



City of Tukwila  
**Community Services  
 and Safety Committee**

- ◆ Cynthia Delostrinos Johnson, Chair
- ◆ De'Sean Quinn
- ◆ Zak Idan

<u>Distribution:</u>	
C. Delostrinos Johnson	Mayor Ekberg
D. Quinn	D. Cline
Z. Idan	R. Bianchi
K. Kruller	C. O'Flaherty
K. Hougardy	A. Youn
	L. Humphrey

# AGENDA

**MONDAY, MAY 3, 2021 – 5:30 PM**

FOSTER CONFERENCE ROOM  
 (6300 Building, Suite 100)

**THIS MEETING WILL NOT BE CONDUCTED AT CITY FACILITIES  
 BASED ON THE GOVERNOR'S PROCLAMATION 20-28.**

**THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS  
 MEETING IS: 1-253-292-9750, Access Code 635842680#**

**Click here to: [Join Microsoft Teams Meeting](#)  
 For Technical Support during the meeting call: 1-206-431-2179.**

Item	Recommended Action	Page
<b>1. BUSINESS AGENDA</b>		
a. 2021 Parks and Recreation Capital Projects: (1) Update on 2021 Capital Projects. (2) Contracts with Security Lines US for park security cameras for \$143,456.00, and with Mid Pac Construction, Inc., for tennis court repairs and improvements for \$53,000.00. <i>Kris Kelly, Parks &amp; Recreation Manager</i>	a. (2) Forward to 5/17 Consent Agenda.	<b>Pg.1</b>
b. Updates on emergency management and work plan. <i>Mindi Mattson, Emergency Manager</i>	b. Discussion only.	<b>Pg.19</b>
c. Fire Department reports: (1) 2020 Fire Department Annual Report (2) 2021 1st Quarter Fire Department report. <i>Jay Wittwer, Fire Chief</i>	c. Discussion only.	<b>Pg.27</b>
<b>2. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *May 17, 2021*



The City of Tukwila strives to accommodate individuals with disabilities.  
 Please contact the City Clerk's Office at **206-433-1800** ([TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov)) for assistance.





## **INFORMATIONAL MEMORANDUM**

**TO: Community Services & Safety Committee**

**FROM: Rick Still, Parks & Recreation Director**

**BY: Kris Kelly, Parks and Recreation Manager**

**CC: Mayor Ekberg**

**DATE: April 27, 2021**

**SUBJECT: Parks & Recreation Capital Improvement Budget Update**

### **ISSUE**

Capital Projects Update and seeking approval for Mayor Ekberg to sign contracts supporting 2021 Capital Projects.

### **BACKGROUND**

Parks and Recreation staff presented updated Capital Improvement Project (CIP) budget sheets to the Community Safety and Services Committee in February 2020. Capital project budgets were updated to reflect recommendations outlined in the Parks, Recreation, and Open Space Plan (PROS). The updated budget sheets were approved at the March 2, 2020 City Council meeting and the PROS plan was adopted by ordinance on April 6, 2020. Since that time, staff have been implementing PROS plan initiatives, including capital project completion. The following were accomplished in 2020:

- Foster Park: added sport court with half basketball court and pickleball court. Paved walking path around park.
- Crestview Park Improvements: paved dog park walking path leading to new shelter and added new dog play features in both large and small areas.
- Trail Improvements: Approximately 10,000 sq feet of improvements were completed along the Green River and Interurban Trails.
- Tukwila Pond: J.A. Brennan was hired to complete the Tukwila Pond Master Plan.

### **DISCUSSION**

Staff continue to move forward with Capital Improvements, with 2021 projects focused on safety and providing more access to parks. The following is slated for 2021:

- Park Security Cameras: Staff have worked closely with Technology and Innovation Services and the Police Department to determine the best solution for Cascade View Community Park, Codiga Park, Crystals Springs, Tukwila Pond, and the Tukwila Community Center. Attachment A is a contract with Security Lines US in the amount of \$143,456. The contract includes equipment and installation of cameras.

- **Tennis Court Improvements:** The tennis courts at Tukwila Park and Crystal Springs have needed attention for several years. Staff will install pickleball court lines so the courts can be used for either pickleball or tennis. Attachment B is a contract with Mid Pac Construction Inc. in the amount of \$53,000. The contract will provide: Resurfacing, crack repair, striping for tennis and pickleball, new nets and fence repairs.
- **Bicycle Safety Course:** A safety course will be installed at Crestview Park for new bike riders to learn bicycle safety and rules of the road. The course will be installed in the northwest corner of the park near the existing basketball court. Staff will be installing this course in-house.

**FINANCIAL IMPACT**

2021 park improvement projects do not utilize general funds and come from a combination of King County Levy funds and Park Impact Fees.

Attachment A: Contract with Security Lines US for Park Security Cameras	\$143,456
Attachment B: Contract with Mid Pac Construction Inc. for Tennis Court Repairs and Improvements.	\$53,000
Total	\$196,456

**RECOMMENDATION**

Staff is seeking approval to move forward with improvements by authorizing the Mayor to execute the contract (Attachment A) with Security Lines US for \$143,456 for the installation of security cameras at the Tukwila Parks, and the contract (Attachment B) with Mid Pac Construction Inc. for \$53,000 for tennis court improvements at Tukwila Park and Crystal Springs Park.

**ATTACHMENTS**

- A. Security Line US Contract
- B. Mid Pack Construction Inc. Contract





## City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Contract Number:

### CONTRACT FOR SERVICES

This Agreement is entered into by and between the City of Tukwila, Washington, a non-charter optional municipal code city hereinafter referred to as "the City," and Security Lines US, hereinafter referred to as "the Contractor," whose principal office is located at 14431 Ventura Blvd. #575 Sherman Oaks, CA 91423.

**WHEREAS**, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

**WHEREAS**, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

**IN CONSIDERATION OF** the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

- Scope and Schedule of Services to be Performed by Contractor.** The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.
- Compensation and Method of Payment.** The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit B attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed \$145,000.
- Contractor Budget.** The Contractor shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Contractor shall request prior approval from the City whenever the Contractor desires to amend its budget in any way.
- Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing May 1, **2021**, and ending December 31, **2021**, unless sooner terminated under the provisions hereinafter specified.
- Independent Contractor.** Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.
- Indemnification.** The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types and with the limits described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

C. **Other Insurance Provision.** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

- E. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- F. **Subcontractors.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- G. **Notice of Cancellation.** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- H. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

8. **Record Keeping and Reporting.**

- A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

9. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

10. **Termination.** This Agreement may at any time be terminated by the City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.

11. **Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.

12. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

13. **Entire Agreement: Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

**14. Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

**15. Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk, City of Tukwila  
6200 Southcenter Blvd.  
Tukwila, Washington 98188

Notices to the Contractor shall be sent to the address provided by the Contractor upon the signature line below.

**16. Applicable Law: Venue: Attorney’s Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney’s fees and costs of suit.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF TUKWILA

CONTRACTOR

\_\_\_\_\_  
Allan Ekberg, Mayor

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

ATTEST/AUTHENTICATED:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk, Christy O’Flaherty

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney



14431 Ventura Blvd. #575  
 Sherman Oaks, CA 91423  
 877-822-2303

# Estimate

Date	Estimate #
4/1/2021	1598

Name / Address
Tukwila Parks and Recreation 12424 42nd Avenue South Tukwila, WA 98168

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
i4-POD-P	Codiga Park i4-POD portable surveillance system with: 1.(1) Digital Video Recorder w/2TB hard drive. 2. (1) Wireless Cellular Router & 2.4 wireless transmitter and receiver. 3. (3) Pan-Tilt-Zoom ("1" 2MP, 1080p, 12x opt zoom, 10x digital zoom w/ dss max at .002 lux) 4. (1) Stationary 2MP 1080p Color Vandal Proof Dome 5. (1) Custom Powder Coated metal enclosure. 6. (1) Mounting bracket. 7. (1) Photocell Power Adapter 8. Central Monitoring, Web browser and PDA software for viewing cameras and DVR (no per-computer licensing fee).	1	7,995.00	7,995.00T
License Plate ...	License Plate Recognition camera, 4MP, 6-50mm Motorized Zoom with Auto Focus Lens, 60' Smart IR and Programmable Privacy Zones	1	1,495.00	1,495.00T
Shipping Charge	Shipping and Handling: Ground - 1 box	1	45.00	45.00

Prices are subject to change at SLUS' discretion. Quote is partially based on Customer information. If the information is found to be incorrect at anytime or unknown site conditions are found during installation, SLUS may revise the quote to include any additional parts and labor to successfully complete the job. Such additional parts and labor will be subject to Customer's written approval. If the Customer chooses not to accept the revised quote and therefore, the job cannot be completed successfully, SLUS may remove any materials and products that SLUS installed and Customer will only be responsible for any labor that was performed thus far and any products and materials that cannot be reused.	<b>Subtotal</b>	\$9,535.00
	<b>Sales Tax (10.0%)</b>	\$949.00
	<b>Total</b>	\$10,484.00

Approved By: _____	Signature: _____	Date: _____
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***Thank you for this opportunity. We look forward to working with you.***



14431 Ventura Blvd. #575  
 Sherman Oaks, CA 91423  
 877-822-2303

# Estimate

Date	Estimate #
4/1/2021	1581

Name / Address
Tukwila Parks and Recreation 12424 42nd Avenue South Tukwila, WA 98168

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
HD-1080p-NV...	Community Center: 32 Camera POD System with (6) PTZ 24x zoom cameras, (2) PTZ 4x zoom cameras, (23) stationary cameras, (1) License Plate Recognition Camera, 20TB storage and wireless system.			
32 channel HD 1080p Network Video Recorder: Embedded Linux OS, H.264 Compression, 1920x1080p Recording Resolution, Covert Channel, Camera Tamper Sensor & Alarm, Two-Way Audio, Multiple User and 20TB Storage		1	3,995.00	3,995.00T
3CamSat+PTZ...	4 Camera Satellite POD with (3) HD Stationary 1080P HD Vandal Resistant Vandal Proof Dome, 3MP Cameras; (1) HD Pan-Tilt-Zoom 25x1080P HD Vandal Resistant Vandal Proof Dome, 2MP Camer and 5.9ghz wireless transmitter that can connect to POD-HD systems	3	5,000.00	15,000.00T
2CamSat+PTZ...	3 Camera Satellite POD with (2) HD Stationary 1080P 3MP Camera and (1) HD Pan-Tilt-Zoom 25x 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Camera and 5.9ghz wireless transmitter that can connect to POD-HD systems	3	4,000.00	12,000.00T
2CamSat+PTZ4	3 Camera Satellite POD with (2) HD Stationary 1080P 3MP Camera and (1) HD Pan-Tilt-Zoom 4x 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Camera and 5.9ghz wireless transmitter that can connect to POD-HD systems	1	3,500.00	3,500.00T
1CamSat+PTZ4	2 Camera Satellite POD with (1) HD Stationary 1080P 3MP Camera and (1) HD Pan-Tilt-Zoom 4x 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Camera and 5.9ghz wireless transmitter that can connect to POD-HD systems	1	2,500.00	2,500.00T
4CamSat	4 Camera Satellite POD with (4) HD Stationary 1080P HD Vandal Resistant Vandal Proof Dome, 3MP Cameras and 5.9ghz wireless transmitter that can connect to POD-HD systems	1	4,250.00	4,250.00T
Satellite POD-S	POD with (1) HD Stationary 1080P HD Vandal Resistant Vandal Proof Dome, 3MP Camera and 5.9ghz wireless transmitter that can connect to POD-HD systems	1	1,250.00	1,250.00T
License Plate ...	License Plate Recognition camera, 4MP, 6-50mm Motorized Zoom with Auto Focus Lens, 60' Smart IR and Programmable Privacy Zones	1	1,495.00	1,495.00T

Prices are subject to change at SLUS' discretion. Quote is partially based on Customer information. If the information is found to be incorrect at anytime or unknown site conditions are found during installation, SLUS may revise the quote to include any additional parts and labor to successfully complete the job. Such additional parts and labor will be subject to Customer's written approval. If the Customer chooses not to accept the revised quote and therefore, the job cannot be completed successfully, SLUS may remove any materials and products that SLUS installed and Customer will only be responsible for any labor that was performed thus far and any products and materials that cannot be reused.	<b>Subtotal</b>
	<b>Sales Tax (10.0%)</b>
	<b>Total</b>

Approved By: _____	Signature: _____	Date: _____
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***Thank you for this opportunity. We look forward to working with you.***



14431 Ventura Blvd. #575  
 Sherman Oaks, CA 91423  
 877-822-2303

# Estimate

Date	Estimate #
4/1/2021	1581

Name / Address
Tukwila Parks and Recreation 12424 42nd Avenue South Tukwila, WA 98168

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
Wireless-270	Wireless System with 3 Sector Access Points for 270 degree coverage	2	1,250.00	2,500.00T
Wireless Relay	Wireless Relay with (2) 5ghz transmitters with one as access point and second as client station.	2	525.00	1,050.00T
PPS-Battery B...	Portable Battery Backup with 80Ah Lithium Battery	3	1,995.00	5,985.00T
PPS-Battery B...	Portable Battery Backup with 100Ah Lithium Battery	2	2,495.00	4,990.00T
Shipping Charge	Shipping and Handling: Ground - 15 boxes	1	650.00	650.00

