

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Health Services Agency

BOARD AGENDA # *B-4

Urgent Routine

AGENDA DATE December 15, 2015

CEO Concur with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Contract with Mountain Valley Emergency Medical Services Agency to Administer Local Emergency Medical Services for Fiscal Year 2016-2017

STAFF RECOMMENDATIONS:

1. Approve a contract with Mountain Valley Emergency Medical Services Agency (MVEMS) to administer local and emergency medical services for Fiscal Year 2016-2017.
2. Authorize the Managing Director of the Health Services Agency or her designee to negotiate and execute the agreement with MVEMS.

(Continued on Page 2)

FISCAL IMPACT:

Stanislaus County's contribution to the Mountain Valley Emergency Medical Services Agency for Fiscal Year 2016-2017 is estimated to be \$237,000 which is funded through court-imposed fines and fees (discretionary Maddy Funds) of \$87,000 and the Ambulance Maintenance Fees totaling \$150,000. This contract does not include any funding from the County's General Fund. The actual amounts for the Fiscal

(Continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2015-630

On motion of Supervisor Chiesa, Seconded by Supervisor Monteith
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Monteith, DeMartini, and Chairman Withrow

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST: Christine Ferraro
CHRISTINE FERRARO TALLMAN, Clerk

File No.

STAFF RECOMMENDATIONS (Continued):

3. Approve the System Enhancement Funds policy to be administered by MVEMS.
4. Approve the initiation of a Strategic Planning process to focus on continuous improvement through a more integrated approach to the Emergency Medical Services system.

FISCAL IMPACT (Continued):

Year 2016-2017 contract year are not yet available and would be included in the Health Services Agency (HSA) proposed budget for Fiscal Year 2016-2017. The System Enhancement Fund policy outlines funding priorities and a process for the MVEMS Agency to follow in seeking Board of Supervisor approval and distribution of the funds for indicated uses. The actual System Enhancement Fund is held by the MVEMS Agency for Stanislaus County and is the result of response time penalties paid by contracted ambulance providers, the balance of which is now approximately \$2.3 million. The Strategic Planning process is envisioned as an internally facilitated project with key community stakeholders.

DISCUSSION:

Under the Health and Safety Code, Division 2.5, Chapter 4, Article 1, Section 1797.200, "Each county may develop an emergency medical services program. Each county developing such a program shall designate a local EMS agency which shall be the county health department, an agency established and operated by the county, an entity with which the county contracts for the purposes of local emergency medical services administration, or a joint powers agency created for the administration of emergency medical services by agreement between counties or cities and counties pursuant to the provisions of Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code".

Administration of Local EMS services for Fiscal Year 2016-2017

Since the early 1980's, Stanislaus County has contracted with the Mountain Valley Emergency Medical Services (MVEMS) Agency to administer local emergency medical services responsibilities. The MVEMS Agency operates under a Joint Powers Agreement (JPA) designed to develop a regional system of emergency medical services care to collect special funding available to regional agencies. The original Joint Exercise of Powers Agreement was effective on January 21, 1981. A Stanislaus County Supervisor sits as a member of the Joint Powers Board of Directors. Another member of the Board of Supervisors serves as an Alternate Director.

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The major responsibilities of the MVEMS Agency which are to establish and ensure a safe, dependable and responsible pre-hospital emergency medical care system, to work collaboratively with the Public Health Officer in his role as the Medical Health Operational Area Coordinator (MHOAC), and to protect the County from exposure to liability in matters related to the provision of pre-hospital emergency medical services within the County. The MHOAC role includes the authority to obtain and coordinate services and the allocation of resources in the event of a disaster or major incident in which mutual aid is requested.

During the 2012-2013 fiscal year, MVEMS successfully developed and put into place, new ambulance provider agreements that incorporate industry standards; assured ambulance provider contractual response time compliance using CAD data and independently generated reports; and enhanced EMS system monitoring capabilities for MVEMS. The MVEMS Agency continues to meet the County's needs and expectations under the leadership of Mr. Richard Murdock, Executive Director and his team. There are many complex and emerging challenges related to ensuring appropriate emergency medical services in our community and on the basis of the relationship, staff is again recommending approval to enter the contract for the upcoming 2016-2017 Fiscal Year.

