



# AGENDA REPORT

**TO:** Jestin D. Johnson  
City Administrator


**FROM:** Scott Means  
Interim Director, Human  
Services

**SUBJECT:** MOU between Alameda Emergency  
Medical Services, Injury Prevention  
Program and City of Oakland Head  
Start

**DATE:** February 12, 2024

---

City Administrator Approval

  
Jestin Johnson (Feb 27, 2024 14:25 PST)

Date: Feb 27, 2024

---

## **RECOMMENDATION**

**Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator to Negotiate and Execute A Memorandum of Understanding With Alameda Emergency Medical Services, Injury Prevention Program to Expand Opportunities for Head Start Participants And Their Families to Benefit From Education and Resources that Promote Child Passenger Safety and Injury Prevention.**

## **EXECUTIVE SUMMARY**

The Alameda Emergency Medical Services, Injury Prevention Program (ACEMS/IPP)/Safe Kids Coalition works alongside a network of community members to teach parents, children, and service providers to prevent child injuries. The proposed Resolution would authorize the City Administrator to negotiate and execute a Memorandum of Understanding (MOU) between the City of Oakland and Alameda Emergency Medical Services, Injury Prevention Program (ACEMS/IPP)/Safe Kids Coalition establishes and details the partnership the organizations will undertake to provide education and resources to reduce the risk of injury to Oakland's children.

The goals of the partnership are as follows:

- To promote child passenger safety seat laws.
- To provide free or low-cost child passenger safety seats to City of Oakland Head Start families.
- To educate parents and community on the proper use of child passenger safety seats.
- To conduct check-up events on proper installation and use of child passenger safety seats for City of Oakland Head Start families.
- To collaborate on injury prevention activities that benefit Oakland's children.

March 12, 2024  
Life Enrichment Committee

## **BACKGROUND / LEGISLATIVE HISTORY**

City of Oakland Head Start is directed by the Head Start Program Performance Standard 1302.46 b(v) to partner with families and provide opportunities to learn about health and safety practices that benefit their children, such as child passenger safety seat laws. The Program is required to collaborate with community partners to offer a range of educational opportunities and materials that benefit participating families.<sup>(1)</sup> This will be the first formal memorandum of understanding with Alameda Emergency Medical Services, Injury Prevention Program (ACEMS/IPP)/Safe Kids Coalition. Activities will be available to all Head Start program participants through activities throughout the program year.

## **ANALYSIS AND POLICY ALTERNATIVES**

The policy recommendation in this report advances the Citywide priority of Holistic Community Safety.

As reported by the National Center for Health Statistics, motor vehicle crashes are the leading cause of death among children ages three to fourteen in the United States. The use of proper car seats and boosters, installed and used correctly, decreases the risk of death for children by 71% for children less than one year of age and by 54% for children ages one to four. Further, booster seats reduce the risk of injury in a crash by 45%, over the use of an adult seat belt alone. (1) Nationally, communities that are disproportionately impacted by inequitable and unjust environmental harms, are less likely to obtain and properly use car seat and child booster seats. (2)

The Alameda County Emergency Medical Services Agency (ALCO EMS) is the Agency that plans, implements, and oversees all Emergency Medical Services (EMS) activities conducted in Alameda County. As the recognized Local Emergency Medical Services Agency (LEMSA) they are responsible for local application of Division 2.5 of the California Health and Safety Code and related chapter of Title 22 of the California Code of Regulations. As part of their responsibility, they provide outreach and education regarding the child passenger safety seat laws. They are a natural partner for the Program to work with in making this important safety information and car seats available to families. Head Start staff partner with ACEMS/IPP to ensure that education is provided in the language a family is most comfortable using and is culturally relevant.

## **FISCAL IMPACT**

This proposed Memorandum of Understanding does not involve funding to or from ACEMS/IPP. Rather, it establishes a partnership and efforts to be undertaken by both parties to provide outreach, education, and resources.