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	<b>Sales Tax (10.0%)</b>	\$5,851.50
	<b>Total</b>	\$65,016.50

Approved By: _____	Signature: _____	Date: _____
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14431 Ventura Blvd. #575  
 Sherman Oaks, CA 91423  
 877-822-2303

# Estimate

Date	Estimate #
4/1/2021	1593

Name / Address
Tukwila Parks and Recreation 12424 42nd Avenue South Tukwila, WA 98168

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
i4-POD-SIP	Crystal Springs Park i4-POD-SIP portable surveillance system with: 1. HD 1080p Network Video Recorder: H.264 Compression, and 4TB Storage 2. (1) Wireless Cellular Router or 2.4 wireless transmitter and receiver 3. (3) HD Stationary - 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Cameras 4. (1) 1080P HD Outdoor PTZ, 2.2 Mega Pixel, 20x Optical Zoom, IP66, RS-485, Pelco-D/P, Heater & Blower 5. (1) Custom Powder Coated metal enclosure. 6. (1) Mounting bracket. 7. Central Monitoring, Web browser and PDA software for viewing cameras and DVR (no per-computer licensing fee).	1	8,495.00	8,495.00T
1CamSat+PTZ4	2 Camera Satellite POD with (1) HD Stationary 1080P 3MP Camera and (1) HD Pan-Tilt-Zoom 4x 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Camera and 5.9ghz wireless transmitter that can connect to POD-HD systems	2	2,500.00	5,000.00T
Wireless Relay	Wireless Relay with (2) 5ghz transmitters with one as access point and second as client station.	1	600.00	600.00T
Wireless Acce...	5ghz Access Point pre-programmed to be placed at a satellite in order to make satellite a relay	1	150.00	150.00T
License Plate ...	License Plate Recognition camera	1	1,495.00	1,495.00T
PPS-Battery B...	Portable Battery Backup with 100Ah Lithium Battery	2	2,195.00	4,390.00T
PPS-Battery B...	Portable Battery Backup with 50Ah Lithium Battery	1	1,495.00	1,495.00T
Shipping Charge	Shipping and Handling: Ground - 6 boxes	1	275.00	275.00

Prices are subject to change at SLUS' discretion. Quote is partially based on Customer information. If the information is found to be incorrect at anytime or unknown site conditions are found during installation, SLUS may revise the quote to include any additional parts and labor to successfully complete the job. Such additional parts and labor will be subject to Customer's written approval. If the Customer chooses not to accept the revised quote and therefore, the job cannot be completed successfully, SLUS may remove any materials and products that SLUS installed and Customer will only be responsible for any labor that was performed thus far and any products and materials that cannot be reused.	<b>Subtotal</b>	\$21,900.00
	<b>Sales Tax (10.0%)</b>	\$2,162.50
	<b>Total</b>	\$24,062.50

Approved By: _____	Signature: _____	Date: _____
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***Thank you for this opportunity. We look forward to working with you.***





14431 Ventura Blvd. #575  
 Sherman Oaks, CA 91423  
 877-822-2303

# Estimate

Date	Estimate #
4/12/2021	1844

Name / Address
Tukwila Parks and Recreation 12424 42nd Avenue South Tukwila, WA 98168

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
i4-POD-P	Tukwila Pond i4-POD portable surveillance system with: 1.(1) Digital Video Recorder w/2TB hard drive. 2. (1) Wireless Cellular Router or 2.4 wireless transmitter and receiver. 3. (3) Pan-Tilt-Zoom ("1" 2MP, 1080p, 12x opt zoom, 10x digital zoom w/ dss max at .002 lux) 4. (1) Stationary 2MP 1080p Color Vandal Proof Dome 5. (1) Custom Powder Coated metal enclosure. 6. (1) Mounting bracket. 7. (1) Photocell Power Adapter 8. Central Monitoring, Web browser and PDA software for viewing cameras and DVR (no per-computer licensing fee).	1	7,995.00	7,995.00T
CAM-HD-4MP	HD Stationary - 1080P HD Vandal Resistant Vandal Proof Dome Camera. 4.0 Mega Pixel. W/ mounting hardware and Cat6 cable to connect to main POD	1	495.00	495.00T
Shipping Charge	Shipping and Handling: Ground - 1 Box	1	45.00	45.00

Prices are subject to change at SLUS' discretion. Quote is partially based on Customer information. If the information is found to be incorrect at anytime or unknown site conditions are found during installation, SLUS may revise the quote to include any additional parts and labor to successfully complete the job. Such additional parts and labor will be subject to Customer's written approval. If the Customer chooses not to accept the revised quote and therefore, the job cannot be completed successfully, SLUS may remove any materials and products that SLUS installed and Customer will only be responsible for any labor that was performed thus far and any products and materials that cannot be reused.	<b>Subtotal</b>	\$8,535.00
	<b>Sales Tax (10.0%)</b>	\$849.00
	<b>Total</b>	\$9,384.00

Approved By: _____	Signature: _____	Date: _____
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***Thank you for this opportunity. We look forward to working with you.***





## City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Contract Number:

### CONTRACT FOR SERVICES

This Agreement is entered into by and between the City of Tukwila, Washington, a non-charter optional municipal code city hereinafter referred to as "the City," and Mid Pac Construction Inc., hereinafter referred to as "the Contractor," whose principal office is located at 10610 NE 46th St, Kirkland, WA 98033.

**WHEREAS**, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

**WHEREAS**, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

**IN CONSIDERATION OF** the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

- Scope and Schedule of Services to be Performed by Contractor.** The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.
- Compensation and Method of Payment.** The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit B attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed \$53,000.
- Contractor Budget.** The Contractor shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Contractor shall request prior approval from the City whenever the Contractor desires to amend its budget in any way.
- Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing May/1, 20 21, and ending December 31, 20 21, unless sooner terminated under the provisions hereinafter specified.
- Independent Contractor.** Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.
- Indemnification.** The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types and with the limits described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

C. **Other Insurance Provision.** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating

of not less than A: VII.

- E. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- F. **Subcontractors.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- G. **Notice of Cancellation.** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- H. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

**8. Record Keeping and Reporting.**

- A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

**9. Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

**10. Termination.** This Agreement may at any time be terminated by the City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.

**11. Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.

**12. Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

**13. Entire Agreement: Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

**14. Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

**15. Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk, City of Tukwila  
6200 Southcenter Blvd.  
Tukwila, Washington 98188

Notices to the Contractor shall be sent to the address provided by the Contractor upon the signature line below.

**16. Applicable Law: Venue: Attorney’s Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney’s fees and costs of suit.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF TUKWILA

CONTRACTOR

\_\_\_\_\_  
Allan Ekberg, Mayor

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

ATTEST/AUTHENTICATED:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk, Christy O’Flaherty

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

# Mid Pac Construction Inc.

## Construction Contract

With: Kris Kelly

For City of Tukwila

Project Resurface four tennis courts

Subcontractor: None

Location: Tukwilla

Specifications and Conditions: Mid Pac will supply all labor and materials for the resurfacing. To include Pressure washing entire surface area and cleaning out cracks, patching cracks and damaged court areas, one acrylic filler coat, two coats of Novafil, one coat of Nova Combo and painting of tennis lines.

\$36,200.00

Riteway Crack Repair fabric- there are approx. 425' of cracks that should be additionally repaired with the Riteway system. The cost is \$8,500.00 "not included in base bid"

\*Since the courts have lacked maintenance for quite some time – it is possible that more linear ft will become apparent after the washing (pretty sure the measure is fairly accurate)- once the cleaning is done – we will verify exact linear ft – and only install what the city authorizes.

Price below assume acceptance of resurfacing and crack repair

### This Offer Must Be Accepted Within 30 Days

Owner shall pay Mid Pac Construction, for the performance of its work Forty four thousand seven hundred dollars. If payment is not made to Mid Pac within 10 Calendar days from the date of invoice, interest shall accrue at the rate of 1% per month from date of invoice on unpaid balances.

MID PAC CONSTRUCTION INC.

Signed \_\_\_\_\_ Don Gerstmar \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_ 5/31/2020 \_\_\_\_\_

Date \_\_\_\_\_

NOTE: GENERAL CONDITIONS ON REVERSE SIDE

## General Conditions

1. Mid Pac will furnish all labor and materials in accordance with the applicable plans and specifications furnished by the owners
2. Mid Pac shall not be liable or accountable for any loss or damage that shall or may happen to other parties works, or any part or parts thereof, respectively, or anything used and employed in furnishing and completing the same, except for loss or damage caused by Mid Pac or its employees.
3. Owners shall indemnify and hold Mid Pac harmless against any liability for cost damages and expenses (including reasonable attorneys' fees) growing out of or arising from or surrendered by other parties in connection with the project on account of any claims made against Mid Pac for losses, costs, damages and expenses, caused by parties other than Mid Pac and its employees.
4. Owner will thoroughly and promptly inform Mid Pac of any changes of conditions or scheduling that may affect its work in any manner.
5. The contract price is subject to change if there is a change in price or any materials included in this contract.
6. The contract price does not include Washington, Oregon, or Hawaii Sales Tax.
7. All labor and materials are guaranteed for one year from date of completion.
8. Mid Pac cannot guarantee structural crack repairs.
9. All necessary permits to be provided by owners.
10. Mid Pac does not assume responsibilities for subgrade, landscaping, or other related work, unless it is provided by Mid Pac or its sub contractors.





## **INFORMATIONAL MEMORANDUM**

**TO: Community Services & Safety Committee**

**FROM: Eric Drever, Chief of Police**

**BY: Mindi Mattson, Emergency Manager**

**CC: Mayor Ekberg**

**DATE: 4/27/2021**

**SUBJECT: Emergency Management Update and Workplan**

### **ISSUE**

The City of Tukwila hired Mindi Mattson as the new Emergency Manager. This position was previously under the Fire Department and now resides with the Police Department located at the Justice Center. Mindi will introduce herself to the Committee, provide an update as to the current status of emergency management, and describe plans for the future. No action is required of the Committee.

### **BACKGROUND**

In Tukwila, Emergency Management has been a function of Public Works, Fire and now the Police Department. Regardless of which department houses it, Emergency Management works with all departments and the community. It is the duty of the Emergency Manager to integrate industry standards and best practices to serve the Tukwila community before, during, and after a large scale emergency or disaster. There is a role for all employees and members of the community in this work. A community that is strong can before a disaster, can respond to and recover more successfully.

### **DISCUSSION**

Mindi Mattson, Emergency Manager, will provide an analysis of existing emergency management capabilities, and share her vision for the future.

### **FINANCIAL IMPACT**

The transfer of the position from Fire to Police left some ambiguity as to the budget for Emergency Management. The Emergency Manager will develop a comprehensive program and budget to support that program for consideration at a later date.

### **RECOMMENDATION**

No action needed from the Committee at this time. This briefing is informational only.

### **ATTACHMENTS**

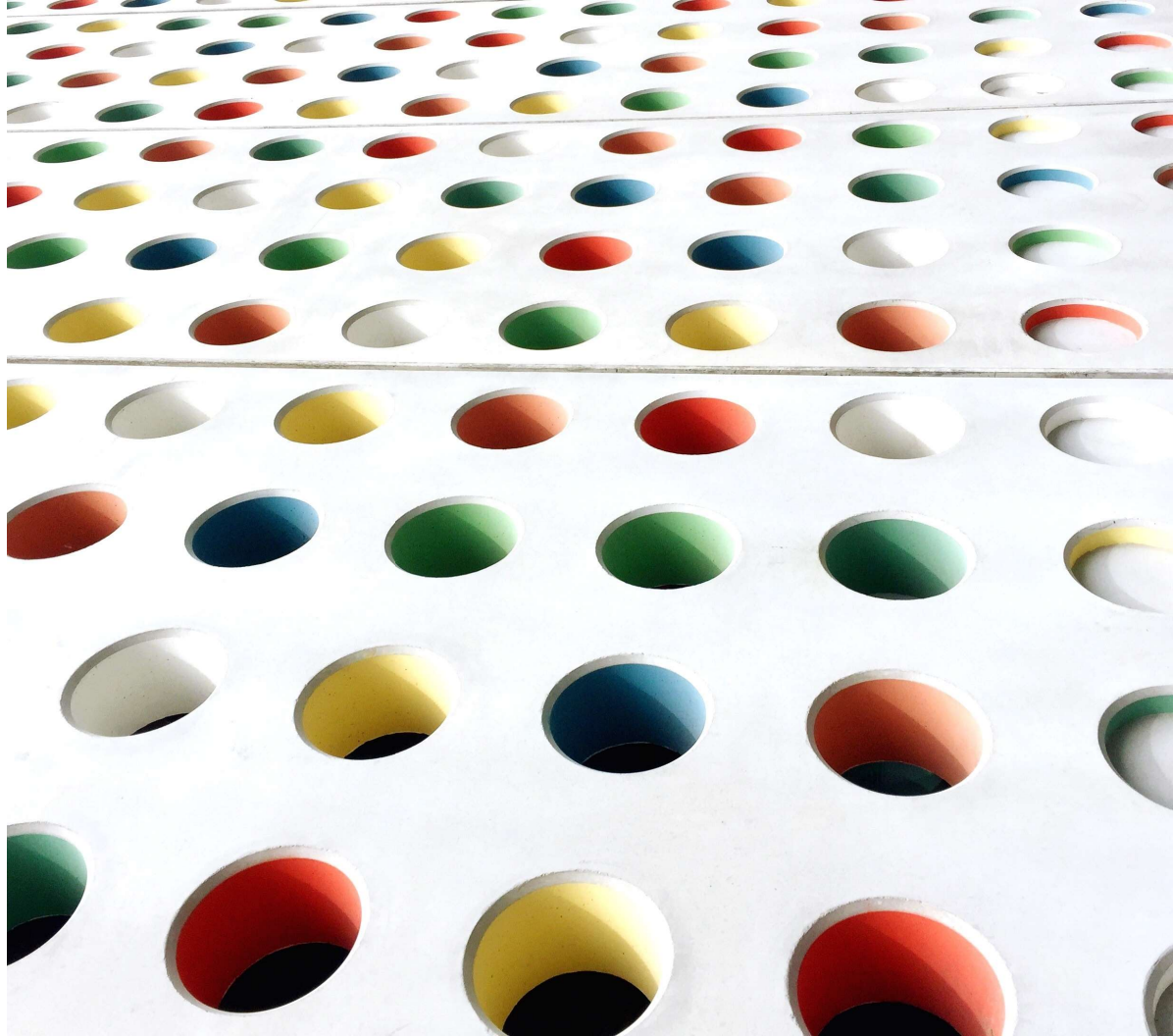
SSC PowerPoint



# Emergency Management:

- Where are we at?
  - Where are we going?
- 

Mindi Mattson  
Emergency Manager  
City of Tukwila



# • Where are we at?

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- Completed Plans Review
- Secured Emergency Management Performance Grant (EMPG) funding for 2021
- Updated Draft Comprehensive Emergency Management Plan (CEMP)
- Created Cascadia Rising Training and Exercise Plan (TEP)
  - EOC Staff Training
  - Elected Officials Training
  - “Mini” Activations of EOC
  - Tabletop Exercises

