

**PARAMEDIC INTERNSHIP & PRECEPTOR PROGRAM
SIDE LETTER OF AGREEMENT
BETWEEN
CITY OF HAYWARD
AND
HAYWARD FIREFIGHTERS, IAFF LOCAL 1909**

This Side Letter of Agreement ("Agreement") is entered into by and between the City of Hayward ("City") and Hayward Firefighters, IAFF Local 1909 ("Union").

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions governing the implementation of the Paramedic Internship and Preceptor Program within the Hayward Fire Department, including compensation, expectations, and operational impacts.

2. PROGRAM IMPLEMENTATION

The parties agree to implement the Hayward Fire Department Paramedic Internship and Preceptor Program (the Program) consistent with Department guidelines and Alameda County EMS requirements. This program shall be implemented effective February 10, 2025. The Program may be terminated at any time at the sole discretion of the Fire Chief or their designee.

3. INTERN ASSIGNMENTS AND REQUIREMENTS

Paramedic interns may consist of Hayward Fire Department probationary firefighters or external paramedic students participating through an affiliated training program. Interns shall be assigned to frontline apparatus and integrated into daily operations.

Paramedic Interns must:

- Complete between a minimum of 480 to a maximum of 720 hours of field internship training;
- Capstone Field Internship must be completed in the last 120hrs by the same preceptor with 20 team leads per CoAEMSP.
- Complete the minimum of 10 supervised ambulance ride-ins with a transfer of care to a Registered Nurse or higher;
- Perform duties under the supervision of a designated preceptor; and
- Function as members of assigned companies, with authority remaining with the Company Officer.

4. PRECEPTOR QUALIFICATIONS

Selection of employees to this assignment is at the sole discretion of the Fire Chief or their designee. Employees assigned as paramedic preceptors must:

- Possess a valid paramedic license in good standing; and
- Have a minimum of two (2) years paramedic experience; and
- Successfully complete a County-approved paramedic preceptor training program; and
- Be formally designated by the Fire Chief or designee.

5. PRECEPTOR RESPONSIBILITIES

Paramedic preceptors shall:

- Directly supervise interns during patient care and field operations;
- Provide instruction, mentorship, and evaluation;
- Ensure interns operate within scope of practice and department standards;
- Complete all required documentation and evaluations;
- Maintain final authority and responsibility for patient care decisions; and
- Complete the final one hundred twenty (120) hours of internship evaluation.

6. COMPENSATION

Employees assigned as paramedic preceptors shall receive a one-time payment of 8.52 percent of a Step A Firefighter's monthly salary after they are assigned a paramedic intern. Compensation shall take place the pay period following their assignment of the intern. The compensation is not reportable compensation to CalPERS. However, if CalPERS regulations change, the City will comply.

7. TERM

This Agreement shall take effect February 10, 2025, and remain in effect until the earlier of (i) modification by mutual written agreement or (ii) termination of the Program by the City.

For Local 1909:

For City of Hayward:

Andrew Ghali, Local 1909 President

Jennifer Ott, City Manager

Dated _____

Dated _____