


COUNTY OF SAN MATEO  
Departmental Correspondence

DATE: OCT 24 2001  
Hearing Date: NOV 6 2001

TO: Honorable Board of Supervisors

FROM:  Barbara Pletz, EMS Administrator

SUBJECT: Agreement with the State of California to Continue to Implement a San Mateo County High School CPR Education and Training Project and Appropriations Transfer Request

RECOMMENDATION:

1. Adopt a resolution authorizing the President of the Board to execute an agreement with State of California EMS Authority to continue to implement a San Mateo County High School CPR education and training project; and
2. Approve an Appropriations Transfer request in the amount of \$45,000 accepting the unanticipated revenue within the EMS program's FY 2001-02 budget.

Background:

In November 2000 your Board approved an agreement with the State of California to implement a San Mateo County high school CPR education and training project. During the first year of this project all freshmen at four Sequoia Union High School District schools were trained in CPR. The CPR training was conducted by Catholic Health Care West (CHW) – Sequoia Hospital Health and Wellness Services. San Mateo County firefighters assisted by serving as skills instructors.

Discussion:

The second year grant funding will permit the program to be maintained at the four existing high schools and to add a fifth at Menlo-Atherton High School. A CPR project coordinator, at the EMS program, will procure and coordinate CPR instructors.

The American Heart Association (AHA) published new standards for CPR last year including specifications for course hours and format. Our program was unable to conform to some of the new AHA specifications due to variations in class hours at the various schools. We sought approval from the AHA for these variations in the class structure and this approval has now been obtained. We delayed asking your Board to enter into this second year agreement pending this approval.

An Appropriations Transfer Request (ATR) is attached for your approval showing the grant funds as unanticipated revenue for FY 2001/02 and distributing the funds to the appropriate line items.

Fiscal Impact:

The term of the contract is July 1, 2001 through June 30, 2002. Accepting these grant funds will increase the EMS FY 2001/02 budget by \$45,000. The funds will be used to pay the CPR training centers to conduct the CPR training (\$5000 per school) and to fund the private contractor who will serve as the CPR project coordinator at the EMS agency.

Accepting the grant funds will not result in any cost to the County. The contract has been reviewed and approved by County Counsel.

RECOMMENDED

  
HEALTH SERVICES AGENCY

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT  
WITH THE STATE EMERGENCY MEDICAL SERVICES AUTHORITY  
TO CONTINUE TO IMPLEMENT A SAN MATEO COUNTY HIGH SCHOOL CPR  
EDUCATION AND TRAINING PROJECT

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an agreement with the State Emergency Medical Services (EMS) Authority, reference is hereby made for further particulars, whereby the State EMS Authority will provide \$45,000 to the EMS Program to implement a San Mateo County High School CPR Education and Training project; and

WHEREAS, the Board has been presented with a form of the agreement and has examined and approved it as to both form and content and desires to adopt the Agreement; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an Appropriations Transfer Request, reference is hereby made for further particulars, accepting the grant funds as unanticipated revenue within the EMS Program's FY 2001-02 budget; and

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board be, and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, the Clerk of this Board shall attest the President's signature thereto.

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO. \_\_\_\_\_

DEPARTMENT <b>HEALTH SERVICES-EMS</b>	DATE <b>9/23/2001</b>
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**1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	56110	1871	45,000   00	All Other State Aid
To	56110	5856	44,590   00	Contract Special Program Services
	56110	5193	410   00	General Office Supplies

Justification. (Attach Memo if Necessary)

(See attached memo)

DEPARTMENT HEAD

BY: *Elizabeth Charlene Silva* DATE: **10/22/01**

2.  Board Action Required       Four-Fifths Vote Required       Board Action Not Required  
 Remarks: \_\_\_\_\_

COUNTY CONTROLLER

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

3.  Approve as Requested       Approve as Revised       Disapprove  
 Remarks: \_\_\_\_\_

COUNTY MANAGER

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY**

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: \_\_\_\_\_  
 \_\_\_\_\_

Supervisors: \_\_\_\_\_  
 \_\_\_\_\_

Absent

**STANDARD AGREEMENT** — APPROVED BY THE  
ATTORNEY GENERAL

STD. 2 (REV. 5-91)

CONTRACT NUMBER EMS-1056	AM. NO.
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	

THIS AGREEMENT, made and entered into this 1st day of July, 2001,  
in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE Interim Director	AGENCY Emergency Medical Services Authority	hereafter called the State, and
CONTRACTOR'S NAME San Mateo County EMS Agency		hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows: *(Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)*

- STATEMENT OF WORK.** The Contractor shall complete the objectives as identified in the attached Section entitled "Objectives" (Attachment D). These are made a part of this agreement by this reference.
- TERM OF AGREEMENT.** The period of this Agreement shall be from July 1, 2001 through June 30, 2002.
- CONTRACT AMOUNT.** The total amount payable by the State to the Contractor shall not exceed \$45,000.00.
- BUDGET.** The attachment entitled "Budget" (Attachment E), is made a part of this Agreement by this reference. The budget submitted by Contractor shall not exceed Indirect/Administrative costs of not more than 10% of Personnel and Benefits only.