# Where are we going?

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- Emergency Operations Center (EOC) Build-out
- Emergency Operations Center readiness
- Cascadia Rising June 2022
- Build out Emergency Management Budget
- Build out back up EOC at Station 52

# Where are we going?

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- Develop plan revision schedule
- Train and Exercise other capabilities
- Develop staff preparedness program
- Develop public-facing presence and education strategy
- Build partnerships with businesses, schools, and community organizations

# Questions?

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Mindi Mattson, MA, CEM

Emergency Manager

(206)971-8750 desk

(206)673-7480 cell









## INFORMATIONAL MEMORANDUM

**TO:** Community Services & Safety Committee  
**FROM:** Jay C. Wittwer, Fire Chief  
**BY:** Jay C. Wittwer, Fire Chief  
**CC:** Allan Ekberg, Mayor,  
David Cline, City Administrator  
James Booth, President IAFF Local #2088  
**DATE:** 05/03/2021  
**SUBJECT:** Fire Department reports, 2020 Annual and 2021 1<sup>st</sup> Qrt

### CURRENT STATUS

Each year since 2016 the Fire Department has produced a comprehensive Annual Report. Quarterly reports are also shared with City Council members throughout each year.

### DISCUSSION

The Fire Department Administration has prepared these two reports to keep the community informed of the activities and highlights of the Fire Department operations. These reports will be shared with the City Council before they are made available for public consumption.

### FINANCIAL IMPACT

No actual financial impact, as these are reports to review Fire Department activities and operations.

### RECOMMENDATION

These reports are provided for information only. The City Staff recommends that each report is forwarded to all City Council Members for review.

### ATTACHMENTS

- Fire Department 2020 Annual Report
- Fire Department 2021 1<sup>st</sup> Quarter Report



# 2020 ANNUAL REPORT



**Tukwila Fire Department**  
15447 65th Ave South  
Tukwila, WA 98188  
[www.tukwilawa.gov](http://www.tukwilawa.gov)





Once again, I am pleased to present the Annual Report for the Tukwila Fire Department (TFD). Over the past 12 months, there has been continual change for all of us because of the challenges caused by the world-wide pandemic. The members of the Tukwila Fire Department have been here for our community and many of those efforts will be highlighted in this report.

TFD continues to enjoy tremendous support from our residents, Mayor Allan Ekberg and the entire Tukwila City Council, as evidenced by are the two new replacement Fire Stations achieved by the 2016 Public Safety Bond vote of our residents. The new Fire Station 51 opened in September of 2020 and the new Fire Station 52 opened during the first quarter of 2021. The members of the TFD will repay that support by providing a long standing tradition of First Class Service to our Tukwila Community.

Whereas we realized a decrease in demand for our services because our community and nation have been shuttered during the Covid-19 shut downs, our response models changed to meet these demands.

TFD operates 4 fire stations and 4 fire companies with 54 total line personnel and 11 support positions. In 2020, we responded to 5284 calls for service. Our average response time in 2020 was 6.01 minutes, which is consistent with past years and made possible due to the effectiveness of our team and the resources afforded to the TFD.

Community outreach continues to be a priority. Our actions throughout the year demonstrate our commitment to the Community. While this past year has been a challenge, we continued to provide that support with a focus on safety. Because of the Pandemic our interactions with the community have been limited yet, we hope to soon lift those restrictions as more are vaccinated in our region and Nation. To learn more about us, please view our social media posts or our website. If you are interested in firefighting, our website provides information needed to become a firefighter with our organization. We are open to all backgrounds and we encourage all to investigate this exciting and rewarding occupation.

As we look forward to 2021, our priority will be to continue to provide the highest level of service to our community. We will work toward a secure and sustainable model of service levels and fiscal stewardship to the community. This goal will support the Tukwila strategic priorities of a high performing and effective organization. As your Fire Chief, I am grateful for the support of our city, this department and our community. I will repay that support by continuing to advocate for progress and growth within the TFD and the City of Tukwila. Our community may rest easy knowing that public safety is also a high priority of the city and fire administration. 2021 points to be a year of adjustments to create stability for that priority, with the goal of insuring the community is even safer in the future.

High Regards,



Jay C. Wittwer, Fire Chief

# MAYOR'S MESSAGE

It is with gratitude that I thank the Tukwila Community for its support for its world-class City of Tukwila Fire Department. I especially want to thank all of the fire personnel on another year of service to our community, especially during the time of the COVID-19 pandemic. This new reality has created additional rigor amongst us all, and I appreciate your work.

In 2020, we saw new Fire Station 51 come online to serve our community and business needs of the Southcenter area. And we worked diligently through 2020 to prepare for the opening of the new headquarters Fire Station 52 in early 2021. We are thankful for these two new stations in our City as a continuation of our promise to build safe and efficient fire stations as a part of the voter-approved 2016 Public Safety Bond. We are fortunate to have these stations available for the safety of our community.

This past year the department worked hard to meet the City Council's adopted budget, while adjusting to a reduced staffing level due to the declaration of emergency. The Department continued their high-level of service standards, while simultaneously responding to lower volume of calls as our day-time workforce and visitors shrunk. I'd like to recognize that the Tukwila Fire Department is a regional leader in providing professional fire and emergency medical services.

Also, in 2020, the Fire Department continued to execute on the City Council proviso to further understand the services and operational efficiencies of the department by deploying an outside consultant to review the City's fire services. This effort produced a report for our residents, council, and fire personnel that will lead to further discussions about fire service scope of service, costs, and operational models that can be considered in order to ensure the long-term sustainable provision of fire services in Tukwila.

As always, I appreciate the department's service to our community and the care, responsiveness, and professionalism of our fire personnel.

Thank you to the Tukwila Fire Department for a successful 2020.



Respectfully,



Allan Ekberg  
Mayor



## 2020 CITY COUNCIL



*Position 1 - Verna Seal*

*Position 2 - Kathy Hougardy*

*Position 3 - Thomas McLeod*

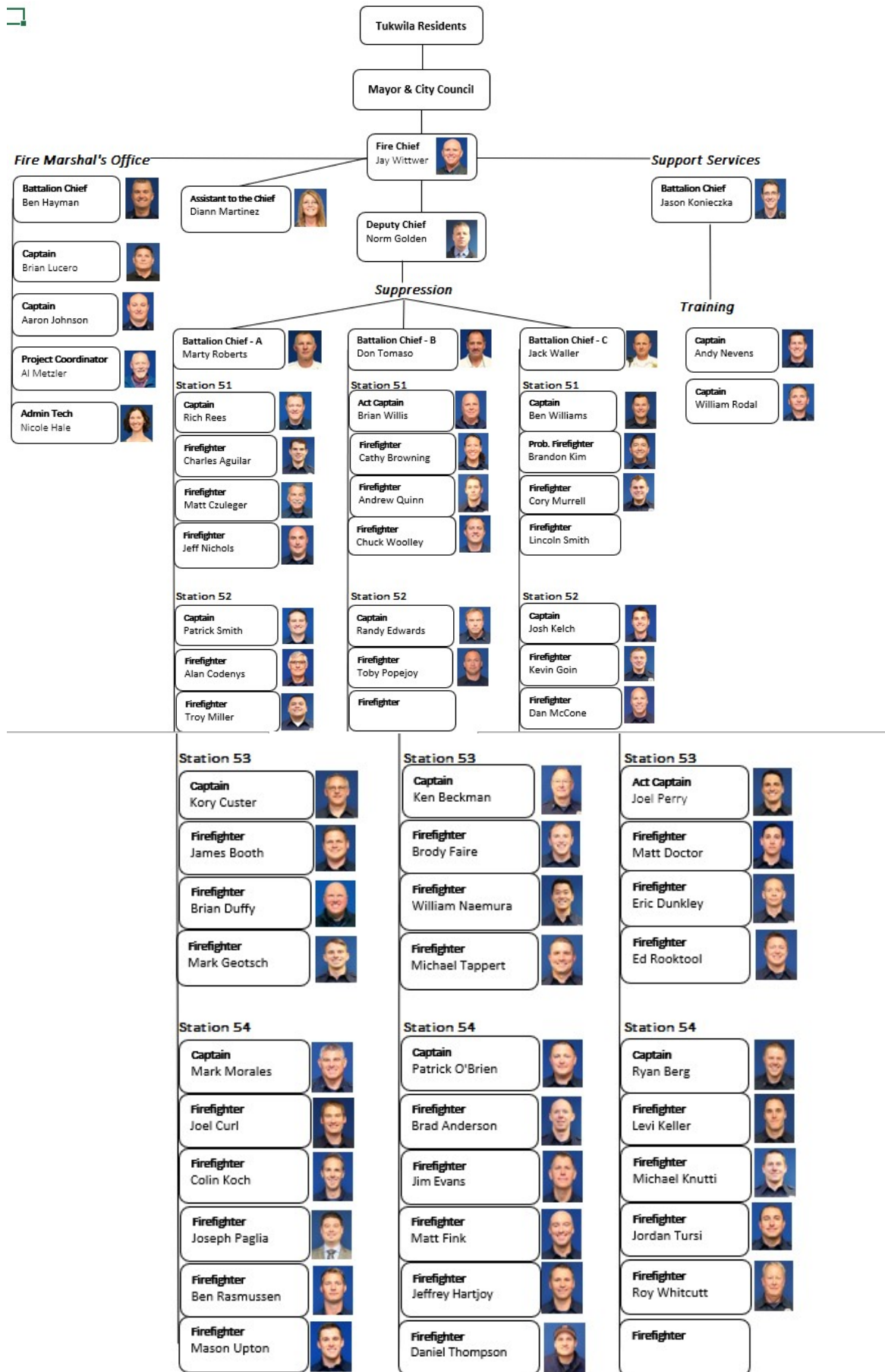
*Position 4 - Cynthia Delostrinos Johnson*

*Position 5 - Zak Idan*

*Position 6 - Kate Kruller*

*Positions 7 - De'Sean Quinn*

# ORGANIZATIONAL CHART





# FIRE STATIONS



STATION 51

17951 Southcenter Pkwy



STATION 52

15447 65 Ave S

\*Opened February 2021



STATION 53

4202 S 115 ST



STATION 54

4237 S 144 ST



## Tukwila Fire Department

### City of Tukwila Facilities

9.65 SQ Miles

20,930 Residential  
Population

150,000 Daytime



\* Please note: All transportation, surface water, sanitary sewer and water distribution facilities are too numerous to show on this summary map. See detailed Comp Plan section for this information.

The department responded to 5,284 calls of service during 2020. This includes many different types of emergency and non-emergency calls. It is possible to display the information in a variety of ways to tell the story of the work that is done 24 hours a day, 365 days a year. Information concerning responses is displayed within the following pages of this report; however, just recording the work of the responders does not tell the whole story. Behind the fire and medical response, 12 members of the department work in various capacities to keep the department running.

## **RESPONSE TIMES:**

Most people are comfortable talking about averages, but it's important to note that with an average one half of the responses take longer than the "average". That can be very disconcerting when you are the one waiting for a firefighter. A better way to report response times uses 90% response times. This means that nine out ten times, the caller can expect the units to arrive in the specified time or less. It is a much more accurate planning number. Response times in the tables show both response time average and 90% response time.

## **FIRE LOSS:**

Fire loss is just one measurement demonstrating the "work" of a fire department. A better number might be represented by how much life and property is protected, but accurately reporting this type of number is difficult, if not impossible. With assessed value of over \$6 billion of properties within Tukwila, the Department limited fire loss within structures to TBD (waiting on this data for 2020).

