



REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

September 21, 2022 at 7:00 PM

- 1. FLAG SALUTE - PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER - ROLL CALL**
- 3. GUEST SPEAKER - SCOTT BOETTCHER**
- 4. APPROVAL OF AGENDA**
- 5. PUBLIC COMMENTS**
- 6. CONSENT AGENDA**
 - A. Claims Vouchers**
 - B. August 17, 2022 Meeting Minutes**
- 7. COMMITTEE REPORTS**
- 8. CITY OFFICIAL REPORTS**
- 9. MAYOR'S REPORT**
- 10. OLD BUSINESS**
 - A. Central Grays Harbor Regional Fire Authority**
- 11. EXECUTIVE SESSION - TO DISCUSS SALE OR LEASE OF REAL ESTATE PER RCW 42.30.110(1)(c) AND ACQUISITION OF REAL ESTATE PER RCW 42.30.110(1)(b)**
- 12. NEW BUSINESS**
 - A. DNR Agreement**
 - B. Quit Claim Deed - Friendly Village Associates of Olympia**
 - C. Animal Control Agreement**
- 13. COUNCIL COMMENTS**
- 14. PUBLIC COMMENTS**

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to keccles@cosmopoliswa.gov by noon on meeting day.

If you are unable to attend the meeting in person, you may join with the following Zoom Information

Webinar ID: 826 9910 1823
Passcode: 687509
Phone Number: (253) 215-8782



REGULAR COUNCIL MINUTES

Council Chambers – 1300 First Street

August 17, 2022 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

PRESENT

- Councilmember Candice Makos
- Councilmember Stana Cummings
- Councilmember Jim Ancich

Motion made by Councilmember Cummings to excuse Councilmember Wenzel, Seconded by Councilmember Ancich. Motion carried.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich

3. APPROVAL OF AGENDA

Motion made by Councilmember Cummings to amend the agenda to add ESCI Services Agreement as Item D, Seconded by Councilmember Ancich. Motion carried.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich

Motion made by Councilmember Cummings. to approve the agenda as amended, seconded by Councilmember Ancich. Motion Carried.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich

4. PRESENTATION: Central Grays Fire Authority - Hoquiam Fire Chief Matt Miller

Hoquiam Fire Chief Matt Miller, Aberdeen Interim Fire Chief David Golding, and Hoquiam Finance Director Corri Schmid gave a presentation on the Central Grays Harbor Fire Authority and the invitation to have Cosmopolis join the fire authority. Mayor Pauley stated that the Council will need to make a decision soon as to whether or not we move forward with the RFA. He set a Council Workshop and Public Forum for September 7th at 6 p.m. Finance Director Schmid explained how the property taxes would work and what the estimated EMS fees on the utility bills would be. Director Pope stated that we currently charge our residents \$6.75 a month for EMS

fees. She stated the total budget for the Volunteer Fire Department with the new truck pay around \$250,000 per year. Chief Miller stated the plan does not include any new staff members. Citizen Darryl Brown asked what the WSRB rating for Cosmopolis is and if joining the RFA would help our rating. Administrator Raines stated our last rating was approximately a year and a half ago. He does not recall what the number was. Chief Miller stated that by Aberdeen and Hoquiam joining their forces significantly helped their rating. He stated that if Cosmopolis were to join, it would help our rating and lower homeowner insurance costs. Chief Miller stated that the RFA would offer Fire Marshall services. Administrator Raines stated that our Building Official is doing our Fire Marshall service. Director Pope asked if there would be a fee for this service. Chief Golding stated that the cost is already built into the plan. There would not be an additional fee for building permits. He said that city of Cosmopolis would be helping to manage the volunteer program. Chief Miller stated that there would be one voting member elected to the Board of Commissioners. There would also be a non-voting member from each city. The RFA would be separate from the City but tied to the City. Cathy Shapansky asked what would happen to the taxes if the mill closed. Mayor Pauley stated that the property taxes are still paid. Director Schmid explained how property taxes work.

5. PUBLIC COMMENTS

No public Comments

6. CONSENT AGENDA

Motion made by Councilmember Makos, Seconded by Councilmember Ancich.
Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich

- A. Claims Vouchers
- B. Meeting Minutes - July 20, 2022
- C. July 20, 2022 Meeting MInutes

7. COMMITTEE REPORTS

Public Works - Per Councilmember Ancich, they discussed sewer charges, comp time, bulk water rates, and hiring another employee.

