

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, AUGUST 13, 2024**



**PLEASE NOTE: The maximum occupancy of the Council Chambers is 49 individuals at one time. Access to exits must be kept clear to ensure everyone in the Chambers can safely exit in the event of an emergency.**

**This meeting will be held in person and will also be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.**

**COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM**

**PAGE**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT** – *At this time, the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing. The public comment period is not an opportunity for dialogue with the Mayor and Councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. If you would like to address the Council, please step up to the microphone and give your name and address for the record. Your comments will be limited to three minutes.*
- 4. NEW BUSINESS**
  - A. NW Grandview Infrastructure Improvement Project Update**
  - B. Resolution authorizing the Mayor to sign Change Order No. 2 with Interwest Construction, Inc., for the Wine Country Road and Higgins Way Improvements** 1-5
  - C. Resolution approving Amendment No. 2 to Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and Higgins Way Improvements** 6-11
  - D. Resolution authorizing the Mayor to sign the Right of Way Procedures with the Washington State Department of Transportation for the Stover Road Railroad Crossing Improvements** 12-22
  - E. Resolution establishing a job description for the Deputy Fire Chief and setting forth procedures to establish the Deputy Fire Chief's salary** 23-26
- 5. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 6. MAYOR & COUNCILMEMBER REPORTS**
- 7. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, August 13, 2024 at 6:00 pm and 7:00 pm will be held in person and will also be available via teleconference.

Please join the meeting from your computer, tablet or smartphone.

Join Zoom Meeting

<https://us06web.zoom.us/j/85203555505?pwd=LNN3Db3BvjvN9HaFy7QRWFSNr9pfUQ.1>

To join via phone: +1 253 215 8782

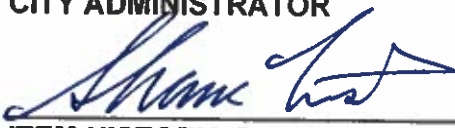

Meeting ID: 852 0355 5505

Passcode: 773374

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

|  |  |
|--|--|
| <b>ITEM TITLE</b><br><br>Resolution authorizing the Mayor to sign Change Order No. 2 with Interwest Construction, Inc., for the Wine Country Road and Higgins Way Improvements | <b>AGENDA NO.:</b> New Business 4 (B)<br><br><b>AGENDA DATE:</b> August 13, 2024 |
| <b>DEPARTMENT</b><br><br>Public Works Department   | <b>FUNDING CERTIFICATION</b> (City Treasurer)<br>(If applicable)                 |

**DEPARTMENT HEAD REVIEW**  
  
Hector Mejia, Public Works Director

**CITY ADMINISTRATOR**  
   
MAYOR  
Ashley Lara

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

Bids for the Wine Country Road and Higgins Way Improvements were opened on December 13, 2023. A total of six (6) bids were received with Interwest Construction, Inc., of Burlington, Washington, submitting the low bid in the amount of \$1,232,321.92.

On January 9, 2024, City Council accepted the bid from Interwest Construction, Inc., and authorized the Mayor to sign all contract documents with Interwest Construction to construct the Wine Country Road and Higgins Way Improvements.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the city budget, personnel resources, and/or residents.

Change Order No. 2 with Interwest Construction is to extend sewer from existing sewer on Bethany Road 800 LF to the north to provide sewer access for developments. The financial impact for this change order is \$403,575.80.

**ACTION PROPOSED**

Move a resolution authorizing the Mayor to sign Change Order No. 2 with Interwest Construction, Inc., for the Wine Country Road and Higgins Way Improvements to the August 13, 2024 regular Council meeting for consideration.

**Anita Palacios**

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**From:** Deanna Dillon <ddillon@hlcivil.com>  
**Sent:** Monday, August 5, 2024 4:11 PM  
**To:** Hector Mejia; Shane Fisher; Anita Palacios  
**Cc:** Stephen Hazzard; Tanner Lange; Taylor Denny; Angie Ringer  
**Subject:** 23121C - GV - WCR and Higgins - Change Order 02B - Revised - Sewer Extension - to City of GV for signature  
**Attachments:** 2024-08-05 - 23121C - Change Order No. 2 - Contractor & HLA signed - to City of GV to sign.pdf

**CAUTION:** External Email

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Good afternoon, Hector,

See attached HLA Change Order 02 for the Sewer Extension. Both the contractor and HLA have signed. Please review and return the signed Change Order once approved.

Please let us know if you have any questions.

Thank you,



**Deanna Dillon, Contract Administrator 1**

**HLA Engineering and Land Surveying, Inc.**

2803 River Road, Yakima, WA 98902

Office: (509) 966-7000

[ddillon@hlcivil.com](mailto:ddillon@hlcivil.com) | [www.hlcivil.com](http://www.hlcivil.com)

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN CHANGE ORDER NO. 2 WITH  
INTERWEST CONSTRUCTION, INC., FOR THE WINE COUNTRY ROAD  
AND HIGGINS WAY IMPROVEMENTS**

**WHEREAS**, the City of Grandview has contracted with Interwest Construction, Inc., as the contractor for the Wine Country Road and Higgins Way Improvements; and,

**WHEREAS**, the City wishes to extend sewer from existing sewer on Bethany Road 800 LF to the north to provide sewer access for developments; and,

**WHEREAS**, the financial impact to the City for this change order is \$403,575.80;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign Change Order No. 2 with Interwest Construction, Inc., for the Wine Country Road and Higgins Way Improvements in the amount of \$403,575.80 in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2024.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**



