

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Council Chambers, 305 West Third Street
June 25, 2024
Regular Meeting - 6:45 to 8:15 PM

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 890 1121 0817
3. Passcode: 670674

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at [www.https://www.oxnard.org/city-meetings/](https://www.oxnard.org/city-meetings/).

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
 - a. Submit a request to speak remotely by 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org by 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. Follow Zoom details listed above.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the June 11, 2024 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Police Department

SUBJECT: MOU Agreement with Ventura County District Attorney's Office for Internet Crimes Against Children Investigations. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommends that the City Council approve and authorize the Mayor to sign a three-year agreement with the Ventura County District Attorney's Office, with a total agreement amount not to exceed \$494,544 for the collaborative partnership between the Police Department and Ventura County District Attorney's Office for the detection, investigation, and prosecution of Internet Crimes Against Children (ICAC) cases.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/ocebV1iljJI>

Contact: Jason Benites, (805) 385-7624

2. Fire Department

SUBJECT: Oxnard EMS Corps Project Update and Staff Request. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommends the City Council:

1. Receive a report on the progress of the “Oxnard EMS Corps” Workforce Development Project.
2. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing an Administrative Services Coordinator Limited-Term Position Pursuant to Chapter 4 of the City Personnel Rules and Regulations, to fill the Grant EMS Corps Educator Role.
3. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing the reclassification of the Department’s Community Paramedic Position to EMS Specialist Senior, to perform grant administration activities and EMT program education.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/Wtn-KNYqdb4>

Contact: Alexander Hamilton, (805) 385-7700

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: June 25, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the June 11, 2024 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 06 11 2024 Community Services, Public Safety, Housing & Development

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Regular Meeting
June 11, 2024

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 6:45 p.m., Chair Bryan A. MacDonald called to order the regular meeting of the Oxnard City Council Community Services, Public Safety, Housing & Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Bryan A. MacDonald, Member Oscar Madrigal, and Member John C. Zaragoza were present in person.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Ray Blattel (Citations for fireworks and drones).

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the May 28, 2024 regular meeting as presented.

It was moved by Member Madrigal, seconded by Member Zaragoza, to approve the Information/Consent item as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

D. REPORTS

1. Fire Department

SUBJECT: Agreement for Fire and Police Department Annual Wellness Programs.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend City Council:

1. Approve and authorize the Mayor to execute Agreement No. 32400515 with Performance Wellness and Injury Prevention, LLC for a total amount not to exceed \$600,000 for a three-year term to provide a comprehensive annual

wellness program for the Fire and Police Departments.

Alexander Hamilton, Fire Chief presented and answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

Chief Hamilton made a correction on the amount listed in the staff report. The amount was reduced to \$300,000. The correct amount will be listed on the staff report going to Council for approval.

It was moved by Member Zaragoza, seconded by Member Madrigal, to approve the recommended action as amended. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

2. Housing Department

SUBJECT: Oxnard Navigation Center Operating Agreement with Mercy House for Fiscal Year 2024-2025.

RECOMMENDATION: That the Committee recommend that the City Council:

1. Approve and authorize the Mayor to execute a one-year agreement with Mercy House for the provision of shelter and navigation center operations in fiscal year 2024 - 2025, in the amount not-to-exceed \$4,066,990;
2. Authorize the City Manager or designee to carryover unspent General Fund (101) previously allocated funding for FY 2023-2024 shelter operations to be used for FY 2024-2025 shelter operations in the amount of \$223,000;
3. Authorize the City Manager or designee to appropriate Permanent Local Housing Allocation funds (220) and recognize grant revenue in the amount of \$876,166 in FY 2024-2025; and
4. Authorize the City Manager or designee to appropriate California State grant funds (210) and recognize grant revenue in the amount of \$1,334,826 in FY 2024-2025.

Emilio Ramirez, Housing Director presented and answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Chair MacDonald, seconded by Member Madrigal, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Bryan A. MacDonald adjourned the meeting at 7:01 p.m.

