

**Memorandum of Agreement**  
**Between**  
**Northeast Florida Regional Council**  
**And**  
**Jacksonville Fire Rescue Department**

## **I. Purpose of the Agreement**

This Memorandum of Agreement (MOA) sets forth the terms by which the Northeast Florida Regional Council (NEFRC) will award project funds from the Northeast Florida Healthcare Coalition (NEFLHCC) to the Jacksonville Fire Rescue Department (JFRD).

## **II. Funding**

Based upon the application for project funding (Attachment A), the NEFRC shall pay JFRD an amount not to exceed \$15,000 for the purchase of one AeroClave system. As equipment is paid for by regional Coalition funding, awardees are encouraged to deploy this equipment, if available and not in use, to partner agencies within the Coalition as requested.

These funds will only be paid on a reimbursement basis and must be spent by June 1, 2019.

## **II. Roles and Responsibilities**

JFRD will:

- Be responsible for the procurement and purchase of materials detailed in the application for project funding (Attachment A).
- Follow their agency's procurement policy to purchase the materials.
- Provide the NEFRC with an acceptable invoice and documentation to reimburse the agency. Documentation required to reimburse would include:
  - Documentation of the procurement of the materials
  - Vendor invoice for the materials
  - Proof of payment for the materials purchased
- Purchase and pay for the materials by June 1, 2019.

The NEFRC will:

- Reimburse JFRD within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding (Attachment A).

### **III. Duration of the Agreement**

This agreement shall begin upon execution of the MOA, no later than 90 days of receipt of the document.

The agreement shall end no later than June 1, 2019.

This Memorandum of Agreement can be terminated by either party upon no less than 30 days written notice to the other party without cause.

### **IV. Signatures and Date**

**IN WITNESS THEREOF**, the parties hereto have caused this Memorandum of Agreement to be executed by their undersigned officials as duly authorized.

\_\_\_\_\_  
Name  
Title  
Agency Name

\_\_\_\_\_  
**Brian D. Teeple**  
Chief Executive Officer  
Northeast Florida Regional Council

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**  
**Application for Project Funding**

# NEFLHCC Project Submission Form 2018-19

Please submit completed applications to Beth Payne, [epayne@nefrc.org](mailto:epayne@nefrc.org)

<b>Project Title</b>	JFRD Decontamination Enhanced Capability	
<b>Requesting Agency</b>	Jacksonville Fire Rescue Department	Are you a member of the NEFLHCC? <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Point of Contact</b> Include name, organization, address, phone and e-mail address	Chief of Rescue David Castleman 515 N Julia Street Jacksonville, FL 32202 (904) 563-5306 DavidS@coj.net	
<b>Project Category</b> Check appropriate option	<input type="checkbox"/> Training/Education <input type="checkbox"/> Exercise <input checked="" type="checkbox"/> Supplies/Equipment <input type="checkbox"/> Other	<input type="radio"/> New Project Application <input checked="" type="radio"/> Re-submittal If yes, provide date submitted?
<b>Funding Requested</b> Please attach an itemized budget for total cost - be as detailed as possible		
<b>Project Description &amp; Details</b>		
<b>Project Description</b> Provide a detailed description, including specific information on the deliverables and/or end state of the project.	As emerging pathogens become a more distinct possibility in this rapidly changing environment, having the ability to decontaminate a rescue apparatus and first responder living quarters in a safe, rapid and effective manner is very important. Specifically with concerns over MRSA, Ebola, HIV, Hepatitis, MERS, and a variety of other bacteria and viruses, having the capability to disinfect rescue units and fire stations is crucial. The AeroClave is a state of the art decontamination system that uses a dry mist to provide effective disinfection on all surfaces, more so than traditional manual cleaning techniques and products. The disinfectant material is safe and the process is relatively quick, limiting out of service time for the unit.	
<b>Identified Gap:</b> Provide documentation of Coalition identified gap – from Coalition specific Risk Assessment, Vulnerability Analysis, Preparedness Plan, Training & Exercise Plan, etc. <a href="http://www.neflhcc.org/Coalition-Plans.html">http://www.neflhcc.org/Coalition-Plans.html</a>	The identified gap is in the manner and effectiveness of the current decontamination process. According to the Resource Readiness Gap Summary of the HVA dated October 2015, pandemic influenza and biologic disease outbreak ranked top 5 and 6 respectfully. This device will be useful during either of those incidents.	
<b>Gap Analysis Details:</b> How will this gap be addressed by this project	Literature has shown that the AeroClave process is greater 90% more effective than current manual methods with cleaning supplies using wipes and other standard materials. The AeroClave dry mist is a potent disinfectant, yet is safe regarding electronics and personnel.	

<p><b>Impact/Benefit:</b> Please describe how the six county Healthcare Coalition will benefit from this project.</p>	<p>The benefit will be to Duval county as well as the rest of the Coalition. As the largest EMS agency serving this region's largest population centers, most hospitals, an international airport and a seaport, the possibility of JFRD being called upon to transport a highly infectious disease patient is continually growing. Having the ability to most effectively and safely decontaminate the transport vehicle for the safety of the crews and other patients is essential. Given JFRD's size relative to the rest of the region, it would not be unreasonable to assume smaller agencies would request assistance from them should a pandemic or another emerging pathogen outbreak occur with many patients requiring transport.</p>
<p><b>2017-2022 Health Care Preparedness &amp; Response Capabilities</b> Which capability does your project address? You may choose more than one if applicable.  Descriptions of each capability are attached.</p>	<p><input type="checkbox"/> Foundation for Health &amp; Medical Readiness  <input type="checkbox"/> Health Care &amp; Medical Response Coordination  <input checked="" type="checkbox"/> Continuity of Health Care Service Delivery  <input checked="" type="checkbox"/> Medical Surge</p>
<p><b>Project Justification:</b> How does this project address the above capability?</p>	<p>Having the ability to effectively and quickly decontaminate a rescue after transporting a highly infectious disease patient is critical for maintaining overall transport capacity and continuity of the healthcare delivery system. This will be extremely important during times of disease outbreaks and pandemics when the transportation assets will be in high demand. The safety of future patients and medical crews is essential. Removing the chance for exposure to illness from inadequately cleaned surfaces helps maintain the availability of the EMS workforce during times of high demand.</p> <p>During a pandemic or large scale disease outbreak there will be a surge of ill patients requiring transport to hospitals by the EMS system. Having the technology to rapidly and safely decontaminate a rescue vehicle and return it to service quickly will assist in handling this increased surge from infectious patients.</p>
<p><b>Additional Information:</b> provide other details as needed</p>	
<p><b>Please provide the timeframe to complete the project.</b>  Please confirm the ability to complete the project by June 1, 2019.</p>	<p>Please see attached updated quote from AeroClave. Once the award is approved by City Council, the P.O. can be issued to AeroClave and the unit procured. We can confirm that the project will be completed by June 1, 2019.</p>
<p><b>Letters of Support:</b> Please provide letter(s) of support from County ESF 8 Partners.</p>	<p>See attached Letter of Support from St. Johns County Fire/Rescue Fire Chief Carl Shank.</p>

\*\*\*\*\*For NEFLHCC Administrative Use Only\*\*\*\*\*

Date Submitted:

Notification to Agency of Receipt: