



Office of the Village Manager

MEMORANDUM

To: Honorable Mayor & Members of the Village Council
Thru: Howard W. Brown, Jr., Village Manager *HWB*
From: Daniel W. Eick, Management Analyst *D. W. E*
CC: Village Staff
Date: April 16, 2020
Re: Bi-Monthly Report and Update (For week ending in Saturday, April 18, 2020)

Updates on the ongoing outbreak of COVID-19 are included below prior to handling necessary administrative matters.

Updates on COVID-19

To begin with, the US Center for Disease Control (CDC) now recommends people wear cloth face coverings in public settings where other social distancing measures are difficult to maintain. Alternatives can be fashioned from household items, or made at home, from common materials. People should not acquire surgical masks or N-95 respirators as they are medical supplies reserved for healthcare workers. Further information can be found below, attached to this document, or at the links provided:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html?fbclid=IwAR1GPNRLeErk86GrNclFX8sUe4khAqe9o9kduLlybWKF0WjivRRzp7iFVf8>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html?fbclid=IwAR17kQRICurh4ODa6352Jdn2tYrlwNKkxh05DjPb6SPGpRUGuyEJEbrpujE>
- https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html?fbclid=IwAR3WLSg2_EElz57O7R-flVpX-FQ7X_zyj5tl7mTmInM8vkHPZ2K271XmwDE
- <https://www.youtube.com/watch?v=tPx1yqvJgf4&fbclid=IwAR3KM7j8BnGJ320cmffwLyO8hYwwoGUfI9nHOGy2hOUP3t0bBR0v2XcXAgS>

As many already know on Wednesday, April 1, 2020 Florida Governor Ron DeSantis drafted an executive order declaring a statewide safer at home policy. The order went into effect at 12:01 AM on Friday, April 3, 2020 and remains in effect until Thursday, April 30, 2020. As such, all non-essential services are closed by order of the Governor. Pertinent links are as follows:

- Florida Division of Emergency Management (FDEM) Website: www.floridadisaster.org
- Florida Department of Health (FDOH) website: www.floridahealth.gov
- Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) Website: www.cisa.gov
- The Executive Order encourages those with questions to contact: CISA.CAT@cisa.dhs.gov

Furthermore, the Village's 30-day action plan remains in effect. Residents are encouraged to remain at home by order of the governor for the duration of the period unless seeking critical services.

Additionally, all non-essential public gatherings of ten (10) or more people are or should be cancelled.

Law enforcement is empowered to enforce the dispersal of large public groups consistent with US Center for Disease Control (CDC) and Department of Homeland Security (DHS) guidelines. Further information can be found on the CDC's website at:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

Consistent with the 30-day plan Village staff are working to host the Thursday, April 23, 2020 regular meeting via Zoom to remain consistent with current standards. Staff are also working on overhauling participation systems to better allow for public comment. Further details on this meeting will be forthcoming shortly.

Additionally, Village Manager Brown has taken action to limit public exposure to social situations by requiring staff to work from home on rotating shifts. Rest assured all essential and non-essential functions will be delivered at an optimal level.

Finally, several actions have been taken by Martin County to reduce the spread of COVID-19. These actions have included the implementation of a state of emergency as well as the deployment of laptops for school age children to enable distance learning consistent with school closures during this outbreak. Further information can be found at:

- <https://www.martin.fl.us/Coronavirus#main-content>.

Village Manager's Office

Village Schedule

Due to health risks related to the outbreak of COVID-19 several changes have been made to the upcoming events schedule:

- The Census 2020 public engagement and block party events have been cancelled. This includes all public events related to the Census and the surrounding outreach. Additional information will be supplied in the future should alternate events be required.
- Please note the regularly scheduled Council Meeting slated for Thursday, April 23, 2020 is currently planned to be held via Zoom. Further information on the technical aspects of this meeting will be forthcoming shortly from Village Clerk Susan Owens.

Finally, it should be noted while not all meetings or announcements necessitate Council action, all questions from the public are welcome. For further information please contact Management Analyst Daniel Eick at deick@indiantownfl.gov.

Important Information

Initially, Village Hall had scheduled several essential staff trainings for the months of April and May 2020. However, due to ongoing health concerns, all such meetings have been or will be cancelled shortly.

