



City Council Regular Meeting Agenda

Monday, July 03, 2023, 7:00 PM

Council Chambers, 616 NE 4th AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To observe the meeting (no public comment ability)

- go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/86142615087> public comments may be submitted to publiccomments@cityofcamas.us

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

This is the public's opportunity to comment about any item on the agenda, including items up for final Council action.

OATH OF OFFICE

1. Police Chief Oath of Office

CONSENT AGENDA

NOTE: Consent Agenda items may be removed for general discussion or action.

2. [June 20, 2023 Camas City Council Regular and Workshop Meeting Minutes](#)
3. Automated Clearing House and Claim Checks Approved by Finance Committee
4. [\\$134,194.01 WSP, Inc Well 6-14 Water Line Design and Permitting Professional Services Agreement \(Submitted by Rob Charles, Utilities Manager\)](#)
5. \$134,184.75 for April 2023 Emergency Medical Services (EMS) Write-off Billings; \$115,230.80 for Monthly Uncollectable Balance of Medicare and Medicaid Accounts and \$18,953.95 for Ground Emergency Medical Transport funding.
(Submitted by Cathy Huber Nickerson, Finance Director)
6. \$178,734.46 for May 2023 Emergency Medical Services (EMS) Write-off Billings; \$161,273.87 for Monthly Uncollectable Balance of Medicare and Medicaid Accounts

and \$17,460.59 for Ground Emergency Medical Transport funding.
(Submitted by Cathy Huber Nickerson, Finance Director)

7. [\\$67,985 Microsoft 365 Project Implementation](#)
[\(Submitted by Michelle Jackson, IT Director\)](#)

NON-AGENDA ITEMS

8. Staff
9. Council

MAYOR

10. Mayor Announcements
11. [Parks and Recreation Month Proclamation](#)

MEETING ITEMS

12. [Resolution 23-006 CARES Provider Position](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
[Time Estimate: 5 minutes](#)

PUBLIC COMMENTS

CLOSE OF MEETING



City Council Workshop Minutes - Draft
Tuesday, June 20, 2023, 4:30 PM
Council Chambers, 616 NE 4th AVE

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

Mayor Steve Hogan called the meeting to order at 4:30 p.m.

ROLL CALL

Present: Council Members Marilyn Boerke, Bonnie Carter, Don Chaney, Tim Hein, John Nohr, and Jennifer Senescu

Remote: Council Member Leslie Lewallen

Staff: Sydney Baker, Heidi Bealer, James Carothers, Carrie Davis, Shaun Ford, Cliff Free, Jennifer Gorsuch, Cathy Huber Nickerson, Michelle Jackson, Mitch Lackey, Trang Lam, Robert Maul, Alan Peters, Doug Quinn, Bryan Rachal, Connie Urquhart, and Steve Wall

Press: Kelly Moyer (Camas-Washougal Post Record)

PUBLIC COMMENTS

Randal Friedman, Camas, commented about the North Shore.

Deede Vultaggio, Camas, commented about the Weakly Annexation.

Nicole Swenson, Camas, commented about the Weakly Annexation.

WORKSHOP TOPICS

1. Well 6-14 Transmission Main Professional Services Agreement
 Presenter: Steve Wall, Public Works Director

This item will be placed on the July 3, 2023 Regular Meeting Consent Agenda.

2. North Shore Subarea Design and Review Manual Code Changes
 Presenter: Robert Maul, Planning Manager

This item was for Council's information only.

3. Community Assistance Referral and Education Services (CARES) Program Position Description
 Presenter: Shaun Ford, Division Chief for EMS

A resolution will be placed on the July 3, 2023 Regular Meeting Agenda for Council's consideration.

4. Camas Washougal Fire Department Interlocal Agreement Update
Presenter: Doug Quinn, City Administrator and Steve Hogan, Mayor

This item was for Council's information and discussion only.

5. Staff Updates
Presenter: Doug Quinn, City Administrator

Due to time constraints, Staff Updates were moved to the June 20, 2023 Regular Meeting.

COUNCIL COMMENTS AND REPORTS

Due to time constraints, Council Comments were moved to the June 20, 2023 Regular Meeting.

PUBLIC COMMENTS

Deede Vultaggio, Camas, commented about the Weakley Annexation and the Camas Washougal Fire Department Interlocal Agreement.

Randal Friedman, Camas, commented about the Camas Washougal Fire Department Interlocal Agreement.

CLOSE OF MEETING

The meeting closed at 6:37 p.m.



City Council Regular Meeting Minutes - Draft
Tuesday, June 20, 2023, 7:00 PM
Council Chambers, 616 NE 4th AVE

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

Mayor Steve Hogan called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Council Members Marilyn Boerke, Bonnie Carter, Don Chaney, Tim Hein, John Nohr, and Jennifer Senescu

Remote: Council Member Leslie Lewallen

Staff: Sydney Baker, Heidi Bealer, James Carothers, Cliff Free, Jennifer Gorsuch, Cathy Huber Nickerson, Trang Lam, Robert Maul, Alan Peters, Doug Quinn, Bryan Rachal, Connie Urquhart, and Steve Wall

Press: No one from the press was present

PUBLIC COMMENTS

Don Steinke, Vancouver, commented about the Growth Management Act.

Stephen Dabasinskas, Camas, commented about the North Shore Subarea.

CONSENT AGENDA

1. Camas City Council June 5, 2023 Workshop and Regular Meeting Minutes Approval
2. \$1,062,688.41 Automated Clearing House and Claim Checks 154279-154451
3. \$32,310 Gray and Osborne, Inc, STEP Main Condition Assessment and Scale Removal Evaluation with up to 10% Change Order Authorization (Submitted by Rob Charles, Utilities Manager)
4. \$962,178 Advanced Excavating Specialists, Inc. Prune Hill Park Wastewater Pump Station Upgrade Bid Award with up to 10% Change Order Authorization (Submitted by Rob Charles, Utilities Manager)
5. \$28,470 Gray and Osborne, Inc, Wells 11 and 12 Capacity Upgrade Analysis (Submitted by Rob Charles, Utilities Manager)

6. Lodging Tax Advisory Committee Decision
(Submitted by Doug Quinn, City Administrator)

Hein requested to remove the Appointment of Hearing Examiner Pro Tempore from the Consent Agenda for further discussion.

