



PUBLIC SAFETY COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Monday, April 17, 2023, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Cara Christensen

Councilmembers: Ethan Benson and Rob Wotton

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **836 4577 2692** and Password **1700040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

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- 1) Click this [link](#)
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- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENTS

MINUTES

1. Approval of the minutes dated April 3, 2023.

AGENDA BILLS

2. AB23-050: Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program
3. AB23-051: Permit Parking Ordinance
4. AB23-053: Quarterly Fire Accreditation Report

DISCUSSION

NEW BUSINESS

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT



**PUBLIC SAFETY COMMITTEE
REGULAR HYBRID MEETING MINUTES
Monday April 3, 2023, at 5:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom**

CALL TO ORDER & ROLL CALL

Chair Christensen called the meeting to order at 5:00 PM

Committee Members:

Chair Cara Christensen was present.

Councilmembers Rob Wotton and Ethan Benson were present.

Mayor Ross was also present.

City Staff

Mike Sauerwein, City Administrator

Bob Sterbank, City Attorney

Perry Phipps, Chief of Police

Mike Bailey, Deputy Fire Chief

PUBLIC COMMENTS - None

MINUTES

1. Approval of the minutes dated March 20, 2023.

AGENDA BILLS

2. AB23-050: Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program – Chief Phipps explained the duties and training requirements of the School Resource Officer. City Attorney Sterbank spoke to the details of the amendments that were made on the Memorandum of Understandings (MOU). This item is approved to move forward at the April 10, 2023, City County Meeting on the consent agenda.

DISCUSSION

3. CEMP Review Grant Request Update – Deputy Chief Bailey spoke about the grant for unallocated emergency management grant funds. Snoqualmie Fire was not selected to receive funds. It went to 12 counties and 1 city, which was Tukwila. The CEMP will still be completed this year, but funding will come from the current budget.
4. Norcom Principal's Assembly – Deputy Fire Chief Bailey spoke about Norcom Dispatch and the upcoming Principles Assembly. The assembly is an opportunity for the elected officials to come and get review of their activity and their accomplishments. The date of the assembly will be April 14, 2023, at 9:00 AM at Bellevue City Hall.

NEW BUSINESS

Chief Phipps spoke about Safe Cities. Snoqualmie is still in the top 10. Snoqualmie is the 4th safest against violent crimes.

Chief Phipps spoke about new legislation. The Pursuit and Blake bills were voted on by the House Safety Committee and both passed and will be going to the floor. Will be meeting with Washington Association of Police Chiefs (WASPC) to start the discussion how we can move forward.

Chief Phipps spoke about current crime statistics.

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT

Chair Christensen completed the meeting at 5:52 PM.

DRAFT

Minutes taken from Zoom recording by Deanna Patterson, Administrative Coordinator.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Public Safety Committee Meeting



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-050
April 10, 2023
Consent Agenda

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB23-050: Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve the Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program, and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	n/a	3/31/2023
	Legal	Bob Sterbank	3/31/2022
	City Administrator	Mike Sauerwein	

DEPARTMENT:	Police		
STAFF:	Perry Phipps, Police Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: April 3, 2023	
MEMBERS:	Cara Christensen	Rob Wotton	Ethan Benson
EXHIBITS:	Draft Snoqualmie Valley School District School Resource Officer Program Memorandum of Understanding (Exhibit 1).		

AMOUNT OF EXPENDITURE	\$
AMOUNT BUDGETED	\$ \$
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

This agenda bill requests approval of an updated Memorandum of Understanding with the Snoqualmie Valley School District No. 410 for the School Resource Officer Program.

LEGISLATIVE HISTORY

Agreement Between the City of Snoqualmie and Snoqualmie Valley School District No. 410 for School Resource Officer Program, approved by the City Council via AB13-229 on November 12, 2013.

Agreement Between the City of Snoqualmie and Snoqualmie Valley School District No. 410 for School Resource Officer Program, approved by the City Council via AB16-083 on June 13, 2016.

BACKGROUND

In 2013, the Snoqualmie Valley School District No. 410 (“District”) indicated to the City that it desired the City to provide a dedicated School Resource Officer (“SRO”) within District schools. The parties negotiated an Interlocal Agreement that set forth the terms of the SRO program, including a compensation arrangement by which the District would compensate the City 40% of the total cost of the SRO. Agenda packet materials from 2013 indicate that the City proposed using the same basis to determine the fully-loaded cost of the SRO as was utilized in calculating fully-loaded police officer costs for the Snoqualmie-North Bend police services interlocal agreement. The Agreement was extended in 2016.

In 2021, the Legislature amended certain statutes applicable to school districts, requiring that if a law enforcement agency supplies safety and security staff to work on school property when students are expected to be present, the school district must adopt an agreement with the law enforcement agency meeting various statutory requirements designed to involve the district in hiring and performance evaluation of the SRO, specify minimum training requirements, require certain recordkeeping for incidents in which law enforcement staff are involved that resulted in student discipline, use of force against a student, or a student arrest, along with other related requirements.

The District and Police Department staff have negotiated the provisions of the draft Snoqualmie Valley School District School Resource Officer Program Memorandum of Understanding (Exhibit 1) (“MOU”).

ANALYSIS

The proposed MOU meets the new statutory requirements in a number of ways. It specifies criteria for, provides for District input and/or involvement in, the selection and replacement of an SRO; provides for District input into the SRO performance evaluation; specifies a grievance process by which the District will address and respond to any complaints concerning the SRO; specifies SRO training requirements; and addresses general agreement components such as payment, term and termination, indemnification and the like.

The proposed MOU has been reviewed by the City Administrator and Police Chief, the District’s outside legal counsel and the District Superintendent.

Following consideration by the Public Safety Committee, language from the draft MOU was removed that would have required the City to ensure that any officer assigned to serve as the SRO was vaccinated with an approved COVID-19 vaccine. The MOU draft language referred to the Governor’s Proclamation 21-14.1, which is no longer in effect. Also, language in Article II(A), relating to potential future assignment of multiple SROs, was clarified.

Following remand by the Council to the Public Safety Committee, a new proposed Article II-A was added, to articulate District obligations to support the SRO and SRO Program. Due to the short turnaround time between Council and Committee, the District has not been able to review or provide a response to the new proposed Article II-A. Minor language in Article XII is proposed to be deleted, as redundant to the new Article II-A.

BUDGET IMPACTS

N/A. Under the proposed SRO MOU, the District would continue to reimburse the City for 40% of the fully-loaded cost of the SRO.

NEXT STEPS

N/A.

PROPOSED ACTION

Move to approve the Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program, and authorize the Mayor to sign.

Snoqualmie Valley School District School Resource Officer Program Memorandum of Understanding (MOU)

This Agreement is made and entered into this 10th day of April, 2023 by the Snoqualmie Valley School District #410 (referred herein as “District”) and the City of Snoqualmie (referred to herein as “City”). The City and District are collectively referred to as “the Parties”.

WHEREAS, the City and District are currently parties to the Agreement Between the City of Snoqualmie and Snoqualmie Valley School District No. 410 for School Resource Officer (“SRO”) Program dated June 30, 2016 (“the 2016 Agreement”) and;

WHEREAS, the Parties desire to supersede and replace the 2016 Agreement with a Memorandum of Understanding containing updated provisions reflecting recent changes in state law and provisions for improved coordination and cooperation between the Parties regarding the SRO Program in the District’s public school system;

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

ARTICLE I

PURPOSE. The purpose of this MOU is to memorialize the conditions governing the City of Snoqualmie’s provisions of SRO contract services to the District. The SRO contract services provided include law enforcement and related services, in compliance with RCW 28A.320.124, as described herein.

MISSION. The mission of the SRO Program is to improve school safety and educational climate at the school.

ARTICLE II

OBLIGATIONS OF THE CITY. The City shall provide SROs as follows:

(A) *Provision of SRO.* The City shall assign one (1) regularly employed Snoqualmie Police officer to provide SRO services to District schools within the city limits of Snoqualmie and North Bend. Additional SROs may be assigned by agreement between the City and District. When SRO services are provided by a single officer, the SRO’s assigned region will include the entire District; if multiple SROs are assigned, each SRO will be assigned a region within the cities that may include a combination of high school, middle school, and elementary schools. The SRO services provided are in addition to routine police services already provided by the Snoqualmie Police Department within Snoqualmie and North Bend.

(B) *Selection of an SRO.* At the commencement of this MOU, the designated SRO shall be Officer Kim Stonebraker Weiss, the person providing SRO services during the 2022-2023 school year. Any officer providing SRO services following the conclusion of Officer Stonebraker’s SRO

assignment shall be selected using the following process: The District shall be invited to designate a District representative to participate in an interview process of the potential SRO candidates. After receiving input from the District's representative, the Police Chief shall select the officer assigned to serve as SRO on the basis of the following minimum criteria:

- (1) The ability to effectively deal with a diverse student population;
- (2) The ability to present a positive image and symbol of the entire law enforcement agency. Therefore, the personality, appearance, and communication skills of the SRO should be of such nature so that a positive image of the agency is reflected. A goal of the SRO program is to foster a positive image of law enforcement officers among students, school staff and community members;
- (3) Expressed interest in working with students, school staff and school community members within the scope of the SRO Program;
- (4) The educational background, experiences, interest level, and communication skills of the SRO must be of a high caliber so that the SRO can effectively and accurately provide high quality educational services in the area of law enforcement;
- (5) The desire and ability to work effectively in partnership with the principal and other Building and District administrative staff and employees as a team; and
- (6) Be a general authority peace officer as defined in RCW 43.101.010(10) and RCW 10.93.020(4), who is commissioned to enforce the criminal laws of the state of Washington generally.

(C) Annual Evaluation of SRO. The City shall evaluate SRO performance in accordance with policies, procedures, and applicable CBAs as established by the City and Snoqualmie Police Department. The Police Department will review both written and oral feedback on the SRO provided by the District.

(D) Regular School Duty. The SRO will be generally available during normal school hours. This expectation does not prohibit the SRO from participating in City emergency response or from fulfilling training requirements as determined by the Chief of Police or designee. The SRO and/or the City will attempt to communicate to the District SRO work schedule changes.

(E) SRO Role and Duties. SROs are an integral part of the District's "Layered School Safety Plan." They contribute to the overall safety of the school campus utilizing their expertise, training and experience. SRO's have four overarching, and equally important, roles within the school community:

1. *Fostering Positive School Climate* - SRO's have the unique opportunity to encourage and model positive behavior, and use good judgement and discretion through the following:

- a. Upon request, engage in school activities, such as: attending assemblies, sporting events or other school events to foster a positive school climate through relationship-building and crime prevention;
- b. Work in partnership with Building and District administration to build a culture of open communication and trust among students, staff and school community members by serving as a role model, working with administrators to engage with students who may be facing challenges and identifying mechanisms to connect them with appropriate community resources;
- c. SROs are not responsible for general student discipline and may not be used to attempt to impose criminal sanctions in matters more appropriately handled within the District's educational system; and
- d. Working with Building administration and school staff to create a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment.

