Emergency Medical Services
911 Easterwood Drive
Tallahassee, Florida 32311
(850) 606-2100

Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Commissioners

JIMBO JACKSON
District 2
Chairman

BRYAN DESLOGE
District 4
Vice Chairman

BILL PROCTOR
District 1

RICK MINOR
District 3

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

July 1, 2019

Emergency Medical Services Advisory Council of Leon County
911 Easterwood Dr.
Tallahassee, Florida 32311

Re: Application for the renewal of a Certificate of Public Convenience and Necessity to provide basic and advanced life support ground and non-transport services

Dear Members,

In compliance with Section 8-64 of Article III – Emergency Medical Transportation Services, Leon County Code of Laws, we are pleased to submit this application for the renewal of a Certificate of Public Convenience and Necessity to provide basic and advanced life support ground and non-transport services.

As you are aware, Leon County has been providing basic and advanced life support ground and non-transport services since December 31, 2003. Since then the division has responded to over 500,000 requests for service and has become a recognized national leader in EMS. The division the eighth government operated EMS system in the United States to be accredited by the Commission on Accreditation of Ambulance Services.

We look forward to continuing this tradition of excellence as an important partner in the delivery of pre-hospital medical services tour community. Should you have any questions regarding this application, please contact me at (850) 606-2100. Thank you for your consideration.

Sincerely,

Chad Abrams, Chief
Emergency Medical Services

Attachments: 1. Application for the renewal of a Certificate of Public Convenience and Necessity

Leon County
Board of County Commissioners

County Commissioners

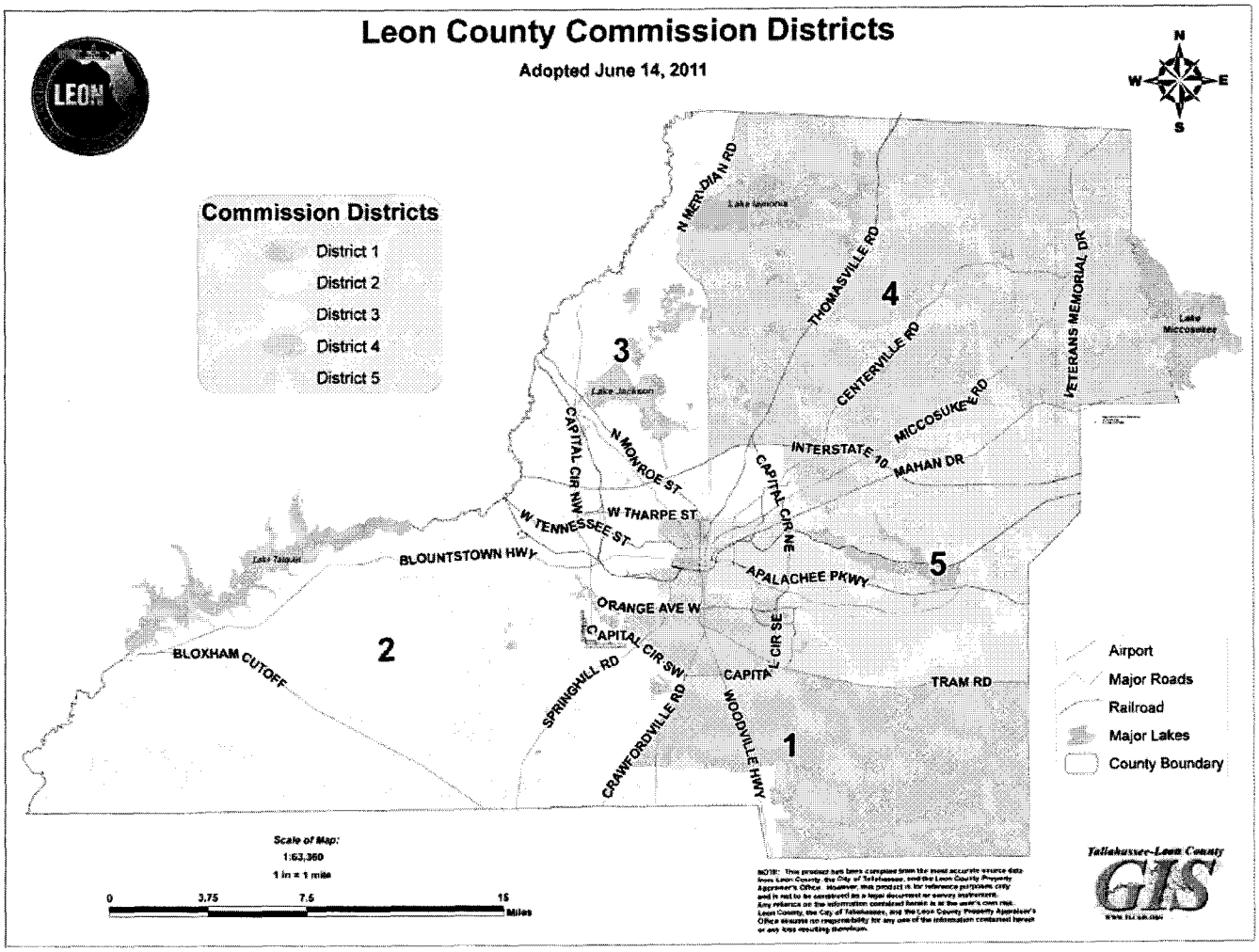
District 1	Bill Proctor
District 2	Jimbo Jackson, Chairman
District 3	Rick Minor
District 4	Bryan Desloge, Vice Chairman
District 5	Kristin Dozier
At-Large	Mary Ann Lindley
At-Large	Nick Maddox

Management Team

County Administrator	Vincent S. Long
County Attorney	Herbert W.A. Thiele
Deputy County Administrator	Alan Rosenzweig
Assistant County Administrator	Wanda Hunter
EMS Division Director	Chief Chad Abrams

Contact Information

County Commission	Leon County Courthouse 301 South Monroe Street Tallahassee, FL 32301	Phone: 850.606.5302 Fax: 850.606.5303
County Administration	Leon County Courthouse 301 South Monroe Street Tallahassee, FL 32301	Phone: 850.606.5300 Fax: 850.606.5301
County Attorney	Leon County Courthouse 301 south Monroe Street Tallahassee, FL 32301	Phone: 850.606.2500 Fax: 850.606.2501
Division of Emergency Medical Services	911 Easterwood Drive Tallahassee, FL 32311	Phone: 850.606.2100 Fax: 850.606.2101


Leon County Commission Districts
Adopted June 14, 2011
Commission Districts
District 1
District 2
District 3
District 4
District 5
N
S
E
W
1
2
3
4
5
N MERIDIAN RD
THOMASVILLE RD
CENTERVILLE RD
VETERANS MEMORIAL DR
MICCOSUKEE RD
INTERSTATE 10
MAHAN DR
CAPITAL CIR NW
N MONROE ST
W THARPE ST
W TENNESSEE ST
CAPITAL CIR NE
BLOUNTSTOWN HWY
APALACHEE PKWY
ORANGE AVE W
CAPITAL CIR SW
CAPITAL CIR SE
BLOXHAM CUTOFF
SPRINGHILL RD
CRAWFORDVILLE RD
WOODVILLE HWY
TRAM RD
Airport
Major Roads
Railroad
Major Lakes
County Boundary
Scale of Map:
1:63,360
1 in = 1 mile
0
3.75
7.5
15
Miles
Tallahassee-Leon County
GIS

Leon County Government Organization Chart

People Focused. Performance Driven.

VOTER ELECTED

- Judicial
- Clerk of the Court Circuit and Comptroller
- Property Appraiser
- Supervisor of Elections
- Tax Collector
- Sheriff

Citizens of Leon County



Board of County Commissioners



Herbert W. A. Thiele

County Attorney



Vincent S. Long

County Administrator



Wanda Hunter

Assistant County Administrator
Citizen Services



Mathieu Cavell

Assistant to the County Administrator
Community Relations and Resilience



Alan Rosenzweig

Deputy County Administrator



Andrew Johnson

Assistant to the County Administrator
Legislative and Strategic Initiatives



Candice Wilson
Director

Human Resources



Ken Morris

Assistant County Administrator
Community Development



Debra Sears
Director

Library Services

- Branch Libraries
- Ask a Librarian and Reference
- Community Programming
- Learning Resources
- Technology and Media



Teresa Broxton
Director

Office of Intervention and Detention Alternatives

- Probation
- Supervised Pretrial Release
- Drug and Alcohol Testing
- PSCC
- Liaison - Judiciary, State Attorney, Public Defender, Law Enforcement



Shington Lamy
Director

Office of Human Services and Community Partnerships

- Housing Services
- Human Services
- Primary Healthcare
- Veteran Services
- CHSP
- VolunteerLEON



Chad Abrams
Chief

Office of Public Safety

- Emergency Medical Services
- Consolidated Dispatch Agency
- Animal Control



Britney Smith
Manager

Community and Media Relations

- Public Information
- Citizen Engagement
- Social Media Outreach
- Special Event Coordination and Planning



Kevin Peters
Director

Emergency Management

- Disaster Preparedness and Response
- 9-1-1 Operations
- Disaster Plan Review
- Emergency Exercises and Trainings



Pat Curtis
Director

Office of Information and Technology

- Management Information Services
- Geographical Information Systems



Scott Ross
Director

Office of Financial Stewardship

- OMB
- Risk Management
- Purchasing
- Real Estate Management



Maggie Theriot
Director

Office of Resource Stewardship

- Sustainability
  - Recycling
- Parks and Recreation
  - Community Centers
- Facilities Management
- Solid Waste
- Cooperative Extension



David McDevitt
Director

Department of Development Support and Environmental Mgmt.

- Environmental Services
  - Petroleum Storage Tanks
- Development Services
- Building Plans Review and Inspection
- Permit/Code Services



Ben Pingree
Director

Department of P.L.A.C.E.
(Planning, Land Management and Community Enhancement)

- Planning
- Blueprint
- Office of Economic Vitality
- M\WSBE



Brent Pell
Director

Department of Public Works

- Operations
  - Mosquito Control
- Engineering Services
  - Construction Management
- Fleet Management



Kerri Post
Director

Division of Tourism

- Destination Marketing
- Sports Tourism
- Signature Event Grants
- Amphitheater Concert Series
- Culture and Arts

SECTION 1. HOME RULE CHARTER

The proposed Home Rule Charter of Leon County, Florida, shall read as follows:

PREAMBLE

We, the citizens of Leon County, Florida, united in the belief that governmental decisions affecting local interests should be made locally, rather than by the State, and that County government should be reflective of the people of the County and should serve them in achieving a more responsive and efficient form of government and in order to empower the people of this County to make changes in their own government, do ordain and establish this Home Rule Charter for Leon County, Florida.

ARTICLE I. CREATION, POWERS AND ORDINANCES OF HOME RULE CHARTER GOVERNMENT

Sec. 1.1. Creation and general powers of Home Rule Charter government.

The County shall have all powers of self- government not inconsistent with general law, with special law approved by vote of the electors, or with this Charter. The County shall have all county and municipal powers of self-government granted now or in the future by the Constitution and laws of the State of Florida.

Sec. 1.2. Body corporate, name and boundaries.

Leon County shall be a body corporate and politic. The corporate name shall be Leon County, Florida. The County seat and boundaries shall be those designated by law on the effective date of this Home Rule Charter.

Sec. 1.3. Construction.

The powers granted by this Home Rule Charter shall be construed broadly in favor of the charter government. The specified powers in this Charter shall not be construed as limiting, in any way, the general or specific power of the government as stated in this article. It is the intent of this article to grant to the charter government full power and authority to exercise all governmental powers necessary for the effective operation and conduct of the affairs of the charter government.

Sec. 1.4. County purposes.

The County, operating under this Charter, shall have all special powers and duties which are not inconsistent with this Charter, heretofore granted by law to the Board of County Commissioners, and shall have such additional county and municipal powers as may be required to fulfill the intent of this Charter.

Sec. 1.5. Municipal purposes.

The County shall have all necessary municipal powers to accomplish municipal purposes within the County.

In the event the board of county commissioners levies the municipal public services tax on utilities, any additional recurring or non-recurring fee or charge imposed on a utility relating to the use or occupation of the public rights-of-way shall not exceed what is reasonably necessary to properly monitor and enforce compliance with the county's rules and regulations concerning placement and maintenance of utility facilities in the public rights-of-way.

Sec. 1.6. Relation to municipal ordinances.

(1) Except as otherwise provided by law or this Charter, municipal ordinances shall prevail over County ordinances to the extent of any conflict within the boundaries of the municipality. To the extent that a county ordinance and a municipal ordinance shall cover the same subject without conflict, then both the municipal ordinance and the county ordinance shall be effective, each being deemed supplemental to the other.

