

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	Executive
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Emergency Medical Services
Contract or Grant Administrator:	Mike Hilley EMS Manager
Contractor's / Agency Name:	City of Lynden Fire Department

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes  No   
 Yes  No  If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: \_\_\_\_\_

Does contract require Council Approval? Yes  No  If No, include WCC: \_\_\_\_\_  
 Already approved? Council Approved Date: \_\_\_\_\_ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes  No  If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_

Is this contract grant funded? Yes  No  If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process? Contract \_\_\_\_\_  
 Yes  No  If yes, RFP and Bid number(s): \_\_\_\_\_ Cost Center: 130120

Is this agreement excluded from E-Verify? No  Yes  If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

- Professional services agreement for certified/licensed professional.  Goods and services provided due to an emergency
- Contract work is for less than \$100,000.  Contract for Commercial off the shelf items (COTS).
- Contract work is for less than 120 days.  Work related subcontract less than \$25,000.
- Interlocal Agreement (between Governments).  Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ 150,000.  
 This Amendment Amount:  
 \$ \_\_\_\_\_  
 Total Amended Amount:  
 \$ \_\_\_\_\_

Council approval required for; all property leases, contracts or bid awards **exceeding \$40,000**, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, **except when:**

- Exercising an option contained in a contract previously approved by the council.
- Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.
- Bid or award is for supplies.
- Equipment is included in Exhibit "B" of the Budget Ordinance.
- Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.

Summary of Scope:

The County will reimburse the City for fire station 75 upgrades to provide 2.5 living spaces for 2.5 paramedics necessary for the implementation of the 5th Medic Unit.

Term of Contract: 6 months

Expiration Date: June 30, 2022

Contract Routing:	1. Prepared by: Mike Hilley	Date: 1/21/22
	2. Attorney signoff: Christopher Quinn	Date: 1/26/22
	3. AS Finance reviewed: M Caldwell	Date: 1/26.22
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): AB2022-081	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

# INTERAGENCY AGREEMENT

Between

**Whatcom County Emergency Medical Services/Whatcom County**

And

**The City of Lynden Fire Department**

The City of Lynden, through the Lynden Fire Department (hereinafter the "City"), a municipal corporation, and Whatcom County, through Whatcom County Emergency Medical Services (hereinafter the "County"), a municipal corporation, in consideration of the mutual covenants herein, agree as follows:

**I. Purpose**

This agreement (hereinafter "Agreement") provides for a one-time payment in support of construction costs incurred by the City to house a Paramedic Unit to be located in Lynden, WA at Fire Station 75. This project serves to expand the Advanced Life Support program in Whatcom County where the county-wide Emergency Medical Services (EMS) Levy provides funding for Advanced Life Support Services per RCW 84.52.069. The County manages the proceeds of the EMS Levy on behalf of the county-wide EMS System.

**II. Administration:**

1. The parties recognize that the City, as well as the City of Bellingham, Whatcom County Fire Districts, and the County are part of a regionally supported EMS System.
2. The EMS System has determined that Fire Station 75 offers the most advantageous positioning of an additional Paramedic Unit in Whatcom County.
3. The EMS System realizes there are costs incurred by the City to provide accommodations and storage for an additional Paramedic Unit which involves construction upgrades to Fire Station 75 allowable under RCW 84.52.069. (EMS Levies).

**III. Financial Agreement**

1. This payment supports construction upgrades to Fire Station 75 that can accommodate up to three (3.0) Firefighter/Paramedics with living spaces (bedrooms), storage of medical equipment and supplies, personal protective equipment and indoor parking/storage of a Paramedic Unit funded by the current Whatcom County Emergency Medical Services (WCEMS) Levy. This Agreement provides support for the one-time cost associated with the implementation of a Paramedic Unit serving Whatcom County.
2. It is agreed that each room represents \$60,000 in construction costs. It is also agreed that the County will pay the City \$60,000 each for two rooms (\$120,000) and then ½ the cost (\$30,000) of a third room for a total payment of \$150,000. (two and ½ rooms)

IV. **Responsibilities of the City:**

1. The City will provide up to 2.5 living spaces. In a future contract, the City will provide for (1) Paramedic Unit parking space and appropriate storage space of medical and personal protective equipment for the duration of time the Paramedic Unit is positioned at Fire Station 75.
2. The City will invoice the County and provide adequate documentation that the upgrades made to Station 75 to house the additional Paramedic unit cost at least \$150,000.

