

City of Redmond



Agenda

Tuesday, October 19, 2021

4:30 PM

City Hall: 15670 NE 85th Street; Remote: Facebook (@CityofRedmond),
Redmond.gov/rctlive, Comcast Ch. 21, Ziplly Ch. 34, or 510-335-7371

Committee of the Whole - Public Safety

Committee Members

Varisha Khan, Presiding Officer

Jeralee Anderson

David Carson

Steve Fields

Jessica Forsythe

Vanessa Kritzer

Tanika Kumar Padhye

AGENDA

1. Interlocal Agreement (ILA) Between City of Redmond and City of Issaquah for Mutual Aid Dispatch Services

[Attachment A: ILA Between Redmond and Issaquah for Mutual Aid Police Communications](#)

Department: Police, 10 min.

Requested Action: Consent, November 1st

2. Approval of Fire Department Promotional Process Facilitator Contract with Jack Clancy Associates (JCA)

[Attachment A: Jack Clancy Associates Contract 2022-2023](#)

Department: Fire, 10 min.

Requested Action: Consent, November 1st

3. Approval to Purchase Wildland Firefighting Personal Protective Equipment

[Attachment A: Wildland PPE Background](#)

Department: Fire, 10 min.

Requested Action: Consent, November 16th

4. Revisions to the Public Safety Committee Work Plan

[Attachment A: Revised Public Safety COW Work Plan](#)

Department: Executive, 15 min.

Requested Action: Information Only

5. Monthly Environmental Sustainability Action Plan Update

[Attachment A: Monthly ESAP Update](#)

Department: Executive, 15 min.

Requested Action: Information Only



Memorandum

Date: 10/19/2021
Meeting of: Committee of the Whole - Public Safety

File No. CM 21-494
Type: Committee Memo

TO: Committee of the Whole - Public Safety
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Police	Chief Darrell Lowe	425-556-2521
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DEPARTMENT STAFF:

Police	Sheryl Mullen	Police Support Services Manager
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TITLE:

Interlocal Agreement (ILA) Between City of Redmond and City of Issaquah for Mutual Aid Dispatch Services

OVERVIEW STATEMENT:

The purpose of this Agreement is to outline the costs and responsibilities for Redmond to provide mutual aid to Issaquah. Redmond Police Communications will assist Issaquah Police Communications by sharing responsibility for answering emergency calls for Redmond and Issaquah (and Issaquah’s partner cities) as provided in this Agreement. Issaquah staff will work from the Redmond 911 Call Center to cover Issaquah’s police radio channel for dispatch and Redmond will provide backup, relief, and other law enforcement communications services as needed. ILA has been reviewed by legal for Redmond and Issaquah.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
King County ILA with City of Redmond for PSAP Operations
King County ILA with City of Issaquah for PSAP Operations
- **Required:**
RCW 39.34.010 and 39.34.080
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Redmond and Issaquah will have a signed agreement outlining the responsibilities and cost associated with mutual aid.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The total cost of \$51,091 includes start-up costs of \$41,091 for the agreement and ongoing costs of \$10,000 (\$2,000 per month for September 2021-January 2022); in addition, any overtime costs incurred by Redmond staff to cover Issaquah operations will be paid by Issaquah.

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
N/A

Budget Priority:
Safe and Resilient

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

Should additional costs be required to improve access to information for Issaquah, Snoqualmie, and North Bend field personnel to view incidents in real time, those costs will be reimbursed or paid directly by Issaquah.

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date: 10/19/2021

Meeting of: Committee of the Whole - Public Safety

File No. CM 21-494

Type: Committee Memo

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
10/19/2021	Committee of the Whole - Public Safety	Approve
11/1/2021	Special Meeting	Approve

Time Constraints:

Mutual Aid began on September 1, 2021 and is scheduled to end January 31, 2022.

ANTICIPATED RESULT IF NOT APPROVED:

Without a signed agreement Issaquah does not have the avenue to reimburse Redmond for the costs outlined.

ATTACHMENTS:

Attachment A: ILA between Redmond and Issaquah for Mutual Aid Police Communications

Interlocal Agreement

Between

City of Redmond

And

City of Issaquah

Mutual Aid Dispatch Services

This is an Agreement between the City of Redmond, a municipal corporation, hereinafter referred to as "Redmond", and the City of Issaquah, a municipal corporation, hereinafter referred to as "Issaquah"

RECITALS

- A. Issaquah is located within King County, and Issaquah has the authority and responsibility to provide police protection for the citizens of Issaquah. Issaquah provides public safety communications services to the city of Snoqualmie and North Bend. Redmond has established and maintains a Police Department which routinely provides law enforcement services to the citizens of the City of Redmond and City of Duvall, including without limitation communication functions inherent in the provision of law enforcement, hereinafter "communications law enforcement service".
- B. Issaquah Police Communications is experiencing a significant staffing shortage resulting in their inability to maintain normal operations. Redmond can assist with incoming call activity and incident dispatch when required, within the corporate limits of Issaquah and the cities of Snoqualmie and North Bend. Issaquah is desirous of obtaining communication law enforcement service from Redmond to assist in fulfilling its obligation to the communities of Issaquah, Snoqualmie, and North Bend pursuant to RCW 39.34.010 and 39.34.080.
- C. The purpose of this Agreement is to have Redmond assist Issaquah by sharing responsibility for answering emergency calls for Redmond and Issaquah (and Issaquah's partner cities) as provided in this Agreement. Issaquah staff will work from the Redmond 911 Call Center to cover Issaquah's police radio channel for dispatch and Redmond will provide backup, relief, and other law enforcement communications services as needed.

In consideration for the promises set forth herein the parties agree as follows:

- 1. Issaquah's RESPONSIBILITIES
 - 1.1 Provide staff schedules to Redmond in a timely manner and work cooperatively to ensure optimal coverage for both agencies.
 - 1.2 Provide personnel resources to staff 1 radio console 24 hours a day, 7 days a week throughout the term of this agreement.
 - 1.3 Provide personnel resources for a supervisor to manage Issaquah personnel.

- 1.4 Provide additional staffing to supplement Redmond call taking positions for the purposes of answering incoming emergency calls.
- 1.5 Pay for any overtime incurred by Redmond for the purposes of staffing positions directly related to Issaquah police dispatch or call receiving at a rate of 1.5 times the employee's hourly rate of pay (see 1.18 below).
- 1.6 Provide technology support and assistance for Spillman flex, scheduling software, 911 and other phone systems.
- 1.7 Provide 24/7 phone contact information for Issaquah supervisor, manager, patrol commander or designee.
- 1.8 Provide, maintain, and pay for such data transfer circuit(s) and equipment required to support connection and interface with the Redmond Police Computer Aided Dispatch (CAD) and Records Management System (RMS).
- 1.9 Provide, install, operate, maintain, and pay for Mobile Data Computer (MDC) systems for connection and interface with the Redmond MDC/CAD network server. MDC units with access to CAD may be added by Issaquah upon agreement between the two parties, with Issaquah bearing all costs associated with the increased number of units.
- 1.10 Pay for any costs associated with contracting with mobile data service providers to permit wireless data transfers from Issaquah MDC equipment to the Redmond MDC/CAD network server.
- 1.11 Provide, operate, and maintain its own radio equipment compatible with the King County Public Safety radio network and operate on talk group(s) designated by Redmond.
- 1.12 Pay for any costs associated with its contract relationship to the Washington Crime Information Center (WACIC) and the ACCESS information system managed by the Washington State Patrol.
- 1.13 Have responsibility for all associated costs for equipment and software including any components, as defined by Redmond, required to access Redmond CAD data from a secure location within the Issaquah Police Department.
- 1.14 Issaquah personnel will log into the CAD system using their own unique username and password and will conform to the password policies of the City of Redmond.
- 1.15 Notify Redmond promptly of any changes in status of Issaquah personnel.
- 1.16 Ensure that technical staff who work for or contract with the City of Issaquah meet CJIS security standards and work in close cooperation and in concert with Redmond CAD administrators.
- 1.17 For a five month period, September 1, 2021 through January 31, 2022 pay Redmond:

\$34,018	Start Up Costs, due within thirty days of execution of this Agreement.
\$10,000	\$2,000 per month for 5 months for call taking function, due on the first day of each month for the duration of this Agreement.