Public Safety - Mayor Pauley stated the RFA planning committee met last Thursday. We went through the planning process and what it looks like going forward.

Finance Subcommittee- Councilmember Cummings stated that the finance director will touch on the items during her report.

8. CITY OFFICIAL REPORTS

Administrator Raines - He stated that we have two new recruits for the fire department. We are actively working on the paperwork for a couple more recruits. He thanked everyone who has helped us to clean up First and Second Street. He updated everyone on the progress of Highland Park.

Finance Director - She stated our new website is up and running. In the Public Works and Committee meetings, we have discussed bulk water sales. Currently we are charging them what our residents pay. We are working on new rates to include a service charge. We also discussed overtime/comp time for our public works employees. We are going to temporarily increase their comp limit to 160 hours until we can hire a new employee. We discussed EMS fees and Sewer fees for small businesses. We discussed the RFA and how it affects the City finances. Regarding the fire department, we found out that the Board of Volunteer Fire Fighters will reimburse us up to \$100 per physical for the new recruits.

Deputy Police Chief - We had an increase calls this last month due to mental health and drugs. IN the last month we have administered narcan twice. We had over 220 calls in the last 30 days with two injury collisions. Detective Miskell is part of a grant funded position for criminal investigation with the Seattle Police Department and the Washington State Internet Crimes against Children Task Force. He was assigned to a case that led to the south side of our community. The suspect was apprehended.

A. City Administrator Council Report

9. MAYOR'S REPORT

Mayor Pauley stated that FEMA granted \$50 million for the North Shore Levee Project. He said the Moore-Wright group is planning to put 90 tiny homes near the old middle Swanson's in Aberdeen. They are doing some amazing work.

10. NEW BUSINESS

A. Interview Candidates for Council Appointment

Mayor Pauley stated that they had two questions for each applicant to answer. One is why did you choose to apply and two is what experience do you feel you bring to the Council.

Darryl Brown - He has been a resident since 2007. It is a joyous place to live. He has an interest in public service. He is currently a battalion chief at South Beach RFA. He understands the importance of the financial aspect of public funds. He believes in transparency.

Debbi Moran - Debbi said she had been on the council for 24 years. She knows what hte City needs and doesn't need. She does a lot of walking and informs the public of changes as they occur.

Mark Collett - He has been a resident for 22 years. This is a great place to live. He has been with the Department of Corrections for 30 years. He knows a little bit about law enforcement and he was a volunteer firefighter for a while. He is currently on the planning commission.

Ed VanSyckle - He drives the City and helps where needed. He has engineering experience, construction, design work, and landscaping. He says he has the time wants to do something to help the City.

Ray Robinson - He has lived in Cosmopolis for 7 years. He says he has been attending meetings. He was on the planning commission and city council in Raymond. He has experience and background on the financial aspect. He is retired from the State of Washington and the US Air Force.

Linda Springer - She wants to make a difference. She has worked in education and with the State. and Police as an investigator. She has the ability to work as a team with multiple agencies. She is trained in psychology and human development. She helped to form the Friends of Highland Park and has received grants to upgrade the park to the amount of \$131,000. She thanked Ed VanSyckle for everything he has done for the community.

B. EXECUTIVE SESSION - Qualifications of an applicant/candidate for appointment to elective office per RCW 42.30.110(1)(h)

Mayor Pauley stated that the executive will last 15 minutes to return at 8:11. At 8:11, it was announced the executive session will be extended until 8:16. Regular session resumed at 8:16.

C. Vote for New Councilmember

Councilmember Makos made a nomination for Raymond Robinson to the Council. Councilmember Ancich nominated Darryl Brown.

For Raymond Robinson, Councilmember Makos and Cummings voted Aye.

For Darryl Brown, Councilmember Ancich voted Aye.

Mayor Pauley congratulated Mr. Robinson and swore him in.

D. ESCI Agreement- Mayor Pauley stated this agreement is for a fire service option analysis. Annie Sieger from ESCI discussed the scope of the agreement. This agreement is to study four options available: current model, join the RFA, contract services, and form a fire district. Councilmember Cummings made a motion to table the discussion until September 7th. Councilmember Ancich seconded. Motion carried.

11. COUNCIL COMMENTS

Councilmember Robinson - He appreciates the support.

