

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: September 13, 2022 ☐ Consent ☐ Regular
☐ Ordinance ☒ Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Emergency Management

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the issuance of a Pilot Program Services Primary Provider Certificate of Public Convenience and Necessity (COPCN) for the Town of Highland Beach for the period May 1, 2024 through December 31, 2028.

Summary: In accordance with the Palm Beach County code, Chapter 13, Article II, EMS Ordinance, any agency desiring to provide primary Advanced Life Support (ALS) and ALS/Basic Life Support (BLS) transport services must submit an application to the County and meet the requirements for issuance of a COPCN. Applications for primary provider COPCNs are issued every six (6) years for a six-year term. Applications for COPCNs are accepted only during the time specified in the public notice, except that a COPCN for Pilot Program Services may be approved as provided in Section 13-24 of the EMS Ordinance. The Town of Highland Beach has applied for a Pilot Program Services Primary Provider COPCN. The EMS Ordinance Administrator's responsibilities include reviewing the application for compliance with the EMS Ordinance application requirements, consideration of the need for the proposed service in the requested area, and preparing a report with recommendations for the EMS Advisory Council (Council). Consideration of the need for the proposed services was primarily based on the Town of Highland Beach terminating their Interlocal Service Agreement with the City of Delray Beach for Fire and EMS Services effective midnight April 30, 2024; and the citizens of the Town of Highland Beach approved a referendum on November 2, 2021 to establish and fund the Highland Beach Fire and Rescue Department. The Administrator's report with the recommendations was subsequently submitted to the Council for their review and recommendation. On July 21, 2022 the Council reviewed the Administrator's report on the application and heard an oral presentation from the Town of Highland Beach. Out of the 14 Council members voting, the Council voted (9 – yes, 5 – no) to postpone their decision until additional information was reviewed and the Council would re-convene on August 11, 2022.

At the August 11, 2022 Council meeting, the Administrator reviewed the report with the recommendations previously submitted to the Council for their review and recommendation. Out of the 14 Council members voting, the Council voted (14 – yes, 0 – no) to approve a Pilot Program Services Primary Provider COPCN for the Town of Highland Beach. **District 4** (SB)

Background and Policy Issue: Continued on page 3.

Attachments:

1. Presentation
2. EMS Advisory Council Recommendation
3. Administrator's Summary Report to Council
4. COPCNs
5. Proof of Publication

Recommended By: Stephane 8/18/22
Department Director Date

Approved By: Val Johnson 9/1/22
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

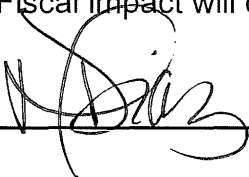
Fiscal Years	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Capital Expenditures					
Operating Costs					
External Revenues	(\$500)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	(\$500)*		*	*	*

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included In Current Budget? Yes X No
Does this item include the use of federal funds? Yes No X


Budget Account Exp No: Fund Dept Unit Object
Rev No: Fund 0001 Dept 660 Unit 7110 RevSc 2900/4295

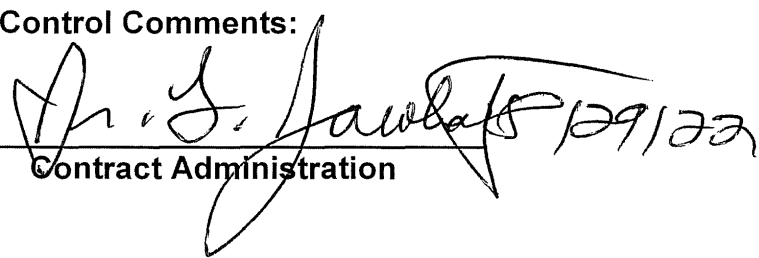
B. Recommended Sources of Funds/Summary of Fiscal Impact:
*A one-time application fee of \$500 was collected. Permit fee of \$150 per unit/vehicle inspected will be charged annually. Fiscal impact will depend on number of vehicles.

Departmental Fiscal Review:  8/1/22

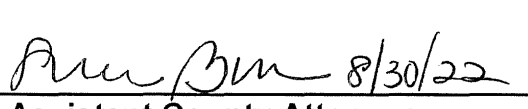
III. REVIEW COMMENTS

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



OFMB JA 8/22/22


Contract Administration

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:


Department Director

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

Background and Policy Issue continued from page 1: Since 1993, Palm Beach County has operated with 11 primary provider COPCN holders which expire on December 31, 2022. The EMS Ordinance establishes the requirements for the issuance of a six (6) year COPCN. All Primary provider agencies wishing to operate EMS in the County must apply every six (6) years to obtain a COPCN.

Emergency Medical Services Pilot Program COPCN Application

PRESENTED BY:

STEPHANIE SEJNOHA, DIRECTOR PUBLIC SAFETY

MARY BLAKENEY, DIRECTOR EMERGENCY MANAGEMENT

LYNETTE SCHURTER, EMERGENCY MEDICAL SERVICES SPECIALIST

Agenda

- Background
- Types of COPCN's
- Primary Services Providers COPCN Application Period
- Pilot Program COPCN Definition Application Process
- Information provided to Determine Need
- Current COPCN Service Area Data
- Administrator's Summary Report of Application
- Administrator's Recommendation

Background

FL Statute Ch. 401.25 authorizes the County to issue COPCNs.

COPCN - a certificate deeming it to be in the public convenience and necessity for an Emergency Medical Provider to operate within confines of the County.

PBC EMS Ordinance provides standards for issuing COPCNs in accordance with State guidelines.

EMS Ordinance outlines requirements for the application.

Types of COPCN's

Primary – provides Advanced Life Support services which may include Advanced Life Support (ALS) and Basic Life Support (BLS) transports.

Secondary – provides secondary ALS transport services and ALS and BLS inter-facility transport services.

Special Secondary – provides ALS non-transport services within a community until the primary provider arrives.

Primary Services Providers COPCN Application Period

COPCN's for Primary Services Providers are issued every six (6) years for a six-year term.

