

## **Attachment B**

### **Inter-local Agreement**

#### ***Snohomish County Fire Chief's Association Fire Coordinating Group***

Pursuant to the provisions of the *Washington State Inter-local Cooperation Act, Chapter 39.34 RCW*, the undersigned public agency hereby agrees to participate in the Snohomish County Fire Chief's Association Fire Coordinating Group (SCFAFCG). Organized and structured by the terms hereof for the purposes stated and operating in accordance with the provisions herein for the mutual advantage of all participants in the provision of efficient and effective public fire protection services.

#### **Status**

The SCFAFCG shall be an administrative sub-entity of the Snohomish County Fire Chief's Association.

#### **Purposes**

The purposes and objectives of the SCFAFCG are to:

1. Establish a coordinated fire training, qualification and certification program in Snohomish County, Washington.
2. Establish procedures for mutual aid interagency recognition of training, certification of wildfire firefighting personnel in compliance with standards and components of NWCG Wildland and Prescribed Fire Qualifications PMS 310-1 System Guide.
3. Cooperate with interagency agencies and its working teams in providing and facilitating wildfire personnel training and qualification.
4. Provide timely review and certification of qualified wildfire incident personnel.

#### **Operating Committee**

The Snohomish County Fire Chief's Association shall form a SCFAFCG operating committee comprised of five representatives of participating agencies. Three members of the operating committee shall constitute a quorum. The operating committee shall administer this agreement and the joint cooperative undertaking of the SCFAFCG as outlined herein. The operating committee may establish guidelines and procedures as necessary for the fulfillment of the purposes and objectives of the SCFAFCG.

#### **Personnel Qualification Standard**

The standards and components of the NWCG Wildland and Prescribed Fire Qualifications PMS 310-1 System Guide shall apply. All personnel position certifications shall be in full compliance with or exceed 310-1 requirements.

#### **Training**

A participating agency shall advance its wildfire training request(s) to the operating committee. The operating committee, whether on its own or through a designated training committee, shall coordinate the wildfire-training program among the participating agencies. The SCFAFCG will be active participants in the Western Washington Interagency Training Zone Group.

## **Personnel Training, Experience and Qualification Records**

Complete and up to date records of all personnel training, experience and qualification shall be maintained using prescribed incident qualification system (IQS) as prescribed by the Washington State DNR and maintained by the participating agency for their own members. Hard copy files will be maintained for all personnel with an IQS record.

## **Interagency Peer Review**

Prior to any participating agency certifying in any position that may result in a wildland incident assignment supervising interagency personnel, the supporting training, experience and qualification records of the person, together with any recommendations, shall be reviewed by a joint review committee (JRC) comprised of the operations committee and representatives from the NW Region office of the DNR. The primary task of the JRC is to assure that any person submitted for qualification in such supervisory position is fully qualified for the proposed position in accordance with the PMS 310-1 prescribed by this agreement.

Positions that may result in a wildland incident assignment supervising interagency personnel means any operations section at or above single resource boss, and any overhead position of Unit leader or higher to also include trainee positions.

## **Joint Review Committee (JRC)**

The JRC will be comprised of the operating committee and one member from the Washington State DNR at the qualification of Division Supervisor or higher and one member from the Forest Service at the qualification of Division Supervisor or higher. Three members of the operating committee and one member from the DNR and one from the Forest Service will comprise a quorum. The JRC will review all personnel who are seeking the positions at and above single resource boss up to Task Force Leader, to include trainee positions.

For any member seeking to initiate a task book for single resource boss or above up to Task Force Leader shall first be reviewed by the JRC, members and their agency shall submit training, experience, evaluations and recommendations for the trainee position. The JRC shall review the trainee's request and vote to move the member forward or make recommendations prior to initiating the task book.

For any member seeking to initiate a task book for Division Supervisor or above shall first be reviewed by the JRC, members and their agency shall submit training, experience, evaluations and recommendations for the trainee position. If recommended to move on by the JRC the task book shall then be forwarded to the Washington State DNR Division Supervisor peer review for final consideration.

Once a member and their agency feel that they are complete with their task book they shall submit their completed position task book, with training, experience, evaluations, and recommendations to the JRC for review. The JRC shall review the position task book and all supporting documentation. Once the review is complete the JRC will vote to accept the completed task book or make recommendations prior to final authorization of the position task book.

For Division Supervisor, once a member and their agency feel that they are complete with their task book they shall submit their completed position task book, with training, experience, evaluations,

and recommendations to the JRC for review. The JRC shall review the position task book and all supporting documentation. Once the review is complete the JRC will vote to accept the completed task book for review by the Washington State DNR Division Supervisor Peer Review. If not recommended by the JRC or the DNR Division Supervisor Peer review recommendation will be made to the member for final authorization.

The JRC shall meet twice a year (March/November) to review position task books. If there is a need to meet more than twice in one year this will be established between the operating committee and the NW DNR. For mid-season task book initiations, they will only be accepted if they are within position task books (Ex. Single Resource Boss – Engine Boss, Dozer Boss, etc.), they have been initiated within IQS and they IQS Qualification card states that they are a trainee for that task book.

The Chair of the SCFCAFCG will have access to all participating agencies for review and for technical help. The chair can make training entries for the participating agencies as long as that participating agency Fire Chief has designated the Chair to make changes and has provided this in writing the NW DNR Training representative.

### **Agency Certification**

The participating agency may certify its own qualified personnel in wildfire incident positions that do not have interagency supervisory responsibilities. This will include Firefighter 2 and Firefighter 1. Single resource boss or higher shall go through the JRC. All agency certifications shall be approved by the agency Fire Chief or their designated appointee for the purpose of wildfire certification. This designation shall be provided in writing to the NW DNR Training representative.

### **Personnel Records Review**

Agency records of all personnel training, experience, and qualification relevant to the specific qualification under review shall be open and available for the JRC on their request.

### **De-Certification**

An individual may be decertified in accordance with the provisions of Chapter 20, FSH 5109-17-2002-3. De-Certification is not an adverse action; an individual may be re-certified according to the procedures set in section 22.5 of the referenced chapter.

### **Withdrawal**

Any participating agency may withdraw from the SCFCAFCG by providing written notice of such withdrawal to the chairman of the SCFCAFCG.

### **Termination**

The participation of any entity in the SCFCAFCG may be terminated by resolution of a super-majority of all participants in accordance with adopted cause and procedures.

### **Property**

The SCFCAFCG shall not acquire real or personal property in its name.

### **Finance**

No provisions for direct financial support are provided but the SCFCAFCG may request financial support.

**Duration**

The duration of this agreement will last for three years from date of signature.

**Dissolution**

The SCFCAFCG may be dissolved by the action of 75% of the participating agencies.

**Amendment by Representative Action**

Substantive amendment of this agreement may be made by the affirmative vote of the 75% of the participating agencies representatives provided that 90 days' written notice of such amendment and the date of its scheduled consideration is provided by the Snohomish County Fire Chief's Association to all participating agencies.

**Agreement in Fulfillment of Agency Responsibility**

No part of this agreement shall in any way relieve any participating public agency of any obligation or responsibility imposed upon it by law except that to the extent of actual and timely performance thereof by the SCFCAFCG that performance may be offered in satisfaction of the obligation of responsibility.

**Resolution of Participation**

The undersigned public agency hereby attests that it has adopted a *Resolution for Participation in the SCFCAFCG*, said resolution adopted and appearing in the minutes of the meeting of the (Board of Fire Commissioners of the District) (City/Town Council) dated \_\_\_\_\_.

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**Agency Representative**

**Date**