

Agenda
Board of Wahkiakum County Commissioners
Regular Meeting
February 10, 2026
9:30 a.m.

Zoom - Meeting ID: **880 972 233** and Passcode: **Aux4SY**
<https://us02web.zoom.us/j/880972233?pwd=Zk93bUUwWGJEVnV5WXk3YIM4RDIFZz09>
Audio only via phone: 1-253-215-8782 / Meeting ID: **880 972 233** and Passcode: **721021**

Next Resolution No. 24-26

9:30 a.m. **Call to Order & Flag Salute**
9:32 a.m. **Approval of Regular Meeting Agenda**

9:33 a.m. **Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Board of Wahkiakum County Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Regular Meeting Minutes of February 3, 2026
- B. Resolution No. 24-26 a resolution authorizing the expenditure of funds from the County Properties Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$1,170.87
- C. Resolution No. 25-26 a resolution authorizing the expenditure of \$202.90 from the Contingent Liabilities Cumulative Reserve Fund for the payment of claims related to medical expenses for a LEOFF member
- D. Resolution No. 26-26 a resolution authorizing the expenditure of funds from the Electronic Communications Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$15,536.99
- E. Resolution No. 27-26 a resolution authorizing the expenditure of funds from the Public Works Cumulative Reserve Fund for transfer to the Wahkiakum Solid Waste Fund in the amount of \$60,000.00
- F. Voucher Approval - \$895,331.93
- G. Voucher Approval - Transfer Batch - \$60,000.00
- H. Voucher Approval - Transfer Batch - \$40,000.00

9:35 a.m. **Public Comment**

(Per RCW 42.30.240, public comments on agenda topics, county programs and topics of concern are welcome during this portion of the meeting. Comments may be made in person or remotely via the Zoom platform. Please limit comments to three minutes per person.)

Review Commissioners' Calendars

9:40 a.m. **New Business**

- 1. **Late Addition:** Grays River Flood Control District - discussion

9:45 a.m. **IT Committee ~ Beau Renfro, Emergency Technology Coordinator**

- 1. MorePower quotes for the four VLAN project segments

9:50 a.m. **Sheriff's Office ~ Austin Smith, Dept. of Emergency Management Coordinator**

- 1. Agreement with Incident Management Partners for the update of the Comprehensive Emergency Management Plan

10:00 a.m. **Commissioner Reports**

Adjournment

*Complete copies of the current Board of Commissioners meeting agenda packet can be viewed at the Board of Commissioners' office.
Partial agenda packets are posted on the county's website at <https://www.co.wahkiakum.wa.us/AgendaCenter>*

*This meeting is accessible to persons with disabilities.
Please call 360-795-8048 if you require special accommodations to participate in this meeting.*



Wahkiakum Board of County Commissioners

*District No. 1 Commissioner: Lee Tischer
District No. 2 Commissioner: Daniel L. Cothren
District No. 3 Commissioner: Mark Letham*

MINUTES Board of Wahkiakum County Commissioners Regular Meeting February 3, 2026

Chair Dan Cothren called the regular meeting of the Board of Wahkiakum County Commissioners to order on February 3, 2026, at 9:30 a.m. in the third-floor public meeting room of the Wahkiakum County Courthouse located at 64 Main Street in Cathlamet, Washington.

Present: Chair Dan Cothren, Commissioner Mark Letham, Commissioner Lee Tischer, Clerk of the Board Beth Johnson. Sheriff John Mason, Undersheriff Gary Howell, Auditor Nicci Bergseng, Treasurer Tammy Peterson, Deputy Treasurer Marissa Longtain, Assessor Drew Jenkins, DEM Coordinator Austin Smith, Public Works Director Chuck Beyer, Healthy Communities Specialist Minnette Smith, Public Health Nurse Stacy Wynn, Fairgrounds Manager Patty Dursteler.

Flag Salute

Chair Dan Cothren led the flag salute.

Regular Meeting Agenda

It was **M/S/A** by Commissioners Letham and Tischer approving the regular meeting agenda for February 3, 2026, with moving up the Board of Health topic. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Consent Agenda

It was **M/S/A** by Commissioners Tischer and Cothren approving the consent agenda for February 3, 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved. The consent agenda contained the following items:

- A. Regular Meeting Minutes of January 27, 2026
- B. Resolution No. 21-26 a resolution authorizing the expenditure of funds from the County Properties Cumulative Reserve Fund for the payment of vouchers chargeable to said fund in the amount of \$229.30
- C. Voucher Approval - \$98,851.22
- D. Holiday Closure: President's Day – Monday, February 16, 2026

Public Comment

A Grays River resident commented on his concerns regarding the Grays River Flood Control District, including concerns that the district tried to assume authority that was not theirs and concerns about improperly assessed properties.

Dan Turner, Cathlamet Library, spoke on library programs.

Board of Health

Chris Bischoff, HHS Director, advised that Community Health Advocates (CHA) are high school students that are employed to provide an informal peer net. Several of the Community Health Advocates were present to discuss their new campaign called 'Find Your Good February'.

New Business

Agreement with the Town of Cathlamet for the Swimming Pool

The 2026 agreement provides up to \$25,000 in matching funding for operation costs for the swimming pool. It was **M/S/A** by Commissioners Tischer and Letham to approve of Resolution No. 22-26 a resolution adopting the Cooperative Funding Agreement with the Town of Cathlamet to assist the town in operating and maintaining the Julia Butler Hansen Swimming Pool in 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Agreement with the Town of Cathlamet for the Library

It was **M/S/A** by Commissioners Letham and Tischer to approve Resolution No. 23-26 a resolution authorizing an Interlocal Agreement between Wahkiakum County and the Town of Cathlamet for funding to assist the library. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Fair Board

Grant Agreement with the WA State Department of Ag. Fairs Program – Youth Building Doors & Arena Groomer

It was **M/S/A** by Commissioners Tischer and Letham to approve of the two grant agreements with the Washington State Department of Agriculture Fairs Program, K6438 and K6439. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved. The Board advised that the Fair would need to have adequate funding to pay first for these reimbursable grants.

Treasurer

Report of Annual Tax Refunds Paid

Tammy Peterson, Treasurer, and Marissa Longtain, Chief Deputy Treasurer, presented the annual report of tax refunds paid. Per RCW 84.69.020, the county Treasurer shall provide a report to the county legislative authority of all refunds made during the previous year. The total amount of refunds was \$7,128.32.

Auditor

Contract with TDJ CPA, Inc. for CPA Services

It was **M/S/A** by Commissioners Tischer and Letham to approve of the engagement letter between Wahkiakum County and Teresa Johnson CPA for assistance and preparation of the 2025 annual report. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Public Works

Acceptance of 2026 Rock Products Quotes

Quotes for rock products were received from Naselle Rock & Asphalt and from Burns Construction.

It was **M/S/A** by Commissioners Letham and Tischer to accept both of the 2026 rock products quotes. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Acceptance of 2026 Asphalt Products Quotes

Quotes for asphalt products were received from Naselle Rock & Asphalt and from Lakeside Industries.

It was **M/S/A** by Commissioners Letham and Tischer to accept both of the 2026 asphalt product quotes. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Grays River Covered Bridge Sign Replacement

The Board discussed this project. The Grays River Grange is trying to raise funding for the sign and Auditor Nicci Bergseng advised that the Tourism Fund can also be used toward the sign. The sign is expected to cost roughly \$2,500, plus additional costs for the posts and the lighting. Following discussion, the Board requested firmer cost estimates and will continue moving forward with the project.

Commissioner Reports

The Board discussed their work over the past week. Topics included the hiring of a new Noxious Weed Control Manager, the legislative Session and several pending bills, the first Common Ground meeting and the future timber sales.

Adjournment

With no further business to come before the board, the meeting was adjourned at 10:25 a.m.

Attest: _____

Elizabeth Johnson
Clerk of the Board

Approved: _____

Daniel L. Cothren
Chair of the Board

WAHKIAKUM COUNTY VOUCHER APPROVAL

<u>FUND</u>	<u>FUND NAME</u>	<u>AMOUNT</u>	<u>FUND #</u>	<u>FUND NAME</u>	<u>AMOUNT</u>
001	CURRENT EXPENSE	\$25,241.89	119	CR CRIMINAL JUSTICE	
100	PUBLIC HEALTH	\$4,312.57	120	CRIME VICTIM/WITNESS	
101	CHEM DEPENDANCY		121	BOAT SAFETY	
102	VETERAN RELIEF		122	DEV DISABILITIES	55.00
103	FLOOD CONTROL	\$366.77	123	BEHAVIORAL HEALTH	\$8,606.90
			124	ARPA/LATCF/OPIOD	\$1,318.28
104	MENTAL HEALTH		126	CR ELECTRONIC COMM	\$15,536.99
105	ELECTION RESERVE	10,487.93	127	RADIO COMM	\
106	FAIR		132	RURAL CO PUB FACILTY	3,333.26
107	COUNTY ROAD	\$1,021.47	133	AFFORD HOUSING	
108	E- 911	\$1,128.88	134	HOMELESS HOUSING	
109	TOURISM	15,190.16	135	TRIAL COURT IMPROV.	
110	UNEMPLOYMENT		136	MUNICIPAL POOL	
111	SAND PIT		150	AUDITOR O& M	
112	CR EMERGENCY EXP		160	TRANSIT	\$1,421.59
113	CR PUBLIC WORKS		170	TREASURER O&M	
114	CR EMERGENCY MED		171	REET ELECTRONIC TECH	
115	CR CO PROPERTIES	\$1,170.87	195	FORFEITED PROP & SEIZURE	
116	CR CONT LIABILITIES	\$202.90	198	DRUG BUY	
117	CR INTER LOCAL		301	CAPITAL IMPRVMT FUND	
	Payroll #40522-40538 =	31,126.54			
	Payroll DD# 20103-20207 =	393,917.64	402	JOHNSON PARK	\$211.02
	A/P Warrants:303928-303950	375,140.85	403	SOLID WASTE FUND	\$854.40
			501	E.R. & R	4,686.02
	SUB-TOTAL	\$859,308.47		SUB-TOTAL	\$36,023.46

WARRANT #'S _____

TOTAL WARRANTS 895,331.93

ATTESTED:

DATE: 2/10/2026

Commissioner, District # 1

Commissioner, District #2

Commissioner, District # 3

Auditor/Dep Auditor/Clerk of the Board

WAHKIAKUM COUNTY
VOUCHER APPROVAL
TRANSFER BATCH

FROM

113 CR Public Works

60,000.00

TO

403 Solid Waste

60,000.00

60,000.00

60,000.00

We, the undersigned Commissioners of District 1, 2, and 3 of Wahkiakum County, in Washington State, do hereby certify that the merchandise and/or services herein after specified have been received and vouchers amount to: \$60,000.00

approved for payment on:

February 10, 2026

ATTESTED:

Commissioner, District # 1

Commissioner, District # 2

Commissioner, District # 3



Auditor/Dep Auditor/Clerk of the Board

WAHAKIACUM COUNTY
VOUCHER APPROVAL
TRANSFER BATCH

FROM

001 Current Expense

40,000.00

TO

403 Solid Waste

40,000.00

40,000.00

40,000.00

We, the undersigned Commissioners of District 1, 2, and 3 of Wahkiakum County, in Washington State, do hereby certify that the merchandise and/or services herein after specified have been received and vouchers amount to: \$40,000.00

approved for payment on:

February 10, 2026

ATTESTED:

Commissioner, District # 1

Commissioner, District # 2

Commissioner, District # 3



Auditor/Dep Auditor/Clerk of the Board

GRFCD

Grays River Flood Control District

P.O. Box 33

Rosburg, WA 98643

graysriverfcd@wwest.net

February 4, 2026

Wahkiakum County Board of Commissioners
PO Box 586
Cathlamet, WA 98612

Dear Commissioners,

The Directors of the Grays River Flood Control District were today made aware of a letter written to the Board of Commissioners by a Grays River resident, Jon Thompson. The Directors believe there are several inaccuracies in the letter and do not agree with the four listed considerations included. Further, to fully understand the Director's position we believe that the Board may benefit from some background and history related to the GRFCD.

To begin, the current Directors were appointed in 2022 and 2023. At that time, although there were people in acting positions, only one individual had been actually appointed and accepted by the Board of County Commissioners. The current slate of Directors were appointed and accepted at that time, and since two have been elected (Judy Johnson and Donell Dyer). One remains appointed, and will be up for election in 2028. This letter will address what work has been done since the current board was seated. We cannot speak for past GRFCD Directors/boards.

The Directors are very aware of many historical and current challenges related to the work of the GRFCD. After review of the Washington State RCWs related to Flood Control Districts and Special Purpose Districts, and consultation with Wahkiakum County Attorney Dan Bigelow, we have been led to believe that the GRFCD is indeed a Flood Control District. Defining our status was a basic question that is now resolved. (That said, there is considerable "overlap" between the relevant RCWs, being RCW 85.38 and RCW 86.09.)

Further - a GRFCD priority has been to investigate and delineate the District's correct boundaries. The Director's recognized that there were problems with boundaries and went through a process of boundary identification and confirmation over the years 2024-2025, working with Adam Vogt and Chuck Byer. In looking at the level of detail involved Mr. Vogt stated that the boundaries he provided met the standard of accuracy for GIS work. The Directors found by analyzing the GIS work and researching each district parcel, that there were parcels

assessed inaccurately, and took steps to notify the parcel owners involved and in cases of over-payment offered an opportunity for refunds. This window of opportunity ended on December 31, 2025. The GRFCD, in confirming boundaries, also looked at assessments, as governed by RCW 85.38.150 (in accordance with RCW 86.09).

Through this process of examination GRFCD Directors hoped to find detailed information regarding vulnerabilities, including dikes, tidegates, and culverts. Unfortunately, GRFCD Directors concluded that although we now understand boundaries, we do not know the full extent of vulnerabilities and risk as there are only partial inventories of the dikes, tidegates, and culverts.

Further the GRFCD Directors have combed through years of historical material looking for 1) policies related to assistance provided to landowners, 2) identification of tidegates, 3) identification of dikes, 3) identification of culverts and 5) historical records of assistance provided. Persons previously associated with the GRFCD informed us that a fire destroyed most of the records available. Of the records that survived, little to no valuable information was gleaned. (Most of the records saved were those of the Lower Columbia Fish Recovery Board.)

GRFCD Directors have personally surveyed known tidegates, dikes, and culverts by boat, with the help of past Director Gary Burkhalter. We believe however, that additional structures exist of which we remain unaware and are a priority to inventory.

In spring of 2025 the GRFCD prepared a Request for Proposals for drone service to address the primary concern - how can we assess what we cannot access or those that might be unknown? We need to confirm the full extent (meaning location and condition) of existing dikes, tidegates, and culverts. After issuing the RFP the Directors became aware that we may have put the cart before the horse. In fact, it may have been better to prepare an RFP that required research of historical dikes and "pound-the-ground" verification of the structures. In the end, we did not accept any response to the RFP as it seemed to be throwing money at a problem we did not fully understand. The Directors plan to continue the process of monitoring, evaluation and ground-truthing.

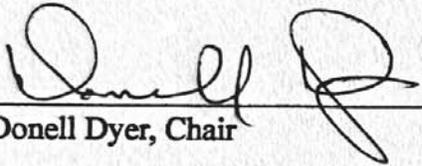
The GRFCD Directors fully understand the scope of work to be done including prioritization. The work to be done requires patience for accurate data development. Mr. Thompson may have more time than the current slate of Directors to do the work involved, however he did not win his bid for election against the current Director Judy Johnson (noted that the election cost the District approximately \$8,000.00). The Directors do concede that property owned by two individual Directors was among those parcels not being previously assessed, due to historical neglect in record updates. This condition was appropriately corrected in 2025.

If necessary, the GRFCD can provide a list of assistance provided over the past many years, by owner and amount. The single largest expenditure of \$24,171.21 in recent years reimbursed Columbia Land Trust for work done. Most all other projects are less than \$3,000.00. Work done

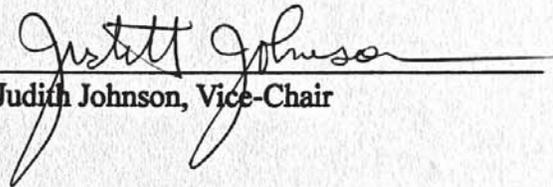
has ranged from up river in the Gorley Springs area to Hoikka Road near the mouth of Grays River. GRFCD Directors are acutely aware that one single project could drain the entire balance of the fund, and are working on developing polices that would prohibit such a circumstance.

If at anytime you have questions or would like workshop face-to-face with GRFCD the Directors would be happy to meet. The Directors have worked diligently to update according to RCWs and serve and assist District constituents with truth and transparency. We do not agree with the suggested considerations in Mr. Jon Thompson's February 3, 2026 letter. As relative "newbies" we may not have all the answers to questions, but would work with you to find solutions.

