



SAN BENITO COUNTY

HEALTH & HUMAN SERVICES AGENCY

James A. Rydingsword
DIRECTOR

PUBLIC HEALTH SERVICES
Healthy People in Healthy Communities

HOSPITAL PREPAREDNESS PROGRAM AGREEMENT FOR USE OF GRANT FUNDS BETWEEN SAN BENITO COUNTY AND HAZEL HAWKINS MEMORIAL HOSPITAL

Memorandum of Understanding

1. Parties: This is an agreement between San Benito County Health & Human Services Agency, herein referred to as "COUNTY" and Hazel Hawkins Memorial Hospital, hereinafter referred to as "HOSPITAL" and collectively as "The Parties".
2. Purpose: The purpose of this agreement is to recognize the collaboration of COUNTY and HOSPITAL in meeting obligations to the California Department of Public Health for Hospital Preparedness Program (HPP) funding under Grant Agreement Number 14-10533 approved on October 19, 2015. The HPP grant budget is attached as **Exhibit A** and incorporated into this agreement.
3. COUNTY Responsibilities:
 - a. COUNTY is designated the fiscal agent and responsible for preparing and submitting all required reports and accounting of equipment and funds to the California Department of Public Health; **Attachment 1** provides a list of items and funding for HOSPITAL services.
 - b. Coordinate with COUNTY on distribution of medical equipment, pharmaceuticals, satellite phones and supplies to HOSPITAL.
 - c. Make available the approved funding to COUNTY to fulfill HPP capabilities and overarching requirements.
 - d. COUNTY's maximum payment obligation for HOSPITAL's services provided hereunder shall not exceed the sum of Fifty One Thousand Four Hundred Ninety Two dollars (\$51,492.00) the total dollar amount made available by HPP to COUNTY for HOSPITAL under the program.

MEDICAL THERAPY UNIT
761 South Street
Hollister, CA 95023
831-637-1989

ENVIRONMENTAL
HEALTH SERVICES
1111 San Felipe Road, Ste 101
Hollister, CA 95023
831-636-4035

PUBLIC HEALTH
SERVICES
439 Fourth Street
Hollister, CA 95023
831-637-5367

HEALTH EDUCATION
PROGRAMS
1111 San Felipe Road, Ste 102
Hollister, CA 95023
831-636-4011

4. HOSPITAL Responsibilities:

- a. HOSPITAL is the recipient and curator agent of the equipment, pharmaceuticals and supplies; and also the recipient of funding designated for disaster management training for HOSPITAL staff.
- b. Store emergency medical equipment, supplies and pharmaceuticals in a secure and appropriate environment.
- c. Develop and implement equipment, pharmaceutical and medical supply tracking and routine maintenance procedures.
- d. Maintain an inventory of equipment, pharmaceuticals be prepared and make available upon request. *(If a piece of equipment on the list is no longer part of the inventory, an explanation as to the reason it has been deleted should be provided).*
- e. Account and track the funding distributed to the HOSPITAL for coordination of disaster management training for HOSPITAL staff.

5. Master Grant Agreement Obligations

This agreement is subject to the requirements of the HPP between the California Department of Public Health and COUNTY. The Parties agree to comply with all the terms and conditions of the Master Grant Agreement. A copy of the Master Grant Agreement is attached as **Exhibit B** and made a part of this contract.

6. Deployment:

- a. In the event of an emergency within the Operational Area (San Benito County), the county Medical Health Operational Area Coordinator may make request to HOSPITAL for the deployment of emergency equipment, pharmaceuticals and medical supplies.
- b. Deployment of equipment, pharmaceuticals and supplies will be in cooperation with HOSPITAL, a request can be made only if it would not deplete resources required for higher priority assignment.

7. HOSPITAL Non-Responsibility: HOSPITAL shall not be responsible for theft or loss of equipment beyond its reasonable control and shall not be responsible for loss or damage to equipment assigned to other agencies during an emergency deployment or training exercise.

