



CITY OF

NEWPORT BEACH

City Council Staff Report

August 26, 2025
Agenda Item No. 27

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 Agreement with Paramedrix, LLC for EMS 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 training and certification efforts. Following a prior Request for Proposals (RFP) selection process, staff recommends approving an on-call agreement with Paramedrix, LLC for EMS Quality Improvement 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; and
- b) Approve an On-Call Professional Services Agreement with Paramedrix, LLC to provide Emergency Management Services Quality Improvement Services for a three-year term and a total amount not-to-exceed \$180,000 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, offering 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 department's 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.

On November 19, 2024, following an RFP process, the City Council approved on-call agreements for Nurse Educator and Continuous Quality Improvement Services with two of the top three ranked individuals. The staff report also indicated that staff would return to the Council for approval of an agreement with a third individual, Brandon Grinstead.

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

Brandon Grinstead was the top ranked proposer from the RFP and is a retired Orange County Fire Authority EMS training and administrative captain. However, due to a possible conflict with post-retirement employment, the City Attorney's Office originally recommended that the City of Newport Beach not award an agreement until any conflicts were resolved. The conflicts have been resolved, and an approved as to form agreement is now ready. As Mr. Grinstead is now incorporated as Paramedrix, LLC, staff recommends City Council approval of an on-call professional services agreement with Paramedrix, LLC for EMS Quality Improvement Services. Paramedrix, LLC will provide various quality assurance reviews on patient care reports and assist the EMS division chief in the development of Quality Assurance and Improvement curriculum.

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).

ATTACHMENT:

Attachment A – On-Call Professional Services Agreement with Paramedrix, LLC