

**Resolution No. 2024-3224**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 relating to the High Performance Resuscitation Training Grant from the Florida Department of Health, Division of Emergency Preparedness and Community Support; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and such as the High Performance Resuscitation Training Grant from the Florida Department of Health, Division of Emergency Preparedness and Community Support and the City's obligations under the Grant; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

**Section 1. Adoption of Budget Amendment; High Performance Resuscitation Training Grant from the Florida Department of Health, Division of Emergency Preparedness and Community Support.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 is hereby revised and amended by Attachment "A" for the implementation of the High Performance Resuscitation Training Grant from the Florida Department of Health, Division of Emergency Preparedness and Community Support. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2023 and terminating on September 30, 2024 shall remain in full force and effect.

**Section 2. Implementing administrative actions; High Performance Resuscitation Training Grant.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate with regard to the High Performance Resuscitation Training Grant.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities to include, but not limited to, those relating to grants involving the City's Fire Department's training activities, are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

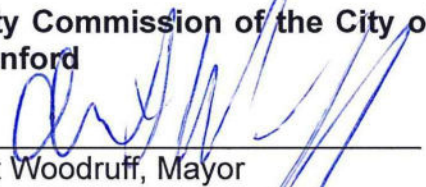
This Resolution shall become effective immediately upon its adoption.

**Passed and adopted this** 11th day of March, 2024.

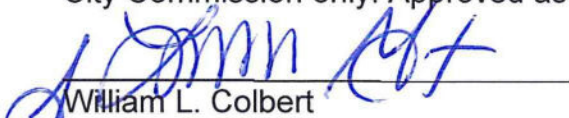
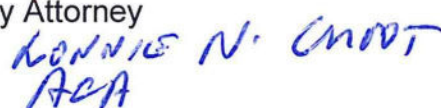
Attest:

  
Traci Houchin, MMC, FCRM  
City Clerk



City Commission of the City of  
Sanford  
  
Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only. Approved as to form and legality.

  
William L. Colbert  
City Attorney  
  
Lonnie N. Croot  
ACA

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2024  
 Department: Fire Division: Operations 3/11/2024

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER							Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized	
001	0000	334	20	09	HPRT24 Grant Revenue			\$ 54,600	54,600	
<b>TOTAL CHANGES IN REVENUES</b>									<u>\$ 54,600</u>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER							Current	Current	Amount of	Remaining
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
001	3001	522	31	00	HPRT24	Professional Services	\$ 43,260	43,225	54,600	97,860
<b>TOTAL CHANGES IN EXPENDITURES</b>									<u>\$ 54,600</u>	

REASON FOR AMENDMENT: HP-RT Training Grant (FL DOH)

DIRECTOR APPROVAL: Mark Seiferth DATE: 02/28/24  
Mark Seiferth (Feb 28, 2024 10:59 EST)

FINANCE APPROVAL: Cynthia Lindsey DATE: 02/28/24

CITY MANAGER APPROVAL: Craig M. Baber DATE: 02/28/24

CITY COMMISSION AGENDA DATE: 3.11.24 APPROVED Y

**FOR FINANCE USE**

Entry Date: \_\_\_\_\_ Batch Number: \_\_\_\_\_ Document #: BA 05-120

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Florida Department of Health  
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT  
Formal Scope of Work  
High Performance Resuscitation Training  
City of Sanford Fire Rescue  
SOW23-347

Payment  
BUDGET AMOUNT: \$54,600

**1. PURPOSE:**

This scope of work is for providing first responder high performance resuscitation (HP-RT) workforce training in City of Sanford, Florida. Contractor will provide these services to the Florida Department of Health (Department).

**2. TERM:**

This scope of work will begin on 3/1/2024 or the date on which the purchase order is issued, whichever is later. It will end at midnight, Eastern Time on 6/30/2024. The State of Florida’s performance and obligation to pay under this purchase order and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

**3. LOCATION OF WORK:**

The worksite for this scope of work is the following location(s):

Sanford Fire Department 1303 William Clark Ave Sanford, FL 32771	TBD
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**4. CONTRACTOR QUALIFICATIONS AND EXPERIENCE:**

Contractor staff assigned to this agreement must possess the following minimum qualifications and experience:

- 4.1. Must be a licensed EMS Agency in good standing pursuant to Chapter 401, Part III, Florida Statutes with jurisdictional authority to provide Emergency Medical Services within City of Sanford, Florida.
- 4.2. If outsourced to a vendor, provide the Department with proof that the peer reviewed medical literature provided aligns with the curriculum that the vendor plans to use during first responder high performance resuscitation instruction.

**5. CONTRACTOR RESPONSIBILITIES:**

- 5.1. **SERVICE TASKS:** Contractor will perform the following tasks in the time and manner specified:
  - 5.1.1. Submit a first responder high performance resuscitation Training Plan to the Department Contract Manager for review and approval within 30 days of the issuance of the Purchase Order. The Training Plan shall include the following minimum components:
    - 5.1.1.1. Name of EMS Agency.
    - 5.1.1.2. Description of the HP-RT training to be conducted including any models or interactive items that may be used.
    - 5.1.1.3. Confirmation from the EMS Medical Director that they have read and reviewed the training and will assist in implementing the training.

