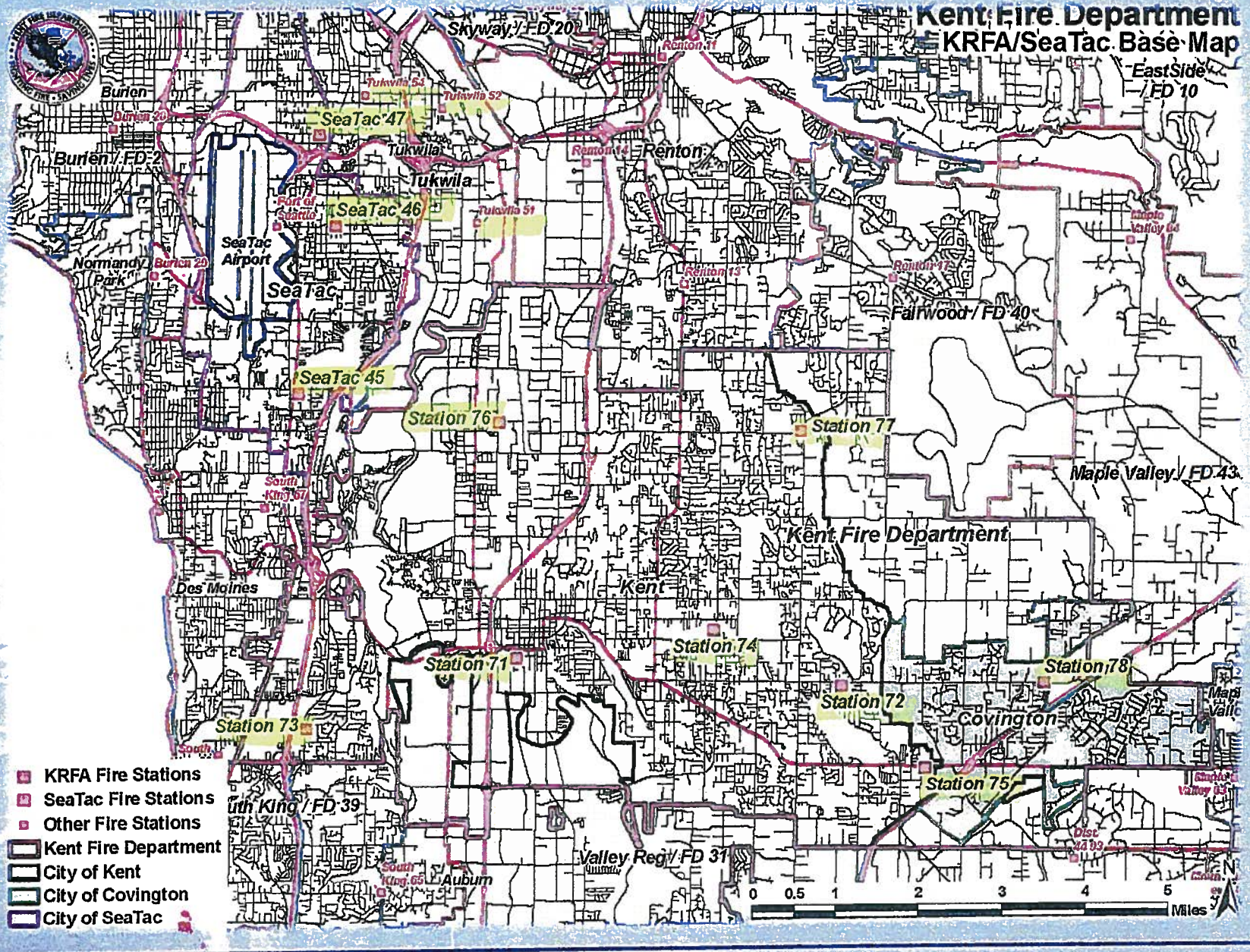
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-1

-2 — Unsuitable Condition


Kent Fire Department RFA
First Due 4:35 Travel Overlap
KRFA and Tukwila Stations
Selected Fire Stations
Other Fire Stations
4:35 Minute Travel - Suburban
4:35 KRFA Tukwila Travel Intersection
2 Stations
3 Stations
4 Stations
Kent Fire Department
North Highline 18
Tukwila 53
North Highline 19
District 20 22
Renton 12
Renton 16
Renton 11
Tukwila 54
Tukwila 52
Station 47
City of Tukwila
Renton 14
Burien 28
Station 46
Tukwila 51
Burien 29
City of SeaTac
Renton 13
Renton 17
Station 45
Station 76
Station 77
South King 67
City of Kent
Maple Valley 81
Station 74
Station 71
Station 72
Station 78
Station 73
South King 66
City of Covington
Station 75
Maple Valley 80
Maple Valley 83
South King 65
City of Kent
Mountain View 95
0 0.5 1 2 3 4 5
Miles
N



The Best Way To Predict The Future . . . Is To Create It

Station 76 – North End



Station Information

- Built in 1989
- 13,104 Square Feet
- Primary Assignments
  - Hazardous Materials Team

Station 76 – North End



Apparatus

- Engine 76
- Haz Mat 76
- Battalion 76 – Central Battalion
- Medic 7 – King County Medic One

Asset Preservation and Capital Projects



- Dorm Remodel – **Completed**
- Roof Replacement – **In Progress**
- HVAC Replacement – **Future**
- Replace Underground Fuel Tank with Above Ground Tank - **Future**

Fleet Maintenance Facility



Facility Information

- Built in 1989
- 10,865 Square Feet

Fleet Maintenance Facility

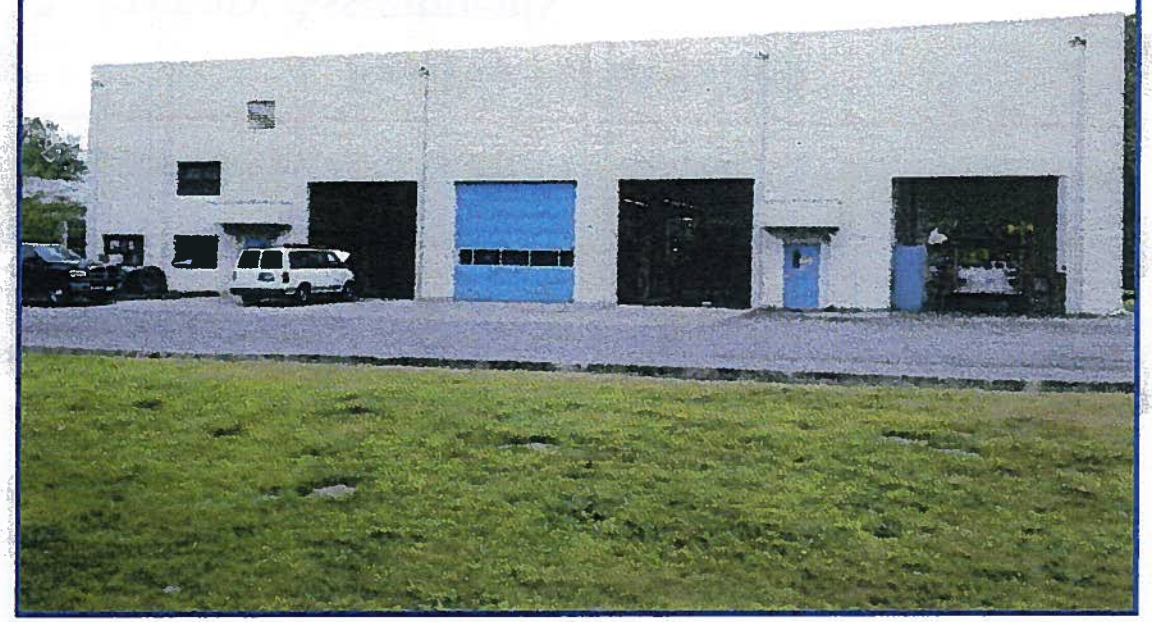


Facility Information

- Primary Assignments
  - Apparatus Maintenance
  - Staff Vehicle Maintenance
  - Pump Testing
  - Aerial Ladder Testing

Asset Preservation and Capital Projects

Fleet Maintenance Facility



- Pump Test Bay Enclosure – **Completed**
- Roof Replacement – **In Progress**
- Solar Panel Installation – **In Progress**
- Loft Enclosure – **Future**

Logistics Warehouse



Facility Information

- Built in 1966
- Leased/Remodeled in 2010
- 24,000 Square Feet
  - Northwest Safety Clean
  - King County Medic One

Logistics Warehouse



Primary Assignments

- Logistics Unit
  - Personnel Protection Equipment/Uniforms
  - EMS Supplies/Station Supplies
- Accreditation
- Planning Unit

Asset Preservation and Capital Projects

Logistics Warehouse



None – Recently Remodeled Facility

South King County Fire Training Consortium

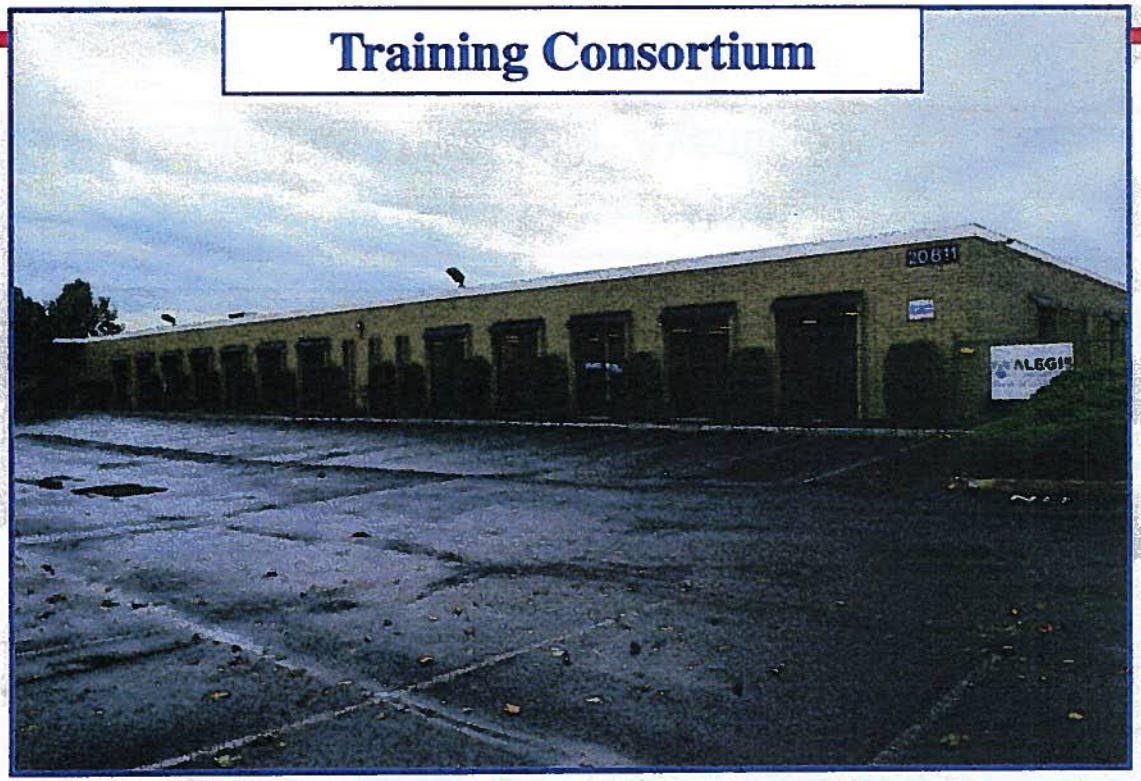


Facility Information

- Built in 1968
- Leased/Remodeled in 2014
- 22,000 Square Feet
  - King County Medic One Administration

Asset Preservation and Capital Projects

Training Consortium



None – Recently Remodeled Facility

Future Fire Station Site



Site Information

- Located at 21600 108th Avenue SE

Station 77 – Panther Lake



Station Information

- Built in 2002
- 15,500 Square Feet
- Primary Assignments
  - Personal Protective Equipment Decontamination – As Necessary
  - EMS Equipment Decontamination

Station 77 – Panther Lake



Apparatus

- Engine 77
- Training/Reserve Engine
- Reserve Ladder Truck

Asset Preservation and Capital Projects

Station 77



- Carpet Replacement – **Future**

Station 78 - Covington



Station Information

- Built in 2009
- 17,385 Square Feet
- Primary Assignments
  - Advanced Auto Extrication
  - Small Power Equipment – Generators, Chain Saws, Jaws of Life, Etc.

Station 78 - Covington



Apparatus

- Engine 78
- Reserve Engine
- Zone 3 Mass Casualty Incident Unit

Asset Preservation and Capital Projects

Station 78



None – New Station

Station 75 – Kent Kangley



Station Information

- Built in 1990
- 12,650 Square Feet
- Primary Assignments
  - Respiratory Protection
  - Self-Contained Breathing Apparatus
  - Hazardous Materials Team
  - Designated Landing Zone

Station 75 – Kent Kangley



Apparatus

- Engine 75
- Haz Mat 75 / Decon 75
- Medic 11 – King County Medic One
- Mobile Generator

Asset Preservation and Capital Projects



- North Perimeter Fencing – **Completed**
- South Perimeter Fencing – **Future**
- Security Gate – **Future**
- HVAC Replacement – **Future**

Station 72 – Lake Meridian



Station Information

- Built in 1982
- 9,000 Square Feet
- Primary Assignments
  - Site Plans
  - Map Books
  - Hose

Station 72 – Lake Meridian



Apparatus

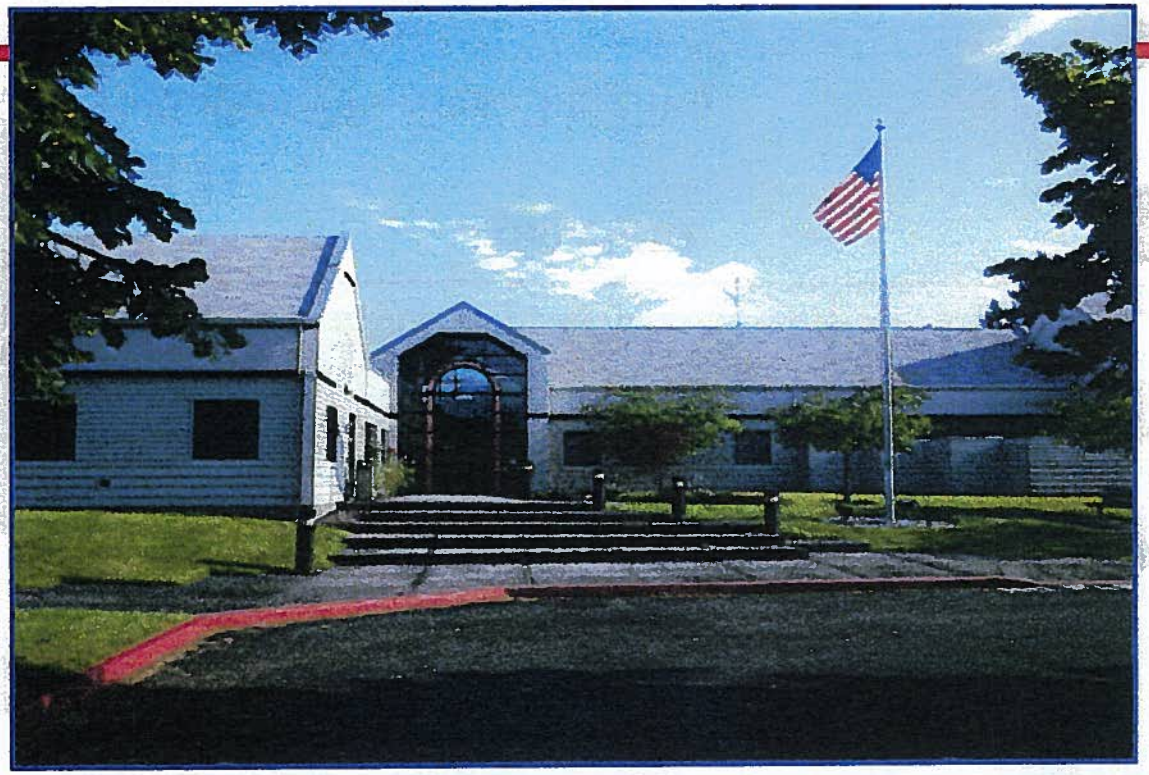
- Engine 72
- Tender 72
- Reserve Engine

Asset Preservation and Capital Projects



- Dorm Remodel - **Completed**
- HVAC Replacement - **Future**

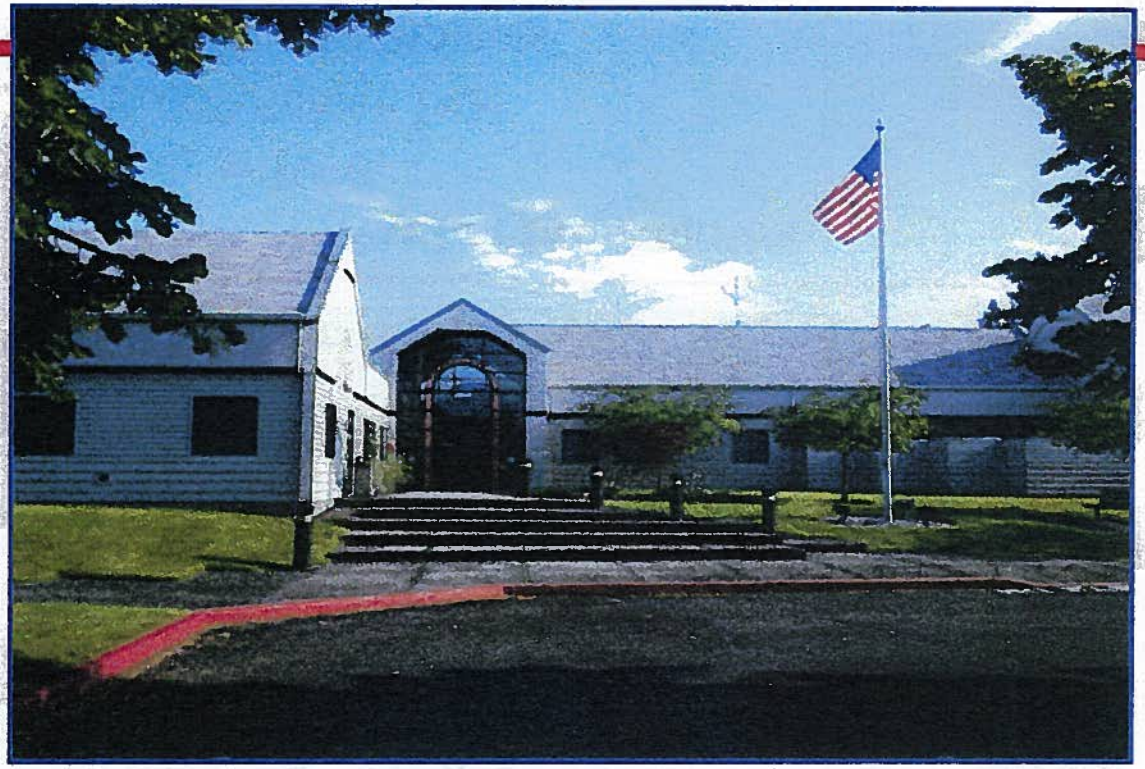
Station 74 - Headquarters



Station Information

- Built in 1990
- 16,000 Square Feet
- Primary Assignments
  - Truck Company Operations
  - Technical Rescue

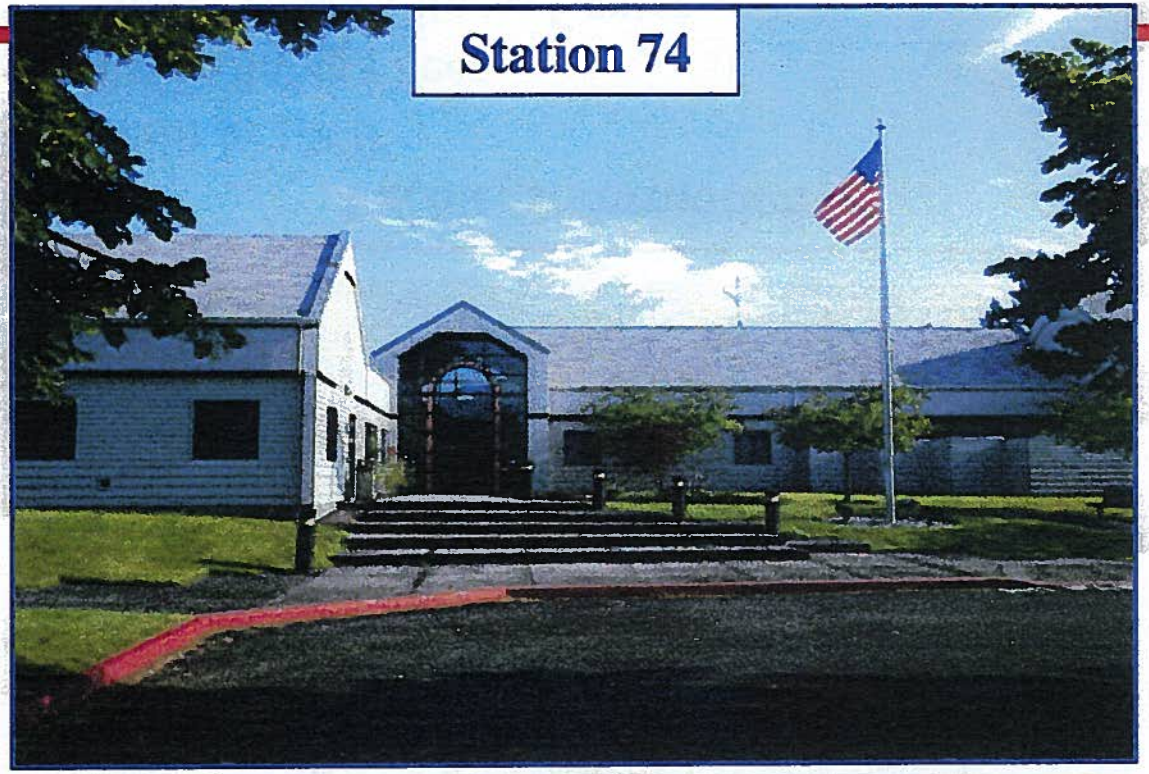
Station 74 - Headquarters



Apparatus

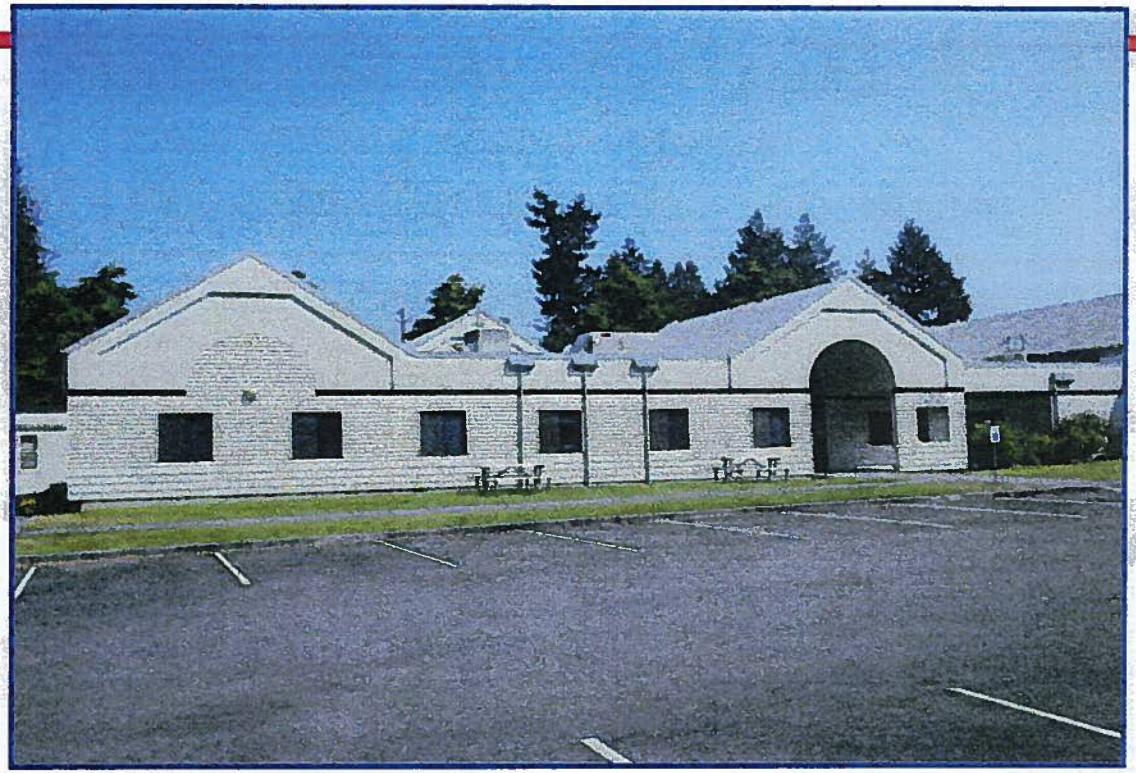
- Aid 74
- Battalion 74 – East Battalion
- Ladder 74
- Engine 74 – Staffing Dependent
- Rescue 74

Asset Preservation and Capital Projects



- Fire Administration Remodel - **Completed**
- House Alarm Upgrade - **Future**
- Kitchen/Dayroom Remodel - **Future**

Police/Fire Training Center



Facility Information

- Built in 1990
- 9,600 Square Feet
- Marty Hauer Fitness Center

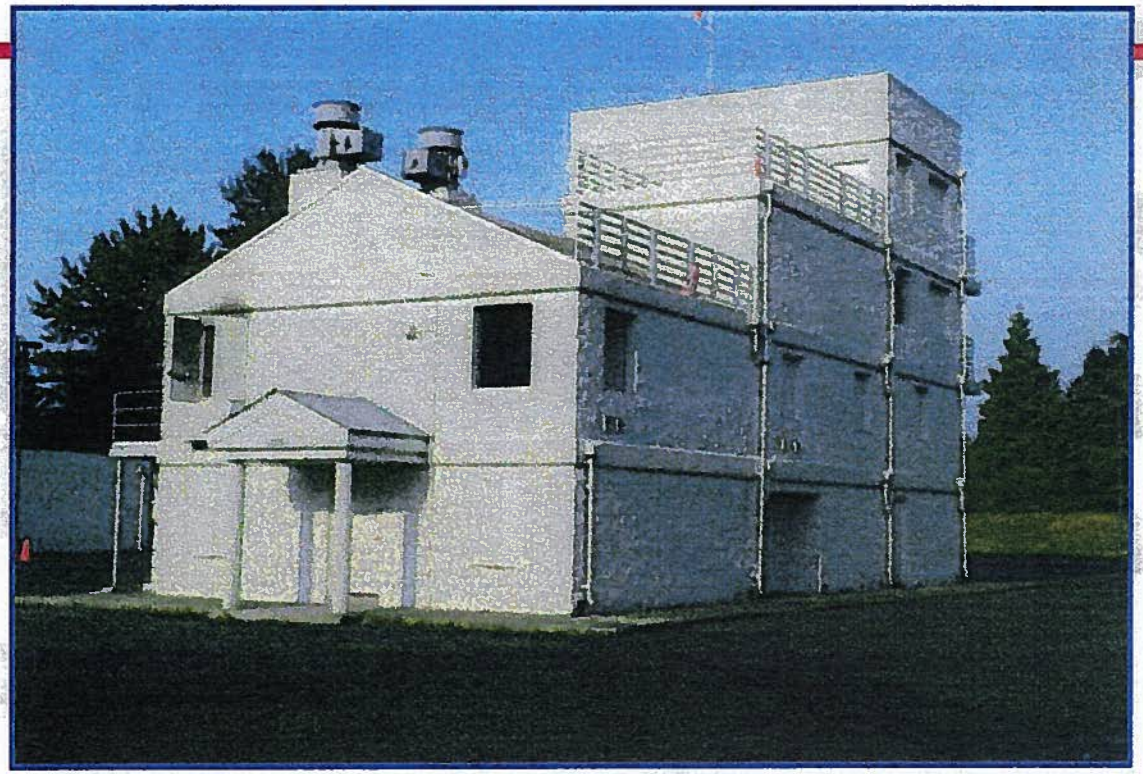
Police/Fire Training Center



Facility Information

- Primary Assignments
  - Kent Fire Department RFA Training
  - Kent Police Department Training
  - Emergency Coordination Center
  - Fire & Police Community Education

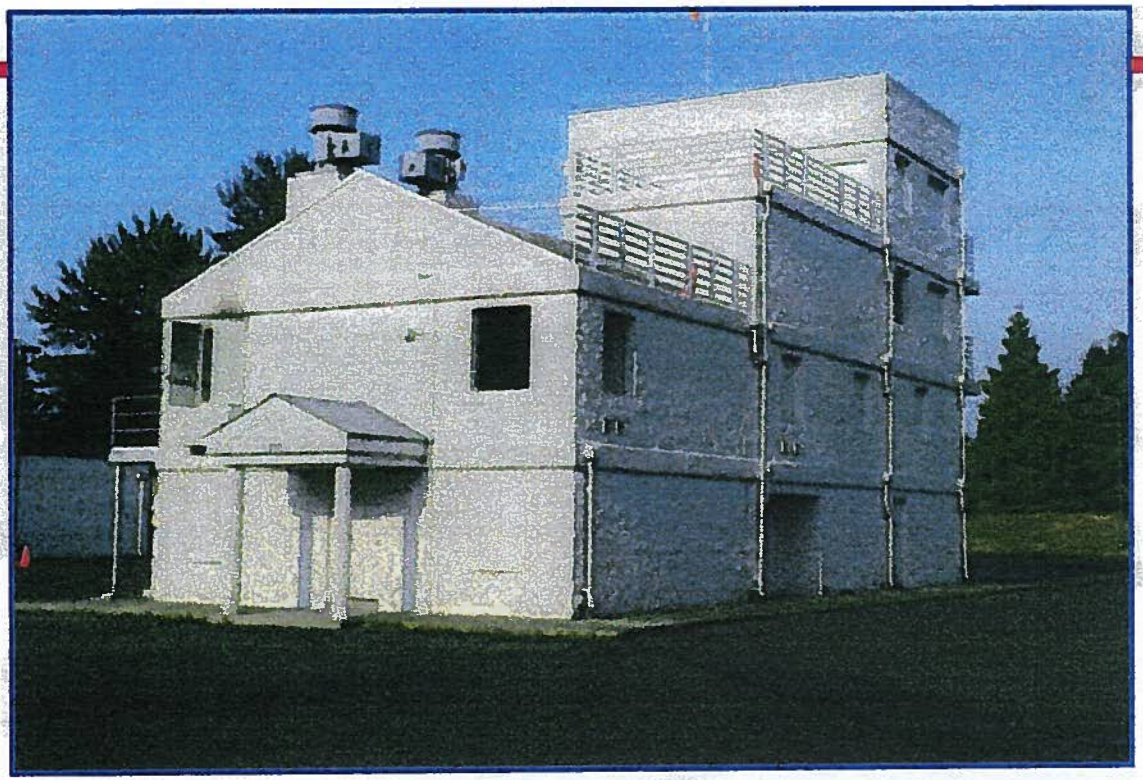
Drill Tower



Drill Tower Information

- Built in 1990
- 3,957 Square Feet

Drill Tower

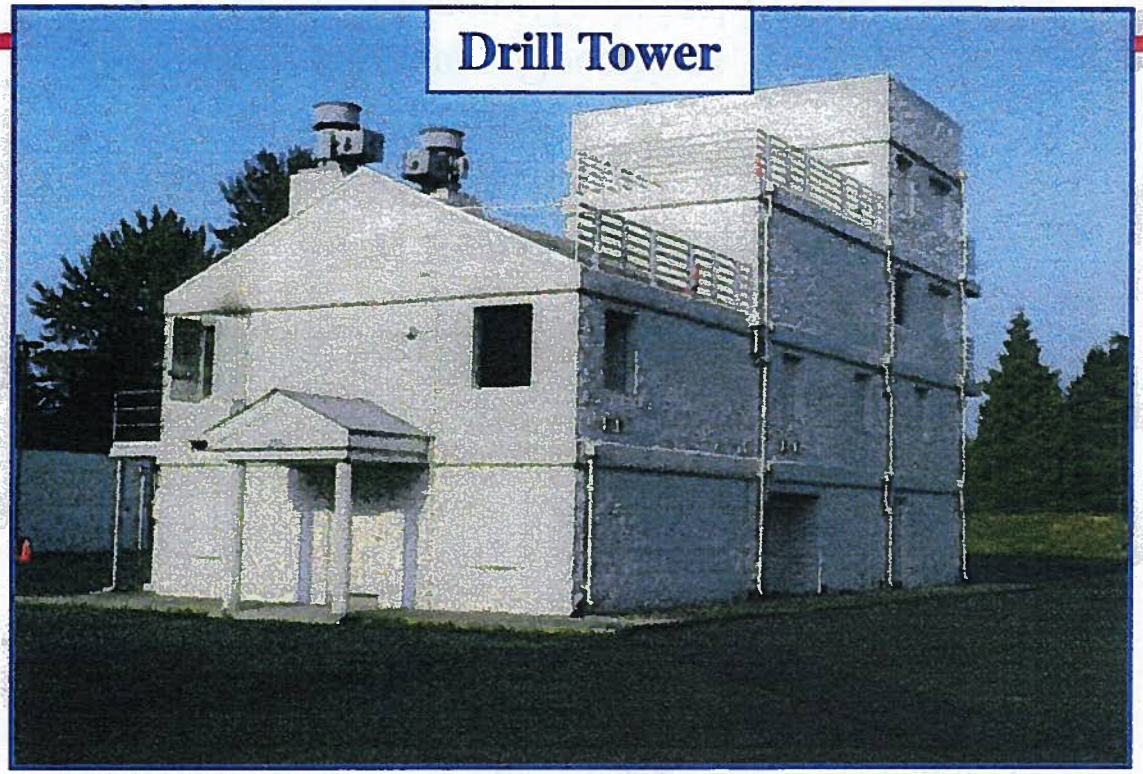


Drill Tower Information

- Primary Assignments
  - Live Fire Training
  - Multi-Company Operations Training
  - Ladder Company/Technical Rescue Training
  - CERT Training
  - Designated Landing Zone

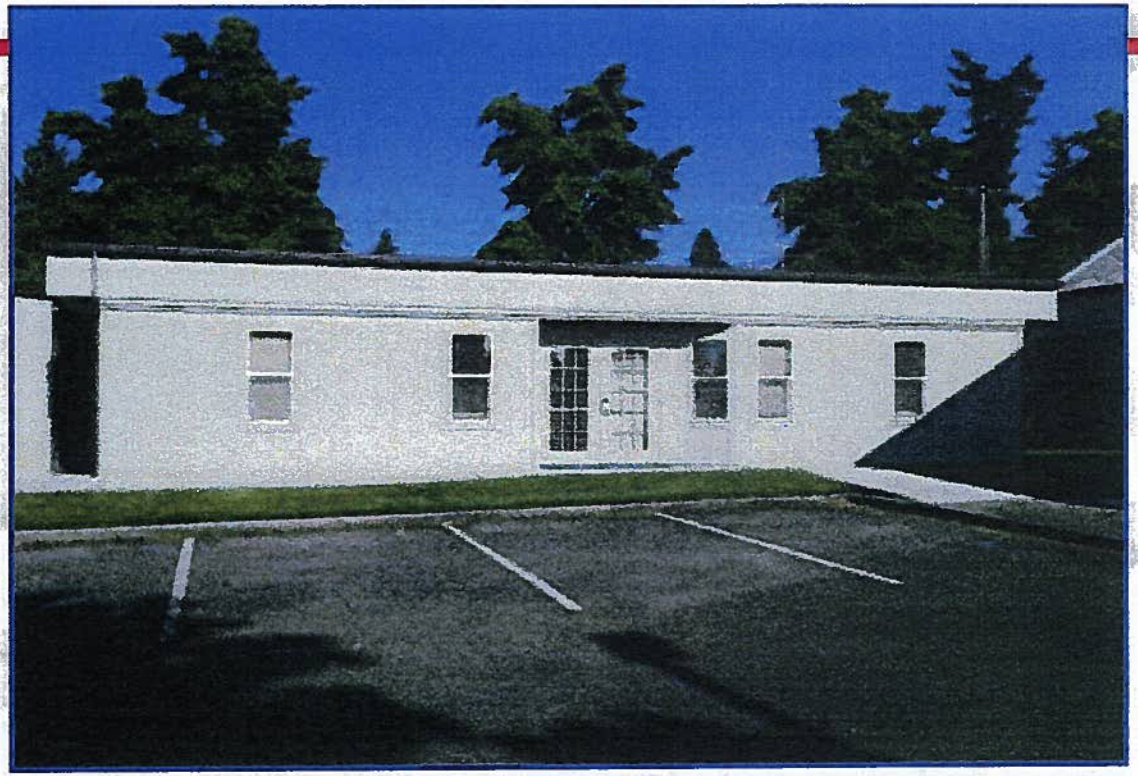
Asset Preservation and Capital Projects

Drill Tower



- Replace burn props – **Future**

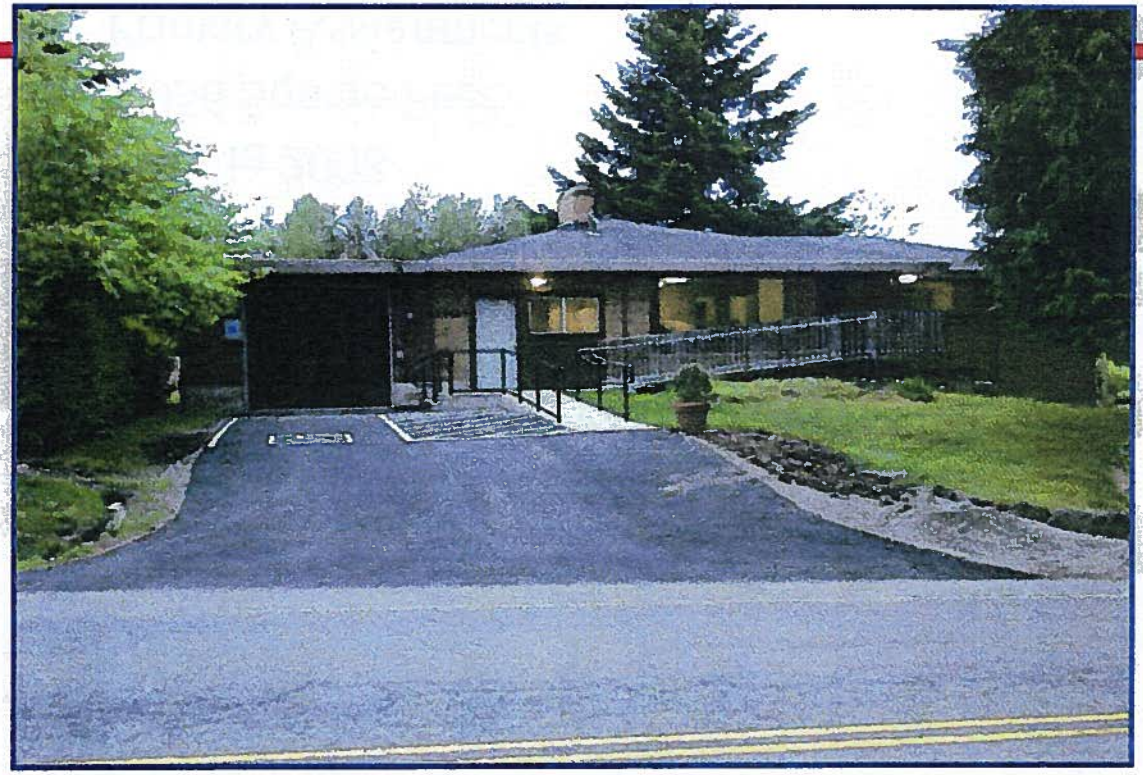
Information Technology Group



Facility Information

- Built in 2008
- 1,056 Square Feet
- Primary Assignments
  - Kent Fire Department RFA Information Technology

