

Contract No. H-701583

**29402**

BIOTERRORISM PREPAREDNESS PROGRAM SERVICES AGREEMENT  
PANDEMIC INFLUENZA PREPAREDNESS AND RESPONSE

AMENDMENT No. 1.

THIS AMENDMENT is made and entered into this 1st day  
of August, 2006,

by and between

COUNTY OF LOS ANGELES (here-  
after "COUNTY");

and

CITY OF LONG BEACH (hereafter  
"Contractor")

WHEREAS, reference is made to that certain document entitled  
"BIOTERRORISM PREPAREDNESS PROGRAM SERVICES AGREEMENT", dated  
August 30, 2005, and further identified as County Agreement No.  
H-701583 (hereafter "Agreement") between County and Contractor;  
and

WHEREAS, CDC has allocated additional funds for the County  
to pass through to the City of Long Beach in order to allow the  
City of Long Beach to participate in the Pandemic Influenza  
Preparedness and Response Program which is part of the integrated  
bioterrorism response plan which will prepare for and respond to  
a bioterrorism event or other public health emergency in Los  
Angeles County; and

WHEREAS, it is therefore the intent of the parties hereto to

amend Agreement to make certain modifications to the Agreement and its Exhibits; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This amendment shall be effective upon its approval by County's Board of Supervisors.

2. Paragraph 2. DESCRIPTION OF SERVICES, shall be amended to read as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide services in the form as described in the body of this Agreement, Exhibit "A", and Exhibit A-1 which is attached hereto and incorporated herein by reference. Exhibit A-1 is for services between March 7, 2006 through August 30, 2006, thereafter extended through August 30, 2007; funding will be limited to that stated in the Maximum Obligation of County paragraph below."

3. Paragraph 3. MAXIMUM OBLIGATION OF COUNTY shall be amended to read as follows:

"3. MAXIMUM OBLIGATION OF COUNTY: From the effective date of this Agreement the maximum obligation of County for all services provided hereunder shall be One Million Seven Hundred Nine Thousand Eight Hundred Seventy-Three Dollars (\$1,709,873) comprised of: 1) One Million, Five Hundred

Sixty-Nine Thousand and Two Hundred Forty-Eight Dollars (\$1,569,248) to support activities as described in Exhibit A and further described in Schedule 1 (i.e., budget), and 2) One Hundred Forty Thousand Six Hundred Twenty-Five (\$140,625) to support activities as described in Exhibit A-1 and further described in Schedule A-1 (i.e., budget).

Contractor shall use such funds only to pay for services as set forth in the Exhibits and Schedules attached hereto and incorporated herein by reference, and only to the extent that such funds are provided for pass through to County by CDC.

The parties agree that, if this Agreement is renewed for future terms, as described under the term provision hereinabove, (e.g., for individual periods of August 31, 2006 through August 30, 2007, August 31, 2007 through August 30, 2008, and August 31, 2008 through August 30 2009), the maximum obligation of each such term will be determined by Director based upon the amount of pass through funds received by County from CDC for that individual term. Director shall provide written notice of such maximum obligation determination, to Contractor and to County's Chief Administrative Officer. Such written notice shall be effected by an amendment (i.e., administrative amendment) to this Agreement pursuant to the Alteration of Terms Paragraph

to this Agreement. If such written notice and amendment is provided to Contractor, Contractor shall use such funds only to pay for services as set forth in each subsequent years' budget of said amendment, and only to the extent that such funds are provided for pass-through reimbursement to County by CDC. In any event, Contractor understands that County is responsible for only passing through those funds designated by CDC for Contractor and is not responsible for any costs incurred by Contractor that is not specifically supported by CDC."

4. Schedule 1 shall be replaced by Schedule A-1, attached hereto and incorporated herein by reference.

5. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

In WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Acting Director of Public Health and CONTRACTOR has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By *Jonathan E. Fielding*  
Jonathan E. Fielding, M.D., M.P.H.  
Acting Director and Health Officer

CITY OF LONG BEACH

Contractor

By *Gerald R. Miller*  
Signature

GERALD R. MILLER

Print Name

Title CITY MANAGER

(AFFIX CITY SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
RAYMOND F. FORTNER  
COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By *Cara O'Neill*  
Cara O'Neill, Chief  
Contracts and Grants Division  
COUNTY OF LOS ANGELES

JR:06:4607-LBeach 07/12/06

APPROVED AS TO FORM

8/23, 20 06  
ROBERT E. SHANNON, City Attorney

By *Robert E. Shannon*  
SENIOR DEPUTY CITY ATTORNEY

SCOPE OF WORK 2006 BIOTERRORISM PREPAREDNESS PROGRAM - PANDEMIC INFLUENZA  
 CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 March 7, 2006 – August 30, 2007

