

514

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



FROM: Department of Public Health

SUBMITTAL DATE:
March 3, 2015

SUBJECT: Ratify the First Amendment to the Agreement #C14-029 between the County of Riverside Department of Public Health and the State of California Emergency Medical Services Authority for the Regional Disaster Medical Health Specialist grant. Districts: All. [\$25,858]; 50% State funded and 50% Hospital Preparedness Program Funds.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the First Amendment to the Agreement #C14-029 between the County of Riverside Department of Public Health (DOPH) and the State of California Emergency Medical Services Authority (EMSA) for the Regional Disaster Medical Health Specialist (RDMHS) from July 1 2014 through June 30, 2015 to increase the amount by \$25,858 for a total of \$145,858; and
2. Authorize the Chairman of the Board to sign four (4) originals of said Amendment on behalf of the County; and
3. Approve and direct the Auditor-Controller to adjust the budget according to the attached Schedule A.

BACKGROUND:

Summary (continued on page 2)

KS:jd

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 25,858	\$ 0	\$ 25,858	\$ 0	Consent <input type="checkbox"/> Policy X
NET COUNTY COST	\$ 00.00	\$ 00.00	\$ 00.00	\$ 0	
SOURCE OF FUNDS: 50% State funded and 50% Hospital Preparedness Program Funds.				Budget Adjustment: Yes	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: April 7, 2015
xc: Public Health, Auditor

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

Prev. Agn. Ref.: 12/2/14 Item 3-8

District: All

Agenda Number:

3-23

FORM APPROVED COUNTY-COUNSEL
BY: *GREGORY P. PRIAMOS* DATE: 3/1/15
Departmental Concurrence

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA-AUDITOR-CONTROLLER
BY: *Esteban Hernandez*

A-30
 4/5 Vote
 Positions Added
 Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Ratify the First Amendment to the Agreement #C14-029 between the County of Riverside Department of Public Health and the State of California Emergency Medical Services Authority for the Regional Disaster Medical Health Specialist grant. Districts: All. [\$25,858]; 50% State funded and 50% Hospital Preparedness Program Funds.

DATE: March 3, 2015

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

The California State Emergency Management Agency (CalEMA) designated six regions responsible for the overall coordination of disaster mutual aid. Riverside County is within Region VI, which includes San Bernardino, San Diego, Imperial, Inyo and Mono counties. According to California Health and Safety Code 1797.152, each Region has a Regional Disaster Medical Health Coordinator (RDMHC) and a Regional Disaster Medical Health Specialist (RDMHS) to facilitate medical mutual aid planning and coordination.

The functions of the RDMHS are to manage and improve the regional medical and health mutual aid and mutual cooperation systems; coordinate medical and health resources; support development of the Operational Area Medical and Health Disaster Response System; and support the State medical and health response system through the development of information and emergency management systems.

This Amendment will support a regional tabletop exercise that will test key components of the Public Health and Medical Emergency Operations Plan (EOP), the Multi Patient Management Plan, the Medical Health Operational Area Coordination (MHOAC) Plan, and the Medical Health Department Operations Center (DOC) Plan.

DOPH received the grant amendment from the EMSA in January 2015.

SUPPLEMENTAL

Additional Fiscal Information:

The original agreement was for the amount of \$120,000. This amendment increases the amount by \$25,858 for a total contract amount of \$145,858.

Contract History:

The RDMHS agreement to accept the grant funds was approved by the Board of Supervisors on December 2, 2014, Item 3-8.

ATTACHMENTS

Budget Adjustment:

The \$25,858 increase was not included in the Fiscal Year 2014/15 budget therefore a budget adjustment is required as per the attached Schedule A.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
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SCHEDULE A

Department of Public Health
Public Health Emergency Preparedness and Response Branch
State Homeland /MMRS Grants/RDMHS/State Pan Flu

Budget Adjustment
Fiscal Year 2014/15

INCREASE IN APPROPRIATIONS

10000-4200100000-525440	Professional Services	<u>\$25,858</u>
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TOTAL INCREASE IN APPROPRIATIONS	\$25,858
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INCREASE IN ESTIMATED REVENUE:

10000-4200100000-751680	Ca-Grant Revenue	<u>\$25,858</u>
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TOTAL INCREASE IN ESTIMATED REVENUE:	\$25,858
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STATE OF CALIFORNIA
STANDARD AGREEMENT AMENDMENT
 STD. 213 A (Rev 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ Pages

AGREEMENT NUMBER C14-029	AMENDMENT NUMBER 1
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
- The term of this Agreement is July 1, 2014 through June 30, 2015
- The maximum amount of this Agreement after this amendment is: \$145,858.00
- 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:

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
 to Riverside County Clerk of the Board, Stop 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.

Purpose of amendment – Increase the encumbrance by \$25,858.00 from \$120,000.00 to \$145,858.00.

Exhibit B-1 is revised by way of Exhibit B1a.

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.