The current agreement contains a provision that necessitates Board action on the renewal of the annual contract six-months prior to its expiration. The timing has been built into the agreement language to ensure a smooth transition from one operating year to the next and to provide consistent emergency medical services locally.

There continues to be two funding sources to meet the County's per capita annual contribution for the MVEMS Agency services. They are Ambulance Maintenance Fees and the Maddy Funds (Senate Bills 12-612). Note: Senate Bill (SB) 191 of 2013 extended the ability to assess court fines and fees which provides this funding through January 1, 2017. Since the contractual arrangement with MVEMS would exist through June 30, 2017, any shortfalls experienced as a result the sunset of SB 191 will be offset using other funding sources in order to meet this obligation. It is anticipated that the potential shortfall will not exceed \$45,000.

For the Fiscal Year 2015-2016, the Ambulance Maintenance Fees total \$150,286, with the balance of \$86,737 paid from the Maddy Funds received by the County HSA. While the projected expense and Stanislaus County's contribution for Fiscal Year 2016-2017 is not yet known, given historical trends, and assuming the regional funding provided by the State continues, it is anticipated to be similar to that experienced during the 2015-2016 Fiscal Year. As the contract document for Fiscal Year 2016-2017 is not yet available, a copy of the Fiscal Year 2015-2016 agreement is attached for reference (Attachment 1).

System Enhancement Fund Policy

The System Enhancement Fund is a fund held by the MVEMS exclusively for Stanislaus County that results from response time penalties paid by ambulance providers under the agreements for Stanislaus County emergency medical response. These penalties were made more aggressive in the five-year agreements which began May 1, 2014, which is the reason that the fund has seen significant growth and is now over \$2 million. While the fund grew significantly during the initial period of the new agreement, it is important to note that aggressive monitoring and communications with the Providers are in place to be sure that adequate resources are provided.

In the existing bylaws of the Board of Supervisors' established Emergency Medical Services Committee, discretion over the use of these funds is under the authority of the Board of Supervisors. In order to communicate to interested parties the priorities for use of that fund and to support a need for MVEMS to administer an efficient process for reviewing use requests, staff is recommending a System Enhancement Fund policy.

The previously identified priority for the use of these funds, to support the integration of Emergency Medical Dispatching, is still the top goal for this effort. The recommended policy offers a provision to support 1st responders who routinely are dispatched to EMS incidents countywide. The proposal was recently presented at a fire chiefs' meeting, of which there was tremendous interest to submit for the funding of items that enhance the first responders' ability to become more standard and assist in meeting EMS mandates. Mostly recently in March of 2015, the Board of Supervisors authorized the use of these funds in the amount of \$65,000 for the 12 Lead Transmittal and Cardiac Analytics technology which improved EMS field communication with receiving hospitals, enabling more efficient cardiac patient triage for time critical treatment and the avoidance of unnecessary mobilization of resources.

The attached proposed policy (Attachment 2) is the result of the Emergency Medical Services Committee review and recommendation and from input from the Health Executive Committee of the Board of Supervisors. It is important to note, that the policy does not grant use, as specific proposed funding proposals would come before the Board of Supervisors for approval, as has been done before.

Strategic Planning Initiative

With such a complex, multi-jurisdictional system of authorities, invested stakeholders, health reform influences, and changing demands on the Emergency Medical Services plan, staff recommends the launch of a facilitated strategic planning effort to look to the future. This initiative would necessarily include interested stakeholders such as the MVEMS, cities, fire districts, ambulance providers, hospitals and internal county services such as Health Services Agency/Public Health and the Office of Emergency Services and others. This effort to be conducted in 2016, will be focused on ensuring

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the emergency medical services are aligned with the Board of Supervisors priorities of a Safe Community and A Healthy Community.

These matters were presented on December 1, 2015 to the Board of Supervisors Health Executive Committee, comprised of Chairman Withrow and Supervisor O'Brien who have acted to support these recommendations to the full Board of Supervisors.

POLICY ISSUES:

Approval of these recommendations support the Board of Supervisor's priority of A Healthy Community by ensuring continued management of the emergency medical services plan and a Safe Community.

STAFFING IMPACT:

Existing Staff will be dedicated to these efforts.