## **CARDIAC ARREST SAVE RATE:**

Cardiac Arrest save rates are calculated using the Utstein Criteria, an internationally recognized cardiac arrest resuscitation measuring criteria. This criteria looks at a specific type of cardiac arrest and considers the outcome to be a save if the person leaves the hospital after the event and returns to their post-event level of activity.

These data points are reported to each agency by King County Emergency Medical Services. The average save rate over the past three years for King County has been in the 50 percent range. For 2020 Tukwila Fire Department is at 80%. This higher number in Tukwila is reflected by early bystander intervention, a quick response by the South King County Medic One Paramedics and an adequate number of trained firefighters being immediately available to respond.

All data used in this report was provided by the Valley Communications Center.

The City Council approved Resolution 1977 on December 2, 2019, this set performance standards for the Fire Department. These standards are found on the following pages.

The goals are based upon saving lives and property. Defined goals are expected to be performed nine out of ten times or 90% of the time. Data shows The Tukwila Fire Department (TFD) is meeting or exceeding within 3% of the standards set in Resolution 1977. Continual improvements are being made to enhance these performance standards. Relocating two current Fire Stations and updating equipment used by the firefighters are examples of these efforts.

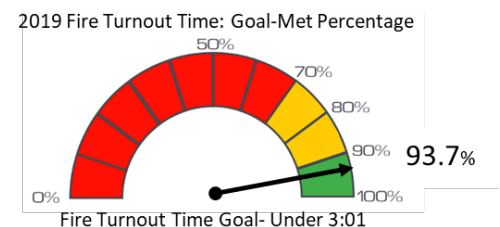
## Measuring Performance

Performance Goals are illustrated in categories:

**Green:** TFD is meeting or exceeding the goal

**Yellow:** TFD is reasonably close to meeting the goal. (The difference between an 88% and 90% is just 3 to 4 seconds)

**Red:** TFD is not meeting the goal and focused effort should be made to improve performance.



Performance will be displayed similar to the format above.

The Department responded to 5,284 calls in 2020. Information about responses is displayed below; however, just recording the work of responders does not tell the whole story. Along with the Firefighter EMT's on the front line, there are 13 members of Tukwila Fire who work in vital administrative capacities to keep the Department running efficiently.

## Department Data Overview

2020 Fire Turnout Time: Goal-Met Percentage



Turnout time is the time from when the fire station is alerted to an alarm until the vehicle leaves the fire station.

Our 2020 goal was to meet 3:01 for fire-related calls and 2:38 for medical-related calls 90% of the time. In 2020, we exceeded this goal with a rate of 93% of the calls were within this goal.

2020 Fire Response Time: Goal-Met Percentage



Response time is the time from when the fire station is alerted to an alarm until the crew arrives at the incident.

Our 2020 goal was to achieve 7:59 for fire-related calls at least 90% of the time. In 2020, we met this goal 86% of the time, which translates into a few seconds from this goal.

2020 Fire 1st Alarm Response Time: Goal-Met Percentage



"First Alarm Response Time" is how long it takes all of the apparatus to arrive at a fire-related incident, including ones that may be travelling from further away.

The 2020 goal was for the last-arriving vehicle to arrive within 9:29 at least 90% of the time. In 2020, we met this goal 86.4% of the time, which is within a few seconds of achieving this goal.



Turnout time is the time from when the fire station is alerted to an alarm until the vehicle leaves the fire station.

Our 2020 goal was to achieve a turnout time of 2:38 for medical-related calls at least 90% of the time, which in 2020 was met at 89.2%.

2020 EMS Turnout Time: Goal-Met Percentage



Response time is the time from when the fire station is alerted to an alarm until the crew arrives at the incident.

Our 2020 goal was to achieve 7:52 for medical-related calls at least 90% of the time. In 2020, this goal was met at 86% of the time which is a few seconds from this goal.

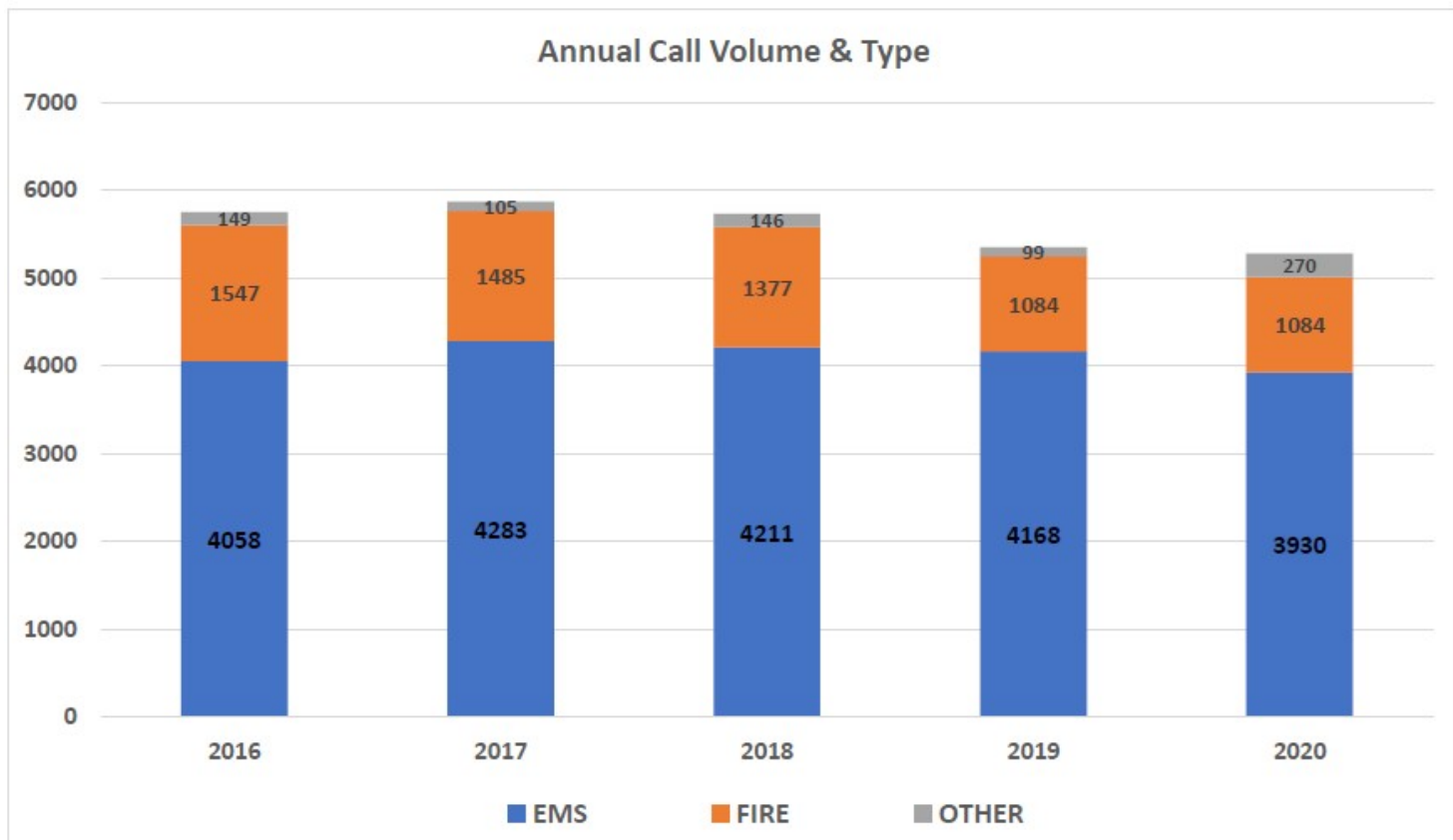
2020 EMS Response Time: Goal-Met Percentage



Although measuring the average response time for a fire department can be useful, the definition of “average” means that many of the people needing help could be waiting a lot longer for the fire department to arrive. Talking only about the average doesn’t describe that. Instead, we set annual goals of responding 90% of the time within a certain time limit. These goals, and how we performed in meeting them, are shown in the graphs.



# FIVE YEAR HISTORY OF VOLUME AND TYPE



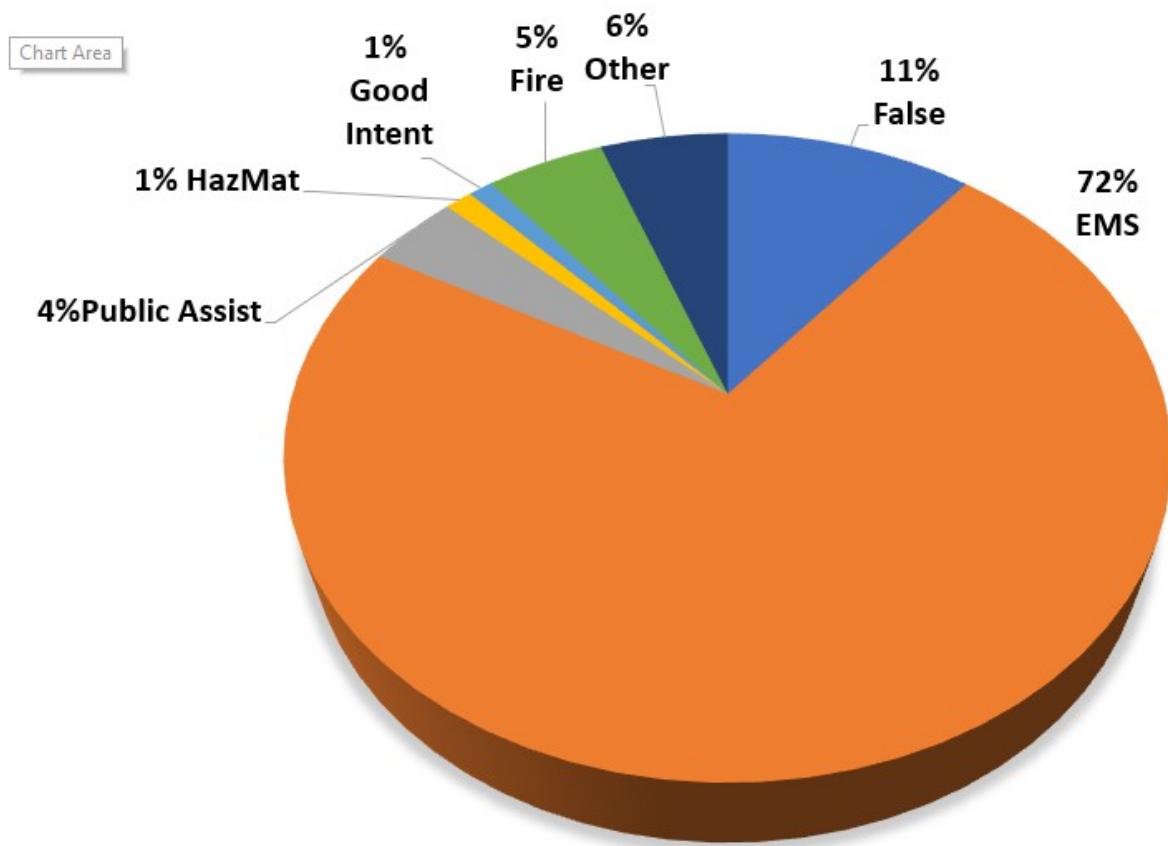
	EMS	FIRE	OTHER	TOTAL
2016	4058	1547	149	5754
2017	4283	1485	105	5873
2018	4211	1377	146	5734
2019	4168	1084	99	5979
2020	3930	1084	270	5284