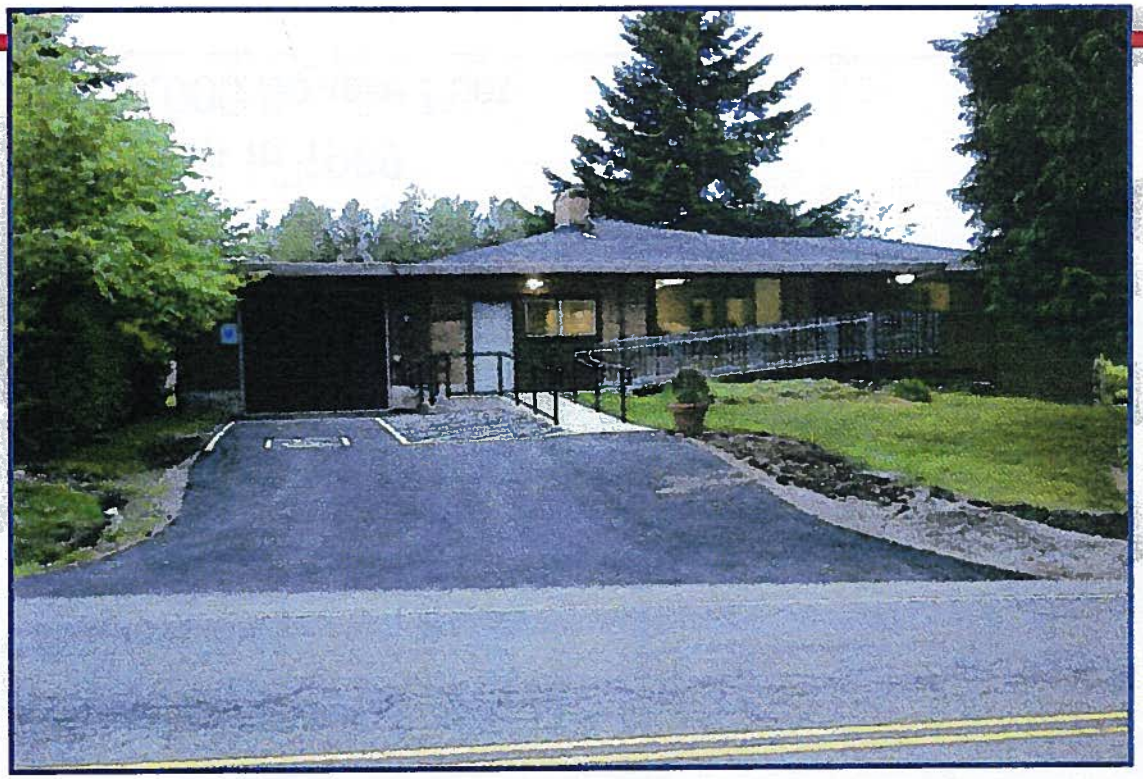
Office of Emergency Management



Facility Information

- Built in 1963
- Purchased/Remodeled in 2010
- 2,000 Square Feet
- Primary Assignments
  - Office of Emergency Management

Asset Preservation and Capital Projects



None – Recently Remodeled Facility

Fire Prevention



Facility Information

- Built in 1989
- 5,000 Square Feet

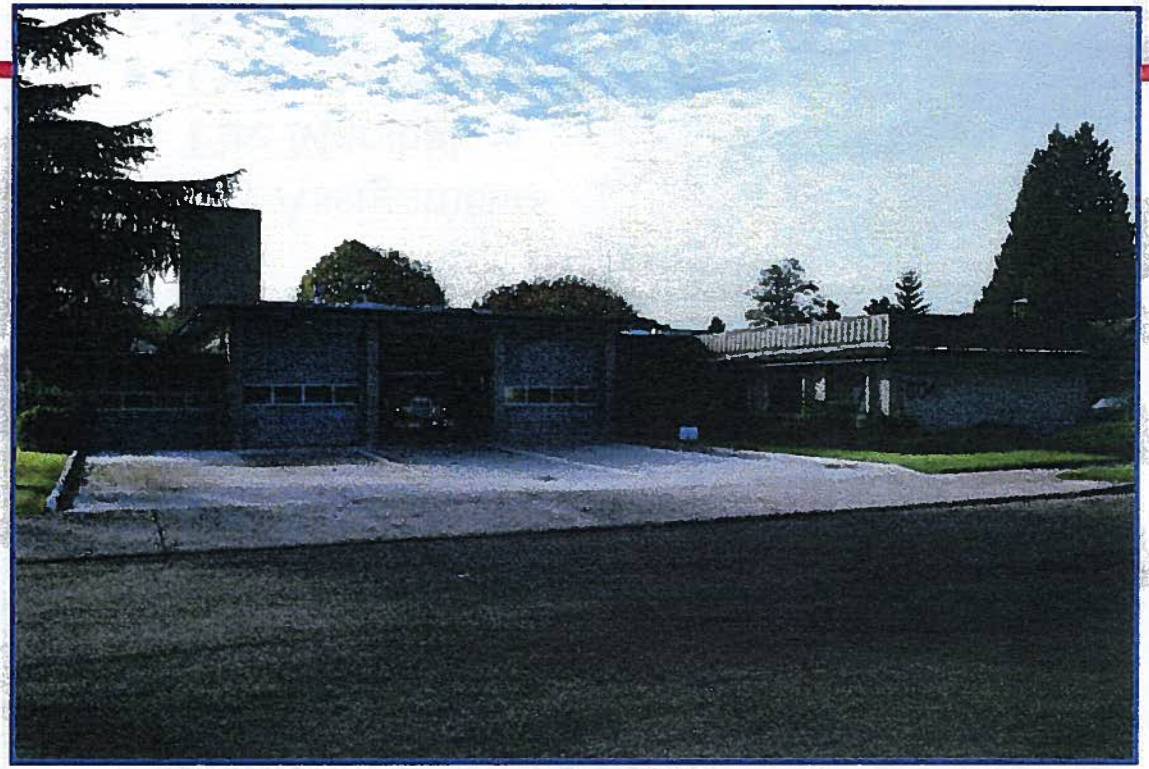
Fire Prevention



Facility Information

- Primary Assignments
  - Fire Marshal
  - Code Enforcement
  - Development Services
  - Fire Investigations
  - Public Education

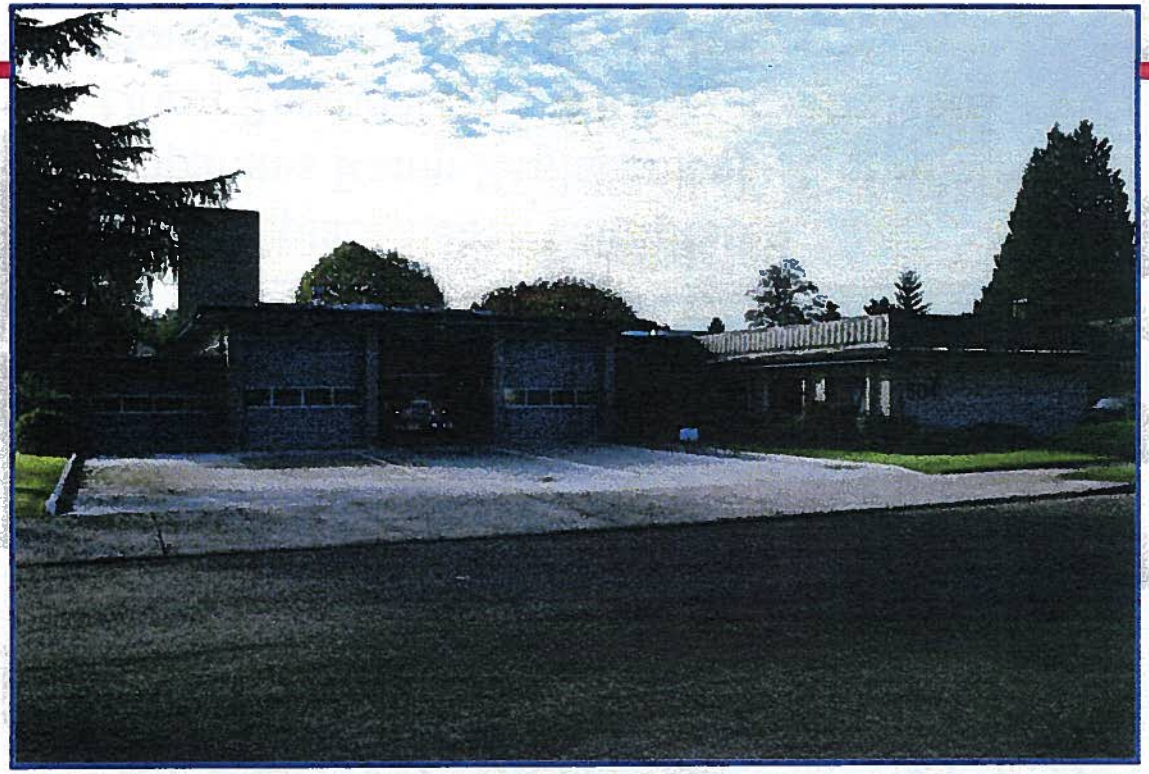
Station 71 - Downtown



Station Information

- Built in 1965
- Remodeled in 1990
- 10,858 Square Feet
- Primary Assignments
  - Surface Water Rescue Team
  - Advanced Auto Extrication

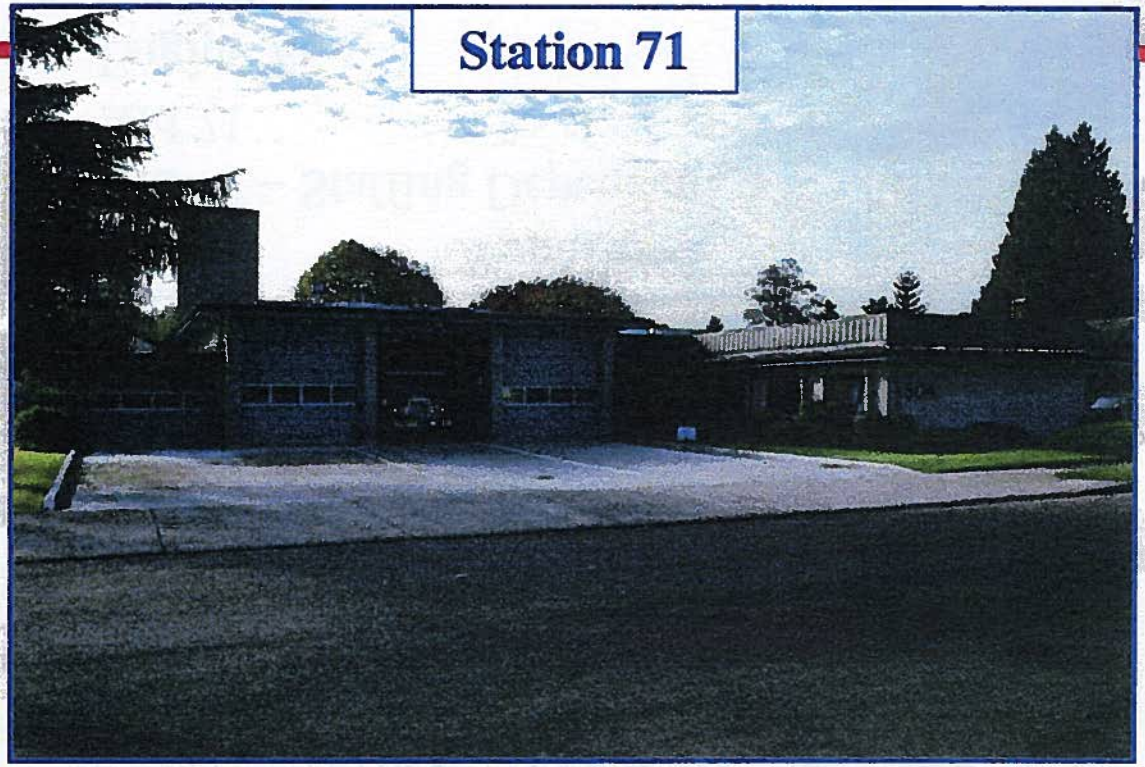
Station 71 - Downtown



Apparatus

- Aid 70 – Staffing Dependent
- Aid 71
- Engine 71
- CARES 71
- Boat 71

Asset Preservation and Capital Projects



- Roof Replacement - **Completed**
- Apparatus Ramp Replacement - **Completed**
- Dorm Remodel for CARES – **Completed**
- House Alarm Upgrade - **Future**

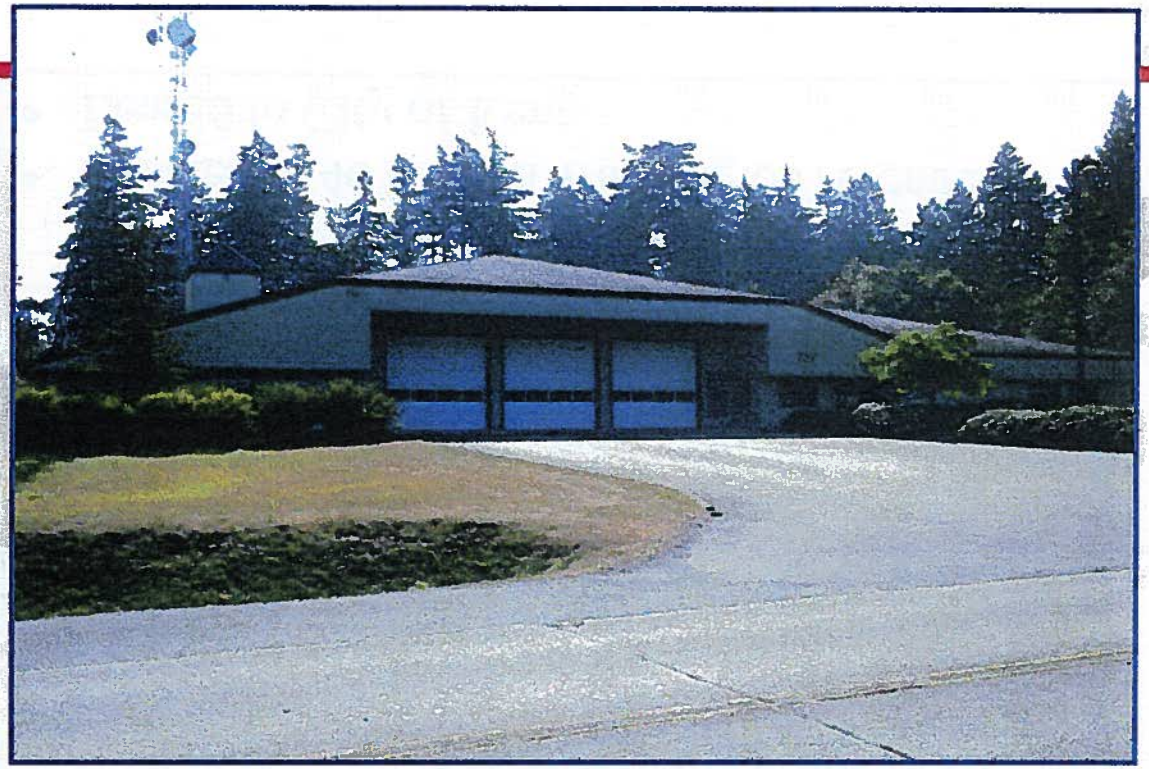
Future Fire Station Site



Facility Information

- Located at 407 North Washington Avenue
- Leased to City of Kent

Station 73 – West Hill



Station Information

- Built in 1990
- 13,000 Square Feet
- Primary Assignments
  - Advanced Auto Extrication
  - Incident Reports
  - Police Substation
  - Valley Com Communication Tower

Station 73 – West Hill



Apparatus

- Engine 73
- Fire Investigators
- Reserve Aid Car
- Reserve Engine

Asset Preservation and Capital Projects

Station 73



- Roof Replacement - **Completed**
- Dorm Remodel for Fire Investigation Relocation - **Completed**
- HVAC Replacement – **Future**
- Replace Underground Fuel Tank with Above Ground Tank - **Future**

Station 45 – South End of Service Area



Station Information

- Built in 1959
- Remodeled in 1980 and 1985
- 15,856 Square Feet
- Primary Assignments
  - Surface Water Rescue Team
  - Advanced Auto Extrication

Station 45 – South End of Service Area



Apparatus

- Engine 45
- Aid 45 – Staffing Dependent
- Boat 45 – Surface Water Rescue
- Reserve Engine
- Zone 3 Explorers

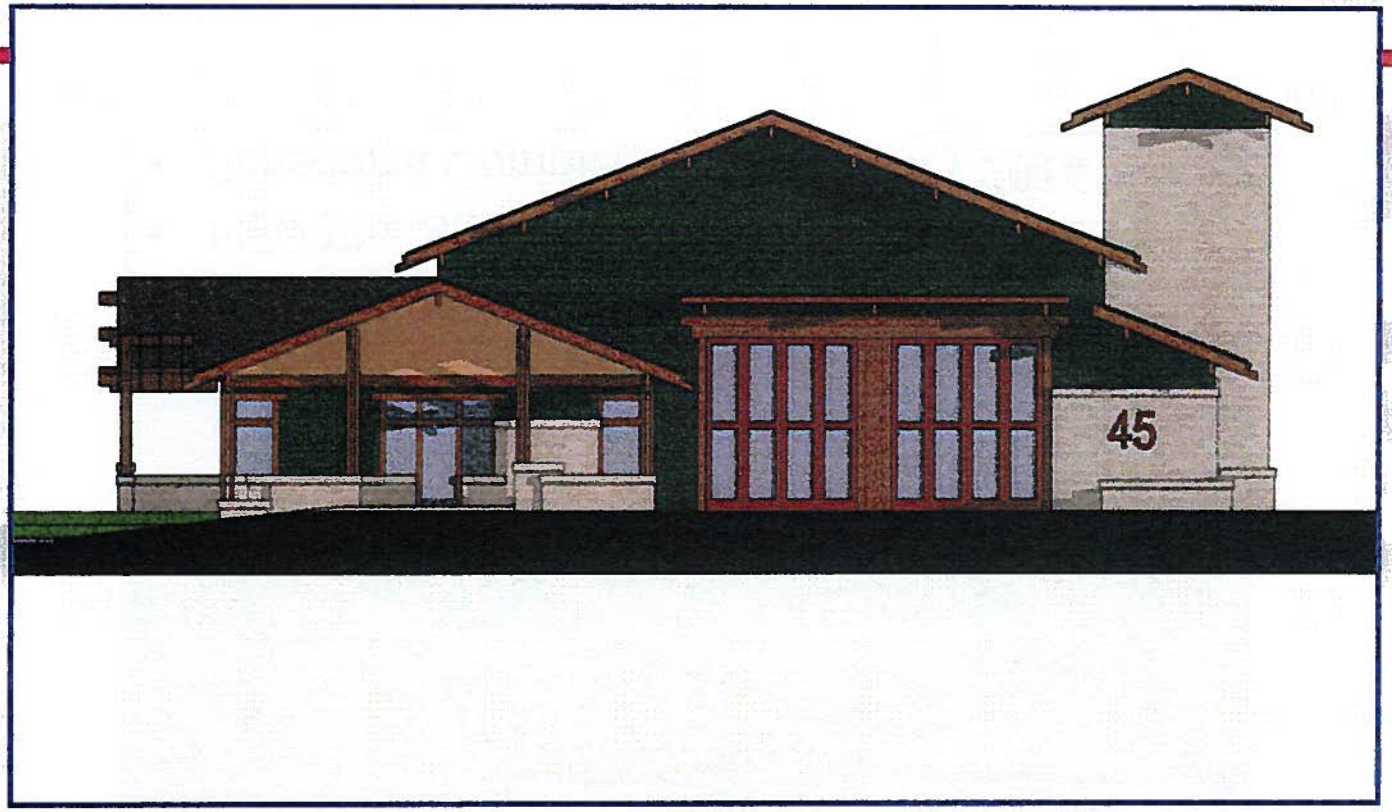
Asset Preservation and Capital Projects

Station 45



- New Fire Station – **Under Construction**
- Scheduled Completion – **February 2016**

New Station 45



- New Fire Station – **Under Construction**
- Scheduled Completion – **February 2016**
- 7,900 Square Feet

Station 46 – Center of Service Area



Station Information

- Built in 2009
- 24,600 Square Feet
- Primary Assignments
  - CARES Program
  - EMS Officer
  - Grant Writer

Station 46 – Center of Service Area



Primary Assignments

- SeaTac Emergency Manager
- SeaTac Emergency Coordination Center
- Technical Rescue
- Truck Company Operations – **When Ladder 46 Goes In-Service**

Station 46 – Center of Service Area



Apparatus

- Engine 46 – Soon to be replaced by Ladder 46
- Battalion 46 – West Battalion
- Rescue 46
- Reserve Aid Car
- Reserve Engine

Asset Preservation and Capital Projects

Station 46



None - New Station

Station 47 – North End of Service Area



Station Information

- Built in 1966
- 2,940 Square Feet
- Primary Assignments
  - Engine 47
  - Medic 4 – King County Medic One

Asset Preservation and Capital Projects



- New Apparatus Bay Doors - **Completed**
- Partial Apparatus Ramp Replacement – **Completed**
- HVAC Replacement – **Future**
- Security Fencing - **Future**

Municipal Budgeting

RFA Budgeting

Fire Benefit Charge Overview

Property Tax Overview

» The City of Tukwila is a full service city:







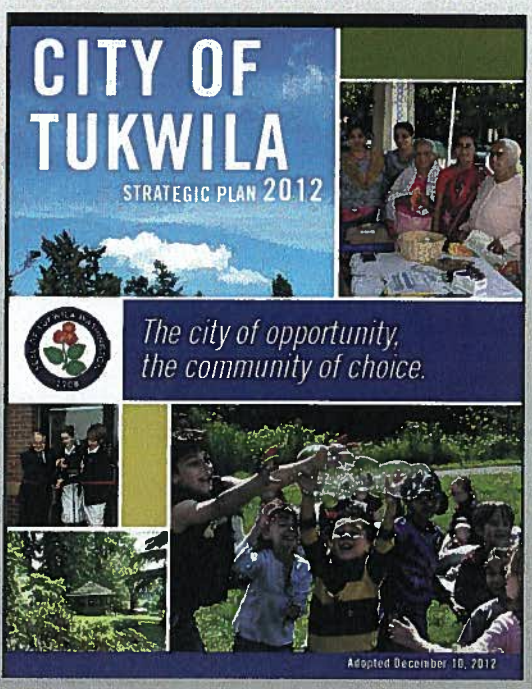






June 10, 2015

» What guides our budget process:



Goal 1: A community of inviting neighborhoods & vibrant business district

Goal 2: A solid foundation for all Tukwila residents

Goal 3: A diverse and regionally competitive economy

Goal 4: A high-performing & effective organization

Goal 5: A positive community identity & image

» Priorities for the 2015-2016 biennial budget

- ❖ Tukwila International Boulevard community transformation
- ❖ Community livability
- ❖ Create community partnerships to implement City-wide plans and visions
- ❖ Develop/implement comprehensive economic development plan
- ❖ Continue to create a more effective organization
- ❖ Improved communications and community identity

» General Fund Costs:

» Total City Budget $133,515,682

Department	2015 Budget (in millions)	% of Budget
Police	$16.4	29.0%
Fire	11.0	19.5%
Public Works	6.7	11.9%
Community Development	3.1	5.5%
Parks & Recreation	4.1	7.3%
Administrative Support	4.3	7.6%
Governance	5.9	10.4%
Debt Service	2.8	5.0%
Capital Projects	2.2	3.9%
Total General Fund Budget	$56.5	100.0%

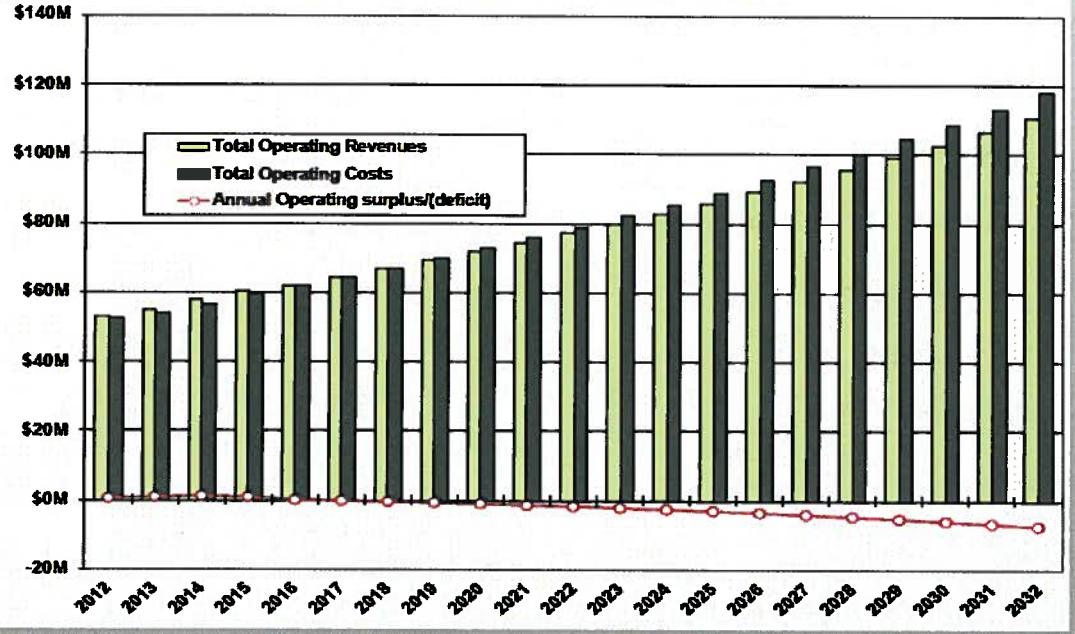
» General Fund Revenue Sources:

Type	2015 Budget (in millions)	% of Budget
Sales tax	$17.0	30.0%
Property tax	14.3	25.2%
Utility tax	5.8	10.2%
Business licenses/RGRL	2.6	4.6%
Other taxes	3.2	5.6%
Other gov't agencies	4.7	8.3%
Other	6.7	11.8%
Property Sale	2.4	4.2%
Total Revenue	$56.7	100.0%

» Long-Term Projections (if we change nothing):

City of Tukwila Strategic Plan – Fiscal Baseline Assessment
Appendix C – June 2012

Exhibit 9
Net Fiscal Baseline (in year of expenditure dollars)



» Services Provided by the Kent RFA:







» What guides the RFA budget process:

KENT FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY
STRATEGIC PLAN 2015



Goal 1: Better serve a changing population

Goal 2: Strengthen our use of data and technology

Goal 3: Effectively manage our resources and plan for long-term sustainability and resiliency

Goal 4: Cultivate an environment of excellence, respect, and fun

» RFA Operating Budget (does not include capital reserve):

Department	2015 Budget (in millions)	% of Budget
Administration	$2.6	5.4%
IT	1.4	2.9%
Fleet Management	2.1	4.4%
Logistics/Planning	2.2	4.6%
Emergency Management	0.8	1.7%
Operations	32.0	66.7%
Prevention	3.4	7.1%
Support Services	3.5	7.2%
Total	$48.0	100%

» RFA Revenue Budget:

Type	2015 Budget (in millions)	% of Budget
Property tax	$15.4	31.4%
EMS Levy (property tax)	1.3	2.6%
Fire Benefit Charge	18.5	37.6%
Interlocal agreements	12.7	25.8%
Misc. contracts	1.3	2.6%
Total Revenue	$49.2	100%

Questions for small group discussion:

1. Was there anything that surprised you about the Level of Service presentation? What is one thing you remember from the Level of Service presentation that you think the community should know?
2. With what you have heard so far, what are the pros and cons of annexing to the RFA?
3. What additional information would you like to have prior to making your recommendation to Council?

Fire Benefit Charge

Basics of FBC

- Fee, not a tax
- Initial imposition of FBC requires 60% voter approval (different for annexations)
- Renewing existing FBC requires 60% for RFAs, renew every 6 years
- The FBC takes the place of the 3rd 50 cent property tax levy
- Cannot exceed 60% of the annual operating budget

Basics of FBC, continued

- Imposed on improvements to real property
- Administered by the RFA, not the County
- FBC is added to property tax bills
- County charges a fee to collect the funds (currently 1%)

Formula

- Formula shall be reasonably proportioned to the measurable benefits to property
- Any other method that reasonably apportions the benefit charges is acceptable.

Exceptions, limitations

- Property owned by religious organizations
- Property that is subject to a contract for services
- Low income, seniors that qualify for limits on property taxes

What is not exempt

- School districts
- Non-profits
- Government entities that do not have a fire department

Existing FBC Formula, to be revised

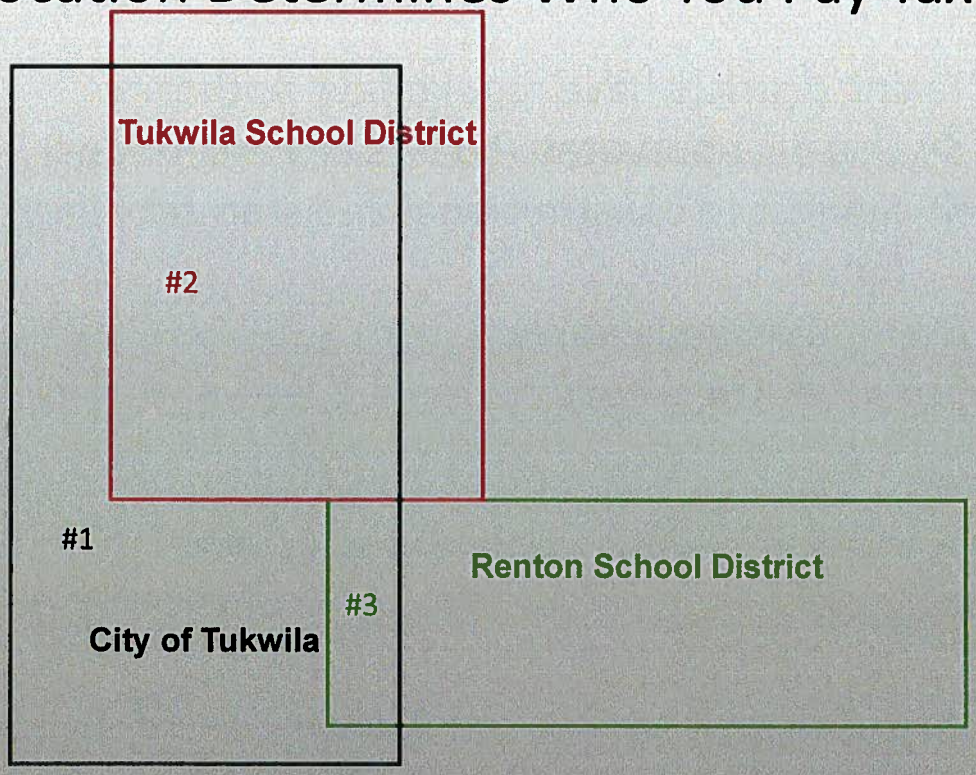
Square root of total square footage
X 18
X Category factor (type of property)
X Fire flow factor (0.31245067777)
X Response factor (# of firefighters)
X Risk factor (if hazards present)
X Applicable discount(s) (sprinklers, alarms)
= FBC

Property Taxes

Taxing Entities Within the City

- County
- City
- State school fund
- Port
- EMS (Medic One)
- Library
- Flood control
- Metropolitan Park District
- Local schools

Location Determines Who You Pay Taxes to:



Property Tax Bill for Tukwila Taxpayer

KEEP THIS PORTION / SEE REVERSE SIDE

PROPERTY TAX
ACCOUNT-NUMBER
152304-9092-02

05/11/2015

CORRECTED STATEMENT CO# 01456
BRING THIS STATEMENT WHEN PAYING IN PERSON

TUKWILA CITY OF 0N0962
6200 SOUTHCENTER BLVD
TUKWILA WA 98188

LOT	BLOCK	CODE	SEC	TWP	RG
15-23-04	9092	2413	15	23	04

PORTION OF SE QTR SW QTR STR
15-23-04 DAF:
COMMENCING AT SE CORNER OF SAID SW QTR
TH N87-35-31W 586.32 FT ALONG ETC
PROPERTY ADDRESS 14242 PACIFIC HW S

2015 KING COUNTY, WA, REAL ESTATE TAX
RM 600 - 500 FOURTH AVE SEATTLE WA 98104-2340 RP10

CURRENT TAX DISTRIBUTION

State	2,678.19
Local School Support	6,447.89
County	1,576.59
City	3,330.68
Unincorporated/Road	
Port	221.34
Fire	
Hospital	
Library	589.23
Other	175.35
Emergency Med Svc	354.14
Ferry	
Flood Control	162.44

CURRENT BILLING INFORMATION

Land Value	1,172,000
Improvements	
Less: Exempt Value	
TAXABLE VALUE	1,172,000
Levy Rate	13.25584
General Tax	15,535.85
*Other Charges	11.05
TOTAL CURRENT BILLING	15,546.90
Omitted Taxes	
TOTAL CURRENT BILLING INCLUDING OMITS	15,546.90

VOTER APPROVED
LESS PAID 11.05

*OTHER CHARGES:
NOX WEED 3.35 KING CD 7.70

First half must be paid or postmarked by April 30, or FULL AMOUNT BECOMES DELINQUENT and accrues interest and penalty as prescribed by law. If first half paid by April 30 second half must be paid by October 31 or it becomes delinquent and accrues interest and penalty

FULL AMOUNT MAY BE PAID APRIL 30th

DELINQUENCY INFORMATION

YEAR	INTEREST PENALTY	PRINCIPAL
DELINQUENT TOTAL		
GRAND TOTAL		15,535.8

June 10, 2015

Regular Levies

- Taxing districts have regular levy authority
  - Usually non-voted (lid lifts are exceptions)
  - Subject to constitutional and statutory levy limits
- Exemptions may apply
- School districts have no regular levy authority

June 10, 2015

Levy Rate Limits

RCWs specify maximum regular levy rates types:

Port	$0.45	EMS	$0.25 - $0.50
State schools	$3.60	County	$1.80
Road (County)	$2.25	Cities	$3.10 - $3.825
Library	$0.50	Flood control	$0.50
MPD	$0.75	Fire	$0.50 - $1.50

How the Levy Rate for the City is Calculated:

- Expressed in $1 per $1,000 of assessed value
- City property tax levy rate = 1,000 X City property tax revenue/assessed value

Levy Rate for City - 2015

City rate annexed to fire or library district	$3.60000
Firemen's pension fund	+ 0.22500
	= 3.82500
Less Library actual levy rate	- 0.44747
Maximum levy rate	$3.37753
2015 City of Tukwila levy rate	$2.84188

June 10, 2015

THE 101% LIMIT

Chapter 84.55 RCW (Limitations on regular property taxes) limits regular levies to 101% of their highest allowable regular levy since 1985, plus new construction. An entity is allowed the *lesser* of the amounts determined by its statutory rate limit and the 101% limit.

Voted regular levies are not governed by this limit in their first year after the vote.

June 10, 2015

EXAMPLE: Tukwila's 2015 Levy Limits

<u>101% Limit:</u>

Highest levy since 1985: $14,060,574

x 101% = $14,201,180

New construction assessed value

$24,578,735

x Prior year regular rate then divided by 1,000

$2.97799 = $73,195

+ Relevy of prior year refunds $48,500

= Allowable levy using the 101% limit ***$14,322,875***

(Assessed Value / 1,000) / Allowable levy = levy rate or

(5,039,932,964 / 1,000) / 14,322,875 = $2.84188

EXAMPLE: Tukwila's 2015 Levy Limits

<u>Maximum ($3.37753) limit</u>

Regular levy AV: $5,039,932,964

x $3.37753 / 1,000= ***$17,022,525***

Allowable 101% levy ***$14,322,875***

The City's regular levy may not exceed the *lesser* of the two italicized and bolded amounts. In 2015, the City was limited by the 101% limit rather than the $3.33753 maximum statutory limit.

Levy Rate for City after Annexation

City rate annexed to fire or library district	$3.60000
Firemen's pension fund	+ 0.22500
	= 3.82500
Less Library actual levy rate	- 0.44747
Less RFA actual levy rate	-0.94979
Maximum levy rate	$2.42774

EXAMPLE: Tukwila's 2015 Levy Limits

Maximum ($2.42774) limit

Regular levy AV: $5,039,932,964

x $2.42774/ 1,000 = ***$12,235,647***

Allowable 101% levy ***$14,322,875***

The City's regular levy may not exceed the *lesser* of the two italicized and bolded amounts. If annexed to the RFA, the maximum levy rate would be $2.42774 rather than the 101% limit.

Levy Rate for RFA after Annexation

RFA maximum levy rate $1.00000

Assessed value would increase because their borders would be expanded.