Senescu requested to remove the Library Roofing Project Snow Guards Changer Order from the Consent Agenda for further discussion.

It was moved by Boerke, and seconded, to approve the Consent Agenda with the removal of items six and seven. The motion carried unanimously.

NON-AGENDA ITEMS

7. Staff

Lam commented about the Parks & Open Space Management Plan (POSMP) and parking lot attendants at Heritage Park.

Free announced that Johansson Wing Architects was chosen for the Station 41 project.

Huber Nickerson announced that the City will be unable to process any payments from June 28 – July 4, 2023, due to the implementation of new technology.

Wall provided project updates on the lake management plan, Brady Road and Grand Ridge Drive intersection improvement plan, job order contracting with the City of Vancouver, and the electric car charging station at the Camas Public Library.

8. Council

Carter attended the Finance Committee and Library Board meetings and commented about the end of the school year for the Camas School District.

Hein commented about questions from citizens and thanked the Veterans of Foreign Wars (VFW) Post 4278 for the flag display downtown on Flag Day and the Red Cross for the presentation on wildfire prevention. Hein also commented about the Mayor's ability to respond during public comments and about the City's bid process.

Lewallen commented about questions from citizens.

Boerke attended the Downtown Camas Associations (DCA) First Friday, the Camas-Washougal Chamber of Commerce luncheon, Lodging Tax Advisory Committee meeting, and four Camas High School graduations (Camas High School, Discovery High School, Hayes Freedom High School, and Camas Connect Academy).

Nohr attended the Joint Policy Advisory Committee (JPAC) meeting and thanked the Camas-Washougal Fire and Emergency Medical Services (EMS) Departments for their work.

Senescu thanked Lackey for attending the DCA merchant meeting and thanked Wall for following-up on special event permits. Senescu commented about concerns of vehicles not stopping at the crosswalk at NE 3rd Avenue and NE Birch Street and concerns about the City's rules and restrictions for the homeless.

Chaney announced the passing of Camas business owner and life-long resident, Ron Brown. Chaney congratulated Lackey on his retirement and thanked him for 34 years of service to the Camas Police Department.

MAYOR

9. Mayor Announcements

Hogan announced the passing of retired Camas Police Officer, Tony Braunstein. Braunstein served the Camas Police Department for 24 years.

MEETING ITEMS

10. Resolution No. 23-005 Revising and Extending the Six Year Transportation Improvement Program
Presented by: James Carothers, Engineering Manager

It was moved by Hein, and seconded, that Resolution No. 23-005 be adopted. The motion carried unanimously.

ITEMS REMOVED FROM CONSENT AGENDA

11. \$22,206 Library Roofing Project Snow Guards Change Order
(Submitted by Will Noonan, Public Works Operations Manager)

Wall provided an overview of the change order. Discussion ensued.

It was moved by Boerke, and seconded, to approve this Consent Agenda item. The motion carried unanimously.

12. Appointment of Hearing Examiner Pro Tempore
(Submitted by Alan Peters, Community Development Director)

Peters provided an overview of the appointment. Discussion ensued.

It was moved by Carter, and seconded, to approve this Consent Agenda item. The motion carried unanimously.

PUBLIC COMMENTS

Stephen Dabasinskas, Camas, commented about the Brady Road and Grand Ridge Drive intersection and about the Hearing Examiner.

EXECUTIVE SESSION

13. Executive Session – Topic: Potential Litigation (RCW 42.30.110)

Mayor Hogan recessed the meeting at 8:03 p.m.

The Council met in Executive Session regarding potential litigation. Elected officials present were Mayor Hogan and Council Members Boerke, Carter, Chaney, Hein, Nohr, and Senescu. Others present were City Attorney Shawn MacPherson, City Administrator Doug Quinn, and Administrative Services Director Jennifer Gorsuch.

Mayor Hogan reconvened the meeting at 8:13 p.m.

CLOSE OF MEETING

The meeting closed at 8:13 p.m.



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 3**

616 NE 4th Avenue
Camas, WA 98607

Project No. W1004

Well 6/14 Water Transmission Main

THIS AMENDMENT ("Amendment") to Professional Services Agreement is made as of the 7 day of June, 2023, by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **WSP USA** hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified. The City and Consultant may hereinafter be referred to collectively as the "Parties."

The Parties entered into an Original Agreement dated February 5, 2018, by which Consultant provides professional services in support of the Project identified above. Except as amended herein, the Original Agreement shall remain in full force and effect.

1. Scope of Services. Consultant agrees to perform additional services as identified on **Exhibit "A"** (Amended Scope of Services) attached hereto, including the provision of all labor, materials, equipment, supplies and expenses, this is a no-cost Amendment.

- a. ☐ Unchanged from Original/Previous Contract

2. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this Amendment by:

- a. ☒ Extended to December 31, 2023

- b. ☐ Unchanged from Original/Previous Contract date of _____, 20____

Unless an additional extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of the Original Agreement.

3. Payment. Based on the Scope of Services and assumptions noted in **Exhibit "A"**, Consultant proposes to be compensated on a time and material basis per **Exhibit "A"** (Costs for Scope of Services) with a total estimated not to exceed fee of:

- a. Previous not to exceed fee: \$87,850.86

- b. Amendment No. 3 \$134,194.01

- c. **Total: \$220,044.87**

- d. Consultant billing rates:

- ☐ Modification to Consultant Billing Rates per **Exhibit "C"** attached herein

- ☒ Unchanged from Original/Previous Contract

4. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of _____, 20__.

CITY OF CAMAS:

WSP USA
Authorized Representative

By: _____

DocuSigned by:

By: _____
6E787391489A459...