8. Life Cycle: At the end of the determined life cycle, HOSPITAL will become the owners of equipment, pharmaceuticals, or storage facility and will no longer be responsible for the terms of this agreement for that piece of equipment. The "life cycle" will be the maximum life as given by the manufacturer or if used beyond capabilities prior to maximum life cycle given.

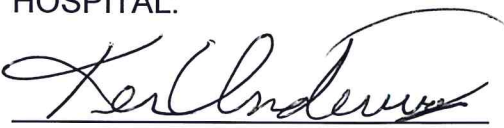
9. Signatures: These signatures attest the parties' agreement hereto:

SAN BENITO COUNTY:

Robert Rivas, Supervisor District 3
Chair of the Board of Supervisors

Date

HAZEL HAWKINS MEMORIAL
HOSPITAL:



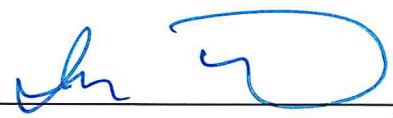
Ken Underwood
CEO/Administrator

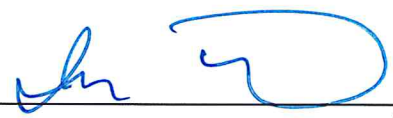
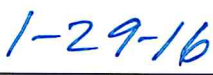


Date

Approved As To Legal Form:

Matt Granger, County Counsel

By: 

Deputy County Counsel

HPP Budget FY 15-16

FY 15-16 HPP Budget

Please provide date.
Date: 10/9/2015

Entity Name: SAN BENITO	
Allocation:	\$227,172
Indirect Cost based on:	Personnel
Personnel Costs Rate	25.0%

See Indirect Cost Rate tab

Budget Category	BUDGET	
	Total	% Allocation
Personnel	\$81,749.80	36%
Operating Expenses	\$15,516.11	7%
Equipment	\$55,591.82	24%
In State Travel	\$5,577.00	2%
Out of State Travel	\$0.00	0%
Subcontracts	\$45,475.00	20%
Other Costs	\$2,825.00	1%
Total Direct	\$206,734.73	91%
Indirect Cost (\$)	\$20,437.45	
Total Expenditures	\$227,172.18	
Interest	\$0.00	
Balance	\$0.00	

UID	2015 - 2016 PROJECT BUDGET		HPP Funds	Capability	Obj.	Facility	Budget Justification
	Personnel						
	Position Title and Name of personnel in that position	FTE	Salary	Cost			
	8.13.15 Emergency Services Specialist, HPP Coordinator, Ryan DeHart	60%	\$ 55,500	\$33,300	1	Health Care System Preparedness	8.13.15 Develop a formal collaboration between healthcare organizations and public and private sector partners. Work with local health care facilities (hospital, skilled nursing facilities, clinics) California Hospital Association (CHA) Regional Coordinators, and California Department of Public Health (CDPH) Regional Project Officers to ensure emergency preparedness activities are coordinated between HCFs, LHDs and local EMS agencies. NEW: 10.08.15 changed from HPP Coalition Coordinator to HPP Coordinator
HP101	Emergency Services Specialist, HPP Coalition Coordinator (FTE 0.25) and HPP Coordinator, Sabrina Webb	46%	\$ 54,142	\$24,989	1	Health Care System Preparedness	NEW: Run HPP meetings, review all hazards and other HPP plans to update/revise, develop Demobilization Procedures in all plans based off of drills and exercise, develop HPP website page, develop the Operational Readiness Review as it relates to HPP and assist with providing HPP partners with technical assistance in purchases/trainings.
HP102			\$ -	\$0			
HP103			\$ -	\$0			
HP104			\$ -	\$0			
HP105			\$ -	\$0			
HP106			\$ -	\$0			
HP107			\$ -	\$0			
HP108			\$ -	\$0			
HP109			\$ -	\$0			
HP110			\$ -	\$0			
HP111			\$ -	\$0			
HP112			\$ -	\$0			
HP113			\$ -	\$0			
HP114			\$ -	\$0			
HP115			\$ -	\$0			
HP116			\$ -	\$0			
HP117			\$ -	\$0			
	Fringe Benefits			\$58,289			
		%					
		40.25%					
	Subtotal Personnel and Fringe			\$23,461			
				\$81,750			