The Indiantown branch of the Martin County Clerk of Court's Office is closed indefinitely due to health concerns. Should anyone from Indiantown require Martin County services they will need to go to the appropriate location in Stuart. The official office of the Martin County Clerk of Court and Comptroller is located at 100 SE Ocean Blvd, Stuart, FL 34994.

At the Thursday, March 12, 2020 regular meeting Council requested staff investigate the possibility of performing a citizen survey. Staff are researching this matter and will discuss during the next regular meeting scheduled for Thursday, April 23, 2020, with a recommendation to Council for the FY 2020-2021 budget.

As most know, the Fire Rescue Study is complete. The Village issued an RFP to explore privatization of its Fire rescue/EMS services and staff attempted to renegotiate current fees with Martin County. As such, Manager Brown recommends the Village take action to establish a Fire Rescue/EMS operation in the FY 2020-2021 budget. An after-action report prepared by the Consultant (CPSM) was received outlining reasoning for a lack of bid receipt, despite relevant interest from vendors, for Fire Rescue Services. The document is provided below for information. Additionally, Manager Brown has reviewed the letter and plans to discuss necessary adjustments to establish a publicly owned alternative at upcoming budget hearings and to receive Council input, if any.

Finally, Village staff would like to congratulate Vice Mayor Janet Hernández and Councilwoman Jackie Clarke on their achievement of the Florida League of Cities (FLC) Home Rule Hero Award. Normally these awards would be delivered at an event but, given circumstances, they have been delivered to Village Hall. The awards are available for pick up and a press release is pending from the Manager's Office.

Village Clerk's Office

Several critical staff updates are highlighted here from the Village Clerks Office.

- As of Monday, April 13, 2020 applications for the Community & Economic Development Director position are no longer being accepted. The Clerk's Office received 18 applications. Of those applications, eight are scheduled for interview on Friday, April 17, 2020.
- Advertisements for the Financial Services Director position are currently scheduled to go out by the end of this month. Further information is forthcoming.

Emergency Management Matters

Village staff, most notably Village Clerk Susan Owens, continue to monitor the COVID-19 situation. Clerk Owens continues to meet daily with State, County, and local partners to enhance our cooperative response. As new information and/or resources become available, they are being posted to the Village's website and on social media. If you have questions specifically related to COVID-19 feel free to contact sowens@indiantownfl.gov for further information.

Additionally, Martin County has filled the Village's emergency supply request from Village Clerk Susan Owens. The request included additional sanitizing/disinfecting products for use by the Village as well as

face masks. Further information on our health and safety interactions with Martin County is available upon request.

The Village Clerk and Public Information Officer are working to improve virtual Council meetings as well as establish a long-term video hosting/streaming solution. BIS Digital is scheduled to upgrade the Chambers sound system mid-May. Once this is done, Swagit can install their live streaming suite. Staff is working with both vendors to expedite the process.

Procurement Matters

FRFP number 2020-05 covering Engineering Services for Water & Wastewater Improvements will be issued on Friday, April 17, 2020. Once issued responses will be due by Wednesday, May 20, 2020. Information is forthcoming based on development.

Records Management

Staff are in the process of working with the MCCinovations to implement Laserfiche. Laserfiche is an electronic records management system the Village plans to use in the future. Staff hope the system will greatly improve request turnover time as well as public access to information. Further information forthcoming upon development.

Code Compliance Department

Improvements are ongoing alongside regular enforcement procedures. These improvements include:

- The establishment of a nuisance abatement program to help with cleanup and compliance throughout the Village.
- The creation of a code enforcement informational flier, for distribution around the Village, and the translation of our regular door hangars into Spanish.
- And the continued work to remove/resolve illegal signage and snipe signs throughout the Village.

Additionally, while work has not halted, it is important to note the pace of inspection and improvements has slowed due to the COVID-19 outbreak. In the interest of public safety Code Compliance has veered away from strict enforcement towards limiting responses to only the most hazardous of situations and preventing large public gatherings. Village staff will update with further information when available.

Finally, the most recent weekly report prepared by Code Enforcement Officer Robert Perez is included below for review and distribution.

Building & Permits Department

The Building & Permit office continues to host extended hours Monday – Thursday 8:00 AM to 6:00 PM. And while Village hall may remain closed to the public, our permit technicians continue work as normal. Should you require further information or assistance please contact permit.tech@indiantownfl.gov or call 772-597-8281.

Several improvements are in the works that should be highlighted here:

- Both permit technicians are actively working towards obtaining their Notary licenses. This change will allow for improved service delivery to the public.

- To increase service during the COVID-19 outbreak the building department is developing a permit card payment exchange system to better service clientele. Further information is forthcoming.
- The website and various village resources are being updated with additional forms, such as right of way and special use permits, as we come into and design them.
- The building department is actively working with the code compliance department to increase the literacy of Village staff in the magistrate and payment processes associated with citations.
- Finally, staff are working to update our permitting system which includes notifying permit holders when they have expired building permits. Roll-out is expected within the next 30 days.

Finance Department

The Finance department remains focused on the FY 18 – 19 audit. Mauldin & Jenkins, the Village Auditor hired to provide this service, is currently working on several projects. The Finance Department would like to note that, due to health concerns surrounding the COVID-19 outbreak, the relevant due dates of these items have changed.

- Originally, the goal was to complete the audit in full and close on or before March 31st. However, this item has been delayed as the collection and handover of disbursement items has slowed. Further information will be forthcoming soon.
- Perform a CAFR on said audit and ensure our qualification for the GFOA award. This item also had an expected completion date of March 31st but has been delayed.
- Finalization of the Village's audit portal. The portal is currently up and running in testing phases but final development has been delayed. Further information forthcoming soon.

Parks & Recreations Department

The Parks and Recreation Department finished upgrades on the Booker Park Fire Station. As such, the Department location, as well as Code Compliance staff, has shifted. Their physical address is 15101 SW 169th Ave, Indiantown, FL 34956. If you have further questions or comments please contact Administrative Support Generalist Luis Perez at lperez@indiantownfl.gov or call 772-597-8270.

Park improvements are maintaining pace despite the COVID-19 outbreak. That said, it is important to note all parks within the Village are currently closed by order of the Village Manager. Signage has been placed throughout all parks and residents are encouraged to avoid contact as per FI Governor Desantis's orders. There are several updates for this department:

- Parks Superintendent Albie Scoggins is developing a tentative monetary policy for Non-Governmental spending. Once developed, the policy will be brought to Council for review.
- Staff are preparing an agenda item with recommendations and changes to the Friday, July 3, 2020 fireworks display. Further information is forthcoming shortly.
- Finally, the Department received quotes for the rental of an electronic message board to better distribute the Village's public information regarding ongoing emergency preparedness measures. Further information is forthcoming.

Planning and Development Department

Planning staff remain available for inquiries throughout the Covid-19 Crisis. For inquiries, email blandry@indiantownfl.org or call 772-266-9427.

The Village's Land Development Regulations (LDR's) are currently under development. Calvin Giordano and Associates (CGA) have begun this process and are coordinating with staff. They have completed a series of public meetings to gather public input on regulations and process and are expected to finalize their first draft mid-April.

During the Thursday, April 9, 2020 regular meeting staff discussed the de-annexation of a portion of Little Ranch from the Village Boundaries. Council directed staff to proceed with contraction of the Village boundaries. First reading of the Ordinance will be at the April 23 meeting. Second Reading will be May 14.

Public Works and Engineering Department

The Village's Public Works Director, William Archebelle, has several items to highlight:

- Staff are working to obtain cost estimates for road repair or replacement of portions of road along Washington, Trail Dr., Seminole, and Lincoln Ave.
- Pothole and road repairs are ongoing throughout the Village. If anyone notices a problem, please contact Public Works at publicworks@indiantownfl.gov with substantial repair issues.
- It has been brought to staff attention that a fire hydrant in Booker Park is in need of repair. The department plans to address this problem shortly.
- Palmera Landscaping continues to address ditch maintenance throughout the Village. Relevant locations include Warfield Elementary school, Booker Park, and Shady Oaks.
- Temporary road striping has been installed on relevant micro-surfaced streets throughout the Village. Permanent Thermoplastic striping is scheduled for install throughout next week.