CONTINUED ON \_\_\_\_\_ SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA		CONTRACTOR				
AGENCY Emergency Medical Services Authority		CONTRACTOR (If other than an individual, state whether a corporation, partnership, etc.) San Mateo County EMS Agency				
BY (AUTHORIZED SIGNATURE) ▷		BY (AUTHORIZED SIGNATURE) ▷				
PRINTED NAME OF PERSON SIGNING Richard E. Watson		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Interim Director		ADDRESS 225 37th Avenue, San Mateo, CA 94403				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 45,000.00	PROGRAM/CATEGORY (CODE AND TITLE) 10 (OPTIONAL USE) Grants to Local Agencies	FUND TITLE Federal		Department of General Services Use Only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ -0-	ITEM 4120-101-0890	CHAPTER 106	STATUTE 2001			FISCAL YEAR 01/02
TOTAL AMOUNT ENCUMBERED TO DATE \$ 45,000.00	OBJECT OF EXPENDITURE (CODE AND TITLE) 0010-702-50000					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER ▷		DATE				

CONTRACTOR     STATE AGENCY     DEPT. OF GEN. SER.     CONTROLLER

5. The **PROJECT MONITORS** shall be as follows:

For the STATE:

**Lois Williams**  
**Program Coordinator**  
**EMS Authority**  
**1930 9th Street**  
**Sacramento, CA 95814**  
**(916) 322-4336, ext. 424**

For the CONTRACTOR:

**Barbara Pletz**  
**EMS Administrator**  
**San Mateo County EMS Agency**  
**225 37<sup>th</sup> Avenue**  
**San Mateo, CA 94403**  
**(650) 573-2564**

6. The **CONTRACT MANAGER** for the State EMS Authority is **Carol MacRae**. Any questions regarding the contract, including, but not limited to: Budget Revisions, Invoices, Contract Advance Payments, Reports, Extensions etc. may be directed to her attention.
7. **BUDGET REVISIONS.** The Contractor may make minor adjustments in the budget without prior authorization, however, the amount of total adjustments cannot exceed \$2,000 for the period of the contract and the total budget authorized cannot be exceeded.

If the contractor wishes to make a budget revision which exceeds \$2,000, the Contractor must submit a written request with an explanation of the need and a revised budget summary, budget detail and budget narrative which specifically identifies the line item(s) to be reduced in order to increase the excess line item(s). The State must approve such revisions in writing prior to their implementation. In no event will the budget total authorized as specified in this Agreement be exceeded.

8. **REIMBURSEMENT.** In consideration of duties performed in a manner acceptable to the State, the State shall reimburse the Contractor, upon submission of an invoice, in the format required by the EMS Authority per EMSA #105 dated June, 2001. Such request will be for actual expenditures in accordance with the Budget (as shown as Attachment E) to:

State EMS Authority  
1930 Ninth Street  
Sacramento, CA 95814  
**Attention: Carol MacRae**

Final Invoices must be submitted no later than **sixty (60) days** after the end date of the contract.

9. **MAINTAIN STATE EXPENDITURES.** Pursuant to the Public Health Services Act, Title XIX Part A, Section 1905 (c)(6), with respect to the activities to be supported by this grant, the local EMS agency agrees to maintain local expenditures for those activities at a level that is not less than the average level of such expenditures maintained by the local EMS Agency for those activities for the 2-year period preceding the fiscal year for which the local agency is applying to receive payments.

10. **ADVANCE PAYMENT.** Pursuant to Health and Safety Code Section 1797.110, the State may pay up to twenty-five percent (25%) of the total amount payable under this Agreement in advance upon request of the Contractor. This advance payment will appear as a credit to the contracting agency's account, and costs incurred by the Contracting Agency will be deducted from the credit until the advance funds are exhausted or the contract period expires. In the event there is a credit surplus at the end of the term of this Agreement, or in the event there is a credit surplus and the Agreement is canceled by either party, the Contractor will reimburse the credit to the State.

**Federal regulations prohibits earning interest on federal dollars.**

11. **CONTRACT AMENDMENTS.** All requests for amendments to the contract must be received by the EMS Authority at least thirty (30) days prior to the end date of the contract. No amendments or time extensions may be made after the contract termination date.
12. **TRAINING SEMINARS, MATERIALS.** Any Training Seminars, and materials for such Seminars, must have prior approval by the state EMS Authority.
13. **TRAVEL.** Travel costs for transportation, lodging, subsistence, and related items incurred by employees of Contractor who are traveling on official business related to the grant, will be reimbursed at the rates approved by the Department of Personnel Administration. **OUT-of-STATE travel requires advance written approval by the EMS Authority.**
14. **NONDISCRIMINATION CLAUSE.** The content and language of **State Standard Form 17A (Nondiscrimination Clause)**, as shown in **Attachment A** is adopted and is fully effective for all operations and services called for in performance of this contract.
15. **NONDISCRIMINATION COMPLIANCE STATEMENT.** **State Standard Form 19 (Nondiscrimination Compliance Statement)**, as shown at **Attachment B**, is adopted and is fully effective for all operations and services called for in performance of this Agreement, as evidenced by the signature of the duly authorized official designated by the Contractor.
16. **DRUG-FREE WORKPLACE CERTIFICATION.** The content and language of **State Standard Form 21 (Drug-free Workplace Certification, Attachment C)** are adopted and is fully effective for all operations and services called for in performance of this contract.

17. **RECYCLING CERTIFICATION.** Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12161 and 12200, in materials, goods, or supplies offered or products used in the performance of this Agreement, regardless of whether the product meets the required recycled product percentage as defined in the Public Contract Code, Sections 12161 and 12200. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)
  
18. **“FUNDED BY” STATEMENT.** Any printed materials or videos developed for distribution with grant money awarded by the EMS Authority must include the following statement: “Funding provided by the State of California Emergency Medical Services (EMS) Authority under Special Project Grant #EMS-1056”. The project described was supported by the Preventive Health Services Block Grant from the Centers for Disease Control and Prevention.
  
19. **FEDERAL CONTRACT FUNDS.**
  - a. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
  - b. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the State Fiscal Year 2001/02 for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this contract in any manner.
  - c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
  - d. The Department has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
  - e. The recipient shall comply with the single Audit Act and the reporting requirements set forth in OMB Circular A-133.



