

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN PACIFIC COUNTY AND REINKE AND ASSOCIATES**

This Amendment to the existing professional services agreement between Pacific County, Washington, ("COUNTY"), and ("CONTRACTOR") approved and executed by the Board of County Commissioners on August 22, 2023, shall take effect and be in force on the below stated date of authorization as agreed by COUNTY and CONTRACTOR.

COUNTY and CONTRACTOR agree CONTRACTOR shall provide additional professional services to COUNTY as detailed in the scope of work in this Amendment.

Except as provided in this Amendment, all terms, conditions, duties, obligations and provisions of the original Agreement shall remain in full force and effect.

This Amendment is comprised of:

- Attachment A1 – Scope of Work
- Attachment B1 – Compensation

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Amendment shall commence on the __ day of December 2023. This Amendment, as well as the term of the original Agreement shall, unless terminated as provided elsewhere in the Agreement, terminate on the 31st day of December 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on this __ day of December 2023.

FOR COUNTY

FOR CONTRACTOR:

Lisa R. Olsen, Chair
Board of Pacific County Commissioners



Steve Reinke DBA Reinke and Associates
Principal Consultant

ATTEST

Amanda Bennett
Clerk of the Board

Date

SCOPE OF WORK

The contractor agrees to complete additional professional services work on behalf of Pacific COUNTY as follows:

Mobilization for Strategic Planning

Identify participant stakeholders representing a cross-section of PACCOM Administrative and Operations Board members, PACCOM staff members, customer agency elected and/or appointed officials, and other users of PACCOM services.

Coordinate with PACCOM and County staff on logistics and administrative support including: obtaining a suitable venue; provisioning display technology, whiteboards and/or easels and pads; confirming attendance; minute taking; refreshments; and other meeting considerations.

Establish meeting dates and times for up to five sessions of two to three hours each. Sessions may be in conjunction with existing Administrative Board meetings, beginning after PACCOM business is concluded.

Planning Sessions

A series of facilitated meetings will take place during which PACCOM's stakeholders will consider the pros, cons, costs, impacts and feasibility of the goals and objectives they wish to establish for the agency's future over the next few years. Industry standards and recognized benchmarks for Emergency Communications Center (ECC) performance will be reviewed and considered.

The strategic planning process will proceed according to the following general outline:

- Review and discuss PACCOM's mission, values and goals.
- Discussion of the role ECCs play in public safety including general industry trends, best practices, limitations, liability issues, etc.
- Discussion of the group's vision for PACCOM's service level to the public.
- Discussion of the group's vision for PACCOM's service level to responders.
- Review PACCOM's challenges regarding administration, operations, supervision, staffing, technical systems, facilities and funding.
- Identify gaps between the vision for PACCOM's service levels and the current environment.
 - Discussions will include local, regional, state and national trends likely to impact PACCOM now and in the foreseeable future.
 - Special attention will be given to conditions and issues which have the greatest impact and are most likely to occur.
- Using the information developed, perform a Strengths, Weaknesses, Threats and Opportunities (SWOT) analysis to verify all major issues are considered.
- Identify PACCOM's key strategic issues.
- Create strategic goals for each key issue.

- Formulate initiatives to accomplish each strategic goal which consider:
 - Cost effectiveness and efficiency.
 - Long term capital and operational needs.
 - Alignment with industry standards.
 - Timelines.
 - Dependencies and barriers to implementation including:
 - Available staff and other resources.
 - Funding.
 - Feasibility.
- Prioritize goals and initiatives.
- Finalize straightforward action plans which assign responsibility for the plan's goals and initiatives; sets timelines; and identifies known and potential funding sources.

Written Session Summaries

After each session, a written summary will be prepared recapping major topics of discussion and decisions; key issues for the group to consider during the next session; and research and data required for the next session.

Review of Drafts and Finalized Strategic Plan

Upon completion of the planning sessions, a draft strategic plan will be developed and distributed for review and comment. The input received will be used to make revisions until consensus is reached for a final version.

The final version of the strategic plan will include an executive summary; background information; an outline of the planning process; key stakeholder considerations and will identify specific goals, objectives, dependencies, timelines and responsibilities as well as known and potential funding sources.

COMPENSATION

FEE FOR SERVICES: For additional services rendered, COUNTY shall pay to the CONTRACTOR:

Mobilization for Strategic Planning – No charge.

Strategic Planning Sessions and Written Summaries – \$3,400 per session invoiced after each written session summary is distributed. Includes meeting and written session summary development hours, travel time, lodging, mileage and per diem costs.

Review of Drafts and Finalized Strategic Plan – \$4,200 invoiced after the final report is developed, presented to, and accepted by the PACCOM Administrative Board. Includes all hours, travel time, lodging, mileage and per diem costs.

OPTIONAL SERVICES

If additional services are requested in writing by COUNTY and agreed to by CONTRACTOR, COUNTY shall compensate the CONTRACTOR at the rate of Two Hundred Dollars (\$200.00) per hour.

Should additional services require travel to Pacific County and said travel is approved by the County Administrator, CONTRACTOR shall invoice COUNTY for a flat rate trip charge of Six Hundred Dollars (\$600.00).

AMENDED COMPENSATION LIMIT

In no event shall CONTRACTOR be compensated more than Forty-Two Thousand Dollars (\$42,000.00) for the Scope of Work in the original Agreement and the additional Scope of Work detailed in this Amendment.

If additional services requested by COUNTY will cause the CONTRACTOR's maximum compensation to exceed the maximum amount above, COUNTY and CONTRACTOR will negotiate an amendment to this Agreement that specifies the Scope of Work and Compensation for said additional services.