



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: May 7, 2020
Re: Bi-Monthly Report and Update (For week ending in Saturday, May 9, 2020)

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

Updates on COVID-19

In order to remain consistent with US Center for Disease Control (CDC) recommendations, and to prevent the spread of COVID-19, on Tuesday, April 28, 2020 the Indiantown Village Council passed an emergency resolution requiring people within the Village wear face coverings in public settings. Face masks do not have to be professionally graded or created; they can be fashioned from household items, or made at home, from common materials. The Village does not recommend residents acquire surgical masks or N-95 respirators as they are medical supplies reserved for healthcare workers. The text of the resolution is attached to this document for review. Further information on how to make a simple face mask can be found below at the links provided:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html?fbclid=IwAR1GPNRLerk86GrNclFX8sUe4khAqe9o9kduLlybWKF0WjivRRzp7iFVf8>
- <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>

Furthermore, the Village's COVID-19 action plan remains in effect. Residents are encouraged to remain at home, unless seeking critical services, and to observe CDC recommended social distancing standards. Village Manager Howard Brown has drafted a letter to local businesses on these topics thanking them

for their continued cooperation and asking for their future assistance. The Letter is attached to this document for review and distribution below.

Additionally, all non-essential public gatherings of ten (10) or more people are or should be cancelled. Further information on these specific standards can be found on the CDC's website at the following link:

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

Consistent with the 30-day plan Village staff continue to host critical events/meetings via Zoom. Information has been circulated on the Village's website and social media regarding this topic with more coming soon. Should you have questions or desire further information we ask that you contact Village Clerk Susan Owens at sowens@indiantonfl.gov.

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, the Village of Indiantown is working with its partners in Martin County, the Florida Department of Health (FDOH), and Florida Community Health Centers on initiatives designed to expand free COVID-19 testing in Indiantown and assist with resident supplies. Documentation concerning increased testing, mask supplies, and educational initiatives has been circulated on social media and is attached to this document for review. While substantial progress has been made, development is ongoing and further information will be communicated as soon as it becomes available.

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:

- All Census 2020 public engagement 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. In the meantime, the Village has ramped up its social media campaigning alongside the US Census Bureau. Further information is forthcoming on social media currently.
- Please note the regularly scheduled Council Meeting slated for Thursday, May 14, 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, April 28, 2020 regular meeting Council requested staff contact the Boys and Girls Club of Martin County, pursuant to previous conversations, to help with ongoing programs. Village staff followed up and were provided a request from the Boys and Girls Club to assist with their COVID-19 Emergency Response Meal-Relief Program. The document is attached below for review and is scheduled for discussion at the Thursday, May 14, 2020 Regular Meeting.

Finally, Village Manager Howard Brown has put in a request to Martin County Administrator Taryn Kryzda for further data regarding the Village's Fire and EMS Services. The letter is attached below for review. Additionally, the Village Manager provided the following quotation on the topic:

"As most of you know, the Fire Rescue Study has been completed. We also issued an RFP to privatize Fire rescue/EMS. We also attempted to negotiate with Martin County to pay for actual services provided by Martin County Fire Rescue. In light of these factors, I am recommending that in FY 2020-2021 we budget accordingly to establish a Fire Rescue/EMS operation. I have attached an after-action report prepared by the Consultant outlining why we didn't receive any bids after receiving so much interest from a number of vendors interested in providing Fire Rescue Services. Please see the attached from CPSM. I have reviewed the letter and will be making the necessary adjustments in establishing a publicly owned and operated Fire/EMS operation. We will discuss this in detail at our upcoming budget meetings."

Village Clerk's Office

Human resources

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

- Staff conducted interviews and issued a conditional offer of employment for the Community & Economic Development Director position. The selected candidate is currently undergoing the background screening process. Further information is forthcoming shortly.

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.

In the interest of public safety, staff are working to increase critical emergency supplies. First, Village Hall received a delivery of KN-95 face masks from Martin County for professional use by employees and Council. Second, staff ordered 5,000 + re-useable face masks for distribution to residents to assist with public safety and compliance with the emergency resolution passed on Thursday, May 28, 2020.

Technical Developments

Staff have made arrangements for a new audio system to be installed in Council Chambers on May 11 and May 12, 2020. Once this install is done staff plan to begin install processes for the Village's new streaming and video platform services provided by Swagit. Further information on both these items is pending shortly.

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 greater fluidity in their workflow and service options.
- 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 systems to better track expiry notifications and contact citizens in advance of closing. Role out is expected within the next 30 days.

The Most recent monthly permit report, as well as a role up of the year thus far, is attached to this document for review. Should you have questions or comments regarding these files, please contact the permits department listed above.

Finance Department

The Finance department remains focused on the FY 18 – 19 audit. Mauldin & Jenkins, the Contractor 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 Recs Department has finished upgrades on the Booker Park Fire Station. As such, Parks and Recreations location, as well as Code Compliance Department staff, has shifted. Their physical address is 15101 SW 169th Ave, Indiantown, FL 34956. If you have further questions or comments please contact Administrative 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 Council. Signage has been placed throughout all parks and residents are encouraged to avoid contact. Several updates have proven more substantial and should be highlighted here:

- Parks & Recs 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 requested information on fireworks show options from Zambelli Fireworks, that residents could view from home, as per Council request. Information is forthcoming shortly.
- Finally, the Parks & recs department is working to assemble signage throughout the Village promoting good health practices and the US Census. 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 soon.

