

SCOPE OF WORK

The following description of the Scope of Work is intended to be the desired scope of work. Northshore Fire Department is open to variations in the scope of work. If an Agency is proposing a variation on this Scope of Work, please clearly identify that variation in the Proposal.

1. Services. Northshore Fire Department is requesting Proposals from public agencies for fire and emergency medical services for a period of at least seven (7) to ten (10) years to include the following:

- a. All services necessary for fire suppression, emergency medical service, hazardous materials response, technical rescue, and disaster response to a service area within the jurisdictional boundaries of Northshore Fire Department as are currently provided by Northshore Fire Department.
- b. Support services including, but not limited to, fire chief, fire prevention and life safety, public education, public information, facilities and fleet maintenance, payroll and finances, human resources, and legal and risk management pertaining to the operations and delivery of fire department services.
- c. Training and education to all firefighter and emergency medical service personnel in accordance with State, County, and local requirements.
- d. 911 dispatch services.
- e. Appropriate insurance coverage.
- f. Maintain participation in the Northshore Emergency Management Coalition (NEMCO).

The Agency shall assume the Northshore Fire Department contractual responsibility and obligations for the provision of mutual and automatic aid.

2. Level of Service. The Agency awarded the contract will maintain the level of service currently provided by Northshore Fire Department or better. Northshore Fire Department's minimum staffing requirements are currently as follows:

- **Battalion 151** - 1 Battalion Chief or Acting Battalion Chief
- **Engine 151** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter
- **Aid 151** - 2 firefighters
- **Engine 157** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter

There shall be a process by which Northshore Fire Department may add to services or increase the level of service during the term of the contract. When a service level change is mandated by law, required due to a collective bargaining agreement, or is requested by Northshore Fire Department, the parties shall renegotiate the provisions of this agreement at the request of either party.

3. Employees. The Agency awarded the contract shall become the employer of all Northshore Fire Department employees, including administrative and unrepresented uniformed personnel and IAFF members; with the exception of the Northshore Fire Department board secretary.

- a. The uniformed employees of Northshore Fire Department would be integrated into the IAFF local for the Agency. Uniformed employees of Northshore Fire will continue in their current positions, job assignments, and seniority, or as agreed through collective bargaining prior to the implementation of the contract.
- b. Administrative uniformed employees of Northshore Fire Department may be reassigned to job positions that meet the needs of consolidating the two organizations.
- c. Any civilian employee of Northshore Fire Department who is reassigned to a new position with the Agency shall be entitled to wages and benefits consistent with, or greater than, the current wages and benefits provided by Northshore Fire Department for such employee's former position.

Sick leave and vacation leave of employees of Northshore Fire Department shall be transferred and maintained by the Agency.

Upon termination of this contract for any reason other than a merger or other permanent form of consolidation of Northshore Fire Department with the Agency, employees who were employees of Northshore Fire Department will return to employment with Northshore Fire Department.

Northshore Fire Department would either retain the LEOFF I medical obligation or reimburse the contract agency for those costs.

4. Property. Northshore Fire Department shall retain ownership of all existing fire stations, facilities, real property, apparatus, vehicles, and equipment. The Agency awarded the contract shall maintain all such property in accordance with policies, procedures, and best practices as currently in effect. In the event of a significant, unanticipated repair or replacement that is considered to be a capital expenditure, the parties will negotiate how the repair or replacement is to be funded.

Fair and reasonable compensation should be provided for regional use of Northshore Fire Department facilities, including the headquarters administration building and fire training grounds, and consumables.

5. Reserve Funds. Northshore Fire Department would retain ownership of its reserve funds.

6. Construction Bond Levy. The Northshore Fire Department would retain and make payments to retire the Station 51 Construction bond levy.

7. Oversight. The Chair of Northshore Fire Department and the Agency, and/or their designees, shall act as administrators of the contract for services pursuant to RCW 39.34.030. During the term of this Agreement, the Agency's fire chief shall provide the Board of Fire Commissioners for Northshore Fire Department with quarterly reports concerning the provision of services.

Elected officials of Northshore Fire Department and the Agency, along with the fire chief for the Agency, shall meet at least once per calendar year, on or before July 1st, for the purpose of communicating about issues related to this Agreement.

The fire chief of the Agency shall present a joint annual report to the elected official of Northshore Fire Department and the Agency prior to July 31st.

At least once each calendar year, the elected official of Northshore Fire Department and the Agency shall participate in a planning retreat for the purpose of identifying any operational concerns from the past operational period, and to conduct operational planning, capital improvement planning, and financial planning for the next operational period. The joint annual planning retreat shall occur prior to September 30th.

8. Collective Bargaining. Northshore Fire Department and the Agency will need to collectively bargain the impact of a contract for service upon their respective labor unions that represent the employees.

9. Termination. Either party might terminate the agreement after the first five (5) years of contract service, but only upon adequate notice to the other party of no less than two (2) years.