2. *Crime Prevention* - Through training, expertise and experience, the SRO has a unique perspective on crime prevention that is valuable to the school community. Identification and education regarding crime prevention tools can be disseminated throughout the school communities in several ways by the SRO, including:

- a. Providing foot patrol on campus and in parking lots;
- b. Monitoring previous crime locations on campus;
- c. Speaking to Building administration and school staff about reducing the opportunity for crimes to occur;
- d. Analyzing possible crime patterns;
- e. Providing law enforcement input into school-based security, including, but not limited to review of campus perimeter security measures and security systems. Any and all recommendations shall be provided to appropriate Building and District administration;
- f. Participate in Threat Assessments at schools as requested. If the assigned SRO is unable to attend, another Officer from the City may attend and provide law enforcement representation;
- g. Attend Threat Assessment training as arranged by the District;
- h. Conduct Crime Prevention Through Environmental Design Assessments ("CPTED") at schools;
- i. Provide Crime Prevention presentations as requested; and
- j. Review and be familiar with the District's "Layered School Safety Plan."

3. *Education* - SROs represent our law enforcement partners and are a valued member of our school community. Upon mutual agreement by the Parties, SRO's may be called upon to provide supplemental educational expertise to members of the school community in the following ways:

- a. Speak to classes on the law, including search and seizure, criminal law, motor vehicle law, etc.;
- b. Provide safety-related training to staff and students including, but not limited to pedestrian safety, bike safety and drivers' safety, as age appropriate;

- c. Provide appropriate active shooter training determined by the Snoqualmie Police Department in consultation with District staff; and
- d. Conduct informational presentations to parent, student, or community groups on relevant topics such as substance abuse, underage drinking, cyber bullying, sexual assault awareness, commercial sexual exploitation, and trafficking of children, etc.

4. *Law Enforcement* - SROs are responsible for law enforcement activities occurring at the schools during school hours, including:

- a. Making arrests and making referrals of possible criminal law violations to the Prosecutor's Office, securing, handling, and preserving evidence, and recovering District property;
- b. Assisting the District in maintaining the peace on District property;
- c. Providing traffic control assistance at schools as needed and/or requested;
- d. Providing school traffic safety emphasis as needed and/or requested;
- e. Responding to schools for child welfare reports;
- f. Working with other law enforcement agencies to recover District property;
- g. Assisting the District in serving court notices or legal documents;
- h. Providing pedestrian and bicycle safety awareness training;
- i. Providing informal law enforcement counseling with students when requested by the Building administration, and the student, when mutually agreed to by all Parties;
- j. Conducting criminal investigations of violations of law on District property, or property immediately surrounding the District property, as assigned by the City. Criminal investigations on campus will be consistent with District Policy and Procedure 3226-Interviews and Interrogations of Students on School Premises;
- k. Engaging in crisis and Emergency Response and Preparedness using the Rapid Responder system to support schools; and
- l. Alternatives to arrest of students should be used if feasible in the determination of the SRO or responding SPD officers. The SRO discretion to act remains the same as that of any other law enforcement officers.

In addition, SRO shall:

- 1. Wear their official law enforcement uniform or alternate uniforms which shall be provided at the expense of the City as mutually agreed upon by the Parties;
- 2. Submit monthly data by the 10th of each month for the prior month;
- 3. Perform other duties as mutually agreed upon by the Parties, such as providing safety and security at District events, provided performance of such duties are legitimately and reasonably related to the SRO program as described in this MOU, and provided such duties are consistent with state and federal law and the policies and procedures of the Parties;
- 4. Read, review and be familiar with law enforcement related District policies and procedures;
- 5. Follow and conform to relative District policies and procedures that do not conflict with policies and procedures of the Police Department;

6. Follow all state and federal laws;
7. Attend all Police Department-mandated training as required to maintain law enforcement qualifications and certifications;
8. Attend School Safety Meetings for the schools within their assigned region;
9. Attend the District's monthly SRO meetings, if the District holds such meetings;
10. Acknowledge the role of an SRO as an informal teacher and counselor, and law enforcement officer; provided, however, that the SRO is not and need not work in the role of serving as a classroom teacher as defined in RCW 28A.150.203(7);
11. Recognize when to informally interact with students to reinforce school rules and when to enforce the law;
12. Adhere to all department policies related to recording devices (including In-Car and Body Worn Camera systems), if in use; and
13. Per RCW 10.93.160, the SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about any individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law.

(F) Training Requirements. The City retains the authority and responsibility for training its employees, including SROs. The City, by signing this MOU, confirms the SROs assigned to the District have been trained, or are scheduled to be trained, in all the topics required by RCW 28A.320.124(1). Additionally, there are (2) components to the training requirements, and the Parties understand, and agree to, the following classroom and on the job training requirements:

1. The following classroom requirements must be completed within the first six months of working on a school campus, including:

- a. Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
- b. Child and adolescent development;
- c. Trauma-informed approaches to working with youth;
- d. Recognizing and responding to youth mental health issues;
- e. Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- f. Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, LGBTQ, immigrant, female, and nonbinary students;
- g. Local and national disparities in the use of force and arrests of children;
- h. Collateral consequences of arrest, referral for prosecution, and court involvement;
- i. Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- j. De-escalation techniques when working with youth or groups of youth;
- k. State law regarding restraint and isolation in schools, including RCW 28A.600.485;

l. The Federal Family Education Rights and Privacy Act (20 U. S. C. Sec. 1232g) requirements including limits on access to and dissemination of student records for noneducational purposes; and

m. Restorative justice principles and practices.

2. Two days of on-the-job training with an experienced SRO, at the school of the experienced SRO, must be completed prior to assuming responsibility for their assigned region. In the event that the City provides SRO services using only one SRO, the on-the-job training may be provided by an experienced SRO serving in another school district.

(J) *Support Services to be Provided by the City.* The City and the SRO will supply the following services:

1. The City will submit monthly reports to the District by the 10th of each month for the prior month to include the following:

a. Each call for law enforcement service and the outcome, including student arrest and referral for prosecution disaggregated by school, offense type, race, gender, and age. For purposes of this subsection (J)(1)(a), “calls for law enforcement services” means events where the SRO or other police officer makes an arrest, conducts a criminal investigation and/or makes a referral to the prosecutor’s office concerning an incident occurring at a District facility and/or involving a District student. If the District provides data to the City concerning students who have an individualized education program or plan developed under Section 504 of the Federal Rehabilitation Act of 1973 (“IEP”), data reported by the City under this subsection (J)(1)(a) will also be disaggregated by students with an IEP following receipt of IEP-related information from the District;

b. Date, school and number of hours and topics of SRO instructional time in classrooms;

c. Date and school name of any SRO participation in threat assessments;

d. functions or activities not listed above; and

e. Invoice for specific events and extra-duty assignments by the SRO.

2. Maintain and file uniform crime reporting (UCR) records according to law;

3. Investigate all incidents and complete investigation in a timely manner;

4. Provide coordination, development, implementation, and evaluation of security programs in the assigned school locations;

5. Provide each SRO with a patrol vehicle as required and all other necessary or appropriate police equipment. The cost of purchasing, maintaining, and repairing police equipment provided under this MOU shall be borne by the City;

6. Maintain records in compliance with state and federal law;

7. Coordinate with Building or District administrators, staff, law enforcement agencies, and the courts to promote order on the school campuses;

8. Make presentations to community groups as authorized by the SRO’s Snoqualmie Police Department Supervisor;

9. Maintain criminal justice standards as required by law; and

10. At least one supervisory representative from the Snoqualmie Police Department

should attend the scheduled District Safety Advisory Committee meetings.

(K) *No Special Duty.* The Parties do not intend to create any “special relationship” or “special duty” by entering into this MOU. The City expressly disclaims any guarantee as to the safety or security of persons or property at the District’s schools or on school grounds, and makes no representations or warranties as to such safety or security by entering into this MOU. Specifically, the Parties understand and agree that the City has no greater duty with regard to the safety and security of persons or property at the District’s schools than it does with regard to the general public in providing law enforcement services throughout the Cities of Snoqualmie and North Bend. The provisions of this MOU are for the benefit of the Parties, and do not create any rights of or duties to any third parties. Both parties also understand and agree that the District (and not the City) retains sole legal responsibility for the safety and security of the District, its employees, students and property, and this MOU does not alter that responsibility in any way.

ARTICLE II-A

DISTRICT OBLIGATIONS. The District and its employees shall support the SRO in the provision of SRO duties and the SRO Program as set forth herein. Support shall include, but not be limited to, timely provision to the SRO of the following:

- A. A well-lighted, suitable office within assigned school property to be used by the SRO during on-site SRO work. The office shall include a telephone, 4-drawer locking cabinet, desk, chair and reasonable office supplies;
- B. Police parking space;
- C. Reasonable availability of District staff for consultation and/or interviews, as applicable, concerning the SRO’s performance of matters within the scope of this Agreement, including without limitation interviews pursuant to the SRO’s investigation of criminal incidents under Article II(E)(4)(j) above;
- D. Information concerning possession by any person on school grounds of unlawful drugs or weapons, or other unlawful activity, except in the event a District employee is prohibited by law from disclosing certain information, in which case only the employee who is subject to such prohibition is excused from the obligation to provide the information; and
- E. Such other information, resources or equipment reasonably related to the proper execution of the SRO duties set forth in this MOU.

ARTICLE III

GRIEVANCES. Any grievance related to the SRO or the SRO Program shall be handled pursuant to the following process. The point of contact for this process is the District’s Superintendent.

Step One of the Grievance Process:

The parent or guardian or adult student will present the complaint in writing to the Building administrator or their designee within ten school days of the action or incident that gave rise to the complaint. The written statement of the complaint will contain:

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- A. The facts upon which the complaint is based as the parent or guardian or adult student who is filing the complaint sees them;
- B. A reference to the policies/procedures of the District which have allegedly been violated; and
- C. The remedies sought. Failure to submit a written complaint within the timeline specified above will result in waiver of the complaint. The Building administrator or designee will provide a copy of any complaint related to the SROs or SRO Program to the Police Chief within two (2) business days of receipt of the complaint, and invite comment on or response to the complaint from the SRO or other Police Department representative, as applicable.

If a written complaint is filed in compliance within the timeline specified above, the parent or guardian or adult student will discuss this complaint with the Building administrator or their designee. A sincere effort will be made to resolve the complaint at this level. The Building Administrator or their designee will meet with the parent, guardian or adult student within ten (10) school days of filing the complaint unless otherwise agreed by the parent, guardian or adult student and the Building Administrator or for good cause. The Building Administrator or designee shall issue a written decision concerning the complaint. If ~~the~~ complaint is not resolved to the complainant's satisfaction ~~at~~ at Step One and if the parent or guardian or adult student does not appeal the ~~decision~~ complaint to the associate superintendent or their designee in writing within five (5) school days of the parent or guardian or adult student's meeting with the Building administrator or their designee, the complaint will be waived.

Step Two of the Grievance Process:

If after Step One, the complaint is not resolved to the complainant's satisfaction ~~resolution is not made~~, the parent or guardian or adult student can appeal ~~the complaint~~ to the associate superintendent or their designee in writing within five (5) school days of the parent or guardian or adult student's meeting with the Building Administrator or their designee. The associate superintendent or designee will provide a copy of the appeal to the SROs or SRO Program to the Police Chief within two (2) business days of receipt of the appeal, and invite comment on or response to the appeal from the SRO or other Police Department representative, as applicable. the associate superintendent or their designee will, within ten (10) school days of the receipt of the complainant's written appeal, meet with that parent or guardian or adult student to hear their claim, unless otherwise agreed to by the parent or guardian or adult student and the associate superintendent or designee or for good cause.