**Critical Task 1: Conduct a Pandemic Influenza Preparedness Summit to facilitate community-wide planning efforts through the recipient jurisdiction**

Required Tasks	Timeline	Current Capability	Evaluation Plan	Activity
Develop and Implement a Pandemic Influenza Preparedness Summit	3/7/06-8/30/07		DHHS will develop a participant evaluation form and develop after action reports (AAR) for all events during the period of performance.	<p>The DHHS will plan, implement and conduct a Pandemic Influenza Business Sector Summit to facilitate community-wide planning efforts throughout Long Beach to be held in the fall of 2006. The summit shall provide information to large business in Long Beach to foster preparedness among this sector for potential effects and consequences of pandemic influenza and/or other emergencies. Information shall include, but is not limited to continuity of operations in the event workforce shortages, identifying essential services and developing measures for employee wellness. The desired outcomes of the summit include the following:</p> <ol style="list-style-type: none"> <li>1. Review issues and efforts surrounding pandemic influenza planning;</li> <li>2. Public health authorities and responsibilities;</li> <li>3. Developing employee wellness programs and preventive measures;</li> <li>4. Identify components to include in business sector planning;</li> <li>5. Identify steps needed to prepare for pandemic influenza.</li> </ol>

**Critical Task 2: Exercise the state/territory –level Pandemic Influenza Preparedness Plan and prepare an after action report (AAR) highlighting necessary corrective actions.**

CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES  
SCOPE OF WORK 2006 BIOTERRORISM PREPAREDNESS PROGRAM - PANDEMIC INFLUENZA  
March 7, 2006 -- August 30, 2007

Required Tasks	Timeline	Current Capability	Evaluation Plan	Activity
<p>Design, develop and implement an exercise of the pandemic influenza plan</p> <p>Prepare and AAR</p>	<p>3/7/06-8/30/07</p>	<p>DHHS is currently revising its Pandemic Influenza Plan to meet federal and state standards.</p> <p>DHHS has conducted a Pandemic Influenza Tabletop exercise (October 2005) and has participated with the Long Beach Unified School District on its Pandemic Influenza Tabletop Exercise (August 2005).</p> <p>DHHS will participate on the LBUSD Tabletop Exercise on Pandemic Influenza on May 10, 2006 and will conduct a Tabletop Exercise on June 8, 2006</p>	<p>DHHS will develop after action reports (AAR) for all events during the period of performance, in addition to one comprehensive AAR and improvement plan for all of the combined exercises. A hotwash will take place following each exercise. All AARs will conform to Homeland Security Exercise and Evaluation Program requirements.</p>	<p>The DHHS will plan, design, develop, execute and evaluate a progressive tabletop exercise series involving a pandemic influenza scenario. Each tabletop exercise is to be evaluated with summary after action report leading to a comprehensive after action report and improvement plan for all of the exercises. The purpose of these exercises is to establish a clear understanding and knowledge of a cohesive and well-coordinated public health emergency response related to pandemic influenza. Additionally, this exercise series will test new policies and procedures review existing responsibilities and roles, build on essential new skills and understand relationships between stakeholders that interact during emergency responses. The desired outcome of these exercises is to reinforce the DHHS' strategy for responding to a public health emergency event. Key objectives for the exercise include:</p> <ol style="list-style-type: none"> <li>1. Review City of Long Beach Pandemic Influenza Plan;</li> <li>2. Review command and operating processes and procedures;</li> <li>3. Understand jurisdictional roles and responsibilities;</li> <li>4. Understand coordination and communications processes;</li> <li>5. Understand the laws and authorities guiding jurisdictional response.</li> </ol> <p>These exercises shall include one Department Operations Center tabletop, one epidemiology exercise with linkages to animal control, one public health laboratory exercise; one information technology tabletop exercise; one joint information center tabletop exercise, one isolation and quarantine tabletop exercise; and one large workshop/tabletop exercise which encompasses all of the above exercises into a comprehensive public health response exercise. In support of the required after action report and improvement plan program, the DHHS will develop after action reports (AAR) for all events during the period of performance, in addition to one comprehensive AAR and improvement plan for all of the combined exercises. A hotwash will take place following each exercise. All AARs will conform to Homeland Security Exercise and Evaluation Program requirements.</p>

CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 SCOPE OF WORK 2006 BIOTERRORISM PREPAREDNESS PROGRAM - PANDEMIC INFLUENZA  
 March 7, 2006 – August 30, 2007

**Critical Task 3: Initiate the catalyze the development and exercising of pandemic influenza preparedness plans for local communities within the recipient jurisdiction.**