- 1.18 During the period of this agreement, Issaquah will pay for any overtime incurred by Redmond personnel to staff the dispatch position. Once a schedule has been completed by both agencies, Redmond can provide an overtime cost estimate to Issaquah monthly.
1. Should Issaquah hire a new employee for communications, an additional fee of up to \$1,058 will be charged to cover the training wages paid to Redmond personnel (assuming 12 weeks of training). Issaquah will perform those tasks described as Issaquah responsibilities in the General Operating Procedures set forth on Exhibit A attached to this Agreement.

2. REDMOND'S RESPONSIBILITIES

- 2.1 Provide communications law enforcement service with the geographical boundaries of Issaquah and its contract cities, rendering such service of the same level, degree, and type as customarily provided in the City of Redmond as more definitively stated in Exhibit A, General Operating Procedures, Redmond Police Department Policy and the Redmond Police Department Standardized Radio Operating Procedures, attached and incorporated by the reference, including, without limitation:
- a. Assist with the answering of telephone calls for the Issaquah police service in the Redmond Police Department Communications/911 center.
 - b. Provide scheduled break relief at the Issaquah Dispatch console when needed not to include sick leave, vacation, staffing reductions etc.
 - c. Provide initial start-up work to facilitate Issaquah's communications personnel working from Redmond including staff time associated with Redmond CAD configurations to support Issaquah and technical staff time required to create and maintain a CAD to CAD data transfer.
 - d. Create a CAD to CAD data transfer and provide ongoing support and planning for both agencies
 - e. Assist with technology related modifications during this agreement to enhance end user experience (excluding any direct costs associated with modifications)
 - f. Provide general ACCESS, NCIC, and WACIC data and warrant services for Issaquah. These services will be provided in compliance with applicable ACCESS, NCIC, and WACIC policy guidance.
 - g. Redmond will, as needed, enter records into WACIC/NCIC on behalf of Issaquah. Issaquah specific records will be entered under the respective Originating Agency Identifiers (ORIs).
 - h. Provide technical specifications and recommendations for the purchase and installation of MDC equipment and necessary software to permit connection with the Redmond CAD/MDC network.
 - i. Maintain equipment and database(s) associated with CAD.
 - j. Maintain the CAD server and Issaquah specific data tables.
 - k. Redmond will collect Issaquah specific CAD data (CFS, case numbers, radio logs, officer and call status, and traffic stops) for export into the Issaquah CAD system.

- I. Redmond will perform those tasks described as Redmond responsibilities in the General Operational Procedures set forth on Exhibit A to this Agreement.

3. TERM

- 3.1 This agreement is intended to run from September 1, 2021 through January 31, 2022 unless sooner terminated at the discretion of either entity. Any termination of this Agreement shall not terminate any duty of either party matured prior to such termination.

4. RELATIONSHIP OF PARTIES

- 4.1 Both parties understand and agree that Redmond and Issaquah are acting hereunder as independent contractors, with the intended following results:
 - a. All Redmond Communications staff rendering service hereunder shall be for all purposes employees of the City of Redmond, although they may from time to time act for the benefit of Issaquah.
 - b. Control of Redmond Communications personnel, standards of employee performance, discipline, and all other aspects of supervision shall be entirely the responsibility of Redmond.
 - c. All Issaquah Communications staff shall be for all purposes employees of the City of Issaquah, notwithstanding the fact that they may be working within Redmond or at Redmond facilities.
 - d. Control of Issaquah Communications personnel, standards of employee performance, discipline, and all other aspects of supervision shall be the responsibility of Issaquah.
 - e. All liabilities for Redmond staff salaries, wages, other compensations benefits, injury, sickness, or retirement system contributions for Communications staff, and other partial and fully commissioned staff rendering services for this contract shall be provided by Redmond with the exception of any overtime costs incurred by Redmond directly associated with Issaquah business which shall be paid by Issaquah.
 - f. All liabilities for Issaquah staff salaries, wages, other compensations benefits, injury, sickness, or retirement system contributions for Communications staff, and other partial and fully commissioned staff rendering services for this contract shall be provided by Issaquah.

5. INDEMNITY

- 5.1 Redmond will protect, defend, indemnify, and save harmless Issaquah, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the negligent or intentional acts or omissions of Redmond, its officers, employees, or agents. Redmond agrees that the obligation to indemnify, defend, and hold harmless Issaquah and its agents and employees under this provision extends to any claim, demand, or cause of action brought by or on behalf of

any employee of Redmond against Issaquah, its officers, agents, or employees and includes any judgment, award, and cost arising therefrom, including attorneys' fees.

5.2 Issaquah will protect, defend, indemnify, and save harmless Redmond, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the negligent or intentional acts or omissions of Issaquah, its officers, employees, or agents. Issaquah agrees that its obligations under this provision extend to any claim, demand, or cause of action brought by or on behalf of any employees of Issaquah against Redmond, its officers, agents, or employees and includes any judgment, award, and cost arising therefrom, including attorneys' fees.

5.3 The provisions of this Section 5 shall survive the expiration or termination of this action for any liability arising out of any act or omission that occurred while this Agreement was in effect.

6. DISCRIMINATION

6.1 Redmond and Issaquah hereby certify that they are equal opportunity employers and have developed and implemented Affirmative Action Programs in accordance with the guidelines contained in Revised Order 4 of the United States Department of Labor. Both parties agree that they will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, marital status, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a person with a disability. Both parties agree that they will take affirmative action to ensure that all employment actions are without regard to race, creed, color, religion, sex, national origin, marital status, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, physical or mental disability or the use of a guide dog or service animal by a person with a disability.

7. NOTICES

7.1 All notices to the parties under terms of this Agreement, unless otherwise specified herein, or as may be amended, shall be in writing, addressed as follows:

Issaquah:

City of Issaquah

Police Department

Chief Scott Behrbaum

P.O. Box 1300

Issaquah, WA 98019

REDMOND:

City of Redmond

Police Department

Chief Darrell Lowe

P.O. Box 98073-9710

Redmond, WA 98073-9710

8. ENTIRE AGREEMENT/MODIFICATION

8.1 This Agreement is intended to express the entire agreement of the parties and may not be altered or modified in any way unless such modification is reduced to writing, signed by both parties, and affixed to this original agreement.

- 9 NO SEPARATE LEGAL ENTITY – ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be jointly administered by the Police Chief of the City of Redmond and the Police Chief of the City of Issaquah.
- 10 NO JOINT PROPERTY. The parties do not intend to acquire any joint property as part of this Agreement. Upon expiration or termination of this Agreement, all property owned by each party individually shall remain owned by that party.

DATE: _____

DATE: _____

CITY OF ISSAQUAH

CITY OF REDMOND

By: _____

By: _____

Its: _____

Its: _____

Approved as to form:

Approved as to form:

City Attorney

City Attorney

Exhibit A

GENERAL OPERATIONAL PROCEDURES for the delivery of law enforcement communications services by the City of Redmond to the City of Issaquah.

INTRODUCTION:

The Redmond Police Communications/911 Center is a progressive customer service-oriented organization designed to perform a myriad of communication and information functions rapidly and accurately. The volume, complexity, immediacy, and accuracy of the work performed requires standard operating procedures that are often specifically defined and uniform. In establishing procedures to assist with Communications services for Issaquah, a general rule has been followed:

Standard practices and procedures with Issaquah may not vary from existing Redmond Communications procedures unless significant reasons dictate a variance.

These general rules should be applied to issues in dispute.

However, Redmond does recognize that assisting with high quality services to Issaquah may necessitate some accommodation by Redmond in service delivery to satisfy service needs that are unique to Issaquah policing and emergency communications.

A. RADIO USE, CALL RECEIVING AND DISPATCHING

Issaquah

The Redmond Police Communications/911 Center will share call answering of Issaquah Police telephone calls for police services in conjunction with the Redmond Police telephone calls for police services. The Issaquah Police calls will receive the same screening and processing by all call receivers including entry in the Computer Aided Dispatch (CAD) system when appropriate.

The processed calls will be classified by incident nature and prioritized equally with Redmond calls according to emergency and non-emergency call criteria described in the Redmond Police Department Policy Manual (801.4.1 and 801.4.2).