20. **AUDIT.** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy and records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
21. **SUBCONTRACTS.** All subcontracts entered into by the Contractor to carry out the terms of this Agreement shall be in writing and contain all of the following:
- a. Full disclosure of the method and amount of compensation or other consideration to be received by the subcontractor from the Contractor.
  - b. Specification of the services to be provided.
  - c. A statement that the subcontract shall be governed by and construed in accordance with all laws, regulations, and contractual obligations binding on the Contractor.
  - d. Subcontractor's agreement to submit reports as required by the Contractor.

**PRIOR APPROVAL of SUBCONTRACTS.** All consultant/subcontracts exceeding \$2,500 must have advance approval by the EMS Authority. Subcontract amendments shall be submitted to the EMS Authority for prior approval at least forty-five (45) days before the effective date of any proposed changes. Any such amendment shall become effective unless the EMS Authority expressly disapproves in writing such amendment and written notice is received by Contractor within said 45 day period.

**PUBLIC RECORDS.** Subcontracts entered into by the Contractor pursuant to this Agreement and all information received in accordance with this section shall be public records on file with the EMS Authority.

The contractor shall secure the agreement of any subcontractor to make all of its books and records, pertaining to the goods and services furnished under the terms of the subcontract, available for inspection, examination, or copying by State, as follows: at all reasonable times at the subcontractor's place of business, or at such other mutually agreeable location in California, in a form maintained in accordance with the general standards applicable to such books or record keeping; and for a term of at least three (3) years following the close of the calendar year in which the subcontract was terminated.

22. **AMERICANS WITH DISABILITIES ACT (ADA).** Contractor assures the state that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
23. **GOVERNING LAW.** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
24. **APPROVAL.** This agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
25. **DISPUTES:** Any dispute concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by the Director of the EMS Authority, who may consider written or verbal evidence submitted by the Contractor. The decision of the Director of the EMS Authority, issued in writing, shall be conclusive and binding on both parties to the contract on all questions of fact considered and determined by the Director of the EMS Authority.

Contractor shall continue with the responsibilities under this Agreement during any dispute.

26. **EMSA 105.** The Contractor agrees to abide by all policies and procedures as stated in the "Funding of Emergency Medical Services Agencies with Federal Block Grants" (EMSA 105 - June 2001).
27. **COPYRIGHT & PATENTS.** The grant recipient agrees to and does hereby grant to the Federal Government and State a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes. If a grant produces patents, patent rights, processes, or inventions during the course of work aided by a Federal Block Grant, such fact shall be promptly and fully reported to EMSA. EMSA shall determine whether protection on such invention or discovery (including rights under any patents issued thereon) shall be disposed of and administered in order to protect the public interest consistent with "government patent regulations in 37 CFR Part 401".
28. **EQUIPMENT.** Contractor and/or subcontractor(s) will submit an annual inventory of equipment purchased with funds received through this contract. The EMS Authority will prescribe the inventory format and will supply applicable forms to be used for this purpose. All equipment purchased with funds received through this contract will become the property of the State of California. Federal law limits the use of the funds for the purchase of equipment such that EMS is not paying for operational costs or equipment, but amounts may be used for the payment of not more than 50% of the costs of purchasing communications equipment for the systems.

29. **TERMINATION CLAUSE.** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand. This Agreement may be canceled at any time by either party, by giving thirty (30) days written notice to the other party.
  
30. **PROHIBITED EXPENDITURES:** Federal law prohibits the uses of these funds for the following:
  - a. inpatient services
  - b. cash payments to intended recipients of health services
  - c. purchase to improve land, construction or permanently improve any building or other facility, or purchase major medical equipment.
  - d. may not satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of federal funds.
  - e. provide financial assistance to any entity other than a public or nonprofit private entity.
  
31. **ASSIGNMENT.** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a written amendment.
  
32. **PUBLIC MEETINGS REQUIREMENT.** The Contractor agrees that, in the interest of enhancing public participation and knowledge, meetings of its governing authority will be open to the public in accordance with Government Code Sections 54950 through 54961.
  
33. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION.** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296)
  
34. **ORGANIZATION CONTACTS/INTERESTED INDIVIDUALS.** The Contractor agrees to maintain a mailing list of interested individuals and organization contacts. If there is a reduction in federal funds supporting the program under which Agreement is financed, the Contractor agrees to inform these individuals and organization contacts of the funding reduction.
  
35. **PARAGRAPH TITLES.** Titles of paragraphs have been included for reference only and are not limiting in any way.

36. **FORCED, CONVICT, AND INDENTURED LABOR.** In accordance with PCC Section 6108, contractor warrants that no foreign-made equipment, materials, or supplies furnished to the State pursuant to this contract are produced in whole or in part by forced labor, convict labor, or indentured labor.
37. **PROMOTING/DETERRING UNION ORGANIZING.** For all contracts, except fixed price contracts of \$50,000 or less, the Contractor acknowledges that: By signing this agreement, Contractor hereby acknowledges the applicability of Government Code Section 16645 through Section 16649 to this agreement.
38. **CHILD SUPPORT COMPLIANCE ACT.** If this contract exceeds \$100,000, the contractor acknowledges in accordance with PCC Section 7110, that:
  - a) The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
  - b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
39. **PRIORITY HIRING CONSIDERATIONS.** If this contract is for services in excess of \$200,000, the contractor shall give priority consideration in filling vacancies in positions funded by the contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with PCC Section 10353.
40. **AIR OR WATER POLLUTION VIOLATION.** Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
41. **REPORTS.** Quarterly Progress Reports, Fiscal Reports, a Final Project Report and Project Abstract Report must all be submitted on a timely basis.
  - a. **QUARTERLY PROGRESS REPORTS:** Agencies receiving Prevention 2000 Block Grant Funded contracts are required to submit quarterly progress reports. These reports are due to the EMS Authority by October 15, January 15, and April 15. Failure to submit Quarterly Progress Reports on time may delay payment of claims for reimbursement.