HPP Budget FY 15-16

UID	2015 - 2016 PROJECT BUDGET	HPP Funds	Capability	Obj.	Facility	Budget Justification
	Operating Expenses					
HOE101	Communication Costs	\$6,928	Medical Surge	1	ABCE	Alternate Communication modality to be used during an emergency disaster/med surge.
HOE102	Medical Supplies	\$4,588	Medical Surge	1	ADC	NEW: Arm Sling, Neck Brace, Bottled Water, Bandages, Dressing, Gloves, Gelfoam, Thermometer, Mask, Needles, Sponges, syringe, Suture, Sanitizer, Alcohol prep pads, Lidocaine, Hydrogen Peroxide, etc.
HOE103	Disaster Healthcare Volunteer Program	\$4,000	Medical Surge		A	NEW: Movie theatre advertisements. DHV recruitment is a critical piece of med surge preparation. San Benito County is a small county and in the event of a disaster, we would need to rely on volunteers. We have had difficulty recruiting people to join DHV.
HOE104		\$0				Approved
HOE105		\$0				7/16 - Please combine all highlighted items into one line item and label as "Communication Costs" (RF)
HOE106		\$0				08/13/15 Completed (LLC)
HOE107		\$0				
HOE108		\$0				
HOE109		\$0				
HOE110		\$0				
HOE111		\$0				
HOE112		\$0				
HOE113		\$0				
HOE114		\$0				
HOE115		\$0				
HOE116		\$0				
HOE117		\$0				
HOE118		\$0				
HOE119		\$0				
HOE120		\$0				
	Operating Expenses Subtotal	\$15,516				

Exhibit A
Attachment 08 v1.1

HPP Budget FY 15-16

UID	2015 - 2016 PROJECT BUDGET	Quantity	Unit Price	HPP Funds Total	Capability	Obj.	Facility	Budget Justification
	Equipment (Minor/Major)							
HE101	Mobile Stand w/ basket Spot Vital Sign Monitor	1	300	\$300	Medical Surge	1	D	Iridium 9555 satellite phone to be used as alternate communication modality during emergency during disaster/medical surge.
HE102	Mobile Stand w/ basket Spot Vital Sign Monitor BP, Pulse Ox, Sure Temp Plus	1	3000	\$3,000	Medical Surge	1	D	Approved
HE103	Plasma Thawer	1	8590	\$8,590	Medical Surge	1	B	7/16 - Please move Operating Expenses under the recommended "Communication Costs" line item. (RF)
HE104	Large White Board for ICS planning	1	5000	\$5,000	Medical Surge	1	A	08/13/15 Completed (LLC)
HE105	Lap Top	3	850	\$2,550	Medical Surge	1	A,E	To allow portability of vital monitoring equipment in an emergency response.
HE106	Glidescope Titanium Single Use Mobile Stand Unit and Accessories	1	25878.3	\$25,878	Medical Surge	1	B	To allow portability of vital monitoring equipment in an emergency response.
HE107	Level 1 Rapid Infuser and Accessories	1	10283.52	\$10,284	Medical Surge	1	B	To facilitate timely treatment during an emergency response (surge of patients)
HE108				\$0				For tabletop and functional exercise planning with county staff and stakeholders (ICS Functions)
HE109				\$0				NEW: To facilitate communication and treatment during an emergency response. Other communication services may be limited (landline & cell)
HE110				\$0				NEW: To provide a clear view of the airway and vocal cords during emergency procedures when intubating many patients in a disaster.
HE111				\$0				NEW: For emergency preparedness during disaster/med surge-provides rapid flow of normohemic blood and IV fluids.
HE112				\$0				
HE113				\$0				
HE114				\$0				
HE115				\$0				
HE116				\$0				
	Equipment Subtotal			\$55,592				