Print Name: _____

Print Name: Alex Shannon

Title: _____

Title: Sr. Vice President

Date: 6/7/2023



6 June 2023

Mr. Rob Charles
Utilities Manager
City of Camas
1620 SE Eighth Avenue
Camas, WA 98607

Subject: Well 6/14 Water Transmission Main – Scope Amendment No. 03

Dear Mr. Charles:

Thank you for the opportunity to present this amendment for WSP to provide design and permitting services for the Well 6/14 Water Transmission Main project. This amendment is necessary to address alignment changes necessitated by the project review by BNSF.

PROJECT UNDERSTANDING

The original contract, (dated 6 November 2017) included 100% design documents which were developed and provided to the City. During final BNSF review, the railroad required the alignment be modified despite early coordination indicating their concurrence. Since the previous contract, the City has negotiated an easement with the operator of the property and coordinated the alignment with BNSF.

The new alignment moves the water line north and closer to mapped critical areas and shoreline jurisdiction. Camas's Shoreline Master Program (SMP) prohibits location of utilities in the Natural shoreline environment designation. Shoreline jurisdiction extends 200 feet from the ordinary high water mark or floodway and includes associated wetlands and critical areas and their buffers. Mapped critical areas near to the project alignment by Clark County include geologically hazardous areas (erosion hazard areas), frequently flooded areas (floodplain and floodway), wetlands, fish and wildlife habitat conservation areas (riparian areas), and critical aquifer recharge areas. Based on preliminary analysis by WSP and available mapping on Clark County Maps Online, the waterline alignment can avoid critical areas and shoreline jurisdiction and does not require a shoreline permit or other land use permits from the City. This understanding was confirmed in an April 19, 2023 discussion with the City's Planning Director, Robert Maul. The waterline project will require submittal and review of a State Environmental Policy Act (SEPA) environmental checklist.

However, the definition of erosion hazards in the City's shoreline master program (SMP) include areas where there is no mapped landslide hazard, but where slopes exceed 40 percent. Based on that definition and the BergerABAM critical areas assessment (2018), there are no mapped erosion hazards onsite, but this needs to be confirmed with a geotechnical investigation. WSP

Mr. Rob Charles
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will confirm with City community development staff that shoreline does not extend to critical aquifer recharge areas. This scope of work assumes critical areas and shoreline permits will not be triggered by the proposed development.

Additional work under this contract amendment will include an ordinary high water mark delineation, updates to the critical areas assessment and updates to the prior prepared SEPA checklist

OVERALL ASSUMPTIONS

- The proposed waterline alignment is located outside critical areas and shoreline jurisdiction and critical areas and shoreline permits will not be required. Should critical areas and shoreline jurisdiction later be confirmed to exist within the project area, a contract amendment will be required to reroute the waterline outside of critical areas and shoreline or amend the City's shoreline master program to allow waterlines in the Natural shoreline environment designation.
- Site plan review would not be required based on Camas Municipal Code 18.18.020(A)(3) and (B)(3).
- A landscape, tree, and vegetation plan will not be required.
- All work products will be provided in Microsoft Word or PDF format.
- A pre-application meeting is not required based on the informational meeting conducted with staff on April 19, 2023.

SCOPE OF SERVICES

The following is WSP's proposed scope of work to address the items outlined above.

Task 1. Project Management

This task in our original scope and fee is supplemented to extend the time of performance for the project from the original 16-week assumption. The new timeline shall extend through the end of 2023. Additional project management work during the extended timeline includes additional invoicing, project updates, subconsultant management, and coordination.

Task 2. Pre-Design Tasks

This scope of work includes a new subtask to our original scope of work to address the requested geotechnical site review.

Task 2.6. Geotechnical Site Review

Haley & Aldrich will provide geotechnical engineering services necessary to assess and update the relevancy of the mapped erosion and seismic hazards within the site boundary for the project. Haley & Aldrich will complete the following:

- Review relevant readily available geologic and soil maps to evaluate geologic hazards and regional soil mapping.

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- Conduct a site reconnaissance to evaluate exposed slope conditions.
- Prepare a draft and final memorandum consistent with Camas Municipal Code 16.59.

Task 2.7. Legal Description

Mackay and Sposito Engineering will provide a legal description for the updated watermain alignment and updated easement post-construction. The legal description will be prepared for the requested utility easement the City is negotiating with BNSF.

Task 2 Deliverables

- Geologic hazards memorandum update in PDF.
- Legal Description in PDF.

Task 4. 90% Design Submittal

Task 4.1. 90% Level Design Plans.

Develop the plans to a 90% level of completion. This includes a confirmed alignment, profile, connections, fittings, and details.

Task 4.2. Construction Cost Estimate.

Prepare a 90% level cost estimate identifying cost factors and quantities.

Task 4.3. 90% Specifications

Provide any supplemental specifications if required.

Assumptions

- City to provide one-round of review comments. Review by City assumed to be 14 days.
- WSP to pick up City comments and finalize deliverable documents within 14 days from receipt of comment.

Task 3 Deliverables

- 90% Preliminary Design Plans in PDF Format
- 90% Preliminary Cost Estimate in PDF Format
- 90% Preliminary specifications in PDF Format

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Task 5. Bid Set Submittal

Task 5.1. Final Bid Set

Finalize the plans, specifications, and cost estimate for bidding purposes. Incorporate review comments from the 90% Submittal stage.

Assumptions

- No alignment changes.

Task 3 Deliverables

- Final Bid Set Plans, Specifications and Cost Estimate in PDF Format

Task 6. Permitting Services

Task 6.1. Revised Critical Areas Assessment

The critical areas assessment for the project was completed in April 2018. The maps in the report will be updated to reflect the new water main alignment 40 feet north and to reflect the findings of the geotechnical site assessment in Task 2.6.

WSP will complete another site visit to record the ordinary high water mark (OHMW) on the southern banks of the two ponds, record the OHWM of the Washougal River near the pedestrian bridge, measure the diameter at breast height (DBH) of the trees and calculate the number of tree units within the three parcels the project crosses. WSP will use the tree information to verify that the City's minimum tree density requirements of 30 units per acre are met and include a table of trees, DBH, and tree units as an appendix to the critical areas report.

