

Lewis County Department of Emergency Management

Policy on Service Charges for Non-Interlocal Agreement (Non-ILA) Cities

Policy Number:

Effective Date:

Approved By:

1. Purpose

The purpose of this policy is to establish a consistent and equitable framework for the provision and billing of emergency management services rendered by the Lewis County Department of Emergency Management (DEM) to cities that are not parties to a current Interlocal Agreement (ILA) with Lewis County. This policy ensures responsible stewardship of resources while enabling the delivery of critical support to all jurisdictions within the county.

2. Scope

This policy applies to all requests for emergency management services made by Non-ILA cities within Lewis County. These are municipalities that do not have an active, signed Interlocal Agreement with the county for emergency management services.

3. Services Provided

Upon request, DEM may provide a variety of emergency management services to Non-ILA cities, subject to availability of staff and resources. Services may include, but are not limited to:

- Emergency preparedness and response planning
- Training and exercise design, coordination, and facilitation
- Incident response support
- Public information and risk communication assistance
- Technical and operational guidance
- Coordination with local, regional, and state emergency management partners

All services will be provided in alignment with the Scope of Services (see attached). Lewis County Emergency Management will make reasonable efforts, to provide services to Non-ILA Cities when assistance is requested, and as resources are allowed. Support will be offered in alignment with this policy and within the capacities of the Department at the time of request.

4. Fee Structure

To ensure sustainability and fairness in resource allocation, the following fee structure shall apply to all services provided to Non-ILA cities:

- **Hourly Rate:** \$176.00 per hour for staff time
- **Materials:** Actual cost of any materials or supplies used or provided
- **Administrative Fee:** An additional 10% administrative fee will be applied to hourly rate and materials.

Time spent preparing for, delivering, or following up on service requests—including travel time—will be billed at the hourly rate.

5. Billing and Payment

DEM will provide itemized invoices to the requesting city within 30 days of service completion. Payment is due within 45 days of receipt of the invoice unless otherwise agreed upon in writing.

6. Exceptions and Modifications

Exceptions to this policy must be approved in writing by the Director of Emergency Management or their designee. Lewis County DEM reserves the right to modify this policy at any time in response to operational, legal, or financial considerations.

7. Effective Date and Duration

This policy is effective immediately upon issuance and will remain in force until amended or rescinded by Lewis County Department of Emergency Management.

Attachments:

- Scope of Services for Non-ILA Cities