AGENDA
MEETING OF THE ETNA CITY COUNCIL
Monday, May 4, 2020 6:30 PM
TELECONFERENCE

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 442 Main St, Etna CA 96027 at the same time that the public records are distributed or made available to the members of the legislative body. All supporting documentation is available for public review in the office of the City Clerk, located in the Etna City Hall 442 Main St., Etna CA 96027 during regular business hours, 8:00a.m. - 5:00 p.m., Monday through Thursday and 8:00a.m -3:00p.m Friday.

CALL TO ORDER
FLAG SALUTE
ROLL CALL

ORAL COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

This is the time set-aside for citizens to address the City Council on matters NOT on the agenda or that are on the consent agenda. Comments should be limited to matters within the jurisdiction of the City Council. If your comments concern an item noted on the agenda, please address the Council after that item is open for public comment. By law, the City Council cannot take action on matters that are not on the agenda. The Mayor reserves the right to limit the duration of each speaker to three minutes. Speakers may not cede their time

CONSENT CALENDAR

- Financial Reports

DEPARTMENT REPORTS

Public Utility/Works Dept. Report
Law Enforcement Report (included in packet)
Fire Dept. Report
Ambulance Dept. Report
City Clerk Report

BUDGET ITEMS

CURRENT BUSINESS

- **Morgan Eastlick**
  - Water Service Replacement Project
- **Rico Tinsman**
  - LEAP Grant Funds and Resolution 2020-011
- **Cate Trost**
  - I.T. Upgrade
  - Grant Writer
- **Jaime Tarne**
  - Farmers Market
- **Teri Arrwood**
  - Accept Resolution 2020-012 EMS Week
- **Brooks OConnor Cone**
  - NAEMT Training Center

CORRESPONDENCE

CITY COUNCIL STATEMENTS AND REQUEST

ADJOURNMENT

CLOSED SESSION: **Pursuant to Government Code Section 54957**

- Discuss Ambulance Personnel Matter

City Council Meeting May 04, 2020 Mon, May 4, 2020 6:30 PM - 10:30 PM (PDT)
Access Code: 579-827-189
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/579827189
You can also dial in using your phone: 1 866 899 4679

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the City Clerk at least 48 hours prior to the meeting.

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19572	04/08/2020		AMAZON Printed	AMAZON.COM Debit Softsoap	16.08 0.00	16.08

Ref#	GL Number	Gross	Discount	Amount
23149	10-25-875.00	16.08	0.00	16.08
			Check Amount	16.08

19573	04/08/2020		AMERDIESEL Printed	AMERICAN DIESEL AND AUTO Amb vehicle maint	96.06 0.00	96.06

Ref#	GL Number	Gross	Discount	Amount
23122	10-45-860.00	96.06	0.00	96.06
			Check Amount	96.06

19574	04/08/2020		BL Printed	BASIC LABORATORY INC. Water Monitoring	80.00 0.00	80.00

Ref#	GL Number	Gross	Discount	Amount
23134	40-30-795.00	80.00	0.00	80.00
			Check Amount	80.00

19575	04/08/2020		BONNIMORT Printed	BONNIE MORTENSON Reimbursement Postage	8.25 0.00	8.25

Ref#	GL Number	Gross	Discount	Amount
23117	10-40-820.00	8.25	0.00	8.25
			Check Amount	8.25

19576	04/08/2020		BRAY Printed	BRAY AND ASSOCIATES Water Line	7,636.00 0.00	7,636.00

Ref#	GL Number	Gross	Discount	Amount
23114	10-25-782.00	500.00	0.00	500.00
23115	70-35-760.00	1,617.50	0.00	1,617.50
23116	70-35-760.00	5,518.50	0.00	5,518.50
			Check Amount	7,636.00

19577	04/08/2020		CHARLES PI Printed	CHARLES W. PILLON Audit Services	7,488.57 0.00	7,488.57

Ref#	GL Number	Gross	Discount	Amount
23096	10-25-765.00	5,188.57	0.00	5,188.57
23097	10-25-765.00	2,300.00	0.00	2,300.00
			Check Amount	7,488.57

19578	04/08/2020		CURTIS TOO Printed	CURTIS TOOLS FOR HEROES Fire Vehicle Maint	1,450.53 0.00	1,450.53

Ref#	GL Number	Gross	Discount	Amount
23136	10-50-760.00	180.00	0.00	180.00
23137	10-50-865.00	1,270.53	0.00	1,270.53
			Check Amount	1,450.53

19579	04/08/2020		DEPT. OF H Printed	DEPARTMENT OF HEALTH CARE DEBIT GEMT Q2 2019	2,163.81 0.00	2,163.81

Ref#	GL Number	Gross	Discount	Amount
23108	10-45-780.00	2,163.81	0.00	2,163.81
			Check Amount	2,163.81

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19580	04/08/2020		EDD Printed	EMPLOYMENT DEVELOPMENT DEPT Debit EDD	4,943.12 0.00	4,943.12

Ref#	GL Number	Gross	Discount	Amount
23124	10-00-210.00	4,943.12	0.00	4,943.12
			Check Amount	4,943.12

19581	04/08/2020		EXPAY Printed	EXPERT PAY Debit Chid Support	954.00 0.00	954.00

Ref#	GL Number	Gross	Discount	Amount
23123	10-00-235.00	954.00	0.00	954.00
			Check Amount	954.00

19582	04/08/2020		FJFH Printed	FORT JONES FRONTIER HARDWARE FJ Pol Measuring Wheel	64.34 0.00	64.34

Ref#	GL Number	Gross	Discount	Amount
23140	10-41-875.00	64.34	0.00	64.34
			Check Amount	64.34

19583	04/08/2020		FORT JONES Printed	FORT JONES LUMBER YARD, INC. Supplies	123.68 0.00	123.68

Ref#	GL Number	Gross	Discount	Amount
23112	10-60-880.00	74.12	0.00	74.12
23113	10-55-880.00	49.56	0.00	49.56
			Check Amount	123.68

19584	04/08/2020		GNC Printed	GREAT NORTHERN SERVICES Feb 2020	2,259.52 0.00	2,259.52

Ref#	GL Number	Gross	Discount	Amount
23100	70-35-760.00	2,259.52	0.00	2,259.52
			Check Amount	2,259.52

19585	04/08/2020		IRS Printed	INTERNAL REVENUE SERVICE Taxes	6,274.84 0.00	6,274.84

Ref#	GL Number	Gross	Discount	Amount
23125	10-00-202.00	4,215.84	0.00	4,215.84
23125	10-00-201.00	2,059.00	0.00	2,059.00
			Check Amount	6,274.84

19586	04/08/2020		KELYORK Printed	KELLY YORK Reimburse FJ Postage	6.95 0.00	6.95

Ref#	GL Number	Gross	Discount	Amount
23119	10-41-820.00	6.95	0.00	6.95
			Check Amount	6.95

19587	04/08/2020		KENNY'S LO Printed	KENNY'S LOCK SHOP Police Cell Door Key	296.98 0.00	296.98

Ref#	GL Number	Gross	Discount	Amount
23118	10-40-875.00	296.98	0.00	296.98
			Check Amount	296.98

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19588	04/08/2020		HARGROVE Printed	KRIS HARGROVE Debit Hand Soap, speaker,	667.78 0.00	667.78

Ref#	GL Number	Gross	Discount	Amount
23127	10-25-875.00	100.00	0.00	100.00
23148	10-25-875.00	214.49	0.00	214.49
23148	10-25-875.00	32.16	0.00	32.16
23148	10-25-870.00	50.83	0.00	50.83
23148	10-25-870.00	26.80	0.00	26.80
23148	10-70-880.00	243.50	0.00	243.50
			Check Amount	667.78

19589	04/08/2020		LA Printed	LIFE ASSIST Amb Supplies	1,332.51 0.00	1,332.51

Ref#	GL Number	Gross	Discount	Amount
23098	10-45-872.00	87.78	0.00	87.78
23106	10-45-872.00	130.13	0.00	130.13
23107	10-45-872.00	239.17	0.00	239.17
23110	10-45-872.00	251.80	0.00	251.80
23111	10-45-872.00	151.61	0.00	151.61
23142	10-45-872.00	308.02	0.00	308.02
23143	10-45-872.00	9.09	0.00	9.09
23144	10-45-872.00	154.91	0.00	154.91
			Check Amount	1,332.51

19590	04/08/2020		MGM Printed	MEAN GENE'S GAS Fire Hall Fuel	5,400.96 0.00	5,400.96

Ref#	GL Number	Gross	Discount	Amount
23101	10-60-865.00	52.07	0.00	52.07
23101	45-33-865.00	52.07	0.00	52.07
23101	40-30-865.00	52.17	0.00	52.17
23101	10-50-865.00	142.52	0.00	142.52
23101	10-45-865.00	794.97	0.00	794.97
23102	10-60-865.00	446.68	0.00	446.68
23102	45-33-865.00	462.81	0.00	462.81
23102	40-30-865.00	462.81	0.00	462.81
23102	53-40-865.00	369.75	0.00	369.75
23102	10-80-865.00	369.75	0.00	369.75
23102	10-40-865.00	369.75	0.00	369.75
23103	10-55-840.20	743.24	0.00	743.24
23104	10-55-840.20	1,082.37	0.00	1,082.37
			Check Amount	5,400.96

19591	04/08/2020		HESS Printed	MICHAEL HESS MD Police Physical	125.00 0.00	125.00

Ref#	GL Number	Gross	Discount	Amount
23133	10-41-740.00	125.00	0.00	125.00
			Check Amount	125.00

19592	04/08/2020		SLAYM Printed	MIKE SLAY Amb Lic Reimbursement	68.00 0.00	68.00

Ref#	GL Number	Gross	Discount	Amount
23109	10-45-735.00	68.00	0.00	68.00
			Check Amount	68.00

City of Etna

BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19593	04/08/2020		MT. SHASTA Printed	MT. SHASTA AMBULANCE SERVICE Run 20-500	350.00 0.00	350.00

Ref#	GL Number	Gross	Discount	Amount
23138	10-45-760.00	350.00	0.00	350.00
			Check Amount	350.00

19594	04/08/2020		NBS Printed	NBS GOVERNMENT FINANCE GROUP Sewer Assessment Finance	1,263.44 0.00	1,263.44

Ref#	GL Number	Gross	Discount	Amount
23099	47-33-760.00	1,263.44	0.00	1,263.44
			Check Amount	1,263.44

19595	04/08/2020		PP Printed	PACIFIC POWER Electric	1,875.28 0.00	1,875.28

Ref#	GL Number	Gross	Discount	Amount
23128	10-50-840.10	49.87	0.00	49.87
23128	10-55-840.10	164.57	0.00	164.57
23128	45-33-840.10	210.16	0.00	210.16
23128	40-30-840.10	158.89	0.00	158.89
23128	10-60-840.10	8.67	0.00	8.67
23128	10-45-840.10	138.69	0.00	138.69
23128	10-60-840.10	1,006.52	0.00	1,006.52
23128	23-70-840.10	137.91	0.00	137.91
			Check Amount	1,875.28

19596	04/08/2020		PITNEY BOW Printed	PITNEY BOWES Postage	140.74 0.00	140.74

Ref#	GL Number	Gross	Discount	Amount
23145	10-25-870.00	140.74	0.00	140.74
			Check Amount	140.74

19597	04/08/2020		POSTMASTER Printed	POSTMASTER Debit Water Sample Postage	8.70 0.00	8.70

Ref#	GL Number	Gross	Discount	Amount
23120	40-30-820.00	8.70	0.00	8.70
			Check Amount	8.70

19598	04/08/2020		SVAP Printed	SCOTT VALLEY AUTO PARTS Vehicle Maint	144.81 0.00	144.81

Ref#	GL Number	Gross	Discount	Amount
23129	10-45-860.00	144.81	0.00	144.81
			Check Amount	144.81

19599	04/08/2020		SVD Printed	SCOTT VALLEY DISPOSAL Trash Billing	348.00 0.00	348.00

Ref#	GL Number	Gross	Discount	Amount
23141	40-30-840.30	116.00	0.00	116.00
23141	10-60-840.30	116.00	0.00	116.00
23141	10-55-840.30	116.00	0.00	116.00
			Check Amount	348.00

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19600	04/08/2020		SCSD	SISKIYOU COUNTY SHERIFF'S DEPT	5,125.00	5,125.00
			Printed	3rd Qtr FY 1920 Dispatch	0.00	

Ref#	GL Number	Gross	Discount	Amount
23139	10-41-762.00	2,562.50	0.00	2,562.50
23139	10-40-762.00	2,562.50	0.00	2,562.50
			Check Amount	5,125.00

19601	04/08/2020		SIS TECH	SISKIYOU TECHNICAL SERVICES	3,132.99	3,132.99
			Printed	PD IT	0.00	

Ref#	GL Number	Gross	Discount	Amount
23105	10-45-760.00	3,132.99	0.00	3,132.99
			Check Amount	3,132.99

19602	04/08/2020		ST	SISKIYOU TELEPHONE	855.53	855.53
			Printed	Phone Internet	0.00	

Ref#	GL Number	Gross	Discount	Amount
23147	10-45-830.00	99.52	0.00	99.52
23147	10-50-830.00	93.92	0.00	93.92
23147	10-25-830.00	250.85	0.00	250.85
23147	40-30-830.00	18.13	0.00	18.13
23147	45-33-870.00	18.13	0.00	18.13
23147	10-70-830.00	36.27	0.00	36.27
23147	10-60-830.00	18.13	0.00	18.13
23147	53-40-830.00	106.86	0.00	106.86
23147	10-80-830.00	106.86	0.00	106.86
23147	10-40-830.00	106.86	0.00	106.86
			Check Amount	855.53

19603	04/08/2020		SCORE	SMALL CITIES ORGANIZED RISK	15,917.87	15,917.87
			Printed	SCORE Qtrly Premium	0.00	

Ref#	GL Number	Gross	Discount	Amount
23132	53-40-725.00	795.89	0.00	795.89
23132	10-80-725.00	636.71	0.00	636.71
23132	10-40-725.00	795.89	0.00	795.89
23132	10-50-725.00	4,297.82	0.00	4,297.82
23132	10-45-725.00	2,706.04	0.00	2,706.04
23132	45-33-725.00	1,273.43	0.00	1,273.43
23132	40-30-725.00	1,273.43	0.00	1,273.43
23132	25-60-725.00	1,273.43	0.00	1,273.43
23132	10-60-725.00	1,273.43	0.00	1,273.43
23132	23-70-725.00	477.54	0.00	477.54
23132	10-70-725.00	477.54	0.00	477.54
23132	10-55-725.00	477.54	0.00	477.54
23132	10-25-725.00	159.18	0.00	159.18
			Check Amount	15,917.87

