

REPORT OF GENERAL MANAGER

APPROVED
JAN 05 2011

NO. 11-015

DATE January 5, 2011

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTOMATIC EXTERNAL DEFIBRILLATOR TRAINING – LETTER OF AGREEMENT WITH THE DEPARTMENT OF WATER AND POWER

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|------------|--------------------|----------|-------|
| R. Adams | _____ | J. Kolb | _____ |
| *H. Fujita | <u>[Signature]</u> | F. Mok | _____ |
| S. Huntley | _____ | K. Regan | _____ |
| V. Israel | _____ | M. Shull | _____ |

[Signature]
General Manager

Approved [Signature]

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Letter of Agreement, substantially in the form on file in the Board Office, between the Department of Water and Power and the Department of Recreation and Parks regarding the delivery of training in the use of an Automatic External Defibrillator, subject to the approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Letter of Agreement to the City Attorney for review and approval as to form; and,
3. Authorize the General Manager to execute the proposed Letter of Agreement subsequent to the necessary approvals.

SUMMARY:

An Automatic External Defibrillator (AED) is a computerized medical device that can be used to check a person's heart rhythm and restore a normal heart rhythm if necessary. AEDs are very accurate and easy to use. Within a few hours of specialized training a person can learn to use an AED safely. The Department of Recreation and Parks (RAP) has placed AEDs at its golf courses, swimming pools, and senior citizen centers, and has provided AED training classes to key staff at these sites. Staff also continues to explore the placement of AEDs at our recreation centers.

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In 2009 the Board of Recreation and Park Commissioners (Board) approved a Letter of Agreement and RAP staff conducted 34 AED training classes for Department of Water and Power (DWP) staff (see Board Report No. 09-229). Under that Letter of Agreement, DWP provided the equipment and materials/supplies necessary for the training and covered the salary cost of those RAP staff who conducted the classes. DWP recently requested that RAP conduct additional AED training classes for its employees, but that Letter of Agreement has since expired.

The Letter of Agreement before the Board now is similar in most aspects to the one the Board previously approved. However, the cost of a class has gone up by nearly \$18.00 due to Cost of Living Adjustments (COLAs). In addition, the Letter of Agreement before the Board now would add a new provision requiring DWP to provide transportation, room and board for instructors whenever AED training classes for DWP employees are held outside the city limits of the City of Los Angeles.

FISCAL IMPACT STATEMENT:

Staff reimbursements received from DWP to cover the salary cost of those RAP staff who deliver the AED training will be credited to Fund 301, Department 88, as revenue from other funds.

Prepared by Joyce Washizaki, Safety Engineering Associate II, Human Resources Division.