The purpose of the quarterly progress reports is to provide the applicant agency and the EMS Authority with an evaluation of the project's progress in relation to the planned work and milestones. The report should be a summary of the project activities that have taken place to date. An original and one copy of each Quarterly Progress Report shall be sent to the EMS Authority.

- b. **FINAL PROJECT REPORT** - due no later than **sixty (60) days** following the termination date of the contract. The sixty (60) day grace period for the Final Project Report **DOES NOT** constitute authorization for reimbursement of costs for work performed after the termination date of the contract. One copy of the report must be submitted to the EMS Authority and shall be in the following format as stated in EMSA #105 (June 2001). It should consist of narrative that addresses the project as a whole, unlike the quarterly progress reports which report progress at the task level. The final report should include, but is not limited to the following:

**OBJECTIVES:** Restate the major objectives of the project as specified in the project contract. The individual activities are not required to be listed. This will allow analysis of the report as a separate document and will aid other agencies in defining their use of it.

**METHODOLOGY:** Describe in detail how the project was implemented. This description should specifically address how each identified objective was accomplished. This will be helpful to other agencies who may desire assistance with a similar program.

**PROBLEMS:** Describe any problems that were encountered in project implementation. If known, specify alternate methods that would have avoided the problems and increased the effectiveness of the project. This information will assist other agencies in avoiding the problem.

**RESULTS:** Describe in detail the results of the project in terms of meeting the project's objectives. Also, describe the results in terms of how they will be used to improve the agency's system. Where applicable, describe estimated dollar savings resulting from implementing the project results.

**IMPLEMENTATION SCHEDULE:** Outline the actual and/or revised schedule for implementation of the project and, if applicable, make recommendations on how to avoid any implementation problems encountered. This should include a budget for initial and future implementation.

DOCUMENTATION: Include any pertinent document developed, e.g., any new or revised forms, diagrams, management reports, photos, instructional materials, etc., so that other agencies may be able to adapt this material for their benefit.

PROJECT PERSONNEL: Identify the key personnel, along with their job classification, who worked on the project, and give a brief description of their contribution. When a portion of the work was performed by a consultant, give a brief evaluation of the consultant's contribution.

- c. **PROJECT ABSTRACT REPORT.** Along with the final report, the Contractor shall submit a separate project abstract report. The project abstract report should be typed, and should not exceed two pages. Use a standard 12 pitch font or typeface such as courier and submit on plain paper (not stationary or paper with borders or lines). Avoid special formatting (do not underline, use bold type, or justify margins, etc.) The report shall contain the following sections:

INTRODUCTION: Give a brief history of the project (e.g. what led to its need.)

PROJECT DESCRIPTION: Briefly describe what the project set out to accomplish and what were the major objectives.

TASKS/METHODOLOGY: Briefly describe what tasks were undertaken and how work was carried out to complete the project objectives.

OUTCOMES: Briefly describe what products, data, reports, etc, came out of the project and how these products will be used, or what benefit they have for the agency.

CONCLUSION: Briefly describe the net impact of the project on the overall operation of the EMS System, and any recommendations regarding modification to the process or project as a whole.

**NONDISCRIMINATION CLAUSE (OCP-1)**

STD. 17A (REV. 9-2000)

**ATTACHMENT A**

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, religious creed, marital status, denial of family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation. Contractor and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs, tit. 2, §7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12990 (a)–(f), are incorporated into this contract by reference and made a part hereof as if set forth in full (Cal. Code Regs, tit. 2, §7285.0 et seq.). 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.
  
2. This Contractor shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under contract.

**NONDISCRIMINATION COMPLIANCE STATEMENT**

STD. 19 (REV. 3-85)

ATTACHMENT B

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COMPANY NAME

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), marital status, denial of family care leave and denial of pregnancy disability leave.

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**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.*

---

OFFICIAL'S NAME

---

DATE EXECUTED

EXECUTED IN THE COUNTY OF

---

PROSPECTIVE CONTRACTOR'S SIGNATURE

---

PROSPECTIVE CONTRACTOR'S TITLE

---

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

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**DRUG-FREE WORKPLACE CERTIFICATION**

STD. 21 (REV. 12-93)

ATTACHMENT C

**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature) 	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code) (      )
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until \_\_\_\_\_ (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

## Year Two Proposed Objectives

The second year, the Project will focus on: 1) maintenance of the High School CPR Education Program at the four established Sequoia Union High School District sites; 2) implementation of a CPR Program at Menlo Park High School (the site that was not able to participate in the first year) and 3) planning and implementation of a pilot program within a second high school district and 4) perform an overall evaluation of the program.

During Year One of the Project, the Sequoia Health and Wellness Service AHA CPR Training Center assumed the overall AHA required administrative responsibilities for the San Mateo County CPR Project as well as providing AHA instructors for class lectures and skills testing. In October 2000, the American Heart Association introduced new CPR curriculum and training center standards that need to be implemented no later than June 2001. Training centers will be required to train a minimum of 500 trainees/year in order to maintain their training center status. For the first year of the Project, Sequoia Health and Wellness AHA CPR Training Center acted as the lead organization providing AHA instructors for class lectures and skills testing and issuing *Heartsaver* CPR cards and required record keeping. Several San Mateo County fire service organizations currently involved in the Project are also AHA affiliated CPR Training Centers and provided instructors for skills evaluations. These fire-affiliated AHA CPR Training Centers however; did not receive any student credits for their participation.

