

07/09/15  
SB



**Agenda Sheet for City Council Meeting of:**  
06/01/2015

<b>Date Rec'd</b>	5/18/2015
<b>Clerk's File #</b>	OPR 2015-0432
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	FIRE
<b>Contact Name/Phone</b>	BOBBY WILLIAMS 625-7001
<b>Contact E-Mail</b>	BWILLIAMS@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	1970 AUTOMATIC AID RESPONSE AGREEMENT WITH SCFD 8

**Agenda Wording**  
 Agreement with Spokane County Fire District 8 to for automatic aid response system to enhance services and efficiencies for fire suppression and emergency medical and rescue services. Agreement shall renew automatically year to year until terminated.

**Summary (Background)**  
 This Agreement is entered into under the authority of RCW 52.12.031(3), and pursuant to Chapter RCW 39.34 - the Interlocal Cooperation Act. Each agency maintains equipment and employs trained personnel to respond to fires and medical emergencies and are geographically located to render automatic-aid to the other. The services provided by each party pursuant to this Agreement shall be provided at no cost to either party.

<b>Fiscal Impact</b>	<b>Budget Account</b>
Neutral \$	#
Select \$	#
Select \$	#
Select \$	#

<b>Approvals</b>		<b>Council Notifications</b>	
<b>Dept Head</b>	SCHAEFFER, BRIAN	<b>Study Session</b>	PSC 05/18/2015
<b>Division Director</b>	SCHAEFFER, BRIAN	<b>Other</b>	
<b>Finance</b>	SALSTROM, JOHN	<b>Distribution List</b>	
<b>Legal</b>	WHALEY, HUNT	Fire: bschaeffer, korlob, mdoval	
<b>For the Mayor</b>	CODDINGTON, BRIAN	SCFD 8: Tneilsen@scfd8.org	
<b>Additional Approvals</b>		<i>jfaught</i>	
<b>Purchasing</b>			

APPROVED  
 BY SPOKANE CITY COUNCIL on  
 6/1/2015  
*[Signature]*  
 SPOKANE CITY CLERK

#6A



**Spokane County Fire District 8**  
**Tony Nielsen**  
**Fire Chief**



**Spokane Fire Department**  
**Bobby Williams**  
**Fire Chief**

## **AUTOMATIC AID RESPONSE AGREEMENT**

This agreement is entered into between Spokane Fire Department and Spokane County Fire District 8, municipal corporations of the State of Washington, on this 6/10/15. (Collectively hereinafter referred to as "Agencies")

### **RECITALS**

1. This agreement is entered into under the authority of RCW 52.12.031(3).
2. Each of the Agencies owns and maintains apparatus for the suppression of fires and for the provision of emergency medical services. Each of the Agencies also retains fire fighting personnel who are trained to provide various levels of emergency medical services.
3. Each of the Agencies has the necessary apparatus and personnel to enable it to provide services to the other Agency in the event of an emergency.
4. The geographical boundaries of each Agency are located in such a manner as to enable each Agency to render automatic-aid to the other.
5. It is the purpose of this agreement to establish automatic aid response system between the Agencies to this agreement to enhance services and efficiencies for fire suppression, emergency medical and rescue services to each of the Agencies.
6. Both agencies agree for the purpose of this agreement, Automatic Aid shall mean assistance dispatched automatically by contractual agreement without request and Mutual Aid shall remain aid provided to another agency upon request of that agency.
7. Each agency agrees that enhancement to service shall not be used to support layoff or reduction of personnel nor shall it be used to support an annexation effort by either party. In the event of a personnel reduction by either agency, the agreement will be terminated.



**Spokane County Fire District 8**  
**Tony Nielsen**  
**Fire Chief**



**Spokane Fire Department**  
**Bobby Williams**  
**Fire Chief**

## **AGREEMENT**

The Agencies, to carry out the purposes and functions described above and in consideration of the benefits to be received by each of the Agencies, agree as follows:

- 1. Duration of Agreement:** This Agreement shall become effective upon the execution of this Agreement by the Elected Officials and/or Fire Chiefs of the two Agencies and shall automatically renew itself from year to year thereafter, until terminated. Any party may terminate its participation in the Agreement at any time by giving written notice to the other party at least sixty (60) days prior to the date of termination.
- 2. Administration:** For purposes of liaison and the administration of this Agreement, the Fire Chief of each agency party to this Agreement, or his/her designee, is designated as its representative, and collectively, they shall be responsible for administration of this Agreement.
- 3. Coverage Areas.** This Agreement is entered into between the agencies to create an automatic aid process where responses to incidents are made by the closest and most appropriate resource. Agencies agree to respond to any reported fire, EMS, rescue or service related incident with the appropriate apparatus into the jurisdiction of the other agency who are party to this Agreement. Said responses shall not require any specific request but shall be automatic upon dispatch by Combined Communications Center (CCC).
- 4. Response Procedure.** Upon receipt of a dispatch from the Combined Communications Center (CCC) to an incident within the agencies jurisdictional area the agency (s) in closest proximity to the call for service will be dispatched and immediately respond apparatus and personnel, regardless of jurisdiction.
- 5. Modifications.** A consensus summary of operational considerations and expectations, as discussed by senior staff members of each agency, is outlined in Appendix A. Modifications to the content of Appendix A may be made with the concurrence of each agencies' Fire Chief and or his/her designee. Amendments to Appendix A will be attached to the original Inter-local Agreement with each Chief's dated initials indicating acceptance
- 6. Costs and Reimbursements.** The services provided by each party pursuant to this Agreement shall be provided at no cost to either party. In the event a state or federal emergency is declared, or eligibility for 3<sup>rd</sup> party reimbursement exists, this Agreement shall not constitute a waiver of the rights of the parties to claim reimbursement (s).

- 7. **Termination of Response.** The equipment and personnel of the authority having jurisdiction (host agency) or the other Agency party to this agreement may be cancelled by the first arriving apparatus, after the first arriving apparatus has completed a scene assessment and the IC determines that additional resources are not needed. If the other Agencies resources arrive on scene, they shall be released from service by the Incident Commander as soon as conditions warrant or in the event an emergency should occur in the other Agencies' jurisdiction.
- 8. **Liability.** Each Agency agrees to assume responsibility for all liabilities that occur or arise in any way out of the performance of this agreement by its personnel only and to save and hold the other Agency, its employees and officials, harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the Agencies employees relating to the performance of this agreement.
- 9. **Insurance.** Each Agency agrees to maintain adequate insurance coverage for its own equipment and personnel.
- 10. **Non-Exclusive Agreement.** The Agencies to this agreement shall not be precluded from entering into similar agreements or first response agreements with other municipal corporations.
- 11. **Benefits.** This agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons
- 12. **Notification:** All notices herein require shall be in writing and delivered in person to the Fire Chief of each agency.
- 13. **Modification.** This agreement may only be modified by mutual agreement of all Agencies hereto, executed in the same manner as this agreement, except as noted in Agreement item 5 – modifications to Appendix A.

**SPOKANE FIRE DEPARTMENT**

**SPOKANE FIRE DISTRICT 8**

By: *Bobby Williams*  
 Bobby Williams, Chief

By: *Tony Nielsen*  
 Tony Nielsen, Chief

Date: 6-15-15

Date: 6/10/15

Approved as to form:

*[Signature]* 6/16/15  
 Assistant City Attorney

*David A. Condon*  
 David A. Condon  
 Mayor  
 City of Spokane

Attest: *[Signature]*  
 Spokane City Clerk (Acting)



## **APPENDIX A**

### **Spokane Fire Department & Spokane County Fire District 8**

#### **Automatic Aid Operational Issues**

Issues for consideration:

1. **Agreement restrictions**

- a. Both agencies agree this document has no mileage, unit or call type restrictions. This agreement is for true auto-aid between both agencies.
- b. For this agreement to be in effect, AVL must be enabled for both agencies.
- c. Prior to implementation of any new call types and / or changes to resource allocation (s) for specific call types, each agency agrees to coordinate with the other agency to ensure there are no adverse operational impacts on the agency.
- d. District 8 volunteer engines will not be part of any initial dispatch into Spokane City Fire response areas
- e. For structural fire, EMS and MVA responses, the following engine resource allocations will be maintained in addition to sending the closest appropriate Engine or Ladder (Note: EC = Career Crew with at least 3-person staffing, L= Career Crew with at least 4-person staffing, E = Volunteer Crew).
  - i. District #8 - 11F 2-EC, 1E, 1L, 1-20 officer
  - ii. District #8 - 11C 3-EC, 1E, 1L, 1-20 officer
  - iii. District #8 - 11W - additional 1E, 1L
  - iv. District #8 - 31E: 1 EC-P
  - v. District #8 - 35F: 1 X, 1 EC, 1E, 1-20 Officer
  - vi. SFD - 11F 3-EC, 1L, 1R, 2-20 Chiefs
  - vii. SFD - 11C - 4-EC, 2L, 1R, 2-20 Chiefs
  - viii. SFD - 11W - additional 1-L

