



December 25, 2010

AGENCY ADMIN. & FINANCE  
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The Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

Dear Board Members:

**SUBJECT: Emergency Medical Services Fee Increases**

**RECOMMENDATION:**

Adopt the attached Resolution of the Alameda County Emergency Medical Services' (EMS) implementing fee increases for emergency medical technicians (EMT) certification, recertification, paramedic accreditation and EMT materials effective May 01, 2011 in order to expand the quality of comprehensive emergency medical services available to residents and visitors in Alameda County

**SUMMARY:**

Alameda County EMS is seeking your Board's approval to implement a new fee structure effective May 1, 2011. The EMS agency charges emergency medical technicians (EMT) fees for certification, recertification, and paramedic accreditation which have not been increased over ten years. EMS is also requesting your Board's approval to implement new fees for policy manuals, lost cards, late applications, training and continuing education program approval for certified individuals and EMS education institutions. The requested fee increases are comparable to other Bay Area local EMS agencies.

The California Code of Regulations, Title 22, Division 9, Chapters 2, Article 4, §100079 and §100083, and Chapter 4, Article 8, §100171 provides the authority to establish and collect fees. These fees are cost reimbursements for the above services, and are unrelated to the adjusted tax rate increase that was approved by your Board on June 22<sup>nd</sup>, 2010.

**DISCUSSION/FINDINGS:**

**EMS Policy Manuals Fee**

Request – Approval to charge \$15.00 for individually purchased copies of the agency's EMS Policy Manual sold to Emergency Medical Technicians (EMTs) and paramedics, an increase of \$7.00.

Justification – The EMS agency prints 3,200 copies of the manual each fall and distributes 2,900 copies to fire departments and local ambulance providers at no charge. The balance is kept at EMS for sale to individuals wanting a personal copy. The fee would cover the printing cost, processing of the order and payment.

Request – Approval to increase the EMT certification/recertification fee from \$35.00 to \$50.00 for a two-year certificate.

Justification – The EMT certification/recertification fee has remained \$35.00 for ten years. The application is received by a receptionist, reviewed first by a clerk and then a manager who checks all application materials before giving final approval. This includes checking the Department of Justice Live Scan background check database. If there is a history of arrests and/or convictions, further phone calls and checking is required. After approval, a clerk inputs the applicant's information into a state database to generate an EMT certificate and mails it to the applicant. Processing an application takes about one hour. Those with background problems or who have other application issues require more time. Approximately 750 applications are processed per year.

### **Late EMT Application Fee**

Request – Approval to charge a \$15.00 late application fee for EMT applications, which are postmarked or submitted 15 days or less before the applicant's expiration date or after the expiration date. This is a new fee.

Justification – Late applications put an undue stress on office staff to turn them around in a faster time frame. The purpose of the late fee is to encourage EMTs to submit their paperwork well in advance of their expiration date. The state charges paramedics a \$50.00 late fee when their application is received within 30 days of expiration.

### **Lost Card Fee**

Request – Approval to charge a \$15.00 lost card fee for EMT certificates and paramedic accreditation cards. This is a new fee.

Justification – Once an EMT certificate or card is issued, the application is filed in our storeroom. When a duplicate card is requested, the clerk must pull the application and generate another card from the database, and mail it to the applicant. We receive five to ten lost card requests each month.

### **Paramedic Accreditation Fee**

Request – Approval to increase the Paramedic accreditation fee from \$25.00 to \$50.00.

Justification – Paramedic accreditation is a one-time process. The fee has not been increased in over ten years although the cost to the County to provide accreditation has increased. To receive accreditation, an application is submitted, reviewed by a clerk and manager, a card printed and signed by the medical director, and sent to the applicant. We process approximately 80 applications per year.

### **Training Program Fee**

Request – Approval of a \$2,000.00 fee for a private education institution's new or renewal EMT Training Program application, and \$3,000.00 for a Paramedic training program. These are new fees. Public Safety agencies and community colleges would pay at the discount rate of 50% of the proposed fee. The program approval is valid for four years therefore this fee would be paid once every four years. Alameda County has sixteen EMT programs: four private institutes, three community colleges, nine public safety agencies; and two paramedic programs. This is a license fee for institutions and agencies. This a new fee based on other Counties' similar fee.

Justification – The Training Program application involves a review of the application form, the program and clinical directors' resumes, their curriculum, related correspondence, and a site visit. A renewal application involves a review of the same materials plus a thorough review or audit of their curriculum. The time requirement for the whole process is typically about eight hours for a new and

renewal application. An onsite visit requires at a minimum of six hours. Throughout the year, contact is made with the program's staff and occasional audits are conducted.

