County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legislation Details (With Board Report)

File #:	11-539	**Name:**	
Type:	Minutes	**Status:**	Passed
File created:	5/17/2011	**In control:**	Board of Supervisors
On agenda:	5/17/2011	**Final action:**	5/17/2011
Title:	a. Authorize the Director of Health to sign the Memorandum of Understanding (MOU) for the distribution of a. Authorize the Director of Health to sign the Memorandum of Understanding (MOU) for the distribution of		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Signed Board Report, 2. Attachments with Board Order, 3. Completed Board Order		

Date	Ver.	Action By	Action	Result
5/17/2011	1	Board of Supervisors	approved	

SIGNED BOARD REPORT¶"┐►|E┐└►7┌►┘MONTEREY COUNTY BOARD OF SUPERVISORS
MEETING: May 17, 2011 Consent AGENDA NO.: 27
SUBJECT: a. Authorize the Director of Health to sign the Memorandum of Understanding MOU) for the distribution of County Service Area CSA) 74 funds for first responder Emergency Medical Services EMS) equipment and training;
b. Approve the distribution of available CSA 74 funds to participating Agencies per the formula approved by the Emergency Medical Care Committee EMCC); and,
c. Authorize the Auditor Controller to transfer $166,325 from Designations to Unreserved Fund Balance. 4/5th vote required)
DEPARTMENT: Health Department Emergency Medical Services Agency
RECOMMENDATION:
It is recommended that the Board of Supervisors:
a. Authorize Director of Health to sign the Memorandum of Understanding MOU) for the distribution of County Service Area CSA) 74 funds for first responder Emergency Medical Services EMS) equipment and training; and,
b. Approve the distribution of available CSA 74 funds to participating Agencies per the formula approved by the Emergency Medical Care Committee EMCC); and,
c. Authorize the Auditor Controller to transfer $166,325 from Designations to Unreserved Fund Balance. 4/5ths vote required).
SUMMARY/DISCUSSION:
In February 2010, the Auditor Controller's office contracted with Macias Consulting Group to perform an Operational Audit of the EMS Agency. One of the resulting report's recommendations was for the EMS Agency to establish with participation from its stakeholders) a formula-based model for distributing CSA 74 reserve funds for EMS mission related activities. The model should consider the results of an independent needs assessment for training, equipment, ambulance services, pre-hospital medical services, and other mission related activities, and provide greater weight to larger service areas, but establish minimum guaranteed funding allocations for smaller service areas."
Following this recommendation, the Department in conjunction with the Monterey County Administrative Office CAO) and County Counsel established a minimum contingency amount to be held in the CSA 74 fund. It was determined that, should the County be required to assume the duties of primary Ambulance Provider for the County, the CSA 74 Funds would need to support a forty-five 45) day period of operations. Based upon the $2.3 million monthly operation costs of the Primary EMS Provider American Medical Response West) and their

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$1.5 million Letter of Credit LOC), a decision was made that the CSA reserve fund needed to be no less than $1.5 million. This designation would allow for a one-time distribution of $2.0 million out of CSA 74 funds to participating agencies.
Over the past seven months, the EMS agency staff has worked with the fire agencies, law agencies and city managers to develop a distribution formula. The final formula for distribution was reviewed and recommended for adoption by the EMCC on May 4, 2011. The annual distribution will be reviewed every five 5) years by the EMS Agency in concert with the EMCC