2015 RFA assessed value = $16,539,495,569

2015 City assessed value = $5,039,932,964

City of Tukwila Fire Department Budget

Tukwila Fire Department Details

Administration	$748,812
Suppression	7,954,891
Training	389,380
Facilities (maint, supplies)	110,860
Special Operations	60,537
Ambulance/Rescue/Aid	189,325
*Operations	$9,453,805

*Includes vehicle maintenance

Operations	$9,453,805
LEOFF 1 (City Responsibility)	481,000
Prevention (contract)	706,934
Emergency Mgmt (contract)	315,108
Total Fire Department Budget	$10,956,847

Annual Indirect Costs Details

Information Technology	190,542
Human Resources	134,025
Finance (Includes insurance)	391,214
City Attorney	15,378
Public Works	34,278
Parks Maintenance	31,633
Total	$797,070

Current City Fire Related Costs

Expenditures	2015 Budget
Operations	$9,453,805
Indirect Costs	797,070
	10,250,875
Prevention	706,934
Emergency Management	315,108
LEOFF 1 Medical	481,000
Firemen's Pension	132,727
Total Budgeted Costs:	$11,886,644

RFA

City Responsibility

2015 Annualized Capital Requirement "Pay As You Go"	
Equipment	$75,000 – $150,000
Apparatus	500,000 – 900,000
Facilities	800,000 – 1,300,000
Total Annualized Capital Requirement:	$1,375,000 – $2,350,000

Equipment

- Rescue
  - 11 Thermal imaging cameras
  - 12 Defibrillators
- Suppression
  - 28,000 Feet of hose (various sizes)
  - 50+ Airpacks
  - 120+ Set of bunker gear
- Communications
  - 54 Portable radios
  - 10 Dual band radios
- Purchased in bulk
- Budgeted in year of purchase
- Annualized cost of $75,000 – $150,000

5





Apparatus and Vehicles

- Fire/Rescue
  - 1 Aerial
  - 1 Aid car
  - 1 Ambulance
  - 7 Pumpers
- Administrative
  - 4 Pickups
  - 3 Sedans
  - 5 SUVs
- Other
  - 1 Generator
  - 14 Trailers, various sizes, purposes
  - 2 Vans
  - 2 Boats

Apparatus and Vehicles, con't

- Original cost of Fire apparatus and vehicles is over $5 million
- Replacement cost today over $9 million
- $500 - $900 thousand annualized costs
- Replacement costs includes all equipment to put vehicle in service

Existing Stations



Station 51: Built in 1973
16,115 sq ft

Southcenter/Commercial Business District



Station 52: Built in 1971
3,360 sq ft

Old Tukwila/Tukwila Hill

Existing Stations



Station 53: Built in 1995
7,392 sq ft

North Tukwila/Allentown



Station 54: Built in 1961
5,398 sq ft

Foster/Foster High School

Fire Station Needs

- Rebuild 3 stations
  - Station 51: 6 - 8-person headquarters with administrative offices - $7 - $9 million
  - Station 52: 6-person station - $5 - $7 million
  - Station 54: 6-person station$5 - $7 million
    or partner with SeaTac (Station 47) - $3 - $5 million
- Major maintenance
  - Station 53: Paint, reroof, etc. - $500,000

Fire Station Needs, con't.

- Total cost range $15.5 million to $21.5 million
- $4.8 million in guaranteed impact fees
- Total cost range $10.7 - $16.7 million (including impact fee reduction)
- City typically issues debt to finance projects
- $800 thousand - $1.3 million annual debt
- Future impact fees based on development

Facilities	In millions
Total Cost	$15.5 – $21.5
Guaranteed Impact Fees	-4.8
Net Cost	10.7 – 16.7
Annualized Debt Service	$.8 – $1.3

Recap of Fire Related Costs for City

Expenditures	2015 Budget
Operations	$9,453,805
Prevention	706,934
Emergency Management	315,108
Indirect Costs	797,070
LEOFF 1 Medical	481,000
Firemen's Pension	132,727
Total Budgeted Costs:	$11,889,644

← RFA

City Responsibility

'Pay as you go'

2015 Annualized Capital Requirement	
Equipment	$75,000 – $150,000
Apparatus	500,000 – 900,000
Facilities	800,000 – 1,300,000
Total Annualized Capital Requirement:	$1,375,000 – $2,350,000

RFA Budget Projection

Introduction

- Bottom Line
- Moving Target
- Patience
- Sustain Services
- Economy of Scale

RFA Projected Budget

Administration	315,121
Operations & Training	9,111,788
Facilities	664,061
Fleet	315,326
Information Technology	297,953
Logistics / Strategic Planning	249,345
Total	**$10,953,954**

OPERATIONS
Cost of Fire Department per $1,000 AV

- City Fire Department - $1.95 per thousand
- RFA Fire Department - $2.09 per thousand
- Difference of $.14 is approximately $700,000

This is a preliminary estimate.
Final comparisons will be made by comparing apples to apples.
For comparison purposes, A/V to A/V with FBC .

Capital Expenses

additional $.10 per $1,000 or $500,000 per year

- Fire/Rescue Equipment
- Fire Apparatus
- Facility Needs

Future Savings of Consolidation:

- Savings of overtime expense by spreading workload over larger number of personnel
- Effective firefighting force
- Reduction of risk
- Eliminate duplication of positions through attrition
- Purchasing power when purchasing in bulk

Positives in Consolidation with RFA

- Sustain services with enhanced revenue options
- True allocation of cost vs. risk for fire service
- Accountability to the citizens
- Citizens determine level of service

Positives in Consolidation with RFA

- CARES Program
- Share fire resources over full response area
- Efficiency through regionalization
- 24/7 Fire Investigator on duty
- Expanded Public Education Program

Positives in Consolidation with RFA

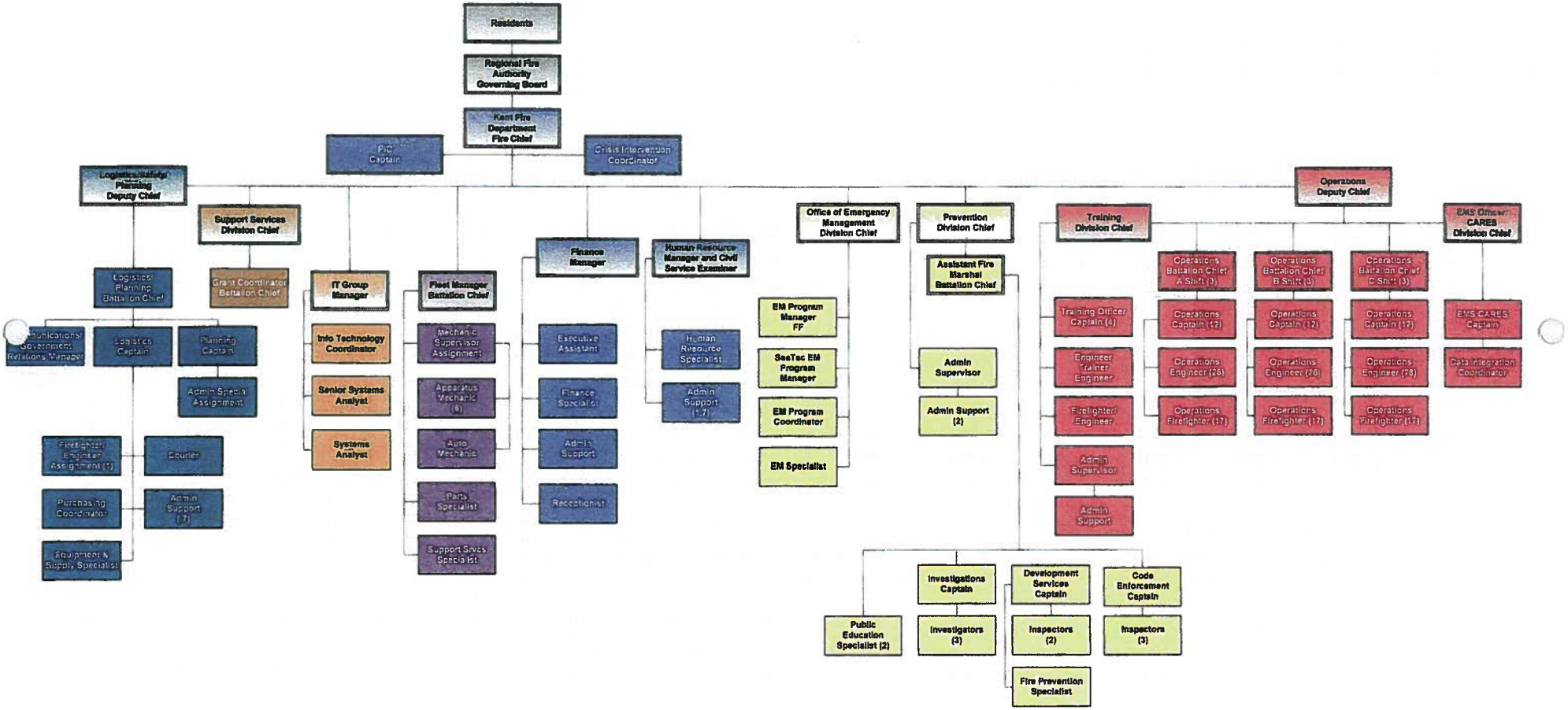
- Increased promotional opportunities
- Economy of scale in recruit firefighter selection process
- Increase opportunities for operational assignments

  (haz mat, fire prevention, fire investigation)

Current RFA Organizational Chart

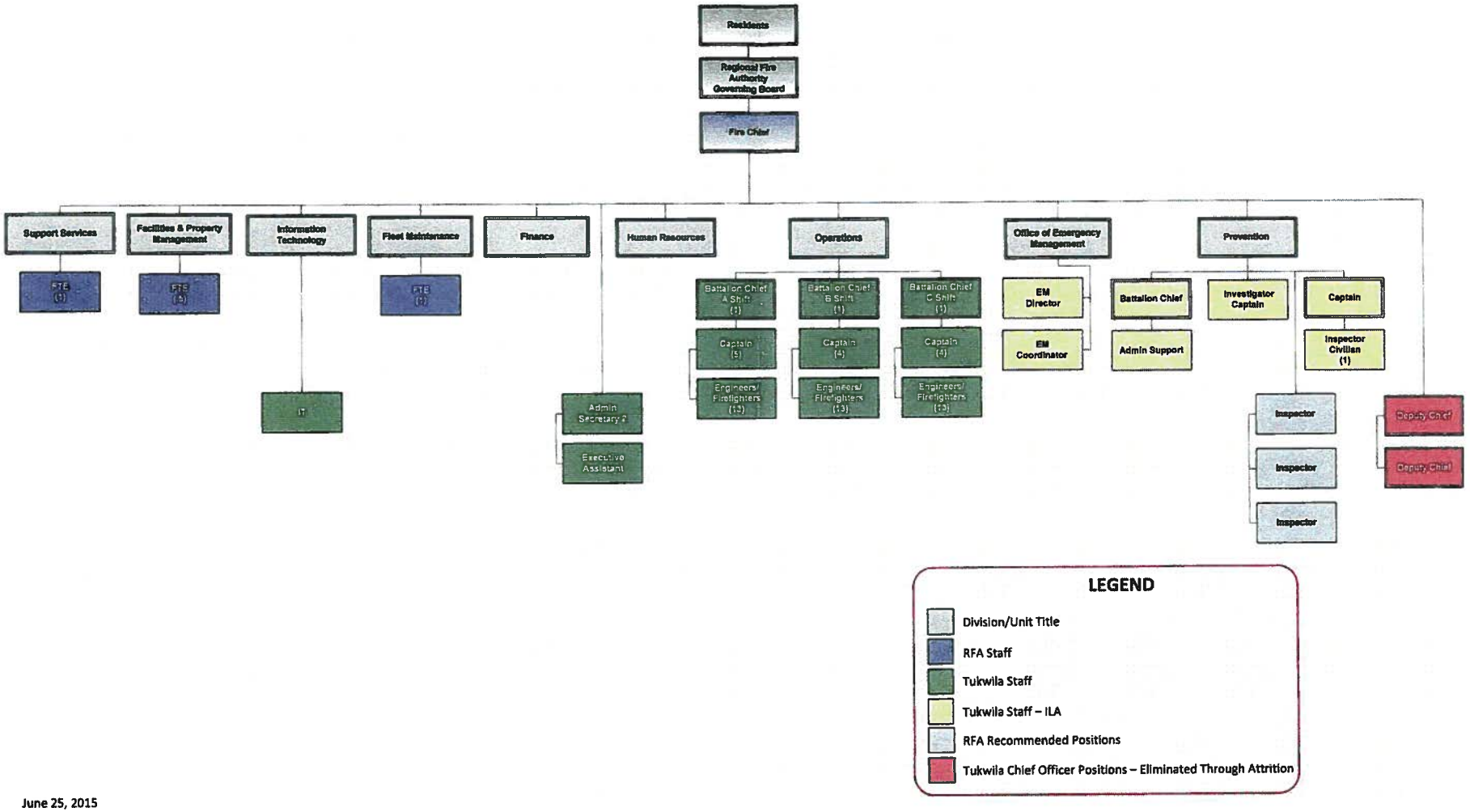
Tukwila Fire Dept. Organizational Chart

KENT FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
ORGANIZATIONAL CHART



Updated: 3/1/15

TUKWILA FIRE DEPARTMENT
ORGANIZATIONAL CHART



June 25, 2015

City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188 Jim Haggerton, Mayor

To: Regional Fire Authority Annexation Steering Committee Members

From: Moira Carr Bradshaw

Date: October 9, 2015

Subject: Finance Committee Proposal

On Wednesday, October 14, the Finance Committee will present the Steering Committee with a proposed financial package that accompanies annexation into the Kent Fire Department Regional Fire Authority (the "Kent RFA"). Generally, the proposed financial package would raise sufficient revenue to enable the Kent RFA to provide the Tukwila community with fire and emergency medical services at existing and/or better service levels. The proposal includes sufficient funding for not only the annual operating cost of the Kent RFA post-annexation, but also a schedule and financing plan for a 20-year capital improvement plan by the Kent RFA that features the replacement of three of the Tukwila fire stations, the remodeling of the fourth Tukwila fire station, and ensures adequate reserves for scheduled replacement of apparatus and equipment.

There are three components to the proposed financial package:

1. Operating Budget

The Kent RFA and the City of Tukwila Fire Department have provided operating budget projections for 2015, so as to provide the Steering Committee with an "apples to apples" comparison of the costs of providing fire and emergency medical services by each entity to the Tukwila community. This information was originally presented in July, and is being updated based upon actual amounts expended by the City of Tukwila Fire Department in 2015.

2. Capital Budget

The City of Tukwila has four fire stations, three of which need to be replaced, and on-going apparatus and equipment replacement needs. A needs summary of the four fire stations is below. As part of the proposed financial package, the Kent RFA has incorporated both the cost for building and maintaining the City's fire stations—including a proposed schedule for

construction and/or renovation—as well as the costs attendant to maintaining and timely replacing the City's current inventory of equipment and apparatus.

The Kent RFA's philosophy for funding capital is to set money aside each year to build a reserve, and to then pay for capital needs from that reserve fund. In contrast, the City's philosophy for financing major capital needs is to utilize bond proceeds or via a 'pay-as-you-go' approach, using general fund money as needs arise. The differences in approach for funding capital account for the increased cost projected for fire services under the Kent RFA model.

Because of the difference in funding models and the budgeting approaches between the two organizations, a uniform "equivalent property tax levy rate," will be shown on a cost comparison worksheet.

3. Revenue Proposal

Kent RFA, as a statutory taxing authority, obtains revenue via two main sources—general purpose property taxes and a user fee, known as a Fire Benefit Charge ("FBC")—while receiving limited additional funding from grants, contract payments and development impact fees. The Kent RFA property tax rate is capped at $1.00 per $1,000 of assessed value, while the FBC is assessed on structures within the City, and calculated via a complex algorithm that takes into consideration building size, types of use, as well as the structure's fire risk and projected needs for service. Of note, the FBC is weighted against those who receive more in fire protection services (e.g., large structures and high fire-risk structures), thereby allocating costs more heavily to those who utilize the services. Further, the FBC is solely applied to <u>improvements</u> to real property, giving tax relief to owners of vacant land. A description of the basics of the FBC is attached.

The Kent RFA funding model relative to the operating and capital costs projected for the City by both the Kent RFA and the City of Tukwila anticipate a deficit in funding over the next 20 years. The proposed financial package posits that the City would cover the deficit with fire impact fees from a contractual agreement and anticipated new development, along with two initial payments of $565,000 in 2016 and 2017.

Summary

The Finance Committee acknowledges that this proposal only reflects part of the overall financial impact of the decision a community member faces as it considers joining the Kent RFA. This proposal shows the cost to the Tukwila taxpayer for service from the Kent RFA and the budgetary impact on and revenue package for the Kent RFA.

The Tukwila City Council began discussions during a September 15, 2015 work session on the long term financial health of the City, and the potential benefits to the City from a variety

of revenue options, including potential trade-offs that can result from annexation into the Kent RFA. This discussion involves not only the long term operating cost of the City but also the capital projects that are part of the City's long range needs. Those discussions are ongoing and should result in budgetary options available to the City as a result of the annexation.

Finance Committee: Tukwila Councilmember Dennis Robertson, Tukwila City Administrator David Cline, Tukwila Interim Fire Chief Chris Flores, Tukwila Deputy Finance Director Vicky Carlsen, Tukwila Project Manager Moira Bradshaw, Kent Fire Department RFA Chief Jim Schneider, KFDRFA Captain Larry Rabel, KFDRFA Finance Manager Margaret Martin.

Tukwila Fire Station Capital Summary

Relocate Fire Station 51 - 444 Andover Park East (Constructed 1973)



Station 51 should be replaced for 2 reasons:

The station is in a poor response location to serve the southern portion of the City. In an agreement with Segale Properties, land for a station is dedicated for a relocated station at the intersection of S. 180th Street and Southcenter PY. The move will put the new station above the Green river floodplain; provides opportunity to increase size of current facility, which is undersized for its current uses; and allows a new public safety facility that will meet and exceed minimum construction standards.

Reconstruct Fire Station 52 – 14475 59th Avenue S. (constructed 1971)



Upgrades of many aspects of the building are recommended such as mechanical - energy components; safety - seismic components; and overall size. The structure (and possibly the site) is not conducive to efficient expansion.

Remodel Fire Station 53 – 4202 S 115th Street (constructed 1995)



No immediate needs other than basic maintenance such as paint and wood repair. Potential need to expand in future due to growth in Manufacturing Industrial Center.

Reconstruct Fire Station 54 - 4237 S 144th Street (constructed 1961)



Reconstruction to enlarge storage space and apparatus bay in size and height, which is not easily accomplished because of construction type - (concrete masonry. Station does not meet minimum standards for fire stations including seismic events.

See pages 1-33 to 1-47 for more details on the condition of the facilities on the City's web page at this link: http://www.tukwilawa.gov/mayor/facilitiesstudy/Phase%202%20Facility%20Assessment.pdf

Attachment:

Fire Benefit Charge Basics

Basics of the Fire Benefit Charge Funding System

- The Fire Benefit Charge (FBC) funding method is a voter approved, two part funding system that balances general purpose taxes and a user fee charged to buildings based on risk and need for service. It is called a benefit charge because it refers to the benefit of having fire protection available.
  - A tax of up to $1.00 may be levied on assessed values of property and used for all day to day operations and capital needs of the fire department.
  - A Fire Benefit Charge (FBC) of up to 60% of the operating budget may be assessed and used only for day to day operational expenses such as salaries, equipment, fuel and utilities.
- Fire Benefit Charges and property taxes are authorized under the Revised Code of Washington (RCW) 52.26.180.
- The Fire Benefit Charge formula calculates the amount of firefighting water that would be required to extinguish a fire(s) that could occur on a property and the number of fire department resources that would be required to deliver that amount of water.
  - Required fire flow and needed firefighting resources are determined by the size and types of improvement on a property;
    - Size is determined by finding the total square footage of all improvements on a property. Total square footage is determined by adding all gross square footage *(outside measurements of building(s) and all floors, basements, garages and mezzanine spaces are added together to determine total square footage) on the property.*
    - The type of improvement are defined as:
      - ✓ House or Condo, Apartment, Mobile home, Commercial building
- When the structural improvement(s) on a property have higher than normal risk as defined by the National Fire Protection Association in Standard 13 the Fire Benefit Charge formula adds to the base fire benefit charge as follows:
  - A 30% increase when products or uses with high combustibility or high rates of heat release are present.
  - A 40% increase when products or uses with high quantities of flammable, combustible or hazardous materials are present.
- The formula used is:

Square root of square feet x 18 x category factor x response factor x risk factor x discount x Fire Flow Benefit = FBC

  - 18 is a coefficient value based on empirical tests by the Insurance Services Organization (ISO)

- Exemptions to the Fire Benefit Charge (FBC):
  - Senior citizens and disabled persons who have been qualified through King County for senior and disabled discounts will receive the same discount offered on property taxes. If you think you qualify, call the King County Exemption Unit at 206-296-3920 or visit their website – King County Assessor - Taxpayer Assistance.
  - Improvements used specifically for religious worship or education are exempt from the Fire Benefit Charge.
  - Public schools who pay a per student stipend are exempt from the Fire Benefit Charge.
  - Entities with a contract for service with the fire department are exempt from the Fire Benefit Charge.
- State law requires annual public hearings prior to the next year's rates being adopted. Every six years, voters have the opportunity to reauthorize the Fire Benefit Charge. Hearings are held annually in October by the Kent Regional Fire Authority Governance Board.
- Should you have any questions regarding the Fire Benefit Charge funding system, please call 253-856-4300.

City of Tukwila
Fire Department Budget

October 14, 2015

Tukwila Fire Department 2015 Budget

Administration	$748,812
Suppression	7,954,891
Training	389,380
Facilities (maint, supplies)	110,860
Special Operations	60,537
Ambulance/Rescue/Aid	189,325
*Operations	$9,453,805

*Includes vehicle maintenance

Operations	$9,453,805
LEOFF 1 (City Responsibility)	481,000
Prevention (contract)	706,934
Emergency Mgmt (contract)	315,108
Total Fire Department Budget	$10,956,847

Annual Indirect Costs Details

Information Technology	190,542
Human Resources	134,025
Finance (Includes insurance)	391,214
City Attorney	15,378
Public Works	34,278
Parks Maintenance	31,633
Total	$797,070

City Fire Budget Related Costs

Expenditures	2015 Budget
Operations	$9,453,805
Indirect Costs	797,070
	10,250,875
Prevention	706,934
Emergency Management	315,108
LEOFF 1 Medical	481,000
Firemen's Pension	132,727
Total Budgeted Costs:	$11,886,644

Cost transfers to RFA

City Responsibility

2015 Annualized Capital Requirement "Pay As You Go"	
Equipment	$75,000 - $150,000
Apparatus	500,000 - 900,000
Facilities	800,000 - 1,300,000
Total Annualized Capital Requirement:	$1,375,000 - $2,350,000

Projected Fire Related 2015 Actuals

Expenditures	2015 Projected Actual
Operations	$9,390,939
Indirect Costs	797,070
	$10,188,009
Prevention	$792,607
Emergency Management	$321,400

2015 Annualized Capital Requirement "Pay As You Go"	
Equipment	$150,000
Apparatus	900,000
Facilities	$1,300,000
Total Annualized Capital Requirement:	$2,350,000

Cost Comparison Worksheet

Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Operational Costs	$10.19 M	$10.54 M	$0.35 M
Equivalent Levy	$2.03	$2.10	$0.07

Operational costs for the City include $0.8M in indirect costs

Cost Comparison Worksheet
Rounded to thousands

Capital	City Annualized Capital Estimates	RFA Proposed Estimates	Difference
Equipment	$150	$133	$(17)
Apparatus	$900	$405	$(495)
Facilities	$1,300	$1,642	$342
Total Capital	$2,350	$2,180	$(170)
Equivalent Levy	$0.47	$0.43	$(0.04)

City: Assumes 10 year replacement for admin-type vehicles, 15 years for heavy-duty apparatus
RFA: Assumes 7-10 years for admin-type vehicles, 20 years for heavy-duty apparatus.

Cost Comparison Worksheet
Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Total Operations & Capital	$12.54 M	$12.72 M	$0.18 M
Equivalent Levy	$2.50	$2.53	$0.03

Cost Comparison Worksheet
Rounded to thousands

Interlocal Agreement	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Prevention & Investigation	$793 K	$902 K	$110 K
Emergency Management	$321 K	$339 K	$18 K
Total	$1.11 M	$1.24 M	$128 K
Equivalent Levy	$0.22	$0.25	$0.03

9

Cost Comparison Worksheet
Rounded to thousands

	City 2015 Projected Actuals	RFA Proposed Budget	Difference
Total Operational, Capital, Prevention, Investigation, Emergency Management	$13.65 M	$13.96 M	$307 K
Equivalent Levy	$2.72	$2.78	$0.06

LEOFF 1 and Firemen's Pension remain a cost to the City so are not included in any of the calculations above

10

Capital Summary

- Cost
- Revenue
- Schedule

20 Year Capital Plan

Stations	$ 26 M
Apparatus	12 M
Other & Reserves	9 M
Total	$47 M

Taxes & Fees	$36.0 M
Kent RFA taxpayers	.3 K
Developer Impact fees	9.6 M
Cash or in-kind	1.1 M
Total	$47 M

Existing Stations



Station 51: Built in 1973
16,115 sq ft

Southcenter/Commercial Business District



Station 52: Built in 1971
3,360 sq ft

Old Tukwila/Tukwila Hill

13

27

Existing Stations



Station 53: Built in 1995
7,392 sq ft

North Tukwila/Allentown



Station 54: Built in 1961
5,398 sq ft

Foster/Foster High School

14

28

20 year Capital Plan Schedule

	Year
▶ Fire Station 51	2021
▶ Fire Station 52	2023
▶ Fire Stations 53 and 54	2030-2033
▶ Capital Equipment	10-15 Yrs
Standard RFA replacement cycle	

Cost Comparison Worksheet

Rounded to thousands

	City	RFA	
	2015 Projected Actuals	Proposed Budget	Difference
*** Operational Costs**	10,188	10,538	350
Equivalent Levy Rate for Operational Costs	*2.03*	*2.10*	*0.07*
Capital			
Equipment	150	133	-17
Apparatus	900	405	-495
Facilities	1,300	1,642	342
	2,350	2,180	-170
Equivalent Levy Rate for Capital	*0.47*	*0.43*	*(0.03)*
Total Operational & Capital Costs	12,538	12,718	180
Equivalent Levy Rate for Operational & Capital	*2.50*	*2.53*	*0.04*
Interlocal Agreement			
Prevention & Investigation	793	902	110
Emergency Management	321	339	18
	1,114	1,242	128
Equivalent Levy Rate for Prev, Investigation, EM	*0.22*	*0.25*	*0.03*
Total Operational & Capital, Prev, Investigation, EM Costs	13,652	13,959	307
Equivalent Levy Rate for Operational, Capital, Prev, Investigation, EM	*2.72*	*2.78*	*0.06*

* Operational costs for the City include $797K in indirect (soft) costs, does not include LEOFF 1 or firemen's pension costs

City: Assumes 10 year replacement admin-type vehicles, 15 year replacement for heavy-duty apparatus

RFA: Assumes 7-10 year replacement admin-type vehicles, 20 year replacement for heavy-duty apparatus

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #1
Single-family residence – small

ASSESSED VALUE: $150,000

SQUARE FOOTAGE: 1,380 sq. ft.

OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)*	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)*
	Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	RFA assessment covers fire service and capital costs	RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$426	$146	$349
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$70		
KENT RFA ASSESSMENT *(subject to voter approval)*		$380	$380
TOTAL YEARLY COST FOR EXAMPLE #1	$496	$526	$729

EXPLANATION OF COSTS

Fire service refers to staffing costs for medical, fire or rescue emergency response, and administration.

Fire capital expenditures include facilities, apparatus (vehicles), and equipment.

City services also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #2
Single-family residence – medium

ASSESSED VALUE: $266,000

SQUARE FOOTAGE: 2,640 sq. ft.

OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)*	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)*
	Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	RFA assessment covers fire service and capital costs	RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$756	$258	$618
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$124		
KENT RFA ASSESSMENT ***(subject to voter approval)***		$617	$617
TOTAL YEARLY COST FOR EXAMPLE #1	$880	$875	$1,235

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #3
Single-family residence –large

ASSESSED VALUE: $460,000

SQUARE FOOTAGE: 3,710 sq. ft.

OPTIONS	*WITHOUT RFA*	*WITH RFA APPROVAL*	
	Tukwila property tax covering fire service costs and other City services	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)*	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)*
	Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	RFA assessment covers fire service and capital costs	RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$1,307	$447	$1,070
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$215		
KENT RFA ASSESSMENT ***(subject to voter approval)***		$1,083	$1,083
TOTAL YEARLY COST FOR EXAMPLE #1	$1,522	$1,530	$2,153

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

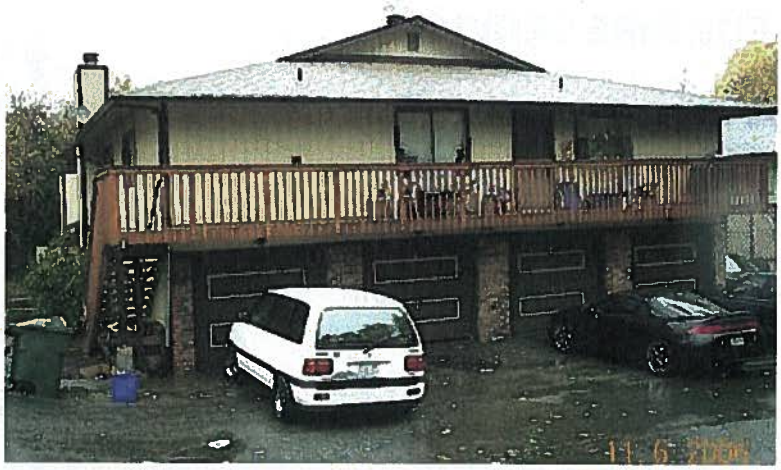
- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #4
Apartments - 4 units

ASSESSED VALUE: $404,000

SQUARE FOOTAGE: 4,578 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$1,148	$392	$939
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$189		
KENT RFA ASSESSMENT *(subject to voter approval)*		$1,939	$1,939
TOTAL YEARLY COST FOR EXAMPLE #1	$1,337	$2,331	$2,878

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #5
Apartment - 24 units

ASSESSED VALUE: $1,565,000

SQUARE FOOTAGE: 17,934 sq. ft.

OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)*	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)*
	Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	RFA assessment covers fire service and capital costs	RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$4,447	$1,519	$3,638
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$733		
KENT RFA ASSESSMENT ***(subject to voter approval)***		$7,736	$7,736
TOTAL YEARLY COST FOR EXAMPLE #1	$5,180	$9,255	$11,374

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #6
Apartments - 68 units (subsidized)

ASSESSED VALUE: $5,093,500

SQUARE FOOTAGE: 71,030 sq. ft.

OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$14,475	$4,946	$11,842
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$2,385		
KENT RFA ASSESSMENT ***(subject to voter approval)***		$30,411	$30,411
TOTAL YEARLY COST FOR EXAMPLE #1	$16,860	$35,357	$42,253

EXPLANATION OF COSTS

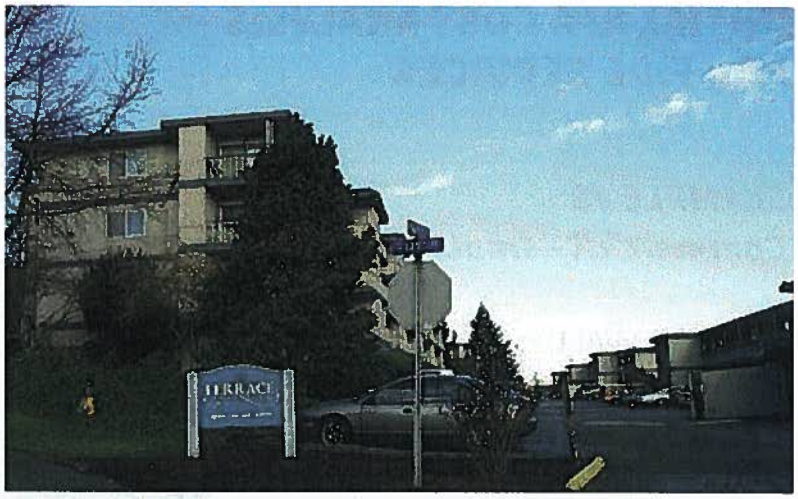
Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #7
Apartments - 188 units

ASSESSED VALUE: $13,675,000

SQUARE FOOTAGE: 160,700 sq. ft.

OPTIONS	*WITHOUT RFA*	*WITH RFA APPROVAL*	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$38,863	$13,278	$31,794
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$6,402		
KENT RFA ASSESSMENT *(subject to voter approval)*		$62,555	$62,555
TOTAL YEARLY COST FOR EXAMPLE #1	$45,265	$75,833	$94,349

EXPLANATION OF COSTS

Fire service refers to staffing costs for medical, fire or rescue emergency response, and administration.

Fire capital expenditures include facilities, apparatus (vehicles), and equipment.

City services also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.

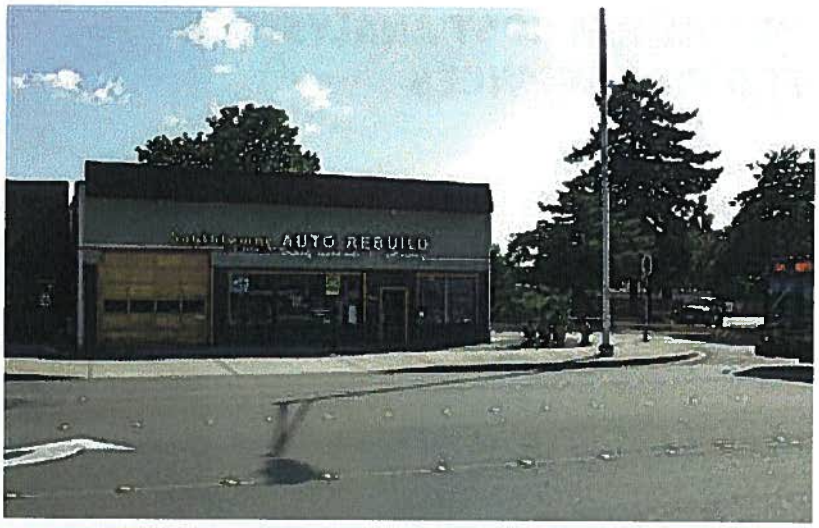
- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #8
Commercial – small

ASSESSED VALUE: $348,200

SQUARE FOOTAGE: 4,875 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$989	$338	$809
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$163		
KENT RFA ASSESSMENT *(subject to voter approval)*		$1,297	$1,297
TOTAL YEARLY COST FOR EXAMPLE #1	$1,152	$1,635	$2,106

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #9
Commercial – Warehouse

ASSESSED VALUE: $1,570,800

SQUARE FOOTAGE: 18,786 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$4,464	$1,525	$3,652
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$735		
KENT RFA ASSESSMENT *(subject to voter approval)*		$4,048	$4,048
TOTAL YEARLY COST FOR EXAMPLE #1	$5,199	$5,573	$7,700

EXPLANATION OF COSTS

Fire service refers to staffing costs for medical, fire or rescue emergency response, and administration.

Fire capital expenditures include facilities, apparatus (vehicles), and equipment.

City services also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #10
Commercial – warehouse

ASSESSED VALUE: $2,993,800

SQUARE FOOTAGE: 38,600 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$8,508	$2,907	$6,960
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$1,401		
KENT RFA ASSESSMENT *(subject to voter approval)*		$11,690	$11,690
TOTAL YEARLY COST FOR EXAMPLE #1	$9,909	$14,597	$18,650

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #11
Commercial – office building

ASSESSED VALUE: $4,555,400

SQUARE FOOTAGE: 49,300 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$12,945	$4,423	$10,591
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$2,133		
KENT RFA ASSESSMENT ***(subject to voter approval)***		$16,349	$16,349
TOTAL YEARLY COST FOR EXAMPLE #1	$15,078	$20,772	$26,940

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES

EXAMPLE #12
Commercial –
Shopping center

ASSESSED VALUE: $13,847,000

SQUARE FOOTAGE: 59,695 sq. ft.



OPTIONS	WITHOUT RFA	WITH RFA APPROVAL	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services *(subject to Council decision)* RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$39,351	$13,445	$32,194
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$6,483		
KENT RFA ASSESSMENT *(subject to voter approval)*		$26,825	$26,825
TOTAL YEARLY COST FOR EXAMPLE #1	$45,834	$40,270	$59,019

EXPLANATION OF COSTS

Fire service *refers to staffing costs for medical, fire or rescue emergency response, and administration.*

Fire capital *expenditures include facilities, apparatus (vehicles), and equipment.*

City services *also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.*

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

INITIAL RFA COST ANALYSIS FOR FIRE SERVICES



EXAMPLE #13
Commercial – industrial heavy

ASSESSED VALUE: $32,079,978

SQUARE FOOTAGE: 323,778 sq. ft.

OPTIONS	*WITHOUT RFA*	*WITH RFA APPROVAL*	
	Tukwila property tax covering fire service costs and other City services Projected levy of $0.47/$1,000 for fire capital expenditures (facilities & equipment)	Minimum projected property tax levy to fund current level of City services, minus fire services (subject to Council decision) RFA assessment covers fire service and capital costs	Maximum projected property tax levy to fund current level of City services, minus fire services, plus additional community priorities *(subject to Council decision)* RFA assessment covers fire service and capital costs
TUKWILA PROPERTY TAX	$91,167	$31,150	$74,586
✚	✚	✚	✚
PROPERTY TAX NEEDED FOR FIRE CAPITAL	$26,581		
KENT RFA ASSESSMENT *(subject to voter approval)*		$109,191	$109,191
TOTAL YEARLY COST FOR EXAMPLE #1	$117,748	$140,341	$183,777

EXPLANATION OF COSTS

__Fire service__ refers to staffing costs for medical, fire or rescue emergency response, and administration.

__Fire capital__ expenditures include facilities, apparatus (vehicles), and equipment.

__City services__ also include safety-related services that must remain with the City: emergency management, fire prevention, investigations.

