

**INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF  
JERSEY VILLAGE**

This Agreement is made and entered by **Harris County (“County”)**, a body corporate and politic under the laws of the State of Texas, and the **City of Jersey Village, Texas (“Jersey Village”)**, a home-rule municipality.

**R E C I T A L S:**

Harris County, acting through **Harris County Public Health (“HCPH”)**, participates in the Strategic National Stockpile (“SNS”), which includes medications and medical supplies.

Harris County desires to collaborate with **Jersey Village** to enhance Harris County’s ability to respond to a catastrophic incident or other communicable threat.

Harris County and **Jersey Village** desire to enter into an agreement for a mass prophylaxis closed point of dispensing (“Closed Pod”) to dispense medications and supplies to identified **Jersey Village** employees, contractors and their immediate family members.

Harris County Commissioners Court finds that an agreement with **Jersey Village** for a Closed Pod serves a public purpose of Harris County.

**NOW, THEREFORE**, Harris County and Jersey Village in consideration of the premises, mutual covenants, provisions, and representations contained herein, constituting good and valuable consideration, and pursuant to Texas Government Code Chapter 791 (“Interlocal Cooperation Act”), hereto agree as follows:

**T E R M S :**

**I. Purpose**

To establish a cooperative agreement between Harris County, acting through Harris County Public Health, and **Jersey Village** to provide employees, contractors, and their immediate families with prophylaxis, vaccinations, or other related medical supplies or services in the event of a public health emergency as defined by local, state or federal governments. Harris County, acting through Harris County Public Health, and **Jersey Village** agree to the following terms, conditions, and responsibilities expressed in this agreement. HCPH will follow federal or state guidelines for phased allocation of vaccines or oral medical countermeasures if directed by federal or state government due to limited supplies.

**II. Definitions**

**Public Health Emergency:** refers to any event, natural or manmade, that requires immediate public health intervention as defined by local, state or federal governments.

**Mass prophylaxis:** refers to the administration of health interventions including antibiotics, vaccines, and/or antidotes to large numbers of persons to provide protection against disease and/or to prevent the spread of disease in the community.

**Critical Infrastructure/Employee/Volunteer:** refers to a person in the service of **Jersey Village** either directly as an employee, volunteer, part of a government critical infrastructure **Jersey Village** that provides emergency services or supports government continuity of operation.

**Immediate Family:** refers to a direct / immediate member of the family living within the same household as the employee.

### **III. Responsibilities of Jersey Village**

1. Mass dispenses to Employees/Contractors/Volunteers and their immediate family members during a public health emergency in **Jersey Village** at the Jersey Village, Texas site.
2. Attend Harris County Public Health planning meetings when requested at an agreed schedule and meeting place.
3. Attend Harris County Public Health training meetings and cooperate in training **Jersey Village** employees, when appropriate, to understand the contraindications, precautions, and administration of mass prophylaxis according to established Harris County Public Health protocol.
4. Provide and maintain an agency Primary Contact to oversee operations of the organization or entities Pharmaceutical Dispensing Plan.
5. Provide and maintain a Plan Contact to coordinate the dispensing operations at the organization or entity site as well as coordinate additional trainings, if needed, at the Jersey Village, Texas site.
6. Provide and maintain a Medical Contact (on staff at the Jersey Village, Texas site and available 24/7) who will organize, coordinate, and oversee the dispensing of medications at the Jersey Village, Texas site.
7. Ensure that all employees involved in the administration of medication will first be provided the treatment themselves, if indicated. Furthermore, the decision as to who will subsequently receive the medication is to be decided by **Jersey Village**; additionally, the method, manner, and order of treatment will be coordinated with Harris County Public Health Preparedness & Response Division and **Jersey Village**.
8. Maintain documentation of any labor, materials or supplies expended or consumed in this effort.

9. Return all unused portions of the supplies, chemoprophylaxis, and/or vaccines to Harris County, acting through Harris County Public Health.
10. Provide to Harris County Public Health a record of those individuals who received the medications and/or vaccinations. When appropriate Harris County Public Health will provide the necessary forms/software for tracking this information.

