

COLLABORATIVE ACTIVITIES

(Puget Sound Fire (PSF) /Enumclaw Fire (District))

EFFECTIVE DATE (January 1, 2024)

EXHIBIT A

Technology Management Services.

1. PSF shall provide the District with the following services:

1.1. Administrative

- 1.1.1. Budget planning**
- 1.1.2. Hardware and software contract management**
- 1.1.3. Equipment life-cycle management for core components**
 - 1.1.3.1. Workstation life-cycle negotiable by partner agency**
- 1.1.4. Inventory management**
- 1.1.5. Coordination with 911 dispatch agency**

1.2. Base Network Infrastructure

- 1.2.1. Physical network connections to PSF network**
- 1.2.2. Authentication (Active Directory, file access, etc.)**
- 1.2.3. Wi-Fi network connections to PSF network**
- 1.2.4. File services (based on space used)**
 - 1.2.4.1. File archiving**
- 1.2.5. Print services**

1.3. Professional Support Services

- 1.3.1. IT service desk and ticketing system**
- 1.3.2. Mobile device support and maintenance**
- 1.3.3. Phone service support and maintenance**
- 1.3.4. Computer network infrastructure support and maintenance**
 - 1.3.4.1. All infrastructure in place at the time of the agreement**
- 1.3.5. Application and database support and maintenance**
 - 1.3.5.1. All applications in place at the time of the agreement**

1.4. Microsoft 365

- 1.4.1. Licensing Options**
 - 1.4.1.1. Email and Office products**
- 1.4.2. Barracuda**
 - 1.4.2.1. Email threat protection**
 - 1.4.2.2. File retention and backups**

1.5. End User Hardware and Peripherals

- 1.5.1. Workstation support and maintenance**
- 1.5.2. Mobile laptop/notebook support and maintenance**
- 1.5.3. Printer support and maintenance**
- 1.5.4. Antivirus protection**

- 1.6. Ordering and Billing
- 1.6.1. PSF orders/installs, partner agency is directly billed
2. **Services Excluded**
- 2.1. Administrative
- 2.1.1. Public records requests
- 2.1.2. Emergency after-hours support
- 2.2. Significant Projects
- 2.2.1. The addition of new infrastructure components after time of agreement
- 2.2.2. The addition of new applications or significant upgrade of existing application after time of agreement
- 2.3. Unexpected Expenses
- 2.3.1. The support of any additional hardware and/or software as the result of partner organization growth, grants, or charity.
- 2.4. Extraordinary Circumstances
- 2.4.1. Those services needed due to fire, flood, earthquake, flood, tsunami, and acts of God.
3. **Access**
- 3.1. District will provide PSF access to all facilities as needed to provide services under this agreement.
- 3.2. Any identification/keys/codes needed for access to District facilities will be provided by the partner agency at no cost to PSF
4. **Fees and Rates**
- Base Fee. The annual base fee for the services identified in Section 1 shall be \$ 64,015.00.
- 4.1. The District shall pay 1/12th of the fee monthly.
- 4.2. Labor. The hourly rate for labor shall be 150 dollars per hour. This rate will be applied to mutually agreed to services performed outside of the scope of Section 1 above.
- 4.3. Mileage Fee. The District shall reimburse PSF for mileage resulting from site visits to District facilities at the current IRS mileage rate.
- 4.4. Although the PSF has provided the District guidance on services excluded from this agreement in Section 2 it should be understood that the PSF will consider requests from the District to perform services listed in Section 2 on a case by case basis. Such additional services agreed to by both parties will be billed on a time and materials basis at 150 dollars per hour.
5. **Term.** This Collaborative Activities Exhibit A shall be effective on execution by both parties and shall continue until December 31, 2024.

PUGET SOUND REGIONAL FIRE AUTHORITY

ENUMCLAW FIRE DEPARTMENT

By: B. R. C.
Brian Carson, Fire Chief

By: Randy Fehr
Randy Fehr, Fire Chief

Dated: Feb 12, 2024

Dated: 2/14/24