

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 Olympic Drive, Clearlake, California 95422
707-994-2170 phone 707-994-4861 fax

NOTICE OF A BOARD OF DIRECTORS SPECIAL MEETING

Monday, November 28, 2022 at 0800
Located at the
Lake County Fire Station 70 Dayroom
14815 Olympic Drive
Clearlake, CA 95422

Please join our meeting from your computer, tablet or smartphone.
<https://www.gotomeet.me/LCFPDBoardDirectors>

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This special meeting is for the purpose of discussing and considering the following items:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **A MOMENT OF SILENCE FOR OUR BROTHER AND SISTER FALLEN FIREFIGHTERS**
4. **ROLL CALL** (✓-present, A-absent)
 - ___ Director Ballard
 - ___ Director Benson
 - ___ Director Dean
 - ___ Director Loustalot
 - ___ Director Moore
 - ___ Director Watson
 - ___ Chairperson Snyder
5. **SPECIAL AGENDA ITEMS: CITIZEN'S INPUT – A fundamental element of democracy is the right of citizens to address their elected representatives, therefore any citizen may speak on items of interest to the public that are within the subject matter jurisdiction, provided that no action shall be taken on any item not on the agenda. Please complete a "Speaker Information Form" and present it to the Clerk of the Board prior to the start of the meeting. Comments shall be limited to three minutes per person.**

6. SPECIAL AGENDA:

- (a) Consider and adopt Resolution No. 22-1102 Appropriating Reserves/Designations for the Purchase of an OES Type I Engine in the amount not to exceed \$125,000.
- (b) Consider and approve the Professional Services Agreement for a Countywide EMS system evaluation between the Lake County Fire Chief's Association and AP Triton, LLC with Lake County Fire's portion of the cost to be \$12,882.

7. GOOD OF THE ORDER:

8. ADJOURNMENT:

POSTED BY: *Miasha Rivas*
Miasha Rivas, Clerk of the Board

*Any materials required by law to be made available to the public prior to a meeting of the Board of Directors of Lake County Fire Protection District can be inspected at the following address during normal business hours: 14815 Olympic Drive, Clearlake, CA 95422

*If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Clerk to the Board, Miasha Rivas at (707) 994-2170

Here is the link from California Department of Public Health
<http://csda.informz.net/z/cjUucD9taT03ODQzMTI4JnA9MSZ1PTkwMzAzMDM1MCZsaT02Mzg4NTg0MA/index.html>

Here is the link of the Executive Department State of California N-25-20
<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

Lake County Fire Protection District

RESOLUTION NO. 22-1102

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY FIRE PROTECTION DISTRICT TO APPROPRIATE RESERVES/DESIGNATIONS FOR THE PURCHASE OF AN OES TYPE I ENGINE

WHEREAS, Government Code 29130, provides that canceling reserves may be available for specific appropriation by four-fifths vote of the Board at a duly noticed hearing as part of any regular or special meeting of which all members had reasonable notice; and

WHEREAS, the Lake County Fire Protection District has reserves designated as “Equipment Reserve” in the amount of \$595,446 for the purpose purchasing and replacing capital equipment and apparatus; and

WHEREAS, the Lake County Fire Protection District Board of Directors have determined the need to replace E6511 and approved the purchase of a surplus OES Type I engine at the regularly scheduled meeting November 16, 2022.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake County Fire Protection District directs the County Auditor-Controller to cancel reserves and increase budget according to the following:

Decrease Reserves:

352-0000-392.04-00	Equipment Reserve	\$125,000
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Increase Expense Budget:

352-9552-795.62-74a	Cap Assets-Equip-Fire	\$125,000	OES Type I Engine
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THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lake County Fire Protection District at a special meeting held on November 28, 2022, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

BOARD OF DIRECTOR CHAIRPERSON

ATTEST:

Miasha Rivas, Clerk of the Board

PROFESSIONAL SERVICES AGREEMENT
AP Triton, LLC

This Agreement, dated as of **AUGUST 20, 2022** is by and between **LAKE COUNTY FIRE CHIEFS ASSOCIATION** ("**CLIENT**"), and AP Triton, LLC ("**CONSULTANT**"), hereinafter collectively referred to as the "Parties." The Agreement will be effective upon final execution by all parties.

1. HEADINGS

Headings herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.

2. ATTACHMENTS

Attachments 1 and 2 are attached hereto and included by reference.

