



MEMORANDUM OF UNDERSTANDING

Meridian Fire Department Paramedic School Program

Memorandum of Understanding (“MOU”) between the City of Meridian and IAFF Local 2311 is effective April 1, 2026 and incorporated into the 2023-2026 Collective Labor Agreement (“CLA”).

Purpose: The purpose of this MOU is to memorialize the parties’ agreement regarding the City’s funding, selection, and conditions related to the paramedic education of at least one (1) bargaining unit member annually. This MOU is intended to comply with applicable federal and Idaho law and the CLA. If any provision conflicts with the law or the CLA, the provision shall be applied in the manner most consistent with those authorities, and the parties will meet to bargain replacement language.

Eligibility and Selection:

- **Annual Application Window.** Each September, the Department will open an internal application process with at least thirty (30) calendar days’ advance notice. The notice will include: the number of applicants who will be selected from the bargaining unit, minimum prerequisites, scoring criteria, submission deadline, and expected start dates. Applicants will submit an official letter of interest on department letterhead, a resume, and recommendation letter from a Battalion Chief to the EMS Division prior to the submission deadline.
- **Eligibility.** Applicants must have completed probation and must not be under active discipline above a final written warning at the time of application. Discipline older than twelve (12) months will not be used to disqualify an applicant. Applicants must provide proof of successful completion of required prerequisites for applicable paramedic programs prior to the assessment.
 - **** Note:** *College level courses are required entry to all paramedic schools. These college level courses are not a part of this agreement and will be the responsibility of the employee.*
- **Assessment Center, Selection, and Ranking.**
 - Candidates will be scored using: (1) an assessment center and (2) a structured interview.
 - The assessment center will consist of an EMT skills-based scenario proctored by members of the EMS Division.
 - The in-person interview will be conducted by the EMS Division.

- Seniority points will be applied consistent with the CLA's seniority provisions for promotional process under Article 15.
- After successful completion of the assessment center, members will be ranked by score, and then the top candidate(s), comporting with the number provided in the announcement, will be enrolled in the program.

Paid Status, FLSA Hours Worked, and Training Time

- Time spent in required program activities including didactic class time that conflicts with a scheduled shift, required clinicals, and required field internship hours, will be treated as hours worked for pay purposes and in order to comply with the Fair Labor Standards Act (FLSA). Compensation for required training time will be consistent with CLA Article 21.4 and applicable law.
- **Shift Coverage for Didactic Portion of Class:** The Department will provide coverage for the individual when classroom time conflicts with their shift.
- If clinicals require travel outside the local area, the City will pay the cost of travel including travel time, hotels, per diem, and transportation.
- **Field Internship:** The Fire Department's primary method will be to schedule clinicals and internships as close to the City of Meridian as possible to include hosting the individual in-house for internships. Arrangements for clinicals and internships will be made between the student, the Union, the institution/school, and Meridian Fire Department. If an individual's field internship will be completed outside the City of Meridian, the Department will cover and pay the individual's shifts, travel, and per diem while they are away for the field internship.
- **Workers' Compensation Coverage.** The City will maintain workers compensation coverage for members participating in Program activities, including required travel to and from clinical/internship sites, to the fullest extent permitted by Idaho law and the City's workers' compensation coverage.

Academic Standards and Completion Requirements: Individuals are required to maintain a passing grade as outlined by the institution they are attending. As part of the completion requirements, the individual must pass the NREMT-P exam to maintain initial paramedic licensure for the State of Idaho. Testing requirements and retests are outlined by the NREMT and the Idaho EMS Bureau. After six (6) failed attempts of the NREMT test, the individual will be required to pay the City of Meridian back the full amount of tuition paid.

Meridian Fire Department FTO Process: Once the individual successfully completes their NREMT test, they will be assigned to a Meridian Fire Department Field Training Officer (FTO). During that time, they will be mentored by a Meridian Fire Department paramedic. The individual will be allowed to function within the scope of a paramedic during this FTO phase if a licensed MFD paramedic is with them. In the case where the crew may have to drop down to the level of BLS, the individual will not be allowed to practice as a paramedic. Once a licensed Meridian Fire Department paramedic is back with the crew, the individual can function at the level of a paramedic. All paramedic level skills performed shall fall within the ACCESS SWOs. The individual will be required to complete their MFD paramedic task book

during the FTO process. Once completed, the individual will then prepare to sit in front of the ACCESS medical directors for a phase 4 evaluation. This is a series of comprehensive medical scenarios to assess the individual's readiness for the field.

It is the right of the Department to assign the individual to another Meridian Fire Department FTO if the Department or individual feels the learning environment needs a different evaluation. Completion of the requirements outlined above may result in a different shift assignment based on operation needs for ALS staffing. All shift assignments will be in accordance with the CLA.

Covered Costs. The City will pay tuition and program fees directly to the educational institution whenever possible. The City will also reimburse for testing fees, state licensure fees, required textbooks and clinical supplies.

Maintain Paramedic Licensure: Individuals may be required to maintain their paramedic license as outlined in Appendix A of the CLA between Local 2311 and the City of Meridian.

As part of the agreement between the individual and the City, if the participating individual agrees to maintain their employment with the City of Meridian for at least forty-eight (48) months or two recertification cycles, whichever is earlier, following the successful completion of the NREMT-P license. If a participant voluntarily resigns or declines to maintain licensure during the commitment period for reasons other than those in Waivers and Exclusions, below, the individual will be responsible to reimburse the City of Meridian the prorated amount of covered costs paid by the City under this Program. If an individual chooses not to maintain their paramedic license prior to the end of the 48-month period, then the same prorated reimbursement will apply. Proration will be the total covered cost, as defined above, divided by 48 months. That amount will be multiplied by the number of months remaining in the 48-month commitment period at the time of separation from the City or loss of licensure to determine the amount the individual will be responsible for reimbursing to the City of Meridian. The 15th day of the month will be utilized for rounding purposes. Termination prior to the 15th day of the month will be prorated to the previous month, and termination after the 15th of the month will be prorated to the current month. Before the City asserts any repayment obligation, the City will provide a written accounting of costs and the prorated calculation.

Waivers and Exclusions. No repayment will be required if separation or loss of paramedic licensure occurs due to: (a) layoff or reduction in force; (b) duty-related injury or occupational disease; (c) non-duty disability that qualifies the member for PERSI disability or an ADA-accommodated separation; (d) City breach of the CLA/MOU materially affecting the participant; or (e) a mutually agreed reassignment out of paramedic duties for operational reasons.

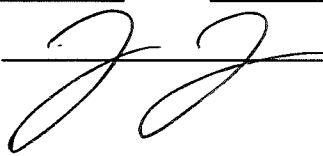
If the employee chooses to let their paramedic license lapse following the completion of the 48-month timeframe, then the employee will need to have a plan in place with the Idaho Bureau of EMS for continuous EMS licensure, as outlined by the State of Idaho and the EMS Bureau. Basic licensure for the Meridian Fire Department is an EMT-B or higher. A member who chooses to drop their paramedic certification must notify the Division Chief of EMS, the Operations Chief, and the Idaho Bureau of EMS prior to the transition to another licensure.

Selection of Approved Program: It is the responsibility of the Department to select the paramedic program that will be used for education. This is based on availability and accessibility to the department.

Effective Date. This MOU is effective upon execution and will be continued for the term of the successor CLA, unless mutually agreed otherwise in writing.

CITY OF MERIDIAN: _____ Date: _____

MERIDIAN FIREFIGHTERS IAFF LOCAL 2311: _____



Date: 4/1/26