Upon the conclusion of any incident entered in CAD, Issaquah Police officers will provide the Communications Center an appropriate clearing and disposition code as identified by Issaquah Police Department.

The Redmond Communications/911 Center will perform audio log data searches and create recordings from the logging data recorders upon written request from the Issaquah Police Department.

The Redmond Communications/911 Center reserves the right to refuse to perform audio searches/duplication services that may require extensive labor or are not warranted in the opinion of the Redmond Police Communications Supervisor.

B. DATA AND WARRANT SERVICES

General: Issaquah Police Department maintains a signed agreement with the Washington Criminal Information Center (WACIC) to abide by the laws and regulations governing WACIC users.

Redmond will provide all WACIC services currently possessed by Redmond to Issaquah Police Department consistent with the Redmond Communications/911 Center internal practices and policies governing the use of its facilities.

Issaquah

Teletypes directed to Issaquah Police Department and teletypes directed to all police departments will be transmitted to Issaquah Police Department via radio, telephone, fax, or CAD.

1. Arrest Warrants:

Redmond will assist with the entry of original arrest warrants from district or municipal courts with which Issaquah contracts for court services into WACIC. Redmond has rigid procedures regarding the processing and computer entry of arrest warrants to minimize inappropriate arrests. Both parties will abide by the following procedures regarding computer-entry and service of district court warrants.

- a. Issaquah Police Department will select the district court warrants to be entered by Redmond. The original warrants (hard copy or electronic) will be delivered to the Redmond Police Department through the Court system or from Issaquah personnel. The Redmond Police Department will screen the warrants and attachments for completeness and return incomplete warrants for correction. The Redmond Police Department will then enter the warrants into WACIC and NCIC, if applicable, and maintain the original warrant (hard copy or electronic) in a location that is readily available for the purposes of confirmation and processing. Warrant entries into WACIC must be from original warrants, which are in the possession of the Redmond Communications/911 Center until served or recalled by the issuing court. At such time, the warrants will be returned to the court.
- b. The Issaquah Police Department is responsible for notifying the Redmond Police Communications/911 Center immediately of known changes in the status of arrest warrants.
- c. The Issaquah Police Department is responsible for transporting persons arrested on warrants generated by activity within their jurisdiction.
- d. If the Issaquah Police Department elects to book a prisoner in jail, the Redmond Communications/911 Center must be immediately notified by radio to verify the warrant to determine its validity, and teletype or fax the agency booking the

prisoner the contents of the warrant. Issaquah Police Department must immediately advise the Redmond Police Communications/911 Center by phone of incidents when a warrant is served. The Redmond Communications/911 Center will then clear the WACIC entry.

e. To preclude re-arrests on the same warrant, the Redmond Police Department strongly urges the Issaquah Police Department not to make copies of arrest warrants for themselves, release copies to other police agencies, or permit file copies to leave their station facility. The Issaquah Police Department is responsible for all outstanding copied warrants they produce and erroneous arrests or re-arrests as a consequence of copied warrants.

2. Stolen Vehicles:

Immediately after completing a Vehicle Theft Report, signed by the victim, Issaquah Police Department will forward the theft information by radio or phone to the Redmond Communications/911 Center. A call receiver will issue a police report case number and make the appropriate WACIC and NCIC data entry. A copy of the Vehicle Theft Report will be maintained by the Issaquah Police Department. The Issaquah Police Department must immediately report to the Redmond Communications/911 Center recoveries of all stolen vehicles and maintain a copy of the recovery report at the Issaquah Police Station with the appropriate case number. The Redmond Communications/911 Center will make the proper notifications and arrangements with the originating agency at the time of recovery.

a. In the event an Issaquah employee is not on duty at Redmond when a verification of an entered item into WACIC/NCIC is required (stolen items, missing persons, etc – excluding warrants), Redmond staff will not have the ability to view the originating case materials related to the entry. Redmond staff will request a hard copy of related case materials from on-duty Issaquah staff (Issaquah Police officer will print the case and fax it to Redmond).

3. Vehicle Impound:

The Redmond Communications/911 Center will enter into the CAD Tow log, Issaquah Police Department's temporary impounds, private impounds, and repossessed vehicles. Abandoned vehicles and police impounds will be entered into WACIC as required.

4. Stolen Property:

The Redmond Police Department will enter stolen property information into WACIC and NCIC, if applicable, for Issaquah Police and will follow the following guidelines:

- a. The Issaquah Police Department requests stolen property data entry by Redmond Communications/911 via telephone.
- b. The Issaquah Police Department is responsible for notifying the Redmond Communications/911 Center of recovered stolen property to coordinate timely removal of the WACIC/NCIC stolen property entry.

5. Missing Person/Juvenile Runaways:

The Redmond Communications/911 Center will enter Issaquah Police Department's Missing Persons and Juvenile Runaways into WACIC and NCIC as required. Issaquah Police Department will be responsible for any and all follow up on runaway entries to determine changes in status. They will be required to notify the Redmond Communications/911 Center immediately of any changes (i.e., runaway is back home, etc.).

After receiving a police report case number, Issaquah Police Department will telephone the Redmond Communications/911 Center and provide sufficient information to enter missing persons and runaway juveniles into WACIC/NCIC. The call receiver will make the appropriate WACIC/NCIC entry. A copy of the case report will be maintained at the Issaquah Police Department.



Memorandum

Date: 10/19/2021

Meeting of: Committee of the Whole - Public Safety

File No. CM 21-492

Type: Committee Memo

TO: Committee of the Whole - Public Safety

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	425-556-2201
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DEPARTMENT STAFF:

Fire	Tom Langton	Battalion Chief
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TITLE:

Approval of Fire Department Promotional Process Facilitator Contract with Jack Clancy Associates (JCA)

OVERVIEW STATEMENT:

In compliance with the City of Redmond Civil Service rules, Jack Clancy Associates (JCA) will conduct competitive examinations for promotion to multiple mid-level leadership positions within the fire department. JCA provides an objective, external evaluation based upon industry standards provided by an assessor cadre with decades of fire service experience. Since 2015, JCA has successfully provided Redmond Fire with 18 separate promotional exams, ensuring an equitable process with successful results.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond Civil Service Rules
- **Required:**
RMC 2.12; RCW 41.08
- **Council Request:**
N/A
- **Other Key Facts:**
The Redmond Fire Department is not conducting a Request for Proposal (RFP) process for this current contract due to exceptional circumstances related to the ongoing pandemic and staffing limitations. During this proposed contract period, the Fire Department will conduct an RFP process for future promotional testing

needs.

The RFD Training Division previously conducted an RFP process to secure our current service provider. The Training Division regularly discusses promotional testing processes with other fire service providers in our region. The other primary provider of services in the region is retiring prior to our next promotional testing process. All of our current promotional lists will be exhausted by October 16, 2021. We anticipate a significant number of retirements and vacancies in the near term.

OUTCOMES:

City of Redmond Civil Service Rules require objective measurement of candidate skills in promotional examination processes. JCA provides an objective, external evaluation based upon industry standards provided by an assessor cadre with decades of fire service experience. The result of a consistent promotional evaluation process has been increased employee participation and satisfaction. Workforce confidence in a fair process has resulted in a significant reduction of challenges and appeals of the testing process to the Civil Service Commission. Use of this external testing process has reduced the cost of examinations versus internal testing processes.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$119,000.00

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
000227

Budget Priority:
Safe and Resilient

Other budget impacts or additional costs: Yes No N/A

If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/1/2021	Special Meeting	Approve

Time Constraints:

Our present promotional lists for Fire Lieutenant, Captain, Battalion Chief, Medical Services Officer and Driver Engineer have all been exhausted. Additional vacancies will occur prior to year-end 2021. The earliest availability of JCA to conduct examinations is the end of January 2022. JCA will need adequate time to meet our anticipated testing timeline.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the Department would be left with one of the following options:

- 1) Conduct a full RFP process. The current estimated timeline to complete the RFP process and secure a vendor is May 2022. As a result, promotional testing would not occur until quarter three of 2022 and personnel promotions would be delayed until late November-early December 2022 following the Civil Service process.
- 2) Revert to developing internal examinations, which are much more costly and time consuming to administer than this contract. History has shown that internal processes result in a significant number of employee challenges and appeals of the examination process.

