

August 16, 2011

LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS
INTERIM FIRE CHIEF

August 1, 2011

BOARD OF FIRE COMMISSIONERS
FILE NO. 11-113

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Interim Fire Chief

SUBJECT: APPROVAL OF THE AGREEMENT BETWEEN THE CITY OF LOS ANGELES AND MYCA MULTIMEDIA AND TRAINING SOLUTIONS, LLC

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations: That the Board:

1. Approve the attached agreement with MYCA Multimedia and Training Solutions, LLC to collaborate with the Personnel Department utilizing Contract No. C-118002 to develop on-line course content capable of full integration with the Learning Management System for LAFD members.
2. Direct the Commission Executive to forward this agreement to the Mayor for review and approval, in accordance with Executive Directive Number 3.
3. Subject to the approval of the Mayor and the City Attorney, authorize the Fire Chief to execute the attached agreement with MYCA Multimedia and Training Solutions, LLC, subject to approval by the City Attorney.

Summary:

On October 21, 2010, the City of Los Angeles Personnel Department entered into an agreement with MYCA Multimedia and Training Solutions, LLC to provide Sharable Content Object Reference Model (SCORM) and Section 508-compliant training content (Training Academy), technical support, and a Learning Management System which

allows the subject matter expert to tailor the learning experience based on his/her ability to gather and track statistical information as a learner progresses through a course, thus increasing the learners' retention.

The Fire Department requires the services in the above referenced agreement and desires to enter into a collaborative agreement with the Personnel Department utilizing Contract No. C-118002 to develop an E-Learning course library for all mandated, recurrent and progressive training for use by LAFD members. In addition, the Department requires access to a fully integrated Learning Management System that can track learning progress, trends and certify completion.

MYCA Multimedia and Training Solutions, LLC has agreed to develop for the LAFD, SCORM based curricula, under the direction of LAFD Subject Matter Experts, which is proprietary and capable of full integration with 90% of Learning Management Systems currently marketed in the country.

The term of this Agreement will commence upon its execution by all parties and will be renewable in 1-year increments and terminate on June 30, 2013, originally authorized under Contract C-118002.

Fiscal Impact:

Funds have been identified and are available in Account 40J 002R (Vet Funds). The total appropriation and the City's obligation hereunder is Two Hundred Ten Thousand Dollars (\$210,000). There will be no impact on the General Fund.

Conclusion:

Approval of the recommendation to approve the attached Agreement will allow the Fire Department to collaborate with the Personnel Department, utilizing City Contract No. C-118002 for services offered by MYCA Multimedia and Training Solutions, LLC. Much of the created curricula can be of value to other Departments City-wide. The E-learning, SCORM compliant platform allows for the ease of sharing training that although Fire Department specific, can enrich the knowledge of the entire City family. This partnership will undoubtedly encourage future participation from other City departments thus representing a significant cost savings while increasing collaboration, communication and training throughout the City.

Board Report prepared by Kimberly Perry, Management Analyst I, Training and Support Bureau.

Attachments

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF LOS ANGELES AND
MYCA MULTIMEDIA AND TRAINING SOLUTIONS, LLC

THIS AGREEMENT is made and entered into by and between the City of Los Angeles, a municipal corporation, acting by and through the Los Angeles Fire Department (hereinafter referred to as "LAFD") and Myca Multimedia and Training Solutions, LLC, an Ohio corporation (hereinafter referred to as "Contractor"), with reference to the following:

RECITALS

WHEREAS, the Los Angeles Fire Department's mission is to train its members in Fire and Emergency Medical Services to effectively serve the City of Los Angeles and provide quality public service to the residents of Los Angeles.

WHEREAS, to accomplish this mission, the Los Angeles Fire Department desires to partner with the Personnel Department utilizing City Contract No. C-118002; and

WHEREAS, the LAFD requires the development of course materials specific to the LAFD; and

WHEREAS, the Los Angeles Fire Department will utilize the services established by the Personnel Department under City Contract No. C-118002; and

WHEREAS, the LAFD has worked with the Contractor to establish a separate payment schedule for these services consistent with the contract established between the Personnel Department and the Contractor; and

WHEREAS, the LAFD and Contractor now desires to enter into an agreement to develop on-line course content capable of full integration with the Learning Management System established under Agreement C-118002; and

WHEREAS, this Agreement is amended to include LAFD pricing schedule; and

WHEREAS, the parties hereto agree and enter into this Agreement and except as amended by the LAFD, all other provisions of Agreement C-118002 shall remain in full effect.