The associate superintendent or their designee will render a decision regarding the appeal within ten school days of the parent or guardian or adult student's meeting with the associate superintendent or their designee unless otherwise agreed to by the parent or guardian or adult student and associate superintendent or designee or for good cause. The associate superintendent or their designee's decision will be considered final. The associate superintendent or designee shall provide a copy of the decision to the SRO or Police Chief.

ARTICLE IV

SRO EMPLOYMENT & SPECIAL EVENTS. The SRO shall be an employee of the City and not an employee of the District. The SRO shall remain responsive to the supervision and chain of

command of the City and Snoqualmie Police Department, which shall be responsible for the hiring, training, discipline, and dismissal of its personnel, including the SRO.

This MOU does not prevent the District from hiring an individual serving as an SRO to perform duties that are not the duties of the SRO set forth in this MOU, e.g., the employment of an individual who also serves as an SRO to coach athletics, drive a school bus, or otherwise serve the District in a capacity other than that of an SRO. The District acknowledges that City Personnel Policies require that outside employment by a City employee requires prior approval by the City Administrator. Such outside employment of an individual serving as an SRO by the District shall be completely separate from and not controlled by this MOU, except that the District agrees that it will not hire an individual serving as an SRO without first confirming City Administrator approval of the SRO's outside employment. If the District chooses to employ an individual serving as an SRO to perform duties that are not duties of the SRO under this MOU, the individual shall at all times while performing such duties for the District acting in their capacity solely as an employee of the District and not in their capacity as an employee of the City. During such employment, the District shall be solely responsible for the compensation, training, discipline, and dismissal of such individual and solely responsible for the individual's acts, errors, or omissions in performing the duties of such separate employment for the District.

Special events, such as extra-duty assignment, site security for after-hours events, or special requests shall be executed per past practice; the District will request these specific services through the Police Department extra-duty assignment coordinator. The City will bill the District for additional officers/duties as provided. The City will endeavor to assign one (1) SRO to extra-duty events, in addition to other officers. Billing for these events shall be separate from the billing for standard SRO charges. If the District requires the SRO to work a special event during the evening or weekend, the District shall reimburse the City of Snoqualmie for the cost of the overtime, unless the Department, SRO and the school administrator agree to a flex time arrangement not less than 7 days in advance of the evening or weekend event in accordance with the City and Snoqualmie Police Association collective bargaining agreement, in which case no overtime reimbursement by the District shall be required. The hourly rate for overtime shall be as established in the applicable collective bargaining agreement between the City of Snoqualmie and the Snoqualmie Police Association.

ARTICLE V

PAYMENT. In consideration of the services provided herein, the District shall pay to the City the fully loaded costs of employing the SRO(s) multiplied by 40%. The City will determine the fully loaded cost of each SRO, and invoice the District on a quarterly basis. The District shall pay the invoices within thirty (30) days of receipt thereof. Except as provided in Articles IV and V, no other consideration will be required during the term of this MOU for in-school SRO services called for herein.

ARTICLE VI

CONFLICTS. The Parties, their agents, and employees will cooperate in good faith in fulfilling the terms of this MOU. Unforeseen difficulties in questions will be resolved by negotiations

between the Superintendent/designee of the District and the Chief of Police or designee of the City. The designated representatives will meet at least annually, or as needed, to resolve potential conflicts.

ARTICLE VII

CHANGE IN TERMS. Changes in the terms of this MOU may be accomplished only by an amendment in writing approved by the City and the District.

ARTICLE VIII

SRO REPLACEMENT. If the District desires to request that the Police Chief relieve an officer from the SRO assignment, the Superintendent or designee shall communicate such a request in writing to the City outlining the reasons for the requested change. The City Administrator, Police Chief and/or their designees shall meet with the Superintendent or designee within ten (10) business days of receipt of the request to discuss the requested change in SRO assignment. The City agrees to give due consideration to the District's request, and will render a decision regarding the request within ten (10) business days of the meeting. The Police Chief's determination concerning the individual assigned as the SRO shall be final.

ARTICLE IX

TERMINATION AND TERM OF MOU. The District shall receive the SRO services described in Article II for the term of this MOU. The term of this MOU shall commence upon the later date of execution by either Party ("Effective Date"), and continue until December 31, 2024 ("Term") unless terminated as provided herein; provided, however, that unless this Agreement is terminated as set forth below, it shall automatically renew for one or more additional two (2) year Renewal Term(s), based upon the same terms and conditions set forth in this MOU, except for adjustment of the annual fee, or as otherwise amended by mutual agreement of the parties. The District shall receive the SRO services described in Article II for the full term of this MOU. This MOU may be terminated by either party as follows:

- a. upon sixty (60) days written notice that the other party failed to substantially perform in accordance with the terms and conditions of this MOU through no fault of the party initiating termination; or
- b. upon written notice delivered by one party to the other a minimum of ninety (90) days prior to the end of the Term or any Renewal Term;
- c. upon fourteen (14) days written notice in the event an emergency is declared by Governor, Washington Secretary of Health, King County Health Officer or Mayor of Snoqualmie, that impacts daily operations of the City and/or District, as applicable, and that renders performance of this MOU impossible or impracticable.

In the event this MOU is terminated, compensation will be made to the City for all services performed to the date of termination consistent with Article V.

The District will be entitled to a prorated refund consistent with the payment contained in Article V for each day that the SRO services are not provided because of termination of this MOU prior to the expiration of the Term or a Renewal Term.

ARTICLE X

Notwithstanding this MOU, the District shall receive all police services typically provided by the City within the Cities of Snoqualmie and North Bend, in addition to the SRO services described in this MOU.

ARTICLE XI

The Parties will collaborate on identifying and accessing funding sources for the SRO program that include, but are not limited to, state and federal grants.

ARTICLE XII

~~The District shall provide the SRO the following materials and facilities necessary to perform their duties, enumerated herein:~~

~~i. Access to a private area, workspace, office, or conference room, which is properly lighted, with a telephone to be used for general business purposes.~~

ARTICLE XIII

INDEMNIFICATION. The City shall indemnify and hold harmless the District and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act of omission of the City, its officers, agents, and employees, or any of them, in the performance of this MOU. In the event that any such suit based upon such a claim, action, loss, or damage is brought against the District, the City shall defend the same at its sole cost and expense; provided, that the District reserves the right to participate in such suit if any principle of government or public laws is at issue. If final judgment be rendered against the District and its officers, agents, and employees, or any of them, or jointly against the District and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.

In executing this MOU, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility which arises in whole or in part from the existence or effect of District policies, procedures, rules, or regulations, including without limitation any provision of this MOU. If any cause, claim suit, action or administrative proceeding is commenced in which any such District policy, procedure, rule, or regulation is principally at issue, the District

shall defend the same at its sole expense and if judgment is entered or damages are awarded against the District, the City or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.

The District shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act or omission of the District, its officers, agents, and employees, any of them, in the performance of this MOU. In the event that any suit based on such a claim, action, loss or damage is brought against the City, the District shall defend the same at the sole costs and expense; provided that the City retains the right to participate in said suit if any principle of government law is at issue; and if final judgment be rendered against the City and the District and their respective officers, agents and employees, or any of them, the District shall satisfy the same.

ARTICLE XII~~IV~~

REASSIGNMENT OF SRO. Based on operational need, due to extended staffing shortage or other reasons as determined in the City's reasonable discretion, the City may re-assign the SRO to the police department patrol schedule for such temporary period as the City may determine. The re-assignment may be effective following 15 days' written notice to the District. During the temporary re-assignment, the SRO's salary, wages, and overtime will be funded 100% by the City.

ARTICLE XI~~V~~

2016 AGREEMENT SUPERSEDED. Upon the Effective Date of this MOU, the 2016 Agreement is superseded and of no further force or effect.

Dan Schlotfeldt
Superintendent
Snoqualmie Valley School District #410

Katherine Ross, Mayor
City of Snoqualmie

Date

April ~~10~~, 2023
Date

Snoqualmie Valley School District School Resource Officer Program Memorandum of Understanding (MOU)

This Agreement is made and entered into this 10th day of April, 2023 by the Snoqualmie Valley School District #410 (referred herein as “District”) and the City of Snoqualmie (referred to herein as “City”). The City and District are collectively referred to as “the Parties”.

WHEREAS, the City and District are currently parties to the Agreement Between the City of Snoqualmie and Snoqualmie Valley School District No. 410 for School Resource Officer (“SRO”) Program dated June 30, 2016 (“the 2016 Agreement”) and;

WHEREAS, the Parties desire to supersede and replace the 2016 Agreement with a Memorandum of Understanding containing updated provisions reflecting recent changes in state law and provisions for improved coordination and cooperation between the Parties regarding the SRO Program in the District’s public school system;

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

ARTICLE I

PURPOSE. The purpose of this MOU is to memorialize the conditions governing the City of Snoqualmie’s provisions of SRO contract services to the District. The SRO contract services provided include law enforcement and related services, in compliance with RCW 28A.320.124, as described herein.

MISSION. The mission of the SRO Program is to improve school safety and educational climate at the school.

ARTICLE II

OBLIGATIONS OF THE CITY. The City shall provide SROs as follows:

(A) Provision of SRO. The City shall assign one (1) regularly employed Snoqualmie Police officer to provide SRO services to District schools within the city limits of Snoqualmie and North Bend. Additional SROs may be assigned by agreement between the City and District. When SRO services are provided by a single officer, the SRO’s assigned region will include the entire District; if multiple SROs are assigned, each SRO will be assigned a region within the cities that may include a combination of high school, middle school, and elementary schools. The SRO services provided are in addition to routine police services already provided by the Snoqualmie Police Department within Snoqualmie and North Bend.

