

Memorandum of Agreement
EMS County Disbursement FY2025-2030

This Agreement is entered into this ___ day of February 2026, by and between Miami-Dade County, a political subdivision of the State of Florida, through its Miami-Dade Fire Rescue Department (“MDFR”) (the “Sponsoring Agency”), and City of Coral Gables Fire Rescue Department, (the “Participating Agency”).

RECITALS

WHEREAS, the State of Florida Department of Health (FDOH) annually provides EMS County Disbursement funds to the Miami-Dade County (MDC) Board of County Commissioners (BCC), in an amount that may vary from year to year, pursuant to section 401.113, Florida Statutes; and

WHEREAS, EMS County Disbursements are distributed exclusively to counties but may be subsequently distributed to municipalities and other agencies involved in providing EMS pre-hospital care at the discretion of the Sponsoring Agency; and

WHEREAS, the Sponsoring Agency is the coordinating agent for the Miami-Dade County EMS County Disbursement Program; and

WHEREAS, the Sponsoring Agency wishes to work with the participating agencies through the EMS County Disbursement Program to improve and expand pre-hospital EMS care.

WHEREAS, the MDC BCC, by Resolution No. R-31-26, adopted on January 21, 2026, has authorized the County Mayor or County Mayor’s designee, through MDFR, to enter into this Agreement with each participating agency; and

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

I. PURPOSE

- A. This Agreement delineates responsibilities of the Sponsoring Agency and the Participating Agency for the activities under the EMS County Disbursement Program, which was made available by the FDOH. EMS Disbursement funds are made available through the Emergency Medical Trust Fund to “improve and expand pre-hospital emergency medical services in the state.”
- B. This Agreement serves as the scope of work between the Participating Agency and the Sponsoring Agency.

II. SCOPE

- A. The provisions of this Agreement apply to the EMS County Disbursement activities completed as a result of funding from the FDOH provided at the option of the Sponsoring Agency, to improve and expand pre-hospital EMS, in accordance with Exhibit A and applicable law.
- B. EMS County Disbursements are distributed exclusively to counties but may be subsequently distributed to municipalities and other agencies (Participating Agencies) involved in providing EMS pre-hospital care at the discretion of the Sponsoring Agency.
- C. The Participating Agency must complete the EMS County Disbursement Contact Form (Exhibit A), the Annual EMS Call Volume Form (Exhibit B), and Quarterly Financial Reports (Exhibit C). Funds can be

used to purchase equipment, training, travel, and services that improve and expand pre-hospital EMS. Additional EMS Disbursement Guidelines are identified in the Detailed Scope of Work (Exhibit D).

- D. EMS County Disbursement Funds are subject to annual FDOH allocation and County approval and shall be distributed in amounts and on a schedule determined by the Sponsoring Agency consistent with the County's allocation methodology (including use of prior-year EMS call volume data).

III. SPONSORING AGENCY SHALL BE RESPONSIBLE FOR:

- A. Providing an administrative department, which shall be the Miami-Dade Fire Rescue Department, authorized to carry out the herein agreed upon responsibilities of the Sponsoring Agency.
- B. Assuming full responsibility for compliance with all applicable laws, regulations, and guidelines governing the use of EMS County Disbursement funds.
- C. Disbursement of EMS County Disbursement Funds in a timely manner, when funds become available, provided that all appropriate documentation required by this Agreement has been submitted by the Participating Agency and received and approved by the Sponsoring Agency.
- D. Maintaining historical records of quarterly expenditure and activity reports with adequate supporting documentation from the Participating Agency.
- E. Requesting EMS call volumes from the Participating Agency on an annual basis to update EMS County Disbursement fund allocations.