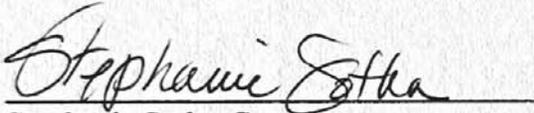
Sincerely,



Donell Dyer, Chair

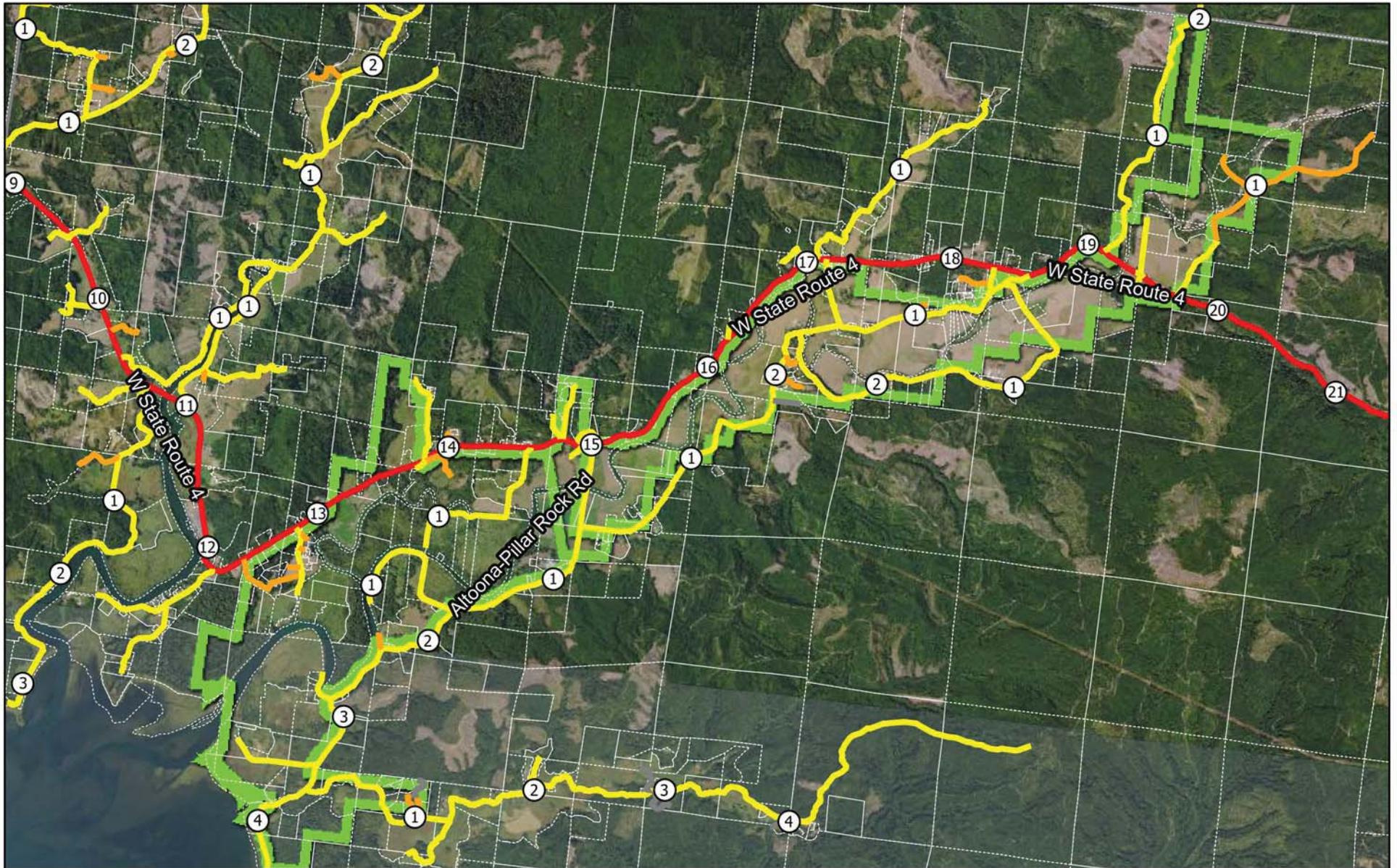


Judith Johnson, Vice-Chair



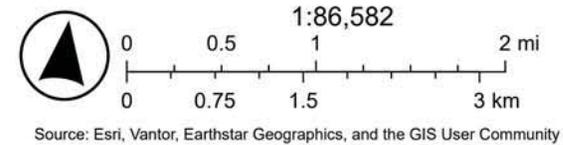
Stephanie Sotka, Secretary

ArcGIS Web Map



2/9/2026, 2:28:41 PM

- | | | |
|---|--|--|
|  Mileposts |  COUNTY ROAD |  Parcels |
|  HIGHWAY |  PRIVATE ROAD |  Boundary: Wahkiakum County |
|  DRIVEWAY | | |



Jon Thompson
2-3-26

February 3, 2026

Commissioners,

I am here today to address issues with the Grays River Flood Control District Board of Directors and its relationship to the county and this Board, specifically its repeated attempts to assume authority granted to Wahkiakum County and the Board of County Commissioners.

The Grays River Flood Control District was established as a special benefit district in 1940, and expanded through annexation of contiguously located properties in 2003.

I have lived in the Grays River Flood Control District since 2002. It wasn't until 2022, when we acquired additional land, that I became interested in what "benefit" the Grays River Habitat Enhancement District, as it was then known, might provide the land we owned. What I found instead was a district in disarray.

The district at the time was being referred to as a diking district by most people in the area, including the local county commissioner. It took several weeks after I specifically questioned the identity of the district before a definitive answer was provided. The two members serving on the district board at the time had been neither elected nor appointed by the Board of County Commissioners to fill vacancy positions. When I suggested there was a need to formalize the positions for these two, the Board of County Commissioners instead appointed three other people, one of whom was not eligible to serve because they were not a landowner in the district. Eventually, after clarifying the district boundaries, the Commissioners settled on the three Directors currently serving, two of whom were not paying assessments to the district.

Within the past year and a half the Grays River Flood Control District Board of Directors has presented the Board of County Commissioners two versions of a resolution claiming for themselves authority granted to the county. Perhaps because these resolutions appear to have been given serious consideration, the district Directors may have been emboldened to then assume other powers from the county, specifically the power to set and change special assessments on land in (and even out of) the district.

Special assessments in the Grays River Flood Control District have been a mess for years.

Back in 2022, while trying to learn just where the district boundaries were located, I realized there were many land parcels inside the district that were not being assessed, and also some outside the district that were being assessed (obviously incorrectly). It has since become apparent that there are flaws both in the parcels being assessed, as well as the method used to set assessment levels. I have been calling on Grays River Flood Control District board to work with the county to correct these errors, to no avail. In February of 2025 I specifically told the Board of Directors that it was the Board of County Commissioners that was responsible for establishing assessments. I also suggested to the board that they sit down with the county attorney, the county engineer and you, the commissioners, to try correct the system of assessments. I further suggested that if assessments in the district were not corrected, then the collection of assessments should be stopped.

Instead, they have acted unilaterally and without proper authority, to set new assessments on properties inside, and some outside the district, and in doing so, compounded the existing errors. With the most recent assessment changes submitted to the Assessor by the District board, there are parcels outside the district still being assessed, district landowners being assessed for land which they own outside the district, and parcels partially inside the district not being assessed at all. This is creating measurable harm to the landowners in and near the Grays River Flood Control District. Additionally, this was done without notice to landowners affected, and it occurred without due process for any landowner to contest or appeal the assessment. In fact many or most probably do not yet know their assessments have changed, though they will soon find out when they receive their tax bill.

To make it personal, in my case nothing focuses my attention like receiving a bill for \$380.15, nearly half of that for property not within the boundary of a district that provides us no benefit whatsoever. And for the county, I look forward to seeing how you will challenge the supremacy clause of the United States Constitution when the Rosburg Post Office receives its new assessment of \$25.

Of at least as much concern, is the fact that the assessment ratios relative to current and recent operations of the district (meaning within the last 10-20 years) do not in any way reflect the intent of legislative statute. The Washington Supreme Court wrote, in a 1915 decision referencing Article 7, Section 9 of the Washington state constitution, "It is the basic principle and the very life of the doctrine of special assessments that there can be no special assessment to pay for a thing which has conferred no special benefit upon the property assessed." Laws passed by the legislature reflect this basic constitutional premise.

However, assessments currently are collected to allow certain owners to pay for repairs to private property, primarily for privately owned dikes and tide gates. There is no district resolution describing how a project qualifies, what benefit it must provide to qualify or any responsibility of the landowner before or after the district provides funding. Contrary to the provision of the Washington state constitution, court decisions and legislative statute, assessment practice in the district is taxation of many to provide benefit to a few. If assessment ratios were to be set as prescribed by the legislature, that is, assessment ratio reflects benefit received, assessment levels in the Grays River Flood Control District would be vastly different.

As a result of the annexation of 2003, "the exclusive method by which the special district measures and imposes special assessments upon real property within the entire enlarged area shall be as set forth in RCW 85.38.150 through 85.38.170." (RCW 85.38.200) Significantly, the state legislature has directed in RCW 85.38.160 that the county legislative authority, i.e. the Board of County Commissioners, is responsible for establishing and finalizing the system or systems of assessments, with the assistance of the county engineer. Nowhere in this statute does the state grant to a special district board the authority to set, change, modify or in any way manipulate the assessments collected for that district.

I have heard some of you express your frustration with outside entities that come into this county with their own ideas and solutions. I can understand this frustration. But this problem did not originate outside the county, it was created within the county. I hope you will be willing to work to find a solution locally as well.

In light of the preceding, I respectfully ask that you, the Board of County Commissioners consider the following:

- 1) The Grays River Flood Control District Board of Directors has claimed authority and taken action reserved for the Wahkiakum Board of County Commissioners and departments of the county.
- 2) The actions of the Grays River Flood Control Board of Directors have caused, and continue to cause harm to Wahkiakum County landowners through the unconstitutional taking of private property.
- 3) The actions of the Grays River Flood Control Board of Directors may place Wahkiakum County at risk through the use of the Assessor's office to collect funds improperly assessed, and the use of other county offices to disperse those improperly collected funds.
- 4) It is in the interest of good government in Wahkiakum County that the Board of County Commissioners will adopt a resolution declaring that no office or department of Wahkiakum County will collect assessments on behalf of the Grays River Flood Control District nor will any office or department distribute funds on behalf of the Grays River Flood Control District until such time as the Wahkiakum Board of County Commissioners has established a legal and appropriate system of assessments for the Grays River Flood Control District.

Thank you for your time,

Jon Thompson

Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 02/10/2026

Presenter: Beau Renfro

Subject	Approval of the VLAN Project with More power
Background Information	I was asked by the IT committee to work through the purchasing process for the implementation of the VLAN segmentation project.
Recommendation	Approve the 4 progress questions to be paid for out of the Electronic cumulative reserve. We are able to bypass the bidding process as this fits under the personal services category of our county purchasing process.
Alternatives	No complete this need project.
Financial Impact	<p>It is broken up into 4 Milestones:</p> <p>#1: QWSO11829: \$2,102.10</p> <p>#2: QWSO11828: \$4,851.00</p> <p>#3: QWSO11827: \$4,851.00</p> <p>#4: QWSO11826: \$4,851.00</p> <p>Total: \$16,655.10</p> <p>To be paid for out of the Electronic Cumulative reserve fund.</p>
Funds Available	Electronic Cumulative Reserve Fund. I spoke with Nicci, and she approved of this expanse being paid for out of the Electronic Cumulative reserve fund as it benefits the entire County.
Action (Motion)	Approve the completion of the 4 project segments to be paid for out of the Electronic Cumulative reserve fund.

MORE **POWER**

TECHNOLOGY GROUP

Milestone 1: VLAN Project Time & Materials Proposal

Quote Number: QWSQ11829

Expiration: 2/15/2026

Prepared For:

Nicci Bergseng

Wahkiakum County

Presented By:



Amber Pompella
Inside Sales Associate

888-556-8049

503-556-8105

apompella@morepowertech.com

1/27/2026

Dear Nicci,

The county's current network infrastructure presents several significant challenges that limit both operational efficiency and compliance readiness. The network is operating on a flat architecture supported by only three VLANs for the entire county, which results in large broadcast domains and insufficient security segmentation. The environment spans three separate buildings without departmental isolation, creating unnecessary risk and complexity. Voice traffic is not separated from data traffic, which can affect call quality and create additional vulnerabilities. The server environment lacks dedicated isolation, and the existing WatchGuard firewall cluster is burdened with inter-VLAN routing, adding load that should be managed by a more efficient core switching layer.

As the county continues to rely more heavily on digital systems, the lack of segmentation increases the potential impact of network interruptions, security incidents, and system failures. A single broadcast or routing issue can affect all connected buildings and departments simultaneously. Without dedicated VoIP separation, voice services may suffer from performance issues that disrupt communication. The absence of server isolation exposes critical infrastructure unnecessarily and complicates access control. These conditions also make it difficult to meet regulatory expectations.

HIPAA requires strict access control, transmission protection, and effective security management for systems that handle PHI, while CJIS Security Policy version 6.0 mandates clear information flow control, boundary protection, and encryption at defined security domains. Continuing with the current network structure increases operational risk and limits the county's ability to maintain compliance with federal requirements.

The proposed VLAN modernization project will transform Wahkiakum County's network into a secure, resilient, and compliance-ready environment. The redesign introduces approximately forty new subnets to create clear departmental and functional separation across all county locations. A Layer 3 core switch will take responsibility for inter-VLAN routing, reducing reliance on the firewall cluster and improving efficiency and manageability. Voice services will be placed on dedicated VLANs for each department, ensuring predictable call performance and appropriate traffic prioritization. The redesigned architecture supports all relevant compliance requirements by enabling role-based access to PHI, protecting sensitive data during transmission, improving monitoring capabilities, and creating enforceable security boundaries that align with CJIS information flow and encryption standards.

By isolating systems, reducing interdependencies, and strengthening segmentation, the county gains improved uptime, a stronger security posture, and a modern network foundation capable of supporting its long-term operational needs.

You can review and approve this quote through our online sales portal. Please reach out if you have any questions.

Best Regards,

Amber Pompella

(888) 556 - 8049

apompella@morepowertech.com



Project Scope – Objectives and Deliverables:

1. Monthly check in between client and More Power to on progress and accrual of billable time.

Phase 1: Core Network Changes to Integrate New Core Layer 3 Switch

1. Deploy and configure Layer 3 core switch for inter-VLAN routing.
2. Establish transitional management network for WatchGuard administration.
3. Reconfigure WatchGuard interfaces for new network architecture.
4. Create core switch to firewall interlink.
5. Migrate COMM room switch stack to core switch connectivity.

Client Prerequisites:

2. Access to location(s) and hardware.
- 3.

Schedule:

1. Proposed Start & Completion Date: To be scheduled with the MPTG Project Manager.

Out-of-Scope Requests:

1. Requests for additional hardware, software or services will be treated as separate from this Statement of Work and will be scheduled and billed separately from this project.
2. Low-voltage cabling is not part of MPTG services. A low-voltage electrician will be required for any structural cabling changes. Please consult with MPTG during any discussions with electricians.

Warranties:

1. All hardware will be covered under the existing manufacturer's warranty.
2. All labor will be warrantied for a period of 14 days following completion of work.

Contacts:

1. Client Main Contact: Nicci Bergseng
2. MPTG Project Contact: Karl Solid – ksolid@morepowertech.com | 888-556-8049

Completion Criteria:

The following criteria shall be used to determine completion of the project:

1. MPTG has completed the list of tasks, objectives, and deliverables as listed above.
2. The client has signed for completion of the project.
3. The client prematurely terminates the project.

Payment Terms:

1. All hardware and software will be invoiced with payment due upon receipt of invoice.
2. **Payments not received within 14 days of acceptance of this quote will result in cancellation of the order.**
3. All fees and services will be invoiced with payment due upon receipt of invoice.
4. Labor charges will be invoiced with payment due upon receipt of invoice at the completion of the project or monthly as hours are expended towards the project.

Other Terms and Conditions:

1. All equipment and locations necessary to perform the proposed tasks will be in-place and accessible by MPTG between 9:00 am and 5:00 pm Monday through Friday, or as otherwise scheduled and agreed to by both parties.
2. Delays caused by the unavailability of Client personnel, facilities, or equipment that affect the implementation schedule may result in additional labor costs to the Client.
3. Neither party will hold the other responsible for delays caused by circumstances beyond their control.
4. All work is to be performed between the hours of 9:00 am and 5:00 pm Monday through Friday excluding recognized holidays, or as otherwise jointly scheduled.
5. Labor charges may increase should the Client require work to occur outside the hours stated above.
6. MPTG will not be responsible for physical damage or hardware failure that may occur to existing equipment while conducting this work.
7. MPTG staff will not move equipment weighing over 70 pounds unless explicitly listed in Project Scope.



Prepared For:

Nicci Bergseng
 Wahkiakum County
 bergsengn@co.wahkiakum.wa.us
 (360) 795-3219
 P.O. Box 65
 64 Main Street
 Cathlamet, WA 98612

QUOTE #	QWSQ11829
PRESENTED	1/27/2026

PO Number	Payment Terms	Valid Through
TBD	Due on Receipt	Feb 15, 2026

**Adding new equipment to a network may increase monthly MoreAware rates based on subscription increases for service, software, and security needs.

Products	Qty	Ext. Price
<i>No products expected. Any needs that are discovered in the process will be quoted separately.</i>		

Labor	Qty	Ext. Price
Agreement Technician Rate - Business Hours (M-F 8:00am - 5:00pm, Excluding Holidays)		\$1,950.00

Solution Subtotal	\$1,950.00
Sales Tax	\$152.10
Shipping	\$0.00
Grand Total	\$2,102.10

Acceptance: Quote can be signed below
 (for paper copies) or digitally e-signed

Agreement Start: _____

Signature: _____

Date Signed: _____

Master Services Agreement

This Agreement is by and between More Power Computers, Inc (dba More Power Technology Group) (PROVIDER) and the CLIENT.

For and in consideration of the mutual agreements contained herein, the parties hereto agree as follows:

WHEREAS: PROVIDER is a provider of certain technical, consulting, cloud, data security, and telecommunications-related services; and

WHEREAS: CLIENT desires to engage certain services of PROVIDER, as described in this Agreement, or Service Ticket or Tickets;

NOW, THEREFORE, for and in consideration of the premises contained herein and good and valuable consideration, the parties agree as follows:

Requested Work - PROVIDER shall perform work within the scope of a Service Ticket. CLIENT agrees to pay PROVIDER as invoiced for PROVIDER's time and any materials PROVIDER deems necessary to perform any work requested by CLIENT or CLIENT's authorized employees or agents, at the rates described below.

