

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

610



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
February 21, 2013

**SUBJECT:** Ratify the First Amendment to the Agreement EMS-1257 with the State of California Emergency Medical Services Authority (EMSA) and the County of Riverside, Department of Public Health, Emergency Medical Services.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Ratify the First Amendment to the Agreement EMS-1257 with the State of California Emergency Medical Services Authority (EMSA) and the County of Riverside, Department of Public Health, Emergency Medical Services for the period of performance of July 1, 2012 to June 30, 2014, to increase funds by forty thousand dollars (\$40,000);
- 2) Approve and authorize the Director of Public Health to sign ministerial Amendments, not to exceed the authorized amount of two hundred eighty thousand dollars (\$280,000) for the period of performance of July 1, 2012 to June 30, 2014;

**MOTIONS:** (Continued on Page 2)

**BACKGROUND:** (On Page 2)

KS:cg/ys

*Susan D. Harrington*  
Susan Harrington, Director  
Department of Public Health

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 40,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

<b>SOURCE OF FUNDS:</b> 100% State Funded	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Debra Cournoyer*  
Debra Cournoyer

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: March 12, 2013  
xc: Public Health, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: 9/25/12-3-36 District: All/All Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3-33

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *Lisette Rose* 2/25/13  
 Lisette Rose  
 Departmental Concurrence  
 DATE  
 NEAL R. KIPNIS  
 FORM APPROVED COUNTY COUNSEL  
 BY: *Neal R. Kipnis*  
 Policy  Policy   
 Consent  Consent   
 Dept's Recomm.:  
 Per Exec. Ofc.:

**SUBJECT:** Ratify the First Amendment to the Agreement EMS-1257 with the State of California Emergency Medical Services Authority (EMSA) and the County of Riverside, Department of Public Health, Emergency Medical Services.

**MOTIONS: (Continued)**

- 3) Approve and direct the Auditor Controller to adjust the budget as specified in Schedule A; and
- 4) Authorize the Chairperson of the Board to sign four (4) originals of the Agreement on behalf of the County.

**BACKGROUND:** On September 25, 2012, the Riverside County Board of Supervisors approved agenda item 3.36, which authorized the Emergency Medical Services Agency to receive \$240,000 from the California State Emergency Medical Services Authority (EMSA) for the Regional Disaster Medical Health Specialist (RDMHS) position for the performance period of July 1, 2012 to June 30, 2014 (\$120,000 per year). This position serves to facilitate medical mutual aid planning and coordination for all of Region VI.

EMSA is providing additional funding support for the RDMHS position in the amount of \$40,000 for the period of performance July 1, 2012 to June 30, 2013. This funding will be used to assist the RDMHS in planning, preparedness, and response for the six counties in Region VI. The funds will be used to improve communications and to conduct a workshop on resource requesting and information flow during emergencies. These funds are a one-time supplement to the annual RDMHS allocation.

**FINANCIAL INFORMATION:** This Amendment, EMS-1257, increases the budget amount by \$40,000, for a total amount of \$160,000 for FY 12/13 and \$120,000 for FY 13/14.

ACO

SCHEDULE A

Department of Public Health  
Public Health Emergency Preparedness and Response Branch  
Regional Disaster Medical Health Specialist (RDMHS)  
Fund 10000

Fiscal Year 2012/13

INCREASE IN APPROPRIATIONS:

10000 4200100000-	520330	Communication Services	\$	19,242
10000 4200100000-	524500	Administrative Support-Direct	\$	4,000
10000 4200100000-	526700	Rent-Lease Bldgs	\$	2,641
10000 4200100000-	528920	Car Pool Expense	\$	6,600
10000 4200100000-	528960	Lodging	\$	2,808
10000 4200100000-	528980	Meals	\$	1,800
10000 4200100000-	529040	Private Mileage Reimbursement	\$	2,192
10000 4200100000-	529540	Utilities	\$	717

TOTAL INCREASE IN APPROPRIATION \$ 40,000

INCREASE IN ESTIMATED REVENUE:

10000 4200100000-	751680	CA-State Grant Rev.	<u>\$40,000</u>
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STATE OF CALIFORNIA  
**STANDARD AGREEMENT AMENDMENT**  
 STD. 213 A (Rev 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 4 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
<b>EMS-1257</b>	<b>1</b>
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and Contractor named below:  
 STATE AGENCY'S NAME: Emergency Medical Services Authority  
 CONTRACTOR'S NAME: Riverside County EMS Agency  
 WHEN DOCUMENT IS FULLY EXECUTED RETURN **CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Pos: Office Box 1147, Riverside, Ca 92502-1147  
 Thank you.
- The term of this Agreement is July 1, 2012 through June 30, 2014
- The maximum amount of this Agreement after this amendment is: \$280,000.00 Two-Hundred-Eighty Thousand and No/100
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This Amendment provides an additional \$40,000 in funds, and provides for additional terms as shown on the attached pages. The maximum amount of this agreement will not exceed \$280,000.00. The additional funds are distributed in the budget category line items, as shown in the amended Exhibit B-1, attached. New terms are shown as underlined text; deleted terms are shown as ~~strikeout text~~.

