

**Memorandum of Understanding  
for the  
Emergency Medical Services Corps Program in Ventura County**

This Memorandum of Understanding (“MOU”) was made and entered into on September 10, 2024, by and among the City of Oxnard (“City”), Public Works Alliance (“PWA”), and the County of Ventura (“County”). The City serves three (3) roles as: (a) the “Lead”, (b) Emergency Medical Technician Instruction Provider (“EMT IP”), and (c) Employer Partner (“EP”); PWA serves one (1) role as Emergency Medical Services Corps Program Intermediary for the California Employment Development Department (“Intermediary”); and County serves two (2) roles as: (a) the Local Emergency Medical Services Agency (“LEMSA”) through the County of Ventura Health Care Agency-Public Health's Emergency Medical Services Agency, and (b) workforce partner through County of Ventura Human Services Agency's Workforce Development Board of Ventura County (“WDB”). EMT IP, LEMSAs, WDB, and EP are collectively referred to as “Partners” and City, PWA and County are collectively referred to as “parties”.

**The Lead, the PWA and the Partners are collaborating to create and support an Emergency Medical Services Corps Program (“Program”)** designed to recruit and train individuals ages 18-26 from Ventura County to be Emergency Medical Technicians (EMTs) while providing robust wraparound support including mentorship, job readiness, job placement, as well as group healing circles, life coaching and individual case management. The objective of this MOU is to memorialize the relationship between the Lead, PWA, and Partners to clarify responsibilities for the Program in Ventura County to achieve success.

- The Program will train two 5-month cohorts of up to 20 participants each (“Participants”) to be job-ready, licensed EMTs each year.
- In marketing and admissions, the Program will prioritize young people who have historically faced barriers to employment including housing insecurity, financial insecurity, and/or child or legal system navigation.
- Due to the experiences many Participants will have had in life and the intensity of the profession itself, the Program will offer EMT training in an extended format while providing robust wraparound support that includes group healing circles, life coaching and individual case management, as well as mentorship, job readiness, and job placement.
- In addition to EMT instruction and wraparound support, the Program will offer Participants an earned monthly stipend, community service opportunities, physical fitness, job readiness training and job placement services.

**As the Lead, City of Oxnard is responsible for serving as the Program’s Administrative Lead by:**

Establishing, managing and maintaining EMS Corps operations in Ventura County, including:

- All financial management of Ventura County EMS Corps;

- Administering payroll to Ventura County EMS Corps local staff and monthly stipends to Participants;
- Holding contracts and/or MOUs with all Program partners and vendors, including all wraparound service providers; and
- Paying Program partners and vendors according to contract terms, including paying the training provider for training services and supplies.
- Serving as the lead agency when applying for grants (and providing the necessary input into grant proposals).

Building and supervising the Ventura County EMS Corps team and Program, including:

- Hiring and supervising the Ventura County EMS Corps core staff (program director, case managers, life coaches, and administrative support staff);
- Securing and supervising all wraparound service providers for Participants;
- Marketing and promoting the Program;
- Recruiting, selecting, supporting, and when necessary, disciplining Participants;
- Building a steering committee comprised of community-based organizations and employment partners; and
- Leading relations with city, county, and state leaders to ensure sustainable operational funding for the program.

**City of Oxnard is responsible for serving as the region's LEMSA-approved EMT IP by:**

- Collaborating with Lead and Partners on Program curriculum and Participant experience to ensure employer needs and hiring criteria are effectively addressed;
- Sitting on the Program's steering committee;
- Participating in the planning and execution of the curriculum, including collaborating with PWA on the curriculum content, pedagogy, learning management system selection, and instructor appointments;
- Selecting all equipment and materials necessary for EMT instruction and coordinating the procurement and re-stocking of these resources;
- Delivering didactic training to Participants, as required by the LEMSA;
- Facilitating, in collaboration with PWA and the Lead, the clinical portion of the EMT Program;
- Collaborating with Lead and PWA to identify an appropriate training space for the Program that will meet LEMSA requirements for EMT training under this MOU;
- Collaborate with Lead and PWA to promote the Program; and
- Designating an EMT Instruction Provider lead who will:
  - Facilitate interactions between the Lead and PWA; and
  - Serve as the City of Oxnard's liaison with Ventura County EMS Corps.

**City of Oxnard is responsible for serving as the EP by:**

- Collaborating with Lead and Partners on program curriculum and student experience to ensure employer needs and hiring criteria are effectively addressed;

- Sitting on the Program's steering committee;
- Providing career exposure opportunities including guest presentations, exposure to skills, hosting site visits;
- Encouraging interested employees to serve as mentors; and
- Ensuring that certified EMTs who complete the EMS Corps Program and meet other job-specific requirements are hired.

**County of Ventura's Emergency Medical Services Agency is responsible for serving as the LEMSA by:**

- Collaborating with Lead and Partners to help support the Program's success;
- Sitting on the Program's steering committee;
- Ensuring the Program's curriculum meets state and national standards and aligns with EMSA guidelines; and
- Helping to connect the Program with relevant partners within the health system including:
  - Exploring strategies for sustaining the Program past the grant term;
  - Aiding with EMT certification and background checks; and
  - Helping to identify mentors to expose Participants to the workplace.

**County of Ventura's Workforce Development Board of Ventura County is responsible for serving as the local workforce development partner by:**

Helping to connect Participants to relevant local supports and resources including:

- Support services for eligible Participants such as transportation assistance, childcare services and financial assistance; and
- Career guidance, resume development, interview skills, and job placement support following program completion.

