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CITY OF SHORELINE

I-03-017

CITY OF SHORELINE  
Clerk's Receiving  
No: 2378  
Date: 6/13/03

**Shoreline Emergency Management Interlocal Agreement**

This Interlocal Agreement, herein after referred to as the "Agreement", is made and entered into by public and private organizations within the corporate limits of the City of Shoreline, Washington. This agreement endeavors to provide a timely emergency response and recovery through cooperation, coordination and sharing of resources and expertise during an emergency.

Whereas, the protection of life, property and natural resources are critical to the successful response, recovery and mitigation of any natural or human caused emergency.

Whereas, subscribers have expressed mutual interest in establishing a local agreement that facilitates and encourages sharing of equipment, supplies, personnel and facilities during an emergency.

Whereas, subscribers have traditionally assisted each other in times of emergencies, based on goodwill, without any formal basis or agreement.

Whereas, subscribers have expressed an interest in ensuring that local resources are made available to meet local needs in an emergency before being made available to other sub-regional, regional or state needs under the terms of the Regional Disaster Plan for Public and Private Organizations in King County.

Whereas, subscribers have expressed an interest in participating in the Regional Disaster Plan for Public and Private Organizations in King County.

Whereas, subscribers have developed and maintained an emergency operations plan that guides the reporting, response, recovery and mitigation to an emergency related to their operations and responsibilities.

Whereas, RCW 38.52.070 provides the City of Shoreline with broad emergency authority to coordinate response, recovery, and mitigation activities within the City of Shoreline to protect life and property.

Whereas, the subscribers have expressed a mutual interest to cooperatively develop plans, policies and procedures to provide a timely, orderly and effective response to an emergency in a proactive manner.  
subscribers

Now therefore, the subscribers agree to coordinate the timely and effective sharing of local resources during times of an emergency as defined in this Agreement.

## Article I – Applicability

This agreement is available for all public, non-profit and private organizations within or neighboring the City of Shoreline, Washington. Execution will occur when an organization signs an identical version of this agreement and transmits an original signed copy to the City Clerk.

The Interlocal Agreement is activated when the City's Emergency Operations Center is activated. The City's Emergency Operations Center is activated by the direction of the City Manager or designee, based on anticipated or present events that require the coordination of resources to provide an effective response and recovery to protect human life, property or natural resources. Subscribers may request activation of the Emergency Operations Center by communicating with the City Manager or designee.

## Article II – Definitions

'Assistance Costs' means any labor, material and equipment costs that are incurred by the Lender (as defined below) in providing any asset, service, or assistance requested. For further information on costs, see section XII.

'Borrower' means a subscribing organization which has adopted, signed and subscribed to this Agreement and has made a request for Emergency Assistance and has received commitment(s) to deliver Emergency Assistance pursuant to the terms of this Agreement.

'Emergency' includes, but is not limited to, a human-caused or natural event or circumstance, within the area of operation of any participating organization, causing or threatening loss of life, damage to natural resources, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of the affected subscribing Organization or Organizations, in terms of personnel, equipment, materials, supplies or facilities, thereby requiring Emergency Assistance.

'Emergency Assistance' means the availability of employees, services, equipment, materials, or supplies offered during an Emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal services when such services have been disrupted in an emergency where coordination and facilitating resource sharing with other subscribing organizations is necessary or advisable, as determined by the requesting organization.

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'Emergency Contact Points' are the persons, in a line of succession, listed on the Emergency Contact Information Form to be submitted to the King County Regional Disaster Plan Zone 1 Emergency Planning Committee by each subscribing organization. The list includes names, addresses, and 24-hour phone numbers of the Emergency contact points of each subscribing organization. The people listed as Emergency Contact Points will have (or can quickly get) the authority of the subscribing organization to commit the subscriber's available equipment, services, and personnel for the organization. Each subscriber shall provide the phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency Contact Point(s).

'Emergency Operations Center (EOC)' serves as the single coordinating point for response and recovery during an emergency. The EOC performs unified command, control and resources coordination between subscribing organizations, Regional Disaster Plan Zone 1, County, State and Federal agencies.

'Emergency Management Council' acts in an advisory capacity to the City Manager and Emergency Management Coordinator, established under Shoreline Municipal Code 2.50. The Council also acts to resolve disputes between subscribers. The Emergency Management Council serves as the local organization pursuant to RCW 38.52.070, and is established in SMC 2.50.040

'Lender' means a subscribing organization which has signed this Interlocal Agreement and has agreed to deliver Emergency Assistance to another subscribing organization pursuant to the terms and conditions of this Interlocal Agreement.

