

**INTERLOCAL AGREEMENT BETWEEN  
THE UNIVERSITY EMERGENCY MEDICAL RESPONSE AT  
THE UNIVERSITY OF TEXAS AT DALLAS  
AND  
THE CITY OF MCKINNEY**

THIS AGREEMENT is made and entered into by and between the **University Emergency Medical Response at the University of Texas at Dallas** (UEMR), (hereinafter referred to as “COLLEGE”), and the **City of McKinney**, a Texas municipal corporation, (“CITY”) on behalf of **McKinney Fire Department** (hereinafter referred to as “DEPARTMENT”).

**WHEREAS**, COLLEGE offers education and training in emergency medical services programs (hereinafter referred to as “PROGRAM”) to students (hereinafter referred to as either “Students” or “Interns”) enrolled at the COLLEGE; and

**WHEREAS**, Students participating in emergency medical services (“EMS”) education and training must complete internship shifts that may be eight (8), twelve (12), or twenty-four (24) hours in duration, as appropriate; and

**WHEREAS**, the DEPARTMENT is a department of CITY that provides EMS to its citizens, using trained and certified EMS personnel; and

**WHEREAS**, DEPARTMENT will provide Students with an educational opportunity to observe how DEPARTMENT’s EMS staff respond to emergency calls in their mobile units (hereinafter referred to as “Field Training”) as a required part of the Texas Department of State Health Services’ (hereinafter referred to as “TDSHS”) requirement for such experience to be certified by TDSHS; and

**WHEREAS**, for the purpose of furthering the following objectives of the parties hereto, the COLLEGE will collaborate with the DEPARTMENT to agree upon and assign the number of qualified Students who are enrolled in the PROGRAM who desire to receive field training as an Emergency Medical Technician (“EMT”) or a Paramedic; and

**WHEREAS**, under this Agreement, COLLEGE would like for its Students being educated and trained for EMS to participate in internships with the DEPARTMENT’s EMS personnel;

**NOW, THEREFORE**, UEMR and CITY agree as follows:

**1. Consideration.** UEMR and CITY agree that the performance of this Agreement is in the common public interest of both parties.

**2. Purpose.** Under this Agreement, CITY will allow qualified Students of COLLEGE to participate with DEPARTMENT EMS professionals during their responses to medical emergencies. Students who participate in EMS training in/at DEPARTMENT’s designated MICU stations will be under direct supervision of DEPARTMENT’s personnel. **EMT** Students will observe and perform non-invasive procedures during these internships. **Paramedic** Students will

perform non-invasive and invasive procedures. Both EMT and Paramedic Students will observe and participate in the latest medical practices and procedures and proper application of life support equipment in a variety of medical emergencies.

In the event that a Student is unable to complete the course objectives as provided by the COLLEGE, Student may be required to participate in additional shifts to fulfill this requirement. As part of their training, Students will satisfy internship objectives that are identified by COLLEGE. Students who successfully complete their field training will be qualified to progress to the next phase of their EMT training.

**3. Responsibilities of the DEPARTMENT.** DEPARTMENT shall have the following responsibilities:

- A.** Conduct the appropriate orientation for new and incoming Students to this PROGRAM in accordance with criteria identified by COLLEGE.
- B.** Jointly develop with COLLEGE each Student's Field Training schedule at least 30-calendar-days in advance of the Student's Field Training under this Agreement. Negotiate with COLLEGE any schedule changes as soon as reasonably practicable.
- C.** Provide the latest state of the art and fully operational medical supplies and equipment. All supplies and equipment shall conform to all statutes and regulations relating to them.
- D.** Provide ambulances staffed with duly licensed and qualified personnel.
- E.** Provide appropriately trained EMS staff for all Students participating in their respective internships.
- F.** Provide internship locations/slots to Students in accordance with PROGRAM devised requirements. Students that are also employees of CITY will be given priority in placement with the DEPARTMENT.
- G.** DEPARTMENT shall provide to COLLEGE an evaluation of each Student at a frequency reasonably determined by the Parties. These evaluations shall include, but are not limited to:
  - (1) Cognitive;
  - (2) Psychomotor; and
  - (3) Affective competencies.