Billing Rates - The rate for billable service is determined by the day and time the CLIENT requests that the work be performed. These rates apply to all work performed on CLIENT's behalf, regardless of the location of the work performed, or whether performed in person or remotely by telephone, remote-control software, or other method of remote assistance. PROVIDER will select at its sole discretion the appropriate billing rate for a given billable time entry.

PROVIDER's billing rates and hours of business at any given time are described in the latest version of the document Standard Service Rates and Hours, and are subject to change at PROVIDER's discretion, at any time without prior notice. The current version of this document is available upon request by CLIENT.

Travel - If work is performed at a client's location, PROVIDER will charge for travel time to and from the customer's site, as determined by PROVIDER on an individual case basis. This travel time is considered part of the service and is billed at the same rate.

If work is performed at a site whose driving distance from PROVIDER's main location is greater than the LOCAL TRAVEL LIMIT as specified by the Service Ticket under which work is performed (or 50 miles if not specified), the CLIENT agrees to pay a non-local travel charge equal to the NON-LOCAL TRAVEL RATE as specified by the Service Ticket (or \$2 per mile if not specified).

Ability to Provide Services - The services described herein may be dependent on certain supporting services purchased by PROVIDER from third-parties. Should the supporting services become unavailable or significantly change in cost, PROVIDER may replace the services described here with functionally equivalent services or discontinue services having given CLIENT no less than 60-days notice.

Amendment - No supplement, modification, Schedule, Amendment, or Service Order to this Agreement shall be valid, unless the same is in writing and signed by all parties hereto.

Waiver - No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Severability - In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected or invalidated thereby.

Authority and Indemnity - PROVIDER and CLIENT each represents that they have full authority to deliver to the other party and grant the other party the right to use in connection with the Services to be provided under this Agreement, all software, hardware, and third-party services to be used in association with the services provided hereunder. PROVIDER and CLIENT shall each indemnify the other against any claim, cost, loss damage and expense incurred as the result of the indemnified party's possession or use of such software and hardware provided by the indemnifying party under the terms of this Agreement.

Fees and Payment - CLIENT agrees to pay all fees specified on each Service Ticket. All payments shall be made in US Dollars and will be due on CLIENT's receipt of the applicable invoice. PROVIDER may bill in advance for any recurring service. CLIENT shall be responsible for all taxes, withholdings, duties, and levies arising from the services. Any amount payable pursuant to this Agreement and not paid within thirty (30) days after the date of the invoice for said amount shall be delinquent and shall

bear interest at the rate of 1.5% (or the maximum legal rate if less) for each month or portion thereof it is delinquent. Client shall pay all such interest, as well as all costs and reasonable attorneys' fees incurred by PROVIDER in the collection of such delinquent sums. PROVIDER shall have the right to suspend performance of any and all services if CLIENT has failed to pay any invoice within thirty (30) days of receipt. Suspension of services for such non-payment under this provision shall not relieve CLIENT from responsibility to pay for all services as invoiced.

All payments shall be made to More Power Technology Group, Attention: Accounts Receivable, PO Box 1355, Rainier, OR 97048.

Expenses - CLIENT shall reimburse PROVIDER as invoiced for all incidental costs incurred by PROVIDER in rendering the Services, including, but not limited to, reasonable travel and lodging expenses, shipping fees, parking fees and long-distance fees, and any expenses for third-party equipment, parts, or services.

PROVIDER reserves the right to modify the terms and conditions of the Services to reflect market conditions, including charges, upon reasonable prior notice to Customer.

Restocking Fee - In the event CLIENT orders products or merchandise as part of a Sales Quote or Scope of Work document and later declines to accept said product or merchandise the CLIENT will be subject to a restocking fee of 20% of the purchase price to compensate MPTG for costs associated with return of the product or merchandise.

Estimates - 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 PROVIDER at the rate and in the quantity as invoiced by PROVIDER.

Times and Time Zone - All times of day in this Agreement are to be interpreted under Pacific Time respecting Daylight Savings Time, unless otherwise specified.

Governing Law and Venue - This Agreement and the rights of the parties hereunder shall be governed, construed, and enforced in accordance with and by the laws of the State of Washington and the United States of America, without regard to its conflict of law principles. Any suit or action arising out of or in connection with this Agreement, or any breach thereof, shall be brought and maintained in the federal or state courts in Cowlitz County, Washington. The parties hereby irrevocably submit to the jurisdiction of such courts for the purpose of such suit or action and hereby expressly and irrevocably waive, to the fullest extent permitted by law, any objection it may now or hereafter have to the venue of any such suit or action in any such court and, any claim that any such suit or action has been brought in an inconvenient forum.

Assignment - CLIENT shall not assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be deemed a material breach of this Agreement. In other words, CLIENT understands that this Agreement is non-assignable.

Force Majeure - If the performance of any part of this Agreement by either party is prevented, hindered, delayed, or otherwise made impracticable or impossible by reason of any flood, riot, fire, judicial or governmental action, labor disputes, act of God or any other causes beyond the control of either party, that party shall be excused from such to the extent it is prevented, hindered, or delayed by such causes.

Attorney's Fees - If any action in law or in equity is necessary to enforce the terms of this agreement, including any such appeal, the prevailing party will be entitled to reasonable attorney fees in addition to any other relief to which such prevailing party may be entitled.

Non-solicitation - CLIENT, its principles, employees and/or agents agree that during engagement with PROVIDER under this Agreement and for a period of three (3) years after termination of this Agreement, CLIENT or any of its principles and/or employees will neither recruit nor solicit employees of the PROVIDER to leave their employment with PROVIDER or go to work for any other company or entity in competition with PROVIDER, without the prior written consent of PROVIDER. The parties agree that the extensive damages resulting from CLIENT's breach of this provision would be difficult to ascertain and therefore

agree that violation of this provision will result in CLIENT immediately paying PROVIDER (as liquidated damages) an amount equal to two hundred (200) percent of the solicited person's annual compensation. The parties agree that the amount of liquidated damages contained herein is not intended as a penalty and is reasonably calculated to reimburse PROVIDER for the expenses and potential business loss created by the breach of this provision, including without limitation expenses incurred to identify, recruit, hire, and train suitable temporary and/or permanent replacement(s) for personnel.

Warranties - MORE POWER COMPUTERS WARRANTS THAT: (I) ITS PERSONNEL ARE ADEQUATELY TRAINED AND COMPETENT TO PERFORM THE SERVICES, AND (II) THE SERVICES SHALL BE PERFORMED IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE SERVICE ORDER/SOW AND THIS MSA. EXCEPT AS EXPRESSLY STATED IN THIS SECTION 9.1, MORE POWER COMPUTERS (INCLUDING ITS AFFILIATES, SUBCONTRACTORS AND AGENTS) AND EACH OF THEIR RESPECTIVE EMPLOYEES, DIRECTORS AND OFFICERS (COLLECTIVELY, THE "MORE POWER COMPUTERS PARTY(IES)") MAKES NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO ANY OF THE PRODUCTS, SERVICES OR CUSTOMER REPORTS, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR NON-INFRINGEMENT. CUSTOMER UNDERSTANDS THAT MORE POWER COMPUTERS' SERVICES DO NOT CONSTITUTE ANY GUARANTEE OR ASSURANCE THAT THE SECURITY OF CUSTOMER'S SYSTEMS, NETWORKS AND ASSETS CANNOT BE BREACHED OR ARE NOT AT RISK.

To receive warranty remedies, CLIENT must report deficiencies in the Services to PROVIDER within ten (10) days after receipt of invoice for the work in dispute. For any breach of the warranty contained in this section, CLIENT's sole and exclusive remedy, and PROVIDER's entire liability and obligation, shall be the re-performance of the Services related to such original support request.

Disclaimer - Except as expressly stated herein, the parties make no other warranties, express or implied, including, without limitation, any implied warranties of merchantability and/or fitness for a particular purpose, concerning the subject matter of this Agreement.

CLIENT understands and agrees that this agreement does NOT constitute a fiduciary relationship between the CLIENT and MPTG.

Limitation of Liability - In no event shall either party be liable to the other party or any other person for any indirect, incidental, consequential, or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Agreement and/or its subject matter, which such liability is asserted on the basis of contract, tort, or otherwise even if such party has been advised of the possibility of such damages. Under no circumstances shall the liability of PROVIDER exceed the amounts paid by CLIENT under this Agreement.

MORE POWER

TECHNOLOGY GROUP

Milestone 2: VLAN Project Time & Materials Proposal

Quote Number: QWSQ11828

Expiration: 2/15/2026

Prepared For:

Nicci Bergseng

Wahkiakum County

Presented By:



Amber Pompella
Inside Sales Associate

888-556-8049

503-556-8105

apompella@morepowertech.com

1/27/2026

Dear Nicci,

The county's current network infrastructure presents several significant challenges that limit both operational efficiency and compliance readiness. The network is operating on a flat architecture supported by only three VLANs for the entire county, which results in large broadcast domains and insufficient security segmentation. The environment spans three separate buildings without departmental isolation, creating unnecessary risk and complexity. Voice traffic is not separated from data traffic, which can affect call quality and create additional vulnerabilities. The server environment lacks dedicated isolation, and the existing WatchGuard firewall cluster is burdened with inter-VLAN routing, adding load that should be managed by a more efficient core switching layer.

As the county continues to rely more heavily on digital systems, the lack of segmentation increases the potential impact of network interruptions, security incidents, and system failures. A single broadcast or routing issue can affect all connected buildings and departments simultaneously. Without dedicated VoIP separation, voice services may suffer from performance issues that disrupt communication. The absence of server isolation exposes critical infrastructure unnecessarily and complicates access control. These conditions also make it difficult to meet regulatory expectations.

HIPAA requires strict access control, transmission protection, and effective security management for systems that handle PHI, while CJIS Security Policy version 6.0 mandates clear information flow control, boundary protection, and encryption at defined security domains. Continuing with the current network structure increases operational risk and limits the county's ability to maintain compliance with federal requirements.

The proposed VLAN modernization project will transform Wahkiakum County's network into a secure, resilient, and compliance-ready environment. The redesign introduces approximately forty new subnets to create clear departmental and functional separation across all county locations. A Layer 3 core switch will take responsibility for inter-VLAN routing, reducing reliance on the firewall cluster and improving efficiency and manageability. Voice services will be placed on dedicated VLANs for each department, ensuring predictable call performance and appropriate traffic prioritization. The redesigned architecture supports all relevant compliance requirements by enabling role-based access to PHI, protecting sensitive data during transmission, improving monitoring capabilities, and creating enforceable security boundaries that align with CJIS information flow and encryption standards.

By isolating systems, reducing interdependencies, and strengthening segmentation, the county gains improved uptime, a stronger security posture, and a modern network foundation capable of supporting its long-term operational needs.

You can review and approve this quote through our online sales portal. Please reach out if you have any questions.

Best Regards,

Amber Pompella

(888) 556 - 8049

apompella@morepowertech.com



Project Scope – Objectives and Deliverables:

1. Monthly check in between client and More Power to on progress and accrual of billable time.

Phase 2: Network Segmentation Deployment Part 1

1. Deploy management VLAN infrastructure across all managed switches.
2. Create departmental VLANs for each organizational unit.
3. Establish voice VLANs for VoIP traffic segregation.
4. Migrate all client devices to appropriate network for guests.
5. Reconfigure static IP devices and update dependent systems.

Client Prerequisites:

2. Access to location(s) and hardware.

Schedule:

1. Proposed Start & Completion Date: To be scheduled with the MPTG Project Manager.

Out-of-Scope Requests:

1. Requests for additional hardware, software or services will be treated as separate from this Statement of Work and will be scheduled and billed separately from this project.
2. Low-voltage cabling is not part of MPTG services. A low-voltage electrician will be required for any structural cabling changes. Please consult with MPTG during any discussions with electricians.

Warranties:

1. All hardware will be covered under the existing manufacturer's warranty.
2. All labor will be warranted for a period of 14 days following completion of work.

Contacts:

1. Client Main Contact: Nicci Bergseng
2. MPTG Project Contact: Karl Solid – ksolid@morepowertech.com | 888-556-8049

Completion Criteria:

The following criteria shall be used to determine completion of the project:

1. MPTG has completed the list of tasks, objectives, and deliverables as listed above.
2. The client has signed for completion of the project.
3. The client prematurely terminates the project.

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7. MPTG staff will not move equipment weighing over 70 pounds unless explicitly listed in Project Scope.



Prepared For:

Nicci Bergseng
 Wahkiakum County
 bergsengn@co.wahkiakum.wa.us
 (360) 795-3219
 P.O. Box 65
 64 Main Street
 Cathlamet, WA 98612

QUOTE #	QWSQ11828
PRESENTED	1/27/2026

PO Number	Payment Terms	Valid Through
TBD	Due on Receipt	Feb 15, 2026

**Adding new equipment to a network may increase monthly MoreAware rates based on subscription increases for service, software, and security needs.

Products	Qty	Ext. Price
<i>No products expected. Any needs that are discovered in the process will be quoted separately.</i>		

Labor	Qty	Ext. Price
Agreement Technician Rate - Business Hours (M-F 8:00am - 5:00pm, Excluding Holidays)		\$4,500.00

Solution Subtotal	\$4,500.00
Sales Tax	\$351.00
Shipping	\$0.00
Grand Total	\$4,851.00

Acceptance: Quote can be signed below
 (for paper copies) or digitally e-signed

Agreement Start: _____

Signature: _____

Date Signed: _____

Master Services Agreement

This Agreement is by and between More Power Computers, Inc (dba More Power Technology Group) (PROVIDER) and the CLIENT.

For and in consideration of the mutual agreements contained herein, the parties hereto agree as follows:

WHEREAS: PROVIDER is a provider of certain technical, consulting, cloud, data security, and telecommunications-related services; and

WHEREAS: CLIENT desires to engage certain services of PROVIDER, as described in this Agreement, or Service Ticket or Tickets;

NOW, THEREFORE, for and in consideration of the premises contained herein and good and valuable consideration, the parties agree as follows:

Requested Work - PROVIDER shall perform work within the scope of a Service Ticket. CLIENT agrees to pay PROVIDER as invoiced for PROVIDER's time and any materials PROVIDER deems necessary to perform any work requested by CLIENT or CLIENT's authorized employees or agents, at the rates described below.

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If work is performed at a site whose driving distance from PROVIDER's main location is greater than the LOCAL TRAVEL LIMIT as specified by the Service Ticket under which work is performed (or 50 miles if not specified), the CLIENT agrees to pay a non-local travel charge equal to the NON-LOCAL TRAVEL RATE as specified by the Service Ticket (or \$2 per mile if not specified).

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Amendment - No supplement, modification, Schedule, Amendment, or Service Order to this Agreement shall be valid, unless the same is in writing and signed by all parties hereto.

Waiver - No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Severability - In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected or invalidated thereby.

Authority and Indemnity - PROVIDER and CLIENT each represents that they have full authority to deliver to the other party and grant the other party the right to use in connection with the Services to be provided under this Agreement, all software, hardware, and third-party services to be used in association with the services provided hereunder. PROVIDER and CLIENT shall each indemnify the other against any claim, cost, loss damage and expense incurred as the result of the indemnified party's possession or use of such software and hardware provided by the indemnifying party under the terms of this Agreement.

Fees and Payment - CLIENT agrees to pay all fees specified on each Service Ticket. All payments shall be made in US Dollars and will be due on CLIENT's receipt of the applicable invoice. PROVIDER may bill in advance for any recurring service. CLIENT shall be responsible for all taxes, withholdings, duties, and levies arising from the services. Any amount payable pursuant to this Agreement and not paid within thirty (30) days after the date of the invoice for said amount shall be delinquent and shall

bear interest at the rate of 1.5% (or the maximum legal rate if less) for each month or portion thereof it is delinquent. Client shall pay all such interest, as well as all costs and reasonable attorneys' fees incurred by PROVIDER in the collection of such delinquent sums. PROVIDER shall have the right to suspend performance of any and all services if CLIENT has failed to pay any invoice within thirty (30) days of receipt. Suspension of services for such non-payment under this provision shall not relieve CLIENT from responsibility to pay for all services as invoiced.

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PROVIDER reserves the right to modify the terms and conditions of the Services to reflect market conditions, including charges, upon reasonable prior notice to Customer.

Restocking Fee – In the event CLIENT orders products or merchandize as part of a Sales Quote or Scope of Work document and later declines to accept said product or merchandize the CLIENT will be subject to a restocking fee of 20% of the purchase price to compensate MPTG for costs associated with return of the product or merchandize.

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Times and Time Zone - All times of day in this Agreement are to be interpreted under Pacific Time respecting Daylight Savings Time, unless otherwise specified.

Governing Law and Venue - This Agreement and the rights of the parties hereunder shall be governed, construed, and enforced in accordance with and by the laws of the State of Washington and the United States of America, without regard to its conflict of law principles. Any suit or action arising out of or in connection with this Agreement, or any breach thereof, shall be brought and maintained in the federal or state courts in Cowlitz County, Washington. The parties hereby irrevocably submit to the jurisdiction of such courts for the purpose of such suit or action and hereby expressly and irrevocably waive, to the fullest extent permitted by law, any objection it may now or hereafter have to the venue of any such suit or action in any such court and, any claim that any such suit or action has been brought in an inconvenient forum.

Assignment - CLIENT shall not assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be deemed a material breach of this Agreement. In other words, CLIENT understands that this Agreement is non-assignable.

Force Majeure - If the performance of any part of this Agreement by either party is prevented, hindered, delayed, or otherwise made impracticable or impossible by reason of any flood, riot, fire, judicial or governmental action, labor disputes, act of God or any other causes beyond the control of either party, that party shall be excused from such to the extent it is prevented, hindered, or delayed by such causes.

Attorney's Fees - If any action in law or in equity is necessary to enforce the terms of this agreement, including any such appeal, the prevailing party will be entitled to reasonable attorney fees in addition to any other relief to which such prevailing party may be entitled.