ATTACHMENTS:

Attachment A - Jack Clancy Associates Contract 2022-2023

PROJECT PROPOSAL

Redmond Fire Department

Design & Development of Promotional Exams for Battalion Chief, Captain, Lieutenant, Medical Services Officer, and Driver Engineer

Prepared by:
Jack Clancy Associates

1104 Corporate Way
Sacramento, CA 95831
Phone: 888.438.5221
Fax: 916.960.1140

info@JackClancyAssociates.com
www.JackClancyAssociates.com

Matthew L. Gruver
Principal
Phone: 916.612.6797
MGruver@JackClancyAssociates.com

September 30, 2021



INTRODUCTION

September 30, 2021

Adrian Sheppard
Fire Chief
Redmond Fire Department
8450 161st Avenue NE
Redmond, WA 98052

Re: 2022 - 2023 RFD Promotional Examinations

Chief Sheppard,

Jack Clancy Associates is pleased to present to the Redmond Fire Department the following cost proposal outlining our approach to assisting the RFD with its 2022 and 2023 promotional examinations for Battalion Chief, Captain, Lieutenant, Medical Services Officer, and Driver Engineer.

Our methodology for the proposed project is designed to comply with all prevailing technical and professional guidelines including the *Standards for Educational and Psychological Testing*, the *Uniform Guidelines on Employee Selection Procedures*, and the *Principles for the Validation and Use of Personnel Selection Procedures* of the Society for Industrial and Organizational Psychology.

We hope this information meets with your approval and we look forward to working with you all again soon. If you have any questions regarding the content of this cost proposal or need any additional information, please feel free to contact me directly by telephone at 916-612-6797, or via e-mail at MGruver@JackClancyAssociates.com.

Respectfully,

Matt Gruver

Matt Gruver
Principal

PROJECT METHODOLOGY

I. Administrative Set-up & Job Analysis Review:

The first activity of each JCA examination development process is the job analysis. We have extensive experience designing and administering job analyses and are experts at identifying and collecting the information necessary to validate fire service promotional examinations. Our job analysis methodology on this project will involve working directly with the RFD Administration and designated subject matter experts (SMEs) to review the critical job functions associated with each position; the overall criticality of the knowledge, abilities, skills, and other characteristics (KASOs) required to perform those identified job functions; and a determination of where and when the KASOs are acquired and how important they are to job success. We will then analyze the identified critical KASOs in order to develop the criteria to be evaluated in each exam process (and each individual exam component).

II. Examination Process Design, Development & Administration:

Written Examination Development and Administration

For those KASOs most amenable to written testing, JCA project staff will work closely with the SME group to develop a customized job-knowledge examination having specific relevance to the organization. Each test item will be developed by JCA's staff of highly trained item writers and carefully reviewed for relevancy and appropriateness by the SMEs before finalization. JCA will provide all materials for the administration of each written examination, including proctor's instructions, exam booklets, and answer sheets in order to maintain the security and integrity of the testing process. Once a written examination is administered, JCA will score the test and evaluate test performance, and address any issues surrounding the individual test items with the SME group, before finalizing the scores.

Assessment Exercise Design and Development

Based on the job analysis information, and a review of past testing practices at each rank, JCA will identify and document the dimensions to be measured in each assessment process and discuss with the SMEs possible approaches to measure each of the critical characteristics in a manner that best represents their role within the organizations. Based on our previous experience with the RFD, we recommend that each assessment process be comprised of three - four exercise components. Throughout the development process, JCA will once again work closely with the SMEs to design and develop the content and structure of the individual exercises at each rank. Once developed, the SMEs will undertake a final review of the exercises to ensure the appropriateness of the dimensions and the relevance of each to the specific needs of the individual organizations and the communities that they serve.

Assessor Recruitment and Training.

The team recruited to evaluate each candidate group will include experienced fire personnel at or above the target rank. While experience is the prime criterion, attention will also be given to balancing the group of assessors by ethnicity and gender. Although the actual number of assessors will be determined by the final exercises to be used, we anticipate the need for six to eight external assessors for each process.

As with previous RFD examination processes, JCA will provide each assessor with training on the exercises to be used. This training will be provided immediately prior to the administration of each specific assessment process and ensure that the team is expertly trained in how to observe, record, classify and evaluate candidate behavior. Lastly, just prior to the administration of each assessment process JCA will provide the candidates with written orientation material that emphasizes the job performance dimensions, expected candidate behavior, and the types of exercises to be included as part of the upcoming assessment process.

Assessment Process Administration.

Throughout the project, JCA will work closely with the RFD to ensure that each assessment process conforms to City administrative requirements and guidelines. In addition, JCA will provide all training and exercise materials, and facilitate the administration of each assessment process to ensure uniform and comparable ratings among assessors and again ensure the overall integrity of the examination processes.

Reporting of Results.

At the conclusion of each examination process, JCA will combine the test scores as needed and supply the RFD with a ranked list of final scores; assist in responding to any questions or inquiries regarding the exam process and the methods used to evaluate the target candidate group; and provide each candidate with an individual feedback report which provides general guidance for skill improvement and enhancement and highlights his or her performance in the assessment process relative to the candidate group as a whole.

III. Project Costs:

As an active supporter of the U.S. fire service, we are very aware of the financial pressures facing public agencies and will cooperate with the City to ensure that this project is conducted in the most efficient and cost effective manner possible. Cost estimates for each year are outlined in the following tables and will continue to be based upon the following assumptions:

- The RFD will provide the time of Subject Matter Experts (SMEs) to assist JCA during the exam development phase of the project. The RFD will also provide a site for the administration of project activities and directly reimburse the assessors for any expenses incurred and not previously reimbursed through JCA.
- JCA will provide all materials as identified in this proposal and assist in responding to any protests with regard to the components of the 2022 promotional examinations. Furthermore, we will provide eight hours of consulting time without charge in defense of the exam processes if they are legally challenged and/or litigated. Additional consulting services would be invoiced at the rate of \$250.00 per hour, plus expenses.

**Table 1: Fee Table
Promotional Examination Services
(2022)**

Exam	Total Component Cost
Driver Engineer (Written Exam only)	\$ 4,000.00
Fire Lieutenant (Written Exam & Assessment)	\$ 13,500.00
Fire Captain (Written Exam & Assessment)	\$ 13,500.00
Medical Services Officer (Written Exam & Assessment)	\$ 9,500.00
Battalion Chief (Assessment only)	\$ 8,000.00
Assessor Expenses	\$ 11,000.00

Total Cost

\$ 59,500.00

**Table 2: Fee Table
Promotional Examination Services
(2023)**

Exam	Total Component Cost
Driver Engineer (Written Exam only)	\$ 4,000.00
Fire Lieutenant (Written Exam & Assessment)	\$ 13,500.00
Fire Captain (Written Exam & Assessment)	\$ 13,500.00
Medical Services Officer (Written Exam & Assessment)	\$ 9,500.00
Battalion Chief (Assessment only)	\$ 8,000.00
Assessor Expenses	\$ 11,000.00

Total Cost

\$ 59,500.00

Note: Assessor expenses will vary based on time of year due to fluctuations in local transportation and lodging costs. For budgetary purposes we generally estimate \$2500 per day of testing.

IV. Organizational Background:

Jack Clancy Associates is the premier provider of assessment center programs to the public sector. Our knowledge, expertise and customer service is unparalleled as we have been the industry leader in helping to build successful organizations since 1980. Headquartered in Sacramento, California, with a satellite office in Denver, Colorado our services include the design and development of assessment centers and performance examinations for recruitment, selection and promotion, and we specialize in the assessment and evaluation of public safety command personnel. We are thoroughly familiar with professional and regulatory standards in the testing area, and our associates possess significant knowledge and experience in fair employment, the *Uniform Guidelines on Employee Selection Procedures*, and the *Guidelines and Ethical Considerations for Assessment Center Operations*. For the protection of itself and its clients, JCA carries insurance in the following amounts: General Liability - \$2,000,000/\$4,000,000 and Professional Liability - \$1,000,000/\$3,000,000.