CHANGE ORDER NO. 2



DATE: July 17, 2024  
 PROJECT OWNER: CITY OF GRANDVIEW  
 PROJECT NAME: WINE COUNTRY ROAD AND HIGGINS WAY IMPROVEMENTS  
 HLA PROJECT NO.: 23121C  
 CONTRACTOR: INTERWEST CONSTRUCTION INC

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENT:

|   |    |              |
|---|----|--------------|
| Original Contract Price (Including Applicable Sales Tax):                                   | \$ | 1,232,321.92 |
| Current Contract Price Adjusted by Previous Change Order(s) Including Applicable Sales Tax: | \$ | 1,397,559.67 |
| Change in Contract Price Due to this Change Order (Including Applicable Sales Tax):         | \$ | 403,575.80   |
| Adjusted Contract Price Including this Change Order (Including Applicable Sales Tax):       | \$ | 1,801,135.47 |

|  |                  |
|--|------------------|
| Original Contract Completion Date:   | 75 working days  |
| Current Contract Completion Date Adjusted by Non-Working Days and/or Previous Change Order(s): | 85 working days  |
| Change in Contract Working Days due to this Change Order:                                      | 20 working days  |
| Revised Contract Completion Date:  | 105 working days |

CONTRACTOR: *HW 211*

Date: 8/5/2024

ENGINEER: *Stephen S. Hazzard*

Digitally signed by Stephen S. Hazzard, PE  
 DN: C=US, E=shazzard@hlacivil.com, O="HLA  
 Engineering and Land Surveying, Inc.",  
 CN="Stephen S. Hazzard, PE"  
 Date: 2024.08.05 14:50:04-07'00'

Date: \_\_\_\_\_

OWNER: \_\_\_\_\_

Date: \_\_\_\_\_



CHANGE ORDER NO. 2



DATE: July 17, 2024  
 PROJECT OWNER: CITY OF GRANDVIEW  
 PROJECT NAME: WINE COUNTRY ROAD AND HIGGINS WAY IMPROVEMENTS  
 HLA PROJECT NO.: 23121C  
 CONTRACTOR: INTERWEST CONSTRUCTION INC

| ITEM NO.                                  | DESCRIPTION                          | UNIT | QTY | UNIT PRICE   | CHANGE AMOUNT        |
|---|--------------------------------------|------|-----|--------------|----------------------|
| <b>CHANGE ORDER NO. 2</b>                 |                                      |      |     |              |                      |
| 69  | Mobilization                         | LS   | 1   | \$ 32,286.25 | \$ 32,286.25         |
| 70  | Project Temporary Traffic Control    | LS   | 1   | \$ 15,000.00 | \$ 15,000.00         |
| 71  | Unclassified Excavation Incl. Haul   | SY   | 715 | \$ 48.07     | \$ 34,370.05         |
| 72  | Crushed Surfacing Base Course        | TON  | 710 | \$ 32.00     | \$ 22,720.00         |
| 73  | Crushed Surfacing Top Course         | TON  | 355 | \$ 55.00     | \$ 19,525.00         |
| 74  | HMA Cl. 3/8-Inch PG 64H-28           | TON  | 385 | \$ 180.00    | \$ 69,300.00         |
| 75  | Manhole 48 In. Diam. Type 1          | EA   | 2   | \$ 10,000.00 | \$ 20,000.00         |
| 76  | Shoring or Extra Excavation          | LF   | 800 | \$ 10.21     | \$ 8,168.00          |
| 77  | PVC Sanitary Sewer Pipe 12 In. Diam. | LF   | 800 | \$ 182.89    | \$ 146,312.00        |
| 78  | Pavement Markings                    | LS   | 1   | \$ 6,000.00  | \$ 6,000.00          |
| <b>CHANGE ORDER NO. 2 SUBTOTAL:</b>       |                                      |      |     |              | <b>\$ 373,681.30</b> |
| <b>CHANGE ORDER NO. 2 SALES TAX 8.0%:</b> |                                      |      |     |              | <b>\$ 29,894.50</b>  |
| <b>CHANGE ORDER NO. 2 TOTAL:</b>          |                                      |      |     |              | <b>\$ 403,575.80</b> |

**CHANGE ORDER DESCRIPTION:**

This change order is being executed to extend sewer from existing sewer on Bethany Road 800 LF to the north to provide sewer access for developments. The contractor provided a cost proposal for the change order work which was reviewed and determined to be reasonable and necessary for completion of the project.

- Groundwater is not assumed to be an issue in this area and is not shown in the given plan set, ICI will consider this a change for renegotiation/design direction if water is encountered.
- Any utilities shown or not shown that conflict with shoring or install will be charged force account from the encounter until resolution of uninhibited work.
- Assumes the roadway to remain closed throughout the completion of this work including testing.
- Roadway closure to utilize Class B signs on stands.
- If not specifically identified in the plans, it is not included in this price.
- Testing requirements and time to test is not chargeable working days.
- Assumes Native backfill other than pipe zone bedding and road grade. If native fails to meet subject to pricing change.
- Assumes manhole boxes and shoring boxes with tab data. No specialty shoring or engineering included.
- Assumes work begins in October 2024 and paving window will be extended.