No other changes are made to this Agreement.

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 By [Signature]  
 DEPUTY

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only  <input type="checkbox"/> Exempt per:
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <u>Riverside County EMS Agency</u>		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>3/12/13</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>JOHN J. BENOIT</b> Chairman, Board of Supervisors		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <u>Emergency Medical Services Authority</u>		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Howard Backer, MD, MPH, FACEP, Director</u>		
ADDRESS <u>10901 Gold Center Dr Ste 400, Rancho Cordova, CA 95670-6073</u>		

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KINIS  
 DATE 3/12/13

MAR 12 2013 3:33

Exhibit B-1 (Amended)  
 (Standard Agreement)

BUDGET DETAIL AND NARRATIVE

BUDGET CATEGORIES	FY 12/13	FY 13/14	TOTAL
Personnel	\$61,522	\$64,453	\$125,975
Fringe Benefits (37%)	\$22,763	\$23,848	\$46,611
Communications	<u>\$2,000</u>	\$1,800	<u>\$3,800</u>
<u>Equipment</u>	<u>\$19,042</u>		<u>\$19,042</u>
Maintenance & Repairs	<u>\$2,811</u>	\$1,400	<u>\$4,211</u>
Materials & Supplies	\$759	\$500	\$1,259
Printing & Reproduction	\$780	\$230	\$1,010
Space	<u>\$12,214</u>	\$9,860	<u>\$22,074</u>
<u>Training</u>	<u>\$6,800</u>		<u>\$6,800</u>
Travel			
In-State	\$7,000	\$7,000	\$14,000
Out-of-State	\$2,800		\$2,800
<u>County Vehicle</u>	<u>\$6,600</u>		<u>\$6,600</u>
Total Direct Costs	<u>\$145,091</u>	\$109,091	<u>\$254,182</u>
Administrative/Indirect 10% of Total Direct Costs	<u>\$14,909</u>	\$10,909	<u>\$25,818</u>
<b>TOTAL COSTS</b>	<b><u>\$160,000</u></b>	<b>\$120,000</b>	<b><u>\$280,000</u></b>

**Exhibit B-1 (Amended)**  
**(Standard Agreement)**

**Personnel: FYs 2012/2013 and 2013/2014 = \$125,975**

In Riverside County, the RDMHS will plan, develop, and coordinate multi-hazard emergency response and recovery activities in support of Region VI. The RDMHS will also work with the RDMHC and receive policy guidance and direction from the RDMHC and the Region's Operational Areas (OA) concerning regional issues. Policy guidance and direction will also be provided by the EMS Authority in coordination and cooperation with the California Department of Public Health (CDPH), Emergency Preparedness office.

FY12/13

Brendan Manning      Emergency Services Coordinator, 1.0 FTE  
 Regular hours 2,080 @ \$29.5779 per hour = \$61,522

FY13/14

Brendan Manning      Emergency Services Coordinator, 1.0 FTE  
 Regular hours 2,080 @ \$30.9871 per hour = \$64,453

**Fringe Benefits: FYs 2012/2013 and 2013/2014 = \$46,611**

Fringe Benefits include the following: Retirement, health insurance, dental insurance, SDI/short term disability, life insurance, and Worker's Compensation. Presently the County of Riverside benefit rate is approximately 46%, which exceeds the 37% that is allowed by EMSA; therefore, the excess fringe benefit cost for the Emergency Services Coordinator will be paid by Riverside County.

Unemployment Insurance	0.746
Retirement - General	19.636
Social Security	5.824
Medicare Amount	1.426
Long Term Disability	0.247
Health Insurance	14.880
Deferred Compensation	0.132
Life Insurance	0.249
Optical Insurance	0.020
Pension and Training	0.005
Short Term Disability	0.571
Workers Compensation	1.800
Total	45.536
<hr/>	
FY 12/13 & 13/14 Fringe Benefit Rate	<b>46%</b>

FY12/13

Total fringe benefits @ 37% @ \$22,763

FY13/14

Total fringe benefits @ 37% @ \$23,848

**Exhibit B-1 (Amended)  
(Standard Agreement)**

**Communications: FYs 2012/2013 and 2013/2014 = \$ 3,800**

Charges below are for each Fiscal Year:

IPhone cell phone service for RDMHS	\$ 60 @ 12 Months = \$720
Desk telephones for RDMHS	\$ 50 @ 12 Months = \$600
Air Card for RDMHS	\$ 40 @ 12 Months = \$480

For the Fiscal Year 2012/2013, the purchase and service charge for a mobile internet hotspot will be reimbursed. This will allow for mobile internet access through a WiFi device sharing that internet with multiple users and devices during emergency activation. Cost = \$200.