19604	04/08/2020		STAPLES	STAPLES OFFICE SUPPLIES	71.49	71.49
			Printed	Debit Office Supplies	0.00	

Ref#	GL Number	Gross	Discount	Amount
23146	10-40-870.00	23.83	0.00	23.83
23146	10-25-870.00	47.66	0.00	47.66
			Check Amount	71.49

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19605	04/08/2020		SCO Printed	STATE CONTROLLER'S OFFICE Street Report 18/19	2,540.84 0.00	2,540.84

Ref#	GL Number	Gross	Discount	Amount
23130	10-60-760.00	2,540.84	0.00	2,540.84
			Check Amount	2,540.84

19606	04/08/2020		SVR HOMECA Printed	SVR HOMECARE INC Amb Oxygen	435.00 0.00	435.00

Ref#	GL Number	Gross	Discount	Amount
23135	10-45-872.00	70.00	0.00	70.00
23135	10-45-872.00	15.00	0.00	15.00
23135	10-45-872.00	15.00	0.00	15.00
23135	10-45-872.00	90.00	0.00	90.00
23135	10-45-872.00	30.00	0.00	30.00
23135	10-45-872.00	105.00	0.00	105.00
23135	10-45-872.00	80.00	0.00	80.00
23135	10-45-872.00	30.00	0.00	30.00
			Check Amount	435.00

19607	04/08/2020		TTS Printed	TEHAMA TIRE SERVICE INC FJ Crown Vic Tires	637.64 0.00	637.64

Ref#	GL Number	Gross	Discount	Amount
23121	10-41-860.00	637.64	0.00	637.64
			Check Amount	637.64

19608	04/08/2020		VW Printed	VERIZON WIRELESS Cell Phone	571.20 0.00	571.20

Ref#	GL Number	Gross	Discount	Amount
23126	10-45-830.30	83.22	0.00	83.22
23126	10-45-830.30	0.16	0.00	0.16
23126	10-25-830.30	82.91	0.00	82.91
23126	45-33-830.30	49.17	0.00	49.17
23126	40-30-830.30	49.17	0.00	49.17
23126	10-60-830.30	49.17	0.00	49.17
23126	10-41-830.30	85.80	0.00	85.80
23126	53-40-830.30	57.20	0.00	57.20
23126	10-80-830.30	57.20	0.00	57.20
23126	10-40-830.30	57.20	0.00	57.20
			Check Amount	571.20

19609	04/08/2020		XEROX Printed	XEROX CORPORATION Office Copier Meter	84.89 0.00	84.89

Ref#	GL Number	Gross	Discount	Amount
23131	10-25-870.00	84.89	0.00	84.89
			Check Amount	84.89

Total Checks:	**38**	**Bank Total(excluding void checks):**	**74,960.40**
Total Checks:	**38**	**Grand Total(excluding void checks):**	**74,960.40**

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: **May 4, 2020**

SPOKESPERSON: **Morgan Eastlick**

ACTION X **OR** **DISCUSSION** X

SUBJECT/REQUEST (Must be a brief general description-approximately 20 words)

1) **Water Service replacement Project**
Partial Pay Estimate No 4 – Final Discussion possible action for final payment and Notice of Completion.

Signed by

NOTE: Agenda requests must be received no less than three working days prior to the date of the meeting

CITY OF ETNA
WATER SERVICE REPLACEMENT PROJECT - CDBG PI WAIVER FUNDING
PARTIAL PAY ESTIMATE No 4 -FINAL

April 29, 2020

Schedule A

ITEM No	ESTIMATED QUANTITY		ITEM DESCRIPTION	UNIT PRICE	$.00 AMOUNT	QUANTITY PREVIOUS ESTIM.		QUANTITY THIS ESTIMATE		ACTUAL QTY. TO DATE		AMOUNT EARNED PREV ESTIM.	AMOUNT EARNED THIS ESTIM.	AMOUNT EARNED TOTAL TO DATE
A1	1	Lump Sum	Mobilization	$6,760.00	$ 6,760.00	100%	Lump Sum	0%	Lump Sum	100%	Lump Sum	$6,760.00	$0.00	$ 6,760.00
A2	1	Lump Sum	Traffic Control	$5,520.00	$ 5,520.00	100%	Lump Sum	0%	Lump Sum	100%	Lump Sum	$5,200.00	$0.00	$5,200.00
A3	180	Each	Replace Existing Poly Water Service (3/4" or 1" dia.)	$900.00	$ 162,000.00	163	Each	0	Each	163	Each	$146,700.00	$0.00	$ 146,700.00
A4	2	Each	Prepare & Patch Existing Pressure Station Excavation	$895.00	$ 1,790.00	0	Each	2	Each	2	Each	$0.00	$ 1,790.00	$ 1,790.00
			TOTAL		$ 177,550.00	Amount Due at Contract Bid Item Prices						$ 158,460.00	$ 1,790.00	$ 160,450.00

Contract Change Order # 1	$45,000.00
Contract Change Order # 2	$92,959.00
TOTAL AMOUNT EARNED TO DATE SCHEDULE A	$ 298,409.00
Less amount paid thru previous estimate	-$ 179,427.00
Less 5% Retainage Amount	-14,970.45
AMOUNT DUE & PAYABLE THIS ESTIMATE SCHEDULE A:	**105,011.55**

REQUESTED R.B. ALDRICH CONSTRUCTION

(signed) Richard Aldrich — 4-27-20 DATE

RECOMMENDED Morgan D. Eastlick City Engineer

Morgan D. Eastlick — 4-28-20 DATE

APPROVED (Owner): City of Etna

_____ DATE

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 5/4/2020

SPOKESPERSON: Rico Tinsman

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - LEAP Grant

(Must be a brief general description - approximately 20 words)

Discuss/Approve LEAP Grant

Proposed Motion: Approve Grant

Financial Impact? **Yes** ☒ **Please describe impact, indicate funding source & amount budgeted.** **No** ☐ **Please explain why there is no financial impact.**

Amount: $65,000 Included in Budget? Yes ☐ No ☒

Fund/Acct _____ Comment: _____

Via email
Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

Return Agenda and support material to City Clerk, PO Box 460 442 Main Street Etna, CA 96027
etnacity@sisqtel.net 530 467-5256

STAFF REPORT TO THE CITY OF ETNA CITY COUNCIL REGARDING LOCAL EARLY ACTION PLANNING GRANTS

To:	Mayor and City Council Members
From:	Richard Tinsman, City Planner
Date:	May 4, 2020
Subject:	Local Early Action Planning (LEAP) Grant

RECOMMENDATION:

Planning staff recommends that the City Council consider by resolution, authorizing application for and receipt of a Local Early Action Planning grant to update the City of Etna General Plan and that the Council direct staff to submit a grant application to the California Department of Housing and Community Development (HCD).

BACKGROUND:

In the 2019-20 Budget Act, Governor Gavin Newsom allocated $250 million for all regions, cities, and counties for planning activities that accelerate housing production to meet identified needs of every community. With this allocation, HCD established the Local Early Action Planning (LEAP) Grant Program with $119 million for cities and counties. Much like the SB 2 Planning Grant that was recently awarded to the City, LEAP provides one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for their 6th cycle regional housing needs allocation.

HCD is currently accepting applications for the LEAP Grant Program. Maximum award amounts are based on population size, with the City of Etna qualifying for a $65,000 grant award. It should be noted that, similar to SB 2, this is a non-competitive grant that does not require a local match to receive funding. Grant applications are due to the State no later than July 1, 2020, and if awarded, all work associated with the grant must be completed prior to December 31, 2023.

As discussed in the 2019 General Plan Annual Progress Report, there have been several changes to state planning law since the City's General Plan was adopted and an update of the City's General Plan is required. Staff is recommending that the City apply for the full award amount of $65,000 to update the General Plan.

ATTACHMENTS:

A. Resolution 2020-11, A Resolution of the City Council of the City of Etna Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds

B. Notice of Funding Availability – Local Early Actions Planning Grants Program

City of Etna

RESOLUTION 2020-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of Etna desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of $119,040,000 for assistance to all California Jurisdictions;

Now, therefore, the City Council of the City of Etna ("Applicant") resolves as follows:

SECTION 1. The City Clerk is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the City Clerk of the City of Etna is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of $65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON the 4th day of May, 2020, by the City Council of the City of Etna by the following vote count:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jaime Tarne, Mayor

ATTEST:

_____
Kristina Hargrove, City Clerk

Attachment B

LOCAL EARLY ACTION PLANNING GRANTS PROGRAM (LEAP)
2020 NOTICE OF FUNDING AVAILABILITY

State of California
Governor Gavin Newsom

Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency

Douglas R. McCauley, Acting Director
California Department of Housing and Community Development

Zachary Olmstead, Deputy Director
California Department of Housing and Community Development
Division of Housing Policy Development

2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Telephone: (916) 263-2911
Website: https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml
Email: EarlyActionPlanning@hcd.ca.gov

January 27, 2020

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2019 NOTICE OF FUNDING AVAILABILITY
LOCAL EARLY ACTION PLANNING GRANTS PROGRAM

I. Introduction

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately $119,040,000 as part of the Local Early Action Planning Grants Program (LEAP or Program). LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515.03 (Chapter 159, Statutes of 2019). The Program provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the RHNA.

II. Authority and Scope

This NOFA is authorized pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05). The NOFA implements, interprets, and makes specific provisions for purposes of implementing planning grants to jurisdictions pursuant to 50515.03 (hereinafter "LEAP").

This NOFA establishes terms, conditions, forms, procedures and other mechanisms as the Department deems necessary to exercise the powers and perform the duties conferred by Chapter 3.1.

The matters set forth herein are regulatory mandates, and are adopted in accordance with the authorities set forth below:

Quasi-legislative regulations ... have the dignity of statutes ... [and]... delegation of legislative authority includes the power to elaborate the meaning of key statutory terms...

Ramirez v. Yosemite Water Co., 20 Cal. 4th 785, 800 (1999)

Further, the Department may implement the Program through the issuance of forms, guidelines, and one or more NOFAs, as the Department deems necessary, to exercise the powers and perform the duties conferred on it by this chapter. Any forms, guidelines, and notices of funding availability adopted pursuant to this section are hereby exempted from the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code). (Health and Safety Code Section 50515.04(f)).

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA, including, but not limited to, grant award amounts.

III. Program Summary

The Local Early Action Planning Grants Program (LEAP or Program) is part of the broader Program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-20 Budget Act. The 2019-20 Budget Act provides a spectrum of support, incentives, resources and accountability to meet California's housing goals. Some specific elements include:

- Planning Support (local and regional planning grants)
- Incentives (Prohousing preference and infill incentive grants)
- Funding Resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

The Local Government Planning Support Grants Program provides one-time grant funding to regions and jurisdictions for technical assistance, preparation and adoption of planning documents, and process improvements. The over-arching goals of the Program are to (1) accelerate housing production; and (2) facilitate compliance to implement the sixth cycle of the regional housing need assessment (RHNA).

IV. Program Timeline

Grants will be available to eligible applicants on a noncompetitive, Over-the-Counter (OTC) basis. Applications will be accepted from the date of the release of this NOFA and up until July 1, 2020. See Table 1 below for the anticipated timeline for awards for the OTC period.

Event	Date
NOFA Release	January 27, 2020
NOFA Application Webinar	February 14, 2020
NOFA Application Workshops	February and March 2020
Final Due Date for OTC Applications	July 1, 2020
Technical Assistance	February 2020 through December 31, 2023
Expenditure Deadline	December 31, 2023

The Department will review applications within 30 days and target award of applications within 60 days, with subsequent Standard Agreements processed within 60 days of award. Applicants are encouraged to submit early in the application window.

The Department will hold workshops and a webinar to review the LEAP NOFA and application and will be conducting technical assistance to aid applicants throughout the OTC period and implementation of the grant. For a list of dates, times, and locations for the workshops as well as information on technical assistance, please visit the Department's website at https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml.

V. Award Amounts

This Program will make $119,040,000 dollars available to jurisdictions for Program implementation, including state operations and expenditures, and technical assistance. Maximum award amounts are based on population estimates as of January 1, 2019.[1] The minimum award amount is $25,000. The maximum amount that a jurisdiction may receive pursuant to this subdivision shall be as follows:

Jurisdiction Size (in population)	Maximum Award Amount
750,000 or greater	$1,500,000
300,000 to 749,999	$750,000
100,000 to 299,999	$500,000
60,000 to 99,999	$300,000
20,000 to 59,999	$150,000
Less than 20,000	$65,000

Applicants seeking partnerships with other local governments will be additive. For example, two jurisdictions between 100,000 and 299,999 people could submit a proposal for up to $1.0 million.

VI. Eligible Applicants

Eligible applicants are limited to local governments, i.e., cities and counties. However, local governments may partner through legally binding agreements with other forms of governments or entities where the proposal will have a direct effect

[1] Population estimates, posted as of January 1, 2019, are based on the Department of Finance E-1 report. Official maximum amounts per jurisdiction can be found at the Department's website at https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml.

on land-use or development within the participating localities. This includes, but is not limited to, partnerships with other localities, regional governments, housing authorities, school districts, special districts, community-based organizations, or any duly constituted governing body of an Indian Reservation or Rancheria. Applicants forming partnerships, must submit separate, completed and signed application packages, including resolutions and a copy of the signed agreement between partners to the Department in order to be awarded funds.