- 4. Responsibilities of the COLLEGE.** COLLEGE shall have the following responsibilities:
- A.** Develop a yearly instructional plan with DEPARTMENT to meet the educational goals of the COLLEGE's EMT and Paramedic PROGRAM. This plan will be made available to the Parties to this Agreement and will be subject to revisions to resolve any operational conflicts.
  - B.** In conjunction with DEPARTMENT, plan and coordinate the educational experience of Student(s) at the DEPARTMENT by:
    - (1) Providing the DEPARTMENT's designated EMS liaison notification, no less than 45-calendar-days prior to need, of the number of Students for whom internship slots are needed; and
    - (2) Facilitating a COLLEGE clinical liaison to DEPARTMENT's liaison for daily status reports/discussions of Students while serving their internship.
  - C.** Schedule meetings, as necessary, with DEPARTMENT's EMS Staff, for the purpose of interpreting, discussing, and evaluating the PROGRAM.
  - D.** Initiate periodic evaluation of internship learning experience.
  - E.** Assist with the supervision of its Students at the DEPARTMENT, where necessary.
  - F.** Conduct conferences(s) with Students and/or DEPARTMENT's EMS Staff or other appropriate staff, as needed or requested.
  - G.** Furnish the DEPARTMENT with a schedule of hours for each student's internship at least forty-five-calendar days before finalizing a schedule.
  - H.** Hold DEPARTMENT responsible for learning and observing policies and regulations of both the PROGRAM and the DEPARTMENT as they apply to the Student learning situation.
  - I.** Assure the DEPARTMENT that Students who participate in this Field Training program have previously met all necessary prerequisites.
  - J.** Assure the DEPARTMENT that prior to the start of their first ride-out, Students will have satisfactorily passed:
    - (1) A Substance abuse panel 10 drug screen; and
    - (2) A criminal background check.

- K.** Inform and explain to Students that they:
- (1) Will be under the jurisdiction of DEPARTMENT's EMS Staff and Command Staff for Field Training purposes and will follow DEPARTMENT rules to the extent that such rules relate directly to education and Field Training through the PROGRAM;
  - (2) Need to adhere to policies and procedures to follow while at the DEPARTMENT's facilities, including, but not limited to, DEPARTMENT's medical control policies, procedures, EMS protocols, patient privacy and HIPAA regulations;
  - (3) Will have the status of learners and will not replace staff of the DEPARTMENT nor give service to patients apart from its educational value, and then only under the direct supervision and guidance of DEPARTMENT's EMS Staff;
  - (4) Are subject to authority, policies, and regulations of the COLLEGE. They are also subject, during their internship assignment, to the same standards as are set for employees of the DEPARTMENT in matters relating to EMS PROGRAM duties; and
  - (5) Are not employees of the DEPARTMENT and therefore, are not eligible for worker's compensation from CITY.
- L.** Assure the DEPARTMENT that no Student is excluded from participation in any state and/or federal health care programs. COLLEGE shall inform Students that they are required to notify the CITY within five business days of Student's discovery that they are the subject of any actions, investigations or other proceedings that could lead to their exclusion from any state and/or federal health care programs.
- M.** Handle all Student disciplinary problems, giving consideration to recommendations of personnel of DEPARTMENT, as appropriate.
- N.** Assure that Students meet the health standards of DEPARTMENT. Upon request of DEPARTMENT, Students shall, at their own expense, provide evidence of:
- (1) Rubella and rubeola immunity;
  - (2) Annual chest x-ray or evidence of a negative tuberculosis test;
  - (3) Inoculation for tetanus within the last ten years;
  - (4) History of chicken pox (varicella) after the Student's first birthday;

- (5) Verification that Student was advised regarding Hepatitis B and either received, is in the process of receiving, or refused to receive the Hepatitis B vaccination; and
  - (6) Verification that Student was advised regarding COVID 19 and either received, is in the process of receiving, or refused to receive the COVID 19 vaccination.
- O.** Confirm that the PROGRAM is in full compliance with state and federal equal opportunity and affirmative action laws and regulations including Title IX of 1972 Education Amendments, Title VI and VII of the Civil Rights Acts of 1964 and 1992, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities.
  - P.** Ensure that all paramedic Students complete the CITY Compliance Training prior to their clinical rotation with the CITY.