After a few short delays Casa Bella, an approved mixed-use building with 7 apartments located on 153rd Street, is preparing to submit an administrative amendment to rearrange parking and revise their stormwater systems. Planning staff expects an application in the very near future.

Finally, second reading of the ordinance regarding the de-annexation of a portion of the Little Ranch neighborhood is scheduled for the Thursday, May 14, 2020 Regular meeting. Further information on developments will be presented at said meeting.

Public Works and Engineering Department

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

- Staff are working with Mr. Hartman to finalize the Village's Utility Transfer Finance submittal packages. Once done Public Works will update Council.
- The Public Works Department is preparing agenda Items regarding reconstruction along Washington Ave and replacement of a large diameter collapsed storm pipe beneath Indian Mound Dr. Further information is forthcoming.
- Work continues alongside Palmera Landscaping to enhance ongoing maintenance of swale at Warfield Elementary and ditches in the Palm Oaks area.
- Striping of the micro surfaced roads in zones 1 and 3 are complete. As such, the design and overlay portion of zones 2 and 4 is nearing completion. Construction is anticipated to begin in July or August of 2020 with micro surfacing of the latter zones following later this year one the weather cools.

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End of Memorandum



Village of Indiantown

April 30, 2020

RE: Notice of Emergency Resolution Requiring the Use of Face Coverings in Public

Dear Business Owners/Managers/Partners of the Village of Indiantown:

At the COVID-19 Special Council Meeting held on April 28, 2020, the Mayor and Village Council approved an Emergency Resolution regarding public health and safety measures necessary amidst increasing numbers of reported COVID-19 cases. Per the Resolution, *“every person working, living, visiting, or doing business in the Village of Indiantown is required to wear a facial covering consistent with the current CDC guidelines while in any public place”*.

We understand that this new requirement will be a burden for some of you; but, please be assured that the Village Council did not make this decision lightly. In fact, many of your own customers/clients were some of the meeting attendees strongly urging the Council to enact this requirement. Customers simply do not want to shop where they do not feel safe.

We know that some businesses and agencies are already enforcing this measure and the entire Village extends its thanks to you for leading the charge. The participation of everyone – members of the workforce, business owners/managers, visitors, your friends and family – is necessary to ensure the health, security, and economic viability of our community. We urge you to encourage all of your employees and everyone you know to wear their face coverings, whenever they are out in public. If your business is experiencing a barrier to full participation, please let me know as soon as you can.

The Village will continue to provide updates as this pandemic event continues to evolve. Please contact my office with any questions or issues regarding this new requirement at (772) 597-9900 or via email, hbrown@indiantownfl.gov.

Sincerely,


Howard W. Brown, Jr., ICMA-CM
Village Manager

Enclosure: Emergency Resolution No. 015-2020

C: Mayor, Vice Mayor, and Village Councilmembers
Ms. Susan Owens, MMC, Village Clerk
Mr. Wade Vose, Esq., Village Attorney

VILLAGE OF INDIANTOWN

EMERGENCY RESOLUTION NO. 015-2020

AN EMERGENCY RESOLUTION OF THE VILLAGE OF INDIANTOWN, FLORIDA, MAKING FINDINGS ABOUT THE COVID-19 EMERGENCY; REQUIRING THE WEARING OF FACE COVERINGS IN PUBLIC; PROVIDING FOR EXCEPTIONS; PROVIDING DIRECTIONS TO THE VILLAGE MANAGER; PROVIDING FOR AN EFFECTIVE DATE AND TERMINATION.

WHEREAS, COVID-19 is a respiratory illness caused by a virus that spreads rapidly from person to person and may result in serious illness or death, and constitutes a clear and present threat to the lives, health, welfare, and safety of the people of the Village of Indiantown, Florida; and

WHEREAS, on March 1, 2020, the Governor of Florida issued Executive Order Number 20-51, directing the State Health Officer and Surgeon General to declare a Public Health Emergency due to the discovery of COVID-19 in Florida; and

WHEREAS, on March 9, 2020, the Governor of Florida issued Executive Order Number 20-52, declaring a State of Emergency for the State of Florida related to COVID-19 and enacting the powers of political subdivisions to exercise their powers under Chapter 252, Florida Statutes; and

WHEREAS, on March 19, 2020, the Village Council of the Village of Indiantown adopted Emergency Resolution 13-2020, declaring a state of local emergency due to the threat of COVID-19; and

WHEREAS, COVID-19 is an emergency whose increasing effects are being felt within the Village of Indiantown, and on account thereof, there is reason to believe that the virus will continue to spread; and

WHEREAS, pursuant to Section 252.46, Florida Statutes, municipalities have the power to issue emergency orders and rules having the full force and effect of law; and

WHEREAS, COVID-19 is spread amongst the population by various means of exposure, including the propensity to spread person to person and the propensity to attach to surfaces for prolonged periods of time, thereby spreading from surface to person and causing increased infections to persons; and

WHEREAS, public health experts have consistently recommended avoiding close physical interaction between people in order to slow the spread of COVID-19, and the Centers for Disease Control (“CDC”) has updated and further restricted its distancing guidelines; and

