

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202307021**

Originating Department:	Executive
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Emergency Medical Services
Contract or Grant Administrator:	Mike Hilley
Contractor's / Agency Name:	City of Lynden
Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval?    Yes <input checked="" type="radio"/> No <input type="radio"/> 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 <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process?    Contract Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 130100	
Is this agreement excluded from E-Verify?    No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <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): \$ 12,720.36  This Amendment Amount: \$ _____  Total Amended Amount: \$ _____	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> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. 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: _____	
Additional costs were incurred during the installation of the 5th Paramedic Unit into Fire Station 75 in 2023, this ILA will reimburse the City of Lynden Fire Department for these expenses	
Term of Contract: January 1, 2023      Expiration Date: December 31, 2023	

Contract Routing:	1. Prepared by: <u>Mike Hilley</u>	Date: <u>7/19/23</u>
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>8/10/2023</u>
	3. AS Finance reviewed: <u>Andrew Tan</u>	Date: <u>9/8/23</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Executive contract review: <input checked="" type="checkbox"/>	Date: <u>10/20/23</u>
	7. Council approved, if necessary: <u>AB2023-629</u>	Date: <u>9/26/23</u>
	8. Executive signed: <input checked="" type="checkbox"/>	Date: <u>10/27/23</u>
	9. Original to Council: _____	Date: _____

RECEIVED

OCT 26 2023

WHATCOM COUNTY  
EXECUTIVE'S OFFICE



**MEMORANDUM**

**To:** Whatcom County Council Members  
**From:** Mike Hilley, EMS Manager  
**Subject:** Interlocal Agreement to recover costs to house a Paramedic Unit in Lynden, WA at Fire Station 75  
**Date:** July 17, 2023

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**BACKGROUND:**

On March 14, 2022, Whatcom County Council executed contract number 202201031 with the City of Lynden for the reimbursement of costs associated with the implementation of a 5<sup>th</sup> Medic Unit at Lynden Fire Station 75. Those costs included construction upgrades to Lynden Fire Station 75 which house a Paramedic Unit. The upgrades now 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. While these initial costs were captured in the now expired contract. Additional cost were incurred to provide furniture, storage areas and equipment for the additional personnel.

**PURPOSE OF CONTRACT:**

The purpose of this contract is to capture unrecovered costs incurred by the City of Lynden Fire Department reimbursement for those agreed costs that exceeded the original contract amounts as related to the increase of additional crew members at Fire Station 75.

**FUNDING SOURCE:**

The WCEMS Levy will pay for the one-time cost associated with the implementation of a Paramedic Unit serving Whatcom County. Additional costs incurred total \$12,720.36.

**ACTION:**

Request authority to enter into the interlocal agreement between Whatcom County and the City of Lynden Fire Department for the reimbursement of unrecovered cost related to the implementation and placement of M75 at the City of Lynden Fire Station 75.

**INTERAGENCY AGREEMENT****Between****Whatcom County Emergency Medical Services 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") is to reimburse the City of Lynden Fire Department for expenses incurred as related to the expired agreement (Contract Number 202201031, expired June 30, 2022) that provided for a one-time payment in support of construction costs and station upgrades incurred by the City to house a Paramedic Unit to 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.

There were additional costs incurred that were not captured in the original agreement. These unanticipated costs support the Medic 75 implementation where the Lynden Fire Department paid for those costs outside the contract terms.

**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 captures unrecovered costs associated with the implementation of a Paramedic Unit (Medic 75) serving Whatcom County for a total of **\$12,720.36**. These costs are related to the purchase of Storage Shelving (3), Crew Quarters Chairs (2), Refrigerator (1), Custom Food Lockers and Pantry (1) and a Key Pad locking system (1) for the crew quarters and kitchen areas per **Exhibit A** (Budget Detail).
2. Per the original agreements, the county agreed to provide reimbursement for qualified expense related to the implementation of Medic 75. These unrecovered costs were incurred after the original agreement expired where the county intended to provide reimbursement for the implementation as related to station upgrades and improvements for additional personnel and equipment at Fire Station 75.

IV. **Responsibilities of the City:**

1. The City will provide up to 2.5 living spaces. The City will provide for one (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 for the identified unrecovered costs associated with the additional storage and crew quarters furniture and refrigerators to support the additional personnel assigned to Medic 75.

V. **Responsibilities of the County:**

The County shall provide **\$12,720.36** to the City as a one-time payment for Fire Station 75 as related to housing the Paramedic Unit (M75).

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 December 31,

2023.

