

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

202202003

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 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 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 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: \$ _____ 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.
To provide academic accreditation, educational oversight, use of simulation and laboratory facilities and on site academic administrative services that supports the Whatcom County Paramedic Training Program.	
Term of Contract: one year	Expiration Date: December 31, 2022

Contract Routing:	1. Prepared by: <u>Mike Hilley</u>	Date: <u>11/15/21</u>
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>02/02/2022</u>
	3. AS Finance reviewed: <u>MCaldwell</u>	Date: <u>02/02/2022</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Whatcom County Contract No.

202202003

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

This agreement is made and entered into between Whatcom County Emergency Medical Services, (hereinafter the "County"), and Bellingham Technical College, (hereinafter the "College"), pursuant to the authority granted in RCW 39.34, the Interlocal Cooperation Act. In consideration of the mutual covenants herein, the parties mutually 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 pay the College up to \$42,200, as presented in Exhibit A "Budget", which represents the actual costs of providing services. College will invoice the County 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. The invoices will include statements with general detail of costs incurred provided.
- 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, who must meet all requirements of a Medical Program Director as defined in WAC 246-976-920, and shall maintain active malpractice insurance covering the activities in this agreement.
- 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 provided when available. 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. Provide any records and program information required from the County as needed for ongoing Program accreditation support.
- C. Approve students selected for the Paramedic program and provide College with appropriate admission and registration information and forms as needed.
- D. 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 ensure 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. Micah Quintrall, 1800 Broadway, Bellingham, WA 98225 (360) 778-8413 mquintrall@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. Each party further agrees to hold the other party harmless from any such liability. 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 from January 1, 2022 to December 31, 2022 for up to a class of ten 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 3/1/2022, **2022**, for **Bellingham Technical College**:

Approved as to Form:

DocuSigned by:

 _____ 2/24/2022
DD0057A1E56F4FB
 Chad Stiteler Vice President, Admin Services

DocuSigned by:

 _____ 3/1/2022
4F9C634740F3424
 Julie Nicoll, Assistant Attorney General
 Bellingham Technical College

(signature page continued)

EXECUTED, this _____ day of 3/1/2022, 2022, for Whatcom County:

DocuSigned by:

513FC4B01FE0423
Satpal Sidhu, County Executive

Approved as to Form:

Christopher Quinn per email 02/22/2022
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 Salary <small>(Paid through the College's payroll system)</small>	(\$16,000 per cohort)
MPD payroll tax expenses	(\$650 per cohort)
Admin/print/copy expenses <small>(Application, print certificates, copies student files)</small>	\$550
TOTAL	\$42,200

MEMORANDUM



To: Whatcom County Council Members
From: Mike Hilley, EMS Manager
Subject: Interlocal Agreement – Bellingham Technical College
Paramedic Training
Date: February 1, 2022

BACKGROUND:

Whatcom County Council approved budget authority for a 2022 paramedic training class. Students recommended from Bellingham Fire Department (BFD) and Fire Protection District #7 (FD7) will participate in a joint EMS Paramedic training course funded through the EMS Levy. The Paramedic Class is academically supported by Bellingham Technical College where the college provides accreditation services as well as student and instructor support through labs, hospital affiliation agreements and with technical assistance related to compliance with state and national accreditation commissions.

This interlocal agreement is between Whatcom County and Bellingham Technical College to compensate for the accreditation and technical support services for the 2022 Paramedic Training Class

FUNDING SOURCE:

The paramedic training program is funded through the EMS Levy as approved by Council in the biennial budget process.

ACTION:

Request authority to enter into the interlocal agreement between Whatcom County and Bellingham Fire Department for the provision of Paramedic Training.