Total cost of \$1,800 per Fiscal Year

**Equipment: FY 2012/2013 = \$19,042**

This budget line item will purchase a mobile satellite data and voice communication tool to ensure redundant secure communications methods during emergencies. This will provide satellite phone and data uplink with external antenna in a rugged travel size box. Cost = \$7,042.

Also, two (2) multi-band radios will be purchased to ensure redundant communication throughout Region VI. These radios will be programmed with all necessary frequencies to allow the RDMHS and RDMHC to support response operations in all six (6) Operational Areas. Cost = \$12,000.

**Maintenance & Repairs: FYs 2012/2013 and 2013/2014 = \$ 4,211**

Cost of Utilities at \$234.25 per month = \$2,811 for each year. ~~Total cost for utilities will not be covered by the RDMHS award for both FY 12/13 and 13/14.~~ The County of Riverside will pay the cost for utilities that are in excess of the budgeted amount for FY 13/14.

FY12/13	FY13/14
Total Utilities Covered <u>\$2,811</u>	Total Utilities Covered \$1,400

**Materials & Supplies: FYs 2012/2013 and 2013/2014 = \$ 1,259**

Office Supplies, includes cost of paper, ink, pens, paperclips, tape, day planner, pencils, mailings, desk accessories, calendar, toner for printers and RDMHS uniform attire.  
FY 12/13 = \$759 FY 13/14 = \$500

**Printing & Reproduction: FYs 2012/2013 and 2013/2014 = \$ 1,010**

Costs to support printing of business cards for the RDMHS, forms and informational literature for surge capacity, EOM and other operational materials as outlined in the Scope of Work.  
FY 12/13 = \$780 FY 13/14 = \$230

**Exhibit B-1 (Amended)  
(Standard Agreement)**

**Space: FYs 2012/2013 and 2013/2014 = \$ 22,074**

Rent for workstations located at 3900 Sherman Way, Suite H, Riverside, California 92503. This facility is a privately owned building leased by the County of Riverside. Based on standard space allocation of (1,017.82 per month x 12 months x 1 FTE = \$12,213.87). A standard cubicle is 12 ft X 12 ft. + 87.38 sq ft. common space (232 sq ft total). The County of Riverside will pay the cost for rent that is in excess of the budgeted amount:

FY12/13	FY13/14
Total Rent Covered <u>\$12,214</u>	Total Rent Covered \$9,860

**Training: = \$6,800 FY 12/13**

Training costs are to conduct a Medical and Health Resource Requesting workshop. This will include hotel, mileage, and food reimbursement for three to five representatives from each Operational Area. Total = \$6,800.

**Travel: In-State FYs 2012/2013 and 2013/2014 = \$ 20,600 Out-of-State FY 2012/2013 = \$ 2,800**

**In-State:**

Region VI Travel: Mileage to attend meetings and conduct EMSA/CDPH/Region VI business: 5,045 @ \$0.555/per mile = \$2,800; accommodations @ \$130/per night for 6 nights = \$780; meals, rentals and parking is estimated at \$220, per year. (\$2,800+\$780+\$220= \$3,800 for each year)

RDMHS meetings in Sacramento to collaborate and share information across the regions and to receive guidance from EMSA and CDPH EPO, will also enhance regional statewide coordination efforts. Travel includes airfare to Sacramento @ \$420/per trip x 4 trips = \$1,680; accommodations @ \$130/per night for 4 nights = \$520; meals, rentals and parking is estimated at \$1,000, per year. (\$1,680+\$520+\$1,000=\$3,200 for each year)

Total (\$3,800+\$3,200=\$7,000 for each year)

In-State Travel for FY 12/13 includes the cost for the provision of a county automobile for use directly for the RDMHS, including vehicle maintenance, inspection, and repair service. 12 months x \$550 per month = \$6,600.

**Out-of-State:**

**FY 12/13: \$2,800**

To cover costs to attend the International Association of Emergency Managers Conference and the National Disaster Medical Systems Integrated Training Summit. With prior approval from EMSA, these conferences will enhance the ability for the RDMHS to support Regional medical and health operations.

IAEM: Registration \$525; Flight \$350; \$175/per night for 3 nights = \$1,400

Integrated Training Summit: Registration \$450; Flight \$575; Hotel \$125/per night for 3 nights = \$1,400

**FY 13/14: \$0**

**Administrative/Indirect Cost: FYs 2012/2013 and 2013/2014 = \$25,818**

10% of the total direct charges of the RDMHS Budget will cover the cost of County expenses, such as OASIS services (County financial system), legal expenses, fiscal services, information technology support, purchasing support and contract support @ \$10,909 per fiscal year.