



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 2, 2007

SUBJECT: Amendment to Contract with Northern California
Training Institute for Emergency Medical
Technician Continuing Education Services

Report in Brief

On June 7, 2005, the City Council authorized the Fire Chief to enter into a Contract for Services with the Northern California Training Institute (NCTI) for Emergency Medical Technician (EMT) Continuing Education Services for a contract term consistent with Fiscal Year 2005/2006 (July 1, 2005 - June 30, 2006). An amendment to this contract that continued EMT Continuing Education Services for Fiscal Year 2006/07 was approved by the City Council in June 2006.

Staff recommends that the City Council authorize the Fire Chief to enter into a Second Amendment to the Contract for Services with the Northern California Training Institute for Emergency Medical Technician Continuing Education Services for the period of **July 1, 2007** through **June 30, 2008**.

Background

State law and the need to provide professional and well trained firefighters require the Woodland Fire Department to maintain Emergency Medical Technician (EMT) certification for its personnel. The Department does not currently possess the skills in-house to meet this requirement. Beginning in FY 2005-06, the City has contracted with NCTI in order to meet this requirement. NCTI provided excellent EMT Continuing Education Services during FY 2005-06 and the contract was amended in June 2006 to continue the certification program into FY 2006-07. Based on two years of excellent performance, the Fire Department has developed a second amendment that will continue the NCTI contract for providing EMT Continuing Education Services during Fiscal Year 2007/2008.

Discussion

The Amendment to the Contract for Services extends the time of performance for EMT continuing education services through **June 30, 2008** and revises the compensation to reflect updated costs while all other terms and conditions of the original contract remain the same. In an analysis of competing companies that offer similar services, it was determined that the fees charged by NCTI are identical to that of the competitors. However, NCTI is the only company that offers services for

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the Sacramento Valley service area. The closest company with similar services is located in San Francisco, which would create added costs in the form of transportation and travel.

NCTI is the largest, nationally accredited paramedic and EMS training institution in the United States. It is approved locally by the Sierra-Sacramento Valley EMS Agency as an authorized provider of EMS continuing education in the State of California. NCTI has extensive experience in contracting with fire services agencies and is committed to customizing the educational format and content in order to meet each agency's objectives. By entering into a contract with NCTI, the Woodland Fire Department has been able to meet the EMT certification requirements for its personnel for a minimal cost. A copy of the proposed Amendment as well as the original Contract for Services and NCTI's proposal is attached for the City Council's review.

Fiscal Impact

It is estimated that this program will cost the City \$25,000. Funding for this contract is included in the FY 2007-08 Fire Department budget.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council authorize the Fire Chief to enter into a Second Amendment to the Contract for Services with the Northern California Training Institute for Emergency Medical Technician Continuing Education Services for the period of **July 1, 2007** through **June 30, 2008**.

Prepared by: Marie Wickstrom
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Clerk

Reviewed by: Michael P. Cahill
Fire Chief

Mark G. Deven
City Manager

Enclosure, exhibits & attachments required to support the report