Task 6.2. Revised SEPA Checklist

Based on the geotechnical assessment prepared by Haley & Aldrich, WSP's tree counts, the revised critical areas assessment, and the new transmission main alignment 40 feet north of the previously planned location, WSP will update the draft SEPA checklist to address geologically hazardous areas, tree removal, and tree density requirements to ensure compliance with the City's code. To update the checklist, WSP will:

- Revise the Earth section, if required, to incorporate findings from the geotechnical site review (if critical areas are present).
- Revise the Plants section to describe how the minimum tree density requirement is met.
- Revise the animals section to describe riparian habitat and buffer requirements
- Revise the Water section to include updated findings from the revised critical areas assessment.

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- Revise the Land and Shoreline use section to discuss critical areas and shoreline jurisdiction based on available mapping, the geotechnical report, and the updated critical areas assessment.
- Make revisions throughout the SEPA checklist to address the new location of the transmission main.
- Provide the revised draft checklist to the City's utilities manager for review.
- Revise the SEPA checklist twice based on comments from the City's utilities manager and Community Development staff.
- Attend one, 1-hour meeting with the project team and Community Development staff to discuss the project after submittal of the SEPA checklist.

Assumptions

- The geotechnical site review will indicate that on-site slopes are stable and are not a landslide risk or that the risk can be easily mitigated by standard methods of slope restoration, including vegetated plantings. No additional mitigation will be required.
- There will be a 1-hour meeting with Community Development staff and a WSP project engineer, and senior planner, and natural resources scientist will attend.
- SEPA submittal fees will be paid directly by the City of Camas.
- WSP will update 60 percent engineering plans are sufficient for the pre-application conference submittal..
- Haley & Alrich will provide a geotechnical site review to document whether geologically hazardous areas are present. If geologically hazardous areas are determined to be present, a scope amendment will be required to provide a full geotechnical site assessment.
- The City will be the lead agency and will make the SEPA threshold determination.
- The City is responsible for SEPA notice and review.
- SEPA review by the City will result in a determination that impacts are not significant.
- One round of review of the revised SEPA checklist and pre-application conference submittal by the City's utility manager and one round of review of the revised SEPA checklist by the City's Community Development Department
- Preparation of responses to questions in the checklist will involve coordination with the City based on the 60 percent design-level plans (Task 3).

Task 6 Deliverables

- Revised draft critical areas site assessment report
- Draft and final revisions to the SEPA checklist

SCHEDULE

The schedule for these tasks is estimated to extend through December 2023 for design and permitting.

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FEE ESTIMATE

We propose a not-to-exceed budget of \$134,194.01. This fee will be accrued on a time-and-materials basis. If you agree with this proposal, please incorporate this scope of work into the City's contracting documentation. A fee breakdown by task is provided below:

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Task 1	20,330.40
Task 2	4,895.37
Task 2.6 ¹	38,820.20
Task 2.7 ²	1,650.00
Task 4	43,580.64
Task 5	15,267.18
Task 6	9,650.22
TOTAL	134,194.01

1. Work to be completed by Haley & Aldrich
2. Work to be completed by Mackay and Sposito

Thank you for the opportunity to provide this amendment and we look forward to working with you. If you have any questions or comments about this proposal, please call me at 360/823-6111 or email me at dan.shafar@wsp.com.

Sincerely,



Daniel Shafar, PE, ENV SP
Vice President



Alex Shannon
Sr. Vice President



Staff Report – Consent Agenda

July 3, 2023 Council Regular Meeting

Microsoft 365 Project Implementation Partner
(Submitted by Michelle Jackson, IT Director)

Phone	Email
360.817.7005	mjackson@cityofcamas.us

BACKGROUND: The purpose of this staff report is to share that City IT is ready to engage with a suitable M365 project implementation partner for our government organization using the approved funds for this project. The M365 project aims to enhance our productivity, collaboration, and data security capabilities through the implementation of Microsoft 365 (M365) suite of tools and services.

SUMMARY: Our government organization recognizes the need to modernize our technology infrastructure and improve efficiency in various departments. After a thorough evaluation, it has been determined that adopting M365 will provide the necessary tools and features to streamline processes, foster collaboration, and ensure data security in line with industry standards and best practices. This budget request allowed us to enter into an enterprise agreement through an approved DES 3rd party reseller, and the purchase of the appropriate licensing for Windows 10 and Microsoft Office 365 suite of products (M365). To ensure a successful implementation, we have engaged professional services from a vendor selected through a selection process involving approved vendors. Our IT staff conducted interviews with each vendor, employing a scoring selection process to make an informed decision. The chosen vendor will work closely with our team to configure the M365 tenant, ensuring a secure environment that meets the specific needs of our city. Additionally, the vendor will provide comprehensive training to our team, equipping them with the skills necessary to effectively support the M365 products.

WHEN INSERTING AN IMAGE, DO YOUR BEST TO CROP IT SO IT DOES NOT
INCLUDE UNNECESSARY WHITE SPACE. AND IT SHOULD ATTEMPT TO FILL
ACROSS FROM MARGIN TO MARGIN
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Figure 1: Figure Name this is the format to name your image. If there will only be one image, there's no need to number it. Delete if not necessary.

BENEFITS TO THE COMMUNITY: Implementing M365 within our community delivers a multitude of benefits, ranging from improved communication and collaboration to streamlined services, enhanced productivity, and strengthened data security.

POTENTIAL CHALLENGES: NA

BUDGET IMPACT: The cost of engaging professional services to implement ALL M365 suite of products for this year long implementation is a one-time cost of \$67,985 (not including tax). This item was included in the approved budget decision package for 23-24 for capital projects – reference “M365 Licensing Capital Decision Package” and funds have been allocated.

RECOMMENDATION: NA



All Covered 
IT SERVICES FROM KONICA MINOLTA

City of Camas

Statement of Work

Exchange to O365 Migration

Monday, June 26, 2023

Proposal Ref: 11717706

Prepared by:
Sherman Gong, Area Sales Manager
Kent Moen, Systems Architect

All Covered, IT Services from Konica Minolta

Pricing is valid for 15 days from date of this document
Confidential. Not to be distributed to third parties

Overview

The purpose of this Statement of Work is to outline the path that will enable All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc., to deliver a professional services engagement for City of Camas ("Client").