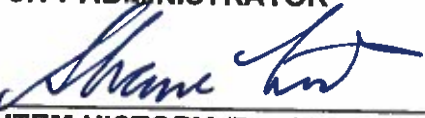

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

|  |  |
|--|--|
| <b>ITEM TITLE</b>  | <b>AGENDA NO.:</b> New Business 4 (C)                            |
| Resolution approving Amendment No. 2 to Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and Higgins Way Improvements | <b>AGENDA DATE:</b> August 13, 2024                              |
| <b>DEPARTMENT</b>  | <b>FUNDING CERTIFICATION</b> (City Treasurer)<br>(If applicable) |
| Public Works Department  |  |

**DEPARTMENT HEAD REVIEW**

Hector Mejia, Public Works Director

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|   |  |
|---|--|
| <b>CITY ADMINISTRATOR</b>   | <b>MAYOR</b>   |
|  |  |

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The City received funding from the Yakima County Supporting Investment in Economic Development (SIED) for roadway and utility improvements along Wine Country and Higgins Way to support future/proposed development. The project will reconstruct and improve the shoulder of Wine Country Road and Higgins Way and extend utilities to the same area.

The City Council adopted Resolution No. 2023-36 on June 13, 2023 approving Task Order No. 2023-06 with HLA to provide professional engineering services for the Wine Country Road and Higgins Way Improvements.

On May 14, 2024, Council adopted Resolution No. 2024-25 approving Amendment No. 1 to Task Order No. 2023-06 provides additional construction engineering efforts, in the form of contract and project administration, due to Change Order work by the Contractor and adds ten (10) additional construction engineering working days associated with Change Order No. 1 for the water main extension and driveway relocations along Higgins Way which will allow for future development to the north.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Amendment No. 2 to Task Order No. 2023-06 provides additional construction engineering efforts, in the form of contract and project administration, which are necessary due to Change Order work by the Contractor. Amendment No. 2 adds eighteen (18) additional construction engineering working days associated with Change Order No. 2 for the 800 linear feet of sewer extension along Bethany Road which will allow for future development to the north.

All work for construction engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$221,020.00, plus Amendment No. 1 in the amount of \$28,000 for additional construction days due to Change Order No. 1, and Amendment No. 2 in the amount of \$32,000.00 for additional construction days due to Change Order No. 2, for a total fee of up to \$281,020.00.



Staff recommends Council approve Amendment No. 2 to Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services for the Wine Country Road and Higgins Way Improvements.

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**ACTION PROPOSED**

Move resolution approving Amendment No. 2 to Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and Higgins Way Improvements to the August 13, 2024 regular Council meeting for consideration.

**Date:** July 8, 2024

**Project No.:** 23121C

**To:** City of Grandview  
207 W. Second Street  
Grandview, WA 98930

**Attention:** Shane Fisher  
City Administrator

**From:** Stephen S. Hazzard, PE

**Re:** WCR and Higgins Way Improvements  
Construction Engineering  
Task Order No. 2023-06 – Amendment No. 2

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**We are sending you the attached following items:**

Two (2) Original Signed Task Order 2023-06 – Amendment No. 2 Agreements

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**Comment:**

Shane,

Upon review and approval, please have the Mayor sign and date the attached Task Order No 2023-06 – Amendment No. 2 Agreements for the WCR and Higgins Way Improvements - Construction Engineering project. Keep one original agreement for your records and return the other to our office.

We appreciate the opportunity to serve the City of Grandview. If you have any questions or need additional information, please contact me at (509) 966-7000 or [shazzard@hlacivil.com](mailto:shazzard@hlacivil.com).

Thank you.

Copy to: Anita Palacios, MMC

Signed: 

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING AMENDMENT NO. 2 TO TASK ORDER NO. 2023-06 WITH  
HLA ENGINEERING AND LAND SURVEYING, INC., FOR THE WINE COUNTRY  
ROAD AND HIGGINS WAY IMPROVEMENTS**

**WHEREAS**, the City of Grandview has entered into a General Services Agreement with HLA Engineering and Land Surveying, Inc., (HLA) for work pursuant to task orders; and,

**WHEREAS**, the City Council adopted Resolution No. 2023-36 on June 13, 2023 approving Task Order No. 2023-06 with HLA to provide professional engineering services for the Wine Country Road and Higgins Way Improvements; and

**WHEREAS**, Amendment No. 2 to Task Order No. 2023-06 provides additional construction engineering efforts, in the form of contract and project administration, which adds eighteen (18) additional construction engineering working days associated with Change Order No. 2 for the 800 linear feet of sewer extension along Bethany Road which will allow for future development to the north,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign Amendment No. 2 to Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services for the Wine Country Road and Higgins Way for the estimated maximum fee of \$221,020.00, plus Amendment No. 1 in the amount of \$28,000 for additional construction days due to Change Order No. 1, and Amendment No. 2 in the amount of \$32,000.00 for additional construction days due to Change Order No. 2, for a total fee of up to \$281,020.00, in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on \_\_\_\_\_, 2024.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**AMENDMENT NO. 2**

**TASK ORDER NO. 2023-06**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Wine Country Road and Higgins Way Improvements**  
**HLA Project No. 23121C**

The City of Grandview (CITY) has received funding from the Yakima County Supporting Investment in Economic Development (SIED) for roadway and utility improvements along Wine Country and Higgins Way to support future/proposed development. This project will reconstruct and improve the shoulder of Wine Country Road and Higgins Way and extend utilities to the same area.

**REASON FOR AMENDMENT NO. 2**

Additional construction engineering efforts, in the form of contract and project administration, are necessary due to Change Order work by the Contractor. Amendment No. 2 adds eighteen (18) additional construction engineering working days associated with Change Order No. 2 for the 800 linear feet of sewer extension along Bethany Road which will allow for future development to the north.