(2) *Minimum Environmental Regulations.* County ordinances shall establish minimum standards, procedures, requirements and regulations for the protection of the environment and shall be effective within the unincorporated and incorporated areas of the County. Such standards, procedures, requirements and regulations shall include, but shall not be limited to, tree protection, landscaping, aquifer protection, stormwater, pro-

tection of conservation and preservation features, and such other environmental standards as the Board of County Commissioners determines to be necessary for the protection of the public health, safety, and welfare of the citizens throughout Leon County. Standards shall be designed to place emphasis on supporting healthy natural systems occurring in the environment. However, nothing contained herein shall prohibit a municipality from adopting ordinances, standards, procedures, requirements or regulations establishing a more stringent level of environmental protection within the incorporated area of the County. (Ord. No. 2010-22, § 1, 8-17-10)

Sec. 1.7. Transfer of power.

Whenever a municipality, special district or agency shall request by a majority vote of the governing body the performance or transfer of a function to the County, the County is so authorized by a majority vote of the Board of County Commissioners to have the power and authority to assume and perform such functions and obligations. This section does not authorize a transfer in violation of Article VIII, § 4 of the Constitution of Florida.

Sec. 1.8. Division of powers.

This Charter establishes the separation between legislative and administrative functions of this government. The establishment and adoption of policy shall be the responsibility of the Board of County Commissioners and the execution of that policy shall be the responsibility of the County Administrator.

Sec. 1.9. Relation to state law.

Special laws of the state legislature relating to or affecting Leon County and general laws of local application which apply only to Leon County, except those laws relating exclusively to a municipality, the school board, or a special district, shall be subject to approval by local referendum to the extent that they are not in conflict with this Charter. All special laws so approved shall become ordinances, and may be subject to amendment or repeal by the Board of County Commissioners.

ARTICLE II. ORGANIZATION OF COUNTY GOVERNMENT

Sec. 2.1. Elected Commission and appointed County Administrator form of government.

Leon County shall operate under an elected County Commission and an appointed County Administrator form of government with separation of legislative and executive functions in accordance with the provisions of this Home Rule Charter. The legislative responsibilities and powers of the County shall be assigned to, and vested in, the Board of County Commissioners. The executive responsibilities and power of the County shall be assigned to, and vested in, the County Administrator, who shall carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board, the Charter and all applicable general law to assure that they be faithfully executed.

Sec. 2.2. Legislative branch.

(1) *The County Commission.* The governing body of the County shall be a Board of County Commissioners composed of seven (7) members serving staggered terms of four (4) years. There shall be one (1) Commissioner elected for each of the five (5) County Commission districts, established pursuant to general law or by ordinance, and they shall be elected by the electors of that district. There shall be two (2) At-large Commissioners elected on a countywide basis by the electors of the County. Elections for all seven (7) members of the County Commission shall be non-partisan. Each candidate for the office of district County Commissioner shall reside within the district from which such candidate seeks election at the time of qualifying to run for that office, and during the term of office each Commissioner shall reside in the district from which such Commissioner ran for office, provided that any Commissioner whose residence is removed from a district by redistricting may continue to serve during the balance of the term of office.

(2) *Redistricting.* Redistricting of County Commission district boundaries shall be in accordance with general law, changed only after notice and a public hearing as provided by general law.

(3) *Salaries and Other Compensation.* Salaries and other compensation of the County Commissioners shall be established by ordinance, and salary shall not be lowered during an officer's term in office.

(4) *Authority.* The Board of County Commissioners shall exercise all legislative authority provided by this Home Rule Charter in addition to all other powers and duties authorized by general law or special law approved by a vote of the electorate.

(5) *Vacancies.* A vacancy in the office of County Commissioner shall be defined and filled as provided by general law.

(6) *Administrative Code.* The County Commission shall adopt an administrative code in accordance with general law.

(7) *Limitation on Campaign Contributions.* No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of $250 per election.
(Ord. No. 2010-21, § 1, 8-17-10)

Sec. 2.3. Executive branch.

(1) *The County Administrator.*

(A) The County Administrator shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. The County Administrator shall serve at the pleasure of the Board of County Commissioners until such time as the County Administrator shall be removed by a vote for removal of a majority plus one (1) of the entire membership of the Board of County Commissioners voting during the first regularly scheduled meeting occurring after a meeting of the Board at which a motion expressing the intent of the Board to remove the County Administrator was adopted by majority vote of those present and voting. The County Administrator shall be the chief executive officer of the County and all executive responsibilities and powers shall be assigned to, and vested in, the County Administrator. The County Administrator shall exercise all executive authority provided by this Home Rule Charter and all other powers and duties authorized by general or special law.

(B) The County Administrator shall be chosen on the basis of his/her professional qualifications, administrative and executive experience, and ability to serve as the chief administrator of the County. The County Administrator shall reside within the County during his/her tenure as County Administrator.

(C) The compensation of the County Administrator shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the Board of County Commissioners at least annually.

(D) A vacancy in the office shall be filled in the same manner as the original appointment. The County Administrator may appoint an Acting County Administrator in the case of his/her temporary vacancy.

(2) *Senior Management.*

The County's senior management employees, with the exception of the County Attorney's Staff, shall serve at the pleasure of the County Administrator, who may suspend or discharge senior management personnel with or without cause.

(3) *Non-interference by Board of County Commissioners.* Except for the purpose of inquiry and information, members of the Board of County Commissioners are expressly prohibited from interfering with the performance of the duties of any employee of the county government who is under the direct or indirect supervision of the County Administrator or County Attorney by giving said employees instructions or directives. Such action shall constitute malfeasance within the

meaning of Article IV, Section 7(a) of the Florida Constitution. However, nothing contained herein shall prevent a County Commissioner from discussing any county policy or program with a citizen or referring a citizen complaint or request for information to the County Administrator or County Attorney.
(Ord. No. 2010-23, § 1, 8-17-10; Ord. No. 2010-24, § 1, 8-17-10; Ord. No. 2010-25, § 1, 8-17-10)

Sec. 2.4. County attorney.

(1) There shall be a County Attorney selected by the Board of County Commissioners who shall serve at the pleasure of, and report directly to, the Board of County Commissioners, and shall reside within the County during his/her tenure as County Attorney.

(A) The County Attorney shall provide legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners.

(B) The compensation of the County Attorney shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position with performance appraisals conducted by the Board of County Commissioners at least annually.

ARTICLE III. ELECTED COUNTY CONSTITUTIONAL OFFICERS

Sec. 3.1. Preservation of constitutional offices.

The offices of the Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections shall remain as independently elected constitutional offices, and the status, powers, duties and functions of such offices, shall not be altered by this Home Rule Charter, or any revisions or amendments hereto, except as provided in Section 5.2 below. The constitutional officers shall perform their executive and administrative functions as provided by law.

Sec. 3.2. Non-partisan elections.

(1) *Non-Partisan Offices.* The Supervisor of Elections shall be non-partisan.

(A) *Non-Partisan Election Procedures.* If three or more candidates, none of whom is a write-in candidate, qualify for such office, the names of those candidates shall be placed on a non-partisan ballot at the first primary election. If no candidate for such office receives a majority of the votes cast for such office in the first primary election, the names of the two candidates receiving the highest number of votes for such office shall be placed on the general election ballot.

(B) *Qualification by Petition.* A candidate for non-partisan office may qualify for election to such office by means of the petitioning process provided in general law.

Sec. 3.3. Clerk auditor.

(1) The Leon County Clerk of the Court shall serve as the Auditor to the Commission as specified by law. The Clerk shall employ a Certified Internal Auditor, Certified Public Accountant, or such other person qualified by education or experience in governmental accounting, internal auditing practices and fiscal controls, which shall include at least five (5) years experience in professional accounting, auditing, governmental fiscal administration or related experience, unless the Clerk holds such qualifications. The Board of County Commissioners shall fund the audit function of the Clerk.

(2) Audit Committee. There shall be a five member Audit Committee of which two members shall be appointed by the County Commission and three by the Clerk. The Audit Committee shall adopt an annual plan of work for the Auditor and shall oversee the work of the Auditor. The Audit Committee members shall be residents of Leon County, none of whom may be an employee or officer of County government, and who have experience as a public accountant, internal auditor, or as a financial manager for a public, private or not for profit institution. The purpose of the Committee is to promote, maintain, and enhance the independence and objectivity of the internal

audit function by ensuring broad audit coverage, adequate consideration of audit reports, and appropriate action on recommendations. Clerk shall provide for the organization and duties of the audit committee, including membership terms, voting procedures, officers, sub-committees, meeting schedules and staff support.

Sec. 3.4. Limitation on campaign contributions.

No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of $250 per election. (Ord. No. 2010-21, § 2, 8-17-10)

ARTICLE IV. POWERS RESERVED TO THE PEOPLE: INITIATIVE AND RECALL

Sec. 4.1. Citizen initiative.

(1) *Right to Initiate.* The electors of Leon County shall have the right to initiate County ordinances in order to establish new ordinances and to amend or repeal existing ordinances, not in conflict with the Florida Constitution, general law or this Charter, upon petition signed by at least ten percent (10%) of the total number of electors qualified to vote in the County reflecting ten percent (10%) of the total number of electors qualified to vote within each of the five (5) commission districts. The total number of electors qualified shall mean the total number of electors qualified to vote in the last preceding general election.

(2) *Procedure for Petition.* The sponsor of an initiative shall, prior to obtaining any signatures, submit the text of a proposed ordinance to the Supervisor of Elections, with the proposed ballot summary and the form on which signatures will be affixed and obtain a dated receipt therefor. Any such ordinances shall embrace but one (1) subject and matter directly connected therewith. The sponsor shall cause a notice of such submission to be published within fourteen (14) days thereof in a newspaper of general circulation in the County. The allowable period for obtaining signatures on the petition shall be completed not later than one (1) year after initial receipt of the petition by the Supervisor of Elections. The sponsor shall comply with all requirements of general law for political committees, and shall file quarterly reports with the Supervisor of Elections stating, to the best of the sponsor's information and belief, the number of signatures procured. The time and form of such reports may be prescribed by ordinance. When a sufficient number of signatures is obtained, the sponsor shall thereupon submit signed and dated forms to the Supervisor of Elections, and upon submission, shall pay all fees required by general law. The Supervisor of Elections shall, within sixty (60) days after submission of signatures, verify the signatures thereon, or specify a reason for the invalidity of each rejected signature, if the petition is rejected for insufficiency of the number of valid signatures. If the petition is rejected for insufficiency of the number of signatures, the sponsor shall have an additional thirty (30) days within which to submit additional signatures for verification. The Supervisor of Elections shall, within thirty (30) days of submission of additional signatures, verify the additional signatures. In the event sufficient signatures are still not acquired, the Supervisor of Elections shall declare the petition null and void and none of the signatures may be carried over onto another identical or similar petition.

(3) *Consideration by Board of County Commissioners.* Within sixty (60) days after the requisite number of signatures has been verified by the Supervisor of Elections and reported to the Board of County Commissioners, the Board of County Commissioners shall give notice and hold public hearing(s) as required by general law on the proposed ordinance and vote on it. If the Board fails to enact the proposed ordinance it shall, by resolution, call a referendum on the question of the adoption of the proposed ordinance to be held at the next general election occurring at least forty-five (45) days after the adoption of such resolution. If the question of the adoption of the proposed ordinance is approved by a majority of those registered electors voting on the question, the proposed ordinance shall be declared, by resolution of the Board of County Commissioners, to be enacted and shall become effective on the date specified in the ordinance, or if not so specified, on January 1 of the succeeding year. The Board of

County Commissioners shall not amend or repeal an ordinance adopted by initiative prior to the next succeeding general election, without the approval of a majority of the electors voting at a referendum called for that purpose.

(4) *Limitation on Ordinances by Initiative.* The power to enact, amend or repeal an ordinance by initiative shall not include ordinances or provisions related to County budget, debt obligations, capital improvement programs, salaries of County officers and employees, the assessment or collection of taxes, or the zoning of land.

Sec. 4.2. Recall.

All members of the Board of County Commissioners shall be subject to recall as provided by general law.

ARTICLE V. HOME RULE CHARTER TRANSITION, AMENDMENTS, REVIEW, SEVERANCE, EFFECTIVE DATE

Sec. 5.1. Home Rule Charter Transition.

(1) *General Provisions.* Unless expressly provided otherwise in this Home Rule Charter, the adoption of this Charter shall not affect any existing contracts or obligations of Leon County; the validity of any of its laws, ordinances, regulations, and resolutions; or the term of office of any elected County officer, whose term shall continue as if this charter had not been adopted.

(2) *Initial County Commissioners.* The persons comprising the Leon County Board of County Commissioners on the effective date of this Charter shall become the initial members of the Board of County Commissioners of the Charter government and shall perform the functions thereof until the normal expiration of their terms or until the election and qualification of their successors as provided by law.

(3) *Outstanding Bonds.* All outstanding bonds, revenue certificates, and other financial obligations of the County outstanding on the effective date of this Charter shall be obligations of the Charter government. All actions taken by the former government relating to the issuance of such obligations are hereby ratified and confirmed. Payment of such obligations and the interest thereon shall be made solely from, and charged solely against, funds derived from the same sources from which such payment would have been made had this Charter not taken effect.

(4) *Employees Continuation.* All employees of the former County government shall, on the effective date of this Charter, become employees of the County government created by this Charter. All existing wages, benefits, and agreements, and conditions of employment shall continue, until modified by lawful action of the County Commission.

Sec. 5.2. Home rule charter amendments.