Non-solicitation - CLIENT, its principles, employees and/or agents agree that during engagement with PROVIDER under this Agreement and for a period of three (3) years after termination of this Agreement, CLIENT or any of its principles and/or employees will neither recruit nor solicit employees of the PROVIDER to leave their employment with PROVIDER or go to work for any other company or entity in competition with PROVIDER, without the prior written consent of PROVIDER. The parties agree that the extensive damages resulting from CLIENT's breach of this provision would be difficult to ascertain and therefore

agree that violation of this provision will result in CLIENT immediately paying PROVIDER (as liquidated damages) an amount equal to two hundred (200) percent of the solicited person's annual compensation. The parties agree that the amount of liquidated damages contained herein is not intended as a penalty and is reasonably calculated to reimburse PROVIDER for the expenses and potential business loss created by the breach of this provision, including without limitation expenses incurred to identify, recruit, hire, and train suitable temporary and/or permanent replacement(s) for personnel.

Warranties - MORE POWER COMPUTERS WARRANTS THAT: (I) ITS PERSONNEL ARE ADEQUATELY TRAINED AND COMPETENT TO PERFORM THE SERVICES, AND (II) THE SERVICES SHALL BE PERFORMED IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE SERVICE ORDER/SOW AND THIS MSA. EXCEPT AS EXPRESSLY STATED IN THIS SECTION 9.1, MORE POWER COMPUTERS (INCLUDING ITS AFFILIATES, SUBCONTRACTORS AND AGENTS) AND EACH OF THEIR RESPECTIVE EMPLOYEES, DIRECTORS AND OFFICERS (COLLECTIVELY, THE "MORE POWER COMPUTERS PARTY(IES)") MAKES NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO ANY OF THE PRODUCTS, SERVICES OR CUSTOMER REPORTS, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR NON-INFRINGEMENT. CUSTOMER UNDERSTANDS THAT MORE POWER COMPUTERS' SERVICES DO NOT CONSTITUTE ANY GUARANTEE OR ASSURANCE THAT THE SECURITY OF CUSTOMER'S SYSTEMS, NETWORKS AND ASSETS CANNOT BE BREACHED OR ARE NOT AT RISK.

To receive warranty remedies, CLIENT must report deficiencies in the Services to PROVIDER within ten (10) days after receipt of invoice for the work in dispute. For any breach of the warranty contained in this section, CLIENT's sole and exclusive remedy, and PROVIDER's entire liability and obligation, shall be the re-performance of the Services related to such original support request.

Disclaimer - Except as expressly stated herein, the parties make no other warranties, express or implied, including, without limitation, any implied warranties of merchantability and/or fitness for a particular purpose, concerning the subject matter of this Agreement.

CLIENT understands and agrees that this agreement does NOT constitute a fiduciary relationship between the CLIENT and MPTG.

Limitation of Liability - In no event shall either party be liable to the other party or any other person for any indirect, incidental, consequential, or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Agreement and/or its subject matter, which such liability is asserted on the basis of contract, tort, or otherwise even if such party has been advised of the possibility of such damages. Under no circumstances shall the liability of PROVIDER exceed the amounts paid by CLIENT under this Agreement.

Milestone 3: VLAN Project Time & Materials Proposal

Quote Number: QWSQ11827

Presented By:

Expiration: 2/15/2026



Prepared For:

Nicci Bergseng

Wahkiakum County

Amber Pompella
Inside Sales Associate

888-556-8049

503-556-8105

apompella@morepowertech.com

1/27/2026

Dear Nicci,

The county's current network infrastructure presents several significant challenges that limit both operational efficiency and compliance readiness. The network is operating on a flat architecture supported by only three VLANs for the entire county, which results in large broadcast domains and insufficient security segmentation. The environment spans three separate buildings without departmental isolation, creating unnecessary risk and complexity. Voice traffic is not separated from data traffic, which can affect call quality and create additional vulnerabilities. The server environment lacks dedicated isolation, and the existing WatchGuard firewall cluster is burdened with inter-VLAN routing, adding load that should be managed by a more efficient core switching layer.

As the county continues to rely more heavily on digital systems, the lack of segmentation increases the potential impact of network interruptions, security incidents, and system failures. A single broadcast or routing issue can affect all connected buildings and departments simultaneously. Without dedicated VoIP separation, voice services may suffer from performance issues that disrupt communication. The absence of server isolation exposes critical infrastructure unnecessarily and complicates access control. These conditions also make it difficult to meet regulatory expectations.

HIPAA requires strict access control, transmission protection, and effective security management for systems that handle PHI, while CJIS Security Policy version 6.0 mandates clear information flow control, boundary protection, and encryption at defined security domains. Continuing with the current network structure increases operational risk and limits the county's ability to maintain compliance with federal requirements.

The proposed VLAN modernization project will transform Wahkiakum County's network into a secure, resilient, and compliance-ready environment. The redesign introduces approximately forty new subnets to create clear departmental and functional separation across all county locations. A Layer 3 core switch will take responsibility for inter-VLAN routing, reducing reliance on the firewall cluster and improving efficiency and manageability. Voice services will be placed on dedicated VLANs for each department, ensuring predictable call performance and appropriate traffic prioritization. The redesigned architecture supports all relevant compliance requirements by enabling role-based access to PHI, protecting sensitive data during transmission, improving monitoring capabilities, and creating enforceable security boundaries that align with CJIS information flow and encryption standards.

By isolating systems, reducing interdependencies, and strengthening segmentation, the county gains improved uptime, a stronger security posture, and a modern network foundation capable of supporting its long-term operational needs.

You can review and approve this quote through our online sales portal. Please reach out if you have any questions.

Best Regards,

Amber Pompella

(888) 556 - 8049

apompella@morepowertech.com



Project Scope – Objectives and Deliverables:

1. Monthly check in between client and More Power to on progress and accrual of billable time.

Phase 3: Network Segmentation Deployment Part 2

1. Deploy management VLAN infrastructure across all managed switches.
2. Create departmental VLANs for each organizational unit.
3. Establish voice VLANs for VoIP traffic segregation.
4. Migrate all client devices to appropriate network for guests.
5. Reconfigure static IP devices and update dependent systems.

Client Prerequisites:

2. Access to location(s) and hardware.

Schedule:

1. Proposed Start & Completion Date: To be scheduled with the MPTG Project Manager.

Out-of-Scope Requests:

1. Requests for additional hardware, software or services will be treated as separate from this Statement of Work and will be scheduled and billed separately from this project.
2. Low-voltage cabling is not part of MPTG services. A low-voltage electrician will be required for any structural cabling changes. Please consult with MPTG during any discussions with electricians.

Warranties:

1. All hardware will be covered under the existing manufacturer's warranty.
2. All labor will be warranted for a period of 14 days following completion of work.

Contacts:

1. Client Main Contact: Nicci Bergseng
2. MPTG Project Contact: Karl Solid – ksolid@morepowertech.com | 888-556-8049

Completion Criteria:

The following criteria shall be used to determine completion of the project:

1. MPTG has completed the list of tasks, objectives, and deliverables as listed above.
2. The client has signed for completion of the project.
3. The client prematurely terminates the project.

Payment Terms:

1. All hardware and software will be invoiced with payment due upon receipt of invoice.
2. **Payments not received within 14 days of acceptance of this quote will result in cancellation of the order.**
3. All fees and services will be invoiced with payment due upon receipt of invoice.
4. Labor charges will be invoiced with payment due upon receipt of invoice at the completion of the project or monthly as hours are expended towards the project.

Other Terms and Conditions:

1. All equipment and locations necessary to perform the proposed tasks will be in-place and accessible by MPTG between 9:00 am and 5:00 pm Monday through Friday, or as otherwise scheduled and agreed to by both parties.
2. Delays caused by the unavailability of Client personnel, facilities, or equipment that affect the implementation schedule may result in additional labor costs to the Client.
3. Neither party will hold the other responsible for delays caused by circumstances beyond their control.
4. All work is to be performed between the hours of 9:00 am and 5:00 pm Monday through Friday excluding recognized holidays, or as otherwise jointly scheduled.
5. Labor charges may increase should the Client require work to occur outside the hours stated above.
6. MPTG will not be responsible for physical damage or hardware failure that may occur to existing equipment while conducting this work.
7. MPTG staff will not move equipment weighing over 70 pounds unless explicitly listed in Project Scope.



Prepared For:

Nicci Bergseng
 Wahkiakum County
 bergsengn@co.wahkiakum.wa.us
 (360) 795-3219
 P.O. Box 65
 64 Main Street
 Cathlamet, WA 98612

QUOTE #	QWSQ11827
PRESENTED	1/27/2026

PO Number	Payment Terms	Valid Through
TBD	Due on Receipt	Feb 15, 2026

**Adding new equipment to a network may increase monthly MoreAware rates based on subscription increases for service, software, and security needs.

Products	Qty	Ext. Price
<i>No products expected. Any needs that are discovered in the process will be quoted separately.</i>		

Labor	Qty	Ext. Price
Agreement Technician Rate - Business Hours (M-F 8:00am - 5:00pm, Excluding Holidays)		\$4,500.00

Solution Subtotal	\$4,500.00
Sales Tax	\$351.00
Shipping	\$0.00
Grand Total	\$4,851.00

Acceptance: Quote can be signed below
 (for paper copies) or digitally e-signed

Agreement Start: _____

Signature: _____

Date Signed: _____

Master Services Agreement

This Agreement is by and between More Power Computers, Inc (dba More Power Technology Group) (PROVIDER) and the CLIENT.

For and in consideration of the mutual agreements contained herein, the parties hereto agree as follows:

WHEREAS: PROVIDER is a provider of certain technical, consulting, cloud, data security, and telecommunications-related services; and

WHEREAS: CLIENT desires to engage certain services of PROVIDER, as described in this Agreement, or Service Ticket or Tickets;

NOW, THEREFORE, for and in consideration of the premises contained herein and good and valuable consideration, the parties agree as follows:

Requested Work - PROVIDER shall perform work within the scope of a Service Ticket. CLIENT agrees to pay PROVIDER as invoiced for PROVIDER's time and any materials PROVIDER deems necessary to perform any work requested by CLIENT or CLIENT's authorized employees or agents, at the rates described below.

Billing Rates - The rate for billable service is determined by the day and time the CLIENT requests that the work be performed. These rates apply to all work performed on CLIENT's behalf, regardless of the location of the work performed, or whether performed in person or remotely by telephone, remote-control software, or other method of remote assistance. PROVIDER will select at its sole discretion the appropriate billing rate for a given billable time entry.

PROVIDER's billing rates and hours of business at any given time are described in the latest version of the document Standard Service Rates and Hours, and are subject to change at PROVIDER's discretion, at any time without prior notice. The current version of this document is available upon request by CLIENT.

Travel - If work is performed at a client's location, PROVIDER will charge for travel time to and from the customer's site, as determined by PROVIDER on an individual case basis. This travel time is considered part of the service and is billed at the same rate.

If work is performed at a site whose driving distance from PROVIDER's main location is greater than the LOCAL TRAVEL LIMIT as specified by the Service Ticket under which work is performed (or 50 miles if not specified), the CLIENT agrees to pay a non-local travel charge equal to the NON-LOCAL TRAVEL RATE as specified by the Service Ticket (or \$2 per mile if not specified).

Ability to Provide Services - The services described herein may be dependent on certain supporting services purchased by PROVIDER from third-parties. Should the supporting services become unavailable or significantly change in cost, PROVIDER may replace the services described here with functionally equivalent services or discontinue services having given CLIENT no less than 60-days notice.

Amendment - No supplement, modification, Schedule, Amendment, or Service Order to this Agreement shall be valid, unless the same is in writing and signed by all parties hereto.

Waiver - No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Severability - In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected or invalidated thereby.

Authority and Indemnity - PROVIDER and CLIENT each represents that they have full authority to deliver to the other party and grant the other party the right to use in connection with the Services to be provided under this Agreement, all software, hardware, and third-party services to be used in association with the services provided hereunder. PROVIDER and CLIENT shall each indemnify the other against any claim, cost, loss damage and expense incurred as the result of the indemnified party's possession or use of such software and hardware provided by the indemnifying party under the terms of this Agreement.

Fees and Payment - CLIENT agrees to pay all fees specified on each Service Ticket. All payments shall be made in US Dollars and will be due on CLIENT's receipt of the applicable invoice. PROVIDER may bill in advance for any recurring service. CLIENT shall be responsible for all taxes, withholdings, duties, and levies arising from the services. Any amount payable pursuant to this Agreement and not paid within thirty (30) days after the date of the invoice for said amount shall be delinquent and shall

bear interest at the rate of 1.5% (or the maximum legal rate if less) for each month or portion thereof it is delinquent. Client shall pay all such interest, as well as all costs and reasonable attorneys' fees incurred by PROVIDER in the collection of such delinquent sums. PROVIDER shall have the right to suspend performance of any and all services if CLIENT has failed to pay any invoice within thirty (30) days of receipt. Suspension of services for such non-payment under this provision shall not relieve CLIENT from responsibility to pay for all services as invoiced.

All payments shall be made to More Power Technology Group, Attention: Accounts Receivable, PO Box 1355, Rainier, OR 97048.

Expenses - CLIENT shall reimburse PROVIDER as invoiced for all incidental costs incurred by PROVIDER in rendering the Services, including, but not limited to, reasonable travel and lodging expenses, shipping fees, parking fees and long-distance fees, and any expenses for third-party equipment, parts, or services.

PROVIDER reserves the right to modify the terms and conditions of the Services to reflect market conditions, including charges, upon reasonable prior notice to Customer.

Restocking Fee - In the event CLIENT orders products or merchandise as part of a Sales Quote or Scope of Work document and later declines to accept said product or merchandise the CLIENT will be subject to a restocking fee of 20% of the purchase price to compensate MPTG for costs associated with return of the product or merchandise.

Estimates - 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 PROVIDER at the rate and in the quantity as invoiced by PROVIDER.

Times and Time Zone - All times of day in this Agreement are to be interpreted under Pacific Time respecting Daylight Savings Time, unless otherwise specified.

Governing Law and Venue - This Agreement and the rights of the parties hereunder shall be governed, construed, and enforced in accordance with and by the laws of the State of Washington and the United States of America, without regard to its conflict of law principles. Any suit or action arising out of or in connection with this Agreement, or any breach thereof, shall be brought and maintained in the federal or state courts in Cowlitz County, Washington. The parties hereby irrevocably submit to the jurisdiction of such courts for the purpose of such suit or action and hereby expressly and irrevocably waive, to the fullest extent permitted by law, any objection it may now or hereafter have to the venue of any such suit or action in any such court and, any claim that any such suit or action has been brought in an inconvenient forum.

Assignment - CLIENT shall not assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be deemed a material breach of this Agreement. In other words, CLIENT understands that this Agreement is non-assignable.

Force Majeure - If the performance of any part of this Agreement by either party is prevented, hindered, delayed, or otherwise made impracticable or impossible by reason of any flood, riot, fire, judicial or governmental action, labor disputes, act of God or any other causes beyond the control of either party, that party shall be excused from such to the extent it is prevented, hindered, or delayed by such causes.

Attorney's Fees - If any action in law or in equity is necessary to enforce the terms of this agreement, including any such appeal, the prevailing party will be entitled to reasonable attorney fees in addition to any other relief to which such prevailing party may be entitled.

Non-solicitation - CLIENT, its principles, employees and/or agents agree that during engagement with PROVIDER under this Agreement and for a period of three (3) years after termination of this Agreement, CLIENT or any of its principles and/or employees will neither recruit nor solicit employees of the PROVIDER to leave their employment with PROVIDER or go to work for any other company or entity in competition with PROVIDER, without the prior written consent of PROVIDER. The parties agree that the extensive damages resulting from CLIENT's breach of this provision would be difficult to ascertain and therefore

agree that violation of this provision will result in CLIENT immediately paying PROVIDER (as liquidated damages) an amount equal to two hundred (200) percent of the solicited person's annual compensation. The parties agree that the amount of liquidated damages contained herein is not intended as a penalty and is reasonably calculated to reimburse PROVIDER for the expenses and potential business loss created by the breach of this provision, including without limitation expenses incurred to identify, recruit, hire, and train suitable temporary and/or permanent replacement(s) for personnel.

Warranties - MORE POWER COMPUTERS WARRANTS THAT: (I) ITS PERSONNEL ARE ADEQUATELY TRAINED AND COMPETENT TO PERFORM THE SERVICES, AND (II) THE SERVICES SHALL BE PERFORMED IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE SERVICE ORDER/SOW AND THIS MSA. EXCEPT AS EXPRESSLY STATED IN THIS SECTION 9.1, MORE POWER COMPUTERS (INCLUDING ITS AFFILIATES, SUBCONTRACTORS AND AGENTS) AND EACH OF THEIR RESPECTIVE EMPLOYEES, DIRECTORS AND OFFICERS (COLLECTIVELY, THE "MORE POWER COMPUTERS PARTY(IES)") MAKES NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO ANY OF THE PRODUCTS, SERVICES OR CUSTOMER REPORTS, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR NON-INFRINGEMENT. CUSTOMER UNDERSTANDS THAT MORE POWER COMPUTERS' SERVICES DO NOT CONSTITUTE ANY GUARANTEE OR ASSURANCE THAT THE SECURITY OF CUSTOMER'S SYSTEMS, NETWORKS AND ASSETS CANNOT BE BREACHED OR ARE NOT AT RISK.

To receive warranty remedies, CLIENT must report deficiencies in the Services to PROVIDER within ten (10) days after receipt of invoice for the work in dispute. For any breach of the warranty contained in this section, CLIENT's sole and exclusive remedy, and PROVIDER's entire liability and obligation, shall be the re-performance of the Services related to such original support request.