CONTACT PERSON:

Mary Ann Lee, HSA Director, 209-558-7163.
Patricia Hill Thomas, Chief Operations Officer
Dale Skiles, County Fire Warden

FORMAL AGREEMENT BETWEEN
MOUNTAIN-VALLEY
EMERGENCY MEDICAL SERVICES AGENCY
AND
STANISLAUS COUNTY ON
FUNCTIONS TO BE PERFORMED FOR COUNTY BY EMS AGENCY STAFF

THIS AGREEMENT is entered into by and between Stanislaus County, hereinafter referred to as County, and the Mountain-Valley Emergency Medical Services Agency, hereinafter referred to as "Agency."

WHEREAS, the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act (California Health and Safety Code Section 1797, et seq.) hereinafter referred to as the Act, authorizes counties to designate their local Emergency Medical Services ("EMS") Agency, and

WHEREAS, the Agency is qualified to be a "local EMS Agency" pursuant to Health and Safety Code Sections 1797.94, and

WHEREAS, the Agency plans and implements an Emergency Medical Services system on a multi-county basis as distinct from a county-to-county basis, and

WHEREAS, the County desires to contract with the Agency for the Agency to administer certain local emergency medical services, and

WHEREAS, the County agrees that planning and implementing an Emergency Medical Services system on a multi-county basis is in the best interest of emergency medical service for the County.

NOW THEREFORE, IT IS AGREED by and between the parties hereto as follows:

- 1. The Agency shall perform the following, all in accordance with the Health and Safety Code, Division 2.5, Chapters 4 and 7, Sections:**

<u>Section</u>		
a.	1797.202	Medical Director Appointment
b.	1797.204	Planning, Implementing and Evaluating the EMS System
c.	1797.206	Implementation of ALS/LALS systems.
		Monitoring Training Programs
d.	1797.208	Training Program Approval
e.	1797.210	Certification of Personnel
f.	1797.212	Establish Certification Fees

- g. 1797.213 Training Programs, EMT I, II, EMT-P, MICN
- h. 1797.214 Additional Training/Qualifications
- i. 1797.218 Authorizing ALS/LALS Programs
- j. 1797.220 Medical Control Policies and Procedures
- k. 1797.221 Trial Studies
- l. 1797.222 Draft ordinances for transfer of trauma, burn or pediatric patients as requested
- m. 1797.224 Create exclusive operating areas
- n. 1797.250 Development and Submittal of EMS Plan
- o. 1797.252 Coordinate and Facilitate EMS System Development
- p. 1797.254 Submit annual EMS plan
- q. 1797.256 Review of EMS Grants
- r. 1797.257 & Submittal of Trauma Plan
1797.258
- s. 1798 Medical Control
- t. 1798.2 Base Hospital Policies and Procedures
- u. 1798.3 Alternative Base Stations
- v. 1798.100 Designation of Base Hospitals or Alternative Bases
- w. 1798.101 Rural Base Hospitals and Receiving Facilities
- x. 1798.162 Regional Trauma Systems
thru .166
- y. 1798.170 Triage and Transfer Protocols
- z. 1798.172 Transfer Agreement Guidelines and Standards
- aa. 1798.200 Certificate Review Process
- bb. 1798.202 Authority to temporarily suspend EMT-P license
- cc. 1798.204 Conduct proceedings for probation suspension, revocation or denial of a certificate
- dd. 1798.205 Violations of Transfer Guidelines, Protocols or Agreements

2. The Agency shall perform all obligations under Chapter 8 of the EMS Authority regulations with respect to EMS aircraft operation in the County.
3. The Agency agrees to assist the Health Officer in his/her role as the Medical Health Operational Area Coordinator (MHOAC). In such, the Agency will ensure that all operational procedures associated with medical/health mutual-aid, as outlined in the California State Emergency Medical Services Authority Disaster Medical Response Plan, and the "OES Region IV Multi-Casualty Incident Plan," are carried out. The Agency shall coordinate all assigned mutual-aid disaster operations that effect the County with the MHOAC and the County Office of Emergency Services. Any additional cost incurred by the Agency associated with carrying out this function

will be negotiated by the parties and a reasonable fee to be paid to the Agency for these increased services.

