Cover Memorandum/Staff Report

File #: 25-936   **Agenda Date:** 8/19/2025   **Item #:** 6.B.

TO: **Mayor and Commissioners**
FROM: **Ronald Martin, Fire Chief**
THROUGH: **Terrence R. Moore, ICMA-CM, City Manager**
DATE: **August 19th, 2025**

APPROVAL OF INTERLOCAL AGREEMENT W/ PALM BEACH COUNTY FOR STAFFING OF EMERGENCY SHELTERS

Recommended Action:
Staff recommends the approval of the Interlocal Agreement w/ Palm Beach County for Staffing of Emergency Shelters.

Background:
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. 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], 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.

City Attorney Review:
Approved as to form and legal sufficiency.

Funding Source/Financial Impact:
No budgetary impact, BIE reviewed and approved by Finance and Legal.

Timing of Request:
November 2025 Implementation