



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

Fiscal Years	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Personal Services	_____	_____	_____	_____	_____
Operating Expenses	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
Grants & Aids	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	*	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes \_\_\_\_\_ No X  
 Is this item using Federal Funds? Yes \_\_\_\_\_ No X  
 Is this item using State funds? Yes X No \_\_\_\_\_

Budget Account Exp No.: Fund 1425 Department 662 Unit 5230 Object Various  
 Rev No.: Fund 1425 Department 662 Unit 5230 RevSrc 3429

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Grant funding is provided by the State of Florida Department of Health,  
 Emergency Medical Services Trust Fund.  
 Grant: Emergency Medical Services Grant  
 Fund: EMS Award – Grant Program  
 Unit: EMS-Public Safety

\*The FY24 budget is being amended to include this grant. When the year closes, a grant carryforward request will be submitted.

C. Departmental Fiscal Review: Ngoc Chau  
Digitally signed by Ngoc Chau  
 DN: DC=ng, DC=psd, OU=Enterprise, OU=PSD, OU=Users, CN=Ngoc Chau, E=NChau@psd.gov  
 Reason: I am approving this document  
 Date: 2024.10.25 10:11:45-0400

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

Lisa M. White 10/30/2024 Travis Mack 11/5/24  
 OFMB Contract Administration  
VS 10/25  
 AMF 10/30 VS 10/30

**B. Legal Sufficiency:**

Rebecca Bunn 11/8/24  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

**Continued from page 1:**

**Background and Justification:** Pursuant to Florida Statutes, Chapter 401, Part II, the FL-EMS has established an Emergency Medical Services Trust Fund consisting of a portion of every municipal and county moving violations including DUI convictions. Palm Beach County's share of the trust fund for FY2023-2024 is \$183,816.99. These funds will be used to improve and expand emergency medical services in the County. The licensed EMS providers and other agencies that are eligible for EMS grant funding within Palm Beach County submitted requests as part of a group effort for funding under this program. The requests were reviewed by the staff of the Division of Emergency Management and the Grant Review Committee of the Palm Beach County EMS Providers.

# CONTRACT SUMMARY

This contract action has completed the Department's routing process and has received the required approvals for execution.

Division/CHD/Office:	Division of Emergency Preparedness and Community Support
Provider Name:	Palm Beach County Board of County Commissioners
Contract Number:	C2450
Original Contract Amount:	\$183,816.99
Total Contract Amount (executed actions):	N/A
Original Contract Start Date:	June 1, 2024
Contract End Date (executed actions):	May 31, 2025

## DESCRIPTION OF CONTRACTUAL SERVICES:

Expansion and enhancement of Emergency Medical Services in area of coverage as outlined in the approved grant application (Attachment A).

## CONTRACT ACTION:

AMENDMENT(Y/N):	N	AMENDMENT AMOUNT:	N/A		
CHANGE TO TERM(Y/N):	N	START DATE:	N/A	END DATE:	N/A
RENEWAL:	N	RENEWAL AMOUNT:	N/A		
START DATE:	N/A	END DATE:	N/A		

## DESCRIPTION OF CONTRACT AMENDMENT ACTION:

N/A

## This contract complies with all of the following requirements:

- A statement of work
- Quantifiable and measurable deliverables
- Performance measures
- Financial consequences for non-performance
- Terms and conditions which protect the interest of the state
- All requirements of law have been met regarding the contract
- Documentation in the contract file is sufficient to support the contract and the attestation (examples: business case; directive to establish contract; subject research and analysis, etc.)
- If the contract is established by way of a competitive solicitation as identified in section 287.057(1), Florida Statutes, the costs of the contract are the most advantageous to the state or offer the best value



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Palm Beach County Board of County Commissioners

**MEMORANDUM OF AGREEMENT  
BETWEEN  
The FLORIDA DEPARTMENT OF HEALTH  
And  
Palm Beach County Board of County Commissioners**

This Memorandum of Agreement "Agreement" for Emergency Medical Services County Grants, is entered into between the Florida Department of Health "Department", and Palm Beach County Board of County Commissioners "Grantee", each a "Party" and jointly referred to as the "Parties". In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**SECTION I: DEFINITIONS**

**A. Definition of Terms:**

- 1) Quarter: A three-month period of the executed agreement. The quarters for this Agreement are July through September (Quarter One); October through December (Quarter Two); January through March (Quarter Three); and April through June (Quarter Four).
- 2) Emergency Medical Services (EMS): A system that responds to emergencies in need of highly skilled pre-hospital clinicians.
- 3) Emergency Medical Services County Grant: Grant funds divided among Florida's 67 counties according to the proportion of the combined amount deposited in the trust fund from the county. These funds may not be used to match grant funds.
- 4) Grantee: A county emergency medical services organization for which the Department has approved an application for an Emergency Medical Services County Grant.