(1) *Amendments Proposed by Petition.*

(A) The electors of Leon County shall have the right to amend this Home Rule Charter in accordance with Sec. 4.1 of this Charter.

(B) Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith. Each Charter amendment proposed by petition shall be placed on the ballot by resolution of the Board of County Commissioners for the general election occurring in excess of ninety (90) days from the certification by the Supervisor of Elections that the requisite number of signatures has been verified. If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

(2) *Amendments and Revisions by Citizen Charter Review Committee.*

(A) A Citizen Charter Review Committee shall be appointed by the Board of County Commissioners at least twelve (12) months before the general election occurring every eight (8) years thereafter, to be composed and organized in a manner to be determined by the Board of County Commissioners, to review the Home Rule Charter and propose any amendments or revi-

sions which may be advisable for placement on the general election ballot. Public hearings shall be conducted as provided by F.S. § 125.63.

(B) No later than ninety (90) days prior to the general election, the Citizen Charter Review Committee shall deliver to the Board of County Commissioners the proposed amendments or revisions, if any, to the Home Rule Charter, and the Board of County Commissioners shall consider such amendments or revisions to be placed on the general election ballot, in accordance with F.S. § 125.64.

(C) If the Citizen Charter Review Committee does not submit any proposed Charter amendments or revisions to the Board of County Commissioners at least ninety (90) days prior to the general election, the Citizen Charter Review Committee shall be automatically dissolved.

(3) *Amendments Proposed by the Board of County Commissioners.*

(A) Amendments to this Home Rule Charter may be proposed by ordinance adopted by the Board of County Commissioners by an affirmative vote of a majority plus one (1) of the membership of the Board. Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith. Each proposed amendment shall only become effective upon approval by a majority of the electors of Leon County voting in a referendum at the next general election. The Board of County Commissioners shall give public notice of such referendum election at least ninety (90) days prior to the general election referendum date.

(B) If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

Sec. 5.3. Severance.

If any provision of this Charter or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Charter which can be given effect without the invalid provision or application, and to this end the provisions of the Charter are declared severable.

Sec. 5.4. Home rule charter effective date.

This Charter shall become effective November 12, 2002.

Description of Services to be Provided

Leon County Division of Emergency Medical Services provides basic and advanced life support ground transport services throughout Leon County. This includes emergency requests for service; non-emergency, medically necessary requests for service, critical care services; medical standby services at events; and tactical medic services.

Emergency Services

The division responds to 9-1-1 requests for medical treatment and transportation to citizens throughout Leon County and provides basic and advanced life support ground transport services.

Non-Emergency Services

The division provides non-emergency basic and advanced life support ground transport services for patients with a medical condition that meets medical necessity requirements. These patients generally require transportation between medical facilities for further medical care.

Critical Care Services

The division provides critical care services for acutely ill and injured patients that require specialized medical treatment during transport. Critical care services are generally provided from a medical facility located in Leon County to a tertiary care facility in another community for patients that require medical services not available in Tallahassee. Paramedics providing these services are certified as Critical Care Paramedics through a national accrediting board.

Medical Standby Services

The division provides basic and advanced life support services at events throughout the county. Paramedics and Emergency Medical Technicians provide on-site first aid services and basic and advanced life support care and when appropriate, transportation to a medical facility. Event sponsors are required to pay a fee for these services.

Tactical Medic Services

The division provides basic and advanced life support services to the Leon County Sheriff's Office Special Weapons and Tactics team (SWAT). During a crisis situation, Tactical Medics will accompany SWAT team members in the "hot zone" to provide basic and advanced life support to patients prior to a crisis scene being cleared. Paramedics providing these services are certified as Tactical Combat Casualty Care paramedics through a national accrediting board.

The division proposes to continue to provide basic and advanced life support transport services on a county-wide basis for emergency, non-emergency, critical care, medical standby services, and tactical situation services. In addition, the division will provide advanced life support non-transport services in situations where that service delivery is required.

Leon County

Division of Emergency Medical Services

Service Locations

Base Station Location	Headquarters	911 Easterwood Dr Tallahassee, FL 32311
Sub-Station Location	Fire Station 12	4701 Chaires Cross Road Tallahassee, FL 32311
Sub-Station Location	Fire Station 13	1555 Oak Ridge Road Tallahassee, FL 32305
Sub-Station Location	Fire Station 14	16614 Blountstown Highway Tallahassee, FL 32310
Post Location	Post 1	2626 Capital Medical Boulevard Tallahassee, FL 32308
Post Location	Post 2	2825 Municipal Way Tallahassee, FL 32304
Post Location	Post 3	South Monroe & Orange Avenue Tallahassee, FL
Post Location	Post 4	1300 Miccosukee Road Tallahassee, FL 32308
Post Location	Post 5	North Monroe Street & I-10 Tallahassee, FL
Post Location	Post 6	Apalachee Parkway & North Blair Stone Road Tallahassee, FL
Post Location	Post 7	Copeland & West Tennessee Tallahassee, FL
Post Location	Post 8	Thomasville Road & Timberlane Road Tallahassee, FL
Post Location	Post 9	Thomasville Road & Kerry Forest Parkway Tallahassee, FL
Post Location	Post 10	N Blair Stone Road & Capital Circle SE Tallahassee, FL
Post Location	Post 11	North Monroe Street & Fred George Tallahassee, FL
Post Location	Post 15	Tallahassee Regional Airport Tallahassee, FL
Post Location	Post 16	West Tennessee & Capital Circle SW Tallahassee, FL
Post Location	Post 17	1583 Pedrick Rd. Tallahassee, FL

The Division of Emergency Medical Services utilizes a combination of dynamic and static deployment to provide services throughout the County. A majority of the ambulances on duty are deployed in a dynamic model where they are assigned to a post location instead of a physical station location. Dynamic deployment allows for the continual evaluation of call demand and adjustment of ambulance deployment. Ambulances are located at three station locations in rural areas of the County. Geo-spacial analysis is conducted on a regular basis to ensure proper post locations positioning. This combination system allows for maximization of efficiency while optimizing effectiveness of providing county-wide services.

Leon County

Board of County Commissioners

Division of Emergency Medical Services

I, Chad Abrams, the undersigned authority of the Leon County Division of Emergency Medical Services, do hereby affirm that all Emergency Medical Technician's (EMT's) and Paramedic's hold a current Florida Department of Health state license and have current certifications in Basic Life Support (BLS) and/or Advanced Cardiopulmonary Life Support (ACLS). All Florida Department of Health state licenses can be verified at the following web address: https://appsmqa.doh.state.fl.us/MQASearchServices/Home

Chad Abrams 06/25/19

Chad Abrams Date

STATE OF FLORIDA
COUNTY OF LEON

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Chad Abrams, who after first being sworn by me, affixed his signature in the space provided above on the 25th day of June, 2019

My commission expires:

Signature of Notary Public of Florida

CARA ALDRIDGE
MY COMMISSION # FF 940235
EXPIRES: March 31, 2020
Bonded Thru Notary Public Underwriters

Print, Type, or Stamp Name of Notary Public

Personally Known X
OR
Produced Identified ____
Type of Identification Produced _____

Last, First	State License
Abels, David	PMD530778
Abrams, Chad	PMD504989
Adams, Michael	EMT300402
Ahmed, Sanwal	EMT562007
Allen, William "Cameron"	PMD532096
Anderson, Anton	PMD519091
Antworth, Jon	PMD3101
Aries, Mike	EMT307349
Baker, Aaron	PMD529962
Barfiled, Charith	EMT559037
Barrett, Brad	PMD518087
Bell, Jason	PMD522534
Bier, Rosemary	EMT559054
Bishop, Terrance	PMD526401
Bradford, Glenna	PMD519465
Bradford, Liam	EMT559544
Brennan, Logan	PMD522618
Briley, Kevin	PMD515555
Brinsko, Andrew	PMD530866
Buckingham, Philip	PMD512981
Burgess, Samantha	PMD529347
Burrus, Timothy	EMT555009
Byler, James	PMD526194
Cao, Tien	PMD206902
Colson, Kiara	EMT559907
Conner, Emily	EMT556494
Crump, Stacey	PMD527864
Cushing, Joshua	PMD530741
Dance, Lawrence	EMT519478
Daniels, Jessica	PMD523620
Davidson, Brett	PMD206918
Davis, Justin	PMD530483
Davis, Paul	PMD205381
Davis, Sally	PMD6485
DeJerinett, Anthony	PMD201879
Delacenserie, Catherine	EMT523253
Demonbreun, Philip	EMT549539
Deramon, Danielle "Dani"	EMT562048
Eaton, Andrew	EMT559322
Edwards, Judson	EMT554970
English, Robby	PMD19309
Evans, John (Terry)	PMD9484
Foster, Christian	EMT549827
Frances, Larry	PMD200632
Frison, Jermain	EMT307216
Garthwait, Celia	EMT556606

Gavahni, John	EMT556934
Gay, John	PMD18580
Gibbs, Steven	PMD523027
Goodman, David	PMD522171
Gorman, Anthony	PMD527769
Graham, Cristgen	PMD528499
Green, Kayse	PMD513700
Green, Shawn	PMD527687
Griffin, Karolyn	PMD510641
Griffiss, Marshall	EMT80988
Groom, David	PMD513673
Hall, Allison	PMD206732
Hall, Darryl	PMD9779
Harris, Nichole	PMD525880
Harris, William	EMT542975
Haskins, Joseph	EMT524390
Hearn, Patrick	EMT539096
Hebding, Andrew	PMD527774
Hengstebeck, Hayley	PMD521803
Hogancamp, Greg	PMD525666
Hoornstra, Shelly	EMT509069
Hoverson, Brett	EMT561431
Hutchins, William "Sam"	PMD534529
Kacur, Joseph	PMD528536
Kelly, David	PMD511008
Kemp, Malcolm	PMD1206
Kendall, Lee	EMT553956
Kerce, Alyssa	PMD534721
Kight, Tawnee	EMT551206
Kilcullen, Timothy	PMD515477
Kirby, Kyle	PMD530802
Kitzmiller, Brett	EMT543714
Lamb, Emily	PMD530309
Landry, Kim	ME63901
Lassiter, Michael	PMD525194
Lau, Andaew	PMD523780
Law, Barbara	PMD201723
Leckinger, Tara	PMD527540
Leoni, Dylan	EMT562001
Lever, Chalyndria	EMT559145
Linder, Kenneth	PMD518698
Lopez, Jael	PMD529241
Manrique, Tracie	PMD526328
Marsh, Caitlin	EMT554099
Martel, Gil	PMD17145
Maynard, Kimberly	EMT518175
McCammon, Rodney	PMD524966

McCullough, Jason	PMD530300
McFadden, Shawn	PMD530647
McKendree, Andrew	PMD530681
McLaughlin, Kara	PMD526230
McLeod, Daniel	PMD518361
McNab, Amy	PMD1923
McPhail, Iain	PMD513583
Michael, Alexander	PMD528003
Miley, Kenneth	PMD527814
Mitchka, Derek	PMD206426
Moran, John	PMD10590
Morris, Diane	PMD19343
Mospens, Adam	EMT531035
Motter, Ron	PMD515532
Neel, Rebecca	PMD532264
Nilsen, Leigha	EMT557101
Nowak, David	PMD507103
Null, Cassandra	PMD527142
Paredes, Matthew	PMD518362
Parramore, Jared	PMD515350
Peacock, Doug	PMD9781
Peebles, Joshua	PMD206435
Pittman, Mary-Faith	PMD533906
Post, Karen	PMD533007
Poston, Matthew	EMT518166
Quinsey, Roger	PMD524581
Rhodes, Alexander	EMT559149
Ricketson, Christopher	PMD530352
Rodriguez, Kelly	PMD520967
Roseberry, Chris	EMT535960
Rothrock, Kimberly	PMD9240
Sallie, Georgia	EMT553152
Sigaran, Genevieve "Gen"	EMT554043
Silva-Harris, Melissa	EMT545682
Skinner, Ed	PMD12355
Skiver, Trenton	EMT549796
Skiver, Witt	PMD12506
Sloan, Jamie	PMD527842
Smith, Christopher	PMD529213
Stewart, Michael	PMD521072
Stewart, Sendal	PMD532142
Suarez, Stephen	PMD513581
Sullivan, Alexis	EMT543027
Summerlin, William	PMD523608
Svela, Kirsten	PMD16643
Syfrett, Calli	EMT554981
Taylor, Briana	EMT546372

Taylor, William	EMT543985
Thompson, John	EMT543019
Tupper, Tyler	EMT552841
Tygres, Curtis	PMD524666
Wagner, Cristina	PMD523673
Ward, Tammy	PMD12360
Warrington, Colter	EMT556787
Williams, Randy	EMT531346
Williams, Sean	PMD533172
Williamson, Ethan	PMD534704
Wincek, Charles	EMT539337
Wright, Anna Marie	PMD527986
Zelaya, Roxana	EMT549828
Zimmerman, David	PMD524232

