



CONFIRE

STAFF REPORT

DATE: June 28, 2024

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director

TO: Administrative Committee

**SUBJECT: Contract for Emergency Communication Nurse System Nurse
Manager**

Recommendation

Approve a contract for a Nurse Manager for the Emergency Communications Nurse System (ECNS) program from July 1, 2024, to June 30, 2025.

Background Information

CONFIRE utilizes employment contracts in various capacities to augment staffing as needed. CONFIRE has the need to contract with Leslie Parham for Emergency Communications Nurse System Nurse Manager duties from July 1, 2024, to June 30, 2025. These duties include, but are not limited to:

- On-boarding of new ECNS Call-Takers (Nurses)
- Implementation of ECNS Business Plan
- Oversee EMD and EMD Q programs
- Work with stakeholders and management on the financial viability of the program
- Program assessment and development and implementation of program improvement strategies

In addition to the job functions listed above, this extra help position may act as an Agency Liaison to ensure the needs of the ECNS program are being met. CONFIRE recommends contracting with Leslie Parham due to her extensive institutional knowledge of the ECNS program, which is critical to the efficient and effective operation of CONFIRE, and the support provided to other agencies.

Either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party.

Fiscal Impact

The total contract cost is \$42,198 based on the hourly rate of \$81.15 for ten hours a day for one day a week. This cost will be funded by American Rescue Plan Act funds received from San Bernardino County.

CONFIRE has requested additional ARPA funding from the County to secure funding for the program through December 2026. CONFIRE Staff are also working on securing funding from the Payors (insurance companies) to help offset staffing costs. It is estimated that the payors will provide 50% of the overall funding for the program moving forward. If CONFIRE cannot secure additional ARPA funding and/or funding from the payors, it is recommended that funds from 5020 (EMS) be used and if those funds do not materialize, it is recommended that 5008 (Operations) be used to fund the ECNS program including contract costs for Leslie Parham, for the remainder of the FY 24-25 budget. Staff will return to the Administrative Committee to make a formal request for funding.