**SCOPE OF SERVICES:**

The following is added to the Task Order 2023-06 scope of services:

**2.0 Construction Engineering**

- 2.16 HLA will provide construction project and contract administration services only for the additional working days due to Change Order No. 2 including:
  - 2.16.1 Design sewer extension along Bethany Road.
  - 2.16.2 Provide staking for construction, including curb and gutter, subgrade, utilities etc.
  - 2.16.3 Furnish a qualified resident engineer (inspector) to observe PROJECT construction for substantial compliance with plans and specifications.
  - 2.16.4 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT Specifications and any applicable Traffic Control Plans.
  - 2.16.5 Attend two (2) additional construction meetings anticipated once per week
  - 2.16.6 Prepare daily construction progress reports.
  - 2.16.7 Prepare progress payments for the Contractor to the CITY.
  - 2.16.8 Prepare administrative documents for the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.
  - 2.16.9 Monitor Contractor's compliance with the Contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.

**TIME OF PERFORMANCE:**

The time of performance for Task Order No. 2023-06 is revised to add the following:

**2.0 Construction Engineering**

HLA will provide construction engineering services in the form of project and contract administration for eighteen (18) additional construction days due to Change Order No. 2.

**FEE FOR SERVICE:**

**2.0 Construction Engineering**

All work for construction engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$221,020.00, plus Amendment No. 1 in the amount of \$28,000 for additional construction days due to Change Order No. 1, and Amendment No. 2 in the amount of \$32,000.00 for additional construction days due to Change Order No. 2, for a total fee of up to \$281,020.00.

**Proposed:**  7/8/2024  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

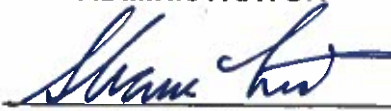

**Approved:** \_\_\_\_\_  
City of Grandview Date  
Ashley Lara, Mayor

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

|  |  |
|--|--|
| <b>ITEM TITLE</b>  | <b>AGENDA NO.:</b> New Business 4 (D)                            |
| Resolution authorizing the Mayor to sign the Right of Way Procedures with the Washington State Department of Transportation for the Stover Road Railroad Crossing Improvements | <b>AGENDA DATE:</b> August 13, 2024                              |
| <b>DEPARTMENT</b>  | <b>FUNDING CERTIFICATION</b> (City Treasurer)<br>(If applicable) |
| Public Works Department  | N/A  |

**DEPARTMENT HEAD REVIEW**

Shane Fisher, City Administrator

|   |   |
|---|---|
| <b>CITY ADMINISTRATOR</b>   | <b>MAYOR</b>  |
|  |  |

**ITEM HISTORY** (Previous council reviews, action related to this item and other pertinent history)

In 2022, Washington Central/BNSF Railroad notified the City that the lights and gates located on East Stover Road and Exit 73 were obsolete and in need of replacement. The Railroad maintains the current equipment and the City is responsible for purchasing the new replacement equipment. The City partnered with the Railroad and HLA assisted with locating a funding source to help off-set the cost for replacing the outdated equipment. In 2023, the City was able to secure approximately \$1,000,000 for this project from the Washington State Department of Transportation (WSDOT).

This project will improve the outdated railroad crossing equipment and pedestrian and bicycle facilities, resurface the roadway, and install fencing near the crossing to deter pedestrians on the Lower Yakima Valley Pathway from crossing tracks in areas other than the crossing at Stover Road.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The pedestrian pathway was revised to meet WSDOT standards which will require additional right of way for the fence installation. In order to acquire additional right of way, the City must update its Right of Way Procedures with the WSDOT, a copy of which is attached.

**ACTION PROPOSED**

Move a resolution authorizing the Mayor to sign the Right of Way Procedures with the Washington State Department of Transportation for the Stover Road Railroad Crossing Improvements to the August 13, 2024 regular Council meeting for consideration.

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN THE RIGHT OF WAY PROCEDURES WITH  
THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR THE  
STOVER ROAD RAILROAD CROSSING IMPROVEMENTS**

**WHEREAS**, the Washington State Department of Transportation has awarded funds to the City for the Stover Road Railroad Crossing Improvements; and,

**WHEREAS**, the City must execute updated Right of Way Procedures with the Washington State Department of Transportation setting forth the terms and conditions and the regulations by which the City must comply in order to receive said funding,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign the Right of Way Procedures with the Washington State Department of Transportation in the forms as are attached hereto and incorporated herein by reference for the Stover Road Railroad Crossing Improvements.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2024.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

## *Right of Way Procedures*

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The City of Grandview, needing to acquire real property (obtain an interest in and/or possession of) in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable federal regulations (49 CFR Part 24) and state law (Ch. 8.26 RCW), and state regulations (Ch. 468-100 WAC) hereby adopts the following procedures to adhere to all applicable laws, statutes, and regulations. The Agency is responsible for the real property acquisition and relocation activities on projects administered by the Agency and must acquire right of way (ROW) in accordance with the policies set forth in the Washington State Department of Transportation Right of Way Manual M 26-01 and Local Agency Guidelines (LAG).

Below is a list of Agency staff, by names and position titles, that are qualified to perform specific ROW functions. Attached to these procedures are resumes for everyone listed within these procedures, which provides a summary of their qualifications. The procedures shall be updated whenever staffing changes occur.