'Agreement' means identical agreements executed in counterparts which bind the executing subscribing organization to its terms and conditions to provide and receive Emergency Assistance.

'Subscribing Organization' means the executive governing authority of any member of the Shoreline Emergency Council as established in SMC 2.50.040 that chooses to sign this Agreement and that chooses to subscribe to and sign onto the Regional Disaster Plan for Public and Private Organizations in King County for Public and Private Organizations in King County.

### Article III – Participation

No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Agreement on account of any delay in or failure to perform any obligation under this Interlocal Agreement, except to make payment as specified in this Agreement.

Subscribing organizations that execute this Agreement are expected to:

- Ensure that other subscribing organizations have the most current Emergency Contact Points, which will be reviewed and confirmed annually.
- Provide an updated resource list to the Emergency Management Council on an annual basis, unless an automated information system accessible to all subscribers is updated on a more frequent basis.
- Participate in scheduled meetings to coordinate operational and implementation issues to the maximum extent possible.

### Article IV – Role of Emergency Point of Contact

Subscribing Organizations agree that their Emergency Contact Points or their designee can serve as representatives of the Subscribing Organizations in any meeting to work out the language or implementation issues of this agreement. The Emergency Contact Points of a Subscribing Organization shall:

- Act as a single point of contact for information about the availability of resources when other Subscribing Organizations seek assistance.
- Participate in coordination meetings convened on the implementation of this agreement.
- Take the initiative to obtain and communicate decisions and discussion items of the meeting.
- Maintain a manual containing the City of Shoreline Emergency Management Plan, a signed copy of this Agreement and a list of Subscribing Organizations who have executed this Agreement.

### Article V – Term of Interlocal Agreement and Termination

This Agreement is effective upon execution by two or more Subscribing Organizations. A Subscribing Organization opting to terminate its participation in this Interlocal Agreement, shall provide a written notice of termination 180 days in advance of the termination date by notification to the City Manager, City of Shoreline, 17544 Midvale Avenue N, Shoreline, Washington 98133

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The City Manager shall notify the Emergency Management Council of the termination date and Organization name. The Emergency Management Council shall notify all Subscribing Organizations of the termination. Any terminating Subscribing Organization shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

#### Article VI – Payment for Services and Assistance

Borrower shall pay to the Lender all valid and invoiced Assistance Costs within 90 days of receipt of the Lender's invoice, for either all or part of the Emergency Assistance services provided by the Lender. In the event the Lender provides supplies or parts, the Lender shall have the option to accept payment of cash or payment in kind for the supplies or parts provided. Invoices shall clearly state the event, general location where services or assistance is provided, resources utilized, hours of service or assistance, and the rate.

#### Article VII – Independent Contractor and/or Agency

Lender shall be and operate as an independent contractor of Borrower in the performance of any Emergency Assistance. Employees of Lender shall at all times while performing Emergency Assistance continue to be employees of Lender and shall not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender shall remain applicable to all of its employees who perform Emergency Assistance. Lender shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Borrower shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Lender's employees. The costs associated with borrowed personnel are subject to the reimbursement process outlined in Article XII. In no event shall Lender or its officers, employees, agents, or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Borrower under or by virtue of this Agreement.

#### Article VIII – Requests for Emergency Assistance

The Emergency Operations Center (EOC) will function using the Incident Command System to coordinate community emergencies.

Requests for Emergency Assistance shall be directed to the designated Emergency Contact Point(s) on the contact list provided by the Subscribing Organizations and/or directed to and managed by the Incident Commander. The extent to which the Lender provides any Emergency Assistance shall be at the Lender's sole discretion. In the event the emergency impacts a large

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geographical area that activates either Federal or State emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such Federal and State laws.

- During a community wide emergency resulting in an EOC activation, all resources available for sharing will be coordinated through the following hierarchy:
  - Owning Subscribing Organization has primary use, and decides when a resource is not needed internally and can be made available for local sharing.
  - The Emergency Operations Center – Logistics Section will coordinate the availability and sharing of all local resources made available by subscribing organizations.
  - All requests for resources from outside the community must be coordinated with the Emergency Operations Center – Operations Section before ordering. This request shall include a description of the problem, an estimate of the resources needed to support, control, and repair the problem, and the potential for damage should the problem not be fixed. This information will be updated as needed, so that the Emergency Operations Center can make a valid assessment of the problem.