**SECTION II: GENERAL TERMS AND CONDITIONS**

- A. General Statement: The Grantee will receive \$183,816.99 from General Appropriation 516 of the 2024-2025 Appropriations Act Laws of Florida, "Grants and Aids – Emergency Medical Services County Grants from Emergency Medical Services Trust Fund."
- B. Legal Authority: This Agreement is made pursuant to the Specific Appropriation Line item 516, 2024-2025 Appropriations Act and Section 401.111, Florida Statutes.
- C. Entire Agreement: This Agreement embodies the entire Agreement and understanding between the Parties, on the subject hereof.



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- D. Term: The term of this Agreement is June 1, 2024 to May 31, 2025, or upon completion of the project, or whichever is sooner.

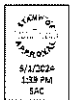
SECTION III: PROPERTY AND EQUIPMENT

- A. Property and equipment are defined as non-expendable, tangible property having a useful life of more than one year with a cost of \$5,000 or more.
  - 1. All property and equipment purchased with Emergency Medical Services County Grant funds must be:
    - a. Necessary to carry out the approved project;
    - b. Justified to and pre-approved by the Department;
    - c. Inventoried and tracked throughout the grant period; and
    - d. Protected with sufficient insurance and security safeguards.
- B. All approved property and equipment must be purchased and received prior to the last three months of the grant period unless prior written approval from the Department has been obtained.
- C. All equipment purchased with grant funds is the property of the grantee, and is subject to Chapter 273, Florida Statutes, dealing with state-owned tangible personal property and the disposition thereof. For research institutions not covered under Chapter 1000, Florida Statutes, equipment no longer deemed to be useful will remain state property and must be transferred or donated to a state agency or public university for redistribution or disposition.

SECTION IV: SERVICES TO BE PROVIDED

- A. Task List: Grantee will perform the following tasks:
  - 1) Ensure the following tasks are performed as needed:
    - a. Grantee must complete the project as specified in the Department approved Emergency Medical Services County Grant Program application (Attachment A hereinafter referred to as the "Project").
    - b. Grantee will obtain all supplies, services, and labor for use in the performance of this MOA at the lowest practicable cost and by means of competitive bidding wherever practicable or required by Florida law.

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- c. Provide a quarterly report to the Department outlining all items that were purchased during the quarter, as well as any remaining items to be purchased during the contract term.

SECTION V: DELIVERABLES AND METHOD OF PAYMENT

- A. Deliverables: Grantee must complete and submit the following deliverable in the time and manner specified:

- 1) Quarterly: The Grantee must provide a quarterly report, reflecting all purchases made in accordance with the approved Attachment A, to the Department demonstrating progress toward completion of the Project as specified in the Department approved Attachment A.

- B. Method of Payment:

- 1) Payment: This is a 100% advance payment.
- 2) Reporting Requirements: Grantee must submit a properly completed quarterly report to the Agreement Manager within 15 days of the end of each quarter. At a minimum, each report must be submitted on Grantee's letterhead, provide the invoice date, and all activities completed during the invoice period. On a separate page, the Grantee must provide the following:
  - a) Beginning budget amount;
  - b) Amount spent year to date;
  - c) Amount remaining in budget;
  - d) Statement certifying the accuracy of the invoice; and
  - e) Signature of an individual with the authority to bind the Grantee.

- 3) Matching of State Funds

Funds received from the Department for this grant shall not be used as Matching Funds for any Projects.