### **PUBLIC OUTREACH / INTEREST**

The submission of this report was shared with the Head Start Parent Policy Council and Head Start Advisory Board, which are public meetings.

### **COORDINATION**

The Office of the City Attorney and the Budget Bureau were consulted in preparation of this report and resolution.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** The partnership supports access to car seats and child booster seats for Head Start families that they would otherwise not have.

**Environmental:** There are currently no direct environmental benefits or impacts from the Head Start Program and ACEMS/IPP MOU to the City of Oakland.

**Race & Equity:** The City of Oakland Head Start Program provides comprehensive early care and education to support low-income children and their families – especially those historically marginalized and chronically underserved. Historically, these are families who are less likely to access child passenger seat safety resources. (2) This MOU addresses the structural lack of resources and education on this topic for families served by the Program.

#### References:

1. Caring for Our Children. Chapter 6: Play Areas/Playgrounds and Transportation. 6.5.2.2 Child Passenger Safety. 2023.
2. Macy ML, Cunningham RM, Resnicow K, Freed GL. Disparities in age-appropriate child passenger restraint use among children aged 1 to 12 years. *Pediatrics*. 2014 Feb;133(2):262-71.

Jestin D. Johnson, City Administrator

Subject: MOU between Alameda Emergency Medical Services, Injury Prevention Program and City of Oakland Head Start

Date: February 12, 2024

Page 4

---

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution Authorizing City of Oakland Head Start to Negotiate and Execute A Memorandum of Understanding With Alameda Emergency Medical Services, Injury Prevention Program to Expand Opportunities for Head Start Participants And Their Families to Benefit From Education and Resources that Promote Child Passenger Safety and Injury Prevention

For questions regarding this report, please contact Diveena Cooppan, Human Services Division Manager, Early Childhood and Family Services, at (510) 238-3165.

Respectfully submitted,



---

SCOTT MEANS  
Interim Director, Human Services

Reviewed by:  
Diveena Cooppan  
Human Services Manager

Prepared by:  
Sarah Trist, Program Operations Manager  
Head Start Program

Attachments (1):

A: City of Oakland ACEMS Draft MOU FY 23-24

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**ALAMEDA COUNTY EMERGENCY MEDICAL SERVICES**  
**INJURY PREVENTION PROGRAM**  
**SAFE KIDS COALITION**  
**And**  
**MEMBER ORGANIZATIONS/PROGRAMS**

*July 1, 2023, through June 30, 2024*

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities between Alameda County Emergency Medical Services, Injury Prevention Program (ACEMS/IPP)/Safe Kids Coalition and community organizations and/or programs. The term of this Memorandum of Understanding is July 1, 2023, through June 30, 2024.

Goals:

- To promote child passenger safety seat laws.
- To provide a limited number of free or low-cost child passenger safety seats to low income, at-risk Alameda County residents.
- To educate parents and community on the proper use of child passenger safety seats.
- To conduct check-up events on proper installation and use of child passenger safety seats.
- To collaborate on injury prevention activities that benefit Alameda County children.

Alameda County EMS Injury Prevention Program (ACEMS/IPP)/Safe Kids Coalition

The role of Alameda County EMS, Injury Prevention Program/Safe Kids Coalition is to serve as the lead agency to facilitate access to child passenger safety services throughout Alameda County.

ACEMS/IPP/Safe Kids Coalition Responsibilities/Commitment:

- Provide opportunities for member organizations to become trained Child Passenger Safety Technicians (CPSTs) through: an ACEMS/IPP/Safe Kids Coalition sponsored class or classes offered by local partner organizations.
- Present a one-day CPS update training for member organizations. This training will provide 6 Continuing Education Credits (CEUs) necessary for CPST certification renewal. If conditions are not appropriate for in-person CEU Updates, ACEMS/IPP/Safe Kids Coalition will provide CPSTs with alternate resources for obtaining CEUs.
- Receive and compile data.
- Provide member organizations with available State and Federal data/information related to child safety seat use or misuse.
- Support member organizations in scheduling and conducting car seat check-up events by:
  1. Registering the event with Safe Kids.
  2. Providing guidelines/checklist for planning car seat events.
  3. Assisting with scheduling CPSTs and other car seat personnel/volunteers.

