



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

---

**Meeting Type:** City Council Regular Meeting **Meeting Date:** 7/24/2025

**File ID:** TMP-5679

---

**Department:** Fire and Rescue

**Subject:**

**Type of Action:** Approval/Action

Agreement between the City of Huntsville and John C. Calhoun State Community College for the Facilitation of EMT Program Training

Resolution No.

**Finance Information:**

**Account Number:** 1000-42-42100-515050-00000000-

**City Cost Amount:** NTE \$30,000 per year

**Total Cost:** NTE \$30,000 per year

**Special Circumstances:**

**Grant Funded:** NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** NA

**Location: (list below) NA**

**Address:**

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**



**RESOLUTION NO. 25- \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized to enter into an Agreement, by and between the City of Huntsville, a municipal corporation in the State of Alabama, and John C. Calhoun State Community College which said Agreement is attached hereto and identified as “Agreement between the City of Huntsville and John C. Calhoun State Community College for the Facilitation of EMT Program Training”, consisting of consisting of five (5) pages plus two (2) pages consisting of Exhibit “A” and the date of July 24, 2025, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 24<sup>th</sup> day of July 2025

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 24<sup>th</sup> day of July 2025

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

STATE OF ALABAMA )  
 )  
COUNTY OF MADISON )

\_\_\_\_\_  
President of the City Council  
of the City of Huntsville, Alabama  
Date:

(v) Current CPR Instructor certification. (vi) Supervised probationary teaching experience for one entire course at the instruction level being taught. (vii) Approved by the Program Director and Medical Director.

HFR will provide textbooks, computers, and clinical laboratory space and equipment necessary to perform the practical and testing activities associated with the training. HFR will also provide all participants personal stethoscopes, trauma shears, uniform pants (black or navy blue), and shoes/boots (black). In addition, each participant is responsible for submitting a completed CWS health form prior to being accepted into the clinical portion of the training; this includes a physical exam, immunization tracking, drug screening and a background check. HFR is responsible for ensuring that drug screening and background check records are current (no more than 12 months old) and are available to CWS's Project Manager upon request.

CWS will supply Alabama Department of Postsecondary Education's (DPE's) copyrighted curriculum and instructor access to online materials. The course description is set forth more fully in Exhibit "A" attached hereto and incorporated herein by reference. In addition, CWS will provide customized assessments that are designed to reflect the National Registry for Emergency Medical Technicians (NREMT) body of knowledge and serve as preparation for the certification exam. To protect the integrity of the curriculum and assessments for both parties, CWS personnel will proctor all assessments. Upon successful completion, participants will be qualified to challenge the NREMT board exam (NOTE: The NREMT exam is NOT a part of this scope of work).

CWS will provide each participant with two uniform shirts, a Platinum Planner, immunization and document tracking, malpractice insurance and EMS online testing in exchange for the variable cost fee.

Each participant will receive a certificate of completion from Calhoun Community College. HFR Administration will receive aggregated results of the participant evaluations. In addition, and for continuous improvement purposes, Calhoun will provide HFR Administration with individual and aggregated results of the customized assessments. Calhoun will ensure that all Family Educational Rights and Privacy Act (FERPA) guidelines are followed.

**2.0 Period of Performance and Schedule:** The initial Training session shall commence any time after January 12<sup>st</sup>, 2026 and be completed no more than 12 weeks from the commence date. Additional Training sessions will be coordinated as needed to commence no later than January 31<sup>st</sup>, 2029.

**3.0 Contract Price:** In consideration of the services rendered hereunder, the City shall pay to Calhoun for the work performed pursuant to the Scope of Work the amount of four thousand six hundred no/100 Dollars (\$4,600.00) plus one hundred seventy-five and no/100 Dollars (\$175.00) Variable Cost fee for each participant in the Training. The City shall pay Calhoun within thirty (30) days from the date of receipt of the monthly invoice from Calhoun.

**4.0 Place of Performance:** The contract will be performed primarily in Huntsville, Alabama.

**5.0 Calhoun Performing as an Independent Contractor:** In the performance of this work it is understood between the parties that Calhoun and its employees, agents, subcontractors and consultants, if any, shall be acting as independent contractors and not as an employee of the City of Huntsville. Calhoun shall have no authority to obligate the City to any indebtedness or other obligation.

**6.0 Notices:** All notices to be delivered hereunder shall be delivered to the other party by placing the same in the United States Mail, First Class postage prepaid, by prepaid overnight service through Federal Express or United Parcel Services or by hand delivery, to the addressee, addressed as follows:

John C. Calhoun Community College Attention: Richard Tyler Mosley P O Box 2216 Decatur, AL 35609	City of Huntsville Fire and Rescue Attention: Chief of Training Hubert McKelvey P O Box 308 Huntsville, AL 35804
---	--

**7.0 Entire Agreement:** The contract between the City and Calhoun consists of this written Agreement and any documents or drawings furnished by the City and referenced herein. This written Agreement, including all attachments, constitutes the entire agreement between the City and Calhoun with reference to the Scope of Work delineated within. Except to the extent specifically excluded herein, this Contract supersedes any bid or proposals documents and all prior written or oral communication, representation and negotiations, if any, between the City and Civil Solutions.

**8.0 Effective Date of Contract:** This contract shall be effective on the date this Agreement is executed by the last party to execute it.

**9.0** Nothing contained in this Contract shall create, or be interpreted to create, privity or any other contractual agreement between the City and person or entity other than Calhoun.

**10.0 No Waiver Clause:** The failure of either party to insist in one or more instances upon the performance of any term of this Contract is not a waiver of the party's right to future performance of such terms.

