

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 21, 2025 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Emergency Management
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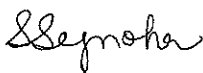
I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Interlocal Agreement with the City of Delray Beach to provide temporary medical staff to the disaster shelter located in their municipal boundary for the duration of the shelter activation for a term of five (5) years and allow for a future extension of five (5) years.

Summary: The County operates disaster shelters all across Palm Beach County. Emergency activations have shown the need for emergency medical services (EMS) to be present at all times at all disaster shelter locations. Currently, there are 15 emergency shelters, with seven (7) of them serviced by their respective municipal Fire Rescue Department. Interlocal Agreements with six (6) municipalities were originally executed in 2018 with an initial term of five (5) years. The original agreement with the City of Delray Beach expired in 2023 and a new agreement is being executed. This Interlocal Agreement will allow the City of Delray Beach to staff and assign EMS personnel prior to a disaster to ensure that the shelter(s) always has EMS present. The County will reimburse government agencies for eligible costs and request reimbursement from the Federal Emergency Management Agency. Countywide (DB)

Background and Justification: The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services. Such disasters are likely to exceed the quality of any one local government to cope with the disasters with existing resources. The Emergency Management Act, as amended, gives the local government of the State the authority to make agreements for mutual assistance in emergencies, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

- Attachments:**
1. EMS Shelter Staffing Interlocal Agreement – City of Delray Beach

Recommended By:  Digitally signed by Stephanie Sejnoha
Date: 2025.10.06 09:37:19 -04'00'

Department Director _____ Date _____

Approved By: _____
Deputy County Administrator _____ Date _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	*				

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes No
Is this item using Federal Funds? Yes X No
Is this item using State Funds? Yes X No

Budget Account Exp No:
Rev No:

B. Recommended Sources of Funds/Summary of Fiscal Impact:
*Fiscal impact is undetermined at this time. Expenses incurred by the County would be charged to the account established for the disaster and reimbursement from FEMA would be requested. Typically, FEMA funds 75% of eligible expenses and the State contributes 12.5% leaving the County responsible for the remaining 12.5%.

Departmental Fiscal Review: [Signature] 9/18/25
KTC

II. REVIEW COMMENTS

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

[Signature] 9/25/2025
VS 9/24
OFMB

[Signature] 9/25/25
Contract Administration 26 9.25.25

B. Legal Sufficiency:

[Signature] 9/25/25
Assistant County Attorney

C. Other Department Review:

Department Director

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

his Interlocal Agreement (“Agreement”) is made as of the 21 day of October, 2025, the “Effective Date”) by and between the Board of County Commissioners, Palm Beach County, a political subdivision of the State of Florida (herein referred to as the “County”), and the City of Delray Beach a municipal corporation of the State of Florida (herein referred to as the (“City”), each one constituting a public entity as defined in Part I of Chapter 163, Florida Statutes.

tatutes, known as the "Florida Interlocal Cooperation Act to make the most efficient use of their powers by enabling on a basis of mutual advantage and thereby to provide nize geographic, economic, population and other factors of local communities; and

WHEREAS, the State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services. Such disasters are likely to exceed the quality of any one local government to cope with the disasters with existing resources; and

WHEREAS, the parties desire to plan for and coordinate activities relating to emergency preparedness, response, recovery, and mitigation, including planning for the medical needs of persons temporarily located at emergency shelters during a declared state of emergency; and

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the County and the City agree as follows:

The above recitals are true, correct and incorporated herein.

ARTICLE 2 - REPRESENTATIVE/MONITORING POSITION

The County's representative/Agreement monitor during the term of this Agreement shall be Armen Gregorian, whose telephone number is (561) 712-6483.

The City representative/contact monitor during the term of the Agreement shall be Assistant Chief David Garcia, whose telephone number is (561) 243-7444.

ARTICLE 3- DECLARATION OF STATE OF EMERGENCY

This Agreement is activated upon an official declaration of emergency by the State of Florida or by Palm Beach County followed by a request of County to City for medical staffing of emergency shelters pursuant to this Agreement.

ARTICLE 4 - SHELTER STAFF REQUIREMENTS

Following a declaration of state of emergency, and upon request of the County, the City shall staff each emergency shelter located within its municipal boundaries with at least one emergency medical technician and one paramedic or two paramedics (collectively the "EMS Staff") during the state of emergency. In addition, the City's EMS Staff shall be solely responsible for providing ALS equipment as reasonably required to support the EMS Staff function as long as the shelter remains open.

A clearly designated medical treatment area within each shelter shall be established to support EMS operations. EMS Staff shall work cooperatively with shelter management to meet the medical needs of shelter residents. The EMS Staff shall be in the performance of all work at the shelter, employees of the City and under the direction and authority of such officials and physicians as customary and required in the day-to-day provision of ALS services within the City's boundaries and subject to the City's management, supervision, control and authority. In no event shall the EMS Staff employed by or assigned by the City be considered employees, agents, servants or contractors of the County.

ARTICLE 5 – REIMBURSEMENT OF COSTS

The County shall reimburse the City incurred costs of the EMS Staff as mutual aid costs to the extent such are eligible costs in accordance to the Federal Emergency Management Agency (FEMA)'s Public Assistance Program and Policy Guide (PAPPG) V5 [[fema.gov](https://www.fema.gov)], guidance. Within thirty (30) days of the declaration of emergency for which assistance was requested, the City shall submit to the County representative, documentation substantiating the actual costs incurred to the satisfaction of the County's Public Safety Department, Division of Emergency Managements office, the State of Florida Emergency Management and/or FEMA as required for the County to apply for and process the reimbursement request. As applicable, the City may request the County approval to submit its own claim for reimbursement.

