



# City of Stevenson

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To: City Council and Fire District 2 Commissioners  
From: Leana Kinley, City Administrator  
RE: Interlocal Agreement Changes  
Meeting Date: November 7, 2023

## **Executive Summary:**

The City of Stevenson and Fire District 2 have been working together cooperatively for many years and the relationship was formalized in 1989 with an Interlocal Agreement. Task 4A2 of the Fire Department Strategic Plan suggests the Interlocal Agreement between the agencies be reviewed and updated. It also suggests establishing a Joint Operating Board to unify the governance structure for the Fire Chief and operational coordination. Both agencies met and discussed changes on October 5, 2023. A draft revised agreement is presented for discussion.

A copy of the Plan can be found online at <https://www.ci.stevenson.wa.us/emergency/page/documents-reports-resources>.

## **Overview of Items:**

From the initial agreement, the goal of working together cooperatively was to “...render more effective service to the residents of the City and District,” which has not changed over 34 years later.

Agency assets remain with each agency and are their responsibility to repair, maintain, and fuel as needed. The Fire Station is a joint asset split between the Fire District and City. This remains the same with the revised agreement.

### Original Agreement Cost Splits:

City	Fire District
<ul style="list-style-type: none"> <li>50% Fire Station Heating &amp; Lighting</li> </ul>	<ul style="list-style-type: none"> <li>50% Fire Station Heating &amp; Lighting</li> </ul>
<ul style="list-style-type: none"> <li>50% Fire Station Repairs &amp; Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>50% Fire Station Repairs &amp; Maintenance</li> </ul>
<ul style="list-style-type: none"> <li>50% BVFF Costs</li> </ul>	<ul style="list-style-type: none"> <li>50% BVFF Costs</li> </ul>
<ul style="list-style-type: none"> <li>100% City Calls</li> </ul>	<ul style="list-style-type: none"> <li>100% Fire District Calls</li> </ul>
<ul style="list-style-type: none"> <li>50% Drill Pay</li> </ul>	<ul style="list-style-type: none"> <li>50% Drill Pay</li> </ul>
<ul style="list-style-type: none"> <li>Fire Station Water and Sewer</li> </ul>	<ul style="list-style-type: none"> <li>Fire Station Insurance</li> </ul>
<ul style="list-style-type: none"> <li>Hydrant Water</li> </ul>	
Not mentioned:	
<ul style="list-style-type: none"> <li>Fire Chief Salary and Benefits</li> </ul>	

Revised Agreement Cost Splits:

City	Fire District
• 70% Fire Station Heating & Lighting	• 30% Fire Station Heating & Lighting
• 70% Fire Station Repairs & Maintenance	• 30% Fire Station Repairs & Maintenance
• 70% BVFF Costs	• 30% BVFF Costs
• 100% City Calls	• 100% Fire District Calls
• 70% Drill Pay	• 30% Drill Pay
• Fire Station Water and Sewer	• Fire Station Insurance
• Hydrant Water	• Admin Costs for District work (not AP)*
• Fire Chief Salary and Benefits	

\*Administrative costs may consist of invoice preparation, grant writing or other tasks that are district specific. Other shared admin costs include monthly report compilation for firefighter pay, processing of annual firefighter payroll, and joint meeting efforts (agenda prep, meeting packet publication, minutes).

Original Agreement Responsibility Splits:

City	Fire District
• Organize and maintain volunteer department between 18-35 men who shall be under the supervision and direction of a competent City Fire Chief.	
• Shall respond to rural calls	
• Shall respond to calls within or without city limits.	
• City Fire Chief shall keep record of all calls, ...including information as required by the District Fire Marshal to fulfill the District's obligations.	

Revised Agreement:

City is responsible for maintaining the volunteer base and responsible for responding to calls within the City and Fire District boundaries. This is like the original agreement and clarifies volunteers falling under the City personnel policy where applicable.

**Action Needed:**

Consensus on contractual changes to be brought before both agencies for additional review, discussion and approval.