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SIGNED BOARD REPORT¶"┐►|E┐└►7┐┐►┘
or if two 2) or more participating entities request the EMS Agency initiate a formal review of the distribution formula.
With the distribution of the CSA 74 Funds to first responders, the EMS Agency will no longer provide direct or indirect EMS training but will continue to monitor and certify EMS training in accordance with Title 22 directives. Jurisdictions receiving CSA 74 funds will be required to maintain training and equipment records and shall comply with all accepted financial management requirements and procedures. There will be annual audits conducted on at least 25% of the recipients of the funds. Additional audits may be conducted if warranted.
In addition, the department is requesting that the designation amount of $166,325 be transferred to the unreserved fund balance and included as part of the one time distribution of $2 million. The $166,325 was originally designated for purchase of an electronic Patient Care report for the county, and is no longer needed for this purpose.
In summary, the EMS Agency is seeking Board Approval for the Director of Health to sign the Memorandum of Understanding MOU) for this action that has been developed between the EMS Agency and each of the twenty-seven 27) fund recipients and approve the distribution of available funds to the participating recipients. The CSA 74 MOU documents and attachments will address applicable requirements and documentation.
OTHER AGENCY INVOLVEMENT:
The process and formula for the distribution of available CSA 74 funds was developed with the Monterey County's Chief Administrative Office, County Counsel, Director of Health, Director of the EMS Agency, Monterey County Fire Chiefs Association, Monterey County Law Enforcement Chief Officer's Association, and the Emergency Medical Care Committee. The Auditor Controller's Office has reviewed pro forma and has no objections to its implementation. The Memorandum of Understanding and CSA Fund Distribution are on file with the Clerk to the Board.
Due to late submission of this Board Report, the CAO Budget and Analysis Division was not provided adequate time to fully review for potential fiscal, organization, policy or other implications to the County of Monterey.
FINANCING:
All costs associated with the development and implementation of this action is funded through CSA 74. There is no financial impact on the General Fund Contribution for EMS.
Prepared: Approved by:,

Kirk Schf iiitt 755-4964
EMS Agency Director
Date:
3Bullick
Health Director
Date:
Attachments: Exhibit A Memorandum of Understanding on file with the Clerk to the Board
Exhibit B CSA 74 Fund Distribution on file with Clerk to the Board
Cc: Auditor Controller

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ATTACHMENTS WITH BOARD ORDER┐└►:┌
►┘MEMORANDUM OF UNDERSTANDING
I. DECLARATION
This MEMORANDUM OF UNDERSTANDING, hereinafter called the
AGREEMENT, is entered into as of this day of 2011, by and between the
Monterey County Emergency Medical Services Agency, hereinafter called EMS AGENCY, and the City of Carmel by-the-Sea; City of Del Rey Oaks; City of Gonzales; Greenfield FPD; City of King; City of Marina; City of Monterey; City of Pacific Grove; City of Salinas; City of Sand; City of Seaside; City Soledad; Aromas Tri-County FPD CALFIRE); Cypress FPD CALFIRE); Pebble Beach CSD CALFIRE); Carmel Highlands FPD CALFIRE); South Monterey County FPD CALFIRE); Cachagua Fire Protection District; North County Fire Protection District; Mid-Coast Fire Brigade; Carmel Valley Fire Protection District; Monterey County Regional Fire Dirstrict; Big Sur Volunteer Fire Brigade; San Ardo Volunteer Fire Department; Spreckels Volunteer Fire Department; Monterey Peninsula Airport District; and Monterey County Parks Department, hereinafter called the PROVIDERS for the purpose of receiving, administering, and accounting available County Service Agreement CSA) 74 funds to support Monterey County emergency medical services training and equipment expenditures. Distributed CSA74 funds can only be used for direct EMS training and equipment expenses.
II. BACKGROUND
A. This AGREEMENT is intended to support the countywide EMS training and equipment activities of emergency first responders and is funded with available CSA74 funds.
B. County Service Area CSA) 74 Fund General Requirements
1. Provide for paramedic ambulances staffed with at least one paramedic and one emergency technician;
2. Make available EMS training programs for pre-hospital care personnel;
3. Provide funding to train, certify, and recertify emergency medical 9-1-1 dispatchers, first responders, and mobile intensive care nurses, and to equip first responding vehicles with appropriate medical equipment;
4. Expand and upgrade the specialized medical radio communications system equipment

and operators;
5. Provide financial assistance to designate ALS base hospitals; and
6. Provide necessary staffing and support to the EMS Agency.
CSA-74 MOU