WHEREAS, despite measures previously taken, COVID-19 has rapidly spread in the State of Florida as well as in the Village of Indiantown, necessitating updated and more stringent distancing guidelines; and

WHEREAS, as of the date of this Emergency Resolution, COVID-19 continues to be a concern due to increases in the number of positive cases within the jurisdictional boundaries of the Village of Indiantown, and to limit its potential community spread, it is now necessary for the Village of Indiantown to implement further restrictions for the general health, safety, and welfare of the community; and

WHEREAS, the CDC recommends wearing face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies); and

WHEREAS, while it is important to update and revise the social distancing guidelines to protect the public, it is also important to preserve the public’s access to necessary services, such as food, prescriptions and health care, and to maintain the operation of critical infrastructure as identified by the federal government; and

WHEREAS, this Emergency Resolution is issued to protect the health and safety of the citizens, residents and visitors of the Village of Indiantown, to assist the healthcare delivery system in its ability to serve those persons infected by COVID-19, and to preserve the public’s access to essential services and maintain the operation of critical infrastructure.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Indiantown, Florida, as follows:

SECTION 1. ADOPTION OF REPRESENTATIONS. The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

SECTION 2. EMERGENCY ORDER. This Emergency Resolution is and shall constitute an order or rule having the full force and effect of law, adopted pursuant to the authority of Section 252.46, Florida Statutes.

SECTION 3. DEFINITIONS.

Face Covering shall mean a uniform piece of material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands.

SECTION 4. FACE COVERINGS REQUIRED. Every person working, living, visiting, or doing business in the Village of Indiantown is required to wear a facial covering consistent with the current CDC guidelines while in any public place.

SECTION 5. EXCEPTIONS. Nothing herein shall require the wearing of face coverings by the following persons:

- i) Persons under the age of two years; and
- ii) Persons for whom a face covering would cause impairment due to an existing health condition; and
- iii) Persons working in a profession who do not have any face-to-face interactions with the public; and
- iv) Persons working in a profession where use of a face covering will not be compatible with the duties of the profession; and
- v) Persons exercising, while observing social distancing in accordance with CDC guidelines.

SECTION 6. AUTHORIZATION. The Village Manager is authorized to take any and all steps necessary to publicize the requirements of this Emergency Resolution.

SECTION 7. EFFECTIVE DATE AND TERMINATION. This Emergency Resolution shall take effect immediately upon adoption, and shall continue in force until the repeal or expiration of Emergency Resolution 13-2020, including any extensions thereof, or repeal or modification hereof by resolution or emergency order.

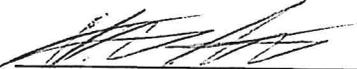
ADOPTED this 28th day of April, 2020, at approximately 6:30 p.m.

ATTEST:

VILLAGE OF INDIANTOWN, FLORIDA



SUSAN A. OWENS, MPA, MMC
VILLAGE CLERK



GUYTON STONE
MAYOR

REVIEWED FOR FORM AND
CORRECTNESS:



WADE C. VOSE
VILLAGE ATTORNEY



MARTIN TOGETHER

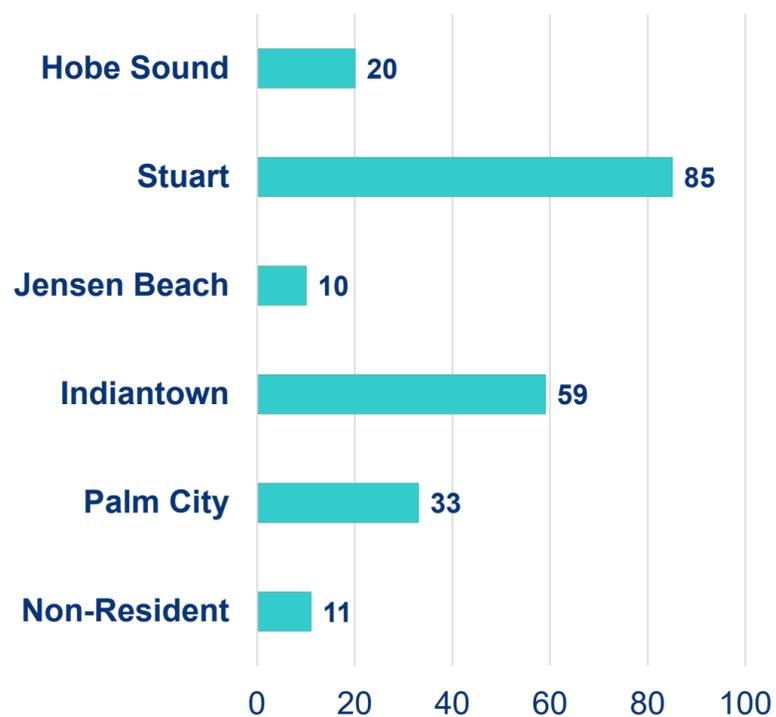
PLANNING FOR OUR RECOVERY



Cumulative Case Information

	Current	Change
Cases	218	(+3)
Hospitalized	42	(+1)
Deaths	6	-

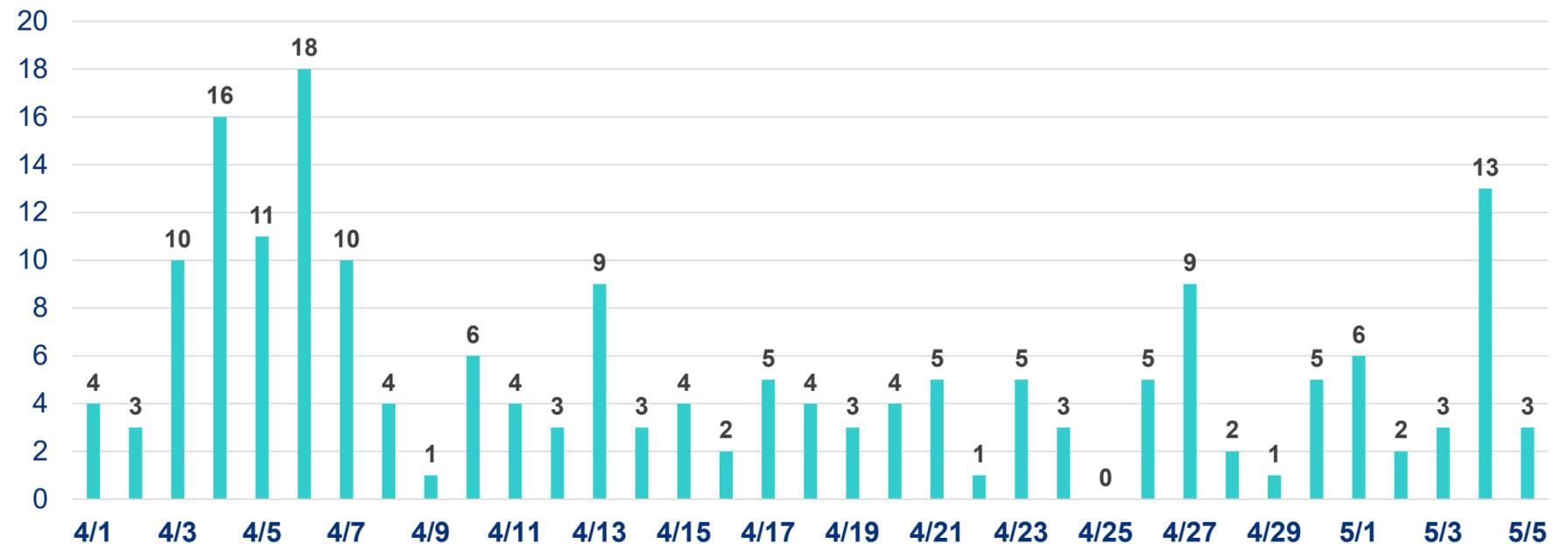
Cumulative Cases by Location



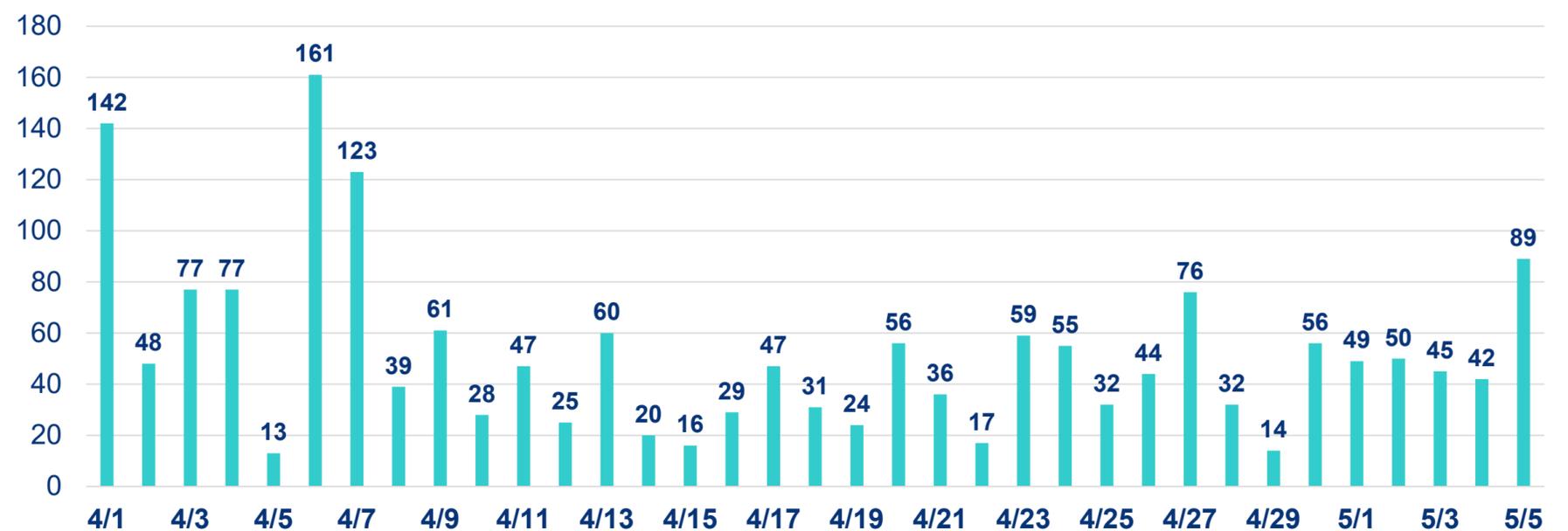
Stay Connected

Website: www.martin.fl.us/Coronavirus
 Data: www.martin.fl.us/COVID19Dashboard
 Community Information Center:
 772-287-1652 | Monday-Friday, 8AM-5PM
 Call 2-1-1 if you need to talk to someone

