

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large  
Mayor

Terry F. Harris, District 1, Mayor Pro Tem  
Daryl J. Lund, District 2  
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3  
Chad E. Taylor, Position at Large  
Robert J. Spahr, Position at Large

## Regular Meeting of Monday, March 12, 2018 5:00 p.m.

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)

### PROCLAMATIONS / PRESENTATIONS

3. W.F. West Lady Bearcats Basketball Team. (Mayor)
4. W.F. West Boys Bearcats Basketball Team. (Mayor)

### SPECIAL BUSINESS

5. Boys and Girls Club of Chehalis. (John Setterstrom, Interim Executive Director)
6. Centralia-Chehalis Chamber of Commerce. (Alicia Bull, Executive Director)

### CITIZENS BUSINESS

This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
7. <u>Minutes of the Regular City Council Meeting of February 26, 2018.</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	4

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR - CONTINUED</b>		
9. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director)	APPROVE	5
10. <u>Resolution No. 1-2018, First Reading – Adopting the 2018 Parks Recreation and Open Space (PROS) Plan Update.</u> (City Manager, Community Development Director, Recreation Manager)	APPROVE	6
11. <u>Approve Bids for Rock, Gravel, and Asphalt.</u> (City Manager, Public Works Director, Street/Storm Superintendent)	APPROVE	10
12. <u>Farm and Pasture Lease Agreement with Pamco, LLC for a Three-Year Term Expiring February 28, 2021.</u> (City Manager, Public Works Director, Wastewater Superintendent)	APPROVE	13
13. <u>Appoint Mayor Dennis Dawes as the City’s Alternate to the Twin Transit Board.</u> (City Manager)	APPROVE	22

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
14. <u>Interlocal Agreement with Lewis County for 9-1-1 Services for a Two-Year Term Expiring December 31, 2019.</u> (City Manager, Police Chief, Fire Chief)	APPROVE	24
15. <u>Wage Increases for Non-Represented Employees.</u> (City Manager, HR/Risk Manager)	APPROVE	83

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
16. <u>Administration Reports.</u>	INFORMATION ONLY	---
a. Strategic Planning Update. (City Manager)		91
b. City Manager Update. (City Manager)		
17. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

<b>EXECUTIVE SESSION</b>		
18. Pursuant to RCW:		
a. 42.30.110(1)(i) – Litigation/Potential Litigation		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MARCH 26, 2018.**

February 26, 2018

The Chehalis city council met in regular session on Monday, February 26, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilors Tony Ketchum and Chad Taylor were absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Lilly Wall, Recreation Manager. Members of the news media in attendance included Natalie Johnson of *The Chronicle*.

1. **Proclamation – Chehalis STEM Wing.** Mayor Dawes read and presented a proclamation congratulating the Chehalis School District on the opening of the new STEM (Science, Technology, Engineering, and Math) wing at W.F. West High School. Superintendent Ed Rothlin, Assistant Superintendent Mary Lou Bissett, W. F. West Principal Bob Walters, and Krista Wilkes, a science teacher, accepted the proclamation.

2. **Citizens Business.** David Hartz, President of the Chehalis Community Renaissance Team (CCRT), stated the grand opening of Chehalis Coworks was held last week. He thanked the city for its support of the CCRT, stating the group would not have come this far without the council's support. Coworks is a partnership between the CCRT and Port of Chehalis and was funded by a Distressed County Fund grant. Now that the facility is open, the group will work on getting the word out. Mr. Hartz added that as the CCRT moves forward they are anxious to hear about the city's recent strategic planning meeting because they want to make sure they are on the same page as the city.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of February 12, 2018;
- b. February 15, 2018 Claim Vouchers No. 121605-121766 and Electronic Funds Transfer No. 12018 in the amount of \$483,224.22; and
- c. Engineering services agreement with Gibbs & Olson in an amount not to exceed \$97,000 for the Riverside Pump Station Force Main Replacement Project.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Early Termination of Heidar Ground Lease.** Brandon Rakes stated the airport has a 1994 ground lease with Dr. Helgi Heidar, which expires April 2019. Dr. Heidar would like to terminate the lease one year early and requested that the airport pay him \$2,500. Dr. Heidar pays an annual fee of \$800 dollars for the lease, so terminating the lease early would allow the city to lease the hangar space that Dr. Heidar constructed. The airport is currently at 100% hangar occupancy. Mr. Rakes estimated being able to collect at least \$400 a month for the hangar space.

Mayor Dawes noted that the reason Dr. Heidar's lease was so cheap is because when he leased the ground it was bare property. The terms of the lease provided that once the hangar was constructed and the lease was carried out until April 2019, the airport would own the building.

Bill Hillier added the city has previously bought-out another hangar, so this is not a new thing for the city.

Councilor Spahr asked if the airport had people waiting to lease hangars. Mr. Rakes stated he currently has a waiting list of about 12 candidates.

Councilor Pope moved to approve the Chehalis-Centralia Airport early termination of the ground lease with Dr. Heidar and pay him \$2,500 upon early termination of the lease in consideration for the permanent property improvements made during the term of the lease. The motion was seconded by Councilor Lund and carried unanimously.

5. **Presentation on Updated Parks Recreation and Open Space (PROS) Plan.** Lilly Wall stated the plan is required by the Washington State Recreation and Conservation Office and must be updated every six years to be considered eligible for grants. The administrative update of the 2012 PROS Plan was completed with modifications to meet current/future city needs. The city's vision and priorities have been altered since the previous plan was developed, and choices that confront Chehalis are significant and could alter the character and quality of PROS facilities and services (without adequate planning). The update outlines available choices and strategies for implementing preferred actions that have been determined to provide the most

February 26, 2018

benefit to Chehalis residents. Ms. Wall stated there has been little growth since the 2012 PROS Plan was adopted, except for two significant accomplishments that include the city's acquisition of Stan Hedwall Park and the renovation and naming of the Gail and Carolyn Shaw Aquatics Center.

Ms. Wall stated the 2012 plan identified the Gail and Carolyn Shaw property, located adjacent to the Chehalis Middle School, as the ideal site to build a multipurpose recreational and athletic facility; however, that concept is no longer a viable option since the property was donated to the Chehalis School District to build two new elementary schools. The 2018 update has a new focus on possible improvements and upgrades to city-owned park facilities, including Recreation Park, Stan Hedwall Park, Westside Park, Alexander/Lintott Park, and Millett Field. It also includes a secondary focus on general improvements to Henderson Park, Dobson Park, McFadden Park, Henderson Park, and the National Avenue wetlands.

Councilor Pope asked if the city still owned Dobson Park. Ms. Wall stated only a portion of the park was sold.

Ms. Wall stated the 2018 update would be for planning purposes. She stated no modifications are being recommended to the financial strategy, but staff will apply for grants when available, and fundraising strategies may be implemented. She noted that if grants/other outside sources of revenue are limited, some (or most) of the proposed enhancements will be reduced or extended beyond the next six-year period. The plan will continue to be re-evaluated every six years, and if circumstances change, a more comprehensive plan would be completed. She stated that staff was recommending that the council review the update and provide comments. A resolution to adopt the updated plan will be on the next council meeting agenda. A hard copy of the first six chapters of the plan will be provided to each council member and will also be available on the city's website.

Councilor Harris commented it would be nice to add power to Westside Park for Christmas decorations.

## **6. Administration Reports.**

a. **Financial Report.** Chun Saul provided a 2017 year-end financial report. For all city funds, revenues and transfers in were 105.0% with expenditures and transfers out at 87.1%, resulting in an increase to the ending fund balance of \$3.4 million. With respect to the General Fund, revenues were 99.7% of the budget and expenditures and transfers out were 92.2%, resulting in an increase of about \$900,000. Ms. Saul stated that 79.8% of total General Fund revenues come from taxes. The 2017 total tax revenues were 99.2% of the budget; however, overall tax receipts showed a \$783,399 increase from the previous year. She noted these figures did not include Transportation Benefit District funds.

City Manager Anderson noted almost half of the city's General Fund revenues are from sales and use taxes, which makes the city very susceptible to downturns in the economy. She also noted that more than 50% of the city's budget goes for police and fire services.

Councilor Spahr asked if other cities were similar to Chehalis in relying so heavily on sales taxes. Ms. Saul stated sales taxes were also Lacey's largest revenue source. Mayor Dawes thought sales tax was probably the major revenue source for most cities.

With regard to Enterprise Funds, Ms. Saul provided the following:

- **Wastewater Fund**
  - Operating revenues \$5,520,573 (102.1% of budget)
  - Wastewater sales \$173,567 lower than 2016
  - Connection fees \$234,825 higher than 2016
  - Loan proceeds \$574,534
  - Total expenses at 90.1% of the budget
  - Overall revenues and loan proceeds exceeded total expenses by \$510,110
  
- **Water Fund**
  - Operating revenues \$3,233,688 (118.5% of budget)
  - Water sales \$56,262 lower than 2016
  - Connection fees \$195,879 higher than 2016
  - Total expenses at 72.3% of the budget

February 26, 2018

- State DWRP Loan proceeds \$2,050,000 for two major capital projects completed
- Overall revenues and loan proceeds exceeded total expenses by \$2,349,977
  
- Storm & Surface Water Fund
  - Operating revenues \$695,601 (124.9% of budget)
  - Storm water sales \$51,478 higher than 2016
  - Connection fees \$76,976 higher than 2016
  - Total expenses is 81.9% of the budget
  - Overall revenues exceeded total expenses by \$265,780
  
- Airport Fund
  - Operating revenues \$1,565,431 (102.7% of budget)
  - Fuel sales \$482,300 (90.2% of budget)
  - Lease revenues \$1,062,374 (108.2% of budget)
  - Grants and loan proceeds \$1,262,586
  - Total expenses at 91.2% of the budget
  - Overall expenses exceeded total receipts by \$1,446,094 due to \$1,547,741 G.O. Bond pay off

Ms. Saul noted this report was still preliminary due to needing a few more year-end adjustments to conform to State Auditor requirements for cash basis reporting. She noted the 2018 January/February financial reports would be provided at the March 26 council meeting.

Councilor Pope left the meeting to attend another meeting that required his attendance.

b. **City Manager Update.** City Manager Anderson stated the Chehalis Foundation is holding a gala on March 31 to celebrate their 15 years of success. It was her understanding that the Foundation is seriously considering naming a city project related to Recreation Park for their next big effort. She stated additional information will be coming from the Foundation.

#### **7. Councilor Reports/Committee Updates.**

a. Councilor Spahr attended the grand opening of Chehalis Coworks and the Pope's Kids Place Gala, which was very successful.

b. Councilor Lund also attended the Pope's Kids Place Gala. He stated the Longview Elks attended and made a \$5,000 contribution. He didn't think people realized that Pope's serves children in several counties beyond just Lewis County.

c. Mayor Dawes attended the Chehalis Coworks event.

8. **Executive Session.** At 5:48 pm, Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining not to exceed 6:15 pm and there would be no decision following conclusion of the executive session. The council convened into executive session at 5:52 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:04 pm.

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Dennis L. Dawes, Mayor

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Caryn Foley, City Clerk

Approved:  
Initials: \_\_\_\_\_

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** March 12, 2018

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated February 28, 2018.

**DISCUSSION**

The February 28, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 121767-121868 in the amount of \$112,620.42 dated February 28, 2018, which includes the transfer of:

- \$38,685.70 from the General Fund
- \$2,661.94 from the Dedicated Street Fund – 4% Sales Tax
- \$18,199.24 from the Public Facilities Reserve Fund
- \$27,645.33 from the Wastewater Fund
- \$16,937.78 from the Water Fund
- \$2,807.61 from the Storm & Surface Water Utility Fund
- \$4,800.67 from the Airport Fund
- \$882.15 from the Firemen’s Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the February 28, 2018 Claim Vouchers No. 121767-121868 in the amount of \$112,620.42.

**SUGGESTED MOTION**

I move that the City Council approve the February 28, 2018 Claim Vouchers No. 121767-121868 in the amount of \$112,620.42.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Betty Brooks, Payroll Accountant

**MEETING OF:** March 12, 2018

**SUBJECT:** Payroll Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated February 28, 2018.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 40114-40160, Direct Deposit Payroll Vouchers No. 9206-9304, and Electronic Federal Tax Payment No. 181 dated February 28, 2018 in the amount of \$774,438.53, which include the transfer of:

- \$546,376.95 from the General Fund
- \$3,280.10 from the Arterial Street Fund
- \$85,177.07 from the Wastewater Fund
- \$95,797.42 from the Water Fund
- \$20,439.50 from the Storm & Surface Water Utility Fund
- \$21,472.57 from the Airport Fund
- \$1,894.92 from the Firemen's Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the February 28, 2018 Payroll Vouchers No. 40114-40160, Direct Deposit Payroll Vouchers No. 9206-9304, and Electronic Federal Tax Payment No. 181 in the amount of \$774,438.53.

**SUGGESTED MOTION**

I move that the City Council approve the February 28, 2018, Payroll Vouchers No. 40114-40160, Direct Deposit Payroll Vouchers No. 9206-9304, and Electronic Federal Tax Payment No. 181 in the amount of \$774,438.53.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Lilly Wall, Recreation Manager  
Trent J. Lougheed, P.E., Community Development Director

**MEETING OF:** March 12, 2018

**SUBJECT:** Resolution No. 1-2018, First and Final Reading – Adopting the 2018 Parks Recreation and Open Space Plan Update

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**ISSUE**

The 2018 update to the Parks, Recreation and Open Space (PROS) Plan is presented for City Council adoption to follow-up on the discussion of the draft plan at the February 26 City Council meeting.

**DISCUSSION**

In 2012, the City Council adopted the PROS Plan. Due to planning requirements specified by the Washington State Recreation and Conservation Office, it is mandatory for park plans to be updated every six years to be considered eligible for grant opportunities. It is important for the city to adopt the PROS plan to be eligible for the upcoming grant cycle. The administration plans on submitting grants in support of the impending Recreation Park Renovation Project.

The administrative update of the 2012 comprehensive PROS Plan has been modified to meet current and future needs. The main change in the 2018 plan is to concentrate on improving the city's existing facilities rather than the acquisition of new property and creating new facilities.

The proposals in the document are conceptual, in some instances, subject to further study and coordination with public and private participants that may modify eventual projects.

The PROS Plan outlines the choices that are available and strategies for implementing preferred actions that have been determined to provide the most benefit to Chehalis residents.

The draft plan has been posted on the city's website for public review and was previously discussed at the February 26, 2018 City Council meeting.



**FISCAL IMPACT**

None. The proposed motion is solely for the adoption of a planning document.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 1-2018 on first and final reading.

**SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 1-2018 on first and final reading.

**RESOLUTION NO. 1-2018**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, ADOPTING THE 2018 UPDATE OF THE CHEHALIS PARKS, RECREATION AND OPEN SPACE PLAN AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS,** The Executive Summary of the Chehalis Parks, Recreation and Open Space (PROS) Plan has been adopted as a component of the Chehalis Comprehensive Plan; and

**WHEREAS,** The Executive Summary contained in the Chehalis Comprehensive Plan must be expanded to include all of the elements of the PROS Plan in order to be effective; and

**WHEREAS,** The complete elements of the PROS Plan have been reviewed and are being adopted in their entirety as provided in Chapter 9 of the Chehalis Comprehensive Plan; and

**WHEREAS,** The Chehalis Comprehensive Plan provides that amendments and revisions to the PROS Plan are anticipated to be made by the City Council in the future to reflect changing conditions; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The updated Chehalis Parks, Recreation and Open Space (PROS) Plan dated March, 2018, shall be, and the same hereby is, adopted by reference as if fully set forth herein.

**Section 2.** The adopted PROS Plan shall supersede and replace the existing Executive Summary contained in Chapter 9 of the Chehalis Comprehensive Plan. The City Clerk is authorized and directed to revise Chapter 9 of said Comprehensive Plan as provided herein.

**Section 3.** The effective date of this Resolution shall be immediately upon its adoption.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof on this 12<sup>th</sup> day of March, 2018.

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Mayor

Attest:

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City Clerk

Approved as to form:

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City Attorney

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**MEETING OF:** March 12, 2018

**SUBJECT:** Bids for Rock, Gravel, and Asphalt

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**ISSUE**

Bids for rock, gravel, and asphalt to be used by the city in 2018 have been received and tabulated. This information is being presented for the City Council's review and consideration.

**DISCUSSION**

The administration recently advertised for rock, gravel, and asphalt bids. One bid was received from Sterling Breen Crushing; for various rock materials that are anticipated to be needed for maintenance by Public Works and other city departments in 2018. No asphalt bids were received. The bid is based on the materials being picked up by the city at the bidders' site. The bid from Sterling Breen Crushing is attached.

Please note that the administration placed a restriction that all pick-up locations were required to be within 12 miles of Chehalis City Hall because of the periodic high costs of fuel.

**FISCAL IMPACT**

The bids provide a set price for the listed products for the year, and eliminate the need to solicit prices for each purchase.

**RECOMMENDATION**

It is recommended that the City Council award the 2018 bid for rock and various materials to Sterling Breen Crushing.


**SUGGESTED MOTION**

I move that the City Council award the 2018 bid for rock and various materials to Sterling Breen Crushing.