VII. Eligible Activities

Eligible activities must demonstrate an increase in housing related planning activities and facilitate accelerated housing production. Eligible activities may be part of a larger planning effort (e.g., a comprehensive zoning code update) if proposed activities have not been completed prior to the NOFA date, are distinct, and demonstrate a nexus to accelerating housing production. Eligible activities are not necessarily jurisdiction-wide and may include a smaller geography with a significant impact on housing production. For example, eligible activities may include a housing development-related project with a significant community level impact, or planning or process improvement for a project with an ongoing community impact beyond the project. Eligible activities may include a variety of planning documents and processes, including, but not limited to, the following as set forth in Health and Safety Code section 50515.03(c):

1. Rezoning and encouraging development by updating planning documents and zoning ordinances, such as General Plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs;
2. Completing environmental clearance to eliminate the need for project-specific review;
3. Establishing housing incentive zones or other area-based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code, or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code;
4. Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents;
5. Planning documents to promote development of publicly-owned land, such as partnering with other local entities to identify and prepare excess or surplus property for residential development;
6. Revamping local planning processes to speed up housing production;
7. Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code;
8. Planning documents for a smaller geography (less than jurisdiction-wide) with a significant impact on housing production, including an overlay district, project level specific plan, or development standards modifications proposed for significant areas of a locality, such as corridors, downtown or priority growth areas;

9. Rezoning to meet requirements pursuant to Gov. Code Section 65583(c)(1), and other rezoning efforts to comply with Housing Element requirements, including Gov. Code Section 65583.2(c) (AB 1397, Statutes of 2018);
10. Upzoning or other implementation measures to intensify land use patterns in strategic locations, such as close proximity to transit, jobs or other amenities;
11. Rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps);
12. Establishing pre-approved architectural and site plans;
13. Preparing and adopting Housing Elements of the General Plan that include an implementation component to facilitate compliance with the sixth cycle RHNA;
14. Adopting planning documents to coordinate with suballocations under Regional Early Action Planning Grants (REAP) pursuant to Health and Safety Code Section 50515.02(f) that accommodate the development of housing and infrastructure, and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity and climate goals, including hazard mitigation or climate adaptation;
15. Zoning for by-right supportive housing, pursuant to Gov. Code section 65651 (Chapter 753, Statutes of 2018);
16. Zoning incentives for housing for persons with special needs, including persons with developmental disabilities;
17. Planning documents related to carrying out a local or regional housing trust fund;
18. Environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15 percent of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production; and
19. Other planning documents or process improvements that demonstrate an increase in housing related planning activities and facilitate accelerating housing production; and
20. Establishing Prohousing Policies, as follows:

Prohousing Policies

The Department encourages applicants to consider LEAP funds to facilitate designation as a Prohousing jurisdiction.

The 2019-20 Budget Act requires the Department to develop the Prohousing designation emergency regulations by no later than July 1, 2021. This program will allow the Department to designate jurisdictions as "Prohousing," when they demonstrate policies and strategies to accelerate housing production. In turn, Prohousing jurisdictions will be awarded additional points or preference in programs such as the Affordable Housing and Sustainable Communities (AHSC), Transformative Climate Communities (TCC), Infill Infrastructure Grant (IIG) programs and other state funding programs. The Department anticipates developing emergency regulations and Prohousing designations prior to July 1, 2021, and will seek to designate jurisdictions prior to future rounds of AHSC, TCC and IIG

programs.

Pursuant to Gov. Code Section 65589.9(f)(2), "Prohousing" policies mean policies that facilitate the planning, approval, or construction of housing. These policies may include, but are not limited to, the following:

A. Planning for local financial incentives for housing, including, but not limited to, establishing a local housing trust fund;
B. Reducing parking requirements for sites that are zoned for residential development;
C. Adoption of zoning allowing for use by right for residential and mixed-use development;
D. Zoning more sites for residential development or zoning sites at higher densities than is required to accommodate the minimum existing RHNA for the current Housing Element cycle;
E. Adoption of accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Section 65852.2, as determined by the Department;
F. Process improvements that reduce permit processing time;
G. Creating of objective development standards;
H. Studies and implementing actions that reduce development impact fees; and
I. Establishing a Workforce Housing Opportunity Zone, as defined in Section 65620, or a housing sustainability district, as defined in Section 66200."

VIII. Ineligible Activities

1. Activities unrelated to preparation and adoption of planning documents, and process improvements to accelerate housing production and facilitate compliance to implement the sixth cycle of the RHNA;
2. Activities that obstruct or hinder housing production, e.g., moratoriums, downzoning, planning documents with conditional use permits that significantly impact supply, cost, approval certainty and timing, planned development, or other similarly constraining processes; and
3. Project specific planning documents that do not have a significant impact on accelerating housing production or significant community level or re-occurring benefit beyond the project.
4. The Department may consider proposals that are combined with larger proposals that have a positive housing component and the net effect on accelerating housing production is significant. For example, an applicant may propose combining an open-space designation, downzoning, or anti-displacement measures with by-right upzoning that has a significant net gain in housing capacity.

IX. Eligible Uses

1. Grant funds may cover the costs of temporary staffing or consultant needs associated with eligible activities;
2. Grant funds shall be used for the costs of preparing and adopting the proposed activity;
3. A jurisdiction that receives funds under this Program may use a subcontractor. The subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the jurisdiction of its responsibilities under the Program;
4. Eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement; and
5. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement, and completed during the grant term, will be reimbursable.

X. Ineligible Uses

1. Program grant funds may not be used for administrative costs of persons employed by the grantee for activities not directly related to the preparation and adoption of the proposed activity;
2. No more than 5 percent of the grant amount may be used for administrative costs for any proposed use, to be approved by the Department upon disbursement; and
3. Approved and eligible costs incurred prior to the NOFA date are ineligible.

XI. Application Requirements

Until July 1, 2020, a jurisdiction may request an allocation of funds pursuant to this section by submitting a complete application to the Department that demonstrates:

1. A budget, including timelines, deliverables, sub-steps and adoption, that demonstrates funds will be utilized for eligible activities and uses;
2. How proposed activities will increase housing planning and facilitate accelerating local housing production;
3. Completed or proposed activities consistent with the state or other planning priorities; and
4. All other required information contained in the Department's application

Applicants will demonstrate consistency with these requirements utilizing the forms and manner prescribed in the Department application.

Accelerating Housing Production: Applicants must propose and document plans or processes that increase housing planning and facilitate accelerating local housing production. The application must demonstrate a significant positive effect on accelerating housing production through timing, cost, approval certainty, entitlement streamlining, feasibility, infrastructure capacity, or impact on housing

supply and affordability. An application must include an explanation and documentation of the nexus to accelerating housing production based on a reasonable and verifiable methodology and must utilize the Department's form (see the Department's application). A verifiable methodology may include a statement of support from a non-profit or for-profit developer that is active in the locality.

State and Other Planning Priorities: Consistency with state or other planning priorities may be demonstrated through proposed activities in the application **OR** activities that were completed within the last five years. Applicants must self-certify utilizing the Department's form (see Department's application).

XII. Application Submission Requirements

In order to be eligible for grant funding, an applicant must submit a completed, signed original application and an electronic copy on CD or USB flash drive. Applications will be accepted on an OTC basis as of the date of this NOFA through July 1, 2020. The Department encourages early applications and will accept applications post-marked by the July 1, 2020 deadline. Applicants may utilize various carrier services, such as the U.S. Postal Service, UPS, FedEx, or other carrier services. All applications must be submitted to the Department at the following address:

California Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833

Applications must be on Department forms and cannot be altered or modified by the applicant. Program applications and forms are available on the Department's website located at https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml.

XIII. Application Review

1. The Program will not utilize a competitive process to award funds.
2. Funds will be available to eligible applicants on a rolling OTC basis that begins as of the date of this NOFA and ends July 1, 2020.
3. An application form will be available upon release of the NOFA and will include forms to demonstrate meeting eligibility requirements such as, among other forms, a resolution, a proposed budget and timeline table and self-certified attachments demonstrating a nexus to housing production and consistency with state planning and other priorities;
4. Applications will first be reviewed for, among other things, completeness, eligibility requirements, and accuracy;
5. In order to be considered complete, an application must contain requested

information and supporting documentation where appropriate;
6. All applications must meet the eligibility requirements as specified in this NOFA;
7. If the application is ineligible, it will not be considered for funding, but may be amended and resubmitted;
8. The Department may request additional information to complete and approve the application for funding;
9. Applications recommended for funding are subject to conditions specified by the Department;
10. Applications will be reviewed within 30 days from the date the Department receives the application; and
11. All applicants not meeting the eligibility requirements will be informed within 30 days from the date the Department receives the application.

XIV. Award Letter and Standard Agreement

Successful applicants will receive an Award Letter from the Department and will be awarded funds. Applicants will enter into a state Standard Agreement (Standard Agreement) for distribution of funds. The Standard Agreement process will specify, among other things, the amount of funds granted, timeline for expenditure of funds, and the approved use of funds. Expenditure report dates and other requirements will also be identified in the Standard Agreement.

XV. Appeals

1. Basis of Appeals:

   A. Upon receipt of the Department's notice deeming an application incomplete or ineligible, applicants under this NOFA may appeal such decision(s) to the Department Director.
   B. The decision of the Director is final and not subject to further administrative or judicial review.
   C. No applicant shall have the right to appeal a decision of the Department relating to another applicant's eligibility, award, denial of award, or any other related matter.

2. Appeals Process and Deadlines:

   A. Process. In order to lodge an appeal, applicants must submit to the Director by the deadline set forth in subsection (b) below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. No new or additional information will be accepted. Once the written appeal is submitted to the Director, no further information or materials is required to be accepted or considered thereafter. Appeals are to be submitted to the Director at following address:

California Department of Housing and Community Development
Division of Housing Policy Development
2020 W. El Camino Avenue, Suite 500
Sacramento, California 95833
EarlyActionPlanning@hcd.ca.gov

The Director will accept appeals delivered through a carrier service such as the U.S. Postal Service, UPS, Fed-Ex, or other carrier services that provide date stamp verification of delivery. Deliveries must be received during the Department's weekday (non-state holiday) business hours of 9:00 a.m. to 5:00 p.m. Pacific Standard Time. Additionally, emails to the email address listed above will be accepted if the email time stamp is prior to the appeal deadline.

B. Filing Deadline. Appeals must be received by the Director no later than (5) five business days from the date of the Department's determination.

3. Decision:

Any request to amend the Department's decision shall be reviewed for compliance with this NOFA and its application. The Director shall render his/her decision in writing within fifteen (15) business days of receipt of the applicant's written appeal. The decision of the Director shall be the Department's final decision, and shall not be appealable to any court or tribunal.

XVI. Administration

1. Grant Execution and Term

A. The Department will notify the grantee if they have been selected for a grant award;
B. After the Standard Agreement has been drawn, the grantee will be provided instructions for signing all required documents. The grantee must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instructions, or risk forfeiting the grant award;
C. The grant term begins on the day the Department and the grantee have fully executed the Standard Agreement. The Department will notify the grantee and partners when work may proceed under the agreement. However, eligible activities that are approved by the Department may be retroactively reimbursed to the date of the NOFA; and
D. The end of the grant term will be determined by the state based on the availability of grant funds and the administrative requirements for liquidation.

2. Payment and Accounting of Grant Funds

   A. Grant funds cannot be disbursed until the Standard Agreement has been fully executed;
   B. The grantee will be responsible for compiling and submitting all invoices and reporting documents. Grantees will submit for reimbursements to the Department based on actual cost incurred;
   C. The grantee must bill the state based on clear deliverables outlined in the Standard Agreement or budget timeline. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement, and completed and processed prior to the expenditure deadline, will be reimbursable. Approved and eligible costs incurred prior to the NOFA date are ineligible;
   D. Work must be completed prior to requesting reimbursement;
   E. Grant fund payment will be made on a reimbursement basis; advance payments are not allowed. The grantee and partners must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from the Department. Project invoices will be submitted to the Department by the grantee on a quarterly basis;
   F. In unusual circumstances, the Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work;
   G. Supporting documentation may include, but is not limited to: receipts, progress payments, subcontractor invoices, time cards, etc.;
   H. Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid. The Department may withhold 10 percent of the grant until grant terms have been fulfilled; and
   I. Each recipient of funds under the Program shall expend those funds no later than December 31, 2023.

3. Accounting Records and Audits

   A. The grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required;
   B. The grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project, in accordance with generally accepted accounting principles;
   C. The grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Standard Agreement;
   D. The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated;
   E. Subcontractors employed by the grantee and paid with moneys under the

terms of this Standard Agreement shall be responsible for maintaining accounting records as specified above;

F. At any time during the term of the Standard Agreement, the Department may perform, or cause to be performed, a financial audit of any and all phases of the award. At the Department's request, the awardee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during project implementation and over the project life;
G. The Department may request additional information, as needed, to meet other applicable audit requirements; and
H. The Department may monitor expenditures and activities of an applicant, as the Department deems necessary, to ensure compliance with Program requirements.

4. Remedies of Nonperformance

   A. In the event that it is determined, at the sole discretion of the state, that the grantee is not meeting the terms and conditions of the Standard Agreement, immediately upon receiving a written notice from the Department to stop work, the grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine that the grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement;
   B. Both the grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The grantee will submit any requested documents to the Department within 30 days of the early termination notice; and
   C. There must be a strong implementation component for the funded activity through this Program, including, where appropriate, agreement by the locality to formally adopt the completed planning document. Localities that do not formally adopt the funded activity could be subject to repayment of the grant.
   D. The Department may, as it deems appropriate or necessary, request the repayment of funds from an applicant, or pursue any other remedies available to it by law for failure to comply with Program requirements (Health and Safety Code section 50515.04(e).

5. Reporting

   A. At any time during the term of the Standard Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Standard Agreement with emphasis on eligible activities, eligible uses, ineligible uses, and expenditures, according to timelines and budgets referenced in the Standard Agreement;
   B. Awardees shall submit a report, in the form and manner prescribed by

the Department, to be made publicly available on its internet website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:

- The status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction; and
- A summary of building permits, certificates of occupancy, or other completed entitlements issued by entities within the region, or by the jurisdiction, as applicable.

C. The awardee must, in lieu of a separate report, provide the above described information as part of its annual report pursuant to Gov. Code Section 65400;
D. The Department may request additional information, as needed, to meet other applicable reporting requirements;
E. Upon completion of all deliverables within the Standard Agreement, the awardee shall submit a close out report. See Attachment 1; and
F. The Department shall maintain records of the following and provide that information publicly on its internet website:

- The name of each applicant for Program funds and the status of that entity's application;
- The number of applications for Program funding received by the Department; and
- The information described in 5(B) above for each recipient of Program funds.

XVII. Right to Modify or Suspend the NOFA, and Final Decision-making

The Department reserves the right, at is sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties and will post the revisions to the Department's website. You may subscribe to the Department's email list here: http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html.

Further, the Department's decision to approve or deny an application or request for funding pursuant to the Program, and its determination of the amount of funding to be provided, shall be final.

XVIII. Definitions

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meanings of terms described in Health and Safety Code section 50470.

A. "Accelerating Housing Production" means improving the timing, cost, feasibility, approval and amount of development through various mechanisms such as zoning incentives (e.g., increased density and heights, reduced parking requirements), upzoning, zoning amendments to permit residential in non-residential zones, corridor planning, development standards modifications, non-discretionary review, financing strategies, sliding scale fee modifications, facilitating adequate infrastructure to support development, approval streamlining that addresses quickness and ease of entitlements, and other mechanisms that promote production or remove or mitigate regulatory barriers.