ROSE CHAPARRO
City Clerk

BRYAN A. MACDONALD
Chair



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: June 25, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Jason Benites, Police Chief, (805) 385-7624, jason.benites@oxnardpd.org

SUBJECT: MOU Agreement with Ventura County District Attorney's Office for Internet Crimes Against Children Investigations. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommends that the City Council approve and authorize the Mayor to sign a three-year agreement with the Ventura County District Attorney's Office, with a total agreement amount not to exceed \$494,544 for the collaborative partnership between the Police Department and Ventura County District Attorney's Office for the detection, investigation, and prosecution of Internet Crimes Against Children (ICAC) cases.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/ocebV1iljJI>

BACKGROUND

Oxnard is the largest city in Ventura County and has the highest number of Internet Crimes Against Children Cases (ICAC). ICAC cases are generally reported through cybertips. A cybertip is a designated reporting mechanism for the public and electronic service providers (ESPs) to report instances of suspected child sexual exploitation. In 2022, the Police Department received over 327 cybertips for the exploitation of children. In 2023, the Police Department received over 308 cybertips for the exploitation of children.

The Police Department and the Ventura County District Attorney's Office (VCDAO) are committed to the aggressive investigation and prosecution of criminal cases involving the sexual exploitation of children. A collaborative relationship between the Police Department and VCDAO will enhance the successful detection, investigation, and prosecution of ICAC cases.

The VCDAO has two units within its Bureau of Investigation uniquely qualified to investigate ICAC cases. This memorandum of understanding (MOU) establishes a three-year agreement between the Police Department and the VCDAO whereby the VCDAO agrees to investigate ICAC cases committed or believed to be committed in Oxnard.

STRATEGIC PRIORITIES

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

FINANCIAL IMPACT

The total amount of this agreement is \$494,544. The agreement will be budgeted under the General Fund from account 1012121-53200 for services over a three (3) year term. The total cost for the first year is \$160,000. The second year's annual costs are \$164,800. The third-year annual cost is \$169,744.

Prepared by: Dale McAlpine, Sergeant

ATTACHMENTS

1. OPD DA ICAC MOU Agreement Presentation PP
2. OPDDA ICAC MOU FINAL 61724

MOU Agreement with Ventura County District Attorney's Office for ICAC Investigations

Community Services, Public Safety, Housing & Development Committee

June 25 , 2024

City Council

July 16 , 2024

Jason Benites, Police Chief



That the Community Services, Public Safety, Housing & Development Committee recommends that the City Council:

Approve and authorize the Mayor to sign a three-year agreement with the Ventura County District Attorney's Office, with a total agreement amount not to exceed \$494,544 for the collaborative partnership between the Police Department and Ventura County District Attorney's Office for the detection, investigation, and prosecution of ICAC cases.



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This memorandum of understanding (MOU) establishes a three-year agreement between the Police Department and the VCDAO whereby the VCDAO agrees to investigate ICAC cases committed or believed to be committed in Oxnard.

The total amount of this agreement is \$494,544. The agreement will be budgeted from 1012121-53200 for services over a three (3) year term. The total cost for the first year is \$160,000. The second year's annual costs are \$164,800. The third-year annual cost is \$169,744.



QUESTIONS

MEMORANDUM OF UNDERSTANDING
FOR
ICAC INVESTIGATIONS FOR OXNARD POLICE DEPARTMENT

July 17, 2024

I. Purpose and Intent:

Ventura County, by and through the Ventura County District Attorney's Office (hereinafter "DAO") is committed to the aggressive investigation and prosecution of criminal cases involving the sexual exploitation of children. The DAO has two units within the Bureau of Investigation that are uniquely qualified to investigate internet crimes against children ("ICAC"). The city of Oxnard is the largest city in Ventura County and has the highest number of reported ICAC cases. A collaborative relationship between the city of Oxnard by and through the Oxnard Police Department (hereinafter "OPD") and the DAO will enhance the successful detection, investigation, and prosecution of ICAC cases. This memorandum of understanding ("MOU") establishes a three-year agreement between the DAO and the OPD whereby the DAO agrees to investigate ICAC cases that are committed, or believed to be committed, in OPD's jurisdiction. As set forth below, OPD agrees to partially offset the cost of a District Attorney Investigator II's ("DAI II") salary and benefits. Within this MOU, the DAO and OPD are sometimes referred to collectively as "Parties" or singularly as "Party".