IV. THE PARTICIPATING AGENCY SHALL BE RESPONSIBLE FOR:

- A. Providing an administrative department, which shall be the main liaison and partner with MDFR, authorized to carry out the herein agreed upon responsibilities of the Participating Agency.
- B. Assuming full responsibility for compliance with all applicable laws, regulations, and guidelines governing the use of EMS County Disbursement funds.
- C. Submitting EMS call volumes on an annual basis to the Sponsoring Agency.
- D. Participating Agency must abide by program requirements including required accounting and reporting of expenditures, proper use of funds, and tracking of assets as stipulated in Section II. Scope.
- E. Submitting quarterly reports and supporting documentation to MDFR detailing the progress of projects to include direct purchases of equipment, training, or services as stipulated in Section II. Scope. Supporting documentation shall include invoices, receipts, and proof of payment through a check or ACH.
- F. Maintaining an equipment inventory of EMS County Disbursement purchased items.
- G. All equipment obtained using EMS County Disbursement, is the sole responsibility of the receiving agency. This includes, where applicable, maintenance, replacement, training on equipment, and providing insurance coverage for equipment and personnel, and compliance with internal auditing requirements.
- H. Maintaining all records supporting expenditures and program activities for at least five (5) years after the end of the Agreement (or longer if required by law) and shall make such records available to the

Sponsoring Agency, the County, and their auditors upon request. Participating Agency shall comply with applicable audit requirements required under Florida law.

V. THE SPONSORING AGENCY AND THE PARTICIPATING AGENCY AGREE:

- A. That funding acquired and identified for the EMS County Disbursement Program will be administered solely by the Sponsoring Agency.
- B. The Participating Agency will provide financial reports and supporting documentation to the Sponsoring Agency in a timely fashion. The Sponsoring Agency will prepare consolidated reports for record keeping and auditing purposes as stipulated in Section II. Scope.
- C. The Sponsoring Agency is not responsible for personnel salaries, benefits, workers' compensation or time-related issues of the Participating Agency personnel.
- D. The Sponsoring Agency and Participating Agency are subdivisions as defined in Section 768.28, Florida Statutes, and each party agrees to be fully responsible for the respective acts and omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a municipality, state agency or subdivision of the State of Florida to be sued by third parties in any manner arising out of this Agreement or any other contract.
- E. This disbursement is an advance. Future disbursements are not calculated based on prior quarter expenses. However, prior to issuing any additional disbursements, the Sponsoring Agency must receive all required reports and supporting documentation for prior quarters, and all required Exhibits (including current call volume and contact information), because call volume affects each Participating Agency's allocation.

VI. FINANCIAL AGREEMENTS

- A. Financial Reports and their supporting documentation are due within 30 days after the end of each calendar quarter. A report must be submitted for every quarter that the disbursement is active, including partial calendar quarters, as well as for periods where no financial activity occurs as stipulated in Section II, Scope. For purposes of reporting deadlines under this Agreement, "calendar quarter" means quarters ending March 31, June 30, September 30, and December 31 (unless the Sponsoring Agency provides written notice of a different reporting schedule). The Sponsoring Agency may withhold further disbursements pending receipt and acceptance of required reports and documentation.

VII. CONDITIONS, AMENDMENTS, AND TERMINATION

- A. Both parties must assume full responsibility for compliance with all applicable laws, regulations, and guidelines governing the use of EMS County Disbursement funds.
- B. This Agreement may be terminated by either party on thirty (30) days written notice to the other party at the address furnished by the parties to one another to receive notices under this Agreement or if no address is specified, to the address of the parties' signatory executing this contract.
- C. This Agreement shall be considered the full and complete Agreement between the undersigned parties and shall supersede any prior Memorandum of Agreement among the parties, written or oral, except for any executory obligations that have not been fulfilled.

- D. This Agreement will end on September 30, 2030, unless otherwise extended by a written amendment duly approved and executed prior to June 30, 2030, at which time the parties may agree to renew the association. Renewal will be based on evaluation of the Participating Agency's ability to conform to procedures standards as prescribed by the disbursement detailed scope of work.
- E. No person or entity other than the Parties shall have any rights or remedies under this Agreement.
- F. This Agreement shall be governed by Florida law, and venue shall lie in Miami-Dade County, Florida. If any provision is held invalid, the remainder shall remain in effect.

VIII. MISCELLANEOUS OVERALL

Counterparts; Electronic Signatures. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and such counterparts shall together constitute but one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Participating Agency: City of Coral Gables Fire Rescue Department

Signature: Marcos De La Rosa Digitally signed by Marcos De La Rosa
Date: 2026.03.23 13:56:45 -04'00'

Name and Title (Print): Marcos De La Rosa, Fire Chief

Date: 3/23/2026

If signing electronically: By providing this electronic signature, I am attesting that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. I am also confirming that internal controls have been maintained, and that policies and procedures were properly followed to ensure the authenticity of the electronic signature.

I acknowledge that typewritten and/or script fonts are not acceptable as a digital signature. All electronic signatures shall be certified digital signatures and include: the signee's name, time and date stamp.

This statement is to certify that I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Sponsoring Agency: Miami-Dade County Fire Rescue Department

Signature: _____

Name and Title: _____

Date: _____

FY 2025–2030 EMS COUNTY DISBURSEMENT
Contact Form

Background

The Florida Department of Health, as authorized by Chapter 401, Part II, Florida Statutes, provides funding to Boards of County Commissioners to improve and expand pre-hospital emergency medical services (EMS). These EMS County Disbursements are awarded exclusively to counties but may be subsequently distributed to municipalities and other agencies involved in providing EMS pre-hospital care.

The Miami-Dade County Board of County Commissioners has approved this five-year program via County Resolution No. R-31-26. Disbursements are expected to be made quarterly for the five-year period, based on annually collected EMS call volumes and the allocations identified in the approved resolution.

Funds will be distributed upon receipt of this signed Agreement by the Miami-Dade Fire Rescue Department, Grants Management Bureau, located at: 9300 NW 41 Street, Office 248-A, Doral, Florida 33178-2414.

Terms and Conditions

By signing below, your agency acknowledges and agrees to the terms of the Memorandum of Agreement and Exhibits A–D, and additionally to:

1. Compliance Responsibilities
 - o Assume full responsibility for compliance with all applicable laws, regulations, and guidelines governing the use of EMS County Disbursement funds.
2. Reporting Requirements
 - o Submit quarterly Expenditure and Activity Reports in a timely manner to the Miami-Dade Fire Rescue Grants Management Bureau for audit and record-keeping purposes.
 - o Ensure reports are accurate, complete, and submitted by the deadlines provided by Miami-Dade Fire Rescue.
3. Authorized Contact
 - o Designate an official contact person responsible for providing all required reports and documentation related to this disbursement.

Participating Agency Information

Name and Address of EMS Agency:

City of Coral Gables Fire Rescue Department

2151 Salzedo Street

Coral Gables, FL 33134

Authorized Contact Person

Name: Andrew Fletcher

Title: Division Chief

Alternate: Cristina Muslera

Title: Captain

Telephone: 305-442-1600

Signatory Official

Signature: Marcos De La Rosa Digitally signed by Marcos De La Rosa
Date: 2026.03.23 13:58:25 -0400

Name: Marcos De La Rosa

Title: Fire Chief

Telephone: 305-442-1600

Date: 3/23/2026

FY 2025–2030 EMS COUNTY DISBURSEMENT
Annual EMS Call Volume Form

Please review the definitions below and submit your department's Total EMS Calls for the Prior Calendar Year. This information is necessary for the Sponsoring Agency to update the annual EMS County Disbursement Allocations for Participating Agencies. Failure to submit this form by the annual deadline of **January 31** will result in a delay of EMS Disbursement funds for ALL Participating Agencies.

Definitions:

EMS Calls: A representation of all situations found to be EMS-related by the responding unit that arrived on the call and an EMS Patient Care Report or equivalent incident record has been generated. Do not include cancelled calls.