(B) Selection of an SRO. At the commencement of this MOU, the designated SRO shall be Officer Kim Stonebraker Weiss, the person providing SRO services during the 2022-2023 school year. Any officer providing SRO services following the conclusion of Officer Stonebraker’s SRO

assignment shall be selected using the following process: The District shall be invited to designate a District representative to participate in an interview process of the potential SRO candidates. After receiving input from the District's representative, the Police Chief shall select the officer assigned to serve as SRO on the basis of the following minimum criteria:

- (1) The ability to effectively deal with a diverse student population;
 - (2) The ability to present a positive image and symbol of the entire law enforcement agency. Therefore, the personality, appearance, and communication skills of the SRO should be of such nature so that a positive image of the agency is reflected. A goal of the SRO program is to foster a positive image of law enforcement officers among students, school staff and community members;
 - (3) Expressed interest in working with students, school staff and school community members within the scope of the SRO Program;
 - (4) The educational background, experiences, interest level, and communication skills of the SRO must be of a high caliber so that the SRO can effectively and accurately provide high quality educational services in the area of law enforcement;
 - (5) The desire and ability to work effectively in partnership with the principal and other Building and District administrative staff and employees as a team; and
 - (6) Be a general authority peace officer as defined in RCW 43.101.010(10) and RCW 10.93.020(4), who is commissioned to enforce the criminal laws of the state of Washington generally.
- (C) Annual Evaluation of SRO. The City shall evaluate SRO performance in accordance with policies, procedures, and applicable CBAs as established by the City and Snoqualmie Police Department. The Police Department will review both written and oral feedback on the SRO provided by the District.
- (D) Regular School Duty. The SRO will be generally available during normal school hours. This expectation does not prohibit the SRO from participating in City emergency response or from fulfilling training requirements as determined by the Chief of Police or designee. The SRO and/or the City will attempt to communicate to the District SRO work schedule changes.
- (E) SRO Role and Duties. SROs are an integral part of the District's "Layered School Safety Plan." They contribute to the overall safety of the school campus utilizing their expertise, training and experience. SRO's have four overarching, and equally important, roles within the school community:

1. *Fostering Positive School Climate* - SRO's have the unique opportunity to encourage and model positive behavior, and use good judgement and discretion through the following:

- a. Upon request, engage in school activities, such as: attending assemblies, sporting events or other school events to foster a positive school climate through relationship-building and crime prevention;
- b. Work in partnership with Building and District administration to build a culture of open communication and trust among students, staff and school community members by serving as a role model, working with administrators to engage with students who may be facing challenges and identifying mechanisms to connect them with appropriate community resources;
- c. SROs are not responsible for general student discipline and may not be used to attempt to impose criminal sanctions in matters more appropriately handled within the District's educational system; and
- d. Working with Building administration and school staff to create a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment.

2. *Crime Prevention* - Through training, expertise and experience, the SRO has a unique perspective on crime prevention that is valuable to the school community. Identification and education regarding crime prevention tools can be disseminated throughout the school communities in several ways by the SRO, including:

- a. Providing foot patrol on campus and in parking lots;
- b. Monitoring previous crime locations on campus;
- c. Speaking to Building administration and school staff about reducing the opportunity for crimes to occur;
- d. Analyzing possible crime patterns;
- e. Providing law enforcement input into school-based security, including, but not limited to review of campus perimeter security measures and security systems. Any and all recommendations shall be provided to appropriate Building and District administration;
- f. Participate in Threat Assessments at schools as requested. If the assigned SRO is unable to attend, another Officer from the City may attend and provide law enforcement representation;
- g. Attend Threat Assessment training as arranged by the District;
- h. Conduct Crime Prevention Through Environmental Design Assessments ("CPTED") at schools;
- i. Provide Crime Prevention presentations as requested; and
- j. Review and be familiar with the District's "Layered School Safety Plan."

3. *Education* - SROs represent our law enforcement partners and are a valued member of our school community. Upon mutual agreement by the Parties, SRO's may be called upon to provide supplemental educational expertise to members of the school community in the following ways:

- a. Speak to classes on the law, including search and seizure, criminal law, motor vehicle law, etc.;
- b. Provide safety-related training to staff and students including, but not limited to pedestrian safety, bike safety and drivers' safety, as age appropriate;

- c. Provide appropriate active shooter training determined by the Snoqualmie Police Department in consultation with District staff; and
 - d. Conduct informational presentations to parent, student, or community groups on relevant topics such as substance abuse, underage drinking, cyber bullying, sexual assault awareness, commercial sexual exploitation, and trafficking of children, etc.
4. *Law Enforcement* - SROs are responsible for law enforcement activities occurring at the schools during school hours, including:
- a. Making arrests and making referrals of possible criminal law violations to the Prosecutor's Office, securing, handling, and preserving evidence, and recovering District property;
 - b. Assisting the District in maintaining the peace on District property;
 - c. Providing traffic control assistance at schools as needed and/or requested;
 - d. Providing school traffic safety emphasis as needed and/or requested;
 - e. Responding to schools for child welfare reports;
 - f. Working with other law enforcement agencies to recover District property;
 - g. Assisting the District in serving court notices or legal documents;
 - h. Providing pedestrian and bicycle safety awareness training;
 - i. Providing informal law enforcement counseling with students when requested by the Building administration, and the student, when mutually agreed to by all Parties;
 - j. Conducting criminal investigations of violations of law on District property, or property immediately surrounding the District property, as assigned by the City. Criminal investigations on campus will be consistent with District Policy and Procedure 3226-Interviews and Interrogations of Students on School Premises;
 - k. Engaging in crisis and Emergency Response and Preparedness using the Rapid Responder system to support schools; and
 - l. Alternatives to arrest of students should be used if feasible in the determination of the SRO or responding SPD officers. The SRO discretion to act remains the same as that of any other law enforcement officers.

In addition, SRO shall:

- 1. Wear their official law enforcement uniform or alternate uniforms which shall be provided at the expense of the City as mutually agreed upon by the Parties;
- 2. Submit monthly data by the 10th of each month for the prior month;
- 3. Perform other duties as mutually agreed upon by the Parties, such as providing safety and security at District events, provided performance of such duties are legitimately and reasonably related to the SRO program as described in this MOU, and provided such duties are consistent with state and federal law and the policies and procedures of the Parties;
- 4. Read, review and be familiar with law enforcement related District policies and procedures;
- 5. Follow and conform to relative District policies and procedures that do not conflict with policies and procedures of the Police Department;

6. Follow all state and federal laws;
7. Attend all Police Department-mandated training as required to maintain law enforcement qualifications and certifications;
8. Attend School Safety Meetings for the schools within their assigned region;
9. Attend the District's monthly SRO meetings, if the District holds such meetings;
10. Acknowledge the role of an SRO as an informal teacher and counselor, and law enforcement officer; provided, however, that the SRO is not and need not work in the role of serving as a classroom teacher as defined in RCW 28A.150.203(7);
11. Recognize when to informally interact with students to reinforce school rules and when to enforce the law;
12. Adhere to all department policies related to recording devices (including In-Car and Body Worn Camera systems), if in use; and
13. Per RCW 10.93.160, the SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about any individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law.

(F) Training Requirements. The City retains the authority and responsibility for training its employees, including SROs. The City, by signing this MOU, confirms the SROs assigned to the District have been trained, or are scheduled to be trained, in all the topics required by RCW 28A.320.124(1). Additionally, there are (2) components to the training requirements, and the Parties understand, and agree to, the following classroom and on the job training requirements:

1. The following classroom requirements must be completed within the first six months of working on a school campus, including:

- a. Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
- b. Child and adolescent development;
- c. Trauma-informed approaches to working with youth;
- d. Recognizing and responding to youth mental health issues;
- e. Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- f. Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, LGBTQ, immigrant, female, and nonbinary students;
- g. Local and national disparities in the use of force and arrests of children;
- h. Collateral consequences of arrest, referral for prosecution, and court involvement;
- i. Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- j. De-escalation techniques when working with youth or groups of youth;
- k. State law regarding restraint and isolation in schools, including RCW 28A.600.485;

l. The Federal Family Education Rights and Privacy Act (20 U. S. C. Sec. 1232g) requirements including limits on access to and dissemination of student records for noneducational purposes; and

m. Restorative justice principles and practices.

2. Two days of on-the-job training with an experienced SRO, at the school of the experienced SRO, must be completed prior to assuming responsibility for their assigned region. In the event that the City provides SRO services using only one SRO, the on- the-job training may be provided by an experienced SRO serving in another school district.

(J) *Support Services to be Provided by the City.* The City and the SRO will supply the following services:

1. The City will submit monthly reports to the District by the 10th of each month for the prior month to include the following:

a. Each call for law enforcement service and the outcome, including student arrest and referral for prosecution disaggregated by school, offense type, race, gender, and age. For purposes of this subsection (J)(1)(a), “calls for law enforcement services” means events where the SRO or other police officer makes an arrest, conducts a criminal investigation and/or makes a referral to the prosecutor’s office concerning an incident occurring at a District facility and/or involving a District student. If the District provides data to the City concerning students who have an individualized education program or plan developed under Section 504 of the Federal Rehabilitation Act of 1973 (“IEP”), data reported by the City under this subsection (J)(1)(a) will also be disaggregated by students with an IEP following receipt of IEP-related information from the District;

b. Date, school and number of hours and topics of SRO instructional time in classrooms;

c. Date and school name of any SRO participation in threat assessments;

d. functions or activities not listed above; and

e. Invoice for specific events and extra-duty assignments by the SRO.

2. Maintain and file uniform crime reporting (UCR) records according to law;

3. Investigate all incidents and complete investigation in a timely manner;

4. Provide coordination, development, implementation, and evaluation of security programs in the assigned school locations;

5. Provide each SRO with a patrol vehicle as required and all other necessary or appropriate police equipment. The cost of purchasing, maintaining, and repairing police equipment provided under this MOU shall be borne by the City;

6. Maintain records in compliance with state and federal law;

7. Coordinate with Building or District administrators, staff, law enforcement agencies, and the courts to promote order on the school campuses;

8. Make presentations to community groups as authorized by the SRO’s Snoqualmie Police Department Supervisor;

9. Maintain criminal justice standards as required by law; and

10. At least one supervisory representative from the Snoqualmie Police Department

should attend the scheduled District Safety Advisory Committee meetings.

(K) *No Special Duty.* The Parties do not intend to create any “special relationship” or “special duty” by entering into this MOU. The City expressly disclaims any guarantee as to the safety or security of persons or property at the District’s schools or on school grounds, and makes no representations or warranties as to such safety or security by entering into this MOU. Specifically, the Parties understand and agree that the City has no greater duty with regard to the safety and security of persons or property at the District’s schools than it does with regard to the general public in providing law enforcement services throughout the Cities of Snoqualmie and North Bend. The provisions of this MOU are for the benefit of the Parties, and do not create any rights or duties to any third parties. Both parties also understand and agree that the District (and not the City) retains sole legal responsibility for the safety and security of the District, its employees, students and property, and this MOU does not alter that responsibility in any way.

ARTICLE II-A

DISTRICT OBLIGATIONS. The District and its employees shall support the SRO in the provision of SRO duties and the SRO Program as set forth herein. Support shall include, but not be limited to, timely provision to the SRO of the following:

- A. A well-lighted, suitable office within assigned school property to be used by the SRO during on-site SRO work. The office shall include a telephone, 4-drawer locking cabinet, desk, chair and reasonable office supplies;
- B. Police parking space;
- C. Reasonable availability of District staff for consultation and/or interviews, as applicable, concerning the SRO’s performance of matters within the scope of this Agreement, including without limitation interviews pursuant to the SRO’s investigation of criminal incidents under Article II(E)(4)(j) above;
- D. Information concerning possession by any person on school grounds of unlawful drugs or weapons, or other unlawful activity, except in the event a District employee is prohibited by law from disclosing certain information, in which case only the employee who is subject to such prohibition is excused from the obligation to provide the information; and
- E. Such other information, resources or equipment reasonably related to the proper execution of the SRO duties set forth in this MOU.

ARTICLE III

GRIEVANCES, Any grievance related to the SRO or the SRO Program shall be handled pursuant to the following process. The point of contact for this process is the District’s Superintendent.