**Continuing Education Program Fee**

Request – Approval of a \$2,000.00 fee for approval of a private education institute's new or renewal Continuing Education (CE) provider application. These are new fees. Public Safety agencies, hospitals, and community colleges would pay at the discount rate of 50% of the proposed fee. The program approval is valid for four years therefore this fee would be paid once every four years. We have thirty-one CE providers: ten private institutes, three community colleges, three hospitals, and fifteen public safety agencies. This is a fee for institutions and agencies. This a new fee based on other Counties' similar fee.

Justification – The CE provider application process involves a review of the application form and the program and clinical directors' resumes, and related correspondence. A renewal application involves a review of the same materials, and a thorough review and audit of their training materials. The time requirement for the whole process is typically about two hours for a new application and five hours for a renewal. An onsite visit may also be done which would add on another six hours. Throughout the year, contact is made with the program's staff and occasional audits are conducted.

EMS has not asked for an increase on any existing fee for the past ten years. The requested increase to help cover additional cost occurred in the last decade. And the two new fees will be used to recover cost to provide quality control functions and monitor compliance as required by the State authority. It's also difficult to estimate the amount of possible increase in tuition cost due to these new program accreditation fees. It will largely depend on each institute's annual enrollment.

**FINANCING:**

Approval of the proposed fee increases and new fees will have no impact on the net County cost. The additional revenue estimated \$25,000 per year, which depends largely on the number of applicants requiring certification and accreditation during the fiscal year. The fee received will be deposited into the EMS special district fund and used to cover quality control costs for Alameda County emergency medical services providers. All providers have been notified about these upcoming increases. At this time, it is difficult to estimate the impact on EMT and paramedic trainee tuitions, however if the fees are spread out to all students over four years, the increase should be nominal. The fees proposed are generally based on average fees that are currently charged by other Counties in the Bay Area.

Very truly yours,



Alex Briscoe, Director  
Health Care Services Agency

AB:hc

cc: Auditor-Controller  
County Counsel

## Attachment

### Alameda County EMS Proposed Fees and Fees Charged by Area EMS Agencies

| Fee                                 | Alameda current | Alameda proposed | Contra Costa # | Marin # | Mountain Valley | San Francisco # | San Joaquin                   | San Mateo # | Santa Clara | Santa Cruz         |
|-------------------------------------|-----------------|------------------|----------------|---------|-----------------|-----------------|-------------------------------|-------------|-------------|--------------------|
| Policy Manuals                      | \$8             | \$15             | unk            | online  | unk             | unk             | unk                           | online      | online      | online             |
| EMT Certification & Recertification | \$35            | \$50             | \$30           | \$15    | \$30            | \$34            | \$75                          | \$50        | \$50        | \$100 <sup>2</sup> |
| Late EMT Application Fee            | -               | \$15             | -              | -       | \$15            | -               | \$25                          | -           | -           | -                  |
| Replacement Card Fee                | -               | \$15             | \$10           | \$10    | \$10            | -               | \$25                          | \$15        | \$20        | \$35               |
| Paramedic Accreditation Fee         | \$25            | \$50             | \$50           | \$75    | \$75            | \$31            | \$275                         | \$50        | \$150       | \$75               |
| Training Program Fee – EMT *        | -               | \$2000 ¥         | -              | -       | \$300           | \$1185          | \$22,000 / 2yrs <sup>1</sup>  | -           | \$1000      | \$200              |
| Training Program Fee – Paramedic *  | -               | \$3000 ¥         | -              | -       | \$5000          | \$1775          | \$33,000 / 2 yrs <sup>1</sup> | -           | \$5000      | \$200              |
| Continuing Education Provider Fee * | -               | \$2000 ¥         | \$100          | -       | \$150           | \$595           | \$11,000 / 2 yrs <sup>1</sup> | -           | \$1000      | \$200              |

# These agencies are considering increasing or adding new fees

\* The Training Program and Continuing Education Provider fees are every four years unless noted. This is because approval is granted for that length.

¥ Public Safety agencies, hospitals, and community colleges would pay 50% of the fee.