Permit #	Type	Sub-Type	Make	Model	Year	License Status	Issue Date	Vehicle Identifier	Permit Fee
16210	ALS	T	INTERNATIONAL	4300	2010	Clear	09/08/2010	1HTMNAAM0AH284830	25.00
16211	ALS	T	INTERNATIONAL	4300	2010	Clear	09/08/2010	1HTMNAAM4AH284829	25.00
17436	ALS	T	INTERNATIONAL	4300	2013	Clear	09/14/2012	3HAMNAAM7DL200095	25.00
17989	ALS	T	INTERNATIONAL	4300	2013	Clear	07/17/2013	1HTMNAAM3DH418848	25.00
17990	ALS	T	INTERNATIONAL	4300	2013	Clear	07/17/2013	1HTMNAAM3DH418849	25.00
18289	ALS	T	INTERNATIONAL	4300	2013	Clear	03/21/2014	1HTMNAAM3DH418847	6.00
19078	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT2FEB81483	25.00
19079	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT2FEB81484	25.00
19080	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT6FEB81485	25.00
19081	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT8FEB81486	25.00
19082	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GTXFEB81487	25.00
19083	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT1FEB81488	25.00
19084	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT3FEB81489	25.00
19085	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GTXFEB81490	25.00
19086	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT1FEB81491	25.00
19087	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT3FEB81492	25.00
19088	ALS	T	FORD	F450	2015	Clear	05/26/2015	1FDOX4GT5FEB81493	25.00
20145	ALS	T	FORD	F450	2016	Clear	10/24/2016	1FDOX4GT5GEB78854	25.00
20146	ALS	T	FORD	F450	2016	Clear	10/24/2016	1FDOX4GT7GEB78855	25.00
20147	ALS	T	FORD	F450	2016	Clear	10/24/2016	1FDOX4GT9GEB78856	25.00
20148	ALS	T	FORD	F450	2016	Clear	10/24/2016	1FDOX4GT0GEB78857	25.00
20817	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GT0HED12865	25.00
20818	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GT6HED19707	25.00
20819	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GT8HED19708	25.00
20820	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GTXHED19709	25.00
21144	ALS	T	FORD	F550	2017	Clear	12/07/2017	1FDUF5HTXHDA07758	25.00
21145	ALS	T	FORD	F550	2017	Clear	12/07/2017	1FDUF5HT1HDA07759	25.00
21146	ALS	T	FORD	F550	2017	Clear	12/07/2017	1FDUF5HT8HDA07760	25.00
21315	ALS	T	FORD	F550	2017	Clear	03/02/2018	1FDUF5GTH8EF26366	25.00
21770	ALS	T	FORD	F550	2017	Clear	09/20/2018	1FDUF5GT6HEF26365	25.00
21771	ALS	T	FORD	F550	2017	Clear	09/20/2018	1FDUF5GT9HDA10314	25.00
22182	ALS	T	FORD	F550	2019	Clear	05/01/2019	1FDUF5GT6KDA09824	25.00

Count of vehicles with status of "Issued"

Total	BLS	ALS (Transport)	ALS (Non-Transport)	AIR
32	0	32	0	0

Permit # 16211

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

Mail To:
LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 3 T# 634614643
B# 1195514

PLATE TA8808 DECAL Expires NO EXPIRATION

YR/MK	2010/INTL	BODY	AM	COLOR	WHI	Reg. Tax	48.85	Class Code	97
VIN	1HTMNAAM4AH284829			TITLE	104865006	Init. Reg.		Tax Months	12
Plate Type	NVR	NET WT	15253			County Fee	3.00	Back Tax Mos	
OLD PLATE	-					Mail Fee		Credit Class	
Date Issued	8/31/2010	Plate Issued	8/31/2010			Sales Tax		Credit Months	
						Voluntary Fees			
						Grand Total	51.85		

LEON COUNTY BOCC
284 MICCOSUKEE RD
ALLAHASSEE, FL 32308

4060

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

VR - COUNTY VEHICLES PLATE ISSUED X

copy of
in possession of the operator of
operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

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Permit # 16210

Mail To:
LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

CO/AGY 13 / 3

T# 634613787
B# 1195496

LORIDA VEHICLE REGISTRATION

Expires NO EXPIRATION

LATE	TA8807	DECAL		COLOR	WHI	Reg. Tax	48.85	Class Code	97
				TITLE	104864855	Init. Reg.		Tax Months	12
R/MK	2010/INTL	BODY	AM			County Fee	3.00	Back Tax Mos	
IN	1HTMNAAM0AH284830	NET WT	15239			Mail Fee		Credit Class	
late Type	NVR					Sales Tax		Credit Months	
						Voluntary Fees			
DI D	-	Plate Issued	8/31/2010			Grand Total	51.85		
Da ued	8/31/2010								

#4061

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

NVR - COUNTY VEHICLES PLATE ISSUED X

#4074

IMPORTANT_INFORMATION

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SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY BD COUNTY COMMISSIONERS
2280 MICCOSUKEE RD
TALLAHASSEE, FL 32308-5367

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 14 / 6 T# 721390736
B# 365823

FLORIDA VEHICLE REGISTRATION

PLATE **TB2044** DECAL Expires **NO EXPIRATION**

YR/MK	**2013/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	48.85	Class Code	97
VIN	**3HAMNAAM7DL200095**			TITLE	**109667381**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**16005**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/ID	-					Sales Tax		Credit Months	
Date Issued	**8/27/2012**	Plate Issued	**8/27/2012**			Voluntary Fees			
						Grand Total	51.85		

LEON COUNTY BD COUNTY COMMISSIONERS
2280 MICCOSUKEE RD
TALLAHASSEE, FL 32308-5367

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit #
17436

IMPORTANT_INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 14 / 6 T# 757386958
B# 395578

FLORIDA VEHICLE REGISTRATION

PLATE **TB2046** DECAL Expires **NO EXPIRATION**

YR/MK	2013/HRTN	BODY	AM	COLOR	WHI	Reg. Tax	48.85	Class Code 97
VIN	1HTMNAAM3DH418847			TITLE	111981152	Init. Reg.		Tax Months 12
Tag Type	NVR	NET WT	16031			County Fee	3.00	Back Tax Mos
						Mail Fee		Credit Class
DL/FEID	-					Sales Tax		Credit Months
Date Issued	6/5/2013	Plate Issued	6/5/2013			Voluntary Fees		
						Grand Total	51.85	

EON COUNTY BOCC
284 MICCOSUKEE RD
ALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

VR - COUNTY VEHICLES **PLATE ISSUED X**

DOH Permit # ~~17988~~ 18289

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

#4084

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 14 / 6 T# 757387674
B# 395578

FLORIDA VEHICLE REGISTRATION

PLATE **TB9962** DECAL Expires **NO EXPIRATION**

YR/MK	2013/HRTN	BODY	AM	COLOR	WHI	Reg. Tax	48.85	Class Code	97
VIN	1HTMNAAM7DH418849			TITLE	111981215	Init. Reg.		Tax Months	12
Plat[illegible]e	NVR	NET WT	16032			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	6/5/2013	Plate Issued	6/5/2013			Voluntary Fees			
						Grand Total	51.85		

LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
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4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # ~~17989~~ 17990

#10935

IMPORTANT_INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 14 / 6 T# 757386244
B# 395578

FLORIDA VEHICLE REGISTRATION

PLATE **TB2045** DECAL Expires **NO EXPIRATION**

YR/MK	**2013/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	48.85	Class Code	97
VIN	**1HTMNAAM5DH418848**			TITLE	**111981087**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**16044**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**6/5/2013**	Plate Issued	**6/5/2013**			Voluntary Fees			
						Grand Total	51.85		

LEON COUNTY BOCC
2284 MICCOSUKEE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

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3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

NVR - COUNTY VEHICLES **PLATE ISSUED X**

Permit # ~~17990~~ 17989

4087

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 5 T# 828581591
B# 1000417

PLATE TD2481 DECAL Expires NO EXPIRATION

YR/MK	2016/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT2FEB81483			TITLE	116892935	Init. Reg.		Tax Months	12
e Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
DL/FEID	-					Mail Fee		Credit Class	
Date Issued	11/18/2014	Plate Issued	11/18/2014			Sales Tax		Credit Months	
						Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

IVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19078

#4088

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 828578611
B# 1000408

FLORIDA VEHICLE REGISTRATION

PLATE TD2482 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT4FEB81484			TITLE	116892686	Init. Reg.		Tax Months	12
Plate Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/18/2014	Plate Issued	11/18/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19079

#4089

IMPORTANT INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 828580702
B# 1000412

FLORIDA VEHICLE REGISTRATION

PLATE TD2483 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT6FEB81485			TITLE	116892843	Init. Reg.		Tax Months	12
Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/18/2014	Plate Issued	11/18/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19080

...RMATION

SECTION 320.0605, Florida ... equires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

#4090

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 828787631
B# 1000611

FLORIDA VEHICLE REGISTRATION

PLATE TD4486 DECAL Expires NO EXPIRATION

YR/MK	**2015/FORD**	BODY	**CB**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT8FEB81486**			TITLE	**116906341**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**11/19/2014**	Plate Issued	**11/19/2014**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit #19081

#4091

IMPORTANT INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 5 T# 828786680
B# 1000607

PLATE TD4485 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VI	1FD0X4GTXFEB81487			TITLE	116905990	Init. Reg.		Tax Months	12
Pl pe	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/19/2014	Plate Issued	11/19/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit #19082

#4092

IMPORTANT INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 828788469
B# 1000612

FLORIDA VEHICLE REGISTRATION

PLATE TD4487 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
V	1FD0X4GT1FEB81488			TITLE	116906418	Init. Reg.		Tax Months	12
P	ype NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/19/2014	Plate Issued	11/19/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19083

#4093

IMPORTANT INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 828789373
B# 1000615

FLORIDA VEHICLE REGISTRATION

PLATE TD4488 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT3FEB81489			TITLE	116906509	Init. Reg.		Tax Months	12
Plate	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/19/2014	Plate Issued	11/19/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit #19084

#4094

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT_INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 5 T# 828790270
B# 1000616

PLATE TD4489 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GTXFEB81490			TITLE	116906578	Init. Reg.		Tax Months	12
te Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/19/2014	Plate Issued	11/19/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit #19085

4095

IMPORTANT INFORMATION

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SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 826937894
B# 998805

FLORIDA VEHICLE REGISTRATION

PLATE TD2480 DECAL Expires NO EXPIRATION

YR/MK	2015/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT1FEB81491			TITLE	116771920	Init. Reg.		Tax Months	12
Plate Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/5/2014	Plate Issued	11/5/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19086

4096

IMPORTANT INFORMATION

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Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 5 T# 826936776
B# 998803

PLATE TD2479 DECAL Expires NO EXPIRATION

YR/MK	2016/FORD	BODY	CB	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FD0X4GT3FEB81492			TITLE	116771837	Init. Reg.		Tax Months	12
te Type	NVR	NET WT	7711	GVW	16500	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	11/5/2014	Plate Issued	11/5/2014			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19087

#4097

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 5 T# 826935654
B# 998799

FLORIDA VEHICLE REGISTRATION

PLATE **TD2478** DECAL Expires **NO EXPIRATION**

YR/MK	**2015/FORD**	BODY	**CB**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
V	**1FD0X4GT5FEB81493**			TITLE	**116771752**	Init. Reg.		Tax Months	12
Pl. Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**11/5/2014**	Plate Issued	**11/5/2014**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

Permit # 19088

124102

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 923959173
B# 887117

PLATE **TE9176** DECAL Expires **NO EXPIRATION**

YR/MK	**2016/FORD**	BODY	**TK**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT5GEB78854**			TITLE	**124521120**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**9/7/2016**	Plate Issued	**9/7/2016**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

#4103

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 923958452
B# 887116

PLATE **TE9175** DECAL Expires **NO EXPIRATION**

YR/MK	**2016/FORD**	BODY	**TK**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT7GEB78855**			TITLE	**124521056**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**9/7/2016**	Plate Issued	**9/7/2016**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

F-4104

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 923959806
B# 887119

PLATE **TE9177** DECAL Expires **NO EXPIRATION**

YR/MK	**2016/FORD**	BODY	**TK**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT9GEB78866**			TITLE	**124521183**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**9/7/2016**	Plate Issued	**9/7/2016**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

AHOS

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 2 T# 924228561
B# 887508

FLORIDA VEHICLE REGISTRATION

PLATE **TE9178** DECAL Expires **NO EXPIRATION**

YR/MK	**2016/FORD**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT0GEB78857**			TITLE	**124544306**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**7711**	GVW	**16500**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**9/8/2016**	Plate Issued	**9/8/2016**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET
1800-1 N BLAIR STONE ROAD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

#4106

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 981595350
B# 940476

PLATE **TF7416** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDOX4GT0HED12865**			TITLE	**128263941**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**14085**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/21/2017**	Plate Issued	**8/21/2017**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

#4107

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 981596291
B# 940477

PLATE **TF8662** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT6HED19707**			TITLE	**128254002**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**13999**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/21/2017**	Plate Issued	**8/21/2017**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

#4108

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 981596991
B# 940478

PLATE **TF8663** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GT8HED19708**			TITLE	**128254048**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**14291**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/21/2017**	Plate Issued	**8/21/2017**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES **PLATE ISSUED X**

#4109

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 13 / 2 T# 981758061
B# 940619

PLATE **TF8664** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FD0X4GTXHED19709**			TITLE	**128262451**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**14005**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/22/2017**	Plate Issued	**8/22/2017**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 30 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.
5. I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.

