

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202009025 - 1

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing Program	
Contract or Grant Administrator:		Cindy Hollinsworth	
Contractor's / Agency Name:		Whatcom County Fire Protection District 7	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 202009025
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)		
Already approved? Council Approved Date:			
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	21.016 / 21.019 / 93.323
Is this contract grant funded? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s):	202006003 / 201801023	
Is this contract the result of a RFP or Bid process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):	Contract Cost Center:	134500 / 660430 660440
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.			
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input checked="" type="checkbox"/> Interlocal Agreement (between Governments).		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments):		Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b>	
Variable depending on cost and wages of staff working at testing sites.		<ol style="list-style-type: none"> <li>Exercising an option contained in a contract previously approved by the council.</li> <li>Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>Bid or award is for supplies.</li> <li>Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>	
Summary of Scope: This agreement provides funding for licensed EMTs to help implement community-wide low barrier COVID-19 testing.			
Term of Contract:	10 Months	Expiration Date:	06/30/2021
Contract Routing:	1. Prepared by:	JT	Date: 12/04/2020
	2. Health Budget Approval	KR/JG	Date: 12/14/2020
	3. Attorney signoff:	RB	Date: 12/14/2020
	4. AS Finance reviewed:	M Caldwell	Date: 12/09/2020
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date: 12/17/2020
	7. Submitted to Exec.:	JT	Date: 01/13/2021
	8. Council approved (if necessary):	AB2021-010	Date: 01/12/2021
	9. Executive signed:		Date: 1-19-2021
	10. Original to Council:		Date: 1-21-2021



## MEMORANDUM

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Whatcom County Fire District 7 (FD7) – COVID-19 Testing Interlocal Agreement Amendment #1

**DATE:** January 13, 2021

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Attached is an interlocal agreement amendment between Whatcom County and Whatcom County Fire District 7 for your review and signature.

▪ **Background and Purpose**

This agreement provides funding for implementation of community-wide, low barrier COVID-19 testing by licensed FD7 medical personnel (EMTs). The purpose of this amendment is to extend the contract through 06/30/2021. With the merger between the Health Department and Whatcom Unified Command, the Health Department assumed administration of this contract on 01/01/2021, after the term of the original contract administered by the Whatcom County Sheriff's office, ended.

▪ **Funding Amount and Source**

Funding for this contract varies depending on the cost and wages of staff working at testing sites, however, total funding is estimated at \$188,858 for this contract period (01/01/21 – 06/30/21) and \$314,763 for the entire contract period (09/01/2020 – 06/30/2021). Funds under this contract are made available by a grant awarded by the US Department of Treasury and subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and Title V and VI of the CARES Act, passed through the Washington State Department of Commerce Local Government Coronavirus Relief Fund (CFDA 21.016) and the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES (CFDA 21.019) and Epidemiology & Laboratory Capacity (CFDA 93.323) Grants. These funds are included in the 2020-2021 budgets. Council approval is required as estimated funding for the extended contract period are expected to exceed 10% of the funding spent during the original contract period.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



Whatcom County Contract Number:

202009025 – 1

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

**Whatcom County  
Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225**

**AND CONTRACTOR:  
Whatcom County Fire Protection District 7  
2020 Washington Street  
Ferndale, WA 98248**

### CONTRACT PERIODS:

**Original: 09/01/2020 – 12/31/2020  
Amendment #1: 01/01/2021 – 06/30/2021**

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

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### DESCRIPTION OF AMENDMENT:

- A. Extend the term of the contract through 06/30/2021.
- B. Replace the Incident Commander identified in the agreement with:

Erika Lautenbach, Director/Incident Commander  
Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225  
[ELautenb@co.whatcom.wa.us](mailto:ELautenb@co.whatcom.wa.us)  
360-778-6005

- C. Replace Section IV. Staffing and Payment, as follows:

- 1). FD7 shall provide three (3) experienced EMTs, screened for the absence of COVID-19 symptoms per COVID-19 Screening Questions, to implement COVID-19 tests for a twenty-six (26) week period as part of Whatcom County's Community-Wide Low Barrier COVID-19 Testing. Selection of EMTs shall be the responsibility of, and at the discretion of FD7.

The EMT positions contemplated in this Agreement shall report to the FD7 Fire Chief and shall work on-site with personnel from the Whatcom County Testing program.

- 2). The EMTs shall fill full or partial shifts the equivalent of three persons working eight (8) hours per day, four (4) days per week, for up to twenty-six (26) weeks. Work shall be performed in accordance with the Collective Bargaining Agreement (CBA) between FD7 and the Whatcom Seven Firefighters Guild.

- 3). Testing and procedures on-site shall be overseen and determined by Whatcom County. EMT best practices shall be as per FD7 training generally and, more specifically, as per Whatcom County Testing training. EMT work will be integrative with the Whatcom County Testing Program. The Whatcom County Health Department will provide training for the Testing.
- 4). The County shall reimburse FD7 the actual cost of wages and benefits of EMTS working at Testing sites. FD7 shall submit itemized invoices on a monthly basis showing daily hours worked. Invoices must be submitted by the 10<sup>th</sup> of the month, following the month of service. FD7 shall submit invoices identified with the Whatcom County Contract number (202009025) to:  
[HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).

Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor.

Invoices must include the following statement, with an authorized signature and date:

*I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.*

- D. Replace Section XI. Term of agreement, as follows:

This agreement shall terminate on June 30, 2021. Accordingly, the parties shall meet on or before June 1, 2021 to discuss and negotiate any potential extension.

- E. All other terms and conditions remain unchanged.
- F. The effective start date of the amendment is 01/01/2021.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.


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APPROVAL AS TO PROGRAM: Approved by email CH/JT 12/07/2020  
Cindy Hollinsworth, Communicable Disease & Epidemiology Manager Date

DEPARTMENT HEAD APPROVAL:  01/13/2021  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: Approved by email RB/JT 12/10/2020  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

 Larry Hoffman, FD7 Fire Chief 12.17.20  
Contractor Signature | Print Name and Title | Date

FOR WHATCOM COUNTY:

 01/19/2021  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Whatcom County Fire Protection District 7  
2020 Washington Street  
Ferndale, WA 98248  
[lhoffman@wcf7.org](mailto:lhoffman@wcf7.org)