Experience of Key Personnel

Matt Gruver Principal

Matt Gruver specializes in the development and administration of public sector selection and leadership development programs. Over the past 28 years, Mr. Gruver has designed and developed performance tests and assessment centers for the full range of supervisory and management positions within the fire service. He was heavily involved in the U.S. Transportation Security Administration's (TSA) efforts to federalize and staff the nation's airports following the tragic events of 9/11. He is considered an expert in the field of public safety assessment and selection, and was the primary architect of the TSA's assessment interviews for Law Enforcement and Supervisory Law Enforcement Officer. Mr. Gruver is a frequent presenter on issues related to selection and assessment and is active in numerous professional organizations focused on the evaluation of public safety command personnel. He holds a M.A. degree in I/O Psychology from California State University, Sacramento.

David Yamahata Senior Associate

Before joining Jack Clancy Associates, Deputy Chief Yamahata spent 36 ½ years in the California fire service. He began his career in the early 1970's as a firefighter with the Los Angeles City Fire Department and promoted up through the ranks, retiring in 2013 as LA City Fire's Chief Deputy of Emergency Operations and second in command. Over his long and decorated career Deputy Chief Yamahata held numerous assignments in both fire operations and administration, and trained many of the personnel who currently serve in the LAFD today.

Since his retirement, he has spent a considerable amount of time working with Mr. Gruver and Mr. Clancy to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.

Edward Gonzales
Senior Associate

Before joining Jack Clancy Associates, Assistant Chief Gonzales spent 29 years in the California fire service. He began his career as a firefighter in the early 1990s and promoted up through the ranks with Contra Costa County Fire, retiring in 2018 as the district's Operations Chief. Over his long and decorated career, Assistant Chief Gonzales held numerous assignments throughout ConFire and trained many of the command personnel who currently lead the organization today. Since his retirement from active service, he too has spent a considerable amount of time working with Mr. Gruver to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.

EXHIBIT _____
INSURANCE ADDENDUM

THIS ADDENDUM modifies the provisions of the (check one): ___ General Services Agreement, ___ Non-Public Work Consultant Agreement, ___ Instructional Services Agreement, ___ Social/Community Services Agreement, ___ Short Term Facility Agreement, ___ Fixed Asset Loan Agreement, ___ Three Party Consultant Agreement (hereinafter "the Agreement") or ___ Public Work Consultant Agreement entered into between the parties on _____, _____.

THE UNDERSIGNED PARTIES agree to modify paragraph 8 (if a General Services Agreement), 9 (if Non-Public Work Consultant Agreement), 7 (if Instructional Services Agreement), 6 (if Social/Community Services Agreement), 9 (if Short Term Facility Agreement), 5 (if Fixed Asset Loan Agreement), 10 (if a Three Party Consultant Agreement) or 8 (if Public Work Consultant Agreement) as follows (check all applicable items):

- ___ The general public liability and property damage insurance limit is increased/reduced to \$ _____ (insert amount).
- ___ The professional liability insurance amount is increased/reduced to \$ _____ (insert amount). This item relates to Consultant and Three Party Consultant Agreements only.
- ___ The professional liability insurance requirement is eliminated. This item relates to Consultant and Three Party Consultant Agreements only.
- ___ The insurance provisions are otherwise modified as follows:

Except as expressly modified above, all insurance-related terms and conditions of the Agreement will remain unchanged and in full force and effect. The City has made no recommendation to the contractor/consultant as to the insurance necessary to protect the contractor/consultant's interests and any decision by the contractor/consultant to carry or not carry insurance amounts or coverage in excess of the above is solely that of the contractor/ consultant.

DATED _____, _____.

CITY OF REDMOND

CONTRACTOR/CONSULTANT

MAYOR ANGELA BIRNEY

By: _____
Title: _____

ATTEST/AUTHENTICATED:

**APPLICANT (IF THREE PARTY
CONSULTANT AGREEMENT**

CITY CLERK, CITY OF REDMOND

By: _____
Title: _____

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

APPROVED:

RISK MANAGER, CITY OF REDMOND



Memorandum

Date: 10/19/2021
Meeting of: Committee of the Whole - Public Safety

File No. CM 21-525
Type: Committee Memo

TO: Committee of the Whole - Public Safety
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	425-556-2201
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DEPARTMENT STAFF:

Fire	Stephen Healy	Deputy Fire Chief
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TITLE:

Approval to Purchase Wildland Firefighting Personal Protective Equipment

OVERVIEW STATEMENT:

The need to provide a complete protective wildland-specific personal protective equipment (PPE) ensemble has been identified in response to the changing conditions that our firefighters are now facing. These are predominantly related to two factors: climate and vegetation (fuel). Both affect the rate of spread and intensity of vegetation fires. While the topography is fixed, the climate conditions and fuels are changing. Firefighters in the State of Washington must wear wildland-specific PPE for any fire suppression operations lasting longer than 60 minutes (Washington State Administrative Code 296-305-07012,7).

The following list details the equipment required:

- Wildland Helmet 110
- Wildland Helmet Ear/Neck/Face Cover 110
- Wildland Helmet Goggles 110
- Wildland Coat 110
- Wildland Gloves 110
- Wildland Pants 110
- Wildland Boots 110
- Wildland Gear Bags 122
- Wildland Pack/Radio Harness 30
- Wildland Shelter 48
- Wildland Shelter Belt 48
- Wildland Shelter Trainers 21

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
Climate change; increased wildland firefighting operations

OUTCOMES:

The City and the community benefits when firefighters are appropriately equipped with wildland firefighting gear to extinguish wildland fires. Additionally, firefighters suffer fewer heat emergencies when suitably outfitted. The community benefits when fires are extinguished quickly. As a result of an equipped and rapid response, less smoke enters the community, and damage to the soil and vegetation decreases. Properly outfitted firefighters reduce water runoff; therefore, preventing damage to the groundwater. Property loss and the chance of people being injured or killed are significantly lessened.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$150,000.00

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
N/A

Budget Priority:

N/A

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

The upfront cost to outfit firefighters is approximately \$150,000, and there is a need to include the ongoing costs for subsequent outfitting new firefighters and replacing worn equipment. Helmets, jackets and pants have a 10-year life. Fire shelters do not have a shelf-life but will need to be replaced periodically, based on wear.

- 2023/24 \$24,310
- 2025/26 \$25,791
- 2027/28 \$26,564
- 2029/30 \$27,361
- 2031/32 \$135,470

Funding source(s):

General Fund

Proposed: Aid Car Fund - Small Tools
124.60100.00350.52271

Alternative: Suppression - Small Tools
100.60100.00350.5222

Grant opportunities to provide funding for the purchase:

- 1) 2022 FEMA Assistance for Firefighters (AFG) grants open in December 2021 and will be awarded in September of 2022. The Fire Department will pursue a grant.
- 2) Washington State Department of Natural Resources (DNR) offers grant funding, however that funding typically is distributed to volunteer departments and small districts. Staff will determine the feasibility of the district pursuing a grant.

A future cost sharing agreement with King County Fire District 34 would be required. Presently, nine (9) of the 25 fire suppression positions on-duty each day are within the District. Therefore, 36% of the cost per firefighter, but not including other costs associated with the administration of the fire suppression costs within the district.

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	Click and select an action from the dropdown menu.

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/16/2021	Business Meeting	Approve

Time Constraints:

Manufacturing times are lengthy, therefore, the PPE will need to be purchased now to be available for the 2022 wildland season. Due to supply-chain issues, fire shelters for emergency deployments are already on back order, and other items are expected to be delayed as well. During the winter months, many agencies compete for the purchase of this equipment.

ANTICIPATED RESULT IF NOT APPROVED:

Firefighters will not suppress wildland fires for more than an hour and are at significant risk of a heat emergency, burn injuries, and foot and leg injuries when not properly outfitted.