Applications for COPCN's are accepted only during the time specified in the public notice, except that a COPCN for a Pilot Program Services may be approved as provided in Section 13-24.

All Current Primary Provider COPCN's in Palm Beach County expire on December 31, 2022.

Pilot Program Services

Means a “Municipal or Palm Beach County Fire-Rescue trial program related to services contemplated by this Division. Pilot Program Services are initiated by special conditions, opportunities or events such that, in the discretion of the Board, warrant the issuance, extension and/or modification of a COPCN or its Endorsements on a temporary basis”.

COPCN and Endorsements Required

Governmental entities having a public mandate to provide EMS within their jurisdiction may be granted a COPCN by the Board and if approved, may serve such jurisdiction as the primary provider. Any government entity requesting a COPCN must comply with the requirements set for in this Division.

Town of Highland Beach Service Area COPCN

- Town of Highland Beach has applied for a Pilot Program Primary Provider COPCN.
- The Town of Highland Beach has a population of 4,295 people covering 0.6 square miles with a total of 4,338 housing units.
- Current Primary Provider COPCN holder for the Town of Highland Beach through a Interlocal Agreement is the City of Delray Beach.
 - Current COPCN expires on December 31, 2022.

Town of Highland Beach Pilot Program Service Provider

Town of Highland Beach provided the City of Delray Beach with written notice of termination of their Interlocal Agreement effective midnight on April 30, 2024.

Application Pilot Program Primary Provider COPCN term from May 1, 2024 to December 31, 2028.

Applicant for a Pilot Program Primary Provider COPCN with an Advanced Life Support (ALS) Endorsement, ALS Transport Service, and Routinely Transports Basic Life Support.

Pilot Program COPCN Timeline

April 20, 2021 – Notice of Termination of Interlocal Service Agreement from Town of Highland Beach to City of Delray Beach

November 2, 2021 – Residents approve Referendum to Establish and Fund the Highland Beach Fire and Rescue Department

June 23, 2022 – Completed COPCN Application received at the Division of Emergency Management

July 21, 2022 – EMS Council Meeting requesting a recommendation on the application for the BCC

July 25-29, 2022 – BCC Briefings

August 11, 2022 – Emergency EMS Council Meeting requesting a recommendation on the application for the BCC

September 13, 2022 – BCC Meeting

Administrator's Responsibilities

- Review the applications and obtain verification applicant meets requirements of all federal, state, and local laws.
- No outstanding complaints against any of the applicants.
- Consideration of need for the proposed service.
- Prepare and present a report with recommendation for the EMS Council's review.
- Request EMS Council recommendation on the applications to be provided to Board of County Commissioners (BCC).
- Schedule public hearing with BCC to consider Administrator's report and the recommendation of the EMS Council.

EMS Council

- Created in 1973 by the Board of County Commissioners

- Provides recommendations for improving EMS in PBC

- Consists of 20 members

- (1) Fire Chief's Association of PBC, FL
- (1) Emergency Room Nurses Forum
- (1) Private Ambulance Provider
- (1) PBC Health Care District – Trauma District
- (1) PBC Emergency Medical Services Providers
- (1) Economic Council of PBC
- (1) Emergency Room Physician
- (1) EMS Educator
- (7) Consumers – All Commission Districts
- (1) PBC EMS Medical Directors Association
- (1) PBC Council of Firefighters/Paramedics
- (3) Hospital CEO

EMS Council Responsibilities

Review the Administrator's report of application.

Applicant may provide a presentation.

Council members can ask questions after applicant report is presented.

A motion will be made by a Council member and seconded by another to recommend to the BCC to approve or deny applicant.

Board of County Commissioners Meeting

Administrator will publish a Notice of Public Hearing one (1) time in a newspaper at least ten (10) days prior to September 13, 2022.

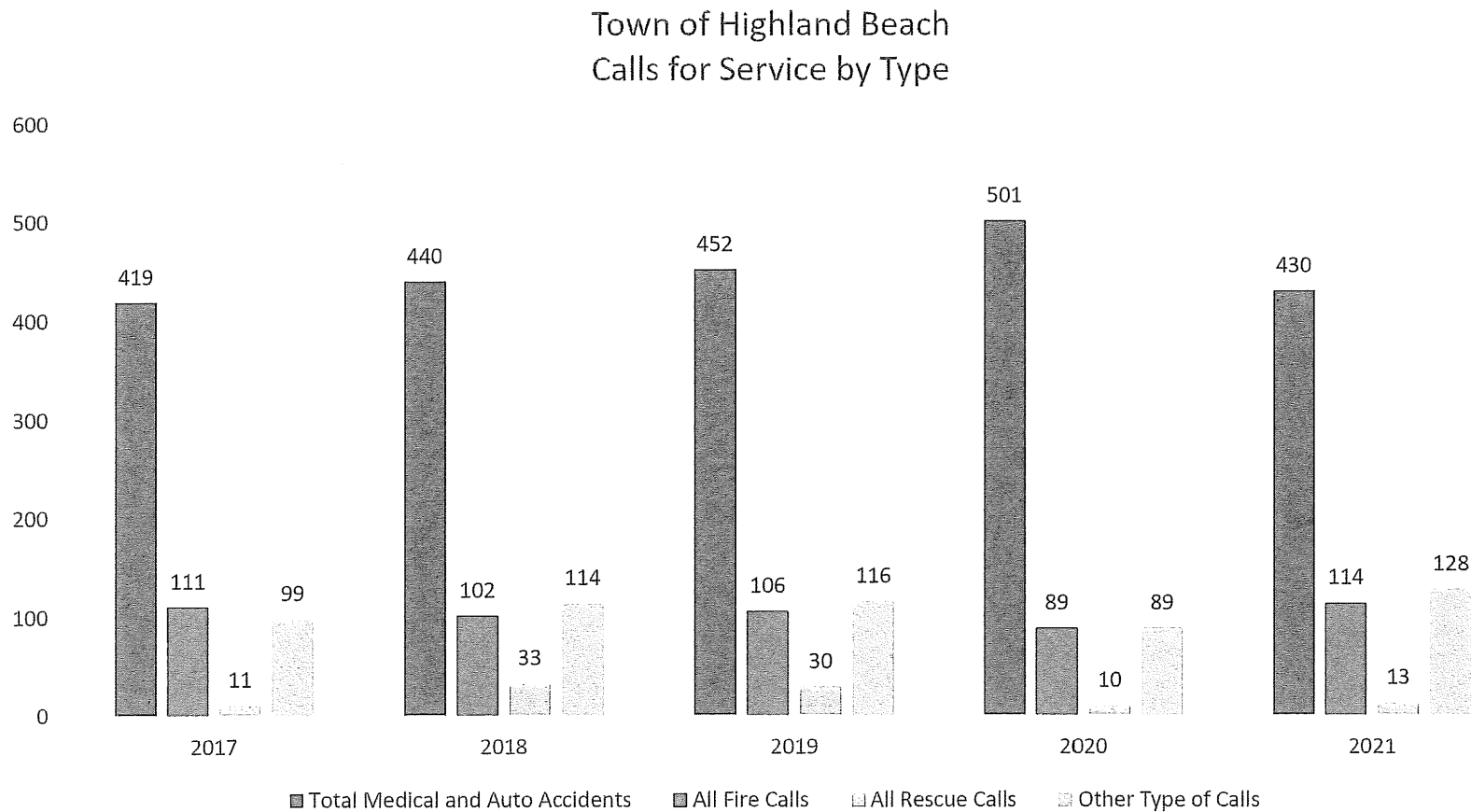
Applicant is encouraged to attend the BCC Public Hearing and will be allowed 3 minutes to speak if a public comment card is timely completed.