3. CONSULTANT'S SCOPE OF SERVICES AND CLIENT RESPONSIBILITIES

CONSULTANT agrees to perform all services described in Attachment 1, Scope of Work, for payment pursuant to Attachment 2, in accordance with the terms and conditions of this Agreement. CLIENT shall provide complete, accurate, and timely information regarding CLIENT'S requirements and shall designate by name a representative authorized to act on its behalf. CLIENT shall examine documents or other instruments submitted by CONSULTANT and shall promptly render any decisions necessary in order to avoid unreasonable delay. CLIENT shall provide any additional materials, other than those CONSULTANT is responsible to provide, that are reasonably necessary to complete the Scope of Work. CLIENT shall provide reasonable access to any locations under the control of CLIENT required for CONSULTANT to perform the services hereunder. Any additional requirements will be identified in Attachment 1.

4. TERM

This Agreement shall terminate upon completion of the Scope of Work as described in Attachment 1, unless extended by mutual Agreement of the Parties in writing or terminated in accordance with Section 16.

5. PAYMENT

For all services performed in accordance with the Agreement, payment shall be made to CONSULTANT as provided in Attachment 2.

6. INDEPENDENT CONTRACTOR

No relationship of employer and employee is created by this Agreement. It is understood and agreed that CONSULTANT is, at all times, an independent contractor and can perform work for others. CONSULTANT is not the agent or employee of the CLIENT in any capacity whatsoever and CLIENT shall not be liable in any manner for any acts or omissions by CONSULTANT or for any obligations or liabilities incurred by CONSULTANT, its employees, or agents.

CONSULTANT shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal lime off, health insurance medical care, hospital care, retirement benefits, social security, disability, workers' compensation, or

unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONSULTANT shall be solely liable for, and obligated to pay directly, all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents, or employees, and CONSULTANT agrees to indemnify and hold CLIENT harmless from any and all liability which CLIENT may incur because of CONSULTANT's failure to pay such amounts.

In carrying out the work contemplated herein, CONSULTANT shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as independent contractors and shall not be treated or considered in any way as officers, agents and/or employees of CLIENT.

7. INDEMNIFICATION

To the fullest extent permitted by law, each Party shall release, hold harmless, defend and indemnify the other from and against any and all claims, losses, damages, lawsuits, liabilities and expenses, including but not limited to attorneys' fees, including but not limited to those attributable to bodily injury, sickness, disease, death or to injury to or destruction of property, including the loss therefrom, which arises out of or is any way connected with the performance of this Agreement (collectively "Liabilities") to the extent caused by such Party, except where such Liabilities are caused by the sole negligence or willful misconduct of any indemnitee.

8. INSURANCE

CONSULTANT shall maintain at all times during the performance of this Agreement a commercial general liability insurance policy with a minimum occurrence coverage in the amount of \$1,000,000; an automobile liability insurance policy in the minimum amount of \$500,000; and, if any licensed professional performs services under this contract, a professional liability insurance policy in the minimum amount of \$1,000,000 to cover any claims arising out of CONSULTANT's performance of services under this Agreement. If requested by CLIENT, all insurance, except professional liability, shall name the CLIENT as additional insureds and shall provide primary coverage with respect to the CLIENT.

All insurance policies shall: 1) provide that the insurance carrier shall not cancel, terminate, or otherwise modify the terms and conditions of said policies except upon thirty (30) days written notice to the CLIENT'S representative as shown in Section 22 Notices; 2) be evidenced by the Certificate of Insurance; and 3) be approved as to form and sufficiency by the CLIENT.

CONSULTANT shall promptly forward all insurance documents to the CLIENT.

9. CONFORMITY WITH LAW AND SAFETY

In performing services under this Agreement, CONSULTANT shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services provided by CONSULTANT.

10. TRAVEL EXPENSES

CONSULTANT shall be allowed and compensated for reasonable travel expenses to carry out the work of the CLIENT as approved in advance by the CLIENT in accordance with Attachment 2.

11. TAXES

Payment of all applicable federal, state and local taxes shall be the sole responsibility of the CONSULTANT.

12. ACCESS AND RETENTION OF RECORDS

CONSULTANT agrees to provide the CLIENT and its designees access to all of the CONSULTANT's records related to this contract and that the CONSULTANT shall maintain its records related to this contract for a period of not less than five (5) years after the final payment to the CONSULTANT is made by the CLIENT.

13. CONFLICT OF INTEREST

CONSULTANT covenants that CONSULTANT presently has no interest, and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement, including but not limited to any provision of services to any federal, state or local regulatory or other public agency which has any interest adverse or potentially adverse to the CLIENT, as determined in the reasonable judgment of the CLIENT. Entering into this agreement does not preclude CONSULTANT from working for others as long as CONSULTANT ensures that such work does not constitute a conflict of interest.