The Project Steering Committee met to discuss this issue. The consensus of the group was that given the magnitude of the Project, it would be ideal for several different Training Centers to take the lead in the coordination and presentation of the CPR courses at the high schools within their jurisdictions. The sharing of coordination responsibilities will also afford the three different AHA Training Centers to meet the AHA requirement to train 500 students/year in order to maintain their Training Center status. Sequoia Health and Wellness will continue to coordinate for the programs at Sequoia, Redwood, and Carlmont High Schools. Woodside Fire Department's AHA CPR Training Center has committed to organize the CPR Program at Woodside High School and discussions are in progress with the Menlo Park Fire Department AHA Training Center to coordinate the Menlo Atherton High School Program.

Jefferson Union High School District serves students from northern San Mateo County has been selected as the site for a pilot program. Seton Medical Center, a second San Mateo County Catholic Health Care West and an AHA CPR Training Center has an established relationship with the high school district and will be assisting the Project with the pilot program. Discussions are underway with the school district to determine a site for the pilot program.

The two-year High School CPR Project will conclude with an overall evaluation of the program and a review of San Mateo County bystander CPR statistics (with an emphasis placed on data from the Redwood City area). Final reports will be submitted to the EMS Authority, the Director of Public Health, the Health Officer, the School Superintendent of San Mateo County, the superintendents of Sequoia and Jefferson Union High School Districts, the Peninsula Chapter of the American Heart Association as well as all collaborating partner agencies.

## Proposed Year Two Objectives

- Objective One: To maintain the High School CPR Education Program at the four established Sequoia Union High School District sites.
- Objective Two: To implement the High School CPR Education Program at Menlo-Atherton High School
- Objective Three: To implement a pilot High School CPR Education Program at one Jefferson Union High School District site.
- Objective Four: To perform an overall evaluation of the San Mateo County High School CPR Education Program.

## Objective One

To maintain the High School CPR Education Programs at the four established Sequoia Union High School District sites.

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
1.1 Obtain service agreements with participating AHA CPR Training Centers to coordinate and conduct <i>Heartsaver</i> CPR training at the established high school sites.	Signed service agreements	EMS Administrator, Project Coordinator, Contracts Analyst	July - September 2001	Agreements will be in place with AHA CPR Training Centers to conduct <i>Heartsaver</i> CPR training for 9 <sup>th</sup> grade students at Carlmont, Sequoia, Redwood and Woodside High Schools
1.2 Meet with Sequoia Union High School District representatives to determine the number of integrated science classes for the 2001-02 academic year.	2001-02 Advanced Integrated Science class enrollment and number of scheduled classes will be determined for all Sequoia Union High School sites.	Project Coordinator, participating AHA CPR Training Center Coordinators, representatives from the four established Sequoia Union High District sites.	June-September 2001	Student enrollment and scheduled Advanced Integrated Science classes will be determined for the four established Project sites.
1.3 Establish CPR training schedules for the four established Sequoia Union High School District sites.	Tentative CPR training schedules for each semester will be established.	Project Coordinator, participating AHA CPR Training Center Coordinators, representatives from all Sequoia Union High District sites.	Sept – Feb 2002	Tentative CPR training schedules will be established for each academic semester.
1.4 Audit a minimum of one <i>Heartsaver</i> CPR course at each of the established Sequoia Union High School District Sites.	On-site review by the Project Coordinator to ensure that the Project's objectives are being met.	Project Coordinator	Sept 2001- June 2002	The Project Coordinator will audit a minimum of one complete <i>Heartsaver</i> CPR course at each of the four established high school sites.

**Objective One (continued)**

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
1.4 Obtain and review quarterly progress reports from participating AHA CPR Training Centers.	Quarterly reports including copies of school training schedules, students' and instructors' evaluations will be obtained.	Project Coordinator, coordinating AHA CPR Training Center Coordinators	Sept 2001 - May 2002	Quarterly progress reports will be obtained and data entered in the High School CPR database.
1.5 Obtain and review final reports from participating AHA Training Centers.	A final report summarizing each high school's program will be obtained from each participating AHA Training Center. Reports will include aggregate data on the number of students trained, number of students who completed the course and recommendations for improvements.	Project Coordinator, coordinating AHA Training Center Coordinators	May - June 2002	Final reports on the four established high school sites will be obtained from the participating AHA CPR Training Centers.

## Objective Two

To implement a High School CPR Education program at Menlo-Atherton High School.

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
2.1 Obtain a service agreement with an AHA Training Center to coordinate and conduct <i>Heartsaver</i> CPR training at Menlo- Atherton High School.	Signed service agreement	EMS Administrator, Project Coordinator, Contracts Analyst	July - Sept 2001	An agreement will be in place with an AHA CPR Training Center to coordinate and conduct <i>Heartsaver</i> CPR training for 9 <sup>th</sup> grade students at Menlo- Atherton High School.
2.2 Meet with Menlo-Atherton High School representatives to determine the number of integrated science classes for the 2001-02 academic year.	2002-01 Advanced Integrated Science class enrollment and number of scheduled classes will be determined for Menlo- Atherton High School.	Project Coordinator, coordinating AHA CPR Training Center Coordinator	Aug - Sept 2001	Advanced Integrated Science class enrollment and number of scheduled classes for the 2001-02 academic year will be determined.
2.3. Establish CPR training schedules for Menlo-Atherton High School.	Tentative CPR training schedules for each semester will be established.	Project Coordinator, coordinating AHA CPR Training Center Coordinator	July 2001 - Feb 2002	Tentative CPR training schedules will be established for each academic semester.
2.4 Audit a minimum of one complete <i>Heartsaver</i> CPR course presented at Menlo- Atherton High School	On-site review by the Project Coordinator to ensure that the Project's objectives are being met.	Project Coordinator	Sept 2001- June 2002	The Project Coordinator will audit a minimum of one complete <i>Heartsaver</i> CPR course at Menlo- Atherton High School.
2.5 Obtain and review quarterly progress reports from the coordinating AHA CPR Training Center.	Quarterly reports including copies of school training schedules, student/ instructor evaluations will be obtained.	Project Coordinator, coordinating AHA CPR Training Center Coordinator	Sept 2001-May 2002	Quarterly progress reports will be obtained and data entered in the High School CPR Project database.