#### Article IX – General Nature of Emergency Assistance

Emergency Assistance will be in the form of resources, such as equipment, supplies, and personnel or the direct provision of services. The execution of this Agreement shall not create any duty to respond on the part of any subscribing organization hereto. A Subscribing Organization shall not be held liable for failing to provide Emergency Assistance. A Subscribing Organization has the absolute discretion to decline to provide any requested Emergency Assistance and to withdraw resources with proper notice it has provided at any time without incurring any liability. Resources are "borrowed" with reimbursement and terms of exchange varying with the type of resource as defined in Articles X through XII.

The Subscribing Organizations recognize that time is critical during an emergency and diligent efforts will be made to respond to a request for resources as rapidly as possible, including any notification(s) that requested resources are not available. Subscribing Organizations also recognize that resources on loan may not be immediately available for recall.

#### Article X – Loans of Equipment and Supplies / Costs and Rates

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Use of equipment, such as construction equipment, road barricades, vehicles, and tools, shall be at the Lender's current equipment rate; when no current rates have been established, the hourly operating costs will conform to an **industry standard publication** as selected by the Emergency Management Council, or as mutually agreed between Borrower and Lender. Equipment and tool loans are subject to the following conditions:

At the option of the Lender, loaned equipment may be loaned with an operator. See Article XII for terms and conditions applicable to use of borrowed personnel.

Loaned equipment shall be returned to the Lender upon release by the Borrower, or immediately upon the Borrower's receipt of an oral or written request from the Lender for the return of the equipment. When notified to return equipment to a Lender, the Borrower shall make every effort to return the equipment to the Lender's possession within 24 hours following notification.

Borrower shall, at its own expense, supply all fuel, lubrication and maintenance for loaned equipment. The Borrower will take proper precaution in its operation, storage and maintenance of Lender's equipment. Equipment shall be used only by properly trained and supervised operators. Lender shall endeavor to provide equipment in good working order. All equipment is provided "as is", with no representations or warranties as to its fitness for particular purpose.

Lender's cost related to the transportation, handling, and loading/unloading of equipment shall be chargeable to the Borrower. Lender shall provide copies of invoices for such charges where provided by outside sources and shall provide hourly accounting of charges for Lender's employees who perform such services.

Without prejudice to a Lender's right to indemnification under Article XIV herein, in the event loaned equipment is lost or damaged while being dispatched to Borrower, or while in the custody and use of the Borrower, or while being returned to the Lender, Borrower shall reimburse the Lender for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired within a time period indicated by the Lender, then Borrower shall reimburse Lender for the cost of replacing such equipment with equipment, which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of the Lender. If Lender must lease or rent a piece of equipment while the Lender's equipment is being repaired or replaced, Borrower shall reimburse Lender for such costs. Borrower shall have the right of subrogation for all claims against persons other than parties to this Interlocal Agreement who may be responsible in whole or in part for damage to the equipment. Borrower shall not be liable for damage caused by the sole negligence of Lender's operator(s).

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## Article XI – Exchange of Materials and Supplies

Borrower shall reimburse Lender in kind or at Lender's actual replacement cost, plus handling charges, for use of partially consumed or non-returnable materials and supplies, as mutually agreed between Borrower and Lender. Other reusable materials and supplies which are returned to Lender in clean, damage-free condition shall not be charged to the Borrower and no rental fee will be charged. Lender shall determine whether items returned are "clean and damage-free" and items shall be treated as partially consumed or non-returnable materials and supplies if items are found to be damaged.

## Article XII – Loans of Personnel

Lender may, at its option, make such employees as are willing to participate available to Borrower at Borrower's expense equal to Lender's full cost, including employee's salary or hourly wages, call back or overtime costs, benefits and overhead, and consistent with Lender's personnel union contracts, if any, or other conditions of employment.

Costs to feed and house loaned personnel, if necessary, shall be chargeable to and paid by the Borrower. The Borrower is responsible for assuring such arrangements as may be necessary to provide for the safety, housing, meals, and transportation to and from job sites/housing sites (if necessary) for loaned personnel.

The Subscribing Organizations' Emergency Contact Points or their designees shall develop planning details associated with being a Borrower or Lender under the terms of this Agreement. Lender personnel providing Emergency Assistance shall be under the control of their regular leaders, but the organizational units will come under the operational control of the command structure of the Borrower.