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End of Memorandum

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

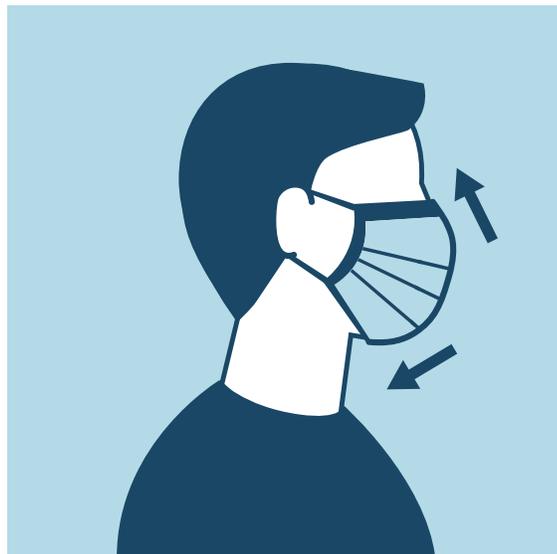
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

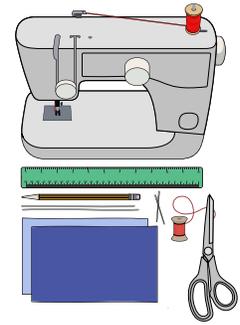


cdc.gov/coronavirus

Sewn Cloth Face Covering

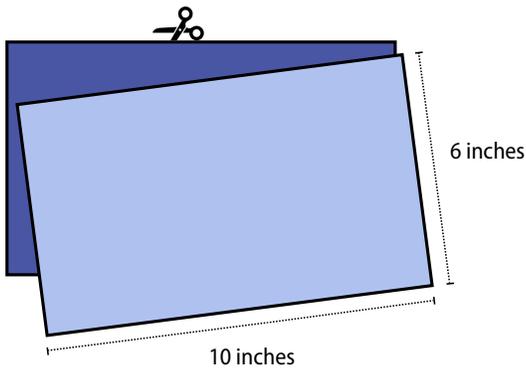
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

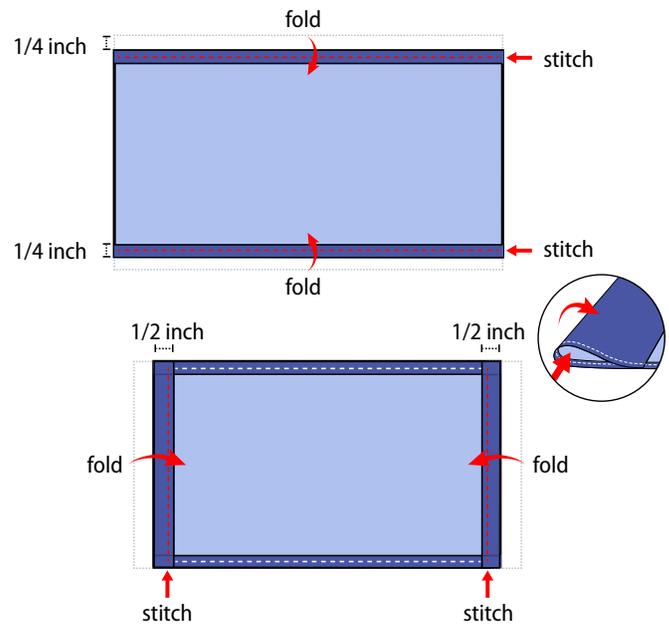


Tutorial

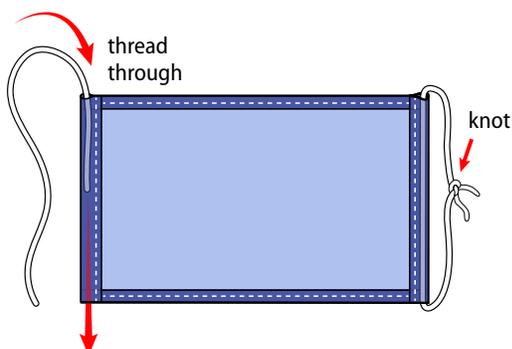
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



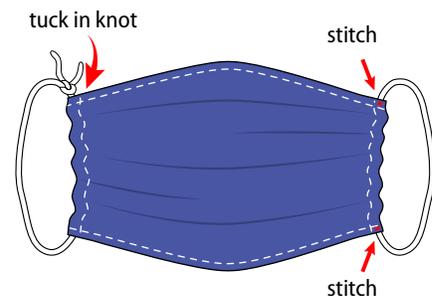
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