NVR - COUNTY VEHICLES PLATE ISSUED X

4/10

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 14 / 1 T# 1001598279
B# 3179272

PLATE **TG0416** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDUF5HT1HDA07759**			TITLE	**129533635**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**13931**	GVW	**18000**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**12/21/2017**	Plate Issued	**12/21/2017**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
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NVR - COUNTY VEHICLES PLATE ISSUED X

REGISTRATION
DO NOT DESTROY

MTRF9020

IMPORTANT INFORMATION

Section 316.613, Florida Statutes, requires every operator of a motor vehicle transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide the protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged 4 through 5 years, a separate carrier, an integrated child seat, or a child booster seat may be used. For limited exceptions, see s. 316.613, F.S.

S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

#411

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 14 / 1 T# 1001598631
B# 3179220

PLATE **TG0417** DECAL Expires **NO EXPIRATION**

YR/MK	2017/HRTN	BODY	AM	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FDUF6HT8HDA07760			TITLE	129533672	Init. Reg.		Tax Months	12
Plate Type	NVR	NET WT	13914	GVW	18000	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	12/21/2017	Plate Issued	12/21/2017			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

MTRF

#4112

IMPORTANT INFORMATION

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S. 320.02 and 627.733, F.S., requires personal injury protection and property damage liability to be continuously maintained throughout the registration period. Failure to maintain the mandatory coverage may result in the suspension of your driver license and registration.

Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

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CO/AGY 14 / 1 T# 1001597879
B# 3179220

FLORIDA VEHICLE REGISTRATION

PLATE **TG0418** DECAL Expires **NO EXPIRATION**

YR/MK	2017/HRTN	BODY	AM	COLOR	WHI	Reg. Tax	36.30	Class Code	97
VIN	1FDUF5HTXHDA07758			TITLE	129533620	Init. Reg.		Tax Months	12
Plate Type	NVR	NET WT	13904	GVW	18000	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	12/21/2017	Plate Issued	12/21/2017			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

#4113

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S. 320.0605, F.S., requires the registration certificate, or true copy of a rental or lease agreement, issued for any motor vehicle to be in the possession of the operator or carried in the vehicle while the vehicle is being used or operated on roads of this state.

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Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

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CO/AGY 14 / 1 T# 1016778121
B# 3233546

FLORIDA VEHICLE REGISTRATION

PLATE **TF0136** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDUF5GT8HEF26366**			TITLE	**130454582**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**14480**	GVW	**18000**	County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**3/19/2018**	Plate Issued	**3/19/2018**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

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4114

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Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

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CO/AGY 13 / 2 T# 1044612809
B# 987711

FLORIDA VEHICLE REGISTRATION

PLATE **TF8680** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDUF5GT6HEF26365**			TITLE	**132133687**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**13760**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/31/2018**	Plate Issued	**8/31/2018**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

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For limited exceptions, see s. 316.613, F.S.

4115

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Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: DHSMV, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

CO/AGY 13 / 2 T# 1044611760
B# 987710

FLORIDA VEHICLE REGISTRATION

PLATE **TF8679** DECAL Expires **NO EXPIRATION**

YR/MK	**2017/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDUF5GT9HDA10314**			TITLE	**132133643**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**13760**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	-					Sales Tax		Credit Months	
Date Issued	**8/31/2018**	Plate Issued	**8/31/2018**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800-1 N BLAIRSTONE RD
TALLAHASSEE, FL 32308

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Mail To:
LEON COUNTY FLEET MANAGEMENT DIVISION
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

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#4116

CO/AGY 14 / 1 T# 1082392031
B# 3452519

FLORIDA VEHICLE REGISTRATION

PLATE **TH0247** DECAL Expires **NO EXPIRATION**

YR/MK	**2019/HRTN**	BODY	**AM**	COLOR	**WHI**	Reg. Tax	36.30	Class Code	97
VIN	**1FDUF5GT6KDA09824**			TITLE	**134472054**	Init. Reg.		Tax Months	12
Plate Type	**NVR**	NET WT	**14040**			County Fee	3.00	Back Tax Mos	
						Mail Fee		Credit Class	
DL/FEID	**596000708-13**					Sales Tax		Credit Months	
Date Issued	**4/9/2019**	Plate Issued	**4/9/2019**			Voluntary Fees			
						Grand Total	39.30		

LEON COUNTY FLEET MANAGEMENT DIVISION
1800 N BLAIR STONE RD STE 1
TALLAHASSEE, FL 32308-2303

IMPORTANT INFORMATION

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NVR - COUNTY VEHICLES PLATE ISSUED X

2.14

Board of County Commissioners
Leon County, Florida

Policy No. 12-1

Title:	Green Fleet Policy
Date Adopted:	April 24, 2012
Effective Date:	April 24, 2012
Reference:	N/A
Policy Superseded:	Policy No. 93-20, "Vehicle Replacement Policy," adopted January 12, 1993

The Policy No. 93-20, "Vehicle Replacement" adopted by the Board of County Commissioners during the January 12, 1993 Commission Meeting, is hereby repealed and superseded, and a new Policy is hereby adopted in its place, to wit:

In order to purchase County vehicles and equipment in a more fuel-efficient, cost-effective, and environmental-friendly manner, the criteria, which is incorporated into this Policy, will be employed by all County departments when considering replacements for County vehicles or equipment. These criteria are intended to serve as methodology for need analysis when a vehicle replacement is requested, and to downsize vehicles when appropriate. After the vehicle requested has met the criteria, the evaluation will be made by the Fleet Management Division of Public Works, with recommendations from the Green Fleet Committee. In certain categories, sub-compacts and/or compacts will replace full size units. Vehicles, which primarily transport only one driver, may be downsized to smaller, fuel-efficient units at the time of replacement where functional use allows. The State contract will be utilized as a pricing guideline.

1. Purpose

Leon County appreciates the benefits of operating the most functional, fuel efficient, and least polluting fleet available to support county operations, while at the same time being fiscally prudent in vehicle purchase and operational costs. It is important to evaluate the size and make-up of the fleet to ensure it is efficiently supporting county operations on a regular basis. It is recognized that a transition to smaller, more efficient vehicles as well as alternative fuels, hybrid or other "clean" vehicles are options for achieving these goals.

Accordingly, it is the intent of this Policy to establish a green fleet through a process of consideration of all aspects of fleet operations that will contribute to:

1) improved fuel efficiency;
2) use of cleaner technology with reduced emissions;
3) lowered or contained fuel costs; and,
4) reduced dependency on any particular energy source.

Leon County is committed to accomplish, through the implementation of this Policy, the transition of the current fleet to an environmentally, efficient "green" fleet which will make it more self-sufficient, reduce or contain fleet costs and be environmentally best for our community.

This Policy covers all Departments and Divisions under the Board of County Commissioners that have vehicles or metered equipment that operate on gasoline, diesel, or other types of fuel or energy.

2. Definitions

a. Alternate Fuel: Any fuel other than gasoline, diesel, and other substantially petroleum based fuels that is less polluting than gasoline or diesel fuel. Alternate fuel will include, but is not limited to, natural gas, propane, ethanol (E-85), biodiesel (B5 or higher), and electricity, etc.

b. Alternate Fuel Vehicle: Any motor vehicle powered in whole or in part by non-petroleum-based fuels.

c. Bi-Fuel Vehicle: Also known as a duel-fuel vehicle. Any motor vehicle designed to operate on two distinct fuels (including "Flex-Fuel" vehicles), one of which is an alternative fuel.

d. Biodiesel: Fuel refined from agriculturally (including vegetable and animal) derived oils that is suitable for use in diesel engines. Often blended with traditional petroleum-based diesel in amounts connoted by the letter "B" and number (e.g., B20=20% Biodiesel and 80% petroleum diesel).

e. Carbon Dioxide (CO_2): A standard component of conventionally powered vehicle emissions and a principal greenhouse gas.

f. Carbon Monoxide (CO): A standard component of conventionally powered vehicle emissions.

g. Compressed Natural Gas (CNG): Natural gas under pressure; vehicles can use natural gas as either a liquid or a gas; most vehicles use the gaseous form.

h. Eco Driving: Driving best practices that reduce fuel consumption, GHG emissions, and accident rates.

i. Electric Vehicle: Any vehicle that uses one more electric motors for propulsion.

j. Emergency Medical Services Fleet: Ambulances used by Leon County's Emergency Medical Services Department

k. Fleet: Leon County's inventory of motorized vehicles and metered equipment.

l. Fleet Management: Division of Leon County, Public Works Department

m. GHG: stands for Greenhouse Gas: Any of the atmospheric gases that contribute to the greenhouse effect by absorbing infrared radiation produced by solar warming of the Earth's surface. They include carbon dioxide (CO_2), methane (CH_4), nitrous oxide (NO_2), and water vapor.

n. Green Vehicles: Vehicles that emit low or zero emissions; typically powered by fuels other than gasoline or diesel

o. Heavy Duty Vehicle: Any vehicle, licensed for use of roadways within FHWA Class 6-8, having a manufacturer's gross vehicle weight of 19,501 pounds and above. Heavy-duty vehicles include construction equipment, tractors, and dump trucks.

p. Hybrid Vehicle: A motor vehicle that draws propulsion energy from onboard sources of stored energy that are both an internal combustion/heat engine that runs on combustible fuel, and a rechargeable energy storage system.

q. Idling: The practice of keeping a vehicle or equipment engine running, without moving the vehicle or not using the equipment.

r. Incremental Cost: The difference in the acquisition cost between a conventionally powered vehicle and a comparable alternative fuel vehicle.

s. Light Duty Vehicle: Any vehicle within FHWA Class 1 or 2 with a gross vehicle weight up to 10,000 pounds. Light duty vehicles include automobiles, sport utility vehicles (SUV), vans, and small pick-up trucks.

t. Life-Cycle Environmental Impacts: Life cycle assessment determines the environmental impacts of products, processes, or services, through production, usage, and disposal.

u. Low Emission Vehicle (LEV): Any motor vehicle that meets or exceeds the standards set forth by the US Environmental Protection Agency for Low Emission Vehicles.

v. Medium Duty Vehicle: Any vehicle within FHWA Class 3-5 with a gross vehicle rating of 10,001 pounds through 19,500 pounds. Medium duty vehicles include diesel powered pick-up trucks.

w. Metered Equipment: Any powered implement that is metered for hours of use.

3. Green Fleet Team

a. The County Administrator will establish a Green Fleet Team. It will include, at a minimum, one representative from the following work areas: Facilities Management, Fleet Management, Department of Development Support & Environmental Management, Office of Management and Budget, Office of Resource Stewardship, and Public Works Operations.

The Team will meet as appropriate during the budget development process in the second quarter. They will meet, at a minimum, annually. The team's responsibilities include:

1) Remain knowledgeable of new technologies, fuels, and current fleet operation.
2) Consider of potential application of alternative technology or fuels for the county's fleet
3) Offer recommendations for improvements and replacements.

b. The Green Fleet Team will strive to achieve these goals:

1) Increase the number of vehicles and heavy equipment in fleet inventory using alternative fuel and increase the average miles per gallon for the fleet, based on the replacement policy in section 6.
2) Reduce overall fuel consumption in Leon County by a total of 3% by FY 2015, taking into consideration any fleet expansions associated with level of service changes.
3) Implement a green driver education program for all County employees who drive County vehicles.
4) Implement an anti-idling program prohibiting County employees from idling County owned or operated vehicles for an excessive period of time.

c. The Green Fleet Team will continually evaluate the merits of alternative technologies and fuels to identify appropriate adoption by the County. Consideration will be given to opportunities to retrofit existing equipment to improve efficiency and emissions.

4. Establishing a Baseline Inventory

a. Leon County will establish and maintain a complete inventory of the vehicles in its fleet. The inventory will include not only the type and number of fleet vehicles, but also the amount and types of fuel used, the costs associated with their use, and the corresponding emissions.

b. The baseline year for the inventory and for the Green Fleet Policy will be Fiscal Year 2012.

c. The baseline inventory metrics should include, at minimum, for each vehicle class and fuel or energy type the following information:

1) Number of vehicles
2) Average miles per gallon (mpg)
3) Average time spent idling
4) Annual miles driven (or annual hours of metered equipment)
5) GHG emissions (i.e. carbon dioxide equivalent)
6) Quantity of fuel consumed by fuel type
7) Cost of fuel consumed by fuel type.

d. The baseline inventory will include the Metrics 1-6 for each vehicle class rating for Leon County on road fleet or metered-equipment class, and fuel or energy type, including, but not limited to:

1) Gasoline
2) E-85
3) Diesel
4) Biodiesel
5) Compressed natural gas
6) Electricity (i.e. kWh taken from the grid)

5. Implementation Strategies

a. Vehicle Purchase: The goal of purchasing low emitting fuel efficient vehicles and equipment for both vehicle replacement and additions to the fleet where practicable and reasonably cost competitive.

b. Optimum Fleet Size: Only vehicles that have a recognized need and demonstrated use will be maintained. There will be periodic reviews with recommendations to the County Administrator.

c. Vehicle Specifications: Prior to the purchase of any new vehicle or equipment the user department will develop specifications with the Fleet Manager to ensure appropriateness for its mission. Life cycle costs, standardization, ease of use, and emissions quality are several of the issues that need to be addressed.

d. Vehicle Maintenance: There will be evaluation of the maintenance practices for all types of equipment. This includes consideration of frequency, supplies, fluids, and tires. This has important impact on the equipment's efficiency, miles per gallon, costs of fuel, and reduced emissions.

e. Vehicle Technology: A primary goal of this Policy is to change fleet equipment from high pollution, low-mileage petroleum based fuel equipment to clean, more efficient, higher mileage, and alternative fuel use equipment. Currently, technology is transitioning to hybrid, full electric, and hydrogen equipment. Research will refine these and offer others in the future.

f. Fuel: A primary goal is to use a highly efficient, clean readily available fuel(s) to operate all type equipment in the fleet. There is merit in use of several alternative fuels to avoid reliance on one source and, possibly, supply disruption.