#### **IV. Duration of the Agreement**

This Agreement shall remain in place for twelve (12) months from the date of signing and automatically renew annually unless otherwise agreed in writing by both parties. This Agreement may be terminated at any time with or without cause, with sixty (60) days' advanced written notification by either party. This Agreement becomes effective when executed by **Jersey Village** and Harris County. This Agreement shall be of no force or effect until approved in writing by the Executive Director of Harris County Public Health and **Jersey Village** management.

#### **V. Amendments**

This Agreement may be amended by written agreement of both parties.

#### **VI. Points of Contact**

##### **For Harris County Public Health:**

Primary Contact: Michael "Mac" McClendon, Director  
Public Health Preparedness & Response Division  
1111 Fannin St.  
Houston, Texas 77002  
Phone: 832-927-7524  
E-mail: michael.mcclendon@phs.hctx.net

##### **For Jersey Village:**

Primary Contact: Mark Bitz, Fire Chief  
16501 Jersey Drive  
Jersey Village, Texas 77040  
Phone: 713-466-2143  
E-mail: mbitz@ci.jerseyvillage.tx.us

#### **VII. Notice**

All notices, requests, demands and other communications under this Agreement must be in writing and will be deemed to have been duly given (i) if delivered by hand and receipted for by

the Party to whom said notice or other communication will have been directed, or (ii) mailed by certified or registered mail with postage prepaid, to the parties at the following addresses:

TO THE COUNTY: Harris County Public Health  
PHPR Division  
1111 Fannin St  
Houston, Texas 77002  
Attention: Mac McClendon

TO THE CITY OF JERSEY VILLAGE, TEXAS:

City of Jersey Village, Texas  
16501 Jersey Drive  
Jersey Village, Texas 77040  
Attention: Austin Bleess, City Manager

These addresses may be changed upon giving prior written notice of the change.

#### **VIII. Governing Law**

This Agreement shall be interpreted under the laws of the State of Texas. Exclusive venue for any cause of action arising out of or in relation to this Agreement is in Harris County, Texas.

#### **IX. No County Funds**

Prior to execution of this Agreement, Harris County has advised **Jersey Village** that Harris County has certified no funds under this Agreement, and **Jersey Village** shall have no cause of action whatsoever for money against Harris County arising out of or in relation to this Agreement. Neither **Jersey Village** nor Harris County assumes liability for any claims, demands, expenses, liabilities, or losses arising out of or in relation to this Agreement.

IN WITNESS WHEREOF, this instrument has been executed on behalf of Harris County by a duly authorized representative of Harris County, and on behalf of **Jersey Village** by a duly authorized representative of **Jersey Village**.

**HARRIS COUNTY**

By: \_\_\_\_\_  
Lina Hidalgo  
County Judge  
Date Signed: \_\_\_\_\_

**CITY OF JERSEY VILLAGE, TEXAS**

By: Austin Bleess  
Austin Bleess  
City Manager  
Date Signed: March 19, 2024

Approved:

By: Barbie L. Robinson  
Barbie L. Robinson, MPP, JD, CHC  
Executive Director  
Harris County Public Health  
Date: 3/22/2024

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date Signed: \_\_\_\_\_

APPROVED AS TO FORM:  
CHRISTIAN D. MENEFE  
COUNTY ATTORNEY

By: Kevin G. Markowski  
Kevin G. Markowski  
Assistant County Attorney  
CAO File: 24GEN0264

**ORDER OF COMMISSIONERS COURT**  
Authorizing Interlocal Agreement

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on \_\_\_\_\_, 2024 with all members present except \_\_\_\_\_.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF AN INTERLOCAL AGREEMENT  
BETWEEN HARRIS COUNTY AND THE CITY OF JERSEY VILLAGE, TEXAS**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order thus adopted is as follows:

IT IS ORDERED that the County Judge of Harris County is hereby authorized to execute, for and on behalf of Harris County, the Agreement between Harris County and the City of Jersey Village, Texas to provide a mass prophylaxis closed point of dispensing ("Closed Pod") to dispense medications and supplies to identified Jersey Village employees, contractors, and their immediate family members. The Agreement is incorporated herein as though fully set forth word-for-word. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.