Administrator will provide a report to the BCC, the recommendation of the EMS Council, and relevant documentation.

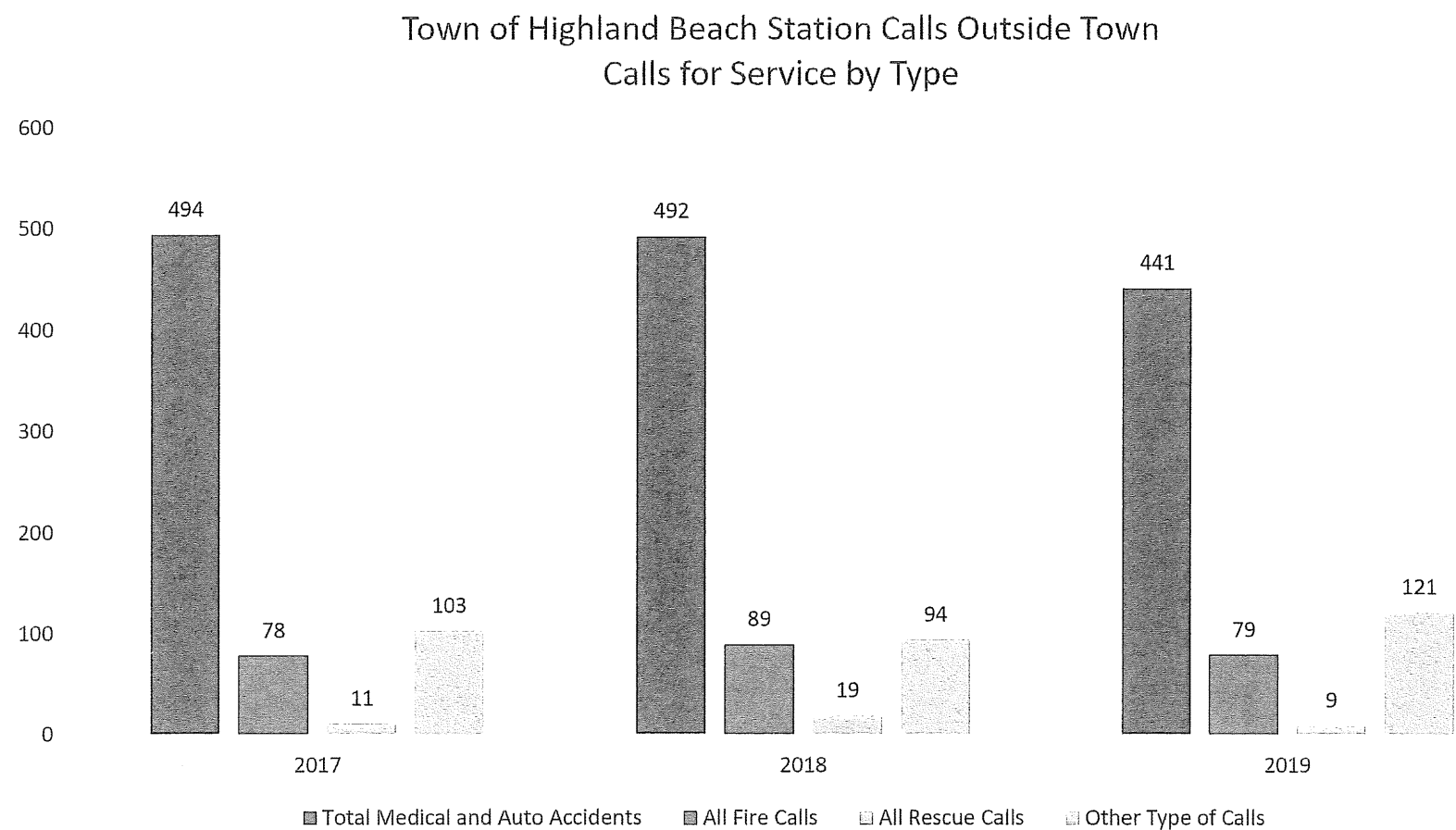
BCC will approve or deny application at the scheduled Public Hearing meeting on September 13, 2022.