Among fuel or energy sources to be considered for the fleet are biodiesel, E-85, CNG (compressed natural gas), propane, hybrid, electric, and combinations. The intent is to phase out or "retire" conventional, fossil-fuel vehicles.

g. Fuel Sources: To secure reliable and cost contained fuel sources.

6. Vehicle Acquisition & Replacement Guidelines

a Prior to the acquisition of any replacement vehicle, the following purchasing values will be considered and carefully examined by the Green Fleet Team:

1) Repair costs exceed 2/3 of the acquisition cost
2) Life cycle cost
3) Frequency of use (utilization)
4) Justification for the vehicle
5) Safety and repair record
6) Impact on technician's workload
7) Hybrid or alternative fuel vehicle availability or preference

b. Prior to the acquisition of any new vehicle, the following purchasing values will be considered and carefully examined by the Green Fleet Team:

1) Frequency of use (utilization)
2) Suitability for intended job
3) Fuel efficiency and vehicle size
4) Environmental impact
5) Initial and long-term cost

c. For each vehicle class there will be a minimum efficiency standard in miles per gallon. This will be used during the consideration of vehicle replacements as well as for new vehicle acquisitions.

d. Fleet Management will make very effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's lifecycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services. This will be achieved through the utilization of the green fleet committee and the monitoring of the objectives.

7. Eco Driving and Driver Education

a. Eco Driving

Leon County will implement an anti-idling policy that will apply to County vehicles operated by Leon County. The objectives of this Policy are:

1) To eliminate unnecessary idling of vehicles in order to reduce the community's exposure to exhaust from gasoline and diesel engines and reduce unnecessary consumption of fuel.
2) To educate and inform County employees about the health and environmental effects of gasoline and diesel exhaust.

It will be the policy of Leon County to minimize unnecessary idling of County vehicles and equipment to reduce CO_2 and other greenhouse gas emissions, conserve fuel, and reduce maintenance and fuel expenses associated with excessive idling.

All County employees will take actions to reduce fuel consumption as follows:

1) When employees arrive at a job site, they are required to turn off their vehicles as soon as practical to eliminate idling time and reduce excess consumption of fuel.
2) Vehicles will not be restarted until all passengers are ready to depart, or work is ready to resume.
3) Equipment will be turned off when inactive or not in use.
4) No driver of a County owned vehicle will cause or allow the vehicle to idle for a period of more than five (5) minutes.
5) Vehicles will not idle for purposes of "warming up" the engine, except where manufacture's operating instructions require or recommend it, or where it is necessary to defrost windows and make the vehicle safe for driving and occupancy.
6) EMS/Public Safety vehicles are exempt from this Policy

b. Driver Education

Leon County will develop an employee education program designed to instruct drivers of county vehicles in best eco driving practices. The topics will include fuel usage/conservation, maintenance, using alternatives to driving, defensive driving, and education on vehicle idling. The use of this program will reduce incidents, which in turn will reduce the cost of vehicle insurance.

7. Exemptions

a. The County Administrator or designee may grant an exemption from the requirements of this Policy under any one of the following circumstances:

b. Where the analysis demonstrates to the satisfaction of Fleet Services Division that any amortized additional incremental cost of purchasing a lower emission vehicle that complies with the requirements of this Policy cannot be recovered over the operational life of the vehicle or metered equipment through a reduction in fuel, maintenance, and other costs incurred during the operating life of such vehicle or equipment; and

c. New emergency vehicles purchased under this Policy must provide comparable performance, safety, and fuel availability during emergencies as conventionally powered emergency vehicles.

Adopted April 24, 2012

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Re-using Medical Equipment

CAAS: 203.05.01

Effective: June 1, 2005

Reviewed: March, 2005, December 2012, January 2013, December 2015, December 2018

Revision: 3

Pages: 1

I. GUIDELINE:

To ensure a clean and safe environment for our staff and patients it is the policy of LCEMS to clean all reusable medical equipment after each use using currently accepted methods. LCEMS medical equipment designed for single patient use shall be properly disposed of and not re-used.

II. PROCEDURE;

- All reusable medical equipment will be cleaned after each patient use as outlined in the exposure control plan.
- All single use medical equipment will be properly discarded in biohazardous waste receptacles. Single use medical equipment will not be re-used. Replacement equipment can be obtained at EMS Logistics.
- If an ambulance crew exhausts their supply of replacement single-use supplies, the crew will contact the System Status Controller and request permission to go to HQ to resupply from the EMS Logistics.
- Single-use items are any items that the manufacturer has deemed as single-use. These items include and are not limited to trauma dressings, airway adjuncts, oxygen delivery devices, stretcher sheets, IV supplies, and all medications not already in multi-use containers.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Storage, Use and Replacement of Time Dated Drugs and Supplies

CAAS: 203.03.02

Effective: January 1, 2004

Reviewed: March 2008, October 2011, December 2012, December 2015, December 2018



Revision: 3

Kim Landry, MD – Medical Director

Pages: 2

I. PURPOSE:

To provide a guide for meeting requirements of DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies.

II. GUIDELINE:

All requirements of the DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies will be met by LCEMS. Non-narcotic medications and IV fluids not assigned to vehicles will be stored in a locked climate controlled storeroom in the EMS Division.

III. PROCEDURE:

Non-Controlled Drugs, IV Fluids and Dated Supplies (Controlled Drugs– Refer to SOG 407.00)

1. Vehicle Inventory

   On the first of the month, the Shift Supervisor will have the on-duty LCEMS crew's inventory and confirm date compliance of all drugs, IV fluids and dated supplies on the ambulances, using the monthly Vehicle Drug, IV Fluid and Dated Supplies Expiration Inventory Form. All outdated non-narcotics or damaged drugs, IV fluids, or dated supplies will be pulled and stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of by the Supply Technician.

2. Inventory/Ordering of Narcotic and Non-Narcotic Medications, IV Fluids and Dated Supplies

A. Monday through Friday, the department's Supply Technicians monitor all supply room item levels and orders stock PRN.

B. During the first week of each month, the process includes inventory of supplies and checking the expiration dates of all IV fluids, narcotic medications, non-controlled drugs and dated supplies in stock. Any out-of-date items will be removed and replaced. The non-narcotic out-of-date items will be stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of.

C. Narcotic medications expired will be stored in a locked box designated as expired narcotics and will be disposed of by the Logistician in accordance with DEA standards by a DEA approved reverse distributor. Proper DEA forms will be completed and filed (Refer to SOG 407.00)

D. Depleted IV fluids, non-narcotic medications and dated supplies in the ambulances will be resupplied via the LCEMS Supply Technicians or EMS staff.

3. Temperature Extremes

A. The temperature in drug cabinets aboard ambulances will be monitored and documented daily as part of the vehicle check-in process. If a cabinet is found to be out of compliance with established standards then the crew will immediately notify the on-duty supervisor and logistics personnel to replace all medications and IV fluids in the cabinet found out of compliance.

B. Temperature in the drug cabinets will be monitored by portable thermometers that will mark the highest and lowest temperatures reached, allowing the crew members to know, upon truck check in, that the medications and IV fluids were exposed to extreme temperatures.

C. Medication and IV fluids will be removed from the drug cabinets if temperatures reach, or exceed, 104° F (40° C) and discarded (this is defined as "extreme heat" by the United States Pharmacopeia 10.30.80.). Medications and IV fluids will also be removed and discarded if temperatures in the drug cabinet drop below 14° F (-10° C) (this is defined as the highest degree of "freezer" range by the United States Pharmacopeia 10.30.10.).

Communication System Description

800 MHz City/County Radio System

The primary communications system utilized by the Leon County Division of Emergency Medical Services is the City of Tallahassee/Leon County 800 MHz system. This system is a Motorola P25 compliant, digital trunking radio system that provides for interoperability between emergency services agencies and governmental operations. The system has an operational footprint of three miles beyond the county boundaries. The division utilizes this radio system for primary dispatch functions, unit-to-unit communications, and unit-to-hospital communications. Each emergency response vehicle is equipped with a mobile radio and all personnel utilize a portable radio for communication when away from the vehicle. Frequency licensing and call sign information are provided as an attachment.

400 MHz State-wide EMS System

The division utilizes the state-wide 400 MHz EMS radio system as a back-up radio system, for mutual aid responses and to communicate with hospitals located outside of Leon County. The state-wide EMS Communications plan designates the use of Med 8 and Med 2 in Leon County. Each emergency response vehicle is equipped with a mobile radio capable of communicating on this system.

Mobile Data Computers

Each emergency response vehicle is equipped with a mobile data computer (MDC) that is connected to the computer aided dispatch (CAD) system. The MDC provides incident related information including address, call nature, notes, run times, and mapping.

Mobile Telephones

Each deployed ambulance is equipped with a mobile telephone to serve as a back-up communications and to provide a means for communication with the medical director, dispatch, and medical facilities.

Alpha-Numeric Pagers

All personnel are issued alpha-numeric pagers which provide dispatch information for incidents and general messages. The pagers are integrated with the CAD system and provide call specific information for each incident that the individual is assigned to.

REFERENCE COPY
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Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: RON WOSTEL, RADIO SYSTEM MANAGER
TALLAHASSEE, CITY OF
642 C MABRY STREET
TALLAHASSEE, FL 32304

Call Sign	File Number
WPMP726	0005962627

Radio Service
YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

Regulatory Status
PMRS

Frequency Coordination Number

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
10-01-2013	10-01-2013	10-28-2023	10-01-2013

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** 234 EAST 7TH AVENUE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-29.7 N **Long (NAD83):** 084-16-46.6 W **ASR No.:** 1063790 **Ground Elev:** 57.9

Loc. 2 **Address:** CORNER OF BANNERMAN RD. @ MERIDIAN RD.
City: TALLAHASSE **County:** LEON **State:** FL
Lat (NAD83): 30-34-44.5 N **Long (NAD83):** 084-15-56.7 W **ASR No.:** 1063810 **Ground Elev:** 64.0

Loc. 3 **Address:** 3 MILES N OF CR59 & US 90 INTER. ON CR5
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-34-00.4 N **Long (NAD83):** 084-02-38.5 W **ASR No.:** 1063814 **Ground Elev:** 59.4

Loc. 4 **Address:** INTERSECTION OF HWY 20 & CROOKED RD.
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-22-59.0 N **Long (NAD83):** 084-39-00.2 W **ASR No.:** 1063816 **Ground Elev:** 23.5

Loc. 5 **Address:** HOPKINS POWER PLANT 1125 GEDDIE RD.
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-02.3 N **Long (NAD83):** 084-23-56.5 W **ASR No.:** 1063815 **Ground Elev:** 41.7

Loc. 6 **Address:** 5031 TRAM ROAD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-21-16.7 N **Long (NAD83):** 084-11-36.6 W **ASR No.:** 1206977 **Ground Elev:** 14.0

Loc. 7 **Area of operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0005962627 **Print Date:** 10-01-2013

Fixed Location Address or Mobile Area of Operation

Loc. 8 Area of operation
Operating within a 45.0 km radius around fixed location 1

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000854.96250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.23750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.46250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.71250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000856.23750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000854.43750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000855.51250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000857.33750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000856.91250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
2	1	000854.96250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.23750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.46250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.71250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000856.23750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000854.43750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000855.51250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000857.33750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000856.91250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0005962627 **Print Date:** 10-01-2013

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
3	1	000854.96250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.46250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.71250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000856.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000854.43750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000855.51250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000857.33750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000856.91250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
4	1	000854.96250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.46250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.71250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000856.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000854.43750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000855.51250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000857.33750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000856.91250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
5	1	000854.96250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000855.23750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0005962627 **Print Date:** 10-01-2013

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
5	1	000855.46250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000855.71250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000856.23750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000854.43750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000855.51250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000857.33750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000856.91250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
6	1	000854.96250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.23750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.46250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.71250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000856.23750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000854.43750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000855.51250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000857.33750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000856.91250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
7	1	000809.96250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.23750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.46250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.71250000	FX1	75		20K0F9W	35.000	35.000			

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0005962627 **Print Date:** 10-01-2013

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
7	1	000811.23750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000809.43750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.51250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000812.33750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.91250000	FX1	75		20K0F9W	35.000	35.000			
8	1	000809.96250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.46250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.71250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000811.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000854.96250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.46250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.71250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000856.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000809.43750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.51250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000812.33750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000811.91250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000854.43750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0005962627 **Print Date:** 10-01-2013

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
8	1	000855.51250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000857.33750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000856.91250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010

Control Points

Control Pt. No. 1

Address: TALLAHASSEE POLICE DEPT 234 E 7TH A

City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5626

Associated Call Signs

WPBH782, WQJQ232

<NA>

Waivers/Conditions:

Request for waiver of Section 1.946(e) granted on April 23, 2008. The licensee must comply with the Commission's rules in the future, and may not rely on this waiver grant as an indication that a future request for waiver will be granted. The licensee iscautioned that, in the event of a future failure to timely file in accordance with the Commission's licensing rules, the Commission's automated termination process, adopted in February, 2006, may result in the automatic termination of the license, location or frequency at issue, as well as possible enforcement action for unlicensed use of spectrum. See Wireless Telecommunications Bureau Announces February 1, 2006, as the Implementation Date of the Automated Feature in its Universal Licensing System That Identifies Unconstructed Stations Resulting in Automatic Termination of Licenses, Public Notice, 20 FCC Rcd 19805 (WTB 2005); Biennial Regulatory Review – Amendment of Parts 0, 1, 13, 22, 24, 26, 27, 80, 87, 90, 95, and 101 of the Commission's Rules to Facilitate Development and Use of the Universal Licensing System in the Wireless Telecommunications Service, WT Docket No. 98-20, Memorandum Opinion and Order on Reconsideration, 14 FCC Rcd 11476 (1999).