1 San Joaquin charges public safety agencies \$2000.00 for program fees.

2 Santa Cruz charges \$200.00 for our of county applicants.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA,  
STATE OF CALIFORNIA**

**RESOLUTION NUMBER R-2011\_\_\_\_\_**

**AUTHORIZING A NEW FEE STRUCTURE FOR CERTIFICATION AND  
TRAINING OF EMERGENCY MEDICAL TECHNICIANS AND  
PARAMEDICS BY COUNTY OF ALAMEDA EMERGENCY MEDICAL  
SERVICES AGENCY**

**WHEREAS**, County of Alameda Emergency Medical Services (“EMS”) is the local EMS agency for the County and is authorized pursuant to 22 California Code of Regulations (“CCR”) Section 100083 to establish a schedule of fees for Emergency Medical Technician (“EMT”) certification, EMT recertification, and for EMT training program review approval; and

**WHEREAS**, 22 CCR Section 100171 grants EMS the authority to establish a schedule of fees for paramedic training program review and approval, Continuing Education provider approval, and paramedic accreditation; and

**WHEREAS**, Section 1797.210 of the Emergency Medical Service System and Pre-Hospital Emergency Medical Care Personnel Act, Division 2.5 of the California Health and Safety Code, requires the EMS Medical Director to issue EMT certificates and to recertify EMTs, and Section 1797.212 provides that EMS may establish a schedule of fees for the certifications; and

**WHEREAS**, EMT certification and recertification fees have not been raised from \$35.00 for approximately ten years, and the costs of administering certification have risen over the same period of time; and

**WHEREAS**, approximately 750 EMT certification and recertification applications are processed each year, and EMT certification applications submitted fifteen or fewer days before applicants’ certificate expiration date require additional administrative expense to EMS; and

**WHEREAS**, EMS must issue wallet-sized certificate cards to successful applicants pursuant to 22 CCR Section 100079, and EMS receives multiple requests per month for reissuance and delivery of lost EMT certificate cards and paramedic accreditation cards, all to the additional administrative expense of EMS; and

**WHEREAS**, EMS prints over three thousand copies of its Policy Manual each year and distributes these copies to fire departments and local ambulance providers, with additional copies distributed to individual EMTs and paramedics upon request, all to the additional administrative expense of EMS; and



**WHEREAS**, the current paramedic accreditation fee of \$25.00 has not been raised for approximately ten years, though the cost to the County has increased; and

**WHEREAS**, EMS currently oversees sixteen EMT Training Programs and two Paramedic Training programs run by local educational institutions and approves or renews these programs for a four year period, a review process which includes examination of the program and clinical directors' resumes, their curriculum, related correspondence, and one or more site visits and periodic audits as needed, all to the additional expense of EMS; and

**WHEREAS**, EMS currently oversees thirty-one Continuing Education providers and approves local educational institutions' new or renewal Continuing Education provider applications for a four year period, a review process which involves examining resumes, related correspondence, and thoroughly examining and auditing training materials, as well as conducting onsite visits and audits as needed, all to the additional expense of EMS; and

**WHEREAS**, EMS has performed a cost analysis and concludes that for each and every proposed fee and fee increase set forth in this resolution, the amount of fees to be collected will not surpass the costs of services and programs they are designed to support; and

**WHEREAS**, this Board is authorized to approve the proposed fee structure;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA, AS FOLLOWS:**

1. This Board of Supervisors does hereby establish a new fee structure for the following EMS services:

A. A \$50.00 EMT certification and recertification fee shall be assessed for application processing.

B. A \$15.00 late EMT application fee shall be assessed for expedited processing. A late EMT application shall be defined as being postmarked or received fifteen or fewer days before an applicant's certificate expiration date or after the certificate expiration date.

C. A \$15.00 replacement fee shall be assessed for issuing replacement EMT certificates and paramedic accreditation cards.

D. A \$15.00 fee shall be assessed when an individual purchases a copy of the EMS Policy Manual.

E. A \$50.00 paramedic accreditation fee shall be assessed for application processing.

F. A \$2,000 EMS review fee shall be assessed for the quadrennial EMS review and approval of a private education institution's EMT Training Program.

G. A \$3,000 EMS review fee shall be assessed for the quadrennial EMS review and approval of a private education institution's Paramedic Training Program.

H. A \$2,000 EMS review fee shall be assessed for the quadrennial EMS review and approval of a private education institution's Continuing Education Program.

I. A 50 percent discount shall be applied to public safety agencies, hospitals, and community colleges for the quadrennial EMS review and approval of the EMT Training, Paramedic Training and Continuing Education Program.

2. This resolution supersedes any conflicting provisions from prior resolutions.

3. This resolution shall take effective May 1, 2011.

Upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby **ADOPTED** by majority vote of the County of Alameda Board of Supervisors on January \_\_\_\_\_, 2011.

\_\_\_\_\_  
President of the Board of Supervisors  
County of Alameda, State of California

ATTEST:

CRYSTAL K. HISHIDA, Clerk  
of the Board of Supervisors, County of Alameda

By: \_\_\_\_\_

APPROVED AS TO FORM:

Richard Winnie, County Counsel

By:   
\_\_\_\_\_  
Deputy County Counsel