

INTERAGENCY AGREEMENT
Between The
City of Bellingham
and
Whatcom County

The City of Bellingham, a Washington State municipal corporation operating through the Bellingham Fire Department, (hereinafter the "Department"); Whatcom County, a Washington State municipal corporation operating through its Department of Emergency Medical Services, (hereinafter the "County") in consideration of the mutual covenants herein, agree as follows:

- I. **Purpose:** This agreement regarding paramedic training (hereinafter "Agreement") sets forth the organization, responsibilities, and administration of a program of paramedic training (hereinafter the "Program") conducted as a cooperative effort between the Department and the County.

- II. **Program Administration – Independent Municipal Entities:** It is understood that the parties shall remain independent governmental entities in carrying out their responsibilities as set forth herein, that the parties shall remain responsible for the direct supervision of their respective employees, and that nothing in this Agreement will interfere with the employer/employee relationships of the parties. In compliance with applicable law and State records guidelines, both parties will maintain documentation and records relevant to the Paramedic Training Program. The Program shall be administered in accordance with the terms of this Agreement as set forth below and as detailed in Exhibit B which is incorporated herein.

- III. **Financial Responsibility for Program:** Financial responsibility for the Program shall be that of the County, using the Whatcom County Emergency Medical Services (EMS) Levy which provides funding for the program. County will provide reimbursement to the City, not to exceed \$579,153, as presented in Exhibit A "Program Budget". City will invoice the County monthly for actual costs of the program, supported by general ledger detail

- V. **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.

- VI. **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.

VII. Term of the Agreement: This Agreement will be in effect for the 2021 class cycle for a class of six students.

VIII. 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 _____, 2021, for City of Bellingham:

Department Approval:

Mayor

Department Head

Attest:

Approved as to Form:

Finance Director

Office of the City Attorney

EXECUTED, this _____ day of _____, 2021, for Whatcom County:

Department Approval:

Satpal Singh Sidhu, County Executive

Department Head

Approved as to Form:

Christopher Quinn per email 03/24/2021
Office of Prosecuting Attorney, Civil Division

EXHIBIT "A" "PROGRAM BUDGET"

PARAMEDIC TRAINING COSTS/REIMBURSEMENT

2021

BELLINGHAM FIRE DEPARTMENT EMPLOYEES (2)

	DESCRIPTION	COST PER STUDENT
Preceptor Fee	Assigned Student Paramedic Preceptors	\$5,000.00
Evaluation Fee	Formal Evaluation Reports	\$1,100.00
Student Equipment	Books, Stethoscopes, calipers, IV supplies, Disposable mannequin supplies, physiology training anatomy dissection parts, Platinum Program, PALS/NRET testing, CAAHEP, Clinical Training Site visit, Safety Clothing for clinical	\$6,350.00 Sub-Total (\$24,900.00)
Candidate Wages	Student class & patient contact hours	\$107,000.00 (\$214,000.00)
TOTAL	Two Students	\$238,900.00

NORTH WHATCOM FIRE DEPARTMENT EMPLOYEES (2)

	DESCRIPTION	COST PER STUDENT
Preceptor Fee	Assigned Student Paramedic Preceptors	\$5,000.00
Evaluation Fee	Formal Evaluation Reports	\$1,600.00
Student Equipment	Books, Stethoscopes, calipers, IV supplies, Disposable mannequin supplies, physiology training anatomy dissection parts, Platinum Program, PALS/NRET testing, CAAHEP, Clinical Training Site visit, Safety Clothing for clinical	\$6,350.00 Sub Total Each (\$12,950.00)
	Two Students	\$25,900.00

CAMANO ISLAND FIRE EMPLOYEES (2)

	DESCRIPTION	COST PER STUDENT
Preceptor Fee	Assigned Student Paramedic Preceptors	\$5,000.00
Evaluation Fee	Formal Evaluation Reports	\$1,600.00
Student Equipment	Books, Stethoscopes, calipers, IV supplies, Disposable mannequin supplies, physiology training anatomy dissection parts, Platinum Program, PALS/NRET testing, CAAHEP, Clinical Training Site visit, Safety Clothing for clinical, Student class & patient contact hours	\$6,350.00
		Sub Total Each (\$12,950.00)
	Two Students	\$25,900.00

