



## THE CITY OF KEY WEST

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MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Bob Vitas, City Manager

**CC:** David Fraga, Fire Chief  
Mark Finigan, Assistant City Manager - Administration  
E. David Fernandez, Asst. City Manager - Operations

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** October 18, 2013

**RE:** **Approval and authorization to execute the Workforce Services Contract with the South Florida Workforce Investment Board in the amount of \$37,500.00 for the 2013-2014 Fire Academy Training Program. Authorize necessary budget amendments and transfers to accept the funding.**

#### **ACTION STATEMENT:**

This resolution will approve the Workforce Services Contract with the South Florida Workforce Investment Board in the amount of \$37,500.00 for the 2013-2014 Fire Academy Training Program. The contract will end on June 30, 2014. Necessary budget amendment and transfers to accept the funding will be authorized.

#### **BACKGROUND:**

The Key West Fire Department, in coordination with the Key West High School, has developed a Fire Academy to provide instruction to high school students with the goal of facilitating the students to become Fire Fighter One Level in the Florida State Fire College system. The target number is a minimum of ten (10) students. The students would continue after graduation from high school to acquire Firefighter Two Level and Florida State Certification at the Monroe County Fire Academy, and Emergency Medical Technician Basic to be eligible for employment (entry level) with several Fire Departments in Monroe County, including the Key West Fire Department.

The KWFD/KWHS Fire Academy will be in session this school year (2013-2014). A grant was requested and awarded by the South Florida Workforce in the amount of \$37,500.00. Eligible expenses include instructor wages and participant expenses such as student equipment, physical examinations/drug screening,

*Key to the Caribbean – Average yearly temperature 77° F.*

classroom training, orientation, agility tests, CPR and EMT training, and uniforms (shirts, pants, badges, shoes, etc.).

The Key West Fire Academy Training Program will align with Key West High School, Monroe County Fire Academy, and the South Florida Workforce Investment Board to provide an enhanced training and work environment that incorporates these elements (at a minimum): creating a work program that is a combination of education, training and hands-on experiences; mentorship; job shadowing; equal access to career development and promotional opportunities within the Fire Department; developing and coordinating appropriate training and information programs to ensure the Fire Department is empowered to meet program goals; developing recruitment and employment retention strategies; and providing an environment in which young adults will gain valuable work skills, build a resume, increase their self-esteem, gain valuable work readiness skills and tangible workplace experience.

#### **PURPOSE AND JUSTIFICATION:**

City Staff is requesting approval and authorization to execute a Workforce Services Contract with the South Florida Workforce Investment Board in the amount of \$37,500.00 for the 2013-2014 Fire Academy Training Program. The Fire Academy is a great way to provide Key West High School students interested in public service an avenue to forming career development that is anticipated to develop employees who will spend their entire career with the Key West Fire Department as valuable hard working men and women. A recent example of this program's success is Andre Guibe, a student from the 2011 class, who was hired upon completion of the training program.

#### **OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can approve and authorize the execution of the Workforce Services Contract with the South Florida Workforce Investment Board in the amount of \$37,500.00 for the 2013-2014 Fire Academy Training Program. This will allow the City to receive \$37,500.00 (no local match required) to cover the cost of the training program.
2. The City Commission can reject the Workforce Services Contract with the South Florida Workforce Investment Board. With this option, the City would forgo funding in the amount of \$37,500.00 (no local match required) for the Fire Academy Training Program and would be required to cover 100% of the training program already in progress.

#### **FINANCIAL IMPACT:**

With the approval of the Workforce Services Contract, the City would receive \$37,500.00 for the Fire Academy Training Program. Funds would be deposited into the General Fund Federal Grants/Public Safety account 001-0000-331-20-00.

Project costs associated with this grant are budgeted as follows:

001-2201-522-52-00 / FD 1404	\$ 14,140.00	(Equipment)
001-2201-522-98-01 / FD 1405	<u>\$ 23,360.00</u>	(Instructor)
<b>Total</b>	<b>\$ 37,500.00</b>	

#### **RECOMMENDATION:**

Staff recommends that the City Commission select option 1, approving the Workforce Services Contract with the South Florida Workforce Investment Board to receive \$37,500.00 (no local match) for the 2013-2014 Fire Academy Training Program.