**Objective Two (continued)**

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
<p>2.6 Obtain and review the final report from the coordinating AHA CPR Training Center.</p>	<p>A final report summarizing the Menlo Atherton High School CPR Program will be obtained from the participating AHA Training Center. The Final Report will include aggregate data on the number of students trained, number of students who completed the course and recommendations for improvements.</p>	<p>Project Coordinator, coordinating AHA Training Center Coordinator</p>	<p>May - June 2002</p>	<p>Final reports on the CPR Program at Menlo-Atherton High School will be obtained from the coordinating AHA CPR Training Center.</p>

### Objective Three

To pilot the High School CPR Training Program at one high school site within the Jefferson Union High School District

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
3.1 Obtain a service agreement with Seton AHA CPR Training Center to coordinate and conduct <i>Heartsaver</i> CPR training at one Jefferson Union High School District site.	Signed service agreement	EMS Administrator, Project Coordinator, Contracts Analyst,	July – August 2001	An agreement will be in place with Seton AHA CPR Training Center to coordinate and conduct <i>Heartsaver</i> CPR training for at one pilot site within the Jefferson Union High School District.
3.2 Meet with Jefferson Union High School District representatives to confirm the pilot program school site.	A pilot site will be confirmed	Project Coordinator, Seton AHA CPR Training Center Coordinator, Project Steering Committee	July – August 2001	Advanced Integrated Science class enrollment and number of scheduled classes for the 2001-02 academic school year will be determined.
3.3 Establish a CPR training schedule for the pilot program high school site.	Tentative CPR training schedules for each semester will be established.	Project Coordinator, Sequoia Health and Wellness Services Coordinator, representatives from all Sequoia Union High District sites	Sept 2001-Feb 2002	Tentative CPR training schedules will be established for each academic semester.
3.4 Audit a minimum of one complete <i>Heartsaver</i> course being presented at the pilot site.	On-site review by the Project Coordinator to ensure that the Project's objectives are being met.	Project Coordinator	Sept 2001- Jun 2002	The Project Coordinator will audit a minimum of one complete <i>Heartsaver</i> CPR course at the pilot site.
3.5 Obtain and review quarterly progress reports from the coordinating AHA CPR Training Center.	Quarterly reports including copies of school training schedules, student/ instructor evaluations will be obtained.	Project Coordinator, coordinating AHA CPR Training Center Coordinator	Sept 2001- May 2002	Quarterly progress reports will be obtained and data entered in the High School CPR database.



**Objective Three (continued)**

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
3.6 Obtain and review the final report from the coordinating AHA Training Center.	A final report summarizing the pilot program will be obtained from the AHA Training Center. The final report will include aggregate data on the number of students trained, number of students who completed the course and recommendations for improvements.	Project Coordinator, coordinating AHA Training Center Coordinators	May -June 2002	A final report will be obtained on the pilot Jefferson Union High School CPR program.

## Objective Four

To perform an overall evaluation of the San Mateo County High School CPR Education Program.

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
4.1 Determine the total of number of students trained and certified from the coordinating AHA CPR Training Centers.	Determine if Project met its goal of training 90% of 9 <sup>th</sup> grader students in the Sequoia Union High School District.	Project Coordinator, AHA Training Center Coordinators	June – August 2002	Aggregate data will be collected to determine if the Project goal of training 90% of the 9 <sup>th</sup> grade students in Sequoia Union High School District in CPR was achieved.
4.2 Obtain a summary of student course evaluations from the HS CPR database.	Reports will be run from the HS CPR database.	Project Coordinator EMS Specialist	June – August 2002	Student evaluations will be reviewed and shared with the Steering Committee.
4.3 Obtain a summary of CPR instructors' evaluations from HS CPR database.	Reports will be run from the HS CPR database.	Project Coordinator EMS Specialist	June – August 2002	Instructor evaluations will be reviewed and shared with the Steering Committee.
4.4 Compare baseline bystander CPR data with current bystander CPR data.	Data will be obtained from the EMS System database.	Project Coordinator EMS Specialist	June – August 2002	Bystander CPR data for San Mateo County will be reviewed and shared with the Steering Committee, Medical Advisory Committee and Health Officer.
4.5 Schedule meeting(s) with the Project steering committee and representatives from the two high school districts for on-going program and final evaluation.	A minimum of two meetings will be scheduled during the second year of the Project.	Project Coordinator, EMS Secretary, participating AHA CPR Training Center Coordinators	July 2001-August 2002	Collaborative partners will assist with an on-going and final Project evaluation.



Project objectives and activities will be evaluated to determine if they have been successfully completed. The specific evaluation criteria (performance measures) that will be used are listed below.