B. "Affordability" means a housing unit that satisfies at least one of the following criteria:

1. It is available at an "affordable rent" as that term is used and defined in Section 50053 of the Health & Safety Code;

2. It is offered at an "affordable housing cost", as that term is used and defined in Section 50052.5 of the Health & Safety Code; or

3. It is available at an "affordable rent" or an "affordable housing cost" according to the alternative percentages of income for agency-assisted rental and cooperative housing developments pursuant to Department regulations adopted under Health and Safety Code section 50462(f).

C. "Annual Progress Report" (APR) means the annual report required to be submitted to the Department pursuant to paragraph (2) of subdivision (a) of Section 65400 of the Government Code.

D. "Completed entitlement" means a housing development project that has received all the required land use approvals or entitlements necessary for the issuance of a building permit and for which no additional action, including environmental review or appeals, is required to be eligible to apply for and obtain a building permit.

E. "Council of governments" means a single or multicounty council created by a joint powers agreement pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code that is responsible for allocating regional housing need pursuant to Sections 65584, 65584.04, and 65584.05 of the Government Code.

F. "Department" means the California Department of Housing and Community Development.

G. "Housing" means any development that satisfies both of the following criteria:

1. At least two-thirds of the square footage of the development must be designated for residential use; and

2. Includes a house, an apartment, a mobile home or trailer, a group of rooms, or a single room that is occupied as separate living quarters, or, if vacant, is intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have a direct access from the outside of the building, or through a common hall.

Note: accessory dwelling units (ADU) and junior accessory dwelling units (JADU) pursuant to Gov. Code sections 65852.2 and 65852.22 meet the definition above.

H. "Housing Element" or "element" means the Housing Element of a community's General Plan, as required pursuant to subdivision (c) of Section 65302 of the Government Code and prepared in accordance with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

I. "Jurisdiction" means any city, including a charter city, county, including a charter county or city and county, including a charter city and county.

J. "Local government" or "Locality" means any city, including a charter city, county, including a charter county or city and county, including a charter city and county.

K. "Objective zoning standard", "objective subdivision standard", and "objective design review standard" means standards that involve no personal or subjective judgment by a public official, and are uniformly verifiable by reference to an external and uniform benchmark or criterion available, and knowable by both the development applicant or proponent and the public official prior to submittal. "Objective design review standards" means only objective design standards published and adopted by ordinance or resolution by a local jurisdiction before submission of a development application, which are broadly applicable to development within the jurisdiction.

L. "Other Planning Priorities" means planning, policies, programs or investments to promote housing choices and affordability to lower and moderate income households, the encouragement of conservation of the existing affordable housing stock, and efforts to take into account current and future impacts of climate change, including hazard mitigation.

M. "Regional housing need assessment" means the existing and projected need for housing for each region, as determined by the Department pursuant to Section 65584.01 of the Government Code.

N. "State Planning Priorities" means priorities which are intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety in the state, including in urban, suburban, and rural communities pursuant to Gov. Code Section 65041.1.

O. "Streamlined Housing Production" means improving the entitlement process through actions such as removing, mitigating or minimizing local regulatory requirements, reforming the local approval process to reduce processing times, the number of local discretionary approvals and permits needed for projects, improving approval certainty, establishing non-discretionary processes, modifying development standards, such as reducing parking requirements and increasing height limits, or other efforts, such as taking the fullest advantage of existing streamlining mechanisms provided in state law.

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 5/4/2020

SPOKESPERSON: Cate Trost

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - IT Infrastructure

(Must be a brief general description - approximately 20 words)

Discuss/Approve hiring ACME for all City IT infrastructure.

Proposed Motion: Hire ACME to manage IT

Financial Impact? Yes ☒ **Please describe impact, indicate funding source & amount budgeted.** No ☐ **Please explain why there is no financial impact.**

Amount: TBD Included in Budget? Yes ☐ No ☒

Fund/Acct All Comment:

Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

Return Agenda and support material to City Clerk, PO Box 460 442 Main Street Etna, CA 96027
etnacity@sisqtel.net 530 467-5256

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 5/4/2020

SPOKESPERSON: Cate Trost

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - Grant Writer

(Must be a brief general description - approximately 20 words)

Discuss/Approve contracting Grant Writer for City of Etna.

Proposed Motion: Contract Grant Writer

Financial Impact? Yes ☒ **Please describe impact, indicate funding source & amount budgeted.** No ☐ **Please explain why there is no financial impact.**

Amount: Unlimited Included in Budget? Yes ☐ No ☒

Fund/Acct All Comment: Work with all Departments for Grants

Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

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CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: May 4, 2020

SPOKESPERSON: TERI ARRWOOD

ACTION: ___ **OR** **DISCUSSION:** ___

Subject/Request - (Must be a brief general description - approximately 20 words)

EMS WEEK PROCLAMATION - REQUEST IT TO BE SIGNED

Financial Impact? Yes ☐ **Please describe impact, indicate funding source & amount budgeted.** No ☐ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ☐

Fund/Acct _____ Comment: _____

_____

_____
Signed by

NOTE: Agenda requests must be received no less than three working days before the date of the meeting.

City of Etna

RESOLUTION 2020-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA AUTHORIZING EMS WEEK PROCLAMATION TO DESIGNATE THE WEEK OF MAY 19 - 25, 2019, AS EMERGENCY MEDICAL SERVICES WEEK

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, the City Council of the City of Etna in recognition of this event do hereby proclaim the week of May 19-25, 2019, as EMERGENCY MEDICAL SERVICES WEEK

With the theme, EMS Strong: Stronger Together, we encourage the community to observe this week with appropriate programs, ceremonies and activities.

ADOPTED ON the 4th of May, 2020, by the City Council of the City of Etna by the following vote count:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jaime Tarne, Mayor

ATTEST:

_____
Kristina Hargrove, City Clerk

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 5/4/2020

SPOKESPERSON: Brooks OConnor-Cone

DISCUSSION: ☐ **OR** **ACTION:** ☐

Subject/Request - NAEMT Training Center

(Must be a brief general description - approximately 20 words)

Discuss/Approve becoming a NAEMT Training Center.

Proposed Motion: Approve becoming a NAEMT Training Center

Financial Impact? Yes ☐ **Please describe impact, indicate funding source & amount budgeted.** No ☐ **Please explain why there is no financial impact.**

Amount: n/a Included in Budget? Yes ☐ No ☐

Fund/Acct _____ Comment: _____

Via email
Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

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etnacity@sisqtel.net 530 467-5256

Steps to Becoming an NAEMT Training Center

1. Review the requirements for NAEMT training centers to ensure that your center meets the criteria and can fulfill all of the requirements listed.

NAEMT Training center requirements:

a. Facility Requirements:

a. Classrooms must be safe for all faculty and participants.
b. Classrooms used for all aspects of the course, including lectures, skills stations and scenarios, must be of adequate size relative to class size, with adequate lighting, acoustics, and air quality.
c. Classrooms must have appropriate audio-visual equipment, training equipment and supplies as required to facilitate a successful NAEMT education course.
d. All equipment must be in good working order.

b. Course Administration Requirements:

a. Courses shall be conducted using only instructors approved by NAEMT for conducting those courses.
b. Course sites shall be responsible for all course expenses, including course fees, honoraria, travel, lodging, meals and other faculty expenses associated with conducting a course.
c. Course sites will identify a qualified Course Coordinator who is responsible for the on-site administration of NAEMT courses and for communicating with NAEMT to ensure that all required course information is submitted.
d. Course sites shall be responsible for course administration, including course registration, student registration, registration confirmation, acquisition of textbooks and student materials.
e. Course sites shall ensure that students receive course materials in a timely manner to ensure that students have adequate time to prepare for the course.
f. Course sites shall ensure that the course materials are presented as outlined in the instructor resources.
g. Course sites shall ensure that course pre and post tests are administered in a professional manner with appropriate supervision.
h. Course sites will ensure complete, accurate and timely submission of participant information, post-course materials and fees to NAEMT within 30 days of course completion.
j. Course sites will ensure that copies of all relative course paperwork from the course, including course evaluations, are kept on file for at least five years and made available to NAEMT upon request.

2. Understand the costs of becoming an NAEMT training center and the typical costs associated with conducting NAEMT courses.
3. Complete and submit the NAEMT Training Center application.
4. Promptly respond to any follow up questions from NAEMT Headquarters about your application.
5. Upon approval of your application, work with Affiliate Faculty appointed by NAEMT to complete the next steps in the approval process:
    a. Ensure that your EMS faculty successfully completes the provider course(s) for the course(s) that you wish to conduct at your training center.
    b. Verify that your EMS faculty have successfully completed the NAEMT Instructor Preparation Course and have submitted a completed NAEMT Instructor Application to NAEMT.
    c. Coordinate and register a course at which NAEMT Affiliate Faculty can monitor your instructor candidates as they teach their initial course, and approve these candidates for instructor status.
    d. Review NAEMT's online course administration system with your designated course coordinator to ensure that your training center is able to comply with all NAEMT administrative requirements.
6. Upon completion of the monitored course, NAEMT Affiliate Faculty will submit a monitoring form to NAEMT approving your training center to conduct courses.
7. New NAEMT Training Centers in countries where NAEMT courses are not currently conducted
    A. may require a preliminary site visit to their facilities,
    B. will be assigned Affiliate Faculty to conduct the initial course and monitor new instructors teaching their first course. Whenever possible, NAEMT will assign Affiliate Faculty within the region to minimize costs.

Estimated Training Center Cost for Conducting an NAEMT Course

To assist NAEMT Training Centers in preparing to conduct an NAEMT course, here is a sample of typical costs associated with organizing and holding a course.

Course Equipment

- For each NAEMT course, there is a list of required equipment that is used to conduct the course. Equipment lists for each course are available at NAEMT Headquarters.
- All NAEMT courses require the use of audiovisual equipment in good working order for showing images and videos.

Faculty Expenses

- Each NAEMT course has a specific instructor to student ratio. View the instructor to student rations for each course here. Most courses are a 1:6 student ratio. For the instructor to student ratio for a specific program, contact NAEMT Headquarters.
- For those training centers not utilizing on-staff faculty, typical faculty costs may include a per day honorarium, meals, and travel reimbursement.
- All NAEMT instructors participating in the course are expected to have a complete set of course materials that they should review carefully in preparation for teaching. Course materials can be purchased from NAEMT's publisher, Jones and Bartlett Learning at www.jblearning.com.

Student Expenses

- All students participating in NAEMT courses are required to have student materials for the course in advance so they can carefully review the materials prior to and during their course participation.
- Student course materials can be purchased from NAEMT's publisher, Jones and Bartlett Learning at www.jblearning.com.
- Some training centers offer meals and refreshment breaks to their students.

Classroom Expenses

- Training centers are required to provide all students who successfully complete a course with an official NAEMT course completion certificate and card which may be printed directly from NAEMT's online course administration system.
- These documents should be printed on standard certificate paper and card stock.
- Other typical classroom expenses may include copying costs for on-site registration forms, written test materials, and course evaluation forms; and postage if certificates and cards are to be mailed.

Administrative fees for NAEMT education

- NAEMT charges a per student administrative fee of $10 per 8-hour course, and $15 per 16-hour course. The fees cover the following costs:
    - Development and updating of NAEMT course content. (Exception – TCCC content is developed by the U.S. Department of Defense)
    - Obtaining Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) accreditation for all NAEMT continuing education courses.

- Processing the continuing education credits through CAPCE, including the per student fee that NAEMT pays to that organization.
- Development and maintenance of NAEMT's online course administration system.
- Tracking and reporting of all student data.
- Administration of a training center approval process, and maintaining training center data.
- Administration of an instructor training and approval process, and tracking all instructor data.
- Customer service support to our training centers and faculty.
- Support to NAEMT's global network of state, regional and national coordinators.

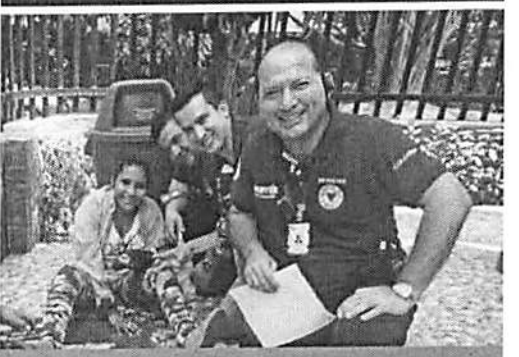
Promotion

- Some training centers print and distribute flyers to announce upcoming courses, and/or develop online advertisements that can be posted on the training center's website.

Affiliate Faculty Monitoring

- New NAEMT Training Centers must be monitored by an assigned Affiliate Faculty when conducting their first NAEMT course. New faculty also require Affiliate Faculty monitoring. NAEMT waives this requirement for training centers that have been accredited by CAAHEP in the United States, or by provincial accrediting bodies in Canada. The training center is expected to reimburse the travel expenses for the Affiliate Faculty to the training center, and may be asked to provide an honorarium.

NAEMT
Advancing the EMS profession



2019-2020

NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS

EDUCATION CATALOG

WELCOME TO NAEMT EDUCATION

For more than 30 years, the National Association of Emergency Medical Technicians (NAEMT) has been recognized as a global leader in quality education for EMS practitioners and other prehospital healthcare providers.

Caring for patients in the out-of-hospital environment is complex and challenging. It requires a broad range of medical skills and knowledge to save lives, alleviate pain, and treat patients of all ages.

NAEMT courses provide high-quality, evidence-based education that is critically important to preparing EMS practitioners to successfully treat patients in all types of circumstances, and face the many challenges that come with working in the field.

Experience the NAEMT Education Difference

We believe that quality education is essential to improved patient outcomes and numerous studies support this belief. NAEMT and its teams of experts devote hundreds of hours to developing the content for each course. Then we put our curriculum through a rigorous quality assurance process that includes field-testing courses before they are introduced, continually seeking feedback from students and instructors, and regularly reviewing and updating course content.

NAEMT works in partnership with leading national organizations and agencies to provide evidence-based, medically appropriate course content, including:

- American College of Surgeons Committee on Trauma
- American Geriatrics Society
- American Academy of Pediatrics
- National Association of EMS Physicians
- U.S. Department of Defense, Defense Health Agency, Joint Trauma System

As an EMS educator, I rely on NAEMT education programs to deliver relevant, high quality, evidence-based education that will enhance and strengthen the knowledge and skills of my students.