II. District Attorney Responsibilities

The DAO agrees to:

- A. Assign a qualified DAI II to review and investigate National Center for Missing and Exploited Children ("NCMEC") Cybertips that are reasonably believed to fall within the jurisdiction of the Oxnard Police Department. NCMEC Cybertips are notifications from internet providers and members of the public regarding suspicious activity involving child sexual abuse material, soliciting of minors for sexual abuse, and enticing minors for purposes of sexual abuse. NCMEC Cybertips are responsible for the vast majority of ICAC investigations. The assigned DAI will strive to devote a minimum of sixty-six percent of his/her normal work hours to OPD cases that fall within this agreement.
- B. Conduct proactive and reactive ICAC-related operations by focusing on known child-related sex offenders or locating possible victims of child sexual exploitation with an emphasis on the City of Oxnard and surrounding areas. Operations may include undercover chat, BitTorrent / Peer-to-peer investigation, and Supervised Release compliance checks. The assigned DAI II will also work with the OPD to provide community presentations and law enforcement training related to crimes associated with the sexual exploitation of children.
- C. The DAO will notify the OPD should this position become vacant during the term of this agreement. Upon notice of vacancy, DAO will apprise OPD of the steps being taken to fill the position as expeditiously as possible, as well as how the duties of the vacated position are being assumed by remaining staff.

- D. The DAO will have the primary responsibility of issuing any press releases, social media posts, or informational fliers directly related to an ICAC related investigation conducted primarily by the DAO within the city of Oxnard or impacting victims therein.

III. OPD Responsibilities

The OPD agrees to:

- A. In situations where the DAI II, during the course of their duties, encounters a child victim of sexual exploitation within the city of Oxnard, the OPD's Family Protection Unit (FPU) shall have the primary responsibility of interviewing the child, ensuring a medical-legal examination is performed (as needed), coordinating with Child Protective Services, securing and booking related evidence, and assisting the DAI II with any subsequent search warrant services, contacting the suspect, and booking/transporting the suspect, if necessary.
- B. Provide police resources for search warrant services within the city of Oxnard on ICAC related investigations at the request of the DAO Supervisor and with the approval of the OPD FPU supervisor.
- C. Remain the primary investigative unit for human trafficking investigations that are not directly related to a NCMEC Cybertip.

IV. Mutual Responsibilities

The OPD and the DAO agree to:

- A. Establish mutually satisfactory methods for the exchange of such information as may be necessary for each party to perform its duties and functions under this agreement.
- B. Establish appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable state and federal laws and regulations.
- C. Resolve problems at the lowest level possible, while bringing issues through respective chains of command for resolution only as necessary.
- D. The County of Ventura commits to developing, nurturing and sustaining an equitable community; pledges to amplify the voices of under-represented communities or those who were historically excluded by removing barriers that result from racial and social injustice and inequities; strives to ensure that equity, diversity and inclusion practices are embedded at all levels of Ventura County programs, departments, service providers and stakeholders through acknowledging, analyzing and addressing the root causes of inequities; and strives to create an inclusive environment where every community member feels welcome. Parties agree that all individuals providing or receiving services or support under this agreement shall enjoy equal treatment and that no individual shall be subjected to different treatment on the grounds of race, color or national origin, religious affiliation or non-affiliation, sex,

age, disability, or political affiliation, or be subjected to discrimination under this agreement.