- *Tukwila's property tax is based on the taxable assessed value in 2015.*
- *The additional dedicated property tax for fire capital needs will be necessary to fully fund fire services if the City does not join the RFA.*
- *The RFA assessment is based on a levy rate of $1.00/$1,000 plus a Fire Benefit Charge using the square footage of structure(s) plus other factors.*

Funding Tukwila Fire Services through Annexation to the Kent RFA

Part 1



The Process

- Finance Committee tasked to:
  - Arrive at current cost of Tukwila Fire Operations & Capital Needs
    - Hard costs
    - Soft costs
    - Cost of City owned responsibilities
      - Cost of Fire Prevention
      - Cost of Fire Investigations
      - Cost of Emergency Management



The Process

- Capital Needs – 2016 - 2035
  - Fire Stations - 51, 52, 53, 54 $25,828,452
  - Life Cycle replacements - $12,332,250
  - Asset preservation - $ 567,000
  - New response apparatus $ 1,150,000
  - Interim funding ($10 mil bond) $ 2,453,540
  - Capital reserve 9% – 2035 $ 4,942,496



The Process

- Future Growth and ability to meet future need
  - Stations Deployment Plan Adequate to LOS
    - St 51 Concentration Station
    - St 52, 53, 54 Distribution Stations
      - Staffing to meet distribution need
  - Additional apparatus needed
    - Aid Car circa 2022
    - Engine circa 2025



The Process

- Total funding needs defined for FBC and RFA
  - Provides operational funding for 4 fire stations through 2035
  - Provided capital funding for all stations and equipment
  - RFA cannot absorb total cost
    - Cash flow issue first 10 plus years



The Process

- Summary - RFA commitment
  - Station 51 construction begins 2017 open 2021
  - Station 52 open by 2023
  - Station 53 and 54 later 2030 – 2033
  - Capital equipment replacement cycles
    - 20 years heavy duty Tukwila 15 years
    - 7 years medium duty Tukwila 10 years
    - 10 years light duty Tukwila 10 years
    - Other equipment per requirements



The Process

- Summary RFA commitment (cont.)
  - Operational and most capital funding
  - Additional Aid Car and Engine to maintain reliability
  - Additional staffing for:
    - Distribution 53 as required
    - Additional units as required





Fire Benefit System

FBC Designed for Tukwila's Unique Service Area



Kent Fire Authority Fire Benefit Charge Funding System

SPECIFIED IN RCW 52.26.240
TAX LEVY + FIRE BENEFIT CHARGE

$1.00 Tax Levy + FBC Assessment (Size, Use & Risk) = Total Annual Fire Assessments



FBC Funding System Basics

- Charge cannot exceed 60% of operating budget
  - FBC begins at 58% of ops budget in 2017
    - Declines through 2035
- FBC must be fairly apportioned
- Apportioned fee amount & benefit at least equal to fee
- KFD FBC applies to structures 400 feet or larger



FBC Exemptions

- Facilities used for religious worship or education
  - 100% exemption
- Low income Seniors and Disabled
  - Same as tax exemptions (up to 75%)
    - Annual household income of $35,000 or less
    - Retired because of physical disability and have an income of $40,000 or less
    - Must qualify through King County 206-205-5759
- Vacant Land and structures less than 400 sq ft



FBC Specifics to Tukwila

- Tukwila represents a unique service area
  - Geography and built environment limits fire station reach
    - Hills and rivers
    - Built environment
      - Restricted access of roadways
        - » I-5, I-405, SR 518
      - High service needs of "Regional Retail"
        - » High traffic volumes
        - » Extraordinary fire service demand
          - High employee volumes
          - High shopper volume



FBC Specifics to Tukwila

- Fire service costs are higher in Tukwila
- FBC Formula is same throughout RFA
  - FBC Factors adjusted to Tukwila
    - Reduced cost share on single family homes
    - Higher fire flow factor to adjust for increased cost of fire services within Tukwila
  - Changes in FBC factors nets higher total tax + FBC costs in Tukwila service area
    - Based upon rationale of higher costs due to terrain, waterways and built environment



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FBC Funding System Basics

Tukwila adjustments to RFA's base formula

- FORMULA =

Square Root of Area X 18 X Category x Response x Risk x Discount x Fire-flow factor

1. Size of structure	***Square Root of Area***	
2. Fire-flow needed	***X 18***	
3. Type of structure	***X Category***	(homes .70 vs .80)
4. Resources needed	***X Response***	
5. Risk fees	***X Risk***	(retail factors)
6. Risk discounts	***X Discount***	
7. Fire-flow fact. Needed	***X Fire-flow factor***	



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Questions



Funding Tukwila Fire Services through Annexation to the Kent RFA

Using Taxes and Fire Benefit Charges
For
Sustainable Fire Services in Tukwila
Part 2



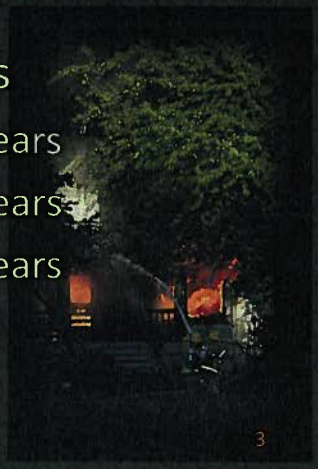
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For
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Part 2



RFA Capital Commitment

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  - Station 52 open by 2023
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  - Capital equipment replacement cycles
    - 20 years heavy duty — Tukwila 15 years
    - 7 years medium duty — Tukwila 10 years
    - 10 years light duty — Tukwila 10 years
    - Other equipment per requirements



RFA Capital Commitment

- Summary RFA commitment (cont.)
  - Operational and most capital funding
  - Additional Aid Car and Engine to maintain reliability
  - Additional staffing for:
    - Distribution 53 as required
    - Additional units as required



Tukwila Capital Assistance to RFA

- Assistance needed from Tukwila
  - Continue to fund life cycle replacements 2016
    - $565,000 or in kind purchases – SCBA?
  - Continue to fund life cycle replacements 2017
    - $565,000 or in-kind purchases – PPE?
  - Cost to support cash flow for Stations
    - Interest and fees of $10 million - 12 yr. Bond
    - Estimated at $2,453,540
  - Total cash or in-kind = $3,583,540



Tukwila Capital Assistance to RFA

- Assistance needed from Tukwila
  - Assurance of fire impact fees:
    - Tukwila & RFA ILA for Impact Fees
      - Current Planned Environment through 2035
        - » 10 million plus square feet commercial space
        - » 3,000 plus Residential housing units
      - Tukwila assures impact fee of $7.039 million:
        - » 80% of expected commercial space
          - $4.75 Tukwila South Mitigation
        - » 55% of expected new housing units



Tukwila Capital Assistance to RFA

- Summary - Tukwila commitment
  - $3.58 million cash or in-kind
  - Financial assurances
    - $2.29 million fire impact fees ($7.039 - $4.75 contract)
      - ILA with RFA for fire impact fee pass-through
      - 80% of Tukwila South total build out
      - 53% of housing build-out



Capital Expenses

Table 1 Total Capital Expenses

Expense Description	Expense Use	Expense Amount
Fire Station Construction / Remodeling	Stations 51, 52, 53, 54	$25,828,452
Life Cycle Replacements	Vehicles and Equipment	$12,332,250
Asset Preservation	Roofing, siding, HVAC etc. for Stations	$567,000
Added Response Capacity	Additional Aid Car and Engine	$1,150,000
Interim Funding - $10 mill bond costs	Interest and origination fees	$2,453,540
Capital Reserve of 9.4% of expenses	KFDRFA Capital Contingency	$4,942,496
	Total Tukwila Area Capital Expenses	**$47,273,379**

Capital Revenue

Table 2 Capital Revenue and Sources for Plan

Revenue Source	Revenue Type	Revenue Use	Revenue Amount
Tukwila Taxpayers	Taxes & fees	All capital needs	$36,330,946
KFDRFA Taxpayers	Taxes & fees	New fire station 51	$319,613
Tukwila Developers	Impact fees	Fire stations, Aid Car, Engine	$7,039,640
City of Tukwila	Cash or in-kind purchases	Life cycle in 2016 & 2017	$1,130,000
City of Tukwila	Cash or in-kind property	Payment of bond interest	$2,453,540
		Total Revenue	**$47,273,379**
		Total Expenses from Table 1	*-$47,273,379*
		Unfunded Balance	$0.00

The Process

- Summary
  - Cost of sustaining servi compared to current year "2015" costs
    - Tukwila estim ainability at a cost of $2.68 per thousand sed value
      - ne for capital
      - ted at $0.47 per thousand or $3.15 total
    - KFA estimates sustainability at a cost of $2.78
      - Capital timeline established

SEE UPDATED SLIDE





Fire Benefit System

FBC Designed for Tukwila's Unique Service Area



Kent Fire Authority
Fire Benefit Charge Funding System

SPECIFIED IN RCW 52.26.240
TAX LEVY + FIRE BENEFIT CHARGE

$1.00 Tax Levy + FBC Assessment (Size, Use & Risk) = Total Annual Fire Assessments

Tukwila FBC begins at 58% of ops budget in 2017
Declines through 2035



Tukwila Service Area FBC

Kent Regional Fire Authority - Tukwila Service Area Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

Total square footage of structure(s)

Category Factors:	400 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 3,999	4,000 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - 399,999	400,000 - 499,000	500,000 - 599,999	600,000 - 699,000	700,000 - 999,999	1,000,000 - and >
Residential	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70												
Mobile Homes	0.70	0.70	0.70	0.70	0.70	0.70															
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25	14.25	14.25	14.25	14.25	14.25
Commercial	1.10	1.10	1.10	1.10	1.30	1.30	1.30	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.35	3.50	3.75	4.00	4.15	4.25
Fire Flow Factor:*	0.4923064*																				
Response Factor:**																					
Residential	1.00	1.10	1.35	1.65	1.65	2.25	2.25	2.25	2.25												
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00	1.00														
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
Commercial	1.18	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.10	4.10	4.10	4.10	4.30	4.30	4.40	4.50	4.50	4.50	4.50
Risk/Regional Usage Factor:***																					
Light Hazard/Regional	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 1	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Ordinary Hazard/Regional - 2	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Extra Hazard/Regional - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard/Regional - 2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																					
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire flow factor is estimated until final tax and property data is certified by the King County Assessor



FBC System by Property Classification

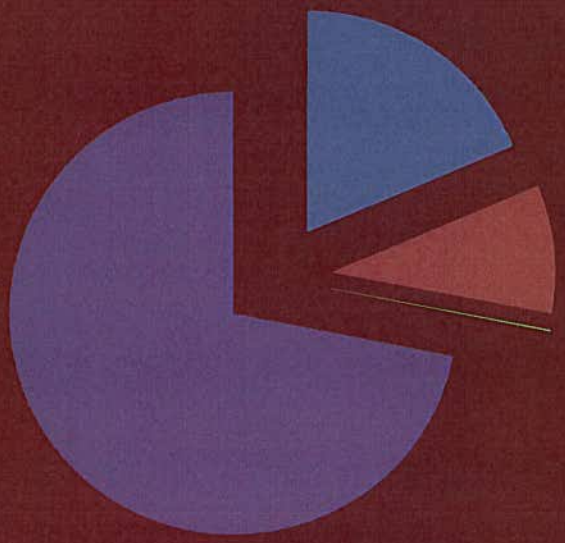




Preliminary FBC Development

Operations and Capital Funding

RFA Distribution of Fire Fees (Tax + FBC) by Property Classification in Tukwila

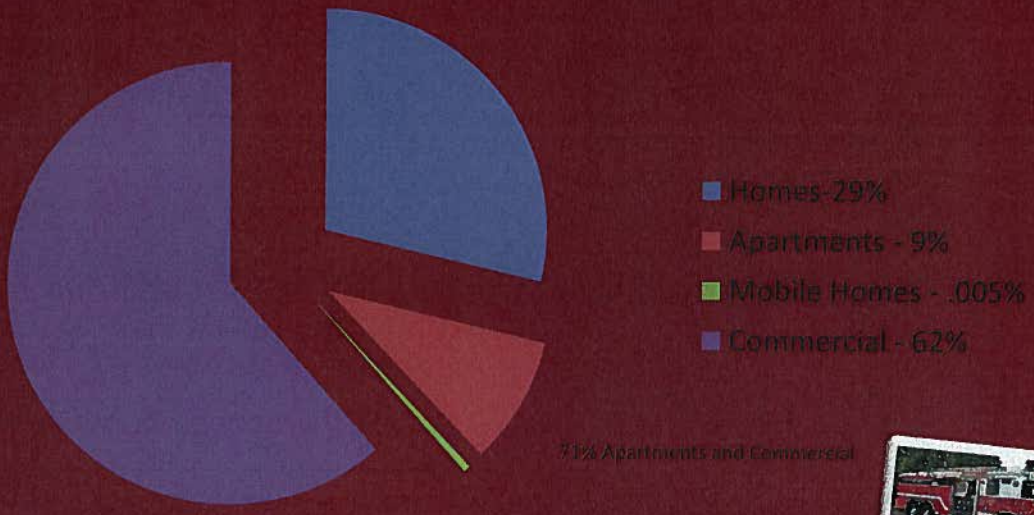




Preliminary FBC Development

Operations and Capital Funding

Distribution of tax based funding at $2.68 (Tukwila estimated cost) by Property Classification in Tukwila

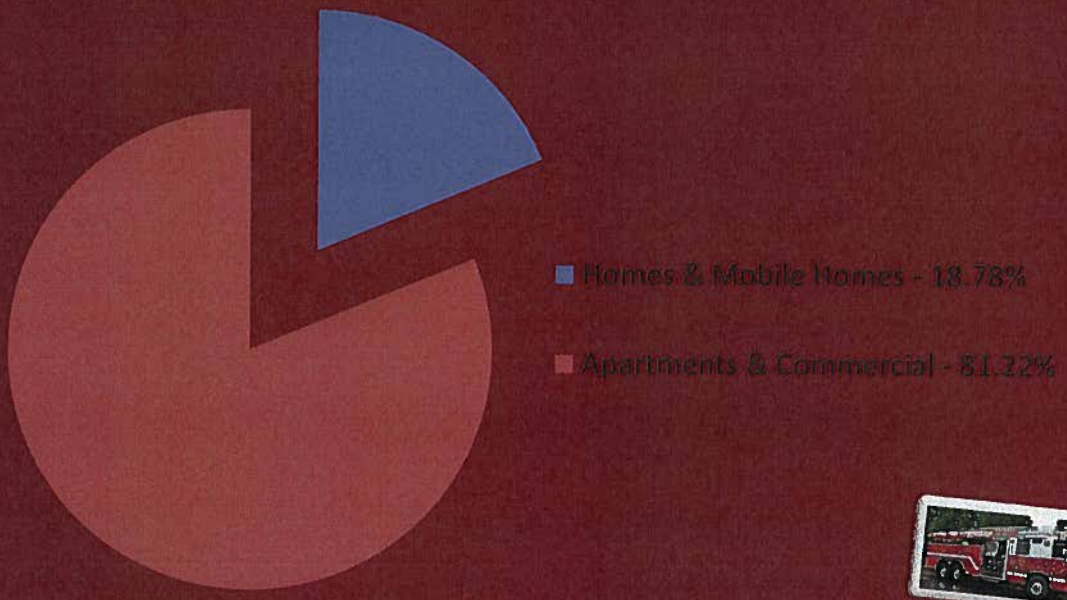




Preliminary FBC Development

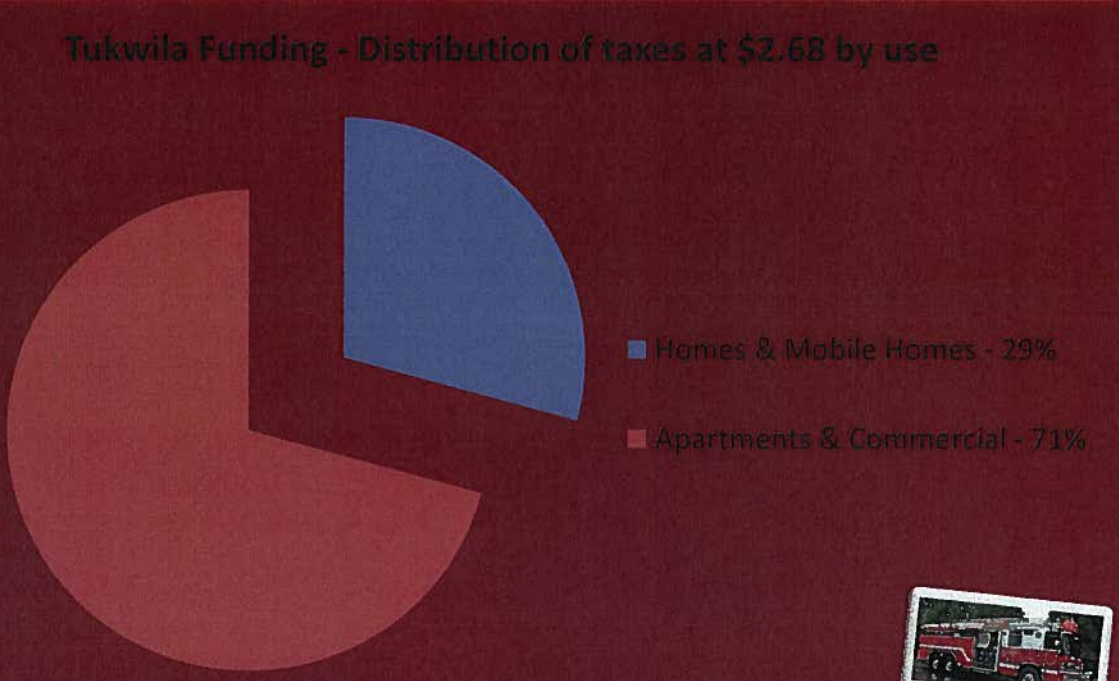
Operations and Capital Funding

RFA Funding - Total Fire Fees (Tax + FBC) by use



Preliminary FBC Development

Operations and Capital Funding



Preliminary FBC Development

Residential Comparisons

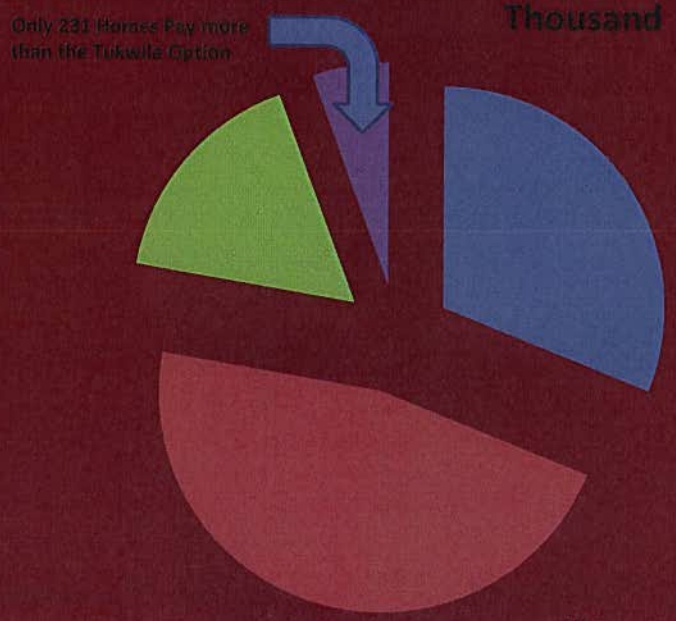
Max Size in Class	Units in Class	Percent of Total	Total Houses in Class	Avg. Size in Class	Avg Value	Avg Tax	Avg FBC	Total Fire Fee	Equiv Levy	Tukwila Capitalized Equivilant Levy	Change
1799	1,922	46.66%	1,922	1,144	$133,194	$133.19	$201.12	$334.31	$2.51	$2.68	($0.17)
2699	1,282	31.12%	1,282	2,250	$216,460	$216.46	$316.60	$533.06	$2.46	$2.68	($0.22)
3599	684	16.61%	684	3,048	$270,712	$270.71	$449.52	$720.23	$2.66	$2.68	($0.02)
4999	196	4.76%	196	4,050	$348,874	$348.87	$641.06	$989.93	$2.84	$2.68	$0.16
None	35	0.85%	35	5,964	$534,551	$535.55	$1,074.61	$1,609.16	$3.01	$2.68	$0.33
	4,119	100.00%									



Preliminary FBC Development

Residential Comparisons

Home Costs Compared to Tukwila Option of $2.68 Per Thousand



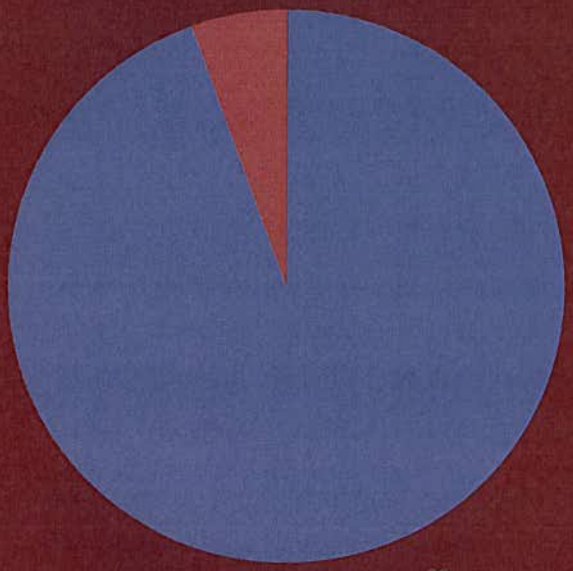


19

Preliminary FBC Development

Residential Comparisons

Percentage of Homes Paying More or Less than Tukwila Capital Option of $2.68





20

Preliminary FBC Development

Apartment Comparisons

Max Size in Class	Parcels in Class	Percent of Total Units	Total Units	Avg. Size in Class	Avg Value	Avg Tax	Avg FBC	Total Fire Fee	Equiv Levy	Tukwila Capitalized Equivilant Levy	Change
14,999	66	15.79%	497	778	$78,794	$78.79	$220.25	$299.04	$3.79	$2.68	$1.11
49,999	30	34.86%	1,097	835	$78,641	$78.64	$216.36	$295.00	$3.75	$2.68	$1.07
139,999	14	36.70%	1,155	887	$89,931	$89.93	$304.52	$394.45	$4.38	$2.68	$1.70
199,999	2	12.65%	398	806	$80,695	$80.69	$245.35	$326.04	$4.04	$2.68	$1.36
	112	100.00%	3,147								

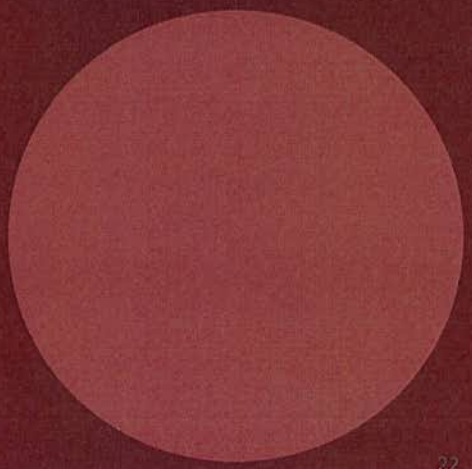
All Apartments will pay more than $2.68 equivalent levy
Revenue at $2.68 = $700,601
Revenue with FBC system = $1,057,617 - +50%



Preliminary FBC Development

Apartment Comparisons

Percentage of Apartments Paying More or Less than Tukwila Capital Option of $2.68





Preliminary FBC Development

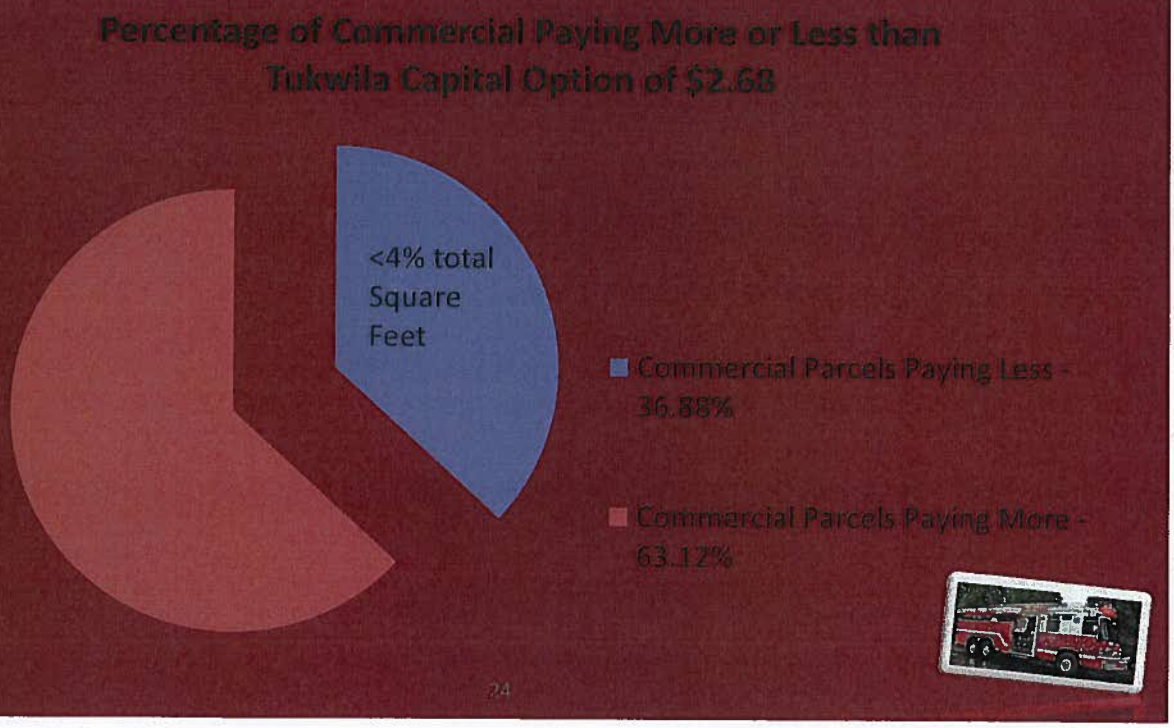
Commercial Comparisons

Max Size in Class	Parcels in Class	Percent of Total Parcels	Avg. Size in Class	Percent of Total Square Footage by Class	AVG Value	AVG Tax	AVG FBC	Total Fire Fee	Equal Levy	Tukwila Capitalized Equivalent Levy	Change
3999	106	19.45%	2,289	0.91%	$832,136	$832	$614	$1,446	$1.74	$2.68	($0.94)
9999	95	17.43%	7,109	2.52%	$1,143,398	$1,143	$1,548	$2,691	$2.35	$2.68	($0.33)
29999	127	23.30%	18,611	8.83%	$2,093,104	$2,039	$3,615	$5,708	$2.73	$2.68	$0.05
99999	145	26.61%	57,789	31.31%	$6,107,586	$6,108	$11,760	$17,638	$2.89	$2.68	$0.21
199999	49	8.99%	133,014	24.35%	$11,506,163	$11,506	$24,690	$36,197	$3.15	$2.68	$0.47
999999	23	4.22%	373,296	32.08%	$30,520,187	$30,520	$74,429	$102,949	$3.37	$2.68	$0.69
	545	100.00%									



Preliminary FBC Development

Commercial Comparisons



Specific Commercial

- Large Retailer Properties
  - Tukwila Without RFA
    - $2.89 million value @ $2.68 = $775,515.08
    - $2.89 million value @ $0.47 = $136,004.51
    - Total = $911,519.60
  - With RFA Approval - $24.7 mil = vacant land
    - $2.89 million value @ $1.00 = $289,371.30
    - Fire Benefit Charge = $346,051.98
    - Total = $635,423.28



Specific Commercial

- Multiple Warehouse Owner – 64 Properties
  - Tukwila Without RFA
    - $2.89 million value @ $2.68 = $494,076.22
    - $2.89 million value @ $0.47 = $ 86,647.70
    - Total = $580,723.92
  - With RFA Approval – $64 mil AV = vacant land
    - $2.89 million value @ $1.00 = $184,356.80
    - Fire Benefit Charge = $331,178.72
    - Total = $515,535.52





Questions



The Process

UPDATED SLIDE 9.

- Summary
  - Cost of sustaining services compared to current year "2015" costs
    - Tukwila estimates sustainability at a cost of ~~$2.68~~ $2.72 per thousand of assessed value
      - Open timeline for capital
      - ~~Estimated at $0.47 per thousand or $3.15 total~~
    - RFA estimates sustainability at a cost of $2.78
      - Capital timeline established



KFDRFA CAPITAL PLAN FOR TUKWILA

POST ANNEXATION

Capital Consolidation Direction – 2016 through 2035 Post Annexation

The KFDRFA Plan addresses the current need for capital facilities and equipment that will be required to sustain fire services and replace fire stations identified for improvements by a study completed for Tukwila in 2008. The study recognized the structural vulnerabilities to earthquakes and substandard conditions resulting from the age of fire stations. The following capital commitment on behalf of the KFDRFA allows for immediate capital replacement needs, while not placing the KFDRFA in a fiscal cliff position. Fire Station's 51 and 52 to be re-located and / or re-built by 2022, Stations 54 relocated by 2030, followed by Station 53 in 2033.

Capital Expenses

Table 1 Total Capital Expenses

Expense Description	Expense Use	Expense Amount
Fire Station Construction / Remodeling	Stations 51, 52, 53, 54	$25,828,452
Life Cycle Replacements	Vehicles and Equipment	$12,332,250
Asset Preservation	Roofing, siding, HVAC etc. for Stations	$567,000
Added Response Capacity	Additional Aid Car and Engine	$1,150,000
Interim Funding - $10 mill bond costs	Interest and origination fees	$2,453,540
Capital Reserve of 9.4% of expenses	KFDRFA Capital Contingency	$4,942,496
	Total Tukwila Area Capital Expenses	$47,273,379

Capital Revenue

Table 2 Capital Revenue and Sources for Plan

Revenue Source	Revenue Type	Revenue Use	Revenue Amount
Tukwila Taxpayers	Taxes & fees	All capital needs	$36,330,946
KFDRFA Taxpayers	Taxes & fees	New fire station 51	$319,613
Tukwila Developers	Impact fees	Fire stations, Aid Car, Engine	$7,039,640
City of Tukwila	Cash or in-kind purchases	Life cycle in 2016 & 2017	$1,130,000
City of Tukwila	Cash or in-kind property	Payment of bond interest	$2,453,540
		Total Revenue	$47,273,379
		Total Expenses from Table 1	*-$47,273,379*
		Unfunded Balance	$0.00

Kent Regional Fire Authority - Tukwila Service Area Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

Total square footage of structure(s)

Category Factors:	400 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 3,999	4,000 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - 399,999	400,000 - 499,000	500,000 - 599,999	600,000 - 699,000	700,000 - 999,999	1,000,000 - and >
Residential	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70												
Mobile Homes	0.70	0.70	0.70	0.70	0.70	0.70															
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25	14.25	14.25	14.25	14.25	14.25
Commercial	1.10	1.10	1.10	1.10	1.30	1.30	1.30	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.35	3.50	3.75	4.00	4.15	4.25
Fire Flow Factor:*	0.4923064*																				
Response Factor:**																					
Residential	1.00	1.10	1.35	1.65	1.65	2.25	2.25	2.25	2.25												
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00	1.00														
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
Commercial	1.18	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.10	4.10	4.10	4.10	4.30	4.30	4.40	4.50	4.50	4.50	4.50
Risk/Regional Usage Factor:***																					
Light Hazard/Regional	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard/Regional - 1	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Ordinary Hazard/Regional - 2	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Extra Hazard/Regional - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard/Regional -2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																					
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow

*** Risk factors apply to commercial property, are made up of two types, one defined by the National Fire Protection Association and deal with fire hazards and hazardous materials and the other is based upon the higher risk of regional populations attracted to Tukwila businesses and their regional retail shopping, and food serivces that place a higher than normal burden on fire response resources.

EMERGENCY MANAGEMENT OVERVIEW

CURRENT STAFFING:

Chris Flores: Director of Emergency Management
Marty Grisham: Emergency Manager
Raejean Kreel: Emergency Management Specialist

BRIEF HISTORY OF EMERGENCY MANAGEMENT IN TUKWILA

- 1980's: Was assigned to the Fire Department,
- Aprox Mid 90's: To Public Works
- 2009: Assigned to Fire Department

DIRECTOR OF EMERGENCY MANAGEMENT

- RCW 38.52.070 ("Local Organizations...establishment...")
  - **Authorizes and directs all political subdivisions to establish a local organization for emergency management.**
  - **Local organization "...shall have a director..."**
  - **Usually assigned by jurisdictions Executive (Mayor for us)**
  - **Director can be from any department in the city**
  - **"Shall have direct responsibility for the organization, administration and operation..."**
  - **"Subject to the direction and control of executive officer..."**
  - **Powers and duties outlined in TMC 2.57 "Emergency Management".**

EMERGENCY MANAGER

- Assigned by the "Director"
- Position defined and outlined in TMC 2.57
  - "Full time position
  - Reports to the "Director"
  - Responsibilities listed in the TMC

EMERGENCY MANAGEMENT SPECIALIST

- REPORTS TO EMERGENCY MANAGER
- DUTIES AND ASSIGNMENTS as defined in the job "Classification Description"
- TITLE CHANGE IN JULY 2014 FROM "Public Educator/CERT Coordinator"

2015 BUDGET

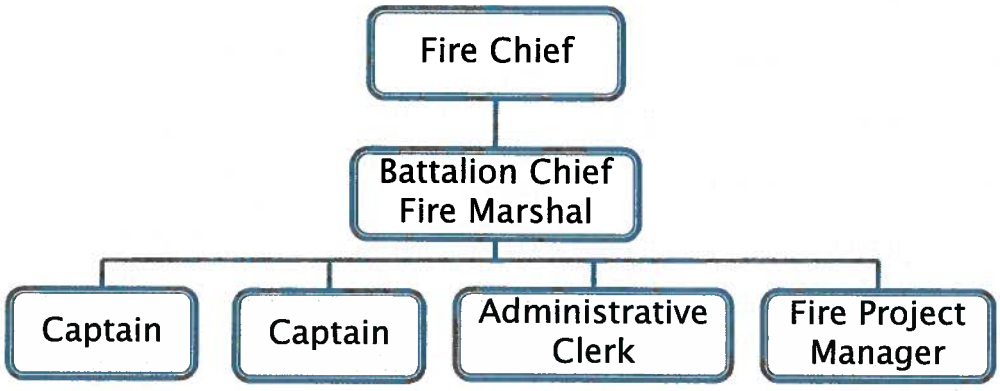
- **GENERAL LEDGER BUDGET:**
  - $315,110
- **GRANTS:**
  - EMPG:
    - $58,100
- **MANAGE EMERGENCY RADIO BUDGET**
  - $60,000 / YR

QUESTIONS

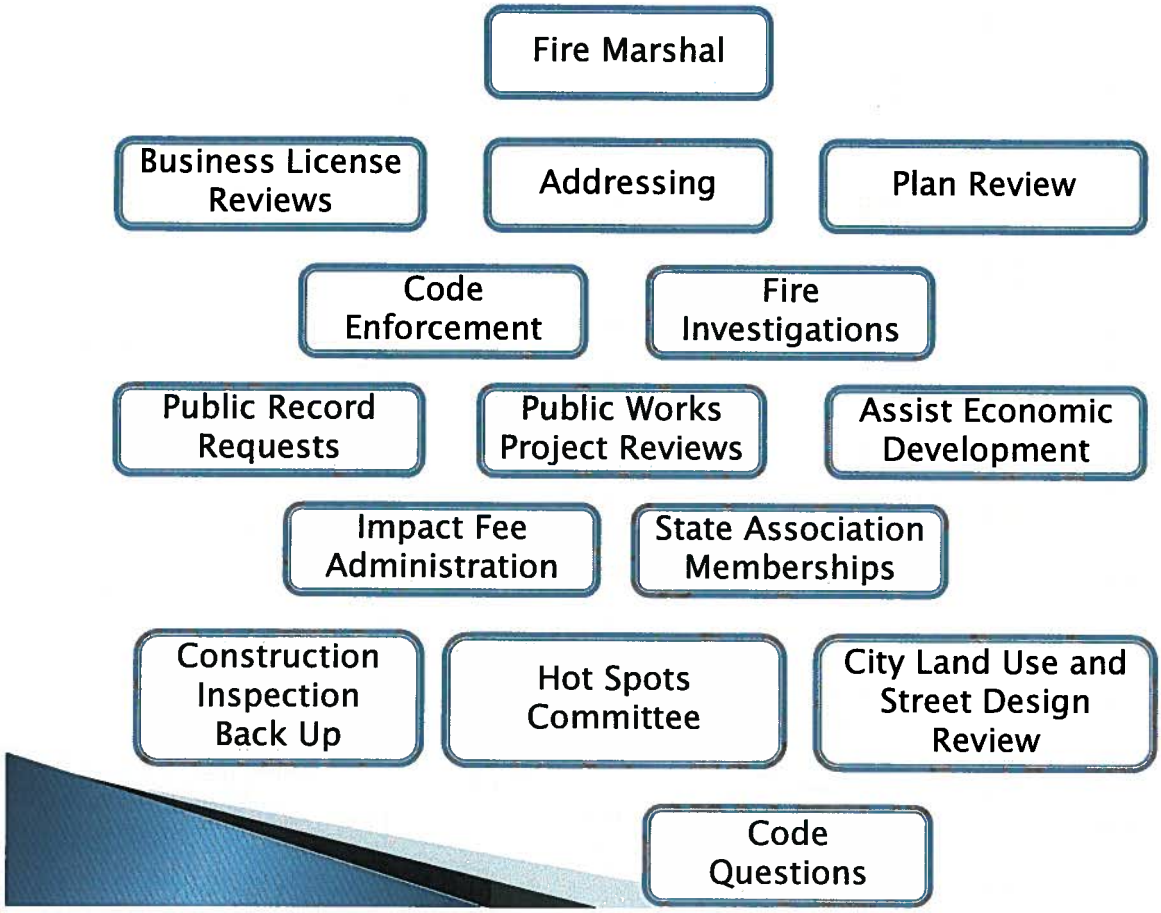


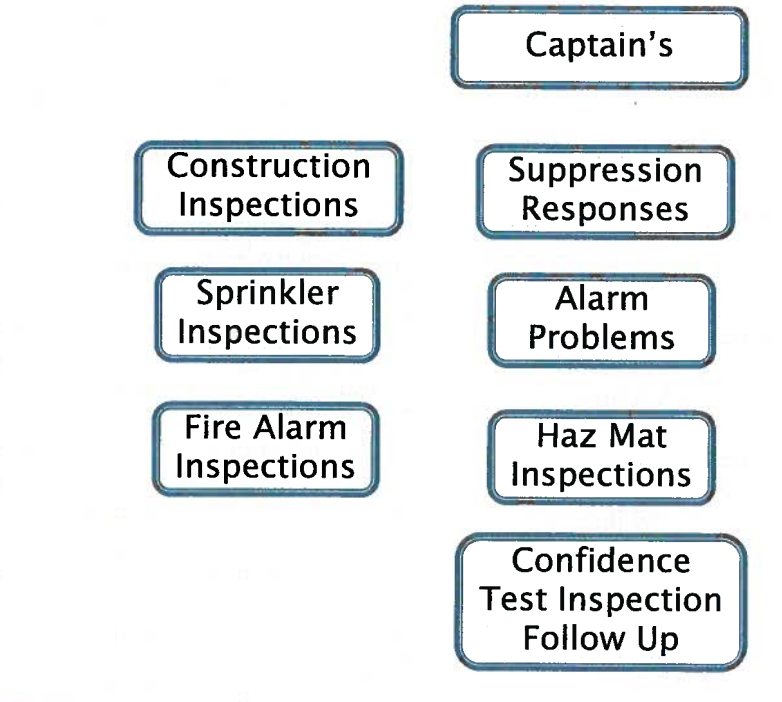
Tukwila Fire Marshal's Office








Fire Marshal
Business License Reviews
Addressing
Plan Review
Code Enforcement
Fire Investigations
Public Record Requests
Public Works Project Reviews
Assist Economic Development
Impact Fee Administration
State Association Memberships
Construction Inspection Back Up
Hot Spots Committee
City Land Use and Street Design Review
Code Questions


Captain's
Construction Inspections
Suppression Responses
Fire Investigation's
Sprinkler Inspections
Alarm Problems
Public Education
Fire Alarm Inspections
Haz Mat Inspections
B Inspections
Confidence Test Inspection Follow Up

