



**MEMO TO:** Planning and Public Works Committee of the Whole

**FROM:** Tommy Smith, Fire Chief

**DATE:** December 10, 2019

**SUBJECT:** Fire Department Master Plan Update

**I. PURPOSE**  For Info Only  Potential Agenda Item  Scheduled for Council Action

**II. RECOMMENDATION**

This item is for discussion only; no recommendation identified.

**III. DEPARTMENT CONTACTS**

Tommy Smith, Fire Chief 425-556-2202  
Don Horton, Deputy Chief 425-556-2208  
Todd Short, Fire Marshal 425-556-2242

**IV. DESCRIPTION/BACKGROUND**

Report and update on the request for proposal for the development of a Fire Department Master Plan.

**A. Analysis**

This item is being brought forward for discussion only.

**V. TIME CONSTRAINTS**

For discussion only; there are no time constraints identified.

**VI. LIST OF ATTACHMENTS**

Attachment A – Fire Department Master Plan Request for Proposal Process presentation