- C. Special Provisions:

- 1) Allowable Costs: The Grantee may expend funds only for allowable costs resulting from obligations incurred during the Agreement term. Allowable costs are those that are related to the approved Attachment A.
- 2) Return of Funds: Any balance of unobligated funds advanced or paid, or funds that were not expended in accordance with the Attachment A must be refunded

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to the Department within three months of the grant end date.

- 3) Monitoring: The Grantee must permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, or goods and services of the Grantee that are relevant to this grant, and interview any clients, sub-contractors, and employees of the Grantee to assure the Department of satisfactory performance of the Terms and Conditions of this grant. Monitoring may take place at any time during the grant period or records retention period, with reasonable advance notice, during normal business hours. Following such evaluation, the Department may deliver to Grantee a written report of its findings and may include written recommendations with regard to Grantee's performance of the Terms and Conditions of this grant. Grantee will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. Grantee's failure to correct noted deficiencies may, at the sole and exclusive discretion of the Department, result in any one or a combination of the following: 1) Grantee being deemed in breach or default of this Agreement; 2) the termination of this grant.
- 4) Duties of Designated Grant Manager: The Grant Manager designated by the Department shall reconcile and verify all funds received against all funds expended during the term of this Agreement period and produce a final reconciliation report. The final report for this project must identify any funds paid in excess of the expenditures incurred by the Grantee or Sub-recipient.
- 5) Sovereign Immunity: Pursuant to section 768.28, Florida Statutes, the Department is immune from civil or criminal liability resulting from acts or omissions of the Grantee and the Grantee's agents, employees, or assigns.
- 6) Governing Law and Venue: This Agreement is executed and entered into in the State of Florida and will be construed and performed under the laws, rules, and regulations of the State of Florida. Venue must be in Leon County, Florida, to the exclusion of all other jurisdictions.
- 7) Indemnification: Grantee will be liable for, and indemnify, defend, and hold the Department harmless from and against all claims, demands, suits, judgments, or damages, including, but not limited to, court costs and attorneys' fees and damages resulting from personal injury, including death or damage to property, arising out of the negligence, intentional or unintentional acts or omissions of the Grantee, and the Grantee's agents, assignees, sub-contractors, and employees, that may arise during the course of the operation of this Agreement, or that arise out of or relating to the subject property, the Project, or the use of grant money.
- 8) Modification: This Agreement may only be amended in writing and upon mutual agreement by the Parties.
- 9) Termination:

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- a) Termination Because of Lack of Funds: It is agreed that in the event funds to finance this Agreement, or part of this Agreement, become unavailable, the obligations of each Party, hereunder may be terminated upon no less than 24 hours' notice in writing to the other Party. Said notice will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department will be the final authority as to the availability of state funds, and how any remaining funds will be allocated among Grantees.
  
- b) Termination for Breach: Unless the Grantee's breach is excused by the Department, the Department may provide written notice to the Grantee specifically setting forth the breach and allow a 30-calendar day period whereby the Grantee may cure any such breach. The Department may terminate any part or the whole of this Agreement in any of the following circumstances:
  - i. If Grantee fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - ii. If Grantee fails to perform any of the other provisions of this Agreement.
  - iii. Except as set forth above, termination will be upon no less than 24 hours' notice in writing delivered by certified mail, return receipt requested, or in person with proof of delivery.
  
- c) All provisions of this Agreement that were not terminated, amended, or modified will remain in full effect and Grantee will continue performance under any remaining provisions.
  
- d) After receipt of a notice of termination, and except as otherwise directed in writing, the Grantee will:
  - i. Stop work under this Agreement on the date and to the extent specified in the notice of termination and take any other actions as directed in writing from the Department.
  - ii. Place no further orders or contracts for materials, services, or facilities except as may be necessary for completion of such portion of work under the Agreement as is not terminated.
  - iii. Terminate all outstanding orders and contracts to the extent that they relate to the performance of work under this Agreement.
  - iv. Prepare all necessary reports and documents required under the terms of this Agreement. Documents must be prepared up to the date of termination and include the final report due upon completion of this Agreement. The Department will provide no

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additional funds for administrative fees or for the completion of final reports after the date of termination.