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Florida Department of Health  
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT  
Formal Scope of Work  
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City of Sanford Fire Rescue  
SOW23-347

- 5.1.1.4. Name of third-party training vendor, if applicable.
- 5.1.1.5. Maximum number of staff to be trained at each location.
- 5.1.1.6. Timeline for the delivery of the training and anticipated training dates.
- 5.1.1.7. Description of how training completion will be documented. This can include attendance sheets, certificates, or attestations from the EMS training officer or agency designee.
- 5.1.2. Conduct HP-RT workforce training(s) in accordance with the approved Training Plan as follows:
  - 5.1.2.1. Ensure each training is conducted in-person for all training participants. This must include hands on and interactive elements for each training session.
  - 5.1.2.2. Document the date of each training, the location of each training, the length of each training, and the number of staff members that successfully complete the training. Submit the documentation with the corresponding invoice.
  - 5.1.2.3. All trainings must be completed by June 30, 2024.
- 5.1.3. Document HP-RT workforce training(s) in accordance with the approved Training Plan as follows:
  - 5.1.3.1. Create an attendance sheet for each day of the training and ensure each trainee signs the attendance sheet at the beginning and end of each day of the training.
  - 5.1.3.2. Ensure each completed attendance sheet is signed by an EMS training officer or agency designee attesting to its accuracy. Submit the completed attendance sheets and any other documentation certifying training completion as approved in the Training Plan, with the invoice.
  - 5.1.3.3. All training documentation must be submitted by June 30, 2024.
- 5.1.4. Attend any meetings, conference calls and respond to requests for information, as directed by the Department.
  - 5.1.4.1. The Department will schedule all meetings and conference calls at least one week prior to the meeting.
  - 5.1.4.2. Responses for information requests should be received within three days of the Department's request.

**5.2. DELIVERABLES:**

Contractor will complete and submit the following deliverables to the Department in the time and manner specified:

- 5.2.1. Upon Completion: Provision of HP-RT workforce training with submission of supporting documentation in the time and manner specified in Tasks 5.1.1. through 5.1.4.

**6. METHOD OF PAYMENT:**

- 6.1. A purchase order will be issued to the Contractor.
- 6.2. The method of payment for this purchase order is unit rate.
- 6.2. The Contractor will be paid a unit rate for each trainee that successfully completes the training program. Proof of completion, as specified in the approved Training Plan, is required as evidence of completion.
- 6.3. The Contractor will not receive payment in advance for goods or services described in this scope of work.

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Florida Department of Health  
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT  
Formal Scope of Work  
High Performance Resuscitation Training  
City of Sanford Fire Rescue  
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- 6.4. The Contractor must submit an invoice upon completion of all deliverables that provides a detailed accounting of the deliverables performed during the invoice period for which payment is being requested.
- 6.5. The Contractor is responsible for the performance of all tasks and deliverables contained in this scope of work.

**7. PERFORMANCE MEASURES AND FINANCIAL CONSEQUENCES:**

All deliverables and related tasks must be completed 100% as specified. Failure to satisfactorily complete or submit a deliverable in the time and manner specified will result in a financial consequence as indicated below:

- 7.1. Failure to complete and submit Deliverables in 5.2. in the time and manner specified will result in 5 percent reduction of invoiced amount.

**8. CONTRACTOR TRAVEL REIMBURSEMENT:**

The Contractor will not be reimbursed for any travel expenses under this agreement.

**9. DEPARTMENT CONTRACT MANAGER:**

The Department Contract Manager for this scope of work is:

Teresa Mathew BEMO Grants (850) 245-4440 EMS@flhealth.gov	Florida Department of Health Department of Emergency Preparedness and Community Support Bureau of Emergency Medical Oversight 4052 Bald Cypress Way, BIN A-22 Tallahassee, FL 32399-1722
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**10. CONTROLLING TERMS AND CONDITIONS:**

- 10.1. Department Request for Quote;
- 10.2. METHOD OF PROCUREMENT: Governmental Agency;
- 10.3. Department Purchase Order Terms and Conditions;
- 10.4. Contractor's Response to the Department's Request for Quote; and
- 10.5. Department Scope of Work SOW23-347.