Exploring funding sources to sustain the Program beyond the grant period including:

- State and local government grants and funding opportunities focused on workforce development, education, and healthcare training programs;
- Workforce Innovation and Opportunity Act funds ("WIOA");
- Partnerships with local healthcare organizations, hospitals, and emergency services providers and other health sector and public safety partners that may be willing to contribute financially or provide in-kind support such as training facilities, instructors, or job placement opportunities for Program graduates ("Graduates");
- Local private philanthropy and corporate sponsorships.

**Public Works Alliance (PWA) is responsible for serving as the Program Intermediary by providing:**

Capacity building to prepare the local EMS Corps site team by:

- Assisting in developing the Program's collaborative of partners and program staff;
- Supporting the identification of an appropriate training space and training partners;

- Sharing the EMS Corps Program manual and other essential documents/templates;
- Training Program staff to maintain high fidelity to the program model;
- Licensing a digital platform and learning management system that houses the Program's online application and learning modules, and streamlines administrative activities including Participant communications, stipend tracking, and data collection, and training staff on how to use the platform; and
- Supporting identification of and securing additional funding sources to sustain the Program beyond the grant period.

Technical support and guidance once the Program is operational including:

- Assistance in the application launch, review, and selection process for first two cohorts;
- Opportunity identification and proposal writing;
- Support for implementation of systems for data collection and performance measurement; and
- Regularly meeting with the local team(s) to discuss best practices and opportunities for Program success.

All parties recognize the benefits of collaborating to ensure a high fidelity, high impact Program ready to launch in the First Quarter of 2025.

#### **Term and Termination:**

This MOU shall commence on the date executed by all signatures on page 6 and shall remain in effect until January 31, 2027, unless terminated by either Lead or PWA or LEMSA or WDB with written notice of 150 days prior to the intended termination date. Either Lead or PWA or LEMSA or WDB may terminate this MOU for cause if any one of the others fails to fulfill its obligations under this MOU. This MOU shall be reviewed at the end of the term stated herein, and may be renewed at the end of the stated period by a new written MOU for such additional time as the parties determine.

#### **Legal and Financial Liability:**

This MOU does not create a partnership between or among the Lead, PWA, or any of the other parties hereunder. Financial rights and obligations associated with the services described in this MOU are the subject matter of a separate agreement and have no impact on this MOU.

#### **Confidentiality:**

To the extent permitted by law, all parties agree that all proprietary or confidential information (including any and all patient information, test results, and sensitive information) communicated by and between the parties, disclosed directly or indirectly, whether before, during or after the Effective Date of this MOU, will be received in confidence and will not be disclosed by the parties, their program participants, agents or employees, without prior written approval by the custodian of the proprietary or confidential information, unless permitted by statutory authority. This duty of confidentiality shall survive termination of this MOU.

#### **Regulatory Compliance:**

All parties agree that each shall comply with all applicable requirements of municipal, county, state and federal authorities, all applicable municipal and county ordinances and regulations, and all applicable state and federal statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the respective party's obligations under this MOU.

**Independent Contractor:**

All parties are and shall at all times remain, as to one another, wholly independent contractors. No party nor any of its employees or agents shall have control over the conduct of any other party or any of its employees, except as stated in this MOU. This MOU shall not be interpreted to prevent or preclude any of the parties from rendering any services for any other person or entity as in its sole discretion shall determine.

**Insurance:**

During the term of this MOU, all parties, at their sole cost and expense, shall maintain in full force the following insurance: (1) General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual; (2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles; and (3) Workers' Compensation coverage, in full compliance with California statutory requirements in the minimum amount of \$1,000,000. Each party shall provide proof of coverage upon request.

**Amendment:**

Any amendments to this MOU shall be made in writing and agreed upon by Lead, PWA, LEMSA and WDB.

**Indemnity:**

Each party shall indemnify and hold harmless the other party and its boards, agencies, departments, officers, directors, shareholders, employees, agents, and representatives from any and all liabilities, losses, damages, claims, and expenses of any kind, including costs and attorneys' fees, which result from the duties and obligations of the indemnifying party and/or its boards, agencies, departments, officers, directors, shareholders, employees, agents, and representatives under this Agreement. The terms of this Section shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the authorized representatives of the City of Oxnard, Public Works Alliance, and the County of Ventura have duly executed this MOU as of the date first written above.

**Signed:**

**City of Oxnard**

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Alexander Hamilton  
Fire Chief  
City of Oxnard

Date \_\_\_\_\_

**County of Ventura**

\_\_\_\_\_  
Theresa Cho, MD, MHA  
Health Care Agency Director

Date \_\_\_\_\_

\_\_\_\_\_  
Steve Carroll, EMS Administrator  
Public Health Division Manager

Date \_\_\_\_\_

\_\_\_\_\_  
Melissa Livingston  
Human Services Agency Director

Date \_\_\_\_\_

\_\_\_\_\_  
Rebecca Evans  
Workforce Development Board Executive Director

Date \_\_\_\_\_

**Public Works Alliance**

\_\_\_\_\_  
Jeff Metcalfe  
Director of Operations  
Public Works Alliance

Date \_\_\_\_\_

\_\_\_\_\_  
Mike Gibson  
EMS Corps Chief Program Director  
Public Works Alliance

Date \_\_\_\_\_