2017-2019 Town of Highland Beach Calls for Service

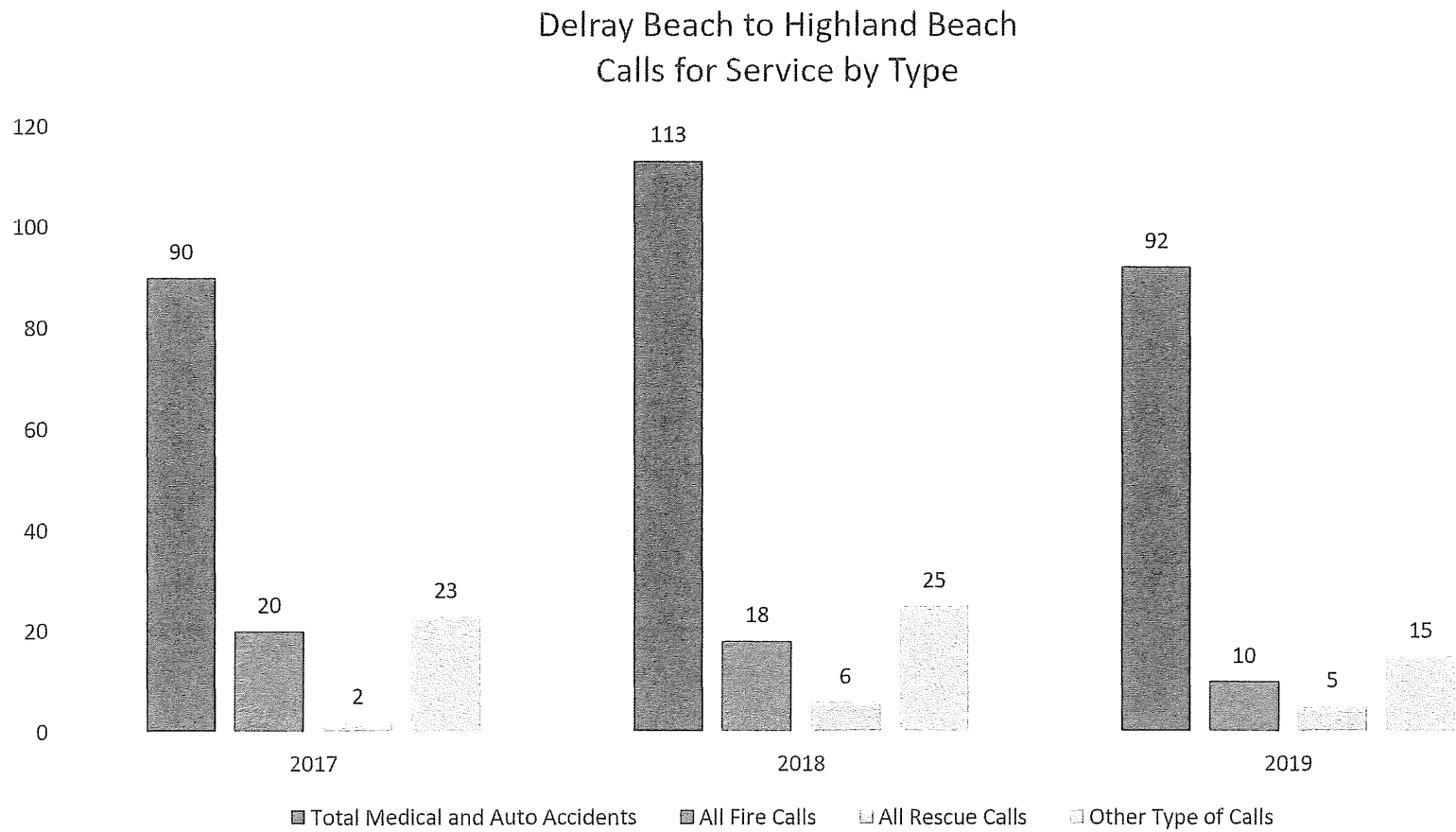
Highland Beach Calls for Service within the Town by Type



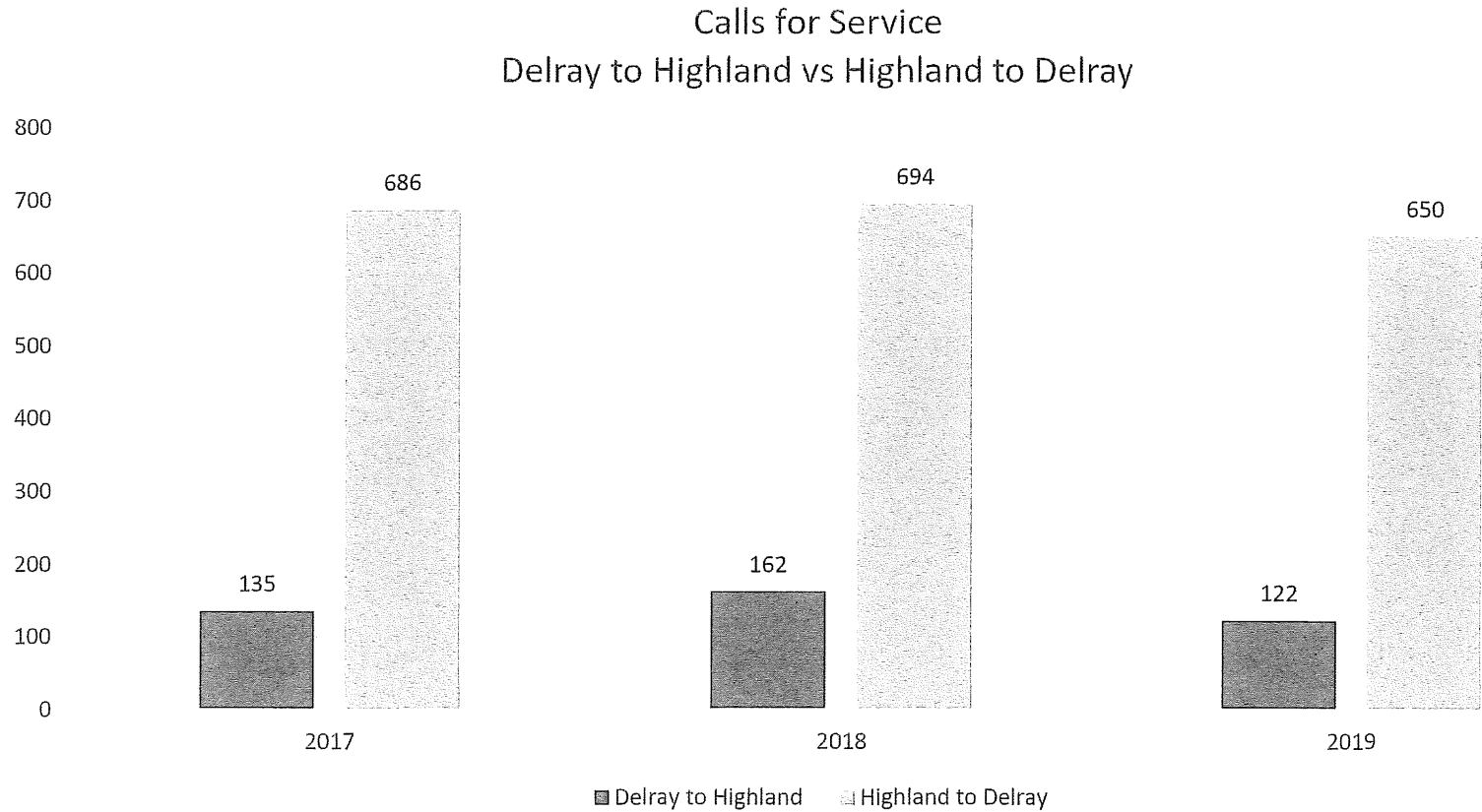
Highland Beach Fire Station Calls Outside of Town for Service by Type



