

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

RESOLUTION NO. 25-335

ADOPT DEPARTMENT OF EMERGENCY
MANAGEMENT POLICY ON SERVICE CHARGES
AND SCOPE OF SERVICES FOR NON-INTERLOCAL
AGREEMENT (NON-ILA) CITIES

WHEREAS, the Lewis County Department of Emergency Management (DEM) is responsible for coordinating, supporting, and providing countywide emergency management services, including preparedness, response, recovery, planning, public information and interagency coordination; and

WHEREAS, some cities within Lewis County do not currently maintain an active, signed Interlocal Agreement with Lewis County DEM, and therefore may require a clear and equitable framework for accessing DEM support when it is needed; and

WHEREAS, DEM has developed a policy on Service Charges for Non-ILA Cities to establish consistent, fair and transparent billing practices for staff time, materials and administrative costs associated with providing emergency management services upon request; and

WHEREAS, this policy includes a fee structure of \$176.00 per hour - plus the actual cost of materials and a 10% administrative fee - and clarifies that services will be provided based on DEM resource availability and in accordance with the policy; and

WHEREAS, DEM has also developed a Scope of Services for Non-ILA Cities, outlining the respective responsibilities of the County and each Non-ILA City across core emergency management functions, including planning, training, exercises, communications, resource management, response and recovery activities; and

WHEREAS, adoption of this policy and scope of services ensures that DEM can provide support to Non-ILA Cities when requested while maintaining fairness to jurisdictions that already contribute financially through established ILAs; and

WHEREAS, the Board of County Commissioners finds it in the best interest of Lewis County to adopt this policy and scope to ensure operational clarity, fiscal responsibility and consistent service delivery across the county.

NOW THEREFORE BE IT RESOLVED that the Lewis County Board of County Commissioners hereby adopts the Lewis County Department of Emergency Management Policy on Service Charges for Non-Interlocal Agreement (Non-ILA) Cities and the accompanying Scope of Services, which shall take effect immediately and remain in place unless amended or rescinded.

DONE IN OPEN SESSION this 25th day of November, 2025.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC
Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Sean D. Swope
Sean D. Swope, Commissioner