4. Providing necessary forms substantiating proper car seat installation and documenting the check-up event.
  5. Providing educational materials in appropriate languages.
- Provide a limited number of child safety seats to organizations that have certified CPSTs on staff.
  - Purchase and distribute child passenger safety and injury prevention brochures and materials to member organizations.
  - Distribute schedules of authorized CPST trainings.
  - Designate staff responsible for coordinating with members.

Participating Member Organizations and Programs Responsibilities/Commitment

- Designate a representative to attend at least 6 of the monthly scheduled Safe Kids Coalition regularly scheduled annual meetings. Should conditions not allow for in-person meetings, this requirement will be waived.
- Establish and maintain a child safety seat education/training program for client's receiving child safety seats received from EMS.
- Ensure that one or more employees have successfully completed Safe Kids' National CPST Course.
- Certified technicians will be responsible for: (1) Ensuring that each car seat distributed by ACEMS/IPP/Safe Kids Coalition has been installed properly; (2) Educating parents/community on proper installation; (3) Completing Child Safety Seat Checklist (or specified form) verifying proper installation of each seat distributed; (3) **monthly return of completed Car Seat Installation Checklist forms to designated ACEMS/IPP employee.**
- Provide child passenger safety seat material to any client upon request.
- Support and assign certified CPSTs to attend annual update training and to maintain certification.
- Participate in three (3) checkup events per year sponsored by member or affiliate organizations throughout Alameda County; **Or** host one (1) checkup event per year with member organizations which includes, but is not limited to:
  1. Notifying ACEMS/IPP/Safe Kids Coalition regarding event details.
  2. Providing staff.
  3. Identifying and securing a location.
  4. Providing food and beverages for volunteers.

Should conditions not allow for in-person check-up events, this requirement will be waived.

ACEMS/IPP/Safe Kids Coalition and Member Organizations/Programs Mutual Responsibilities for Insurance Coverage

- Each member organization, including ACEMS/IPP/Safe Kids Coalition will bear its own cost and expenses attributable to insurance coverage maintained through the term of the MOU. Insurance shall include general liability and automobile liability, or maintain valid self-insurance with a minimum of \$1,000,000 per occurrence, and worker compensation coverage. Member organization insurance shall also name the County of Alameda, its Board of Supervisors, officials, employees, and agents as additional insureds
- ACEMS/IPP/Safe Kids Coalition and each member organization agrees to indemnify, defend and hold the other, its officers, directors, affiliates and agents and employees (the "Indemnitees") harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from act, fault, omission or negligence of the party's employees, volunteers, officials, affiliates relating to performance under the terms of the MOU (the "Liabilities"), except and to the extent that the Liabilities were the result of an act, fault, omission,

or negligence of the Indemnitee. ACEMS/IPP/Safe Kids Coalition makes no warranty as to the quality or fitness of the provided child safety seats for their actual use, and expressly disclaims any obligation to indemnify, defend, or hold harmless any party to this MOU for losses, liabilities, and claims, including reasonable attorneys fees, arising from the defective condition of, or misuse of, any provided child safety seat.

**Signature Sheet**

City of Oakland

---

Agency Representative Printed Name

---

Agency Representative Signature

---

Date

---

Alameda County Emergency Medical Services Agency

Printed Name

---

Signature

---

Date

---

Please electronically sign and return agreement by July 30, 2023

For any questions, please contact Laura Fultz, Injury Prevention Program Specialist  
[Laura.Fultz@acgov.org](mailto:Laura.Fultz@acgov.org), 510-618-2028