NOW THEREFORE, the parties hereby covenant and agree as follows:

Article II. Terms and Services to be Provided

A. Time of Performance

The term of this Agreement shall become effective upon execution of this Agreement by all parties hereto, and will be renewable in 1-year increments and terminate on June 30, 2013, originally authorized under Contract C-118002.

Article III. General Terms and Conditions

j. City's total obligation under this Agreement shall not exceed \$210,000 for complete and satisfactory performance of the terms of this Agreement, inclusive of all expenses and costs. The project costs are delineated in section k.

k. Project Cost

ix. LAFD SPECIFIC COURSE CONTENT

	Time to Develop a Completed Hour of Training (Cost applies to courses up to 60 minutes in length).	Cost Per Completed Hour of Training Not to exceed the following:
Learner-Centric	Instructional Design/Content Audio Development Graphic Enhancement Quiz Questions Development/Programming in SCORM	60 min module = \$10,000 LAFD requires up to 21 hours for a total of \$210,000
Total	Not to exceed \$210,000	

Note: Any error(s) or omissions made by the vendor shall be corrected by the vendor at vendor cost.

Except as amended by this Agreement, all other provisions of City Contract No. C-118002 shall remain in full force and effect. This amendment includes (3) pages, and constitutes the complete understanding and agreement between the parties. This amendment is executed in four (4) copies, each of which is deemed to be an original.

(Signature Page to Follow)

DRAFT

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date indicated.

For: THE CITY OF LOS ANGELES,

**For: MYCA MULTIMEDIA AND TRAINING SOLUTIONS
LLC***

A municipal corporation,
acting by and through its
Los Angeles Fire Department

BY: _____
BRIAN L. CUMMINGS
Interim Fire Chief

BY: _____
PATRICIA MASSEY
President

Date: _____

Date: _____

**APPROVED AS TO FORM AND
LEGALITY:**

ATTESTED:

CARMEN A. TRUTANICH
City Attorney

JUNE LAGMAY
City Clerk

BY: _____
Laurel L. Lightner
Assistant City Attorney

BY: _____
Title: _____

Date: _____

Date: _____

CITY Business Tax Registration Number: _____

Internal Revenue Service Tax Identification Number: _____

Said Agreement is Number: _____

Georgia has the original. (Per Adolfo)
(ASB rec'd it on 9/21)

#2438

LOS ANGELES FIRE DEPARTMENT



MILLAGE PEAKS
FIRE CHIEF

10 SEP -7 PM 4:44
ADMINISTRATIVE OPERATIONS

TRAINING AND SUPPORT BUREAU

2010 AUG 30 AM 11 37

APPROVED

SEP 09 2010

E. W. Mack
Chief Deputy, Admin Ops

August 23, 2010

TO: E. W. Mack, Chief Deputy
Administrative Operations, THROUGH CHANNELS

FROM: Randy Beaty, Battalion Chief
In-Service Training Section

SUBJECT: REQUEST FOR VET FUNDS FOR EMERGENCY MEDICAL
TECHNICIAN (EMT) ON LINE CONTINUING EDUCATION

SUMMARY

The In-Service Training Section (ISTS) & Emergency Medical Services Training Unit (EMS) have been working towards the Fire Chiefs vision of providing a portion of Emergency Medical Technician (EMT) training by way of on line continuing education. The attached F-225 has already been through channels and approved by the Fire Chief. This letter is to request VET funding to support this project.