1. The Agency has the staff with the knowledge and experience to accomplish the following ROW Disciplines:

- i. **PROGRAM ADMINISTRATION:**

Oversee delivery of the ROW Program on federal aid projects for the Agency. Ensures ROW functions are carried out in compliance with federal and state laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Ensures Agency's approved ROW Procedures are current, including staff qualifications, and provides copies to consultants and Agency staff;
- Oversight of ROW consultants;
  - use of consultant contract approved by WSDOT
  - management of ROW contracts
  - management of ROW files
  - reviews and approves actions and decisions recommended by staff & consultants
  - Overall responsibility for decisions that are outside the purview of consultant functions
- Sets Just Compensation prior to offers being made;
- Oversight and approval of Administrative Offer Summaries (AOS) per policy;
- Oversight and approval of Administrative Settlements per policy;
- Ensure Agency has a relocation appeal process in place prior to starting relocation activities;
- Obligation authority for their Agency;
- Obtain permits (Non-Uniform Relocation Act (URA));
- Ensures there is a separation of functions to avoid conflicts of interest.
- Verifies whether ROW is needed, and that the property rights and/or interests needed are sufficient to construct, operate and maintain the proposed projects (see LAG Appendix 25.174, 25.175, & 25.176).

City Administrator Shane Fisher

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Note: Staff included under Program Administration must have completed the eLearning Administrative Settlement and No ROW Verification training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>



ii. APPRAISAL

Prepare and deliver appraisals on federal aid projects for the Agency. Ensures that appraisals are consistent and in compliance with state and federal laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Use only qualified agency staff approved by WSDOT to perform appraisal work;
- Use Appraiser from WSDOT's Approved Consultant List if Agency does not have qualified staff;
- Prepare ROW Funding Estimate (not required to be completed by an appraiser & only when there are federal funds in the ROW Phase);
- Prepare AOS;
- Obtain specialist reports;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Qualified Contracted Consultant

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iii. APPRAISAL REVIEW:

Review appraisals on federal aid projects for the Agency to make sure they are adequate, reliable, have reasonable supporting data, and approve appraisal reports. Ensures appraisals are adequately supported and represent fair market value and applicable costs to cure and are completed in compliance with state and federal laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Use only qualified agency staff approved by WSDOT to perform appraisal review work;
- Use review appraiser from WSDOT's Approved Consultant List if agency does not have qualified staff;
- Ensures project wide consistency in approaches to value, use of market data, and costs to cure;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Qualified Contracted Consultant

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iv. ACQUISITION:

Acquire, through negotiation with property owners, real property, or real property interests (rights) on federal aid projects for the Agency. Ensures acquisitions are completed in compliance with federal and state laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Use only qualified staff to perform acquisition activities for real property or real property interests, including donations;
- To avoid a conflict of interest, when the acquisition function prepares an AOS, only acquires property valued at \$10,000 or less;

- Provide and maintain a comprehensive written account of acquisition activities for each parcel;
- Prepare AOS justification and obtain approval;
- Prepare Administrative Settlement and obtain approval;
- Prepare Right of Way Funding Estimate (when there are federal funds in the ROW Phase);
- Review title, and recommend and obtain approval for acceptance of encumbrances;
- Ensure acquisition documents are consistent with ROW plans, valuation, and title reports;
- Provide a negotiator disclaimer;
- Maintain a complete, well organized parcel file for each acquisition;
- Coordinate with engineering, program administration, appraisal, relocation, and/or property management as necessary.

Qualified Contracted Consultant

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Note: Staff included under Acquisition must have completed the eLearning Administrative Settlement training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

v. **RELOCATION:**

Provide relocation assistance to occupants of property considered displaced by a federally funded projects for the Agency. Ensures relocations are completed in compliance with federal and state laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Prepare and obtain approval of relocation plan prior to starting relocation activities;
- Confirm relocation appeal procedure is in place;
- Provide required notices and advisory services;
- Make calculations and provide recommendations for Agency approving authority prior to making payment;
- Provide and maintain a comprehensive written account of relocation activities for each parcel;
- Maintain a complete, well organized parcel file for each displacement;
- Ensure occupants and personal property is removed from the ROW;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary.

Qualified Contracted Consultant

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vi. **PROPERTY MANAGEMENT:**

Establish property management policies and procedures that will assure control and administration of ROW, excess lands, and improvements acquired on federal aid projects for the Agency. Ensures property management activities are completed in compliance with federal and state laws, regulations, policies, and procedures.

**Responsibilities/Expectations:**

- Account for use of proceeds from the sale/lease of property acquired with federal funds on other title 23 eligible activities;
- Keep ROW free of encroachments;
- Obtain WSDOT/FHWA approval for change in access control along interstate;
- Maintain property records;
- Ensure occupants and personal property is removed from the ROW;
- Maintain a complete, well organized property management file;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary.

City Administrator Shane Fisher

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- a. Any functions for which the Agency does not have qualified staff, the Agency will contract with another local agency with approved procedures, a qualified consultant, or the WSDOT. An Agency that proposes to use qualified consultants for any of the above functions will need to work closely with their ROW Local Agency Coordinator (LAC) and Local Programs to ensure all requirements are met. When the Agency proposes to have staff approved to negotiate who have limited experience in negotiation for FHWA funded projects, the LAC must be given an opportunity to review all offers and supporting data prior to offers being made to the property owners.
  - b. The Agency’s Administrative Settlement Procedures indicating the approval authorities and the procedures involved in making administrative settlement needs to be included with these procedures (see Exhibit A).
  - c. An Agency wishing to take advantage of the AOS process, properties valued up to \$25,000 or less, need to complete Exhibit B of these procedures.
2. All projects shall be available for review by the FHWA and WSDOT at any time and all project documents shall be retained and available for inspection during the plan development, ROW, construction stages, and for a three-year period following acceptance of the projects by WSDOT.
  3. Approval of the Agency’s procedures by WSDOT Local Programs may be rescinded at any time the Agency is found to no longer have qualified staff or is found to be in non-compliance with the regulations. The rescission may be applied to all or part of the functions approved.