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ATTACHMENTS WITH BOARD ORDER┐└►:┐
►┘III. DEFINTIONS
A. EMS AGENCY is designated under California law as the local Emergency Medical Services EMS) responsible for planning, implementing, and evaluating the local EMS system throughout Monterey County.
B. PROVIDERS are public agencies that are legally authorized to respond to medical emergencies within their jurisdiction and routinely respond to medical emergencies.
IV. DUTIES AND RESPONSIBILITIES
A. General: All services provided pursuant to this AGREEMENT shall be in strict compliance with existing federal, state, and local laws, ordinances, and regulations and with all resolutions, practices, and procedures now in effect or which may be promulgated in the future by the Monterey County EMS Agency Director, Monterey County EMS Medical Director, and/or Monterey County Board of Supervisors applicable to emergency medical services and fiscal management.
B. Distribution Formula: The formula for the distribution of available CSA74 funds was developed in concert with Monterey County's Chief Administrative Officer, County Counsel, Director of Health, Interim Emergency Medical Services Director, Monterey County Fire Chiefs' Association, Monterey County Law Enforcement Chief Officers' Association, and the Emergency Medical Care Committee EMCC). The formula represents twenty-seven 27) independent jurisdictions; only approved jurisdictions per Attachment A) are entitled to receive available CSA74 funds. Review of the approved CSA74 fund distribution formula Attachment A) will be conducted every five 5) years by the EMS AGENCY in concert with the EMCC or if two 2) or more participating entities request the EMS AGENCY initiate a formal review of the distribution formula.
C. This AGREEMENT is contingent upon the availability of funds collected through CSA74 and does not obligate the EMS AGENCY to distribute funds to support the PROVIDERS' EMS training and equipment activities. CSA74 monies will be available for distribution after the EMS Budget has been approved.
D. PROVIDERS:
1. The PROVIDERS will ensure that all EMS personnel employees) within their organization be at least certified as a Public Safety Responder in accordance with the Department of Transportation national standard first responder curriculum and California Code of Regulations Division 9 directives Chapters 1.5, 2, and 4) and in concert with the standards list) endorsed by the EMCC.
2. The PROVIDERS will use CSA74 funds only for EMS training and equipment needs. The recommended list of EMS equipment endorsed by the EMCC is encouraged. The

recommended EMS equipment list is annually reviewed by the EMS Operations Committee and submitted to the EMCC for consideration.
CSA-74 MOU

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ATTACHMENTS WITH BOARD ORDER┐└►:└
►┘3. The PROVIDER will participate in the Monterey County EMS system-equipment exchange program.
4. The PROVIDERS will provide the EMS AGENCY with quarterly training schedules that will be consolidated and posted to the EMS web site. PROVIDERS' EMS training opportunities shall be open, and made available to all county responder agency personnel regardless of affiliation status or parent agency.
5. The PROVIDERS recognize the need for quality EMS training to small, remote, and volunteer first responding agencies that might not have their own training resources, and agree to provide and/or assist with all necessary training to satisfy the minimum training requirements.
6. PROVIDERS that are approved Continuing Education CE) Providers shall grant course completion documentation and continuing education credit/certificates to local first responder personnel. In addition, approved CE Providers that are PROVIDERS shall provide Emergency Medical Technician skills verification for re-certification at no charge to non-affiliated personnel through their respective training programs and instructors.
7. PROVIDERS will submit an annual funding request and prior-year expenditure and training summary report to the EMS AGENCY by the last business day of June which summarizes all EMS training provided/supported; EMS equipment expenditures; and the number of medical responses. Failure to submit this report before the EMS AGENCY's announced deadline may jeopardize receipt of available CSA74 EMS training and equipment funds. The EMS AGENCY is responsible for maintaining the report's format and will provide to PROVIDERS as requested.
8. PROVIDERS will maintain training records to include the number of students; subject/topic of training; length, date, and location of training; and agency and primary instructor's name.
9. PROVIDERS shall retain all training and equipment expenditure records for at least four 4) years for possible audit and inspections.
10. PROVIDERS shall comply with all accepted financial management requirements and procedures and be subject to periodic audits by the EMS AGENCY and the PROVIDERS' governing body.
11. Documentation shall be made available to the EMS AGENCY within thirty 30) calendar days of presenting the audit request to the PROVIDERS. At least twenty-five percent 25%) of the PROVIDERS will be annually audited by the EMS AGENCY. Additional audits may be conducted if warranted.