**5. Protections of Education Records under FERPA.**

- A.** Any UEMR Records (“UEMR Records”) shared with DEPARTMENT relating to services under this Agreement may contain information protected or made confidential by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (“FERPA”). If UEMR Records are subject to FERPA, UEMR designates DEPARTMENT as a UEMR official with a legitimate educational interest in UEMR Records.
- B.** DEPARTMENT represents, warrants, and agrees that it will hold UEMR Records in strict confidence and will not use or disclose UEMR Records except as:
  - (1) Permitted or required by this Agreement;
  - (2) Required by law including, without limitation, FERPA; or
  - (3) Otherwise authorized by UEMR in writing.

**6. Term.** Subject to prior termination of this Agreement as provided in the Termination provision, this Agreement shall be in full force and effect beginning on **December \_\_, 2021**, and ending on **December 31, 2022**. This Agreement may be renewed for two additional one-year periods with the prior written consent of both Parties.

**7. Termination.** Either Party to this Agreement may terminate this Agreement upon 90-calendar-days-notice. Such action, however, shall not affect Students already enrolled in the DEPARTMENT’s Field Training portion of the PROGRAM. Students who are enrolled in courses under the PROGRAM scheduled for Field Training with the DEPARTMENT prior to the date of termination will be allowed to finish the courses in which they are enrolled. Notwithstanding the foregoing, CITY shall have the right to immediately terminate this Agreement without regard to whether Students are enrolled in the PROGRAM if the COLLEGE does not maintain the minimum insurance requirements set out in § 9, below.

8. **Assignment.** Neither Party may assign their interest in this Agreement without the written permission of the other Party.

9. **Insurance.** Parties to this Agreement shall maintain the following insurance limits:

A. Insurance requirements for the COLLEGE.

- (1) The COLLEGE shall assure CITY that Students who participate in this PROGRAM will have health insurance and professional liability coverage of no less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. COLLEGE shall furnish CITY with a certificate showing proof of such coverage and the declaration page of the policy. Such insurance policy shall name CITY as an additional named insured as respects any covered liability arising out of the performance of this Agreement. Coverage shall be in an occurrence form and in accordance with the limits and provisions specified herein. Claims-made policies are not acceptable. Such insurance shall not be cancelled or materially altered to reduce the policy limits until CITY has received at least forty-five (45) days' advance written notice of such cancellation or change, so that CITY will have the option of terminating this Agreement before the effective date of such cancellation or change. COLLEGE shall be responsible for notifying CITY of such change or cancellation.
- (2) Prior to performance of any other obligation contained herein, UEMR shall file with DEPARTMENT required original certificates of insurance with endorsements, which shall clearly state all of the following:
  - a. the policy number, name of insurance company; name and address of the agent or authorized representative; name, address, and telephone number of insured; project name and address; policy expiration date; and specific coverage amounts;
  - b. that CITY shall receive forty-five (45) days' prior written notice of cancellation from either the insurer or UEMR; and
  - c. that UEMR'S insurance is primary as respects any other valid or collectible insurance that CITY may possess, including any self-insurance retentions CITY may have; and any other insurance CITY does possess shall be considered excess insurance only and shall not be required to contribute with this insurance.
- (3) The certificates of insurance with endorsements and notices shall be mailed to CITY at the address specified in § 15, below.
- (4) Any insurance provider of UEMR shall be admitted and authorized to do business in the State of Texas and shall be rated at least A:V in A.M. Best

& Company's Insurance Guide. Insurance policies and certificates issued by non-admitted insurance companies are not acceptable.

- (5). Any deductibles or self-insured retentions must be stated on UEMR certificates of insurance, which shall be sent to and approved by CITY.

**B.** Insurance requirements for the CITY: At its own expense, the CITY shall:

- (1) Obtain and maintain Professional Liability and General Liability coverage with an insurance carrier authorized to do business in the State of Texas in the amounts of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. The UEMR shall be named as an additional insured on a primary insurance basis under such insurance coverage for any claims made against COLLEGE relating to or arising out of services rendered by CITY under this Agreement; and
- (2) Maintain Workers Compensation coverage for all CITY staff that are attached to services under this Agreement with qualified insurers in amounts required by State law, it being specifically understood and agreed that COLLEGE's Students are not and shall not be covered by CITY's Workers Compensation coverage; and
- (3) Furnish COLLEGE with certificates of such insurance at least sixty days prior to the commencement of each term of this Agreement. Upon request of COLLEGE, CITY shall furnish proof of insurance or a certificate of insurance. CITY shall immediately notify COLLEGE of any change in coverage or cancellation of insurance.

