

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202303016

Originating Department:	Executive
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Emergency Medical Services
Contract or Grant Administrator:	Mike Hilley EMS Manager
Contractor's / Agency Name:	Bellingham Fire Department
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 130110	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input checked="" type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 66,916.00 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____ Summary of Scope:	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Bellingham Fire Department will be hiring and on-boarding 2 Lateral Paramedics (pre-certified/trained Paramedics) in 2023. Whatcom County will reimburse for the training, preceptorship, and evaluation costs related to hiring and onboarding lateral paramedics.	
Term of Contract: January 1, 2023	Expiration Date: December 31, 2023

Contract Routing:	1. Prepared by: <u>Mike Hilley</u>	Date: <u>4/26/23</u>
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>4/26/23</u>
	3. AS Finance reviewed: <u>Andrew Tan</u>	Date: <u>04/27/2023</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): <u>AB2023-322</u>	Date: <u>5/9/23</u>
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

WHATCOM COUNTY
Emergency Medical Services
800 E Chestnut, Suite 3C
Bellingham, WA 98225



Mike Hilley
WCEMS Manager

MEMORANDUM

From: Mike Hilley, EMS Manager
Re: EOB/Lateral Paramedic Budget Supplemental Request
Date: March 3, 2023

Enclosed is the 2023 BFD Lateral ILA, C#202303016

Purpose/Background: This ILA will continue to fund the hiring and training of lateral Paramedics in 2023 for the Bellingham Fire Department. When the Department hires an employee that already has experience and is certified as a firefighter/paramedic, this recruiting strategy is described as a “**lateral hire.**” This training and onboarding have been extended into 2023 where two lateral Paramedics will complete training in 2023. The Bellingham Fire Department and the County recognize the financial benefit and reduced training time required when hiring an employee that already holds a national or state paramedic licensure.

- **Funding Amount and Source**

The funding source is the EMS Levy Fund, 130110, not to exceed \$66,916.00.

Rate Details:

- 2023: \$66,916.00 for the wages and benefits, preceptorship, and evaluation of two lateral paramedics

The County shall pay costs up to and not to exceed \$66,916.00 associated with the preceptorship of lateral Paramedics. This amount includes administrative costs for formal evaluations, salaries and wages for up to **two (2)** Department employees who hire through the lateral Paramedic process, not to exceed 6 months in duration over the next 12 months where the agreement expires December 31, 2023. The Department will pay the costs of all training associated with the duties and responsibilities required to be employed as a City of Bellingham Firefighter/Paramedic.

Please contact Mike Hilley at (360) 927-1155 if you have any questions or concerns regarding the terms of this agreement.

INTERAGENCY FUNDING AGREEMENT
Between
City of Bellingham Fire Department
and
Whatcom County Emergency Medical Services/Whatcom County

The City of Bellingham, through Bellingham Fire Department, (hereinafter the "Department"), Whatcom County, through Whatcom County Emergency Medical Services, (hereinafter the "County"), in consideration of the mutual covenants herein, agree as follows:

- I. Purpose: The Department and the County recognize the financial benefit and reduced training time required when hiring an employee that holds a national or state paramedic licensure. When the Department hires an employee that already has experience as a firefighter/paramedic this is deemed a "lateral hire." The purpose of this agreement is to fund the training and hiring of lateral paramedics by the Department using EMS Levy funds. This agreement outlines the responsibilities of the Department and the County for funding, training and hiring lateral paramedic employees.
- II. Program Administration: It is understood that the County and Department shall be responsible for the direct supervision of their respective employees and that nothing in this Agreement will interfere with their respective employer/employee relationship or the individual functioning of the County and Department herein named. In compliance with applicable law and State records guidelines, both parties will maintain documentation and/or records relevant to the program in this Agreement.
- III. Financial Agreement: Utilizing County EMS funds, the County agrees to fund the training costs of up to two (2) lateral paramedics who will be employed by the Department. The County shall pay training costs, not to exceed \$66,916.00, associated with the preceptorship of lateral Paramedics, including administrative costs for formal evaluations, salaries and wages for up to two (2) Department employees who are hired through the lateral Paramedic process. The County's obligation to pay these costs associated with the preceptorship shall not to exceed 6 months in duration. The Department will pay and be responsible for the costs of all other training associated with the duties and responsibilities required to be employed as a City of Bellingham Firefighter/Paramedic. The Department will submit monthly invoices to the County Contract Administrator with supporting documentation as required in Exhibit A. County payment will be considered timely if made within 30 days of receipt of approved invoice.
- IV. Responsibilities of the Department:

- A. Select lateral paramedic applicants, as available, through the approved Department process.
- B. Ensure the lateral paramedic candidate is in good standing with the accrediting agency or body they are transferring from.
- C. Assign and provide a preceptor to the lateral paramedic candidate.
- D. Work with the County Medical Program Director (“MPD”) and Department Supervising Physician to ensure the lateral paramedic candidate completes MPD mandated training, testing, and field internships to become a Whatcom County certified paramedic.
- E. Ensure all forms and paperwork are correctly submitted to the State of Washington for final credentialing.
- F. Communicate with the County, County MPD, and Supervising Physician of the lateral paramedic candidates progress during the training process.
- G. Develop performance improvement plans, as necessary, to correct any deficiencies related to successful completion of the lateral training requirements.
- H. Notify the County of any circumstance that will prevent a lateral paramedic candidate from successfully completing their training to achieve certification or be able to perform as a Whatcom County EMS system paramedic.

V. Responsibilities of the County

- A. Provide financial reimbursement to the department pursuant to this Agreement for monthly and non-recurring training costs as outlined in “Exhibit A.”
- B. Work with the Department to complete testing and credentialing paperwork associated with the lateral paramedic process.
- C. Collaborate with the Department to ensure all lateral paramedic training tasks and processes are approved by the County MPD and the Department Supervising Physician.

VI. Nondiscrimination:

There will be no discrimination against any participant covered under the Agreement because of race, color, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in programs or activities including employment, admissions, and educational programs.

VII. Liability:

Each party to this Agreement will be responsible for the negligent or willful acts or omissions of its own employees, officers, volunteers or agents in the performance of

this Agreement. Neither party will be considered the agent of the other nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

VIII. Term of the Agreement:

This Agreement will take effect on January 1, 2023, regardless of the date signed, and will terminate on December 31, 2023, unless terminated earlier by either party. Termination of this Agreement shall be effective thirty (30) days following written notice of termination provided by either party.

IX. Entire Agreement: This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein. If modifications to this Agreement are deemed necessary, such changes shall be approved by the Department and County by written amendment.

X. Notice:

Any notices or communications required or permitted to be given by this Contract must be (i) given in writing and (ii) personally delivered or mailed, by prepaid, certified mail or overnight courier, or transmitted by electronic mail transmission (including PDF), to the party to whom such notice or communication is directed, to the mailing address or regularly-monitored electronic mail address of such party as follows:

To: Bellingham Fire Department
1800 Broadway
Bellingham, WA 98225
Attention: Chief Bill Hewett
Telephone: (360) 778-8400
Email: bchewett@cob.org

To: Whatcom County EMS
800 Chestnut Street, Suite 3C
Bellingham, WA 98225
Attn: Mike Hilley, EMS Manager
360-927-1155
mhillley@co.whatcom.wa.us



WHATCOM COUNTY:

Approved as to form:

Christopher Quinn per Email 4/27/23
Prosecuting Attorney Date

Mike Hilley 8-27-23
Mike Hilley, EMS Manager Date

Approved:

Accepted for Whatcom County:

By: Satpal Sidhu
Satpal Sidhu, Whatcom County Executive

STATE OF WASHINGTON)
)SS
COUNTY OF WHATCOM)


On this 16th day of August 2023, before me personally appeared Satpal Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Billie Sue Rinn
NOTARY PUBLIC in and for the State of
Washington, residing at Bellingham.
My commission expires 4/13/27.

City of Bellingham signature page for agreement with _____.

Dated this 2nd day of October, 2023, for the CITY OF BELLINGHAM:



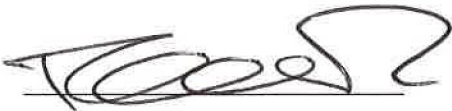
Seth Fleetwood, Mayor

Attest:

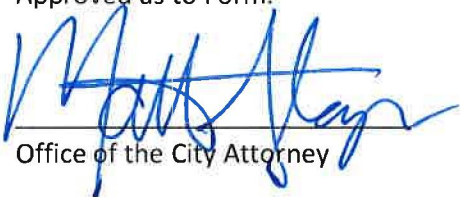


Finance Director

Department Approval:



Approved as to Form:



Office of the City Attorney

Exhibit "A"

Contract Budget Detail

	Required	Monthly Amount	Per Student	Contract
2023 Cost Item	Documentation	Per Student	Maximum	Maximum
Wages and Benefits	GL Detail	\$10,250.00	\$30,750.00	\$61,500.00
Preceptor Premium	GL Detail	\$536.00	\$1,608.00	\$3,216.00
Formal Evaluations	GL Detail	N/A	\$1,100.00	\$2,200.00
Sub-Total				\$66,916.00