

# Mayor and Council Communication

**DATE:** 04/22/25

**M&C FILE NUMBER:** M&C 25-0354

**LOG NAME:** 14EMPLOYMENT AGREEMENT EMS MEDICAL DIRECTOR

## **SUBJECT**

(ALL) Authorize Execution of an Employment Agreement with Dr. Jeffrey Jarvis for Employment as the City of Fort Worth Emergency Medical Services Medical Director with an Initial 10-Year Term and in the Amount of \$270,000.00 Annually and Authorize Execution of Vendor Service Agreements with the University of Texas Southwestern Medical Center and Integrated Emergency Services Physician Group, P.A. to Provide the City with the Services of Associate Medical Directors for the Office of Medical Director in an Annual Amount Not to Exceed \$102,000.00 for the Initial Term and \$440,000.00 for any Renewal Term, Collectively

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## **RECOMMENDATION:**

It is recommended that City Council:

1. Authorize execution of an employment agreement with Dr. Jeffrey Jarvis to hire Dr. Jarvis as an employee of the City of Fort Worth and the City of Fort Worth Emergency Medical Services Medical Director, and department head over the City of Fort Worth Office of Medical Director, in the amount of \$270,000.00 annually; and
2. Authorize execution of vendor services agreements with the University of Texas Southwestern Medical Center and Integrated Emergency Services Physician Group, P.A. to provide the City with the services of associate medical directors, as independent contractors, to assist the City's Emergency Medical Services Medical Director and the Office of Medical Director in an amount not to exceed \$102,000.00 for the Initial Term and \$440,000.00 for any renewal term, collectively.

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## **DISCUSSION:**

In 1988, the City of Fort Worth (City) and certain other local jurisdictions came together to create a regional ambulance and emergency medical services (EMS) agency known as the Area Metropolitan Ambulance Authority, d/b/a Medstar, (the Authority) through the adoption of a uniform EMS ordinance and interlocal cooperative agreement under the provisions of Section 773.051 of the Texas Health and Safety Code and pursuant to Ordinance Number 10094. Known as the Metropolitan Area EMS Authority and operating under the trade name MedStar Mobile Healthcare, the Authority operated under the Restated and Amended Interlocal Cooperative Agreement executed in 2020 (Fort Worth City Secretary Contract No. 54348; hereinafter, the Agreement) and an updated uniform EMS ordinance. The Agreement provided that the Authority would continue in existence until all units of governments that are party to the Agreement (the Member Cities) withdraw from the Agreement.

The Member Cities have, pursuant to the Memorandum of Understanding and Agreement (MOUA) executed by each Member City (Fort Worth City Secretary Contract No. 62555) agreed to: withdraw from and terminate the Agreement; dissolve the Authority; and designate the City as the licensed EMS Provider for the Member Cities' jurisdictions. Pursuant to the MOUA, the Authority will continue to exist, operate and serve as the EMS Provider for the Member Cities in a transitional capacity until at least July 1, 2025 (the Transition Period) under the management and control of the City.

It remains in the best interests of the public health and welfare of the people of the Member Cities' jurisdictions to have available to them a regulated EMS System with an exclusively contracted EMS Provider. Therefore, the City has established an EMS division through the City of Fort Worth Fire Department to operate a new EMS System and provide services to the people of the jurisdictions who execute an EMS Interlocal Agreement with the City, each a "Client City."

The Texas Administrative Code, Title 25, Part 1, Chapter 157, and specifically § 157.11(c)(6)(L), requires the City, as the applying entity for its EMS Provider license, to provide a copy of a signed contract or agreement with a physician who is currently licensed in the state of Texas to be employed as its Medical Director. As a result, a formal, written, agreement for the City's EMS Medical Director is required.

The purpose of this Mayor and Council Communication (M&C), in part, is to authorize the City to engage Dr. Jeffrey Jarvis as a City of Fort Worth employee and to authorize execution of the employment agreement. Dr. Jarvis is a physician who is licensed in Texas and board certified in emergency medicine and currently serves as the Chief Medical Officer and Medical Director for the Authority. Dr. Jarvis has agreed to serve as the Chief Medical Officer and Medical Director for the City's EMS system (the Medical Director). Additionally, by and through Ordinance No. 27372-12-2024, adopted by the City Council on December 10, 2024, the City established a new department, the Department of Office of the Medical Director (OMD), which shall be responsible for serving as the clinical office through which the Medical Director carries out his rights, duties, and obligations under the City's Uniform EMS Ordinance and the City's EMS Interlocal Agreements.

