



# City of Broken Arrow

## Request for Action

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**File #: 17-1815, Version: 1**

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**Broken Arrow City Council  
Meeting of: 02-21-2017**

**To: Mayor and City Council**

**From: Fire Department**

**Title:**

**Approval of and authorization of a Letter of Agreement with Hillcrest Medical Center, under the Hillcrest Exercise and Lifestyle Programs, for the Broken Arrow Fire Department uniformed employee's biennial physical examinations**

**Background:**

For the past several years, Hillcrest Medical Center, through the Hillcrest Exercise and Lifestyle Programs (HELP), has been conducting the Fire Department physicals. Due to the cost increase from \$576.00 to \$586.00 per physical, the Fire Department is submitting the attached Letter Agreement for approval of the increase. In July of 2015, quotes were obtained from other agencies that would qualify under the Collective Bargaining Agreement with the International Association of Fire Fighters (IAFF). No other vendors have been identified that are capable of meeting the requirements of the contract in a single facility on a given day, therefore, the bid process has not been repeated. HELP's ability to complete all components of the physical at a single facility helps keep employee overtime to a minimum. Even with a subsequent price increase, Staff recommends that the Council approve the Letter Agreement with Hillcrest for provision of these services.

**Cost: \$586.00 per physical, and \$63.00 for an optional PSA test.**

**Prepared By: J. Mark Steward, Assistant Fire Chief**

**Reviewed By: Fire Department**

**Human Resources Department**

**Finance Department**

**Legal Department**

**Assistant City Manager**

**Approved By: Michael L. Spurgeon, City Manager**

**Attachments: Hillcrest physical quote 2017**

**Recommendation:**

Approve the Letter of Agreement with Hillcrest Medical Center and authorize its execution.