New Cases by Day



New Tests by Day



Note: Data compiled through a historical look at the information provided by the Florida Department of Health COVID-19 dashboard. Additional information can be found at: floridahealthcovid19.gov/#latest-stats

Data Current as of: 05/05/2020



COVID-19 FREE TESTING

Prueba gratis /Tes gratis

Beginning Monday, May 11

A partir del lunes 11 de mayo • Komanse Lundi 11 ME

9:00 AM - 6:00 PM

DRIVE-THRU OR WALK-UP

Servicios desde su carro o caminando • Ou pa bezwen rendez-vous

Florida Community Health Center, Warfield Blvd.

772-597-3596





**Florida Community
Health Centers, Inc.**

"Before Birth and Beyond, Let Our
Family Take Care of Yours"
www.fchcnc.org

FREE DRIVE THRU & WALK-UP COVID-19 TESTING

Florida Community Health Centers, Inc. is providing free COVID-19 testing for the residents of Indiantown with the support of the Florida Department of Health Martin County, Cleveland Clinic Martin Health, and Martin County Emergency Management

For more COVID-19 information from the Florida Department of Health, please visit: www.FloridaHealthCOVID19.gov



Cleveland Clinic
Martin Health

All Indiantown residents are eligible for testing and no symptoms are required.

SERVICING MARTIN COUNTY

Indiantown Center:
15658 SW Warfield Blvd.
Indiantown, FL 34958
(772) 597-3596

HOURS:
Monday - Friday:

9AM - 6PM

Appointments are preferred

For more FCHC updates, visit our website: www.fchcnc.org or LIKE us on Facebook: @fchcnc



Village of Indiantown

May 4, 2020

County Administrator Taryn Kryzda, CPM
Martin County Board of County Commissioners
2401 SE Monterey Road
Stuart, FL 34996

RE: Request for Data Regarding Fire and EMS Services to the Village of Indiantown

Dear County Administrator Kryzda,

The Village looks forward to continuing our relationship with Martin County in providing these essential services to the citizens of Indiantown via our interlocal agreement. Our consultant Center for Public Safety Management (CPSM) concurs, stating that Martin County “provides a very high quality of service” to us.

In our continued attempts to optimize services, CPSM has advised that we address a few shortfalls within the current service agreement, specifically pertaining to statistics and data reporting. In keeping with their recommendation, I would like to respectfully request that the Village receive the following service delivery data from Martin County:

Monthly Report of Indiantown Activities

- 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.
- K. Hourly Costs and Capital Costs of All Services and Efforts
- L. EMS Transport Revenues

Annual Report of Service Delivery Activities for 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

I look forward to your response to this request for analytical data without any undue hardship on the County's end. Again, the Village looks forward to the continued partnership with Martin County for these essential services to the common good of our community. Please feel free to contact me directly with any questions or issues at (772) 285-8732 or via email, hbrown@indiantownfl.gov.

Sincerely,



Howard W. Brown, Jr., ICMA-CM
Village Manager

- C: Honorable Indiantown Mayor, Vice Mayor, and Village Councilmembers
Honorable Martin County Chairperson Harold Jenkins
Ms. Susan Owens, MMC, Village Clerk
Mr. Wade Vose, Esq., Village Attorney



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

GREAT FUTURES START HERE.

Dear Mayor Guyton Stone,

We greatly appreciate your leadership during this period of massive change and uncertainty. Furthermore, thank you for taking the time to understand the Boys & Girls Clubs of Martin County (BGCMC) COVID-19 emergency response meal-relief program.

BGCMC is grateful to serve club members and their families in the Village of Indiantown. As you are aware, residents in Indiantown are facing numerous challenges as a result of COVID. Historically, some Village constituents are faced with challenges such as poverty, limited-access to healthy food, poor academic outcomes, and feelings of disenfranchisement – these conditions are exacerbated as residents contend with the escalating fallout from COVID-19 - job loss, financial instability, lack of access to childcare/school/after school programs, social isolation, and uncertainty about when life will return to normal.

Frankly, our Club members and their families are counting on us now more than ever. We hope you and your Village colleagues would consider partnering with us to continue to provide meals to Village residents throughout this crisis.

When the Martin County School District closed schools, we knew our members—81 percent of whom qualify for the district’s free/reduced lunch program, nearly twice the countywide average—would lose daily access to a stable, nutritious dinner after school. After all, BGCMC is used to providing our 2,000 members with as many 100,000 meals a year.

We immediately instituted a meal-relief program. All told, we’ve **provided more than 41,000—and counting—ready-to-eat meals** to Club members, their families, and the community at large from seven locations, including the Indiantown Boys & Girls Club located in the historic heart of your beautiful community.

Food Distribution Overview:

Our countywide food distribution program provides free meals to children and families daily. Meal distribution occurs at our four clubs and relies on our buses and staff to deliver prepared meals to identified neighborhoods and partners who demonstrate need based on their distance from our clubs’ locations.