EXHIBIT A
Attachment 08 v1.1

HPP Budget FY 15-16

UID	2015 - 2016 PROJECT BUDGET	HPP Funds	Capability	Obj.	Facility	Budget Justification
	In-State Travel/Per Diem (Be sure travel is referenced in the SOW)					
	National Healthcare Coalition Preparedness Conference		Health Care System Preparedness	1	F	NEW: 2-day conference plus pre-conference workshop for HPP Coalition Coordinator, HPP Coordinator, and HPP LEMSACoordinator to learn about how to strengthen hospital's preparedness and response during a disaster. Costs at state approved rates include travel, lodging for 3 nights, parking, and food for one (3) staff.
HT101	CHA Conference		Health Care System Preparedness	1	B	2-days conference plus pre-conference workshop for personnel from HPP participating health facilities to learn about how to strengthen hospital's preparedness and response during a disaster. Cost includes travel, lodging, parking, and food. EPO approved lodging above state rates. Travel and food will be within state rates. Number of People: 2 people attending. Number of Nights: Three.
HT102	IHSS Training		Health Care System Preparedness	1	B	NEW: International Association of Healthcare Security & Safety. Costs cover travel, hotel, per diem and registration.
HT103						
HT104						
	In State Travel/Per Diem Subtotal	\$5,577				
	Out of State Travel/Per Diem (Be sure OST is referenced in the SOW)					
HT105						
HT106						
HT107						
	Out of State Travel/Per Diem Subtotal	\$0				
	Subcontracts					
HC101	LEMSA Coordinator, Mary white		Medical Surge	1	F	Integration of EMS functions into the overall public health and medical disaster planning and response. The focus will be on transportation plans, patient tracking, and training and exercises.
HC102			Medical Surge	1	A	EMSystem annual license fee to vendor (EMSystem). This is an interoperable communications tool utilized by the hospital, County Communications and EMS for addressing regional transportation and hospital surge issues.
HC103						
HC104						
HC105						
HC106						
HC107						
HC108						
HC109						
HC110						
HC111						
	Subcontract Subtotal	\$45,475				

HPP Budget FY 15-16

UID	2015 - 2016 PROJECT BUDGET	HPP Funds	Capability	Obj.	Facility	Budget Justification
	Other Costs					
HO101	Software and Licenses	\$0				
HO102		\$0				
HO103		\$0				
	Training	\$2,825				
HO104	National Healthcare Coalition Preparedness Conference	\$1,725	Health Care System Preparedness	1	F	Registration fee for 2 day conference plus pre-conference workshop for HPP Coalition Coordinator to learn about how to strengthen hospital's preparedness and response during a disaster. Cost includes registration only. NEW: total of 3 employees
HO105	CHA Conference	\$1,100	Health Care System Preparedness	1	B	2-days conference plus pre-conference workshop for personnel from HPP participating health facilities to learn about how to strengthen hospital's preparedness and response during a disaster. Cost include registration only.
HO106						
HO107		\$0				
	Exercise Materials	\$0				
HO108		\$0				
HO109		\$0				
HO110		\$0				
	Maintenance Agreements	\$0				
HO111		\$0				
HO112		\$0				
	Other Costs Subtotal	\$2,825				
	Total Direct Costs	\$206,735				
	Total Indirect Costs	\$20,437				
	Total Costs	\$227,172				