Delray Beach To Highland Beach for Service by Type



Calls for Service Delray to Highland vs Highland to Delray



Application Criteria & EMS Ordinance Requirements

1. Statement of public need and services to be covered.
2. Copy of current State Emergency Medical Services (EMS) license(s) and/or current COPCN, if any.
3. Agency vehicles.
4. Personnel roster.
5. Certificate of Insurance.
6. Florida licensed physician Medical Director (MD) Executed agreement.
7. MD letter stating agency adopted min. standard, pre-hospital treatment/transport protocols.
8. Letter from MD stating agency has adopted the countywide Trauma Transport Protocols.
9. Proposed rate structure.
10. Audited Financial Statements.
11. Summary history of applicant's ALS or BLS emergency services performance record.
12. Disclosure of litigation involving patient care.
13. Federal/state/local agency vehicle & staff inspections past 6 years.
14. Formal quality assurance system.
15. Emergency Medical Dispatch (EMD) program or an agreement for appropriated EMS service.
16. MOU with Palm Beach County for radio communications.
17. Letter from CEO or Fire Chief that agency met federal/state/local requirements on delivery of EMS.
18. Management Plan: a) Employee and Driver training programs, b) Complaint handling system, c) System for handling accidents and/or injuries, d) Vehicle maintenance system.
19. Non-refundable application Fee.



The applicant provided a copy of the referendum approved by the residents of Highland Beach on November 2, 2021 to establish and fund the Highland Beach Fire and Rescue Department.

The Primary Provider Pilot Program Services COPCN is required to apply for the State of Florida Medical Services ALS License.

The Town of Highland Beach currently owns the vehicles assigned to the Town. The Town will take possession of the assigned apparatus at the end of the contract May 1, 2024.

Staff will be hired, oriented, and trained by March 1, 2024.

Agreement in place with Medical Director, Dr. Terry Cohen.

Due to being a new applicant, there are no Medicare Audits, litigation for the past six (6) years, or inspection reports.

Provided a final-approved EMS Quality Assurance/Insurance program for Highland Beach Fire Rescue.

Town of Highland Beach has a Emergency Medical Dispatch program and fully executed Interlocal Agreement for Fire-Rescue Dispatch Services Between Palm Beach County and the Town of Highland Beach dated April 12, 2022.

Town of Highland Beach has a fully executed Interlocal Agreement with Palm Beach County allowing interoperable communications through the countywide common talk groups dated February 5, 2019.

Town Manager, Marshall Labadie, provided a certified letter affirming the Town intends to meet all applicable federal, state and local requirements pertaining to the delivery of Emergency Medical Services.



Staff	Equipment	Cost		Avg. RT* (calendar year 2020)
25 - total staff (oriented and trained by March 1, 2024)	ALS-endorsed Ladder-truck			
	2 ALS-endorsed Transport Units (1 approved to be purchased at the June 21, 2022 Town Council Meeting)	Basic Life Support	\$650.00	Ladder: Average time Dispatch to Enroute: 1:23 Average Time Dispatch to On-Scene: 5:00
		Advanced Life Support 1	\$685.00	Rescue: Average time Dispatch to Enroute: 1:13 Average Time Dispatch to On-Scene: 4:54
		Advanced Life Support 2	\$770.00	
		Mileage	\$12.00	
		Inspection & Plans (New)	\$250.00 + \$0.06 per sq. ft	
		Fire Watch	\$125.00/hr	
		Special Events	\$150.00/hr (2 hour minimum)	



Administrator's Report

Town of Highland Beach met all Pilot Program application requirements pursuant to the EMS Ordinance.

The consideration of the need for proposed service included:

Notice of Termination of Interlocal Service Agreement with the City of Delray Beach effective midnight April 30, 2024

The citizens of the Town of Highland Beach approved referendum on November 2, 2021 to Establish and Fund the Highland Beach Fire and Rescue Department.

Administrator's Recommendations

- Approval of Pilot Program Primary Provider COPCN to the Town of Highland Beach from May 1, 2024 through December 31, 2028.