# FIVE YEAR HISTORY OF CALLS BY TYPE



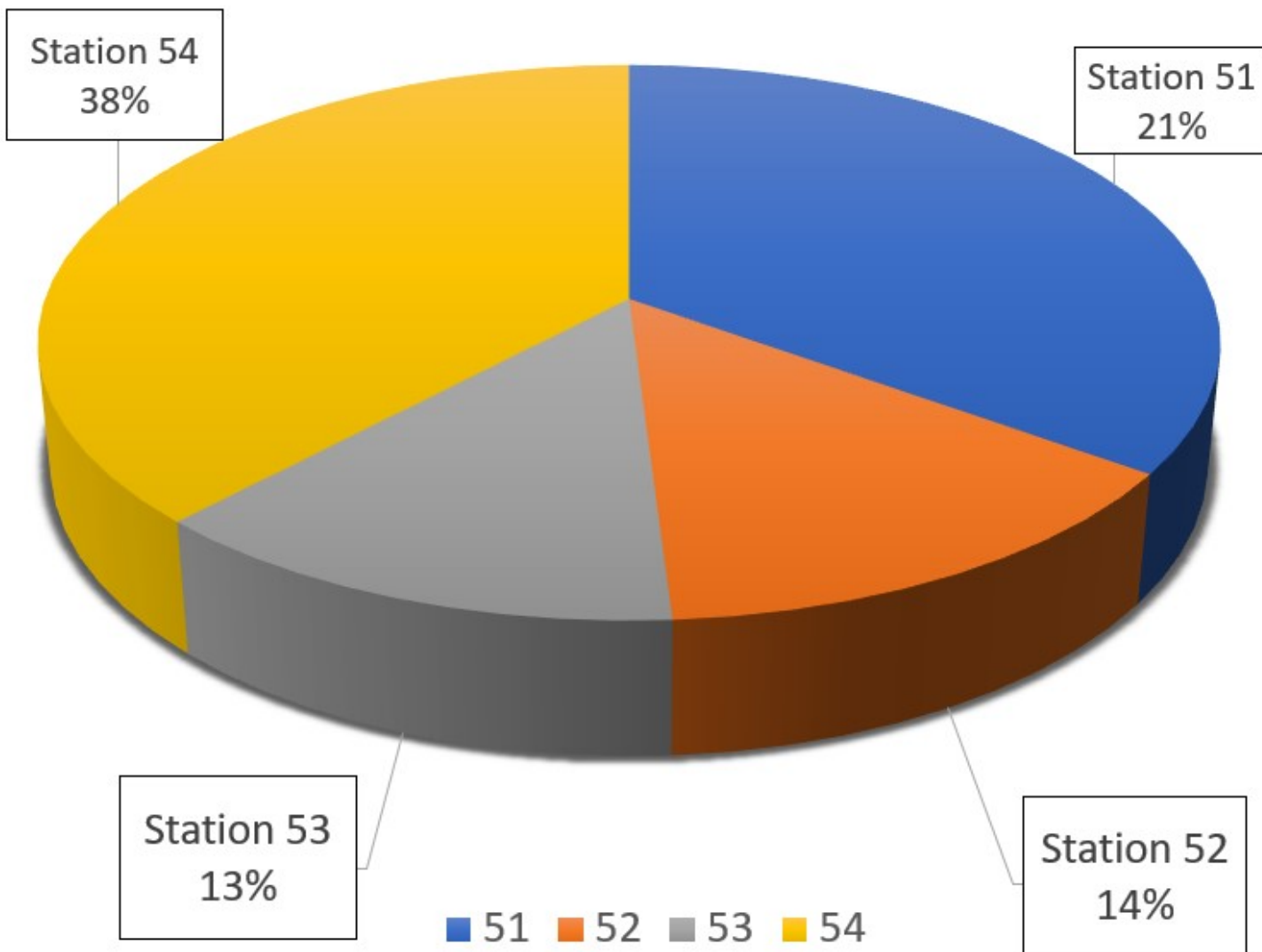
## 2016 - 2020 Calls By Type

Call Type	2016	2017	2018	2019	2020
EMS	4058	4100	4049	4003	3811
False Report	631	713	713	724	570
Good Intent	475	463	481	584	352
Fire	318	309	326	331	274
Public Assistance	123	146	145	177	207
Hazardous Material	118	108	86	136	62
Other	28	31	36	11	7
Explosion	0	4	3		
Weather	3	3	03	3	1
Total	5754	5873	5734	5979	5284



# 2020 CALL DISTRIBUTION

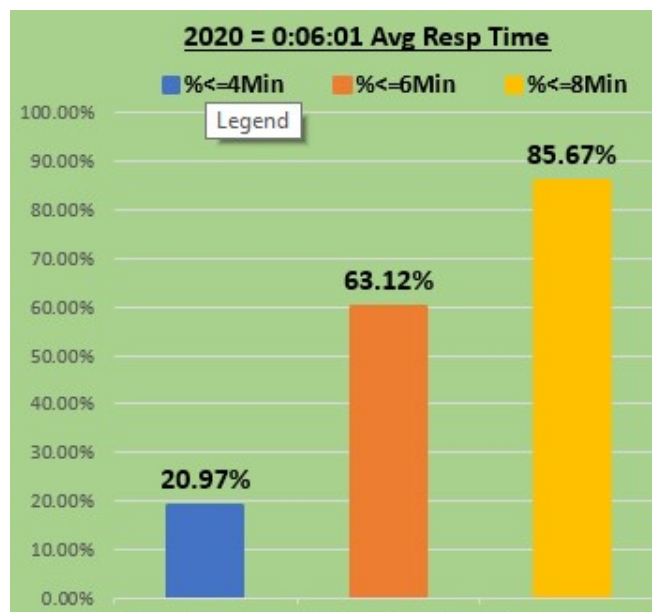
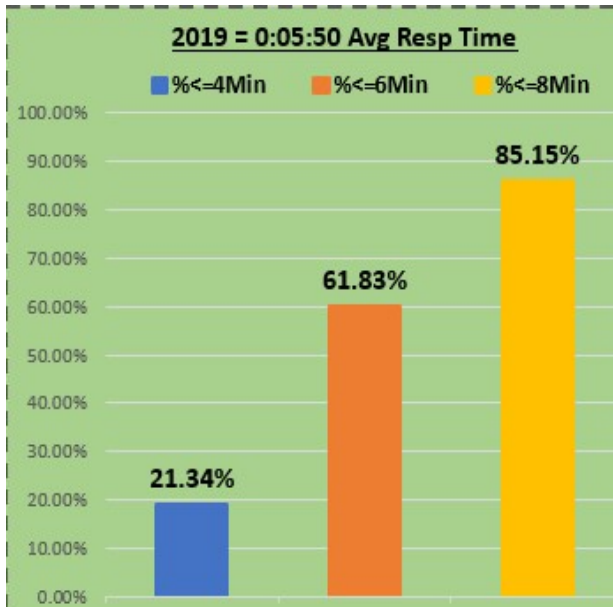
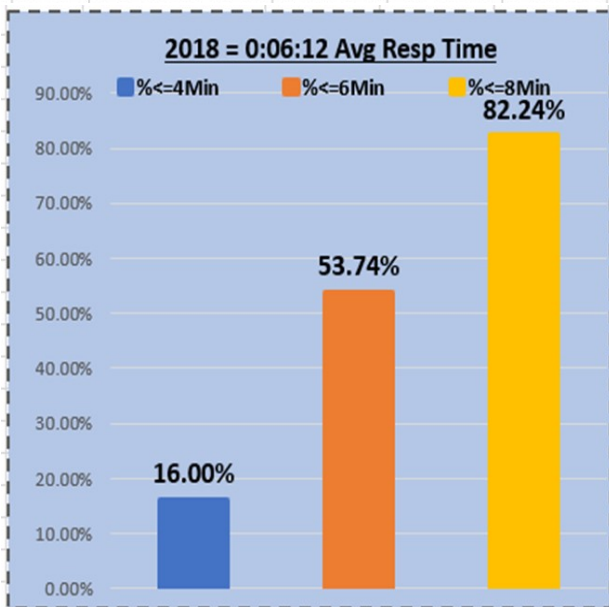
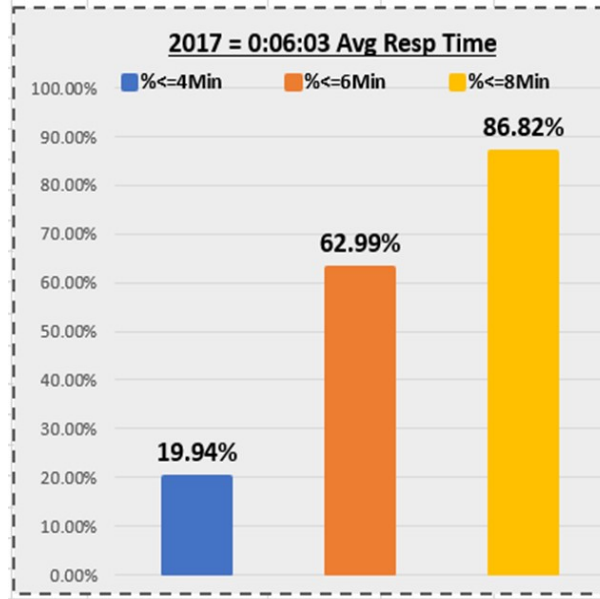
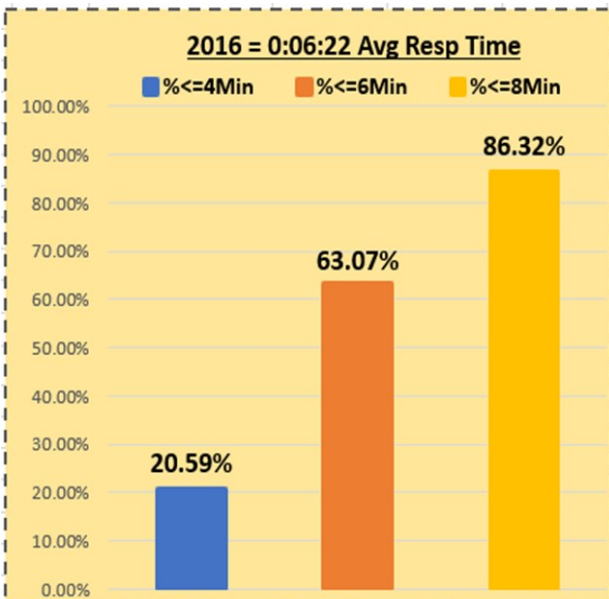
## 2020 Call Distribution



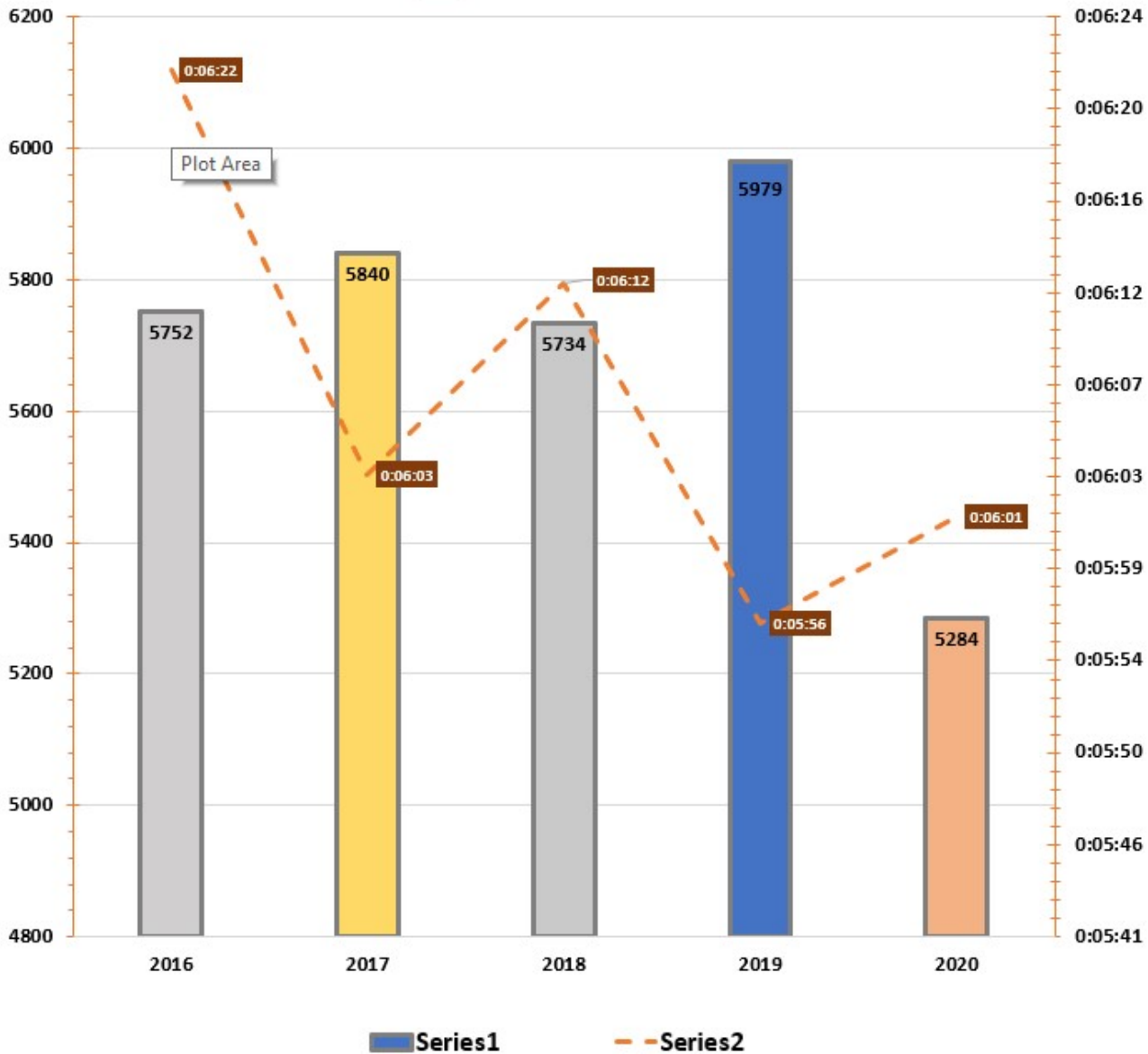
Station	Number of Responses*
Station 51	1143
Station 52	762
Station 53	714
Station 54	1864
Out of Area	801
<b>Grand Total</b>	<b>5284</b>
<i>(*In and Out of Service Area)</i>	