ALL ITEMS BID ON THIS PAGE ARE FOR MATERIALS  
FURNISHED AND LOADED BY THE VENDOR.

<i>Item</i>	<i>Spec. Reference</i>	<i>Price Per Ton</i>
1. Snow Sand 3/8"		\$ <u>N/A</u>
2. Snow Sand 1/4"		\$ <u>14.00</u>
3. 1/4" - Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>N/A</u>
4. 3/8" - No. 10 Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>17.00</u>
5. 1/2" - No. 4 Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>17.00</u>
6. 5/8" - 1/4" Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>8.50</u>
7. Ballast	WSDOT Sec 9-03.9	\$ <u>7.50</u>
8. Crushed Surfacing Base Course	WSDOT Sec 9-03.9	\$ <u>8.00</u>
9. Crushed Surfacing Top Course	WSDOT Sec 9-03.9	\$ <u>8.50</u>
10. Quarry Spalls	WSDOT Sec 9-13	\$ <u>N/A</u>
11. Rip Rap	WSDOT Sec 9-13	\$ <u>N/A</u>
12. 1 1/2" Drain Rock		\$ <u>7.75</u>
13. 3" Minus Rock		\$ <u>7.50</u>
14. Pea Gravel	WSDOT Sec 9-12	\$ <u>7.50</u>
15. Sand, Washed	WSDOT Sec 9-03	\$ <u>9.00</u>
16. _____ (size) Pit Run Rock		\$ <u>N/A</u>
17. Asphalt Concrete Class "B"	WSDOT Sec 9-03.8	\$ <u>N/A</u>
18. Asphalt Concrete Class "G"	WSDOT Sec 9-03.8	\$ <u>N/A</u>
19. Asphalt Cold Mix Patch Material		\$ <u>N/A</u>

The undersigned bidder hereby agrees to furnish the items listed on this proposal at the prices quoted.

SIGNED  Sterling D Breen  
(Signature) (Printed Name)

TITLE President

FIRM Sterling Breen Crushing, Inc.

ADDRESS 887 State Route 507  
Centralia, WA 98531

TELEPHONE (360) 736-4240

EMAIL sbc@sterlingbreencrushing.com

DATE OF BID February 26, 2018

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Patrick Wiltzius, Wastewater Superintendent

**MEETING OF:** March 12, 2018

**SUBJECT:** Farm and Pasture Lease with PAMCO, LLC

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**ISSUE**

The city has leased two pieces of property totaling approximately 50 acres to PAMCO, LLC for agricultural use since 2009. A new lease is being presented for the City Council's review and approval.

**DISCUSSION**

The city owns approximately 330 acres about two miles west of town on SR 6, which was purchased for the poplar tree plantation (PTP). Of that property, approximately 276 acres is fenced as the PTP. The remaining acreage encompasses two parcels. One parcel is located between Scheuber Road and the PTP that is unusable for trees due to the proximity of BPA power lines. The other parcel is on the south side of SR 6 that is not currently needed for the PTP.

In 2009, the city negotiated a lease with PAMCO for agricultural use of these two parcels. The first lease was for five years at \$3,750 per year. A three-year renewal was exercised in 2014. The attached lease is being presented for your consideration. It is for three years at \$4,000 per year. Another lease or renewal will have to be negotiated after that time.

**FISCAL IMPACT**

The proposed lease will result in \$4,000 per year in revenue for the Wastewater Utility.

**RECOMMENDATION**

It is recommended that the City Council approve the Farm and Pasture Lease with PAMCO, LLC and authorize the City Manager to execute it on behalf of the city.

**SUGGESTED MOTION**

I move that the City Council approve the Farm and Pasture Lease with PAMCO, LLC and authorize the City Manager to execute it on behalf of the city.



**FARM AND PASTURE LEASE**

**THIS FARM AND PASTURE LEASE** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between **CITY OF CHEHALIS, WASHINGTON**, a municipal corporation, hereinafter referred to as "Lessor", and **PAMCO, LLC**, a Washington limited liability company, hereinafter referred to as "Lessee".

**WITNESSETH:**

**WHEREAS**, Lessor and Lessee are desirous of entering into a farm and pasture lease, whereby Lessor leases to Lessee certain property located in Lewis County, Washington, for the purposes of haying and grazing rights and other miscellaneous activity to said rights to be conducted thereon; and

**WHEREAS**, it is the desire of the parties to reduce their agreement to writing; now, therefore,

**IN CONSIDERATION** of the above-referenced recitals and other good and valuable consideration, the parties agree as follows:

1. **Description of Premises.** Lessor does hereby let, lease, and demise unto Lessee, who agrees to accept the premises in the lease, the following described real property commonly known as approximately fifty (50) acres of farm property located north and south of Highway 6, south and east of Scheuber Road, and north of the Chehalis River, generally described in Exhibit "A" attached hereto and incorporated herein by this reference.
2. **Purpose.** The land described in Paragraph 1 above is being leased by Lessor to Lessee for use for farming purposes, including haying and grazing rights, and shall be used for no other purpose without the written consent of Lessor.

3. **Term.** The term of this Lease shall be for a period of three (3) years from March 1, 2018, through February 28, 2021.

4. **Payment.** The annual rent shall be the sum of Four Thousand and no/100 Dollars (\$4,000.00) per year, with the first payment being due on March 1, 2018.

5. **Real Property Taxes.** Lessor shall be responsible for the payment of all leasehold excise taxes assessed against the premises during the term of this Lease.

6. **Costs and Expenses of Farming.** Lessee agrees to pay all costs and expenses of farming said land and to be responsible for any and all costs in connection therewith, including fencing costs, seed costs, harvesting costs, and any other expenses associated therewith. Lessee further agrees to hold Lessor harmless from any and all expense and liability for the operation of the farm and shall not permit any encumbrance to be placed against said property as a result of said activities. The imposition of any lien against said property shall constitute a breach of this Lease.

7. **Liability Insurance.** In addition to indemnifying and holding Lessor harmless from any and all liabilities arising out of the operation on the property, Lessee agrees to indemnify and save Lessor harmless from any and all liability arising out of any and all operations conducted upon the premises during the term of this Lease by Lessee, and to furnish to Lessor a certificate of insurance showing that the policy is in effect for the protection of Lessee in amounts not less than Two Hundred Thousand and no/100 Dollars (\$200,000.00), which policy shall name Lessor as an additional insured.

8. **Maintenance of Pastures.** It is understood and agreed that Lessee will be using the demised premises for purposes of raising crops and occasional grazing upon the premises. It

is the agreement of the parties hereto that Lessee shall not over graze or abuse the pasture lands. Lessee shall be responsible for operating the farm in a good and husbandlike manner and in compliance with all local, state, and federal regulations pertaining thereto.

9. **Noxious Weeds.** It shall be the duty of Lessee to control any and all noxious weeds which may grow upon the premises to the satisfaction of the Lewis County Weed Control Board and to hold Lessor harmless therefor.

10. **Chemicals.** Lessee agrees not to use any chemical additives or sprays during the term of this Lease which will inhibit the growth of or in any way have a negative effect upon the establishment of pasture after the term of this Lease.

11. **Hazardous Substances.** Lessees shall keep the leased real property and personal property free of hazardous materials, wastes, or substances as the same are now defined or regulated by the Environmental Protection Agency or the Washington State Department of Ecology, and Lessee agrees to save, defend, indemnify, and hold harmless Lessor from any and all claims for investigation, damages, or cleanup of industrial wastes or hazardous materials, wastes, or substances located upon the leased real property or personal property other than any such materials or substances as may be in existence as of the commencement of the lease term. This indemnification shall include the payment of all investigation and response costs, as well as all other costs incurred by Lessor, including, but not limited to, attorney fees.

12. **Hunting Rights.** Lessee is granted all hunting rights which are attributable to the property being leased hereunder, and Lessee shall not be authorized to extend hunting rights to anyone without the express written consent of Lessor.

13. **Access to Property.** Lessee agrees that Lessor shall have access rights to said property for crossing over to maintain Lessor's property adjacent to the leased property. Additionally, BPA has certain rights to the property which are superior to the rights of Lessee. Lessee is bound to all BPA regulations governing the leased premises. These easements are paramount to the rights of Lessee, and Lessee's rights are subject to the easement rights either created or to be created by Lessor.

14. **Condition of Premises Upon Termination of Lease.** Lessee agrees that upon termination of this Lease, the premises will be left in the following condition:

a. All fields which have been farmed during the term of this Lease shall have either been properly prepared and ready for seeding to pasture or left as pasture/hay in farmable condition.

15. **Default.** It is hereby agreed that in the event of default by Lessee in any covenants or conditions of this Lease, Lessor may, by notice in writing, declare its intent to terminate this Lease. If Lessee shall remain in default for a period of ten (10) days thereafter, Lessor may, at Lessor=s option, immediately declare the Lease to be terminated and shall have the right to re-take possession of the premises. In the event of the declaration of intention to terminate this Lease, Lessee agrees to quietly and peaceably surrender said property and to remove all of its equipment, animals, or other personal property from the same by the termination date.

16. **Notices.** All notices to be sent to the parties hereto shall be sent as follows:

To Lessor:

City of Chehalis  
350 N Market Boulevard  
Chehalis, Washington 98532

To Lessee:

Pamco, LLC  
282 Pattee Road  
Chehalis, Washington 98532.

17. **Binding Effect.** All covenants, terms, and conditions of this Lease shall extend to, apply to, and bind the heirs, executors, administrators, assigns, and successors-in-interest of the respective parties hereto.

18. **Assignment.** This Lease shall be non-assignable without the express written consent of all parties.

19. **Attorney's Fees.** In the event it shall become necessary for either party to enforce the provisions of this Lease, the prevailing party shall be entitled to reimbursement of a reasonable sum as and for their attorney's fees, together with all costs and expenses incurred.

**EXECUTED IN DUPLICATE** on the date and year first above written.

**CITY OF CHEHALIS, WASHINGTON**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**LESSOR**

**PAMCO, LLC**

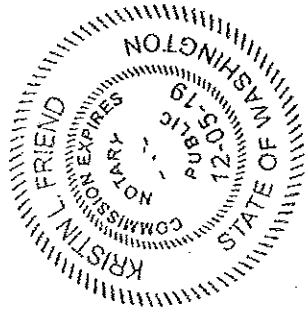
By Mark J. Spogen  
Name: Mark J. Spogen  
Title: Manager

**LESSEE**



executed the foregoing instrument on behalf of said company, and who acknowledged that he held the position or title set forth in the instrument and certificate, he signed the instrument on behalf of the company by proper authority, and the instrument was the act of the company for the purpose therein stated.

IN WITNESS WHEREOF, I have hereunder set my hand and affixed my official seal on the day and year last aforesaid.



A handwritten signature in black ink, appearing to read "Kristin L. Friend".

Notary Public in and for the state of  
Washington residing at Centralia  
My name is (printed): Kristin L. Friend  
My appointment expires 12/05/2019

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**MEETING OF:** March 12, 2018

**SUBJECT:** Appoint Mayor Dennis Dawes as the City's Alternate to the Twin Transit Board

---

**ISSUE**

The City Council is being asked to appoint an alternate to the Twin Transit Board.

**DISCUSSION**

Twin Transit is the public transportation provider for the cities of Chehalis and Centralia. Twin Transit is the business name for the Lewis Public Transportation Benefit Area (LPTBA) and is governed by a three-member board. Lewis County Commissioner Bobby Jackson and Centralia City Councilor Rebecca Staebler serve on the board with Councilor Chad Taylor.

The board currently meets on the 3<sup>rd</sup> Thursday of the month at 4:00 pm at the Twin Transit office in Centralia. However, this does not work well for all members. A board meeting is scheduled for Tuesday, March 20 at 8:00 am, at which time a new meeting date and time will be discussed; however, Councilor Taylor is not available. Since there are only three board members, it is important that an alternate be appointed to ensure that the new date and time works best for all three members. Mayor Dawes has volunteered to serve as the alternate.

In reviewing the council board/committee list, it was noted that a number of committees could benefit from having a standing alternate in the event that the primary appointee cannot attend a meeting (e.g., Lewis EDC Board, Lewis County Solid Waste Advisory Committee). Therefore, the Council may want to consider reviewing the assignments at a future meeting and appointing alternates to those boards or committees that require formal action by the City Council to serve as the Chehalis representative.

**FISCAL IMPACT**

NA

**RECOMMENDATION**

It is recommended that the City Council appoint Mayor Dennis Dawes to serve as the city's alternate on the Twin Transit Board.



**SUGGESTED MOTION**

I move that Mayor Dennis Dawes be appointed to serve as the city's alternate on the Twin Transit Board.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Glenn Schaffer, Police Chief

**MEETING OF:** March 12, 2018

**SUBJECT:** Lewis County Communications Interlocal Agreement

---

**ISSUE**

The Lewis County Board of Commissioners have approved an Interlocal Agreement (ILA) prepared for Lewis County Communications and the various user agencies. The ILA is being presented to the City Council for consideration and adoption.

**DISCUSSION**

Centralia Police Chief Carl Nielsen and RFA Fire Chief Mike Kytta, as representatives of the various Lewis County Police and Fire Chiefs, have been working with Communications/DEM Director Steve Mansfield for several months to complete a new and updated ILA. The original LC Communications ILA was signed December 2, 1994 and took effect January 1, 1995. It renews annually unless both parties either extend it or terminate it under mutual agreement. The user agencies are still operating under this original ILA, which is now 23 years old, so an update is needed.

The new proposed ILA defines the general scope of services, operations, administrative roles and responsibilities, and provides for the development of a Combined User Committee consisting of representation from the various user agencies. While this document does not give the user agencies any authority over operations and management decisions within the communications center, it does allow for the Combined User Committee to make recommendations in that regard, giving the user agencies more input than what was outlined in the previous agreement. The term of the ILA is for two years, expiring December, 2019, so the expectation is that the issue of the authority of the user agencies will be further defined in subsequent agreements.

The ILA also outlines expenses and costs, and provides for a formula to determine user agency fees. The document outlines potential cost increases over the next two years to include full funding of the center's operational costs to be paid by the user agencies; paying for an independent assessment of the current communications center; establishing equipment repair and replacement funds for both equipment and infrastructure; and exploring the possibility of a 1/10 of 1% sales tax increase for further funding.

In addition to Chehalis, the potential participating agencies include:

- Cities of Centralia, Napavine, Mossyrock, Toledo, Vader and Winlock
- Town of Pe Ell
- Lewis County Sheriff's Office and County Coroner

The agreement is being circulated for approval by the potential participating agencies. The City of Centralia has informed us that they have approved the agreement.

**FISCAL IMPACT**

Dispatch fees for 2018 have already been established and budgeted, so there will be no impact for 2018. Future annual fees and costs have yet to be determined and will be budgeted accordingly in 2019, which will be the last year of the proposed agreement.

**RECOMMENDATION**

It is recommended that the City Council approve the Interlocal Agreement for Lewis County Communications Operation, Maintenance and Participation and authorize the City Manager to sign said agreement.

**SUGGESTED MOTION**

I move that the City Council approve the Interlocal Agreement for Lewis County Communications Operation, Maintenance and Participation and authorize the City Manager to sign said agreement.