Fire Project Manager

Building Plan Review

Fire Sprinkler Plan Review

Fire Alarm Plan Review

Mechanical Plan Review

Tank Installation Plan Review

Operational Fire Permit Reviews

Major Project Oversight

Public Works Plan Review

Temporary Tent Permit Reviews

Tank Removal Permit Reviews

Code Questions

Administrative Clerk

Backup Phone Receptionist for Station 51

Inspection Letters

Business File Management

Public Record Requests

Fire Construction Plan Management

Fire Permit Collections

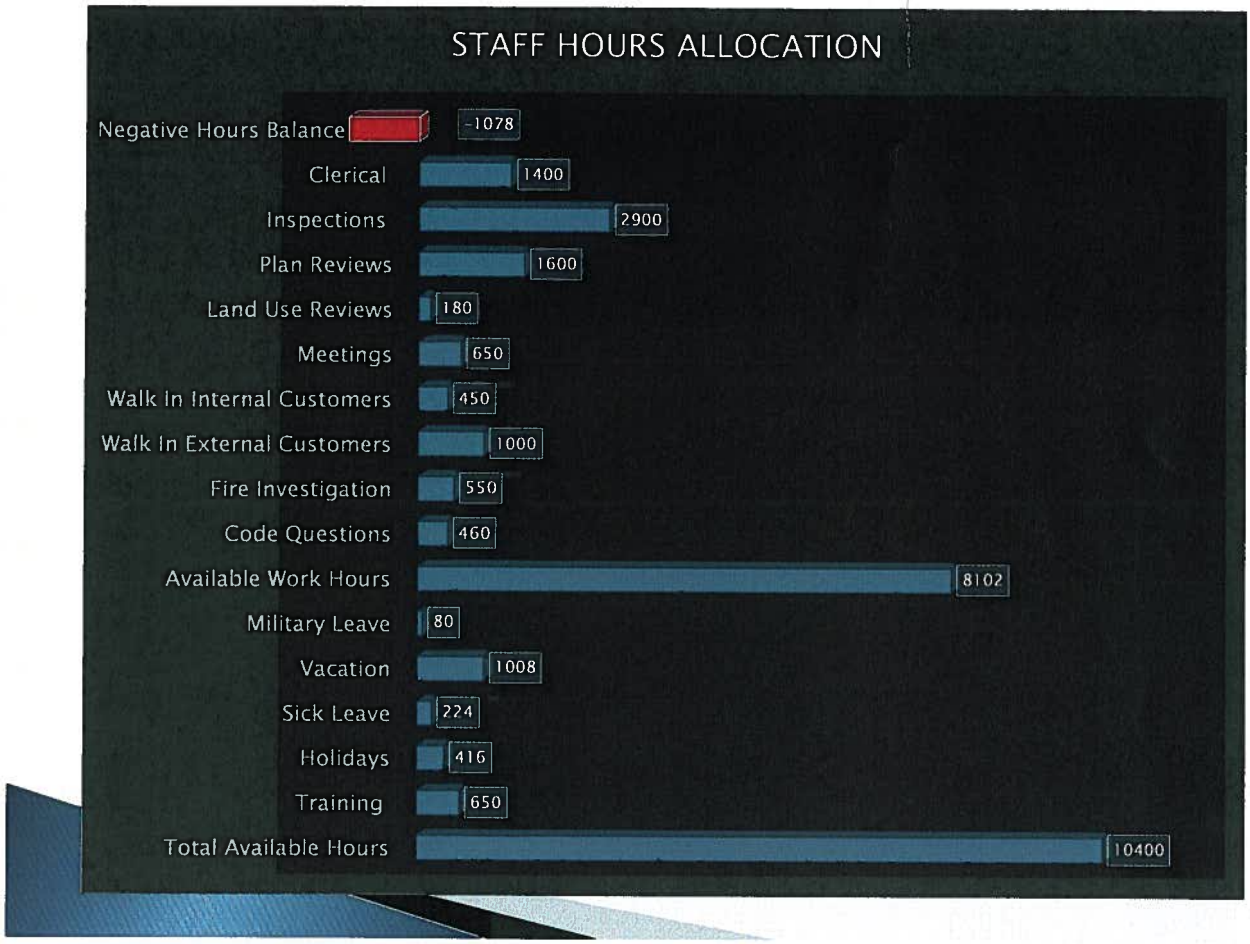
Finance Department Account Tracking

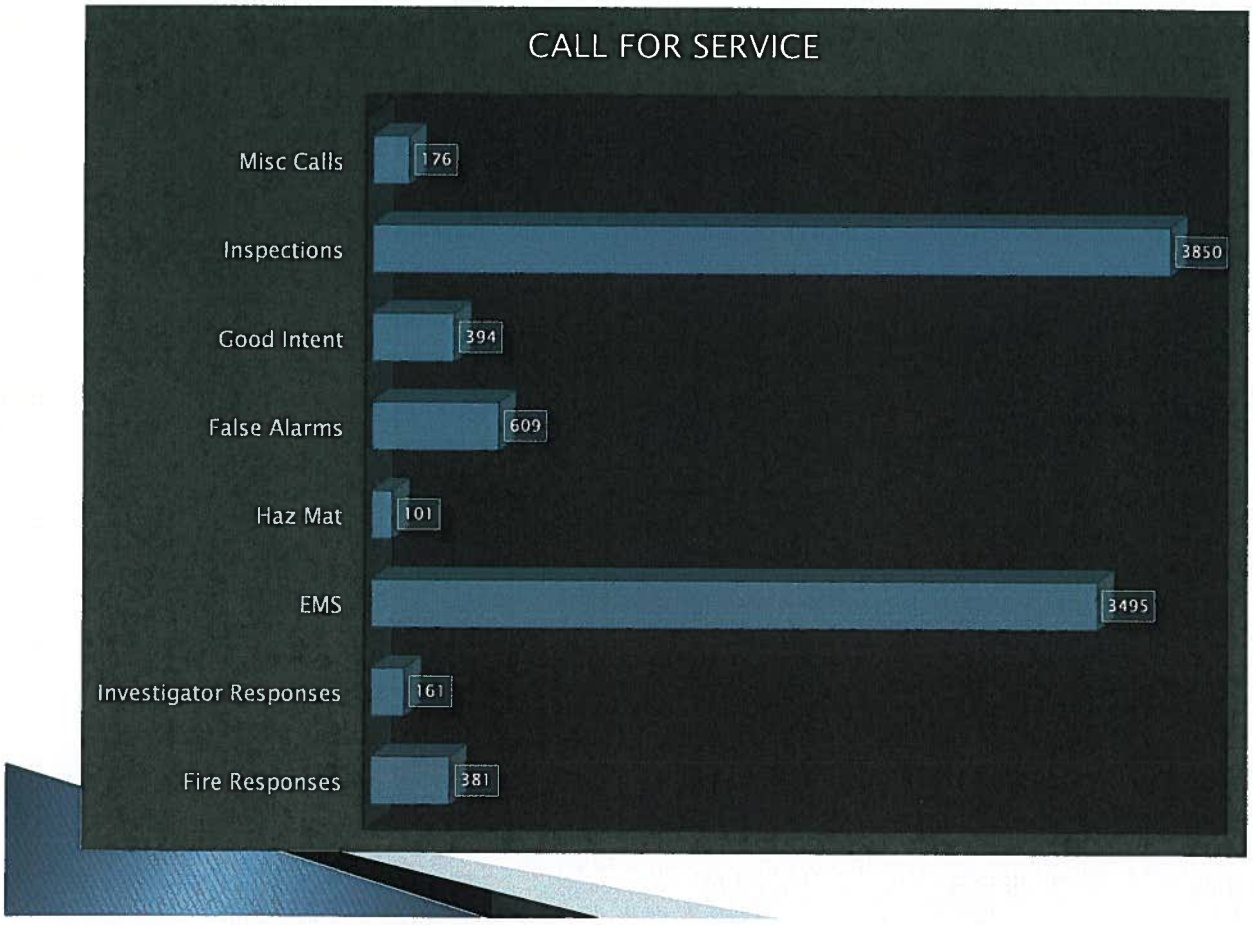
Inspection Request Intake

Business License Verification

Division Forms Manager

Does it All!


STAFF HOURS ALLOCATION
Negative Hours Balance
-1078
Clerical
1400
Inspections
2900
Plan Reviews
1600
Land Use Reviews
180
Meetings
650
Walk In Internal Customers
450
Walk In External Customers
1000
Fire Investigation
550
Code Questions
460
Available Work Hours
8102
Military Leave
80
Vacation
1008
Sick Leave
224
Holidays
416
Training
650
Total Available Hours
10400


CALL FOR SERVICE
Misc Calls
176
Inspections
3850
Good Intent
394
False Alarms
609
Haz Mat
101
EMS
3495
Investigator Responses
161
Fire Responses
381

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Fire Prevention						
Business License Review - review every new application - check every renewal - visit every business that has flammable or hazardous materials	✓	✓ No review, inspection only for new and relocated businesses.	Dependant on City Procedure/Process. No State or Federal Mandate.	309 (new) 2,160 (renew)	Finance	Fire Project Coordinator
18 -24 Mo. Business Inspections - Administrative support transmittal/filing of checklist/follow-up ltrs. - Initial inspections conducted by Engine Co. - Follow-up on inspections for violations by Fire Prevention	✓	N/A	Dependant on City Procedure/Process. No State or Federal Mandate.	4,000		
Monthly Nightlife Safety Inspections of places-of-assembly		✓ Case by Case basis	State adoption and amendment of the 2012 Building Code Edition of the Internatioanl Fire Code (RCW 19.27; WAC 51-54A.) Local adoption of the International Fire Code 105.6. City Procedure/Process.			
Bldg./ Mechanical/and Public Works Permit Applications - review and approve plans - inspect and approve construction	✓	✓	Local adoption of the International Fire Code 105.7. Washington Administrative Code (WAC) 51-54A.	1,000 applications 650 inspections	DCD, Public Works	Fire Project Coordinator
Operational Applications/Permits (34 types) - ie. Underground Tank Installation and Removal	✓	✓	WAC 51-54A. Local adoption of the International Fire Code Section 105.6. City benefit for WSRB Rating.	789		Fire Project Coordinator; Admin. Support Tech.

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Fire Protection Applications/Permits - Sprinkler Systems - Fire Alarm - Hood	✓	✓	Local adoption of the International Fire Code Section 105.7.			Fire Project Coordinator; Admin. Support Tech.
Fire Protection System Administrator - notify businesses of fire watch req't - maintain sprinkler and fire alarm test reports		✓	Local adoption of the International Fire Code Section 906.1. Department Program.			
Code Compliance - investigate complaints and enforce - public information/questions		✓	Local adoption of the International Fire Code. Department Program.	24 2 x day		Fire Project Coordinator
Street and Bldg. Numbering - Addressing assignment, changes and maintenance		✓	WAC 51-54A. Local adoption of the International Fire Code Section 505. Local City Ordinance. Department Program.		Public Works, DCD, City Clerk	Fire Marshall
Tukwila Municipal Code (TMC) Maintenance 16: Buildings and Construction (FIRE)		✓	WAC 51-54A. Local adoption of the International Fire Code. Department Program.	3 year cycle for Fire Code	City Clerk, Public Works, DCD	Fire Marshall and Fire Project Coordinator
"Hot Spots" Coordination	✓		City Program	once month communication mtg.	Police, Mayor, Human Services, Parks& Rec., Planning, Code Enforcement, Public Works	Fire Marshall

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Special Event Application and Inspection		✓	If not permit related, dependant on City Procedure/Process. No State or Federal Mandate. OR If permit related, local amendment of the International Fire Code.			
Fire Investigation and arson prosecution - includes explosion or explosive devices	✓	✓	Local adoption of the International Fire Code. Department Program. Adopted Criminal Code.	on-call 24/7	Police	Fire Marshall and Fire Inspectors
Explosion or Explosive Device Investigation	✓	✓	Department Program in Partnership with Kent Police. No State or Federal Mandate.			
Arson Tip line		✓	Department Program. No State or Federal Mandate.			

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Emergency Operations						
Community Emergency Response Team (CERT) Training	✓	✓	None	2 x year + 1x year in high school (25 hour course)	Fire & Police	Emergency Management Specialist
Training & Exercises: Employee education, city wide training & Exercises, Emergency Operations Training, Disaster Preparedness training, regional participation in training/exercises	YES	YES	none	Opportunistic	All Depts.	Em Manager & Emergency Management Specialist
Actual Event Activation and Support	YES		none	As needed	All Depts.	Em Manager & Emergency Management Specialist
EOC & Department Operation Centers (DOCs) equipment supply inventory and support	YES		None	Annual Review	All Depts.	Em Manager & Emergency Management Specialist
Ongoing Upkeep and Maintenance of the City Alert & Warning System	YES		None	Ongoing	All Depts.	Em Manager & Emergency Management Specialist
Tukwila School District Emergency Planning Support	✓		None	Usually Monthly Meetings. Periodic Drills with schools.	Fire & Police	Em Manager & Emergency Management Specialist
Tukwila School District Fire Safety Outreach; Fire Station Tours, special events, classroom visits	YES		None	Regularly, as requested	Fire & Police	Emergency Management Specialist
Comprehensive Emergency Management Plan (CEMP)	✓	✓	Emergency Management Chapter (RCW 38.52)	CEMP every 5 years	All Depts.	Emergency Manager

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Other EM Plans: Hazard Mitigation Plan, Hazard Threat and Hazard Identification & Risk Assessment (THIRA) Recovery Plan, Debris Management Plan, Communicaitons Plan	✓	✓	NONE	Annual Review	All Depts.	Emergency Manager
National Incident Management Systems (NIMS) - Local Compliance tracking	✓		Req'd in order to qualify for federal grant funding (A FEMA program)	On Going/As Needed	All Depts.	Emergency Management Specialist
Local Emergency Planning Committee (LEPC)		Yes	Superfund Amendments and Reauthorization Act - (SARA) Title III			Kent is their own LEPC, Tukwila is under the King County LEPC.
Community Right-to-Know List (Hazardous Materials)	✓	yes	SARA Title III	Annual Review		Fire Marshal
Radio Communication Purchase and Network& Equipment Maintenace	✓		NONE	Annual Review	Public Works; Fire; Police	Emergency Manager
Fire safety education - commercial and residential fire safety classes, fire extinguisher classes	No fee	✓	Department Program. No State or Federal Mandate.	approx. 1 per mo.		Public Ed./CERT Trainer
Special Events support -Touch a Truck -Fourth at the Fort -Kids Safety Day at Museum of Flight -Kids Festival at Cascade View Park -Teen Summer Kick-off Festival at Foster -Night out against Crime -Visits to Classrooms and Tours of Stations	✓	✓	Dependant on City Procedure/Process. No State or Federal Mandate.		Parks & Rec. Tukwila School District	Public Ed./CERT Trainer & or Operations

Fire Prevention and Emergency Operations Funtions

Service	Tukwila	Kent	Statutory Authorization Green - Mandates Red - Non-mandated	Tukwila Annual Number/ Frequency	Affected Depts.	Position
Other						
outdoor burn complaints 911 - Fire Operations	✓	✓	Local adoption of the International Fire Code Section 105.6.30. WAC 173-425.			
Fireworks complaints 911 - Police Patrol	✓	✓	WAC 51-54A. Local adoption of the International Fire Code. Department Program.			
CPR/First Aid Public Training to City Employees by Fire Operations	✓	Fee: $30-$50	Department Program. No State or Federal Mandate.	1 day class 3 times yr.	All Depts.	
Bike Helmet Program	✓	✓	Kent Department Program. No State or Federal Mandate.	1 x year		Tukwila Local Fire Union
Free Blood Pressure Checks Fire Operations at all stations	✓	✓	Department Program. No State or Federal Mandate.			
Car Seat Education and Inspection		✓	Department Program. No State or Federal Mandate.			
Youth Fire Starter Counseling Program - Kent Fire Stoppers Program		✓	Department Program. No State or Federal Mandate.			
Fire Explorers - Tukwila Post 51	✓					
Crisis Intervention coordinator		✓				
FD CARES		✓				

City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188 Jim Haggerton, Mayor

MEMORANDUM

TO: 2015 Fire Service Steering Committee

FROM: Moira Bradshaw, Project Manager

DATE: April 13, 2015

SUBJECT: History of Investigations into Fire Service Change

Fire Services Review

In 2010, the City of Tukwila began exploring alternative structures for the provision of fire supression and emergency services. Many Washington State communities have pursued consolidation as a more cost-effective way to deliver these services. This has been accomplished primarily through fire district annexations, interlocal agreements, and through formation of or annexation to Regional Fire Authorities (RFAs). Consolidation can result in lowered costs due to economies of scale obtained by reducing the duplication of facilities, equipment and other operational expenses. Additionally, a dedicated funding source associated with an RFA has the potential to free up revenue capacity for member jurisdictions without detriment to existing levels of service. In June of 2010, the City Council formally authorized the exploration of alternatives for the provision of fire and life safety services in Tukwila.

Fire Exploratory Committee (July-November 2010): The FE Committee was tasked with the research and analysis of three specific options: 1) Creation of a new RFA; 2) Joining the Kent RFA; 3) Remaining a Municipal Department. After 13 meetings held between July and November, the Committee reached a unanimous recommendation that the City Council approve the creation of a joint committee with representation from the City of Tukwila and from the Kent RFA to explore consolidation between the two entities. The Committee did not feel the City was ready to obligate itself through a contractual agreement or promise of future partnership, but did feel that further research and deeper insight into the RFA formation process was needed.

Joint Fire Exploratory Committee (January 2011 – June 2012) This Committee met three times to explore the feasibility of consolidation between the City of Tukwila and the Kent RFA. In October 2011, the JFE Committee was suspended to allow the City of Tukwila to respond to significant organizational staffing changes. In June of 2012 the JFE Committee was officially ended, without issuing a recommendation, due to the Kent RFA's discussions with the City of SeaTac with regard to contracting all of SeaTac's fire services. Kent RFA did not have the staffing capacity to undertake both processes simultaneously. The JFE Committee recognized the benefits in consolidation of fire service, and indicated a desire to resume the exploratory process once Kent RFA and SeaTac's deliberations reached conclusion. Also of note in 2012 was the entrance of the City of Tukwila into the South King County Training Consortium

administered by the Kent RFA. This has proven to date to be a highly successful regional partnership.

2014 Fire Exploratory Committee: The process between the City of SeaTac and the Kent RFA has concluded, and as of January 1, 2014, SeaTac is contracting with Kent RFA for fire and life safety services. On November 12, 2013, Mayor Haggerton announced his intent to reconvene a Fire Exploratory Committee to consider three specific scenarios: 1) Maintain the status quo; 2) Provide services via a contract with a neighboring jurisdiction; 3) Create or join an RFA. While conducting its analysis, the Committee is asked to build upon past efforts as well as to respond to changes that have occurred since 2010.

In February, the City sent letters to the Kent RFA, King County Fire Protection District #2 (Burien and Normandy Park), and the City of Renton to gauge their respective interest in exploring options for consolidation at this time. All three responded affirmatively. This represents a change for both Fire District #2 and the City of Renton, as they had declined further exploration when approached with the same question in 2010. The 2014 Fire Exploratory Committee will build on past and current regional efforts to research, evaluate, and provide recommendations regarding options for providing fire and life safety services in Tukwila. The Committee will focus on three scenarios during this review:

1) **Status Quo:** Maintain the City of Tukwila Fire Department

2) **Regional Partnership(s):** Provide services via contract or similar agreement with a neighboring jurisdiction

3) **Regional Fire Authority:** Create or join a Regional Fire Authority (RFA), a special purpose district established by voter approval.

Recommendation: This Committee unanimously concluded in September 2014 with a recommendation to the City Council that annexation to the Kent Regional Fire Authority be explored. The Committee believes that it is highly likely that long term sustainability of high quality fire service in the City of Tukwila would be improved by a consolidation effort, and furthermore, that the City of Tukwila should fully explore the feasibility of partnering with the Kent Regional Fire Authority to complete the work that was unfinished in 2010-2011. They also recognized that maintaining or increasing the service levels of a municipal fire department will remain an ongoing challenge within the taxing authority of the City, and did not find an argument against pursuing an alternative.

2014 Fire Exploratory Committee members

- **Verna Seal**, Councilmember
- **Kate Kruller**, Councilmember
- **David Cline**, City Administrator
- **Chris Flores**, Acting Fire Chief
- **Peggy McCarthy**, Finance Director
- **Vicky Carlsen,** Deputy Finance Director
- **Chuck Woolley**, Firefighter
- **Jim Evans**, Firefighter
- **Dawn Judkins,** Firefighter
- **Laurel Humphrey,** Council Analyst

TIMELINE

February 2010
Council Retreat discussion confirmed interest in exploring options for fire service in Tukwila

February 25, 2010
RFA threshold analysis by Finance Directors of Renton, SeaTac, Tukwila

June 14, 2010
Presentation to Council regarding Fire Service Options

June 21, 2010
Fire Exploratory Committee formed by Council vote

July – November 2010
Fire Exploratory Committee met 13 times to review three fire service options: 1) Create a new RFA with adjacent Cities; 2) Join the Kent Regional; 3) Remain as is

December 1, 2010
Fire Exploratory Committee issues final recommendation to create a committee with representatives from Tukwila and the Kent RFA to explore opportunities for consolidation

December 6, 2010
Joint Fire Exploratory Committee formed by Council vote

January – May 2011
Joint Fire Exploratory Committee met 3 times to review feasibility of consolidation

October 18, 2011
Meetings suspended due primarily to City staffing changes – City Administrator and Finance Director positions

June 2012
Joint Fire Exploratory Committee formally ended due to Kent RFA's discussions with the City of SeaTac regarding contracted service – not possible to participate in both processes

November 12, 2013
Mayor Haggerton declares intent to reconvene a Fire Exploratory Committee to review three options: 1) Maintain status quo; 2) Explore regional partnership; 3) Create or join an RFA

February 14, 2014
Letters sent to Kent RFA, KCFPD #2 (Burien, Normandy Park) and Renton to gauge interest in discussing partnerships, with all agreeing to meet.

April – September 2014
2014 Fire Exploratory Committee met 14 times to review and discuss options

September 15, 2014
Committee presents a recommendation to Council that the City explore partnering with Kent RFA in greater detail.

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City of Tukwila

MEMORANDUM

TO: Tukwila City Council
Jim Haggerton, Mayor

FROM: Fire Exploratory Committee

DATE: September 10, 2014

SUBJECT: 2014 Fire Exploratory Committee Recommendation

ISSUE

The cost of providing high quality fire service to the community is high, and secure and long term financial sustainability is a challenge within a city's authorized taxing structure. To maintain or improve existing levels of service as departmental costs increase, cities must either reallocate existing revenue or identify a new revenue source. Many communities regionally and nationally have pursued regional consolidation strategies as a cost-effective way to deliver high-quality fire and life-safety services. This has been accomplished primarily through fire district annexations, interlocal agreements and through formation of or annexation to Regional Fire Authorities (RFAs). Consolidation can result in lowered costs due to economies of scale obtained by reducing duplication of facilities, leadership, equipment and other expenses within close geographical areas. Statewide, there is typically robust community support for funding dedicated to fire and life safety services. In addition, the dedicated funding source associated with a fire district or an RFA has potential to free up revenue capacity for member jurisdictions without detriment to service levels. In June 2010, the City Council formally authorized the exploration of alternative structures for the provision of fire and life safety services in Tukwila.

BACKGROUND

Fire Exploratory Committee (July – November 2010): A Fire Exploratory Committee with members from the City Council, City Administration, and the Fire Department formed to research and analyze the options of creating an RFA, joining the Kent RFA, or remaining a municipal department. The 2010 FEC reached a unanimous recommendation to the City Council to approve the creation of a joint committee with representation from Tukwila and from the Kent RFA to further explore consolidation between the two.

Joint Fire Exploratory Committee (January 2011 – June 2012): Following three meetings, this Committee was suspended to allow the City of Tukwila to respond to significant organizational changes. In June 2012 the JFEC official terminated without recommendation due to the Kent RFA's discussions with the City of SeaTac regarding a service contract. Kent RFA did not have the staffing capacity to undertake both processes at once. The JFEC acknowledged a desire to resume the exploratory process once those deliberation reached conclusion. SeaTac's contract for services with the Kent RFA took effect on January 1, 2014.

2014 Fire Exploratory Committee (April – August 2014): In response to the City's Strategic Plan and with the previous commitment to revisit the fire service consolidation discussion, in late 2013 Mayor Haggerton requested the formation of a new Fire Exploratory Committee with representation from City Council, City Administration, and the Fire Department. In February 2014, the Mayor's Office sent letters to the Chiefs of the Kent RFA, King County Fire Protection District No. 2, and the City of Renton. All three responded that they would like to further discuss opportunities for partnership. The 2014 Fire Exploratory Committee commenced its meetings in April 2014.

2014 FIRE EXPLORATORY COMMITTEE

Scope

The 2014 Fire Exploratory Committee was tasked to build on past and current regional efforts to research, evaluate, and provide recommendations regarding options for fire and life safety services in Tukwila, focusing on three scenarios:

- Remain a Municipal Fire Department
- Provide services via contract or other agreement with a neighboring jurisdiction
- Create or join a Regional Fire Authority (RFA), a special purpose district established by voter approval.

Membership

The Fire Exploratory Committee comprised the individuals listed below. The Committee opted not to have a Chair, and the Council Analyst accepted responsibility for coordination of agendas, meeting summaries, and presentations.

- **Verna Seal**, Councilmember
- **Kate Kruller**, Councilmember
- **David Cline**, City Administrator
- **Chris Flores**, Acting Fire Chief
- **Peggy McCarthy**, Finance Director
- **Vicky Carlsen,** Deputy Finance Director
- **Chuck Woolley**, Firefighter
- **Jim Evans**, Firefighter
- **Dawn Judkins,** Firefighter
- **Laurel Humphrey,** Council Analyst

Schedule

April 18, 2014	Introductions, review of timeline, goals, meeting schedule/frequency
May 2, 2014	Review: Current Fire Department budget and preliminary table of service options
May 16, 2014	Presentation: SeaTac's decision to contract with Kent RFA
May 30, 2014	Partnership discussion with Chief Jim Schneider, Kent RFA
June 6, 2014	Partnership discussion with Chief Mike Marrs, KCFD #2 and North Highline FD
June 13, 2014	Partnership discussion with City of Renton
June 27, 2014	Presentation and discussion of fire benefit charge
July 3, 2014	Review of draft charter
July 11, 2014	Discussion of service delivery models and draft outline of report
July 18, 2014	Continued discussion of service delivery models
August 1, 2014	Draft recommendation
August 7, 2014	2nd partnership discussion with Chief Schneider and Larry Rabel, Kent RFA
August 29, 2014	Committee recommendation discussion
September 4, 2014	Committee recommendation discussion

ANALYSIS/EVALUATION

During its inaugural meeting on April 18, 2014, the 2014 Fire Exploratory Committee discussed its purpose and goals with each member having an opportunity to speak. Committee members agreed on the importance of an objective and transparent review process in order to deliver an unbiased, thorough recommendation that takes into consideration costs, quality of service, and efficient use of resources. The Committee conducted its review of available service delivery options over the course of 14 meetings consisting of presentations, partnership discussions with neighboring jurisdictions, and group dialogue, focusing on the following areas of analysis:

Review of Status Quo

Committee members familiarized themselves with the budget, staffing and services currently provided by the Fire Department (Attachment 1, Fire Department Summary).

Review of Service Delivery Options

The Committee reviewed and discussed different fire service scenarios, and considered advantages and disadvantages of each. The Committee met with representatives from the City of SeaTac to learn from their recent decision to contract for services with the Kent RFA (Attachment 2, Comparison of Fire Service Options).

Review of Fire Benefit Charge Fundamentals

The Committee received an informational presentation called "Fire Benefit Charge 101," which provided information on the statutory basis for the FBC, the factors used in the Kent RFA formula, hypothetical application of that formula to various parcels in Tukwila, and a funding and budget scenario considering the FBC as a source of revenue.

Review of Partnership Opportunities

The Committee met with representatives from the City of Renton, Fire District #2/North Highline, and the Kent RFA to discuss partnership opportunities, revealing the following information:

- The City of Renton is initiating a planning committee with representatives from the City and from Fire District 25 to explore the feasibility of establishing a new RFA. If an RFA is successfully established between those two entities, they are open to exploring future consolidation with other parties, including Tukwila. **Committee Analysis: Unknown status but bears future potential.**

- Fire District No. 2 contracts with the North Highline Fire District, and Mike Marrs acts as Fire Chief for both agencies. A fire benefit charge for the North Highline Fire District passed with 70% approval at the August 5 election. At this time neither District currently plans to annex an area or to create or join a regional fire authority. **Committee Analysis: Remove from consideration.**

- The Kent RFA is interested in further exploring feasibility of partnering with the City of Tukwila. In a follow up discussion, Kent RFA leadership expressed the possibility of revising their fire benefit charge formula to better accommodate the specific demographic makeup of Tukwila. Renewal of the fire benefit charge will be on the ballot in April 2016. The Committee admires the leadership and experience in this established RFA, and acknowledges the highly successful partnership established via Tukwila's participation in the South King County Fire Training Consortium. **Committee Analysis: Preliminary analysis indicates annexation into the Kent RFA may be financially feasible and with probable benefit to the community.**

RECOMMENDATION

With unanimous approval, the 2014 Fire Exploratory Committee believes that it is highly likely that long term sustainability of high quality fire service in the City of Tukwila would be improved by a consolidation effort, and furthermore, that the City of Tukwila should fully explore the feasibility of partnering with the Kent Regional Fire Authority to complete the work that was unfinished in 2010-2011. We acknowledge that maintaining or increasing the service levels of a municipal fire department will remain an ongoing challenge within the taxing authority of the City, and we did not find an argument against pursuing an alternative.

What has changed?

In 2010, exploration of consolidation was put on hold for the reasons noted above, and since that time a few factors have changed that the Committee believes makes consideration of annexation into Kent RFA an even more attractive option. First, the RCW was amended to streamline the annexation process by requiring a vote only from the area to be annexed. Second, the Kent RFA completed its process with the City of SeaTac and now has the expressed interest and resources available to seriously explore annexation of Tukwila. Finally, preliminary financial analysis and the potential to revise the fire benefit charge formula to suit Tukwila's demographics indicate that this could be financially advantageous for the City and the community.

Why a Regional Fire Authority?

It is clear that consolidation of fire services offers many benefits relating to the distribution of costs over a larger population, elimination of duplicated resources, and maximization of efficiencies. In addition, implementation of a fire benefit charge offers a funding mechanism that factors in square footage and other fire service needs, thereby distributing costs fairly among residences and commercial properties. Establishing a dedicated funding source exclusively for fire service also has the benefit of giving the City more budgetary flexibility, freeing capacity for other essential services. Furthermore, in contrast with a fire district, a regional fire authority has a system of governance that includes voting members from each represented jurisdiction. (Attachment 3, RFA Reference List)

Why the Kent Regional Fire Authority?

The Kent Regional Fire Authority is regionally respected for its successes, leadership, and experience. It has been in operation since 2010 and has cleared many of the early challenges associated with the creation of a new organizational and governmental entity. The City of Tukwila and its Fire Department have already established and enjoyed a highly successful relationship due to participation in the South King County Regional Training Consortium, administered by Kent RFA. Kent RFA leadership has expressed a desire to continue exploring the feasibility of annexation of Tukwila, and furthermore, has offered to the Committee the potential to revise its fire benefit charge formula in a way that would suit Tukwila's unique demographics and its high volume retail base.

Is there an alternative?

If analysis of joining the Kent RFA proves it to be unfeasible, or it becomes clear that there is no community support, the City has no contractual obligation or promise to continue down that path. The City will maintain the status quo, but considering the advantages offered by the regional fire authority structure, the Committee encourages the City to keep close watch on the developments in Renton as they explore formation of their own RFA. If formation of a new RFA is successful, there is potential for future partnership that could be revisited when the time is right.

Where do we go from here?

The Committee believes that in order to make an ultimate decision on this matter the Council will need more detailed information on key issues regarding the fire benefit charge, potential revenues, personnel integration, operations, and more. The Committee has identified a series of key phases that we recommend if further exploration is to occur. First, a detailed analysis of financial feasibility should be conducted in order to consider the fire benefit charge formula and its application in Tukwila along with projected revenues. A task force relating to messaging and engagement should be deployed to provide a steady flow of information and continually gauge community support. If Council and community support continues, representatives from Tukwila and the Kent RFA will then come together to negotiate amendments to the RFA Plan to allow annexation, while union negotiations are occurring concurrently. The amended RFA Plan must then be approved by both governmental bodies, voters must approve the annexation, the RFA Plan, and the fire benefit charge, and if successful, an interlocal agreement will be negotiated based upon the approved RFA Plan. The Committee believes a reasonable timeline for implementation has potential to culminate in a vote in early 2016. **This recommended timeline assumes that the Council receives regular briefings and each phase will only proceed if Council and community support exist**. (Attachment 4, Recommended Phases and Timeline)

Summary of Recommendation

The 2014 Fire Exploratory Committee recommends to the Mayor and the City Council that the City of Tukwila should fully explore the feasibility of annexing to the Kent Regional Fire Authority. If it is supportive, the City Council can endorse this recommendation by a motion either this evening, or at a future Regular Meeting following additional Committee of the Whole discussion. The Committee suggests a motion ***to endorse further exploration of feasibility of annexing to the Kent Regional Fire Authority and the creation of a Steering Committee to address the phases recommended by the Fire Exploratory Committee.***

Attachments:

1. *Fire Department Summary*
2. *Comparison of Fire Service Options*
3. *Regional Fire Authority Online Reference List*
4. *Recommended Phases and Timeline*
5. *Fire Benefit Charge 101*

City of Tukwila Fire Department

2013 Summary

City of Tukwila

Assessed Value	4.6 billion
Area	9.7 square miles
AV per Square Mile	474 million
2014 Regular Tax Levy	$14,100,000
2014 Levy Rate	$2.98
Residents	19,486
Jobs	42,000
Estimated daytime population	150,000

Fire Department

Number of Stations	4
Staff Levels	18
Minimum Staffing Level	13
Staffing Model	48 hour shifts, 3 crews
Total Calls for Service	4803
• Aid/Medical	3330
• Fire Response	313
• Other	1160

Services Provided: Fire Suppression, Emergency Medical, Fire Prevention/Marshal, Emergency Management, Hazardous Materials, Technical Rescue, Marine Operations, Explorer Post, Public Education

FTEs	
Uniformed	**62**
• Chief	1
• Assistant Chief	1
• Battalion Chiefs	5
• Captains	16
• Firefighters	39
Civilian	**5**
• Administrative	2
• FMO Project Manager	1
• FMO Clerical	1
• CERT/Public Ed	1
Total	**67**

Budget

Fire Department General Fund	2013 Actuals	Notes
Administration	$ 834,054	Oversight - Chief, Asst. Chief, Admin Support
Suppression	8,119,818	Daily field operations
Prevention	721,553	Enforcing codes, public outreach
Training	364,764	Training, quality control, safety
Facilities	111,490	Operations and maintenance of stations
HazMat	64,008	Hazardous material response and mitigation
Rescue	8,237	Specialized rescue response and mitigation
Emergency Preparedness	310,404	Foundation for emergency management in City
Rescue & Emergency	45,228	Life support
Communication/Dispatch	129,354	Valley Com charges
Total General Fund	**$ 10,708,909**	

*General Fund Total includes O&M =$425,935 and ER&R = $112,053

Facilities	Year Built	Square Footage	Maintenance Costs
Fire Station 51	1975	15,519	$ 35,488
Fire Station 52	1971	3,300	9,531
Fire Station 53	1997	6,109	14,723
Fire Station 54	1961	4,000	17,361
Fund 303 Expenses (Facility Improvements)			6,964
Total Maintenance Costs			**$ 84,067**

Fleet Information

2,221 tech hours, 32% of total tech hours

	Continue Municipal Fire Department	Join Existing Regional Fire Authority	Create Regional Fire Authority	Annex to Existing Fire District	Create Fire District	Contract with Neighboring Jurisdiction
		*Excellent relationship established via training consortium *Experienced, established RFA with effective leadership *Potential for future expansion to the West *Compatible shift schedules *FBC may be tailored to Tukwila's demographic needs				
Challenges	*Tax-limiting legislation * Volatility of general fund revenue streams *Expensive with no other funding options *Staff limitations due to budget *Overtime costs *Facility deficits *Apparatus access limitations *No aid car in service *Small-scaled staffing	*Reduced governance, control over service delivery *Requires 60% voter approval, then 50% approval every six years *Must consolidate labor contracts *Separation of certain services (EMS, fire inspectors)	*Reduced governance, control over service delivery *Requires 60% voter approval, then 50% approval every six years *Must consolidate labor contracts *Separation of certain services (EMS, fire inspectors)	*Loss of governance	*Loss of governance *No potential partners	*Loss of governance, although advisory participation is negotiated *Must be funded from existing City Budget
Perspectives on partnership	N/A	Kent RFA leadership is interested in continuing discussions on a possible annexation of Tukwila to the RFA.	The City of Renton plans to explore the feasibility of establishing an RFA with representatives from the City and from FD 25. If an RFA is established they are open to future partnership opportunities. Neither FD 2 or North Highline plans to create or join an RFA.	Neither FD 2 or North Highline is interested in annexation at this time.	N/A	

2014 Fire Exploratory Committee - Comparison of Fire Service Options

Attachment 2

	Continue Municipal Fire Department	Join Existing Regional Fire Authority	Create Regional Fire Authority	Annex to Existing Fire District	Create Fire District	Contract with Neighboring Jurisdiction
Potential Partners	N/A	Kent RFA	City of Renton FD 2 North Highline	FD 2 *(Burien, Normandy Park)* North Highline *(Boulevard Park, Top Hat, Beverly Park, Shorewood, Mt. View, South Park, White Center)*	None	Kent RFA
Statutory Provisions	N/A	RCW 52.26	RCW 52.26	RCW 52.04	RCW 52.02	RCW 35A.11.040 RCW 39.34
Approval Process	N/A	1. City Council adopts a resolution requesting the annexation. 2. RFA Board adopts a resolution amending its plan to establish terms of annexation. 3. City Council adopts another resolution approving the annexation and related plan amendment. 4. Election – majority approval required in the City only. *(RCW 52.26.300)*	1. Planning committee formed (three elected officials from each partner) 2. Committee adopts a Regional Fire Protection Authority Service Plan 3. Each partner governing body certifies Plan and places issue on ballot 4. Election – majority approval of combined area required (60% approval if fire benefit charge proposed)	1. City Council initiates by ordinance. 2. Fire Commissioners concur. 3. Election – majority approval required in City and in District *(RCW 52.04.061, 071)*	1. Petition signed by not less than 10 percent of registered voters who voted in last municipal election 2. Election requiring 3/5 majority approval	1. Upon development of an ILA, each participating jurisdiction's elected body will approve by adoption of a resolution.
Governance	7 member City Council	3 Kent City Councilmembers, 3 Fire District 37 Commissioners, 1 non-voting advisory board member from Covington, appointed by Covington Council, 1 non-voting advisory board member from SeaTac, appointed by SeaTac Council PLUS negotiated role for Tukwila	To be specified in the Plan. Elected officials of participating jurisdictions and elected commissioners of the authority *(RCW 52.26.080)*	3, 5, or 7 Commissioners directly elected at-large or by district.	3, 5, or 7 Commissioners elected at-large or by district.	Negotiated advisory (non-voting) role
Revenues/Funding	$10,600,000 Budget; *$1.50 tax levy, EMS levy, grants, inspection and permit fees, City general fund*	$1.00 levy plus FBC per established formula	$1.00 per $1,000 with a FBC or $1.50 operating levy	$1.00 per $1,000 with a FBC or $1.50 operating levy	$1.00 per $1,000 with a FBC or $1.50 operating levy	City budget
Advantages	*History, legacy, tradition *No change-risk *Retain leadership, governance *Current labor contract good *Local control of assets *Fully integrated EMS	*Economies of scale *More staff and resources to meet service demands *Dedicated funding source *Direct correlation between funding and service *FBC distributes costs relative to service requirement *Relief to City's budget	*Economies of scale *Dedicated funding source *Direct correlation between funding and service *FBC distributes costs relative to service needs *Relief to City's budget *More staff and resources to meet service demands	*Economies of scale *Dedicated funding source *Direct correlation between funding and service *Relief to City's budget *FBC distributes costs relative to service needs *Relief to City's budget	Same	*Economies of Scale *Stepping stone to future annexation *Staffing flexibility *Does not require ballot measure

