

# WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.  
**202509011**

Originating Department:	Executive
Division/Program: (i.e. Dept. Division and Program)	Emergency Medical Services
Contract or Grant Administrator:	Mike Hilley EMS Manager
Contractor's / Agency Name:	City of Bellingham

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes ☒ No ☐ Yes ☐ No ☒ If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: \_\_\_\_\_

Does contract require Council Approval? Yes ☒ No ☐ 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 ☐ No ☒ If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_

Is this contract grant funded? Yes ☐ No ☒ If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process? Yes ☐ No ☒ If yes, RFP and Bid number(s): \_\_\_\_\_ Contract Cost Center: 12401001

Is this agreement excluded from E-Verify? No ☒ Yes ☐ 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 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.

<p>Contract Amount:(sum of original contract amount and any prior amendments): \$ 1,008,442.00</p> <p>This Amendment Amount: \$ _____</p> <p>Total Amended Amount: \$ _____</p>	<p>Council approval required for; all property leases, all Interlocal agreements, <b>contracts or bid awards exceeding \$75,000</b>, and <b>grants exceeding \$40,000</b> and and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b></p> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>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.</li> </ol>
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Summary of Scope:

This agreement provides reimbursement to the Bellingham Fire Department for costs associated with the 2025-2027 Paramedic Training Program.

Term of Contract: December 1, 2025	Expiration Date: March 31, 2027
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Contract Routing:	1. Prepared by: <u>Melissa Rodriguez</u>	Date: <u>9/4/2025</u>
	2. Attorney signoff: <u>Brandon Waldron</u>	Date: <u>10/1/2025</u>
	3. AS Finance reviewed: <u>Marianne Caldwell</u>	Date: <u>10/22/2025</u>
	4. IT reviewed (if IT related): <u>n/a</u>	Date: _____
	5. Contractor signed: <u>[Signature]</u>	Date: _____
	6. Executive contract review: <u>31.5</u>	Date: <u>12-4-25</u>
	7. Council approved, if necessary: <u>AB 2025-764</u>	Date: <u>11-5-25</u>
	8. Executive signed: <u>[Signature]</u>	Date: <u>12-4-25</u>
	9. Original to Council: _____	Date: _____

**WHATCOM COUNTY**  
Emergency Medical Services  
1500 N. State St. Suite 205  
Bellingham, WA 98225



**Mike Hilley**  
WCEMS Manager

## **MEMORANDUM**

**To:** Satpal Sidhu, County Executive  
**From:** Mike Hilley, EMS Manager  
**Re:** Interlocal Agreement/City of Bellingham Fire Department; for the provision of the Paramedic Training Program  
**Date:** October 1, 2025

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Enclosed is the C#202509011

- **Background and Purpose**

This Interlocal Agreement is for the 2026 Paramedic Training Class. Students recommended by Bellingham Fire Department (BFD), Whatcom County Fire District 7 (WCFD7), Camano Island Fire and Rescue (CFR) and Marysville Fire District will participate in a joint EMS Paramedic training course funded through the EMS Levy. All four agencies will enter into an interlocal agreement to participate in the 2026 paramedic training class.

Bellingham Fire Department – Four (4) Students

Whatcom County Fire Protection District 7 – Two (2) Students

Camano Fire and Rescue – One (1) Student

Marysville Fire District – Three (3) Students

This interlocal agreement is between Whatcom County and the City of Bellingham to compensate for the Paramedic training program, including program administration, student wages and benefits, preceptor training, and class supplies. There are no significant differences as compared to past contracts (C#202408014).

- **Funding Amount and Source**

The funding source is the EMS Levy Fund, 12401001, not to exceed \$1,008,442.00

Increases are determined annually by the previous year simple average January through June CPI-W+1% for Seattle Tacoma, Bellevue; provided, however, that such automatic adjustment shall not be less than 3.0%. (2023 to 2028 EMS Levy Plan)

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

**INTERLOCAL AGREEMENT FOR PARAMEDIC TRAINING  
Between Whatcom County and the City of Bellingham**

**This Interlocal Agreement for Paramedic Training ("Agreement")** is made and entered into by and between Whatcom County, a municipal corporation (the "County"), and the City of Bellingham, a municipal corporation (the "City"), collectively, the "Parties".

**RECITALS**

**WHEREAS**, in November 2022, Whatcom County voters approved a six-year (2023-2028) property tax levy for countywide EMS services, with funds to be disbursed by the County to emergency medical service providers, including the City of Bellingham acting by and through the Bellingham Fire Department; and

**WHEREAS**, the purpose of this Agreement is to provide for the disbursement of EMS levy funds for the reimbursement of certain City costs identified herein associated with paramedic training, including entry-level paramedic training and lateral hire paramedic training, not to exceed **\$1,008,442.00**.

