

**City of Culver City, California
Agenda Item Report**

Meeting Date: August 23, 2010		Item Number: <u>C-8</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Monica Bradley R.N., M.I.C.N. Nurse Educator, to Provide Continuing Education and Conduct Quality Improvement Activities for the Fire Department.			
Contact Person/Dept.: David White/Fire Department		Phone Number: (310) 253-5915	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification (E-mail) Agenda and Meetings – City Council (8/19/10) and Monica Bradley, R.N., M.I.C.N. (8/19/10); (E-mail)			
Department Approval: Chris Sellers (08/11/10)		City Attorney Approval: Carol Schwab (by H. Baker) (08/18/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/18/10)		City Manager Approval: John M. Nachbar (08/18/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a five (5) year contract with Monica Bradley, R.N., M.I.C.N for the provision of paramedic continuing education, quality improvement activities, and related paramedic program support. <u>BACKGROUND:</u> The Culver City Fire Department has been providing Advanced Life Support (ALS) through its paramedic program since 1973. Culver City's paramedic program delivers high quality patient care and is recognized in Los Angeles County as a progressive Emergency Medical Services (EMS) provider. As the Fire Department adjusts to the loss of the Paramedic Coordinator, it is necessary to obtain the specialized services of a nurse educator to ensure key components of the paramedic program are sustained. <u>Nurse Educator</u> Most fire departments that provide paramedic services in California employ or contract with a nurse educator. A nurse educator is a term used to describe an individual with a unique set of knowledge, skills, and abilities. These specialists have extensive experience as an emergency room nurse, are well versed in pre-hospital emergency care, have knowledge of medical quality assurance/quality improvement activities and processes, and have formal training in adult learning. <u>Services Required</u> Services the Fire Department needs to acquire in order to sustain the paramedic program include the following activities:			

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- Provide EMS continuing education to Fire Department personnel.
- Conduct quality assurance and quality improvement activities.
- Review of patient care records.
- Ensure documentation is adequate.
- Ensure adherence to established protocols and medical policies.
- Provide feedback to paramedics.
- Submit reports to the Fire Chief and local Emergency Medical Services Agency (Los Angeles County Health Services).
- Prepare for audits conducted by the local Emergency Medical Services Agency.
- Liaison with local hospitals.

It has been estimated these services will require approximately 80 hours a month.

Selection Process

The University of California Los Angeles (UCLA) Center for Pre-hospital Care has provided continuing education to the Fire Department since 2001. The Department received a presentation/proposal from UCLA to expand the services they provide to include those listed above. The Department also interviewed two (2) nurse educators. Both nurse educators had the prerequisite knowledge, skills, and abilities and were experienced with the Los Angeles County EMS system. After reviewing all three options the Department determined Ms. Bradley R.N., M.I.C.N. is capable of providing the services required at the most cost effective rate.

Per Culver City Municipal Code § 3.07.070.A, the award of professional services agreements are not subject to the formal competitive bid process.

FISCAL ANALYSIS:

This Agreement will cost \$48,000 (80 hours per month x 12 months x \$50/hour) a year for the first and second year of the agreement. A 3% increase is built into the agreement for years three (3) through five (5). Sufficient funds to cover the cost of the agreement are included in the Fire Department budget (10145300 Contractual Services) for Fiscal Year 2010/2011.

Fiscal Year	Hourly Rate	Annual Cost
2010/11	\$50	\$48,000
2011/12	\$50	\$48,000
2012/13	\$51.50	\$49,440
2013/14	\$53	\$50,880
2014/15	\$54.50	\$52,320

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MOTION:

That the City Council:

- 1) Approve a Professional Services Agreement with Monica Bradley, R.N., M.I.C.N. to provide Emergency Medical Service Continuing Education, conduct Quality Improvement activities, and related paramedic program support; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.