V. **Responsibilities of the County:**

The County shall provide \$150,000 to the City as a one-time payment for Fire Station 75 upgrades and construction to house a Paramedic Unit.

VI. **Term of Agreement:**

This Agreement shall be deemed completed once payment has been received by the City and will under no circumstances terminate later than June 30, 2022.

VII. **Records Maintenance:**

Each party to this Agreement shall maintain books, records, documents and other evidence, which relate to the terms of this Agreement. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, State officials so authorized by law, and in the case of the County, the office of the State Auditor.

VIII. **Relationship of the Parties:**

The parties agree that each is an independent entity operating pursuant to the terms and conditions of this agreement. No agent, employee, or representative of either party shall be deemed to be an agent, employee, or representative of the other party for any purpose unless requested otherwise in writing per the scope of this agreement. Each party shall be solely and entirely responsible for the acts of its agents, employees and representatives during the term of this agreement.

IX. **Entire Agreement:**

This agreement constitutes the entire agreement between the parties and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.

- X. **Authority:** The parties represented and covenant that signatories to this document are authorized agents of their respective agency.

Executed this \_\_\_\_ day of 3/14/2022, 2022, for WHATCOM COUNTY.

DocuSigned by:  
Satpal Singh Sidhu  
1192C7C18B664E3...  
Satpal Sidhu, County Executive

Approved as to form:

Christopher Quinn per email 1/26/2022  
County Civil Deputy Prosecuting Attorney

Executed this \_\_\_\_ day of 3/14/2022, 2022, for CITY OF LYNDEN.

DocuSigned by:  
Scott Korthuis  
558D3A8759594AF...  
Scott Korthuis, Mayor

Attest:

DocuSigned by:  
Anthony Burrows, Finance Director 3/14/2022  
EFC3D9745D2245E...  
Finance Director

Departmental Approval:

DocuSigned by:  
Mark Billmire, Fire Chief 3/14/2022  
7078FFDF90374C0...  
Department Head

Approved as to form:

DocuSigned by:  
Robert Carmichael 3/14/2022  
FBBD741692F406...  
City Attorney



# MEMORANDUM

**To:** Whatcom County Council Members  
**From:** Mike Hilley, EMS Manager  
**Subject:** Interlocal Agreement to cover the construction costs to house a Paramedic Unit in Lynden, WA at Fire Station 75  
**Date:** January 27, 2022

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## **BACKGROUND:**

Whatcom County Council approved budget authority for costs associated with the implementation of a 5<sup>th</sup> Medic Unit. Costs include construction upgrades to Lynden Fire Station 75 in order to house a Paramedic Unit. Upgrades will accommodate up to three Firefighter/Paramedics with living spaces (bedrooms, storage of medical equipment and supplies, personal protective equipment and indoor parking/storage of a Paramedic Unit funded by the current Whatcom County Emergency Medical Services (WCEMS) Levy.

## **FUNDING SOURCE:**

The WCEMS Levy will pay for the one-time cost associated with the implementation of a Paramedic Unit serving Whatcom County. Construction costs represent \$60,000 each for two room and ½ the cost of a third room for a total payment of \$150,000.

## **ACTION:**

Request authority to enter into the interlocal agreement between Whatcom County and the City of Lynden Fire Department for the construction upgrades made to Lynden Fire Station 75 in order to house a Paramedic Unit.