# **INTERLOCAL AGREEMENT**

**(ILA)**

for

## **LEWIS COUNTY COMMUNICATIONS**

**OPERATION, MAINTENANCE AND PARTICIPATION**

*The ILA outlines a comprehensive management plan  
based on goals and strategic planning*

**Effective Date of Agreement:**

**January 1, 2018 – December 31, 2019**

# Distribution List

Plan Agency	Staff Title
Lewis County BOCC	Commissioner Chair
Lewis County Sheriff's Office	Sheriff
Lewis County Coroner's Office	Coroner
Centralia, City of	Centralia City Manager
Centralia Police Department	Centralia Police Department Chief
Chehalis, City of	Chehalis City Manager
Chehalis Police Department	Chehalis Police Department Chief
Chehalis Fire Department	Chehalis Fire Chief
Napavine, City of	Napavine Mayor
Napavine Police Department	Napavine Police Department Chief
Pe Ell, Town of	Pe Ell Mayor
Pe Ell Marshal's Office	Pe Ell Marshal
Winlock, City of	Winlock Mayor
Winlock Police Department	Winlock Police Department Chief
Vader, City of	Vader Mayor
Vader Police Department	Vader Police Department Chief
Toledo, City of	Toledo Mayor
Mossyrock, City of	Mossyrock Mayor
Mossyrock Police Department	Mossyrock Police Department Chief
Morton, City of	Morton Mayor
Morton Police Department	Morton Police Department Chief
LCFD # 1 - Onalaska	LCFD # 1 - Onalaska, Commissioner
LCFD # 1 - Onalaska	LCFD # 1 - Onalaska, Chief
LCFD # 2 - Toledo	LCFD # 2 - Toledo, Commissioner
LCFD # 2 - Toledo	LCFD # 2 - Toledo, Chief
LCFD # 3 - Mossyrock	LCFD # 3 - Mossyrock, Commissioner
LCFD # 3 - Mossyrock	LCFD # 3 - Mossyrock, Chief
LCFD # 4 - Morton	LCFD # 4 - Morton, Commissioner
LCFD # 4 - Morton	LCFD # 4 - Morton, Chief
LCFD # 5 - Napavine	LCFD # 5 - Napavine, Commissioner
LCFD # 5 - Napavine	LCFD # 5 - Napavine, Chief
LCFD # 6 - Chehalis	LCFD # 6 - Chehalis, Commissioner
LCFD # 6 - Chehalis	LCFD # 6 - Chehalis, Chief
LCFD # 8 - Salkum	LCFD # 8 - Salkum, Commissioner
LCFD # 8 - Salkum	LCFD # 8 - Salkum, Chief
LCFD # 9 - Mineral	LCFD # 9 - Mineral, Commissioner
LCFD # 9 - Mineral	LCFD # 9 - Mineral, Chief
LCFD # 10 - Packwood	LCFD # 10 - Packwood, Commissioner
LCFD # 10 - Packwood	LCFD # 10 - Packwood, Chief
LCFD # 11 - Pe Ell	LCFD # 11 - Pe Ell, Commissioner

<b>Plan Agency</b>	<b>Staff Title</b>
LCFD # 11 – Pe Ell	LCFD # 11 – Pe Ell, Chief
LCFD # 13 – Curtis	LCFD # 13 – Curtis, Commissioner
LCFD # 13 – Curtis	LCFD # 13 – Curtis, Chief
LCFD # 14 – Randle	LCFD # 14 – Randle, Commissioner
LCFD # 14 – Randle	LCFD # 14 – Randle, Chief
LCFD # 15 – Winlock	LCFD # 15 – Winlock, Commissioner
LCFD # 15 – Winlock	LCFD # 15 – Winlock, Chief
LCFD # 16 – Doty	LCFD # 16 – Doty, Commissioner
LCFD # 16 – Doty	LCFD # 16 – Doty, Chief
LCFD # 17 – Ashford	LCFD # 17 – Ashford, Commissioner
LCFD # 17 – Ashford	LCFD # 17 – Ashford, Chief
LCFD # 18 – Glenoma	LCFD # 18 – Glenoma, Commissioner
LCFD # 18 – Glenoma	LCFD # 18 – Glenoma, Chief
Cowlitz-Lewis Fire District 20 Vader	Cowlitz-Lewis Fire District 20 Vader, Commissioner
Cowlitz-Lewis Fire District 20 Vader	Cowlitz-Lewis Fire District 20 Vader, Chief
Riverside Fire Authority	Riverside Fire Authority, Commissioner
Riverside Fire Authority	Riverside Fire Authority, Chief
American Medical Response (AMR)	American Medical Response (AMR), Director
Medic One (South County EMS)	Medic One (South County EMS), Director
Lewis County Communications Center Manager	Lewis County Department of Emergency Services Director
Lewis County Public Works	Lewis County Public Works, Director
Lewis County Radio Services	Lewis County Radio Services, Manager



## Executive Summary

Over the last 40 years, the Lewis County public safety service – including law enforcement, fire service, emergency medical services and dispatch – has undergone several evolutionary changes. As our community has grown, so have the demands, challenges and expectations for public safety services across all disciplines.

This interlocal agreement (ILA) between the Lewis County 911 Communications Center and the response community reflects positive change. It's about a stated public service mission, partnerships, an effective process and teamwork. It is also about defining where we have been in the past, where we are today and where we need to be in the future. It's a starting point to work together to meet future challenges and discover innovative ways to deliver efficient, effective, safe and affordable public safety service to our community.

Prior to the early 1980s, most response agencies did their own dispatching. With growing demands and complexity of receiving/dispatching calls for service, there was a big push to consolidate the county and city law enforcement and a few of the fire districts. They joined together to create a single "Public Safety Access Point" now referred to as a "PSAP."

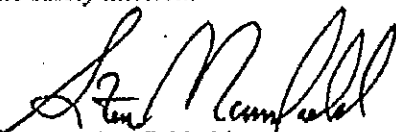
By the mid-1980s, all the fire districts were successfully joined with the law enforcement agencies into the current PSAP partnership. An interlocal agreement among the partners was developed to help guide and define the delivery of services, establish the costs and adopt a fee formula for the PSAP operation.

Throughout this evolutionary period and up to today, the partnership between public safety disciplines and the 911 Communications Center has at times been contentious. There are challenges that continue with ever-changing technology, levels of acceptable service and division of costs to maintain a single PSAP.

During the last few years, this critical partnership has been challenged. The efficiency, effectiveness and safety of the operations/service has been brought into question. The first responder community has had serious concerns about how to provide input into the process and how to continue to pay for the escalating costs/fees. These challenges pushed a new community awareness and public debate on the operation of the PSAP. Everyone was forced to commit to the process of reevaluating not only what needed to be done, but how the response community would go about conducting and financing the business.

This ILA defines a general scope of services; authorities; identification of the partner agencies; concept of operations; and administrative duties, roles and responsibilities. It outlines the financial shares and budget process. More importantly, it lays the groundwork for the development of a strategic plan that fairly addresses the communication operations, infrastructure and monetary issues into the future.

This ILA demands participation in the updates and changes that are needed in order to keep people informed, involved and committed to this critical partnership. The development of this ILA is an example of true commitment from public service professionals who will work together to meet a big part of our public safety mission.



Steven B. Mansfield, Director  
Department of Emergency Services



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## **I. Purpose**

To define a general scope of services, develop a concept of operations, identify partner agencies to include their duties, roles, responsibilities and authorities, and outline the financial and budget process. The ILA also provides for participation in updates and changes along with laying the groundwork for the development of a strategic plan that addresses operations, infrastructure and monetary issues in the future.

## **II. Scope**

Partner agencies acknowledge it is essential to work together regularly and encourage a spirit of open communications in an effort to develop a service product --and costs thereof --that take into consideration the greater good, the needs of all partner agencies, and the financial limitations of the group as a whole.

Based on past practices, this contract outlines the Lewis County Communications Center (LCCC) and Infrastructure partnerships, management structure, user committee roles and responsibilities, and budget and formulas for establishing user fees.

As previous contracts for services only addressed costs for the annual LCCC operating budget, it is the goal of this service contract to develop a plan for sharing expenses for establishing an Equipment Repair & Replacement (ER&R) fund to guide savings for replacement of the Communications Center and infrastructure equipment as it ages. It is also desirable to reach an agreement to provide for maintenance and support of the external infrastructure that is not currently shared by the user fees. It is also desirable to establish a building and equipment account to secure funds for a new Communications Center facility. See Section VIII. Financing the LCCC and Communications Infrastructure.

## **III. Concept of Operations**

In order to accomplish these purposes, it is the intent of this agreement to provide for the following:

1. The general responsibility for the ownership, operation, maintenance, repair, replacement, training, and financial management of the Lewis County Communications Center (LCCC) shall be vested with the Lewis County Board of County Commissioners (BOCC). It is an existing governmental structure encompassing the entire geographic, economic, and population region to be served and has established a Communications Center with the capability of providing consolidated communication services to the parties.
2. The LCCC shall be positioned within county government under the Department of Emergency Services (DES), which shall be administered by a Director appointed by

the BOCC. The LCCC duties and responsibilities of the Director shall be as provided herein (see page 4).

3. The day-to-day management and operation of the LCCC shall be under the supervision of and conducted by a Center Manager, who shall be an employee of the County, shall be subject to all of the personnel rules of the County and shall report to the DES Director.
4. There shall be established, as hereinafter provided, one "Combined User Committee" made up of one (1) representative from each partner agency, including but not limited to fire districts, law enforcement (cities), Emergency Medical Services (EMS) and other providers that use dispatching services of the LCCC. The duties, responsibilities and membership shall be as provided herein.
5. The Combined User Committee shall meet at least quarterly to review operational issues/procedures and make recommendations (in the manner provided herein) to the DES Director.
6. The basic scope of LCCC services shall be identified and provided herein.
7. Contributions to the cost and expense of the operation, maintenance, repair and replacement, and all other related costs and expenses of the LCCC, shall be divided and paid for by each of the partners hereto in the amounts and in the manner provided herein. The annual LCCC budget shall be prepared, approved and followed as provided in this agreement.
8. The ILA is the governing document that is directly tied to the LCCC Policy, Procedure and Operations Manual, see XII – B 1. Failure to Remit Fees or Repeated Policy Violations, page 31.
9. Parties to this agreement are expected to participate, provide input and adhere to the LCC Policy, Procedure and Operations Manual. All users should have a basic understanding of sections 000-600 and follow the provisions specific to their discipline. The LCC Policy, Procedure and Operations Manual includes the following:

- 000-100 General Operations
- 101-200 Phone Systems Operations
- 201-300 Radio Systems Operations
- 301-400 ACCESS Operations
- 401-500 SPILLMAN Operations
- 501-600 LC 911 Personnel Operations
- \*601-700 Law Enforcement Operations
- \*701-800 Fire District Operations
- \*801-900 EMS Operations

\*These manuals are the currently approved procedures submitted by the discipline work groups.

10. Withdrawal from this agreement and from participation in the LCCC by a partner hereto shall only be as provided in this agreement.

11. Termination from this agreement by a partner hereto shall only be as provided in this agreement.

NOW, THEREFORE, in consideration of the terms and conditions hereinafter set forth and in consideration of the obligations of the other partners here, each of the partners hereto promises and agrees as follows:

#### **IV. Identification of Partners of this Agreement**

##### **(A) Lewis County Board of County Commissioners**

The Lewis County Board of County Commissioners (BOCC) is acknowledged as the primary partner of this agreement because it owns, operates, manages, and houses the LCCC. The BOCC is also a recipient of dispatch and communications services of the LCCC through the Division of Emergency Management and Public Works Department.

##### **(B) City Representation & Sheriff's Office (Law Group)**

The following cities are acknowledged as partners to this agreement because they are the recipients of dispatch and communications services through their respective police departments. This group is herein referred to as the "Law Group":

- Lewis County Sheriff's Office
- Centralia
- Chehalis
- Napavine
- Pe Ell
- Winlock
- Vader
- Toledo
- Mossyrock
- Morton

##### **(C) Fire Services Group (Fire Districts & Municipal Fire Departments)**

The following fire services agencies are partners to this agreement because they are the recipients of dispatch and communications services in connection with fire services. This group is herein referred to as the "Fire Services: Group.

- Lewis County Fire District 1-Onalaska
- Lewis County Fire District 2-Toledo

- Lewis County Fire District 3-Mossyrock
- Lewis County Fire District 4-Morton
- Lewis County Fire District 5-Napavine
- Lewis County Fire District 6-Chehalis
- Lewis County Fire District 8-Salkum
- Lewis County Fire District 9-Mineral
- Lewis County Fire District 10-Packwood
- Lewis County Fire District 11-Pe Ell
- Lewis County Fire District 13-Curtis
- Lewis County Fire District 14-Randle
- Lewis County Fire District 15-Winlock
- Lewis County Fire District 16-Doty
- Lewis County Fire District 17-Ashford
- Lewis County Fire District 18-Glenoma
- Cowlitz-Lewis Fire District 20 (Vader)
- Riverside Fire Authority
- Chehalis Fire Department

**(D) Emergency Medical Services Group**

The following Emergency Medical Services (EMS) are acknowledged as partners to this agreement because they are the recipients of dispatch and communications services. This group is herein referred to as the "EMS" Group.

- American Medical Response (AMR)
- Medic One

**(E) Other Partner Agencies Group (Non-voting User Group)**

Other governmental agencies that provide emergency services and require dispatch and communications services, as well as privately owned and operated emergency service providers that desire dispatch and communications services, may be permitted to become non-voting partners to this agreement upon such terms and conditions as shall be prescribed by the Combined User Committee and the DES Director (see page 1). These agencies currently include the following:

- Lewis County Division of Emergency Management
- Lewis County Coroner's Office
- Lewis County Public Works

**V. ADMINISTRATIVE STRUCTURE**

**(A) Lewis County BOCC**

The Lewis County Board of County Commissioners (BOCC) is acknowledged as the primary partner of this agreement because it owns, operates, manages,



and houses the LCCC. Staff personnel carrying out the provisions of this agreement are also employees of the BOCC.

**(B) Department of Emergency Services Director**

The Director of Emergency Services (DES Director) is appointed by the BOCC and reports directly to the BOCC. The Director develops program direction and oversees three divisions, including Communications and the Lewis County Communications Center. The Director supports the Combined User Committee, and oversees the budget, policy and procedures for operations.

**(C) Lewis County Communications Center Manager**

The LCCC is managed and supervised by the Lewis County Communications Center Manager, who is employed by Lewis County and subject to all of the provisions of the Lewis County Personnel Manual.

The Center Manager shall be selected, with input from the Partner Agencies, on the basis of administrative and technical competence, and shall possess appropriate leadership and managerial skills and experience in technical, financial and administrative fields.

The Lewis County Communications Center Manager reports directly to the DES Director and oversees the daily LCCC operations, manages the LCCC staff and issues a variety of reports regarding the operations.

**(D) Lewis County Communications Center (LCCC)**

The Lewis County Communications Center is a consolidated communications system providing agreed upon communications services to Lewis County, the cities (law), fire protection districts, and EMS partners.

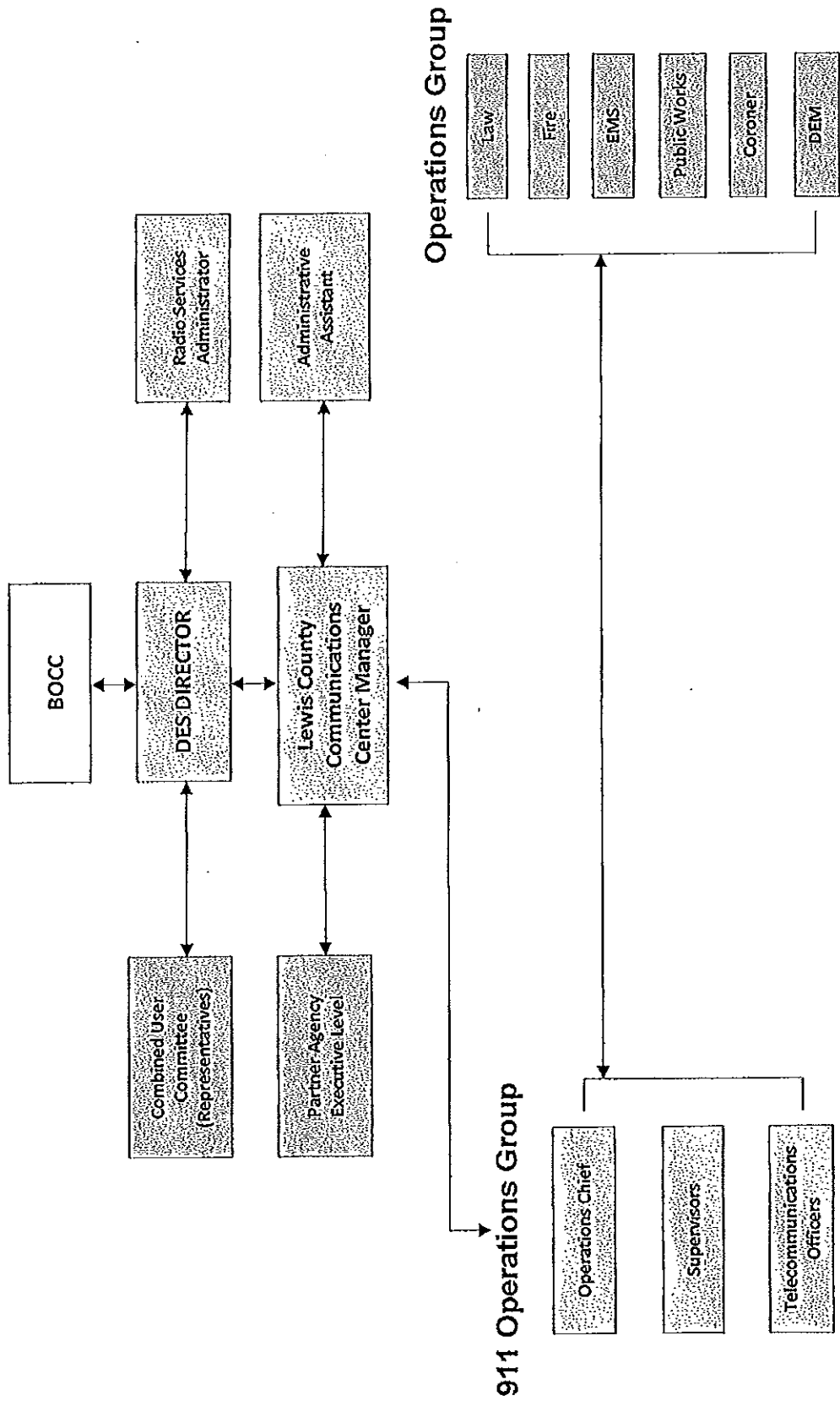
**(E) Combined User Committee**

The Combined User Committee membership consists of one (1) representative from each partner agency receiving agreed upon communications services. The Combined User Committee meets regularly to review LCCC operations and make recommendations for improvements and budgets.

**(F) Partner Agencies**

All Lewis County agencies receiving LCCC communications services.

