



## LEGISLATIVE MEMORANDUM

<b>TO:</b>	<b>Honorable Mayor and Members of the City Council</b>
<b>FROM:</b>	<b>Suzanne Sherman, City Manager</b>
<b>THRU:</b>	<b>Richard E. Stover, Fire Chief</b>
<b>DATE:</b>	<b>May 16, 2024</b>
<b>RE:</b>	<b>Award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110, approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106, and allocation of \$91,500 from undesignated fund balance for FY 24 portion of the costs.</b>

### **SUMMARY:**

#### **Background**

With the growing number of citizens and visitors in the city of Palm Bay, the calls generated for emergency medical services rises each year. The Fire Rescue department needs to be able to respond to these escalating needs by offering a higher level of training and education to its members. Currently every member of Palm Bay Fire Rescue is a certified Emergency Medical Technician. This level of training only provides a Basic Life Support service to our citizens. Currently the number of Advanced Life Support providers, or state licensed Paramedics, is less than half of our members. As the department grows and expands, and as firefighters retire, that ratio will become dangerously insufficient. Thus, annual paramedic training is a critical need in order for Palm Bay Fire Rescue to continue quality and safe advanced emergency care.

#### **Procurement Process**

On April 23, 2024, the City of Palm Bay solicited for Paramedic Education and Services pursuant to Section 38.13(A)(1) of the City Code of Ordinances. The solicitation was advertised for fourteen (14) calendar days. On May 7, 2024, the City received one (1) bid submittal from EMETSEEI Institute, Inc. The Procurement Department staff reviewed the bid for responsiveness and the bid was deemed responsive. The Fire Department reviewed for responsibility, and the Bidder was deemed responsible.

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Pursuant to Section 38.07(B)(20) of the City Code of Ordinances; Services provided by institutions of higher learning, not-for-profit organizations, non-profit organizations, state sponsored institutions, and other governmental and public agencies; The services provided by EFSC (Eastern Florida State College) are exempt from the competitive solicitation process.

Staff is requesting the award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110, and approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106.

We are requesting \$91,500 in FY24 to send twenty-nine (29) employees to earn their credit hours and graduate as certified Paramedics the following fiscal year (FY25). The funding that is needed for FY25 will be approximately \$66,200. This is in addition to the funding (\$50,000) allocated each year to sponsor 7 staff members to Paramedic classes. In FY25 we are expecting to utilize the \$50,000 to partially fund the attendees.

Eastern Florida Cost Breakdown (per student): \$7,323

Tuition: \$4,368 (FY24: \$1,456, FY25: \$2,912)

Lab Fees: \$1,311 (FY24: \$242, FY25: \$1,042)

Incidentals (Books, exam fee): \$1,644 (FY24: \$1,644)

Twenty-two students will attend this program.

FY24: \$73,524

FY25: \$86,988

EMETS Paramedic School Cost Breakdown (per student): \$6,730

Tuition (Includes lab fees, books, etc.): \$6,350.

Exams & Certifications: \$380.

A deposit in the amount of 38% (\$2,560) is due in FY24. In FY25 eight (8) monthly payments of \$521 are due.

Seven (7) students will attend this program.

FY24: \$17,920

FY25: \$29,176

#### **REQUESTING DEPARTMENTS:**

Fire Rescue Department

#### **FISCAL IMPACT:**

A budget amendment will be submitted to Finance upon approval requesting the use of Undesignated Fund Balance in the amount of \$91,500 for FY24. Funding will be requested as part of the FY 25 budget process to cover the balance of \$116,164 for the program.

**STAFF RECOMMENDATION:**

Motion to 1) approve award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110.00, and approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106; and 2) approve a budget amendment for twenty-nine firefighters to attend Paramedic school in the amount of approximately \$91,500 for FY24

**ATTACHMENTS:**

1. Bid Tabulation Sheet
2. Paramedic School Expense (EFSC)