Attachment 3

Regional Fire Authority – Online Reference List

RFA FAQ by Valley Regional and Riverside Fire Authority legal counsel:

http://www.awcnet.org/portals/0/documents/training/materials/conference/2011/24sustainapproachfireservicerfafaq.pdf

Chapter 52.26 Revised Code of Washington – Regional Fire Service Authorities:
http://app.leg.wa.gov/rcw/default.aspx?cite=52.26

MRSC Regional Fire Protection Service Authorities Information and Resource Page:
http://www.mrsc.org/subjects/governance/spd/rfpsa.aspx

- Kent Fire Department Regional Fire Authority (King County) - Includes City of Kent and King County FPD No. 37 (Covington annexed) - Election held April 27, 2010 - Effective July 1, 2010
- North County Regional Fire Authority (Snohomish County) - Snohomish County FPD Nos. 14 and
- North Mason Regional Fire Service Authority (Mason County) - Includes Mason County Fire District No. 2 and Mason County Fire District No. 8 - Effective January 1, 2014
- Riverside Fire Authority (Lewis County) - City of Centralia and Lewis County Fire District No. 12 - Election in November 2007
- South Whatcom Fire Authority (Whatcom County) - Whatcom County FPD Nos. 2, 6, 9, and 10 - Election in November 2008
- Valley Regional Fire Authority (King County) - Cities of Algona, Auburn, and Pacific - Election in November 2006, formed in January 2007
- South East Thurston Fire Authority (Thurston County) - Includes Yelm, Thurston County FPD No. 2, FPD No. 4 (Rainier annexed) - Election held on February 9, 2010
- West Thurston Regional Fire Authority (Thurston County) - Includes Thurston County FPD No. 1 and Thurston County FPD No. 11 - Election in August 2009

MRSC Index to Electronic Documents: http://www.mrsc.org/research/libraryresults.aspx?cat=2431

Kent Regional Fire Authority: http://www.kentfirerfa.org/

Kent RFA Annual Reports, Budgets and Plan: http://www.kentfirerfa.org/index.aspx?nid=94

	2014	2015	2016
Financial Analysis • Review data, forecast FBC revenue, determine feasibility • City Council receives briefings at this stage and throughout	Q4	Q1	
Messaging and Engagement • Steady flow of information to electeds, public and press • Stakeholder input		Q1-Q4	
Plan Amendment • Assets, vehicles, capital, LEOFF 1, governance, etc.		Q2-Q3	
Labor Negotiations • Concurrent with other phases		Q2-Q4	
Resolutions • City Council adopts resolution requesting annexation • RFA Board adopts resolution amending Plan to allow annexation • City Council places measure on ballot		Q4	Q1
Election • Voters must approve annexation, Plan amendment, FBC • Voter outreach 2-4 months			April
ILA Development • ILA is developed based upon an adopted RFA Plan			Q3-Q4

Fire Benefit Charge 101

September 15, 2014

Agenda:

- Basics of FBC
- Factors in Kent RFA model
- FBC as applied to Tukwila parcels
- Fire budget and potential capacity

Basics of FBC

- Initial imposition of FBC requires 60% voter approval (RCW 52.26.220)
- Renewing existing FBC requires 60 for RFAs%, renew every 6 years (RCW 52.26.220)
- The FBC takes the place of the 3rd 50 cent property tax levy (RCW 52.26.240)
- Cannot exceed 60% of the annual operating budget (RCW 52.26.220)

Basics of FBC, continued

- Imposed on personal property and improvements to real property (RCW 52.26.180)
- FBC is added to property tax bills
- County charges a fee to collect the funds (currently 1%)

Basics of FBC - Formula

- Formula shall be reasonably proportioned to the measurable benefits to property (RCW 52.26.180)
- Any other method that reasonably apportions the benefit charges is acceptable. (RCW 52.26.180)

Exceptions, limitations

- Property owned by religious organizations (RCW 52.26.180)
- Property not assessed and subjected to ad valorem taxation under Title 84 (RCW 52.26.180)
- Property that is subject to a contract for services (RCW 52.26.180)

Exceptions, limitations, continued

- Low income, seniors that qualify for exemptions under RCW 84.36.381 through 84.36.389 are exempt from a portion of the FBC. 25%, 50% or 75% exemption

What is not exempt

- Non profit organizations
- School districts
- Government entities that do not have a fire department

Kent RFA Factors and Formulas

2014 Kent Fire Department Benefit Charge Formula:

Square root of total square footage X 18 X Category Factor X Fire Flow Factor X Response Factor X Risk Factor X Applicable Discount = FBC

	Total square footage of structure(s)															
Category Factors:	400 - 1,799	1,800 - 2,699	2,700 - 3,599	3,600 - 3,999	4,000 - 4,999	5,000 - 7,999	8,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 139,999	140,000 - 199,999	200,000 - 299,999	300,000 - No-Max
Residential	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Mobile Homes	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76
Apartments	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	3.25	3.25	3.25	6.70	6.70	8.60	11.10	14.25
Commercial	1.00	1.00	1.00	1.00	1.20	1.20	1.20	1.40	1.40	1.40	1.50	1.50	2.05	2.05	3.05	3.05
Fire Flow Factor:*	0.270180432*															
Response Factor:**																
Residential	1.05	1.13	1.35	1.65	1.65	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25
Manufactured Homes	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Apartments	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54	1.54
Commercial	1.18	1.18	1.18	1.18	1.18	1.18	1.75	1.75	1.75	2.65	4.20	4.20	4.20	4.20	4.20	4.20
Risk Factor:***																
Light Hazard	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard - 1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ordinary Hazard - 2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Extra Hazard - 1	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Extra Hazard - 2	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Discounts:																
Automatic Fire Sprinklers	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900	0.900
Manual Local Alarm	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980	0.980
Manual Central Alarm	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950	0.950
Automatic Local Alarm	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970	0.970
Automatic Central Alarm	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925	0.925
Agricultural	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250

*Fire flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow

***Risk factors apply to commercial property, are defined by the NFPA and are assigned by inspection performed by the Fire Authority.

Potential changes to formula for Tukwila parcels

- Add factor for retail sector
- Revise square footage categories

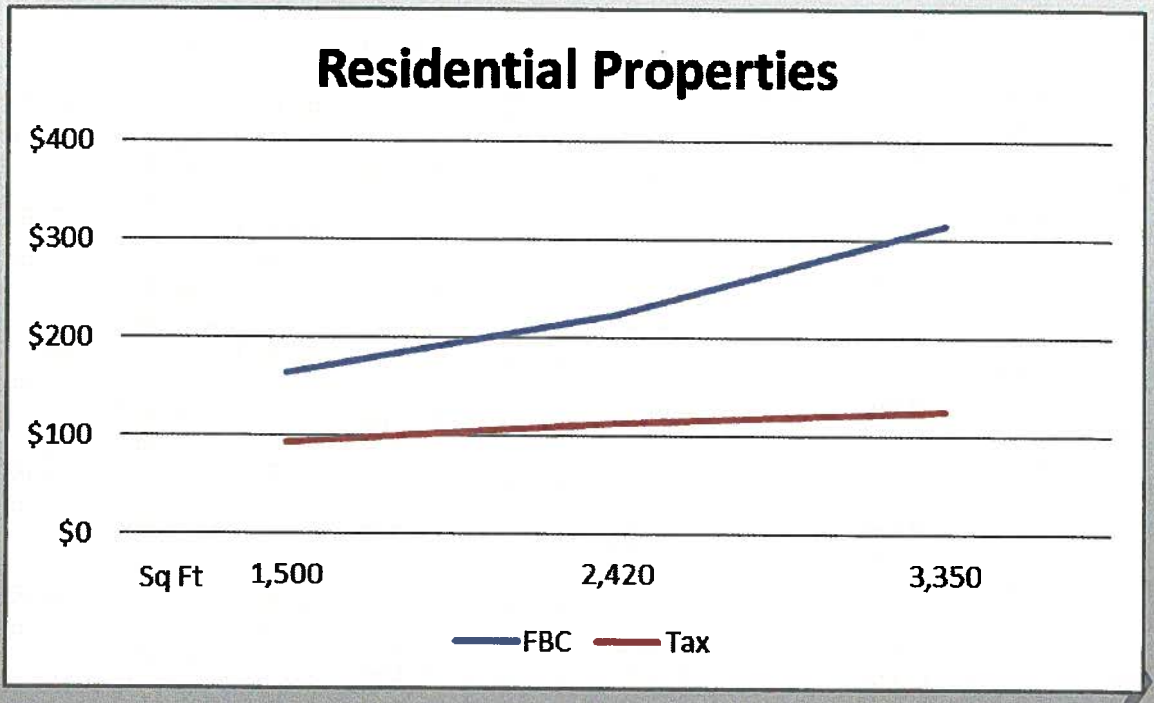
FBC as applied to Tukwila parcels - residential

1,500 square feet, $188,000 A.V.:
FBC = $164.15
3rd $0.50 fire levy = $94.00
(parcel #0040000471)

3,350 square feet, $253,000 A.V.:
FBC = $315.40
3rd $0.50 fire levy = $126.00
(parcel #8687800005)

Typical response for a house fire: 5 apparatus, 1 rehab vehicle, 2 BCs, 1 admin chief, 1 MSO, 1 fire investigator, 1 safety officer

FBC to 3rd $0.5 Tax Levy - residential



FBC as applied to Tukwila parcels – apartments

11,900 square feet, 25 units, $1,127,000 A.V.:
FBC = $1,307.20
3rd $0.50 fire levy = $563.50
Each unit's share would be $52.29
(parcel #0040000327 – Park Ave Apts)



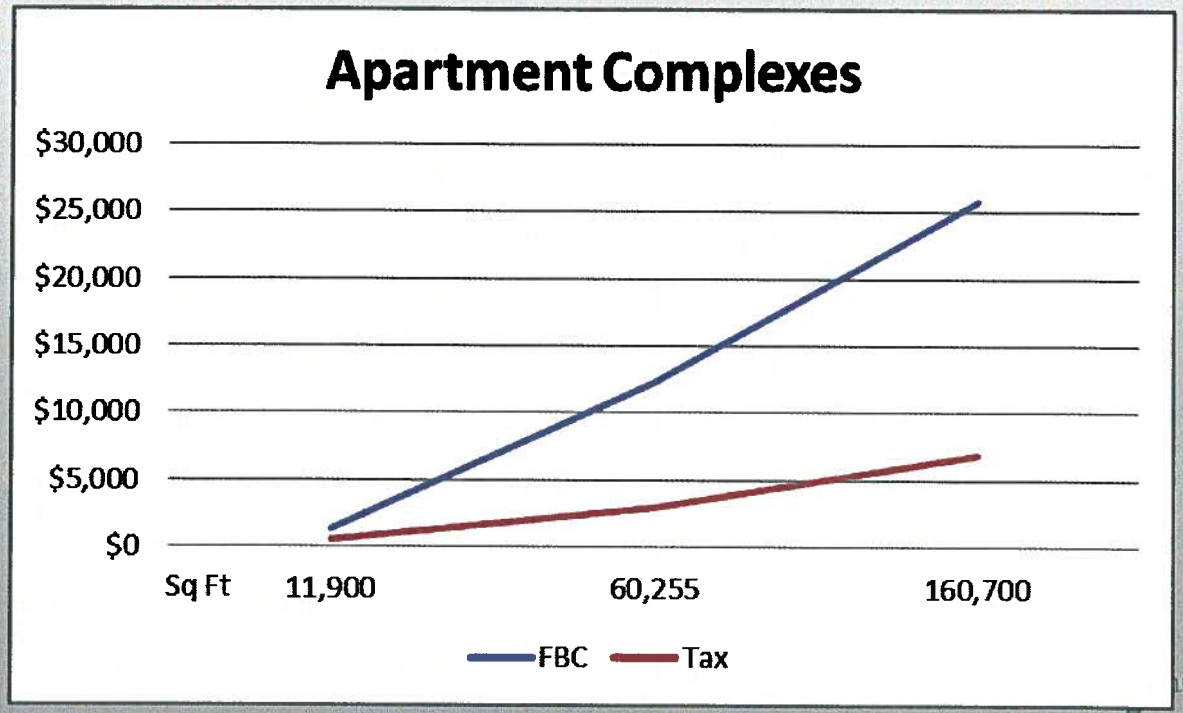
Typical response for an apartment fire:
8 apparatus, 2 medic units with 2 paramedics in each, 1 rehab vehicle, 2 BCs, 1 admin chief, 1 MSO, 1 fire investigator, 1 safety officer

FBC as applied to Tukwila parcels – apartments

160,700 square feet, 188 units, $13,872,000, A.V., no discounts:
FBC = $25,819.84
3rd $0.50 fire levy = $6,936.00
Each unit's share would be $137.34
(parcel #0003000008 – Terrace Apts)



FBC to 3rd $0.5 Tax Levy – apartments



FBC as applied to Tukwila parcels – commercial

16,828 square feet, $2,315,400, A.V., no discounts:
FBC = $1,545.64
3rd $0.50 fire levy = $1,157.70
(parcel #0223400040 – SRO Properties)



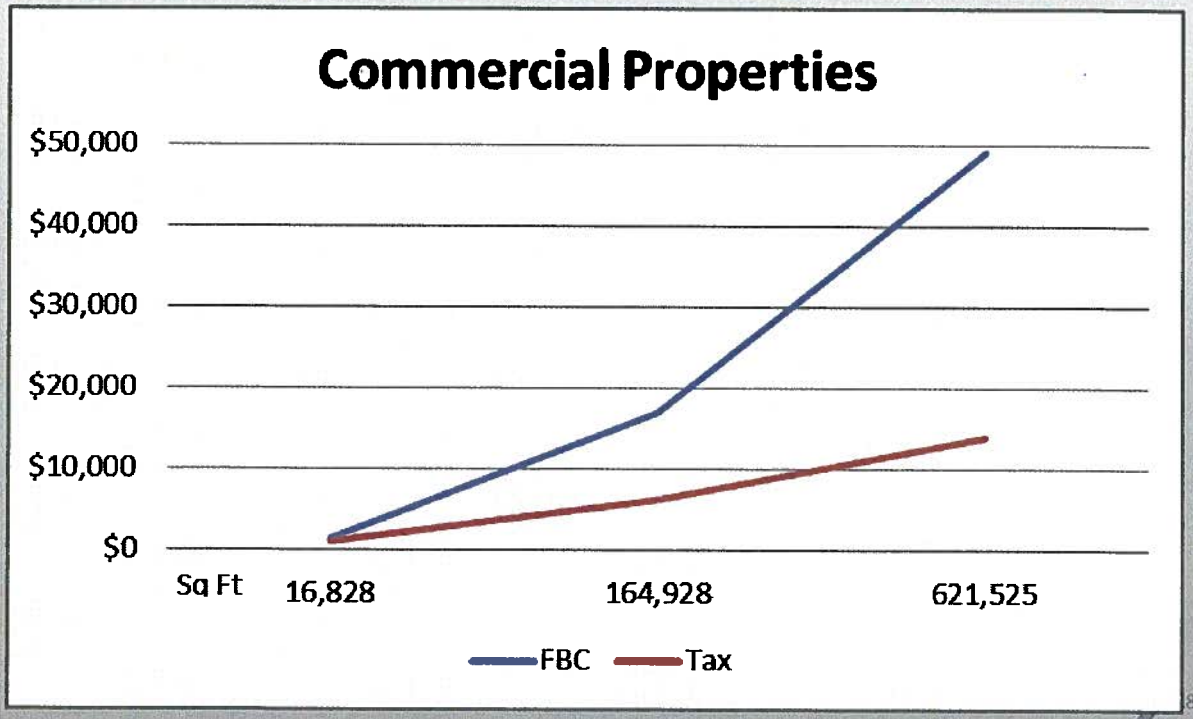
Typical response for a commercial fire:
8 apparatus, 2 medic units with 2 paramedics in each, 1 rehab vehicle,
2 BCs, 1 admin chief, 1 MSO, 1 fire investigator, 1 safety officer

FBC as applied to Tukwila parcels – commercial

621,525 square feet, $27,997,400 A.V., no discounts:
FBC = $49,113.95
3rd $0.50 fire levy = $13,998.70
(parcel #3523049119)



FBC to 3rd $0.5 Tax Levy – commercial



Potential Capacity if Kent RFA
(30,000 foot level)

- Fire budget compared to levy -

In Dollars (estimated)		Levy Rate (estimated)	
Current Fire budget	$10,600,000	Current Fire budget expressed as levy rate	$2.23
Reduction of property tax levy ($1.00/$1,000 AV)	- 4,700,000	Loss of levy to RFA ($1.00/$1,000 AV)	- 1.00
Potential capacity for City	$5,900,000	Net tax capacity for City	$1.23

Q&A

The City of opportunity, the community of choice.

Tukwila Fire Department History

Regional Fire Authority Steering Committee Meeting March 11, 2015

This history is compiled from official public record, and unofficial sources. Some minor details may indeed be flawed. By no means does it capture every significant milestone in the history of the Tukwila Fire Department. However, it should provide a fairly accurate snapshot of TFD history from 1944 to the present.

June 5, 1944-The Tukwila Community Club, present a Tukwila City Council Meeting, requests the establishment of a fire department in Tukwila.

1945-$1000.00 was budgeted for department expenditures and the task of purchasing fire equipment began.

1945-A covered play shed became the Tukwila Fire Station. It would undergo renovations through the efforts of an all-volunteer force.

1945-A 1945 Ford Truck and a front mount pump were purchased, and became functional after two years of volunteer mechanical efforts.

The first Fire Chief was Victor North.

The department entered into its first mutual aid agreement with Fire Districts #1 and #18 in February of 1946.

Early volunteers bought and maintained a 1917 American LaFrance pumper which was utilized by the department until 1954. It was sold to the Burien Fire Department after the purchase of a new 1953 Kenworth pumper.

The volunteers engaged in the sale of Fourth of July Fireworks as a fundraising effort. At one time the volunteers were able to donate $5000.00 to the city, to be spent for the fire department.

The wives of volunteers were active as the "Fire Maids". They engaged in monthly bake sales on behalf of the department.

The 1953 department budget was $4000.00. This figure represented approximately 22% of the City of Tukwila General Fund.

By 1958 the department budget had soared to $5,135.87.

In 1962 a new American LaFrance pumper was purchased.

In 1968 a Dodge combination rescue/pumper was purchased. This unit served to enhance the first aid emergency response capabilities for the community.

In 1969 the department placed into service full time firefighters serving 24 hour shifts. The first full time fire chief, Vic Bollinger, is also hired.

On September 23, 1970 the Fire Station burns, taking three department fire apparatus with it. The department was left with a 1967 American LaFrance Pumper which was stored in a building at a nearby city park. The department and city began reconstruction of the organization. Plans were made for new stations, equipment, and staffing. The department started to take on a modern look.

October 28th, 1971-The Tukwila Firefighters join the International Association of Firefighters as IAFF Local 2088.

July 1974-Tukwila City Council passes resolution accepting annexation petition from the residents of the Duwamish-Allentown area of King County Fire District 1. The annexation does not occur until 1989.

1976-The mayors of the cities of Auburn, Kent, Renton, and Tukwila entered into an Interlocal Agreement to consolidate their emergency dispatch services into one organization. Valley Com began dispatching in August of 1977.

In the late 1970's and into the 1980's the department hosted "The World's Largest and Most Exiting Fire Show". This took place at Southcenter Mall. It included many antique and modern fire and emergency response vehicles and apparatus. This regional show was quite successful and well attended. It was a predecessor to the modern day "Touch a Truck".

1980-The department enters into an Interlocal Agreement with the cities of Auburn, Kent, Renton, Pacific, and King County Fire District Numbers 1, 2, 11, 18, 24, 25, 26, 30, 37, 39, and 40 for the purpose of providing mutual aid emergency medical response.

1980-Department begins formation of a Hazardous Materials Team. It is formed as the first team in Zone 3, and at the time, very few exist in the region. The 1990's are marked by numerous mitigations of illegal drug laboratories.

1984-The Tukwila Fire Department Explorer Program is chartered. The charter is carried through the Boy Scouts of America. Explorers learn about the fire and emergency services, support the department at calls, take place in community events and fundraisers, and some enter careers in the service. One Tukwila Explorer is an active FF at the KRFA, another with South King County Medic 1, and another with the Tukwila Fire Department. Others are prospering in related careers. Tukwila Post 51 is now part of the Zone 3 Explorers.

1986-Department forms the Special Operations Rescue Team. Rope rescue skills are the early focus of the team, but eventually swift water, confined space, trench, vehicle & machinery, and structural collapse rescue skills are incorporated into the training requirements for team members. It is formed as the first team in Zone 3, and at the time, very few exist in the region. In 2006 Tukwila contributes to the newly formed Zone 3 Rescue Response.

1987-Prior to annexation, King County Fire District #1 employees join the Tukwila Fire Department and Tukwila Fire provides services to the district under contract.

1989-The Allentown/Duwamish Neighborhoods are annexed and the assets of King County Fire District 1 are transferred.

1989-The department hires 13 lateral entry firefighters for the purpose of staffing Fire Station 54. Of these 13, 8 remain with the department. At the time of the annexation, the station is staffed with a ladder truck and aid car. This station and coverage area was inherited in the Foster/Riverton/Cascade View Annexation. Prior to the annexation the station was staffed by KCFD #18 Volunteer Firefighters.

1989- The federal government begins planning the formation of the FEMA Urban Search & Rescue System. Tukwila Fire is involved in the planning and preparations for a task force to be hosted in Washington State. In 1992 when the first 16 National teams are formed, Tukwila Fire enters participation as a founding member department of the Puget Sound Urban Search and Rescue Task Force, later to become WATF-1. The Task Force is sponsored by the Pierce County Department of Emergency Management. Department members eventually deploy to the 1994 Northridge Earthquake, the 1995 Oklahoma City Bombing, the 1996 Atlanta Olympics, the 2001 World Trade Center Attack, in 2005 to Hurricane Katrina, and in 2014 to the SR-530 Mudslide.

1995-The "Ol Cara" Apartment Fire results in a Department of Labor & Industries Investigation. The investigation results in sweeping changes to incident command, accountability, and incident safety. One positive note is that on scene crews engaged in rescue actions that resulted in a life saved. The fire did not result in any loss of life.

1998-A Cessna airplane, inbound to Boeing Field from Silverdale Washington, is blown off course and becomes suspended by the landing gear in high voltage wires. The incident drew national attention. The Tukwila aerial platform, Ladder 54, was utilized to access the plane for the purpose of securing it to a crane and for the removal of the pilot, unharmed. The rescue was performed by department personnel.

2001-Tukwila Fire incorporates Shift Commanders into the command structure of the Operations Division. Initially they are serving at the rank of Captain, later to be re-classified as Battalion Chiefs.

2001-FEMA USAR World Trade Center response.

2003-Department members train Fort Lewis soldiers, deploying to Iraq, in the use of rotary cutoff saws. The soldiers had received the equipment into inventory, but had never been trained in their use. The equipment would be utilized in performing extrication from damaged vehicles. Upon their return, the unit provided positive feedback on the service that had been provided by TFD.

2005-FEMA USAR and FEMA IMSURT members deploy to Hurricane Katrina. USAR members engage in wide area search in the Gulf States. IMSURT members provide medical care in a manufactured emergency room setting in Louisiana.

2006-The first Zone 3 Rescue Response occurs on Mt. Peak, near Enumclaw. The department works in coordination with Zone 3 to recover the bodies of crew members, from the crash of a Blackhawk helicopter on a training mission out of Joint Base Lewis McChord.

2009-In 2009 and beyond the department participates in a joint training venture between The Thai Government and the Washington National Guard. Department Subject Matter Experts (SME's) in the areas of Confined Space Rescue, Structural Collapse Rescue, and Fire Investigation are sent to Thailand to train emergency responders.

2009-A City wide effort begins to address the potential threat of flooding, due to the catastrophic failure of the Howard Hanson Dam, in the Green River Valley. The department takes leadership roles in planning, and the provision of training for fellow city staffers.

2010-Emergency Management transitions from Tukwila Public Works to Tukwila Fire.

2010-Department FEMA IMSURT members deploy to Haiti in the wake of a devastating 7.0 magnitude earthquake. They provided critical medical services to the stricken population. Low estimates for the event put the death toll at over 100,000.

2010- The City of Tukwila and the Kent Regional Fire Authority enter into a formal Exploratory Committee for the purpose of assessing the possibility of a Tukwila Fire Department annexation into the KRFA. Talks are discontinued at the mutual agreement of both entities.

2012- The City and Department host the first Tukwila CERT (Community Emergency Response Team) Course in the history of the City. The effort is spearheaded by the department's Emergency Management Division.

2012-The department transitions to the "Training Tracker" Web Based documentation and scheduling system for training.

2012-The department joins the Kent Regional Fire Authority Training Consortium, later renamed the South King County Training Consortium. A majority of Zone 3 fire agencies participate in the consortium.

2012-The department institutes "Blue Card" Incident Command Training for department officers.

2014-The Fire Marshal's Office moves to the 6300 building. The reality of "one stop" for City permit customers becomes closer to reality.

2014-The City and Tukwila Fire respond in force to the SR-530 Mudslide. 13 members serve in the area of operations or in command centers. The department and City of Tukwila support this regional humanitarian effort.

2014-The department receives a FEMA Assistance to Firefighters Grant in the amount of $350,000. All department radios are replaced, existing compatible equipment is freed for use by TPD and TPW. Near term future funding is freed for the purchase of new equipment for TPD and TPW.

2014-At the direction of the Mayor of the City of Tukwila an internal Fire Exploratory Committee is formed for the purpose of determining a recommendation for the future provision of fire services in the City. Among the explored options are Status Quo, Contract for Services, Form a Regional Fire Authority, or Join a Regional Fire Authority. In September the committee makes a recommendation to the Mayor and Council to re-engage the Kent Regional Fire Authority in the discussion of the potential for the Tukwila Fire Department to annex into the KRFA.

2014 and 2015-The Financial Subcommittee of the RFA Steering Committee begins meeting in the fourth quarter of 2014. The main focus is the feasibility of a theoretical Fire Benefit Charge.

2015-The department budget is authorized at $10,956,848.00. This figure represents approximately 19% of the City of Tukwila General Fund.

2015-The RFA Steering Committee meets for the first time on March 11, 2015.

The department participates in regional efforts, organizations and committees. Zone 3 Chiefs, Zone 3 Operations, Zone 3 Training, Zone 3 HAZMAT, Zone 3 Rescue, Zone 3 EMS, King County Chiefs, King County OPS, King County Training, Tri-County Mutual Aid, Zone 3 Emergency Managers, South King County Training Consortium, King County Emergency Managers, Zone 3 Explorers, Valley Communications, and others are among these regional partnerships. Dates of initial participation are not available at this time.

Station 51-444 Andover Park East (HQ)

Station 52-5900 South 149th Street

Station 53-4202 South 115th Street

Station 54-4237 South 144th Street

Staffing

Administration	4
Emergency Management	2
Training	2
Fire Prevention	5
Suppression	54
Total	67

HISTORICAL PERSPECTIVE

Given the opportunity over the last few years to work together through the current contract for services and the analysis of consolidation options, both entities have discovered that there are more similarities than first anticipated in terms of organizational culture and service expectations.

We have identified the historical perspective of both the City of SeaTac Fire Department and the Kent Fire Department RFA for future reference and consideration.

Historical Perspective of the City of SeaTac Fire Department:

- In 1947, King County Fire District 23 and 24, volunteer fire departments were created.
- In the 1970's the first career firefighters were hired.
- In the 1980's, King County Fire District 23 and 24 merged and additional career firefighters were hired.
- In 1984, a $2 million public safety bond measure was approved by the voters.
- In 1987, remodel projects occurred at Fire Stations 45 and 46, and new apparatus was purchased.
- In 1991, King County Fire District 24 became a city funded fire department. Fire District 24 became the SeaTac Fire Department. At this time, the City hired 18 firefighters, creating a professional career fire department.
- In 1991, the City acquired King County Fire District 2, the Riverton Heights Station, now referred to as SeaTac Fire Station 47.
- In 1991, the Department responded to 2,929 calls for service.
- In 1992 additional firefighters were hired, providing 24 hour coverage to all three fire station worksites.
- In 1992, the SeaTac Fire Department:
  - Eliminated an administrative position.
  - Eliminated an assistant chief position.
- In 1994, the SeaTac Fire Department:
  - Eliminated one training officer position.
- In 2000, the SeaTac Fire Department:
  - Eliminated the public educator position.
- In 2010, the City determined to leave the:
  - Fire Chief position vacant
  - Inspector position vacant

- In 2011, the SeaTac Fire Department:
  - Entered into an interlocal agreement (ILA) with the Kent Fire Department RFA for services:
    - Fire Chief
    - Fire Marshal
      - Public Educator
      - Public Information
      - Fire Investigation
    - Emergency Management
  - Previously had an ILA for Fleet Maintenance and the Department has joined the South King County Fire Training Consortium.
- Fire Station locations:
  - Fire Station 45
    2929 South 200th Street
  - Fire Station 46 (Fire Headquarters)
    3521 South 170th Street
  - Fire Station 47
    3215 South 152nd Street
- SeaTac Fire Department has a minimum staffing level of 10 firefighters per shift since 1993.
- The SeaTac Fire Chief reports to the:
  - SeaTac City Manager
  - SeaTac Mayor
  - SeaTac City Council

Historical Perspective of the Kent Fire Department RFA

- 1912, Kent Volunteer Fire Department created.
- 1924, Kent Volunteer Fire Department became a City funded department.
- 1940's, King County Fire District 37 formed.
- September 1, 1965, the Kent Fire Department became a paid professional fire department and responded to 269 calls.
- January 1974, the City and Fire District established a contract for joint services.
- 1986, a $12.3 million bond measure was approved by voters and received voter approval for lid lift for Fire District 37 to build Station 75.
- 1987 – 1988, construction on Fire Station 76 and Vehicle Maintenance Facility (City).
- 1989, Station 75 was opened (City).

- 1991, Fire Administration, Fire Station 74 and the Police Fire Training Facility was opened (City).
- 2002, Fire Station 77 relocated to new facility (Fire District). The department also began an RFA and FBC study.
- 2004, Kent Fire Department (City and District) recognized as a nationally accredited fire agency. Fire District 37 passes its levy lid lift to restore its $1.50 levy capacity. Volunteer firefighter program is eliminated due to complexity legal and training requirements, total paid uniform staffing remains at 149.
- 2005, Fire Benefit Charge (FBC) feasibility study begins, paid uniform staffing increases to 151.
- 2006, Fire District 37 again passes a levy lid lift restoring its $1.50 levy capacity.
- 2007, began RFA exploratory study with Stakeholders group.
- February 2008, RFA exploratory Stakeholders group report and recommendation approved.
- July 2008, began RFA planning process.
- Fall 2008, second shift Battalion Chief assignment implemented.
- February 2009, Fire Station 78 opened total uniform staffing increased from 151 to 166.
- August 2009, re-accredited as a fire agency.
- November 2009, RFA plan approved by King County Fire District 37.
- December 2009, RFA plan approved by the City of Kent.
- April 27, 2010, RFA plan approved by citizens by a 73% voter approval margin.
- July 1, 2010, the Kent Fire Department and King County Fire District 37 became the Kent Fire Department RFA.
- 2011, Kent RFA implements its first year a funding utilizing the fire benefit charge.
- Kent Fire Department RFA Fire Station locations:

    - Fire Station 71
      504 West Crow Street

    - Fire Station 72
      25620 140th Avenue SE

    - Fire Station 73
      26512 Military Road South

    - Fire Station 74/Fire Administration/Fire Training/EOC
      24611 116th Avenue SE

    - Fire Station 75
      15635 SE 272nd Street

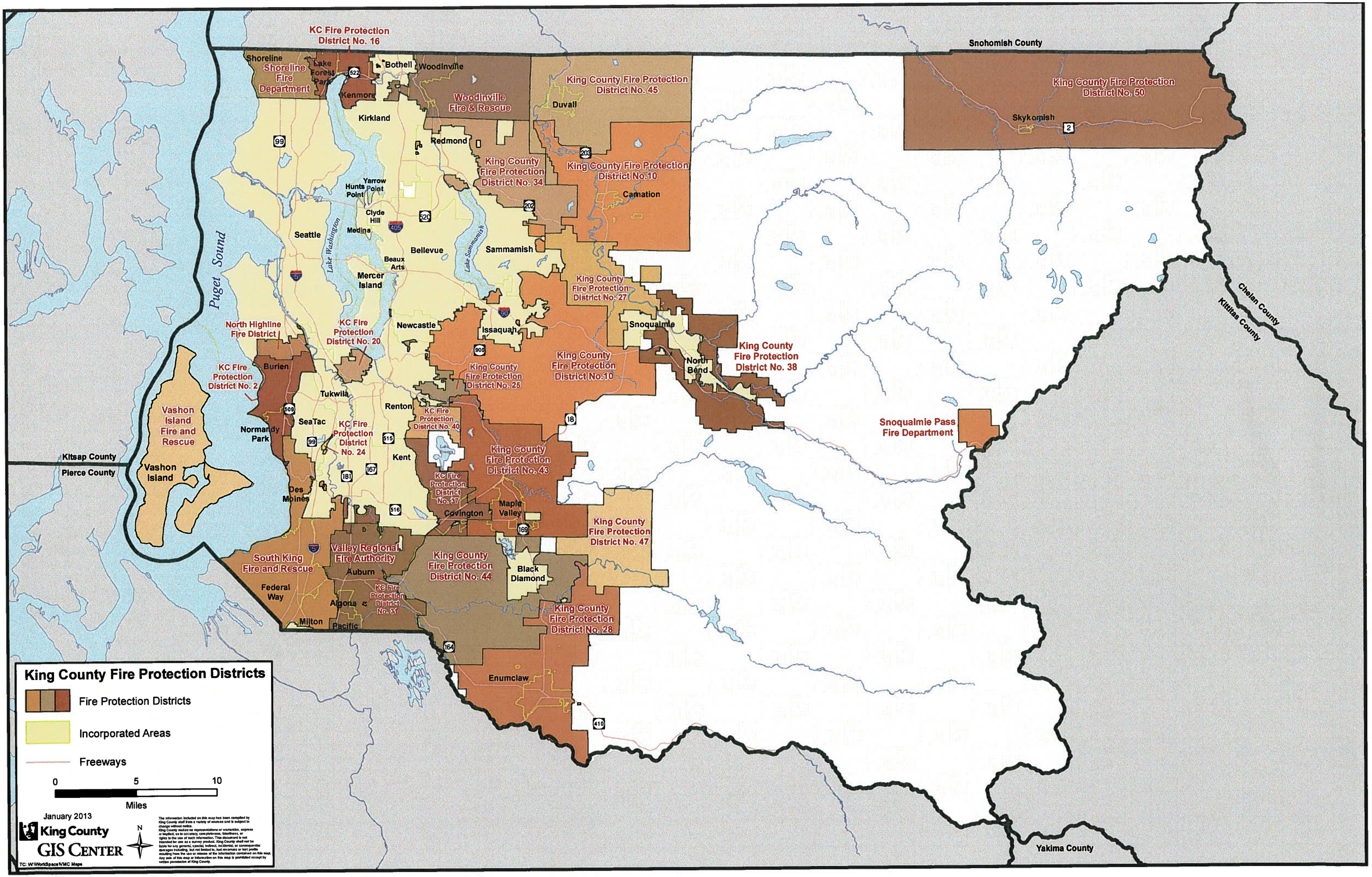
    - Fire Station 76/Vehicle Maintenance
      20676 72nd Avenue South

- Fire Station 77
  20717 132nd Avenue SE

- Fire Station 78
  17820 SE 256th Street

➢ Kent Fire Department minimum staffing for each 24 hour shift:
  - 1991 – 1998 - 24 minimum staffing
  - 1998 - 26 minimum staffing; aid unit placed in service
  - Feb. 2008 – 29 minimum staffing; Station 78 opened
  - Fall 2008 - 30 minimum staffing; second shift battalion chief assignment added

King County Fire Protection Districts



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The following slides were presented to the Regional Fire Authority Annexation Steering Committee on October 28, 2015 as an example of the Tukwila Fire Department status quo option – that is, without annexation to the Kent RFA. The Committee wanted to know what this alternative might mean for the Department.

Tukwila Fire Department 2035

A look at the future of fire service delivery in the City of Tukwila, assuming the Department remains with the City.

State of Service Delivery

The Tukwila Fire Department continues to provide fire suppression, rescue, emergency medical, public education, emergency management and fire prevention services. The City and community periodically analyze the Department's future through regular strategic planning that addresses :

- Operations
- Services
- Capital



Operations



Leadership:

- A permanent Chief is appointed

Staffing:

- As call volumes increase and the City continues to build out the Southcenter District and Tukwila Valley South, adopted service levels and/or staffing are adjusted
- The types of positions in the Dept. may look different in order to proactively manage demand and meet needs

Operations - continued

Logistics:

- A division or partnership exists for the Department's logistical needs thus supporting operations and allowing firefighters to focus on maintaining response levels and their training responsibilities



Services



Local:

- A proactive Department meets its traditional demands but is also tailored to Tukwila's diverse residents and employment/visitor populations
- A resource assistance center may be providing Fire Department public safety services to the community
- New and remodeled buildings are built to higher standards that are administered by the Fire Prevention Bureau, thus reducing property loss and eliminating any loss of life due to fire

Services - continued

Regional - Zone 3 partnerships – continued and new :

- South King County Training Consortium
- Hazardous materials
- Special rescue
- Non-emergent medical/social assistance
- Others (?)



