



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Amendment of Professional Services Agreement with Digital EMS Solutions Inc., to provide Electronic Patient Care Reporting System (ePCR) services to the Fire Department

1. Motion Authorizing the City Manager to amend the current agreement to extend the term and for the life of the software, so long as the funds have been approved in the annual budget plan (Contract No. C105518B) between Digital EMS Solutions Inc. and the City of Glendale for the renewal of ePCR services.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for November 28, 2023 **calendar**

EXECUTIVE SUMMARY

Maintaining ePCR services with Digital EMS Solutions Inc. remains the most cost-effective option currently. Seeking another vendor would require additional fees for training fire personnel, purchase of additional hardware, fees associated with billing company interface and costs for Computer Aided Dispatch (CAD) interface connectivity. For these reasons staff recommends amending the current agreement (Contract No. C105518B).

RECOMMENDATION

Approve a motion authorizing the City Manager or his designee to execute an amendment extending the current agreement with Digital EMS Solutions Inc. for the provision of ePCR services to the Fire Department for the life of the software, so long as the funds have been approved in the annual budget plan.

ANALYSIS

The Glendale Fire Department and Glendale Information Technology Department (ITD) have found the Digital EMS Inc. system has streamlined our billing and revenue recovery timeline through the rapid processing of forms and easy to use drop down menu options.

Additional benefits we receive from this system include customized reporting and data extraction developed according to our request. This customization has enabled the EMS Section and Nurse Educator to customize training and quality assurance specific to individual personnel needs. The Digital EMS Solutions system has significantly reduced overall administrative hours required for billing, compilation, statistical performance analysis including fulfilling key performance indicators (KPI).

STAKEHOLDERS/OUTREACH

N/A

FISCAL IMPACT

Annual maintenance, support, updates, upgrades, and licensing fees are based on a projected price per unit (PPU) and are adjusted upwards or downwards depending on the actual amount of patient care records incurred. Fees below include costs associated with faxing which is estimated to be \$1,000 per year. Invoices are processed and paid for by Information Technology Department and amounts are cost allocated to the Fire Department EMS budget.

The amendment to the ePCR contract is estimated to cost \$90,647, which was a part of the approved FY 23-24 Information Technology Department budget. No new appropriation is being requested at this time. The funds for continued maintenance, support, updates, upgrades, and licensing of the software for the life cycle of the product will continue to be annually budgeted within the ITD Applications Fund and requested to be approved as part of the annual citywide budget process. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$ 90,647	GL: 43110-6040-ISD-5502-P0000-	Information Technology Applications Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

The extension of the existing contract with Digital EMS Solutions Inc. is exempt from environmental review because it can be seen with certainty that the award of a contract for ePCR services would not have any effect on the environment, pursuant to CEQA Guidelines Section 15061(b)(3).

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit #, in accordance with the City Campaign Finance Ordinance No. 5744.

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit #, in accordance with the City Campaign Finance Ordinance No. 5744.

Officers of Digital EMS

Full Name	Title	Address	City	State	Zip
Ricardo Olivarez	CEO	34 Savona Walk	Long Beach	CA	90803
Van Mark Madrigal	CFO	34 Savona Walk	Long Beach	CA	90803
Ricardo Olivarez Van Mark Madrigal Mallory Olivarez Joyce Madrigal	BoD	34 Savona Walk	Long Beach	CA	90803

Subcontractors of Digital EMS Solutions Inc.: Saritasa LLC

Full Name	Title	Address	City	State	Zip
NA	Chairperson				
Nik Froehlich	CEO	20411 SW Birch STE 330	Newport Beach	CA	92660
Dmitry Semenov	CTO	20411 SW Birch STE 330	Newport Beach	CA	92660
Jeff Lenardson	CFO	20411 SW Birch STE 330	Newport Beach	CA	92660
NA	BoD				

Ownership Interest in more than 10%

Full Name	Title	Address	City	State	Zip
Ricardo Olivarez	CEO	145 Cottonwood Cove Dr	Diamond Bar	CA	91765
Mallory Olivarez	BoD	145 Cottonwood Cove Dr	Diamond Bar	CA	91765

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Do not authorize amendment with Digital EMS Solutions Inc., to provide ePCR services to the Fire Department.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Greg Fish, Acting Fire Chief

Prepared by:

Todd Tucker, Battalion Chief

Hagop Hovsepian, Assistant Chief Information Officer

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

N/A.