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ATTACHMENTS WITH BOARD ORDER┐└►:┘
►┘12. PROVIDERS agree that failure to comply with the elements of this AGREEMENT may result in PROVIDERS' forfeiture of funds and/or PROVIDERS' reimbursement of distributed funds. PROVIDERS may make a written appeal of any decision concerning distribution, forfeiture and reimbursement of CSA 74 funds, in writing, to the Monterey County Director of Health within thirty 30) calendar days of any notice of decision. The Director of Health will review the decisions and a definitive ruling by the Director of Health will be made within fifteen 15) calendar days of the receipt of written appeal. The ruling of the Director of Health will be final and binding. Significant fiscal discrepancies and non compliance of subject AGREEMENT may require cancelling this AGREEMENT and suspending receipt of available CSA74 EMS training and equipment funds.
E. EMS AGENCY:
1. EMS AGENCY has overall responsibility for monitoring the PROVIDERS' EMS training programs to ensure compliance with the AGREEMENT. The EMS AGENCY will no longer provide direct or indirect EMS training to first responders or the public; this includes American Heart Association AHA) CPR training and certification. The Monterey County EMS AHA Training Center will be closed thirty 30) days following the execution of this AGREEMENT.
2. Contingent on availability and at the discretion of the EMS AGENCY, annual distribution of available and designated CSA74 funds will be made to the PROVIDERS by December 10th of each calendar year if all financial and inventory documentation requirements have been satisfied.
V. GENERAL PROVISIONS
A. Terms:
1. This term of this AGREEMENT shall be for a period of one 1) year, commencing on the date the Agreement is fully executed. Thereafter the AGREEMENT shall renew on a one year basis unless either party notifies the other it wishes to terminate by giving thirty 30) days advance written notice to the other of its intention to terminate.
2. PROVIDERS shall return any unused funds to the EMS AGENCY within ten 10) business days following termination of this AGREEMENT. Unused funds from the PROVIDERS will be re-allocated by the EMS Director in accordance with the guidance of the EMCC and in compliance with the purposes and goals of the CSA74 Fund.
B. Costs: EMS AGENCY shall not be liable for any costs or expenses incurred by the PROVIDERS as a result of this AGREEMENT, including but not limited to, the cost of training and equipment.
C. Mutual Indemnification:

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ATTACHMENTS WITH BOARD ORDER┐└►:│
►┘1. PROVIDERS hereby agrees to indemnify, defend, and hold harmless the EMS AGENCY, the County of Monterey and their officers, agents, employees, and employers, to the extent permitted by applicable law, from and against all claims and/or losses whatsoever accruing or resulting to any person, firm or corporation for damages, injuries or death incurred by reasons of any act or failure to act by the PROVIDERS or PROVIDERS' officers, agents, and employees in connection with the performance of this AGREEMENT.
2. The EMS AGENCY hereby agrees to indemnify, defend, and hold harmless the PROVIDERS and its officers, agents, employees, and employers, to the extent permitted by applicable law, from and against all claims and/or losses whatsoever accruing or resulting to any person, firm or corporation for damages, injuries or death incurred by reasons of any act or failure to act by the EMS AGENCY or EMS AGENCY's officers, agents, and employees in connection with the performance of this AGREEMENT.
VI. NOTICE
Notice to any party in connection with this AGREEMENT shall be given either personally or by U.S. Mail, certified return receipt requested to the EMS AGENCY and all PROVIDERS at their normal place of business.
VII. COUNTERPARTS
The parties agree that this AGREEMENT may be executed in counterparts. Each of the undersigned, whether signing separately or on the same document with other parties, agrees to each and every part of the above AGREEMENT.
In WITNESS WHEREOF the parties heretofore, first being duly authorized, have executed this AGREEMENT as of the date and year first above written.
Emergency Medical Services Agency APPROVED AS TO LEGAL FORM
Charles J. McKee, Monterey County Counsel
By
Director of Health Susan Blitch, Deputy Co n'T C esnuo
CSA-74 MOU

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VOTE-U012
REQUIRED)-U012

ATTACHMENTS WITH BOARD ORDER┐└►:─
►┘City of Carmel-by-the-Sea
By
Signature & Title
City of Gonzales
By
Signature & Title
City of King
By
Signature & Title
City of Monterey
By
Signature & Title
City of Salinas
By
Signature & Title
City of Seaside
By
Signature & Title
City of Del Rey Oaks
By
Signature & Title
Greenfield FPD
By
Signature & Title
City of Marina
By
Signature & Title
City of Pacific Grove
By
Signature & Title
City of Sand
By
Signature & Title
City of Soledad
By
Signature & Title
Aromas Tri-County FPD CALFIRE) Cypress FPD CALFIRE)
By
Signature & Title
By
Signature & Title
CSA-74 MOU