This is an aggressive project whose success will be dependent on the continued commitment and participation of the Project's partners. The obtainment of service agreements with a minimum of three AHA CPR Training Centers will allow paramedic AHA CPR instructors to obtain community education credits, as well as Training Center credits necessary to maintain their AHA Training Center status. It is anticipated that this model program can be replicated in the remaining San Mateo County Union High School districts and will serve as a model for other counties and EMS jurisdictions throughout the State.

The role of San Mateo County EMS will be primarily of Project coordination and oversight. The Project Coordinator, who currently oversees the agency's EMS-C activities, will be responsible for the evaluation of the High School CPR Project. The Project Steering Committee will also play an essential role in the evaluation of the Project. It is the intent of the Project, to measure the degree to which each objective has been implemented to ensure that the Project has achieved its stated goals and to make necessary revisions to assure for successful completion of the second year of the Project.

### Objective One

Objective One: To maintain the High School CPR Education Program at the four established Sequoia Union High School District sites.

- |              |  |
|--------------|--|
| Activity 1.1 | Obtain service agreements with participating AHA CPR Training Centers to conduct <i>Heartsaver</i> CPR training at the four established high school sites.   |
| Evaluation   | Agreements will be in place with a minimum of three AHA CPR Training Centers to conduct <i>Heartsaver</i> CPR training for 9 <sup>th</sup> grade students at Carlmont, Sequoia, Redwood and Woodside High Schools. |
| Activity 1.2 | Meet with Sequoia Union High School District representatives to determine the number of Advance Integrated Science classes scheduled for the 2001-02 academic year at each of the participating high schools.      |
| Evaluation   | 2001-02 academic year Advanced Integrated Science class enrollment will be determined for each of the participating Sequoia Union High School District schools.  |
| Activity 1.3 | Establish CPR training schedules for the participating high schools.   |
| Evaluation   | Tentative CPR training schedules will be established for each academic semester.   |
| Activity 1.4 | Audit a minimum of one complete (lectures, demonstrations, and skills evaluations) <i>Heartsaver</i> CPR course at each of the participating high schools.   |

- Evaluation The Project Coordinator will audit a minimum of one complete *Heartsaver* CPR course at each of the participating high schools.
- Activity 1.5 Obtain and review quarterly progress reports from the coordinating AHA CPR Training Centers.
- Evaluation Quarterly reports will be obtained and data entered into the High School (HS) CPR Database.
- Activity 1.6 Obtain and review the final reports from the coordinating AHA CPR Training Centers.
- Evaluation Final reports on all of the school programs will be obtained from the participating AHA CPR Training Centers.

## Objective Two

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Objective Two: To implement the High School CPR Education Program at Menlo Atherton High School.

- Activity 2.1 Obtain a service agreement with an AHA CPR Training Center to coordinate and conduct *Heartsaver* CPR training at Menlo-Atherton High School.
- Evaluation An agreement will be in place with an AHA CPR Training Center to coordinate and conduct *Heartsaver* CPR training at Menlo-Atherton High School.
- Activity 2.2 Meet with Menlo-Atherton High School representatives to determine the number of Integrated Advanced Science classes that will be scheduled for the 2001-02 academic year.
- Evaluation 2001-02 academic student enrollment and number Advance Integrated Science courses scheduled will be determined.
- Activity 2.3 Establish CPR training schedules for Menlo-Atherton High School
- Evaluation Tentative CPR training schedules for Menlo-Atherton High School will be established for each academic semester.
- Activity 2.4 Audit a minimum of one complete *Heartsaver* CPR course presented at Menlo-Atherton High School.
- Evaluation The Project Coordinator will audit a minimum of one complete *Heartsaver* CPR course at Menlo-Atherton High School.
- Activity 2.5 Obtain and review quarterly progress reports from the coordinating AHA CPR Training Center.
- Evaluation Quarterly progress reports will be obtained and data entered into the High School CPR Database.
- Activity 2.6 Obtain and review the final report from the coordinating AHA CPR Training Center.
- Evaluation A final report on the Menlo-Atherton High School Program will be obtained from the participating AHA Training Center and reviewed by the Project Coordinator.

### Objective Three

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Objective Three: To implement a pilot High School CPR Education Program at one Jefferson Union High School District site.

- Activity 3.1 Obtain a service agreement with an AHA Training Center to conduct *Heartsaver* CPR training at the selected Jefferson Union High School District site.
- Evaluation An agreement will be in place with the Seton AHA CPR Training Center to coordinate and conduct *Heartsaver* CPR Training at a pilot site within the Jefferson Union High School District.
- Activity 3.2 Meet with Jefferson Union High School District representatives to confirm the pilot program high school site and to determine the number of Advanced Integrated Science classes scheduled for the 2001-02 academic year.
- Evaluation 2001-02 academic student enrollment and number Advance Integrated Science courses scheduled at the pilot site will be determined.
- Activity 3.3 Establish a CPR training schedule for the pilot program.
- Evaluation Tentative CPR training schedules the pilot site will be established for each academic semester.
- Activity 3.4 Audit a minim of one complete *Heartsaver* course presented at the pilot program site.
- Evaluation The Project Coordinator will audit a minimum of one complete *Heartsaver* CPR course at the pilot site.
- Activity 3.5 Obtain and review quarterly progress reports from the coordinating AHA CPR Training Center
- Evaluation Quarterly progress reports will be obtained and data entered into the High School CPR Database.
- Activity 3.6 Obtain and review the final report from the coordination AHA CPR Training Center.
- Evaluation A final report on the pilot Program will be obtained from the participating AHA Training Center and reviewed by the Project Coordinator

### Objective Four

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Objective Four: To perform an overall evaluation of the San Mateo County High School CPR Education Program.