Councilmember Makos - She welcomed Mr. Robinson to the Council.

Councilmember Cummings - She welcomed Mr. Robinson to the Council.

Councilmember Ancich - He welcomed Mr. Robinson to the Council. He asked the Finance Director for the total of the GovDeal sales. She said the 3 chargers brought in over \$8,000 and the Fire Truck was around \$2,800.

12. PUBLIC COMMENTS

Susan Robinson - She heard that there will be speed limit signs on Stanford. She is excited.

Ed VanSyckle - He is concerned about overgrown vegetation on E Street. His other concern is regarding a public safety problem on 1st and H Street for obstruction of a street light due to vegetation.

Cathy Shapansky - She stated no one had gotten back to her regarding the EMS and Sewer charges on her properties. Administrator Raines stated that both the Public Works Committee and the Finance Subcommittee voted to not do anything until a rate study can be conducted.



INTERAGENCY AGREEMENT
DEPARTMENT OF NATURAL RESOURCES (DNR) and
CITY OF COSMOPOLIS FIRE DEPARTMENT
NO. 93-103992

PI: 221, 222, 223, 224
Funding Source: State
Grant Funded: Yes No
COVID 19 Contractor Vaccination Declaration required yes
 No, the work performed is not subject to Proclamation Requirements.

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR, and the below named District/RFA/Department hereinafter referred to as City of Cosmopolis Fire Department.

DNR and City of Cosmopolis Fire Department enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

City of Cosmopolis Fire Department
111 D St.
Cosmopolis, WA 98537
Phone: 360-532-6429
FAX: N/A
Email: cosifire@cosmopoliswa.gov

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. The limited purpose of this Agreement is for City of Cosmopolis Fire Department to provide employees, referred to as single resources, equipment, material and/or services for wildfire or other emergency response and to establish DNR's payment and reimbursement responsibilities to City of Cosmopolis Fire Department for providing such single resources, equipment material and/or services. Dispatches under this agreement are limited to the State of Washington, unless the single resource is rostered on a Pacific Northwest Incident Management Team (IMT) type 1, 2 or 3.

2.0 Scope of Work. The City of Cosmopolis Fire Department shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to perform work set forth in the Attachment A – Scope of Work.

3.0 Period of Performance. The period of performance of this Agreement shall begin on August 19, 2022, and end on March 1, 2027, unless terminated sooner as provided herein.

4.0 Billing Procedures. City of Cosmopolis Fire Department shall submit invoices within sixty (60) days of the last date of demobilization. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice and required documentation. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of DNR's fiscal year, which is June 30th.

Each invoice submitted to DNR shall include information needed by DNR to determine the actual expenditures to be reimbursed and the exact nature of all approved expenditures for services provided. Invoices & billing packages shall be prepared according to the requirements outlined in Attachment A.

5.0 Records Maintenance. City of Cosmopolis Fire Department shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by City of Cosmopolis Fire Department in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials as authorized by law. City of Cosmopolis Fire Department shall keep all books, records, documents, and other material relevant to this Agreement for the retention period established under the applicable Washington State Records Retention Schedule. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

6.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

7.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

8.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days' prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

10.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to, conciliation, facilitation, mediation, and fact finding.

11.0 Governance. This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules, that supersede applicable State of Washington statutes and regulations;
- (2) State of Washington statutes and regulations
- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

12.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

13.0 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

14.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

15.0 Responsibilities of the Parties/Indemnification.

DNR shall indemnify and hold harmless the City of Cosmopolis Fire Department from all claims, costs, damages or expenses arising out of the negligent acts or omissions of DNR. Likewise, the City of Cosmopolis Fire Department shall indemnify DNR from all claims, costs, damages or expenses arising out of the negligent acts or omissions of the City of Cosmopolis Fire Department. In the case of negligence of both the City of Cosmopolis Fire Department and DNR, any damages shall be levied in proportion to the percentage of negligence attributable to each party. For this purpose, each party by mutual negotiation, hereby waives any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW.

16.0 Insurance. Before using any of said rights granted herein and its own expense, City of Cosmopolis Fire Department shall purchase and maintain, [**optional:** or require its agent(s)/subcontractor to purchase and maintain,] the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

City of Cosmopolis Fire Department shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. City of Cosmopolis Fire Department shall also provide renewal certificates as appropriate during the term of this Agreement.