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ATTACHMENTS WITH BOARD ORDER┐└►:•
►┘Pebble Beach CSD CALFIRE)
By
Signature & Title
Cachagua FPD
By
Signature & Title
North County FPD
By
Signature & Title
Carmel Valley FPD
By
Signature & Title
Big Sur Volunteer Fire Brigade
By
Signature & Title
Spreckels Volunteer Fire Department
By
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Carmel Highlands FPD CALFIRE)
By
Signature & Title
South Monterey County FPD CALFIRE)
By
Signature & Title
Mid-Coast Fire Brigade
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Signature & Title
Monterey County Regional Fire District
By
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San Ardo Volunteer Fire Department
By
Signature & Title
Monterey Peninsula Airport
By
Signature & Title

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ATTACHMENTS WITH BOARD ORDER┐└◆:◘
◆┘Monterey County Parks Department
By
Signature & Title

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ATTACHMENTS WITH BOARD ORDER┐└►:
►┘CSA 74 Distribution of Funds
Monterey County CSA74 Fund EMS Training and Equipment Support
Procedure: Yearly disbursement of CSA 74 funds to participating jurisdictions.
Background: There is a $12.00 per unit parcel tax assessment levied each year through the tax rolls. This assessment provides funding for the following:
1. Provide for paramedic ambulances staffed with at least one paramedic and one emergency medical technician.
2. Make available EMS training programs for pre-hospital care personnel.
3. Provide funding to train, certify, and recertify emergency medical 9-1-1 dispatchers, first-responders and mobile intensive care nurses, and to equip first responder vehicles with appropriate medical equipment.
4. Expand and upgrade the specialized medical radio communications system equipment and operators.
5. Provide financial assistance to designated ALS base hospitals.
6. Provide necessary staffing and support to the EMS Agency.
On July 20, 2010, the Emergency Medical Care Committee EMCC) approved the establishment of a $1.5 million dollar reserve and the disbursement of available CSA 74 funds after funding the EMS Agency's budget) to approved jurisdictions using the same formula as the annual 9-1-1 dispatch billing. This formula uses Assessed Values, Population counts and workload numbers to compute a weighted average percentage. This percentage is then used to distribute the available fund balance after the fiscal year has closed. The jurisdictions included within the COUNTY" San Ardo, MidCoast, Big Sur, Spreckels, and Monterey County Parks, shall have those funds distributed via a separate mechanism.

Purpose: CSA 74 assessments shall be distributed to participating agencies after all funding needs of the EMS Agency have been met. The distribution formula approved by the EMCC is based on the 9-1-1 dispatch billing formula.
Time Frame: After close of the final period for the fiscal year as scheduled by the Auditor Controller's Office.
Required Source Documents: examples of all information are attached to this packet)
1. Assessed Values Values by Taxing Agency found in the yearly Monterey County Tax Rates publication posted on line at the Auditor Controller's Website, www. co. monterey. ca. us/auditor/pdfs/2009TaxRateBook pdf
The Total" amount is the figure used for the calculations. This includes both the secured and unsecured values. The assessed values used in this formula should be cross checked against the values used on the yearly dispatch billing.
2. Population counts the majority of the population estimates are found on Schedule E-4 on the California Department of Finance Website, www. dof. ca. gov/research/demoaphic/reports/estimates/e-4.
Cachagua Fire Protection District, Cypress Fire, Carmel Highlands, and South Monterey County Fire population counts can be found in the most recent

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◆┘CSA 74 Distribution of Funds
Monterey County CSA74 Fund EMS Training and Equipment Support
LAFCO Muncipal Service Review reports for Greater Carmel Valley Area, Monterey Peninsula and Central and South Salinas Valley, respectively.
Unincorporated areas of the County can be calculated by using the California Department of Finance growth factor which can be computed using Schedule E-4.
The population figures used in this formula should be cross checked against the population counts used on the yearly dispatch billing.
3. Workload Information: This distribution differs from the 9-1-1 annual distribution as only Medical Calls for Law and Fire are used in the calculation. This information will be extracted using the CARs reporting system. This reporting system extracts data from the CAD 9-1-1 Dispatch system and can be accessed by the EMS Analyst with licensing privileges and access to CARs. The dates of the report should be July 01, 20xx through June 30, 20xx and can be run anytime after mid July of the next billing year. For example, the workload report for July 01, 2009 through June 30, 2010 can be run on July 01, 2010. This will allow the system time to capture the calls from June 30, 2010. The parameters for both Law and Fire are:
Call Number
Dispatch First Date
Jurisdiction