V. Fiscal and Program Provisions

- A. OPD agrees to fund this position (DAI II) in the amount of \$160,000 in the first year of the agreement, \$164,800 in the second year, and \$169,744 in the third year of the MOU.
- B. Direct costs for salaries and benefits will be recorded in an identifiable accounting unit and will utilize “time studies” completed on a continuous basis during the quarterly claiming period. All time studies are the responsibility of the DAO and must be retained for future federal, State, and County audit purposes.
- C. The OPD shall reimburse DAO for services specified in this agreement quarterly. The DAO shall submit quarterly claims over the 12-month period, within 30 days after the end of each quarter. Under normal conditions, payments should be released by the OPD through its Fiscal Services approximately thirty (30) days after receipt of valid claiming information. The DAO agrees that reimbursement for services furnished under this agreement represents payment in full for said service.
- D. The DAO shall not seek reimbursement from OPD for any service reimbursed in whole or in part by any other non-County payor.
- E. If the DAO is not in material compliance with any provision of this MOU, the OPD may withhold payment until suitable compliance is documented. Any disputes shall be resolved consistent with Section IV subd. C of this MOU. Under no circumstances will any prosecutorial decision, such as declining to prosecute, be a basis for withholding reimbursement by OPD.

VI. Right to Monitor and Audit

- A. The DAO shall keep fiscal records in accordance with generally accepted accounting procedures.
- B. The DAO shall maintain service delivery, fiscal, statistical, and management records pertaining to services provided to the OPD consistent with existing legal requirements for record retention.
- C. Records shall be available for examination and audit over the 12-month period after final payment under the agreement or until any audits commenced within the aforementioned period are completed and settled, whichever is later. Program data shall be retained and made available upon request or turned over to the OPD.
- D. Nothing in this section shall be construed as creating a right to inspect an investigative or prosecutorial file of the DAO. By entering into this MOU, the DAO does not waive any

confidentiality, attorney work product, investigatory and/or any other privileges in relation to its investigative and/or prosecutorial files.

VII. Confidentiality

- A. All police records under this agreement shall be confidential and will not be open to examination for any purpose not directly connected with a criminal investigation.
- B. Nothing in this Article relieves the OPD, the DAO or their employees of the obligation to make reports or disclosures mandated by laws and regulations of the State of California or any federal law. If such reports or disclosures are mandated, the subject party will use reasonable efforts to notify the other party in advance of any disclosure request.

VIII. General Terms

- A. Term. The term of this MOU is from July 1, 2024, through June 30, 2027. Each party shall have the right to terminate this MOU upon 60 days prior written notice to the other party.
- B. Amendment. This MOU may only be amended by mutual consent of both Parties in writing.
- C. Entire Understanding. The Parties agree that the MOU contains all terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of the MOU shall be deemed to exist or to bind either Party.
- D. Legal Compliance. The parties agree to comply with all rules, regulations, requirements, and directives of the State of California.
- E. Prosecutorial Independence. Nothing in this MOU should be construed as compromising the DAO's independence in charging and other prosecutorial decisions.
- F. Risk Allocation. The Parties waive the per capita risk allocation set forth in Government Code section 895.6. Instead, the Parties agree that if one of them is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of this MOU, the Parties' respective pro rata shares in satisfaction of the judgment will be determined by applying principles of comparative fault.
- G. Mutual Indemnity. To the fullest extent allowed by law, the Parties mutually agree to indemnify, defend and hold harmless each other, inclusive of their respective boards, officers, employees, and agents ("Indemnitees"), against all liability, demands, claims, costs, losses, damages, recoveries, settlements and expenses (hereafter collectively referred to as "Claims"), including but not limited to Claims arising from personal injury or death, that arise out of, pertain to, or relate to a Party's respective actions or omissions performed pursuant to or in furtherance of this MOU; provided that the foregoing indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, damage, or expense to the extent arising from (i) the sole negligence or willful

misconduct of the other Party, its agents, servants, or independent contractors who are directly responsible to that Party, or (ii) the active negligence of the other Party.