City of Cosmopolis Fire Department shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of City of Cosmopolis Fire Department to have its subcontractors and agents comply with the insurance requirements contained herein does not limit City of Cosmopolis Fire Department's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: City of Cosmopolis Fire Department shall purchase and maintain commercial general liability insurance with a limit of not less than \$2,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed Agreement No. 93-103992

operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: City of Cosmopolis Fire Department shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$2,000,000 each accident for bodily injury by accident and \$2,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: City of Cosmopolis Fire Department shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." City of Cosmopolis Fire Department waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): City of Cosmopolis Fire Department shall comply with Title 51 RCW by maintaining worker's compensation insurance for its employees. City of Cosmopolis Fire Department waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance.

ADDITIONAL PROVISIONS:

Additional Insured: DNR, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If City of Cosmopolis Fire Department is self-insured, including insurance under a recognized governmental entity insurance pool evidence of its status as a self-insured entity Agreement No. 93-103992

shall be provided to State. The evidence should demonstrate that City of Cosmopolis Fire Department’s self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of City of Cosmopolis Fire Department is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: City of Cosmopolis Fire Department waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

17.0 Covid-19 Vaccination Requirement. Pursuant to Proclamation 21-14.2 – COVID-19 Vaccination Requirement, as now or hereafter amended by the Governor (“Proclamation”), contractors who have goods, services, or public works contracts with a Washington state agency, including the Department of Natural Resources (DNR), must ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements of the Proclamation, unless exempted as prescribed by the Proclamation. Compliance with the Proclamation is mandatory. Contractor shall comply with the Proclamation.

18.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

19.0 Contract Management.

District Contract Manager Information	DNR Contract Manager Information
Darrin Raines City of Cosmopolis Fire Department 1300 1 st St. Cosmopolis, WA 98537 <i>Phone:</i> 360-532-9230 <i>Fax:</i> N/A <i>Email address:</i> Draines@cosmopoliswa.gov	Aidan Palm Department of Natural Resources 601 Bond Rd. Castle Rock, WA 98611 <i>Phone:</i> 360-575-5089 <i>Fax:</i> N/A <i>Email address:</i> Aidan.palm@dnr.wa.gov
District Project Manager Information	DNR Project Manager Information

Darrin Raines City of Cosmopolis Fire Department 1300 1 st St. Cosmopolis, WA 98537 <i>Phone:</i> 360-532-9230 <i>Fax:</i> N/A <i>Email address:</i> drains@cosmopoliswa.gov	Jeff Bortner Department of Natural Resources 601 Bond Rd. Castle Rock, WA 98611 <i>Phone:</i> 360-575-5089 <i>Fax:</i> N/A <i>Email address:</i> jeff.bortner@dnr.wa.gov
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By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

**CITY OF COSMOPOLIS
FIRE DEPARTMENT**

**STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES (DNR)**

Signature	Date
<hr/>	
Name	
Fire Chief	
Title	
<hr/>	
111 D St.	
Cosmopolis, WA 98537	
Address	
360-532-6429	
Telephone	

Signature	Date
<hr/>	
Eric Wisch	
Name	
Pacific Cascade Region Manager	
Title	
<hr/>	
601 Bond Rd .	
Castle Rock, WA 98611	
Address	
360-575-5089	
Telephone	

ATTACHMENT A

SCOPE OF WORK

This agreement is to allow City of Cosmopolis Fire Department to provide personnel for wildfire or emergency response within the State of Washington and to define DNR's responsibility to pay and reimburse City of Cosmopolis Fire Department. This includes IMT members and wildland resources (personnel, equipment, services and supplies available, or potentially available, for assignment to incidents) Personnel and equipment are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical, support or overhead capacities at an incident. This agreement will not be an avenue for dispatches to fires outside of the State of Washington with the exception of rostered Type 1, 2 and 3 IMT members. This agreement does not address wildfire or emergency response operations, incident command or operational decisions.

If a District/Department has a Forest Land Response Agreement (FLRA) it will take precedence over this agreement for dispatches to wildfire incidents, and this agreement will only be used for dispatching of IMT members to non-wildfire/all-hazard incidents.