Local Entity	Indirect Cost Rate	
	Personnel Cost	Direct Cost
Alameda		13.9%
Alpine	25.00%	
Amador	25.00%	
Berkeley (City of)	17.15%	
Butte	25.00%	
Calaveras	25.00%	
Colusa	25.00%	
Contra Costa	16.20%	
Del Norte	25.00%	
El Dorado	25.00%	
Fresno		14.7%
Glenn	25.00%	
Humboldt	25.00%	
Imperial	25.00%	
Inyo	25.00%	
Kern	25.00%	
Kings	20.19%	
Lake	19.73%	
Lassen	25.00%	
Long Beach (City of)	14.58%	
Los Angeles	19.66%	
Madera	25.00%	
Marin	25.00%	
Mariposa	15.00%	
Mendocino	23.15%	
Merced	25.00%	
Modoc	25.00%	
Mono	25.00%	
Monterey	15.00%	
Napa	25.00%	
Nevada	25.00%	
Orange	20.94%	
Pasadena (City of)	15.00%	
Placer	25.00%	
Plumas	25.00%	
Riverside	25.00%	
Sacramento	14.76%	
San Benito	25.00%	
San Bernardino	15.00%	
San Diego	25.00%	
San Francisco	25.00%	
San Joaquin	19.97%	
San Luis Obispo	20.30%	
San Mateo	19.88%	
Santa Barbara	16.87%	
Santa Clara	25.00%	
Santa Cruz	18.93%	
Shasta	25.00%	
Sierra	25.00%	
Siskiyou	25.00%	
Solano		15.0%
Sonoma	16.25%	
Stanislaus	25.00%	
Sutter	25.00%	
Tehama	25.00%	
Trinity	25.00%	
Tulare	19.40%	
Tuolumne	25.00%	
Ventura	18.26%	
Yolo	25.00%	
Yuba	25.00%	

Exhibit A

Facilities		
UID	Facility Name	UID
A	Public Health, including EMS & EHS	AA
B	Hazel Hawkins Memorial Hospital (HHMH)	BB
C	Medical Therapy Unit (MTU)	CC
D	Pinnacle	DD
E	San Benito Health Foundation (SBHF)	EE
F	HPP Entity - San Benito County	FF
G		GG
H		HH
I		II
J		JJ
K		KK
L		LL
M		MM
N		NN
O		OO
P		PP
Q		QQ
R		RR
S		SS
T		TT
U		UU
V		VV
W		WW
X		XX
Y		YY
Z		ZZ

HPP Hazel Hawkins Hospital FY15/16 (yellow highlight=approved as of 10/19/15)

Item	Vendor	Cost/ unit	# units	Total Cost	Approved/UID
Glidescope Titanium Single Use system-mobile stand set up	Verathon	\$13,990.00	1	\$13,990.00	
Glidescope Pediatric Add-On Kit	Verathon	\$6,143.00	1	\$6,143.00	
Glidescope smart cable	Verathon	\$4,995	1	\$4,995	
Glidescope LoPro Single Use Adult	Verathon	\$400.00	1	\$400	
Glidescope LoPro Single Use Adult	Verathon	\$400.00	1	\$400	
Glidescope LoPro Stylet Guide Adult	Verathon	\$350.00	1	\$350.00	
Glidescope GVL 0 stat	Verathon	\$209.00	1	\$209.00	
Glidescope GVL 1 stat	Verathon	\$209.00	1	\$209.00	
Glidescope GVL 2 stat	Verathon	\$209.00	1	\$209.00	
Glidescope GVL 2.5 stat	Verathon	\$209.00	1	\$209.00	
Total (with discount then S&H)				\$25,878.30	yes HE107
Level 1 Rapid Infuser	Smiths	\$8,600.00		\$ 8,600.00	yes HE108
Level 1 Rapid Infuser Tempcheck	Smiths	\$ 893.52		\$ 893.52	yes HE108
Level 1 Rapid Infuser Ext. Warranty	Smiths	\$ 595.00		\$ 595.00	yes HE108
Level 1 Rapid Infuser Damage Svc	Smiths	\$ 195.00		\$ 195.00	yes HE108
Plasma Thawer	Fisher Scientific	\$8,580		\$ 8,580.00	yes HE104
CHA Conference, 2 HHH employees		\$ 2,400.00		\$2,400.00	YES HT 102 (travel, lodging, parking, food)
CHA Conference, 2 HHH employees		\$ 1,100.00		\$1,100.00	YES HO 105 (Regist)
Sat Phone pre-paid cards 1 year		\$ 1,250.00	2	\$ 2,500.00	YES HOE 101
IAHSS Training		\$ 750.00	1	\$ 750.00	YES HO 106
				\$51,491.82	