This Statement of Work is based on an initial scope of work but is not a detailed project plan. A project plan will be created and managed by the technical resources assigned to the project once the Statement of Work has been approved.

Background

All Covered is working with the City of Camas to migrate the on-premise Exchange environment email to O365.

Assumptions

Standard project deployment assumptions:

- The Project will include, but not be limited to the following:
 - Definition of project/estimated costs
 - Project prerequisites, should they apply
 - Project implementation
 - Project management/documentation
 - Procurement of required materials
- During the procurement process, All Covered can assist by expediting the delivery of equipment and standardizing billing for all costs associated with this project. All procurement pricing included in this Statement of Work is estimated. Once the Statement of Work is signed a final quote will be generated with the most current procurement pricing.
- Client understands that service interruptions may occur throughout the course of the project. All Covered will make reasonable efforts to forewarn personnel so they may prepare.
- Access to the physical space, server and services will be made available during normal business hours.
- Access to all employees and their equipment affected by the Project will be made available during normal business hours.
- After Hours work will be performed both on-site as well as via Remote Access depending upon the advantage and/or necessity of being on-site versus remote. The specifics of which item(s) should be done on-site versus remotely will be finalized prior to the project kickoff.
- All Covered is not responsible for the following:
 - Removing boxes or shipping materials
 - Disposing of or transporting IT equipment
- Any items not specifically addressed by this Statement of Work will be addressed by a mutually agreed change order.

Assumptions Specific to this Project

- Services are quoted using All Covered approved designs, and assumes that customer is utilizing recommended hardware, software and configuration best practices to support new and existing systems. Unknown, unapproved or unsupported hardware and software will be serviced with a best-effort approach, and any additional time and/or materials needed to provide a complete solution will be quoted in project Change Order.
- All systems within the scope of this engagement must be in proper working order. Steps taken to remediate systems not in a 'healthy' state will be considered outside the scope of the engagement.
- Any system(s) being affected by the project have adequate backup and restoration capabilities and the appropriate precautions have been taken.
- All necessary security clearance, access, parking, passwords, and technical resources are provided without delay during the Engagement.
- Access to power and physical facilities, wiring, cable space, cabinet, and shelf or rack space are available for all equipment within the scope of this project.
- Client is responsible for providing a single point of contact for project coordination with All Covered.
- Client is responsible for providing timely clarification and resolution regarding the integrity of data/information supplied to All Covered.
- If the information presented to All Covered is found to be inaccurate, we reserve the right to initiate a change order to account for the extra services not incorporated into the proposal.
- Client is responsible for obtaining technical support, media, and licensing from all 3rd-party application vendors.
- While All Covered will make a best effort attempt to coordinate with 3rd party vendors, Client is responsible to ensure cooperation of other parties that will participate in this initiative.
- Costs related to delays by the Client or 3rd party vendors, that occur after a mutually agreed upon schedule by all parties, are not included in this quote. Work that has been scheduled and is missed, by either the client or a third-party, with less than one-hour notice will be billed in full if Time & Materials or may be included in a change order if Fixed Price.
- All Covered is not responsible for 3rd party application functionality. Industry leading tools will be used but the success of such tools is dependent on many variables outside All Covered's control.
- Scope of this project is to do a hybrid migration from on premises Exchange 2016 server to Office 365.
- City of Camas already has existing Office 365 tenant and domain setup.
- Per City of Camas and Office 365 questionnaire, there is no requirement to migrate local PST files to Office 365.
- Per City of Camas and Office 365 questionnaire, there is no requirement to upgrade users Office suite applications. If necessary this will be handled by the client.
- Per customer at this time there is not any requirements for compliance needs.
- Per customer there is no requirement to migrate any documents to OneDrive.
- Customer is responsible for acquiring the O365 licensing.

- O365 AD sync needs a Windows Server 2016 or 2019 to operate.
- MFP devices require TLS 1.2 to directly communicate with Microsoft 365 Exchange Online. Older devices may not be compatible and may require a firmware update from the vendor. The upgrade is out-of-scope for this project.
- According to the O365 questionnaire the City of Camas is not using RDS or Citrix.
- If the number of users to be migrated is different than 445 users then a change order must be done.

Project Deliverables

The desired goals of this project are:

- Procurement of items listed within Cost estimate section enabling successful completion of scope provided by this Statement of Work.
- All Covered will:
 - Configure the current O365 tenant.
 - Configure the AD sync.
 - Setup the Exchange server for a hybrid migration.
 - Migrate the 445 mailboxes.
 - Migrate the Distribution lists.
 - Modify the DNS records.
 - Install and configure Easy365Manager.
 - Work with the city to reconfigure Fusemail for the new email.
 - Work with the city to reconfigure the lpro (if possible) for the new email.
 - Re-configure the voicemail system for new email server.
 - Re-configure internal systems for new email server.
 - Decommission the Exchange Server.
 - Provide documentation for mobile devices connecting to O365.
 - Perform User-Acceptance testing.
 - Have an engineer available to assist users as needed (up to 16 hours).

Pre-Project Tasks

Project Planning, Procurement, Ensure equipment arrival, Initial project kick-off

Project Tasks

Planning

City of Camas to work with All Covered to determine What to Migrate and What Licensing

Set Logging on SMTP Connector to Determine Which Internal Devices Send Mail (MFP, Voicemail,...)