This agreement extends to all District/Department members as defined below:

- Washington Fire Service (WFS) agency personnel that are full-time and part-time paid employees, and personnel under contract/agreement with the District/Department will be paid by the District/Department. DNR will reimburse District/Department costs as outlined in this agreement. Personnel covered under this section are regularly paid by the agency for performed work and are compensated the same for work including if assigned to an incident covered by this agreement "Full and Part Time Personnel."
- Members dispatched by DNR from a WFS agency that have contracts for the sole purpose of responding to wildfire or non-wildfire incidents outside of the agency's jurisdictional boundaries are paid by the agency and reimbursed in accordance with the Washington State Wage & Equipment Rate Guide "Temporary Personnel."
- Members of a WFS agency who are volunteers will need to be hired by DNR via the DNR casual hire process and paid directly by DNR. This may be completed pre-season, and shall be completed prior to the first dispatch. The local DNR Region office will handle the casual hire process.

District/Department agrees that/to:

- 1) All personnel dispatched will have a valid Incident Qualification Card (red card) stating current qualifications; and will adhere to qualifications and standards described in PMS 310-1;
- 2) Provide a copy of the Master IQS Record for each participating employee (needed to update status in Interagency Resource Ordering Capability (IROC));
- 3) Provide local DNR Dispatch with status of each employee who is listed as a rostered IMT member every Monday by 1200 hours. Dispatch will then update their status in IROC for that week (0800 Tuesday to 0800 Tuesday).
- 4) All personnel and equipment dispatched will be paid by the District/Department; (except volunteers will follow payment procedures outlined in their individual agreement and be paid directly by DNR);
- 5) All Equipment and Personnel dispatched under this agreement will arrive at each incident with a copy of their current agreement.
- 6) Invoice for personnel, equipment, & travel cost billed to DNR shall be submitted within sixty (60) days and will include the following:

- a. DNR Personnel Reimbursement Request Worksheet
 - b. Original Emergency Fire Time Report (OF-288); hourly wage rate including salaries & benefit (regular and OT) for personnel hours on the OF-288.
 - c. Original Shift Ticket (OF-297) documenting mileage to/from incident as well as daily mileage incurred on the incident signed by incident supervisor.
 - d. Original Emergency Equipment Use Invoice (OF-286) signed by finance section on the incident.
 - e. Copy of district/department shift schedule
 - f. Earning statements showing hourly wage for each employee
 - g. Receipts or Copy of Employee travel reimbursement for travel expenses.
 - h. Copy of Resource Order card.
- 7) Volunteers shall submit original copies of payment documents directly to the DNR region office for payment.
- 8) For fire line or off-road use, only utilize agency owned vehicles or procured rental vehicles. If agency owned vehicles are available, they shall be used prior to procuring a rental vehicle.
- a. Rental vehicles for off-road use must be procured using the USFS NERV rental vehicle agreement.
 - b. Off-road rental vehicles procured from alternative sources other than the agreement listed above are not compensable.
 - c. Rental vehicle authorization must be documented on the resource order. Please speak with your local DNR Region for more specific information.
 - d. In order to provide appropriate tracking for all rental vehicles, rentals ordered for overhead shall be ordered using the resource's O#. They do not require their separate resource order number.
 - e. The use of USFS NERV rental vehicles is specific to off-road use. Rental vehicles used for non-fire line positions must be approved on the resource order, and shall be rented through alternative sources other than the USFS NERV rental vehicle agreement.

DNR agrees that/to:

- 1) Status the employee in the Interagency Resource Ordering Capability System (IROC).
- 2) Dispatch resources on pre-season IMT rosters, and alternate pool list.
- 3) Reimburse the District/Department within 30 days of receipt of complete & accurate invoice and required documentation.
- 4) Reimburse the District/Department for Temporary Personnel under contract or agreement with the District/Department, as defined above, per the Interagency Wildfire Resource Wage Rates in the Washington State Wage & Equipment Rate Guide.
- 5) Reimburse the District/Department for Full and Part Time Personnel (as defined above) to the resource provider at the resource provider's actual total cost. This will include backfill cost for the Full-time Personnel as outlined in the State Mobilization Plan.
 - a. DNR will reimburse district/department of all regular scheduled hours for the personnel assigned to the incident.
 - b. The DNR will not pay for muster time, wildland premium pay, portal to portal, or other unspecified pay provisions.
 - c. Sleeping Periods, Meal Breaks, Time required for vehicle/equipment maintenance, Crew Change Time, Out of Service Time are considered non-compensable.