**10. Indemnification.** To the extent allowed by Texas law, each Party agrees to be responsible for any personal injury, property damage, or other harm caused solely by its negligent acts or omissions as determined by a court of competent jurisdiction, or as the Parties may otherwise mutually agree in writing. Notwithstanding the foregoing, nothing contained herein shall constitute a waiver of any defenses which may be available to the Party, including governmental immunity and any and all other defenses and immunities applicable to such Party, nor shall this provision expose the Party to any liability other than that to which it may be held liable under applicable law. The provisions of this paragraph are solely for the benefit of the Parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

**11. Venue.** Venue to enforce this Agreement shall lie exclusively in Collin County, Texas.

**12. Governing Law.** This Agreement and all materials and/or issues under this Agreement shall be governed by the laws of the State of Texas applicable to contracts made and performed entirely in Texas.

**13. Nondiscrimination.** Parties to this Agreement shall not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.

**14. Waiver.** The failure of any party hereto to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this Agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

**15. Notice.** All notices or other communications required or permitted to be given pursuant to this Agreement shall be in writing and shall be considered as properly given if sent by facsimile transmission or mailed by certified mail, return receipt requested, postage prepaid, and addressed as follows:

**University Emergency Medical Response**

To: Sheila Elliott, MS LP  
The University of Texas at Dallas  
800 W. Campbell Road FN2.002  
Richardson, Tx 75080

**City of McKinney**

To: City of McKinney  
Charlie Skaggs  
EMS Chief  
McKinney Fire Department  
2200 Taylor Burk Dr.  
McKinney, TX 75071

With a Copy to: City of McKinney  
Paul G. Grimes  
City Manager  
P.O. Box 517  
222 N. Tennessee Street  
McKinney, Texas 75069

Either Party reserves the right to designate in writing to the other Party any change of name, change of person, or address to which the notices shall be sent.

**16. Miscellaneous Provisions.**

- A.** Neither Party shall have control over the other Party with respect to its hours, time, employment, etc.
- B.** Neither Party may incur any debt, obligation, expense, or liability of any kind against the other without the other's advance express written approval.



- C. Neither Party has authority for an on behalf of the other except as provided in this Agreement. No other authority, power, partnership, or use of rights are granted or implied.
- D. Neither Party may make, revise, alter, or otherwise diverge from the terms, conditions or policies that are subject to this Agreement without a written amendment to this Agreement.
- E. The Parties to this Agreement will use their best efforts to perform their obligations under this Agreement with due diligence in a safe and professional manner and in compliance with any and all applicable statutes, rules and regulations. Also, each Party shall adhere to their entity's policies and procedures. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- F. In the performance of their respective obligations under this Agreement, the Parties to this Agreement shall act fairly and in good faith. Where notice, approval, or similar action by either Party hereto is permitted or required by any provision of this Agreement, such action shall not be unreasonably delayed or withheld.

**17. Parol Evidence and Statue of Agreement.** This Agreement represents the entire Agreement by and between the parties and supersedes all previous letters, understanding or oral agreements between the UEMR and the CITY. Any representations, promises, or guarantees made but not stated in the body of this Agreement are null and void and of no effect.

**18. Signatory Clause.** The individuals executing this Agreement on behalf of the UEMR and CITY acknowledge that they are duly authorized to execute this Agreement. All Parties hereby acknowledge that they have read, understood and shall comply with the terms and conditions of this Agreement. This Agreement shall not become effective until executed by each Party. Therefore, the Parties to this Agreement shall begin their respective duties only after the last Party has signed and dated this Agreement.

**CITY OF MCKINNEY, TEXAS**

By: \_\_\_\_\_  
PAUL G. GRIMES  
City Manager

Date Signed: \_\_\_\_\_

ATTEST:

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EMPRESS DRANE  
City Secretary  
JOSHUA STEVENSON  
Deputy City Secretary

**UNIVERSITY    EMERGENCY    MEDICAL  
RESPONSE AT THE UNIVERSITY OF TEXAS  
AT DALLAS**

By: \_\_\_\_\_  
SHEILA ELLIOTT, MS, LP  
EMS Director