**MEMORANDUM**

**Department of Public Safety
Division of Emergency Management**

20 South Military Trail
West Palm Beach, FL 33415
(561) 712-6400
FAX: (561) 712-6464
www.pbegov.com



**Palm Beach County
Board of County
Commissioners**

Robert S. Weinroth, Mayor

Gregg K. Weiss, Vice Mayor

Maria G. Marino

Dave Kerner

Maria Sachs

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

TO: The Honorable Mayor Robert S. Weinroth and
Board of County Commissioners

THRU: Stephanie Sejnoha, Director *Sejnoha*
Department of Public Safety

FROM: Robert Bean, Chairperson, Palm Beach County
Emergency Medical Services (EMS) Advisory Council

DATE: August 11, 2022

RE: **Recommendation of the Town of Highland Beach
Pilot Program Primary Service Provider Emergency
Medical Services Certificate of Public Convenience
and Necessity (COPCN)**

The purpose of this memo is to provide a recommendation to the Board of County Commissioners (BCC) regarding the application wanting to obtain a Pilot Program Primary Service Provider Emergency Medical Services (EMS) COPCN for the Town of Highland Beach for the period May 1, 2024 through December 31, 2028.

Pursuant to Palm Beach County Code, Chapter 13, Article II, titled EMS Ordinance, Section 13-23- Review and Assessment of Application:

- (a) Upon receipt of an application, the Administrator shall review the application and obtain verification that the applicant meets the requirements of all applicable federal, state and local laws. The Administrator's review shall include consideration of the need for the proposed service in the requested area.
- (b) Upon finalization of the review, the Administrator shall prepare a report with recommendation, which shall be forwarded to the applicant and to the EMS Advisory Council. The Administrator shall schedule an EMS Advisory Council meeting to request an EMS Advisory Council recommendation on the application to be provided to the BCC. The applicant and affected COPCN Holder will be provided with notice of the EMS Advisory Council meeting and may be heard concerning the application at the EMS Advisory Council meeting prior to EMS Advisory Council recommendation.

- (c) The Administrator shall request the BCC set a date for a public hearing to consider the application any time after the completion of the Administrator's report provided, however, the Administrator shall obtain the recommendation of the EMS Advisory Council prior to the public hearing date.
- (d) The Administrator's report and the recommendation of the EMS Advisory Council will be provided to the BCC for consideration at the public hearing.

On July 21, 2022 the EMS Advisory Council reviewed the Administrator's report on the application and heard an oral presentation from the Town of Highland Beach. Out of the fourteen (14) Council members voting, the EMS Advisory Council voted (9 – yes, 5 – no) to postpone their decision until additional information was reviewed and the EMS Advisory Council would reconvene on August 11, 2022.

On August 11, 2022 at the EMS Advisory Council, there were fourteen (14) Council members voting. The EMS Advisory Council unanimously voted yes to recommend approval of the Pilot Program Primary Service Provider COPCN to the Town of Highland Beach.

Respectfully,


Robert Bean, Chairperson
EMS Advisory Council



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Municipality: Town of Highland Beach

The below named Agency is hereby applying for a new Primary Provider COPCN for Pilot Program Services for a term from 05/01/24 to 12/31/28, with an ALS Endorsement and the following additional Endorsements:

☒ **Advanced Life Support Transport Service**

☒ **Routinely Transports Basic Life Support**

☐ **Air Ambulance Services**

Agency Information

Corporate Name: n/a

Name of Agency: Town of Highland Beach

Mailing Address: 3614 S. Ocean Blvd., Highland Beach, FL 33487

Base Station Address: 3614 S. Ocean Blvd., Highland Beach, FL 33487

Phone#: 561-278-4548

Chief's/ Manager's/ Owner's Name: Marshall Labadie, Town Manager

Medical Director's Name: Dr. Terry Cohen

Medical Director's Business Address: 852 NE 72nd St. Boca Raton, FL 33487

Medical Director's Medical License #: ME 36467 **Exp. Date:** 01/31/24



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
(1) Describe the need and area(s) for the proposed service to be covered by your agency. You must submit copies of any municipal resolution(s), contractual agreements if any, allowing your agency to provide medical response services to any municipality or community.	<ul style="list-style-type: none">- PILOT COPCN Application is attached, signed, notarized- Current inter-local agreement between Delray & Highland Beach- Purchase and lease agreements from 2017 for apparatus- Termination notice for service from Highland Beach to Delray- Referendum and vote results <p>The area proposed to be covered is within the geographical municipal Boundaries of the Town of Highland Beach, FL. A referendum was approved on 11/2/21 to commence providing Fire and Emergency Medical Services to the citizens and visitors to the Town of Highland Beach on 5/1/24. A copy of the Notice of Special Referendum Election was provided. A copy of the Inter-local Service Agreement between the City of Delray Beach and The Town of Highland Beach which expires 5/1/24 was provided.</p>	YES
(2) Copy of current State Emergency Medical Services (EMS) license(s) and/or current COPCN, if any.	<ul style="list-style-type: none">- Letter from Town Manager Labadie stating they do not currently hold a State EMS license or COPCN	YES N/A
(3) Copy of profile sheet(s) relating to current Florida State license(s), if any, or the equivalent information sheet listing all of the agency's vehicles. In order to maintain an acceptable level of service Response Time, all applicants must have a sufficient number of ALS vehicles available for the response. In no event shall any COPCN holder have less than one ALS unit and one ALS vehicle fully staffed, operationally available, and in service at all times ready for simultaneous response to calls. The COPCN holder must also have one ALS spare Unit fully equipped in the event that their primary ALS unit is not in service. It is the intent of this provision that each COPCN	<p>The Town of Highland Beach currently contracts with the City of Delray for Fire and EMS Services, however, the Town of Highland Beach owns the apparatus assigned to the Town. They will be taking possession of the assigned apparatus at the end of the contract 5/1/24. This includes and ALS-endorsed Ladder truck and ALS-endorsed transport unit. Additionally, they are committed to purchasing a secondary ALS-endorsed Transport Unit to demonstrate the ability to ensure continuity of operations. A list of the vehicles was provided. A purchase agreement and order documents of a Type 1 Transport Unit will be provided upon approval by the Town Commission at the 6/21/22 Commission meeting.</p> <p>*Received Town of Highland Beach equipment proposal from the 6/21/22 Town Commission Meeting. According to the meeting</p>	YES