Aaron Miranda, EMT-P, FP-C
Captain, Poway Fire Department
Poway, California

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NAEMT

naemt.org
facebook.com/NAEMTfriends
twitter.com/NAEMT_

NAEMT CURRICULUM: EVIDENCE BASED, FIELD TESTED, QUALITY ASSURED

Course content created by multidisciplinary teams of experts.

NAEMT course content is created by teams of nationally and internationally recognized subject matter experts in EMS, emergency medicine and other medical specialties, as well as from the military, public safety and emergency response. Teams include physicians who contribute their medical expertise; EMS educators who advise on the most effective, innovative teaching strategies; subject matter experts in specialties such as tactical medicine, disaster medicine, pediatrics, cardiovascular and respiratory emergencies, neurological and behavioral emergencies, trauma and occupational safety; and experienced EMS practitioners who ensure that the curriculum reflects the realities of working in the field.

Curriculum incorporates evidence-based research and cutting-edge medical knowledge.

The practice of medicine is continually evolving. Our experts ensure that the latest evidence is included and referenced in each course. NAEMT systematically reviews and updates courses at least once every 4 years to reflect changes in medical practice.

Instructional materials use a variety of proven learning methodologies. Simulations, skills stations, videos, case studies and group discussions encourage critical thinking and reinforce material presented during lectures. Using a variety of proven learning methodologies ensures students receive a broad scope of knowledge to help with decision-making in the field.

Content, instructors and training centers are quality assured.

- Curriculum for new or revised courses is field-tested and feedback is incorporated into the final curriculum
- Course tests are validated
- Instructors are monitored and approved by NAEMT
- Training centers are monitored and approved by NAEMT
- Students and faculty are surveyed to obtain feedback on course content and the quality of students' learning experiences

BY THE NUMBERS

74

Countries where NAEMT courses are taught

124,000

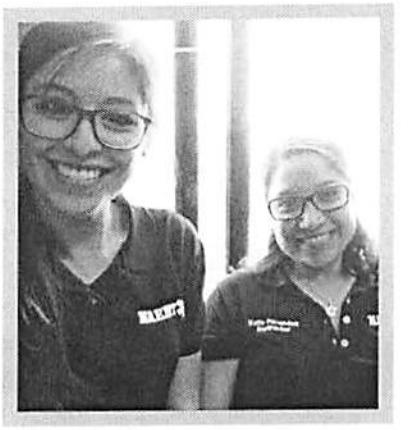
Students worldwide

2,300

Approved NAEMT training centers worldwide

13,500

Approved NAEMT instructors



Flexible learning formats.

We strive to provide the most convenient, flexible learning experience for our students and instructors. NAEMT offers several courses in online/classroom combination formats. This allows students to complete part of their coursework at home or at work, at their own pace, at a time that is convenient for them, and then come together in person for hands-on learning and discussion. Our online curriculum is highly engaging, including videos and other visual aids, to offer a rich and dynamic learning experience.

CAPCE approved. NREMT recognized.

All NAEMT education courses are approved for continuing education credit by the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE). The number of continuing education credits awarded equals the number of course hours. Courses are also recognized for recertification requirements by the National Registry of Emergency Medical Technicians (NREMT).

Advancing the EMS profession.

Proceeds from NAEMT education programs help support the advancement of the EMS profession through advocacy, education and research.

NAEMT is the premier provider of EMS-specific continuing education. Our faculty are assured that the programs NAEMT offers are field-tested and provide the latest evidence-based education for EMS professionals. We are proud to have been a provider of NAEMT education programs for more than 30 years.

Jay Gould, RN, EMT-P
Director, Center for Trauma & Critical Care Education
Virginia Commonwealth University

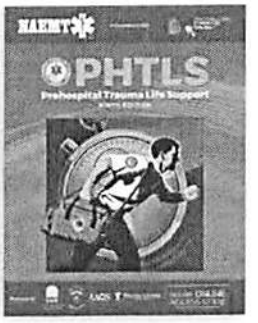
PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS)

Prehospital Trauma Life Support (PHTLS), now in its 9th edition, is recognized around the world as the leading continuing education program for prehospital emergency trauma care. The mission of PHTLS is to promote excellence in trauma patient management by all providers involved in the delivery of prehospital care. PHTLS is developed by NAEMT in cooperation with the American College of Surgeons Committee on Trauma, which provides medical direction and content oversight.

PHTLS courses improve the quality of trauma care and decrease mortality. The program is based on a philosophy stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. PHTLS promotes critical thinking as the foundation for providing quality care. The course utilizes the internationally recognized PHTLS textbook.

Topics covered include

- Physiology of life and death
- Scene assessment
- Patient assessment
- Airway
- Breathing, ventilation and oxygenation
- Circulation, hemorrhage and shock
- Patients with disabilities
- Patient simulations



PHTLS is the global gold standard in prehospital trauma education. PHTLS is appropriate for EMTs, paramedics, nurses, physician assistants, physicians, and other prehospital providers.

TYPES OF PHTLS COURSES

PHTLS meets a broad range of training needs in flexible formats, including classroom and online.

Provider Course: 16-hour course for EMTs, paramedics, nurses, physician assistants, physicians and other prehospital providers. Offered as a classroom course and as a hybrid course (8 hours of online instruction followed by 8 hours in the classroom) in English. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as a PHTLS provider for 4 years, and 16 hours of CAPCE credit.

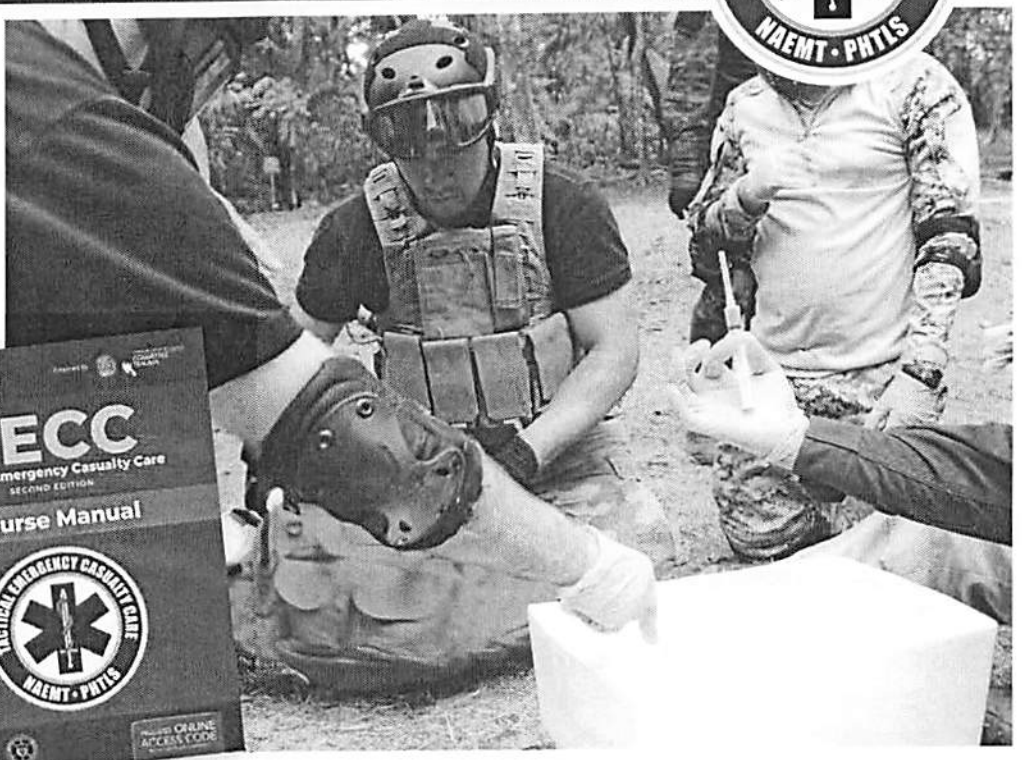
Refresher Course: 8-hour classroom course for individuals who have successfully completed the 16-hour PHTLS provider course within the past 4 years. Current PHTLS provider certificate or wallet card required. Upon successful completion of the course, students receive a certificate of completion and 8 hours of CAPCE credit.

PHTLS for First Responders Provider Course: 8-hour classroom course for first responders including emergency medical responders (EMR), firefighters, rescue personnel, and law enforcement officers. Upon successful completion of this course, students receive a certificate of completion, a wallet card good for 4 years and 8 hours of CAPCE credit.

Online PHTLS Module: 8-hour online module that covers the didactic portion of the 16-hour provider course. Available in English. Upon successful completion of the module, students receive a certificate of completion and 8 hours of CAPCE credit.

Instructor Update: 4-hour course for current PHTLS instructors that provides a comprehensive overview of content and features of a new edition of PHTLS. This course is required with each new edition of PHTLS to maintain current instructor status.

TACTICAL EMERGENCY CASUALTY CARE (TECC)



NAEMT's Tactical Emergency Casualty Care (TECC) course teaches EMS practitioners and other prehospital providers how to respond to and care for patients in a civilian tactical environment. The course presents the 3 phases of tactical care and integrates parallel EMS nomenclature:

- Hot zone/direct threat care that is rendered while under attack or in adverse conditions
- Warm zone/indirect threat care that is rendered while the threat has been suppressed but may resurface at any point
- Cold zone/evacuation care that is rendered while the casualty is being evacuated from the incident site

The 16-hour classroom course includes all new patient simulations and covers the following topics:

- Hemorrhage control, including immediate action drills for tourniquet application throughout the course
- Complete coverage of the MARCH assessment
- Surgical airway control and needle decompression
- Strategies for treating wounded responders in threatening environments
- Caring for pediatric patients
- Techniques for dragging and carrying victims to safety
- A final, mass casualty/active shooter event simulation

NAEMT's TECC course is endorsed by the American College of Surgeons Committee on Trauma, is consistent with the current guidelines established by the Committee on TECC (Co-TECC), and meets all of the updated National Tactical Emergency Medical Support Initiative and Council competency domains. This course is accredited by CAPCE for 16 hours of continuing education credit, and recognized by NREMT.

NAEMT is a recognized education partner of the Co-TECC. Co-TECC establishes guidelines for the provision of prehospital care to injured patients during a tactical incident. Co-TECC neither creates curriculum for the prehospital provider, nor does it endorse the curriculum of other organizations.

TYPES OF TECC COURSES

Provider Course: 16-hour classroom course for EMTs and paramedics. Students who successfully complete the course receive a certificate of completion, a wallet card recognizing them as a TECC provider for 4 years, and 16 hours of CAPCE credit.

Instructor Update: 2-hour course for current TECC and TCCC instructors. Provides a comprehensive overview of content and the features of the 2nd edition TECC course. Offered online in English, and may be offered as a classroom course in other languages. This course is required with each new edition of TECC to maintain current instructor status.

TACTICAL EMERGENCY CASUALTY CARE FOR LAW ENFORCEMENT OFFICERS AND FIRST RESPONDERS (TECC-LEO)

NAEMT's Tactical Emergency Casualty Care for Law Enforcement Officers and First Responders (TECC-LEO) is created specifically to meet the needs of law enforcement officers and other non-EMS first responders. TECC-LEO is an 8-hour classroom course that covers materials found in the TECC course, at a level appropriate for first responders. Emphasizing case-based scenarios and skills practice, the course covers the 3 phases of care in a tactical incident: direct threat care, indirect threat care and evacuation care.

Topics covered include

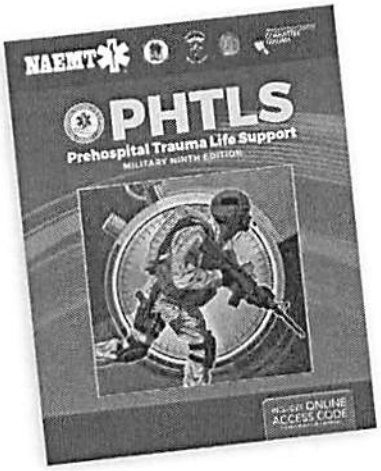
- Rapid, simple assessment to identify, triage, and treat critical traumatic injuries
- Recognizing the potential for shock and death in critical traumatic injuries
- Selection and practice of appropriate, rapid life-saving interventions for critical traumatic injuries, such as hemorrhage control through tourniquets and wound packing; and basic airway and circulation interventions including nasopharyngeal airways and chest seals
- Casualty rescue tactics appropriate to the TECC phases of care, including lifts, drags and carries, and cover and concealment

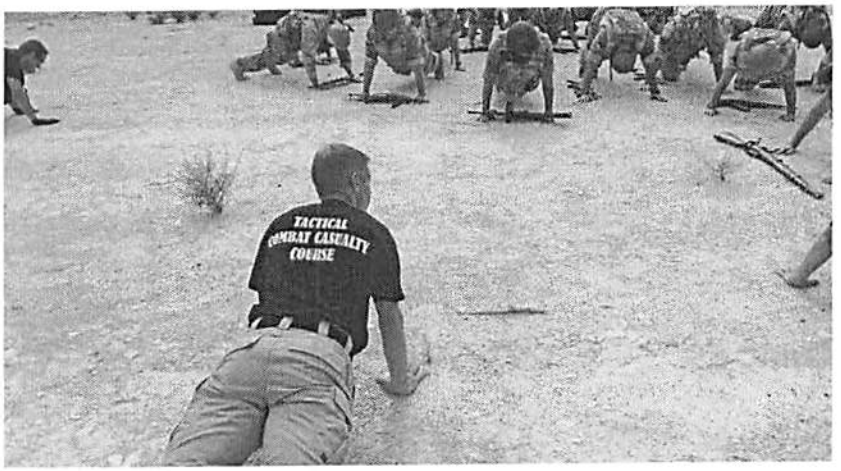
Students who successfully complete the course receive a certificate of completion, a wallet card recognizing them as a TECC-LEO provider for 4 years, and 8 hours of CAPCE credit. This course will be available in December 2019.

TACTICAL COMBAT CASUALTY CARE (TCCC)

Tactical Combat Casualty Care (TCCC) is created by the U.S. Department of Defense, Defense Health Agency, Joint Trauma System to teach evidence-based, life-saving techniques and strategies for providing the best trauma care on the battlefield.

The medical science upon which TCCC is based is published in NAEMT's PHTLS Military textbook; the military chapters are written by members of the Joint Trauma System Committee on TCCC. The TCCC course offered by NAEMT is the only TCCC course endorsed by the Joint Trauma System and the American College of Surgeons. NAEMT's TCCC courses are accredited by CAPCE and recognized by NREMT.