\_\_\_\_\_  
Ashley Lara, Mayor

\_\_\_\_\_  
Date

**Washington State Department of Transportation**

Approved By: Michelle Newlean

\_\_\_\_\_  
Local Programs Right of Way Manager

\_\_\_\_\_  
Date

## EXHIBIT A

### Agency's Administrative Settlement Policy

Administrative Settlements are occasionally required in addition to Just Compensation in order to acquire the necessary Right of Way through negotiation. These Administrative Settlements can help eliminate costly condemnation litigation and project construction delays.

When Administrative Settlements occur, the project parcel right of way file shall contain rational justification and supporting documentation for the Settlement offer. Prior to approval of the Settlement, the Agency shall give full consideration to all pertinent information including, but not limited to the following.

1. All available appraisals, including the owner's, and the probably range of testimony in a condemnation trial.
2. Ability of the agency to acquire the property, or possession, through the condemnation process to meet the construction schedule.
3. The negotiator's recorded information.
4. Recent court awards in cases involving similar acquisition and appraisal problems.
5. Likelihood of obtaining an impartial jury in local jurisdiction, option of legal counsel where appropriate.
6. Estimate of trial cost weighted against other factors.

All pertinent information will be presented to the City Administrator for approval. In the event that the City Administrator is uncertain of the eligibility of the settlement, he/or his designee, will contact the Region Local Agency Coordinator for approval. Once the eligibility for settlement has been established by the City Administrator signs the authorization to proceed with the negotiated settlement. The signed authorization as well as all documentation will be placed in the right of way file.

The level of authority to offer Administrative Settlements will be as follows:

1. The City Administrator shall review the proposed settlement with the negotiator and may recommend approval of the just compensation plus up to a \$5,000.00 administrative settlement. A report of the administrative settlement shall be made and approved by the City Administrator. A copy of the approved administrative settlement shall be included in the property file.
2. All Administrative Settlements over \$5,000.00 per parcel shall be approved by the City Council.

\_\_\_\_\_  
Ashley Lara, Mayor

\_\_\_\_\_  
Date

### Washington State Department of Transportation

Approved By: Michelle Newlean

\_\_\_\_\_  
Local Programs Right of Way Manager

\_\_\_\_\_  
Date

**EXHIBIT B**  
**Waiver of Appraisal**  
**Agency's Administrative Offer Summary (AOS)**

The City of Grandview, hereinafter (Agency), desiring to acquire Real Property according to 23 CFR, Part 635, Subpart C and State directives, and desiring to take advantage of the \$25,000.00 appraisal waiver process approved by the Federal Highway Administration (FHWA) for Washington State, hereby agrees to follow the procedure approved for the Washington State Department of Transportation (WSDOT) as follows:

Rules

- A. The Agency may elect to waive the requirement for an appraisal if the acquisition is simple and the compensation estimate indicated on the ROW Funding Estimate is \$25,000.00 or less including cost-to cure items. A True Cost Estimate shall not be used with this procedure.
- B. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers \$10,000 or less.
- C. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers over \$10,000 and up to \$25,000, and that an appraisal will be prepared if requested by the property owner(s).
- D. Special care should be taken in the preparation of the AOS as no review is mandated, the preparer needs to assure that the compensation is fair and that all the calculations are correct.

Procedures

- A. An AOS is prepared using comparable sales found at the time of preparation.
- B. The AOS is submitted to Shane Fisher, City Administrator, for approval. Upon signature a first offer to the property owner(s) is authorized.

\_\_\_\_\_  
Ashley Lara, Mayor

\_\_\_\_\_  
Date

**Washington State Department of Transportation**

Approved By: Michelle Newlean

\_\_\_\_\_  
Local Programs Right of Way Manager

\_\_\_\_\_  
Date

**Shane R. Fisher, City Administrator**  
City of Grandview  
207 West Second Street, Grandview, WA 98930  
PH: (509) 882-9200  
Email: sfisher@grandview.wa.us

### **Profile**

Public Works professional with 18 years of extensive experience managing a full-service department. Highly equipped in directing all phases of Public Works activities including water source & distribution, wastewater collection & treatment, stormwater maintenance, vehicle fleet and equipment maintenance, building and facility maintenance, parks and grounds maintenance, as well as the Sunnyside Municipal Airport Manager. Possess strong expertise in planning, designing, and delivery of multi-disciplinary capital improvement programs for municipal facilities, transportation, utilities, and other infrastructure systems. Strategic leader with proven track record of building and leading effective cross-functional, multisite, and multi-business teams. Able to manage and coordinate all construction activities to ensure that all project deliverables are achieved with regards to safety, quality, program, and cost. Known for a superb work ethic, strong attention to detail, and the capacity to strictly enforce safety regulations and organizational policies.

### **Professional Experience**

#### **City of Grandview**

##### **City Administrator: 2023 – Present**

- Serve as chief administrative and managerial officer for the city, directing all the departments and managing the daily operations of the municipality.
- Supervises, manages, and coordinates the activities and functions of all City departments in implementing the requirements of ordinances, resolutions, and policies of the City Council.
- Serves as a liaison between the Mayor and department heads, keeping the Mayor apprised on departmental activities, challenges and concerns.
- Regularly reports to the Mayor concerning the status of all assignments, duties, projects, and functions of all city departments.
- Serves as Personnel Officer for the City under the direction of the Mayor and shall hire, discipline, and discharge employees, as necessary, in accordance with City policies, procedures and collective bargaining agreements.
- Responsible for labor management matters, including negotiations.
- Serves as the Mayor's liaison to the City Council, attends all meetings of the City Council, briefs the Council on pending agenda items, and other City issues. Responds to inquiries and provides Council Members with information on the status of City operations and projects.