CONTRACTOR		CALIFORNIA Department of General Services Use Only <div style="border: 2px solid blue; padding: 5px; text-align: center;"> APPROVED JUN 8 2015 OFFICE OF LEGAL SERVICES DEPT. OF GENERAL SERVICES </div>
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>4/7/15</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING MARION ASHLEY CHAIRMAN, BOARD OF SUPERVISORS		
ADDRESS <u>P.O. Box 7600 Riverside, CA 92513</u>		FORM APPROVED COUNTY COUNCIL BY: <u>NEAL R. KIPNIS</u>
STATE OF CALIFORNIA		
AGENCY NAME <u>Emergency Medical Services Authority</u>		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>4/16/15</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING Howard Backer, MD, MPH, FACER, Director		<input type="checkbox"/> Exempt per:
ADDRESS <u>10901 Gold Center Dr., Ste 400 Rancho Cordova, CA 95670-6073</u>		

APR 07 2015 **3-23**

2015-012771

BUDGET DETAIL/NARRATIVE

Adjustment

BUDGET CATEGORIES	FY 14/15	TOTAL
Personnel	\$ 55,895	\$ 55,895
Fringe Benefits (37%)	\$ 20,681	\$ 20,681
Communications	\$ 800	\$ 800
Equipment	\$ 0	\$ 0
Maintenance & Repairs	\$ 851	\$ 851
Materials & Supplies	\$ 166	\$ 166
Printing & Reproduction	\$ 230	\$ 230
Space	\$ 10,000	\$ 10,000
Training	\$ 0	\$ 0
Exercise	\$ 40,000	\$ 40,000
Travel		
In-State	\$ 3,975	\$ 3,975
Out-of-State	\$ 0	\$ 0
Total Direct Costs	\$ 132,598	\$ 132,598
Administrative/Indirect 10% of Total Direct Costs	\$ 13,260	\$ 13,260
TOTAL COSTS	\$ 145,858	\$ 145,858

Handwritten initials: K98V

BUDGET DETAIL AND NARRATIVE

Personnel: FYs 2014/2015 = \$67,909

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.

FY14/15

Vacant – Emergency Services Coordinator, 1.0 FTE

Regular hours 2,080 @ \$32.6487 per hour = \$67,909.29

Adjustment: Regular hours 1,712 @ \$32.6487 per hour = \$55,895

Justification: The RDMHS position is vacant and currently in recruitment. The duties are being handled by the Duty Officer staff functioning as the RDMHS and dealing with regional level issues. This includes stand by pay and time billed to responses.

Fringe Benefits: FYs 2014/2015 = \$25,126

Adjustment: \$20,681

**C14-029
Riverside County EMS Agency**

Justification: Adjusted to 37% of personnel costs.

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
FY 14/15 Fringe Benefit Rate	46%

Communications: FYs 2014/2015 = \$800

Charges below are for each Fiscal Year:

Cell phone and Desk Telephone for RDMHS \$ 66.67 @ 12 Months = \$800
Maintenance & Repairs: FYs 2014/2015 = \$851.00

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 FY 14/15. The County of Riverside will pay the cost for utilities that are in excess of the budgeted amount.

Materials & Supplies: FYs 2014/2015 = \$ 200
 Adjusted Amount = \$166

Office Supplies, includes cost of paper, ink, pens, paperclips, tape, day planner, pencils, mailings, desk accessories, calendar, toner for printers and RDMHS uniform attire.

Justification: The RDMHS position is currently vacant, but in recruitment. The materials and supply budget is being decreased due to the vacancy.

Printing & Reproduction: FYs 2014/2015 = \$ 230

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.

Space: FYs 2014/2015 = \$ 10,000

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.

C14-029
Riverside County EMS Agency

+ 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.

Exercise: FYs 2014/2015 = \$40,000
Adjustment = \$40,000

KS
AV

A regional tabletop exercise will be held to test the ability to share information and develop a common operating picture between the Regional Disaster Medical Health Coordination Program (RDMHC) and the Medical Health Operational Area Coordinators (MHOACs) in each of the six (6) counties in Region VI.

Travel: In-State FYs 2014/2015 = \$ 3,975.00

In-State:

Region VI Travel: Mileage to attend meetings and conduct EMSA/CDPH/Region VI business: 2,982 @ \$0.555/per mile = \$1,655; accommodations @ \$130/per night for 4 nights = \$520; meals, rentals and parking is estimated at \$200, per year. (\$1,655+\$520+\$200= \$2,375)

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 2 trips = \$840; accommodations @ \$130/per night for 2 nights = \$260; meals, rentals and parking is estimated at \$500, per year. (\$840+\$260+\$500=\$1,600)

Administrative/Indirect Cost: FYs 2014/2015 = \$10,353.70

Adjustment: \$13,260

Justification: Indirect costs adjusted to be 10% of total direct cost.

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 @ \$10,353.70 per fiscal year.

RESOLUTION

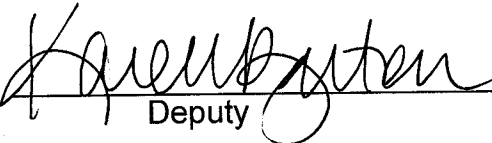
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, April 7, 2015, that Marion Ashley, the Chairman of this Board is authorized and directed to execute on behalf of said County the Standard Agreement No. C14-029 between Riverside County and California Emergency Medical Services Authority providing: for the Regional Disaster Medical Health Specialist Grant.

Roll Call:

Ayes: Jeffries, Washington, Benoit and Ashley
Nays: None
Absent: Tavaglione

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By:  Deputy