Required Tasks	Timeline	Current Capability	Evaluation Plan	Activity
Design, develop and implement an exercise of the pandemic influenza plan  Prepare and AAR	3/7/06-8/30/07	DHHS is currently revising its Pandemic Influenza Plan to meet federal and state standards.  DHHS has conducted a Pandemic Influenza Tabletop exercise (October 2005) and has participated with the Long Beach Unified School District on its Pandemic Influenza Tabletop Exercise (August 2005).  DHHS will participate on the LBUSD Tabletop Exercise on Pandemic Influenza on May 10, 2006 and will conduct a Tabletop Exercise on June 8, 2006	DHHS will develop after action reports (AAR) for all events during the period of performance. A hotwash will take place following each exercise. All AARs will conform to Homeland Security Exercise and Evaluation Program requirements.	The DHHS will plan, design, develop, execute and evaluate a progressive tabletop exercise series involving a pandemic influenza scenario. This will include local stakeholders in private and public sectors across several disciplines including public health, health care, academic, government, and private corporations.  1. Review City of Long Beach Pandemic Influenza Plan; 2. Review command and operating processes and procedures; 3. Understand jurisdictional roles and responsibilities; 4. Understand coordination and communications processes; 5. Understand the laws and authorities guiding jurisdictional response.



CITY OF LONG BEACH PUBLIC HEALTH DEPARTMENT  
CDC BIOTERRORISM PREPAREDNESS AND RESPONSE  
BUDGET AUGUST 31, 2005 THROUGH AUGUST 30 2006  
BUDGET SUMMARY

BASE GRANT

<u>CATEGORY</u>	<u>AMOUNT</u>
1. PERSONNEL	\$831,760
2. CONSULTANT COSTS	\$95,000
3. EQUIPMENT	\$48,474
4. SUPPLIES	\$38,000
5. Travel	\$37,850
6. ALTERATIONS AND RENOVATIONS	\$20,000
7. In Direct Cost	\$116,571
<b>TOTAL PROGRAM COSTS</b>	<b>\$1,187,655</b>

CITIES READINESS INITIATIVE

<u>CATEGORY</u>	<u>AMOUNT</u>
1. PERSONNEL	\$201,356
2. CONSULTANT COSTS	\$160,000
3. TRAINING AND TRAVEL	\$2,500
4. INDIRECT COSTS	\$17,737
<b>TOTAL PROGRAM COSTS</b>	<b>\$381,593</b>

PANDEMIC INFLUENZA PREPAREDNESS AND RESPONSE  
March 7, 2006 – August 30, 2007

<u>CATEGORY</u>	<u>AMOUNT</u>
1. CONSULTANT COSTS	\$130,625
2. SUMMIT	\$ 10,000
<b>TOTAL PROGRAM COSTS</b>	<b>\$140,625</b>

**TOTAL BASE GRANT, CRI AND PANDEMIC INFLUENZA COSTS**     **\$1,709,873**

CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH PREPAREDNESS & RESPONSE FOR BIOTERRORISM CONTRACT  
DETAIL BUDGET  
August 31, 2005 - August 30, 2006

Budgeted Items

PERSONNEL

Focus Area	Full-Time Equivalent Staff	Percent	Name	Proposed Budget
A, F	Bioterrorism Preparedness Coordinator/PIO	100	Hanan Obaid	\$83,504
G	Public Health Associate II	100	Sue Ruvache	\$34,227
C and D	Microbiologist II	100	Carisa Carda	\$58,913
C and D	Laboratory Assistant	100	William Ghosh	\$34,545
C and D	Public Health Associate II	100	Ami Goff	\$34,227
E	HAN Coordinator	100	Laura Landry	\$53,267
A, F	Public Health Physician	100	Vacant	\$102,180
G	Health Educator II	100	Moniek Pointer	\$40,788
Total Full-Time Equivalent Staff Costs				\$428,882

Focus Area	Part-Time Equivalent Staff	Percent	Name	Proposed Budget
A	Medical Social Worker	25	Rosa Velazquez-Gutierrez	\$13,258
B	Epidemiologist Supervisor	50	John Holguin	\$26,834
B	Public Health Associate II/Epidemiology Analyst	50	Vacant	\$28,834
F	Hazardous Materials Specialist I	50	Robert Hunt	\$28,481
F	Public Health Nurse or Registered Nurse	50	Vacant	\$27,844
Total Part-Time Equivalent Staff Costs				\$123,731

SUBTOTAL FTE AND PTE STAFF COSTS \$633,283

Focus Area	Professional Consultant Staff	Name	Proposed Budget
A, F	Nurse Consultant	Nancy Lewis	\$10,125
A, F	Pharmacist Consultant	Tom Poshier	\$8,182
Total Professional Consultant Staff			\$14,287

