



CITY COUNCIL AGENDA REPORT

Meeting Date: September 4, 2025
From: Jeremy Dennis, City Manager
Subject: The San Mateo Pre-Hospital Emergency Medical Services Group Agreement for Personnel Services and Office Space

Recommendation

Staff recommends the City Council approve the agreement between the City of Brisbane and the San Mateo Pre-Hospital Emergency Medical Services Group (SMCPHEMSG) for personnel services and office space.

Background

The San Mateo County Pre-Hospital Emergency Medical Services Group (Medical Group) provides a valuable service to the residents and visitors of San Mateo County. Pursuant to its Joint Powers Agreement, the Medical Group staffs advanced life support, first response fire companies to respond to all 911 emergency medical requests, to work in tandem with the City's hospital transport and support partners. As a joint power authority (JPA), the Medical Group is a legally established entity that allows members to jointly exercise common powers. The Medical Group works to ensure the county, fire, and ambulance services work in conjuncture and provides seamless response to all patients.

The Medical Group's Board of Directors is responsible for the approval of the budget each fiscal year, setting forth all anticipated administrative, operational, and capital expenses for the JPA, and the approval of contracts with its partner agencies. Each of the 18 member groups appoints one elected representative from its own governing bodies to the Board to serve as long as they also hold office in their perspective city or district.

The City of Brisbane is one of the 18 member agencies of the JPA. Councilmember Frank Kern currently serves as the City's representative on the Board. Brisbane, along with the other member agencies, provide funds to the Medical Group for its operation.

Recently, the Medical Group made a request to the City to use a portion of 25 Park Place for its office space and to utilize one of the City's employees to provide administrative support services. The Medical Group would pay for the space and the support services. There is adequate space at 25 Park Place to accommodate that request and, given the limited amount of time that the City employee would be needed for support services, that request could also be accommodated. Accordingly, staff has prepared a draft Agreement between the City and the Medical Group and is recommending Council approve the Agreement.

Discussion

The Agreement states that the City shall provide personnel services by way of an Administrative Management Analyst for up to an average of 10 hours per week and potentially other City staff or consultants retained by the City on an as-needed basis, upon approval of the City Manager. The Agreement also provides the Medical Group will pay the City each month starting at \$300 per month with a 3% increase each January for use of the office space. There is also a 10% administrative fee assessed to cover the costs of services related to payroll and invoice processing.

Fiscal Impact

The City anticipates receiving approximately \$51,000 in FY 26 for staffing reimbursements, rent, and the administrative fee.

Attachments

1. Agreement between the City of Brisbane and the San Mateo Pre-Hospital Emergency Medical Services Group for Personnel Services and Office Space



Jeremy Dennis, City Manager

AGREEMENT BETWEEN THE CITY OF BRISBANE
AND THE SAN MATEO PRE-HOSPITAL EMERGENCY MEDICAL SERVICES GROUP
FOR PERSONNEL SERVICES AND OFFICE SPACE

This Agreement, dated _____, 2025, is by and between the City of Brisbane, a municipal corporation (“City”) and the San Mateo Pre-Hospital Emergency Medical Services Group, a joint powers authority (“JPA”).

RECITALS

WHEREAS, the City is a member of the JPA and the JPA needs assistance with personnel and office space; and

WHEREAS, the City is willing to provide assistance to the JPA with regard to personnel and office space;

NOW THEREFORE, in consideration of the mutual terms, covenants, and conditions set forth in this Agreement, the parties agree as follows:

1. Effective Date and Term: This Agreement shall be effective _____, 2025 and run through _____, provided that the parties may extend the term upon mutual written agreement.

2. Personnel: The City shall provide the following personnel services:

a. An Administrative Management Analyst for up to an average of 10 hours per week.

b. Other City staff or consultants retained by the City on an as-needed basis, such as technological services for the JPA website, upon the approval of the Brisbane City Manager.

3. Office Space: 25 Park Place, Suite B, Brisbane, CA 94005.

4. Compensation: Compensation for personnel, office space, and other costs shall be as set forth below.

a. For providing the Administrative Management Analyst services to the JPA, City shall receive compensation in the amount of one thousand fifty dollars (\$1,050.00) per month, regardless of the number of hours provided by the Analyst, plus an hourly rate of _____ (\$_____) for each hour, or portion thereof, that the Analyst spends on JPA matters. The hourly rate will increase in correlation with any salary adjustments, including but not limited to, step increases and COLA adjustments.

b. Other City staff time shall be at the hourly rate for the person in the classification providing the services. The hourly rate will increase in correlation with any salary adjustments, including but not limited to, step increases and COLA adjustments. For consultants retained by the City who provide services to the JPA, the rate will be the hourly rate that the City is charged for those services.

c. Office space shall be at the rate of \$300 per month. The monthly amount shall increase 3% each January. See Schedule _____ for rent and rent increases.

d. Administrative cost at the rate of ten percent (10%) of the monthly invoiced amount to cover costs of services related to payroll and invoice processing.

5. Invoices: City shall invoice JPA on a periodic basis. JPA shall remit payment no later than 30 days after receiving the invoice.

6. Notices: Any notices required pursuant to this Agreement shall be given in writing to the addresses provided below. Notices may be transmitted by email. Either party may update the address information as necessary.

To City:

To JPA:

7. Termination: Either party may terminate this Agreement upon ninety days' written notice.

8. Governing Law and Venue: This Agreement shall be interpreted by the laws of the State of California. Venue for any action or proceeding regarding this Agreement shall be in San Mateo County.

9. Entire Agreement: This Agreement constitutes the entire understanding of the parties. This Agreement supersedes any prior contracts, agreements, negotiations or understanding, whether written or verbal, between the parties.

10. Enforceability: If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full

In Witness Whereof, the parties have executed this Agreement.

CITY OF BRISBANE

Jeremy Dennis, City Manager

APPROVED AS TO FORM

City Attorney

SAN MATEO PRE-HOSPITAL EMERGENCY
MEDICAL SERVICE GROUP

Executive Director