Reference Copy

Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: RON WOSTEL
TALLAHASSEE, CITY OF
642–C MABRY STREET
TALLAHASSEE, FL 32304

Call Sign	File Number
WQMF293	0004305466
Radio Service	
YE - PubSafty/SpecEmer/PubSaftyNtlPlan, 806-817/851-862MHz,Trunked	
Regulatory Status	
PMRS	
Frequency Coordination Number	
18YEAP800217292	

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
07-22-2010	07-22-2010	07-22-2020	07-23-2010

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** 501 EASTERWOOD DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-26-36.2 N **Long (NAD83):** 084-13-08.0 W **ASR No.:** 1264330 **Ground Elev:** 49.3

Loc. 2 **Address:** 1204 MYERS PARK DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-25-59.8 N **Long (NAD83):** 084-16-30.3 W **ASR No.:** 1265393 **Ground Elev:** 46.0

Loc. 3 **Area of Operation**
Operating within a 45.0 km radius around fixed location 1

Loc. 4 **Area of Operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Antennas

Loc. No.	Ant. No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000856.91250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.81250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.63750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0004305466 **Print Date:** 07–23–2010

Loc. No.	Ant. No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000857.31250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000854.43750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000854.86250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.03750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.08750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.16250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.33750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.41250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.51250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.76250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.88750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.91250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000856.28750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000856.81250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000857.33750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
2	1	000856.91250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.81250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.63750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000857.31250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000854.43750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000854.86250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.03750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.08750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
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2	1	000855.76250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.88750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.91250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000856.28750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000856.81250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000857.33750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
3	1	000856.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.63750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011

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3	1	000857.31250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000812.31250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.63750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000811.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000809.43750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000854.43750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000854.86250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000809.86250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.03750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.03750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.08750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.08750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.16250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.16250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.41250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
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3	1	000855.51250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.51250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.76250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.76250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
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3	1	000855.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000856.28750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000811.28750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000856.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
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3	1	000857.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000812.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
4	1	000812.33750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.91250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.81250000	FX1	78		8K70D1W	35.000	100.000			

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0004305466 **Print Date:** 07–23–2010

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4	1	000810.63750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000812.31250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000809.43750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000809.86250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.03750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.08750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.16250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.33750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.41250000	FX1	78		8K70D1W	35.000	100.000			
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4	1	000810.76250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.88750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.91250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.28750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.81250000	FX1	78		8K70D1W	35.000	100.000			

Control Points

Control Pt. No. 1
Address: 642-C MABRY STREET
City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5626

Associated Call Signs

WPMP726 WPBH782

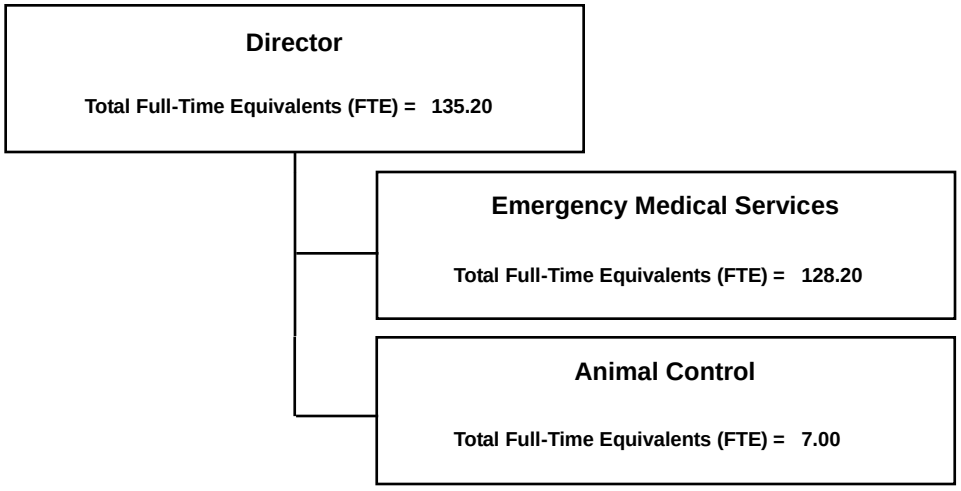
Waivers/Conditions:

NONE

Office of Public Safety

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Office of Public Safety



Executive Summary

The Office of Public Safety section of the Leon County FY 2019 Annual Budget is comprised of Emergency Medical Services and Animal Control.

Emergency Medical Services provides emergency medical services to all residents of Leon County. Animal Control provides humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

Leon County follows an annually updated five-year planning cycle, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, the Office of Public Safety Business Plan communicates the continued alignment of the Board's strategic priorities and initiatives with the department's actions and performance measures. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities and serves as a gauge to assist the department in measuring outcomes of the Strategic Plan.

HIGHLIGHTS

Emergency Medical Services (EMS) continues to provide award-winning services through the delivery of cost-effective emergency treatment and transportation of the sick and injured. In February 2016, EMS was conferred another three-year accreditation from the Commission on Accreditation of Ambulance Services (CAAS). CAAS accreditation requires meeting strict national standards of excellence that signify EMS has met the "gold standard" for the ambulance industry. Meeting CAAS standards results in strengthened community confidence in the quality and safety of care, treatment and services provided by EMS. In FY 2018, EMS continued its public education and risk reduction campaign which provides risk reduction and cardiopulmonary resuscitation (CPR) with automated external defibrillation (AED) training to citizens. The EMS Division's annual "Press the Chest" CPR community training event drew over 400 citizens.

During the FY 2019 budget process, EMS was allocated an additional $31,988 for pediatric medication dosing standards and medical supplies.

Animal Control is responsible for enforcing state and local ordinances concerning matters such as stray animals, rabies control, animal cruelty, and dangerous animals. Animal Services also provides training through the conduction of the animal bite prevention and safety program and advocates for the altering of animals to decrease pet overpopulation through educational programs and the distribution of vouchers for free or low cost spay and neutering of animals. Animal Control is also responsible for administering the $71,250 contract for St. Francis Wildlife services.

Leon County Fiscal Year 2019 Adopted Budget

Office of Public Safety
Business Plan

Mission Statement

The mission of the Leon County Office of Public safety is to enrich, preserve and improve the lives of citizens and visitors to Leon County by: 1. Promoting safety through clinically superior and compassionate pre-hospital care and life safety education through the Division of Emergency Medical Services Division, and 2. Provide education, prevention, and enforcement programs and humane animal care and control services through the Division of Animal Control.

Strategic Priorities

Quality of Life

- Q3 - Provide essential public safety infrastructure and services.
- Q4 - Support and promote access to basic health and welfare services to our community members most in need.

Governance

- G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.

Strategic Initiatives
October 1, 2017 – September 30, 2021

1. Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (Q3)	Ongoing
2. Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies.(Q3, Q4)	Ongoing

Actions

1. Implementing additional data sharing systems with TMH & CRMC and completing comprehensive medical protocol update.	EMS
2. Implemented neighborhood sweeps to provide education and voucher disbursements of low/no cost spay and neutering vouchers.	Animal Control

Bold Goals and Five-Year Targets

Strategic Target: *Train 8,500 citizens in CPR/AEDs. (T5)*

	FY 2017	FY 2018[1]	FY 2019	FY 2020 - 2021	Total
Citizens trained in CPR/AED[2]	1,572	1,700	1,800	TBD	5,072

Notes:

1. The reporting for FY 2018 are estimates only. At the time this document was published, the fiscal year for 2018 was not yet complete, so actual reporting was unavailable. This will be updated in the FY 2020 Budget.
2. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.

Budgetary Costs	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Personnel Services	11,071,398	11,573,094	11,736,723	-	11,736,723	12,056,524
Operating	6,051,819	6,164,188	6,146,443	102,184	6,248,627	6,294,130
Transportation	926,883	1,116,466	988,713	-	988,713	988,713
Capital Outlay	7,145	38,000	38,000	-	38,000	38,000
Grants-in-Aid	71,250	71,250	71,250	-	71,250	71,250
Total Budgetary Costs	18,128,495	18,962,998	18,981,129	102,184	19,083,313	19,448,617

Appropriations	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Emergency Medical Services	16,597,697	17,465,446	17,502,178	102,184	17,604,362	17,915,756
Animal Control	1,530,798	1,497,552	1,478,951	-	1,478,951	1,532,861
Total Budget	18,128,495	18,962,998	18,981,129	102,184	19,083,313	19,448,617

Funding Sources	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
135 Emergency Medical Services MSTU	16,597,697	17,465,446	17,502,178	102,184	17,604,362	17,915,756
140 Municipal Service	1,530,798	1,497,552	1,478,951	-	1,478,951	1,532,861
Total Revenues	18,128,495	18,962,998	18,981,129	102,184	19,083,313	19,448,617

Staffing Summary	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Animal Control	7.00	7.00	7.00	-	7.00	7.00
Emergency Medical Services	121.20	128.20	128.20	-	128.20	128.20
Total Full-Time Equivalents (FTE)	128.20	135.20	135.20	-	135.20	135.20

OPS Staffing Summary	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Emergency Medical Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Emergency Medical Services (135-185-526)

Goal	The goal of Leon County EMS Division is to provide clinically superior, compassionate, cost-effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.
Core Objectives	1. Provide basic and advanced life support emergency medical services to the citizens and visitors of Leon County. 2. Provide medically necessary inter-facility and critical care emergency medical services to the citizens and visitors of Leon County. 3. Provide medical coverage at special event venues. 4. Provide injury and disease prevention and community risk reduction training programs to citizens. 5. Provide bystander care educational programs to citizens. 6. Maintain the County's Heart Ready initiative through the further development of the public access automated external defibrillator (AED) program and by training citizens in cardio-pulmonary resuscitation (CPR) and AED use. 7. Maintain a constant state of readiness to respond to major disasters, both man-made and natural. 8. Provide administrative oversight of the six volunteer fire departments.
Statutory Responsibilities	Article III Leon County Code of Law Chapter 401 Florida Statute Chapter 64J-1 Florida Administrative Code
Advisory Board	Emergency Medical Services Advisory Council

Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark
Q3	Percent of cardiac arrest patients that experience Return of Spontaneous Circulation (ROSC) upon arrival at the Emergency Room.	41%	18%[1]
Q3	Percent of requests for services that result in a patient transport	68%	63%[2]
Q3	EMS responses per 1,000 residents	132.768[4]	76.786[3]

Benchmark source:
1. American Heart Association, 2015
2. Florida EMSTARS Database, 2015
3. International City/County Management Association FY15 Benchmark Data for Jurisdictions with 250,000-499,000 population
4. Due to the rate of increase in call volume outpacing the rate of increase in population, Leon County far exceeds the standard benchmark.

Strategic Plan Bold Goals and Five-Year Targets

Reference	Measure	FY 2017 Actual	FY 2018 Estimate	FY 2019 Estimate
T11	**Strategic Target: Train 8,500 citizens in CPR/AEDs between FY17-FY21[1]**	**1,572**	**1,700**	**1,800**

1. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.