- H. Interpretation of MOU. For purposes of construction, this MOU shall be deemed to have been drafted by all Parties, and no ambiguity shall be resolved against any Party by virtue of the Party's participation in the drafting of the MOU.
- I. Counterparts. This MOU may be executed in one or more counterparts (including multiple signature pages), all of which shall be deemed to be one instrument. True and correct copies may be used in lieu of the original.
- J. Third-Party Beneficiary. No person or entity other than the Parties hereto shall have any right of action under this MOU. No claims, demands, or causes of action by any entity, party, or person claiming to be a third-party beneficiary hereunder are enforceable.

IX. ASSURANCE OF NONDISCRIMINATION STATEMENT:

The Parties will comply with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans With Disabilities Act of 1990; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977, as amended; and California Civil Code, Section 51 et seq., as amended; California Government Code, Section 11135 et seq., as amended; and California Government Code, Section 4450; and other applicable federal and state laws and their implementing regulations to ensure that the administration of public assistance and social services programs are nondiscriminatory, and that no person shall, because of race, color, national origin, political affiliation, religion, marital status, sex, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal or state financial assistance.

CITY OF OXNARD,

COUNTY OF VENTURA,
DISTRICT ATTORNEY’S OFFICE

John Zaragoza, Mayor

Erik Nasarenko, District Attorney

Date

Date

CITY OF OXNARD,
OXNARD POLICE DEPARTMENT

Jason Benites, Chief

Date



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.2

DATE: June 25, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Alexander Hamilton, Fire Chief, (805) 385-7700, alexander.hamilton@oxnard.org

SUBJECT: Oxnard EMS Corps Project Update and Staff Request. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommends the City Council:

1. Receive a report on the progress of the “Oxnard EMS Corps” Workforce Development Project.
2. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing an Administrative Services Coordinator Limited-Term Position Pursuant to Chapter 4 of the City Personnel Rules and Regulations, to fill the Grant EMS Corps Educator Role.
3. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing the reclassification of the Department’s Community Paramedic Position to EMS Specialist Senior, to perform grant administration activities and EMT program education.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/Wtn-KNYqdb4>

BACKGROUND

On December 19th, City Council authorized the Oxnard Fire Department (OFD) to submit a grant application for the “EMS Corps” Workforce Development grant opportunity. On February 26th, the Oxnard Fire Department was notified of its selection as lead agency for the “EMS Corps” training site and awarded \$181,820 in planning grant funds by the program intermediary Public Works Alliance (PWA) for site development and capacity building. Upon meeting the readiness criteria, the OFD will receive \$1.27M in grant funds for the Oxnard EMS Corps Project.

The “Oxnard EMS Corps Program”

Modeled after a highly successful workforce development program in Alameda County, California, the EMS Corps Emergency Medical Technician (EMT) program is a workforce development program that seeks to create transformative opportunities that will improve the standard of living for individuals and their families to lift them from poverty, and provide opportunity in high-paying public service and healthcare careers.

To accomplish this, the model incorporates comprehensive wrap-around services to remove barriers that would normally inhibit or make EMT certification unattainable. Services such as tutoring, mentorship, legal navigation, mental health, fitness and financial support via monthly stipend are provided for the EMT students.

Students will also receive access to services that prepare them for entry into the EMT program or remove external stressors such as general educational competency tutoring, mentoring, exercise, nutrition education, behavioral and medical healthcare support, as well as a monthly monetary stipend of \$1,500 per month while in the program. The course is 5 months long and pays for ancillary expenses that can be prohibitive, such as uniforms, testing fees, books, and preparatory educational tools needed to set the student up for successful passing of the National Registry of Emergency Medical Technicians Test.

Interested candidates who do not possess a high school diploma but who have the capacity to either finish credits within the 5-month period or who are preparing for high school equivalency testing can be dually enrolled with Vista Real Charter School to help them attain EMT certification and high school equivalency at the same time at no cost to the student.

EMT Course instruction is 5 months in duration, 3 days a week with additional commitment for students who are eligible for special programs or high school equivalency. Students will receive a comprehensive EMT course delivered by a coalition of Fire and EMS partner agencies. Cohorts will consist of 20 students.