# AVERAGE RESPONSE TIMES

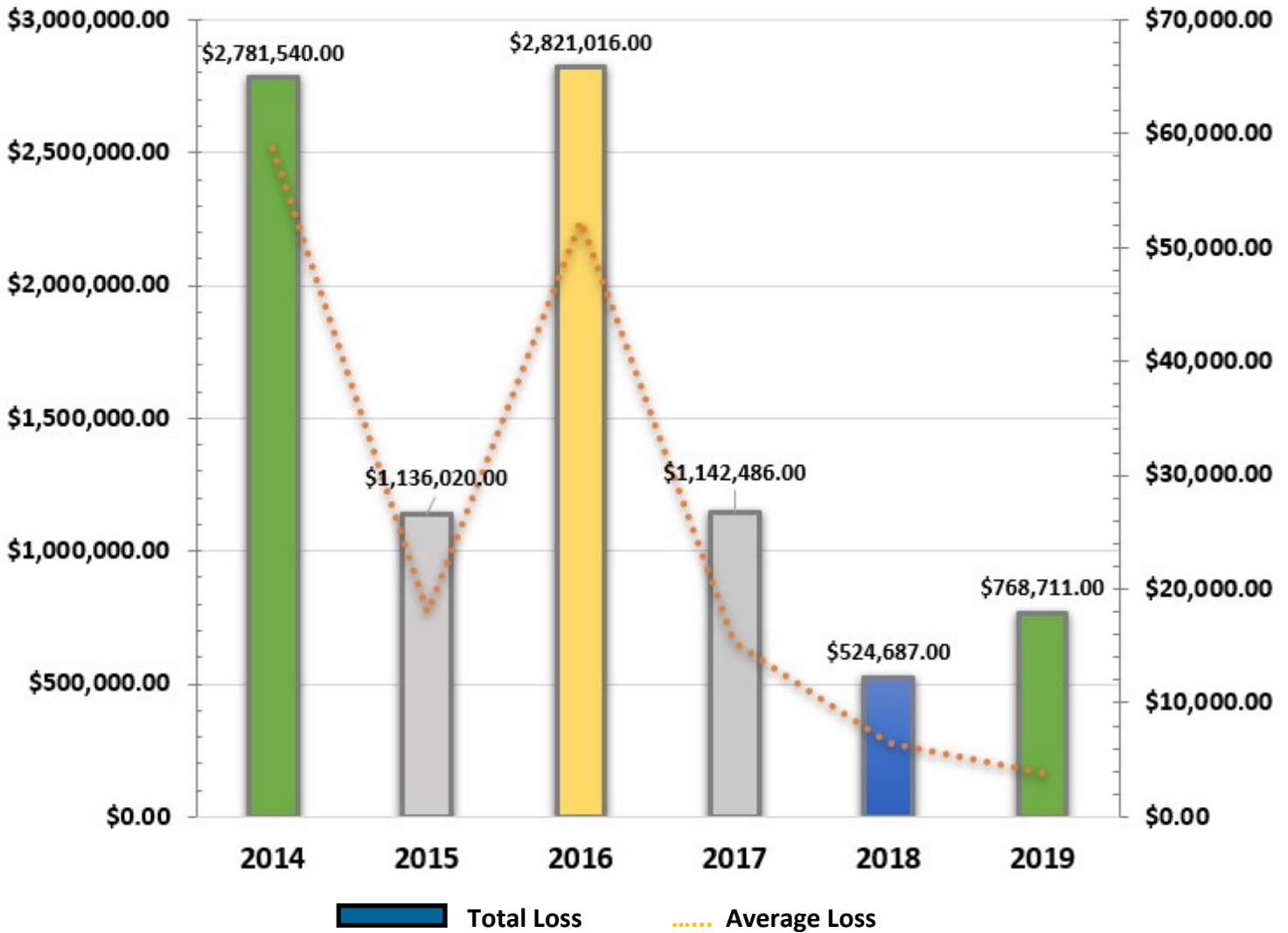


# AVERAGE RESPONSE TIMES



YEAR	Total Incidents	Avg Resp Time
2015	5545	0:06:12
2016	5752	0:06:22
2017	5840	0:06:03
2018	5734	0:06:12
2019	5979	0:05:56
2020	5284	0:06:01

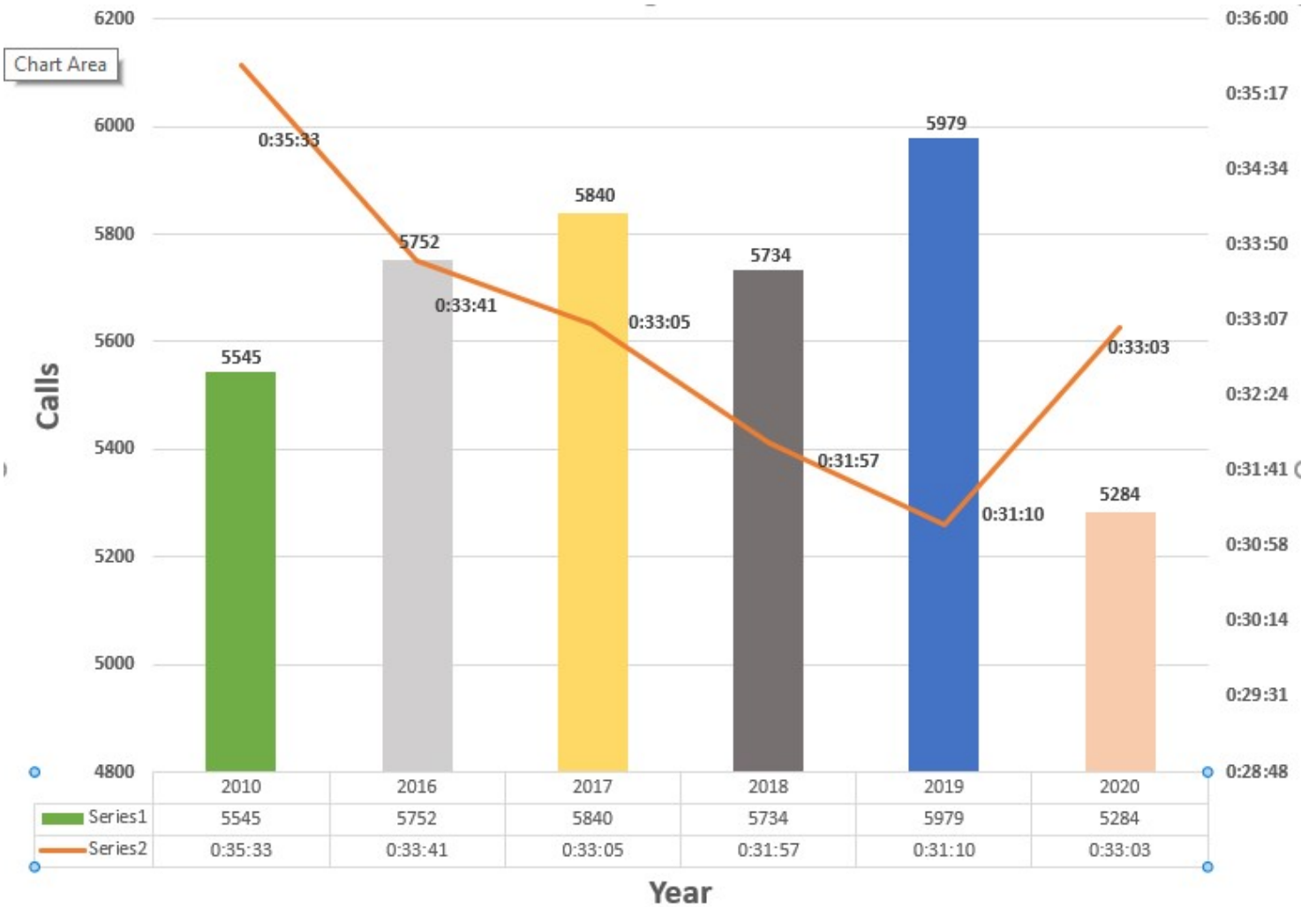
## Total and Average Loss



(waiting on Data for 2020)

Year	Total Loss	Average Loss
2014	\$2,781,540.00	\$58,708.09
2015	\$1,136,020.00	\$17,958.12
2016	\$2,821,016.00	\$52,299.64
2017	\$1,142,486.00	\$15,388.57
2018	\$524,687.00	\$6,510.32
2019	\$768,711.00	\$3,824.43

## Average Duration On-Scene



## FIRE MARSHAL'S OFFICE

Fire Prevention reviews plans to determine compliance with the adopted 2015 International Fire and Building Codes as well as all local codes, ordinances, standards and regulations. Fire Plan reviewers look for such things as adequate and compliant fire safety systems, fire resistant building materials, TFD access, and proper and adequate exiting. The number of construction plans reviewed in 2020 increased from the previous year.

### Staffing:

- 1 - Battalion Chief-Fire Marshal
- 1 - Project Coordinator-Development Plan Review
- 2 - Captains- Development Inspections and Fire Investigations
- 1—Admin Tech position

### Current Service Level provided:

- Conduct Fire plan reviews for Construction and Development Permits
- Conduct Fire Inspections for Construction and Development permits
- Conduct Cause and Origin Fire Investigations for Tukwila

### *2020 Accomplishments*

Working with the Permit Center to build all FMO development and maintenance services within TRAKIT. Moved all Fire Permit services to the City Permit Center, to provide a unified permitting location for our customers.

- Updated the FMO Fee Schedule to better recover more of our service delivery costs and provide a means to support FMO staffing;
- Updated the Fire Marshal's Office web page, so we can better serve our external customers.
- Increased paperless processes within the Fire Marshal's Office and developed a plan to integrate with the City's records management program.
- Updated Fire Code regulations for the Tukwila Municipal Code/City Ordinances.
- Development of succession plan for future Fire Prevention staff and provide certification training prior to their assignment.
- Started to use the Bomb Arson Tracking System BATS, as a records management system for our Fire Investigations.
- Identified services/inspections within the Fire Marshal's Office that are non-critical and could be shared with another City Department such Addressing, Special Event Permit Coordination, FMO Records managements for development process, and Egress Lighting inspections.

## SUPPORT SERVICES

The Support Services Battalion Chief was expected to start in 2020, but due to the COVID-19 pandemic, this became the key support role of Health Officer for the City. This position spent a much of the time working on pandemic related issues such as the need for isolation and quarantine of several of our firefighters as well as supporting all city staff.

### Other assignments and accomplishments in 2020

- Graduated from the Executive Leadership Academy from the Foster School of Business at the University of Washington.
- Participated on the Fire Station design team and assisted with the move into new Fire Stations 51 and 52.
- Continued to establish our department's social media including our Twitter, Facebook and, Instagram accounts.
- Set up a Captain's Promotional Test
- Transitioned to National Safety for new hires, and set up a new pre-screening interview process done virtually.
- Attended the monthly Fire Operations Chief's meetings
- Worked on a committee to establish the Zone 3 PIO program which includes dissemination of the program details to all the BCs and Acting BCs in the Zone.



# STATION 51 DEVELOPMENTS



Grading— 6/2019  
 Slab On Grade - 8/19/2019  
 Dry in— 1/2020  
 Move in—9/10/2020

# STATION 52 DEVELOPMENTS



Grading 11/2019      Water Retention Vault - Lid set 10/25/2019      Footings 12/10/2019  
 Bricks Completed 8/2020      Elevator Shaft 10/2020      \* Move in Feb 10, 2021



# HONOR GUARD

**7 Members**  
*est. in 2004*



**Events Serviced:**

Due to Covid 19 Honor Guard events were limited in 2020

- 1 Memorial Service
- WA State Fallen Firefighter Memorial
- Academy Graduation
- One Bell Ringing Ceremony
- Quarterly training



