

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202301017

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|--|------------------------------|
| Originating Department: | Executive |
| Division/Program: <i>(i.e. Dept. Division and Program)</i> | Emergency Medical Services |
| Contract or Grant Administrator: | Mike Hilley, WCEMS 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 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? Contract
Yes No If yes, RFP and Bid number(s): _____ Cost Center: 130110

Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency

Contract work is for less than \$100,000. Contract for Commercial off the shelf items (COTS).

Contract work is for less than 120 days. Work related subcontract less than \$25,000.

Interlocal Agreement (between Governments). Public Works - Local Agency/Federally Funded FHWA.

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| <p>Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>42,990</u></p> <p>This Amendment Amount: \$ _____</p> <p>Total Amended Amount: \$ _____</p> <p>Summary of Scope:</p> | <p>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:</p> <ol style="list-style-type: none"> 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. |
|---|---|

Agreement to finance Bellingham Technical College's provision of the overhead academic support, accreditation, affiliations for credentialing, testing, and course Medical Program Director services for the 2023 Paramedic School

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|-----------------------------------|-----------------------------------|
| Term of Contract: January 1, 2023 | Expiration Date: March 31st, 2024 |
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|-------------------|---|-----------------------|
| Contract Routing: | 1. Prepared by: <u>Mike Hilley</u> | Date: <u>10/27/22</u> |
| | 2. Attorney signoff: <u>Christopher Quinn</u> | Date: <u>1/12/23</u> |
| | 3. AS Finance reviewed: <u>Brad Bennett</u> | Date: _____ |
| | 4. IT reviewed (if IT related): _____ | Date: _____ |
| | 5. Contractor signed: _____ | Date: _____ |
| | 6. Submitted to Exec.: _____ | Date: _____ |
| | 7. Council approved (if necessary): <u>AB2023-163</u> | Date: _____ |
| | 8. Executive signed: _____ | Date: _____ |
| | 9. Original to Council: _____ | Date: _____ |

Whatcom County Contract No.

202301017

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

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

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 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 3/8/2023, **2023**, for **Bellingham Technical College:**

Approved as to Form:

DocuSigned by:
Chad Stiteler 3/8/2023
DD0057ATE56F4FB...
Chad Stiteler Vice President, Admin Services

DocuSigned by:
Julie Nicoll 3/8/2023
4F9C634740F3424...
Julie Nicoll, Assistant Attorney General
Assigned to Bellingham Technical College

EXECUTED, this _____ day of 3/8/2023, **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:

DocuSigned by:
Tyler Schroeder, Deputy Executive 3/8/2023
513FC4B01FE0423...
Tyler Schroeder, Deputy Executive Whatcom County

Exhibit 'A'
Budget

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

MEMORANDUM



To: Whatcom County Council
From: Mike Hilley, EMS Manager
Subject: Interlocal Agreement/Bellingham Technical College Paramedic Training Program.
Date: October 27, 2022

BACKGROUND:

Whatcom County Council approved Levy Plan and budget authority for a 2023 paramedic training class. Bellingham Technical College provides the overhead academic support through accreditation and affiliations for credentialing and testing and course Medical Program Director services. (\$42,990)

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 Technical College.

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