#### **City of Sunnyside**

##### **Director of Public Works: 2011 - 2023**

- Managed a Public Works Department of 30 full-time employees and 12 seasonal employees.
- Oversee the operations of eight divisions: Streets, Water, Wastewater, Stormwater, Parks, Airport, Fleet, and Facilities.
- Annual budget development and implementation, expenditure review, budget amendments, procurement law compliance with state and federal guidelines and organizational policies.
- Solicit services, negotiate with, and manage consulting engineers service agreements and construction contracts.
- Manage the design of all city transportation, utility, and facilities capital improvement projects.
- Prepare agenda items and make presentations to elected officials.
- Implement policy objectives as set forth by City Council.
- A member of the city's negotiating team for two collective bargaining agreements within the public works department.

### **Superintendent of Public Works: 2009-2011**

- Provide direction and guidance in the operations and maintenance of all public works divisions.
- Planned, organized and evaluated the work of contractors performing construction of capital improvement projects and other contract services as instructed by the Director.
- Oversaw the division budgets, which included reviewing and approving expenditures.
- Implemented ongoing Health, Safety and Wellness program, L&I compliance program, and division safety program(s).
- Ensured public works operations were following applicable state and federal laws, regulatory requirements, city codes, and organizational policies.
- Administered collective bargaining agreements, including addressing grievances, recommended discipline, and enforced divisional and departmental standard operating procedures.
- Prepared detailed management reports and analyses of public works operations for the purpose of budget preparation and justification of funding and personnel.

### **Associate Engineer: 2005-2009**

- Reviewed public and private-development plans, worked with consulting engineers, developers, and homeowners to ensure code compliance.
- Issued permits for large sub-divisions, single family homes, water & sewer connections, and stormwater facilities.
- Inspected all public infrastructure construction activities including water, sewer, transportation, stormwater, and public facility improvements.
- Conducted traffic counts and collected data to justify funding for traffic mitigation measures, and private development to determine traffic volumes and classification.
- Continually updated city construction specifications, standard details, and infrastructure maps using AutoCAD.
- Coordinated work tasks with public works employees and supervisors to ensure they had the necessary tools and resources they needed to complete their work safely and satisfactorily.
- Represented the city as the Certified Erosion and Sediment Control Lead (CESCL), Stormwater Working Group, Technical Advisory Committee (TAC), and Regional Transportation Cohorts.

### **Education**

#### **ITT Technical Institute, Seattle**

Applied Science Degree in Civil Engineering, Graduated with Honors  
National Vocational and Technical Honor Society (NVTHS)

#### **Southern New Hampshire University**

Bachelor of Arts in Public Administration, *Summa Cum Laude*

#### **University of Delaware**

Masters in Public Policy and Administration

### **Community and Professional Engagement**

#### **International City/ County Management Association (ICMA) & (WCMA)**

Affiliate Member: 2019 - Present

#### **American Public Works Association**

2005 - Present

#### **Washington Airport Managers Association**

2011- Present

**Sunnyside Municipal Airport Advisory Board**

Member: 2011-Present; Vice Chair: 2014-15; Chair: 2015-16

**Sunnyside Parks & Recreation Advisory Board**

Staff Liaison to the board. My role was to bring information before the board members related to the operation and maintenance of the city parks and recreation programs. I worked with the board chair to bring recommendations to city council for discussion and possible action. These recommendations ranged from funding capital improvements to the hiring of staff to conduct recreation programs.

**Management Style**

My management style reflects a commitment to high ethical and professional standards, yet I recognize the importance of always being approachable. My strengths come from my sense of professionalism, ethics, and integrity. I am adept at gathering, analyzing, and communicating information on a wide range of topics. I am well organized and adaptable to change. Respect for diversity is a core value for me, and I thrive on creativity that flourishes with inclusion and collaboration. I especially enjoy group facilitation, whether guiding a team in strategic planning, process improvement, or seeking solutions to difficult policy issues.

Regarding personnel matters, I do believe most employees strive to do their best. If their skills, abilities, or attitude are not where they need to be, I will coach them and set clear expectations through consistent and objective feedback. Many such employees have improved under my leadership, and a few made their own decision to move on. I have terminated employees, but only after all corrective measures had been exhausted. Considering termination is not easy because you are affecting someone's livelihood, but I try to approach it as informed and objective a manner as possible. In my experience, the employee is usually aware they are not meeting expectations and are equally unsatisfied with the situation. Sometimes it is best for the organization and themselves to seek other opportunities that are a better fit elsewhere.

**Project Management**

Coordinate and lead initial design meetings with clients, consultants and other agency staff; Manage technical and clerical staff, provide direction and review of PS&E documents prepared by staff or outside consultants throughout project development and delivery; Generate project quantities; Prepare project correspondence; interagency project coordination; Generate and review requested project change orders and monthly pay statements; Review project submittals for compliance; Managed contract cost controls through interpretation of contract specifications, contractor oversight, and review of construction methods for suitability with project; Schedule and conduct project meetings; Lead design team meetings; Construction observation; City Council presentations.