**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.





**Exhibit "A"**  
**Budget Detail**

<b>Vendor</b>	<b>Item Description</b>		<b>Cost Each</b>	<b>Installation</b>	<b>Sub-Total</b>	<b>Shipping</b>	<b>Tax</b>	<b>Total</b>
DeWaard & Bode	30" Maytag Refrigerator	1	2,299.00	49.95	2,348.95	59.95	211.98	2,620.88
Amazon	WEUR Ergonomic Chair	2	229.49	0.00	458.98	0.00	40.40	499.38
Amazon	Storage Shelves	3	175.41	0.00	526.23	0.00	46.32	572.55
High Craft	Custom Lockers and Pantry	1	7,453.74	0.00	7,453.74	0.00	655.93	8,109.67
Security Solutions	Keypad Entry Locks	2	917.18	0.00	917.18	0.00	0.00	917.88
<b>Total Reimbursement</b>								<b>12,720.36</b>

Exhibit "B"

Supporting Documentation



**Lynden Fire Department  
215 4<sup>th</sup> Street  
Lynden, WA 98264**

To: Mike Hilley, Chief Scott Ryckman, Captain Todd Fisher  
From: Chief Mark Billmire  
Re: Reimbursement Invoice for Medic-75 Station Items  
Date: September 7, 2022

Good morning,

Based on our conversations back in May/June, we agreed upon additional items needed to accommodate Medic-75 and two additional Paramedics, the following have been purchased by the Lynden Fire Department (LFD) and delivered to Station 75.

Vendor	Item Description	Quantity	Cost ea.	Installation	Sub-Total	Shipping	Tax	Total
DeWaard & Bode	30" Maytag Refrigerator	1	\$2,299.00	\$49.95	\$2,348.95	\$59.95	\$211.98	\$2,620.88
Amazon	XEUR Ergonomic Chair	2	\$229.49	\$0.00	\$458.98	\$0.00	\$40.40	\$499.38
Amazon	Storage Shelves	3	\$175.41	\$0.00	\$526.23	\$0.00	\$46.32	\$572.55
HighCraft	Custom Lockers & Pantry	1	\$7,453.74	\$0.00	\$7,453.74	\$0.00	\$655.93	\$8,109.67
	<b>Total Reimbursement</b>							<b>\$11,802.48</b>

Per our agreement, LFD is seeking reimbursement for these expenditures, payment can be sent to:

Lynden Fire Department  
215 4<sup>th</sup> Street  
Lynden, WA 98264

Contact me if you have any questions regarding this reimbursement request.

Mark Billmire  
Fire Chief  
[billmirem@lyndenwa.org](mailto:billmirem@lyndenwa.org)  
360-354-4400 X-700  
360-603-6603



**SECURITY SOLUTIONS**  
 1619 N. State St.  
 Bellingham, WA, 98225  
 Phone : 360-734-4940  
 Toll Free: 855-822-4777  
 www.ssnw.co

**INVOICE**

Reference Nbr.: **334010**  
 Date: 09-Feb-2023  
 Due Date: 11-Mar-2023  
 Customer ID: LYFIDE001  
 Currency: USD  
 Billing Period: On Demand  
 Contract Number: LYNDEN FIRE DEPT AC 01

**RECEIVED**  
*By EltonF at 9:42 am, Apr 24, 2023*

BILL TO:	SHIP TO:
LYNDEN FIRE DEPARTMENT 215 4th ST. LYNDEN WA 98264	LYNDEN FIRE DEPARTMENT 215 4th ST. LYNDEN WA 98264 United States of America

CUSTOMER REF. NBR.	TERMS	CONTACT
	NET 30	

  

NO.	ITEM	QTY.	UOM	UNIT PRICE	DISC.	EXTENDED PRICE
1	NON-STOCK ITEM: BRIVO WHITE CARD READER WITH PINPAD	2.00	EACH	0.0000	0%	0.00
2	PAPB - ACCESS CONTROL MANAGED: REPLACED (2) BRIVO CARD READERS - DOORS 101 & 114	1.00	EACH	843.0000	0%	843.00

NOTE:	<b>Sales Total:</b>	843.00
	<b>Tax Total:</b>	74.18
	<b>Discount Total:</b>	0.00
	<b>Total (USD):</b>	917.18
	<b>Balance Due:</b>	917.18

Go Paperless! Email ar@ssnw.co to sign up for e-mailed invoices and gain access to pay your invoice online

Effective immediately, please remit payment to Security Solutions NW. Checks made out to Bellingham Lock & Safe will be returned