**FF Browning at Fallen FF Memorial**



# AWARDS



**BC Ben Hayman: Employee of the Year**

**Al Metzler and Ben Hayman: 2020  
Team Work in Action Award**

# PROMOTIONS & NEW FIREFIGHTER



**Joel Perry & James Booth  
Fire Captain—Dec 2020**



**Firefighter Lincoln Smith  
Graduated the Academy June 2020**

# RETIREMENTS



**FF Greg Hansen—June 2020**



**Captain Chuck Mael—June 2020**





# **Tukwila Fire Department**

**1<sup>st</sup> Quarter Report**

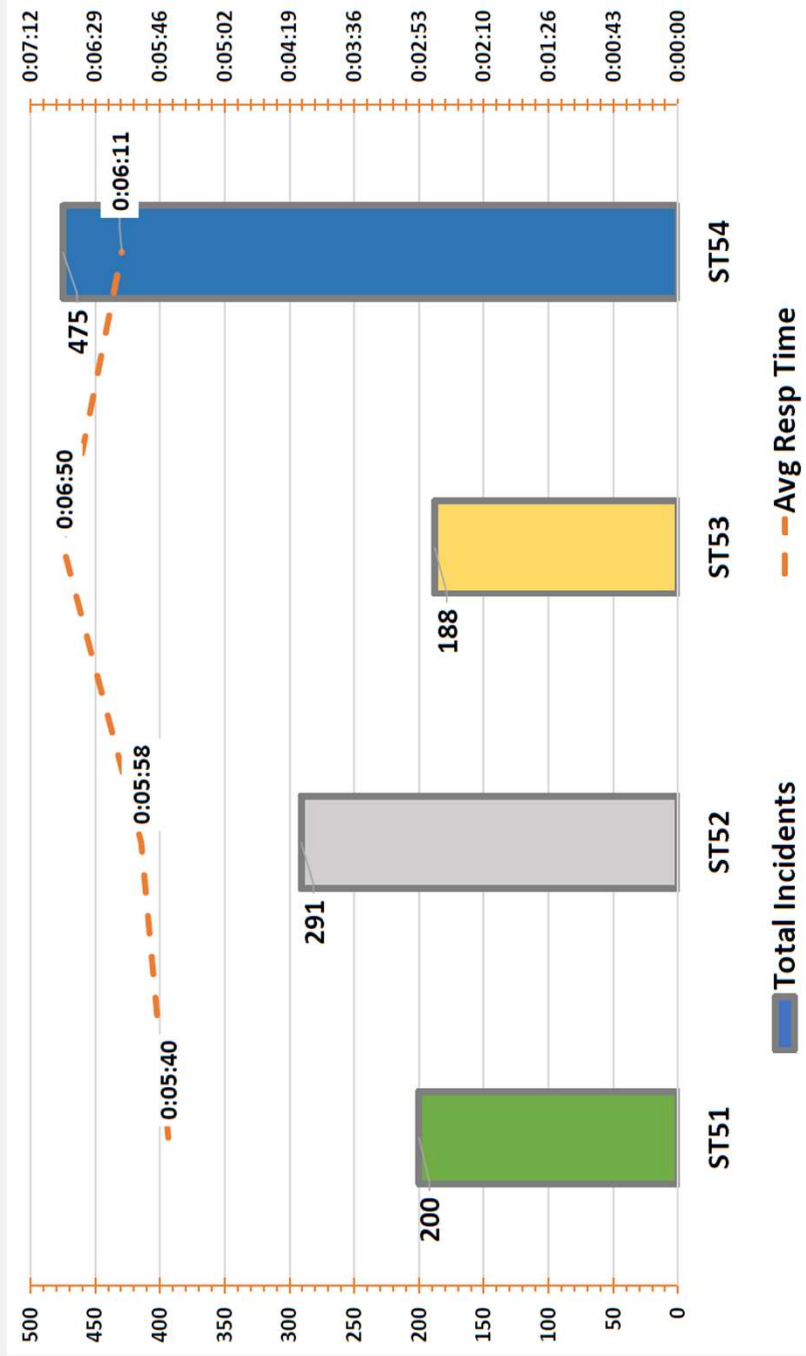
**2021**

# **Contents**

- Call Volume & Average Response Times
- Response Type
- Apparatus' Call Volume
- Response Times by Station for EMS and Fire
- COVID19 Highlights
- Administration
- Fire Marshal's Office
- Operations
- Overtime Usage – Minimum Staffing, FMO, Meetings, Trainings
- Goals for the year
- Adjusted COVID Goals
- Support Services / Emergency Management



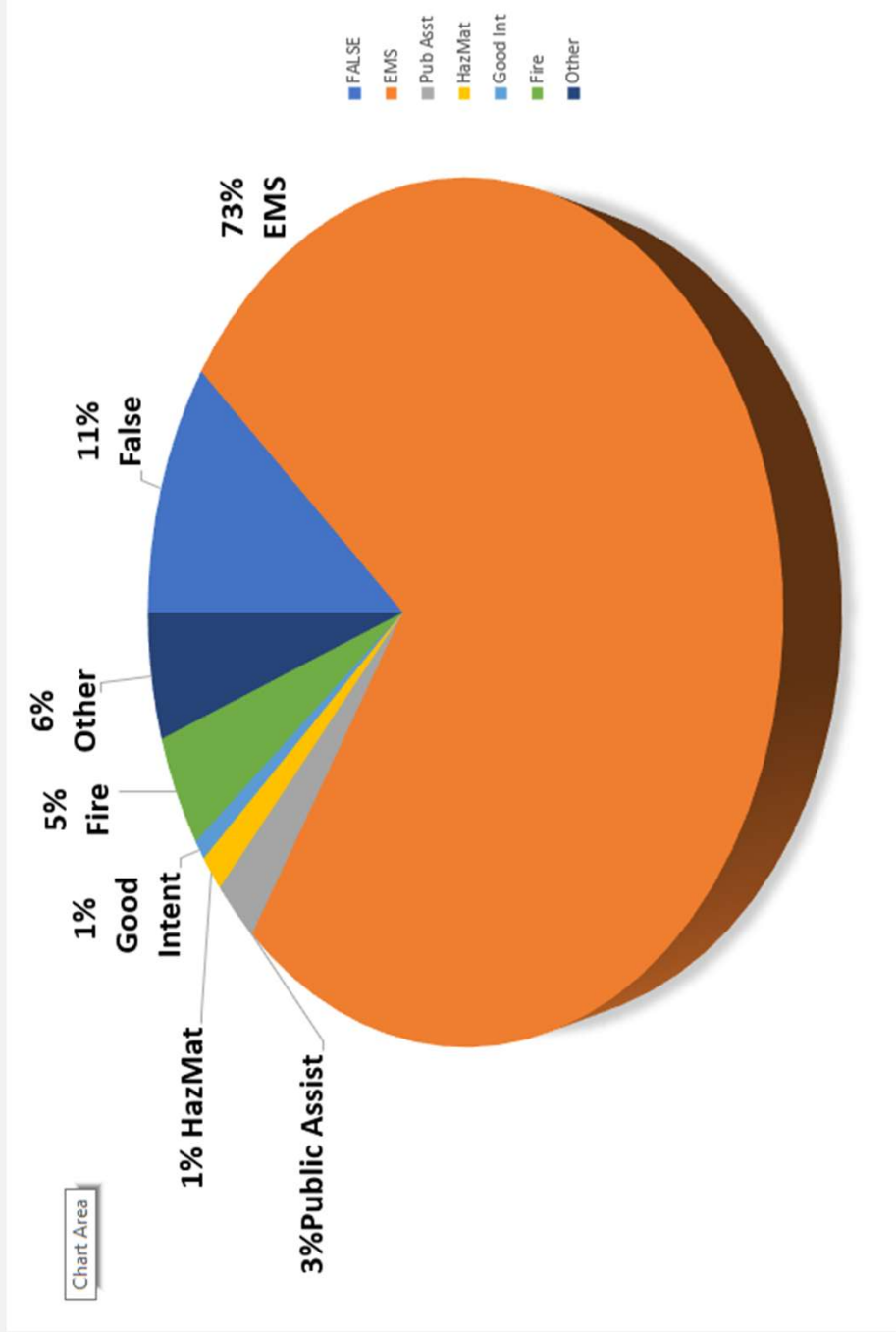
# 1st Quarter 2021: Call Volume & Average Response Times



YEAR	Station	#	Avg Resp Tm
2021 1st QTR	51	200	0:05:40
	52	291	0:05:58
	53	188	0:06:50
	54	475	0:06:11
Total Inc & Avg Resp Tm*		<b>1154</b>	<b>0:06:09</b>

Station	Total Incidents	Avg Resp Time
ST51	200	0:05:40
ST52	291	0:05:58
ST53	188	0:06:50
ST54	475	0:06:11

# Response Type

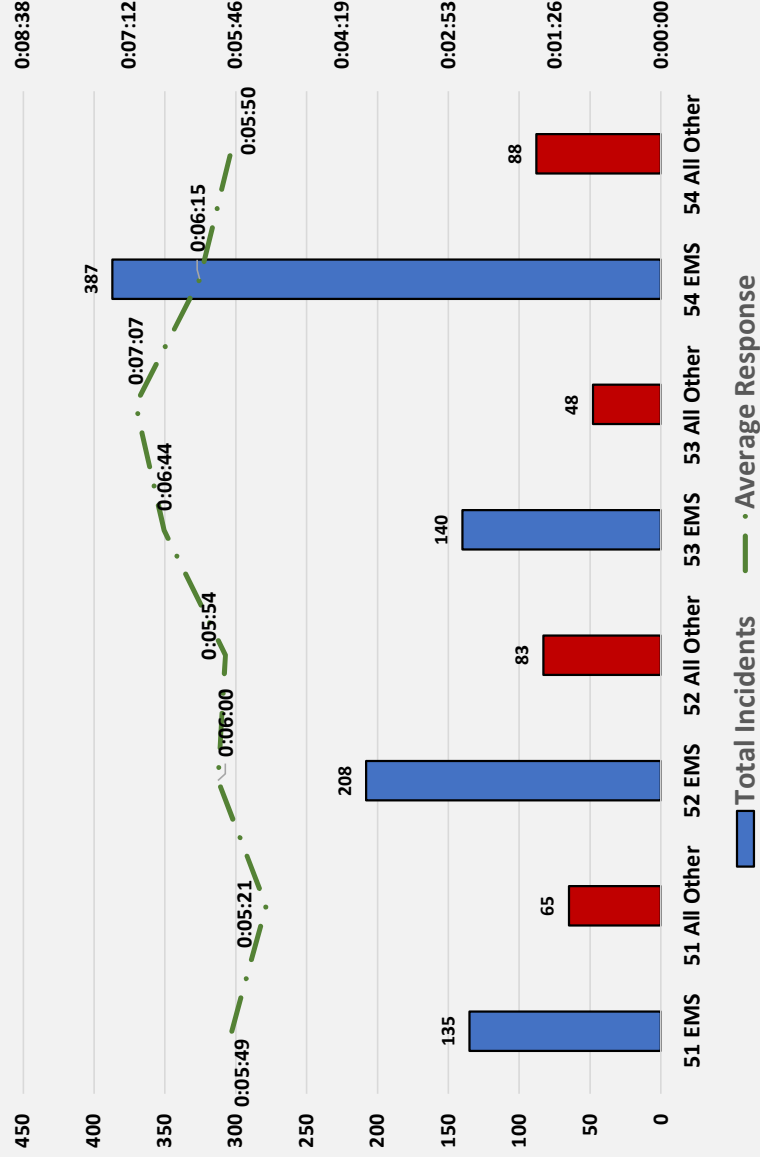


## 1st Quarter 2021

Call Types	Number of Responses*
FALSE	130
EMS	842
Pub Asst	31
HazMat	18
Good Int	10
Fire	57
Other	66
Grand Total	1154

(\*In and Out of Service Area)

# 1st Qtr 2021: Response Times by Station & Call Volume EMS & All Other



Station & Type	Total Incidents	Average Response
51 EMS	135	0:05:49
51 All Other	65	0:05:21
52 EMS	208	0:06:00
52 All Other	83	0:05:54
53 EMS	140	0:06:44
53 All Other	48	0:07:07
54 EMS	387	0:06:15
54 All Other	88	0:05:50



# COVID19 Highlights



Total TFD Call Volume in Q1'21 represented an increase of 1% compared to Q1'20.

While Q1'21 had 19 more calls than Q1'20, the make-up of the totals were different. EMS calls dropped by 53 while Fire and Service increased by 31 and 32 calls, respectively. Call-type "Other" made up the balance.

Also worth noting: TFD responded to 11% more calls outside City limits in Q1 this year compared to last year.

## % Change in Call Volume Metrics ('20/'21)

Change in Total Call Volume (%)

Area	Jan	Feb	Mar	Q1
51	-5%	-57%	-50%	-38%
52	0%	31%	90%	41%
53	-9%	52%	-7%	7%
54	-5%	6%	11%	4%
OSA	-5%	-31%	110%	11%
All	-5%	-8%	17%	1%

Change in EMS Call Volume (%)

Area	Jan	Feb	Mar	Q1
51	-16%	-52%	-64%	-44%
52	-11%	14%	78%	28%
53	-7%	35%	2%	8%
54	-5%	-3%	7%	0%
OSA	0%	-60%	112%	-4%
All	-8%	-18%	11%	-5%

Change in Fire Call Volume (%)

Area	Jan	Feb	Mar	Q1
51	4%	-75%	-26%	-33%
52	64%	120%	142%	109%
53	-11%	-13%	-36%	-19%
54	-35%	53%	33%	13%
OSA	-14%	53%	80%	33%
All	-5%	14%	32%	12%

Change in Service Call Volume (%)