14. CONFIDENTIALITY

CONSULTANT agrees that any information, whether proprietary or not, made known to or discovered by CONSULTANT during the performance of or in connection with this Agreement for the CLIENT will be kept confidential and not be disclosed to any other person or entity except as required by law. CONSULTANT agrees to immediately notify the CLIENT if CONSULTANT is requested to disclose to others any information made known to or discovered by CONSULTANT during the performance of or in connection with this Agreement.

15. USE OF CLIENT PROPERTY

CONSULTANT shall not use CLIENT property (including equipment, instruments, and supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

16. TERMINATION

Either party may terminate this Agreement for default upon five (5) days written notice to the other if the other party has substantially failed to fulfill any of its obligations under this Agreement in a timely manner as provided herein. CLIENT has and reserves the right to terminate this Agreement at its convenience and without cause upon thirty (30) days written notice to CONSULTANT. In the event that the CLIENT should terminate this Agreement for its convenience, CONSULTANT shall be entitled to payment for services provided hereunder, as provided in Attachment 2, including for such services performed prior to the effective date of said termination, including travel, accrued as of the date of the termination, which payment shall be per the terms set forth in Attachment 2.

17. **CHOICE OF LAW**

CONSULTANT and CLIENT agree that if a dispute arises in the performance of this agreement the laws of the State of Wyoming will govern.

18. **ENTIRE AGREEMENT**

This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between CLIENT and CONSULTANT relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments.

This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the Parties and sets forth the entire understanding of the Parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both Parties.

This Agreement and all related obligations and services hereunder are intended for the sole benefit of CLIENT and CONSULTANT and are not intended to create any third-party rights or benefits.

19. **MODIFICATION OF AGREEMENT**

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the Parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both Parties.

20. **SEVERABILITY**

If any part of this Agreement or the application thereof is declared to be invalid for any reason, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are deemed severable.

21. **SUCCESSORS AND ASSIGNS**

This agreement is binding upon and inures to the benefit of the successor, executors, administrators, and assigns of each party to this agreement, provided, however, that CONSULTANT shall not assign or transfer by operation of law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the CLIENT. Any attempted assignment without such consent shall be invalid.

22. **NOTICES**

All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox.

Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL Worldwide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Addresses for purpose of giving notice are as follows:

To: CLIENT: Lake County Fire Chiefs Association
Attn: William Sapeta, President
4020 Main Street
Kelseyville, CA 95451

To: CONSULTANT: AP Triton, LLC
Attn: Kurt P. Henke
1309 Coffeen Avenue, Suite 3178
Sheridan, WY 82801

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address by giving the other party notice of the change in any manner permitted by this Agreement.

23. SIGNATORIES

By signing this agreement, signatories warrant and represent that they have executed this Agreement in their authorized capacity.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year written.

CLIENT
Lake County Fire Chiefs Association

CONSULTANT
AP Triton, LLC

By: William Sapeta
Signature

By: _____
Signature

Name: William Sapeta
Title: President
Date: 8/19/2022

Name: Kurt P. Henke
Title: Principal / Managing Partner
Date: _____

ATTACHMENT 1 Scope of Services

CONSULTANT shall provide consulting services to CLIENT as follows:

Section One—Project Initiation & Information Acquisition

Task 1-A: Project Initiation & Development of a Work Plan

Triton will virtually meet with the Lake County Fire Chiefs Association (LCFCA) project team. The purpose will be to develop a complete understanding of the goals, and expectations for the project. Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton project team and LCFCA's project team, determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Any previous studies
- LCFCA/Lake County census and demographic data
- Current LCFCA fire department organizational charts
- LCFCA/Lake County Standard Operating Guidelines (SOG) and service delivery and deployment practices; including policies regarding EMS quality improvement methods

- Memorandum of Understanding (MOU) between the LCFCA fire departments and IAFF Locals
- Inventory of LCFCA's service area fire stations and any other facilities, including their physical locations
- Inventory of LCFCA service area's apparatus and rescue ambulances and the fire stations to which they are assigned
- Inventory of capital medical equipment (e.g., cardiac monitor/defibrillators; powered stretchers, etc.)
- Historical records management data, including National Fire Incident Reporting System (NFIRS) incident data exported to an Excel spreadsheet format
 - Incident records to include locations by latitude/longitude (if available) and full address, timestamps to allow for calculation of response times, turnout times, call-processing times, and response mode to scene
 - Ambulance transport and hospital turnaround times; including transport mode (lights & siren vs. no lights & siren) to hospital; number of patient refusals; and other data elements which may be requested
 - Patient records (without any identifying information and in accordance with HIPAA) that include EMS provider impression, level of care provided (ALS vs. BLS), and patient outcomes (if available)
 - Any other electronic records that may be useful for this project
 - Computer-Aided Dispatch (CAD) incident records, if necessary
- List of all LCFCA service area fire departments' management positions, administrative support staff positions, operations positions, including ranks and titles (not to include names of individuals)
 - Wages and benefits for each position rank and title (not to include names of individuals)
- List of most common hospitals and tertiary facilities, and their physical locations, to which patients are transported and who provide online medical control
- Local geographic information systems (GIS) data and shapefiles (specific details will be provided)
- LCFCA service area historical financial data, revenue sources, budgets, including debt information, long-range financial plans, and projections