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
holder is responsible to have sufficient ALS units available as necessary to demonstrate ability to ensure continuity of operations and to provide mutual assistance as reasonably required upon request.	minutes, it was approved and authorized for the Town Manager to purchase a Type 1 Chevrolet CK3500 EMS Vehicle from Ten-8 Fire & Safety, LLC.	
(4) Personnel roster. Personnel must meet all requirements of certification and training referred to in 64J-1.020, Florida Administrative Code ("F.A.C."). The applicant must have at least one (1) supervisory or higher level employee who possesses a minimum of three (3) years of experience in pre-hospital ALS Services.	<ul style="list-style-type: none">- Letter from Town Manager Labadie regarding the roster requirements will be met and training will begin on 1 March 2024- Step raise plan for 2023, 24 & 25- Org Chart- Position summary with requirements, qualifications, duties and responsibilities <p>Highland Beach stated they are committed to meet all requirements of certification and training set forth in both 64J-1.020 F.A.C. and section 401.2701 F.S. and committed to employ at least 1 supervisory or higher level employee who possesses a minimum of three (3) years of experience in pre-hospital ALS Services. They intend to have the hiring process completed in time to commence personnel orientation and training by 3/1/24.</p>	YES
(5) Liability Insurance: Insurance coverage is required for claims arising out of injury or death of persons and damage to the property of others resulting from any cause for which applicant's business or service would be liable. The applicant must be insured and/or self-insured for liability of at least the sovereign immunity monetary waiver limits set forth in Section 768.28, Florida Statutes, as may be amended	<ul style="list-style-type: none">- Letter from Town Manager Labadie regarding currently meets all requirements with regards to liability insurance- Insurance binder and coverage confirmation for Town of Highland Beach from PGIT-Preferred Governmental Insurance Trust <p>Provided their current General Liability Insurance Policy which at this time does not cover the apparatus. The current apparatus</p>	YES



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
from time to time. Compliance with these insurance requirements is required at all times while operating under the COPCN. Evidence of compliance is required at the time of application and thereafter as requested by the Department of Public Safety, Office of Emergency Medical Services. Insurance verification: A copy of an insurance policy, a self-insurance policy, or Certificate of Insurance is acceptable. Documentation must be current, and include a schedule of vehicles covered, if the policy is not blanket coverage or self-insurance. Limits of liability, effective, and expiration date must be indicated on the proof of coverage.	were leased by City of Delray Beach and Highland Beach pays the City of Delray Beach a rental and maintenance fee for the apparatus. There is a provision in the Inter-local service agreement between City of Delray Beach and Highland Beach that the Town of Highland Beach shall purchase the apparatus from the City of Delray Beach for the price of \$10.00 if there is termination of the Inter-local service agreement. (pg. 15) Highland Beach will then cover the apparatus with their General Liability Insurance.	
(6) The Medical Director must be a Florida licensed physician. Provide a copy of a fully executed contract or agreement. Include copies of current DEA and Florida Physician's License. Must meet requirements of 64J-1.004, F.A.C. and Section 401.265, Florida Statutes.	<ul style="list-style-type: none">- Letter from Town Manager Labadie naming Dr. Terry Cohen as Medical Director- Agreement between Dr. Terry Cohen and the Town of Highland Beach- Current copy of Medical Directors Drug Enforcement Agency license- Dr. Cohen's Florida Medical License <p>A contract was provided between the Town of Highland Beach and Dr. Terry B. Cohen to perform all required duties of EMS Medial Director Services effective 1/18/22. The term of the agreement shall be for a one-year period commencing on the effective date of this agreement and shall be automatically renewed for six (6) additional one-year periods, unless terminated by either party. Medical Director license expires 1/31/24. DEA license expires 8/31/22</p>	YES



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
(7) A letter from your Medical Director stating your agency has adopted standard, pre-hospital treatment/transport protocols that, at a minimum, meet the requirements of all applicable laws and regulations.	- Letter from Dr. Terry Cohen stating the adoption of a set of medical protocols - medical protocols attached	YES
(8) A letter from your Medical Director stating your agency has adopted the countywide approved Trauma Transport Protocols or more stringent standards as approved by the applicant's Medical Director	- Letter is attached from Dr. Cohen stating and approving the Trauma Transport protocols for Palm Beach County	YES
(9) Copy of proposed rate structure.	- Letter from Town Manager Labadie with included approval of Fire-Rescue rate/fee structure Provided their proposed rate structure. BLS: \$650.00 ALS1: \$685.00 ALS2: \$770.00 Mileage: \$12.00	YES
(10) The financial information of the applicant to ensure financial ability to provide and continue to provide service to the area. Such financial information shall include copies of the applicant's past two (2) Medicare audits if any. Government entities must provide the past three (3) years Comprehensive Annual Financial Reports via hard copy, or electronically.	- Letter from Town Manager Labadie regarding the Medicare audits and Comprehensive Financial Reports - Medicare Reports cannot be completed as of yet -Also attached are 3 years of Comprehensive Annual Financial Reports	YES
(11) Except for current COPCN holders a summary history of applicant's emergency services performance record, which provides proof that at the time of application, the	Letter from Town Manager Labadie regarding inability to provide this information as they do not currently have a Fire-Rescue Department	N/A



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
applicant has demonstrated experience providing ALS or BLS services. Experience providing ALS or BLS services must include experience proving the full continuum of patient care from call initiation, during patient transport and through to final patient transfer to hospital or other final destination. This is not a personal reference for the agency but how the agency had provided ALS or BLS services in the past.		
(12) Disclosure of litigation involving patient care, for the past six (6) years which resulted in a judgement, award, or finding in favor of a patient or the complaining party, including case number, nature of the claim and allegations, and a copy of final judgment or award. The administrator may request additional information regarding the litigation.	Letter from Town Manager Labadie regarding litigation for the previous 6 years, there has been none as they do not currently have a Fire-Rescue Department	N/A
(13) Proof of satisfactory completion of all federal, state, and/or local agency vehicle and staff inspections for the last six (6) years including copies of all deficiency reports. Current COPCN holders need not provide vehicle and staff inspections performed by the Palm Beach County Office of EMS (except deficiencies reports).	Letter from Town Manager Labadie regarding vehicle inspections as there have been none as they do not currently have a Fire Rescue Agency	N/A
(14) Records substantiating the implementation of a formal quality assurance system consistent with Florida Statute Section 401.265 and Rule 64J-1.004(3)(b), F.A.C., as may be amended.	Letter from Town Manager Labadie regarding the implementation of a Q/A, Q/I Program - SOG with matrix and benchmarks for response and treatment	YES