To be eligible, a candidate must be between the ages of 17 ½ and 26 and have barriers to employment such as economic and housing insecurity, those disconnected from school or work, or certain eligible justice involving young adults.

DISCUSSION

Program Development Update:

Upon notification of the planning grant award, Oxnard Fire Department staff began working closely with PWA staff to meet the readiness criteria required to receive \$1.27 million in workforce development funds from the Employment Development Department (EDD). EDD funds are provided to enroll three cohorts of 20 EMTs. The program performance period for the three cohorts commences in December 2024 and ends in October 2026.

The Oxnard Fire Department has developed a broad, multidisciplinary coalition of partners and stakeholders that includes the Ventura County Workforce Development Board, Ventura County Emergency Medical Services Agency, Vista Real Charter Schools, Casa Pacifica, Goodwill Industries, The Ventura County Community College District, Clinicas Del Camino Real, American Medical Response, Ventura County Fire Department, and Ventura City Fire Department.

Through the joint efforts of the PWA, the California Firefighter Joint Apprenticeship Committee (CAL-JAC), and fire department partners, the program has already added additional opportunities for successful EMS Corps candidates. Through a California Opportunity Youth Apprenticeship grant award of \$517,000, the program model will expand to include preparation for firefighter entry exam testing, Candidate Physical Abilities Testing (CPAT) fitness preparation, and testing exams for placement on the Firefighter Candidate Test-Selection List (FCTC-SEL). Funding will allow for the addition of a fourth 20-person cohort and extend the performance period through January 31, 2027.

Additional partnership discussions are ongoing to add training and service capacity. Where applicable, the department is actively engaged in the development of memoranda of understanding (MOU) agreements with these agencies. Planning is ongoing and a tentative launch for the first program cohort is expected in the first quarter of calendar year 2025.

Position Requests:

The EMS Corps Planning and Program Grants, coupled with the Youth Apprenticeship Grant Award, will provide funding for staffing and services for administrative oversight and program delivery.

To create the staffing capacity needed for program delivery, the Fire Department is requesting approval for a full-time limited-term position (Administrative Services Coordinator) that will serve in an EMS education role and provide day-to-day program coordination of instructors, skills labs, and other EMS-related tasks. The term of the limited-term position will align with the program performance period through January 31, 2027.

To oversee the day-to-day operations of program-specific staff and operations, and to provide direct program administration, the department is also requesting to reclassify the existing Community Paramedic position to an EMS Specialist Senior. The role of the Community Paramedic is expanding to assume additional administrative, supervisory, and educational responsibilities for the successful implementation of the Oxnard EMS Corp Project and the Department's Community Paramedic Program.

STRATEGIC PRIORITIES

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

FINANCIAL IMPACT

If the Administrative Services Coordinator Limited-Term Position is approved, the term of the position will align with the period of performance of the grants, and the estimated \$94,342.67 annual cost of the position will be entirely grant-funded. No local match is required. The Department will return to City Council for approval should the term of the limited-term position require an extension or should the Department desire to convert it to a regular term position.

If the reclassification of the Community Paramedic Position to EMS Specialist Senior is approved, the five percent cost increase of \$4,972 annually will be partially funded by the EMS Corps Grants (and future grants) for time dedicated to program oversight, but will generally be an ongoing cost in the Department's operating budget funded by the General Fund.

Prepared by: Jaime Villa, EMS Coordinator, Rose Rodarte, Administrative Services Manager

ATTACHMENTS

1. Award Letter
2. Amend Position Resolution Fire FY24-25 Committee
3. Amended Salary Resolution Fire FY24-25 Committee
4. Presentation



Award Letter

02/26/2024

Alex Hamilton
Oxnard Fire Department
360 W. Second St.,
Oxnard, CA 93030

Dear Alex Hamilton,

Congratulations on behalf of Public Works Alliance. Oxnard Fire Department's application for an EMS Corps planning grant has been approved in the amount of \$181,820. This award will be administered by Public Works Alliance, program intermediary for California's Employment Development Department's (EDD) Emergency Medical Technician Training Program.