2175 Oakland Drive  
Sycamore, IL 60178

Phone: (888) 891-1200  
Fax: (630) 599-1327  
E-mail: [orders@medalliancegroup.com](mailto:orders@medalliancegroup.com)



The Science of Saving Lives

## Quote

Quote Date: 12/8/2023  
PO Number:

<b>Bill to Name</b>	<b>Sanford Fire Department</b>	<b>Ship To Name</b>	<b>Sanford Fire Department</b>
Street Address	1303 William Clark Avenue S	Street Address	1303 William Clark Avenue S
City, State, Zip	Sanford, Florida 32771	City, State, Zip	Sanford, Florida 32771

NP-CPR Workforce Training: Number of Participants

NP-CPR # of Training Kits

ITEM NO	DESCRIPTION	Qty	All Inclusive Price
FLG-WFT-002*	Florida Turn-Key Workforce Training Package as described below:	1	\$ 54,600.00

<b>SYS-ELG-002</b>	<b>EleGARD System Version 2.0</b> (includes EleGARD 2.0 Patient Positioning System, LUCAS Series 3 Backplate, 1 EleGARD 2.0 Carrying Case, 2 Smart Lithium Rechargeable Batteries, 1 Single Bay Battery Charger, Instructions for Use)	Shipped by MED Alliance Group, Inc	7	Included
<b>SYS-COV-001</b>	<b>EleGARD Series 2.0 Disposable Cover (Box of 10)</b>	Shipped by MED Alliance Group, Inc	7	Included

<b>12-0822-000</b>	<b>ResQPOD 16 Impedance Threshold devices (Each)</b> (ZOLL Medical Product)	Shipped by ZOLL Medical, Inc	21	Included
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<b>LUCAS</b>	<b>LUCAS 3 Device (Each)</b> (Stryker)	Shipped by Stryker	6	Included
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**Shipping Cost** Included  
**Quote Total** \$ 54,600.00

### Notes/Special Instructions

Payment Terms: Net 30 days
Training and deployment support will be provided to you by ACS. Order will be shipped and invoiced by Med Alliance Group.

### Customer Contact Info:

Name	Chief Ronnie Mcneil
Phone	407-688-5047
Email	<a href="mailto:ronnie.mcneil@sanfordfl.gov">ronnie.mcneil@sanfordfl.gov</a>

### ACS Florida Program Director Contact Info:

Name	Melissa M. Bahr, RN, BSN, EMT-P, MHA
Phone	850-428-9551
Email	<a href="mailto:melissabahr@elevatedcpr.com">melissabahr@elevatedcpr.com</a>

**Ordering Instructions:** Please place order with MED Alliance Group, Inc.  
MED Alliance Group, Inc  
2175 Oakland Drive  
Sycamore, IL 60178  
888-891-1200 phone - 630-599-1327 fax  
[orders@medalliancegroup.com](mailto:orders@medalliancegroup.com) - EIN 36-4260634  
e-Verify Registration #: 1657405 (as Required by Florida Law)





**CITY COMMISSION MEMORANDUM 24-083**  
**MARCH 11, 2024 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Ronnie McNeil, Fire Chief, CFO  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** High Performance Resuscitation Training Grant; Florida Department of Health, Budget Amendment, Resolution No. 2024-3224; Procurement from Med Alliance Group, Inc.; \$54,600

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval of the High-Performance Resuscitation Training Grant from the Florida Department of Health, Division of Emergency Preparedness and Community Support (FDOH), and associated Resolution No. 2024-3224, amending the City budget to utilize the \$54,600 State grant funding is requested.

**FISCAL/STAFFING STATEMENT:**

The FDOH will reimburse the City for high performance resuscitation training (HP-RT) for 21 Fire Department personnel under Scope of Work (SOW) 23-347 personnel along with obtaining the following medical equipment: (7) - EleGARD System Version 2.0, (7) - boxes of EleGARD Series 2.0 disposable covers, (21) - ResQPOD 16 Impedance Threshold devices and (6) - LUCAS 3 devices, in the amount of \$54,600.

**BACKGROUND:**

This grant offers the Fire Department the opportunity to receive the HP-RT for 21 personnel along with obtaining the following medical equipment: (7) - EleGARD System Version 2.0, (7) - boxes of EleGARD Series 2.0 disposable covers, (21) - ResQPOD 16 Impedance Threshold devices and (6) - LUCAS 3 devices supplied by the Med Alliance Group, Inc., an Illinois corporation, headquartered in Sycamore, Illinois.

The training being supplied has been approved by the FDOH and Dr. Todd Husty, EMS Medical Director. Training and deployment support will be provided by Advanced CPR Solutions. Order will be shipped and invoiced by Med Alliance Group, Inc.

**LEGAL REVIEW:**

The City Attorney has prepared the proposed resolution and reviewed the proposed procurement action and has no legal objection with the procurement activity being accomplished in a manner as prescribed in the grant's prescribed statement of work.

**RECOMMENDATION:**

City Staff recommends that the City Commission approve Resolution No. 2024-3224 amending the City budget and providing for an implementing procurement in the amount of \$54,600 from Med Alliance Group, Inc.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 2024-3224, as proposed."

- Attachments:
- (1). Resolution No. 2024-3224.
  - (2). FDOH Formal Statement Of Work # 23-347.
  - (3). Med Alliance Group, Inc. quote, dated December 8, 2023.