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
	Provided records substantiating the implementation of an EMS Quality Assurance/Insurance Program approved by their Medical Director, Dr. Terry Cohen.	
(15) Records substantiating that applicant has an Emergency Medical Dispatch (EMD) program or an agreement for appropriate EMD service consistent with Section 768.1335, Florida Statutes, titled "The Emergency Medical Services Dispatch Act", as may be amended.	<p>Letter from Town Manager Labadie regarding EMD Program and the provision of such by Palm Beach County & the Emergency Medical Services Dispatch Act</p> <ul style="list-style-type: none"> - MOU between PBC and Highland Beach dated 12 April 2022, approved by both parties - Policy from PBC enacted on 21 April 2021 for EMD 	YES
(16) A memorandum of understanding for radio communications that is executed between the applicant and Palm Beach County (Facilities Development and Operations Dept.).	<ul style="list-style-type: none"> - Letter from Town Manager Labadie regarding the MOU for radio communications between PBC and Highland Beach - Inter-local Agreement between PBC and Highland Beach for Public Safety Radio System <p>Provided their 2019 executed Inter-local agreement with Palm Beach County allowing for interoperable communications through the countywide common talk groups of the County. Per Mark Broderick, PBC Business & Community Agreements Manager, this 2019 Inter-local agreement is sufficient for this requirement</p>	YES
(17) The applicant must provide a certified letter from the COPCN holder's Chief Executive Operating Officer or Fire Chief that the applicant has met all applicable federal, state and local requirements pertaining to the delivery of EMS.	- Letter from Town Manager Labadie regarding the intent to meet all federal, state and local requirements for delivery of Fire Rescue services	YES



**Palm Beach County
Department of Public Safety
Office of Emergency Medical Services
Pilot Program Services COPCN Summary Report**

Requirement	Verification	Met Requirements
(18) The applicant shall provide information on how the following business functions will be conducted and managed: a) Employee and Driver training programs b) Complaint handing system c) System for handling accidents and/or injuries d) Vehicle maintenance system	Letter from Town Manager Labadie regarding the 4 business functions listed - Comprehensive SOG for Employee & Driver Training - Comprehensive SOG Complaint Handling - Comprehensive SOG for Handling of Accidents and/or Injuries - Contract and purchase order with an attached piggyback contract from the City of Orlando	YES
(19) A non-refundable application fee in the amount of five hundred dollars (\$500.00) made payable to: "Palm Beach County Board of County Commissioners"	The check for payment has been received as of 23 June from the Town of Highland Beach Provided check# 035520 for \$500.00 made out to Palm Beach County Board of County Commissioners. Received 6/23/22	YES

EMS Ordinance Administrators Recommendations:

Approval of Pilot Program Primary Provider COPCN to the Town of Highland Beach from May 1, 2024 through December 31, 2028.

Certificate of Public Convenience and Necessity

Palm Beach County Emergency Medical Services

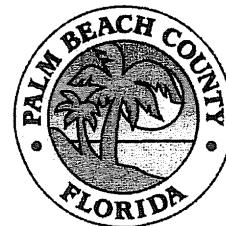
WHEREAS, there is a need for the Town of Highland Beach to operate and provide essential emergency medical services to the citizens and visitors of Palm Beach County, Florida; and

WHEREAS, said agency has applied to provide these services; and

WHEREAS, said agency has indicated that it will comply with the requirements of Palm Beach County Code, Chapter 13, Article II, EMS Ordinance as amended.

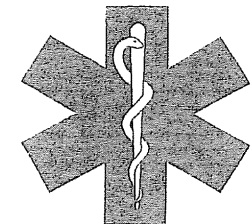
NOW THEREFORE, the Board of County Commissioners of Palm Beach County hereby issues a Pilot Program Services Primary Provider Certificate of Public Convenience and Necessity to said emergency medical service provider, valid from May 1, 2024 through December 31, 2028.

In issuing this Certificate, it is understood that the agency named hereon will meet the requirements of all pertinent county and state legislation and will provide emergency medical services on a twenty-four hour basis in the area(s) designated, providing the level of service endorsed as follows:



Area(s): The municipal boundaries of the Town of Highland Beach

Service Endorsed: Primary Pilot Program Advanced Life Support Provider
Advanced Life Support Transport
Routinely Transports Basic Life Support



Director, Public Safety Department

Mayor, Board of County Commissioners

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PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Lynette Schurter
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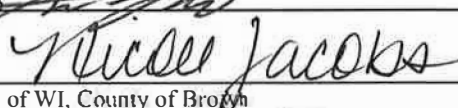
WEST PALM BEACH FL 334024036

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/03/2022

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Sworn to and subscribed before on 09/03/2022


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NOTICE OF PUBLIC HEARING
Notice is hereby given that a Public Hearing will be held by the Board of County Commissioners of Palm Beach County, Florida, September 13, 2022 at 9:30 a.m. in the Jane Thompson Memorial Chambers, 6th Floor of the Governmental Center, 301 North Olive Avenue, West Palm Beach, Florida, for the issuance of a Pilot Program Services Primary Certificate of Public Convenience and Necessity (COPCN) to the Town of Highland Beach, a government provider agency, to allow the agency to provide Advanced Life Support Service (ALS) first response, routinely transports basic life support services to the geographical municipal boundaries of the Town of Highland Beach, Florida for the period May 1, 2024 though December 31, 2028.
Board of County Commissioners
Stephanie Seinoha, Director
Department of Public Safety
8/16/22
Date
September 3, 2022 #7670939