Initial Setup

Make sure or Apply necessary UR updates/patches to on premises Exchange server

Instal and configure Easy365Manager

Make sure Exchange server have a valid, public SSL certificate

Office 365 account setup/ Remediation

Create a standard Corporate disclaimer
 Configure Azure AD Connect
 Test Small Batch Users
 Complete sync of users and groups in AD to O365
 Setup and Configure Exchange - Office 365 Hybrid Environment
 Office 365 Mailbox Migration - Initial Sync
 Configure Public Folders to be Available to On-Prem and O365 Mailbox Users
 City of Camas is responsible for installing O365 suite on workstations
 Cutover
 Modify Public DNS Zone entries (e.g. "A" Records, MX, SPF)
 Work with City to reconfigure Fusemail to O365 mail
 Finalize Move
 Post Move Cleanup
 Provide written instructions for mobile device setup
 Create SMTP Server for Relay to O365
 Reconfigure MFP Device to Utilize Internal Relay Server or Direct to O365
 Work with Phone Vendor to Reconfigure Voicemail to Connect to O365
 Work with City to reconfigure monitoring systems for O365 email
 Properly Decommission Exchange 2016 environment from old On-premises server
 UAT (User Acceptance Testing)
 City of Camas will select a handful of users to test with
 Engineer available to Assist Users As Needed
 Other Project Hours
 Post Project Support
 Project Management

Cost Breakdown

Service	Price
Project Services	\$28,325
Fixed Fee Project	
Hardware / Software	\$1,090
See Appendix A for Hardware / Software quotes	
Total Project Cost	\$29,415

All prices are exclusive of any applicable sales or use taxes, and shipping costs.

All Fixed-Fee Projects with labor fees exceeding \$10,000: These require a 50% deposit for the labor portion. Project work will not commence until the deposit is received. Also, a progress billing of 25% of the labor amount will be due when the project moves into the testing phase. The remaining 25% of the labor amount will be billed on project completion. Any Procurement items will be billed on shipment.

Financing Options		
36 Months: \$1100	48 Months: \$868	60 Months: \$727

This is an estimated monthly payment for financing project services and all related hardware/software. Not all customers will qualify and in some cases projects with greater than 50% labor or hardware/software may not qualify for full financing. Please contact your sales representative for additional information.

Order Summary & Acceptance

Effective Date: The date on which the services described in this Statement of Work are set up and first delivered to you.

Your signature below constitutes your acceptance of this Statement of Work, including our standard terms and conditions available online at the URL link(s) provided below or in hard copy upon request, which you have reviewed and accepted and which are incorporated into this Statement of Work.

All Covered Professional Services Terms:

https://services.allcovered.com/EhHPja_PS_Terms_v1.0.3

This Statement of Work is not binding upon us until signed by a Konica Minolta branch manager, vice president, or executive officer.

Pricing valid for 15 days from the date of this document, pending credit approval. Confidential - not to be distributed to third parties.

Client: City of Camas

Signature:

Name:

Title:

Date Signed:

All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc.

Signature:

Name:

Title:

Date Signed:

Appendix A

Quote # / SKU	Details	Unit Price	Quantity	Total
Quote # 382878	Easy365 Manager - Manager Admin License - per tenant - annual license	\$1,090	1	\$1,090

Total Hardware / Software Cost	\$1,090
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City of Camas

Statement of Work

Microsoft Endpoint Manager

Thursday, June 22, 2023

Proposal Ref: 11716562

Prepared by:
Sherman Gong, IT Services Manager
Kent Moen, Systems Architect

All Covered, IT Services from Konica Minolta

Pricing is valid for 15 days from date of this document
Confidential. Not to be distributed to third parties

Overview

The purpose of this Statement of Work is to outline the path that will enable All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc., to deliver a professional services engagement for City of Camas ("Client").

This Statement of Work is based on an initial scope of work but is not a detailed project plan. A project plan will be created and managed by the technical resources assigned to the project once the Statement of Work has been approved.

Background

The City of Camas would like to implement Intune to manage of their Windows and iOS devices.

Assumptions

Standard project deployment assumptions:

- The Project will include, but not be limited to the following:
 - Definition of project/estimated costs
 - Project prerequisites, should they apply
 - Project implementation
 - Project management/documentation
 - Procurement of required materials
- During the procurement process, All Covered can assist by expediting the delivery of equipment and standardizing billing for all costs associated with this project. All procurement pricing included in this Statement of Work is estimated. Once the Statement of Work is signed a final quote will be generated with the most current procurement pricing.
- Client understands that service interruptions may occur throughout the course of the project. All Covered will make reasonable efforts to forewarn personnel so they may prepare.
- Access to the physical space, server and services will be made available during normal business hours.
- Access to all employees and their equipment affected by the Project will be made available during normal business hours.
- After Hours work will be performed both on-site as well as via Remote Access depending upon the advantage and/or necessity of being on-site versus remote. The specifics of which item(s) should be done on-site versus remotely will be finalized prior to the project kickoff.
- All Covered is not responsible for the following:
 - Removing boxes or shipping materials
 - Disposing of or transporting IT equipment
- Any items not specifically addressed by this Statement of Work will be addressed by a mutually agreed change order.

Assumptions Specific to this Project

- Services are quoted using All Covered approved designs, and assumes that customer is utilizing recommended hardware, software and configuration best practices to support new and existing systems. Unknown, unapproved or unsupported hardware and software will be serviced with a best-effort approach, and any additional time and/or materials needed to provide a complete solution will be quoted in project Change Order.

- All systems within the scope of this engagement must be in proper working order. Steps taken to remediate systems not in a 'healthy' state will be considered outside the scope of the engagement.

- Any system(s) being affected by the project have adequate backup and restoration capabilities and the appropriate precautions have been taken.

- All necessary security clearance, access, parking, passwords, and technical resources are provided without delay during the Engagement.

- Access to power and physical facilities, wiring, cable space, cabinet, and shelf or rack space are available for all equipment within the scope of this project.

- Client is responsible for providing a single point of contact for project coordination with All Covered.

- Client is responsible for providing timely clarification and resolution regarding the integrity of data/information supplied to All Covered.

- If the information presented to All Covered is found to be inaccurate, we reserve the right to initiate a change order to account for the extra services not incorporated into the proposal.

- Client is responsible for obtaining technical support, media, and licensing from all 3rd-party application vendors.

- Client is responsible for supplying a company logo.

- Client is responsible for any customized language for tenant setup, including Terms of Usage.

- Client is responsible for supplying devices for project testing and user acceptance testing.

- Client is responsible for supplying licenses for any application to be installed that requires them.

- All Covered will make every attempt to create a custom installer for non-Microsoft applications to be deployed via Endpoint Manager. However, All Covered is not responsible for ensuring the applications are Intune-Deployment ready.