Call Type Final GSW Gun Shot Wound new in FY 2011), MEO medical),
UIA unknown injury accident), VIA vehicle injury accident)
Location
Primary Unit this will ensure that each call is counted only once).
Workload information for Aromas Fire Protection District, Cypress Fire,
Pebble Beach CSD, Carmel Highlands, So Monterey County Fire and Cachagua
Fire Protection District will be provided by CalFire. The President of the
Chief's Association can provide contact information.
4. Cost sharing ratio worksheet for Law and Fire Medical Responses. This excel
spreadsheet is populated by information gathered from the documents above and used
to distribute the available revenue accordingly.
Procedural Steps:
1. Assessed Values
The Assessed Values can be obtained through the Auditor Controller's Website listed
above):
The recap of Values by Taxing Agencies" The first annual disbursement will use the
2009.10 Tax rate book.

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◆┘CSA 74 Distribution of Funds
Monterey County CSA74 Fund EMS Training and Equipment Support
The Values by Taxing Agency" page shows the total secured and unsecured values for the entire county as $51,230,774,397. This figure is inserted in the County wide" Assessed Value cell on the Cost Sharing Ratio worksheet 1). The City Agencies totals will be inserted in the Assessed Value" cell of each corresponding City Agency on the Cost Sharing Ratio worksheet. For Gonzales, Greenfield, and Soledad, Fire Protection Agency totals are included in the City Agency totals and must be backed out if they are to be presented separately.)
The Fire Agency Assessed Values are found on the Other Special District pages." The Total secured plus unsecured) value will be inserted in the Assessed Value" cell for each Fire District with the exception of Gonzales Rural Fire Protection added to Gonzales City), Greenfield Fire Protection See the attached exhibit A for Greenfield property and assessed value calculation examples) and Mission-Soledad Rural Fire added to Soledad City).
The balance of the assessed values will calculate in the County" assessed value cell. This figure will be used in the separate mechanism for the agencies assigned under County."
2. Population
The Table 2: E-4 Population Estimates for Cities, Counties and State on the California Department of Finance Website will provide population figures for the following:
Monterey County

Carmel by the Sea
Del Rey Oaks
Gonzales
Greenfield
King City
Marina
Monterey
Pacific Grove
Salinas
Sand City
Seaside
Soledad
The population counts for Carmel Valley, Carmel City, North County Fire and Monterey County Regional Fire can be found on the 9-1-1 annual dispatch billing
Cachagua Fire Protection District, Cypress Fire, Carmel Highlands, and South Monterey County Fire population counts can be found in the most recent LAFCO Muncipal Service Review reports for Greater Carmel Valley Area. Monterey Peninsula and Central and South Salinas Valley, respectively.
For the Cities that are not listed on the E-4 Schedule, or on the 911 annual dispatch billing, a growth factor for the unincorporated areas will be applied. Using the E-4 Schedule, this factor is computed by subtracting the prior year's population from

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ATTACHMENTS WITH BOARD ORDER┐└►:

►┘CSA 74 Distribution of Funds
Monterey County CSA74 Fund EMS Training and Equipment Support
current year and then dividing that sum by the prior year's population number. Using
2010's numbers as an example:
2010 Total County population 435,878
2009 Total County population 431,041)
4,837
4,837/431,041 1.12% growth factor
The County wide total will be input into the County Wide cell for Population 2) on the Cost
Sharing Ratio Worksheet. the 9-1-1 Administrative Manager can provide a copy of the sheet
once the billing has been completed).
The population counts for the remaining Fire Agencies were found on line through
Wikepedia, Census Track, or the annual LAFCO Municipal Service Review. Once a
reasonable base line number has been established, those population numbers can be
increased/decreased yearly by the growth factor computed on schedule E-4. While this is not
an exact number, it is within a reasonable parameter for our distribution purposes. The
formulas in the worksheet will allow for the unassigned population to be assigned to the