2. **20 Chief Responses into another's Jurisdiction**

- a. It is not expected that an agency will automatically respond a 20 Chief to a neighboring auto aid department to accompany their dispatched resources, however the agency may self-initiate if they are closer.
- b. The closest assisting agency's 20 Chief(s) are meant to augment, not replace the host agency's 20 Chief's response.

3. **Communications**

- a. Units from an assisting auto aid department will respond and communicate on the assigned talk group
- b. When multiple units from the assisting agency are dispatched into a host agency, the host 20 Chief should receive a page.
- c. Both agency's 20 Chiefs will be notified of automatic aid 11F, 11W, 11C and incidents of significance

4. Investigator call out / notification requirements
  - a. For any fire where an investigator has not been dispatched, contact the host 20 Chief for determination of need.
5. Knox keys
  - a. Request response of host agency unit as necessary. In the interim the agencies will work collectively to resolve the issue of incompatible Knox Box Keys that may result in redundant responses.
6. Gate combinations
  - a. Agencies will provide one another map related information
7. Mapbook coordination
  - a. SFD and SCFD8 will provide one another with necessary map information in either electronic or hard copy formats.
8. For cardiac arrest, significant trauma, challenging medical
  - a. For "Echo" calls request dispatch of additional **EMS, manpower** + any other necessary resources; *i.e., chaplain*.
9. When AVL is not functional
  - a. Companies will be dispatched traditionally.
10. Extended Incidents for Standby, Overhaul and etc
  - a. Host agencies shall work to release equipment from the other jurisdiction as soon as possible. If you anticipate holding an assisting agency unit (s) an on-scene for significant period of time (> 30 minutes), consider notification of 20 Chief for replacement by host agency unit.
11. Training
  - a. Both agencies agree to conduct regular inter-department training; tabletops, classroom, multi-company scenarios (extrication, live fire, tech rescue, haz mat, wildland – urban interface, FF safety...MAYDAY / RIT and etc.). Advance scheduling for extended training will facilitate planning for station move ups and / or staffing backfill.
  - b. Involvement of 20 Chief and training staff should be on-going; perhaps not every training opportunity.
12. Incident report information
  - a. Each department will make appropriate incident related data entries in the SafetyPad/FDM records management system and share inter-jurisdictional information on an agreed to regular schedule.
13. Use of Appropriate and Accepted Practices

The agencies will use the Spokane County Field Operations Guide, individual Policies, SOPs, and Standards as the primary accepted practices.

14. Damage to Equipment / Cost Incurred While Involved in Response to Host Agency Jurisdiction

- a. Hold Harmless
- b. Host agency will bill responsible party if cost recovery is an option.

15. Personnel Attire, Appearance and Conduct

- a. Each department shall ensure their personnel are accountable to their applicable policies with respect to attire, appearance and conduct and will deal appropriately with concerns identified.
- b. Each department will investigate and follow-up with the other in the event of a legitimate complaint or concern.

16. Citizen Complaint

- a. Personnel responding into the host agency will contact the host 20 Chiefs immediately if a complaint is received or in the event of an unusual incident

17. Inventory of Specialized Equipment

- a. Each agency will share inventory information regarding TIC's, 4 gas detectors, HCN detector, foam, CAFS and etc. with each other

18. After Action Review

- a. At a minimum an informational review of all significant incidents shall take place on-scene prior to releasing units (tailboard hot wash). On more significant or larger incident both agencies shall work together to develop an after-action-review (AAR). When possible first alarm assignments will meet and discuss the information presented in the AAR.

## Appendix B

### Resource Contributions for Each Agency

As identified below, each of the participating agencies will add the identified resources for availability of automatic CAD recommendations, dispatch and response.

#### SCFD 8

All Chiefs, Engines, Medic Units, Brush Apparatus, and Water Tenders.

#### SFD

All Chiefs, Engines, Ladders, Attack 5 and Rescues\*

\*Rescue 8, Squads and ARU's are exempt due to staffing and capability