

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202101009

Originating Department:	Executive Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	EMS
Contract or Grant Administrator:	Mike Hilley
Contractor's / Agency Name:	Bellingham Technical College
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 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): \$ 42,200 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	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.
Summary of Scope:	
This interlocal reimburses Bellingham Technical College for the accreditation and sponsorship of the 2021 Paramedic Training class for \$42,200.	
Term of Contract: 1 year	Expiration Date: 12/31/2021

Contract Routing:	1. Prepared by: M. Hilley	Date: 1/21/21
	2. Attorney signoff: Christopher Quinn	Date: 3/29/21
	3. AS Finance reviewed: M Caldwell	Date: 3/29/21
	4. IT reviewed (if IT related):	Date: _____
	5. Contractor signed: _____ ✓	Date: 4-16-21
	6. Submitted to Exec.:	Date: _____
	7. Council approved (if necessary): _____ ✓	Date: 4-6-21
	8. Executive signed: _____ ✓	Date: 4-22-21
	9. Original to Council: _____ ✓	Date: 4-23-21

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 \$42,200 as presented in Exhibit A "Budget". College will invoice the County when the Paramedic Training Program is half-complete and the remaining second half when the program has been completed for services rendered in accordance with the Agreement.
- 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. Provide access to the College's CANVAS eLearning tool.
- H. 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.
- I. Assign College supervisor to provide program oversight.
- J. Facilitate meetings of the Paramedic Program Advisory Committee, meeting State Board guidelines.
- K. Provide permanent repository for program records.
- L. 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 contracts with Bellingham Fire Department (BFD) and pre-course anatomy & physiology instructor are in place and current prior to the start date of the class. PTCD will act as liaison between College and (BFD) and anatomy & physiology instructor.
- C. Develop and maintain budget for the Program expenses. Provide financial support to College as outlined in Section IV.
- D. 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: Julie Samms, Dean, Bellingham Technical College, 3028 Lindbergh Ave., Bellingham, WA, 98225, (360) 752-8339 jsamms@btc.edu

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

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

Paramedic Lead Instructor: Capt. Rob Stevenson, 1800 Broadway, Bellingham, WA 98225 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 2021 class cycle for a class of six 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.

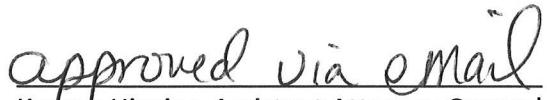
Authority: The parties represented and covenant that they are authorized to sign as authorized agents of their respective college/agency.

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

EXECUTED, this 16th day of APRIL, 2021, for Bellingham Technical College:

Approved as to Form:


Chad Stiteler for
Walter Hudsick, Interim College President


Kerena Higgins, Assistant Attorney General
Assigned to Bellingham Technical College

EXECUTED, this 22 day of APRIL, 2021, for Whatcom County:



Satpal Sidhu, County Executive

Tyler Schroeder
Deputy County Executive

Approved as to Form:

Christopher Quinn per email 03/29/21
Office of Prosecuting Attorney, Civil Division

Exhibit 'A'
Budget

BELLINGHAM TECHNICAL COLLEGE CONTRACT SERVICES – PARAMEDIC PROGRAM	
Administration/Accreditation	(\$25,000 per cohort)
Medical Program Director	(\$16,000 per cohort)
A&P cohort support	(\$500.00 per cohort)
Complio (drug and background)	(\$700.00 per cohort)
TOTAL	\$42,200



MEMORANDUM

TO: Whatcom County Council
FROM: Mike Hilley, EMS Manager
RE: Bellingham Technical College
DATE: 03/22/2021

Enclosed is a contract between Bellingham Technical College (BTC) and Whatcom County to sponsor and facilitate accreditation 2021 Paramedic Training Program.

▪ **Background and Purpose**

On February 25, 2021 the EMS Finance committee reviewed the proposed paramedic training budget and recommended it for review by the Technical Advisory Board (TAB) and The EMS Oversight Board (EOB). On March 10th the EOB reviewed and recommended the paramedic training budget for council approval.

This interlocal agreement includes the cost of the Medical program Director/Training Physician and accreditation of the paramedic training course through Bellingham Technical College, as outlined in Exhibit A, Program Budget.

▪ **Funding Amount and Source**

Funding in the amount of \$42,200 will be provided through the EMS Levy Fund.

▪ **Differences from Previous Contract**

Costs are consistent with the previous class with a reduction in the cost for accreditation and off site training.

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