RECOMMENDATION

It is respectfully recommended that approval be given for the expenditure of the cost to establish a contract with an on line Continuing Education (CE) provider. Cost could vary depending on company selected, and program selected. The cost is anticipated to be anywhere from \$85,000.00 to \$200,000.00 per year. All funds will be used to enhance Emergency Medical Technician training to our Department members. Funds have been verified and are available using VET Funds, Account 40J. *OK 8/30/10*

COMPANY/STATION/UNIT COMMANDER	DATE	EMS BATTALION CAPTAIN	DATE	BATTALION COMMANDER	DATE	DIVISION COMMANDER	DATE
<i>[Signature]</i>						<i>[Signature]</i> 8/25/10	
BUREAU COMMANDER	DATE	EMERGENCY OPERATIONS COMMANDER		DATE	ADMINISTRATIVE OPERATIONS COMMANDER		DATE
<i>[Signature]</i> 9/2/10							

FINDINGS

On April 9, 2010 the Fire Chief approved the attached F-225 entitled EMT RECERTIFICATION PROPOSAL. This proposal includes providing 12-hours of on line education to our EMT's for recertification purposes.

To that end, the EMS Training Unit has drafted a Request for Purchase (RFP) to obtain proposals from EMS on line CE providers. The RFP was approved by the Fire Commission on August 17, 2010, and expected to be released to the public on August 31, 2010. It will not be known the exact cost until all proposals are submitted, and a single company is selected to provide this service.

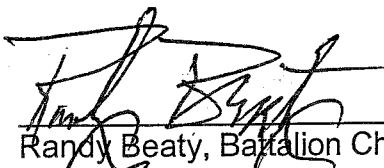
As a generalization, the cost could range anywhere from \$33.00 dollars to \$80.00 dollars per member annually:

2600 EMT's x \$33 = \$ 85,800.00 annually
2600 EMT's x \$80 = \$208,000.00 annually

Additionally, the Payee/Vendor name will not be known until the final company is selected and a contract is drafted and signed.

CONCLUSION

In order to fulfill the proposal presented and approved by the Fire Chief to provide our EMT's with 12 hours of on line education, the LAFD must establish a contract with an on line CE provider/company.



Randy Beaty, Battalion Chief
In-Service Training Section

Attachment

LOS ANGELES FIRE DEPARTMENT

FIRE CHIEF

2010 APR 8 PM 1 11

MILLAGE PEAKS
FIRE CHIEF

10 APR -1 PM 2:44

ADMINISTRATIVE OPERATIONS

March 30, 2010

APPROVED

TO: Millage Peaks, Fire Chief
THROUGH CHANNELS

FROM: Linda B. Ullum, Paramedic/Captain
EMS Training Unit/In Service Training Section

APR 09 2010
E. W. Alford
Fire Chief

SUBJECT: EMT RECERTIFICATION PROPOSAL

SUMMARY

The current state of the LAFD is very different than in past years, and in light of the Modified Coverage Plan (MCP), the need to minimize company closures, and the desire to keep resources in their districts, the EMS Training Unit has been asked to change the way we recertify our Firefighter/EMT's.

The EMS Training Unit has submitted a number of proposals on ways to accomplish these goals, yet maintain a quality EMT recertification program. After extensive staff work, proposal presentations to Bureau and Operations Staff, and meeting with the LAFD Medical Director, Dr. Eckstein, the In Service Training Section/EMS Training Unit has come up with a plan that encompasses the needs and concerns of all the stakeholders.

The new program will change our current three day "Refresher" based program to an EMT recertification by continuing education (CE), which includes modules for on line and in-classroom education, as well as CPR and skills training.

RECOMMENDATION

The In Service Training Section would like to make a final recommendation that includes 12-hours of (CE) on line training, 8-hours (CE) of in classroom education by our EMT Instructors at Regional Training Centers, and 4-hour CPR training (CE credit) and 4-hour skills testing (no CE credit) at FHMTTC utilizing our simulation room and mannequins.

FINDINGS

Over the past two years the EMS Training Unit has been considering methods which encompass on line CE as part of our EMT recertification process. To achieve this we must change from our current "24-hour Refresher Program" to a CE program with 24 hours of CE plus skills testing. The EMS Training Unit has developed a "Modified Training Proposal" that will minimize company closures and keep resources within their districts.

