



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: William L. McDonald

SUBJECT: SEE BELOW

DATE: July 23, 2012

Approved

Date

7/27/12

**SUBJECT: AGREEMENT WITH DR. HOWARD MICHAELS TO PROVIDE
MEDICAL DIRECTOR SERVICES WITHIN THE FIRE
DEPARTMENT'S EMERGENCY MEDICAL SERVICES PROGRAM**

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a one-year agreement with Dr. Howard Michaels to provide Medical Director Services within the Fire Department Emergency Medical Services program; and to execute two one-year options to renew, subject to the appropriation of funds.

OUTCOME

This action will establish an agreement with Dr. Michaels, with an initial term of July 1, 2012 to June 30, 2013, at \$89,138.04, with the option to extend the terms of the agreement for two additional twelve month terms continuing to perform the scope of work based upon the same conditions as the initial term including a 1% increase in compensation per year.

BACKGROUND

On April 13, 2012, a RFP was publicized for Medical Director Services for a one-year agreement with two options to extend for additional twelve month terms. There was one formal response to the RFP. A selection committee of three evaluated the response based on requirements of the RFP. Dr. Howard Michaels's response passed overwhelmingly, meeting or exceeding all criteria, and he has been selected to provide Medical Director Services.

Dr. Howard Michaels has been under contract to provide medical oversight for the Fire Department's Emergency Medical Services Program (EMS) beginning in 1992 through formal RFP processes. The RFP issued April 13, 2012, specified that the Medical Director be required to provide medical control and oversight for the EMS program including Advanced Life Support

July 23, 2012

Subject: Agreement with Dr Howard Michaels to provide Medical Director Services

Page 2

(ALS) and Basic Life Support (BLS), the Emergency Medical Dispatch Priority Reference System (EMPDRS), and the Weapons of Mass Destruction program (WMD).

ANALYSIS

Dr. Michaels was selected as the Medical Director for the Fire Department's EMS program because he was the only applicant meeting all the requirements of the position. Furthermore, with more than twenty-five years of emergency medicine practice and his previous experience as a Medical Director for other agencies, Dr. Michaels was an extremely qualified candidate. The scope and level of services that Dr. Michaels has provided in his previous tenure with the City have always been responsive to the needs of the Fire Department.

Dr. Michaels has played an integral role in the development, evolution and maintenance of the Fire Department's EMS program. As the EMS consultant, he reviews and provides input into the development of operational policies and procedures that impact patient care.

An agreement was developed based upon the Fire Department's needs and Dr. Michael's proposal. The agreement with Dr. Michaels for a Medical Director Services will include the following deliverables:

Specifically, the consultant:

1. Provides medical control and oversight for the City EMS program.
2. Provides medical control and oversight for the City Public Access Defibrillation program.
3. Provides medical control and oversight for the City Emergency Medical Dispatch Priority System (EMDPS).
4. Designs, evaluates, and administers a continuous quality improvement (CQI) and a comprehensive quality assurance program (CQA).
5. Provides medical oversight of EMS curriculum development and education.
6. Assists in the administration and support of the EMS program.
7. Performs ongoing evaluation of ALS and BLS program effectiveness by collecting and evaluating data.
8. Carries out research and development in the field of pre-hospital care to help the EMS program improve its emergency service responses.
9. Proposes bio-medical equipment enhancements and recommends equipment changes to ensure that the Fire Department remains "state of the art" in prehospital care and is compliant with County requirements.
10. Provides medical liaison between the San Jose Fire Department and Office of Emergency Services for the Metropolitan Medical Task Force (MMTF).

July 23, 2012

Subject: Agreement with Dr Howard Michaels to provide Medical Director Services

Page 3

EVALUATION AND FOLLOW-UP

Once approved, the contract will be managed through the Fire Department's Emergency Medical Services division. The services received will be evaluated on an ongoing basis, with an annual review of the consultant's performance prior to executing any options to extend the agreement.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This memorandum will be posted on the City's website for the August 14, 2012 City Council Agenda.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the Budget Office.

COST SUMMARY/IMPLICATIONS

An annual cost not to exceed \$91,000 to be funded from the Office of the Fire Chief's budget within the Fire Department's non-personal budget, appropriation 0542.

Fund #	Appn#	Appn Name	RC#	Total Appn.	Amt. for Contract	2012-2013 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0542	Fire Department Non-Personal / Equipment	110000	7,722,709	91,000	VIII-126	6/19/12

HONORABLE MAYOR AND CITY COUNCIL

July 23, 2012

Subject: Agreement with Dr Howard Michaels to provide Medical Director Services

Page 4

CEQA

Not a Project, File No. PP10-066(e), Services that involve no physical changes to the environment.

/s/
WILLIAM L. MCDONALD
Fire Chief

For questions please contact Ron D'Acchioli Deputy Director, at 794-6953.