Step One of the Grievance Process:

The parent or guardian or adult student will present the complaint in writing to the Building administrator or their designee within ten school days of the action or incident that gave rise to the complaint. The written statement of the complaint will contain:

- A. The facts upon which the complaint is based as the parent or guardian or adult student who is filing the complaint sees them;
- B. A reference to the policies/procedures of the District which have allegedly been violated; and
- C. The remedies sought. Failure to submit a written complaint within the timeline specified above will result in waiver of the complaint. The Building administrator or designee will provide a copy of any complaint related to the SROs or SRO Program to the Police Chief within two (2) business days of receipt of the complaint, and invite comment on or response to the complaint from the SRO or other Police Department representative, as applicable.

If a written complaint is filed in compliance within the timeline specified above, the parent or guardian or adult student will discuss this complaint with the Building administrator or their designee. A sincere effort will be made to resolve the complaint at this level. The Building Administrator or their designee will meet with the parent, guardian or adult student within ten (10) school days of filing the complaint unless otherwise agreed by the parent, guardian or adult student and the Building Administrator or for good cause. The Building Administrator or designee shall issue a written decision concerning the complaint. If the complaint is not resolved to the complainant's satisfaction at Step One and if the parent or guardian or adult student does not appeal the decision to the associate superintendent or their designee in writing within five (5) school days of the parent or guardian or adult student's meeting with the Building administrator or their designee, the complaint will be waived.

Step Two of the Grievance Process:

If after Step One, the complaint is not resolved to the complainant's satisfaction, the parent or guardian or adult student can appeal to the associate superintendent or their designee in writing within five (5) school days of the parent or guardian or adult student's meeting with the Building Administrator or their designee. The associate superintendent or designee will provide a copy of the appeal to the SROs or SRO Program to the Police Chief within two (2) business days of receipt of the appeal, and invite comment on or response to the appeal from the SRO or other Police Department representative, as applicable. the associate superintendent or their designee will, within ten (10) school days of the receipt of the complainant's written appeal, meet with that parent or guardian or adult student to hear their claim, unless otherwise agreed to by the parent or guardian or adult student and the associate superintendent or designee or for good cause.

The associate superintendent or their designee will render a decision regarding the appeal within ten school days of the parent or guardian or adult student's meeting with the associate superintendent or their designee unless otherwise agreed to by the parent or guardian or adult student and associate superintendent or designee or for good cause. The associate superintendent or their designee's decision will be considered final. The associate superintendent or designee shall provide a copy of the decision to the SRO or Police Chief.

ARTICLE IV

SRO EMPLOYMENT & SPECIAL EVENTS. The SRO shall be an employee of the City and not an employee of the District. The SRO shall remain responsive to the supervision and chain of command of the City and Snoqualmie Police Department, which shall be responsible for the hiring,

training, discipline, and dismissal of its personnel, including the SRO.

This MOU does not prevent the District from hiring an individual serving as an SRO to perform duties that are not the duties of the SRO set forth in this MOU, e.g., the employment of an individual who also serves as an SRO to coach athletics, drive a school bus, or otherwise serve the District in a capacity other than that of an SRO. The District acknowledges that City Personnel Policies require that outside employment by a City employee requires prior approval by the City Administrator. Such outside employment of an individual serving as an SRO by the District shall be completely separate from and not controlled by this MOU, except that the District agrees that it will not hire an individual serving as an SRO without first confirming City Administrator approval of the SRO's outside employment. If the District chooses to employ an individual serving as an SRO to perform duties that are not duties of the SRO under this MOU, the individual shall at all times while performing such duties for the District acting in their capacity solely as an employee of the District and not in their capacity as an employee of the City. During such employment, the District shall be solely responsible for the compensation, training, discipline, and dismissal of such individual and solely responsible for the individual's acts, errors, or omissions in performing the duties of such separate employment for the District.

Special events, such as extra-duty assignment, site security for after-hours events, or special requests shall be executed per past practice; the District will request these specific services through the Police Department extra-duty assignment coordinator. The City will bill the District for additional officers/duties as provided. The City will endeavor to assign one (1) SRO to extra-duty events, in addition to other officers. Billing for these events shall be separate from the billing for standard SRO charges. If the District requires the SRO to work a special event during the evening or weekend, the District shall reimburse the City of Snoqualmie for the cost of the overtime, unless the Department, SRO and the school administrator agree to a flex time arrangement not less than 7 days in advance of the evening or weekend event in accordance with the City and Snoqualmie Police Association collective bargaining agreement, in which case no overtime reimbursement by the District shall be required. The hourly rate for overtime shall be as established in the applicable collective bargaining agreement between the City of Snoqualmie and the Snoqualmie Police Association.

ARTICLE V

PAYMENT. In consideration of the services provided herein, the District shall pay to the City the fully loaded costs of employing the SRO(s) multiplied by 40%. The City will determine the fully loaded cost of each SRO, and invoice the District on a quarterly basis. The District shall pay the invoices within thirty (30) days of receipt thereof. Except as provided in Articles IV and V, no other consideration will be required during the term of this MOU for in-school SRO services called for herein.

ARTICLE VI

CONFLICTS. The Parties, their agents, and employees will cooperate in good faith in fulfilling the terms of this MOU. Unforeseen difficulties in questions will be resolved by negotiations between the Superintendent/designee of the District and the Chief of Police or designee of the City.

The designated representatives will meet at least annually, or as needed, to resolve potential conflicts.

ARTICLE VII

CHANGE IN TERMS. Changes in the terms of this MOU may be accomplished only by an amendment in writing approved by the City and the District.

ARTICLE VIII

SRO REPLACEMENT. If the District desires to request that the Police Chief relieve an officer from the SRO assignment, the Superintendent or designee shall communicate such a request in writing to the City outlining the reasons for the requested change. The City Administrator, Police Chief and/or their designees shall meet with the Superintendent or designee within ten (10) business days of receipt of the request to discuss the requested change in SRO assignment. The City agrees to give due consideration to the District's request, and will render a decision regarding the request within ten (10) business days of the meeting. The Police Chief's determination concerning the individual assigned as the SRO shall be final.

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- a. upon sixty (60) days written notice that the other party failed to substantially perform in accordance with the terms and conditions of this MOU through no fault of the party initiating termination; or
- b. upon written notice delivered by one party to the other a minimum of ninety (90) days prior to the end of the Term or any Renewal Term;
- c. upon fourteen (14) days written notice in the event an emergency is declared by Governor, Washington Secretary of Health, King County Health Officer or Mayor of Snoqualmie, that impacts daily operations of the City and/or District, as applicable, and that renders performance of this MOU impossible or impracticable.

In the event this MOU is terminated, compensation will be made to the City for all services performed to the date of termination consistent with Article V.

The District will be entitled to a prorated refund consistent with the payment contained in Article V for each day that the SRO services are not provided because of termination of this MOU prior to the expiration of the Term or a Renewal Term.

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Notwithstanding this MOU, the District shall receive all police services typically provided by the City within the Cities of Snoqualmie and North Bend, in addition to the SRO services described in this MOU.

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The Parties will collaborate on identifying and accessing funding sources for the SRO program that include, but are not limited to, state and federal grants.

ARTICLE XII

INDEMNIFICATION. The City shall indemnify and hold harmless the District and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act of omission of the City, its officers, agents, and employees, or any of them, in the performance of this MOU. In the event that any such suit based upon such a claim, action, loss, or damage is brought against the District, the City shall defend the same at its sole cost and expense; provided, that the District reserves the right to participate in such suit if any principle of government or public laws is at issue. If final judgment be rendered against the District and its officers, agents, and employees, or any of them, or jointly against the District and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.

In executing this MOU, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility which arises in whole or in part from the existence or effect of District policies, procedures, rules, or regulations, including without limitation any provision of this MOU. If any cause, claim suit, action or administrative proceeding is commenced in which any such District policy, procedure, rule, or regulation is principally at issue, the District shall defend the same at its sole expense and if judgment is entered or damages are awarded against the District, the City or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.

The District shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act or omission of the District, its officers, agents, and employees, any of them, in the performance of this MOU. In the event that any suit based on such a claim, action, loss or damage is brought against the City, the District shall

defend the same at the sole costs and expense; provided that the City retains the right to participate in said suit if any principle of government law is at issue; and if final judgment be rendered against the City and the District and their respective officers, agents and employees, or any of them, the District shall satisfy the same.

ARTICLE XIII

REASSIGNMENT OF SRO. Based on operational need, due to extended staffing shortage or other reasons as determined in the City's reasonable discretion, the City may re-assign the SRO to the police department patrol schedule for such temporary period as the City may determine. The re-assignment may be effective following 15 days' written notice to the District. During the temporary re-assignment, the SRO's salary, wages, and overtime will be funded 100% by the City.

ARTICLE XIV

2016 AGREEMENT SUPERSEDED. Upon the Effective Date of this MOU, the 2016 Agreement is superseded and of no further force or effect.

 Dan Schlotfeldt
 Superintendent
 Snoqualmie Valley School District #410

 Katherine Ross, Mayor
 City of Snoqualmie

 Date

April , 2023
 Date



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-051
April 24, 2023
Ordinance

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB23-051 Permit Parking Ordinance	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve proposed ordinance	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Perry Phipps	3/30/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Police		
STAFF:	Captain Brian Lynch		
COMMITTEE:	Public Safety	COMMITTEE DATE: April 17, 2023	
MEMBERS:	Cara Christensen	Rob Wotton	Ethan Benson
EXHIBITS:	1. Proposed Ordinance 2. Residential Permit Parking Zone Policy 3. Proposed Stickers and Signs		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

This agenda bill requests approval for an ordinance allowing permit parking near the Panorama apartment complex.

LEGISLATIVE HISTORY

The Revised Code of Washington (RCW) addressing parking issues, as well as the City of Snoqualmie Municipal Code, falls short of addressing this specific parking issue. The need for a parking permit ordinance is evident in the amount of parking complaints being received because of this high traffic generator.

BACKGROUND

A neighborhood has been identified near the Panorama Apartments that is experiencing increased competition for the limited on-street parking spaces. Growing demand for parking in this area is attributed to a lack of parking spaces provided on the Panorama Apartment property to provide for the number of vehicles associated with that property. The City's current program for managing parking congestion in neighborhoods

is have the police department respond to complaints and attempt to educate and/or enforce the 24-hour parking ordinance. The current parking ordinances fall short of ensuring that on-street parking spaces remain available for local residence. The parking permit program is intended to assist residents in a specific permit boundary who are experiencing parking congestion associated with a high traffic generator such as the Panorama Apartment complex.

The Snoqualmie Police Department has conducted an extensive community outreach effort to solicit input and to better understand the needs of the residents experiencing a high rate of non-residential parking in their neighborhood. The result is a community driven proposal for a Residential Parking Permit program that includes an emphasis on promoting access to residential parking spaces by residents that live in a specific permit boundary.

ANALYSIS

The City of Snoqualmie has a parking space shortage in some of its residential areas. This shortage is largely caused by all-day, on-street parking by non-residents associated with nearby high traffic generators. To assist residents' search for vehicle parking adjacent to their home, the City of Snoqualmie has identified the need of a Residential Permit Parking program which would require residents to obtain a parking permit sticker for their vehicles to be legally parked within a specific permit boundary.