ATTACHMENTS:

Attachment A - Wildland PPE Background

WILDLAND FIREFIGHTING

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Background

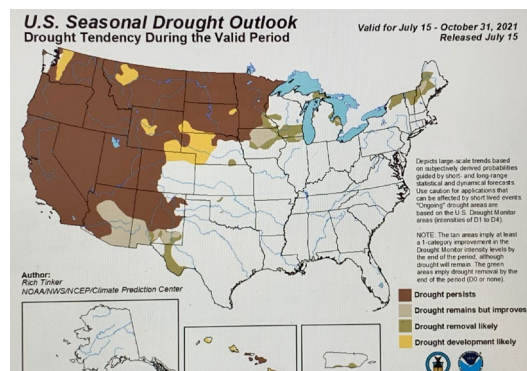
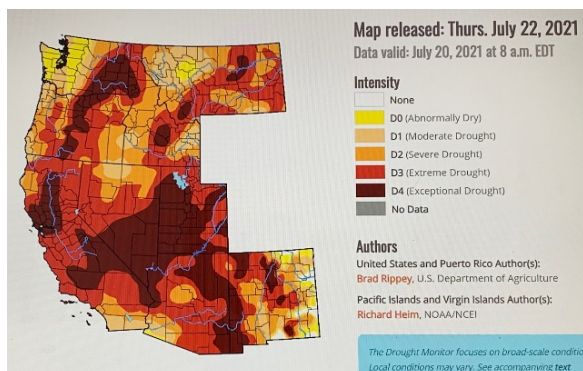
Early this summer, senior Fire Department staff identified the need to add wildland-specific personal protective equipment (PPE) to the ensemble for fire suppression personnel. Presently, only wildland coats are assigned to each seat of the fire apparatus, but they are not sized or issued to individuals. The remainder of the wildland PPE ensemble is missing (helmet, goggles, helmet shroud, head lamp, pants, gloves, boots, radio harness, fire shelter).

Issue

The need to provide a full protective wildland-specific PPE ensemble has been identified in response to the changing conditions that our firefighters are now facing. These are predominantly related to two factors: climate and vegetation (fuel). Both affect the rate-of-spread and intensity of vegetation fires. While topography is fixed, the climate conditions and fuel are changing.

Changing Conditions

Over the past two decades, the 'Fire Season' in the western United States has become year-round in many areas and has moved further north year-by-year. Larger and more serious fires are becoming more common. These fires have now reached Washington and British Columbia. Drought conditions leading to prolonged and never-ending fire seasons are now common throughout the western United States. As described by a group of national partnership agencies, including the National Oceanic and Atmospheric Administration (NOAA) the warming climate is expected to both intensify fire-friendly weather conditions, as well as lengthen the season during which very large fires tend to spread. NOAA predicts that, nationwide, the risk of very large fires will increase by a factor of six (6) by 2050. As described in the most-recent drought report published by NOAA, the area protected by the Redmond Fire Department (RFD) is experiencing abnormally dry climate with drought predicted this year.



Temperatures are also predicted to remain above normal and therefore fuel and soil moisture will be below normal. Fuel moisture is the predominant factor as temperatures rise and fall. These conditions have already become noticeable within RFD's boundaries with dead and stressed vegetation. Mature vegetation in this condition, particularly in dense stands, have the potential to develop into very large fires. This trend of warmer temperatures, drought, and increased fire activity is predicted to continue and worsen in the coming years.

Vegetation is fuel

Within the Redmond area, there are over 80 native and 40 introduced plant species. Trees within the RFD (including Fire District 34) includes mostly cedar, Douglas fir, maple, spruce, and western hemlock. Cedar trees are returning in increasing numbers following logging decades ago. With the exception of maple, these species are all conifers, meaning they have needles. When stressed and dry, these needles easily accept fire, which spreads fire rapidly due to the large collective surface area of the needles. Heavy understories of brush contribute to the fuel load and potentiate the spread of fire into trees.

All vegetation within the RFD reaches some degree of flammability during the dry summer months. In drought years, additional plant material may die, contributing to the fuel load. There will normally be enough dead fuel load that has accumulated in 20 to 30-year old brush to give rates of spread about twice as fast as in a grass fire. Under moderate weather conditions that produce a spread rate of one-half foot per second in grass, a 20- to 30-year old stand of brush may have a rate of fire spread of about one foot per second. Fire spread in old brush (40 years or older) has been measured at eight times faster than grass (4-feet per second). Under extreme weather conditions, the fastest fire spread rate in grass can be 12 feet per second or about eight miles per hour; ember showers in strong winds can spread fire even faster.

Wildland Urban Interface: Interface v. Intermix

Interface



16 or more houses per square mile and
<50% covered with wildland vegetation

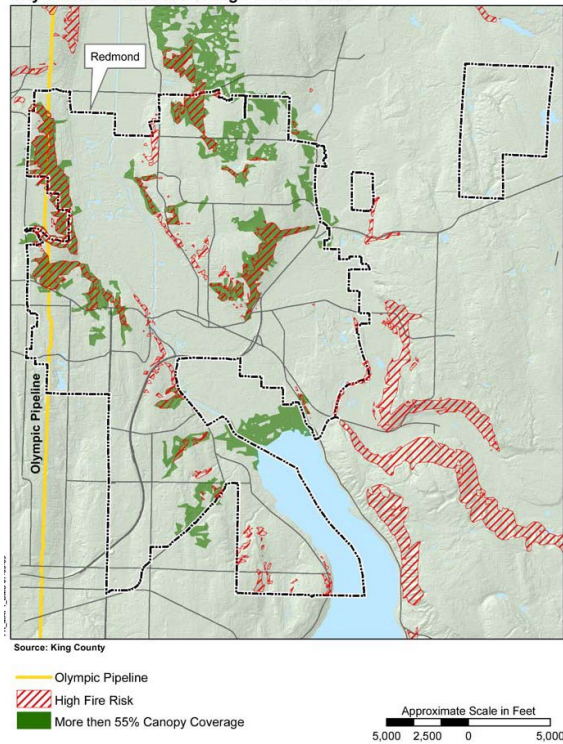
Intermix



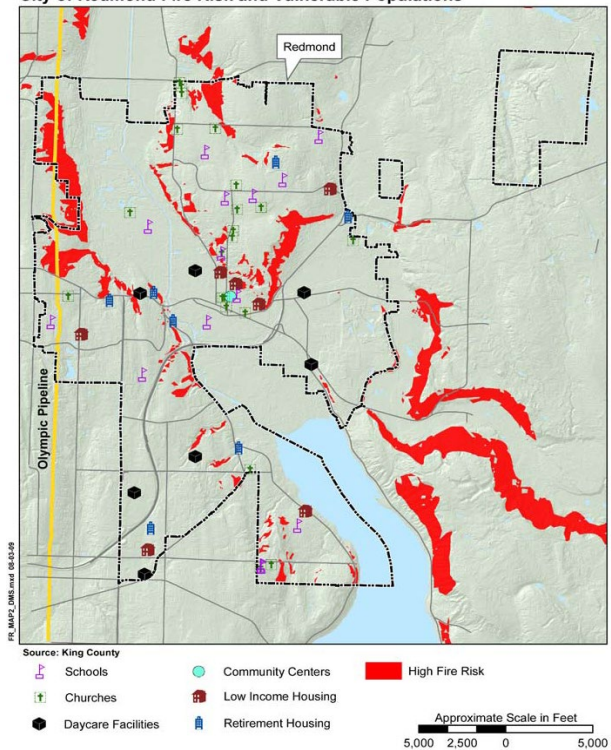
16 or more houses per square mile and
>50% covered with wildland vegetation

The ability of firefighters to defend and protect structures within an interface area is much more favorable than in an intermix area. Once dense fuel burns, the opportunity to extinguish the fire and protect structures becomes extremely difficult and dangerous. As seen in the maps below from the 2008 City of Redmond Hazards Mitigation Plan Update, large areas of Redmond have both interface and intermix areas.