EMPLOYEE BENEFITS FOR FTE AND PTE STAFF 47% \$260,090

TOTAL FTE AND PTE COSTS \$813,473

TOTAL PERSONNEL COSTS FTE, PTE AND PROFESSIONAL CONSULTANTS \$1,077,780

OPERATING EXPENSES

CONSULTANT COSTS				Proposed Budget
A, G	TBA Consultant for training and exercises			\$75,000
F	TBA Consultant for risk communications			\$20,000
Total Consultant Costs				\$95,000

EQUIPMENT

A through G	Programming/PC Support			\$32,014
A	Point of Dispensing Equipment/Mass Prophylaxis			\$16,460
Total Consultant Costs				\$48,474

**SUPPLIES**

A through G	Office Supplies and General Office Equipment			\$30,000
G	Printing Costs			\$5,000
A through G	Incentives			\$3,000
<b>Total Supplies Costs</b>				<b>\$38,000</b>

**Travel**

A through G	Bioterrorism Preparedness Conferences			\$8,000
A through G	UCLA CPHD Annual Conference			\$4,000
A through G	Southern California Public Health Association			\$1,250
A	National Bioterrorism Coordinator's Conference			\$1,000
A	State Bioterrorism Coordinator's Conference			\$1,000
A	American Public Health Association			\$4,100
B	Syndromic Surveillance			\$4,000
C and D	Laboratory Biological/Chemical Capacity Conference			\$2,500
E	Public Health Information Network/Communications			\$7,000
F	Risk Communication Conferences/Media Training			\$2,000
G	General Bioterrorism Preparedness Trainings			\$3,000
<b>Total Travel Costs</b>				<b>\$37,850</b>

**ALTERATIONS AND RENOVATIONS**

Laboratory Renovation				\$28,800
<b>Total Alterations and Renovations Costs</b>				<b>\$28,800</b>

**TOTAL OPERATION EXPENSES**

\$28,800

**TOTAL DIRECT COSTS**

\$1,071,044

Indirect Costs

14.33%

\$119,571

**GRAND TOTAL**

\$1,187,655

**CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**CITIES READINESS INITIATIVE**  
**DETAIL BUDGET**  
**August 31, 2005 - August 30, 2006**

Budgeted Items

PERSONNEL	Full-Time Equivalent Staff	Percent	Name	Proposed Budget
1	Accountant	25	Justina Francisco	\$22,397
2	Clerk	25	Mable Goss	\$10,108
3	Public Health Associate III	100	Vacant	\$51,684
<b>Total Full-Time and Part-Time Equivalent Staff Costs</b>				<b>\$84,199</b>
EMPLOYEE BENEFITS FOR FTE AND PTE STAFF		47%		\$39,574
<b>TOTAL FTE AND PTE COSTS</b>				<b>\$123,773</b>

PERSONNEL	Professional Consultant Staff		Name	Proposed Budget
1	Nurse Consultant		Nancy Lewis	\$30,375
2	Pharmacist Consultant		Tom Poehler	\$24,485
3	Intern/Clerical Assistance		Vacant	\$22,723
<b>Total Professional Consultant Staff</b>				<b>\$77,583</b>
<b>TOTAL PERSONNEL COSTS OF PROFESSIONAL CONSULTANTS</b>				<b>\$77,583</b>

OPERATING EXPENSES

CONSULTANT COSTS				Proposed Budget
1	TBA Consultant planning, exercise and training			\$60,000
2	TBA CRI Related Tracking Health Information System			\$50,000
3	TBA CRI Related Syndromic Surveillance System			\$50,000
<b>Total Consultant Costs</b>				<b>\$160,000</b>

TRAINING AND TRAVEL

	CRI Conferences			\$2,500
<b>Total Travel Costs</b>				<b>\$2,500</b>

TOTAL OPERATION EXPENSES

\$363,856

TOTAL DIRECT COSTS

\$363,856

INDIRECT COSTS

14.33%

\$17,737

GRAND TOTAL

\$381,592

CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PANDEMIC INFLUENZA PREPAREDNESS AND RESPONSE  
BUDGET  
March 7, 2006 - August 30, 2007

Budgeted Items

OPERATING EXPENSES

CONSULTANT COSTS		Proposed Budget
1	TBA Consultant planning, training and exercises selected through a request for proposals	\$130,625
Total Consultant Costs		\$130,625

SUMMIT

1	Pandemic Influenza Business Sector Summit	\$10,000
Total Summit Costs		\$10,000

TOTAL OPERATION EXPENSES \$140,625

TOTAL DIRECT COSTS \$140,625

GRAND TOTAL \$140,625