BUDGET IMPACTS

The City of Snoqualmie would be required to provide signage clearly marking the specific permit boundary. Those signs will be created in-house. The cost for parking permit stickers is \$0.86 per sticker at an initial purchase of 500 stickers resulting in a total cost of \$430.00. The cost of visitor/guest parking permits is \$1.20 per permit with an initial purchase of 500 permits resulting in a total cost of \$604.50. This program would bring a total cost of \$1,034.50.

NEXT STEPS

PROPOSED ACTION

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SNOQUALMIE,
WASHINGTON, AMENDING SNOQUALMIE MUNICIPAL
CODE CHAPTER 10.08 “PARKING, LOADING AND
UNLOADING,” AMENDING SMC SECTIONS 10.08.030
AND .050, AND PROVIDING FOR SEVERABILITY AND AN
EFFECTIVE DATE.**

WHEREAS, under RCW 35A.11.020, the Snoqualmie City Council is authorized to adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city; and

WHEREAS, the City Council has previously adopted Chapter 10.08 of the Snoqualmie Municipal Code, addressing “Parking, Loading and Unloading,”; and

WHEREAS, parking problems have arisen in certain areas of the City, where certain more intensive land uses have generated spillover parking congestion and related problems onto adjacent residential streets; and

WHEREAS, the City Council desires to amend Chapter 10.08 of the Snoqualmie Municipal Code to authorize the designation of residential permit parking areas and issuance of parking permits for those areas, in order to help regulate and mitigate the parking spillover and attendant parking problems that have arisen;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. SMC Section 10.08.030 Adopted. Section 10.08.030 of the Snoqualmie

Municipal Code is hereby amended to read as follows:

10.08.030 Residential Permit Parking.

A. Residential Permit Parking Zone Authorized. The Mayor or her/his designee may, from time to time, establish one or more residential permit parking zones in which parking on specified streets is prohibited except for vehicles bearing a permit issued to a resident or guest of a resident of the area.

B. Residential Parking Permits. Residential parking permits may be issued only to residents within an area designated under this section as a residential permit parking area. For purposes of this subsection, a “resident” is any person(s) who establishes with documentary evidence specified in this section that they physically reside within a designated residential permit parking zone. To qualify for issuance of a residential parking permit, an applicant must meet all of the requirements specified in this section.

C. Proof residency. A residential parking permit may be issued only to persons providing proof of residency with at least one of the following:

1. A valid driver’s license with current address located in the designated residential permit parking area;
2. A current property tax statement in the applicant’s name, showing current address located in the designated residential permit parking area;
3. Current official mail (such as a utility or bank statement in the applicant’s name, dated within 30 days of the date of application, and showing a current address located within the designated residential permit parking area;
4. The applicant’s voter registration card with current address within the designated residential permit parking area;
5. Current vehicle registration for a vehicle registered in the applicant’s name and registered to an address within the designated residential permit parking area;
6. Either a current, executed residential lease (or other valid rental agreement) between the owner or agent of the property and the

applicant-tenant residing at the applied-for address within the designated residential permit parking area. Only a tenant indicated on the lease may be eligible to obtain a permit; subleases are not accepted; or

7. Such other documentation determined by City staff to provide similarly reliable indicia of physical residency at the applied-for address within the designated residential permit parking area.

No permit will be registered until such time as any City of Snoqualmie utility charges or parking or other driving-related infractions issued to the applicant have been paid in full.

D. Upon demonstrating residency by compliance with the criteria herein, a resident may be issued two (2) permits for use by permanent members of their household, and up to two (2), short-term, “visitor” or “guest” permits.

Section 2. SMC Section 10.08.050 Amended.

Section 10.08.050 of the Snoqualmie Municipal Code is hereby amended to read as follows:

10.08.050 Prohibited locations –Area designated

A. Parking In Designated Residential Permit Parking Area Prohibited. No person shall stop, stand, or park a vehicle on a street in any area designated and posted under this chapter as a residential permit parking area, without a valid residential parking permit visibly displayed on the vehicle.

B. Impounding. In addition to any penalties specified in this chapter, any vehicle parked in violation of this section, and for which notice of impoundment has been securely attached to and conspicuously displayed on the vehicle for at least twenty-four (24) hours, may be impounded at the owner's expense.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 5. Sunset Date. This ordinance shall terminate, and be of no further force or effect, upon two (2) years following the effective date.

Section 6. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

ADOPTED BY the City Council of the City of Snoqualmie this ___ day of May, 2023.

Katherine Ross, Mayor

ATTEST/AUTHENTICATED:

Deana Dean, City Clerk

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.: / AB

Residential Permit Parking Zone Policy

Parking Permits for Residential Parking Zones

The Residential Permit Parking Program (RPPP) limits on-street parking to participating residents living on designated blocks within the City of Snoqualmie. To legally park in the Residential Parking Zone (RPZ), a citizen must register their vehicle with the Snoqualmie Police Department. Permits are only issued to residents whose home address resides along an RPZ and may only be obtained from the Snoqualmie Police Department.

What Your Permit Will Do

Decals will exempt your personal vehicles from the RPZ parking restrictions. Please make sure that each decal issued is placed on the appropriately assigned vehicle. Decals cannot be used for any vehicle other than the one for which it was issued. The decal should be placed in the lower left-hand corner of the front windshield.

Visitor Permits

Visitor permits will allow your guests to legally park their vehicle on the streets along an RPZ. Visitor permits are for the convenience of offering temporary parking to guests, unmarked repair vehicles, domestic car providers, ect. ***They are not to be used by residents, commuters, or anyone else on a permanent basis.***

What Your Permits Will NOT Do

RPZ permits will not exempt vehicles from any parking violations other than the RPZ restrictions. For instance, it will continue to be illegal to park a vehicle:

- Within 15 feet of a fire hydrant
- Within 30 feet of a stop sign
- Within 5 feet of a driveway
- Within 20 feet of a crosswalk
- More than 12 inches from a curb
- Facing the wrong way
- On a sidewalk or planting strip
- Within 10 feet of a mailbox between 8 am and 6 pm on delivery days
- Anywhere else where parking is illegal as defined in the Washington State Traffic Code

Misuse of Parking Permits

Misused, or counterfeit permits is strictly prohibited. In addition, misused permits may be voided and the vehicles using the permits may be ticketed. Decals are only to be used for your personal vehicles and will not exempt vehicles of your guests, babysitter, relatives, ect. Visitor permits are only to be used by guests while they are visiting your home. The use of your visitor permits by anyone who is not visiting your home is a “misuse” of the permit.

Enforcement

Parking enforcement is on a complaint basis or at an officer’s discretion. If you feel enforcement of a zone is needed, please contact the Snoqualmie Police Department at 425-888-3333.

If a permit is lost, report it to the Snoqualmie Police Department within 3 business days. If you move from the zone, please dispose of your permits. Do not give them away or leave them at the zone residence.

Parking Permit Requirements

To receive a permit, all the following requirements must be met:

1. Must be a current resident or property owner of the zone for which the permit is to be issued.
2. Proof of residency must be shown with at least one of the following:
 - A. A valid driver’s license with current address
 - B. A current property tax statement
 - C. A current utility bill in the requester’s name dated within 30 days of the date of application.
 - D. Voter registration card with current address
3. If renting/leasing a residential space, a copy of an executed lease between the owner or agent of the property and the tenant or tenants. Only those tenants indicated on the lease will be considered eligible to obtain permits. Subleases are not accepted.
4. Any other documentation deemed acceptable by City Staff.

How Can I Expand an Existing RPZ To My Block?

You can expand an existing RPZ to your block if:

- Your block is adjacent to an existing RPZ
- At least 75% of spaces on your block are full
- 60% or more of households on your block sign a petition to join the RPZ

How Can I Request a New RPZ For My Neighborhood?

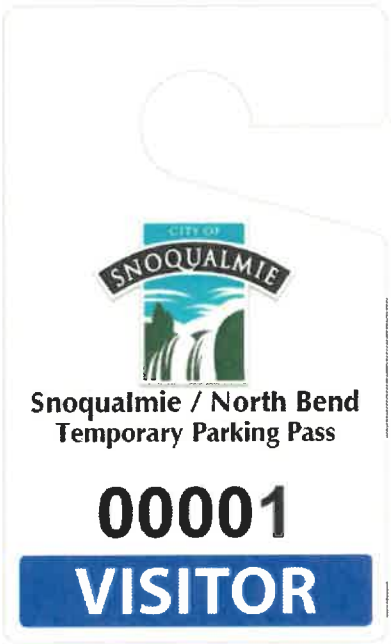
- You can submit a request for a new RPZ by sending a formal letter from your neighborhood council or from residents of the area.
- The letter should specify the traffic generator and the blocks where the generator is causing on-street parking congestion.

Questions to Answer:

1. Should there be a limit per household as to how many permits are issued?
 - A. Most cities limit the number of permits to two (2) per house. What if they have four (4) cars?
2. Should there be a fee charged for permits?
 - A. Should the first two (2) permits be free and additional permits come with a fee?

5" x 3" Plastic ToughTags™ for Visitors and Guests Parking Permits

Select Material and Order Quantity
Select a material and quantity for your permit. For material specs, click on ? buttons below. You may take advantage of our **Quantity Discount Program**. This means that if you order more, you'll get better price.



Select Material

Item 3.

Price per Tag
(10 Tags/Pack)

Compare Prices at Different Quantities
(Prices are per Tag
and rounded to nearest hundredth)

[more »](#)

Economy

HeftTag

Material Features:

- > Our thickest offering! 55 mil thick HDPE plastic is hefty!
- > Durable and affordable!
- > HDPE tag can withstand extreme heat and curling.
- > Digitally printed with a clear coating for protection.
- > Cut-out fits over all rearview mirrors.

[More Material Details](#)

Mouse over icons for more details:

55 mil Apr 4



Ships in 3 Days.

Get your Tags by 06 Apr!

* Where Qty is Less than 250 Tags

* If a proof is required, ship dates are subject to customer approval of a proof.

Minimum order quantity is 5 Packs. There are 10 Tags per Pack. Subsequent quantity should be a multiple of 1 Pack.

Quantity - 50 + Packs Total: 500 Tags
Price / Tag \$1.209
Total Cost \$604.50

ValueTag™

Heavy-Duty

ToughTag™

Temporary Tag

Tagboard

Back

Next Step

CATEGORIES

Hang Tags

Window Decals

Temporary

Violation Stickers

In-Stock

Do-It-Yourself

By Use

Learning Center

SUPPORT

Mission

Privacy

Specs.

Products

Samples

Videos

CA Privacy Rights

Terms

FAQs

Reviews

Contact Us

Handicap Guide

Accessibility

W9 Form



ACCREDITED
BUSINESS



Visitor No. 307 588 238 © 2023, MyParkingPermit.com




WARNING

PERMIT PARKING
FOR
RESIDENTS ONLY

VEHICLES WITHOUT
VALID PARKING
PERMITS WILL
BE TOWED AT VEHICLE
OWNER'S EXPENSE

3" x 3" Custom Reserved Parking Space Permit Decal

Select Material and Order Quantity

Select a material and quantity for your permit. For material specs, click on  buttons below. You may take advantage of our **Quantity Discount Program**. This means that if you order more, you'll get better price.



