



NEWPORT BEACH

City Council Staff Report

November 19, 2024
Agenda Item No. 16

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: Jeff Boyles, Fire Chief - 949-644-3101, jboyles@nbfd.net

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TITLE: Approval of On-Call Professional Services Agreements with Norm Nedell and Jodi Mannino for Emergency Medical Services Nurse Educator/Continuous Quality Improvement Services

ABSTRACT:

The Fire Department's Emergency Management Services (EMS) Division manages all state and county required skills and education for emergency medical technician (EMT) and paramedic licensing and accreditations. Nurse educators are contracted to support these trainings and certification efforts. Following a Request for Proposals (RFP) selection process, staff recommends approving on-call agreements with Norm Nedell and Jodi Mannino to provide Continuous Quality Improvement (CQI) services.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly;
- b) Approve On-Call Professional Services Agreement with Norm Nedell for a three-year term and a total amount not-to-exceed \$60,000 to provide Continuous Quality Improvement (CQI) services, and authorize the Mayor and City Clerk to execute the agreement; and
- c) Approve On-Call Professional Services Agreement with Jodi Mannino for a three-year term and a total amount not-to-exceed \$145,000 to provide Continuous Quality Improvement (CQI) services, and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The Fire Department is a state-approved EMT Certifying Entity and Continuing Education (CE) Provider and provides annual EMS trainings on-duty and EMT recertifications in-house. The department contracts with a nurse educator and a medical director to support Fire and Lifeguard EMT and paramedic EMS training efforts to ensure personnel are provided with up-to-date, high-quality education and skills training. Additionally, the EMS division is also responsible for the quality assurance (QA) of the care delivered to all patients, which is reflective of key EMS clinical performance indicators and skills.

Contracted nurse educators assist in providing continuing education program services and work closely with the EMS division chief to develop, coordinate, conduct and evaluate EMS-related education, programs, curriculum and materials. Additionally, they may also be tasked with QA and Continuous Quality Improvement (CQI) reviews. Typically, the department retains two consultants to provide these services.

The City Council awarded on-call agreements to the incumbent educator and another individual on October 25, 2022, following a Request for Proposals (RFP) process. Due to other professional commitments, both consultants stated that they would have limited availability; the incumbent had recently taken a contract position with another agency and was not sure of her ability to continue to work with the City. Ultimately, both individuals were not able to continue services. Another RFP in 2023 provided only a single and incomplete response. To expand the list of possible applicants, the qualifications were expanded to include licensed paramedics that could also provide CQI and/or continuing education services.

On July 11, 2024, another RFP (with updated requirements) was posted to the City's PlanetBids bidding portal. Five proposals were received. A review panel consisting of EMS Division staff and Fire Administrative staff reviewed all proposals for qualifications, certifications, and cost.

Name	Rank
Brandon B. Grinstead Consulting	1
Jodi Mannino EMS Consultant	2
Norm Nedell (aka Liberty First Response Training)	3
Julia Fields	4
Rapid Reliable Testing CA, LLC dba DocGo, Inc.	5

The top ranked proposer, Brandon Grinstead, is a retired Orange County Fire Authority EMS training and administrative captain. However, due to a possible conflict with his retirement, the City Attorney's office has recommended that the City not award an agreement until any conflicts are resolved.

Jodi Mannino has 20 years of EMS experience and is a retired EMS coordinator from the City of Santa Monica. She has specialization in Orange County EMS policies and procedures, is familiar with California EMS regulations, and participated in countywide QI projects. Norm Nedell, also known as Liberty First Response Training, has 40 years of fire service and is a licensed paramedic.

Staff therefore recommends approving on-call professional services agreements to Jodi Mannino and Norm Nedell for CQI services; staff will issue another RFP for additional proposals for continuing education services and return to Council with a request to award an agreement for continuing education and nurse educator services to Mr. Grinstead once he is clear of any conflicts.

Jodi Mannino will focus on the development and implementation of QA and Continuous Quality Improvement services. Norm Nedell is out of state and will be providing limited QA/CQI review services remotely; their agreement not-to-exceed limits are reflective of their anticipated use and availability.

FISCAL IMPACT:

The adopted budget includes sufficient funding for these services. It will be expensed to the contract services account in the EMS Division of the Fire Department, 01040404-811017.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – On-Call Professional Services Agreement with Norm Nedell
Attachment B – On-Call Professional Services Agreement with Jodi Mannino