

# AGREEMENT SUMMARY FORM

## PRELIMINARY INFORMATION

Staff Name: Cathy Farrell Dept: Fire Director Approval and Date: MC  
This agreement requires Council approval ☒ Yes ☐ No If yes, Council Meeting Date: 07/15/2025  
If an amendment, was there previous Council approval to contract? ☒ Yes ☐ No If yes, Council Meeting Date: 05/21/2024

## AGREEMENT INFORMATION

Contract #: 3548 Agreement Type: Interlocal  
Vendor #: 10411 Vendor Name: Shoreline Fire Department

Please summarize what this agreement is for:

Addendum #1 to Executive Fire Services ILA with Shoreline Fire Dept. for staffing and timekeeping services using Vector Solutions.

- ☒ This agreement is an original  
☐ This agreement is a supplement/change order - Supplement/Change Order #: \_\_\_\_\_

Project Code (if applicable): FD024 Org Code: 00152210 Object Code: 541024  
If your contract requires multiple codes, please provide them on page 2

Completion Date: \_\_\_\_\_

Are the following required for this agreement:

Notarized signature? ☐ Yes ☒ No

Certificate of insurance? ☐ Yes ☒ No

Add'l insured ☐ Yes ☒ No

COI Expiry date

If no additional insured endorsement, explain:

Original Contract Amount: \$15,226.00

Previous Supplements Total: \_\_\_\_\_

Current Supplement Amount: \_\_\_\_\_

**Total Contract Amount:** \$ 15,226.00

**Total Budgeted:** \$ 15,226.00

Total Budgeted references:

- ☐ A specific line item in the dept's project's budget detail  
☐ The org/object code's budgeted total for the biennium

## DIGITAL SIGNATURE INSTRUCTIONS AND SIGNATORY CONTACT INFORMATION

Will the vendor sign this agreement electronically? ☒ Yes ☐ No If no, provide the signatory's address:

Signatory Name: Matt Cowan

Signatory Phone Number: \_\_\_\_\_

Signatory Email Address: mcowan@shorelinefire.com

## APPROVALS (initials required in Adobe Sign or ink-signature routing)

LH City Clerk

EK Legal

mw Finance (Procurement & Budget)

\_\_\_\_\_  
Finance (Capital Facilities Projects)

BW Finance Deputy Director

HQS City Manager

**For Adobe Sign routing:  
Enter Christine Wilson  
then Ricky Leung  
as ACCEPTORS.**

**ADDENDUM NO. 1 TO INTERLOCAL AGREEMENT BETWEEN  
CITY OF BOTHELL  
AND  
Shoreline Fire Department  
For  
Staffing Management Services**

This addendum is made and entered into between the CITY OF BOTHELL, a municipal corporation of the state of Washington, hereinafter referred to as the “CITY” and the SHORELINE FIRE DEPARTMENT, hereinafter referred to as “SHORELINE”.

WHEREAS, the CITY and SHORELINE entered into an interlocal agreement for Executive Fire Services, effective June 1, 2024; and

WHEREAS, it was identified under this model, opportunities would be found to meet the needs of both agencies, to include combined efforts with data management, personnel scheduling and software needs; and

WHEREAS, the CITY has a need for a modern fire specific scheduling and timekeeping system; and

WHEREAS, SHORELINE has the ability to share their current system, Vector Solutions, which is administered by skilled Battalion Chiefs and will offer significant benefits in terms of expertise, operational and time efficiencies, cost savings, and compliance for the CITY;

NOW, THEREFORE, in consideration of the conditions contained herein, the parties agree as follows:

1. SHORELINE will procure annual licenses for the appropriate number of CITY Fire Department staff to operate Vector Solutions. For the remainder of 2025 the CITY will need 79 licenses, at a prorated cost of \$4,225.71. For subsequent years this number may fluctuate depending on number of staff.
2. SHORELINE will create the CITY Fire Department profile and add all personnel data into the system. This cost will include testing and staff training to ensure the system is fully functional by September 1, 2025. SHORELINE will bill the CITY for actual time spent for set up costs. These costs will be for reimbursement of personnel costs, not to exceed \$5,000.
3. SHORELINE will manage all scheduling and timekeeping through Vector Solutions on a 24/7, 365 basis to ensure staffing across all Fire Department divisions within the CITY.

4. SHORELINE will primarily use personnel working in the day-shift Battalion Chief position for this work and will bill for reimbursement of personnel costs, which will not exceed an estimated \$6,000 monthly. Invoices will include the actual billable hours spent as well as the hourly rate of pay for the Battalion Chief position supporting scheduling and timekeeping work. Once the program is in place, then a time on task evaluation will occur to determine an average amount of time spent per day managing CITY Fire Department staffing. The result of that evaluation will determine what actual costs will be billed to the CITY for reimbursement.
5. SHORELINE will manage the CITY Fire Department staffing program in the same manner that it manages SHORLINE'S program. If performance concerns arise, then the CITY shall meet with SHORELINE to address and resolve these concerns.
6. SHORELINE shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. SHORELINE agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information. SHORELINE shall ensure its directors, officers, employees, subcontractors or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement. SHORELINE shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss. SHORELINE agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information. SHORELINE shall certify its return or destruction upon expiration or termination of the Agreement and SHORELINE shall retain no copies. If SHORELINE and CITY mutually determine that return or destruction is not feasible, SHORELINE shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws. SHORELINE shall notify CITY in writing immediately upon becoming aware of any unauthorized access, use or disclosure of Personal Information. SHORELINE shall take necessary steps to mitigate the harmful effects of such use or disclosure. SHORELINE is financially responsible for notification of any unauthorized access, use or disclosure. The details of the notification must be approved by CITY. Any breach of this clause may result in termination of the Agreement and the demand for return of all Personal Information.
7. In the event the City determines, in its sole discretion, that the scheduling and timekeeping project is not feasible or should not proceed to go-live, the City may terminate this Addendum No. 1 by providing 30 day notification to SHORELINE. Upon such notice, the City agrees to pay SHORELINE for all software license fees incurred and for any time and services completed up to the date of such notification. No additional hours, services, or costs incurred by SHORELINE or its vendor(s) shall be reimbursed after such notice has been provided.

IN WITNESS WHEREOF, the parties have agreed that ADDENDUM NO. 1 shall become effective upon execution by each party.

CITY OF BOTHELL

By:   
Kyle Stannert, City Manager

Date: 07/28/2025

SHORELINE FIRE DEPARTMENT

By:   
Matt Cowan (Jul 28, 2025 12:15:03 PDT)  
Matt Cowan, Fire Chief

Date: 07/28/2025