Capital

Stations

- **51** is a station relocated to Tukwila Valley South, with an engine and aid car
- **52** is a headquarters station, with a ladder truck, engine, and aid car
- **53** is a station with an engine; it is remodeled with a potential relocation in its future
- **54/47** is a station serving at least two communities, and is constructed in cooperation with SeaTac, and South King County Medic 1. It houses an engine, short stick ladder, aid car, and medic unit

Capital – continued

Apparatus & Equipment

- Continual evaluation of needs and opportunities for types of and purchase of tools
- Purpose – driven acquisition to more cost effectively and more proactively perform the mission of the Department
- City budget reflects replacement costs



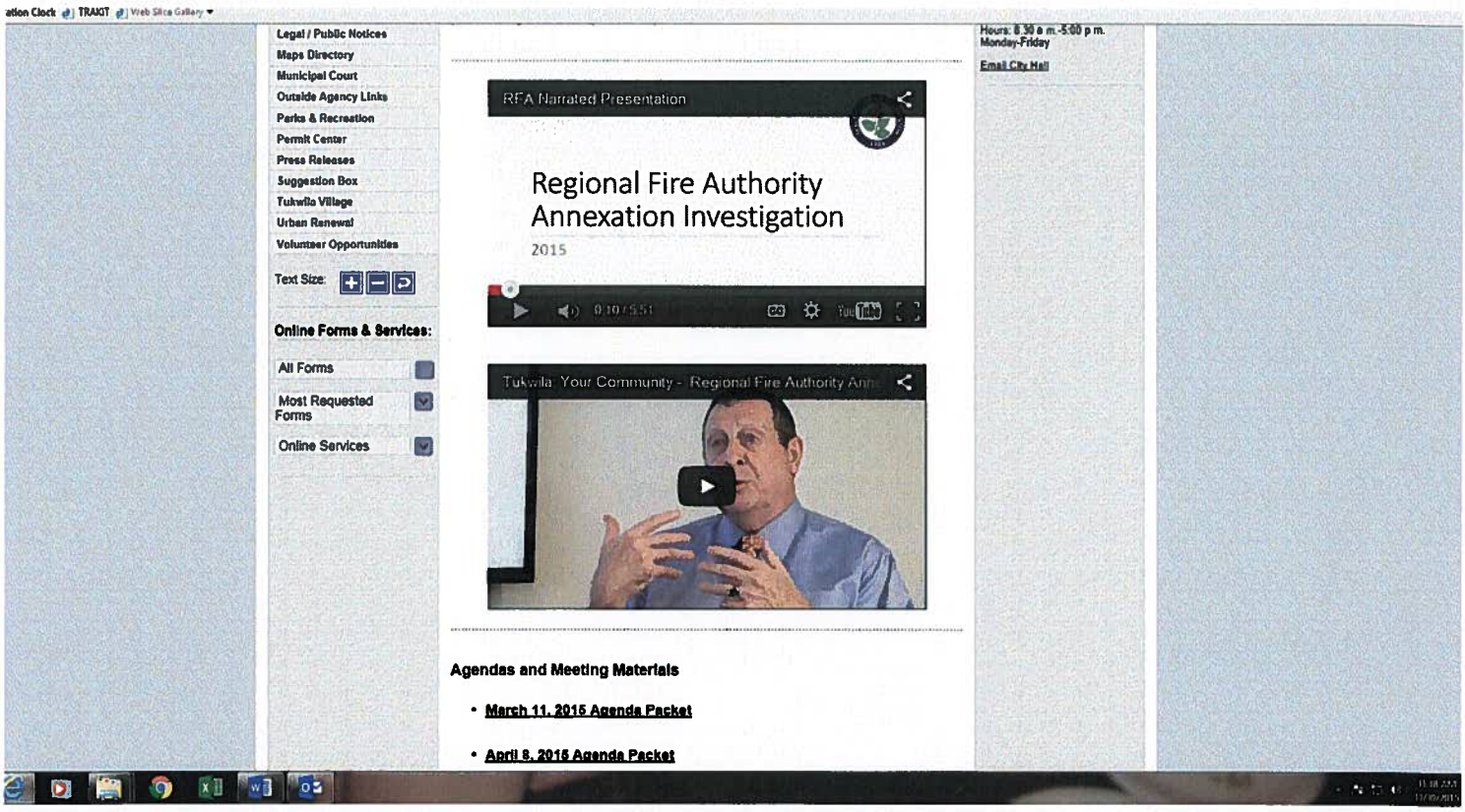
What did it take to get there?

- Ongoing analysis and reporting
- Departmental and community outreach and conversations with robust dialogue about costs and services
- Periodic strategic planning that includes data review and policy direction
- Public voted bond debt to replace stations



City of Tukwila Web Page





Moira Bradshaw

From: Cheryl Thompson on behalf of David Cline
Sent: Wednesday, June 03, 2015 4:44 PM
To: All-User
Subject: Update on City's investigation into joining the Kent Regional Fire Authority

As you may be aware, the City has formed a Steering Committee to investigate joining the Kent Regional Fire Authority. The committee is scheduled to make a recommendation to the Tukwila City Council by the end of 2015. The Council will then consider a decision on whether to place the issue on the ballot for the voters of Tukwila to decide.

There are a number of factors that have led Tukwila to consider changes to its fire suppression and emergency medical services. The cost of operating a fire department is high. Regionalizing fire and emergency services has a successful history here in Puget Sound as well as in other parts of the country. Regionalization allows areas to retain high levels of fire and emergency services, while pooling resources and capitalizing on a larger economy of scale. In addition, regional fire authorities and fire districts have the ability to charge a fee that can cover up to 60% of a fire department's costs, something not available to cities. In fact, many of our neighbors have already regionalized their fire departments, such as Federal Way, Des Moines, Auburn, and Kent.

In 2014, the City of Tukwila had an exploratory committee look into options for regionalizing its municipal fire service. That committee of staff and City Councilmembers recommended that the City proceed to the next step of investigation, which was annexing into the Kent Regional Fire Authority. As a result, a steering committee of Tukwila residents, businesses, local firefighters, and City Councilmembers are meeting on a monthly basis throughout 2015 to consider the issues and impacts of annexing to the Kent Regional Fire Authority. If the City Council decides to place the issue on a ballot, the vote could occur in April 2016 and, if approved, the potential effective transfer of services would occur on January 1, 2017.

The City is using several modes of communication such as the Grapevine, the Hazelnut, and the Tukwila Reporter to communicate with employees about this issue. We will also be scheduling public meetings and brown bag lunches to provide additional opportunities for employees to ask questions about this proposal. Flyers and emails will be distributed regarding these meetings as more detailed information on costs and benefits becomes available.

Administration welcomes your questions and thoughts as we continue to investigate this potential option. Moira Bradshaw, DCD has been assigned to manage the overall process on this important community issue. Please feel free to contact her at moira.bradshaw@tukwilawa.gov or 206 431 3651.

Sincerely,

David

David Cline
Tukwila City Administrator
6200 Southcenter Boulevard
Tukwila, WA 98188-2544
206-433-1851 (work)
206-571-6918 (cell)
David.Cline@TukwilaWA.gov

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The Grapevine

A newsletter for and about City of Tukwila employees

July 24, 2015

Regional versus local fire service

The Grapevine occasionally contains information about the people and programs of the Tukwila Fire Department. Overall, the Fire Department makes up about 21% of the employees within the City and 21% of the City's general fund departmental budget. That could all change.

The City is currently investigating the costs and benefits to the Tukwila community of annexing to the Kent Regional Fire Authority for fire and emergency medical services. The City and the Fire Department see this option as a way to sustain the existing high-quality fire and emergency services provided to the community. In addition, regionalization of fire services is a trend that is occurring not only in King County but around the country as well. Dispatch to an emergency typically occurs from the closest fire station and/or available personnel and the lines between jurisdictional boundaries are often blurred. Indeed, on any given day our Fire Department personnel are deployed outside of Tukwila assisting another Zone Three (South King County) agency. Having a larger planning area can help increase service levels and increase the effective response force that initially arrives at the scene of an emergency.

A Regional Fire Authority Annexation Steering Committee, comprised of Councilmembers, residents, business representatives and firefighters is meeting monthly and reviewing the pros and cons of the issue. They are charged with making a recommendation to the City Council by the end of 2015. If the Committee recommends annexing into the RFA and the City Council chooses to place this issue on the ballot in 2016, it will be the voters of Tukwila that make the final decision.

We are setting up brown bag lunch opportunities in the near future so you can learn more about this issue. We recognize that employees within the City have experience understanding the key role that the fire service plays in our communities. We'd like employees who get their fire service from a regional provider, as opposed to a local department, to participate in a panel discussion for City employees. This panel will also include firefighters, members of the Committee and other key stakeholders. Please let Moira Bradshaw know if you are available and willing to be part of the discussion. Contact her at Moira.Bradshaw@TukwilaWA.gov or 206-431-3651. Be a part of this effort to help everyone understand your experience with a regional fire service provider.



New Tukwila Employee

Shari Fields
Admin Support Tech – Code Enforcement
Date of hire: June 22, 2015

Shari was previously employed with the City of Austin for over 15 years. During that time, she worked in various departments, including the Austin water utility, Department of Aviation, Austin Fire Department, and the City Marshal's Office at Municipial Court. She is also a military spouse with three beautiful children. Shari loves to read, journal, and meet new people. She looks forward to her new endeavors with the City, and is very happy to be part of a great group of coworkers and employees.

Save the date!
Thursday, Sept. 17

THE SIX DIMENSIONS OF WELLNESS FAIR

Employee Event at TCC

The following sheet is an copy of the front and back of a six inch by eight inch card that Tukwila firefighters have handed out at community events or when asked by the public about the Kent RFA annexation issue.

POTENTIAL CHANGE TO TUKWILA FIRE SERVICES

If you have a grease fire in your kitchen, if you fall off your roof, if you are suffering chest pains – Tukwila's Fire Department is there when you need them. Would it be different if the firefighters delivering these emergency services were part of the Kent Regional Fire Authority (RFA)?

Tukwila is studying how fire service is provided in the City, and considering consolidation with the RFA. Why?

- An RFA can provide the same or better service to the Tukwila community.
- An RFA's service charge is based on property type and fire risk.
- More resources could be given to other important City priorities and functions.



TukwilaWA.gov/FireCommittee.html

What's happened so far

A Tukwila RFA Annexation Steering Committee – comprised of residents, business representatives, firefighters and City Councilmembers – is exploring how a consolidation with the RFA would work. A Committee recommendation is expected by the end of 2015. Should the Committee and City Council support moving fire services to the RFA, Tukwila voters would make the ultimate decision.

How to stay informed

- To receive email updates on this project, register your email address at **TukwilaWA.gov/FireCommittee.html**
- Attend a community meeting in the fall and/or a City Council meeting for bi-monthly updates
- Look for RFA articles in the Tukwila Reporter and the Hazelnut newsletter
- Request a special presentation to your group
- Find the latest news on the City's RFA web page at **TukwilaWA.gov/FireCommittee.html**





Public safety is a priority to the City of Tukwila. We invite you to follow the investigation into the pros and cons of local versus regional fire service. Go to **TukwilaWA.gov/FireCommittee.html**.

You can email your questions and or comments to FireCommittee@TukwilaWA.gov, or contact Project Manager Moira Bradshaw at 206-431-3651.

SEAL OF TUKWILA WASHINGTON 1908

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MAYOR: Jim Haggerton
COUNCIL PRESIDENT: De'Sean Quinn

COUNCIL MEMBERS: Joe Duffie • Dennis Robertson • Allan Ekberg
Verna Seal • Kathy Hougardy • Kate Kruller

10/14

TUKWILA CITY PAGES

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Don't miss the AUTUMN HARVEST FESTIVAL – Thurday, October 30
Halloween costume contest, crafts, games and more! $2 per child

Taking Back Our Boulevard – One Year Later –

It has now been just over a year since the three motels on Tukwila International Boulevard were raided and seized as a part of a yearlong investigation into the owners and occupants of the Great Bear, Boulevard and Traveler's Choice motels. Over 400 law enforcement personnel participated in the early morning raid on August 27, 2013, which resulted in 19 arrests and the seizure of 10 firearms, a property in SeaTac, over $300,000 cash and several vehicles.

Today, things are measurably different on that stretch of Tukwila International Boulevard. While the motels still stand until the City demolishes them within the next few months, residents and business owners report a significant difference in the area, and the Police Department's statistics prove it. Residents and business owners report feeling safer, and continue to point to the motel seizures as the cause for this improvement. Police statistics show that calls for service and crime in general have gone down by 30% on the Tukwila International Boulevard Corridor, and violent crime in the area has reduced 40%.

The Tukwila Police Department and the City continue to make crime reduction on the Tukwila International Boulevard a high priority. This effort is ingrained in both the City and Police Department's strategic plans, and we are working collaboratively and across departments to continue the improvement and transformation of the area. Construction will begin shortly on the Tukwila Village project, which will have a huge impact on the area. Further, the City is in discussions to purchase both the Spruce Motel and Smoke Shop, and will be demolishing the three seized motels within the next few months. This will allow for a significant parcel of developable land that will continue the influx of high quality new developments started by the Tukwila Village project.

More building blocks for a better community… just think what the next year can bring!

Comprehensive Plan Update

The City of Tukwila is continuing its update of the Comprehensive Plan, the community's long-range vision for growth and development.

Community Meetings: In late October and November 2014, Tukwila's Community Connector liaisons will hold "check-back" meetings to report to the community the results of Community Conversations that were held in March 2014. The meetings will highlight how new Comprehensive Plan policies and City actions address these concerns. The final meeting schedule and locations will be publicized and posted on the Comprehensive Plan website at **TukwilaWA.gov/DCD/DCDCompPlan.html**.

City Council Action: On October 20, 2014, the City Council is scheduled to conclude its review of updates and revisions to the Comprehensive Plan elements of Community Image and Identity, Economic Development, Tukwila South and Roles and Responsibilities, and Parks, Recreation and Open Space. Once adopted, these updated elements will be integrated into the Comprehensive Plan.

Planning Commission Review: During fall of 2014 and continuing into 2015, the Planning Commission will consider the Comprehensive Plan elements that remain to be updated, starting with Transportation Corridors/Tukwila International Boulevard, and followed by Housing and Residential Neighborhoods. In September, the Commission and planning staff participated in a walking tour of Tukwila International Boulevard to learn more about the area prior to starting its review.

Have a Happy (and Safe) Halloween!

On Friday, October 31, please drive a little slower, be careful when passing stopped vehicles, and be extra vigilant when you see kids (or ghosts or zombies or Batman, etc.)

City moves forward with exploring fire options

Earlier this spring, the City of Tukwila formed the 2014 Fire Exploratory Committee (FEC) to research, evaluate and recommend options for providing fire and life safety services in Tukwila. The FEC was comprised of representatives from the City Council, the City Administrator, Fire administration, the firefighters union, and the City's Finance Department. After considering all available service delivery options and potential partnership opportunities, the Committee recommended the City further explore the feasibility of annexing to the Kent Regional Fire Authority (RFA).

The discussions about joining the Kent RFA are not new. In 2010, a similar evaluation process also resulted in the recommendation that the City join the Kent RFA, but discussions between the City and Kent RFA were put on hold due to Kent's focus at that time on negotiations with SeaTac. The Kent RFA has been in operation since 2010, and has cleared many of the early organizational challenges associated with the creation of a new governmental entity. The Kent RFA is respected across the region for its successes, leadership and experience and the City and Kent RFA already enjoy a highly successful relationship due to participation in the South King County Regional Training Consortium.

Many communities regionally and nationally have pursued consolidation strategies as a cost-effective way to deliver high-quality fire protection and emergency medical services through combined resources. An RFA is an entity authorized by a state law that allows the voters of an area to consider fire service consolidation and regionalization of services. This is done through the creation of a special purpose district, a municipal corporation with independent taxing authority to levy a Fire Benefit Charge, an option not available to cities.

On September 15, the Council unanimously agreed with the FEC's recommendation to continue pursuing potential annexation to the Kent RFA, and directed the Administration to form a steering committee comprised of representatives from the City administration, Council, the Kent RFA and the community. This committee is currently being formed and will begin meeting on a regular basis in December. The committee was also explicitly tasked with developing and implementing a robust community outreach effort to ensure broad awareness of this potential action.

More information about the Regional Fire Authority can be found on the City's website at **TukwilaWA.gov/FireCommittee.html**, and questions can be directed to **FireCommittee@TukwilaWa.gov**.

Fire Marshal's Office changes location

The Tukwila Fire Marshal's Office has moved to its new address at 6300 Southcenter Boulevard, in Suite #209 (next door to City Hall). Office hours are 8:30AM to 5:00PM Monday through Friday. The office provides residential and commercial fire information, schedules fire inspections, conducts plan review and issues permits for fire alarm and suppression systems, as well as issuing operational permits required by fire code.



Winterize your water pipes before the cold arrives

Cold weather is coming our way. While we don't know how low the thermometer will dip this winter, it is always wise to prepare the water pipes in your home or place of business before temperatures drop.

Water expands as it freezes and puts tremendous pressure on whatever is containing it, such as plastic or metal water pipes. With too much expansion, pipes can burst. Here are some suggestions to help avoid that happening.

- Disconnect hoses from the exterior faucets, known as hose bibs, and allow water to drain from pipes.
- Insulate your hose bibs with faucet covers available at home improvement and building supply companies.
- Cover any vulnerable water pipes with insulation, for example, pipes in unheated basements, attics or crawl spaces. This also includes pipes that run against exterior walls having little or no insulation.
- Leave cabinet doors open in areas (such as doors under sinks) which have exposed pipes. This allows warmer household air to circulate around your plumbing. Remember to keep all household chemicals and cleaning products out of reach of children and pets.
- If you have plumbing routed through an attached garage, keep the garage doors shut.
- If your home will be vacant for several days, consider keeping the thermostat above 55 degrees.
- If your home will be vacant for several months, winterize before you leave to avoid a potential unpleasant surprise upon your return.

If you do have a water pipe break and the property is within the City of Tukwila's water billing area, it may qualify for a credit on the water bill. However, it only qualifies if the pipe breakage is between the water meter and the house. It is also subject to other limitations; you can find Tukwila's Leak Adjustment Policy on the City's website at **TukwilaWA.gov** and by clicking "Utilities Information" under the "Residents" tab.



Who to contact about 911 service

Valley Communications Center – the regional 911 center for South King County – serves as the critical link between people who need help and the public safety responders who provide emergency services.

Performance is a very important aspect of public safety communications, and many times the best information comes from the public. To register a complaint or make an inquiry regarding a 911 call, contact the Operations Manager at Valley Communications Center.

Phone: 253-372-1300 Fax: 253-372-1305
Mail: 27519 - 108th Avenue SE, Kent, WA 98030
Online: www.ValleyCom.org

City Budget Public Hearing

The public hearing on the City of Tukwila's 2015–2016 budget will be held at the Council meeting on Monday, November 10, beginning at 7:00PM in Council Chambers at City Hall.

Everyone is invited to attend and speak up. In addition, the public is welcome to the Council budget workshops on October 20 and 27.

Budget and workshop information can be foundon the City's website at **TukwilaWA.gov**, by clicking the links for "Records Center" and then "Council Agenda and Packets."

Tukwila Pool begins transition to self-operation

Beginning January 1, 2015, the Tukwila Pool Metropolitan Parks District (TPMPD) will take over all services at the Tukwila Pool, and the City will no longer serve as the operator. This means that all programming, administration, hiring and maintenance will be handled by the TPMPD, not the City. Both the TPMPD and City are working together diligently to ensure a smooth transition and minimize impacts on pool users.

In 2011, the voters of the City of Tukwila created the TPMPD, which is a separate special purpose district with taxing authority responsible for the pool. Since that time, while the TPMPD is the legal entity responsible for the pool, the City has served as the pool operator under an interlocal agreement between the City and TPMPD. Earlier this year, the City notified the TPMPD that it would no longer provide these services. The TPMPD has determined that it will self-operate the pool rather than looking for another operator.

All relevant City departments – from facilities to parks to finance – are involved in the transition and meet regularly with TPMPD staff and Board. The City's goal in this transition is that there is no significant loss of service and that the City provides the TPMPD with everything it needs to be a successful operator of the pool. As such, to finalize the physical transition and perform final equipment inspections, the pool will be closed from 1:00PM on December 24 until the TPMPD reopens the pool in 2015. This is the slowest time of year at the pool and therefore the best time for us to make this transition so as to impact the fewest number of users.

Council Voice

by De'Sean Quinn, 2014 Council President

Prepare for the changing season

As our weather begins to cool, I wanted to write about the importance of planning for the changing seasons. I know our Police Department did a great job last month of providing us safety tips while driving and walking as it begins to get dark earlier and light later, but there are also a few key things we can do in our homes and neighborhood to prepare for the upcoming bad weather and keep our families safe.

- Check gutters to ensure they are free of debris, in good shape and are draining properly. And for those homeowners needing repair assistance, the City of Tukwila has a Minor Home Repair Program that may be able to help income-eligible residents clean or repair gutters. For more information about the Minor Home Repair Program, call 206-433-7180.
- Adopt a storm drain in your neighborhood to ensure it remains free of fallen leaves and other debris. Each year, storm drains across the city are blocked by leaves, leading to minor flooding in neighborhoods. We can all do our part to ensure the drains remain in good working order. If you come across a flooding situation on a city street, call 206-433-0179.
- Ensure your heating source is in good working order. Check fireplaces and chimneys for any problems. NEVER use a generator, propane or charcoal barbeque indoors as these can produce toxic fumes like carbon monoxide. Residents who need help covering a heating bill may qualify for one-time (per 12-month period) Federal utility assistance. This program starts later this fall as the weather gets cooler. To find out if you are eligible for the Federal program, call 1-800-348-7144.
- Fall is a great time to restock your emergency kit. Remember, experts recommend that each household have an emergency kit that contains food and water to last at least three days, along with other necessary disaster supplies such as flashlights, first aid materials, medications, extra clothing and more. Emergency managers also recommend that you maintain a small kit in your car. For more information, as well as to get step-by-step instructions to build an emergency kit and make an emergency plan for your family, you can visit **MakeItThrough.org**.
- Finally, don't forget to check the batteries in your smoke and carbon monoxide detectors. To ensure the safety of life and property, all residences should have both smoke and carbon monoxide alarms (and both are required in all rental housing in the City of Tukwila). A limited number of free smoke detectors are available at the Tukwila Fire Marshal's Office. Call 206-575-4407 for more information. In addition, with daylight saving time ending soon, check to be sure your address and or apartment number is visible after dark, helping emergency responders to locate you in an emergency.

Meeting agendas, City programs, recreation activities, publications and more… get the most current information at TukwilaWA.gov!

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MAYOR: Jim Haggerton
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Verna Seal • Kathy Hougardy • De'Sean Quinn

1/15

TUKWILA CITY PAGES

Learn about Tukwila's Storm and Surface Water Management program – information online at TukwilaWA.gov/SSWM.pdf

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Mayor's Message

As we begin this new year, Tukwila can look back with pride at its 2014 accomplishments that brought this community closer to achieving many of the goals set forth in our Strategic Plan. I want to share my areas of special focus for 2015.

Improving residential quality of life and a positive image of Tukwila – Through heightened cross-departmental emphasis, stepped up enforcement in a number of areas and expanded community outreach, we expect to make some tangible improvements to our residential areas. From public safety to traffic calming to expanding opportunities for our young people, there are a number of things the City can do in 2015 to make a real difference for the residents of Tukwila.

Building long-term financial stability – The City's finances and commitment to fiscal prudence has been an objective of my tenure here at Tukwila, and I intend to leave the City better than I found it. While we did not have to raise taxes in the 2015-2016 biennial budget, at some point current expenditures will outstrip revenues, which has the potential to significantly disrupt the City. By taking the time now to tackle issues such as a potential annexation into the Regional Fire Authority, developing a strong plan for future public facilities, and embarking on an economic development plan, we can continue to lay a strong foundation for our City's future.

Much about Tukwila is unique, from the highly diverse range of ethnicities and languages in the city to the history that founded us. Our role as a regional retail and employment hub is another aspect of what makes Tukwila different and, while it brings with it additional responsibilities and impacts, it is also true that the health of our City relies on this income generator that positively impacts every resident within Tukwila. Maintaining and strengthening a healthy retail, manufacturing and employment environment in our City is absolutely key to ensuring a high quality of life for everyone in our community.

Encouraging an inclusive organization – The City has done a lot over the past year to continue to strive for organizational excellence. However, I know there is more that can be done and this year I look forward to further encouraging an inclusive organization that lives up to our values of caring, professional and responsive, and to successfully realize the City's Mission: ***To provide superior services that support a safe, inviting and healthy environment for our residents, businesses and guests.***

I strongly believe that the City's concerted efforts in addressing these areas of special focus can make positive impacts to our neighborhoods and to those who live there. This will be my last year serving as mayor of this great City. I face 2015 feeling doubly blessed: as someone who is fortunate to be doing a job that he loves, and as a Tukwila resident who looks forward to enjoying the betterment of my community.

Jim Haggerton
Mayor, City of Tukwila

TukTV – Now on the air

The City of Tukwila is bringing enhanced programming to its Comcast Channel 21. In early January, Channel 21 was renamed TukTV and now features our first original show titled "Tukwila: Your Community," rebroadcasts of Council meetings, and content developed by other sources. When video is not running, an extensive rotating set of slides displays a variety of information on the channel.

Residents without Comcast service can access TukTV via the City's website. Find TV content at **TukwilaWA.gov**.

Holiday miracles made possible by local residents and businesses

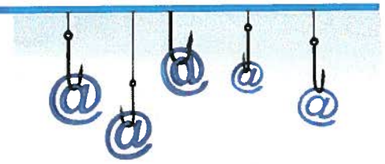
Thanks!

It's amazing to witness the compassion and support that came from the Tukwila community, making the 2014 Spirit of Giving Program such a success. Each year, the Tukwila Parks and Recreation Department, along with the Tukwila School District and the Tukwila Children's Foundation, coordinate the Spirit of Giving Program to provide local children and families with gifts, food and a lot of hope coming into the holiday season.

We sincerely thank the businesses, community organizations and residents for their generosity in helping make this program possible. Because of their generous contributions, we were able to help over 350 local children have a wonderful holiday! Our special thanks go out to those identified here, and to the countless volunteers and anonymous donors!

❤ *California Pizza Kitchen* ❤ *City of Tukwila Employees*
❤ *Group Health Cooperative*
❤ *Insurance Professionals of South King County*
❤ *Macy's Operation and Logistics Department*
❤ *Retro Active Kids* ❤ *Riverton Park Methodist Church*
❤ *Safeguard by Advent Print Resources*
❤ *Southgate Garden Club* ❤ *Strong-Bridge Consulting*
❤ *Strong-Bridge Consulting Employees*
❤ *Tukwila Children's Foundation* ❤ *Tukwila Fire Dept.*
❤ *Tukwila Library Advisory Board* ❤ *Tukwila Police Dept*
❤ *Tukwila School District Employees* ❤ *Wells Fargo*
❤ *Westfield Southcenter* ❤ *Wowrack* ❤ *Zee Medical*

Phishing: Be informed & be aware!



Phishing is the 21st-century version of an old and dishonorable crime known as the confidence trick. The tricksters misrepresent themselves in order to gain trust and then deceive individuals and businesses into sharing personal or financial information. Like everywhere else in the world, Tukwila residents and businesses are at risk.

With the use of computers, criminals are attempting to persuade their victims to share their user names, passwords, credit card information and other banking and identifying details. In the case of businesses, they also try to capture sensitive commercial data.

Just how big is the phishing problem? In a report from the security vendor Kapersky Labs, data analyzed from 50 million users over a recent two year period revealed that 37 million, or 74%, had been subject to phishing incidents. One in nine of these attacks was emailed. Other attack methods utilized browser pop-up ads, banners and forums, and blog and social media messages.

In a recent security intelligence report, Microsoft stated that 9.5 billion phishing attacks were sent by email between July and October 2013. Google reports it detects 25,000 new phishing sites each week. Besides identity theft, frustration, angst, loss of sensitive data, anger, feelings of vulnerability and the breach of security, the annual cost of these attacks is in the billions.

While these attacks cannot be eliminated entirely, here are some ways to thwart the criminals from achieving their goals:

- For both individuals and businesses, there is a measure of prevention through security awareness and training. Educated users are less likely to be victims of phishing or cyber-crime.
- Some of these attacks can be stopped through software. Keep your software up-to-date, effective and secure, and always install your patches and fixes from your legitimate provider in a timely manner.
- Trust your "gut feeling." If something doesn't look or feel quite right, check it out further before proceeding. Many times the tricksters will set up a site that closely resembles (looks like or is *almost* named the same as) a legitimate site.
- Be suspicious of pop-ups that tell you to install document viewers or security updates. Go directly to your software vendor and ask them if they have put out these warnings.
- If an offer or deal just seems too good to be true, it is! Don't go there!

City to receive over $5 million in grant funding for Tukwila's bridges

In November of 2013, the Washington State Department of Transportation (WSDOT) put out a Call for Projects for the Local Agency Bridge Program, which provides funding assistance to local governments for improving the conditions of bridges through replacement, rehabilitation and preventative maintenance. The City of Tukwila identified three bridges that needed preventative maintenance which, when combined, exceed $5 million in repairs. In December 2014, the City was notified that we were granted the full amount of $5,261,899.00! Here are some specifics about each bridge, maintenance needed and specific funding:

Originally constructed in 1968 and widened in 1996, the **Frank Zepp Bridge** on South 180th Street over the Green River is an important part of the region's east–west connectivity. With the influx of this grant funding, the City will be able to make necessary repairs, including replacing joints and seals, as well as completely repaint and seal the bridge, therefore extending the life of the structure. The City will pay $51,687.60 in matching funds to leverage $2,948,312.40 in Federal funding for the project.

The bridge at **Grady Way** which extends over the railroad tracks has previously been identified as in need of seismic upgrades to ensure stability in an earthquake. Given the importance of Grady Way for east–west connections, the daily volume of traffic and the potential impact on a railroad were there to be a failure, this bridge was identified as at the top of Tukwila's vulnerability list. To make these much-needed seismic improvements, the City's $3,317.12 in matching funds will leverage $233,041.88 in Federal funding for this project.

The **Beacon Avenue South Bridge** over South Ryan Way is a steel box girder bridge with an asphalt-filled, corrugated steel pan deck. The funding for this bridge will enable the City to remove and replace the existing bridge deck which will allow the City to increase the bridge's capacity, address major moisture issues and repaint the entire bridge. For this project the City will pay $31,624.40 in matching funds to leverage $1,993,915.60 in Federal funding.



City seeks volunteers to serve on Regional Fire Authority annexation steering committee

A committee is being formed to review the option of annexing the Tukwila Fire Department to the Kent Regional Fire Authority. The committee's purpose is to make a recommendation to the City Council by the end of 2015. The City is looking for representatives from the Tukwila business and residential communities who will work with the City, Tukwila firefighters and representatives of the Kent Regional Fire Authority.

Areas to be explored include but are not limited to financial impacts, governance, asset allocation, and levels of service. The plan is for the committee to meet twice a month beginning in March, going through summer and into fall. Subcommittees may meet more often in order to collect and develop information and recommendations for the full committee. Meetings will be scheduled for the time that works best for all members.

Interested individuals are encouraged to fill out the Boards and Commissions application and submit it for consideration, no later than February 6, 2015. The form can be found on the City's website at **TukwilaWA.gov**. Click the "Mayor's Office" link at our left of our homepage then click on "Boards and Commissions." For additional information, please contact project manager Moira Bradshaw at 206-431-3651 or Moira.Bradshaw@TukwilaWA.gov.

More information about the RFA – along with a summary of the work conducted by an exploratory committee in 2014, and answers to frequently-asked questions about annexation to the RFA – can be found by clicking the link under "Phase II Fire Exploratory Committee," on the City's website: **TukwilaWA.gov**.

Citizen boards and commissions

The City of Tukwila is assisted in its operations by the volunteers who serve on our Boards and Commissions, providing advice and recommendations in several areas of governmental activities. Volunteers perform an important function by offering their time and expertise. Anyone interested in serving on a Board or Commission can complete an application and submit it to City Hall. Applications are reviewed and appointments are made by the Mayor and confirmed by the City Council. There are currently vacant positions on these Boards and Commissions:

- *Arts Commission*
- *Civil Service Commission*
- *Community Police Advisory Board*
- *Human Services Advisory Board*

Information about all of the City's Boards and Commissions, along with the Application for Appointment form, can be found on the City's website at **TukwilaWA.gov**. Click the "Mayor's Office" link at our left of our homepage, then click on "Boards and Commissions." If you have any questions, you can also call 206-433-1850.

Council Corner

by Kate Kruller, 2015 Council President

No form of government impacts everyone more than local government, so serving as a Tukwila City Councilmember comes with great responsibility. Similarly, constituents have the important responsibility of knowing what their Council does. To help, I have outlined some key areas of Council authority and duties we perform on behalf of the citizens.

The Tukwila City Council is the legislative branch of the City. Seven people living in Tukwila are elected as Councilmembers by voters in Tukwila. Any resident of at least one year, who is a registered voter, can run for any Council position when a four-year term is up, or apply for an appointment if a Councilmember is unable to complete their term. While technically a part-time position, it requires a lot of time "off the clock" to stay in touch with constituents, attend meetings and events, engage the business community, represent the City on committees, research issues and identify solutions.

The City Council's primary job is to represent residents, but it must also consider those who work in and visit our city in the course of establishing policy. Key City documents – such as the Tukwila Municipal Code, Strategic Plan, Shoreline Management Plan, Comprehensive Plan, Capital Improvement programs and more – are approved by your City Council with a formal vote.

Your Council also holds authority over the "purse strings," or the City budget, which is adopted during even years and amended as needed during odd years. The Council also authorizes the Mayor to sign large-fund contracts, interlocal agreements and negotiated labor agreements.

There are four standing Council committees established to address specific areas of governmental focus as set forth in the Tukwila Municipal Code: Transportation, Finance and Safety, Utilities, and Community Affairs and Parks (CAP). Three Councilmembers serve on each of these committees, working closely with professionals on the City staff to review, recommend or amend, and forward items on to the full Council.

The seven Councilmembers can discuss these items together at Committee of the Whole meetings, held at 7:00PM on the second and fourth Mondays of every month. Final actions are taken at the Regular Meetings on the first and third Mondays of every month at 7:00PM.

All Council and committee meetings take place at the City Hall campus and are open to the public; anyone wishing to observe them in progress is welcome to attend. For more information about meeting schedules and other activities of the City Council, including current agendas, click the "City Council" link at our left of our homepage: **TukwilaWA.gov**.

I look forward to serving as your 2015 Tukwila City Council President.



Meeting agendas, City programs, recreation activities, publications and more... get the most current information at TukwilaWA.gov!

City of Tukwila • 6200 Southcenter Boulevard • Tukwila, WA 98188 • 206-433-1800 • Online: TukwilaWA.gov

MAYOR: Jim Haggerton
COUNCIL PRESIDENT: Kate Kruller

COUNCIL MEMBERS: Joe Duffie • Dennis Robertson • Allan Ekberg
Verna Seal • Kathy Hougardy • De'Sean Quinn

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TUKWILA CITY PAGES

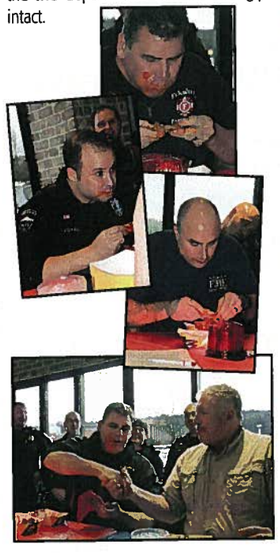
FREE FAMILY FUN! Don't miss out on this popular annual event...
Dr. Seuss Night – February 26 from 6-8PM – Tukwila Community Center

The city of opportunity
The community of choice

Fire and Police battle benefits the Tukwila Pantry

On Saturday, February 7, members of the Tukwila Fire Department and Tukwila Police Department participated in a wing-eating contest to raise money for the Tukwila Pantry. Held at Buffalo Wild Wings, 10% of the proceeds from the event went to the nonprofit which serves as an emergency food pantry for families in Tukwila and the surrounding areas. In 2014, the Pantry had over 15,000 visits from people needing food assistance, and provided over 1.9 million pounds of food for families in the area who need extra help.

The wing-eating contest consisted of four heats, where each department was represented by one contestant. Participants had to eat 12 hot wings within six minutes, and the one with the best time won the heat. After the first three heats, the contest was over as Fire swept them. The Police Department managed to come back and win the final heat, and their representative won the overall best time, but Fire's early and commanding lead could not be overcome. The event was full of families cheering for both sides and the friendly rivalry between the two departments remains strongly intact.





Community Center closing for maintenance

To accommodate a large number of planned projects, the entire Tukwila Community Center will be closed March 16–22 for a deep cleaning and maintenance overhaul. This closure will allow the City to paint, address outstanding upkeep issues. and undergo additional activities to spruce up the facility.

In addition, the gym and racquetball courts will be closed March 16–April 12 so that they can be completely overhauled. The floors will be sanded down, lines repainted and refinished. The floors in the social hall, banquet hall and dance studios will also be refinished, thereby closing these facilities from March 16–29.

Non-affected areas of the Tukwila Community Center will remain open with the exception of the full closure from March 15–22. If you have questions regarding the closure activities or dates, please call 206-768-2822. The City will post updates on the closure and reopenings on the City's webpage at TukwilaWA.gov.

Get involved – leadership training at TCC

The Healthy King County Coalition will hold its 2015 Health Equity Leadership Training event on March 7, 2015 at the Tukwila Community Center from 9:00AM to 4:00PM. This is a great opportunity for community members to learn skills to become advocates for themselves and their community around healthy living and active lifestyle choices. This year's advocacy trainings teach participants how they can:

- Make changes in their community for equity in healthy eating and active and smoke-free living.
- Participate in health equity advocacy projects and report back to lawmakers.
- Discover techniques and approaches for creating social change.
- Have fun and make an impact!

Breakfast and lunch will be provided at the training, and a stipend is available for participants at the end of each leadership trainee's completed project. For more information and to access the application form, visit HealthyKingCounty.org/Leadership-Training. Applications are due by 5:00PM on Friday, February 20, 2015.

Guiding Tukwila's future: Comprehensive Plan update

The City of Tukwila is continuing its update of the Comprehensive Plan, the community's planning guide for future growth and development over the next 20 years.

2014 City Council Action: On October 6, 2014, after a public meeting and work session, the City Council adopted updates and revisions to the *Community Image and Identity*, *Economic Development*, *Tukwila South* and *Roles and Responsibilities* sections, as well as the new *Parks, Recreation and Open Space* element. These updated elements will be integrated into the Comprehensive Plan.

2015 Update Work: During 2015, the Planning Commission and City Council will consider three Comprehensive Plan elements that remain to be updated: *Transportation Corridors/Tukwila International Boulevard Area*, *Housing* and *Residential Neighborhoods*.