Select Material

Item 3.

Price per Label

Compare Prices at Different Quantities
(Prices are per Label
and rounded to nearest hundredth)

[more »](#)

► Inside of Window (clear decals)

		50	100	150	200	250	300	400
<input type="radio"/> GeckoCling™ Repositionable	?	\$3.47	\$1.89	\$1.47	\$1.12	98¢	90¢	79¢
<input type="radio"/> WindowCling™ Removable	?	\$2.68	\$1.51	\$1.35	\$1.11	95.2¢	85.7¢	74.4¢
<input type="radio"/> Static Cling	?	\$3.57	\$1.89	\$1.48	\$1.15	98¢	90¢	80¢

► Inside of Window (white)

		50	100	150	200	250	300	400
<input type="radio"/> GeckoCling™ Repositionable	?	\$3.65	\$2.03	\$1.56	\$1.17	\$1.01	92¢	80¢
<input type="radio"/> WindowCling™ Reflective	?	\$3.98	\$2.12	\$1.69	\$1.56	\$1.43	\$1.40	\$1.37
<input type="radio"/> Static Cling	?	\$4.03	\$2.19	\$1.75	\$1.44	\$1.16	\$1.03	81¢
<input type="radio"/> WindowCling™ Removable	?	\$3.24	\$1.69	\$1.53	\$1.26	\$1.08	97.7¢	85¢
<input checked="" type="radio"/> White Laminated Vinyl Perman'nt	?	\$4.47	\$2.49	\$2.02	\$1.63	\$1.43	\$1.31	\$1.03

Material Features:

- Use on the inside of a window with the graphics
- 3 mil white vinyl labels are laminated for
- The 1 mil thick white tack laminate helps

[More Material Details](#)

Mouse over icons for more details:



Minimum order quantity is 50 Labels. Subsequent quantity should be a multiple of 10 Labels.

Quantity - 500 + Labels

Price / Label

\$0.86

Total Cost

\$430.00

<input type="radio"/> Destructible Vinyl	?	\$4.34	\$2.71	\$2.23	\$1.84	\$1.63	\$1.44	\$1.11
► Outside of Window								
<input type="radio"/> Vinyl White	?	\$2.59	\$1.51	\$1.35	\$1.11	93.5¢	84¢	72.8¢
<input type="radio"/> Vinyl Clear	?	\$2.59	\$1.51	\$1.35	\$1.11	95.2¢	85.7¢	74.4¢
<input type="radio"/> Reflective Permanent	?	\$2.69	\$1.42	\$1.15	97.7¢	80.6¢	79¢	77.4¢
<input type="radio"/> White Laminated Vinyl Perman'nt	?	\$4.54	\$2.52	\$2.04	\$1.65	\$1.44	\$1.32	\$1.03
<input type="radio"/> Destructible Holographic	?	\$4.34	\$2.83	\$2.33	\$1.92	\$1.70	\$1.52	\$1.18
<input type="radio"/> Destructible Vinyl White	?	\$4.14	\$2.69	\$2.22	\$1.82	\$1.62	\$1.44	\$1.13
► Outside of Window (Temporary)								
<input type="radio"/> Short Term Sticker (Plastic)	?	\$2.53	\$1.61	87.7¢	80.9¢	69.6¢	68.2¢	67.7¢

Back

Next Step

CATEGORIES

Hang Tags
Window Decals
Temporary
Violation Stickers
In-Stock
Do-It-Yourself
By Use
Learning Center

SUPPORT

Mission
Privacy
Specs.
Products
Samples
Videos
CA Privacy Rights
Terms
FAQs
Reviews
Contact Us
Handicap Guide
Accessibility
W9 Form



ACCREDITED
BUSINESS



Visitor No. 307 591 729 © 2023, MyParkingPermit.com





BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-053
April 17, 2023
Discussion

AGENDA BILL INFORMATION

TITLE:	AB23-053: Quarterly Fire Accreditation Report	<input checked="" type="checkbox"/> Discussion Only
PROPOSED ACTION:	None – informational only	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mark Correia	4/11/2023
	Finance	n/a	
	Legal	n/a	
	City Administrator	Mike Sauerwein	

DEPARTMENT:	Fire / Emergency Management		
STAFF:	Michael Bailey, Deputy Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: April 17, 2023	
COUNCIL LIAISON:	Cara Christensen	Ethan Benson	Rob Wotton
EXHIBITS:	1. AB23-053 1 st Qtr. Accreditation Report		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

SUMMARY STATEMENT

As part of the Fire Department's Accreditation and continual self-evaluation and improvement process, it is required to give formal updates to the authority having jurisdiction (Council) on specific goals, objectives, and performance metrics. To comply with this requirement, the Fire Department created a quarterly compliance report that will be shared with the Council and Community. This agenda bill memorializes the 2023 1st quarter compliance report.

BACKGROUND

The Commission on Fire Accreditation International (CFAI) granted the fire department accredited status in March 2019. CFAI Accreditation shows the community that the agency continually self-assesses its

performance, looks for opportunities for improvement, and is transparent and accountable through third-party verification and validation. As part of being an accredited agency, the department must show how they are meeting 250 performance indicators in 11 different categories. The categories include:

- Governance and administration
- Assessment and planning
- Goals and objectives
- Financial resources
- Community risk reduction programs
- Physical resources
- Human resources
- Training and competency
- Essential resources
- External system relationships
- Health and safety

Several performance indicators require formal notification to the authority having jurisdiction – the City Council. The report communicates progress toward the established performance measures, adopted standards of cover and community risk assessment, and established goals and objectives for the department.

The Fire Department created a quarterly accreditation report to memorialize and display these performance areas.

This Compliance Report will be presented quarterly to the Public Safety Committee with a recommendation to share with the full Council.

ANALYSIS

None

BUDGET IMPACTS

None

NEXT STEPS (If applicable)

None

RECOMMENDED ACTION

None – informational only

CITY OF SNOQUALMIE
FIRE DEPARTMENT

QUARTERLY REPORT

PERFORMANCE FROM
JANUARY - MARCH 2023



ABOUT

THE SNOQUALMIE FIRE DEPARTMENT IS A DEDICATED GROUP OF COMMUNITY SERVANTS COMMITTED TO CONTINUOUS IMPROVEMENT AND EXCELLENCE.

The Snoqualmie Fire Department serves the residents and visitors to the City of Snoqualmie and surrounding area. The department responds to over 1,300 incidents per year from its centrally located fire station. The department is staffed with fourteen career firefighter/EMTs and sixteen volunteer EMS or fire responders.

The Department is one of seven accredited fire departments in the State of Washington, and the only volunteer / career fire department. Across the United States there are 301 accredited agencies that cover 12% of the US population. Only 1% of the Nation's fire departments are accredited. Snoqualmie will be re-applying for accreditation in late 2023, with a hearing date set for March of 2024.



WORK PLAN

JANUARY - MARCH 2023

This section tracks the progress on the Department's Work Plan. This section is derived from the Department's strategic plan and other Mayoral and Council priorities. The work plan is not a daily work tracker, rather it focuses on the highly important and overarching community driven goals. The work plan is a living document, but designed to accomplish goals in a strategic and efficient manner.

Completed

In progress

**Scheduled in
future qtr.**

Paused

	GOAL	STATUS
	Obj. 1A2: Identify and gain city council approval for new revenue stream(s)	Completed <ul style="list-style-type: none"> • Council adopted Increased transport fee • Council adopted GEMT program to start 2022
	Obj. 3A1: Support our community partners (schools, homeowners' associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training.	Completed <ul style="list-style-type: none"> • Following public health guidance, educational classes for the community were restarted 2nd quarter 2022
	Obj. 3B3: Increase sharing of resources, equipment and administration regionally	Completed <ul style="list-style-type: none"> • Holding a joint volunteer firefighter recruit academy with Fall City. • Shared staffing program continuation • Established morning operational call with neighboring agencies • Policy sharing Knox keys with Fall City and ESFR
	Obj. 3B1: Improve interagency-interdisciplinary (Law Enforcement, Emergency Management, Private ambulance, Search & Rescue) radio communication interoperability	Ongoing <ul style="list-style-type: none"> • PSERN moving forward (new countywide digital radio system) Set for 4th qtr 2022. • PSERN project delayed until mid 2023 by PSERN project administration.

WORK PLAN

CONTINUED

	GOAL	STATUS
	Obj. 2C1: Explore the feasibility, models and cost effectiveness of using part-time paid staffing	Ongoing <ul style="list-style-type: none"> Beginning to explore option due to reduction of 2 staff members and potential for up to 4 vacancies to fill in the fall Requested funding in 2023-2024 budget. Was not included as decision package for final budget. Assigned to DC Bailey's workplan for 2023 to explore and make a recommendation
	Obj. 3C.1: Engage in local business "welcome Wagon" programs to prove intro to fire dept services and business training classes available.	Moved to mid 2023
	Obj. 2A1: Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase.	Moved to mid 2023
	Obj. 1C1: Secure additional staff for a dedicated full time basic life support (BLS) transport unit.	Paused. No support for additional staffing at this time.
	Obj. 1C4: Obtain a light duty fire suppression rapid response vehicle.	Paused to focus on ladder truck and engine replacement.
	Obj. 2B4: Explore development of a regional fire authority with willing local partners.	Paused <ul style="list-style-type: none"> Multiple meetings with Fall City in previous years has not realized this goal. Little interest from Council to pursue at this time. Goal will be re-evaluated during next strategic plan period.