# Consolidated Communications Administration Flowchart



## **VI. RESPONSIBILITIES**

### **(A) Lewis County BOCC**

It is agreed upon that Lewis County shall provide administrative & contract services to the LCCC as required. Such services include, but are not necessarily limited to:

- Facility space to house the LCCC
- Personnel/employee services
- Maintenance of the facility and systems
- Legal services
- Networking services
- Risk Management
- Human Resources
- Financial services
- Contract services

It is also the intent of the parties that the cost of such services shall be included in the LCCC annual budget.

### **(B) Department of Emergency Services Director**

1. Development and oversight of the Combined User Committee "structure" of the LCCC.
2. Hiring and termination of the Lewis County Communications Center Manager, with the assistance of the Lewis County Human Resources Department and recommendation from the Combined User Committee partners.
3. Supervising of the Lewis County Communications Center Manager.
4. Conducting an annual performance review of the Lewis County Communications Center Manager with the assistance of the Lewis County Human Resources Department.
5. Implementing the mission, goals and budget.
6. Providing direction to the Lewis County Communications Center Manager in the development of annual operating and building and equipment budgets.
7. Monitoring of revenues and expenses as they relate to the approved annual budget.

8. Contracting with persons, firms and corporations, or any agencies of government, as necessary or desirable to acquire goods or services for the operation of the LCCC, provided that all procurements shall conform to Lewis County's purchasing policies.
9. Negotiating collective bargaining agreements with representatives of any certified bargaining representative of the employees of the LCCC.
10. Receiving recommendations from the Combined User Committee and authorizes implementation, makes modifications, or denials such recommendations as appropriate. All responses to Combined User Committee recommendations shall be in writing.
11. Providing direction to the Lewis County Communications Center Manager in the development of User policies regarding the delivery of service and the approval of such policies.
12. Responding promptly to all concerns expressed by parties to this agreement and presented to the Director.
13. Mediating disputes between the LCCC and any party to this agreement.
14. Reviewing and evaluating any proposals from the Combined User Committee for changes to service levels, performance standards, and/or procedures for implementation costs, benefits and liabilities, or other matters, and preparing a written report of findings.

**(C) Lewis County Communications Center Manager**

1. Responsible for the daily operation of the LCCC.
2. Submits regular reports to the DES Director regarding activities and the financial status of the LCCC.
3. Acts as the administrative head of the LCCC and is responsible for administration, budget and personnel matters.
4. Responsible for call answering, dispatching, records, communications, security and other LCCC functions and activities.
5. Complies with personnel policies of Lewis County, and shall comply with all operation policies and performance standards established by the DES Director.
6. Provides advice and assistance to the Combined User Committee when requested and as necessary.

7. Assures that secretarial services are provided, as needed, to the Combined User Committee. Such services shall include: recording and transcribing minutes of meetings; preparing correspondence as required; preparing and distributing notices of meetings; and preparing agendas.
8. Prepares and presents to the DES Director the draft budget of the LCCC in accordance with Lewis County budget timetables. Such budget shall be in a form required by Lewis County and shall be based on the established service levels by the Combined User Committee and the DES Director.
9. Responsible for the hiring, promoting, disciplining and termination of all LCCC personnel, subject to personnel policies of Lewis County and the DES Director.
10. Assists the Director in collective bargaining with representatives of any certified bargaining representative of the employees of the LCCC.
11. Prepares, revises and modifies policies and Standard Operating Procedures (SOPs), as recommended by the Combined User Committee and reviewed/approved by the DES Director.
12. Establishes policies consistent with expenditure of budgeted items for the LCCC. Such policies shall be submitted to the DES Director for approval, rejection or modification.
13. Develops appropriate long-range plans, including strategic building and equipment improvements, staffing, and other matters.
14. Tracks and maintains data, including but not limited to, calls for service, population, and agency contributions in accordance with the cost sharing formula in Attachment A - Funding Formula.
15. Provides an annual report to the DES Director who in turn will forward it to the Combined User Committee.

**(D) Lewis County Communications Center – General Services**

The LCCC agrees to perform the following general services for partner agencies:

1. Maintaining twenty four (24) hour coverage for answering phone circuits terminating at the LCCC and of radio requests incoming on the frequencies agreed upon and properly licensed.
2. Determining the nature of each incident and dispatching proper response in accordance with operational procedures.

3. Developing and/or modifying operational procedures to effectively and efficiently meet service requests.
4. Tracking status of active partner agency units and providing response to radio and telephone requests with respect to each incident.
5. Providing a log of incoming calls with verification of time receipt, dispatch, arrival, unit status updates and pertinent information transmitted by field units to provide a means to verify the events and time span involved with each incident.
6. Responding to Public Disclosure Requests (PDR) to partner agencies in compliance with PDR laws.
7. Providing an interface between partner agency units, fire services, emergency services, public services departments and law enforcement agencies.
8. Maintaining and updating the operations policies, procedures and tasks to help ensure continuity of operations.
9. Providing for the LCCC equipment maintenance, repairs and replacement to include phone system, radios, computers and other dispatch related equipment.
10. Assisting in contacting and summoning private sector aid where needed.
11. Receive and process incident inquires and formal service/personnel complaints (see Attachment E - Forms).
12. Retain all records (per current retention laws) relevant to this contract after incidents have been dispatched. The partner agencies shall have full access and right to examine any record for verification of accuracy of this agreement at all times during said period.

Note: When there are proposed changes to any Lewis County Communications Center General Services provision, the Partner Agencies shall be notified in writing of such proposed changes. For specific operational procedures associated with all services, please see the appropriate 911 operations manual.

### **(E) Combined User Committee**

1. Regularly attend meetings to discuss current issues, make recommendations to the DES Director on procedures, operations and financial issues, and to act upon the recommendations of any special committees they so designate.

2. Inform their agencies (other staff members) of the matters at hand and recommendations by the Combined User Committee.
3. When there is not a unanimous approval for a change, it shall be the responsibility of the representatives' discipline to take that matter up with other members of the discipline to achieve a consensus or majority approval to make the change before it is brought back to the Combined User Committee for reconsideration.
4. Make recommendations in the development of telephone answering and dispatch protocol, procedures, policies, and systems related to service delivery.
5. Make recommendations relative to dispatcher-staffing levels within the agreed upon budget constraints.
6. Make recommendations relative to service levels. Changes in service levels shall be submitted to the DES Director. If such recommendations have a financial impact, the DES Director will evaluate the impact and communicate it to the Combined User Committee in the preparation of the ensuing year's budget.
7. Assist the DES Director as necessary in the preparation of the budget.
8. Make recommendations to the DES Director regarding Standard Operating Procedures (SOPs) that are specific to the Combined User Committee discipline making such recommendations.
9. Review deliverables, policies and budget.
10. May create such temporary advisory committees as it shall require to investigate and make recommendations regarding special issues.
11. Designated voting discipline representatives have the following specific responsibilities:
  - a) **Law Enforcement Management Team**
    - Law Enforcement members shall bear full responsibility for ensuring that the law enforcement data communications network and any Criminal History Records Information received by means of such network shall be used solely for the purposes of the administration of the criminal laws or for the purposes enumerated in Chapter 10.97 RCW.

- Review and recommend law enforcement dispatch/radio procedures to the law enforcement section of the Lewis County Communications Center Policy, Procedures & Operations Manual.
- b) **Fire Services Management Team**
- Review and recommend fire and EMS dispatch/radio procedures to the fire and EMS section of the Lewis County Communications Center Policy, Procedures & Operations Manual.
- c) The combined voting representatives in both groups "a" and "b" above have the following responsibilities:
- Make budget recommendations to the DES Director for Communications additions to the budget.
  - Recommend acquisition of new equipment.
  - Review and recommend changing the funding formula as necessary to ensure fair and equitable funding of Communications.
  - Review and recommend operating procedures other than those only related to either law enforcement or fire services.
  - Review inquiries, incidents, and accolades at quarterly meetings.
  - Provide an annual performance appraisal of the Communications Center, see: Attachment E - Forms section, Communications Center Annual Performance Appraisal Form.
- d) Any action by the voting groups listed above in "a" through "c" requires a majority vote of the group.

## **(F) Partner Agencies**

Partner Agency duties include:

1. Train staff and follow the adopted standard operation protocols and procedures of the LCCC and approved discipline field manuals.
2. Appoint a representative to the Combined User Committee to serve as their representative.
3. At a minimum, the agency-appointed representatives may make recommendations at the quarterly Combined User Committee meetings regarding issues of procedures, policies, and annual budgets.
4. Agency Representatives will keep the home agency apprised of the activities of the Combined User Committee and provide information on procedural changes.



5. It is expected that Partner Agencies will work together to resolve any issues that arise when there is less than a unanimous consensus by the affected disciplines (Fire, Law, EMS) on suggested/recommended changes that will apply to all agencies in that discipline.

## **(G) Equipment**

### **1. Mobile-Portable Agency Specific Equipment**

Each Partner Agency shall be responsible for purchasing, repairing, and replacing its own mobile and portable radio equipment and retains all rights to such equipment.

It is *recommended* that prior to purchasing user equipment, Partner Agency staff review products with the Radio Services Administrator in order to ensure interoperability and maximum effectiveness with the existing infrastructure. The Radio Services Administrator *recommendations* are not binding; however, the County assumes no liability for efficiency and effectiveness for equipment purchased without following recommendations of the Radio Services Administrator.

### **2. Exclusive Partner Agency Equipment**

In the event that a Partner Agency to this agreement should require the installation of equipment or the performance of special services dedicated to the sole and special use of such partner, to the exclusion of the other partners hereto, such partner shall bear the entire cost of such equipment, its installation, maintenance, operation and repair. Such funds shall be non-refundable even on termination of such partner and/or removal of such equipment or the termination of such special services.

### **3. County Equipment**

All assets purchased by LCCC will be held in the name of "Lewis County" and used for the LCCC purposes.

## **VII. COMBINED USER COMMITTEE**

### **(A) Membership**

The Combined User Committee membership shall consist of one (1) representative of each Partner Agency.

**(B) Chair, Vice Chair**

The Combined User Committee shall select a chair and vice chair. Together they will set the quarterly agenda, provide meeting notices to partner agency representatives and preside over the meetings.

**(C) Agenda and Notices**

Partner agency representatives desiring to propose Items for consideration on the agenda must submit the item in writing to the Lewis County Communications Center Manager no later than fourteen (14) days prior to the meeting date. Written or electronic notices of all meetings shall be E-mailed to the voting representative of each partner agency at least one week (7 days) prior to the meeting date.

Voting on new items not previously included in notifications to the partner agency representatives is prohibited.

**(D) Meetings**

The Combined User Committee shall meet quarterly at such time and place as shall be determined by the members of the Combined User Committee. Minutes will be taken of all meetings and distributed to all Partner Agency Representatives.

**(E) Voting:**

Partner agency representatives listed in Section I, D and E may attend meetings and shall have rights to participate in all matters brought before the Combined User Committee; however, they shall be non-voting members.

A. Voting members of the Combined User Committee will be as follows:

**1. Law Enforcement Management Team**

- Lewis County Sheriff, or designee
- Centralia Chief of Police, or designee
- Chehalis Chief of Police, or designee
- One (1) municipal Police Department

**2. Fire Services Management Team**

- Chehalis Fire Chief, or designee
- RFA Fire Chief, or designee

- Two (2) representatives of Lewis County Fire Districts. These representatives will be determined through the Lewis County Fire Chief's Association.

**B. Non-voting Members**

Non-voting members of the Combined User Committee will be as follows:

All Combined User Committee Partner Agency Representatives not included in Section "A" above are non-voting representatives.

**C. Electronic Voting**

Electronic voting is allowed for all items that appear on the published agenda. Such votes shall be cast by E-mail to the Lewis County Communications Center Manager no later than 9:00 a.m. on the morning of the scheduled meeting (to allow for tabulating said votes).

**D. List of Voting Members**

Voting members shall be identified and a list provided annually in writing to the Lewis County Communications Center Manager. This list will be used at Combined User Committee meetings to identify those having responsibility to cast votes.

1. All designed voting representatives may vote on issues of general consideration.
2. On issues pertaining only to law, only the designated law representatives may vote.
3. On issues pertaining only to fire services, only the fire services may vote.

**E. Tie Votes**

A passed motion or question requires a majority of the votes. A tie vote is a failed motion or question.

**VIII. FINANCING THE LCCC & COMMUNICATIONS INFRASTRUCTURE**

**(A) Program Costs**

The communications program costs are separated into the following five (5) categories, described in greater detail below:

1. LCCC Maintenance & Operation Costs
2. Maintenance & Support for Infrastructure
3. Equipment Repair & Replacement fund for LCCC Equipment
4. Equipment Repair & Replacement fund for Infrastructure Equipment
5. Building and Equipment Fund

Since at least 1995, the User Group rates have only included Category 1 – LCCC Maintenance & Operations. Aging equipment, declining revenues and depletion of the Fund Balance make it imperative that Partner Agencies set a goal to work together in developing a plan and set the date to begin incorporating Categories 2, 3, 4 & 5 into the billing process.

The LCCC and the communications infrastructure is intended to be self-sufficient and supported by the User groups. It is the intent of all the partners to this agreement that each of them shall pay their proportionate share of the annual costs of maintenance, operation, repair, and building and equipment assets of the LCCC and the communications system infrastructure. All of such funds shall be for the sole and exclusive purpose of operating, repairing, maintaining, and administering the LCCC and communications infrastructure.

Dedicated revenue such as grants, "911 Sales & Use Taxes", and payments made by the other parties hereto shall be deducted from the operating costs with the balance to be divided among the User Groups as outlined in Attachment A – Funding Formula.

A 3-year strategic plan will be created in 2018 that will guide the development and priority implementation of the Items listed in the Timetable on page 17. Input for the development and implementation of the strategic plan will be sought from the partner entities.

The table on page 17 estimates a priority and project timeline for meeting the planning goals set forth above (actual funding of the goals is anticipated to take longer than identification of the needs):

Communications Program Strategic Planning Cost-Sharing Timetable		
Priority	Planning Year	Budget Item
1	2018	Full Funding for Operating Costs of LCCC (for 2019 invoicing).
2	2018	Establish desired level of fund balance and work toward accumulation.
3	2018	Conduct independent assessments of the Lewis County Communications Center and the communications infrastructure to include equipment, staffing and interoperability guidance that will be compatible with future build-out and use of communications equipment.
4	2018	Establish M & S for Infrastructure Equipment and begin sharing costs in ____.
5	2018	Establish building and equipment fund. Explore possibility of 1/10 of 1% tax and others.
6	2019	Establish ER&R fund for LCCC Equipment and begin sharing costs in ____.
7	2019	Establish ER&R fund for Infrastructure Equipment and begin sharing costs in ____.

**(B) General LCCC Costs**

**1. Maintenance & Operation Costs of the LCCC**

**a. Operating Costs**

General operations costs for the Communications Center are divided into the following areas:

- **Salaries, benefits, supplies**
- **Interfund Costs** (Maintenance, utilities, postage, administrative overhead, etc.)
- **Contract Services** (Licenses, phone service, travel, training etc.)

## **b. Administrative Costs**

Administrative and contract services costs are provided by Lewis County as required. It is the intent of the parties that the cost of such services shall be included in the LCCC annual budget, based upon review of such costs by the Combined User Group, and that the County will thereafter be reimbursed for the provision of such services. Such services include, but are not necessarily limited to:

- Facility space to house the LCCC
- Personnel/employee services
- Maintenance of the facility and systems
- Legal Services
- Networking Services
- Risk Management
- Human Resources
- Financial Services
- Contract Services

Upon request of any partner hereto, or of any member of the Combined User Group, the County will provide detailed information regarding administrative services that are proposed to be charged to and included in the LCCC annual budget for any year. Such detail shall include the number of hours anticipated for such services and the hourly cost to the County for such services. See Attachment B Annual Budget Report.

## **2. Maintenance & Support for Infrastructure**

The Radio Services Division staff provide the Maintenance & Support of the infrastructure. At this time, the User Group is not billed for their proportionate share of these fees. It is the intent of the parties that the cost of such services shall be included in the annual budget, based upon review of such costs by the Combined User Group, and that the County will thereafter be reimbursed for the provision of such services.

## **3. Equipment Repair & Replacement for LCCC Equipment**

The LCCC will maintain an Equipment Repair & Replacement (ER&R) Fund dedicated solely to the repair and replacement of equipment and facilities of the LCCC. Funding of the ER&R LCCC Equipment Fund shall be based on a published amortization schedule of equipment. See Attachment D for Equipment Amortization Schedule.

The annual budget of the LCCC eventually will include an amount to be placed into such fund, and all partners hereto shall pay their proportionate share thereof. (It is anticipated that infrastructure funding will be addressed no later than 2020.)

#### **4. Equipment Repair & Replacement for Infrastructure Equipment**

The Radio Services Administrator will maintain an Equipment Repair & Replacement (ER&R) Fund dedicated solely to the replacement of the infrastructure, equipment and facilities based on a published amortization schedule of equipment. It is the intent of the parties that the cost of such services shall be included in the annual budget, based upon review of such costs by the Combined User Group, and that the County will thereafter be reimbursed for the provision of such services.