In January of 2015, the Planning Commission and City Council held a joint work session to discuss the vision and policies for the Tukwila International Boulevard (TIB) area. An additional joint work session will occur on ***February 25 at 6:30PM*** in the Council Chambers at Tukwila City Hall. These work sessions allow staff, Councilmembers and Commissioners the opportunity to develop the initial goals and policies. In May, the public will have the opportunity to provide input and comment on the proposed goals and polices at an open house, as well as a public hearing before the Planning Commission. Ultimately, these three updated portions of the Plan will go to the City Council for review and approval, which will also include an opportunity for public comments.

Work is also proceeding on the *Housing* and *Residential Neighborhoods* chapters. Background materials are being prepared that will serve as the initial foundation for the goals and policies in these areas. As the process for these two elements move forward, a public open house and Planning Commission hearing will be held later in the year.

Once a schedule is finalized, all meeting dates and opportunities for comment and involvement will be publicized to the community. The Comprehensive Plan update is scheduled for completion during 2015.

There's still time to sign up for the winter/spring TUKWILA CITIZENS' POLICE ACADEMY – a program covering a variety of topics relating to Tukwila's Police Department.

Beginning MARCH 4, the class will be held weekly on Wednesday evenings from 6:30–9:00PM, with graduation on May 20.

To register for the Citizens' Academy, download an application from TukwilaWA.gov/Police/PDCrimeP.html.

Applications must be submitted by February 24.

Take the stress out of filing your taxes

United Way of King County is offering free tax preparation services in 25 locations throughout King County – including Tukwila's Community Center – from now until April 18. Households earing under $60,000 can have their taxes prepared, plus they can get connected to one-on-one financial counseling, healthcare enrollment, and other public benefits.

TCC days and times – through April 18
Tuesdays & Thursdays: 5:00–8:00PM; Saturdays: 10:00AM–2:00PM

Other locations can be found throughout the county with daytime, evening, and weekend hours available. To find a location, the languages available, a list of what to bring and other details, visit their website at www.UWKC.org/TaxHelp or call 2-1-1.

No appointments are needed. Clients are taken on a first-come, first-served basis. Let United Way of King County prepare your return, help you get your maximum refund, and charge you no fees!

A better community starts with you – get involved!

BECOME A PUGET SOUND STEWARD

EarthCorps trains volunteers to steward habitat restoration sites. As a Puget Sound Steward, you will:

CONNECT *with fellow stewards, restoration experts*
LEARN *about restoration ecology, plant identification*
RESTORE *sites on the Duwamish river*
LEAD *events, manage volunteers, educate others*

Tukwila needs volunteer stewards for projects in here in our community – there's nothing better than volunteering in your own backyard!

Attend an orientation on March 3 at 6:30PM. Visit EarthCorps.org/volunteer.php or call 206-322-9296.

HELP FEED HOMELESS CHILDREN

In partnership with the Tukwila School District, join the volunteers who are providing "WEEKEND SNACKPACKS" for distribution at Thorndyke Elementary School.

Your assistance is needed for the collection of food, the assembly of the snackpacks, and other opportunities to serve this population in our community.

You can learn more about this program at Facebook.com/TukwilaWeekendSnackPack, or email TukSnackPack@gmail.com

Frequently asked questions about the Regional Fire Authority

The City of Tukwila continues its process to explore potential annexation to the Kent Regional Fire Authority (RFA). While no decisions have been made, last year the City Council gave the Administration the direction to move forward on additional due diligence around this option. A Steering Committee comprised of residents, businesses, members of the Council and Administration, along with representatives of the Kent RFA will begin meeting next month.

The City remains committed to being transparent throughout this process and has developed the following Frequently Asked Questions (FAQs) to provide residents additional information. More information, including additional FAQs can be found at TukwilaWA.gov/FireCommittee. In addition, broad public outreach is of utmost importance to the City. If you have a group that would like a speaker or have an event where you would like a guest speaker on this topic, or have a publication in which you would like an article, please contact Moira Bradshaw at Moira.Bradshaw@TukwilaWA.gov or 206-431-3651. We want to hear from you about specific questions or comments.

Frequently Asked Questions

Why is the City considering annexation of its Fire Department to the Kent Regional Fire Authority?

During the City's 2014 Fire Exploratory Committee process, the committee identified – and the City Council concurred – that of all the options available for the provision of long-term fire suppression and emergency services in Tukwila, joining the Kent RFA may be the best route for the City. The Kent RFA has been in operation since 2010, and has cleared many of the early organizational challenges associated with the creation of a new governmental entity. The Kent RFA is respected across the region for its successes, leadership and experience. Further, the City and Kent RFA already enjoy a highly successful collaborative relationship due to participation in the South King County Regional Training Consortium.

Why is regionally-provided fire suppression and aid a better service?

Current fire suppression and aid service is already regionally coordinated. For instance, Tukwila, along with other jurisdictions in the area, uses Valley Communications to provide dispatch services for Fire and Police operations. Tukwila also receives and provides mutual aid seamlessly with other departments in Zone 3, including the Kent RFA. In addition, required recurrent training for firefighters is done through a regional consortium. Combining resources is a cost-effective way to deliver high-quality fire protection and emergency medical services. Consolidation of fire departments can result in lowered costs due to economies of scale obtained by reducing duplication of facilities, leadership, equipment and other expenses within close geographical areas.

Has regional consolidation of fire departments happened elsewhere?

The cities of Federal Way and Des Moines merged fire departments to become the South King Fire and Rescue; Auburn, Algona and Pacific are now Valley Regional Fire Authority; Covington, Kent and Fire District 37 combined to make up the Kent Fire RFA.

How will the annexation decision be made?

The City Council will determine whether to formally propose the annexation to Tukwila voters, who will ultimately make the final decision.

Will it cost Tukwila residents more money?

This is undetermined at this time. Potential costs are being investigated by the Steering Committee and will be known before a recommendation is made to the Council or any vote on the issue.

COUNCIL CORNER

by Kate Kruller, 2015 Council President

In January your Tukwila City Council assembled in a workshop for training along with many members from Tukwila's citizen advisory committees. This training was held because – effective July 1, 2014 – our State government mandated that all members of governing bodies must complete training on open public meetings law shortly after taking office and then via refreshers every four years.

What we reviewed and learned made me reflect on how far "access to government" has come in my lifetime. Did you know there is no constitutional right of access to government meetings? In fact, the framers of the U.S. Constitution met in secret.

The open public meeting laws we enjoy today are the result of a more recent chain of events – specifically, the passage of the "Sunshine Laws" in Florida drafted by journalists, and more access provisions at the federal level following Watergate. Washington State's Open Public Meetings Act ("OPMA"), found in Revised Code of Washington (RCW) Chapter 42.30, was passed by the State Legislature in 1971 as a part of a nationwide effort to make government affairs more accessible to the public.

The OPMA gives "all persons" in our state the right to attend the meetings of governing bodies of public agencies, with a handful of exceptions for closed sessions. If a governing body wants to hold a closed session, called an "executive session," it must identify a specific statutory exemption of the fourteen subject-area exemptions found in RCW 42.30.110.

The Act does not give the public an absolute right to participate or comment during open meetings. The public may participate in meetings, however, if the governing body wishes it. Here in Tukwila, your City Council encourages public comment as a matter of routine, because we know it is a good way to stay in touch with our community and to understand what people believe are the important issues of the day.

I should mention that the presence of a quorum of the members (in our case, four or more) at a meeting *not* called by the Council does not, in itself, make the meeting a "public meeting" for purposes of the OPMA. The Act would apply if the Councilmembers took any "action" as defined in RCW 42.30.020(3) at the meeting, such as voting, deliberating together, or using the meeting as a source of public testimony for Council action.

To ensure the City Council is always in compliance with open meetings law, we work closely with the certified professionals in the City Clerk's Office as well as the City Attorney, to be as transparent and accessible to the public as legally possible.



Meeting agendas, City programs, recreation activities, publications and more... get the most current information at TukwilaWA.gov!

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TUKWILA CITY PAGES

The city of opportunity
The community of choice

Residents may qualify for discounts or rebate

2014 utility tax rebates

In 2003 the City of Tukwila imposed a Utility Tax and added surcharge to Seattle City Light customers as a contract fee. With Resolution No. 1547, the City established policy to rebate the additional taxes and contract surcharge fees to eligible low-income seniors (age 62 or older) or disabled residents for electric and natural gas utility rebates.

Criteria for eligibility

- Must be at least 62 years of age or disabled.
- Must have combined income of less than $32,000 or less than $32,000 if single.
- Must be a Puget Sound Energy or Seattle City Light customer.

Required information due by June 30, 2015

- Must complete application and notarized supplemental affidavit at the Finance Department in Tukwila City Hall.
- Must provide copy of 2014 Income Tax Return.
- Provide copy of their Puget Sound Energy or Seattle City Light 12/31/14 billing statement as verification of customer account status.

Payment process

Those applicants determined to be eligible will receive a rebate check from the City based on the actual taxes and surcharges paid for 2014. For additional information, call Fiscal Coordinator Lily Jue at 206-433-7190.

Other discounts available to Tukwila residents

For eligible customers, the City offers a reduced rate of 50% on both the water/sewer bill and the surface water (storm) bill. To qualify, the person must be at least 62 years of age (if married, then either spouse) or totally and permanently disabled, and have a combined disposable income from all sources of less than $32,000 per year. This rate only applies to customers residing in the City's water/sewer and/or surface water jurisdiction. Proof of income, age, and/or disability is required. To apply, download the application:

TukwilaWA.gov/Finance/UtilReduce.pdf

or get one from the Finance Department at City Hall. The application must be notarized, which the City can do for this document at no charge.

Cable TV and garbage customers who are are low-income seniors (age 62 or older) and/or permanently disabled residents are eligible for these discounts.

Monthly garbage service: 50% discount
Monthly basic TV service: 40% discount

Disposable income from all sources must not exceed $32,000 per household. For additional information or assistance, please call Frank Iriarte at 206-431-2445.



Lights... camera...

On Thursday, March 5, a crew from MSNBC came to interview Tukwila officers whose successful efforts to save a motorist's life were caught on camera. Officers Jake Berry and David Pollett were called to the scene of a driver having a suspected heart attack. By quickly relying on their training and deployment of the automatic defibrillator, the officers were able to save his life.

Stay tuned!

Learn emergency response skills

The City of Tukwila Fire Department and Emergency Management are offering FEMA-sponsored Community Emergency Response Team (CERT) training at no charge, beginning April 22. This class is open to anyone at least 14 years of age who lives, works or plays in the City.

In the event of a large-scale emergency, professional responders may not be immediately available in your neighborhood as they are tasked with multiple priorities. CERT training provides neighbors and families with life-saving response skills to help each other until professionals arrive. CERT covers a variety of topics in the 21 hours of training, including but not limited to light search and rescue, disaster medical operations, terrorism awareness and more.

Classes will be held every Wednesday from 6:00–9:00PM for seven weeks between April 22 and June 3. The final drill and graduation will be on Saturday, June 6 from 8:00AM–12:00PM. To receive a certificate of completion, participants must attend all classes and the final drill.

CERT COMMUNITY EMERGENCY RESPONSE TEAM

For more information and to learn how to register for the class, please call 206-971-8742, or go online to **TukwilaWA.gov/April22CERT.pdf**

Parking restrictions to be enforced at Foster Golf Links



On January 31, 2014, King County Metro closed its satellite parking lot at the corner of Interurban Avenue South and 52nd Avenue South. This has resulted in anywhere from 25 to 45 vehicles per day being parked at Foster Golf Links by commuters who have been displaced from the former Metro-leased lot. With spring upon us and the golf season beginning, Foster Golf Links will soon see a large increase in golfers on a daily basis and, without easily accessible parking, these potential customers will go elsewhere to play. Because greens fees account for 68% of the revenue at the Golf Course, the City cannot afford to lose players frustrated due to lack of parking.

The parking lot at Foster Golf links is limited to six-hour parking for recreational use only. On March 1, signage was posted to inform vehicle owners of the rule, and fliers are now being placed on cars warning them of the violation. Beginning April 1, the City will start enforcing the policy and will record license plates, dates and times of offenders. Two warnings will be given before the vehicle is towed, and the owner will be responsible for fees associated with towing.

The City urged Metro to keep the satellite parking lot open and has tried to revisit the issue with the agency on multiple locations. While recognizing the need for additional park and ride opportunities, the City must enable all potential customers at Foster Golf Links to utilize dedicated golf course parking. The City will continue to work with Metro to identify other solutions for the at-capacity Park & Ride.

Spring Break CAMP



Grades K–6 // April 6–10, 2015

Don't miss out on another great Spring Break Camp!

Campers will enjoy a whole week's worth of fun, including fantastic field trips, great games, arts & crafts, and much more! If that's not enough we'll even throw in breakfast, lunch, and an afternoon snack. Space is limited, so sign up early to be a part of this amazing week!

Grades K–6	Fee: $119 / $99 RD	Monday–Friday
April 6–10	6:30am–6:00pm	18886

*Daily rates are available at $35/day for Residents and $43/day for Non-Residents.

TUKWILA PARKS & RECREATION

Tukwila Community Center
12424 42nd Ave S • Tukwila, WA
206.768.2822

The City's first Annual Report is available online – TukwilaWA.gov/2014annualreport.pdf





Reminder: Community Center Closure

The Tukwila Community Center will be closed for programs and activities from March 16–22 for deep cleaning and maintenance. This closure enables the City to address outstanding upkeep issues and undergo additional activities to spruce up the facility. During this week, staff will be available to register participants and provide general customer service Monday through Thursday, between 8:30AM–5:00PM. On Friday, March 20, the building will be entirely closed to the public.

In addition, the gym and racquetball courts will be closed March 16–April 12 for a complete overhaul. The floors will be sanded down, lines repainted and new finish applied. The floors in the banquet hall, social hall and dance studios will also be refinished, thereby closing these facilities from March 16–29. If you have questions regarding the closure, call 206-768-2822.

COMMUNITY OPEN HOUSE:
Exploring Mexican Culture and Cuisine

Friday, April 10 - 5:30 to 7:30PM
AT THE Tukwila Community Center

Project Feast and Tukwila Parks & Recreation present a night of food and connection, highlighting the country of Mexico! This FREE event will feature:

- Delicious Mexican food prepared by Project Feast trainees and graduates
- Music, cultural displays and activities for kids
- Informational tables highlighting a variety of local community organizations

Please R.S.V.P. with number of guests by Friday, April 3 to hello@ProjectFeast.org

project feast — TUKWILA PARKS & RECREATION

Regional Fire Authority Annexation Steering Committee formed

The City of Tukwila has formed the Regional Fire Authority Annexation Steering Committee to review the option of annexing the Tukwila Fire Department to the Kent Regional Fire Authority. The committee's purpose is to make a recommendation to the City Council by the end of 2015. The committee, made up of residents, business community members, councilmembers, representatives from the Kent Regional Fire Authority, and City staff, including firefighters, will meet regularly to explore issues such as financial impacts, governance and levels of service.

The City was fortunate to have a number of applicants for the committee, and the combined experience of these individuals will help to inform their recommendation to the Council. Should the committee recommend the City move forward with annexing the Fire Department, the Council will then determine whether to forward the idea to the governing board of the Kent Regional Fire Authority and then the voters, who will ultimately make the final decision. Residents and business community representatives to the Regional Fire Authority Annexation Steering Committee include:

Jessica Jerwa – An active resident and City of Tukwila volunteer, Jessica is very involved in the community, from volunteering in the City's Emergency Management Office to working with the Civil Air Patrol.

Roxanne Knowle – As an employee of CBRE, a property management company overseeing more than 800,000 square feet of industrial property within Tukwila, Roxanne serves as a business representative of the Steering Committee.

John Lamb – A business representative on this committee with over 20 years in real estate, John Lamb works for Segale Properties and is an active civic volunteer for a variety of organizations.

Becky Smith – Employed by Westfield since 2006, she currently serves as District General Manager for Washington State and oversees all Westfield Southcenter operations.

Jerry Thornton – A longtime Tukwila resident, Jerry also serves as President of the Board of Water District 125 and is a retired educator.

Kathleen Wilson – Trained as a Civil Engineer, Kathleen is a Tukwila resident with experience serving on a related prior committee and an active member of the Tukwila Emergency Communications team.

Tukwila City Councilmembers Joe Duffie and Verna Seal also serve on the committee, along with David Cline, City Administrator and Moira Bradshaw, Project Manager representing administrative staff. Interim Fire Chief Chris Flores is also on the committee, as are Firefighters Dawn Judkins, president of the local union, Alan Codenys and Merle Brooks. Representatives of the Kent RFA serve as non-voting members of the committee and include Mike Denbo, Fire District 37 Commissioner, Kent RFA Chief Jim Schneider and Firefighter Ray Shjerven, president of the RFA firefighters union.

COUNCIL CORNER

by Kate Kruller, 2015 Council President

Not all Tukwila City Council meetings are the same... why is that?

Like other legislative bodies, Tukwila has a process for bringing forth issues to be considered at City Council meetings. Initially, a great majority of proposed items are routed to one of four City ***Council Committees***, which are each comprised of three Councilmembers. Committees are focused on specialized areas: Finance & Safety, Utilities, Community Affairs & Parks (CAP) and Transportation. A Councilmember chairs each committee and facilitates the meeting, while department heads and other City staff provide detailed information on items and make revisions. The Council committee members recommend whether an item is ready to be seen by the entire Council.

The ***Committee of the Whole*** is comprised of all seven Councilmembers assembled to discuss and debate details of proposed resolutions, ordinances and other motions that are forwarded from the committees – along with items that are too broad for a specialized committee. This is a "members-only" meeting where the Council President serves as the chair. At these meetings, there may be presentations regarding items on the agenda or given for informational purposes only. During Committee of the Whole meetings, no roll call is taken and no official action occurs. What does happen is that the City Council can give direction on changes that might improve a potential item of legislation, or determine that the item is ready for deliberation as-is at the next level.

When items reach what is called a ***Regular Meeting*** of the City Council, legislative action can take place. Once again, the intent is for the entire City Council to assemble. Roll call is taken and a quorum – or a majority of four or more members – must be present in order to hear and vote on legislation. The Mayor assists in this process by chairing the meeting so that all Councilmembers are in equal standing when voting. The Mayor may vote to break a tie but, given that the Council has an odd number of members, that is an extremely rare occurrence. Also on these meetings' agendas are items listed under the "Consent Agenda." The Consent Agenda is handled as a single item encompassing all the things that the Council would normally approve with little comment, although members do have the ability to remove items from the Consent Agenda if they wish. All other items and pieces of legislation are considered individually, and final passage of any vote must have the approval of a majority of the members.

As always, the public is invited and encouraged to attend all of these meetings. Meeting agendas, minutes, videos and legislation are all available on the City webpage.



Meeting agendas, City programs, recreation activities, publications and more... get the most current information at TukwilaWA.gov!

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TUKWILA CITY PAGES

The city of opportunity
The community of choice

Your City Council invites you to join them for a

TOWN HALL MEETING

Thursday, June 4 – 6:00PM

Church by the Side of the Road
3455 South 148th Street in Tukwila

All community members are invited to attend (and bring a friend)! Come share your questions, suggestions, concerns and experiences. This is an opportunity to talk to your City Council and say anything that is on your mind about Tukwila.

Tukwila Community Kitchen



Friday, June 26 – 5:30 to 8:30PM

in the Tukwila Community Center Social Hall

Join Project Feast and Tukwila Parks and Recreation for an evening of interactive cooking! Bring your favorite apron and an appetite; you'll learn from Project Feast apprentices, and enjoy a beverage and light snack while cooking. Learn about the culture of each dish, meet new community members, sample a variety of authentic cultural cuisines, and take home copies of your newly discovered recipes. Registration is FREE but limited to 50. Please call 206-768-2822 to reserve your seat today!

COUNCIL CORNER

Trip to DC pays off for City of Tukwila

by Kate Kruller, 2015 Council President

Recently, a Tukwila Delegation primarily consisting of three Tukwila City Council members visited our congressional representatives and key federal agencies in Washington DC. The purpose was to continue building on critical legislative relationships and re-engage with federal programs that make a real difference for the City of Tukwila.

Our delegation provided update reports and advocated for three strategic projects for Tukwila:

- Sound Transit Boeing Access Road Light Rail Station: Complete construction originally in the plans when the light rail was approved by voters. Tukwila has a strong coalition of employers, businesses and residents who back this substantial development and revitalization opportunity.
- Strander Boulevard Multi-Modal Connector: Provide east-west, cross-valley connections between Renton and Tukwila, along with improved connectivity between the Tukwila Urban Center, the Sound Transit Commuter Rail Station, and large employers in the immediate area.
- BNSF intermodal rail yard access in Allentown: A jointly-funded study is underway in collaboration with BNSF Rail to identify a new truck route. Tukwila will need help with resulting anticipated construction costs. Also, a community assessment on rail yard impacts will be made.

Tukwila is well represented by Senator Patty Murray, Senator Maria Cantwell, and Representative Adam Smith. The Tukwila Delegation visited the offices of all three to thank them for previous support on projects and make Tukwila's case for the future.

Voting activity was underway in the Senate, so some meetings were conducted near the chamber floor. All meetings were staffed with Legislative Directors and Legislative Assistants that specialize in transportation, housing, labor and budget analysis. There was great interest in the new information we had to relay, and talk ensued about what each could do for Tukwila going forward.

The visits to federal agencies proved to be very productive as well. The US Department of Justice (USDOJ) oversees the Community-Oriented Policing Services (COPS) Office, where Tukwila received grants to assist with increasing police staff levels in recent years. A renewed connection this year looks promising for federal funding toward training and working on ways to build community relations.

At the U.S. Department of Transportation, a Senior Policy Analyst who reviews Transportation Investment Generating Economic Recovery, or TIGER, grant applications gave us positive news. Our Strander Connector application got a "highly recommended" rating that missed by the smallest of margins last round. Tukwila got good feedback and encouragement to try again due to the project's strong potential.

Overall, Tukwila demonstrated its commitment to these projects very well and made good connections on the federal level to garner more support ahead as we progress.

City continues to study fire service options

Since its creation, the Regional Fire Authority Annexation Steering Committee has been meeting regularly. First on their list of things to consider was WHY a change from a local to a regional fire service is being considered. Members of the former 2014 Fire Exploratory Committee briefed the current committee on the long-term goal of being able to financially maintain the current level of fire service, outlining the constraints and costs at the local level. In addition, they discussed potential operating efficiencies and revenues made available if emergency services are provided at a regional level.

The Steering Committee is gaining a comprehensive education about how the Fire Department operates, where they work and how they train. This effort includes tours of fire facilities in both Tukwila and Kent. To ensure the best outcome, this group must have a fundamental understanding as to how fire service performance is measured. The Committee has agreed that any potential change must result in the same or better levels of service. Measuring fire service goes beyond how fast a firefighter responds to a call for help -- behind that is the ability to respond with the right equipment and manpower, or the ability to respond at all (that is, they aren't on another call to someone else).

When you think of a fire department you probably picture firefighters rushing to a house fire or arriving to render medical aid to someone having a heart attack. Like other jurisdictions, Tukwila relies on its firefighters to do many other things as well. The Steering Committee is learning about the roles the Tukwila Fire Department plays in fire permits, building permit review, planning for natural and man-made emergencies, educating community members on safe practices and preparedness, and investigating the cause of fires.

Stay tuned as the Committee continues its investigation into the pros and cons of potentially changing fire service to a regional provider, and whether it will recommend putting this annexation issue before the voters in 2016. You can follow the progress of the committee on our website at **TukwilaWA.gov/FireCommittee**.

REMINDER:
Comprehensive Plan Upcoming Events

OPEN HOUSE
(Come talk with City staff about Comprehensive Plan)
Wednesday, May 20
4:30-6:30PM
3460 S. 148th Street

PLANNING COMMISSION PUBLIC HEARING
(Topic: Tukwila International Boulevard)
Thursday, May 28 – 6:30PM
Tukwila City Hall

PLANNING COMMISSION PUBLIC HEARING
(Topics: Housing and Residential Neighborhoods)
Thursday, June 25 – 6:30PM
Tukwila City Hall



Save the dates!

Take part in the 22nd annual Tukwila Community Garage Sale, coming on Saturday & Sunday August 22–23.

Hold your sale at the same time as neighbors throughout Tukwila, and get free advertising online and in community newspapers. You also get a yard sale information kit, with a small sign and helpful tips.

Sign-ups will be open June 15 through July 15. For more information, please call 206-431-3683.

SPRING/SUMMER 2015

Get involved with your neighborhood park today

Tukwila's parks are some of the City's best and most treasured assets. Residents, business owners and guests report a high level of satisfaction, and some of our marquee facilities – such as Fort Dent and the Tukwila Community Center – serve as regional destination centers for a variety of activities from soccer to stamp collecting. However, it is the City's residential parks that serve as the backbone of our parks system, and the City wants to partner with residents to guide the maintenance and improvements of these important neighborhood assets.

To capitalize on this opportunity, the Tukwila Parks and Recreation Department is in the process of developing a pilot Park Watch program with the goals of:

- Better connecting parks staff with neighbors
- Fostering community ownership of parks
- Enhancing safety and reducing vandalism
- Ensuring neighbors and park users have a process to communicate parks-related issues
- Increasing park usage throughout City neighborhoods



The Department will host six community park events throughout the City over the summer *(please refer to the list of events on page 2 for more information)*. These get-togethers invite neighbors and park users to meet directly with Parks maintenance staff, play games led by the Recreation Division, enjoy complimentary food, and socialize with friends and neighbors.

These initial meetings will also allow staff to gauge the public's interest around these six parks and eventually identify one or two for inaugurating the pilot Parks Watch program. The program allows residents and park users to work directly with staff to identify and share:

- Programs, assets and other elements that could increase park usage
- Tailored level of standards for each park, including maintenance guidelines and potential programming
- Strategies for volunteer recruitment
- Positive relationships with additional residents and park users, as well as neighborhood community building



Your input will help Tukwila's Parks and Recreation Department cultivate programs specific to each park. Staff wants to hear from neighbors and park users about what can be done in partnership to improve these neighborhood assets, make them interesting and inviting to our entire community, and ensure they remain a place for safe, Good Healthy Fun.

For more information about these park events, please click on the Recreation Activities Guide link at **TukwilaWA.gov**, or call 206-768-2822.



Strategically working...

Committee to review Regional Fire Authority annexation

The City of Tukwila has formed the Regional Fire Authority Annexation Steering Committee to review the option of annexing the Tukwila Fire Department to the Kent Regional Fire Authority. The committee's purpose is to make a recommendation to the City Council by the end of 2015. The committee, made up of residents, business community members, councilmembers, representatives from the Kent Regional Fire Authority, and City staff, including firefighters, will meet regularly to explore issues such as financial impacts, governance and levels of service.

This Committee is building on previous analysis and review of options for responsible fiscal sustainability of existing fire levels of service. For more information, please visit the City's web page at **TukwilaWA.gov**, email Moira Bradshaw at **Moira.Bradshaw@TukwilaWA.gov**, or call 206-431-3651.

DEFINING OUR CITY'S VALUES

The City of Tukwila recently identified core values for the organization - principles that guide behavior and decisions. Distilled from characteristics identified by City employees, these values illustrate our commitment to Tukwila's residents, businesses and guests.

CARING – *We support the diverse community we serve with compassion, empathy and kindness.*

PROFESSIONAL – *We hold ourselves to the highest ethical standards and act with integrity and transparency. We are respectful and courteous with all.*

RESPONSIVE – *We are timely and effective in the delivery of great customer service. We continually strive to find innovative ways to improve.*

Regional Fire Authority Exploratory Process

To address the City's long-term fiscal health while ensuring fire service continues at existing or improved levels, Tukwila is exploring annexation into the Kent Regional Fire Authority (RFA). Providing fire and emergency services is a significant portion of the City's general fund. Neighboring jurisdictions have pursued regional consolidation with great success in order to sustain services and municipal budgets.

The City created the RFA Annexation Steering Committee to further study the benefits and costs associated with a potential annexation. The Committee, which is composed of residents, business representatives, firefighters and Tukwila Councilmembers, is nearing the end of its information gathering and deliberations. It will be presenting its recommendation to the City Council in November/December 2015.

Ultimately, Tukwila residents will decide in a community-wide vote on whether to annex into the Kent RFA for fire and emergency services. For this proposal to proceed, however, a number of actions must occur. If the Committee recommends moving forward, the City Council must concur.

Regional Fire Authority Annexation Steering Committee

Residential Community Members
- *Jessica Jerwa, Resident*
- *Jerry Thornton, Resident*
- *Kathleen Wilson, Resident*

Business Community Members
- *Roxanne Knowle, Senior Real Estate Manager, CBRE*
- *Mark Segale, Segale Business Park*
- *Becky Smith, District General Manager Westfield*

Tukwila City Council
- *Joe Duffie, City Councilmember*
- *Verna Seal, City Councilmember*

Tukwila Administration
- *David Cline, City Administrator*
- *Chris Flores, Interim Tukwila Fire Chief*

Fire Union Members
- *Dawn Judkins, President Local 2088*
- *Alan Codenys, Tukwila Firefighter*
- *Merle Brooks, Tukwila Firefighter*

Nonvoting Kent RFA Members
- *Mike Denbo, Fire District 37 Commissioner*
- *Jim Schneider, Chief Kent RFA*
- *Ray Shjerven, President, IAFF LOCAL 1747*

Tukwila Staff
- *Moira Bradshaw, Community Development Dept.*
- *Vicky Carlsen, Finance Department*



Before the Council makes a decision, a series of open houses will be hosted at all four fire stations where community members can meet with staff and discuss details about the costs and benefits of the proposal.

The Council will then hold a public hearing on the proposal. If the Council agrees, a resolution is sent to the Kent RFA asking them to accept the proposal by Tukwila to annex. If the Kent RFA Governing Board agrees to the proposal, the Tukwila City Council will place the issue on the ballot and Tukwila voters will make the final decision.

The City of Tukwila is committed to an open, transparent process as the RFA annexation is studied. The community is encouraged to participate in this effort and provide feedback. Residents and businesses should know the potential effects of annexing to the RFA as well as of keeping the status quo. To that end, these resources are available:

- A page on the City's website that includes an overview and background information on the issue, Frequently Asked Questions, and Committee agenda packets: **TukwilaWA.gov/FireCommittee.html**
- A speakers bureau available for addressing any group.
- A project manager to answer your questions and provide additional information. Contact Moira Bradshaw at 206-431-3651, or email **Moira.Bradshaw@TukwilaWA.gov**.

Council vacancy coming in January 2016

Because the current Mayoral race in Tukwila involves two sitting Councilmembers, there will certainly be a vacancy on the Tukwila City Council beginning in January 2016. City and State law provides that the remaining Councilmembers will appoint an individual to serve in the vacant position through the term's end in December 2017.

The City Council will publish formal notice of vacancy along with application materials later this year. If you would like to be notified of forthcoming information regarding the vacancy, send a message to CityCouncil@TukwilaWA.gov, or call 206-433-8993.



Quick Links

Sign up for Tukwila's annual garage sale

2015 Spring/Summer Activities Guide

TukTV

City of Tukwila Website

Follow Us On Facebook

Follow Us On twitter

Join Our Mailing List!

Tukwila Elected Officials

Mayor: Jim Haggerton

City Council:
Kate Kruller (Council President)
Joe Duffie
Dennis Robertson
Allan Ekberg
Verna Seal
Kathy Hougardy
De'Sean Quinn

Comprehensive Plan update - public hearing on August 10, 2015

The City of Tukwila is completing its review and update of the Comprehensive Plan, the long-term guide for the community's growth and development over the next 20 years. State law requires cities to review and update the Comprehensive Plan periodically. Tukwila is amending its Comprehensive Plan to meet state and regional requirements, to address community priorities, and to make the Plan clearer and easier to use.

The Comprehensive Plan has been updated in phases. Topics such as shorelines, natural environment, utilities, capital facilities, parks, and economic development have already been addressed. The City has reached out to the community in many different ways, including:

- Hosting special events and meetings
- Partnering with the Community Connector liaisons
- Using on-line surveys
- Open houses and hearings
- Articles in the Tukwila Reporter City Pages, Hazelnut and other publications
- Website and social media
- Emails and direct mailings

There will be additional opportunities for the community to gain information and make comments on the Tukwila International Boulevard District, Housing and Residential Neighborhoods Comprehensive Plan elements at upcoming events during July and August. This includes a public hearing before the City Council on August 10, 2015 at 7 p.m. in the City Council Chambers, 6200 Southcenter Boulevard, Tukwila. At this time the Planning Commission's recommendations on these topics will be considered. In addition, the City Council will consider technical changes at a later date to the Comprehensive Plan's Introduction, Vision, Glossary, and Land Use Map Legend.

For complete information on upcoming meetings and to see review materials, please view the Comprehensive Land Use Plan page on the City's website.

For more information, please contact the Tukwila Department of Community Development, 206-431-3683 or compplanupdate@tukwilawa.gov

Regional Fire Authority exploratory process

The City is exploring annexing into the Kent Regional Fire Authority (RFA) in order to ensure fire service continues at existing, or improved, levels of service in Tukwila and to address the long term fiscal health of the City. Providing fire and emergency services is a significant portion of the City's general fund. Neighboring jurisdictions have pursued regional consolidation with great success in order to sustain services and municipal budgets.

The City has created the Regional Fire Authority Annexation Steering Committee in order to further study the benefits and costs associated with a potential annexation. The Committee is composed of residents, business representatives, firefighters, and Tukwila Councilmembers. The Committee's work is the outcome of previous efforts that considered all available service delivery options and potential partnership opportunities for the provision of fire and emergency services in Tukwila. Among the issues under review are the impacts on City taxpayers, Tukwila representation on the Kent RFA Governing Board, the future of Tukwila's fire stations and apparatus, and the type and quality of service that would be provided by the RFA to the Tukwila community, compared to the current level of service provided by the municipal fire department. The committee is expected to make a recommendation to the City Council by November of 2015.

The City of Tukwila is committed to an open, transparent process while exploring annexing into the RFA and encourages participation in and feedback for this effort. Community members and businesses should know the potential implications of both annexing to the RFA as well as keeping the status quo. To that end, the following is available:

- A page on the City's website that includes background on the committee, Frequently Asked Questions and monthly Committee packets.
- A Speakers Bureau available for any group
- A project manager is available to answer questions and provide additional information. Contact Moira Bradshaw at moira.bradshaw@tukwilawa.gov or at 206 431 3651.

Tukwila voters make the final decision as to whether to change from a local to a regional fire service provider.

City updating marijuana regulations

Since 2011 Washington State has allowed the use of medical marijuana, under specific rules set forth by State statute. However, a partial veto of that legislation created a fragmented and inconsistent system of regulation. For this reason, the City of Tukwila established a moratorium in 2011, prohibiting medical marijuana collective gardens and dispensaries. Recent changes by the Washington State Legislature have clarified issues regarding medical marijuana and aligned its regulation with recreational marijuana, which was established by a voter-approved initiative in 2012.

Now that State law has been made clear, the City of Tukwila is updating its regulations around both medical and recreational marijuana to clearly implement state law. The City Council's Community Affairs and Parks subcommittee forwarded a draft ordinance to the Planning Commission. At its July 23 meeting, the Planning Commission heard public testimony and recommended sending the ordinance to the City Council's Committee of the Whole for consideration.

The proposed legislation makes the following changes to the City's regulations regarding both medical and recreational marijuana:

- Prohibits medical marijuana cooperatives, collective gardens and dispensaries
- Allows for medical and recreational marijuana retail and processing in the Tukwila South area
- Establishes new civil penalties for violations of these regulations

Residents are encouraged to provide feedback to the City as the Council reviews the final ordinance. The Council Committee of the Whole will hold a public hearing on this legislation at their August 10 meeting. Council meetings start at 7:00 and are held in the Council Chambers at Tukwila City Hall. Members of the public interested in testifying are encouraged to attend and speak. Final passage of the legislation, if there is Council consensus, will happen at a subsequent City Council meeting.

2015 Regional Fire Authority Annexation Outreach

Community Meeting Schedule

Moira Bradshaw, Chris Flores and/or Vicky Carlsen attended the following meetings, presented the following Powerpoint slides and discussed and answered questions on the fire service annexation review.

August 6, 2015 – Duwamish Rotary

August 18, 2015 - Arts Commission

August 19, 2015 – Parks Commission

August 22, 2015 – Sustain our Pools

September 1, 2015 – Tukwila Library Advisory Board

September 3, 1025 – Equity and Diversity Committee

September 8, 2015 – Tukwila School Board

September 8, 2015 – TIBAC

September 10, 2015 - COPCAB

September 15, 2015 - Human Services Advisory Board

Regional Fire Authority Annexation Investigation

2015

Overview of the Tukwila Fire Department

- 4 stations
- 3 shifts with 18 fire personnel per shift providing 24 hour coverage
- 67 personnel
- $11 million budget
- 75% of Fire 911 are for emergency first aid services

Why change to a regional service?

- Maintain high level of service
- Existing collaboration provides opportunity
- Stability
- FD Cares

Fire Service exploration in Tukwila

February, 2010: Council retreat discussion

June, 2010: Presentation options, Fire Exploratory Committee established

December, 2010: Expanded to include Kent RFA

June, 2012: Committee ended prior to finishing review

February, 2014: New Fire Exploratory Committee established

September, 2014: Committee and Council recommend moving forward with investigating annexation into the Kent RFA

Viable Option - Kent Regional Fire Authority

- Experienced and established
- Successful relationship – Training Consortium, Zone 3
- Interested in partnership and further exploration

What is the Kent Regional Fire Authority ?

- Special purpose district established by a vote of the people
- Serves Kent, Covington, SeaTac and unincorporated King County
- Serves 60 square miles, 175,000 people
- Governance:
  - ✓3 Councilmembers from the City of Kent
  - ✓3 elected Commissioners from King County Fire Protection District

2015 Regional Fire Authority Annexation Steering Committee

Includes:

- Community members
- Business representatives
- Fire fighters
- Councilmembers
- City staff

Committee Study Issues

- Service Levels
- Cost
- Facilities & Assets
- Governance

Steps Towards a Decision

- Steering Committee to make a recommendation
- Tukwila City Council reviews and decides to proceed - If yes:
- Kent RFA Governing Board decides on Tukwila's request - If yes:
- Tukwila City Council motion to place issue on ballot
- Tukwila voters make final determination

Stay informed

- Regional Fire Authority Annexation Committee web page:

http://www.tukwilawa.gov/firecommittee.html

- Register your email address on web page for updates
- Attend a community meeting in the fall
- Attend or watch bi-monthly updates at City Council meetings
- Look for RFA articles in the Tukwila Reporter and other City publications
- Request a special presentation

Questions?

- Thank you for the opportunity to present today

- Project contact:

Moira Carr Bradshaw, Project Manager

Moira.Bradshaw@tukwilawa.gov

206.431.3651