EMS Corps trains young people historically underrepresented in the healthcare workforce to be EMTs while providing life coaching and wraparound support.

The purpose of this planning grant is to support your organization in meeting the readiness criteria required to receive \$1.2 million in program funding from EDD to establish an EMS Corps in Oxnard. Specific activities to be supported by this planning grant include:

- Securing MOUs between the Grantee, EMT Trainer and wraparound provider(s) defining each party's roles and responsibilities
- Drafting an operations budget submitted to and approved by PWA (a budget template will be provided)
- Reviewing the EMS Corps EMT curriculum with EMT Trainer and
- Beginning the process of identifying a Program Director

Please review the enclosed grant agreement, sign where indicated and return it with a draft budget and invoice for the \$181,820.

Congratulations on being selected for this planning grant. We look forward to working closely with you and your team in creating a program that will create career pathways for Oxnard youth while addressing a workforce shortage in EMS.

If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely

Jeff Metcalfe
Public Works Alliance
Director of Operations

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING
THE FISCAL YEAR 2024-2025 POSITION CONTROL RESOLUTION AUTHORIZING FULL-TIME
EQUIVALENT POSITIONS PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL RULES AND
REGULATIONS

WHEREAS. Chapter 4, Section 4.7 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager from time to time may revise the number of positions in each classification as necessary to perform the work of the classification, provided that the total expense to be incurred for such work shall be limited to the amount appropriated by the City Council for the classification: and

WHEREAS, the City Council has reviewed the revisions and finds that they are desirable and in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE. the City Council of the City of Oxnard resolves to amend the fiscal year 2024-2025 position control resolution with the following changes to the adopted FY 24/25 position allocations as specified, subject to approval of a budget appropriation for the revised allocation:

<u>Department</u>	<u>Title</u>	Adopted 24/25	Proposed Change	New Allocation
Fire	Community Paramedic	1	-1	0
	EMS Specialist, Senior	0	1	1
	Administrative Services Coordinator Limited Term (July 2024 – 01/31/2027)	0	1	1
GRAND TOTAL		1	1	2

PASSED AND ADOPTED this 16th day of July 2024, by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

John C. Zaragoza, Mayor

ATTEST:

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING THE FISCAL YEAR 2024-2025 POSITION CONTROL RESOLUTION AUTHORIZING AND APPROVING CLASSIFICATION AND SALARY SCHEDULES PURSUANT TO CHAPTER 4 OF THE CITY PERSONNEL RULES AND REGULATIONS

WHEREAS, Chapter 4, Article 4.5 of the City of Oxnard Personnel Rules and Regulations requires that the City of Oxnard classification listing all classes of positions in the general city service be established by resolution of the City Council; and,

WHEREAS, Chapter 4, Article 4.7 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager from time to time may revise the number of positions in each classification as necessary to perform the work of the classification, provided that the total expense to be incurred for such work shall be limited to the amount appropriated by the City Council for the classification; and,

WHEREAS, Chapter 4, Article 4.8 of the City of Oxnard Personnel Rules and Regulations provides that the City Manager shall recommend to the City Council the creation of a new or additional position allocated to an existing class whenever possible; otherwise, the City Manager shall recommend to the City Council the creation of a new classification; and,

WHEREAS, Chapter 4, Article 4.9 of the City of Oxnard Personnel Rules and Regulations requires City Council approval to establish a new classification title and salary range.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to amend Exhibit “A” of the Fiscal Year 2024-2025 in accordance with Chapter 4, Articles 4.5, 4.7, 4.8 and 4.9 of the City of Oxnard Personnel Rules and Regulations, by adding the following classification and establishing salary ranges for those classifications effective July 16, 2024:

Salary Grade	Classification Title	FLSA Status	Union Code	Compensation Frequency	Hourly (H)/ Salary (S) Range
I45	EMS Specialist, Senior	NE	IUOE	Hourly	\$37.7930 - \$56.6894

PASSED AND ADOPTED this 16th day of July 2024, by the following vote:

YES:

NOES:

ABSENT:

ABSTAIN:

John C. Zaragoza, Mayor

ATTEST:

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Oxnard EMS Corps Project Update and Staff Request

Alexander Hamilton, Fire Chief
Fire Department

That the Community Services, Public Safety, Housing & Development Committee recommends the City Council:

1. Receive a report on the progress of the “Oxnard EMS Corps” Workforce Development Project
2. Approve and Authorize the addition of an Administrative Services Coordinator Limited-Term Position to fill the Grant EMS Corps Educator Role
3. Approve and Authorize the reclassification of Community Paramedic Position to EMS Specialist Senior to perform expanded grant administration activities and EMT Program Education

On December 19th 2023, City Council authorized the Oxnard Fire Department to submit a grant application for the “EMS Corps” Workforce Development grant opportunity

February 26th 2024, the Oxnard Fire Department was notified of its selection as the “EMS Corps” training site in Ventura County by the Public Works Alliance

The Oxnard Fire Department is the Lead Agency for the “EMS Corps” Program expansion in Ventura County

Public Works Alliance (PWA), is the creator of the model “EMS Corps” program and serves as program expansion intermediary for the Employment Development Department

- PWA is providing planning readiness services, program support and grant funds for individual site development



The Oxnard EMS Corps

- Modeled after a highly successful workforce development program in Alameda County
- Transformative opportunities in high paying public service and healthcare careers
- Comprehensive wrap-around services to remove barriers to EMT certification
- 5 month comprehensive EMT course



Eligibility:

- Candidates between ages 17 ½ and 26
- Have a Barrier to Employment
 - Economic and Housing insecurity
 - Disconnected from School or Work
 - Specific Justice Involved
 - Youth Parents
 - Foster Youth
 - Current or Former Title I School Student



Monthly monetary stipend

- \$1500 per month

Wrap Around Supportive Services

- Tutoring
- Mentorship
- Legal assistance
- Mental Health
- Healthcare Navigation
- Physical Fitness
- Nutrition



High School Diploma Support

- Dual enrollment for diploma or high school equivalency

NextGen Eligibility

- Transportation
- Child Care
- Employment Workshops



Program Development Update

- Notified of Selection in February of 2024
- Immediately began forming regional coalition of partners, and stakeholders
 - Workforce Development
 - Wrap Around Service Providers
 - Candidate Referral Partners
 - EMS Providers
 - County and City Agencies



Enhanced Candidate Opportunity

- California Youth Opportunity Apprenticeship Award
 - Joint Labor-Management program
 - Enhanced funding for Fire Agencies
 - Pre Apprenticeship Program
 - Will Add one full cohort
 - Statewide Fire Department Selection List Support



Grant Funding

- \$181,820 Planning Grant from PWA to support meeting the readiness criteria required to receive \$1.2 million in program funding from EDD.
- \$1.2 million in workforce development funds from EDD to establish the EMS Corps Program in Oxnard. Performance period to conduct three cohorts of 20 EMTs commences in December 2024 and ends in October 2026.
- \$517,000 from a California Opportunity Youth Apprenticeship Grant to expand the program and allow for the addition of a fourth 20-person cohort, extending the performance period through January 31, 2027.

Program Staffing Request

One Full Time Limited-Term Position

- Administrative Services Coordinator

One Reclassification

- Community Paramedic to EMS Specialist Senior

Limited-Term Position added cost will be covered by program grant funding. Added cost of the reclassified position would be an ongoing operating cost in the Department's General Fund Budget with a portion covered by the grant to the extent of time spent on grant activities.



Limited-Term Position

Term of position aligns with the period of performance of the grants. The \$94,342.67 annual cost of the position will be entirely grant-funded. No local match is required.

Position Reclassification

The five percent added cost of reclassifying the Community Paramedic Position to EMS Specialist Senior in the amount of \$4,972 annually will generally be an ongoing cost in the Department's Operating budget funded by the General Fund, but will be offset by grant funds for time dedicated to grant program activities.



QUESTIONS?