Upon successful completion, students receive a certificate of completion and a wallet card recognizing them as a TCCC provider for 3 years.

NAEMT conducts TCCC courses as specified by the JTS TCCC guidelines and curriculum. The JTS is in the process of revising all TCCC courses. For the latest information on these courses, please visit naemt.org/education/naemt-tccc.

ALL HAZARDS DISASTER RESPONSE (AHDR)

All Hazards Disaster Response (AHDR) teaches EMS practitioners how to respond to the many types of disaster scenarios they may encounter, including natural disasters and infrastructure failings, fires and radiological events, pandemics, active shooter incidents, and other mass casualty events. AHDR educates participants on how to analyze potential threats in their area, assess available resources, and create a medical response plan that saves lives.

Topics covered include

- Communicating effectively during disasters
- Mutual aid and interoperability
- Managing resources such as supplies, medications and equipment
- Triage and transportation strategies and challenges
- Patient tracking and evacuation

At the start of the course, participants conduct a hazards vulnerability analysis to assess natural and man-made features of their environment that pose risk, along with assessing the needs of vulnerable and special needs populations, such as assisted-living and hospitalized patients. Content is presented in the context of realistic scenarios, culminating with a large-scale mass casualty activity.

TYPES OF AHDR COURSES

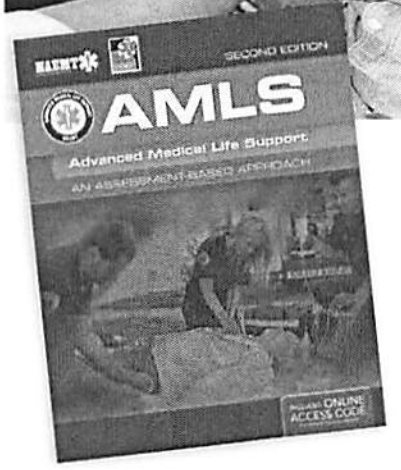
Provider Course: 8-hour classroom course for EMS practitioners at all levels. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as an AHDR provider for 4 years, and 8 hours of CAPCE credit.

Online Instructor Orientation: For current AMLS, PHTLS, TECC and TCCC instructors who wish to become an AHDR instructor, this 1-hour online course explains the components of AHDR and teaches instructors how to host an engaging learning experience for participants. The orientation highlights best practices for utilizing course components, including interactive skill stations and case-based lectures. Upon completion of the course, instructors receive an AHDR instructor card. No monitoring is required. Available online in English. May be offered as a classroom course in other languages.

ADVANCED MEDICAL LIFE SUPPORT (AMLS)

Advanced Medical Life Support (AMLS) is the gold standard of education for emergency medical assessment and treatment. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy.

Students learn to recognize and manage common medical crises through realistic case-based scenarios that challenge students to apply their knowledge to highly critical patients. The course emphasizes the use of scene size-up, patient history, interactive group discussion on potential treatment strategies, and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises.



AMLS is offered in a variety of course types to meet the needs of EMTs, paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians.

Topics covered include

- Respiratory disorders
- Cardiovascular disorders
- Shock
- Altered mental status
- Neurological and behavioral disorders
- Endocrine/metabolic disorders
- Environmental emergencies
- Infectious disease
- Abdominal disorders
- Sepsis
- Pharmacology
- Toxicological emergencies
- Exposure to hazardous materials

TYPES OF AMLS COURSES

Provider Course: 16-hour course designed for paramedics, nurses, physician assistants, nurse practitioners and physicians. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as an AMLS provider for 4 years, and 16 hours of CAPCE credit. Offered as a classroom course, and as a hybrid course in English where students take 8 hours of the course online followed by 8 hours in the classroom.

Refresher Course: 8-hour classroom course for individuals who have successfully completed the 16-hour AMLS provider course within the past 4 years. Current AMLS provider certificate or wallet card required. Upon successful completion of the course, students receive a certificate of completion and 8 hours of CAPCE credit.

Online Module: 8-hour online module covers the didactic portion of the course. Upon successful completion, students receive a certificate of completion and 8 hours of CAPCE credit. Available in English.

AMLS *Basics* (for EMTs): 16-hour classroom course designed specifically for emergency medical technicians. The course covers the same material as AMLS, at a level appropriate for EMTs. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as an AMLS *Basics* provider for 4 years, and 16 hours of CAPCE credit.

Instructor Update: 3-hour course for current AMLS instructors that provides a comprehensive overview of content and the features of a new edition of AMLS. The 3rd edition AMLS Instructor Update will be offered in a classroom format at 2019 EMS World Expo, and subsequently as an online course in English and Spanish. May be offered as a classroom course in other languages. This course is required with each new edition of AMLS to maintain current instructor status.

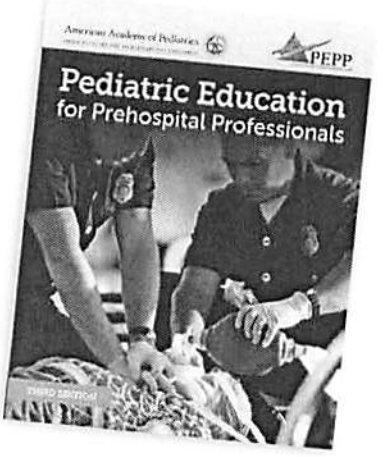
EMERGENCY PEDIATRIC CARE (EPC)

Emergency Pediatric Care (EPC) focuses on critical pediatric physiology, illnesses, injuries and interventions to help EMS practitioners provide the best treatment for sick and injured children in the field. The course stresses critical thinking skills to help practitioners make the best decisions for their young patients.

EPC is appropriate for EMTs, paramedics, emergency medical responders, nurses, nurse practitioners, physician assistants, and physicians.

Topics covered include

- The pathophysiology of the most common critical pediatric emergency issues
- Critical thinking skills to help practitioners make the best decisions for their patients
- Application of the Pediatric Assessment Triangle (PAT), a tool to help EMS practitioners rapidly and accurately assess pediatric patients
- The importance of family-centered care
- Understanding and communicating with children
- Airway management, breathing and oxygenation
- Cardiac emergencies
- Recognizing child abuse and neglect
- Hypoperfusion and shock
- Newborn resuscitation



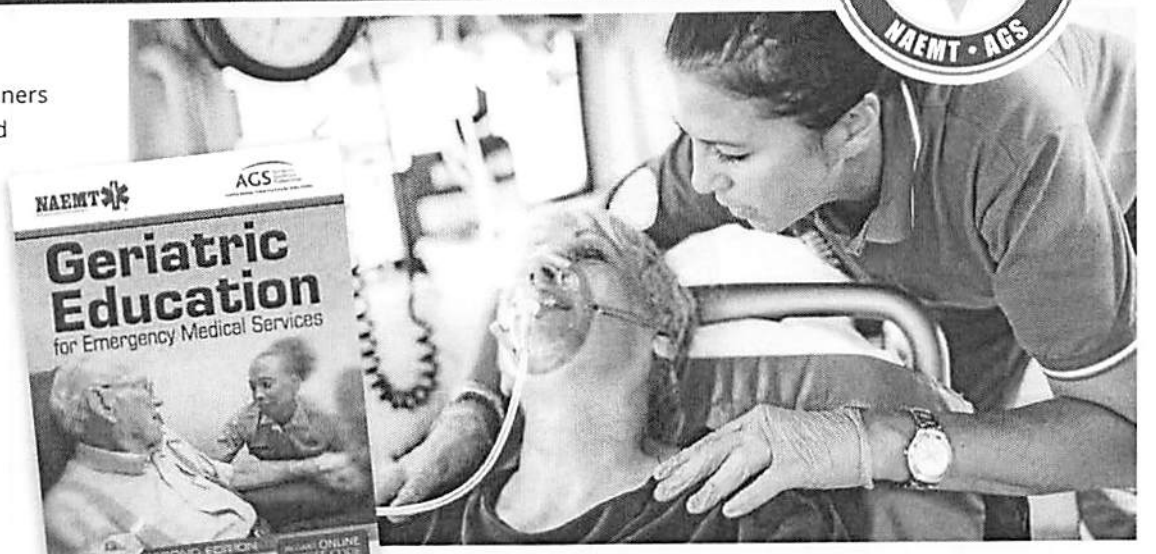
TYPES OF EPC COURSES

Provider Course: 16-hour course for EMTs, paramedics, nurses, physician assistants, nurse practitioners and physicians. Offered as a classroom course, and as a hybrid course in English where students take 8 hours of the course online followed by 8 hours in the classroom. Students who successfully complete the course receive a certificate of completion, a wallet card recognizing them as an EPC provider for 4 years, and 16 hours of CAPCE credit.

Online Module: 8-hour online module covers the didactic portion of the EPC course. Upon successful completion of the module, students receive a certificate of completion and 8 hours of CAPCE credit.

Instructor Update: 2-hour course for current EPC instructors provides a comprehensive overview of content and the features of a new edition of EPC. This course is offered as an online course in English and may be offered as a classroom course in other languages. This course is required with each new edition of EPC to maintain current instructor status.

GERIATRIC EDUCATION FOR EMS (GEMS)



GEMS provides EMS practitioners at all levels with the skills and knowledge to address the unique medical, social, environmental and communications challenges of older adults. Developed by NAEMT in partnership with the American Geriatrics Society, GEMS empowers EMS practitioners to help improve medical outcomes and quality of life for older patients.

GEMS features case-based lectures, live action video, hands-on skill stations, simulation and small group scenarios to fully engage students in the learning experience.

Two GEMS courses – a core and an advanced course – are available. They may be offered separately or sequentially. Both courses are appropriate for EMTs, paramedics, emergency medical responders, nurses, physician assistants and physicians.

Topics covered include

- Changes with age
- Assessment of older adults
- Pharmacology and medication toxicity
- Psycho-social emergencies
- Elder abuse
- End-of-life care issues
- Cardiovascular and respiratory emergencies
- Trauma
- Neurological emergencies and altered mental status
- Mobile integrated healthcare
- Special considerations for older adults in disaster response
- Skin and wound care
- Medical devices frequently used by older adults

TYPES OF GEMS COURSES

Core Provider Course: 8-hour classroom course for EMTs, paramedics, emergency responders, nurses, physician assistants and physicians. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as a GEMS core provider for 4 years, and 8 hours of CAPCE credit.

Advanced Provider Course: 8-hour classroom course for EMTs, paramedics, emergency responders, nurses, physician assistants and physicians, that expands upon the curriculum presented in the core course, with more in-depth content and complex scenarios. Students who successfully complete this course receive a certificate of completion, a wallet card recognizing them as a GEMS Advanced provider for 4 years, and 8 hours of CAPCE credit.

Online Instructor Orientation: For AMLS and PHTLS instructors who wish to become GEMS instructors, this 1-hour online course covers the components of GEMS and teaches instructors how to host an engaging learning experience for participants. The orientation highlights course features and best practices for utilizing course components, including interactive skill stations and case-based lectures. Available online in English. May be offered as a classroom course in other languages. AMLS and PHTLS instructors who successfully complete this course will receive a GEMS instructor card. No monitoring is required.

PSYCHOLOGICAL TRAUMA IN EMS PATIENTS (PTEP)

Psychological Trauma in EMS Patients (PTEP) gives EMS practitioners the resources they need to help alleviate patients' hidden wounds – intense fear, stress and pain – during a medical emergency.

PTEP educates EMS practitioners about the biological underpinnings of psychological trauma, the short and long-term impact on the brain and body, and warning signs that a patient is experiencing extreme psychological distress. Through scenario-based interactive sessions, EMS practitioners are also taught strategies and techniques to alleviate patients' distress and help patients cope with what they're experiencing to ward off lingering effects.

TYPES OF PTEP COURSES

Provider Course: 8-hour classroom course for EMS practitioners at all levels and other prehospital providers. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as a PTEP provider for 4 years, and 8 hours of CAPCE credit.

Online Instructor Orientation: For current NAEMT instructors who wish to become a PTEP instructor, this 1-hour online course explains the components of PTEP and teaches instructors how to host an engaging learning experience for participants. The orientation highlights the course features and best practices for utilizing course components, including interactive skill stations, roundtable discussions and case-based lectures. Upon completion of the course, instructors receive a PTEP instructor card. No monitoring is required. Available online in English. May be offered as a classroom course in other languages.

Topics covered include

- The invisible wounds of psychological trauma
- Reducing psychological traumatic stress
- Understanding the physiological stress response
- Applying the eSCAPe principle to patient care.
- Patient simulations
- Recognizing psychological trauma within EMS

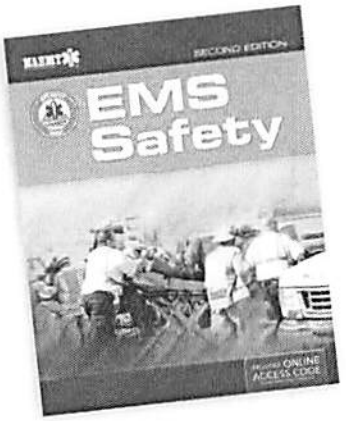
One of the great benefits of the PTEP course is to give our health professionals the opportunity to connect with patients in a different context and understand the human being in a more comprehensive way. PTEP helps EMS practitioners recognize how fear and pain interact, and relieve patients' hidden wounds.

Héctor Ernesto Estrada Jiménez, PhD, Paramedic
NAEMT Affiliate Faculty and PTEP Instructor, Mexico

EMS SAFETY

EMS Safety teaches students how to protect themselves and their patients while on the job. The course promotes a culture of safety and helps reduce the number of on-the-job fatalities and injuries. EMS Safety is the only national, comprehensive safety course for EMS practitioners. Its interactive format features real-life case studies and compelling discussions on current safety issues, and provides participants with a forum to share their own experiences. Critical thinking stations help build participants' risk assessment and decision-making skills.

EMS Safety is appropriate for all levels of EMS practitioners, other medical professionals providing prehospital patient care, and EMS supervisors and administrators.



Participants are taught:

- To identify and manage the hazards that can appear during daily tasks, from offensive drivers to violent encounters to chronic stress
- Practical strategies to apply in the field, from situational awareness to defensive driving to verbal deflection
- How to strengthen resiliency skills to combat both chronic and critical incident stress

Topics covered include

- Crew resource management in EMS
- Situational awareness and defensive driving for safe emergency vehicle operations
- Multi-agency pre-planning, vehicle and practitioner visibility techniques, and defensive staging practices at roadside incidents
- Lift assist teams, lifting and moving equipment, and behavioral controls for EMS practitioner and patient injury protection
- Situational awareness for scene safety, verbal and physical techniques to de-escalate potential threats
- Infection and contagion control to protect both EMS practitioners and patients from emerging threats
- Resiliency skills to help EMS practitioners cope with daily and critical incident stress
- Personal readiness for the daily challenges and hazards of working in the field through optimal personal health

TYPES OF EMS SAFETY COURSES

Provider Course: 8-hour classroom course for EMS practitioners at all levels. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as an EMS Safety provider for 4 years, and 8 hours of CAPCE credit.