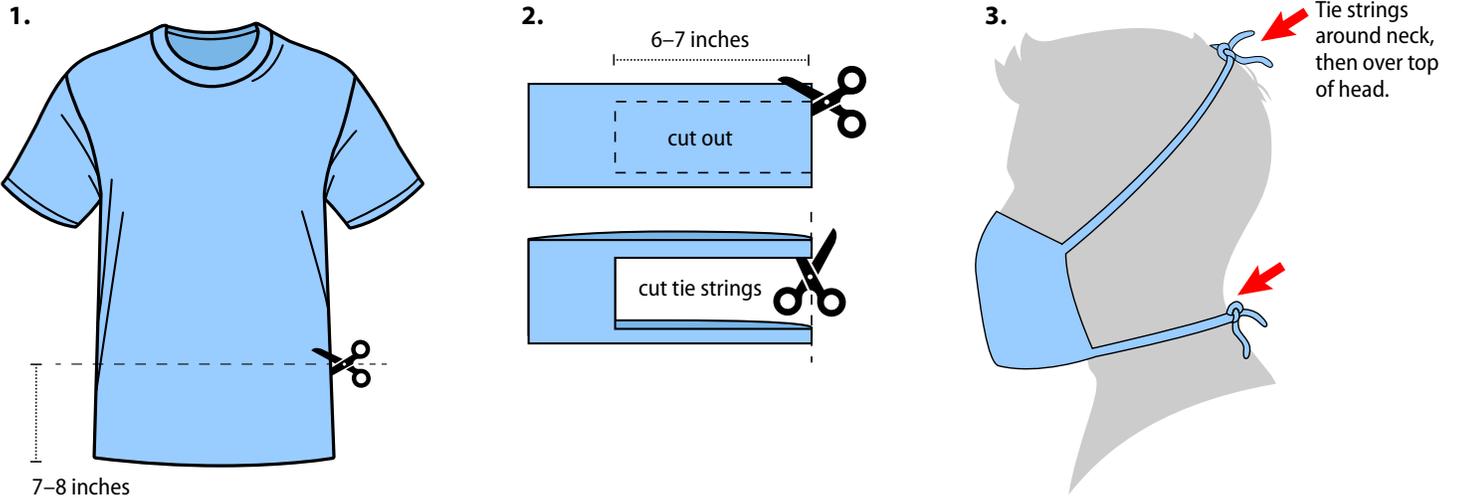


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

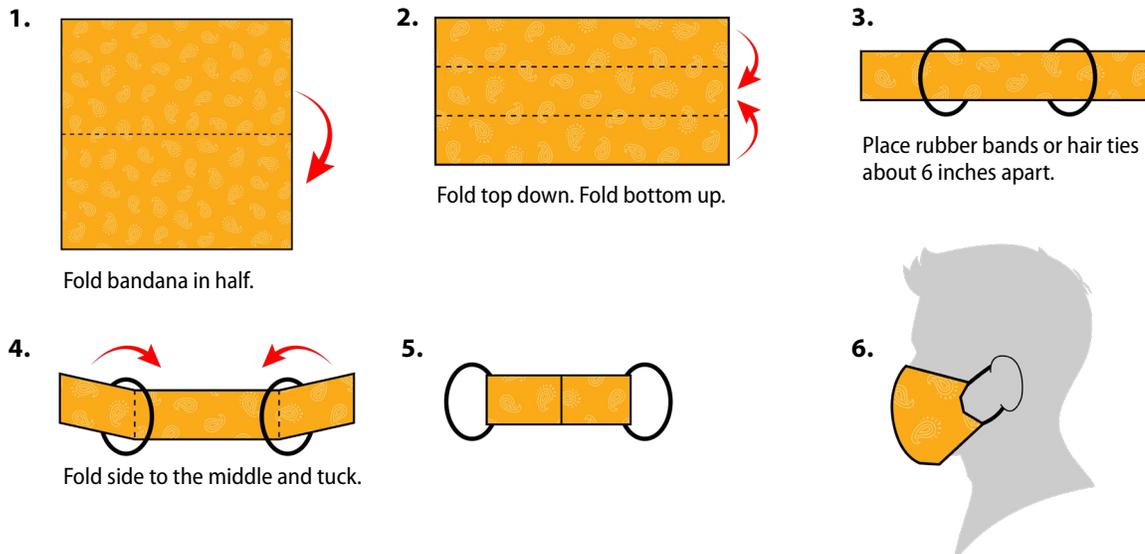


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial





Center for Public Safety Management, LLC

April 9, 2020

Mr. Howard W. Brown, Jr., ICMA-CM
Village Manager
Village of Indiantown, FL

Dear Howard;

As a follow up to the development of the Fire and EMS RFP for the Village of Indiantown, CPSM has completed an after-action review of its work, attempting to identify the key reasons why vendors chose to not participate in this procurement process. We reached out to a number of qualified Fire and EMS private providers who were directly familiar with the Indiantown RFP and solicited their feedback.