- 6) Reimburse Fire Service District/Department for approved travel expenses. The following guidelines apply:
- a. Per-diem is authorized for resources while traveling to an incident for meals that they are in travel status for the entire DNR designated meal period, and will be based on where the resource stops to sleep.
 - i. Breakfast: 7AM-8AM
 - ii. Lunch: 12PM-1PM
 - iii. Dinner: 6PM-7PM
 - b. Once arriving at an incident all resources shall stay and eat in camp. Resources may not seek reimbursement for meals or lodging unless services are not provided by the incident.
 - c. Approval for per diem shall be documented on the resource order card, or through written approval including justification, from the Incident Commander.
 - d. Reimbursement for approved per-diem for incidents in Washington will be paid in accordance with Washington State Office of Financial Management (OFM) rates. Receipts are not required.
 - e. Reimbursement for approved per-diem for incidents outside Washington, will be paid using the U.S. General Service Administration (GSA) daily per diem rates, applying the following breakdown: 25% for Breakfast, 30% for Lunch, 45% for Dinner, applied to daily totals including meals & incidental rates. Receipts are not required.
 - f. Local resources who return home each night, and do not remain in camp overnight will not be entitled to per diem.
 - g. Hotels will only be reimbursed at actual expenses including daily rate and applicable taxes, not to exceed the government rates established in (GSA). All hotel reimbursements require an itemized receipt, and must be approved with a resource order or written approval from the Incident Commander. Booking fees associated with online travel agents are non-compensable.
 - h. Alternate accommodations may be utilized at the expense of the user. The cost for alternative accommodations is not reimbursable.
 - i. For travel home if sack lunches are provided, per diem claims will not be reimbursed.
 - j. Travel time to and from the incident will be paid according to the DNR pay provisions in the Washington State Wage & Equipment Rate Guide.
 - k. Travel time and cost associated with picking up and dropping off rental vehicles will be paid according to the DNR pay provision in the Washington State Wage & Equipment Rate Guide.
- 7) Reimburse the district/department for all approved supply expenses approved at the incident. The following guidelines apply
- a. All supply expenses, with the exception of rental car fuel, require a resource order from the incident in order to be reimbursable.
 - b. Itemized receipts must be included for all supply purchases in order to be eligible for reimbursement.
- 8) To pay all volunteers directly, unless otherwise requested in writing by the Chief. Volunteers will be paid for hours worked at the rates in the Washington State Wage & Equipment Rate Guide.
- 9) Reimburse district/department for Equipment Cost at the rates published in the Washington State Wage & Equipment Rate Guide.
- a. All equipment will be paid at the wet rate
 - b. All equipment will be paid based on the resource order

- c. All equipment will be paid according to the DNR provisions in the Washington State Wage & Equipment Rate Guide.

DRAFT

RETURN TO:
City of Cosmopolis
P.O. Box 2007
Cosmopolis, WA 98537

QUIT CLAIM DEED

Document Title: Quit Claim Deed.
Auditor's File Numbers:
Grantor(s): Friendly Village Associates of Olympia, LP
Grantee: The City of Cosmopolis
Legal Description: COS AC TAX 10
Assessor's Property Tax Parcel Number(s): 417091423005

THE GRANTOR(S), Friendly Village Associates of Olympia, LP, for and in consideration of love and affection (gift), conveys and quit claims to the City of Cosmopolis, the following described real estate, situated in the County of Grays Harbor, State of Washington, together with all after acquired title of the grantors herein:

That portion of Government Lot 5, Section 14, Township 17 North, Range 9 West of the Willamette Meridian, described as follows:

Beginning at the Southwest corner of the Northwest Quarter of said Section 14;
thence East to the Westerly line of vacated "K" Street;
thence Northeasterly on said Westerly line of vacated "K" Street to the Southerly line of the right of way of the Oregon-Washington Railway and Navigation Company;
thence Northwesterly on said Southerly line to a certain slough;
thence Westerly on the Southerly line of said slough to the West line of said Section 14;
thence South along said West line to the point of beginning;
Situate in Grays Harbor County, State of Washington.

The above-described real estate shall be used by the City of Cosmopolis in perpetuity as a public park during day-time hours, and for no other purpose. In the event that the City of Cosmopolis ceases to use said real estate as a public park during day-time hours, title to said real estate shall revert back to the grantor, or its successor. The City of Cosmopolis shall be prohibited from conveying or selling said real property to a third party.

