

**Review of RFA planning committee discussion of Internal Services and RFA
(from meeting on October 16, 2017)**

- Discussion of Internal Support Services
 - Ease of transition
 - Minimal impact to staff
 - Continuity of service

Proposed language for RFA plan (modified from Renton's RFA plan):

SECTION 7	ORGANIZATIONAL STRUCTURE - PERSONNEL - ADMINISTRATION
<i>Revision</i>	The ORGANIZATIONAL STRUCTURE - PERSONNEL - ADMINISTRATION section of the RFA Plan is subject to amendment by a majority vote of the RFA Governance Board.
<i>Adopted</i>	
<i>Revised</i>	

A. ADMINISTRATION.

1. Administration. All current administrative and business functions, agreements, documents, operations, and policies and procedures from the City Fire Department and the Fire District 8 volunteer handbook shall transfer over to the RFA unless otherwise noted in this plan.

2. RFA Administrative Responsibilities.

On the Effective Date, the following functions of the RFA shall be the responsibility of the RFA. The RFA desires to contract with the City of Bellingham to perform some of the functions as described below by reimbursing the City appropriate service costs. The RFA and the City will continue to evaluate these transition timelines. During any of these transitions, if by mutual agreement of the RFA and the City, parties may choose to extend or terminate early with at least 180 days notice.

2.1. Human Resources. Recruitment and Hiring, Labor Relations and Negotiations and all administrative functions related to the Family Medical Leave

Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.

The RFA intends to hire an HR/Finance Director immediately but will also contract all these services with the City of Bellingham through the first full calendar year after the Effective Date. Unless otherwise mutually agreed by the City and the RFA, the RFA will assume all HR related functions with its own staff starting January 1 of the second full calendar year after the Effective Date.

2.2. Legal Services.

The RFA will obtain its own legal counsel upon the Effective Date.

2.3. Health Insurance.

The RFA will provide its own health plan upon the Effective Date.

2.4. Risk Management including Labor and Industries time-loss, Liability and Property Insurance.

The RFA will obtain its own property, liability, auto and other insurance coverage and will obtain its own unemployment and workers compensation policy (either through the State of Washington or a self-insurance program) upon the Effective Date.

2.5. Payroll Services.

The RFA intends to hire an HR/Finance Director immediately, but will also contract time sheet and payroll services with the City of Bellingham through the first full calendar year after the Effective Date. Unless otherwise mutually agreed by the City and the RFA, the RFA will assume all payroll related functions with its own staff starting January 1 of the second full calendar year after the Effective Date.

2.6. Accounting Services.

The RFA intends to hire an HR/Finance Director, but will also contract these services with the City of Bellingham through the first full calendar year. Unless otherwise agreed to mutually by the City and the RFA, the RFA will assume all accounting and financial management functions with its own staff starting January 1 of the second full calendar year after the Effective Date.

2.7. Fleet Maintenance.

The RFA intends to contract all fleet maintenance, fueling procurement, radio, and make ready services with the City of Bellingham starting upon the Effective Date and continuing for the first 3 calendar years unless mutually agreed to terminate sooner. The service agreement may be extended for additional 3-year periods upon mutual agreement.

2.8. Facilities, IT, Communication.

The responsibility for major repairs and equipment replacement shall transfer to the RFA upon the Effective Date. The RFA intends to contract facility operations including but not limited to custodial maintenance and supply, routine maintenance, and small repairs with the City of Bellingham upon the Effective Date and continuing for the first calendar year unless mutually agreed to terminate sooner. The service agreement may be extended for an additional period upon mutual agreement.

The RFA intends to contract all IT operations including but not limited to hardware and software, GIS, internet access, web and social media hosting and content management, phone, cell phone, wireless devices, and new software selection/implementation upon the Effective Date and continuing for the first 3 calendar years unless mutually agreed to terminate sooner. The service agreement may be extended for additional 3-year periods upon mutual agreement.

The RFA will assume all communication functions upon the Effective Date. For this section, communication functions include but are not limited to Public Information Officer (PIO) responsibilities, press releases, interoffice and external mailing and postage, printing and publications.

3. City Retained Administrative Service Responsibilities. The City of Bellingham shall continue to provide the following services:

3.1. LEOFF Board.

The City of Bellingham LEOFF Board will continue to oversee LEOFF 1 benefits for City retirees in accordance with the City of Bellingham LEOFF 1 Policies and Procedures.

3.2. Civil Service Board.

The RFA shall establish its own Civil Service process no later than January 1 of the second full calendar after the Effective Date. The City will continue to provide a Civil Service Board during the interim at no cost to the RFA.

3.3. Others.

Unless specified herein, the RFA shall establish its own services no later than January 1 of the second full calendar after the Effective Date to perform any functions not identified in this Plan. City will provide such services during the interim and may recover any service costs from the RFA.

4. Volunteer Pension and Relief Board. Responsibility for the Volunteer Pension and Relief Board shall transfer to the RFA upon the Effective Date.

5. Seamless Transition. Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the current City of Bellingham Fire Department.

The **ORGANIZATIONAL STRUCTURE - PERSONNEL - ADMINISTRATION** section of The **RFA Plan** is subject to amendment by a majority vote of the RFA Governance Board.