**11.0** This agreement shall be governed by the laws of the State of Alabama. Proper venue to enforce any section of this agreement shall be in the Circuit Court of Madison County, Alabama or the United States District Court for the Northern District of Alabama, Northeastern Division.

**12.0** This Contract is intended to be an integral whole and shall be interpreted as internally consistent. What is required by any one Contract Document shall be considered as required by the Contract.

**13.0** When a word, term or phrase is used in this Contract, it shall be interpreted or construed. First, as defined herein; second, if not defined, according to its generally accepted meaning in the Contractual industry; and third, if there is no generally accepted meaning in the Contractual industry, according to its common and customary usage.

**14.0** The words "include," "includes," or "including," as used in this Contract, shall be deemed to be followed by the phrase, "without limitation."

**15.0** The specification herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of this Contract shall not imply that any other, non- specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of this Contract.

**16.0** Words or terms used as nouns in this Contract shall be inclusive of their singular and plural forms, unless the context of their usage clearly requires a contrary meaning.

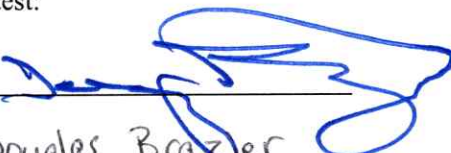
**18.0** Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

**19.0** In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, age, sex, disability or national origin with reference to the subject matter of this contract, no matter how remote. This nondiscrimination provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the day and year first above written.

JOHN C. CALHOUN  
COMMUNITY COLLEGE

Attest:

  
\_\_\_\_\_  
Douglas Brazier

By:  Its: President

CITY OF HUNTSVILLE  
a municipal  
corporation in the State  
of Alabama

Attest:

\_\_\_\_\_  
Shaundrika Edwards  
Its: City Clerk

By: \_\_\_\_\_  
Tommy Battle  
Its: Mayor

STATE OF ALABAMA       )  
  )  
COUNTY OF MADISON       )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that Tommy Battle and Shaundrika Edwards, whose names as Mayor and City Clerk of The City of Huntsville, a municipal corporation, are signed to the foregoing document, and who are known to me, acknowledged before me on this day that, being informed of the contents of the document, they, in their capacity as such officers, executed the same with full authority for and as the act of said corporation on the day the same bears day.

GIVEN under my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF ALABAMA       )  
  )  
COUNTY OF Madison       )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that Jimmy Hodges, whose name as President of John C. Calhoun Community College, is signed to the foregoing document, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she, in his/her capacity as such officer, executed the same with full authority for and as the act of said entity on the day the same bears day.

GIVEN under my hand and official seal this the 12 day of June, 2025.



Mya Brenden Kyeell  
Notary Public  
My Commission Expires: 8/6/2028



## **COURSE DESCRIPTION**

### **EXHIBIT A**

#### **EMERGENCY MEDICAL TECHNICAL (EMT) PROGRAM**

##### **Course Description:**

This course covers the current American Heart Association guidelines for CPR and EEC, providing all the practical information students need to succeed as an EMS professional. Using the National EMS Education Standards as a foundation, this content goes beyond the Standards to provide the most current, accurate reflection of EMS practice today. Getting students to think like an EMT, the course integrates scientific principles in a way that is easy to understand, and a host of critical thinking features. The course is designed to prepare individuals to take the National Registry Emergency Medical Technicians (NREMT) Exam.

**Length:** 180 hours (theory/lab) + 45 hours (clinical experiences)

##### **Course Outline:**

##### **Section 1 – Foundations**

1. Introduction to Emergency Medical Services and the Health Care System
2. The Well-being of the EMT
3. Lifting and Moving Patients
4. Medical, Legal, and Ethical Issues
5. Medical Terminology and Anatomy and Physiology
6. Principles of Pathophysiology
7. Life Span Development

##### **Section 2 – Airway Management, Respiration, and Artificial Ventilation**

1. Airway Management
2. Respiration and Artificial Ventilation (Sample Chapter)

##### **Section 3 – Patient Assessment**

1. Scene Size-up
2. The Primary Assessment
3. Vital Signs and Monitoring Devices
4. Assessment of the Trauma Patient (includes history-taking specific to the trauma patient)
5. Assessment of Medical Patient (includes history-taking specific to the medical patient)
6. Reassessment
7. Critical Thinking and Decision Making
8. Communication and Documentation

##### **Section 4 – Medical Emergencies**

1. General Pharmacology
2. Respiratory Emergencies
3. Cardiac Emergencies
4. Diabetic Emergencies and Altered Mental Status

## **COURSE DESCRIPTION**

### **EXHIBIT A**

#### **EMERGENCY MEDICAL TECHNICAL (EMT) PROGRAM (cont'd)**

5. Allergic Reaction
6. Poisoning and Overdose Emergencies
7. Abdominal Emergencies
8. Behavioral and Psychiatric Emergencies and Suicide
9. Hematologic and Renal Emergencies

#### **Section 5 – Trauma Emergencies**

1. Bleeding and Shock
2. Soft Tissue Trauma
3. Chest and Abdominal Trauma
4. Musculoskeletal Trauma
5. Trauma to the Head, Neck, and Spine
6. Multisystem Trauma
7. Environmental Emergencies

#### **Section 6 – Special Populations**

1. Obstetric and Gynecologic Emergencies
2. Pediatric Emergencies
3. Geriatric Emergencies
4. Emergencies for Patients with Special Challenges

#### **Section 7 – Operations**

1. EMS Operations
2. Hazardous Materials, Multiple-Casualty Incidents, and Incident Management
3. Highway Safety and Vehicle Extrication

EMS Response to Terrorism