- Activity 4.1 Determine the total of number students trained and certified during the two-year course of the Project for HS CPR database.
- Evaluation Aggregate data will be collected and reviewed to determine if the Project goal of training 90% of 9<sup>th</sup> grade students in the Sequoia Union High School District was achieved.
- Activity 4.2 Obtain summary of student evaluations from the HS CPR database.

Evaluation Student evaluations will be reviewed and shared with the Project Steering Committee.

Activity 4.3 Obtain summary of instructor evaluations from the HS CPR database.

Evaluation Instructor evaluation will be reviewed and shared with the Project Steering Committee.

Activity 4.4 Compare baseline San Mateo County bystander CPR data with current data.

Evaluation Bystander CPR data from San Mateo County will be reviewed and shared with the Project Steering Committee, Medical Advisory Committee, and Health Officer.

Activity 4.5 Schedule final meeting(s) with Project Steering Committee, AHA Training Center Coordinators and Sequoia and Jefferson Union High School District representatives to AHA CPR Training Centers' final reports.

Evaluation The Project's collaborative partners and Steering Committee will assist with an on-going and final Project evaluation.

San Mateo County EMS is committed to the goal of providing community health education to the citizens of San Mateo County. The strength of this commitment is reflected in the inclusion of a community health education clause in the county's agreement with American Medical Response-West for countywide ALS, First Response and emergency ambulance services. This clause requires that the contractor (AMR) will conduct an active community education program(s) that are approved by the county and in addition each employed paramedic is to actively participate in a minimum of two approved community health education activities per year.

In November 1999, the EMS Community Health Education Program and Advisory Committee were established. This multi-disciplinary, multi-agency committee is committed to the goal of integrating the county's paramedic workforce into approved community health activities. To date, as a result of the Advisory Committee's oversight, paramedics, from both the public and private sectors are now involved in child passenger car seat surveys, training classes and inspection events. In addition, a new pilot project will be implemented this spring to distribute bicycle helmets to two identified low-income areas. The helmet distribution project will be a collaborative effort between the San Mateo County Sheriff's Office, Menlo Park and Redwood City fire departments, EMS, Palo Alto Medical Clinic and Redwood City Elementary School District. Well-established community activities such as ambulance demonstrations for schools, fire safety, disaster planning and community CPR programs remain in demand.

The two-year goal of the High School CPR Education will be to establish a CPR Education Program at all of the high schools within the Sequoia Union High School District and to pilot the program at a site within the Jefferson Union High School District. In achieving these objectives the EMS Agency will meet one the Emergency Medical Services for Children (EMS-C) Program goals....that of promoting childhood illness and injury prevention activities. In the past, injury and illness prevention activities of the San Mateo County EMS-C Program have focused on younger children. This unique program will offer San Mateo County EMS to the opportunity to provide a program that will benefit the county's teens, as well as, its general population.



# ATTACHMENT E

Section VII

Budget

Budget Categories	Total Block Grant Funds
Personnel EMS Data Specialist	1,680
Benefits	420
Material and Supplies (standard office supplies, postage)	410
Professional Services (Consultants) Project Coordinator	17,280
AHA CPR Training Centers \$5,000/school site x 5 sites	25,000
Administration (10% salary/benefits)	210
<b>TOTAL</b>	<b>\$45,000</b>

## Budget Narrative

### Personnel

Funding is requested for 60 hours for a Program Specialist responsible for the EMS System Database to assist the Project Coordinator with data access and reports.

Salary                      \$28.00/hours x 60 hours = \$1,680

### Benefits

The following is the calculation for the Program Specialists' benefits.

Benefits                      \$7.00 /hours x 60 hours = \$420

### Material and Supplies

Funds are being requested for the second year to cover the cost of basic office supplies and materials utilized by the Project Coordinator on behalf of the Project.

### Professional Services

#### *Project Coordination*

San Mateo County EMS has limited staffing capabilities. Currently a consultant is under contract for 14 hrs/week to oversee the agency's EMS-Children and Community Health Education projects. A program of this magnitude will require considerable amount of time to

coordinate, therefore funding is being requested for a Project Coordinator for 32 hours/month at \$45.00/hour. Funding of this position will require EMSA approval as it exceeds the \$2,500 limit.

### ***AHA CPR Training Centers***

For the first year of the Project, Sequoia Health and Wellness Service AHA CPR Training Center estimated program costs to be approximately \$10/student. This included not only faculty salaries, but also equipment, supplies, printed materials and administrative fees required by the American Heart Association. Each high school has 9<sup>th</sup> grade enrollment of approximately 500 students, with the exception of Redwood Continuation High School whose enrollment fluctuates between 60-100 students/year. ( $\$10.00 \times 500 \text{ students} = \$5,000 \text{ per school} \times 5 \text{ schools} = \$25,000.00$ )

The Sequoia AHA CPR Training Center has welcomed the offer of participation from two other AHA CPR Training Centers (Woodside Fire and Seton Medical Center) for the second year of the Project. In addition, they have committed to coordinate the CPR Program activities at Sequoia and Carlmont High Schools as well as Redwood Continuation High School. They; however, will not require financial assistance with the program at the later site.

Woodside Fire Department, an AHA CPR Training Center has committed to coordinate the CPR Program activities at Woodside High School and Seton Medical Center's AHA Training Center has agreed to participate and coordinate the pilot program at one site within the Jefferson Union High School District.

Menlo Park Fire Department, an AHA CPR Training Center has expressed an interest in participating with the implementation of the High School CPR Program at Menlo-Atherton High School.

### **Administration/Indirect**

Funds requested for administrative services based on allowed 10% of personnel and benefits. This also includes accounting, budgeting, and communication costs.

# San Mateo EMS Agency Organization Chart