Critically, the food distribution service presents an opportunity for us to communicate important information to residents in partnership with other municipal and community organizations. We have already distributed important documents such as Census enrollment, health guidelines, parent tips and tools guides, 211 Helpline flyers, and educational worksheets.

Additional benefits arise from these daily exchanges: They also allow us to maintain face-to-face contact with our members and area youth so that we can assess their well-being and provide additional support to the youth and their family. A broad body of research links social isolation and loneliness to poor mental and physical health. Our licensed mental health professional and additional case managers have conducted **evaluations of more than 1,000 at-risk youth through spot checks** during meal service.

Furthermore, curbside pick-up and social distancing guidelines are maintained for safety.

Win/ Win Partnerships:

Fortunately, the local business community has embraced this effort, largely due to our commitment to reinvest the funds raised back into these small companies. BGCMC sources all the meals locally by brokering special pricing with restaurants located near our four clubs. These partnerships keep our expenses low and helps restaurant owners/ operators protect their employee’s jobs through this crisis.

Total Meals as of 4/20/20:	31,680*
* Includes Club Meals, School District Meals and Meals Delivered to neighborhoods and partners	

Food Distribution in Indiantown:

Meal distribution for Indiantown takes place between 5:30 and 7:30pm, Monday through Sunday, at the Bill & Barbara Whitman Club, 17375 SW Palm Beach Street. Club staff - dedicated to continuity of care and connection to our members - are there each day to smile, wave, distribute critical information and to give support for the families who come by car, bike and by foot each day.

Since we began meal distribution on March 16, we’ve seen a **25% increase** in meals served in Indiantown as shown in the table below.

<u>Week 1</u>	<u>3/16 - 3/22</u>
Indiantown Club	1410
<u>Week 2</u>	<u>3/23 - 3/29</u>
Indiantown Club	1672
<u>Week 3</u>	<u>3/30-4/5</u>
Indiantown Club	1685
<u>Week 4</u>	<u>4/6-4/12</u>
Indiantown Club	2741

<u>Week 5</u>	<u>4/13-4/19</u>
Indiantown Club	1760

The need grows each day. Approximately, 80 percent of the meals served from the Indiantown Club are to children ages 5 to 18 years old. We have been successful at working with community partners to fulfill the costs of this portion of the program, **leaving a gap for the remaining 20 percent of meals served to families.**

Village of Indiantown Partnership:

Your partnership would help us offer a vital lifeline for the families of Indiantown, providing healthy, meals and a connection to virtual services that may not be as accessible otherwise. **We respectfully ask that the Village of Indiantown consider a contribution of \$10,000 to continue the Indiantown meal-relief program for families.**

The Boys & Girls Clubs of Martin County is committed to reinvesting in the Indiantown business community by locally sourcing the meals purchased with this donation. This creates a special opportunity for the Village of Indiantown to not only help keep families fed, but to show their commitment to sustaining the local economy by helping preserve their constituents’ ability to work.

With your partnership, we plan to offer meals throughout this crisis and until we can collectively open again. Like you, we know that a healthy Indiantown community is a stronger Martin County, and BGC MC is committed to ensuring family units are stronger after COVID-19.

Respectfully submitted,

Dede Brooks
Board Chair

Keith “Fletch” Fletcher
President & CEO

Angela Hoffman
Chief Advancement Officer

Memorandum

TO: Howard Brown, Village of Indiantown Manager
FROM: Code Compliance Officer
DATE: April 23rd, 2020
RE: Code Compliance Weekly Update –
April 20th, 2020 to April 23rd, 2020

Code Compliance Cases

Total code cases – 25
Opened during this reporting period – 2
Opened by complaint received – 1
Opened by inspector observations – 1

Top Five (5) Violations

Excessive Debris/Trash
Window Board-up (Exterior Structure) violation
Building permit violation
Overgrown Grass
Inoperable Vehicle

Enforcing Executive Orders / CDC Guidelines

Information Packets – Commercial Properties - 10
Public hazards reported to the appropriate entity - 5

Illegal Snipe Signs and Right of Way Issues

Code collected 10 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



2020 BUILDING PERMIT SUMMARY REPORT

Prepared by: Permit Technician.

Source: GFA construction

Date: April 30, 2020

MONTH	APPLICATIONS	APPROVED						ACTIVE	COMPLETED	OTHER	TOTAL FEE	TOTAL CONSTRUCTION VALUE
		B	E	M	P	F	T or O					
JAN	24	16	4	2	2	0	0	12	12		\$7,256	\$1,287,087
FEB	23	20	2	0	1	0	0	4	19		\$4,795	\$160,285
MAR	47	41	2	1	0	0	3	40	7		\$17,987	\$772,151
APR	13	7	0	5	0	0	1	10	3		\$3,127	\$127,166
MAY												
JUN												
JULY												
AUG												
SEPT												
OCT												
NOV												
DEC												
TOTAL	107	84	8	8	3	0	4	66	41	0	\$33,165	\$2,346,689

Legend: (B) Building, (E) Electrical, (M) Mechanical, (P) Plumbing, (F) Fire, (T) Tent (O) other



Village of Indiantown

April 29, 2020

Carol Ann Wegener-Vitani
Florida Department of Health – Martin County
3441 SE Willoughby Boulevard
Stuart, Florida 34994

RE: Follow-up from April 28, 2020 COVID-19 Special Council Meeting

Dear Ms. Wegener-Vitani,

Thank you very much for your presentation at our COVID-19 Special Council Meeting held last night (April 28, 2020). Your informative remarks were appreciated by all in attendance.