City of Redmond Areas of High Wildfire Risk

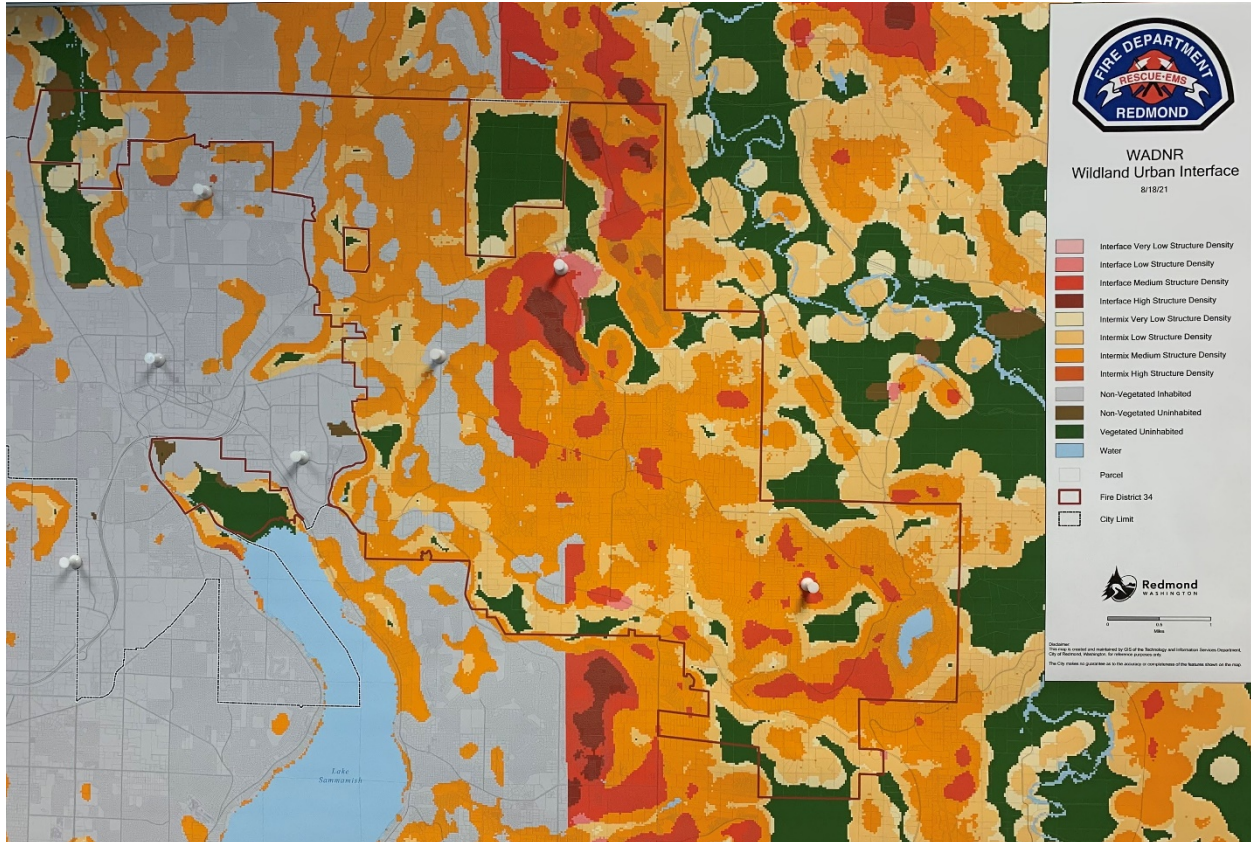


City of Redmond Fire Risk and Vulnerable Populations



As can be seen in the figures above, there are several areas with the City that are classified as intermix. Within Fire District 34, much of the area is intermix. On days when there is a strong east wind is present, a large fire that begins within the District or the east-side of the City, could spread into areas of the City that would support continued fire growth.

In 2021, the Washington State Department of Natural Resources published a statewide map, which also highlights the areas where vegetation is above and below 50% coverage. Together, these maps underscore the volume of fuel and the challenges it will create for firefighters during dry months. Regardless of the 2008 assessment of fire risk and the conclusions that can be drawn from the 2021 map, the volume of fuel will largely remain.



Major Fires

Major fires are becoming more frequent throughout the northwest as temperatures increase and fuel moistures become lower. When strong winds are introduced, these conditions not only lead to rapidly spreading fire in grass and brush, but also have the potential to climb dead tree limbs (ladder fuels) and become established in the tops of trees, becoming a crown fire. This leads to a conflagration. When this happens, only a significant change in weather or a very large natural barrier will stop the fire. The figure below, depicts the types of wildland fires.



Residential structures within the wildland intermix or interface are therefore at greater threat from a wildfire. Protecting these structures poses a great risk to firefighters. Providing the appropriate PPE ensemble will give the firefighters the best chance to successfully defend and protect structures and extinguish the fires without experiencing a heat emergency or other serious injury. Washington State Administrative Code 296-305-07012,7 limits wildland firefighting time in structural firefighting PPE to one hour. RFD has reached the time where fires have and will continue to extend beyond an hour on a more frequent basis.

Summary

With the changes in climate, the RFD now has a need for full wildland PPE. Staff has received quotations from several vendors, but each cannot provide all the necessary equipment. Therefore, the budget proposal includes several vendors, each representing the lowest price for the same equipment.



Memorandum

Date: 10/19/2021

Meeting of: Committee of the Whole - Public Safety

File No. CM 21-521

Type: Committee Memo

TO: Committee of the Whole - Public Safety

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
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DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Revisions to the Public Safety Committee Work Plan

OVERVIEW STATEMENT:

During the September 7, 2021, Business Meeting, the Council voted to add Environmental Sustainability to the Public Safety Committee of the Whole (COW) agenda topics. Subsequently, Council shared some of their top priorities to include in the Public Safety COW work plan. Outlined in Attachment A is a revised 2021 work plan with Environmental Sustainability added to the discussion topics.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Public Safety Committee of the Whole work plan, Climate Emergency Declaration, and Environmental Sustainability Action Plan (ESAP)
- **Required:**
N/A
- **Council Request:**
During the September 7, 2021, Council Business Meeting, Council voted to add Environmental Sustainability to the work plan topics to be discussed at the Public Safety Committee of the Whole.
- **Other Key Facts:**
N/A

OUTCOMES:

Per Council’s conversation at the September 14, 2021, Study Session on potential environmental sustainability discussion topics, the specific items added to the Public Safety Committee of the Whole include monthly Environmental Sustainability Action Plan (ESAP) updates, emergency management climate crisis preparedness and response, and the ESAP dashboard. The revised work plan is contained in Attachment A.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
N/A

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: Yes No N/A

If yes, explain:
N/A

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/24/2021	Study Session	N/A

9/7/2021	Business Meeting	N/A
9/14/2021	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If the change to the work plan is not approved, staff will follow the original work plan of the Public Safety Committee of the Whole.

ATTACHMENTS:

Attachment A: Revised Public Safety COW Work Plan



City of Redmond City Council

Public Safety Committee: 2020-2021 Committee Workplan

Quarter	Fire	Police	Environmental Sustainability
1 st	<p>Reports:</p> <ul style="list-style-type: none"> Quarterly Performance Measurement* <p>Presentations:</p> <ul style="list-style-type: none"> Operations/Special Unit* Emergency Management* Fire prevention program* 	<p>Council Action:</p> <ul style="list-style-type: none"> PSAP Agreement <p>Presentations:</p> <ul style="list-style-type: none"> Unmanned Aerial System 	
2 nd	<p>Reports:</p> <ul style="list-style-type: none"> Advanced Life Support International Fire Code Update Quarterly Performance Measurement* Save vs. Loss* <p>Presentations:</p> <ul style="list-style-type: none"> Operations/Special Unit* Emergency Management* Fire prevention program* <p>Event: EMS Week</p>	<p>Council Action:</p> <ul style="list-style-type: none"> ID Theft Task Force Interlocal LWSD – SRO Contract Police Functional Plan 2020-2040 (<i>Staff Report & Study Session</i>) <p>Presentations:</p> <ul style="list-style-type: none"> Community Police Academy Eastside Pathways <p>Proclamations:</p> <ul style="list-style-type: none"> National Telecommunicator Week (April) Police Week (May) 	
3 rd	<p>Council Action:</p> <ul style="list-style-type: none"> King County Hazard Mitigation Plan Update Pandemic Flu Plan Update Continuity of Operations Plan/Continuity of Government Plan Update Comprehensive Emergency Management Plan Update Fire Department Master Plan (<i>Tentative</i>) <p>Reports:</p> <ul style="list-style-type: none"> MIH Program (<i>Tentative</i>) 	<p>Council Action:</p> <ul style="list-style-type: none"> MHP/WASPC (Mental Health) Grant Jail Contracts Duvall Dispatch Services Police Functional Plan 2020-2040 (<i>Staff Report & Study Session</i>) <p>Reports:</p> <ul style="list-style-type: none"> 2019 Crime Stat Review <p>Presentations:</p> <ul style="list-style-type: none"> Safe Place <p>Event: National Night Out</p>	