- v. Notwithstanding anything to the contrary set forth herein, upon termination of this Agreement, the Grantee may continue work on the Project that is the subject of this MOA so long as such work is funded by sources other than the Department.
- 10) Notice: Any notices given by either party to the other party under this Agreement will be in writing and sent either: via email to the designated email address, by overnight courier, with a verified receipt; or by registered or certified United States Mail, postage prepaid. Either party's specified point of contacts may be changed by notifying the other party a minimum of one week prior to such change. Notice will be deemed sufficiently given upon receipt at the following addresses:
- Department: Doug Woodlief  
Director, Division of Emergency Preparedness and Community Support  
4052 Bald Cypress Way, Bin A-26  
Tallahassee, FL, 32399  
Doug.Woodlief@flhealth.gov
- Grantee: Verdenia Baker, County Administrator  
Palm Beach County Board of County Commissioners  
301 N. Olive Ave.  
West Palm Beach, FL 33401
- 11) Cooperation with Inspectors General: To the extent applicable, the Parties will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055(5), Florida Statutes.
- 12) Public Records: The Grantee must keep and maintain public records, as defined in Chapter 119, Florida Statutes that are required by the Department to perform the services required by the grant. Questions regarding the application of Chapter 119, Florida Statutes, and its duty to provide public records relating to this Agreement, contact the custodian of public records at (850) 245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.



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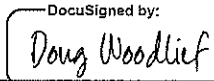
SECTION V: AUTHORIZATION

IN WITNESS THEREOF, the Parties hereto have caused this 7-page Agreement to be executed by their undersigned, duly authorized, officials:

Grantee: Palm Beach County Board of County Commissioners

DocuSigned by:  
  
Date: 6/29/2024  
Name: Verdenia Baker  
Title: County Administrator

Florida Department of Health

DocuSigned by:  
  
Date: 7/1/2024  
Name: Doug Woodlief  
Title: Director, Division of Emergency Preparedness and Community Support


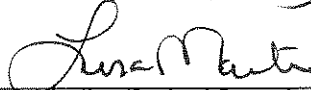
**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

**BGEX** 100824\*101

**BGRV** 100824\*17

**FUND** 1425 - EMS Public Safety Grants

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 10/07/24	REMAINING BALANCE
<b>REVENUES</b>									
1425-662-5230-3429	State Grant Other Public Safety	Ems-Public Safety Grants	87,219	250,083	183,817		433,900		433,900
	<b>Total Fund Revenues</b>		<b>88,875</b>	<b>262,204</b>	<b>183,817</b>	<b>0</b>	<b>446,021</b>		
<b>EXPENDITURES</b>									
1425-662-5230-5212	Safety Supplies	Ems-Public Safety Grants	0	28,922	26,931		55,853	22,322	33,531
1425-662-5230-8101	Contributions Other Govtl Agenc	Ems-Public Safety Grants	88,875	233,282	156,886		390,168	125,111	265,057
	<b>Total Fund Expenditures</b>		<b>88,875</b>	<b>262,204</b>	<b>183,817</b>	<b>0</b>	<b>446,021</b>		

<p><b>SIGNATURES</b></p> <p></p> <p>_____ Initiating Department/Division</p> <p></p> <p>_____ Administration/Budget Department Approval</p> <p>_____ OFMB Department - Posted</p>	<p><b>DATES</b></p> <p>10/19/24</p> <p>10/30/2024</p>
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<b>BY BOARD OF COUNTY COMMISSIONERS</b>	
At Meeting of:	<u>11/19/2024</u>
Deputy Clerk to the Board of County Commissioners	

Interoffice Correspondence



**To:** Verdenia C. Baker, County Administrator

**Through:** Todd J. Bonlarron, Assistant County Administrator

**From:** Stephanie Sejnoha, Director, Public Safety Department *Stephanie Sejnoha*

**Date:** June 28, 2024

**Subject:** Emergency request to electronically sign Emergency Medical Services Grant contract –Florida, Department of Health

Digitally signed  
by Stephanie  
Sejnoha  
Date: 2024.06.28  
13:31:31 -0400

Department of Public Safety

20 South Military Trail  
West Palm Beach, FL 33415  
(561) 712-6470  
FAX: (561) 712-6490  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

- Maria Sachs, Mayor
- Maria G. Marino, Vice Mayor
- Gregg K. Weiss
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

County Administrator

Verdenia C. Baker

The purpose of this memo is to request your electronic signature on an Emergency Medical Services (EMS) grant contract with the State of Florida, Department of Health (FLDOH) – Bureau of EMS for the period June 1, 2024 through May 31, 2025 in the amount of \$183,816.99 for emergency medical services equipment. **This grant does not require a County match.** This request is urgent because the grant contract was just finalized by DOH on June 27, 2024 and **DOH is only accepting electronic signatures** through DocuSign and the contract is due back to DOH by June 30, 2024. Staff will work with your office to assist with the DocuSign electronic signature process, if needed.

