

**EMERGENCY MEDICAL SERVICES  
ALS FIRST RESPONDER AGREEMENT  
AMENDMENT NO. 1**

**PALM HARBOR  
SPECIAL FIRE CONTROL & RESCUE DISTRICT**

**2025**

**PINELLAS COUNTY  
EMERGENCY MEDICAL SERVICES AUTHORITY  
12490 Ulmerton Road  
Largo, Florida 33774**

## **ALS FIRST RESPONDER AGREEMENT AMENDMENT NO. 1**

**THIS FIRST AMENDMENT** amending the Emergency Medical Services ALS First Responder Agreement, made this 18th day of November 2025, between the PALM HARBOR SPECIAL FIRE CONTROL & RESCUE DISTRICT, an independent special fire district ("Contractor"), and the PINELLAS COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY, a special district ("Authority").

In consideration of the mutual benefits set forth below, the parties agree as follows:

1. Contractor currently contracts with the Authority to provide Advanced Life Support (ALS) First Responder Services. The Contractor and the Authority are currently parties to the Emergency Medical Services ALS First Responder Agreement, dated October 1, 2024, which contract is referred to herein as the "Agreement".
2. Section 701(h) of the Agreement provides for an extraordinary budget increase which must be negotiated and approved prior to the beginning of the next fiscal year in the event any proposed budget submitted by the Contractor should exceed three (3%) percent of the prior Fiscal Year's budget. The Contractor's funding for FY24-25 totaled \$4,587,040 and the FY25-26 budget request is \$5,352,819. The extraordinary cost increase is \$765,779 or 16.7%. The full budget increase of \$765,779 includes \$325,074 to fully implement the Rescue Lieutenant position approved in the 2024 ALS First Responder Agreement.
3. The Authority hereby agrees to and has funded and authorized the Contractor's budget request of \$5,352,819 for FY25-26, which change is reflected on Appendix A hereto.
4. Vehicle maintenance for Authority funded ALS Engines, Squads, and Ladder Trucks are allowable costs may be included in budgets

submitted in accordance with Section 701(b) less 20% for non-EMS activity. Vehicle maintenance for Authority funded Medic Units and Rescue Units are allowable costs may be included in budgets submitted in accordance with Section 701(b) at 100%.

5. Authority and Contractor agree to update Appendix E as amended.
6. Except as is otherwise set out herein, the Contractor and the Authority agree that upon approval by the respective Boards of the Contractor and the Authority and upon signing this Amendment, all terms of the Agreement will remain in full force and effect.
7. Contractor and Authority agree that the effective date is October 1, 2025.

**[Signature Page to Follow]**

IN WITNESS WHEREOF the parties hereto, by and through their undersigned authorized officers have caused this Agreement to be executed on this 18th day of November, 2025.

ATTEST:  
KENNETH BURKE, CLERK

PINELLAS COUNTY EMERGENCY  
MEDICAL SERVICES AUTHORITY  
By and through its Board of County  
Commissioners

by:   
Deputy Clerk

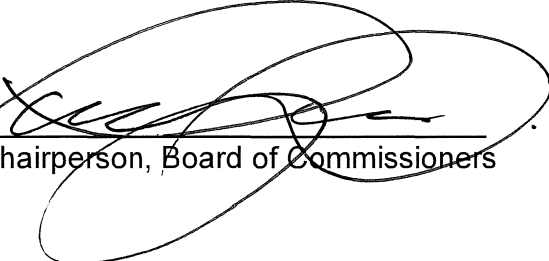
by:   
Chairman



APPROVED AS TO FORM  
By: Patrick H. Allman IV  
Office of the County Attorney

Countersigned:

PALM HARBOR SPECIAL FIRE  
CONTROL & RESCUE DISTRICT

by:   
Chairperson, Board of Commissioners

**Appendix A**

**ALS First Responder Profile**

**Fiscal Year 2025-2026**

<b>Contractor</b>	Palm Harbor
<b>EMS District(s)</b>	Palm Harbor EMS District
<b>Authority Funded Units</b>	Engine 65 Rescue 65 Engine 66 Truck 67 Engine 68
<b>Contractor Funded Units</b>	Squad 65
<b>EMS Coordination</b>	EMS Coordinator – 1 FTE (Palm Harbor 500) EMS Administrative Coordinator – 1 FTE (Palm Harbor 501) Rescue Lieutenant – 1 Position 24/7 (Rescue Lieutenant 65)
<b>FY25-26 Annual Compensation</b>	\$5,352,819
<b>Projected Capital</b>	FY25-26 Palm Harbor 500 FY26-27 None FY27-28 Palm Harbor 501 FY28-29 None FY29-30 Rescue Lieutenant 65, Rescue 65
<b>Contractor Reviewed:</b>  Initials <u>AP</u> Date <u>9/11/25</u>	<b>County Reviewed:</b>  Initials _____ Date _____

## Appendix E

### Personnel Reimbursement Process and Forms

#### 702(b) CME Instructors

Follow the then current Authority provided process as outlined below.

Authority staff may update the process and/or forms.

#### 702(c) Public Education

Submit the then current Authority provided reimbursement form.

Authority staff may update the process and/or forms.

#### 702(d) Countywide Quality Improvement Committees

Submit the then current Authority provided reimbursement form.

Authority staff may update the process and/or forms.

#### 702(e) Advanced Practice Paramed Training

Submit the then current Authority provided reimbursement form.

Authority staff may update the process and/or forms.

### Processing CME Instructor Reimbursement Invoices

The following are the instructions for a Contractor to submit for Instructor reimbursement.

1. Open a new Excel "EMS Instructor Reimbursement Form."
  - a. Choose from one of the two tabs, 1-25 or 1-75 entries.
2. Open the Aladtec program.
  - a. In the "Reports" menu, select "Scheduled Time Report."
  - b. In the filter, choose your department.
  - c. Select the time frame you are seeking reimbursement
    - i. Make sure the start time is 00:00 and the end time is 23:45
  - d. Click the "Export CSV" button
  - e. Open the CSV file and copy the data from line 3 down (do not include the headers)
  - f. Paste this information into the open Excel file
3. Enter your information in the form.
  - a. The first entry is the type of reimbursement:
    - i. Straight Time (ST) is when the instructor is paid straight time.
    - ii. Overtime (OT) is when the instructor is paid overtime.
    - iii. Backfill (BF) is when someone other than the instructor is paid while the instructor is teaching.
    - iv. No Reimbursement (NR) is when the Contractor is not seeking reimbursement for the instructor's hours.
  - b. "Backfill Name" is the member providing the backfill for the instructor.
  - c. "Hourly Rate w/benefits" is the rate at which the contractor seeks reimbursable hours (\$75 per hour cap). If the time type is backfill, the rate is that of the member providing the backfill. If no reimbursement is being sought, then this is left blank.
  - d. The total cost is automatically calculated and totaled at the bottom.
4. Save the form as a PDF and sign at the bottom.
5. Return to the "scheduled Time Report" in Aladtec and click the "print" button in the upper right corner. Save(Print) this report as a PDF.
6. Combine your invoice, the "EMS Instructor Reimbursement Form," and the Aladtec report into one PDF.
7. Send the signed PDF to [EMSInstructorlogistics@co.pinellas.fl.us](mailto:EMSInstructorlogistics@co.pinellas.fl.us) within 20 days following the last day of each month.