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants, and obligations contained herein, the Parties mutually agree as follows:

**TERMS AND CONDITIONS**

1. **Paramedic Training.** The City provides paramedic training as follows:

1.1 **Entry Level.** The City will administer a 2026 entry-level training program for existing full-time firefighters. The program will be administered by the City in association with the Bellingham Technical College, who will act as the sponsoring educational institution. 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). Additional background information concerning the program is provided in Exhibit A hereto. Certain baseline costs associated with the program will be reimbursed pursuant to that certain multi-year Interlocal Agreement for Advanced Life Support Services between Whatcom County and the City of Bellingham. Costs which are more dependent upon the makeup of the student class each year will be reimbursed pursuant to separate interlocal agreements executed on or before the first of each year. This is the second such agreement.

1.2 **Lateral Hire.** The City also provides on-the-job training to state certified paramedics hired by the Bellingham Fire Department as lateral hires. Lateral paramedics are experienced and certified paramedics that are hired by the Bellingham Fire Department. Lateral Paramedics must be further trained and certified to work in Whatcom County by the Whatcom County Medical Program Director. This process typically takes approximately four (4) months; however, this onboarding training and evaluation can take as long as six (6) months. Costs associated with this training are defined in Exhibit B. Funding for the "Lateral Paramedic" training

program is budgeted as part of the Paramedic Training costs during this onboarding phase. The county agrees to fund up to three (3) Lateral Paramedics in 2026 depending on the needs of the department. Bellingham Fire does not currently have plans to train lateral paramedics in 2026. If the department does train lateral paramedics in 2026, the department will inform the County of the impending lateral paramedic at least two months prior to onboarding. The department will invoice the county monthly once the lateral paramedic begins training that includes expenditure backup for the lateral paramedic.

2. **Funding.** The County shall provide funding for the 2026 entry level paramedic training program and lateral hire training program on a reimbursement basis as set forth in Exhibits B and C hereto. Notwithstanding the foregoing, the student equipment line item in Exhibit B shall be paid in advance in one lump sum upon invoicing by the City in January 2026.

3. **Relationship of the Parties.** The Parties are independent governmental entities. Except as expressly provided for herein, nothing in the Agreement shall be construed to limit the discretion of the governing bodies of each party. Neither party shall assume any liability for the direct payment of any salary, wages or other compensation of any type to any of the other party's personnel performing services hereunder. No agent, employee or other representative of the Parties shall be deemed to be an employee of the other party for any reason. This Agreement shall not be construed or interpreted such that either party hereto is held to be an agent of the other party.

4. **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.

5. **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 either 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.

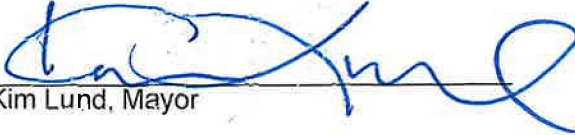
6. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.

7. **Authority.** The Parties represent and covenant that they are authorized to sign as authorized agents of their respective entity.

8. **Terms.** This Agreement will become effective on December 1, 2025, and will terminate March 31, 2027, or upon completion of paramedic training.

EXECUTED this 18<sup>th</sup> day of December, 2025, for **City of Bellingham** by:

Department Approval:

  
Kim Lund, Mayor

  
Bill Hewett, Fire Chief

Attest:

  
Andy Asbjornsen, Finance Director

Approved as to Form:

  
Matt Stamps, Office of the City Attorney

EXECUTED this 4<sup>th</sup> day of December, 2025, for **Whatcom County** by:

  
Satpal Sidhu, County Executive

Approved as to Form:

**Brandon Waldron 10-1-2025**  
Office of Prosecuting Attorney, Civil Division



## **EXHIBIT A**

### **Additional Background on the 2026 Entry Level Paramedic Training Program**

1. **Program Attributes.** The program will provide:
  - a. A 60-hour, 5-credit anatomy and physiology course through a combination of online and laboratory learning.
  - b. Approximately 1,300 paramedic field-training hours on ALS units. Preceptorships will be determined by the home department's ability to provide that mentoring. Students will see approximately 500 patients while precepting on the ALS units. Clinical hours will include training with the hospital emergency department, operating room, intensive care unit & maternity units, along with observation days at Children's Hospital and Harborview Medical Center as part of the Program experience. On average, students will administer approximately 150 IV's and perform approximately 20 Intubations during their clinical hours.
  - c. Approximately 650 classroom hours for both didactic and simulation lab learning.
  - d. Weekly or monthly, depending on need, student progress reports to the Department liaison.
  - e. Student evaluations (approximately 20).
  - f. Physician-level evaluations of students for paramedic certification.
  - g. Preparation for National Registry of EMT's (NREMT) testing and certification.
2. **Admission Requirements**
  - a. Eligible Advanced Life Support Departments and Whatcom County Fire Departments or District 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 Course Director. Enrollment is not open to the public.
  - b. 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.
  - c. Out-of-County students must be affiliated with an Advanced Life Support Agency and will have the recommendation of the Fire Chief and Out of County Medical Program Director or Supervising Physician to enroll in the Paramedic Training Program.
3. **Program Administration**