I have a few follow-up questions regarding action items discussed at the meeting:

- When will you start the education campaign and how can the Village assist you?
- As of yesterday, there were 33 confirmed positive COVID-19 persons. At the meeting, you indicated that this number does not include the presumed positive. Any chance we could get those *presumed positive* numbers?
- When can we coordinate the drop-off of the 5,000 masks that Cleveland Clinic is donating? And will there be other PPE items being donated such as hand-sanitizer, gloves, etc.?
- Though I understand that you are meeting with Cleveland Clinic about testing (125 per day for one week), I am unclear about the item that Nick mentioned. Can you please elaborate? Also, please know that the Village has park space available to assist in this testing effort and we are eager to assist.
- Also, Governor DeSanctis issued a press release on April 24 specifically stating that six (6) million masks will be provided targeting rural communities. I called the Florida Division of Emergency Management and they advised me that the local health department would receive their allocation based on population.

Follow-up COVID-19 Special Council Meeting
Page Two

I look forward to your response to these items. The Village also looks forward to the continued partnership with Florida Department of Health in combating this pandemic, as much as we can look forward at such a devastating time. Please feel free to contact me directly with any questions or issues at (772) 285-8732 or via email, hbrown@indiantownfl.gov

Sincerely,



Howard W. Brown, Jr., ICMA-CM
Village Manager

/attachment- Press Release – Governor Ron Desantis

C: Mayor, Vice Mayor, and Village Councilmembers
Ms. Susan Owens, MMC, Village Clerk
Mr. Wade Vose, Esq., Village Attorney



of Florida (850) 815-4940, ESF14@em.myflorida.com

The State of Florida Issues COVID-19 Updates

TALLAHASSEE, Fla. - The State of Florida is responding to COVID-19. In an effort to keep Florida residents and visitors safe and aware regarding the status of the virus, the Florida Department of Health will issue this update every day, seven days per week.

Governor Ron DeSantis is in constant communication with Florida Division of Emergency Management Director Jared Moskowitz and State Surgeon General Dr. Scott Rivkees as the State of Florida continues to monitor and respond to the threat of COVID-19.

Today, Governor DeSantis held a press conference where he announced that Aerion Supersonic, an aerospace company focused on high-speed flight, has selected Melbourne, Florida as the location for their new global headquarters.

- Aerion will invest over \$300 million into the new campus at the Melbourne Airport where the company will design and build the new AS2 supersonic business jet which is the world's first practical, efficient, and environmentally responsible supersonic business jet that can fly at speeds up to Mach 1.4, or 1,000 mph.
- The new headquarters will also be home to over 650 new high-paying jobs.

In an effort to increase testing, Governor DeSantis has directed Surgeon General Dr. Scott Rivkees on an emergency temporary basis to allow licensed pharmacists in Florida to order and administer COVID-19 tests.

Governor DeSantis also thanked the members of the Re-Open Florida Task Force who held 20 hours of calls this week to discuss how Florida can begin to emerge from the impacts of COVID-19.

Recent actions the state has taken to respond to COVID-19:

- This week, the Division is making another major push of PPE, targeted to long-term care facilities and rural communities. This includes:
 - 6 million masks,
 - 2.9 million gloves
 - 500,000 face shields
 - 200,000 shoe covers
 - 60,000 containers of hand sanitizer.
- With that push, the Division will have distributed:
 - More than 14.5 million masks
 - More than 9 million gloves
 - More than 1.2 million face shields
 - More than 1 million shoe covers
 - 330 thousand gowns
 - More than 200 thousand containers of hand sanitizer
 - 49 thousand goggles
 - 38 thousand coveralls
 - 18 thousand Tyvex suits
- As of April 24, approximately 2,895 Florida National Guardsmen (FLNG) are currently deployed to support Florida's response to COVID-19.
- FLNG's has expanded its support to mobile testing teams and the community-based and walk-up test sites. To date, the FLNG has assisted in the testing of more than 76,880 individuals for the COVID-19 virus.
- FDOT is leading the coordination of DOH and the Florida Highway Patrol to implement Executive Order 20-86. To date,

Florida Health
[@HealthyFla](#)



Florida Dept. Health

[@HealthyFla](#)

It is not always visible if someone has a compromised immune system. You can protect the most vulnerable from #COVID19 by practicing social distancing. Always maintain at least 6 feet between yourself and others.



Learn more at

floridahealthcovid19.gov/prevention/



RECENT ARTICLES

STATEWIDE ARTICLES

[The State of Florida Issues COVID-19 Updates](#)

[Florida Department of Health Updates New COVID-19 Cases, Announces Fourteen Deaths Related to COVID-19](#)

[The State of Florida Issues COVID-19 Updates](#)

[Florida Department of Health Updates New COVID-19 Cases, Announces Nineteen Deaths Related to COVID-19](#)

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

May 4, 2020

Howard W. Brown
Village Manager
16550 SW Warfield Blvd
Indiantown, FL 34956

RE: COVID-19 Response in the Village of Indiantown

Dear Mr. Brown,

It is our pleasure to partner with the Village Council in response to COVID-19 in the Indiantown community.

