

**Council Meeting: August 27, 2013**

**SUBJECT: Approval of Budget Modification No. 9 to Appropriate \$39,692 of Santa Clara County EMS Enhancement Projects Funds for the Santa Clara County Comprehensive EMS Patient Care Data System**

**GRANT SUMMARY**

The Santa Clara County Emergency Medical Services (EMS) system is collectively one of the largest in the United States. The provision of emergency medical services within Santa Clara County is administered by the Santa Clara County EMS Agency (SCCoEMS). In an effort to efficiently deploy the resources in the system, a contract was executed between individual cities and/or first responder agencies and Santa Clara County. This contract is in effect from July 1, 2011 through June 30, 2016.

In Annex C of the contract, the County is authorized to provide first responder agencies specific funding for projects. This funding can come from identified County EMS sources and be provided to perform enhancements to the County EMS system through direct allocation to participating agencies. The Department of Public Safety (DPS) is one such agency. EMS Trust Fund monies allocated to enhance the EMS system will only be expended within the guidelines of the project scope. In the event the project scope is not feasible, fiscally viable, or beneficial to DPS, then the funding will not be accepted or received.

In accordance with SCCoEMS Policy 309, all EMS providers in the county are required to institute an electronic patient care report (ePCR) capable of capturing specific patient information and transferring it to the Central County Data Hub. All data must be electronic. Each first responder agency is responsible for implementing the ePCR, including all computer hardware and software.

Funding allocations were made to each fire department in Santa Clara County based on a per capita formula. DPS, as a first responder agency, was granted \$39,692 in EMS Trust Fund monies to implement this project. The funds will be used to complete the necessary computer software interfaces and to purchase the necessary computer hardware. The interfaces and hardware will allow "patient side" critical care information to be transferred directly to a medical facility. The completion date for the project is December 31, 2014.

DPS will manage, administer, and provide oversight of this project. The Bureau of Fire Services, Division of Fire Operations will be responsible for the operational element and project oversight. Financial management of the grant will be the responsibility of the Bureau of Special Operations, Division of Strategic Services.

Granting Agency

The Santa Clara County EMS Agency

**EXISTING POLICY**

**Council Policy 7.1.5 Donations, Contributions and Sponsorships:**

The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant would be placed; the objectives or goals of the City which will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant. For grants under the amount of \$5,000 that do not have any external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The City Manager is authorized to accept and administratively appropriate the grant funds. This grant does not meet all of the criteria to be administratively appropriated by the City Manager; therefore a budget modification is required.

**Sunnyvale General Plan**

**Goal SN-3, Safe and Secure City**

Provide a safe and secure environment for people and property in the community by providing effective public safety response, prevention, and education services.

**Policy SN-3.1**

Provide rapid and timely response to all emergencies.

**Goal SN-6, Effective Emergency Response Capabilities**

Provide effective response capability for emergency medical events and other non-fire incidents that may directly endanger the lives, property, and well-being of the community.

**FISCAL IMPACT****Required Local Match**

None.

**Increased Cost To City Upon Grant Termination**

Staff anticipates that the grant allocation of \$39,692 will be sufficient to implement and maintain the ePCR system for a period of three years. Staff believes the ePCR policy mandate will continue beyond the three-year useful life of the equipment. Beginning in year four, ongoing costs are estimated to be \$13,000 annually.

The ongoing maintenance and replacement costs will be factored during the development of the next budget as part of the equipment replacement budget for technology items. If EMS Trust Fund monies or grant funding is not available, the ongoing costs will be absorbed within the current funds budgeted for replacement of DPS related IT equipment, so that there is no fiscal impact to the long term plan.

Budget Modification No. 9 has been prepared to appropriate \$39,692 of Santa Clara County EMS Enhancement Projects Funds to a new project, FY 2013/14 Comprehensive EMS Patient Care Data System.

**Budget Modification No. 9  
FY 2013/14**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<b><u>Revenues</u></b>			
1114 – Other Agency Reimbursement (Santa Clara County EMS Trust Fund)	\$0	\$39,692	\$39,692
<b><u>Expenditures</u></b>			
New Project - FY 2013/14 Comprehensive EMS Patient Care Data System	\$0	\$39,692	\$39,692

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center, and Department of Public Safety; and by making the

agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk, and on the City's Web site.

**RECOMMENDATION**

Staff recommends approval of Budget Modification No. 9 to appropriate \$39,692 of Santa Clara County EMS Enhancement Projects Funds to a new project, FY 2013/14 Comprehensive EMS Patient Care Data System.

Reviewed by:

Frank J. Grgurina, Chief of Public Safety

Prepared by: James Bouziane, Deputy Chief, Bureau of Fire Services

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbbers  
City Manager