Disclaimer - Except as expressly stated herein, the parties make no other warranties, express or implied, including, without limitation, any implied warranties of merchantability and/or fitness for a particular purpose, concerning the subject matter of this Agreement.

CLIENT understands and agrees that this agreement does NOT constitute a fiduciary relationship between the CLIENT and MPTG.

Limitation of Liability - In no event shall either party be liable to the other party or any other person for any indirect, incidental, consequential, or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Agreement and/or its subject matter, which such liability is asserted on the basis of contract, tort, or otherwise even if such party has been advised of the possibility of such damages. Under no circumstances shall the liability of PROVIDER exceed the amounts paid by CLIENT under this Agreement.



Milestone 4: VLAN Project Time & Materials Proposal

Quote Number: QWSQ11826

Expiration: 2/15/2026

Prepared For:

Nicci Bergseng

Wahkiakum County

Presented By:



Amber Pompella
Inside Sales Associate

888-556-8049

503-556-8105

apompella@morepowertech.com

1/27/2026

Dear Nicci,

This proposed project would be billed for the actual technician time worked instead of a flat fee. We are happy to discuss monthly maximums, timing of scheduled check-ins, and other details to keep you informed on our progress and being mindful of your budget.

You can review and approve this quote through our online sales portal. Please reach out if you have any questions.

Best Regards,

Amber Pompella

(888) 556 - 8049

apompella@morepowertech.com



Project Scope – Objectives and Deliverables:

1. Monthly check in between client and More Power to on progress and accrual of billable time.

Phase 4: Validation, Remediation, and Documentation

1. Complete validation testing of all network segments.
2. Remediate any identified issues or stragglers.
3. Deprecate and remove legacy VLANs.
4. Complete compliance documentation for HIPAA and CJIS audits.
5. Conduct knowledge transfer to County IT staff.
6. Formal project closure and acceptance.

Client Prerequisites:

2. Access to location(s) and hardware.

Schedule:

1. Proposed Start & Completion Date: To be scheduled with the MPTG Project Manager.

Out-of-Scope Requests:

1. Requests for additional hardware, software or services will be treated as separate from this Statement of Work and will be scheduled and billed separately from this project.
2. Low-voltage cabling is not part of MPTG services. A low-voltage electrician will be required for any structural cabling changes. Please consult with MPTG during any discussions with electricians.

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Contacts:

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7. MPTG staff will not move equipment weighing over 70 pounds unless explicitly listed in Project Scope.



Prepared For:

Nicci Bergseng
 Wahkiakum County
 bergsengn@co.wahkiakum.wa.us
 (360) 795-3219
 P.O. Box 65
 64 Main Street
 Cathlamet, WA 98612

QUOTE #	QWSQ11826
PRESENTED	1/27/2026

PO Number	Payment Terms	Valid Through
TBD	Due on Receipt	Feb 15, 2026

**Adding new equipment to a network may increase monthly MoreAware rates based on subscription increases for service, software, and security needs.

Products	Qty	Ext. Price
<i>No products expected. Any needs that are discovered in the process will be quoted separately.</i>		

Labor	Qty	Ext. Price
Agreement Technician Rate - Business Hours (M-F 8:00am - 5:00pm, Excluding Holidays)		\$4,500.00

Solution Subtotal	\$4,500.00
Sales Tax	\$351.00
Shipping	\$0.00
Grand Total	\$4,851.00

Acceptance: Quote can be signed below
 (for paper copies) or digitally e-signed

Agreement Start: _____

Signature: _____

Date Signed: _____

Master Services Agreement

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For and in consideration of the mutual agreements contained herein, the parties hereto agree as follows:

WHEREAS: PROVIDER is a provider of certain technical, consulting, cloud, data security, and telecommunications-related services; and

WHEREAS: CLIENT desires to engage certain services of PROVIDER, as described in this Agreement, or Service Ticket or Tickets;

NOW, THEREFORE, for and in consideration of the premises contained herein and good and valuable consideration, the parties agree as follows:

Requested Work - PROVIDER shall perform work within the scope of a Service Ticket. CLIENT agrees to pay PROVIDER as invoiced for PROVIDER's time and any materials PROVIDER deems necessary to perform any work requested by CLIENT or CLIENT's authorized employees or agents, at the rates described below.

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Ability to Provide Services - The services described herein may be dependent on certain supporting services purchased by PROVIDER from third-parties. Should the supporting services become unavailable or significantly change in cost, PROVIDER may replace the services described here with functionally equivalent services or discontinue services having given CLIENT no less than 60-days notice.

Amendment - No supplement, modification, Schedule, Amendment, or Service Order to this Agreement shall be valid, unless the same is in writing and signed by all parties hereto.

Waiver - No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Severability - In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected or invalidated thereby.

Authority and Indemnity - PROVIDER and CLIENT each represents that they have full authority to deliver to the other party and grant the other party the right to use in connection with the Services to be provided under this Agreement, all software, hardware, and third-party services to be used in association with the services provided hereunder. PROVIDER and CLIENT shall each indemnify the other against any claim, cost, loss damage and expense incurred as the result of the indemnified party's possession or use of such software and hardware provided by the indemnifying party under the terms of this Agreement.

Fees and Payment - CLIENT agrees to pay all fees specified on each Service Ticket. All payments shall be made in US Dollars and will be due on CLIENT's receipt of the applicable invoice. PROVIDER may bill in advance for any recurring service. CLIENT shall be responsible for all taxes, withholdings, duties, and levies arising from the services. Any amount payable pursuant to this Agreement and not paid within thirty (30) days after the date of the invoice for said amount shall be delinquent and shall

bear interest at the rate of 1.5% (or the maximum legal rate if less) for each month or portion thereof it is delinquent. Client shall pay all such interest, as well as all costs and reasonable attorneys' fees incurred by PROVIDER in the collection of such delinquent sums. PROVIDER shall have the right to suspend performance of any and all services if CLIENT has failed to pay any invoice within thirty (30) days of receipt. Suspension of services for such non-payment under this provision shall not relieve CLIENT from responsibility to pay for all services as invoiced.

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Expenses - CLIENT shall reimburse PROVIDER as invoiced for all incidental costs incurred by PROVIDER in rendering the Services, including, but not limited to, reasonable travel and lodging expenses, shipping fees, parking fees and long-distance fees, and any expenses for third-party equipment, parts, or services.

PROVIDER reserves the right to modify the terms and conditions of the Services to reflect market conditions, including charges, upon reasonable prior notice to Customer.

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Estimates - 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 PROVIDER at the rate and in the quantity as invoiced by PROVIDER.

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Governing Law and Venue - This Agreement and the rights of the parties hereunder shall be governed, construed, and enforced in accordance with and by the laws of the State of Washington and the United States of America, without regard to its conflict of law principles. Any suit or action arising out of or in connection with this Agreement, or any breach thereof, shall be brought and maintained in the federal or state courts in Cowlitz County, Washington. The parties hereby irrevocably submit to the jurisdiction of such courts for the purpose of such suit or action and hereby expressly and irrevocably waive, to the fullest extent permitted by law, any objection it may now or hereafter have to the venue of any such suit or action in any such court and, any claim that any such suit or action has been brought in an inconvenient forum.

Assignment - CLIENT shall not assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be deemed a material breach of this Agreement. In other words, CLIENT understands that this Agreement is non-assignable.

Force Majeure - If the performance of any part of this Agreement by either party is prevented, hindered, delayed, or otherwise made impracticable or impossible by reason of any flood, riot, fire, judicial or governmental action, labor disputes, act of God or any other causes beyond the control of either party, that party shall be excused from such to the extent it is prevented, hindered, or delayed by such causes.

Attorney's Fees - If any action in law or in equity is necessary to enforce the terms of this agreement, including any such appeal, the prevailing party will be entitled to reasonable attorney fees in addition to any other relief to which such prevailing party may be entitled.

Non-solicitation - CLIENT, its principles, employees and/or agents agree that during engagement with PROVIDER under this Agreement and for a period of three (3) years after termination of this Agreement, CLIENT or any of its principles and/or employees will neither recruit nor solicit employees of the PROVIDER to leave their employment with PROVIDER or go to work for any other company or entity in competition with PROVIDER, without the prior written consent of PROVIDER. The parties agree that the extensive damages resulting from CLIENT's breach of this provision would be difficult to ascertain and therefore

agree that violation of this provision will result in CLIENT immediately paying PROVIDER (as liquidated damages) an amount equal to two hundred (200) percent of the solicited person's annual compensation. The parties agree that the amount of liquidated damages contained herein is not intended as a penalty and is reasonably calculated to reimburse PROVIDER for the expenses and potential business loss created by the breach of this provision, including without limitation expenses incurred to identify, recruit, hire, and train suitable temporary and/or permanent replacement(s) for personnel.

Warranties - MORE POWER COMPUTERS WARRANTS THAT: (I) ITS PERSONNEL ARE ADEQUATELY TRAINED AND COMPETENT TO PERFORM THE SERVICES, AND (II) THE SERVICES SHALL BE PERFORMED IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE SERVICE ORDER/SOW AND THIS MSA. EXCEPT AS EXPRESSLY STATED IN THIS SECTION 9.1, MORE POWER COMPUTERS (INCLUDING ITS AFFILIATES, SUBCONTRACTORS AND AGENTS) AND EACH OF THEIR RESPECTIVE EMPLOYEES, DIRECTORS AND OFFICERS (COLLECTIVELY, THE "MORE POWER COMPUTERS PARTY(IES)") MAKES NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO ANY OF THE PRODUCTS, SERVICES OR CUSTOMER REPORTS, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR NON-INFRINGEMENT. CUSTOMER UNDERSTANDS THAT MORE POWER COMPUTERS' SERVICES DO NOT CONSTITUTE ANY GUARANTEE OR ASSURANCE THAT THE SECURITY OF CUSTOMER'S SYSTEMS, NETWORKS AND ASSETS CANNOT BE BREACHED OR ARE NOT AT RISK.

To receive warranty remedies, CLIENT must report deficiencies in the Services to PROVIDER within ten (10) days after receipt of invoice for the work in dispute. For any breach of the warranty contained in this section, CLIENT's sole and exclusive remedy, and PROVIDER's entire liability and obligation, shall be the re-performance of the Services related to such original support request.

Disclaimer - Except as expressly stated herein, the parties make no other warranties, express or implied, including, without limitation, any implied warranties of merchantability and/or fitness for a particular purpose, concerning the subject matter of this Agreement.

CLIENT understands and agrees that this agreement does NOT constitute a fiduciary relationship between the CLIENT and MPTG.

Limitation of Liability - In no event shall either party be liable to the other party or any other person for any indirect, incidental, consequential, or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Agreement and/or its subject matter, which such liability is asserted on the basis of contract, tort, or otherwise even if such party has been advised of the possibility of such damages. Under no circumstances shall the liability of PROVIDER exceed the amounts paid by CLIENT under this Agreement.

Cover Page

BOARD OF WAHIAKUM COUNTY COMMISSIONERS

Meeting Date: 02/10/2026

**Presenter: Austin Smith, Emergency Management Coordinator
Wahkiakum County Department of Emergency Management**

Subject	Comprehensive Emergency Management Plan Update
Background Information	<p>By law, the Comprehensive Emergency Management Plan (CEMP) needs updated every 5 years. I have secured grant funding to pay for a contractor to update the plan to meet state requirements.</p> <p>Three quotes to update the CEMP were requested and two were received:</p> <p>Integrated Solutions Consulting - \$54,300.00 Incident Management Partners - \$7,500.00 EM Partners, LLC. – No response.</p>
Recommendation	Approve Incident Management Partners quote for \$7,500.00
Alternatives	
Financial Impact	\$7,500.00
Funds Available	Funding is already allocated for this project in the DEM budget and will be reimbursed by the 23SHSP grant.
Action (Motion)	I move to approve acceptance of the Incident Management Partners quote for updating the Wahkiakum County Comprehensive Emergency Management Plan in the amount of \$7,500.

Incident Management Partners

2114 Main Street, Suite 100
Vancouver, Washington 98660

Mr. Austin Smith
Wahkiakum County Emergency Management
64 Main Street / POB 65
Cathlamet, WA 98612

29 January 2026

Re: Proposal – Updating Wahkiakum County’s Comprehensive Emergency Management Plan (CEMP)

Mr. Smith:

Thank you for the opportunity to submit my proposal for the update and preparation of your Wahkiakum County Emergency Management Plan (CEMP). This work will include conformance with all current requirements (including formatting) of the Washington State Emergency Management Divisions (WAEMD).

1. **Scope Of Work:**

- A. Based on current WAEMD requirements, development of the County’s CEMP’s Basic Plan.
- B. Update and/or development of the 15 Emergency Support Functions (ESF) to conform with WAEMD requirements.
- C. Submit the complete CEMP for County DEM to review and then to submit for approval by WAEMD.

2. **Cost for project completion**

The completion of the Wahkiakum County CEMP for submission to WAEMD will require 140 to 160 work hours. Based on the Scope Of Work above, I quote \$ 7,500.00 for this project.

If you have any questions or need additional information, please let me know. Otherwise, I thank you for your consideration of my proposal and I look forward to hearing back from you soon.

Very respectfully,



Ernestus "Ernie" Schnabler
Incident Management Partners
(dba : S.E.L. International Corp.)
2114 Main Street #100, Vancouver, WA 98660
incident.management.partners@gmail.com
360.513.6499
EIN: 91-1433496 ; UEI: U9M6BJE64D18



INTEGRATED SOLUTIONS
CONSULTING

Wahkiakum County

Request for Proposals

Comprehensive Emergency Management Plan (CEMP) Update

847-737-5395 | www.i-s-consulting.com

BUILDING A MORE RESILIENT FUTURE

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Cover Letter

Wahkiakum County
Austin C. Smith
em@co.wahkiakum.wa.us
360-795-7876

January 30th, 2026

Dear Austin C. Smith,

Thank you for providing **Integrated Solutions Consulting (ISC)** with the opportunity to respond to the Wahkiakum County's (the County)'s Request for Proposal (RFP) for *Comprehensive Emergency Management Plan (CEMP) Update*. As a leading provider of emergency management-professional services, ISC is specifically qualified to perform the entire range of activities.

We believe the proposed ISC Team offers a unique, unmatched, and valuable team of committed and experienced individuals that will provide a structured, proven, and integrated approach supported by local knowledge and recognized emergency management expertise. Our team embodies all the elements critical to the success of this project, and offer consulting services that include:

- ✓ **Unmatched Comprehensive Emergency Management Plan (CEMP) Experience.** The ISC Team has supported the development and update of CEMPs on the local, county, state, and federal levels.
- ✓ **Dun & Bradstreet Top Supplier Performance Rated emergency management and homeland security consulting services.** After evaluating over 50 ISC consulting engagements, Dun & Bradstreet awarded ISC a Top Supplier Performance Rating.



As the signatory, and individual responsible for this submittal, I can confirm that the ISC Team understands the scope of the project and will comply with all terms and conditions in the RFP. We are grateful for the opportunity to submit this proposal and look forward to the potential of being of service to the County.

Respectfully Submitted,



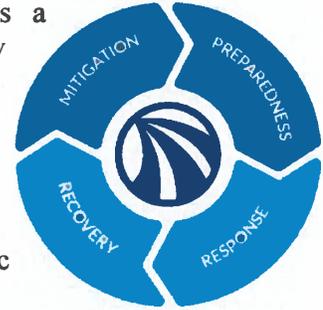
Daniel Martin, Ph.D., CEM, CFM, Principal
Integrated Solutions Consulting, Corp

Point of Contact

Sophia Delmar, Proposal Writer
220 S. Buchanan Street Edwardsville, IL 62025
847-737-5395 (p) / +1 847-916-7177 (f)
sophia.delmar@i-s-consulting.com

Company Background

Integrated Solutions Consulting (ISC), incorporated in 2005, is a professional services firm specializing in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follows relevant federal, state, and local programmatic directives and requirements. We are staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals.



Throughout *our 20+ years of service*, ISC has had the privilege of supporting diverse communities nationwide as a single-source provider of emergency planning services.

Unlike our competitors, we are exclusively focused on providing emergency management and homeland security consulting services to the private and public sector.

Our focus on these services provides our staff with a wealth of experience and lessons learned, granting ISC the ability to not just meet our clients' needs, but deliver services that go above and beyond.

Our Mission is to provide consulting solutions from a professional emergency management perspective for public and private entities. This mission is carried out by our extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. We accomplish our mission from our regional offices, located throughout the nation.

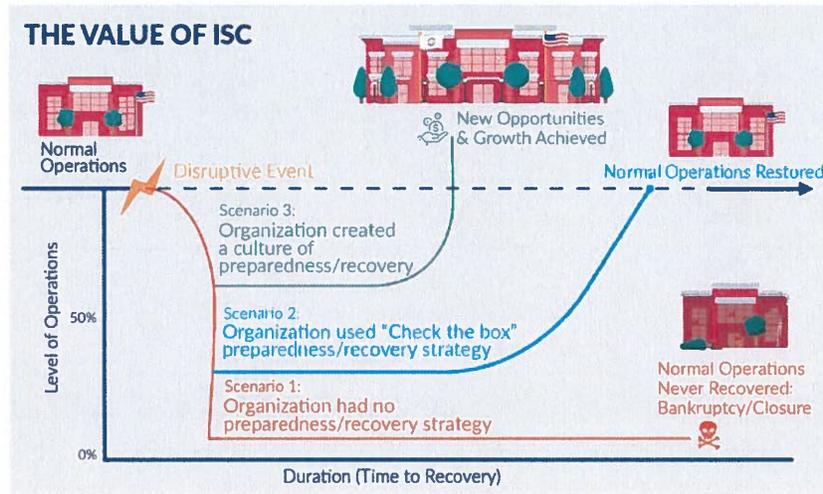
Our Principles drive us to achieve continued project success with value-added products:

- ✓ **Trust:** We treat each relationship as a two-way Partnership with Trust at the core of the relationship.
- ✓ **Integrity:** We deliver client-focused results that meet or exceed all FEMA and State compliance demands.
- ✓ **Innovation:** By leveraging our experience and research with science and technology, we strive to make a difference by establishing new standards and efficiencies in the industry.
- ✓ **Performance:** As evidenced by our D&B Top Supplier Performance Rating, we consistently outperform our client expectations, setting them up for success in the future.



