

**INTERAGENCY AGREEMENT**  
**between**  
**Bellingham Technical College**  
**and**  
**Whatcom County Emergency Medical Services/Whatcom County**

The Whatcom County Emergency Medical Services, (hereinafter the “County”), and Bellingham Technical College, (hereinafter the “College”), in consideration of the mutual covenants herein, agree as follows:

- I. **Purpose:** This Agreement outlines the organization, responsibilities, and administration of the EMT-Paramedic Training Program conducted as a cooperative agreement between the County and the College.
- II. **Program Administration:** It is understood that the College and County shall be responsible for the direct supervision of their respective employees and that nothing in this Agreement will interfere with the employer/employee relationship or the functioning of the College or County 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 Responsibility:** Financial responsibility for the Paramedic Training Program shall be that of the County who manages the funding for the program. The County will provide reimbursement to the College, not to exceed \$42,990 as presented in Exhibit A “Budget”. College will invoice the County, and provide evidence of costs incurred, when the Paramedic Training Program is half-complete and a final invoice when the program has been completed for services rendered in accordance with the Agreement. Financial responsibility for fees associated with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Committee on Accreditation for Emergency Medical Services Professions (CoAEMSP) to include site visits will be paid by the City of Bellingham Fire Department.
- IV. **Program Sponsorship:** The College shall be the sponsoring institution and, as such, the program will operate within the College’s appropriate policies and procedures.
- V. **Program Approval:** The program is approved through the Washington State Board for Community and Technical Colleges and the Washington State Department of Health. Accreditation is granted through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- VI. **Responsibilities of the College:**

- A. Provide oversight in verifying that the instructional process is conducted according to all required educational standards set forth by CAAHEP and Washington State Department of Health.
- B. Obtain concurrence from the County on the selection of the person to be appointed as the Medical Program Director/Training Physician. The Medical Program Director will be a licensed physician under RCW 18.71, and must meet all requirements of a Medical Program Director as defined in WAC 246-976-920.
- C. The program will be operated within the parameters, policies, and procedures of the College. Students will receive all rights and privileges of College's students and will be subject to all College procedures and policies.
- D. Provide instructional evaluation of program faculty per CAAHEP requirements. The process will include evaluative data collected from student evaluations, the Medical Program Director/Training Physician, Advanced Life Support Programs Medical Services Officer, and the College Supervisor.
- E. Per State Vocational requirements, the College will approve the Paramedic Lead Instructor and faculty as vocational instructor(s).
- F. Issue Certificates of Completion in Paramedic Training, to students who are deemed as successfully completing the program in accordance with CAAHEP standards.
- G. Access to College's simulation labs will be provided. Additional costs for any consumable supplies used and simulation lab staffing will be paid by College and billed to County for reimbursement.
- H. Provide access to the College's CANVAS eLearning tool.
- I. Assist with application to CAAHEP for program accreditation within the following parameters:
  - i. Request accreditation services;
  - ii. Assist with self-study development;
  - iii. Assist with syllabi development; and
  - iv. Assist with required documentation to be kept by both College and Department.
- J. Assign College supervisor to provide program oversight.
- K. Facilitate meetings of the Paramedic Program Advisory Committee, meeting State Board guidelines.
- L. Provide permanent repository for program records.

- M. Maintain required student malpractice insurance when program is in session.
- N. Complete Washington State Department of Health training program and course applications.

**VII. Responsibilities of the County:**

- A. The County will appoint and supervise a Paramedic Training Course Director (PTCD) who will provide oversight to ensure the Program is being operated in accordance with Washington State Department of Health and Commission on Accreditation of Allied Health Education Programs standards and requirements.
- B. Ensure that pre-courses Anatomy and Physiology Instructors contracts are in place before the start of class.
- C. Provide any records and program information required from the County as needed for ongoing Program accreditation support.
- E. Approve students selected for the Paramedic program and provide College with appropriate admission and registration information and forms as needed.
- F. Participate on a regular basis, as a member of the Paramedic Program Advisory Committee reviewing the program's goals and progress, and make recommendations of needed changes, if any, to help insure its success.

**VIII. EMT-Paramedic Program Admission Procedures:** The EMT-Paramedic Program admission process will include two steps:

- i. Eligible Advanced Life Support Departments and Whatcom County Fire Departments or Districts employees, meeting admission requirements as set forth in RCW 18.71.205 and WAC 246.976.041, will be considered for the program upon recommendation of the Paramedic Training Course Director. Enrollment is not open to the public.
- ii. All students accepted for admission must have current Emergency Medical Technician (EMT) certification and a high school diploma or equivalent as per Washington State Department of Health (DOH) guidelines.

**IX. Program Administration:**

College Supervisor: Matthew Santos, Dean, Bellingham Technical College, 3028 Lindbergh Ave., Bellingham, WA, 98225, (360) 752-8449 msantos@btc.edu

Whatcom County EMS Paramedic Training Course Liaison: Steven Cohen, MS, EMS Training Specialist; 800 E. Chestnut St. Bellingham, WA 98225 (360) 820-6157  
[scohen@co.whatcom.wa.us](mailto:scohen@co.whatcom.wa.us)

Bellingham Fire Department Coordinator/Course Director: Div. Chief Scott Ryckman, Medical Services Officer, Bellingham Fire Department, 1800 Broadway, Bellingham, WA, 98225, (360) 778-8413 [sryckman@cob.org](mailto:sryckman@cob.org)

Paramedic Lead Instructor: Capt. Rob Stevenson, 1800 Broadway, Bellingham, WA 98225 [rstevenson@cob.org](mailto:rstevenson@cob.org).

- X. **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
- XI. **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. Each Party shall insure its own employees.
- XII. **Term of the Agreement:** This Agreement will be in effect for the 2023 class cycle for a class of up to Eleven (11) students.
- XIII. **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.

**Authority:** The parties represented and covenant that they are authorized to sign as authorized agents of their respective college/agency.

**ACCEPTED**, agreed, and signed as of the date first set forth below

**EXECUTED**, this \_\_\_\_ day of \_\_\_\_\_, **2023**, for **Bellingham Technical College:**

**Approved as to Form:**

\_\_\_\_\_  
Chad Stiteler Vice President, Admin Services

\_\_\_\_\_  
Julie Nicoll, Assistant Attorney General  
Assigned to Bellingham Technical College

**EXECUTED**, this \_\_\_\_ day of \_\_\_\_\_, **2023**, for **Whatcom County:**

**Approved as to Form:**

\_\_\_\_\_  
Christopher Quinn per Email 1/12/2023  
Office of Prosecuting Attorney, Civil Division

Accepted for Whatcom County:

\_\_\_\_\_  
Tyler Schroeder, Deputy Executive Whatcom County

**Exhibit 'A'**  
**Budget**

<b>BELLINGHAM TECHNICAL COLLEGE CONTRACT SERVICES – PARAMEDIC PROGRAM</b>	
Administration/Accreditation	(\$25,000 per cohort)
Medical Program Director Stipend	(\$16,000 per cohort)
MPD payroll tax expenses	(\$1,440 per cohort)
<b>Admin/print/copy expenses</b> <small>(Application, print certificates, copies student files)</small>	<b>\$550</b>
<b>TOTAL</b>	<b>\$42,990</b>