Lender shall not be liable for cessation or slowdown of work if Lender employees decline or are reluctant to perform any assigned tasks if said employees judge such task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve the Borrower of any responsibility or create any liability on the part of the Lender for decisions and/or consequences of the response operation.

Loaned personnel may refuse to direct the activities of others without creating any liability on the part of the Lender. Any valid licenses issued to Lender personnel by Lender or Lender's state, relating to the skills required for the emergency work, may be recognized by the Borrower during the period of emergency and for purposes related to the emergency. When notified to return

personnel to a Lender, the Borrower shall make every effort to release the personnel to the Lender's immediately after notification.

#### Article XIII- Record Keeping

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift by shift basis by the Lender and/or the loaned employee(s) and will be provided to the Borrower as needed.

If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower is responsible for any required documentation of use of material and equipment for state or federal reimbursement. The documentation will be presented to the Administration/Finance Section of the Incident Management structure.

Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate to enable disaster reimbursement.

#### Article XIV – Indemnification and Limitation of Liability

##### INDEMNIFICATION.

Except as provided below to the fullest extent permitted by applicable law, the Borrower releases and shall indemnify, hold harmless and defend each Lender, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing Emergency Assistance to the borrower arising before, during or after performance of the Emergency Assistance and whether suffered by any of the Subscribing Organizations or any other person or entity .

The Borrower agrees that its obligation under this section extends to any claim, demand and/or cause of action brought by or on behalf of any of its employees, or agents. For this purpose, the Borrower, by mutual negotiation, hereby waives, as respects any indemnitee only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW of the State of Washington and similar laws of other states.

ACTIVITIES IN BAD FAITH OR BEYOND SCOPE. Any Subscribing Organizations shall not be required under this Interlocal Agreement to indemnify, hold harmless and defend any other Subscribing Organization from any claim,

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loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Subscribing Organization's officers, employees, or agents acting in bad faith or performing activities beyond the scope of their duties.

**LIABILITY FOR PARTICIPATION.** In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of Emergency Assistance through this Interlocal Agreement, the Borrower agrees, to indemnify, hold harmless, and defend, to the fullest extent of the law, each subscribing to this Interlocal Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Interlocal Agreement.

**DELAY OR FAILURE TO RESPOND.** No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Interlocal Agreement on account of any delay in or failure to perform any obligation under this Interlocal Agreement, except to make payment as specified in this Interlocal Agreement.

**MEDIATION AND ARBITRATION.** If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation.

Thereafter, any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The parties to this Contract may seek to resolve disputes pursuant to mediation or arbitration, but are not required to do so.

**SUBSCRIBING ORGANIZATION LITIGATION PROCEDURES.** Each Subscribing Organization seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify the Borrower of such claim and shall not settle such claim without the prior consent of Borrower, which consent shall not be unreasonably withheld. Such subscribing Organization shall have the right to participate in the defense of said claim to the extent of its own interest. Subscribing Organization's personnel shall cooperate and participate in legal proceedings if so requested by the Borrower, and/or required by a court of competent jurisdiction.

#### Article XV – Subrogation

**BORROWER'S WAIVER.** Borrower expressly waives any rights of subrogation against the Lender, which it may have on account of, or in connection with, the

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Lender providing Emergency Assistance to the Borrower under this Interlocal Agreement.

**LENDER'S RESERVATION AND WAIVER.** Lender expressly reserves its right to subrogation against the Borrower to the extent the Lender incurs any self-insured, self-insured retention or deductible loss. The Lender expressly waives its rights to subrogation for all insured losses only to the extent the Lender's insurance policies, then in force, permit such waiver.

#### Article XVI – Workers' Compensation and Employee Claims

Lender's employees, officers or agents, made available to Borrower, shall remain the general employee of Lender while engaged in carrying out duties, functions or activities pursuant to this Interlocal Agreement, and each Subscribing organization shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each Subscribing Organization shall provide workers' compensation in compliance with statutory requirements.

#### Article XVII – Modifications

No provision of this Interlocal Agreement may be modified, altered, or rescinded by any individual Subscribing organization without two-thirds affirmative concurrence of the Subscribing Organizations. The Emergency Management Council will be the coordinating body for facilitating modifications of this Interlocal Agreement.