The ISC Difference

At ISC our business is defined by our dedication to creating strong, long-term partnerships by prioritizing the needs of our clients, and consistently delivering quality services that are just as innovative as they are dependable. **ISC Has Never Been De-obligated.** We achieve this standard by focusing on **creating cultures of preparedness and recovery** in the organizations that we serve and committing to long-standing partnerships with our clients. As seen below, ISC works with our clients to achieve Scenario 3. After a disruptive event occurs while other consultants do the minimum, ISC works to help our clients create a culture of preparedness and recovery that results in new opportunities and growth.



Our Services. ISC’s core preparedness philosophy takes a holistic approach to crisis management, prevention, and recovery. We craft an interconnected strategy of planning, training, and crisis response to ensure a client’s needs are met in totality. Their approach addresses all conceivable hazards, incorporates ongoing lessons learned from industry research and client AARs, and accounts for the latest industry standards and best practices. ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our products have been highlighted as industry best practices and have received significant client recognition. **Our Services Include:**



Our People are a group of professionals whose expertise and skill sets are based on a mix of academic achievement, direct practice, and proven subject-matter experience. ISC recognizes that the successful management of any project is dependent upon our ability to effectively deliver exceptional professionals with a documented record of success. Our continued success has served to strengthen our belief that our team must be coordinated and versed in a wide array of fields that support emergency management operations, especially in the discipline of mitigation planning, public engagement, and risk assessment.

- 20+ Years of Experience
- 120+ Disaster Operations
- 350+ Employees & Consultants
- 3000+ Client & Customer Engagements



The map below is a visual but not complete representation of current and past ISC clients. Our national client base gives our project team the opportunity to develop a best practice perspective of emergency management planning, training, and exercise design and development. This national perspective combined with our in-depth experience and knowledge enables our team to provide best practice solutions based on your operational requirements.

RECOVERY & PREPAREDNESS ACROSS THE NATION

Recovery & Preparedness Services
 Recovery Services (only)



ISC OFFICE LOCATIONS



Major Event Involvement Timeline



Experience

Preparedness at our Core

For almost two decades, ISC has been proud to have served hundreds of cities, counties, states, federal agencies, tribal nations, and special districts across the country in the development of various aspects of their community preparedness programs. From the creation of regional community vulnerability and hazard risk assessment models and Comprehensive Emergency Management Plans (CEMP), to developing training curriculum and interactive exercise simulations, to conducting community preparedness survey studies and public service announcements with special-effect graphics, our preparedness experience is exhaustive.

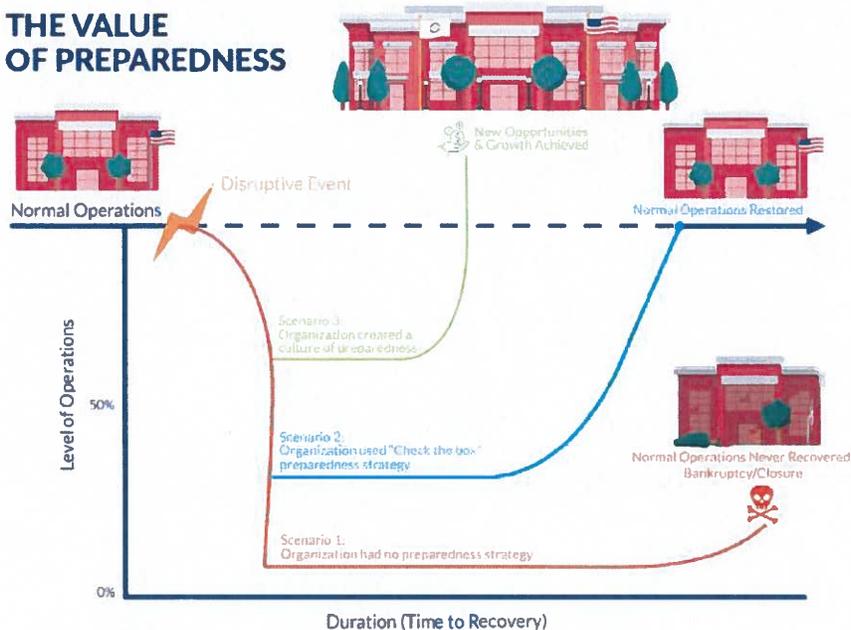
Our Preparedness Services:

- PLANNING
- TRAINING & EXERCISE
- SCENARIO SIMULATIONS
- COMMUNITY OUTREACH

We believe that our diverse portfolio of preparedness projects, as well as the opportunity to provide service to such a diverse client base, is a testimony of our pursuit for excellence and exceptional client service with every project engagement. Our national client base allows our project team to develop a best practice perspective for preparedness programs that are comprehensive in focus, address all hazards, and that are inclusive and represent the whole community. Our plans have been highlighted as industry best-practices and have received significant client recognition.

At ISC, we understand the value of a comprehensive preparedness program that is thorough, incorporates evidence-based knowledge, involves an inclusive engagement process, and serves as a cornerstone of community resiliency. **Our approach to preparedness has allowed our clients to expand their reach and more efficiently and cost-effectively build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.**

THE VALUE OF PREPAREDNESS



ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our plans have been highlighted as industry best-practices and have received significant client recognition.

Our emergency management services include:

- **Strategic Planning**
 - Comprehensive Emergency Management Plans
 - Hazard Mitigation Plans
 - Community Disaster Recovery Plans
 - Integrated Preparedness Plans
- **Emergency Action Planning**
- **Operational Planning**
 - Emergency Operations Plans
 - Emergency Support Function Annexes
 - Support Annexes
 - Incident Annexes
 - Continuity of Operations Plans
 - Evacuation Plans
 - Damage Assessment Plans
 - Debris Management Plans
 - Environmental Response Plans
- **Emergency Preparedness Training & Exercises**
 - Natural Disaster
 - Active Shooter
 - Terrorism
 - Public Health Emergencies
 - Special Events
- **Comprehensive Disaster Recovery Services**
 - FEMA Public Assistance
 - Local Recovery Planning
 - Project Closeout
- **Program Assessments**
 - Threat and Hazard Identification and Risk Assessments (THIRA) and Stakeholder Preparedness Reports (SPR)
 - Organizational Assessments
 - Capability Assessments
 - After-Action Reports and Improvement Plans

ISC's APPROACH IS DIFFERENT

Goes Beyond Response to Build Comprehensive Resiliency -We recognize the importance of not only a cooperative response strategy but also appreciate the vital role preparedness has in building community resilience.

IS NOT "Check the Box" or "Cookie Cutter" Planning -Our approach not only ensures compliance with regulatory requirements and policy guidance, but also guarantees that every plan is tailored to meet the specific needs of the community.

Ensures Representation of the Whole Community -Our preparedness strategies involve an inclusive community engagement and outreach process that involves not only community leadership and key stakeholders but also those that are underserved and most vulnerable to disaster.

Synthesizes Complex Information to Ensure a Shared Awareness -Our approach not only ensures compliance with regulatory requirements and policy guidance, but also guarantees that every plan is tailored to meet the specific needs of the community.

Leverages Evidence-Based Knowledge to Inspire Innovative Solutions -Our preparedness programs build upon the 100+ years of disaster research and incorporates new knowledge in disaster science to establish new and proven methods, techniques, and strategies in preparing for, responding to, recovering from, and mitigating for disasters.

Recognized EMAP Experts

Over the years, ISC has had the pleasure of supporting several clients with their Emergency Management Accreditation Program (EMAP) requirements. ISC's recognition in the industry resulted in our personal invitation to attend the first delivery of the *EMAP Business Consultant training initiative*. ISC is now one of a select few firms in the world [[click here](#)] that have been qualified by EMAP to assist emergency management entities with their EMA accreditation and compliance needs.



We feel that this designation, coupled with over 20 years of EMAP experience, makes us well versed in ensuring our work products adhere to EMAP standards and assist our clients in complying with EMAP standards. Furthermore, our accomplishments serve as testimony to our commitment to elevating compliance standards through collaboration, integration, and research. ISC takes a comprehensive approach for every project engagement, ensuring that our clients adhere to the latest regulatory requirements and industry standards to include those set by EMAP.

Comprehensive Emergency Operations Planning

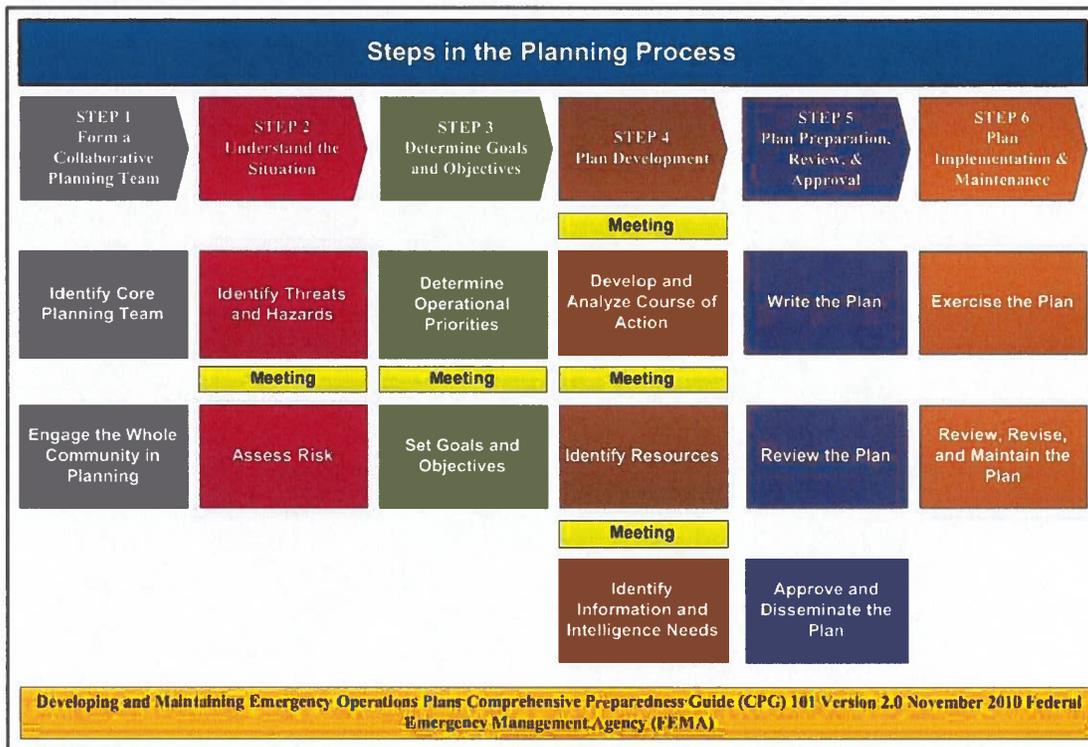
With the growing interaction and improved coordination between the Federal, State and local governments, an integrated and comprehensive planning approach is becoming even more critical and essential to the operational success of many jurisdictions. To meet these changing and oftentimes complex demands, our planning approach addresses all hazards, incorporates lessons-learned and AARs, and the latest modifications to Federal and State emergency management programs. The ISC Team understands that in order for emergency plans to be considered a success, planning doctrine must integrate with existing methods, strategies, and doctrine. For this reason, ISC has invested significant resources in the development, update, maintenance, and improvement of a web-enabled, electronic planning platform called Odysseus™, which is based on ISC's Integrated Planning Cycle™ model.



This web-enabled system is a unique emergency management and homeland security product that is dedicated to the development and maintenance of complex emergency plans and overall preparedness. Odysseus™ features the unique characteristic of providing standardization and flexibility concurrently to greatly increase the preparedness capabilities by efficiently and effectively enabling emergency preparedness organizations to design, develop, maintain, and continually improve operations.

Odysseus™ has proven to be an effective preparedness tool by demonstrating the following: 1) improving overall plan quality and preparedness, 2) enhancing collaboration between partners, 3) providing a common operational picture through a common planning structure, and 4) identifying and assessing gaps.

Odysseus™ provides jurisdictions with an emergency management planning system that facilitates the integration of comprehensive and department-specific emergency planning doctrine in a consistent and operational format. Additionally, Odysseus™ improves the efficiency of incorporating lessons-learned and AARs, as well as identifying and resolving operational gaps.



The Integrated Planning Cycle™ is a process that we have developed to facilitate the creation of an all-hazard and/or scenario-based emergency management planning doctrine by applying an integrated cycle of planning, testing, evaluating, and updating. This approach aligns the diverse and growing number of new federal directives and programs and provides a proven method to effectively manage the influx of federal requirements and the increasing demands on State and local governments. Not only will this approach ensure compliance with new and existing regulations and directives, but it will also support and facilitate the integration of new planning doctrine and initiatives with existing planning doctrine.

The ISC Team has in-depth experience and knowledge in developing plans for emergency response and preparedness operations. The Federal Emergency Management Agency (FEMA) developed the Comprehensive Preparedness Guide (CPG) 101 – Developing and Maintaining Emergency Operations Plans – in 2010; CPG 101 is still the definitive guide to develop emergency planning.

Our experience with similar engagements has demonstrated that establishing a collaborative planning team (Step 1 of the planning process) is a critical step that ensures the planning is functional and practical based on the operational requirements as defined by the client. The CPG 101 planning process steps are simple and easy to understand and should be considered in every planning environment. In some cases, the time, resources, and objectives of the task order will dictate a modification of the planning process. However, the overall concept of the planning process and the 6 steps are an excellent guide to effectively complete strategic, operational, and tactical planning. Once the planning team develops an understanding of the planning process, plan development projects become more intuitive and easier to accomplish.

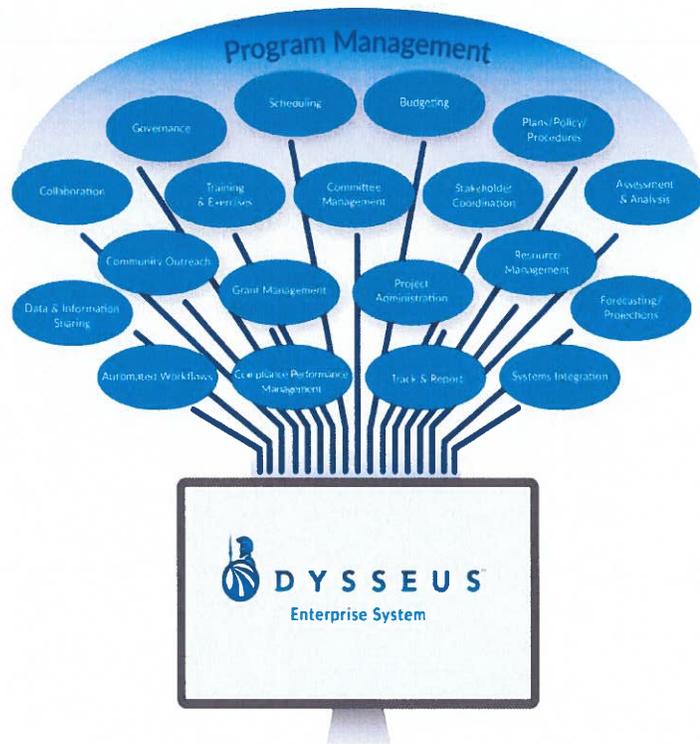
Our Innovations: Odysseus™ EM 365



D Y S S E U S

The Odysseus™ Enterprise System (Odysseus™ or OES) is a cloud-based system, developed by our team of disaster recovery and technical experts, that offers a suite of tools and systems designed and dedicated to the efficient management of comprehensive disaster and emergency management programs. Odysseus™ features the unique characteristic of providing standardization and flexibility, and concurrently utilizes a suite of applications to promote increased participation, collaboration, transparency, and compliance. This union of technological and programmatic features offers organizations an efficient and effective method to systematically design, develop, maintain, and continually improve all elements of a comprehensive emergency management program.

Odysseus is a revolutionary software that is transforming preparedness, recovery, and resiliency program management for the modern emergency management professional. Unlike other industry-specific software solutions, Odysseus™ is not solely an ‘incident management’ software. Instead, it is considered a comprehensive, program management software solution that has been designed specifically for the emergency management industry. Emergency management planning and programs are at the cornerstone of Odysseus™’ functionalities; however, this software offers many other



functionalities that are needed for managing a statewide comprehensive emergency management program. It is designed to serve as a force-multiplier programmatic solution that offers efficiency and compliance across all aspects of managing a comprehensive emergency management program

To date, Odysseus™ is being used by over 1,000 clients across the emergency management and public safety industry. With over 15,000 users, Odysseus™ is managing over \$8.5 billion in emergency management, disaster recovery and public health federal grants and over 25,000 programs, plans, and projects. It has been heralded by our customers for its performance and its ability to elevate the productivity of their comprehensive emergency management program.