4. **The MHOAC shall approve all medical/health mutual aid standard operating procedures under which the Agency shall function. In the event of a disaster, the County maintains the authority to approve the use of any County medical/health resources, all expenditures of County funds, and all mutual-aid requests for medical resources prior to their mobilization.**
5. **The Agency shall not place any such person who has a conflict of interest with County. Should a conflict of interest develop during the period of this contract, the Agency expressly agrees to remove such person from all duties involving County immediately upon written notice from County that such conflict of interest exists, as determined in good faith by County.**
6. **The overall goal of the Agency in relation to its responsibilities under the Act will be to promote the most effective program possible, with the resources available, which is compliant with the Act.**
7. **The Agency will provide staff support for Stanislaus County Emergency Medical Care Committee to prepare minutes and complete mailings.**
8. **The Agency staff shall serve as the local EMS Agency in fulfillment of the requirements of Stanislaus County Ordinance NO. C.S. 410.**
9. **The Agency will participate in the planning, implementation and evaluation of County's emergency medical disaster program.**
10. **It is recognized by the parties hereto that State EMS System guidelines are in the process of being revised. It is also recognized that the revised guidelines may increase the County requirements. It is agreed by and between the parties hereto that if that is the case, and the county wishes to contract the additional requirements with the Agency, then the parties will negotiate a reasonable fee to be paid to the Agency for these increased services.**
11. **The Agency agrees to adhere to all performance standards as outlined in Appendix 1 of this agreement.**
12. **For services rendered under this contract, the County shall contribute to the Agency two hundred thirty-four thousand two hundred eleven dollars (\$234,211) for Fiscal Year 2015/16. Of this amount, one hundred fifty thousand two hundred eighty-six dollars (\$150,286) shall be collected directly from the ambulance providers via their annual fee schedule. The remaining eighty-three thousand nine hundred twenty-five dollars (\$83,925) shall be paid monthly by the County at the rate of six thousand**

nine hundred ninety-three dollars and seventy-five cents (\$6,993.75) per month.

13. In the event that County/Agency requires or requests that Stanislaus County Counsel be utilized in the development, approval and/or implementation of; policies, procedures, contracts, actions against certification or other related EMS activities, the cost of Counsel's services shall not be charged to the Agency.
14. The term of this Agreement shall be from July 1, 2015 through June 30, 2016.
15. If the County chooses to cancel this agreement, the County must give written notice to the Agency not later than January 1, 2016 in order to opt out for the next one year cycle.
16. The agreement may be amended at any time by the mutual written consent of the parties hereto upon approval of the State EMS Authority.
17. The Agency shall provide, at its own expense and maintain at all times, the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by certified or registered mail, return receipt requested, for all of the following stated insurance policies.
 - A. Worker's Compensation - in compliance with the statutes of the State of California.
 - B. General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and/or for property damage. This insurance shall indicate on the certificate of insurance the coverage's and indicate policy aggregate limit applying to premises and operations.
 - C. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and/or for property damage. This insurance shall cover for bodily injury and property damage for owned automobiles.

If at any time any of said policies shall be unsatisfactory to the County, as to form or substance or if a company issuing such policy shall be unsatisfactory to the County, the Agency shall promptly obtain a new policy, submit the same to the Risk

Manager for approval and submit a certificate thereof as hereinabove provided. Upon failure of the Agency to furnish, deliver or maintain such insurance and certificates as above provided, this Agreement, at the election of the County, may be forthwith declared suspended, or terminated. Failure of the Agency to obtain and/or maintain any required insurance shall not relieve the Agency from any liability under this Agreement, nor shall the insurance requirements construed to conflict with or otherwise limit the obligations of the Agency concerning indemnification. The County, its officials, agents and employees shall be named as an additional insured on all insurance policies required herein. The Agency's insurance policy(ies) shall include a provision that the coverage is primary as respects the County; shall include no special limitations to coverage provided to additional insured and, shall be placed with insurer(s) with acceptable Best's rating of A:V or with approval of the Risk Manager.

18. The Agency agrees to indemnify, defend and hold harmless the County, its officers, agents and employees, from and against any and all claims, damages, losses, expenses, and reasonable attorney's fees for every cause, including but not limited to personal injury, death or property damage, arising directly or indirectly out of any act or omission of the Agency, its officers, agents or employees, in the performance of this agreement.