- Historical patient billing and collection records, including payor mix, write-offs, contractual allowances, adjustments, refunds, and annual number of billable patient transports
- Current fee schedule and revenue offset
- Automatic and mutual aid agreements related to patient transport and ambulances
- Any other documents and records necessary for the successful completion of the project

Section Two—System Valuation

Tasks 2-A: Cost/Revenue Analysis and Payor Mix

Conduct cost/revenue analysis, including insured and non-insured payor mix categories, to determine the maximum value of the emergency medical services (EMS) system. The valuation will analyze the federal reimbursement programs available and provide estimates for both Ground Emergency Medical Transport (GEMT) and Intergovernmental Transfer (IGT) programs.

Section Three—Evaluation of EMS Operations

In the following section, Triton will evaluate the various elements related to EMS operations. While the emphasis will be on the delivery of EMS to the LCFCA service area, it will be necessary to analyze the impact of fire suppression and other operations on the EMS system.

Task 3-A: Service Delivery & Performance

To the extent data is available, Triton will review and observe areas affecting service levels and operational performance. These will include but are not limited to:

- EMS Service Demand
 - Analysis and Geographical Information Systems (GIS) display of current service demand by incident type
 - Review of EMS calls dispatched versus patients transported, and hospital destinations
 - Analysis and GIS display of current service demand by temporal variation
 - GIS display of historical incident density locations
 - Projected service demand due to growth
- EMS Resource Distribution
 - Overview of current facility deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies

- Analysis of company and staff distribution as related to effective response force (ERF) assembly
- Overview of current deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies
- Response Reliability
 - Analysis of current workload, including unit hour utilization and time on task of individual companies (to the extent data is complete)
 - Analysis of call concurrency and the impact on EMS system effectiveness
- Response Performance Analysis
 - Analysis of actual LCFCA rescue ambulance turnout time performance analyzed by individual components (to the extent data is available)
 - Analysis of other components in the response time continuum, including call processing times
 - Patient transport and hospital turnaround times
- Analysis of patient care records, to include levels of acuity, and ratios of Basic Life Support (BLS) versus Advanced Life Support (ALS) cases (if available)
 - Patient outcome results if available

Task 3-B: Capital Equipment

This task will entail a review of current major capital assets (apparatus and equipment). This evaluation will include:

Ambulances—Review the current fleet inventory of LCFCA’s service area ambulances, other apparatus as indicated, and relevant equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment

Capital Medical Equipment—Review the current inventory of capital medical equipment utilized by LCFCA service area on ambulances and other apparatus (e.g., cardiac monitor/defibrillators, patient gurneys, automated external defibrillators, etc.)

Task 3-C: Population Growth Projections & Future Service Demand

- Determine population growth projections for the LCFCA service area/Lake County
- Forecast future service demand (requests for service) on LCFCA service area/Lake County

Task 3-D: Summary of All Findings & Observations

- Develop a summary description of any critical issues, findings, and observations

- Identification of any regulatory or other constraints
- Describe less critical or minor issues that may require attention, but not immediate

Section Four—Recommendations & Strategies for Sustainability

Utilizing the findings and results of the various analyses from the preceding sections described in this proposal, Triton will identify recommended future opportunities and improvement strategies for the EMS delivery system. Depending on the results, Triton may categorize these into short-term, mid-term, and long-term strategies.