Dated: _____

Daniel Druzianich, Chairman
Friendly Village Associates of Olympia, LP
Grantor

STATE OF WASHINGTON)
) ss
_____ COUNTY)

I certify that I know or have satisfactory evidence that Daniel Druzianich is the person who appeared before

me, and said person acknowledged that she signed this instrument and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

Given under my hand and official seal this _____ day of _____, 2022.

NOTARY PUBLIC in and for the State of Washington

RETURN TO:
City of Cosmopolis
P.O. Box 2007
Cosmopolis, WA 98537

DRAFT

QUIT CLAIM DEED

Document Title: Quit Claim Deed.
Auditor's File Numbers:
Grantor(s): Friendly Village Associates of Olympia, LP
Grantee: The City of Cosmopolis
Legal Description: COS AC SE NE SWLY OF NP RY RW
Assessor's Property Tax Parcel Number(s): 417091514004

THE GRANTOR(S), Friendly Village Associates of Olympia, LP, for and in consideration of love and affection (gift), conveys and quit claims to the City of Cosmopolis, the following described real estate, situated in the County of Grays Harbor, State of Washington, together with all after acquired title of the grantors herein:

The Southeast quarter of the Northeast quarter of Section 15, Township 17 North, Range 9 West of the Willamette Meridian, lying Southwesterly of right-of-way of Northern Pacific Railway and Oregon-Washington Railway;
Situate in Grays Harbor County, State of Washington.

The above-described real estate shall be used by the City of Cosmopolis in perpetuity as a public park during day-time hours, and for no other purpose. In the event that the City of Cosmopolis ceases to use said real estate as a public park during day-time hours, title to said real estate shall revert back to the grantor, or its successor. The City of Cosmopolis shall be prohibited from conveying or selling said real property to a third party.

Dated: _____

Daniel Druzianich, Chairman
Friendly Village Associates of Olympia, LP
Grantor

STATE OF WASHINGTON)
) ss
_____ COUNTY)

I certify that I know or have satisfactory evidence that Daniel Druzianich is the person who appeared before me, and said person acknowledged that she signed this instrument and acknowledged it to be her free and voluntary act

for the uses and purposes mentioned in the instrument.

Given under my hand and official seal this _____ day of _____, 2022.

NOTARY PUBLIC in and for the State of Washington

**INTERLOCAL AGREEMENT FOR
ANIMAL CONTROL SERVICES**

THIS INTERLOCAL AGREEMENT FOR ANIMAL CONTROL SERVICES ("Agreement") is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, upon the dates stated below, by and between the following municipal corporations of the State of Washington: the Cities of Aberdeen ("Aberdeen") and Cosmopolis ("Cosmopolis").

1. SERVICES. Aberdeen shall provide boarding facilities for impounded domestic dogs and cats from Cosmopolis, including regular feeding, humane shelter and euthanasia services, and the impoundment of aggressive animals, as provided herein.

2. USE OF ANIMAL SHELTER. Cosmopolis shall be provided access to Aberdeen's animal shelter twenty-four (24) hours per day, seven (7) days a week, and shall promptly notify Aberdeen when it places animals in the facility and when it removes animals it has placed in the facility. Cosmopolis shall only place cats or dogs in the facility with a maximum of five (5) animals per month. Aberdeen shall provide boarding services in accordance with its current policies and procedures. Boarding services shall not include handling upon initial delivery of impounded animals, transportation, or veterinarian services, except as otherwise provided herein.

3. DISPOSITION OF IMPOUNDED ANIMALS. Aberdeen shall hold animals impounded by Cosmopolis for ninety-six (96) hours unless the animal is redeemed or a longer hold is directed by Cosmopolis. Aberdeen shall release animals to the owner upon presentation of a receipt issued by Cosmopolis authorizing redemption of the animal. If the animal is not redeemed, and Cosmopolis has not requested an extended hold, it may be euthanized after ninety-six (96) hours, and Cosmopolis will be billed for an impound fee, four (4) days of boarding, the cost of euthanasia, and disposal fees.