Dr. Jarvis, as the Medical Director, will be the head of the OMD and subject to the authority of the City of Fort Worth City Council and the City of Fort Worth City Manager and Assistant City Managers. The Medical Director is charged with providing medical direction and oversight, consultation, training, education, clinical quality assurance and improvement for the EMS System and participating First Responder Organizations and all duties required of EMS Medical Directors by the State of Texas and the City's EMS interlocal Agreements with Client City's. The Medical Director must also participate in the City's EMS advisory boards, known as the Medical Control Advisory Board and the EMS Advisory Board. In addition to the requirements of general city employees and the City's personnel rules and regulations, Dr. Jarvis' employment agreement (the Employment Agreement) requires that he maintain his Texas medical license and board certification in emergency medicine and any other

occupational licenses as may be required of an EMS System medical director for the duration of his employment with the City.

The Employment Agreement will be effective on July 1, 2025 with an initial term of 10 years. Thereafter, the Employment Agreement will automatically renew from year to year unless either the City or Dr. Jarvis provides 90 days' written notice of non-renewal or termination. Dr. Jarvis' employment is at will and can be terminated by either the City or Dr. Jarvis for any reason or no reason. Compensation for the Medical Director position includes a fixed annual gross salary of \$270,000.00, subject to deductions and withholding mandated by law, payable every two weeks as bi-weekly payments and in accordance with the City's required payroll practices and procedures. The Employment Agreement includes benefits typical of general employees and pursuant to Chapter 6 of the City's Personnel Rules and Regulations. As part of the total compensation, the Medical Director will receive a vehicle allowance in the amount of \$3,600 annually.

With the approval of this M&C, the City Council will also authorize the City to execute vendor services agreements with the University of Texas Southwestern Medical Center (UTSW) and Integrated Emergency Services Physician Group, P.A. (IES) to provide the City with the services of specific associate medical directors to assist the Medical Director and the OMD. IES and UTSW will appoint Angela Cornelius, M.D. and Brian Miller, M.D., respectively, to serve as independent contractors and Associate Medical Directors of the City and its EMS System (Associate Medical Directors). The Associate Medical Directors will, at all times, exercise their own independent professional judgment in matters related to medical care and remain employees of UTSW and IES, respectively. The Associate Medical Directors will act as independent contractors with respect to the City and will not be an employee of the City. The Medical Director is charged with administering the Associate Medical Director agreements and reviewing each Associate Medical Director's performance.

The Associate Medical Directors are charged with assisting the Medical Director in providing medical direction, consultation, training, and oversight for all clinical aspects of the EMS System and the First Responder Organizations in the EMS System, all of which requires physician expertise in emergency medicine and emergency medical services.

The initial term of the Associate Medical Director Agreements will be for three months, beginning July 1, 2025 and ending September 30, 2025. The initial three-month term enables the Associate Medical Director Agreements to start before the City's fiscal year and align the renewal terms of the Associate Medical Director Agreements with the City's fiscal year. After the initial term, the Associate Medical Director Agreements will automatically renew for successive one-year renewal terms (each a "Renewal Term"), with the first Renewal Term beginning October 1, 2025 and ending September 30, 2026, unless terminated earlier in accordance with the terms of the Associate Medical Director Agreements. The City will pay IES and UTSW for the services of each Associate Medical Director an amount not to exceed \$102,000.00 collectively for the initial term. Thereafter, the City will pay IES and UTSW an annual amount not exceed \$440,000.00, collectively, for any single renewal term. Each Associate Medical Director may be provided with access to City vehicles for the performance of the services as required by the agreements. The City will provide coverage for losses arising out of the use of a City-owned vehicle only while conducting City business and has agreed to procure an auto liability policy for the vehicles.

The Associate Medical Director and Medical Director Agreements are awarded pursuant to Section 2254.008 of the Texas Government Code and are exempt from competitive bidding.

Upon the transition of EMS to the City of Fort Worth, funding will be available in the Emergency Medical Services Fund for the Fire Department.

A Form 1295 is not required for a contract with Dr. Jarvis because it is an employment agreement with an individual, and a Form 1295 is not required for a contract with UTSW because it is with a governmental entity, state agency or public institution of higher education. A Form 1295 for IES has been attached to this M&C.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendations and adoption of the Fiscal Year 2025 Budget for Emergency Medical Services by the City Council, funds will be available in the current operating budget, as appropriated, in the Emergency Medical Services Fund. Prior to an expenditure being incurred, the Fire Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Dianna Giordano 7783

**Originating Business Unit Head:** Dianna Giordano 7783

**Additional Information Contact:**