It is the intention of Lewis County to maintain the communication infrastructure until a funding formula or agreement is made with the User Groups. (It is anticipated that infrastructure funding will be included no later than 2020.)

#### **5. Building and Equipment Fund**

Current facilities for the LCCC are dated and inadequate. Funding for building a new facility are not currently addressed within this ILA; however, partners are challenged to establish a plan to work toward this goal.

Funding of the Building and Equipment Fund shall be shared by the Partner Agencies listed in this agreement. In the event that a Partner Agency hereto should terminate and withdraw from this agreement in accordance with the Section XII - Partner Agency Withdrawals hereof, none of the funds paid by such partner into the building and equipment fund prior to the date of any termination notice shall be refunded; however, such Partner Agency shall not be required to make further payments to the building and equipment fund for the remainder of that calendar year until the effective date of termination.

#### **6. Fund Balance**

The Fund Balance provides the operational capital to continue operations until revenues have been received. Since the economic downturn in 2008, these funds have been depleted and need to be restored to provide for fiscal stability. The management team and Combined User Committee will be undertaking this goal during the next few years, along with establishing an ER&R and building and equipment accounts.

## **IX. ESTABLISHING AN ANNUAL BUDGET**

### **(A) Annual Budget Preparation**

#### **1. Budget Committee**

A Budget Committee will be selected consisting of at least one (1) representative from each of the Partner Agency groups listed in Section IV. Identification of Partners of this Agreement.

#### **2. "Draft" LCCC Operating Budget**

At the direction of the DES Director, the Manager shall develop a "*Draft*" annual operating budget of the LCCC. The budget period shall be on a calendar year basis, beginning on the first day in January of each year and ending on the thirty-first day of December. The budgetary process shall be in accordance with Lewis County budget timetables.

#### **3. "Preliminary" Budget**

The Budget Committee will work with the DES Director and Lewis County Communications Center Manager to combine the LCCC "Draft" Budget and any other associated budget item (other categories), as well as costs for new services requested and approved into a "Preliminary" Budget to present to the Combined User Committee for their recommendations.

#### **4. Combined User Committee Review**

The DES Director will present the Budget Committee's recommended "Preliminary" Budget to the Combined User Committee for their input, resulting in the final "Preliminary" Budget to be presented to the County.

#### **5. Adjustments to the Combined User Agency Funding Formula**

The DES Director may make a recommendation to the Combined User Committee, based on the annual cost sharing report, to make necessary changes to the Combined User Agency Funding Formula, Attachment C to this agreement.

### **(B) Revenue**

Revenues from sources other than User fees shall be applied against the costs. These include the following:

- 911 Sales & Use Taxes
- Grants



- Other county department payments
- Other secondary User Groups (AMR-Medic One)

The difference between budgeted costs and these revenues shall determine the net amount to be paid by Partner Agencies.

Any excess of revenues from grants, "911 Sales & Use Taxes" and payments by partners hereto over expenditures in any budget (calendar) year shall be carried forward to the ensuing year's budget.

**(C) Expenses**

The partner agencies will be advised of any unexpected expenses that are anticipated to exceed the adopted budget. The Director will follow the current county budget amendment process in requesting funds to pay for the unexpected expenses. Subsequently, the following year(s) user rates would be adjusted to cover the unexpected expenses from the previous year(s).

**(D) Division of Costs**

The costs to be divided among the Partner Agencies hereto will eventually include the annual budgeted operation, maintenance and building and equipment costs, including the building and equipment funds (set forth in the Communications Program Strategic Planning Cost-Sharing Timetable on page 17), after deducting any grants, "911 Sales & Use Taxes" and other revenues not constituting payments by parties hereto. See Attachment A, Fee Distribution Flowchart.

**(E) Biannual Budget**

It is the consensus of the partner agencies that it is desirable to eventually work toward having a minimum of a biannual budget for budget planning purposes. This is a goal to work toward as the fiscal structure develops.

**X. COUNTY BUDGET PROCESS**

The annual budget shall be developed with involvement from the Combined User Committee, DES Director and various Lewis County Budget/Fiscal services. The three phases of budgeting include the following:

**(A) User Request:**

The Combined User Committee shall work with the DES Director between March and April to establish the following:

- Gather preliminary requests

- Identify budget impacts and Combined User commitments
- Develop a final Preliminary Budget Request for submission

**(B) Budget Submission:**

- **June 1:**  
The DES Director shall submit a total Preliminary LCCC budget to the Lewis County Budget Department.
- **July 1:**  
The DES Director will submit the proposed fees to the contracting agencies for their budgeting processes. A copy of the fees will be sent to the agency representatives of the Combined Users Committee.

**(C) County Adoption:**

- **August 1 (approximately):**  
The Lewis County Budget Department will present the annual Preliminary Budget to the BOCC
- **September 1 (approximately):**  
BOCC conducts Budget Amendment Hearings
- **December 31 (on or before, in accordance with RCWs):**  
BOCC adopts the Final Budget

**(D) Budget Changes**

In the event that there are any program changes and/or User changes, or in the event of changes in the partners to this agreement necessitating budget changes, any supplemental budget shall go through the budget stages set forth herein and comply with all applicable Lewis County budget policies and local government budget laws and regulations.

**(E) Changes to Preliminary User Fees**

It may be necessary to make changes to the Preliminary User fees distributed in July due to unknown increases such as medical expenses, wages, and benefits increases not settled upon until later in the year.

**XI. BILLING PARTNER AGENCIES**

The estimated amount to be billed to each Partner Agency participating in the LCCC and receiving services of the LCCC for the ensuing calendar year shall be determined in accordance with this agreement and submitted to each member no later than October 1 of each year.

Each Partner Agency's average percentage of the total user fee, as identified in Attachment A – Funding Formula, will remain the same unless the DES Director recommends recalculation of the formula based on an actual or anticipated significant change. The recommendations could include an adjustment in the percentage of the agencies' user fees. For example, a significant change would include but not be limited to a substantial annexation, population increase or use of dedicated resources by one or more user agencies. Authority to modify the User Agency Funding Formula remains with the DES Director with Combined User Committee review.

In the event that the annual budget of the LCCC should be changed by a supplemental budget because of increased expenditures or the addition of more partners to this agreement, the annual and quarterly payments required by each of the parties hereto shall be adjusted at the beginning of the next fiscal year.

Additional emergency service providers may be permitted to become partners to this agreement with the approval of the Combined User Committee and the DES Director. If the joinder of additional partners is so permitted, applicable rates shall be negotiated. The remittance for the remainder of the current year shall be set aside as revenue to reduce fees to the existing Partner Agencies in the next year.

Lewis County shall invoice each partner hereto at the beginning of each quarter (3 months) for one-fourth of such partner's share of the LCCC budget as follows:

Quarter	Month
1 <sup>st</sup> Quarter	January 1
2 <sup>nd</sup> Quarter	April 1
3 <sup>rd</sup> Quarter	July 1
4 <sup>th</sup> Quarter	October 1

The amount of such invoice shall be determined by dividing such partner's share of the LCCC's annual budget by four (4) separate payments. Payment of invoices shall be made within 30 days thereafter.

## **XII. Partner Agency Withdrawals - Procedures**

### **(A) Withdrawal of a Partner Agency Other Than the County**

#### **1. Required Notice to Withdraw From Agreement**

Upon giving a written notice thereof to all of the partners to this agreement prior to **June 1**, any of the parties hereto, except the County, may withdraw from this agreement at the end of any calendar year.

## 2. Partner Agency Rights after Notice of Intent to Withdraw

After June 1, and the giving of such notice, the withdrawing partner shall not be required to make further contributions to the building and equipment fund, but shall make all other payments for the remainder of the year and until the effective date of such withdrawal.

In the event that the withdrawing partner has purchased and installed special equipment, such equipment may be removed upon withdrawal from this agreement; provided, however, any and all costs associated with such removal shall be borne and paid by the withdrawing partner.

### (B) Termination of Partner Agency

#### 1. Failure to Remit Fees or Repeated Policy Violations

Termination of this service may result from major noncompliance of the adopted LCCC Policy, Procedures & Operations Manual, and/or failure to pay agreed upon rates. Termination may also result from failure to perform obligations under this Agreement.

The termination process is a three-step process that may be resolved at any step of the process:

- a. **DES Director:** DES Director will initiate a fact finding on the non-compliant issue(s), provide a copy to the violating agency and issue a written report with a recommendation.
- b. **Combined User Committee:** The DES Director will present the facts and his recommendations to the Combined User Committee (CUC). The CUC will be provided an opportunity to discuss the matter and make their recommendation.
- c. **Lewis County BOCC:** The DES Director will make a presentation to the Lewis County BOCC on the facts, his recommendation and the recommendation of the Combined User Committee. The BOCC will make the final decision to terminate a Partner Agency.

#### 2. Obligations and Rights upon Termination:

Following termination, a Partner Agency that has been terminated shall be subject to the same obligations and entitled to the same rights as a withdrawing Partner Agency.

### **XIII. DISSOLUTION OF LCCC & ILA**

#### **County Withdrawal from Agreement**

In the event of the withdrawal by Lewis County, the LCCC shall be dissolved.

Upon giving 18 or more months' written notice hereof to all of the other partners to this agreement, the County may withdraw from this agreement at the end of a calendar year.

In the absence of a succeeding agreement among all of the other partners to this agreement at the time of such withdrawal which provides for collective operation of a communication center, all equipment, facilities and property of the LCCC shall be distributed to the original purchasing jurisdiction.

After giving such notice, and during the final 12 months immediately prior to the effective date of such withdrawal, the County shall not be required to make further contributions to the building and equipment fund, but shall make all other payments required by this agreement until the effective date of such withdrawal.

In the event that the County has purchased and installed special equipment, such equipment may be removed upon withdrawal from this agreement; provided, however, that any and all costs associated with such removal shall be borne and paid by the County.

### **XIV. Confidentiality**

Partner Agencies shall have the right to continue monitoring 911 calls, subject to the requirements set forth in the hold harmless agreement adopted by Resolution No. 89-110 of the Lewis County Board of Commissioners dated April 6, 1989. Each party hereto, its employees, subcontractors, and their employees, shall maintain the confidentiality of all information provided by the Center or acquired by Partner Agencies in the performance of the Agreement, except upon the prior written consent of the parties or court order or a subpoena issued pursuant to the applicable court of administrator agency rule out of such court or agency having competent jurisdiction over the county or the user.

### **XV. MEDIATION and/or ARBITRATION**

Any controversy between the parties in regard to the application or interpretation of the Agreement may be submitted to and determined by mediation and/or arbitration in accordance with RCW Chapter 7.04 and RCW Chapter 7.07.

## **XVI. INDEMNIFICATION**

Lewis County shall indemnify and hold harmless the Partner Agencies, their employees and representatives from any and all claims and actions, including expenses, reasonable attorney's fees and investigative costs claimed by anyone by reason of injury or death, or damage to persons or property sustained as a result of the acts, or alleged acts, of the County's elected and appointed officials, employees and volunteers as such acts relate to the delivery of communications services to the extent of liability coverage.

Partner Agencies shall indemnify and hold harmless the County, its elected and appointed officials, employees and volunteers from any and all claims and actions, including expenses, reasonable attorney's fees and investigative costs claimed by anyone by reason of injury or death, or damage to persons or property sustained as a result of the acts, or alleged acts, of the employees or any other representatives of the Partner Agencies, as such acts relate to providing services which the partner agencies are obliged or expected to provide.

## **XVII. LIABILITY COVERAGE**

Liability coverage shall be provided by Lewis County and the Partner Agencies through self-insurance and commercial insurance policies, and provide as a minimum the usual protection of general liability, civil rights liability, auto and errors and omissions. Such coverage shall be based on a minimum of \$1,000,000 per occurrence. The expense of coverage for the Center shall be a part of the operating costs of the Center.

## **XVIII. NOTICE**

Except as set forth elsewhere in this Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Partner Agencies to the Director of Emergency Services (DES). Notice to the Partner Agencies for all purposes under this Agreement shall be given to the address reflected below. Notice may be given by delivery or by depositing in the United States mail, first class, postage prepaid.

## **XIX. SEVERABILITY**

If any term or condition of this contract or the application thereof to any person or persons or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, conditions, or application. To this end, the terms and conditions of this contract are declared severable.

## **XX. TERMINATION OF OTHER COMMUNICATION AGREEMENTS**

Upon the effective date of this Agreement, it is in place of, supersedes, and replaces any existing "Interlocal Agreement for Operation, Maintenance and Participation in the Lewis County Communications Center."

## **XXI. DURATION OF AGREEMENT**

This Agreement is for a two- year period beginning January 1, 2018 and ending December 31, 2019. It shall commence when executed by the BOCC and end December 31 of 2019. Unless terminated or modified, it shall be automatically renewed for an additional term of two (2) years but for no more than two (2) such additional terms. The ILA shall be reviewed on a regular basis biennially with the ILA review beginning in the fourth quarter of the second year. The Agreement will be reviewed and resigned no later than every four (4) years; PROVIDED, any party may withdraw from this Agreement by giving written notice to all parties and the BOCC prior to June 1 of the then current term of its intent to withdraw at the close of the term. A withdrawing party shall remain liable for any damages incurred by the Center outside of or beyond the County's general liability coverage which occurred during the time the withdrawing party was a party.

## **XXII. ALTERATIONS AND AMENDMENTS**

This agreement may be amended by mutual agreement of the partners. Any partner agency may request changes in the Agreement to the User Committee. Such amendments shall not be binding unless they are in writing, voted on with a majority approval, signed by personnel authorized to bind each of the Partner Agencies, and with final approval of alternations or amendments residing by resolution of the Lewis County BOCC.

## **XXIII. OWNERSHIP OF FACILITIES**

There are no facilities or properties to be acquired or purchased as a result of this agreement; provided, however, upon termination of this agreement, all equipment, facilities and property of the LCCC then owned by it, including any facilities or properties acquired from funds accumulated in the building and equipment fund, or otherwise, shall be divided among the partners hereto in the manner described hereof; provided, further, that in the event that there is an accumulation of unexpended funds upon the termination of this agreement, such funds shall be refunded or paid to the then partners hereto in a manner which is proportionate to their respective contributions thereto.

## **XXIV. FILING OF AGREEMENT**

This agreement shall be filed pursuant to the requirements of RCW 39.34.040.

**XXV. EXECUTION IN COUNTERPARTS**

Lewis County shall execute the original of this agreement. Each other partner hereto shall sign a counterpart of the original of this agreement. The partners hereto intend that all the signed counterparts taken together with the original will be considered as one original document, and given full force and effect as if all partners had signed one document.

**APPROVALS AND CONCURRENCES**

**APPROVED AS TO FORM:**  
Jonathan Meyer, Prosecuting Attorney

\_\_\_\_\_  
By: Deputy Prosecutor Date:

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

\_\_\_\_\_  
Chairperson Date:

**ATTEST:**

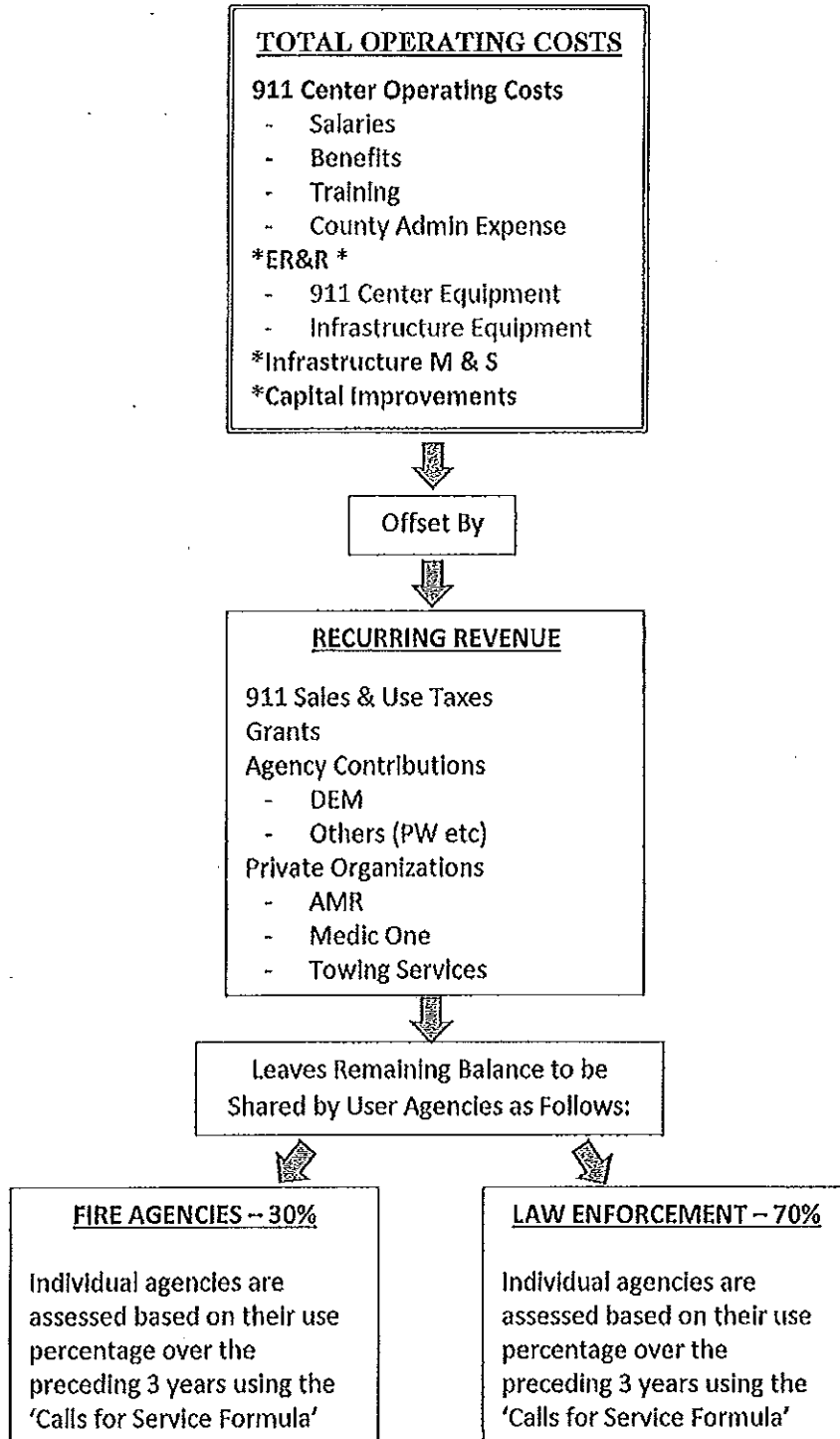
\_\_\_\_\_  
Clerk of the Board Date:

<b>Lewis County Sheriff's Office</b>	<b>Lewis County Coroner</b>
_____ Sheriff <span style="float: right;">Date</span>	_____ Coroner <span style="float: right;">Date</span>
<b>Centralla, City of</b>	<b>Chehalis, City of</b>
_____ City Manager	_____ City Manager
<b>Napavine, City of</b>	<b>Pe Ell, Town of</b>
_____ Mayor	_____ Mayor
<b>Winlock, City of</b>	<b>Vader, City of</b>
_____ Mayor	_____ Mayor
<b>Toledo, City of</b>	<b>Mossyrock, City of</b>
_____ Mayor	_____ Mayor



Morton, City of _____ Mayor	LCFD # 1 – Onalaska _____ Commissioner
LCFD # 2 – Toledo _____ Commissioner	LCFD # 3 – Mossyrock _____ Commissioner
LCFD # 4 – Morton _____ Commissioner	LCFD # 5 – Napavine _____ Commissioner
LCFD # 6 – Chehalis _____ Commissioner	LCFD # 8 – Salkum _____ Commissioner
LCFD # 9 – Mineral _____ Commissioner	LCFD # 10 – Packwood _____ Commissioner
LCFD # 11 – Pe Ell _____ Commissioner	LCFD # 13 – Curtis _____ Commissioner
LCFD # 14 – Randle _____ Commissioner	LCFD # 15 – Winlock _____ Commissioner
LCFD # 16 – Doty _____ Commissioner	LCFD # 17 – Ashford _____ Commissioner
LCFD # 18 – Glenoma _____ Commissioner	Cowlitz-Lewis Fire District 20 (Vader) _____ Commissioner
Riverside Fire Authority (RFA) _____ Commissioner	American Medical Response (AMR) _____ Director
Medic One (South County EMS) _____ Director	

## Attachment A – COMMUNICATIONS FEE DISTRIBUTION



\* NOTE: To be established. While these costs are necessary to accurately determine the total communications systems operating budget, they are not currently part of the funding formula, nor shared by all partner agencies (currently paid by only Lewis County).

Attachment B - Annual Budget Report 2012-2018

LEWIS COUNTY COMMUNICATIONS  
COMMUNICATIONS  
REVENUE AND EXPENDITURE DETAIL 2012-2018

	2012	2013	2014	2015	2016	2017 Estimated	2018 Projected Budget
<b>Revenue</b>							
Taxes 31X,XX	728,826	715,089	847,476 <sup>1</sup>	716,366	715,893	747,452	713,000
Federal 334,XX (Grants)	31,316	42,990	39,125	85,962	38,272	21,399	23,000
FEMA-DOM	3,118	-	-	-	-	-	-
Other Misc.	11,762	2,032	9,012	1,204	1,654	2,732	8,700
AMR Contract	62,315	62,315	62,315	63,567	64,842	65,490	78,588
Other Intercounty users ( Coroner, DEM & PVV)	14,544	14,688	15,057	15,207	15,968	16,020	17,621
Actual Rates Charged to Law and Fire	1,320,891	1,334,101	1,348,565	1,361,584	1,429,663	1,576,457	1,734,103
<b>Total Revenue</b>	<b>2,172,772</b>	<b>2,171,214</b>	<b>2,321,550</b>	<b>2,249,890</b>	<b>2,266,292</b>	<b>2,429,550</b>	<b>2,575,012</b>
% Change Communication Revenue		0%	7%	-3%	1%	7%	6%
<b>Expenditures</b>							
Salaries	1,320,396	1,344,939	1,420,770	1,341,563	1,397,596	1,335,543	1,363,751 <sup>2</sup>
Benefits	424,676	459,927	494,068	522,607	501,369	521,317	596,778 <sup>3</sup>
Workers Comp/General Liability	47,621	26,821	22,862	16,300	14,628	18,013	19,145
<b>Total Salary and Benefits</b>	<b>1,792,693</b>	<b>1,831,687</b>	<b>1,937,700</b>	<b>1,880,470</b>	<b>1,913,593</b>	<b>1,874,873</b>	<b>1,979,674</b>
Supplies	30,905	19,874	32,981	30,571	34,804	11,000	28,500
Contract Services/Rentals/Other	139,558	194,741	197,606	163,983	170,054	160,390	168,800
Intergovernmental (WS Patrol)	10,656	10,656	10,656	10,656	10,656	11,000	11,000
<b>Interfund Cost</b>							
Facilities Maintenance/ space cost/utilities	28,143	26,558	32,484	32,242	35,061	36,740	43,562
IT M&S and ER&R	133,709	126,336	136,041	148,557	150,806	230,672 <sup>4</sup>	211,256
Postage	2,242	2,213	2,637	2,848	2,912	4,208	3,111
Interfund Radios	59,605	57,434	52,696	47,330	41,799	146,153 <sup>5</sup>	138,377
Other Interfunds	899	2,829	1,020	-	6,627	6,400	2,000
<b>Interfund Professional Services-</b>							
Public Works GIS Services	30,000	30,000	30,000	30,000	30,000	30,000	30,000
CS Director portion of Salaries	28,000	28,000	28,000	28,000	***	***	*** <sup>6</sup>
Human Resources Services	10,894	10,367	10,720	10,763	9,104	9,629	9,817
Risk Management Services	8,475	8,351	8,857	7,704	5,027	9,422	9,335
<b>Total Interfund Cost</b>	<b>301,967</b>	<b>292,088</b>	<b>302,456</b>	<b>307,444</b>	<b>281,336</b>	<b>479,224</b>	<b>447,458</b>
<b>Capital Projects</b>							
Capital Revenue	-	5,623	-	1,540	337,404 <sup>7</sup>	-	-
Capital Purchase	-	-	-	-	375,657	-	-
<b>Total Capital Cost</b>	<b>-</b>	<b>5,623</b>	<b>-</b>	<b>1,540</b>	<b>382,253</b>	<b>-</b>	<b>-</b>
<b>Total Communications Operation Cost</b>	<b>2,275,779</b>	<b>2,350,668</b>	<b>2,481,400</b>	<b>2,394,664</b>	<b>2,448,696</b>	<b>2,530,487</b>	<b>2,635,432</b>
% Change Communication operations Exp.		3%	6%	-3%	2%	3%	4%

Notes:

- <sup>1</sup> In March of 2014 the state distributed an excess sales and use tax payment of \$154,400
- <sup>2</sup> Payroll figures do not include employees salary increase pending CBA
- <sup>3</sup> Increase in benefits includes a \$34K increase in medical insurance benefit and \$11K increase in retirement benefits
- <sup>4</sup> Spillman moved from salaries to Lewis County IT
- <sup>5</sup> Radio rates reviewed in 2016, adjusted to reflect actual expenses in 2017
- <sup>6</sup> Beginning in 2018, the Directors Salary was included in Communications payroll
- <sup>7</sup> 2016 Federal Revenue includes an equipment grant for telephone system equipment. The expense is reflected in Capital Projects

	2012	2013	2014	2015	2016	2017	2018
Use of Additional County Funds by Year	(103,007)	(179,454)	(159,849)	(150,774)	(182,404)	(100,937)	(60,420)
<b>Total Additional Use of County Funds 2012-2018</b>							<b>(936,844)</b>

## Attachment C – Funding Formula

The funding formula rates are used to establish each individual agency's percentage share of the discipline's net costs for the annual LCCC budget. During the calculation year, the previous three-year usage calculation will be applied to the projected (next year) budget figure to arrive at the fees charged.

To bring the current fees in line with the actual budget figures, the 2018 budget includes a previously agreed upon 10% increase (previously the revenue fund balance was used to retain user fees at a level below the actual budget costs). The budget for calendar years 2012-2016 is incorporated herein as Attachment B.

The ratio set forth in this section and the method of dividing costs between law enforcement and fire service shall not be modified or changed in any manner, except by amendment of this agreement in the manner provide below.

### USER FEE FORMULA

#### 1. Law Enforcement (70%)

The net costs of the law enforcement dispatch is 70% (seventy percent). Costs to be divided among law enforcement departments shall be divided by an average of usage over the previous three (3) years.

The funding formula is based upon a rolling call average recalculated every three (3) years as follows:

3 year period	Calculation year	Year Percentage Rates Applied
2013, 2014, 2015	2016	*2017, *2018
2016, 2017, 2018	**2019	2020, 2021, 2022
2019, 2020, 2021	2022	2023, 2024, 2025
*In 2016, there was an agreed upon 10% increase for 2017, and another 10% over that amount for 2018.		
**The 2019 base budget will have a TBD increase due to wages, benefits, and fixed expense increases that were not added into the 2017 & 2018 budgets due to the agreed upon 10% increase, 1 FTE not included in 2017, Director salary increase and unsettled Salary/Medical expenses.		

It has previously been established that it takes Dispatch an average of 6 minutes and 20 seconds to handle calls. The calls are divided into the following four (4) categories:

Type of service	Time Involved
Case Numbers entered by Dispatch	4 minutes
Case Numbers entered by Officers	1 minute
Radio Usage	20 seconds
Inquiries	1 Minute

Combined usage by each of the departments is calculated to arrive at their individual rates.

**2. Fire Services (30%)**

The net costs for fire service dispatch is 30% (thirty percent). The 30% shall be divided among fire services based on an annual average of each district's usage from the previous three (3) year period (based on calls alone). An illustration of the calculation years follows:

3 year period	Calculation year	Year Percentage Rates Applied
2013, 2014, 2015	2016	2017
2014, 2015, 2016	*2017	*2018
2015, 2016, 2017	*2018	**2019
2016, 2017, 2018	2019	2020
*In 2016, there was an agreed upon 10% increase for 2017, and another 10% over that amount for 2018.		
**The 2019 base budget will have a TBD increase due to wages, benefits, and fixed expense increases that were not added into the 2017 & 2018 budgets due to the agreed upon 10% increase, 1 FTE not included in 2017, Director salary increase and unsettled Salary/Medical expenses.		

## Attachment D – Equipment Amortization Schedule

To Be Completed After the  
Work Plan is Established

# **Attachment E – Forms**

**Incident Inquiry Form**

**Formal Complaint Form**

**Flowchart for Incident Inquiry & Formal Complaint Forms**

**Outstanding Performance Form**

**Lewis County Communications Center  
Annual Performance Appraisal Form**

# INCIDENT INQUIRY FORM

Used to identify equipment, personnel and procedure issues between 911 and user groups. Form must include: person submitting inquiry, agency, and contact information. For inquiries on 911 issues, turn form into the 911 Manager. For inquiries on Law, Fire and EMS issues, turn form into the appropriate liaison.

Submission Date: _____	Incident Number/CAD Call ID: _____
Person Submitting: _____	Agency: _____ Contact #: _____

Occurrence Date/Time: \_\_\_\_\_

**1. EQUIPMENT**

**A. Transmission:**

- Dispatch unable to receive      Location: \_\_\_\_\_
- Poor Signal      Location: \_\_\_\_\_
- Other: \_\_\_\_\_

**B. Receiving:**

- Unit Unable to Receive      Location: \_\_\_\_\_
- Poor Signal      Location: \_\_\_\_\_
- Other: \_\_\_\_\_

**C. Paging:**

- No Alert Tones      Location: \_\_\_\_\_
- Poor Signal      Location: \_\_\_\_\_
- Other: \_\_\_\_\_

**2. DISPATCH ISSUE** Dispatcher Name, if known: \_\_\_\_\_

- Incorrect:       Address       Date       Time
- Poor Radio Discipline \_\_\_\_\_
- Not Answering Traffic \_\_\_\_\_
- Incorrect Use of Response Plan \_\_\_\_\_
- Traffic Not Logged Correctly \_\_\_\_\_
- Improper Radio Procedure \_\_\_\_\_
- Other: \_\_\_\_\_

**3. USER GROUP ISSUE** Agency: \_\_\_\_\_ Personnel Name, if known: \_\_\_\_\_

- Poor Radio Discipline \_\_\_\_\_
- Traffic Not Answered \_\_\_\_\_
- Improper Radio Procedure \_\_\_\_\_
- Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inquiry Reviewed by: _____	Name	Date
Response sent to submitting person/agency: _____	Name	Date

Revised 9-20-17



**LEWIS COUNTY DEPARTMENT OF EMERGENCY SERVICES (DES)  
FORMAL COMPLAINT FORM**

*This form is to be completed by anyone outside the employment of the Department of Emergency Services who wishes to make a formal complaint of an Emergency Services employee.*

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am lodging a complaint against \_\_\_\_\_, who is employed at the Lewis County Department of Emergency Services. This is in regard to an incident that took place on the following date, time and location:

\_\_\_\_\_

Witnesses to this incident:

NAME	ADDRESS	TELEPHONE

The following is a brief description of the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*"I will fill out a statement describing the nature of the complaint and attach it to this complaint form. I do want this complaint investigated by the Lewis County Department of Emergency Services."*

Complainant's Signature: \_\_\_\_\_

<b>For Internal Use Only:</b>	
Reviewed by: _____	Action Taken: _____
<small>Name/Title</small>	<small>Date</small>

Revised October 2017

## Incident Inquiry & Formal Complaint Flowcharts

All inquiries and formal complaints are intended to be worked out at the lowest level possible. When practical, issues should be worked out between supervisors, with employee involvement.

### Level 1 – Informal Issue (no paperwork):

Concern on how something occurred or was done. May be submitted by any of the following:

- Phone call
- In person contact
- Informal E-mail

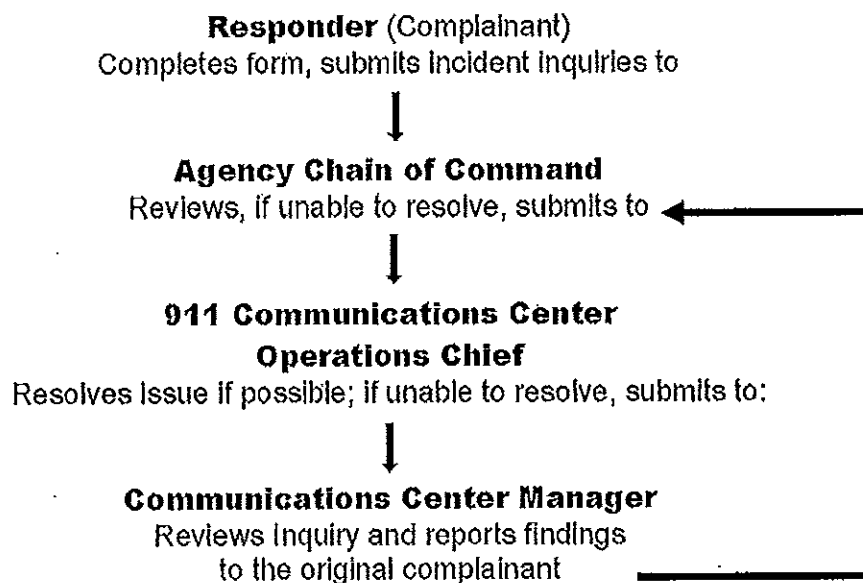
### Level 2 - Formal Incident Inquiry or Complaint Forms

("Something needs to be done about this.")

If resolution has not occurred at Level 1, item proceeds to the "Formal" written process by submission of either an "Incident Inquiry" or "Complaint" form. Forms must be completely filled in and signed. Written "Inquiries" and/or "Complaints" are routed through the following process that concludes with a report back to the original complainant on the formal form submitted:

---

## Formal Process – Level 2



## Outstanding Performance Recognition - Form

Outstanding Performance is recognized for an individual(s) in one of these categories:

- Communication Center Employee     
  Partner Agency Employee

Employee's Information (if more than one, attach additional page, or list on back):

Name: \_\_\_\_\_  
 Department/Agency: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

This person is being acknowledged in the following areas:

<input type="checkbox"/>	Quality/accuracy of work	<input type="checkbox"/>	Ability to work as part of a team
<input type="checkbox"/>	Dependability	<input type="checkbox"/>	Compliance with established procedures/policies
<input type="checkbox"/>	Communication Skills	<input type="checkbox"/>	Problem solving skills
<input type="checkbox"/>	Other, Explain briefly		

In a simple essay form, write statements to include why you feel the person acknowledged should receive recognition for an "Outstanding Performance." If incident specific, please indicate date and time of occurrence below.