The City will follow the process outlined below for invoicing:

- A. The City shall submit an invoice documenting all reasonable and necessary costs and expenses incurred by the City in providing the City facilities pursuant to the County's

request to provide the City's EMS support at emergency shelters. Invoices shall be submitted by the City within one hundred and twenty days (120) after the last emergency shelter closed. The City may request a formal extension in writing. The County shall grant all reasonable requests for extension.

- B. The City shall provide the County with all necessary documentation within the City's control or possession to enable the County to pay the invoices and be reimbursed from other sources, as the result of the County's expenditure. The County may require reasonable additional documentation of costs and expenses sufficient to document the expenditures per County's Department of Public Safety, Division of Emergency Management. This shall include any documentation required by FEMA that may be in possession or control of the City and that may be needed by the County to obtain reimbursement from FEMA or other sources.
- C. For reimbursement of City's employee time, the City will provide an invoice to the County's Department of Public Safety, Division of Emergency Management with supporting documentation that will include employee name, job title, status (exempt, non-exempt, bargaining unit), FT/PT, hourly rate, benefit rate breakdown, regular and overtime hours separately, copies of time sheets, and purpose of work.
- D. Reimbursement requests will be paid within ninety (90) days following the County's receipt of the invoices(s), unless the County requests a formal extension or dispute in writing, to some or all of the costs and expenses as set forth herein. Notwithstanding the foregoing, the County shall reimburse all undisputed costs and expenses not later than ninety (90) days from receipt of the invoice.
- E. The County shall reimburse City staff overtime costs in accordance with FEMA Public Assistance Program and Policy Guide. However, the County will not reimburse the City employees' regularly scheduled salaries.

ARTICLE 6 – FILING

A copy of this Agreement will be filed with the Clerk of Circuit Court in and for Palm Beach County and with the City's Clerk's Office.

ARTICLE 7 – REMEDIES

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the City.

ARTICLE 8 - LIABILITY/INDEMNIFICATION

Each party to this Agreement shall be liable for its own actions and negligence. In no event shall any provision of this Agreement be construed as a waiver of sovereign immunity or a consent to be sued by a third person, by either the City or the County. In no event shall this be intended as a waiver, limitation, abrogation, repeal, or replacement of any common law and/or statutory exemptions, immunities or protections from liability, including but not limited to, those established in Chapter 768, Florida Statutes. This section shall survive expiration or termination of this Agreement.

ARTICLE 9 – ARREARS

The City shall not pledge the County's credit or make it a guarantor of payment or surety for any Agreement, debt, obligation, judgment, lien, or any form of indebtedness. The City further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 10 - ACCESS AND AUDITS

The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the City’s place of business. Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the City, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

ARTICLE 11- AUTHORITY TO PRACTICE

The City hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct pre-hospital emergency medical services while staffing the public shelter. Proof of such licenses and approvals shall be submitted to the County's representative upon request.

ARTICLE 12 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 13 – NOTICE

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance.

If sent to the County, notices shall be addressed to:

Mary Blakeney, Director
20 South Military Trail
West Palm Beach, FL 33415

with copy to:

Palm Beach County Attorney's Office
301 North Olive Ave. – 6th Floor
West Palm Beach, Florida 33405

If sent to the City, notices shall be addressed to:

City Manager
100 NW 1st Ave,
Delray Beach, FL 33444

With copy to:

Ronald Martin, Fire Chief
501 West Atlantic Avenue
Delray Beach, FL 33444

City of Delray Beach Attorney's Office
200 NW 1st Ave
Delray Beach, FL 33444

ARTICLE 14 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the City agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

ARTICLE 15 – TERM AND EXPIRATION

This Agreement will commence following the execution of this Agreement on the Effective Date and shall continue for a term of five (5) years. The parties may mutually agree to renew the Agreement for another term of five (5) years, which must be documented in a written amendment executed by both parties.

ARTICLE 16- TERMINATION

This Agreement may be terminated by either party upon sixty (60) days' prior written notice to the other party.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, Palm Beach County, Florida, by and through its Board of County Commissioners and the City of Delray Beach, Florida, a municipal corporation, have made and executed this Agreement on behalf of the County and the City, on the date first above written.

ATTEST:

PALM BEACH COUNTY

CLERK & COMPTROLLER

By: _____
Deputy Clerk

PALM BEACH COUNTY, BY ITS
BOARD OF COUNTY COMMISSIONERS

By: _____
Maria G. Marino, Mayor

(SEAL)

APPROVED AS TO LEGAL
SUFFICIENCY

By: _____
County Attorney

APPROVED AS TO TERMS AND
CONDITIONS

By: Seppioke
Department Director

CITY OF DELRAY BEACH

ATTEST:

By: Alexis Givings
Alexis Givings, City Clerk

By: Thomas F. Carney, Jr.
Thomas F. Carney, Jr., Mayor

APPROVED AS TO LEGAL
SUFFICIENCY

By: Lynn Geln
Lynn Geln, City Attorney