Modifications to this Omnibus Agreement must be in writing and will become effective upon approval of the modification by a two-thirds affirmative vote of the Subscribing Organizations. Modifications must be signed by an authorized representative of each Subscribing Organization.

#### Article XVIII – Non-Exclusiveness and Other Agreements

This Interlocal Agreement is not intended to be exclusive among the Subscribing Organizations. Any Subscribing Organization may enter into separate Emergency Assistance agreements with any other entity. No such separate agreement shall terminate any responsibility under the Interlocal Agreement. To the extent that prior agreements between Parties to this Interlocal Agreement are inconsistent with this Agreement, all prior agreements for Emergency Assistance between the Subscribing Organization hereto are hereby superseded.

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#### Article XIX – Governmental Authority

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over the emergencies covered by this Interlocal Agreement, the Subscribing Organizations or either of them.

#### Article XX – No Dedication of Facilities or Assets

No undertaking by one Subscribing Organization to the other Subscribing Organizations under any provision of this Interlocal Agreement shall constitute a dedication of the facilities or assets of such Subscribing Organization, or any portion thereof, to the public or to the other Subscribing Organization. Nothing in this Interlocal Agreement shall be construed to give a Subscribing Organization any right of ownership, possession, use or control of the facilities or assets of the other Subscribing Organization.

#### Article XXI – Partnership

This Interlocal Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Subscribing Organizations or to impose any partnership obligation or liability upon any Subscribing Organization. Further, no Subscribing Organization shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Subscribing Organization.

#### Article XXII – No Third Party Beneficiary

Nothing in this Interlocal Agreement shall be construed to create any rights in or duties to any Third Party, nor any liability to or standard of care with reference to any Third Party. This Agreement shall not confer any right, or remedy upon any person other than the Subscribing Organizations. This Interlocal Agreement shall not release or discharge any obligation or liability of any Third Party to any Subscribing Organizations.

#### Article XXIII – Entire Agreement

This Agreement constitutes the entire agreement and supersedes any and all prior agreements of the Parties, with respect to the subject matters hereof.

#### Article XXIV – Successors and Assignments

This Interlocal Agreement is not transferable or assignable, in whole or in part, and any Subscribing Organization may terminate its participation in this Interlocal Agreement subject to Article V.

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#### Article XXV – Governing Law

This Interlocal Agreement shall be interpreted, construed, and enforced in accordance with the laws of Washington State.

#### Article XXVI – Dispute Resolution

Subscribers agree to make good faith efforts to resolve any disputes arise out of this agreement. Any attempt to resolve a dispute must be brought before the Emergency Management Council for resolution before seeking judicial action. Any action which may arise out of this Interlocal Agreement shall be brought in Washington State and King County.

#### Article XXVII – Tort Claims

It is not the intention of this Interlocal Agreement to remove from any of the Subscribing Organizations any protection provided by any applicable Tort Claims Act. However, between Borrower and Lender, the Borrower retains full liability to the Lender for any claims brought against the Lender as described in other provisions of this agreement.

#### Article XXVIII – Waiver of Rights

Any waiver at any time by any Subscribing Organizations of its rights with respect to a default under this Interlocal Agreement, or with respect to any other matter arising in connection with this Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Agreement. Any delay short of the statutory period of limitations, in asserting or enforcing any right, shall not constitute or be deemed a waiver.

#### Article XXIX – Survivability

The invalidity or unenforceability of any provisions of this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

#### Article XXX – Notices

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Agreement shall be conveyed and facilitated by the Shoreline Emergency Management Council, care of the City Manager – City of Shoreline. The address is 17544 Midvale Ave N., Shoreline WA 98133.

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Such notices, given in writing shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the address above.

#### Article XXXI – New Membership

A majority of Subscribing Organizations may agree to expand participation in this Agreement to agencies in addition to those member agencies of the Shoreline Emergency Council

In witness thereof, the subscribing organization hereto has caused the Shoreline  
Emergency Management Interlocal Agreement to be executed by duly authorized  
representatives as of the date of their signature:

Organization:

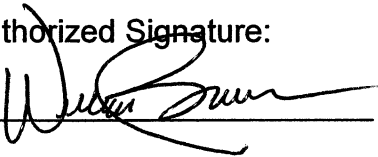
CRISTA Ministries

Address:

19303 Fremont Ave N

Shoreline, WA 98133

Authorized Signature:



Title:

VP Finance

Date:

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