Prior Calendar Year: Covers data from the period of January 1st to December 31st of the previous year. If the current year is 2026, please submit data from January to December 2025.

Partner Agency Information

Entity Name: City of Coral Gables Fire Rescue Department
Mailing Address: 2151 Salzedo Street, Coral Gables, FL 33134
Phone Number: 305-442-1600

Call Volume Total: 6,070

Information Reported by: Andrew Fletcher, Division Chief
Print or Type Name and Title


Signature

03/23/26
Date

Please Submit your completed Annual EMS Call Volume Form to:



Katrina Hollis-Baker
Grants Bureau Manager
Miami-Dade Fire Rescue Department (Sponsoring Agency)
Office: 786-331-4478
Email: Katrina.Hollis-Baker@MiamiDade.Gov

FY 2025–2030 EMS COUNTY DISBURSEMENT
Sample Quarterly Report:

EMS County Disbursement Quarterly Report			
Participating Agency Name:		SAMPLE	
Quarter:		1	
Performance Period Covered by Report:		October 1 to December 31	
Performance Period Calendar Year:		2025	
Interest Earned During the Reporting Period:		\$	-
Amount Disbursed/Carried Over/ \$ Budgeted:		\$	-
Expenses this Quarter:			
Invoice Date (MM/DD/YYYY):	Invoice Number:	Description of Purchase:	Expended Amount:
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total \$ Expended:			\$ -
Disbursement Balance (Budgeted - Expended)			\$ -

Participating Agency Authorized Signature

Date (MM/DD/YYYY)

(Print) Name and Title

**FY 2025–2030 EMS COUNTY DISBURSEMENT
DETAILED SCOPE OF WORK**

The provisions of this Agreement apply to the EMS County Disbursement activities completed as a result of funding from the FDOH provided at the option of the Sponsoring Agency, to improve and expand pre-hospital EMS. EMS County Disbursements are distributed exclusively to counties but may be subsequently distributed to municipalities and other agencies (Participating Agencies) involved in providing EMS pre-hospital care at the discretion of the Sponsoring Agency. Participating Agencies must complete the EMS County Disbursement Contact Form (Exhibit A) and abide by guidelines established in this detailed Scope of Work. Funds can be used to purchase equipment, training, travel, and services that explicitly improve and expand pre-hospital EMS.

To equitably allocate funding, the Participating Agencies must submit the EMS County Disbursement Annual Call Volume Form (Exhibit B), on an annual basis, to the Sponsoring Agency. The Sponsoring Agency will use the call volume data to proportionately distribute any EMS funds received during the year. The Participating Agency's failure to submit annual EMS call volumes to the Sponsoring Agency in a timely manner will result in a delay of disbursement for future EMS funds for ALL Participating Agencies.

Both the Sponsoring Agency and the Participating Agencies are responsible for tracking the allocation of funds received, spent, and the carryover of unspent funds. Quarterly Financial Reports are due within 30 days after the end of each calendar quarter. A report must be submitted for every quarter that the program is active, including partial calendar quarters, as well as for periods where no financial activity occurs. The reports must abide by program requirements including the required accounting and reporting of expenditures, proper use of funds, and tracking of assets. EMS County Disbursement funds MAY NOT be used to match, cost share, or in-kind match for any other grant funding.

Financial activity recorded on the quarterly reports is to be submitted with supporting documentation to the Sponsoring Agency, detailing the progress of projects to include direct purchases of EMS-related equipment, training, or services. Supporting documentation must include invoices, receipts, and proof of payment through a cancelled check or ACH. All quarterly reports and supporting documentation will be consolidated by the Sponsoring Agency into one quarterly report for record keeping and auditing purposes. The Participating Agency's failure to submit quarterly reports to the Sponsoring Agency in a timely manner (within 30 days after the end of each calendar quarter) will result in a delay of disbursement for future EMS funds.