The following vendors were contacted and were asked a series of questions regarding their decision for not submitting a bid:

Captstone Fire and Safety Management
Falck USA
AMR
Rural Metro

Though the different vendors had various reasons for not submitting, the following are a number of key factors that were expressed in these discussions.

1. Lead Time for Setting up the Service Delivery System:

There was a clear consensus that the projected 5-month lead time was extremely difficult to manage particularly considering the impacts of the Covid-19 virus outbreak and its impacts on personnel recruitment, capital purchasing, supply acquisition and the start-up of operations. We then asked these vendors to identify what they felt would be a more realistic start-up time, notwithstanding the compounding effects of the virus outbreak and the general consensus was that a 1-year lead time would be more sufficient under normal circumstances.

2. Fire Station Facility and Location:

There was a clear indication that the proposed Booker Park Fire Station was inadequate to house and support the personnel and resources required to sufficiently cover the Village. There was uncertainty regarding the proposed expansion of this facility and their understanding of its effectiveness given the limited design documents that were available. There was also concern that the location of the Booker Park facility would create difficulties in meeting the response

time criteria proposed in the RFP. It generally was felt that a more central location would be needed to achieve the response time standards as proposed.

3. Working Relationship with Martin County:

There were concerns expressed regarding the on-going working relationships that would be required with Martin County as it related to several key aspects of service delivery. Though the RFP specified that a number of key services (911 Dispatch Services, Hazardous Material Response (Technician Level), EMS Medical Control and Mutual Aid) would be provided by Martin County, there was a general belief that these efforts would be difficult to establish.

4. EMS Licensing/COPCN:

A number of vendors expressed concern regarding the necessity and ability of obtaining the required EMS transport licensing (COPCN) through Martin County Fire Rescue. In Martin County, EMS transport licensing is managed by Martin County Fire Rescue and the timeline required to obtain this license would be problematic given the limited start up time. It was also indicated that it may have been more expeditious if the Village were to obtain the EMS transport license under its name and when a selected vendor is secured, they would operate under the Village's license.

5. Purchase and Acquisition of Fire Apparatus:

Concern was expressed regarding the ability to purchase and obtain fire apparatus, ambulances and capital equipment. The vendor's stated that commercial fire trucks require a 6-month lead time to order and obtain delivery. Custom fire apparatus often requires more than 1-year from the time an order is placed and the vehicle is delivered. Though they stated that typically there is an ability to obtain a loaner or rental equipment during these lag periods, however there was uncertainty for this solicitation because of the impacts of the virus outbreak.

6. Implications Regarding the Term of the Agreement:

The Vendors indicated that the proposed term of the agreement (a 3-year initial contract with options for two, 2-year extensions) would impact the cost of their capital purchases and the amortization of these costs. They estimated that an initial outlay of nearly \$3 million in capital expenditures would be required for the Indiantown system. Subsequently, they suggested that their pricing models would be significantly reduced if these costs were amortized for a longer timeframe. Vendors also stated that their costs would be reduced significantly if the Village owned Fire and EMS apparatus and then leased these vehicles to the selected vendor.

7. Inability to Establish Partnership Arrangements for the Bid Process:

Two vendors (1-Fire and 1-EMS) indicated an inability to establish a partnership arrangement with another vendor in submitting a joint bid for the project. There was uncertainty whether this inability to forge a joint venture for this project was a result of the short start-up timeframe or the impacts of the virus outbreak. However, it was clear that a joint venture approach was being considered by multiple companies and that this concept should be encouraged in future solicitations.