Incident #: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Nominator's Information:**

Name: \_\_\_\_\_  
 Department/Agency: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For additional information about the recognition, contact: \_\_\_\_\_

Return completed form to:  
 Communications Center Manager Historic Courthouse, 351 NW North Street, Chehalis, WA 98532

### **Submittal Process:**

Any Partner Agency member or Department of Emergency Services (DES) employee may submit an "Outstanding Performance Recognition" form to the Director of Emergency Services to recognize outstanding performance by a Partner Agency member or Department of Emergency Services employee for performance *beyond their regular job duties*.

Recipients of Outstanding Performance Recognition certificates exhibit the abilities to quickly problem solve; excel in a teamwork environment; promote the Department mission, vision, ethical values; and consistently perform their public service duties to the highest standards.

Any staff member may be acknowledged for outstanding performance, regardless of length of service.

The application submitted must identify the reason why the employee's actions merit the award and how it meets the qualification to be *beyond their regular job duties*. Any letters or memoranda supporting the nomination may be attached to the form.

The Director of Emergency Services, or the nominee's Partner Agency lead, will review the merits of the nomination and make the determination if the recognition should be made.

For 911 Employees, a copy of the "Outstanding Performance Recognition" certificate will be placed in the employee file and/or sent to the employee's agency administration, as appropriate.

Lewis County Communications Center

**Annual Performance Appraisal Form**

The purpose of this annual appraisal is to provide an annual opportunity for partner agencies to assist in identifying what has been working well and provide early identification of anything that needs improvement.

Person/Agency Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Section I - Please rate the following services:**

NS = Not Satisfactory S = Satisfactory HS = Highly Satisfactory

Service	NS	S	HS
Call receiving/dispatching			
Inquiries -- speed and accuracy			
Interoperability of Equipment			

**Section II - List three items that went well this past year.**

- 1.
- 2.
- 3.

**Section III - List three things that could be improved this next year:**

- 1.
- 2.
- 3.

**Section IV - List any training/suggestions for overall improvements that would make processes run more smoothly:**

- 1.
- 2.
- 3.

**Attachment F**  
**COMMUNICATIONS USER GROUP**  
**MEETING AGENDA - Draft**

- I. **Call to Order**
- II. **Introductions**
- III. **Approval of the minutes from the last meeting**
- IV. **Reports**
  - A. **Fire - EMS Reports**
  - B. **Law Reports**
  - C. **Combined User Group Reports**
  - D. **911 Communications Center Report**
    - 1. **Budget Status**
    - 2. **Improvements**
    - 3. **Projects**
    - 4. **New Policies**
    - 5. **State 911/Advisory Committee**
- V. **New Business**
- VI. **Good of the Order**
- VII. **Adjournment**

## Attachment G –

### Lewis County Communications Center Manager's Quarterly Report

Prepared by:

Date Prepared:

Presentation Date:

Current Quarter Operations Statistics:

NFPA Standards	National Statistics	LCCC Current Quarter
Call Taking		
Dispatching		

Reports:

1. Budget Status
2. Staffing Status
3. Inquiries/Complaints

Good of the Order (may not all be updated at every meeting):

1. New Policies
2. Equipment Status
3. Project Status
  - A. Current Projects
  - B. Future Projects
4. Miscellaneous

## Attachment H - Acronyms and Definitions

<b>Administrative Services</b>	Services provided by Lewis County. Includes but not limited to facility, personal services, maintenance, legal services, networking series, risk management and financial services.
<b>BOCC</b>	Lewis County Board of County Commissioners.
<b>Combined User Committee</b>	Committee representing an equal number of emergency service provider's representatives appointed by the user agencies representing Fire, Law, and the Communications Center. Duties include making recommendations to the DES Director regarding developing dispatching procedures and SOPs, reviewing budgets and developing policies.
<b>Communications Center Administrative Assistant</b>	Provides secretarial services to the Combined User Committee, as directed by the Lewis County Communications Center Manager.
<b>Communications Center operating costs</b>	Currently includes staff salaries, benefits, training and annual expenses to operate the dispatch center.
<b>County Administrative Expenses</b>	<p>Lewis County shall provide administrative &amp; contract services to the LCCC as required. Such services include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Facility space to house the LCCC</li> <li>• Personnel/employee services</li> <li>• Maintenance of the facility and systems</li> <li>• Legal Services</li> <li>• Networking Services</li> <li>• Risk Management</li> <li>• Human Resources</li> <li>• Financial Services</li> <li>• Contract Services</li> </ul> <p>It is also the intent of the parties that the cost of such services shall be included in the LCCC annual budget.</p>
<b>Communications Systems</b>	The Lewis County communications systems include both the 911 Communications Center (Dispatch) and the external infrastructure that provides the



	communications connection between dispatching and the response communities.
<b>DES</b>	Department of Emergency Services.
<b>Director (DES)</b>	Director of the Department of Emergency Services, appointed by the BOCC. Establishes policies and budgets, with review by the Combined User Committee, for the Communications Center.
<b>Formal Complaint Form</b>	Form used by anyone outside the employment of the Department of Emergency Services (DES) who wishes to make a formal complaint about an employee of DES.
<b>Discipline Field Manuals</b>	Lewis County Communications Center Policy, Procedures & Operations Manual: specific sections by discipline as follows: 601-700 Law Enforcement Operations 701-800 Fire District Operations 801-900 EMS Operations
<b>Incident Inquiry Form</b>	Form to be used to identify equipment, personnel and procedural issues between 911 Center and the User partners. May be initiated by either partner.
<b>ILA</b>	Interlocal Agreement
<b>LCC</b>	Lewis County Communications
<b>LCCC</b>	Lewis County Communications Center
<b>LCC Policy, Procedures and Operations Manual</b>	Guiding document addressing policy, procedure, and operations governing all Lewis County partners participating in the Lewis County Communications program.
<b>Manager</b>	Lewis County Communications Center Manager, employee of Lewis County. Oversees daily operations of the Communications Center and works with line-level emergency responders.
<b>Partner Agency</b>	Signatory agencies in the Interlocal Agreement (ILA) for Lewis County Communications, including Lewis County, municipalities, Law Enforcement, Fire Services and Emergency Medical Services entities.
<b>Revenue</b>	All sources of income, except User fees to include: grants, 911 taxes, and other miscellaneous payments.
<b>SOP</b>	Standard Operating Procedures

<b>User Agency Funding Formula</b>	Formula used to establish user costs based on the LCCC intending to be self-sufficient. Users pay their proportionate share of the total annual costs for maintenance, operation, and repair costs after any revenue has been applied.
------------------------------------	--

## Attachment I – Lewis County Government Radio Sites

Site	Location	Description
1. Cooks Hill	Centralia Area off Cooks Hill RFA station 5	<ul style="list-style-type: none"> <li>• RFA Prime simulcast site</li> <li>• Fire F1 Cooks can B/U Crego fire if needed</li> <li>• REDNET west</li> <li>• Main dispatch tie in for RFA</li> <li>• FRA B/U repeater west</li> <li>• Microwave to Seminary Hill (4.6 GHz licensed)</li> </ul>
2. Davis Hill	North Centralia off Roanoke at Centralia water reservoir	<ul style="list-style-type: none"> <li>• Centralia 3 for Centralia PD</li> <li>• City PD Davis voted receiver</li> <li>• S/O Davis voted receiver</li> </ul>
3. Summit Hill	Chehalis area on hill east of Chehalis (Location changing in 2017)	<ul style="list-style-type: none"> <li>• City PD prime site</li> <li>• Main dispatch tie in for City PD</li> <li>• Voter controlled base station</li> <li>• Microwave to Old Courthouse (2.4 GHz spread spectrum unlicensed)</li> </ul>
4. Brockway	Chehalis are on Brockway Rd and Smokey Lane	<ul style="list-style-type: none"> <li>• Chehalis 3 for Chehalis PD (city owned)</li> </ul>
5. Seminary Hill	Centralia area on Seminary Hill Rd	<ul style="list-style-type: none"> <li>• FRA Seminary voted receiver</li> <li>• City PD Seminary voted receiver</li> <li>• Microwave to Cooks Hill (4.9 GHz licensed)</li> </ul>
6. Historic Courthouse	Chehalis on Main Street	<ul style="list-style-type: none"> <li>• Dispatch center and main hub</li> <li>• E911 main answering point</li> <li>• BCW phone system</li> <li>• Motorola MCC7100 K core Radio control</li> <li>• Lewis County P/W Control station</li> <li>• LCSO Courthouse control station (voted)</li> <li>• City PD B/U</li> <li>• RFA B/U and RFA B/U repeater control station</li> <li>• Auxiliary Base station                             <ul style="list-style-type: none"> <li>○ REDNET</li> <li>○ LERN</li> <li>○ S/O West</li> <li>○ Fire F1</li> <li>○ HEAR</li> <li>○ DEM W</li> </ul> </li> <li>• Fire monitor (recording purposes only)</li> <li>• WSP receiver</li> <li>• NAWAS and EAS</li> <li>• Receiver voting eqpt for LCSO, Fire F1, P/W, DEM</li> <li>• Microwave to Summit Hill (2.4 GHz spread spectrum)</li> <li>• Cabled tie in to law and Justice Center</li> <li>• CEMNET low band to State EMD (DES office)</li> <li>• Emergency Operations Center</li> </ul>
7. Law and Justice	Chehalis on Main Street	<ul style="list-style-type: none"> <li>• Microwave to Crego Hill (6 GHz licensed)</li> <li>• Cabled tie in to Old Courthouse</li> <li>• Radio Amateur Civil Emergency Services eqpt.</li> </ul>
8. Lewis County Public Works	Chehalis off Kresky Ave	<ul style="list-style-type: none"> <li>• Cabled tie-in of desk remotes to P/W control station at Historic Courthouse</li> </ul>
9. Crego Hill	SW of Chehalis in hills overlooking Adna	<ul style="list-style-type: none"> <li>• Microwave to Law &amp; Justice Ctr and Crawford Peak in Thurston Co (6 GHz licensed)</li> <li>• Microwave to Dog Mountain (6 GHz licensed)</li> <li>• Fire F1 Crego transceiver (voted)</li> <li>• P/W west repeater</li> <li>• LCSO Crego Control station (voted)</li> </ul>

Site	Location	Description
		<ul style="list-style-type: none"> <li>FRA Crego (microwave and simulcast repeater for RFA) (RFA owned)</li> <li>VTAC 11 West transceiver</li> </ul>
10. Baw Faw	SW of Chehalis in hills overlooking Bolstfort	<ul style="list-style-type: none"> <li>LCSO west repeater</li> <li>DEM west repeater</li> </ul>
11. Aren 2 Shop	Spoooner Rd & US 6	<ul style="list-style-type: none"> <li>DEM control station</li> </ul>
12. Toledo Airport	Jackson Highway	<ul style="list-style-type: none"> <li>Fire F1 voted receiver</li> <li>REDNET south transceiver</li> <li>Public Works voted receiver</li> <li>DEM voted receiver</li> <li>4.9 GHz licensed Microwave to Hopkins</li> </ul>
13. Onalaska	Onalaska Fire Station 2	<ul style="list-style-type: none"> <li>Fire F1 Onalaska voted receiver (Centurylink/TDS)</li> </ul>
14. Democrat Hill	NE of Salkum on Schoen Rd	<ul style="list-style-type: none"> <li>Fire F1 Democrat transceiver (voted receiver on TELCO wireline CenturyLink/TDS)</li> </ul>
15. Hopkins Hill	WNW of Morton off Short Rd	<ul style="list-style-type: none"> <li>P/W East repeater</li> <li>Fire F1 transceiver</li> <li>DEM voted receiver</li> <li>LCSO voted receiver</li> <li>Microwave to Toledo (4.9 GHz licensed)</li> <li>WSDOT microwave to Dog Mt. (11 GHz licensed)</li> </ul>
16. Dog Mountain	Due South of Glenoma in hills	<ul style="list-style-type: none"> <li>Microwave to Crego Hill (6 GHz licensed)</li> <li>Microwave to Bennett Rd (5.8 GHz spread spectrum unlicensed)</li> <li>LCSO Dog voted receiver</li> <li>Fire F1 Dog transceiver (voted)</li> <li>East Fire Randle/LGS link control station</li> <li>East Fire Packwood B/U control station</li> <li>WSDOT microwave to Hopkins Hill (11 GHz licensed)</li> </ul>
17. Storm King	South of Mineral in the mountains	<ul style="list-style-type: none"> <li>LCSO Storm King repeater</li> <li>Storm King 9/17 fire repeater</li> <li>Solar only site</li> </ul>
18. Burley Mountain	SSE of Randle in the mountains above Cispus	<ul style="list-style-type: none"> <li>LCSO East repeater</li> <li>DEM East repeater</li> <li>Solar only site</li> </ul>
19. LCFD #14	Highway 12 Randle	<ul style="list-style-type: none"> <li>E Fire Randle repeater</li> <li>LGS Link repeater</li> </ul>
20. Bennett Rd	Mile Post 124 on US 12 between Randle and Packwood	<ul style="list-style-type: none"> <li>Microwave to Dog Mt. (5.8 GHz spread spectrum unlicensed)</li> <li>Microwave to Packwood (2.4 GHz spread spectrum unlicensed)</li> <li>Public Works Bennett voted receiver</li> <li>DEM Bennett voted receiver</li> <li>REDNET East transceiver</li> <li>VTAC 11 East transceiver</li> </ul>
21. Packwood	At the WWPPS surge tank above Packwood	<ul style="list-style-type: none"> <li>E Fire Packwood repeater</li> <li>Microwave to Bennett Rd (2.4 GHz spread spectrum unlicensed)</li> <li>LCSO Packwood voted receiver</li> </ul>
22. Lewis County Jail	Chehalis on Chehalis Ave.	<ul style="list-style-type: none"> <li>Lewis County Jail repeater (MOTOTRBO)</li> </ul>

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Judy Schave, HR/Risk Manager

**MEETING OF:** March 12, 2018

**SUBJECT:** Implementation of Salary Adjustments for Non-Represented Employees and Proposed Reclassifications

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**INTRODUCTION**

During the 2018 budget preparation, the Council Budget Committee considered the inclusion of a 4% salary increase for all non-represented employees, with the intent to provide the non-represented employees with adjustments consistent with the other employee bargaining groups. This increase was presented during the 2018 budget hearings and later approved with the adoption of the 2018 Budget. This item has been scheduled to confirm the implementation of the items previously budgeted and the additional modifications to the salary schedule provided as Exhibit "A" attached. The recommendations in this report have been discussed with the Council Budget Committee and they concur with the proposed recommendations.

**DISCUSSION**

As part of the 2018 budget process, a 4% salary increase was built into the budget for all employees not subject to an approved agreement at the time of the budget adoption. When the Budget was adopted in November, only the Non-Uniformed Group had an approved agreement. There were no agreements for Police, Fire or the Non-represented employees, which include Airport, confidential, and management employees, with the exception of the City Manager, who is subject to a separate contract.

In December 2017, the City Council approved a collective bargaining agreement (CBA) between the City and the Chehalis Police Officers Guild that provides for an annual salary increase of 4% to base wages for all Guild members in 2017, 2018 and 2019, with an additional 2% for Sergeants in 2017 and 2018. As a result of the CBA with the Guild, there was an impact to the base salary compression between management and the union positions. Based on the Employee Rules and Regulations, Chapter III, Section 13 – Salary Compression, the City will maintain at least a ten percent (10%) base salary differential between management and the union positions they supervise. The effect of the wage adjustments to the Police Chief and Deputy Police Chief positions required the salary schedule to be modified to include the higher pay ranges. It is proposed that the City Council approve the wage adjustments for Police Chief and Deputy Police Chief Positions retroactive to January 2017.

Also in 2017, the City Council approved a CBA between the City and Teamsters Local #252 representing the Non-Uniformed personnel. This agreement provides for a 4% salary increase to base wages in 2017, 3% in 2018, and 2% in 2019.

Efforts to secure a new collective bargaining agreement with the International Association of Firefighters Local 2510 have not been successful despite the best efforts of all involved and will likely be decided by Binding Arbitration; however, the timeline is subject to factors beyond the City's control and there are no available hearing dates until late summer, so the timeline is difficult to predict.

The retroactive payments for salary increases that would be due when the new agreements were approved were included in the 2017 budget as part of the second budget amendment approved by the City Council for first reading on October 23, 2017, followed by the second and final reading for adoption in November 2017. The majority of the \$250,000 added as a generous estimate to be sure that the retroactive payments, particularly the over-time due to the Police and Firefighters, would be accounted for when assessing the City's financial position.