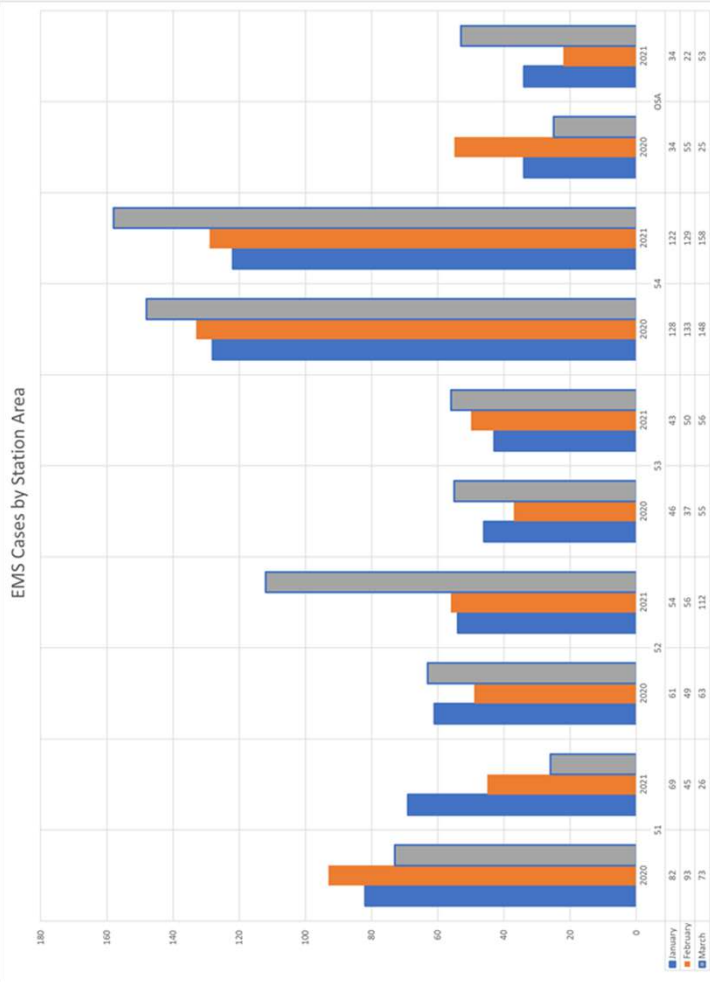
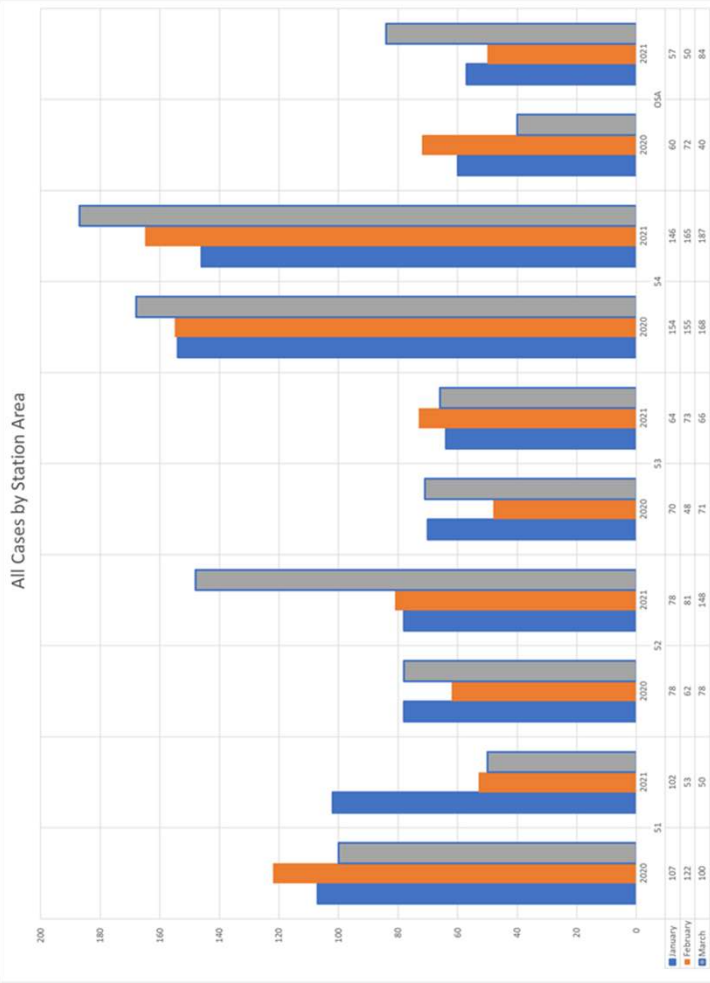
Area	Jan	Feb	Mar	Q1
51	250%	-80%	75%	36%
52	0%	0%	133%	33%
53	-80%	433%	-50%	58%
54	200%	133%	100%	150%
OSA	-40%	300%	N/A	83%
All	24%	107%	85%	65%



# COVID19 Highlights



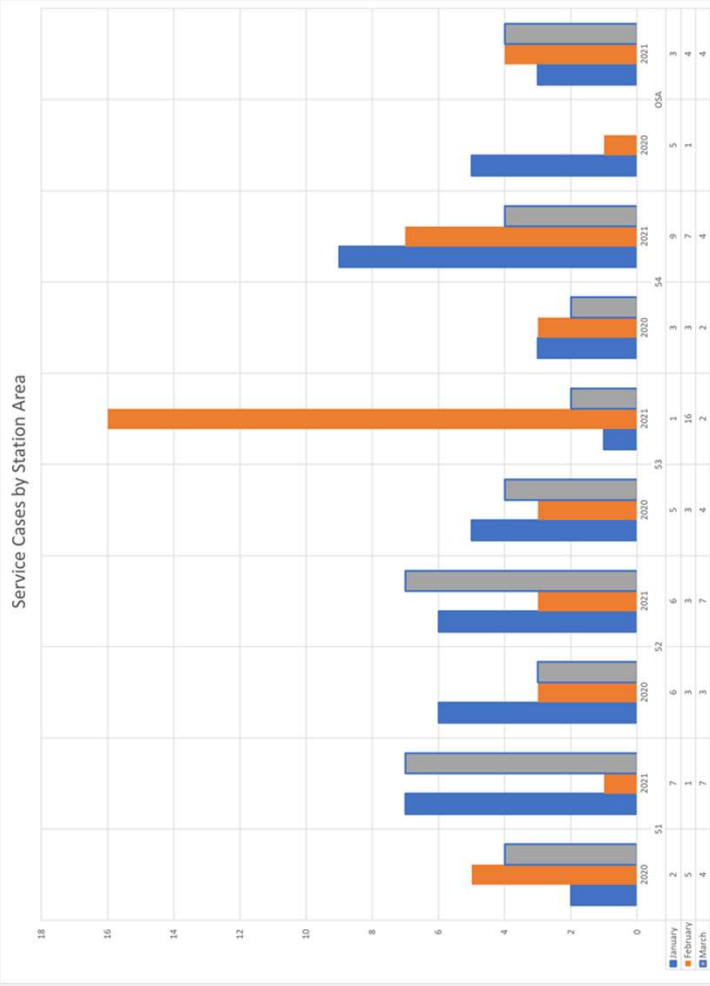
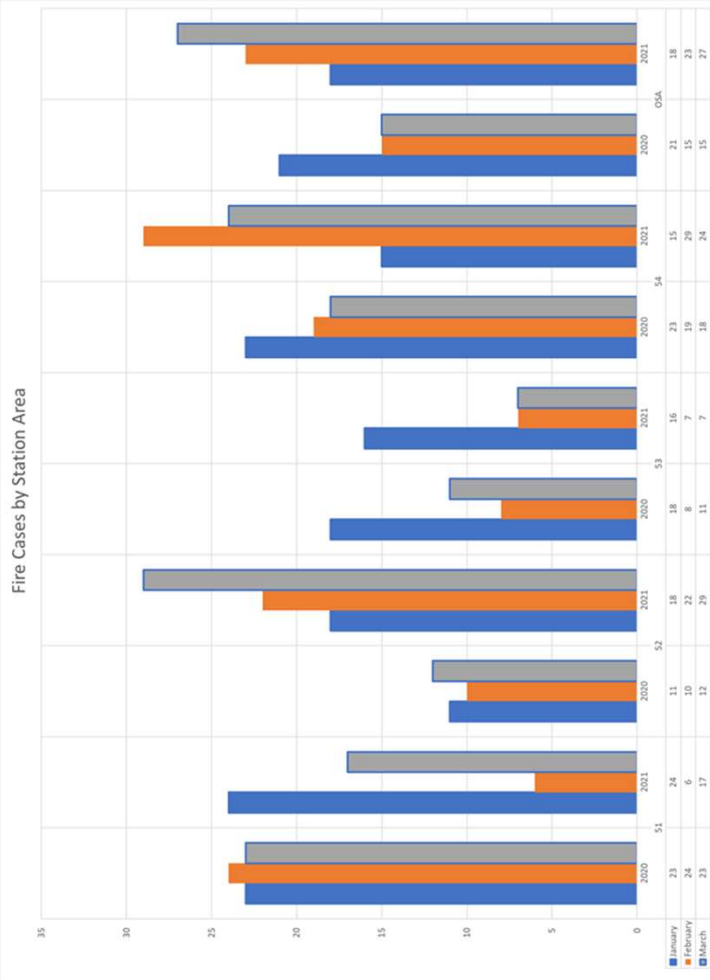
Break down of Total and EMS cases by Fire Station area for the first quarter of 2020 and 2021



# COVID19 Highlights



Breakdown of Fire and Service cases by Fire Station area the first quarter of 2020 and 2021



# Administration



## Public Safety Bond Update:

- ~ Apparatus: ~ 1 Fire Marshal SUV in service
- ~ 1 Pickup Truck delivered and in service (Battalion Chief)

## Stations:

- ~ Stn 51: Continued updates– opened Sept 11, 2020
- ~ Stn 52: Behind City Hall - opened Feb 12, 2021
- ~ **Design Team:** Captain Smith, BC Konieczka, Rachel B., Fire Chief

## Policies:

- ~ Completing review and updating of Fire Department Policies
- ~ Stacia, in Admin Services is assisting with formatting.

## Strategic Plan:

- ~ Updating 2014 Edition; process underway for 2021-2026

## Financial Sustainability Plan:

- ~ Working with Community Services and Safety Committee to develop work plan.
- ~ Fire Advisory Task Force to be established in 2<sup>nd</sup> Qtr of 2021.

# Administration



## Staffing Software:

- Telestaff Integration w/new PA codes, working with Finance Department to ensure compliance with new software.
- Prepared for Fire ESO Integration – Start date is April 1, 2021

## Regional Service:

- Valley Comm Finance Committee
- Training Consortium Governance Member
- King County Fire Chiefs' Finance Oversight Committee
- King County Fire Chiefs' Education Committee
- King County Fire Chiefs' Equity and Inclusion Committee
- FDCARES/EMS work groups - on hold because of COVID-19
- Zone 3 Public Information Officer Program Member

## Revenue Sources:

- EFR HazMat & Vehicle Incident Responses
- EMS Service Contracts - TriMed Ambulance
- False Alarm Billing

# Fire Marshal's Office



Battalion Chief Ben Hayman leads this office with the following 1<sup>st</sup> Qtr data points:

Fire Plan Reviews	xxx
Special Event Projects	x
Addressing Projects	x
Fire Investigator Projects	x
Fire Code Enforcement Issues	x
Public Record Requests	x
Revenues Received for FMO Services	\$xxx
Operational Permits Inspections Conducted	x
Life Safety Inspections Conducted	x

**Waiting on Updates from FMO – other priorities**

# Operations

## Covid-19 Response:

PPE –

New N95 face masks tested and placed in service.

Training –

Updates completed in Qtr 1.

Vaccinations –

(MVT) Mobile Vaccination Team in place. Over 900 shots in arms delivered.

## Trainings Attended:

- Pump Academy
- JATC
- Driver Training
- Swift Water Training

## New Hires in Academy:

- January 2021 - Three new Employees in Academy / June 2021 graduation

## Mentorship Program

## Staffing Adjustments





# Overtime Usage – Minimum Staffing



## First Quarter Overtime Comparison - Q1'21 vs Q1'20

Overtime Type	1Q 2020	1Q 2021	\$ Change	% Change	% '21 OT
Billable	\$16,708	\$124,039	\$107,331	642%	52%
Minimum Staffing	\$53,944	\$47,936	-\$6,008	-11%	20%
Training	\$9,923	\$21,919	\$11,996	121%	9%
Fire Prevention/Invest	\$9,456	\$21,918	\$12,462	132%	9%
Public Safety Bond	\$3,449	\$6,371	\$2,922	85%	3%
Other	\$4,105	\$6,171	\$2,067	N/A	3%
Special Assignment	\$0	\$3,931	\$3,931	N/A	2%
Meetings	\$4,759	\$2,877	-\$1,882	-40%	1%
Incident Related	\$1,577	\$1,556	-\$22	-1%	1%
City/Public Event	\$1,272	\$1,084	-\$188	-15%	0%
Equipment Test/Maint	\$1,242	\$687	-\$555	-45%	0%
	<b>\$106,435</b>	<b>\$238,490</b>	<b>\$132,055</b>	<b>124%</b>	

# Goals For The Year

1. Financial Sustainability process, working with the Community Services and Safety Committee, including entire City Council.
2. Updates and reports regarding progress of #1 and Departmental information.
3. Leadership Training for all Captains and Battalion Chiefs.
4. Continued Training and required certifications for personnel, Blue Card Command, State mandated and approved disciplines.
5. Additional revenues.
6. To remain within the 2021 adopted budget



# **Adjusted COVID19 Goals**

1. Health of our responders – PPE, education, safety
2. Reduce training, except for mandatory or required
3. Scrub Fire Budget - Overtime, operations and supplies
4. Reduce Overtime
5. 12 vs 13 Minimum staffing / Aid354 in service, Jan 1- March 30<sup>th</sup>, 2021
6. Transfer of 1 – position to DCD (Administration/Support)
7. Working with Local IAFF Local #2088
8. No Travel and reduced training



# Support Services



**The Future of Emergency Management:** During the first quarter of 2021 the transition took place. The position did transfer from the Fire Department to the Police Department for emergency management. This was to take place in 2020, however the COVID-19 pandemic caused a change to that plan. The focus was instead shifted on safely dealing with the deadly virus instead of transitioning the office.

**COVID-19:** The 2020 policies for COVID-19 continued into the 1<sup>st</sup> Qtr of 2021. Many employees continue to work from home if possible, with only essential employees reporting to work. Those that did report to work sites took their temperature upon arrival and used social distance practices.

**Social Media/PIO:** Tukwila is one of 6 departments in Zone 3 (South King County) that take part in a PIO (Public Information Officer) response team. Tukwila's PIO shares in the 24-hour coverage for large emergencies when information is requested or needs to be shared with the public through social media or more traditional means.

**New Fire Stations:** The opening and continued adjustments for two new fire stations that opened between Sept 2020 and Feb 2021 has been one of the main duties of Support Services. Working close with the design team and the contractors to ensure that these fire stations are meeting the needs of the community and the employees is a primary mission for this division.