ANNUAL PROGRAM COSTS

	DESCRIPTION	COST PER YEAR
Lead Instructor	Training Coordinator	\$184,453.00
Administrative Costs	COAEMP Required Fee & Site Visit, Admin support- class schedules, software set-up/data entry/student training, program supply/equip ordering, assistance with CAEHEP accreditation process.	\$33,000.00
Program Instructors	Physicians, College Instructors, Paramedic Instructors	\$56,000.00
Facilities	Classroom and office space	\$15,000.00
TOTAL		\$288,453.00

Total BFD Reimbursement

	DESCRIPTION	COST PER YEAR
Bellingham FD	Two (2) Students	\$238,900.00
North Whatcom	Two (2) Students (Preceptor/Tuition)	\$25,900.00
Camano Island	Two (2) Students (Preceptor/Tuition)	\$25,900.00
		Sub Total (\$51,800.00)
Annual Program Costs	Physicians, College Instructors, Paramedic Instructors, Classroom/Office Rental	\$288,453.00
TOTAL	Reimbursement	\$579,153.00

EXHIBIT B "SCOPE OF WORK"

The Department will operate the 2021 Paramedic Training Program in accordance with Washington State Department of Health and Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and requirements. Oversight will be provided by the County's Paramedic Training Course Director. Program will be managed by the Paramedic Lead Instructor. Department will be responsible to:

- A. Obtain concurrence from the County on selection of the person to be appointed as the Paramedic Lead Instructor. Duties of the Lead Instructor are further detailed below.
- B. Develop and maintain agreements with all physicians, college instructors, and paramedic instructors as needed.
- D. Manage the accreditation process and develop the self-study for accreditation required by the State of Washington Department of Health and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for ongoing accreditation support. Coordinate the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (COAEMP) COAEMSP site visit and pay the related fee.
- E. Select Department sponsored students for admission to the Program. Provide appropriate admission and registration information and maintain copies of Program records.
- J. Facilitate clinical agreements between the Department and those sites participating in clinical oversight of the paramedic students. Coordinate and schedule all classes, field experience and training activities. Provide preceptors and evaluations for all paramedic students.
- F. Develop and maintain Program curriculums in accordance with state and national standards.
- I. Provide classroom, equipment, and storage space as necessary to support the program as outlined in Exhibit A.
- K. Complete Washington State Department of Health training program and course applications and student completion forms.
- L. Participate as a member of the Paramedic Program Advisory Committee.

The County

- A. The County will appoint and supervise a Paramedic Training Course Director. 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 contracts with Bellingham Technical College and pre-course anatomy & physiology instructor are in place and current prior to the start date of the class.
- C. Secure budget authority from the Whatcom County Council to fund the 2021 Program costs for paramedic training as presented in Exhibit A.
- D. Support the accreditation process as needed.
- E. Provide any records and program information required from the County as needed for ongoing Program accreditation support.
- F. Participate as a member of the Paramedic Program Advisory Committee.

Paramedic Lead Instructor

The Program Lead Instructor will be a certified Department Paramedic, who has earned an Associate's degree or higher from an accredited institution, and will meet all requirements for vocational instructor certification as defined in WAC 131.16.070-095. Lead Instructor will be responsible, under the oversight of the Paramedic Training Course Director, to operate the 2021 Paramedic Training Class and manage the accreditation process. Duties include but are not limited to the following:

- A. Develop and implement the class schedule and ensure that all program objectives are met.
 - 1. The class schedule shall be submitted to the Medical Services Officer (MSO), Medical Program Director/Training Physician, and College supervisor for approval.
- B. Coordinate and supervise all class presentations, instructors and field exercises.
- C. Develop examinations based on the Program curriculum and ensure Medical Program Director and Training Physician approval for all examination content.
- D. Review and obtain approval for textbooks and supplemental educational materials used as part of the Program.
- E. Coordinate the COAEMP site visit and manage the accreditation process.
- F. Other duties as assigned.

Paramedic Training Course Director

The Paramedic Training Course Director will be a certified Paramedic, who has earned a Bachelor's degree or higher from an accredited institution. Director will provide oversight of the 2021 Paramedic Training Class and accreditation process. Duties include but are not limited to the following:

- A. Assist Lead Instructor with class development and operation as needed.
- B. Serve as Program liaison between the Department and Bellingham Technical College.
- C. Review class schedules, student progress, and other program maintenance schedules as needed.
- D. Select pre-course anatomy and physiology instructor and maintain required documentation related to the course.