Odysseus™ in Work: Emergency Planning

Odysseus™ is a cloud-based system that offers a suite of tools and systems designed and dedicated to the efficient management of comprehensive preparedness efforts. Odysseus™ features the unique characteristic of providing standardization and flexibility. This union of technological and programmatic features greatly increases the preparedness capabilities by efficiently and effectively enabling emergency preparedness organizations to design, develop, maintain, and continually improve programs and operations throughout the preparedness, response, recovery and mitigation/protection phases. Specifically, in regard to emergency operations plans and preparedness programs, Odysseus™ offers:



- **Track Plan Development and Update:** Odysseus™ provides a collaborative, cloud-based environment to validate and document the emergency operations planning process and allow agency authorities real-time access to planning doctrine.
- **Plan Maintenance:** Many communities are challenged with the regular maintenance and update of their emergency plans. Odysseus™ provides users with scheduled reminders to convene planning committees, document committee participation, and track plan updates and project implementation.
- **Planning Committee Management Tools:** Odysseus™ documents the emergency operations planning participation of committee members and stakeholders, providing usage logs that can be used to support a jurisdiction's in-kind match for FEMA grant funds.
- **Interactive Mapping and Hazard Modeling:** Odysseus™ web-based format allows for interactive community base maps and hazard modeling maps.
- **Emergency Planning Crosswalk Compliance Metrics:** Odysseus™ has a library of compliance metric tools that allow users to validate their plans against federal, state, and industry requirements, to include FEMA CPG 101, Emergency Management Accreditation Program and other industry compliance standards.
- **Community Outreach Tools:** Odysseus™ offers a variety of outreach tools that are designed to engage plan participants by using adult learning techniques and accessible cutting-edge technologies.
- **Grant Management [NEW]:** Odysseus™ provides users with a ready-to-use or customized grant management system to allow your organization to track, administer, report, and maximize grant funding for a variety of FEMA and DHS programs, to include preparedness, mitigation, disaster recovery and other emergency management grant funding programs.

Qualifications

A Sample of Our Emergency Management Projects in Washington

Community Wildfire Protection and Hazard Mitigation Plans

Franklin County, WA

Location	Franklin County, WA
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Integrated Solutions Consulting (ISC) is proud to lead the development of Franklin County's 2024 Multi-Jurisdictional All-Hazard Mitigation Plan (HMP), ensuring compliance with federal requirements under the Disaster Mitigation Act of 2000 (DMA 2000) and 44 CFR Part 201.6, as well as Washington State guidelines through the Washington Emergency Management Division (WA EMD). This comprehensive plan addresses natural hazards such as drought, earthquakes, floods, severe weather, wildfires, and landslides, alongside technological hazards like structural fires, incorporating a thorough risk assessment, vulnerability analysis, and mitigation strategies. Engaging five primary jurisdictions—Franklin County and the cities of Pasco, Connell, Mess, and Kahlous—along with stakeholders from emergency services, public works, and community organizations, the plan identifies 25 prioritized mitigation actions, including infrastructure hardening, public education campaigns, and land-use planning updates. These actions aim to reduce potential losses, with estimated annual benefits exceeding \$5 million in avoided damage based on historical data from NOAA and USGS, while emphasizing equitable outcomes for underserved populations through tools like the Climate & Economic Justice Screening Tool.

In parallel, ISC is crafting Franklin County's Community Wildfire Protection Plan (CWPP) to meet federal mandates under the Healthy Forests Restoration Act (HFRA) of 2003 and guidelines from the U.S. Forest Service and Bureau of Land Management, complemented by Washington State Department of Natural Resources (WA DNR) standards for wildfire risk reduction. The CWPP focuses on wildfire-specific threats in the county's shrub-steppe landscapes and urban-wildland interfaces, prioritizing fuel treatments, defensible space creation, and community preparedness. Collaborating with the same two jurisdictions and additional partners like fire districts and the National Weather Service, the plan outlines 15 targeted actions, such as prescribed burns and evacuation route enhancements, projected to protect over 96,000 residents and critical infrastructure valued at \$308 million in owner-occupied housing. By integrating the HMP and CWPP, ISC ensures a cohesive approach that leverages shared data, stakeholder input, and funding opportunities like FEMA's Hazard Mitigation Assistance programs, fostering resilient communities against escalating wildfire risks amid climate change.

Multi-Jurisdictional Hazard Mitigation Plan Update

Kittitas County, WA

Location	Kittitas County, Washington
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Integrated Solution Consulting played a pivotal role in developing the 2025 Kittitas County Multi-Jurisdictional Hazard Mitigation Plan, collaborating with Kittitas County Public Works and a diverse group of stakeholders to create a comprehensive strategy for reducing vulnerability to natural and human-caused hazards. As part of the core planning team, our firm facilitated the update process, which engaged 15 participating jurisdictions, including Kittitas County, five incorporated municipalities (City of Ellensburg, City of Cle Elum, City of Kittitas, City of Roslyn, and Town of South Cle Elum), and 10 special districts such as fire districts, school districts, public utility districts, and conservation districts. The plan addresses 11 key hazards—10 natural (including wildfire, flood, earthquake, drought, severe weather, winter weather, landslide, avalanche, volcanic activity, and dam/levee failure) and one human-caused (communicable diseases/pandemic)—through detailed risk assessments incorporating FEMA's National Risk Index, Hazus modeling, and local data, resulting in high-risk rankings for hazards like wildfire (Expected Annual Loss of \$15.9M) and earthquake (\$5.2M). This effort culminated in over 100 mitigation actions across all partners, with 47 specifically for Kittitas County, prioritized using STAPLEE+E criteria to ensure cost-effectiveness and equity for underserved populations.

Multi-Jurisdictional Hazard Mitigation Plan Update

Kittitas County, WA

The project's success is demonstrated by its FEMA approval on July 25, 2025, pending local adoption, which unlocks eligibility for critical funding sources such as the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and other federal and state grants to implement long-term resilience projects. Integrated Solution Consulting coordinated extensive stakeholder involvement, including a 28-member steering committee, six core team members, local planning teams from each jurisdiction, and robust public engagement that reached 158 residents and garnered 108 survey responses to inform hazard prioritization and strategies. Additional outreach included stakeholder webinars, public meetings, and bilingual materials, fostering community awareness and partnerships. By integrating the plan with existing frameworks like the Washington State Enhanced Hazard Mitigation Plan and local comprehensive plans, our work has enhanced Kittitas County's capacity to mitigate disasters, protect life and property, build economic resilience, and support annual reviews and five-year updates for sustained impact.

A Sample of Our Past CEMP Projects

Comprehensive Emergency Management Program Support Cook County Department of Public Health (CCDPH)

Location	Cook County, IL
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ISC was contracted to perform comprehensive planning services for the Cook County Department of Public Health (CCDPH). During this project engagement, ISC and CCDPH collaboratively identified planning objectives for the department. Through an analysis of current departmental planning and national best practices, ISC and CCDPH identified multiple planning initiatives to enhance CCDPH's planning and ultimately, lead to greater capability. The ISC Team and CCDPH implemented a comprehensive planning strategy that focused on developing and enhancing planning, conducting education and training on the planning, structuring a tabletop exercise to analyze how the planning integrated into operations, and finally, ensuring compliance by cross referencing the development and enhanced plans against grant mandates such as the CDC Technical Assistance Review. Departmental responsibilities and operations were considered as well as the department's obligation to the overall County response. Using a localized communicable disease outbreak scenario, CCDPH conducted a tabletop exercise to assess operational capability and preparedness gaps. In total, the following plans were developed and exercised:

- Employee Action Plan
- Continuity of Operations Plan
- Employee Prophylaxis Plan
- First Responder Prophylaxis Plan
- Point of Dispensing Plan
- Mass Vaccination Plan
- Regional Distribution Site Plan

Using lessons learned and recommendations from a tabletop exercise, ISC and CCDPH incorporated recommendations into planning, completing the planning cycle. In addition, the ISC Team ensured all planning and plan updates were compliant with CDC grant mandates.

Comprehensive Emergency Planning

This project consisted of several tasks designed to expand the CCDPH's capability to respond in an all-hazard capacity. In particular, CCDPH reached out to ISC for technical assistance during the 2012 NATO Summit in Chicago. ISC leveraged its experience in operational support and analysis by assisting the CCDPH Emergency Operations Center by providing support to the Planning Section. In addition, ISC was asked to develop the department's After-Action Report to the response. ISC's analysis of the operation was focused on how CCDPH operations can be applied to an all-hazard environment.

Examples of all hazard planning include a personnel surge plan that provided a strategy for the department to scale operations from a localized to a countywide response; this incorporated strategies for coordinating with the health system and identifying resources for mutual aid. In addition to a personnel surge plan design, ISC was asked to

Comprehensive Emergency Management Program Support Cook County Department of Public Health (CCDPH)

develop training material for new personnel and response partners on activation and notification. Five standard operating procedures were developed that integrated CCDPH command operations with internal and external response partners responsibilities. Finally, ISC developed Field Operations Guides (FOGs) for CCDPH operations including public Point of Dispensing (POD), Municipal First Responder Prophylaxis, Closed POD, and Regional Distribution Site operations. This material integrates with existing CCDPH plans and SOPs and provides leaders with a comprehensive guide to performing those operations.

Comprehensive Emergency Management Plan (CEMP) Service Chicago Department of Public Health (CDPH)

Location	Chicago, IL
-----------------	-------------

In 2008, the City of Chicago made a strong commitment to update and expand the scope of its existing emergency planning in order to increase the level of awareness and to maintain an appropriate level of steady-state preparedness throughout Chicago. For this reason, CDPH requested Integrated Solutions Consulting (ISC) to develop, augment, and implement a comprehensive design for Chicago’s Strategic National Stockpile (SNS) planning. Despite an expedited project schedule, ISC met the challenge of providing exceptional service to one of the world’s largest health departments in order to fulfill grant performance requirements of the Center for Initiative (SNS/CRI).

The ISC Team worked with 10 different subject matter experts from CDPH to develop their portions of the SNS plan. Each contribution was integrated into a single coherent format that is able to be shared with the entire organization. The result was a SNS plan that was operationally based but leverages the expertise of CDPH staff to become compliant with Federal and State regulations. The CDPH CHEP achieved an optimal level of preparedness by providing a common framework to foster collaboration, coordination, and consensus of planning doctrine and assigned training, education, exercise, and operational responsibilities throughout the City of Chicago.

- ✓ **Interoperable Communications:** ISC established a strategy for CDPH’s tactical communication systems that incorporated the SAFECOM continuum of Governance, SOP, Appropriate Technology, Training & Exercising, and Utilization to ensure operability and interoperability between functioning levels and support.
- ✓ **Odysseus™ Implementation:** CDPH utilized Odysseus™, ISC’s integrated electronic planning platform, to ensure comprehensive integration of approximately 600 emergency planning doctrines in a consistent and operational format.
- ✓ **Regulatory Compliance:** The CDPH CHEP was designed to enhance CDPH’s compliance with CDC’s Technical Assistance Review. Through the successful implementation of this project, CDPH was able to satisfy grant requirement and ensure future SNS/CRI funding.
- ✓ **Project Execution:** Successfully executed an accelerated project schedule while remaining under budget. The SNS Comprehensive Health Emergency Planning project exceeded client expectations and also received commendation from governing bodies and third-party organizations.
- ✓ **Accolade:** Client received exemplary marks during the CDC’S Technical Review, with an overall baseline rating of 100%. CDC complemented the services of ISC as well as the functionality and utility of ISC’s Odysseus™ system in providing a framework to allow ease of maintaining, updating, and expanding a jurisdiction’s planning, training, and exercising programs.

ISC continues to work with the Chicago Department of Health to maintain and update their public health preparedness program and plans in line with various guidance documents. ISC worked with CDPH to update all of their existing plans and audit metrics to meet the newly updated CDC guidance for public health and hospital capabilities seamlessly. ISC conducted an extensive review of relevant planning documents and documentation to meet the CDC guidance and provided an assessment of their critical mission during a public health emergency. This project provided the city with a comprehensive review and analysis of current planning and training elements against the core capabilities to provide guidance in prioritization of resources and work plans entering into each grant cycle.

COOP & CEMP Planning City of Hialeah

Location	Hialeah, FL
<p>ISC worked with City of Hialeah to develop the city’s first integrated Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP). The ultimate purpose of the CEMP and COOP project was to establish processes and procedures to achieve hazard vulnerability reduction and continuity or essential operations for the City of Hialeah for when a disaster may occur. The secondary objective was to enhance operational awareness of staff, department heads, and elected officials of response and recovery activities through effective coordination, maximum utilization of all available resources with the city’s key stakeholders. ISC conducted extensive research and interviews of municipal departments to identify gaps and areas of overlap in in the City of Hialeah’s plans as well as areas for improvement to reduce confusion and promote cohesion among city employees during an emergency response. While developing the CEMP, ISC also updated the city’s Emergency Operations Plan (EOP) to ensure the two documents supported each other. Upon completion, ISC delivered both electronic and hardcopy versions of both the CEMP & EOP to the City of Hialeah.</p>	

Statewide Public Health CDC/HHS Grant Performance Management and CEMP System Illinois Department of Public Health (IDPH)

Location	State of Illinois
Contract Length	2010 – Present
<p>Sample Portfolio Management Tools Implemented:</p> <ul style="list-style-type: none"> ✓ Statewide Grant Management & Compliance Tracking ✓ Statewide Comprehensive Emergency Management Program (CEMP) System ✓ Statewide Public Health Preparedness Planning ✓ CDC Public Health & Healthcare Emergency Preparedness (PHEP) Capabilities Tracking ✓ Hospital Hazard Vulnerability Analysis & Assessment Tool 	<p>The State of Illinois contracted with Team ISC for technological solutions to address programmatic challenges for coordinating preparedness and recovery activities statewide. Through this project, Team ISC provided the State of Illinois with the Odysseus™ Enterprise System across the state to include multiple state departments, all 97 counties, seven regions, and several large municipalities to include the City of Chicago. a web-based planning platform that has the capability to standardize, integrate, and share planning across jurisdictions for state and local use. To address the specific programmatic needs of various state departments, ISC’s technical team developed customized modules and technological solutions that were designed to address the client’s programmatic need and augment the robust features of the Odysseus™ Enterprise System. In addition, Team ISC designed and developed an automated Preparedness Capabilities module for Local Health Departments (LHDs) and hospitals, to enable entities to understand the capabilities at each organizational and operational level. The results of the assessments are reviewed at the local, regional, and state levels to forms a basis for a jurisdiction’s preparedness strategic plan. The assessment and the resulting reports have provided jurisdictions with a comprehensive review and analysis of current planning and training elements against the core capabilities. The analysis provided guidance in prioritization of resources and work plans entering into each grant period.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Under this contract, ISC worked closely with Illinois Department of Public Health (IDPH) to develop, maintain, and update Pandemic Plans, augment and implement a comprehensive design for Strategic National Stockpile (SNS) planning and track funding allocated by CDC and HHS.</p> </div>

Emergency Operations Plan Development City of North Miami

Location	North Miami, FL
<p>ISC worked with North Miami to develop the city’s first Comprehensive Emergency Management Plan (CEMP) and EOP. ISC and North Miami also interviewed sixteen municipal departments with potential emergency response roles, including: Building and Zoning; City Attorney; City Clerk; City Manager; Code Compliance Unit; Community Planning and Development; Finance; Information Technology; Library; Museum of Contemporary Art (MOCA); Parks and Recreation; Personnel; Police; Public Works; Purchasing; and Risk Management. While developing the CEMP, ISC also updated the city’s EOP to ensure the two documents supported each other.</p>	

Comprehensive Emergency Management Plan Seminole Tribe of Florida

Location	Florida
<p>ISC worked with STOF to update the Tribe’s Comprehensive Emergency Management Plan. To ensure the project was completed with the latest guidance and Tribal documents, IS reviewed all appropriate Tribal and Federal guidance and planning documents. ISC met with the STOF Planning Team to identify known concerns and discuss priority areas to address. Notably, the Tribe’s CEMP must cover all the Tribe’s reservations in varying geographic locations across South Florida, as well as address the unique challenges, responsibilities, and privileges granted to Tribal Nations regarding emergency management. In addition to updating the base CEMP, ISC worked with the Tribe to update the 40 departmental appendices for the plan. ISC was also flexible during this project to accommodate the client’s schedule; when Hurricane Irma hit Florida in September 2017, the Tribe had to step away from this update. As the client was able, ISC worked to continue this project to completion.</p>	

Comprehensive Emergency Management Program Planning & Evaluation Miami-Dade County Office of Emergency Management (OEM)

Location	Miami-Dade County, FL
<p>ISC conducted a comprehensive review, gap analysis, and evaluation of Miami-Dade’s comprehensive emergency management program at the county and municipal level. Research consisted of a comprehensive literary review of existing plans and best practices, case study research of past incidences, interviews of key stakeholders and partners, and focus group sessions. Findings were incorporated into a CEMP update that outlined the processes and procedures that direct municipal partners to plan for, respond to, recover from, and mitigate risks of all types. In addition, the results were incorporated into a strategic planning document for future use by Miami-Dade County OEM.</p>	

Key Personnel

The ISC Team consists of 40+ full-time employees and maintains a cadre of **250+ emergency management professionals** with experience completing Emergency Operations Planning services. We are confident that no other firm can match our team’s extensive experience and locally focused approach to this project. All our proposed key personnel have consistent records of successful leadership, innovation, client service, and technical expertise.



License & Certifications

Our staff hold various professional licenses to include but not limited to:

- ✓ Certified Emergency Manager® (CEM)
- ✓ Master Exercise Practitioners (MEP)
- ✓ HSEEP Certified Instructors
- ✓ Completion of ICS 100, 200, 300, 400, 700, 800
- ✓ Emergency Management Institute (EMI) Certified Instructors
- ✓ Certified Floodplain Manager
- ✓ American Institute of Certified Planners (AICP)
- ✓ Licensed Professional Engineer

The proposed key project personnel have been drawn from our Team’s extensive pool of highly experienced and qualified resources. The table below details the capability, relevant experience, and the specific work assignments to the project, of our proposed project key personnel.