INCIDENTS

2023

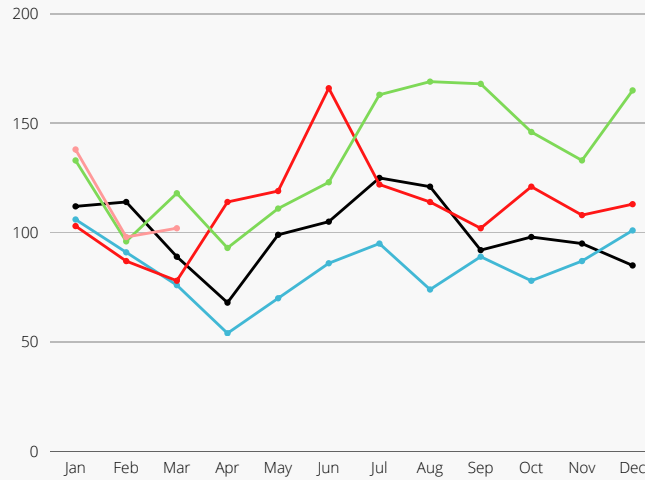
Incidents Per Month

2022

2021

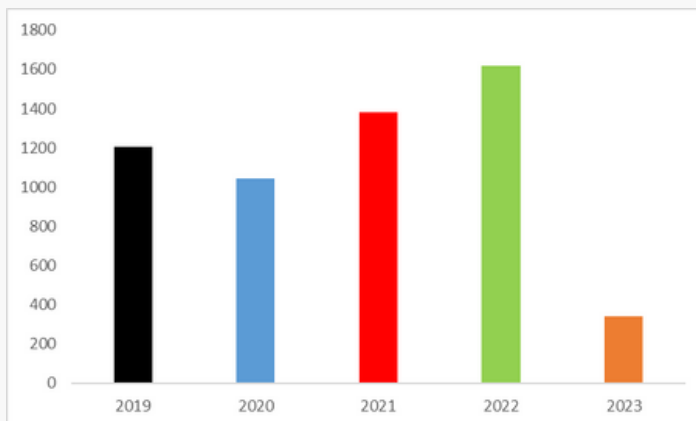
2020

2019



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	112	114	89	68	99	105	125	121	92	98	95	85
2020	106	91	76	54	70	86	95	74	89	78	87	101
2021	103	87	78	114	119	166	122	114	102	121	108	113
2022	133	96	118	93	111	123	163	169	168	146	133	165
2023	138	98	102									

Incidents Per Year

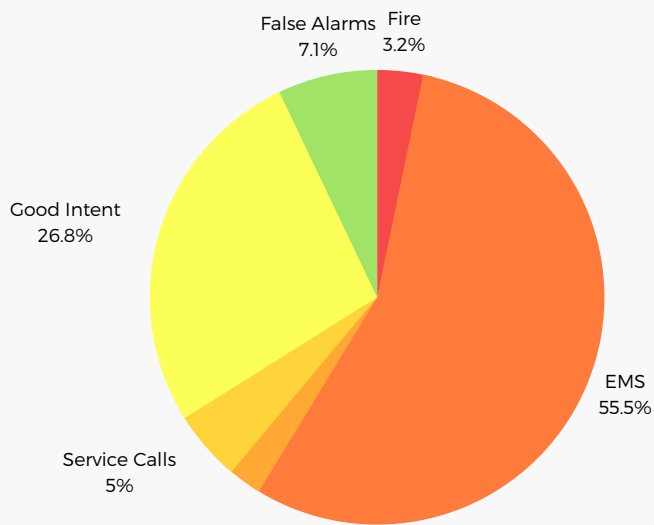


2019	2020	2021	2022	2023
1203	1044	1380	1611	338

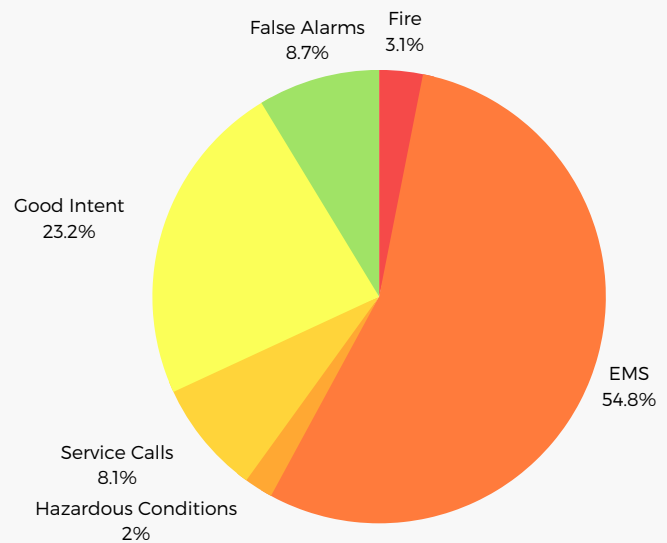
INCIDENTS

CONTINUED

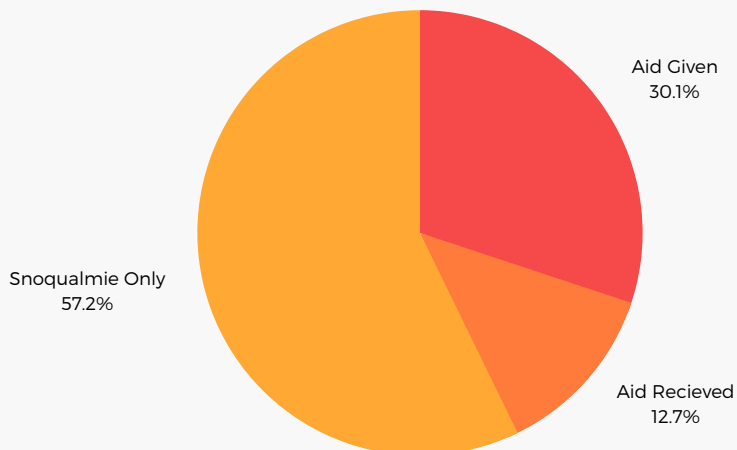
2023 Total Annual Incidents by type



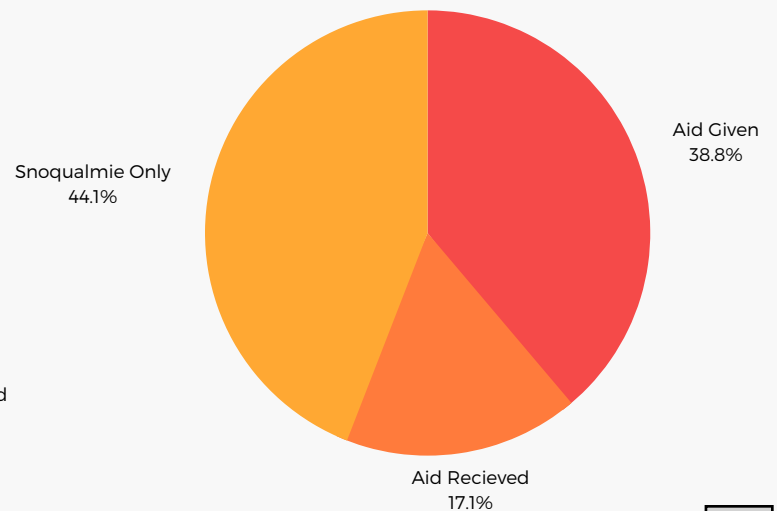
2022 Total Annual Incidents by type



2023 Annual Mutual Aid Given/Received



2022 Annual Mutual Aid Given/Received



PERFORMANCE MEASURES

JANUARY - MARCH 2023

The fire department tracks multiple performance measures to evaluate the agency's response to calls for service in our jurisdiction. These measures are compiled quarterly, and are compared to the previous year's data to look for trends and areas of improvement. Two of the performance measures that are evaluated are turnout times and travel times.

Turnout time is the time from when the call is received by the station to when the unit goes en-route. This time is influenced by factors such as location of personnel within the station, time of day, and whether the crew needs to don protective gear before responding.

Travel time is the amount of time it takes the unit to arrive on scene after leaving the station. This time is influenced by factors such as distance from the station, traffic patterns and weather conditions.

PERFORMANCE MEASURES

TURNOUT TIME

APPARATUS TURNOUT TIMES 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
0:0-0:29	31	17	12										60
0:30-0:59	48	30	32										110
1:00-1:29	27	38	32										97
1:30-1:59	19	7	11										37
2:00-2:59	4	2	4										10

90TH PERCENTILE (MM:SS)

Quarter	2021	2022	2023
1st Qtr	1:44	1:38	1:36
2nd Qtr	1:37	1:36	
3rd Qtr	1:35	1:39	
4th Qtr	1:37	1:39	

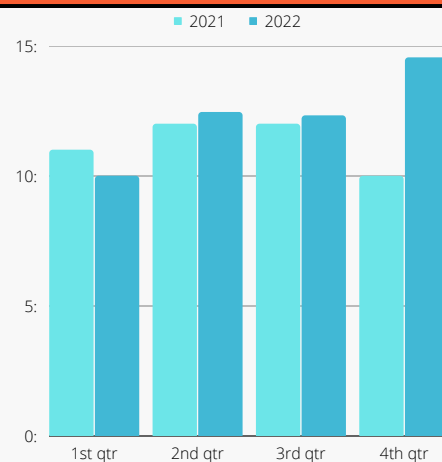
PERFORMANCE MEASURES

TRAVEL TIME

APPARATUS TRAVEL TIMES 2023													
	Jan 23	Feb 23	Mar 23	May 23	Apr 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
0:00-3:59	30	30	17										77
4:00-7:59	45	35	41										121
8:00-11:59	17	7	9										33
12:00-15:59	5	3	7										15
16:00-29:59	3	7	1										11
30:00-1:29:59	0	1	1										2

90TH PERCENTILE (MM:SS)

Quarter	2021	2022	2023
1st Qtr	11:13	10:55	13:38
2nd Qtr	12:15	12:45	
3rd Qtr	12:13	12:32	
4th Qtr	10:44	14:55	



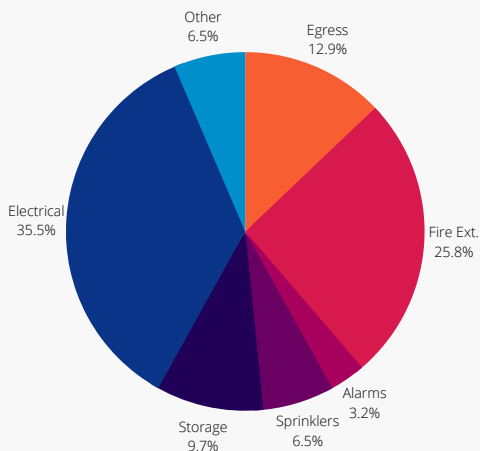
FIRE INSPECTIONS

JANUARY - MARCH 2023

Beginning in 2017 the fire department began performing the majority of the fire and life safety inspections for businesses in the city. The building department has the overall responsibility and handles the more complex inspections, but the two departments work together to complete inspections as well as provide advice and resources for discrepancies found. All occupancies are inspected annually, regardless of risk or occupancy type. The most common violations found are extension cords being used improperly, faulty emergency lighting, and extinguishers missing or improperly maintained. Inspections are assigned to the crews quarterly, with each shift being responsible for the initial and re-inspections.

INSPECTIONS COMPLETED				
1st Qtr	2nd Qtr	3rd qtr	4th qtr	Year to Date
61				

Most Common Violations (Compiled annually)



Violation Definitions

Egress - Egress blocked or not marked

Fire Extinguishers - out of date, not enough, not right type

Alarms - alarm system not inspected annually

Sprinklers - sprinkler system not inspected annually

Storage - improper storage, too close to ceiling or panel

Electrical - extension cords used for permanent wiring

HazMat - Improper storage

Other- Violation not normally seen

PROPERTY LOST / SAVED

JANUARY - MARCH 2023

For reporting purposes, fire loss is broken into two categories: property and contents. Property describes physical properties such as cars, house, etc. Contents describe items that are not part of the structure but perish in the incident. Both categories are combined together to determine total property loss, and more importantly, total property saved.

2023 1st Quarter Fire Loss

Incident Date	Property Value	Property Loss	Content value	Content Loss
1/23/23	\$1,051,000	\$10,000	\$52,550	\$5,000
3/8/23	\$1,186,969	\$10,000	\$59,348	\$5,000
3/10/23	\$1,186,969	\$30,000	\$59,348	\$20,000
3/10/23	\$1,186,969	\$759,000	\$59,348	\$35,000
Totals	\$4,611,907	\$809,000	\$230,594	\$65,000

Annual Property Saved

Property Risked	Property Saved	Percentage Saved
\$4,842,501	\$3,968,501	81.95%