**Background:** The EMS County Grants (CSFA# 64.005) is an annual grant provided to Palm Beach County from the FLDOH Bureau of EMS to improve and expand the EMS system. The funds are used to purchase EMS equipment. On January 23, 2024, Palm Beach County Board of County Commissioners (BCC) adopted a resolution authorizing the County Administrator to sign the FY2023-2024 FLDOH – Bureau of EMS grant application and sign contracts, grants, and forms associated with the grant application. Since the grant application was submitted to the FLDOH in January 2024, Public Safety staff has been following up with FLDOH on the status of the grant award. **On June 24, 2024, staff were finally notified that the contract is forthcoming and would require electronic signature by June 30, 2024.**

**Note:** The Risk Management Department and County Attorney’s Office have reviewed the indemnification requirements for this grant and advised staff accordingly. The indemnification clause requires the County to indemnify the Florida Department of Health, including for court costs and attorneys’ fees. The indemnification is limited to the negligence, intentional or unintentional acts or omissions of the County, and the County’s agents, assignees, sub-contractors, and employees, that may arise during the course of the operation of the grant MOU, or that arise out of or relating to the subject property, the Project, or the use of grant money. Staff were advised by DOH that no modifications could be made to the MOU. Therefore, staff recommends approval of the MOU.

*“An Equal Opportunity  
Affirmative Action Employer”*



Staff will submit the executed grant contract for receive and file at the next available BCC meeting.

Reviewed by: Sharon Burrows G. Digitally signed by Sharon Burrows G.  
DN: DC=org, DC=pbccgov, OU=Enterprise, OU=CATT, OU=Users,  
CN=Sharon Burrows G., E=SBurrows@pbcc.gov  
Date: 2024.05.28 14:15:32-04'00'  
**County Attorney** **Date**

Reviewed by: Andres Figueroa Digitally signed by Andres Figueroa  
DN: DC=org, DC=pbccgov, OU=Enterprise, OU=CATT, OU=Users,  
CN=Andres Figueroa, E=afigueroa@pbcc.gov  
Date: 2024.06.28 13:26:45-04'00'  
**OFMB** **6/28/2024** **Date**

Reviewed by: \_\_\_\_\_  
**Assistant County Administrator** **Date**

If additional information is needed, please contact me at 561-712-6473.

Attachments:

1. Emergency Medical Services Grant contract (DocuSign is forthcoming)



Interoffice Correspondence

To: Verdenia C. Baker, County Administrator
Through: Todd J. Bonlarron, Assistant County Administrator
From: Stephanie Sejnoha, Director, Public Safety Department
Date: June 28, 2024
Subject: Emergency request to electronically sign Emergency Medical Services Grant contract -Florida, Department of Health

Digitally signed by Stephanie Sejnoha Date: 2024.06.28 13:31:31 -0400

Department of Public Safety
20 South Military Trail
West Palm Beach, FL 33415
(561) 712-6470
FAX: (561) 712-6490
www.pbcgov.com



Palm Beach County Board of County Commissioners

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

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"An Equal Opportunity Affirmative Action Employer"



Staff will submit the executed grant contract for receive and file at the next available BCC meeting.

Reviewed by: \_\_\_\_\_  
County Attorney Date

Reviewed by: Digitally signed by Andres Figueroa  
DN: cn=Andres Figueroa, o=Palm Beach County, ou=County Administration, email=andres.figueroa@palmbeach.fl.us  
Andres Figueroa 6/28/2024  
OFMB Date

Reviewed by:  6/28/24  
Assistant County Administrator Date

If additional information is needed, please contact me at 561-712-6473.

Attachments:

1. Emergency Medical Services Grant contract (DocuSign is forthcoming)