- Azure AD Connect is already configured.

- Intune only supports MDM-enrolled devices.

- Client will remove the current devices from the existing MDM before the project starts.

Project Deliverables

The desired goals of this project are:

- Procurement of items listed within Cost estimate section enabling successful completion of scope provided by this Statement of Work.

- All Covered has been engaged to provide a quote and Statement of Work to configure Microsoft Endpoint Manager for the City of Camas.. To accomplish All Covered will do the following:

- [General Microsoft Endpoint Configuration]

- -Apply Azure Active Directory licensing (if necessary)

- -Setup Hybrid Azure AD Connect

- -Setup company Branding and Terms of Usage
- -Apply tenant customizations
- -Upgrade group policy for Windows 10
- -Create MDM Policy
- -Create security groups
- -Create compliance policy
- [Windows 10]
 - -Configure Windows 10 configuration policy and Update Rings
 - -Configure Windows to block users from installing software, force windows updates to run, configure start menu, printers, power and sleep settings, default file associations, task bar, VPN configuration.
 - -Create installations for Office 365, Chrome and config for browsers/shortcuts, Adobe Reader, VLC Player, TightVNC, Dell Command Update, Zoom and Sophos Intercept X.
 - -Create Antivirus & firewall configurations
 - -Create conditional access policies (enforce MFA, compliant computer, domain joined check, exists in US and specific countries).
 - [iOS and iPadOS]
 - -Configure Apple Push Certificate
 - -Configure Apple Business Manager
 - -Create compliance and configuration policies (Minimum level OS and passcode required).
 - -Create conditional access policies.
 - -Create installation for Microsoft 365 Applications, Teams, Zoom, Current CRM system, Freshservice App, Duo, Google Maps, Acrobat and Sophos Intercept X.
 - Once configured All Covered will conduct a Proof of Concept for a select number of users. All issues arising from this Proof of Concept will be remediated. Appropriate documentation will be created for self enrollment of non-Windows 10 devices.
 - Training will be provided in managing Intune (up to 8 hours)/

Pre-Project Tasks

Project Planning, Procurement, Ensure equipment arrival, Initial project kick-off

Project Tasks

Review the client's current environment and configurations for all locations (12 Locations)

Gather details on users and workstations to be configured and joined to Azure AD and Intune

Apply Licensing that Includes Azure Active Directory Premium and Endpoint Management

Setup Intune Company Branding

Apply Endpoint Management Terms of Usage

Configure Hybrid Azure AD Connect

Upgrade Group Policy Templates to Latest Win10 Build

Create MDM Group Policy

Setup Security Group in AD for MDM (for AD Joined Computers)

Compliance Policies - Create Baseline Policy (Windows 10 - Checks for Antivirus, Anti-Malware & OS Version)

Configuration Policy Creation (Windows 10 - Per Template)

Configure Windows 10 Update Ring
 Windows 10 Application Installation - Microsoft Store App
 Windows 10 Application Installation - Microsoft 365 Apps
 Windows 10 Application Installation - Web Link
 Windows 10 Application Installation - Win32 (intunewin) Custom Installation
 Conditional Access Policies Creation or Modification (Per Policy) (MFA, Compliance and Email Security)
 Enrollment - Configure Apple Push Certificate
 Configure Apple Business Manager
 Compliance Policies - Create Baseline Policy
 Minimum level OS/updates, passcode required
 iOS/iPadOS Update Policies
 iOS Application Installation - iOS Store App (Office Apps)
 iOS Application Installation
 Application Protection Policy Creation and Configuration (iOS/iPadOS)
 Proof of Concept (for Six [6] users)
 Enrollment Troubleshooting
 Intune Admin training
 Other Project Hours
 Post Project Support
 Project Management

Cost Breakdown

Service	Price
Project Services	\$38,570
Estimated Hours to Complete: 203 Estimated Business Hours: 203 Estimated After Hours: 0 Business Hours Rate: \$190 After Hours Rate: \$250	
Hardware / Software	\$0
See Appendix A for Hardware / Software quotes	
Total Project Cost	\$38,570

All prices are exclusive of any applicable sales or use taxes, and shipping costs.

Any fee estimates provided for work to be billed on an hourly or daily basis are for informational purposes only. Client agrees to pay for the actual services provided by All Covered at the rates specified in each Statement of Work.

Financing Options		
36 Months: \$1443	48 Months: \$1138	60 Months: \$953

*This is an estimated monthly payment for financing project services and all related hardware/software.
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hardware/software may not qualify for full financing. Please contact your sales representative for
additional information.*

Order Summary & Acceptance

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Client: City of Camas

Signature:

Name:

Title:

Date Signed:

All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc.

Signature:

Name:

Title:

Date Signed:

~ PROCLAMATION ~

WHEREAS, parks and recreation are an integral part of communities throughout this country, including the City of Camas; and

WHEREAS, parks and recreation promotes health and wellness, improving physical fitness and positively impacting mental health for our community members; and

WHEREAS, parks, playgrounds, trails, open spaces, and public gathering spaces make communities attractive and desirable places to live, work, play, and

WHEREAS, parks and public gathering spaces provide opportunities for people to come together and experience a sense of community through fun recreational pursuits; and

WHEREAS, park and recreation programming and education activities, such as after-school and summer break programming, youth sports, and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation are essential and adaptable and make our communities resilient in the face of natural disasters and climate change; and

WHEREAS, parks and recreation increase a community's economic prosperity through higher property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, Camas recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, I, Steve Hogan, Mayor of the City of Camas, do hereby proclaim July as:

"Parks and Recreation Month"

in the City of Camas and encourage all citizens to join me in this special observance.



In witness whereof, I have set my hand and caused the seal of the City of Camas to be affixed this 3rd day of July 2023.

Steve Hogan, Mayor



Staff Report

June 20, 2023 Council Workshop Meeting

Resolution 23-006 CARES Provider Position

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

Background: At the June 20, 2023 Workshop, a proposed new position for the Fire Department was presented. This position will be funded 100% by a two-year grant passed through by Clark-Cowlitz Fire and Rescue from Southwest Washington Accountable Community of Health. CWFD will join the current CARES (Community Assistance Referral and Education Services) team being led by Clark-Cowlitz Fire and Rescue as part of a county wide consortium. This employee will be a 40-hour FTE staffed by either a paramedic or registered nurse.