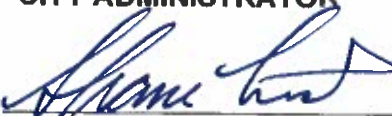
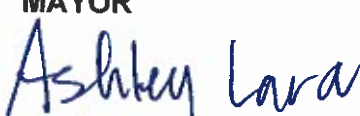


**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

|  |  |
|--|--|
| <b>ITEM TITLE</b>  | <b>AGENDA NO.:</b> New Business 4 (E)                            |
| Resolution establishing a job description for the Deputy Fire Chief and setting forth procedures to establish the Deputy Fire Chief's salary | <b>AGENDA DATE:</b> August 13, 2024                              |
| <b>DEPARTMENT</b>  | <b>FUNDING CERTIFICATION</b> (City Treasurer)<br>(If applicable) |
| Fire Department  |  |

**DEPARTMENT DIRECTOR REVIEW**

Pat Mason, Fire Chief

|  |  |
|--|--|
| <b>CITY ADMINISTRATOR</b>  | <b>MAYOR</b>   |
|  |  |

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The Grandview Fire Department has maintained a Volunteer Deputy Fire Chief since the beginning of the Fire Department. When the City hired a full-time employee to be a Fire Captain, the City still maintained the Volunteer Deputy Chief. This has created some confusion for people inside and outside of the Fire Department. A Deputy Fire Chief is a higher rank than a Fire Captain. When the Fire Chief is absent, then the next person to be in charge should be the Deputy Fire Chief. It is also interpreted that a full time employee should have authority over a volunteer. We have been following a pattern that is not consistent with the recognized chain of authority since both the volunteers and other City staff look at the Fire Captain as the person in charge when the Fire Chief is gone.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The Fire Chief has created a draft job description for consideration by the Mayor and Council for adoption. The draft job description has been reviewed by the City Administrator and City Clerk. If this position was approved and the Fire Captain was promoted from within the Fire Department, there would be no change in the current budget.

**ACTION PROPOSED**

Move a resolution establishing a job description for the Deputy Fire Chief and setting forth procedures to establish the Deputy Fire Chief's salary to a regular Council meeting agenda for consideration.

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ESTABLISHING A JOB DESCRIPTION FOR THE DEPUTY FIRE CHIEF  
AND SETTING FORTH PROCEDURES TO ESTABLISH THE  
DEPUTY FIRE CHIEF'S SALARY**

**WHEREAS**, the Fire Chief is proposing that the City Council establish a job description for the new position of Deputy Fire Chief to use in the recruitment process; and

**WHEREAS**, pursuant to RCW 35A.11.020, the City Council is responsible for establishing positions, including job descriptions and salaries; and

**WHEREAS**, the City Council desires to adopt this resolution to establish a job description for the Deputy Fire Chief position and provide a process for setting the Deputy Fire Chief's salary;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

1. The City Council hereby adopts the job description for the Deputy Fire Chief in the form attached hereto and incorporated herein by this reference.
2. The City Council shall establish the salary for the Deputy Fire Chief by ordinance following approval of the job description.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2024.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

## POSITION DESCRIPTION

Position: Deputy Fire Chief

Report to: Fire Chief

Department: Fire

Revised: July 15, 2024

### Position Purpose

The Deputy Fire Chief shall report directly to the Fire Chief and is expected to have a confidential relationship with the Fire Chief. The Deputy Fire Chief is responsible for the daily operations of the Fire Department. These responsibilities include, but are not limited to, fire suppression, hazardous materials response, emergency medical services, and maintenance of equipment and facilities, utilizing paid and volunteer personnel. Supervises the delivery of services to reduce risks to life, property and community vitality. Provides leadership and administrative support to the Fire Chief to establish strategic direction for the organization.

### Supervises

Directly supervises the Fire Captain and indirectly supervises all other members of the Volunteer Fire Department.

### Essential Job Functions

1. Assists in carrying out all operations of the Fire Department and assumes the duties of the Fire Chief in his absence.
2. Responds to emergency calls for service as needed.
3. Plans and supervises the activities of subordinate officers and personnel. Devises and plans the practices and procedures to meet operating conditions and service demands. Plans and coordinates the work of employees in assigned units, including reviewing reports prepared by subordinate officers.
4. Reviews organizational procedures and makes recommendations to the Fire Chief to improve and/ or increase the efficiency and effectiveness of the department. Reviews operational procedures and emergency call responses to ensure that our service delivery is performed according to the laws of the State of Washington and the policies of the Grandview Fire Department.
5. Coordinates with Partner Agencies to ensure good working relationships and coordinated efforts in both training and emergency response.
6. Administers training programs and reviews outcomes. Makes recommendations on staffing matters as it relates to department needs. Makes decisions on such matters as sick leave reports, work and time records and scheduling vacation and relief work. Evaluates employee performance.
7. Prepares complete and comprehensive reports of inspection, research, or investigation concerning operating practices.

8. Assists the Fire Chief and City Administrator in confidential matters relating to labor relations and personnel issues within the department.
9. Effectively recommends the hiring, disciplining, or discharging of employees within his or her jurisdiction in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
10. Assists the Fire Chief with risk management within the department.
11. Performs other related duties as required or assigned.

Working Conditions

Work is performed both in the Fire Station and in the field. When duties are performed in the field, they are generally performed with Fire Department equipment and may involve working in hazardous locations and emergency scenes.

Minimum Qualifications

High School Diploma or GED equivalent.

IFSAC Firefighter 1 Certification or Equivalent. A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

IFSAC Instructor 1 Certification or Equivalent.

Fluency, verbal and written, in English. In addition, Spanish is preferred, but not required.

Ability to meet and maintain medical and physical requirements prescribed in Rule 21.01 of the Civil Service Rules and Regulations; be of good moral character and industrious habits; must be of a temperament and disposition suitable for working with the public.

Trained firefighter with not less than five years' experience as a fire department officer.

U.S. Citizen.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

Approved \_\_\_\_\_  
City Administrator

Approved \_\_\_\_\_  
Mayor

Date \_\_\_\_\_

Date \_\_\_\_\_