4. VETERINARY CARE. Aberdeen shall not accept any sick or injured animal. If an animal impounded by Cosmopolis becomes sick or injured, Cosmopolis shall be responsible for obtaining any necessary veterinary care for the animal, including transportation of the animal to the veterinarian. If Cosmopolis fails to obtain timely veterinary care after notice by Aberdeen and Aberdeen obtains such care, Cosmopolis shall reimburse Aberdeen for all costs incurred, including transportation and handling.

5. AGGRESSIVE ANIMALS. Aberdeen's animal control officer shall respond at the request of a Cosmopolis law enforcement officer to assist with the impoundment of aggressive dogs or cats. Cosmopolis law enforcement officers shall issue any required impound notices or citations under Cosmopolis ordinances. Aberdeen shall impound and deliver an aggressive animal to its facility to be held pending adjudication by Cosmopolis.

6. FEES. The following fees are in effect:

Impound Fee	\$25.00 per animal
Boarding Fee	\$6.00 per day (\$10.00 for aggressive animal impounds)
Euthanasia Fee	Actual cost per veterinarian
Disposal Fee	Actual cost per disposal

Aggressive animal impounds: \$10.00 per hour for vehicle use plus \$34.81 per hour for animal control officer services (with a one hour minimum per call of \$44.81).

Aberdeen shall provide monthly invoices of all charges incurred to Cosmopolis. The invoices shall be paid within thirty (30) days of receipt by Cosmopolis. Aberdeen reserves the right to increase these fees with thirty (30) days prior notice to Cosmopolis.

7. **INDEMNIFICATION.** Cosmopolis agrees to indemnify and hold harmless Aberdeen and all its officers, agents, employees, or otherwise, from any and all liability, loss or damages to any and all persons and property, costs or judgments against Aberdeen which result from, arise out of, or are in any way connected with, the services to be performed by or for Cosmopolis under this Agreement, including the destruction of an animal impounded by Cosmopolis where Cosmopolis has failed to provide notice to Aberdeen that the animal was redeemed prior to destruction and the failure to provide necessary veterinary care for animals impounded by Cosmopolis where Cosmopolis has been notified that such care is required. This indemnification does not apply to liability arising from the sole negligence of Aberdeen or its representatives.

8. **FORCE MAJUERE.** Aberdeen reserves the right to refuse acceptance of animals from Cosmopolis and terminate boarding services at any time due to acts of God, governmental actions, or other conditions beyond the control of Aberdeen.

9. **INSURANCE.** Each party shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the exercise of the rights and privileges granted by this Agreement. The cost of such insurance shall be borne by each party.

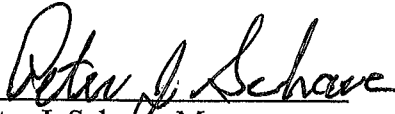
10. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is for the benefit of the signatory parties only, and no other person or entity shall have any rights whatsoever under this Agreement as a third-party beneficiary.

11. **REGULATORY AUTHORITY RESERVED.** Nothing herein shall be construed as waiving, limiting, or otherwise abridging in any manner regulatory authority of either City, which both hereby expressly reserve in full.

12. **EFFECTIVE DATE AND TERMINATION.** This Agreement shall take effect on [redacted]. Either party may terminate this Agreement without cause and at any time by providing

thirty (30) days advance written notice to the other party.

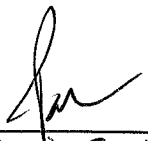
CITY OF ABERDEEN



Peter J. Schave, Mayor

Dated: 8/9/22

Attest:



Patricia Sode, City Clerk

CITY OF COSMOPOLIS

Kyle Pauley, Mayor

Dated: _____

Attest:

Julie Pope, Finance Director

APPENDIX 1

**City of Aberdeen Contractual Animal Control Cost
2022**

These costs are reflective of what our costs are for supplying animal control services for the City of Aberdeen.

These costs do not include the cost of the animal control shelter custodian.

PERSONNEL COST

ACO Officer	\$ 36.48 per hour, which included all contractual benefits
ACO Vehicle	\$ 10.00 per hour for vehicle-included maintenance and fuel
Administration Fees	\$ 3.65 per hour
Per Day Cost	\$ 401.04 based on an 8-hour day
OT Cost	\$ 48.27 per hour plus vehicle time

BOARDING FEE

All Animals	\$ 6.00 day fee will include feeding and care while at shelter
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EUTHANASIA

Actual Cost per Veterinarian

DISPOSAL FEE

Actual Cost of Disposal