Recommendations and strategies will consider the following key objectives:

- Excellence in patient care and overall operational effectiveness, with the ability to:
 - Effectively match resource dispatched to resource needed
 - Meet EMS performance goals
- Flexibility to maintain effective service based on current and projected demographics and the ability to adapt to:
 - Changing community demographics and payer mixes
 - Area development and the associated change to population/requests for service
 - Changes in accepted standards of care, levels of service, and expected norms in EMS delivery
 - Changes in technology, medical science, and equipment as it relates to EMS delivery and LCFCA's service area provision of service
- Sustainability—any recommended changes to the current delivery model must provide for long-term sustainability and resiliency, with the ability to:
 - Maintain service through increased budgetary demand and fluctuating availability of personnel, equipment, and resources
 - Maintain service through changes in call volume, call types, population density and age, and billing payer mixes
 - Maintain service, despite impacts of future developments (commercial, residential, and mixed-use)
 - Provide for hiring, retention, training, and succession planning
 - Ensure proper day-to-day staffing
 - Provide for continued excellence in core all-risk duties of LCFCA's service area (i.e., fire suppression and rescue, training, fire prevention, public education, relations, and outreach, and employee development and mentorship)

Task 4-A: EMS Operations

Triton will utilize its comprehensive analyses and observations to evaluate the feasibility of the current LCFCA EMS delivery system and make recommendations accordingly.

This will include but not be limited to:

- General EMS delivery and medical first response
- Staffing and deployment modeling
 - Dual role personnel
 - Single role personnel
 - Peak Activity Units
 - Expansion of system deployment
- 911 patient transport
- Interfacility transportation
- Alternative revenue sources and/or methods of cost recovery
- Potential cost-effective, sustainable, and efficient alternative EMS delivery models
 - Any recommendations will be based on clinical effectiveness and the potential for improving patient outcomes
- Any other changes or alternatives to improve EMS delivery, patient care, and patient outcomes

Task 4-B: Mobile Integrated Healthcare Program

Based on the analyses described in the previous sections, Triton will determine the feasibility, necessity, and regulatory ability to establish a Mobile Integrated Healthcare program:

- System design, target markets, benefits, and potential impact on 911 EMS service demand
- Estimated start-up, recurring, and non-recurring costs, including potential short-term and ongoing funding mechanisms

Task 4-C: EMS System Recommendations

- If identified from the evaluations, describe any options or alternatives to improve the administration and management of the LCFCA service area EMS system.

Task 4-D: Implementation Plan

- Recommendations and strategies will be developed into an implementation plan

- Implementation plan will include an estimate of the initial, recurring, and non-recurring costs of any recommendations or proposed strategies, and potential funding sources

Section Five—Development, Review, & Delivery of Final Report

Task 5-A: Development & Review of the Draft Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of LCFCA. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report prior to finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element clearly written and presented in sections with explanatory support to ensure an understanding by all readers
- Supportive charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 5-B: Publication of the Final Report

Following a final technical review and approval by LCFCA, Triton will provide an electronic version (PDF format) of the report.

Task 5-C: Presentation of the Final Report

Triton will conduct a final virtual presentation of the components of the report to representatives of LCFCA, the County Board of Supervisors/Council, and any other individuals or groups as requested.

Phase Two Scope of Work—Develop a Proposal for EMS and IFT Ambulance Transport

Section One—Develop a Proposal for EMS and IFT Ambulance Transport

Task 1-A: Design and develop a proposal to Lake County for providing Ambulance Transport Services

Provide consulting services and assistance to the Lake County Fire Chiefs Association in the development and presentation to Lake County to provide emergency ambulance transportation and Interfacility Transport (IFT) Services.

Task 1-B: Interview Facilitation

Triton will provide subject matter expertise to guide LCFCA's interview with the County in a manner that best identifies the necessary elements and qualifications to provide emergency ambulance transportation and IFT services in the County's EOA.

Task 1-C: Oral Presentation Preparation

Triton will provide subject matter expertise for the preparation of the oral presentation to the County Supervising Board and invited stakeholders.

Task 1-D: Contract Negotiations

In the event LCFCA's bid is accepted, Triton will provide negotiation assistance and subject matter expertise during the finalization and execution of the awarded contract.

Section Two—Publication of Final Documents

Task 2-A: Publication of the Final Proposal Documents (as required)

Triton will complete any necessary revisions and produce an electronic version in PDF file format.

ATTACHMENT 2 Payment Terms

CLIENT agrees to pay CONSULTANT an amount not to exceed sixty-four thousand four hundred ten dollars (\$64,410) for services performed pursuant to the Scope of Services (Attachment 1). Upon execution of the Agreement, the Client agrees to pay 10% (\$6,441). Subsequent payments will be based on monthly invoicing as work progresses.

Any alteration or deviation from the described work that involves extra costs will only be performed by Consultant after written request by the Client. The parties must agree in writing upon any extra charges billed at the following rates:

\$190/hour for Senior Project Manager
\$150/hour for other consultants
Any additional travel expenses

Contact information for billing purposes is as follows:

CLIENT: Lake County Fire Chiefs Association
Attn: William Sapeta, President
4020 Main Street
Kelseyville, CA 95451

Phone: 707.994.2170
Email: fdchf700@yahoo.com