County agrees to indemnify, defend and hold harmless the Agency, its officers, agents and employees, from and against any and all claims, damages, losses, expenses, and reasonable attorney's fees for every cause, including but not limited to personal injury, death or property damage, arising directly or indirectly out of any act or omission of County, its officers, agents or employees, in the performance of this agreement.

19. Unless the context otherwise requires, the definitions contained in the Act govern the provisions of this contract.
20. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12900, et seq.) and the applicable regulations promulgated hereunder (Cal. Admin. Code, Title 2,

Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement

This Contractor shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

IN WITNESS WHEREOF, the parties hereto cause their representatives to affix their signatures:

COUNTY OF STANISLAUS

By *Martina De*
Title: Managing Director, HSA

6/30/15
Date

MOUNTAIN-VALLEY EMERGENCY MEDICAL SERVICES AGENCY

By *Louis Bontano*
Title: Chairman, Board of Directors

6/10/15
Date

Approved as to form, Stanislaus County:
JOHN P. DOERING, County Counsel

By: *John P. Doering*
County Counsel

6/26/15
Date

Appendix 1 -

Performance Standards for MVEMSA contract Fiscal Year 2015-2016

1. Budget with appropriate narrative explanation to be submitted to County designated representative(s) for comment prior to the MVEMS Board for consideration and comment. Budget submittal to include both Operating Budget and Balance Sheet.
2. Maintenance of the System Status Committee regular meetings with field representation from Fire and Ambulance. Quarterly report to EMSC.
3. Provider non-compliant fines are automatically invoiced to the ambulance providers. The compliance/non-compliance reports are provided on the MVEMSA web site for public review (mvemsa.org) and submitted on the consent calendar of each quarterly EMSC meeting. The Agency will monitor non-compliance and address issues with Ambulance contractors to improve compliance. The Agency will implement a Board of Supervisors approved System Enhancement Fund Priority Usage policy.
4. Unusual Occurrence Report form is available on MVEMSA web site for County representatives or general public to use for reporting unusual occurrences to the Agency. The Agency will work with respective stakeholders as part of a Quality/Performance Management process to address system improvement.
5. Trauma report is completed annually as part of EMS Plan. The report is available on MVEMSA web site for review.
6. Annual Staffing and Training plan is submitted as part of Stanislaus County annual report to the EMSC for review and approval. The annual report is available on MVEMSA web site for public review.
7. Provide information to EMS Committee in annual report which demonstrates conformity with the EMS Plan approved by the State EMS Authority.
8. Actively and collaboratively participate in the County Disaster Council, as requested.
9. Collaborate and coordinate with the Public Health Officer and department in the effective performance of the MHOAC role, consistent with the established MHOAC responsibilities matrix.
10. Attendance by MVEMSA Executive Director and Deputy Director to the Stanislaus County EMS 9-1-1 Project Team meetings. Actively participate in a leadership role on the CAD to CAD virtual integration project of Emergency Medical Dispatch with SR-911, and if applicable, other PSAPs.

DRAFT FOR BOARD OF SUPERVISOR CONSIDERATION DECEMBER 2015

MOUNTAIN-VALLEY EMS AGENCY

POLICY: 951.20

POLICIES AND PROCEDURES

TITLE: **STANISLAUS COUNTY EMS SYSTEM ENHANCEMENT FUNDS**

APPROVED: SIGNATURE ON FILE IN EMS OFFICE

EFFECTIVE DATE:

REVIEW DATE:

Executive Director

SIGNATURE ON FILE IN EMS OFFICE

Medical Director

PAGE: 1 OF 4

STANISLAUS COUNTY EMS SYSTEM ENHANCEMENT FUNDS

I. AUTHORITY

II. DEFINITIONS

- A. "Agency" - Mountain-Valley EMS Agency
- B. "Emergency Medical Services (EMS) System Enhancement Funds" – The funds generated from Stanislaus County Ambulance Provider(s) contractual non-compliance fines.
- C. "Stanislaus County Emergency Medical Services Committee (EMSC)" – Advisory Committee to the Mountain-Valley EMS Agency and the Stanislaus County Board of Supervisors on EMS issues.
- D. "Eligible Agency" – A public stakeholder within the Stanislaus County EMS System.