College Supervisor: Matthew Santos, Dean of Allied Health, Bellingham Technical College, 3028 Lindbergh Ave., Bellingham, WA, 98225, (360) 752-8316, msantos@btc.org

Paramedic Training Medical Program Director: Dr. Emily Welch, 1800 Broadway, Bellingham, WA 98225 (360) 778-8413 [ewelch@co.whatcom.wa.us](mailto:ewelch@co.whatcom.wa.us)

Whatcom County EMS Paramedic Course Liaison: Steven Cohen, BS, 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; Course Director: Div. Chief Scott Ryckman MS, 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. Todd Fisher, 1800 Broadway, Bellingham, WA 98225. [tfisher@cob.org](mailto:tfisher@cob.org)

## EXHIBIT B

### Funding for 2026 Entry Level Paramedic Training Program

This Exhibit B sets forth City costs associated with the entry level paramedic training program ("Program") that shall be reimbursed by the County using EMS levy funds pursuant to this Agreement not to exceed \$1,008,442.00.

4. **The 2026 Trainee Class.** The 2026 class is comprised of the following 10 trainees, 5 of whom will receive their field training on BFD paramedic units and 5 of whom will receive their field training with their respective employer agencies:
  - a. Field Training with Bellingham Fire Department:
    - Four (4) firefighters employed by the Bellingham Fire Department (BFD)
    - One (1) firefighter employed by Camano Island Fire and Rescue (CIFR)
  - b. Field Training with Employer Agencies:
    - Two (2) firefighter employed by Whatcom County Fire District 7 (WCFD7)
    - Three (3) firefighters employed by the Marysville Fire Department (MFD)
5. **Reimbursables.** City costs subject to reimbursement under this Agreement generally consist of the following items, up to the amounts identified in Section 3 below:
  - a. Trainee wages and benefits for the four (4) BFD firefighters.
  - b. Preceptor fees for the five (5) trainees who will receive their field training with the BFD.
  - c. Trainee equipment costs for books, labs, and other training supplies for all 10 trainees.

### 3. 2026 Funding

Item	Description	Per Student	Total
Student wages & benefits	Student class and patient contact hours (up to 4 BFD students, \$11 674.97 per month, 14 months)	\$163,449.58	\$653,798.00
Preceptor fees	Assigned paramedic student preceptors (up to 4 BFD @ per months, 14 months)	\$8,561.50	\$34,246.00.
Evaluation fees, In-county students	Formal Evaluations (Up to 4 BFD students)	\$1,262.30	\$5,049.00
Evaluation Fees, Out-of-county students	Formal Evaluations & Precepting (Up to 1 CIFR student) \$850.00 x 12 Months	\$10,200.00	\$10,200.00
Student equipment	Books, stethoscopes, calipers, IV supplies, disposable mannequin supplies, A&P dissection parts, Platinum program, PALS/NRET testing, CAAHEP, training site visits, safety clothing (10 students)	\$8,032.60	\$80,326.00
<b>Total</b>			<b>\$783,619.00</b>



**4. Invoicing & Payment**

- a. The City may invoice the County in January of 2026 for the total Student Equipment costs for the 2026 program in advance of procuring all such equipment.
- b. The City may invoice the County monthly for all other reimbursable costs by no sooner than the 15th of the month following the month in which the costs were incurred.
- c. Payment shall be made within 30 days of receipt of a proper invoice.

## **EXHIBIT C**

### **Funding for the 2026 Lateral Hire Training Program**

The County shall provide reimbursement funding for up to 3 lateral paramedic hires in 2026 as follows:

	Per month, per lateral	6-month cost per lateral	6-month cost for 3 laterals
Trainee Wages	\$11,674.00	\$70,049.00	\$210,149.00
Preceptor Fees	\$611.00	\$3,669.00	\$11,008.00
Evaluation fees	\$210.38	\$1,262.30	\$3,786.90
<b>Total</b>	<del>\$13,116.00</del>	<del>\$74,940.00</del>	<b>\$224,823.00</b>

#### **Invoicing & Payment**

- a. The City may invoice the County for reimbursable costs by the 15th of the month following the month in which the costs were incurred.
  - b. Payment shall be made within 30 days of receipt of a proper invoice.
- Increases are determined annually by the previous year's simple average January through June CPI-W+1% for Seattle, Tacoma Bellevue; provided, however, that such automatic adjustment shall not be less than 3.0%. (2023 to 2028 EMS Levy Plan)

[Bureau of Labor Statistics Data \(bls.gov\)](https://www.bls.gov/)