Online Instructor Orientation: 1-hour online course for current NAEMT instructors that explains the components of the course and teaches instructors how to host an engaging learning experience for participants. The orientation highlights course features and best practices for utilizing the course components, including critical thinking skill stations and case-based lectures. Upon completion of the course, instructors receive an EMS Safety instructor card. No monitoring is required. Available online in English. May be offered as a classroom course in other languages.

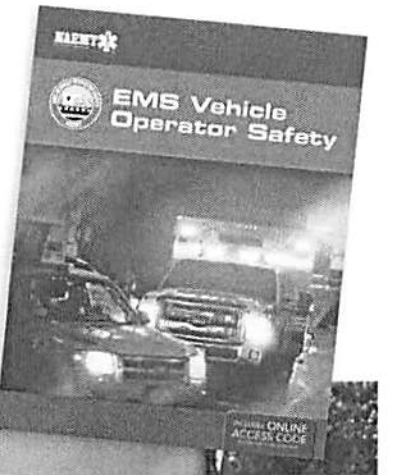
EMS VEHICLE OPERATOR SAFETY (EVOS)

EMS Vehicle Operator Safety (EVOS) addresses the knowledge gap that leads to injuries and deaths, and focuses on the specific behaviors that need to be changed to create a culture of safe driving.

Drawing on the most current research about the behaviors and other hazards that lead to crashes, EVOS features case studies and analyses of both common and catastrophic collisions. EVOS challenges EMS practitioners to reconsider their preconceptions about safe vehicle operations. Instructors can easily incorporate local laws, rules and policies into the curriculum.

Topics covered include

- Making driving safety a priority
- Legal aspects of EMS vehicle operation
- Maneuvering an EMS vehicle
- Vehicle inspection and maintenance
- Mental, emotional and physical preparedness
- Emergency response
- Crash prevention
- Driving skills
- Technological aids
- Simulation training



TYPES OF EVOS COURSES

Provider Course: Appropriate for EMS practitioners at all levels, this course can be offered as an 8-hour classroom course or a 16-hour course with 8 hours of classroom content and 8 hours of hands-on driving instruction. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as an EVOS provider for 4 years, and either 8 or 16 hours of CAPCE credit.

Online Instructor Transition Course: For current instructors of the following national driving courses – CEVO II, CEVO 3, VFIS EVDT, or NHTSA EVOC. This 1-hour course explains the components of EVOS and teaches instructors how to host an engaging learning experience for participants. Upon completion of the course, instructors receive an EVOS instructor card, and no monitoring is required. Instructors of local driving courses may also be eligible to transition to EVOS. Contact education@naemt.org for more information. Available in English. May be offered as a classroom course in other languages.

PRINCIPLES OF ETHICS AND PERSONAL LEADERSHIP (PEPL)

Principles of Ethics and Personal Leadership (PEPL) provides EMS and mobile healthcare practitioners at all levels with the necessary knowledge and skills to effectively interact with patients and their families, other medical personnel, co-workers, supervisors and community residents at large.

Through course presentation, dialogue, self-reflection, and learning activities, including written and video case studies, students explore the importance of ethics and personal leadership, identify their leadership roles in civic life as individuals, family members, professionals and members of the community, and practice the skills important to the exercise of personal, ethical leadership.

This course is appropriate for EMTs, paramedics, other mobile healthcare practitioners and emergency responders.

Topics covered include

- Personal and professional values and beliefs
- Understanding the concept of "service beyond self"
- Personal responsibility for ethical decision-making
- Strategies for conflict resolution
- Serving as an ambassador for the profession, agency, and community

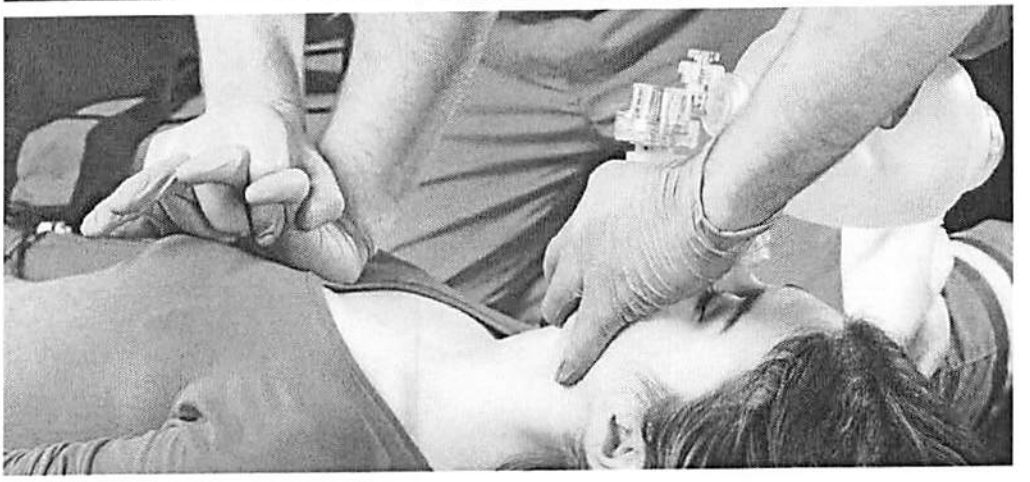
The PEPL course is a scientifically documented training program that fills an important gap in basic education. Emphasizing concepts and principles such as personal and professional ethics, self-esteem, self-respect, communicating with patients and fellow responders, and managing different personalities, PEPL prepares EMS providers to assume a leadership role on the ambulance, in their EMS agency and throughout the emergency care system.

Panagiotis Koukopoulos, BA, MSc (c), EMT-I
NAEMT Education Coordinator, Greece

TYPES OF PEPL COURSES

Provider Course: 16-hour classroom course for EMS practitioners at all levels. Upon successful completion of the course, students receive a certificate of completion, a wallet card recognizing them as a PEPL provider for 4 years, and 16 hours of CAPCE credit.

COMING IN 2020: UPDATES TO CURRENT COURSES AND ALL-NEW COURSES



Advanced Medical Life Support (AMLS) 3rd Edition

In response to feedback from students and instructors, the 3rd edition AMLS textbook will feature new chapters on behavioral health emergencies, sepsis and pharmacology. The course will feature new AMLS pathway case studies in each lesson and many new patient simulations. The 3rd edition course will also include a new AMLS course manual for students.

AMLS 3rd edition course materials will be published in February 2020.

Emergency Pediatric Care (EPC) 4th Edition

In March 2020, NAEMT will beta test the 4th edition of Emergency Pediatric Care (EPC). The revised course will feature an all-new course schedule with even more interactive teaching methodologies such as visual critical thinking stations, interactive skills stations, patient simulations, and facilitated lectures. Topics will include toxicology, child maltreatment, burn injuries, concussion, endocrine disorders, cardiac arrest, and much more. The 4th edition will also include a new EPC course manual for students.

EPC 4th edition course materials will be published in Summer 2020.

Critical Care Test Prep (CCTP) (NEW!)

Critical care and flight paramedics are frequently required to hold Critical Care Paramedic or Flight Paramedic certification from the International Board of Specialty Certifications (IBSC). Critical Care Test Prep (CCTP) prepares students to take these IBSC certification exams. The course covers:

- Safety and transport
- Trauma
- Cardiopulmonary
- Neurology
- Toxicology and environment
- Special populations

This 16-hour classroom course is designed for paramedics preparing for the IBSC critical care or flight paramedic certification or recertification exam. Upon successful completion of the course, students will receive a certificate of completion and 16 hours of CAPCE credit. NAEMT will beta test CCTP at the 2019 EMS World Expo. The course will be available in Fall 2020.

Community Paramedicine Practitioner Course (NEW!)

The Community Paramedicine Practitioner course is a semester-long course that covers the typical patient care provided through mobile integrated healthcare and community paramedicine (MIH-CP) programs. Topics covered include:

- Mobile integrated healthcare development and implementation
- Clinical medicine/ pathophysiology
- Diabetes
- Cardiopulmonary disease
- Neurology/mental health
- Children with special needs
- Nutrition
- Geriatrics
- Pharmacology
- Hospice/palliative care
- Motivational interviewing

The 56-hour classroom course with 80 hours of clinical rotations is designed to help prepare paramedics to serve as MIH practitioners or community paramedics, and to take the IBSC Community Paramedic certification exam. Coursework will be eligible for CAPCE credit. This course will be available in Fall 2020.

RECERT: ONLINE, ACCREDITED EMS, FIRE AND RESCUE CONTINUING EDUCATION FOR RECERTIFICATION

Recert (Recert.com) is the best source for EMTs and paramedics seeking high quality, evidence-based online education to expand their knowledge and meet recertification requirements. NAEMT partners with the Public Safety Group of Jones & Bartlett Learning on Recert to offer over 280 engaging and interactive courses covering all aspects of EMS and fire. Recert's customizable tools enable individuals and agencies to track progress toward meeting NREMT recertification and state EMS re-licensure requirements.

- Most courses are 1- to 2-hours and can be viewed on any device.
- New courses are added each quarter.
- Courses use interactive, media-rich, scenario-based learning, with some inspired by video game design.
- Includes free tool to track recertification and/or re-licensure progress and compliance.
- Subscription or individual module pricing plans are available.
- All EMS courses are CAPCE accredited and recognized by NREMT for continuing education credit.
- NAEMT Active & Associate members receive a 15% discount on all Recert purchases.

RECERT™

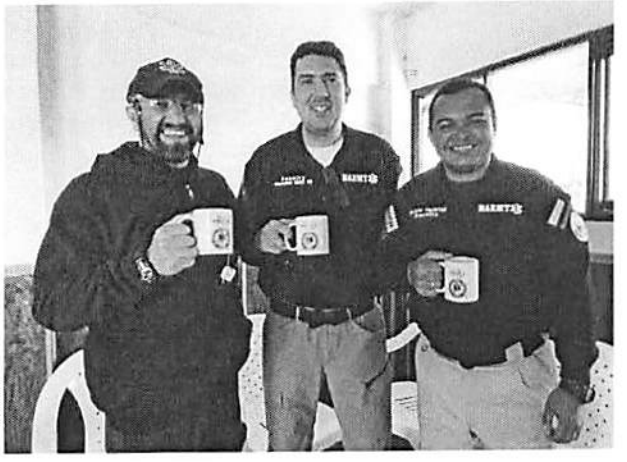
HOW TO BECOME AN NAEMT INSTRUCTOR

NAEMT training centers are required to use approved NAEMT instructors to conduct NAEMT courses.

To become an NAEMT instructor, you must:

1. Successfully complete the NAEMT provider course for the course you wish to teach.
2. In the United States, be licensed as an EMT or paramedic. Instructors may not teach content or skills they are not credentialed to perform. *Note:*
   a. Some NAEMT courses require paramedic level licensure.
   b. For the U.S. military, must be currently certified by NREMT at the EMT, AEMT or paramedic level or hold a military medic instructor credential issued by one of the U.S. Armed Services.
   c. In other countries, instructors must meet the commensurate certification and licensure requirements.
   d. Physicians, physician assistants, and nurses with commensurate prehospital trauma experience may qualify for instructor status, provided they complete all requirements to become an NAEMT instructor.
3. Be associated with an approved NAEMT training center, either as a current member of their faculty, or as an instructor candidate.
4. New NAEMT Instructors must complete the NAEMT instructor application.
5. Take and pass the *NAEMT Instructor Preparation* course (offered in English and Spanish online, and in other languages as a classroom course). *Note: This course only has to be taken once.*
6. Meet any other instructor requirements determined by your NAEMT training center.
7. Be monitored by an NAEMT Affiliate Faculty at your NAEMT training center as you teach your initial classroom provider course. Refresher and hybrid courses do not qualify for monitoring. Affiliate Faculty will submit instructor monitoring form to NAEMT indicating approval.
8. Upon receipt of instructor monitoring form, you will be designated by NAEMT as an approved NAEMT instructor for the specific NAEMT education program. An instructor card will be issued.
9. Maintain your approved instructor status by teaching at least one course per year for each course you teach, attending all instructor updates as required, and maintaining current contact information with NAEMT headquarters.

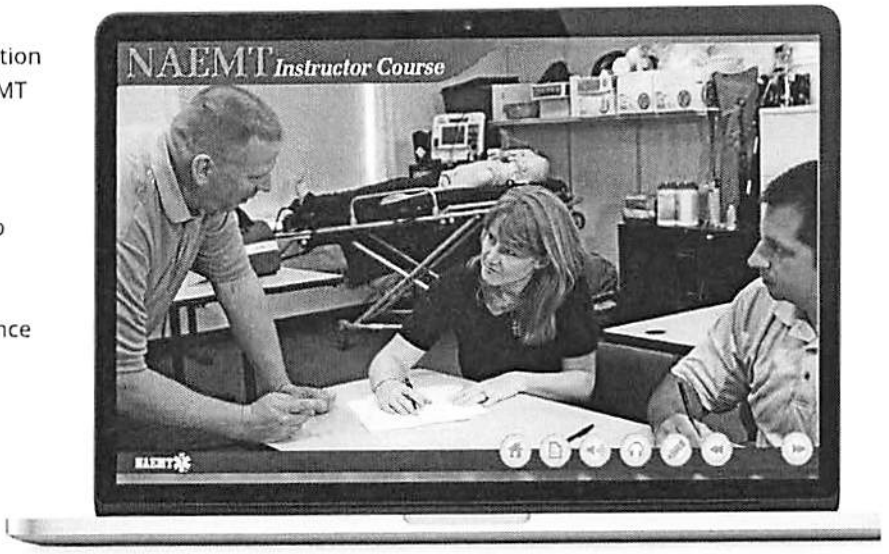
Find more information at naemt.org. Under the "Education" tab, choose "Become an NAEMT Instructor."



NAEMT INSTRUCTOR PREPARATION COURSE

All NAEMT instructor candidates are required to successfully complete the NAEMT Instructor Preparation Course one time to help prepare them to teach NAEMT education courses. The course covers:

- The basics of adult learning theory
- The adult learning methodologies that are used to deliver course content
- The mission and philosophy of NAEMT education
- An overview of NAEMT's education quality assurance system
- A description of each NAEMT course
- How NAEMT courses are administered
- Best practices for conducting NAEMT courses
- Classroom management



Types of NAEMT Instructor Preparation Courses

This 6-hour course is offered in an online format in English and Spanish. In other languages it is offered as a classroom course. Upon successful completion of this course, students receive a certificate of completion, and 6 hours of CAPCE credit.