Key Personnel Team	
Key Personnel	Relevant Experience
Dan Martin, PhD, CEM Principal	Daniel Martin is the world’s first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises. Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large FEMA and other U.S. federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation’s largest communities to conducting tabletop and functional exercises on a wide variety of hazard topics and special events such as the Super Bowl.
George DeTella Project Manager	Serving as one of ISC’s Managing Directors, Mr. DeTella’s experience spans four decades of experience working in the public and private sector. Focus areas include threat and risk assessments, emergency operations, emergency preparedness planning, and multi-disciplinary facilitation engagements. Practical experience with Emergency Operations, Incident Command, and Special Event Coordination. He has served in command positions during numerous emergencies at the State and County level. Practical experience with

Key Personnel Team	
Key Personnel	Relevant Experience
	stakeholder engagements in the development of assessments, programs, response plans, training and exercises and initiatives.
Bryan Stoll, MEP Exercise Coordinator Senior Consultant	<ul style="list-style-type: none"> • Serves as a Senior Consultant with ISC, assisting several organizations with the development of preparedness exercises, After-Action Reports and the implementation of Improvement plans, with 20+ years of experience. • Master Exercise Practitioner (MEP), Certified – Homeland Security Exercise Evaluation Program (HSEEP) • Projects Include: <ul style="list-style-type: none"> – Cybersecurity Workshop, Ohio Department of Health, Project Manager/Exercise Director/Lead Planner, ISC, 2022 – Cyber-Terrorism Tabletop Exercise, Miami-Dade County Office of Emergency Management, Project Manager/Exercise Director/Lead Planner, ISC, 2022 – Statewide Virtual Tabletop Exercise, Ohio Department of Health, After-Action Report Author, ISC, 2022 – Ohio Department of Health Statewide Infectious Disease Tabletop Exercise; Evaluator – March 2022
<i>Quentin Frazier</i> Exercise Coordinator Consultant	Mr. Frazier is an accomplished Emergency Management professional with 28 years of demonstrated experience at both the state and local level with emergency management response operations, both within an Emergency Operations Center (EOC) and at Incident Command Posts. He has an extensive background developing training, conducting exercises and evaluating EOC and Incident Command Post Operations, during large-scale incidents, planned events and major exercises, then recommending process improvements & best-practice incorporation. He is a continuing member of the CA Office of Emergency Services Committee focused on E.M. Training & Credentialing and am an in-house & adjunct instructor with CalOES' Specialized Training Institute (CSTI).
<i>Daven Solis</i> Planner	Mr. Daven Solis is a highly driven, experienced and educated professional with a Master's Degree in Biodefense and a Master's in Emergency Services Administration along with a Graduate Certificate in Emergency Management and Homeland Security. He has served as an Emergency Management Specialist and Consultant, assisting in developing emergency management plans and supporting Emergency Operation Centers (EOCs). Daven is also a competent Floodplain Management Specialist, assisting FEMA with the management of substantial damage inspection teams after Hurricane Harvey. He is a member of a CBRN Instruction and Response Team that was awarded Team of the Year in 2019. Mr. Solis has exceptional verbal and written communication skills. He is a well-organized leader that can simultaneously work with multiple projects, tight deadlines, and numerous entities. He is skillful with Microsoft Office Suite, running reports and analyzing data from internal and external resources
<i>Lisa Wilcox-Brooke</i> Senior Planner	Ms. Wilcox has almost 20 years of experience in developing a multitude of types of preparedness plans for various entities; to include FEMA, Army National Guard, US Navy and InfraGard. Ms. Wilcox is a highly experienced Subject Matter Expert for state, local, tribal and territorial agencies to capture operational processes and submit planning deliverables and standard operating procedures (SOPs) on time. She is highly experienced with writing, editing and reorganizing text for clarity, readability and accuracy for each specific client and organization.
<i>Yahiritza Alvarez</i> Senior Planner	<ul style="list-style-type: none"> • 10+ years of experience. Innovative, dedicated, and experienced emergency management professional fluent in English and Spanish with demonstrated experience in supporting, developing and managing programs from inception through implementation. Exhibits effective communication and collaborative skills to reach a common goal with colleagues and stakeholders.

Key Personnel Team	
Key Personnel	Relevant Experience
	<ul style="list-style-type: none"> • Executive Master of Professional Studies in Emergency and Disaster Management, • Miami-Dade County Office Emergency Management, Emergency Management Planner • 5-year update of Miami-Dade County's Local Mitigation Strategy • Serves as the Emergency Operations Center (EOC) Municipal Branch Director for Miami-Dade County EOC activations. Supports Miami-Dade County's 34 municipalities and six (6) colleges and universities with information sharing, protective actions and coordination of resources. Works with municipal partners to identify locations that can be utilized for COVID-19 testing and vaccinations, evacuation centers, family assistance centers and shelters.
<i>Benjamin Torres Senior Planner</i>	<p>Mr. Torres has worked within the dynamic Emergency Management (EM) enterprise of public safety, which enabled my robust empirical EM experience, for over 25 years. Tasked with adhering to evolving local, State, and Federal guidance, inclusive of all mission partners and stakeholders, effectively communicating & coordinating with organization directorates to facilitate business continuity (mission continuation) and public safety (Force Protection). He has been a team member and leader of several successful EM programs, supervised and mentored countless cohorts throughout his career. He has developed several comprehensive emergency management plans for various organizations and venues.</p>

Availability & Other Resources

The ISC Team understands that availability of key staff for task assignments is critical to moving programs and projects forward. The ISC Team’s proposed staff is available immediately, upon award of the project. Moreover, we are prepared to commit our proposed key staff for the duration of the project and will not replace any key staff without prior consultation with, and approval.

For those circumstances beyond our control, the ISC Team will submit the replacement key staff’s qualifications for review and approval. If any additional resources are required the ISC Team will provide approved additional staff, as necessary.

Project Approach and Methodology

This section describes ISC's understanding of and approach to performing the services required to produce an all-hazards, all-threats Emergency Operations Plan for the Client, using a whole-community inclusive planning process, based on the FEMA CPG 101, v.3.

It is important to note that while the narrative that follows details our recommended approach, our methodology is flexible to meet the needs of the Client. ISC anticipates that changes will be made during the interview and scope development process; however, the project approach below will provide the Client with a baseline understanding of ISC's Comprehensive Emergency Management Plan (CEMP) development methodology.

Our approach to services is based on the following principals:

- ✓ **Personalized Approach to Services.** The ISC Team understands that residents know the Client and its singular needs the best and recommends an approach that emphasizes stakeholder engagement to craft a fully customized CEMP that reflects a deep understanding of the Client.
- ✓ **Project Sustainability.** In addition to developing the Client's CEMP, ISC seeks to educate and prepare Client stakeholders to conduct plan updates themselves in the future. Accordingly, our Team will ensure that all data, processes, and tools are completely accessible to and transferable to the Client.
- ✓ **Pragmatic, Scalable Planning.** ISC believes that emergency plans should prioritize functionality and flexibility. That is, the Client's CEMP must be flexible enough to meet the needs of day-to-day incidents, as well as low-frequency major disasters.
- ✓ **Integrated Solutions.** The CEMP should seamlessly integrate with the Client and the State's pre-existing preparedness and recovery policies, processes, and programs. By leveraging existing plans and incorporating similar local, regional documents, knowledge, and experience, ISC Team can **maximize** the Client's investments and **minimize** project demands on Client personnel.

Task 1: Project Management

To be successful, it is necessary that an infrastructure, or organization, of supporting tools, materials, and/or references, accompanied by clearly defined roles, responsibilities, timeframes, and communications pathways be in place prior to the commencement of the planning process.

Project Kick-off Meeting with the Client

To ensure an immediate and efficient start to the planning, the ISC team will be prepared to schedule a Project Initiation, or "Kick-Off," Meeting with the designated Client representative, immediately upon receiving the Notice to Proceed.

The ISC Project Manager will provide the Client with a proposed date & time for the Project "Kick-Off" Meeting, will request contact information for meeting participants, and will confirm with the Client the desired format for this meeting. Once the date, time, location, and participants are confirmed, ISC Project Staff will schedule the meeting and disseminate invitations, via MS Outlook Calendar Invitations.

To facilitate maximum engagement during the Project "Kick-Off" Meeting, the ISC team will prepare meeting materials, including a meeting agenda, PowerPoint Presentation, and all

administrative documents (i.e., sign in rosters, reference materials, signage, etc.), as needed, as well as provide copies of the Project Work Plan, described below. These materials will be provided as meeting read ahead materials to the Client Project Manager and designated Client stakeholders no later than (NLT) seven (7) days prior to the Project “Kick-Off” Meeting.

Project Work Plan Development

During the CEMP Project “Kick-Off” Meeting, as described above, we will introduce the proposed ISC team, present the Project Work Plan (PWP), identify initial data requests, and establish processes for collecting data, designation of control, points of contact and quantity of and schedule for project deliverables. Additionally, we will discuss and define administrative requirements for the project, including correspondence, invoicing, and other related project issues.

As indicated above, central to the ISC Team’s project management for the update to the Client’s CEMP is the development of the Project Work Plan (PWP).

Simply put, the PWP is a formal, approved document used to guide both project execution and project control, borne out of consultant and local collaboration.

The ISC Team will utilize the PWP to guide the execution of all project tasks and to manage the quality of the overall project engagement. The PWP will guide the execution of the project, measure progress, and depict the proposed team structure with assigned functions, duties, and responsibilities that will meet the project needs.

From our experience completing similar projects, ISC believes that, given the importance of project planning, all associated activities must be clearly defined, precisely completed, and evaluated, and agreed upon by both our Team and local stakeholders.



ISC’s Approach to Project Initiation

Task 2: Develop Draft Client CEMP

Developing the Client CEMP will follow a logical sequence of steps that defines the Client’s needs, analyzes regulatory requirements and guidance, and creates the necessary documentation to support execution of the CEMP during incidents. Deliverable refinement will occur through analysis, review, and revision.

To develop the CEMP, our team proposes the following subtasks.

Review Guidance, Other Plans and the Current Plan, and Conduct a Gap Analysis

Our goal is to produce a National Incident Management System (NIMS) and CPG 101, v3 compliant CEMP that exceeds the Client’s expectations. As a first step, the ISC Team will develop

a data collection packet to request information on the Client's emergency capabilities, governance, and recent incident responses. Candidate documents include any current Emergency Plans, such as the current version of the Client's Emergency Operations Plan, the Hazard Mitigation Plan, regional emergency, or disaster plans to which the Client is a stakeholder, and the State or Regional THIRA (as available).

As part of this task, the ISC Team will complete an Emergency Plan Review Crosswalk. This will identify potential gaps and develop recommendations for improvement. We will also use FEMA's Comprehensive Planning Guide 101 and the International Organization for Standardization (ISO) 22320 standards to support the review.

This process will allow our team to understand baseline conditions and areas for greater research and inquiries to pose to stakeholders during plan development.

Develop an Updated CEMP Table of Contents and Expanded Outline

Concurrent with the activity above, our team will refine the table of contents and create an expanded outline for the Client CEMP and provide it to the Client project manager for review and approval.

The expanded outline document will provide a detailed description of the CEMP design and structure. An open comment period will follow the submission of the table of contents and expanded outline to allow for Client staff an opportunity to provide input. After a two-week period of review, we will consolidate inputs, resolve conflicts with the Client's project manager, and provide a final table of contents and an expanded outline.

The ISC Team proposes to conduct a Planning Team meeting as a review of the results of the gap analysis and document review, described above. We will also assess the CEMP table of contents and expanded outline, and to provide a list of required, additional information.

Develop a Draft CEMP

To support drafting the CEMP, we propose to conduct a series of Planning Team meetings with key Client, stakeholder, and other organizations staff. These meetings will follow a logical sequence that represents a building block approach. For each meeting, the ISC Team will provide a read-ahead, presentation, note taking guide, and meeting minutes. The meetings will focus on the following:

- Results of the document review and gap analysis/draft Comprehensive Emergency Plan outline and table of contents
- Client CEMP data collection
- Appendices/annexes data collection
- Initial draft CEMP review
- Initial draft appendices review

The draft CEMP will provide direction on how to accomplish Client-wide emergency operations to conduct effective response coordination. While the CEMP will focus on response operations, it will also provide a broad framework for all phases of emergency management: Preparedness, Protection, Response, and Recovery. To meet the requirements of the American Disabilities Act, the CEMP will address the needs of all populations and communities within the Client, including persons with disabilities and other access and functional needs. Based on experience, we will

address disabilities and access and functional needs throughout the document as well as in an appendix and/or ESF Annex.

The Comprehensive Emergency Operations Plan will include descriptions and actionable guidance covering:

- An analysis of the Client’s demographics and communities
- A hazard analysis consistent with the any Local Hazard Mitigation Plan and General Plan Safety Element
- The Client’s emergency response organization, including lines of authority and relationships
- Activation thresholds and levels, position checklists and EOC configuration
- Comprehensive resource management
- Information collection and developing situational awareness
- Relationship of with other jurisdictions during emergency response
- Role of the private sector, including non-profit organizations, local businesses, the public, and other constituencies consistent with state and FEMA policies
- Emergency communications processes and procedures
- Emergency notification systems and protocols
- Standard reports
- Action planning processes

The ISC Team recommends including incident specific annexes, such as wildland/urban interface fires and active shooter. We also will include a recovery operations framework appendix that defines how the whole community, including emergency managers, community development professionals, recovery practitioners, Client agencies, the private sector, nongovernmental organizations (NGO) and the public will coordinate to effectively utilize resources to promote resiliency and support the recovery of those affected by an incident.

The CEMP will provide enough direction so that staff who do not regularly support incident operations can use the CEMP to activate the EOC and begin operations to initiate an effective response.

Once drafts of the CEMP are developed, the ISC Team will provide them to the Client’s project manager and stakeholders for review and comment. Each review period will last for two weeks. We have found that in addition to the formal reviews, the Planning Team needs to engage in an iterative process to provide necessary input and get the CEMP “right”. The ISC Team will work with the Client project manager to support additional CEMP inputs and reviews.

To support developing the draft CEMP Base Plan and the draft CEMP appendices and annexes, the ISC Team proposes at least *two* Planning Team meetings.

Task 3: Develop the Final CEMP

After consolidating and adjudicating comments provided by the Client through the open comment review period, ISC will develop a final draft of the CEMP, annexes, and appendices. This will be provided to the Client’s project manager for review approval. We propose a Planning Team meeting to review the final draft CEMP and its supporting documents. After review of the final draft CEMP and supporting documents, ISC will deliver a final CEMP to the Client’s project

manager for approval. Upon approval of the entire CEMP, ISC will support presentation of the CEMP to the Client leadership for formal adoption.

Schedule

The project timeline is executable immediately upon the notice-to-proceed. The timeline does not account for any unforeseen, uncontrollable delays to the project. ISC has developed this project timeline with the intention to foster full collaboration with the project’s key stakeholders and principals. This schedule will ensure the State and FEMA have adequate time to formally review and approve the plan.

Our team is capable to initiate the project upon notice of contract award but will be prepared to begin immediately.

Task	Months
Task 1: Project Management	1 – 8
Task 2a: Develop Draft CEMP	1 – 4
Task 2b: Draft ESFs	3 - 6
Task 4: Develop Final CEMP	6 – 8
Length of Project	Avg. 8 Months

Price Proposal

It is important for Wahkiakum County to select a contractor that prioritizes the needs of Wahkiakum County over corporate motivations. Unlike many competitors that focus on maximizing profits for shareholder dividends and investor payouts, ISC is 100% privately owned and committed to supporting communities across all phases of emergency management—preparedness, mitigation, response, and recovery. Rather than pursuing short-term gains, we aim to build a strong, enduring reputation as a trusted partner, collaborating with communities to enhance resilience and effectively manage emergencies at every stage. Our cost proposal reflects this commitment to fostering long-term and trusted partnerships.

Our deep expertise in emergency management, combined with our rich experience and proficiency in preparedness activities (planning, training, and exercises), hazard mitigation, response, and disaster recovery, enables ISC to execute engagements with efficiency while maintaining a high-level of standard and cost control. Wahkiakum County will benefit from our comprehensive approach, which optimizes expertise and efficiency, ensuring best-value pricing and thereby providing Wahkiakum County with additional resources for their use in building a more resilient future. ISC’s track record of high-performance and best-value pricing is demonstrated by our **Dun & Bradstreet Top Supplier Performance Rating** for emergency management and homeland security consulting services



The Fee Schedule, below, is inclusive of all employee salaries, indirect costs, and other direct costs (ODCs), required to perform all tasks requested. Additionally, please note that this price proposal includes all project and program management, as well as other management costs. All non-labor cost such as lodging and per diem are billed at GSA rate, travel expenses (airfare, rental car) at actual cost with no markup.

ISC will take all prudent measures to ensure costs for services do not exceed the allocated grant amounts allocated to Wahkiakum County. When applicable, ISC can provide fixed-cost estimates for any assigned work that has a clearly defined scope, budget, and period of performance.

Fee Schedule

Based on the scope of work, the estimated cost for this project will be **\$54,300**. This is a firm fixed price, inclusive of all labor, materials, travel expenses, and all other costs, direct and indirect, necessary for each task identified in the Scope of Work. ISC will bill monthly for work performed for each task, unless otherwise directed by the client.

Contracting Vehicles: Contracting Made Easy

ISC offers a range of streamlined procurement options to make working with us fast and efficient for our clients. Our pre-competed contract vehicles have already gone through a rigorous bidding process, allowing you to avoid the time and effort of conducting your own full competitive solicitation. Utilizing this contract not only helps Wahkiakum County alleviate the burden of procuring our services but also provides cost savings to ISC that we in turn provide to our clients. If Wahkiakum County elects to use this contract mechanism, ISC can offer a discount of 10% of the total project fee.

Based on our review of these contracting vehicles, Wahkiakum County is already a participating member of:



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Integrated Solutions Consulting, Inc. (ISC) is a professional services firm focused on developing and implementing comprehensive crisis and consequence management solutions. We are recognized as innovative problem solvers, dedicated to the profession of emergency management and proficient in the disciplines that support it. As recipients of the Dun & Bradstreet Top Supplier Performance Rating for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, ISC proudly offers your community over 775+ years of experience, technical expertise, and unparalleled performance.