Summary: As part of the fire department's mission to provide the most appropriate care to those we serve in a timely manner the CARES provider's mission will be to assist those patients who have complex long-term care needs best met outside of the Emergency Department with this new position.

Budget Impact: Salary of this position will be revenue neutral as the total cost of salary and benefits would be covered by a grant which is available for two years currently. The salary and benefit total for this position is approximately \$130,000. There may be initial capital equipment costs to supply this position with the appropriate equipment to function in the position. It is possible some or all the capital costs may be covered by the grant as well.

Recommendation: Staff recommends Council adopt Resolution 23-006.

RESOLUTION NO. 23-006

A RESOLUTION adopting a new position in the Fire
Department

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS
FOLLOWS:

I

There is hereby created in the Fire Department a new position entitled CARES
Provider. This position shall be non-represented, entitled to the benefits in the Non-
Represented Employee Handbook and shall perform such duties as shall be outlined in any
job description proscribed by the City, as may be revised from time to time. The position
description and salary are attached hereto as Exhibit "A" and shall be effective as of July 1,
2023.

PASSED BY the Council and approved by the Mayor this 3rd day of July 2023.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

CARES Provider

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

The Community Assistance Referral and Education Services (CARES) Provider is part of mobile response and outreach team that coordinates and delivers health services in the community setting. The CARES Provider's primary focus is to respond to urgent care requests, triage / assess, and connect patients to acute care services. The Provider also works to identify, engage, and connect high-need individuals to the right medical, behavioral, and social services in the community. The Provider works in collaboration with a dynamic multidisciplinary team that includes Paramedics, EMTs, Firefighters, Social Workers, and support staff. This position works in the Fire Department and reports to the EMS Division Chief.

This position has been funded for two (2) years only and there is no guarantee of work beyond that time.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Respond to 911 callers with low-acuity medical, behavioral, and social needs.

Coordinate and deliver appropriate acute care services.

Identify high-risk clients with complex needs.

Make whole person assessments.

Connect high-risk clients to whole-person care services.

Moving, lifting, or transferring of patients.

Meet with and interview contacts, families, and other care providers to assess needs and eligibility for services.

Advocate needs of individuals within and outside system; liaise between individuals, caregivers, and service providers.

Provide client-level and system-wide troubleshooting and advocacy.

Follow-up with identified individuals to bridge gaps between emergency medical responders and/or police and social services.

Provide and promote excellence in customer service for community members and partnering providers.

Pilot test new workflows and digital tools to improve tracking and communication between health and social service agencies.

Develop curriculum and deliver training and educational materials.

Teach and educate others in a formal training setting and groups in Ad hoc committee training sessions in a classroom setting.

Prepare memos, correspondence, records, case notes and reports related to activities.

AUXILIARY FUNCTION STATEMENTS

Specific position assignments will vary depending on the needs of the department.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Emergency medical incident reporting system.

EMS delivery system within the department and Clark County.

HIPAA rules and regulations related to the continuation of care.

Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs.

Social services available within the community, greater Clark County, the State of Washington as well as any federally related programs.

Pertinent Federal, State and local laws, codes and regulations.

Proper use of telephone etiquette and techniques to properly assist a diverse assortment of inquiries and people.

Ability to:

Care for patients within certified scope of practice.

Demonstrate critical thinking and clinical reasoning skills and knowledge of medical terminology.

Develop and demonstrate familiarity with local community resources.

Work collaboratively in a team and manage multiple priorities, utilize effective time management skills, and exercise sound administrative and clinical judgment.

Work autonomously, independently organize, prioritize, and manage time.

Demonstrate strong interpersonal skills and establish and maintain effective working interagency relationships.

Establish and maintain effective working relationships with both external and internal customers.

Effectively use and operate computers and computer software. This is to include typical business office equipment but is not limited to; computers, multi-line telephone, copy/fax/scanner machine, digital projector, 800Mz radios, Mobile Data Computers (MDC's), iPads, iPhones, IOS mobile operating system, and basic medical monitoring equipment.

Use integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Communicate effectively with others both orally, in writing, and electronically, using technical and non-technical language.

Understand and follow oral and/or written policies, processes, and instructions.

Exercise independent judgment.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Minimum Associate's degree or equivalent

Preferred Experience:

Five years or more experience in healthcare setting, home health, chronic care, or other related acute care healthcare delivery setting

Working with the elderly or a Public Health background.

Community/outpatient setting providing care management/coordination.

PALS/ACLS/Basic Life Support certifications

Spanish or other second language ability.

Working with underserved or vulnerable populations.

License or Certificate

Possession of a valid driver's license.

Possession of a Washington Registered Nurse or Paramedic certification, or the ability to obtain within 6 months of hire.

Possession of an appropriate, valid BLS CPR certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment with field work to include working as part of a two-person team (or crew of more) in public or resident's private areas during non-emergency operations, and near emergency operations, subject to multiple interruptions from inter-office activities, telephones, walk-in employees, and citizens, etc.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard. While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is regularly required to stand, walk, use hands to manipulate, handle, or operate objects, controls, or tools as listed above, reach with hands and arms, climb, balance, stoop, kneel, or crouch. Must be able to assist patients and lift when necessary, utilizing lift assistance devices.

Vision/Hearing: Visual acuity to read numerical figures. Hearing ability to respond to calls.

Other Factors: While performing the duties of this position, incumbents may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate; required to periodically support department field operations or be required to work at other Fire Department locations; may be called back for support services; may be required to work extended hours including evenings and weekends; may be required to travel outside City boundaries to attend meetings; will support Public Relations /Public Education events at offsite locations; may be required to attend program related conferences/training.

Salary Scale
Effective July 1, 2023

Position							
	1	2	3	4	5	6	7
CARES Provider	6323	6576	6839	7113	7397	7693	8000