III. PURPOSE

Establish a process for the use of Stanislaus County EMS System Enhancement Funds

IV. POLICY

The EMS System Enhancement Fund was established as a result of the fines assessed and collected from the Stanislaus County ambulance providers for contractual non-compliance.

Response Time compliance is monitored through contractual agreements between Agency and Stanislaus County Ambulance Providers. The objective is to encourage response time compliance and thereby improve patient care for the community. Fines generated from non-compliance issues are used to enhance the EMS System within Stanislaus County

Funds shall be allocated to projects that support the following priorities:

- A. Capital expenditures geared toward the integration of EMS dispatch in the Stanislaus Regional 9-1-1 Dispatch Center and potentially other public dispatch entities;
- B. Training costs associated with the integration of EMS dispatch in the Stanislaus Regional 9-1-1 Dispatch Center and potentially other public dispatch entities;

- C. EMS training, equipment and/or supply purchases that benefit or enhance EMS services in Stanislaus County on a system-wide basis. A percentage limit is listed within the parenthesis next to each category of the total system enhancement fund for the purchase of EMS equipment or training equipment, First Responder EMS equipment, and EMS pre-hospital supplies.
 - a. The following items are acceptable items to request
 - i. EMS equipment or training equipment (Single request not to exceed 2.5% of total system enhancement fund amount – Example 2.5% of 2,000,000 = 50,000.00)
 - 1. Automated External Defibrillator's (AEDs)
 - 2. Manikins used for CPR or EMS training
 - 3. Stair Chairs
 - 4. Training equipment that adds to or enhances the skill(s) of a First Responder or EMS Personnel
 - ii. EMS Supplies (Single request not to exceed 2.5% of total system enhancement fund amount)
 - 1. AED replacement supplies
 - 2. Personal Protective Equipment (PPE)
 - 3. Triage Tags
- D. Items requested by Mountain-Valley EMS Agency that benefit or enhances the EMS services in Stanislaus County on a system-wide basis, which will be approved by Stanislaus County EMSC.

The fund shall maintain a minimum reserve of \$100,000.

The Agency shall provide an accounting of the fund balance to the EMSC at their regular meetings and upon request.

V. PROCEDURES

- A. An Eligible Agency may complete and submit an Application to Request Allocation of System Enhancement Funds (Attachment A) to the Mountain-Valley EMS Agency. The application must include the following:
 - 1. Detailed description of the project
 - 2. Amount requested with a detailed budget
 - 3. Other funding sources available
 - 4. Justification for how the EMS System will be enhanced
 - 5. Supporting documentation (i.e. quotes, project analysis and planning documents)
- B. The Agency shall review and assess the applications alignment with the fund priorities and confer with the Stanislaus County Public Health Officer (PHO). If an application is determined eligible, the Agency will make recommendation for approval to the EMSC.
- C. The EMSC shall take action on the recommendations and submit qualifying requests to the Stanislaus County Board of Supervisors for approval.
- D. Upon approval from the Stanislaus County Board of Supervisors, the following shall take place:
 - 1. Agency shall notify the applicant.
 - 2. The applicant shall invoice the Agency for the approved funds.
 - a. The invoice shall include:
 - i. Agency Name, Address, Contact Person
 - ii. Invoice Number
 - iii. Quantity of Items to be Purchased

- iv. Unit Price of Item
 - v. Description of Items Purchasing
 - vi. Subtotal
 - vii. Total
3. Agency shall disburse the funds by check within 30 calendar days of receipt of invoice.
 4. Recipient shall provide the following to Agency:
 - a. Confirm proof of purchase by submitting receipt of purchase to Agency

Attachment A

Application to Request Allocation of System Enhancement Funds

Name of Organization: _____

Address: _____

Contact Person: _____ **Phone:** _____

Refer to Agency Policy # 951.20 V. Procedures, A. 1-5

1. Detailed description of the project (Attach additional supporting documentation if desired)

2. Amount requested with a detailed budget (Specific Project Costs and Capital Item(s) to be purchased – attach additional pages as needed)

3. Provide justification on how the EMS System will be enhanced in Stanislaus County

4. Describe other funding sources available to fund this project (Matching Funds, Applying for state funding on a regional basis, Greater benefits would be realized by more counties/more agencies participating)

5. Supporting Documentation (Quotes, project analysis and planning documents)