Due to the time it has taken to negotiate the agreements, the funds initially budgeted in 2017 have carried over as part of the City's General Fund Balance and the related budget amendments will be made after completion of the calculations and retroactive payments as part of a future 2018 budget amendment. The retroactive payments to the members of the Police Guild have been processed after formal approval of the contract in December 2017.

In consideration of the settlement of agreements with two of the City's three employee bargaining groups, and the extended timeline for the completion of negotiations with the IAFF, it is proposed that the City Council approve implementation of a salary adjustment for the non-represented employees, to be consistent with the three-year increases approved for the non-uniformed employee group for 2017, 2018 and 2019, totaling nine percent (9%) over the life of the contract.

The table below outlines the approved salary adjustments for the Police Guild for 2017, 2018 and 2019; the Non-uniformed employees for 2017, 2018, and 2019; the proposed salary adjustment for the Non-represented group for 2018-2019; and the IAFF that is yet to be determined. The proposal for the Non-represented employees is to increase base salaries by 4.5% retroactive to the January 2018 pay period with an additional 4.5% in 2019, as the budget allows.

*(This space intentionally left blank. The report continues below)*

**Status of Agreements with Labor Groups**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Non – Uniformed</b> (Approved)	4%	3%	2%
<b>Police</b> (Approved)	4%	4%	4%
<b>Sergeants</b> (Approved)	6%	6%	4%
<b>Non-Represented</b> (Proposed)	0	4.5%	4.5% (as the 2019 budget allows)
<b>Fire</b> (TBD)	TBD by Arbitration	TBD by Arbitration	TBD by Arbitration

**PROPOSED RECLASSIFICATIONS**

Along with the proposed salary adjustments for the Non-represented employee group, the Administration is also proposing to reclassify pay ranges for three positions within this group. They include: Community Development Director, Public Works Director, and Fire Chief.

Near the end of 2016, the City did some reorganization, which included moving the oversight of the Parks and Facilities Division from Community Development to Public Works. The Public Works Director assumed the supervision of the employees and the services they provide. Over the last 18 months, this change has proved to be beneficial for both departments and has allowed the employees the opportunity to work more closely together. It is recommended that the Public Works Director Position be reclassified to 11N/D, which is a 5% increase over the current range of 9N/E for 2018.

Another more recent reorganization within the City has to do with the Chehalis-Centralia Airport. After carefully reviewing the operational needs at the airport, it was determined that it would be more advantageous to place this department under the supervision of the Community Development Director rather than hiring an Airport Director, and to create a new Airport Operations Coordinator position to oversee all aspects of the daily operations at the airport. This position will be a mid-management position with a recommended pay range of 5N/A. Additionally, it is recommended that the Community Development Director Position be reclassified to a pay range of 11N/D for taking on this additional responsibility. This will result in a 5% increase over the current range of 9N/E for 2018.

With regard to the Fire Chief, this position has traditionally been classified at the same pay range as the Police Chief Position. Due to the salary adjustment made to the Police Chief Position as a result of the new contract with the Police Guild, it is recommended that the Fire Chief Position be reclassified to a pay range of 12N/C. This will result in a 5% increase over the current pay range of 9N/E for 2018.

## FISCAL IMPACT

The majority of the costs associated with the proposed adjustments have been previously budgeted and the additional costs will be allocated to the appropriate enterprise funds, as well as the general fund with relatively minor impacts in 2018. In regard to the proposed reclassifications of the Community Development Director, Public Works Director and the Fire Chief the anticipated annual increase to the budget will be \$17,500, which will come from multiple funds. Additionally, by placing the Airport under the supervision of the Community Development Director and creating a mid-management position, the city will save about \$21,000 in 2018, which will be allocated to the enterprise fund.

## RECOMMENDATION

It is recommended that the City Council approve and authorize the following actions which have been reviewed and confirmed by the City Council Budget Committee:

- **Authorize** the implementation of a 4.5% salary increase for all non-represented employees retroactive to the January 2018 pay period.
- **Approve** the base salary increases for the Chief of Police and the Deputy Chief of Police positions retroactive to the January 2017 pay period to be consistent with the Employee Rules and Regulations, Chapter III, Section 13 – Salary Compression, to maintain at least a ten percent (10%) base salary differential between management and union positions they supervise.
- **Approve** reclassification of pay range for the Public Works Director to 11N/D, retroactive to the January 2018 payroll.
- **Approve** reclassification of pay range for the Community Development Director to 11N/D, retroactive to the January 2018 payroll.
- **Approve** reclassification of pay range for the Fire Chief to 12N/C, retroactive to the January 2018 payroll.
- **Authorize** the Airport Operations Coordinator position to be added to the 2018 salary schedule.
- **Approve** the 2018 Budget Salary Schedule, Exhibit “A,” as presented.

## SUGGESTED MOTION

I move that the City Council authorize and approve the recommendations of the City Administration, to include:

- **Authorize** the implementation of a 4.5% salary increase for all non-represented employees retroactive to the January 2018 pay period.
- **Approve** the base salary increases for the Chief of Police and the Deputy Chief of Police positions retroactive to the January 2017 pay period to be consistent with the Employee Rules and Regulations, Chapter III, Section 13 – Salary Compression, to maintain at least a ten percent (10%) base salary differential between management and union positions they supervise.
- **Approve** reclassification of pay range for the Community Development Director to 11N/D retroactive to the January 2018 payroll.



- **Approve** reclassification of pay range for the Public Works Director to 11N/D retroactive to the January 2018 payroll.
- **Approve** reclassification of pay range for the Fire Chief to 12N/C retroactive to the January 2018 payroll.
- **Authorize** the Airport Operations Coordinator position to be added to the 2018 salary schedule.
- **Approve** the 2018 Budget Salary Schedule, Exhibit "A," as presented.

2018 Salary Schedule - Effective January 1, 2018							Exhibit "A"
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Accountant	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Accounting Technician II	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Administrative Assistant (not Fire or Airport)	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Airport Operations Coordinator	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Airport Office Manager	Non-Represented	2N	3,313	3,479	3,653	3,836	4,028
Airport Property Maintenance Technician I	Non-Represented	2N	3,313	3,479	3,653	3,836	4,028
Airport Property Maintenance Worker	Non-Represented	1N	3,005	3,155	3,313	3,479	3,653
Building Official	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Chief of Police	Non-Represented	12N	7,593	7,973	8,372	8,791	9,231
City Clerk	Non-Represented	4N	4,528	4,754	4,992	5,242	5,504
City Councilor	Elected	Monthly	100				
City Manager	Non-Represented	Contract	11,993				
Civil Service Secretary	Non-Represented	Hourly Rate	20.00				
Code Inspector	Non-Represented	Hourly Rate	29.00				
Community Corrections Officer (formerly Court Bailiff/Transport Officer)	Non-Represented	13A(*)	2,735	2,872	3,015	3,166	3,324
Community Development Director	Non-Represented	11N	7,231	7,593	7,973	8,372	8,791
Community Services Officer	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Court Clerk	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848
Department Administrative Assistant (Fire)	Non-Represented	2N	3,113	3,479	3,653	3,836	4,028
Deputy Police Chief	Non-Represented	10N	6,887	7,231	7,593	7,973	8,372
Development Review Specialist/Permit Technician	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Engineering Technician III	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Equipment Operator I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Equipment Operator II	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Finance Manager	Non-Represented	9N	6,559	6,887	7,231	7,593	7,973
Fire Captain	IAFF	22F	5,190	5,344	5,697	5,978	6,262
Fire Chief	Non-Represented	12N	7,593	7,973	8,372	8,791	9,231
Firefighter/Engineer	IAFF	20F	4,387	4,596	4,815	5,046	5,285
Human Resources Admin./Risk Manager	Non-Represented	8N	6,247	6,559	6,887	7,231	7,593
Journeyman Electrician/Equip. Maint. Tech.	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Judicial Assistant for Sentence Monitoring	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Lead Wastewater Treatment Operator	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Maintenance Technician - Electrical, Electronics & Mayors	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Mayor	Elected	Monthly	150				
Municipal Court Administrator	Non-Represented	3N	4,439	4,661	4,894	5,139	5,396
Municipal Court Judge	Non-Represented	Contract	3,481				
Municipal Court Judge Pro-Tem	Non-Represented	Hourly Rate	50.00				
Parking Enforcement/Evidence Officer	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848

2018 Salary Schedule - Effective January 1, 2018							Exhibit "A"
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Permit Technician	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Police Officer (Academy graduate)	Teamsters-Police	22P	5,113	5,359	5,625	5,897	6,189
Police Officer (Non-academy graduate)	Teamsters-Police	21P	4,090				
Police Officer Assigned as Detective	Teamsters-Police	23P	5,368	5,627	5,906	6,192	6,499
Police Sergeant	Teamsters-Police	24P	6,878	7,167			
Police Sergeant Assigned as Detective	Teamsters-Police	25P	7,222	7,525			
Poplar Tree Plantation Worker/Utility Worker I	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Poplar Tree Plantation Worker/Utility Worker II	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Property Maintenance Technician I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Property Maintenance Technician II	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Property Maintenance Worker	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Public Works Director	Non-Represented	11N	7,231	7,593	7,973	8,372	8,791
Public Works Office Manager	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Records Technician	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Recreation Assistant	Teamsters Non-Uniform	13A	2,735	2,872	3,015	3,166	3,324
Recreation/Aquatics Manager	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Storm/Wastewater Collection Specialist	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Street/Stormwater Superintendent	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Traffic Control Technician	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Utility Customer Service Representative I	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Utility Customer Service Representative II	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848
Vehicle Maintenance Technician	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Wastewater Laboratory Assistant	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Wastewater Laboratory Technician II	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Wastewater Superintendent	Non-Represented	7N	5,860	6,153	6,461	6,784	7,123
Wastewater Treatment Operator	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Water Distribution Operator I	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Water Distribution Operator I / Meter Reader	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Water Distribution Operator II	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Water Superintendent	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Water Treatment Operator I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Water Treatment Operator II	Teamsters Non-Uniform	22A	4,242	4,454	4,677	4,911	5,157
Temporary and Seasonal Hourly Rates - 2018 (change to minimum wage \$11.50 per hour in 2018)							
			Step A	Step B	Step C		
Lifeguard	pt1	Pool	11.50	12.08	12.68		
Swimming Pool Cashier	pt1	Pool	11.50	12.08	12.68		
Lifeguard/Instructor	pt2	Pool	12.05	12.65	13.28		

2018 Salary Schedule - Effective January 1, 2018							Exhibit "A"
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Water Safety Instructor	pt2	Pool	12.05	12.65	13.28		
Senior Instructor	pt3	Pool	12.63	13.26	13.92		
Senior Lifeguard	pt3	Pool	12.63	13.26	13.92		
Swimming Pool Assistant Manager	pt4	Pool	14.55	15.28	16.04		
Swimming Pool Manager	pt8	Pool	20.50	21.53	22.61		
Recreation Aide	pt1	Parks and Recreation	11.50	12.08	12.68		
		Facility,					
Property Maintenance Aide	pt5	Parks and Recreation	11.50	12.50	13.50		
		Parks and Recreation					
Tournament Director	pt12	Parks and Recreation	18.50	19.40	20.35		

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**MEETING OF:** March 12, 2018  
**SUBJECT:** Strategic Plan Update

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**ISSUE**

This item has been scheduled to provide an update on the City's strategic plan.

**DISCUSSION**

On January 19, 2018 the City Council met with the City Manager and the Management Team to develop a strategic plan so that limited resources continue to be directed toward the City's highest priorities consistent with its mission and responsibility as a municipal government. An introduction of the plan was provided at the January 22, 2018 City Council meeting to keep the community informed of the City's updated mission statement and three-year goals, which are provided below.

**MISSION STATEMENT**

*While honoring the past and preparing for the future,  
the City of Chehalis provides municipal services and programs  
for the benefit of residents, businesses and visitors in our community.*

**THREE-YEAR GOALS**

2018-2021 \* not in priority order

- ***Maintain*** and enhance financial stability
- ***Enhance*** and modernize technology
- ***Increase*** and optimize staffing levels
- ***Improve*** and maintain the infrastructure
- ***Enhance*** and maintain facilities  
(Recreation Park, Dispatch Center, Fire Station)

For each goal, specific, measurable objectives have been established for the six-month planning period. This presentation has been scheduled to report on the progress being made toward accomplishing those goals which are driven by the desire to maintain and improve services while using public resources effectively. The reports provide the City Council and staff an opportunity to monitor progress, as well as revise objectives and timelines as conditions warrant. The City's next strategic planning session is scheduled for Thursday, August 30, 2018.

**RECOMMENDATION**

This is an informational item and no action is needed at this time.

**SUGGESTED MOTION**

There is no motion needed.

**CITY OF CHEHALIS**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 19 January 2018 through 1 August 2018

<b>THREE-YEAR GOAL: IMPROVE AND MAINTAIN THE INFRASTRUCTURE</b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 1, 2018	Wastewater Supt. – lead	Present to the City Council for consideration a consultant contract for the design of the Sanitary Sewer Forcemain Improvement Project (Riverside and Prindle).				
2. June 1, 2018	Streets Supt. – lead, Community Development Dir., Engineering Tech	Complete the Transportation Benefit District Downtown Grind and Inlay project of the Market Blvd. multi-use lane.		X		Revising bid documents for 2018 specifications; plan to bid using small works roster in March.
3. August 1, 2018	Community Development Dir./Construction Manager – lead, City Attorney, Property Tech 2	Complete the Stan Hedwall Sewer service.		X		Revising bid documents for 2018 specifications; plan to re-bid using small works roster in March.
4. FUTURE OBJECTIVE Dec. 1, 2018	Wastewater Mgr. – lead, City Engineer, Engineering Tech 2, working with a consultant	Complete the design of the Sanitary Sewer Forcemain Improvement Project (Riverside and Prindle).				

**THREE-YEAR GOAL: ENHANCE AND MODERNIZE TECHNOLOGY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 1, 2018	IT Committee (Dep. Police Chief – lead)	Evaluate current virus and ransomware protection products and policies and recommend changes, if needed, to the City Manager for consideration.				
2. August 1, 2018	IT Committee (Dep. Police Chief – lead)	Evaluate the feasibility of having an IT Department vs. a contract IT employee and make a recommendation to the City Manager for consideration.				
3. August 1, 2018	IT Committee (Dep. Police Chief – lead)	Identify citywide training needs on IT and use of existing software and create and present to the City Manager for consideration a plan to train all city employees.				



**THREE-YEAR GOAL: INCREASE AND OPTIMIZE STAFFING LEVELS**

WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON-TARGET / REVISED	
1. April 1, 2018	Each Member of the Management Team	Evaluate their staffing needs and present the results, with recommendations, to the City Manager for consideration.		X	Community Development currently in discussions with City Manager
2. July 1, 2018	HR/Risk Manager	Conduct a cost analysis of each position needed and present the results to the City Manager.			
3. August 1, 2018	Finance Director and City Manager	Identify ways to finance staffing needs.			

**THREE-YEAR GOAL: MAINTAIN AND ENHANCE FINANCIAL STABILITY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 1, 2018	Community Development Dir., working with the Department Heads and Superintendents	Present a plan for future annexations to the City Council for consideration.		X		Proposed Annexation Area Maps will be distributed to appropriate directors by 3/9/18 for comment.
2. April 1, 2018	Public Works Director, working with a consultant	Present to the City Council for direction a scope of work and potential funding plan for an updated Utility Rate Study.			X	Administration recommends: * Complete utility rate study in 2019 following completion of 2018 Water System Plan required by State Department of Health. * Update Storm Water System Plan before utility rate study (hasn't been updated since adoption); one rate increase in November 2018 remains from increases passed in 2012.
3. May 1, 2018	Finance Director	Present financial software upgrade recommendations to the City Manager for consideration.				
4. June 1, 2018	Airport Manager	Present to the City Council for consideration a Commercial Development Master Plan for the leasable property at the airport.				
5. July 1, 2018	Finance Director	Formulate and present to the City Manager and City Council Budget Committee for consideration a plan to re-establish dedicated reserve funding.				

**THREE-YEAR GOAL: ENHANCE AND MAINTAIN FACILITIES  
(Recreation Park, Dispatch Center, Fire Station)**

WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET / REVISED	
1. At the February 26, 2018 City Council meeting	Community Development Dir. and Recreation Manager	Update the Park, Recreation and Open Space Plan and present to the City Council for action.		X	PROS plan was discussed at 2/26/18 Council meeting and will be presented to Council on 3/12/18 for adoption.
2. At the March 26, 2018 City Council meeting	Mayor and City Manager (co-leads), working with the Fire Committee	Report to the City Council the final results of the District 6 Fire consolidation.			
3. May 1, 2018	Community Development Dir. and Recreation Manager, working with Skillings Consultants	Complete Phase I of the Recreation Park design and recommend funding sources to the City Council for action.		X	Notice to proceed with 100% design documents for revised project scope was issued to Skillings. Design in progress.
4. At the June 11, 2018 City Council meeting	Recreation Manager	Report to the City Council on the success in receiving grants for components of Recreation Park.		X	
5. At the June 11, 2018 City Council meeting	Police Chief	Report on the results of the feasibility study regarding Chehalis-Centralia-Riverside Dispatch Center and make a recommendation to the City Council for direction.			