8. Separating Fire and EMS Service Delivery Systems:

One vendor suggested that it may have been beneficial to restructure the RFP to consider or even encourage options that solicited a split delivery system for Fire and EMS services rather than a combined dual function, Fire and EMS delivery system. It was expressed that a Combination, Volunteer or Paid-on-Call Village Fire Department could be viable in Indiantown, particularly one that is supported by the Village and utilizes Village employees who are trained as Volunteer firefighters. In addition, the out-sourcing of a private ambulance company to provide EMS response and transport services for the Village is a more viable approach and this private provider could also be utilized to work in conjunction with the Village Fire Department in supporting daily response activities.

9. Insurance Requirements:

There were suggestions expressed regarding the specific nature of the insurance requirements and the lack of flexibility in the RFP regarding the levels of coverage. Vendors indicated that there were viable alternatives for self-insuring or even operating under the municipal umbrella that would enable tort limitations and immunities that would reduce insurance premiums while maintaining comparable indemnifications for the Village. The intent was to consider alternative approaches in specifying the insurance requirements and allow increased flexibility in these stipulations.

10. Ambulance Transport Billing:

One vendor expressed concern regarding the requirement that they establish their own ambulance billing process. This was a concern that was expressed from a single fire-based company who was unfamiliar with the ambulance billing process. This limitation impeded their effort to develop the proposal in the time constraints specified.

Summary:

It is clear that a number of good points were raised through this dialog and this feedback should be considered in any future solicitations. It is also recommended that considerable internal dialog and deliberation take place which focuses on the best approach for delivering Fire and EMS services in the Village.

Fortunately, the alternative for a privatized or municipally operated Fire and EMS service is very viable and readily available through the existing service agreement with Martin County Fire Rescue. Martin County provides a very high quality of service and its depth of coverage is significant.

There are however a number of shortfalls in the current service agreement with Martin County that we feel should be addressed. These include:

1. The absence of any regular reporting regarding key service measures
 - A. The Summary of Response Activities by Call Types
 - B. Monthly/Quarterly Response Time Measures
 - C. Numbers of EMS Transports and Destinations
 - D. Workload Analysis, in-service time, unit responses, etc.

- E. Fire Loss Statistics
 - F. Characteristics of Fires in Indiantown (size, location, extinguishment methods, etc.)
 - G. Civilian Injuries and Deaths
 - H. Reporting on Citizen Complaints or Property Damage
 - I. Fire Inspection Activities, Code Violations, Occupancy Hazards, etc.
 - J. Community outreach efforts, contact hours, instructional efforts, etc.
2. The absence of any cost accounting for the services provided
- A. The hourly cost of personnel services (assigned line personnel)
 - B. The hourly costs for relief personnel and indirect operating costs
 - C. The estimated costs associated with coverage services
 - D. Capital costs
 - E. Cost of supplies, utilities and expendable goods
 - F. EMS Transport Revenues
3. The production of an Annual Report regarding Service Delivery in Indiantown
- A. Call Activities
 - B. Response Times
 - C. Training Activities
 - D. Operating Costs
 - E. Capital Costs
 - F. Inspection and Code Enforcement Activities
 - G. Upcoming Goals and Achievements
 - H. Performance Measures and Service Outcome Measurements

Sincerely,

Mike Iacona

Mike Iacona, MPA, Fire Chief (ret.)

Senior Manager for Fire/EMS

Center for Public Safety Management, LLC

Exclusive provider of public safety technical assistance for

International City/County Management Association

Miacona@CPSM.US

928-853-4336

www.cpsm.us

TO: Howard W. Brown, Jr., Village Manager
FROM: Robert Perez, Code Compliance Officer
DATE: April 20, 2020
RE: Code Compliance Statistics - March 2020

Code Compliance Cases

Total code cases – 23
Opened during this reporting period – 8
Opened by complaint received – 2
Opened by inspector observations – 6

Top Five (5) Violations

Window Board-up (Exterior Structure) violation
Building permit violation
Overgrown Grass
Inoperable Vehicle
Improper parking

Illegal Snipe Signs and Right of Way Issues

Code collected 20 illegal snipe signs from public right of way.

Coronavirus objectives

Observe, and report any public hazards to the appropriate local government entity
Prevent any large public gatherings
Accurately inform the public of any local, state, and national updates
Respond to complaints and/or Code Compliance inquiries

Projects/Community Highlights

Code Compliance General Information Pamphlets (English/Spanish)
Code Compliance Door Hangers/Courtesy Notices Translated (Spanish)
Nuisance Abatement Program