Approved May 19, 2020



	<ul style="list-style-type: none"> Quarterly Performance Measurement – Annual report* Save vs. Loss* <p>Presentations:</p> <ul style="list-style-type: none"> Operations/Special Unit* Emergency Management* Fire prevention program* Regional Partnerships/Outreach Efforts – Training, Prevention, EMD <p>Event: Fire Prevention Week</p>		
4 th	<p>Reports:</p> <ul style="list-style-type: none"> Public Outreach Annual Report Save vs. Loss* <p>Presentations:</p> <ul style="list-style-type: none"> Service Levels Operations/Special Unit* Emergency Management* Fire prevention program* <p>2021 Work Plan</p>	<p>Council Action:</p> <ul style="list-style-type: none"> Police Functional Plan 2020-2040 (<i>Staff Report & Study Session</i>) <p>Presentations:</p> <ul style="list-style-type: none"> Police Foundation ILA 	<p>Reports:</p> <ul style="list-style-type: none"> Monthly ESAP Implementation Update <p>Presentations:</p> <ul style="list-style-type: none"> Emergency Management: Climate Crisis Preparedness and Response Environmental Sustainability Action Plan Dashboard
Other	<ul style="list-style-type: none"> Large incident presentations: significant/large-scale incidents debrief Special recognitions: Employee or citizen recognition reports Council Action Items not anticipated in the Work Plan 	<ul style="list-style-type: none"> Body cameras reports CEAT, youth and volunteer program updates Council Action Items not anticipated in the Work Plan 	

*= Quarterly

Work Plan reflects changes due to the impacts of COVID-19, social distancing, and subsequently adjusted OPMA requirements

Approved May 19, 2020



Memorandum

Date: 10/19/2021
Meeting of: Committee of the Whole - Public Safety

File No. CM 21-526
Type: Committee Memo

TO: Committee of the Whole - Public Safety
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher	425-556-2427
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DEPARTMENT STAFF:

Executive	Jenny Lybeck	Sustainability Program Manager
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TITLE:
Monthly Environmental Sustainability Action Plan Update

OVERVIEW STATEMENT:

This report includes an informational update on implementation activities completed over the past month in support of the 2020 Environmental Sustainability Action Plan (ESAP) and Climate Emergency Declaration.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Environmental Sustainability Action Plan, Climate Emergency Declaration, Community Strategic Plan
- **Required:**
N/A
- **Council Request:**
Council requested monthly updates at the Public Safety Committee of the Whole meetings.
- **Other Key Facts:**
The Environmental Sustainability Action Plan was adopted in September 2020 and serves as the community’s strategy to reduce greenhouse gas emissions (GHG) and preserve natural resources. Council also adopted a Climate Emergency Declaration, which was integrated into the ESAP and identifies key sustainability objectives for the City’s work.

OUTCOMES:
See Attachment A for a summary of relevant updates.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
Budget Offer 000220

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: Yes No N/A

If yes, explain:
N/A

Funding source(s):
General Fund, Solid Waste Fund, Water/Wastewater Fund, Stormwater Fund

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/23/2021	Study Session	Receive Information
9/28/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date: 10/19/2021

Meeting of: Committee of the Whole - Public Safety

File No. CM 21-526

Type: Committee Memo

Date	Meeting	Requested Action
11/16/2021	Committee of the Whole - Public Safety	Receive Information

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Monthly ESAP Update

Background

This document provides a high-level update of monthly implementation activities for the Environmental Sustainability Action Plan (ESAP). The ESAP is the City's strategic roadmap to reduce greenhouse gas (GHG) emissions and enhance Redmond's natural resources for future generations.

The overarching ESAP priorities for 2021-2022 include:

1. Prioritize improvements to **City operations** as Redmond works towards the goal of carbon neutrality for City operations by 2030 in support of the Climate Emergency Declaration.
2. Advance **key sustainability priorities**, including those integrated into the 2021-2022 budget.
3. Leverage **partnerships and communications** strategies to engage the community and advance the ESAP goals and objectives.
4. Establish **foundational systems** and programs for the newly formed Sustainability Program.

Programmatic Updates

City Operations

- EV Charging Stations: To support the City's growing electric vehicle fleet, staff will bring a CIP project to Council for consideration that will upgrade utility services and install EV charging stations at the City Hall parking garage and MOC. If approved, the project is expected to be complete in 2022.
- Zero Carbon Strategy: Staff completed a Study Session reviewing the draft document, along with an updated 2018 GHG inventory. **Climate Emergency Declaration objective*
- Capital Improvement Strategy: Planning for the upcoming CIS cycle is underway, including updates to integrate sustainability and diversity, equity and inclusion into the thematic strategies and evaluation criteria.

Key Priorities

- Climate Vulnerability Assessment: a team of regional experts was convened in early October to review and provide feedback on the vulnerability assessment and index framework. Subsequently, a group of internal stakeholders was convened to review preliminary findings from the assessment. The preliminary findings will be brought to the Environmental Sustainability Advisory Committee on October 28th for discussion. Final deliverables are expected to be complete at the beginning of Q1 2022. **Climate Emergency Declaration objective*
- Construction and Demolition Policy Development: Council approved the C&D professional services agreement during the October 5 Business Meeting. Staff hosted a kickoff meeting with the consultant team and work is underway.
- Tree Regulations: The proposed Tree Regulations and proposed Tree Definitions were approved by the City of Redmond Technical Committee. The regulations were transmitted to the Planning Commission and review began in September.
- Green Building Policies: As part of the Phase II Zoning Code Update, staff are continuing work on updates to the Green Building Incentive Program. This is the first step in a multi-pronged approach to advance ESAP and Climate Emergency Declaration green building objectives. **Climate Emergency Declaration objective*

Partnerships & Communication

- Redmond Climate Action Challenge: The City is finalizing development of a comprehensive online engagement campaign to connect community members with the resources and tools needed to quantify and reduce their carbon footprint. The Redmond Climate Action Challenge will launch in November 2021.
- Adopt-a-Drain: The Stormwater Team recently launched an Adopt-a-Drain program to encourage community members to help keep neighborhood storm drains free and clear of debris.
- King County-Cities Climate Collaboration (K4C): Mayor Birney is scheduled to give an overview of the City’s preparedness and equity work at the K4C Town Hall on October 19. The Mayor also attended the semi-annual K4C Elected Officials Work Session on October 14. Staff continue to meet monthly with fellow K4C Steering Committee members to advance regional strategic priorities.
- Governing for Race, Equity, and Inclusion: Mayor Birney and Human Services staff hosted the September Governing for Race, Equity, and Inclusion meeting, focused on climate impacts and equity.

Sustainability Program

- Environmental Sustainability Advisory Committee hosted a September special meeting to identify sub-committees and refine the committee work plan. The committee is leveraging Microsoft Teams to promote ongoing collaboration between meetings and continue to advance committee goals. The next meeting is scheduled for October 28.
- Sustainability Data Dashboard: Staff continued data collection and build out of the data dashboard. Staff will present an update during the November Public Safety Committee Meeting *Climate Emergency Declaration objective

Q4 Council Engagement

Meeting Date	Topic	Meeting	Status
9/14/2021	Solid Waste Program Update	Study Session	Complete
9/14/2021	Cascade Water Alliance Update	Study Session	Complete
9/21/2021	Redmond 2050 – Transportation Update	Study Session	Complete
9/28/2021	Facilities Strategy Management Plan Update	Study Session	Complete
10/5/2021	Construction and Demolition Policy Development Consulting Agreement	Business Meeting	Complete
10/12/2021	Draft City of Redmond Operations Zero Carbon Strategy	Study Session	Scheduled
11/1/2021	Temporary Construction Dewatering Policy Update	Business Meeting	Scheduled
11/1/2021	Tree Canopy Strategic Plan Update	PHS	Scheduled
11/9/2021	2020 ESAP Update	Study Session	Scheduled
11/16/2021	ESAP Data Dashboard	Public Safety	Scheduled
11/23/2021	Redmond 2050 – Overlake Plan, TOD	Study Session	Scheduled