As we have discussed, the Department of Health in Martin County is collaborating with many community partners in response to this pandemic including, Martin County Emergency Management, Florida Community Health Centers and Cleveland Clinic Martin.

COVID-19 Response Efforts in Martin County

- Our response efforts began in January as we held our first Community Partner meeting to urge agency representatives and local municipalities to begin reviewing their emergency response plans to prepare for the possible impacts expected from the COVID-19.
- Martin County Emergency Management activated a Unified Command Structure in March to collectively plan and respond to COVID-19 in our county. Members of the Unified Command include representatives from local government and municipalities, public health, public safety, education and social service agencies.
- All divisions under the Martin County Unified Command structure have been supporting education and prevention efforts by providing regular updates to their respective agencies.
- DOH-Martin has been actively responding to COVID-19 by providing case investigation and contact tracing for all positive cases. In addition, our Department has provided ongoing support for all long-term care and assisted living facilities to ensure that those vulnerable populations are protected.
- The Florida Department of Health maintains a dedicated website, [FloridaHealthCOVID19](#), with extensive COVID-19 resources and information including an interactive dashboard with case counts by county and more. Our local call center is available Monday-Friday, 8:00 am -5:00 pm, 772-221-4000. The state call center is available 24/7, 1-866-779-6121

Florida Department of Health
Martin County
3441 SE Willoughby Blvd. • Stuart, FL 34994
PHONE: 772/221-4000 • FAX: 772/221-4989
[MartinCountyHealth.com](#)

 **Accredited Health Department**
Public Health Accreditation Board

- Community partners and local media have been receiving daily news releases coordinated through the state's Joint Information Center. The news releases outline prevention actions taken throughout the state as well as local actions and resources. Messages are also disseminated via our Twitter account: @GoHealthyMartin and *Next Door*.

COVID-19 Prevention Education & Outreach in Indiantown

- **Health Ambassadors:** DOH-Martin maintains strong outreach efforts in Indiantown through the work of our Nurse Program Specialist who has provided targeted health education in the community since October 2015. The work includes the training of multi-lingual Health Ambassadors who deliver public health information throughout their respective communities.
- **The Germ Lady:** This month, our Nurse Program Specialist produced a short video in both English and Spanish to educate children and families about healthy habits and germ prevention. The video is available on YouTube. [English](#), [Spanish](#)
- **Martin County School District:** Most recently, through collaboration with the Martin County School District, the Indiantown community received COVID-19 prevention flyers via the Warfield Elementary meals program, reverse calls with prevention messaging and prevention information delivered via electronic billboards.
- **Prevention Campaign:** A prevention messaging campaign including posters and ads on top of gas pumps was launched in mid-April in 56 locations across the county including Indiantown. A large billboard with prevention flyers was installed at the end of April in the area behind the Rines grocery store.
- **Cloth Face Coverings:** DOH-Martin is coordinating the distribution of approximately 4,500 cloth face coverings donated by Cleveland Clinic Martin.

On Saturday, May 2, DOH-Martin and community partners distributed more 3200 masks to the St. Lucie Village, New Hope 1, New Hope 2, Lee Estates, Sandy Oakes, Habitat for Humanity and Indianwood. Additional distributions are planned for the areas of Booker Park, Uptown/Norhtown and other community locations.

Also, on Saturday, we had the opportunity to meet with Juan Carlos who shared with us his concern for the field and farm workers. We discussed the importance of businesses protecting their workers, and we are requesting that the Village Council contact local business owners and stress the importance of following the COVID-19 prevention measures, including the wearing cloth face coverings.

- Regarding Governor DeSanctis press release on April 24th, Martin County has not received their allocation of masks to date.
- With the current mission request approval from Congressman Mast and the Governor your request for hand sanitizer, gloves and PPE will be submitted with the resources needed for the expanded testing that will occur this week.
- **Neighborhood Audio Announcements:** Beginning the week of May 4, DOH-Martin, in partnership with the Martin County Sheriff's office will begin visiting neighborhoods to deliver multi-language prevention messaging and testing information via a mobile audio system.

- **Martin County Community Recovery Task Force:** Lead by Martin County Emergency Management, DOH-Martin works in collaboration with many community partners provide prevention education and basic needs for families in isolation.
- **Presumed Positive Numbers:** These numbers come from contact tracing, there are on average 4-6 contacts per positive case.
- **Expanded Testing in Indiantown:** Upon the request of the Village Council, DOH-Martin began coordination meetings in the last week of April with Florida Community Health Centers, Cleveland Clinic Martin and Martin County Emergency Management to determine the possibility of providing expanded testing for Indiantown residents. The group is working on the plan with an expected launch date to be announced.

In conclusion, responding to this pandemic requires a coordinated and collaborative approach from all community entities. To better serve the residents of Indiantown, I strongly encourage the Village Council to become engaged with the Martin County Department of Emergency Management so it may enhance its response efforts and requests for resources. Together we are Martin stronger.

We look forward to your continued partnership as we work together to promote, protect and improve health throughout our community.

Sincerely,



Carol Ann Vitani
Health Officer, Florida Department of Health, Martin County