Whether you are training an entry level provider or a seasoned one, I would recommend NAEMT courses to give your students an outstanding educational experience.

Anne Austin Ellerbee
Thomaston, GA

Instructor requirement exceptions

CAAHEP-Accredited Programs: New NAEMT Instructors at CAAHEP-accredited programs may be monitored by their course coordinators. Monitoring by NAEMT Affiliate Faculty is not required.

Current AMLS and PHTLS instructors can easily become instructors for the following courses – AHDR, GEMS, EMS Safety and PTEP – simply by completing the online instructor orientation for the course. Monitoring by NAEMT Affiliate Faculty is not required.

Additional exceptions for specific courses can be found at naemt.org. Under the "Education" tab, choose "Become an NAEMT Instructor," and then the "Instructor Requirement Exceptions" link.

Textbooks and instructor materials for NAEMT courses may be purchased through the Public Safety Group of Jones & Bartlett Learning, NAEMT's education publishing partner. Visit psglearning.com/naemt.

PUBLIC SAFETY GROUP

HOW TO BECOME AN NAEMT TRAINING CENTER

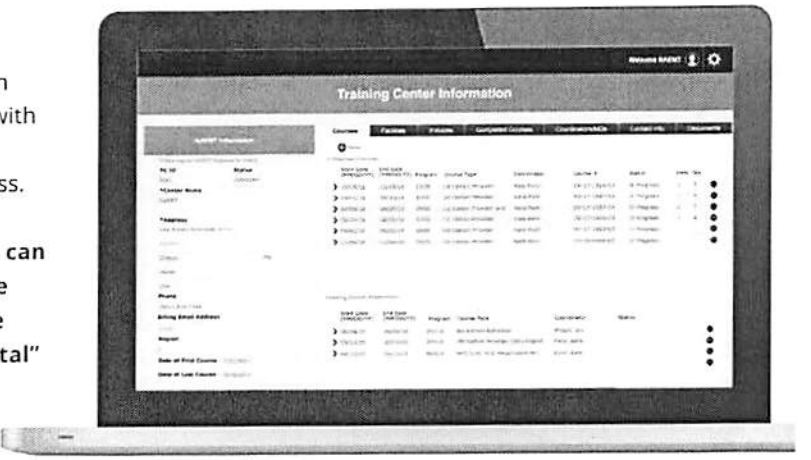
NAEMT education programs are conducted through a network of approved training centers. NAEMT works with reputable centers that possess appropriate training facilities and experienced EMS faculty, maintain affiliation with an emergency medical institution, have a qualified medical director to provide medical oversight and guidance, and are committed to developing and sustaining a quality EMS training program at their center.

View specific requirements and apply: naemt.org/course-administration/site_application.aspx.

Easy, efficient and cost-effective administration

No one likes spending more time on paperwork than they need to. NAEMT provides our training centers with an online Education Portal to provide a streamlined, user-friendly and cost-efficient administrative process.

NAEMT training centers and course coordinators can access the Education Portal at naemt.org. Choose the "Course Administration" tab at the top of the page, then the "Access the NAEMT Education Portal" button.



Easy online administration

Utilizing a dashboard approach, NAEMT training centers have direct access to manage and monitor their course activity. All administration for NAEMT courses can be done quickly and easily online, including:

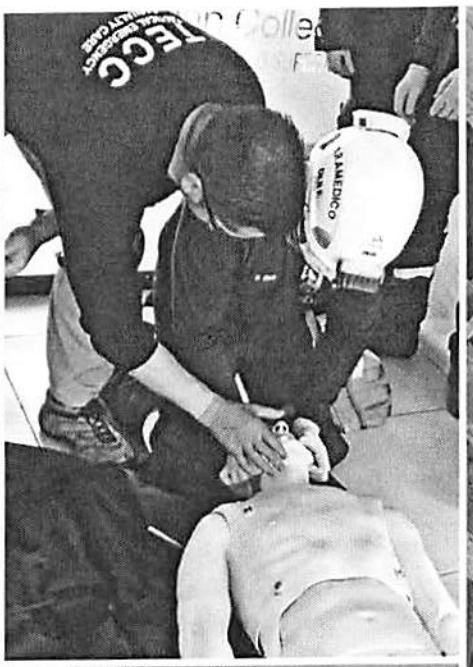
- Provide limited-view access to approved course coordinators to manage courses on behalf of your training center
- Register or cancel courses
- Assign instructors using a searchable list of approved instructors
- Access secure materials for approved courses.
- Manage and submit student data
- Print or email student certificates and cards
- View invoices and submit course administration fees

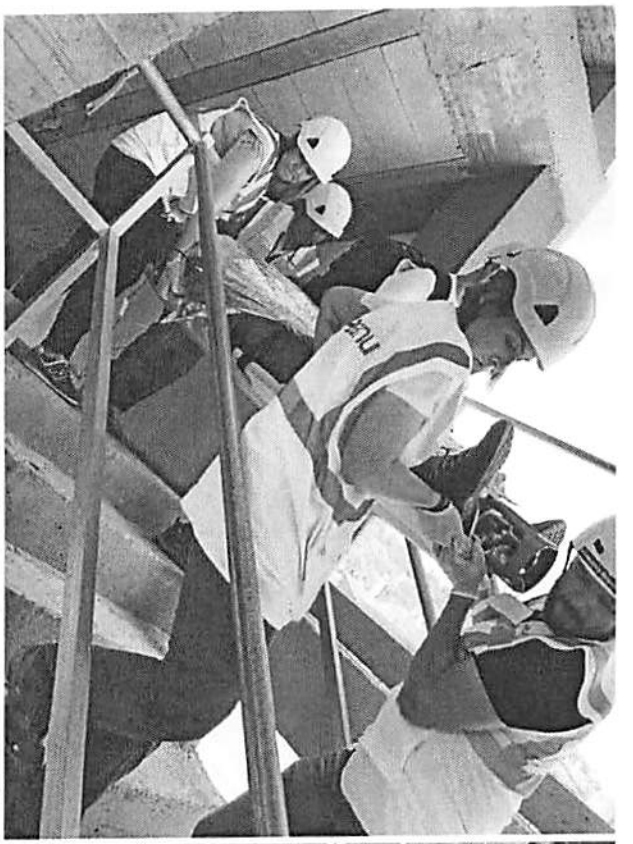
Responsive customer service

NAEMT has a fully staffed customer service team to assist our training centers and instructors. When you have questions or need help, email education@naemt.org or call 1-800-346-2368.

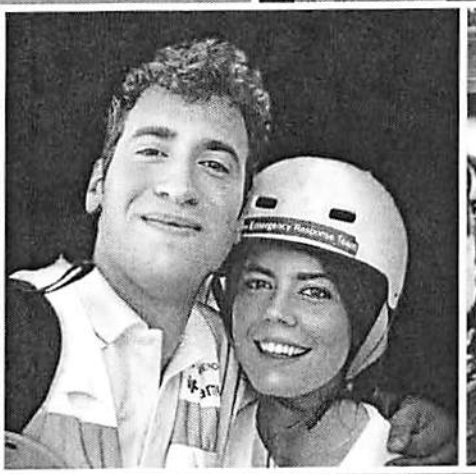
NAEMT provides high-quality and evidence-based education for EMS practitioners that helps us do our best to save lives and take good care of patients in all challenging circumstances.

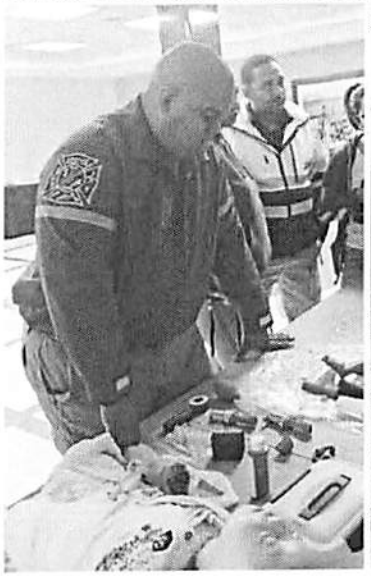
Zhixin Wu, MD, PhD
Foshan Hospital of TCM
China

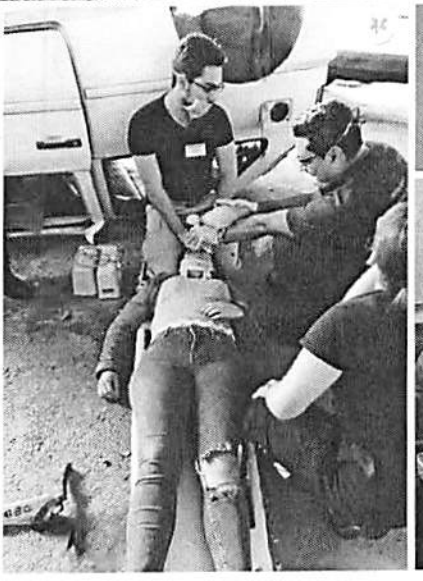




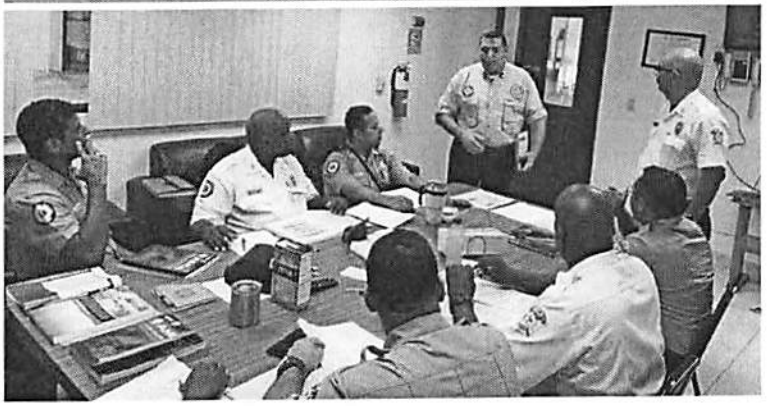
Thank you to our global network of
NAEMT TRAINING CENTERS & FACULTY

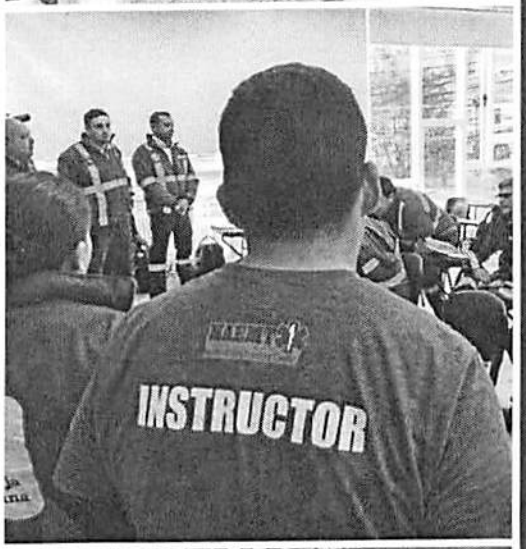






FOR MAKING A DIFFERENCE
in the lives of students every day!





NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS
PO Box 1400, Clinton, MS 39060-1400

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NAEMT
Advancing the EMS profession

ABOUT NAEMT

Formed in 1975 and more than 72,000 members strong, the National Association of Emergency Medical Technicians (NAEMT) is the only national association representing the professional interests of all emergency and mobile healthcare practitioners, including emergency medical technicians, advanced emergency medical technicians, emergency medical responders, paramedics, advanced practice paramedics, critical care paramedics, flight paramedics, community paramedics, and mobile integrated healthcare practitioners. NAEMT members work in all sectors of EMS, including government agencies, fire departments, hospital-based ambulance services, private companies, industrial and special operations settings, and in the military.

AMLS Equipment Requirement List

Equipment

All participants must have access, at a minimum, to the equipment listed below. The equipment can either be supplied in each station or provided to each group of participants. Participants should be allowed to utilize their own equipment when appropriate. All equipment must be in proper working order.

White board / flip chart and markers for each scenario station

Either a high-def manikin or simulated patient for each assessment breakout session with appropriate moulage per the scenario

Typical Jump Kit that includes:

- Stethoscope
- BP Cuff
- Pulse Oximeter
- Glucometer
- BVM with mask
- Pen light

Typical first line medication:

- NTG
- ASA
- Epi Pen
- Narcan
- Cardiac meds per ACLS

Airway kit:

- Oxygen
- Basic and advanced airway adjuncts
- Methods of verification of tube placement

Ventilator (transport or hospital)
ECG monitor/defibrillator with rhythm generator/simulator (requested but optional)

Basically, everything that an EMS crew would normally carry into a scene for a typical EMS call for each group. Typically 3-4 sets of things for each course because typically have 3-4 breakout sessions.

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Prehospital Trauma Life Support (PHTLS) 9th Edition Equipment List

- Personal protective equipment (PPE; e.g., gloves, goggles)
- Bag-mask device (adult and pediatric when applicable)
- Supplemental oxygen and delivery supplies:
  - Supply tubing
  - Nasal cannula
  - Nonrebreathing mask
- Basic airway supplies:
  - Multiple sizes of oropharyngeal and nasopharyn¬geal airways (adult and pediatric)
  - Complex airway supplies (based on student's scope of practice):
    - Supraglottic airway (e.g., Combitube, King, LMA, i-gel)
    - Endotracheal intubation supplies (adult and pediatric)
- Dressing and bandaging supplies
- Medical tape
- Extremity splints
- Stethoscope
- Intravenous (IV) therapy equipment:
  - Multiple sizes of IV catheters (to include large-bore catheters for airway when applicable)
  - IV tubing
  - IV fluids
  - Intraosseous equipment if applicable
  - Sharps containers
- Cervical collars (multiple sizes, adult and pediatric)
- Hemorrhage control devices (e.g., elastic bandage, tourniquet, hemostatic dressing)
- Spinal motion restriction device
- Blanket/towels
- Pulse oximeter
- End-tidal carbon dioxide monitor
- Stethoscope
- Blood pressure cuff
- Airway trainer/manikin
- Wound packing/manikin

Additional equipment, if applicable and available, includes:

- Stretcher/cot
- Cardiac monitor
- Ambulance
- Scoop stretcher
- Flashlight
- Ultrasound