COMPANY/STATION/UNIT COMMANDER	DATE	EMS BATTALION CAPTAIN	DATE	BATTALION COMMANDER	DATE	DIVISION COMMANDER	DATE
<i>[Signature]</i>				<i>[Signature]</i>	3/30/10	<i>[Signature]</i>	4/2/10
BUREAU COMMANDER	DATE	EMERGENCY OPERATIONS COMMANDER	DATE	ADMINISTRATIVE OPERATIONS COMMANDER	DATE		
<i>[Signature]</i>	4/1/10			<i>[Signature]</i>	4/2/10		

EMT Training Proposal
Page 2

This proposal addresses the majority of concerns of the stakeholders who were involved in the process of determining the best option for EMT recertification.

The Modified Training Proposal has three modules, or parts. All three modules can be completed in any order, but all three must be completed prior to the members' expiration date. In a CE based program each member must complete:

- 24 hours of CE
- State standardized skills testing
- Show proficiency in American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR).

Prior to making this change to our EMT program, the following items will need to be accomplished, with the goal of a **one year** time period:

- A Department policy will need to be written and approved.
- Contract establish with an on line CE Provider.
- Purchase a training computer for each fire station.

Once the above is in place, there will need to be a **6-month transition** period where we continue to provide our EMT Refresher course, as members begin to accumulate CE hours on their own. At the **18-month** mark, the LAFD will fully transition to a CE based EMT recertification.

The Modified Training Proposal

Module 1: Fire Station Training

In this module the member will obtain CE hours by accessing an on line CE Provider Company. Courses are generally 1-2 hours in length and are approved for 1-2 hours of CE. These courses are generic in nature; however the EMS Training Unit may dictate which classes the members must complete. A total of **12 hours of CE** must be completed by each member within their two year certification cycle.

The LAFD will need to establish a contract with an On Line CE Provider Company through the "Request for Purchase" (RFP) process. This process in the past has taken an average of 13 months. Once established, members will access the Provider Company via the internet, at the Fire Stations, and accumulate CE hours over the two year period. If a member chooses to access the Provide from home, or off duty, the member will do so voluntarily, and not be paid. A training computer will be purchased for each Fire Station to enhance availability for access to the on line CE.

Although members/companies will remain available for this module, the cost associated is *approximately*:

- \$130,000 for a training computer in each Fire Station.
- \$100,000 per year for members to access the on line company.
(Depending on the CE Provider selected & if we include paramedics.)

Module 2: Regional Training Centers (RTC's)

This module is the in classroom module, with interactive instruction by our FF/PM's who instruct our current EMT program. In addition, the EMS Captain will come to this training to assist with the instruction, and be part of the training for, and with, their battalion members. This will be an 8-hour day which will be held at the RTC's in all three Divisions. The members will receive **8-hours of CE** credit towards their recertification.

The content delivered will be LAFD specific, and will be developed based on current trends, identified training needs, input from Dr. Eckstein, the EMS Training Unit and the Quality Improvement Section. It is here we can give the members the most up to date policies, discuss recent incidents, and have an opportunity for members to discuss medical questions, issues, or concerns.

There is no additional cost associated with this module; however it will require companies to be NAV for the 8-hour period.

Module 3: Skills/CPR compliance

In this module the members will be tested on 10 mandated skills that are required to be tested every two years. In addition, the members will receive an AHA CPR/AED course and the local scope of practice content, for a total of **4-hours CE**.


This module will be facilitated by the current EMT Instructors, and will be supplemented by the EMS Captains who will attend with their companies. In preparation for skills testing, the EMS Captains will be given the materials needed in order to assist the members with *skills practice* prior to coming for the skills testing day. Members may receive CE hours for *skills practice*, facilitated by the EMS Captains, to supplement the on line CE hours. No CE hours may be given for the *skills testing*.

This module will take place at FHMTTC, and will encompass Simulation Education as part of the skills testing. The EMS Training Unit will utilize the newly purchase human patient simulators.

This module will require members to be NAV for the 8-hour day at FHMTTC. There will be a one time cost of approximately \$46,000 to purchase skills equipment for the EMS Captains to facilitate skills practice sessions.

CONCLUSION

The In Service Training Section, Emergency Medical Services Section, Operations Staff, and Dr. Marc Eckstein believe that the Modified Training Proposal will meet the needs of the LAFD in regards to EMT recertification.


Linda B. Ullum, Captain I/Paramedic
EMS Training Unit/In Service Training Section