County." This figure will be used in the separate mechanism for the agencies assigned under County."
A comparison to the prior year's figures should be done and any anomalies found should be researched and resolved. The 9-1-1 Administrative Manager can provide all source documentation after the finalization of the yearly billing.
3. Workload
A Medical response workload report for Final Call Types) GSW, MEO, UIA, and VIA from the CAR's reporting system from both Law and Fire will be run in mid July to capture calls from the previous year July 01, xx through June 30, xx). The CAR's system extracts data from the 9-1-1 CAD dispatch system and can be accessed through the EMS Analyst with licensing/viewing permissions. The additional parameters for the report are listed above. The raw data will be sent via email and will need to be reviewed, sorted, totaled by jurisdiction and recapped for input into the Cost Sharing Ratio Worksheet. The total Workload information will go in the County Wide cell for Medical Calls for Service 3) on the Cost Sharing Ratio Worksheet. A comparison of the previous year's numbers should be done and any anomalies researched and noted.
Workload information for the Agencies that contract out with CalFire, Aromas Fire Protection District, Cypress Fire, Pebble Beach CSD, Carmel Highlands, South Monterey County Fire, and the Cachagua Fire Protection District, will be provided by CalFire. The President of the Fire Chiefs Association may work as a liaison between the EMS Agency and CalFire.

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REQUIRED)-U012

ATTACHMENTS WITH BOARD ORDER┐└◆:

◆┘CSA 74 Distribution of Funds
Monterey County CSA74 Fund EMS Training and Equipment Support
4. Cost Ratio Worksheet
Once all the source documents have been obtained and the workload reports are recapped, the information can be input into the appropriate cells on the Cost Ratio Worksheet. The total amount to be distributed is entered in the Billable Ratio cell 4). There has been a minimum distribution amount of $2,500 established note: for one time $2,000,000 distribution, minimum amount will be $5,000). The spreadsheet will automatically increase any Agency below that threshold and lower the other agencies accordingly. All reasonable efforts should be made to obtain all information. If data cannot be found with reasonable research, the EMS Director will be notified and his direction requested.
The Agencies determined to be contained within the County" designation will have their funds distributed as follows:
 For each participating Agency there has been a minimum distribution amount of $2,500.00 established note: for one time $2,000,000 distribution, minimum amount will be $5,000).
 Any amount left in the County" distribution total shall be held in a reserve fund.

Agencies with a medical response component shall submit an application to the EMCC for a portion of the reserved fund. The EMCC will develop an approval process.
Any funds that have not been distributed by the close of the County's fiscal year will be carried over to the following year and distributed out to all participating agencies via the established and agreed upon formulas.

BIB]

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COMPLETED BOARD ORDER¶"┐►|E┐└►5┌┌►┘27
Before the Board of Supervisors in and for the
County of Monterey, State of California
a. Authorize the Director of Health to sign the
Memorandum of Understanding MOU)
for the distribution of County Service Area
CSA) 74 funds for first responder
Emergency Medical Services EMS)
equipment and training;
b. Approve the distribution of available CSA
74 funds to participating Agencies per the
formulas approved by the Emergency
Medical Care Committee EMCC); and
c. Authorize the Auditor Controller to transfer
$166,325 from Designations to Unreserved
Fund Balance. 4/5th voter required).....
Upon motion of Supervisor Potter, seconded by Supervisor Salinas, and carried by those members present, the Board hereby;
a. Authorized the Director of Health to sign the Memorandum of Understanding MOU) for the distribution of County Service Area CSA) 74 funds for first responder Emergency Medical Services EMS) equipment and training;
b. Approved the distribution of available CSA 74 funds to participating Agencies per the formula approved by the Emergency Medical Care Committee EMCC); and
c. Authorized the Auditor Controller to transfer $166,325 from Designations to Unreserved Fund Balance 4/5th vote required).
PASSED AND ADOPTED on this 17th day of May, 2011, by the following vote, to wit:
AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter
NOES: None
ABSENT: None
I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 75 for the meeting on May 17, 2011.

Dated: May 17, 2011 Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California
By

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