Performance Measures

Priorities	Performance Measures	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Estimate	FY 2019 Estimate
Q3	Number of calls for service responded to.	40,181	41,476	42,928	44,430
Q3	Number of transports made.	27,610	28,392	29,292	30,320
Q3, Q4	Number of public education events conducted annually.	160	150	160	160
Q3, Q4	Number of public access Automated External Defibrillators (AEDs) registered with the Division.	855	858	905	905
Q3,	Percent of trauma alert patients correctly identified by paramedics annually.	97%	99%	90%	95%
Q3	Percent of stoke alert patients correctly identified by paramedics annually.	84%	N/A[1]	86%	88%
Q3	Percent of STEMI patients correctly identified by paramedics annually.[2]	96%	94%	90%	90%
Q3	Percent of STEMI EKGs transmitted to receiving hospital by paramedics annually.[2]	100%	100%	90%	95%

1. At the time of reporting, the final numbers were not available as a result of a delay in data retrieval due to the implementation of new Electronic Patient Care Reporting software. It is estimated that the percentage will fall within the range of the previous year's percentage.
2. ST-Elevation Myocardial Infarction (STEMI) is a serious type of heart attack during which one of the heart's major arteries is blocked.

Emergency Medical Services (135-185-526)

Budgetary Costs	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Personnel Services	10,664,670	11,124,505	11,288,211	-	11,288,211	11,593,638
Operating	5,038,227	5,246,063	5,241,388	102,184	5,343,572	5,349,539
Transportation	887,655	1,056,878	934,579	-	934,579	934,579
Capital Outlay	7,145	38,000	38,000	-	38,000	38,000
Total Budgetary Costs	16,597,697	17,465,446	17,502,178	102,184	17,604,362	17,915,756

Funding Sources	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
135 Emergency Medical Services MSTU	16,597,697	17,465,446	17,502,178	102,184	17,604,362	17,915,756
Total Revenues	16,597,697	17,465,446	17,502,178	102,184	17,604,362	17,915,756

Staffing Summary	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
Medical Director	1.00	1.00	1.00	-	1.00	1.00
Director Office of Public Safety & EMS Chief	1.00	1.00	1.00	-	1.00	1.00
EMS Division Manager	2.00	2.00	2.00	-	2.00	2.00
EMS Quality Improvement & Education Manager	1.00	1.00	1.00	-	1.00	1.00
EMS Field Operations Supervisor	6.00	6.00	6.00	-	6.00	6.00
EMS Billing Coordinator	1.00	1.00	1.00	-	1.00	1.00
Charge Paramedic	13.00	13.00	12.00	-	12.00	12.00
Administrative Associate V	2.00	2.00	2.00	-	2.00	2.00
Paramedic II (Level 1) – System Status	12.00	12.00	13.00	-	13.00	13.00
Paramedic I	8.00	11.00	9.00	-	9.00	9.00
EMS Medical Billing Technician	-	1.00	1.00	-	1.00	1.00
EMT I	-	3.00	-	-	-	-
EMS Supply Technician	2.00	2.00	2.00	-	2.00	2.00
Paramedic I - Part-Time	4.80	4.80	3.60	-	3.60	3.60
EMT I - Part-Time	0.60	-	1.20	-	1.20	1.20
EMS Financial Analyst	1.00	1.00	1.00	-	1.00	1.00
EMT I - System Status	9.00	9.00	3.00	-	3.00	3.00
Paramedic I - System Status	34.00	32.00	40.00	-	40.00	40.00
Paramedic II (Level I) - PT	0.60	1.80	1.80	-	1.80	1.80
Paramedic - System Status	4.00	4.00	2.00	-	2.00	2.00
Paramedic II (Level 2) – System Status	3.00	2.00	2.00	-	2.00	2.00
EMT II - System Status	4.00	6.00	10.00	-	10.00	10.00
Paramedic II (Level I)	1.00	2.00	1.00	-	1.00	1.00
EMT II	8.00	8.00	10.00	-	10.00	10.00
EMT II - Part-Time	1.20	0.60	0.60	-	0.60	0.60
Financial Compliance Manager	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	121.20	128.20	128.20	-	128.20	128.20

OPS Staffing Summary	FY 2017 Actual	FY 2018 Adopted	FY 2019 Continuation	FY 2019 Issues	FY 2019 Budget	FY 2020 Budget
EMS Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Emergency Medical Services (135-185-526)

The major variances for the FY 2019 Emergency Medical Services budget are as follows:

Increases to Program Funding:
1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates estimated at 7%, and funding for performance raises in a range of 0% 5% based on a 3% average.
2. Budget proposal of $102,184 reflects contractual services increase of $70,196 associated with the Advanced Life Support agreement with the City of Tallahassee Fire Department, $9,500 for the addition of pediatric emergency medication dosing standards, and $22,488 for operating supply increases in disposables and medical supplies.

Decreases to Program Funding:
1. Transportation costs decreased in the amount of $122,299, associated with lower insurance premiums and a reduction in diesel fuel costs. Diesel fuel costs did not increase as much as the market anticipated in FY 2018 resulting in savings in FY 2019.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL OVERSIGHT

ADVANCED LIFE SUPPORT SERVICE LICENSE

This is to certify that: LEON COUNTY EMERGENCY MEDICAL SERVICES **Provider Number # 3703**
Name of Provider

911 EASTERWOOD DRIVE, TALLAHASSEE, FLORIDA 32311
Address

has complied with Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, and is authorized to operate as an Advanced Life Support Service subject to any and all limitations specified in the applicable Certificate(s) of Public Convenience and Necessity and/or Mutual Aid Agreements for the County(s) listed below:

☐ **INTER-FACILITY** ☒ **TRANSPORT** ☐ **NON-TRANSPORT**

LEON
County (s)

Steve A. McCoy
Emergency Medical Services Administrator
Florida Department of Health

THIS CERTIFICATE EXPIRES ON: 12/30/2019

This certificate shall be posted in the above mentioned establishment

LEON COUNTY

Certificate of Public Convenience and Necessity

Emergency Medical Services

Whereas, Leon County, has made application for the grant of authority to provide Advanced Life Support and Basic Life Support ground transport and non-transport services, twenty-four hours per day / seven days per week, to the citizens of Leon County, Florida; and

Whereas, there has been demonstrated a need to provide these essential services to the citizens of Leon County, Florida; and

Whereas, the above named service provider affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above named service provider affirms that it will comply with Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County has considered recommendations of the Emergency Medical Services Advisory Council.

Now therefore, The Board of County Commissioners of Leon County hereby issues a Certificate of Public Convenience and Necessity to Leon County to provide the following services only: Advanced Life Support and Basic Life Support Ground Transport and Non-Transport Services, twenty-four hours per day / seven days per week with limitations as prescribed on this Certificate. The service shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate, and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: September 30, 2016
Date of Expiration: September 30, 2019
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

BY: Bill Proctor

Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

CENTERS FOR MEDICARE & MEDICAID SERVICES
CLINICAL LABORATORY IMPROVEMENT AMENDMENTS
CERTIFICATE OF WAIVER

LABORATORY NAME AND ADDRESS
LEON COUNTY EMERGENCY MEDICAL SERVICES
911 EASTERWOOD DR
TALLAHASSEE, FL 32311

CLIA ID NUMBER
10D1018121

EFFECTIVE DATE
10/14/2017

LABORATORY DIRECTOR
KIM M LANDRY M.D.

EXPIRATION DATE
10/13/2019

Pursuant to Section 353 of the Public Health Services Act (42 U.S.C. 263a) as revised by the Clinical Laboratory Improvement Amendments (CLIA), the above named laboratory located at the address shown hereon (and other approved locations) may accept human specimens for the purposes of performing laboratory examinations or procedures.

This certificate shall be valid until the expiration date above, but is subject to revocation, suspension, limitation, or other sanctions for violation of the Act or the regulations promulgated thereunder.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Karen W. Dyer, Director
Division of Laboratory Services
Survey and Certification Group
Center for Clinical Standards and Quality

600 Certs1_091917

- If this is a Certificate of Registration, it represents only the enrollment of the laboratory in the CLIA program and does not indicate a Federal certification of compliance with other CLIA requirements. The laboratory is permitted to begin testing upon receipt of this certificate, but is not determined to be in compliance until a survey is successfully completed.
- If this is a Certificate for Provider-Performed Microscopy Procedures, it certifies the laboratory to perform only those laboratory procedures that have been specified as provider-performed microscopy procedures and, if applicable, examinations or procedures that have been approved as waived tests by the Department of Health and Human Services.
- If this is a Certificate of Waiver, it certifies the laboratory to perform only examinations or procedures that have been approved as waived tests by the Department of Health and Human Services.

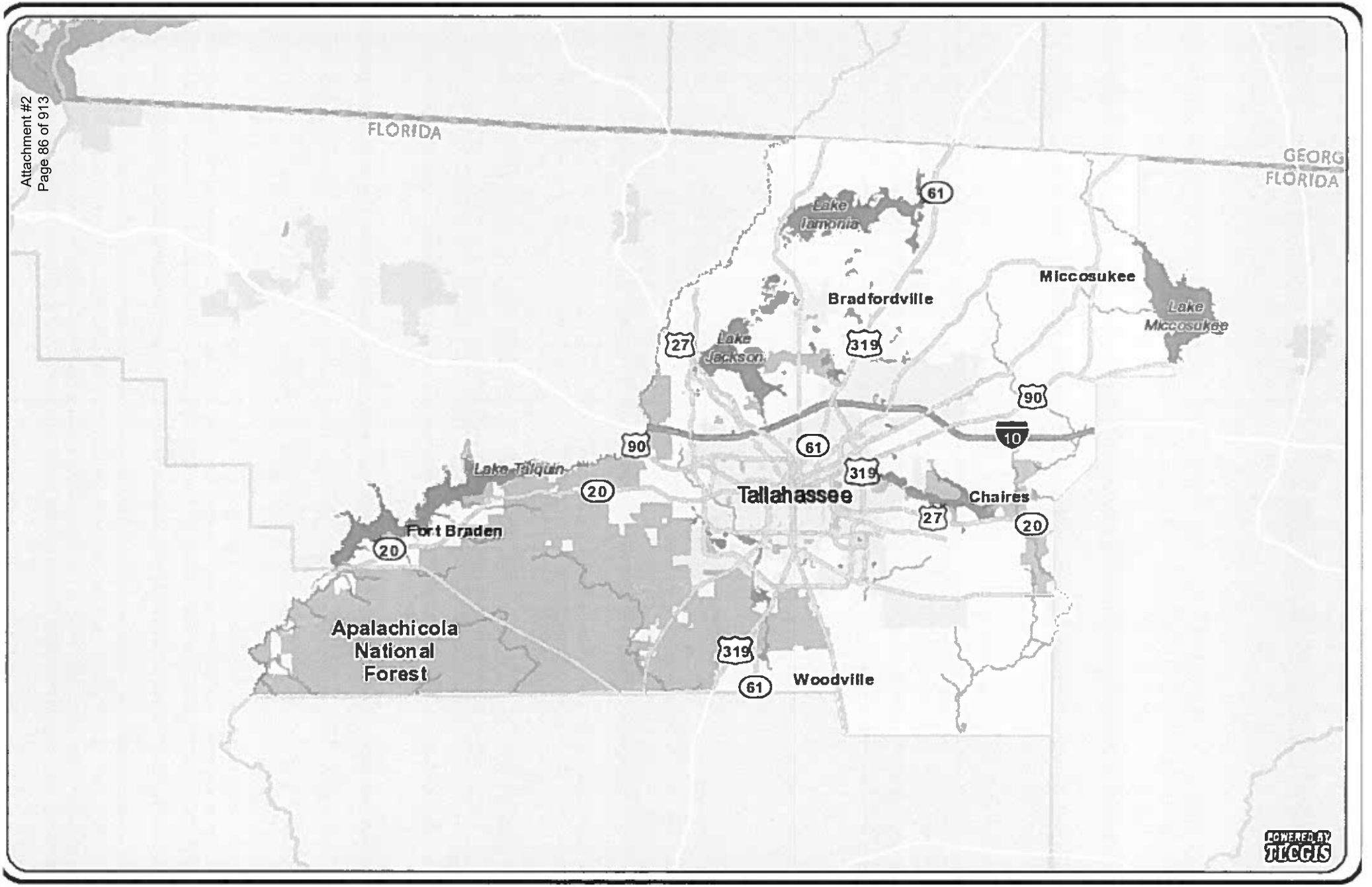
FOR MORE INFORMATION ABOUT CLIA, VISIT OUR WEBSITE AT WWW.CMS.GOV/CLIA
OR CONTACT YOUR LOCAL STATE AGENCY. PLEASE SEE THE REVERSE FOR
YOUR STATE AGENCY'S ADDRESS AND PHONE NUMBER.
PLEASE CONTACT YOUR STATE AGENCY FOR ANY CHANGES TO YOUR CURRENT CERTIFICATE.

Leon County

Division of Emergency Medical Services

Service Locations Previously Authorized to Serve

Locality	County	State	COPCN Issued by	COPCN Issue Date	COPCN Expiration Date
City of Tallahassee	Leon	Florida	Leon County Board of County Commissioners	5/28/2016	9/30/2016
Unincorporated Area	Leon	Florida	Leon County Board of County Commissioners	5/28/2016	9/30/2016



Leon County EMS Response Area

DISCLAIMER

This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

N

Scale:	Tallahassee/Leon County GIS Management Information Services Leon County Courthouse 301 S. Monroe St, P3 Level Tallahassee, Fl. 32301 850/606-5504 http://www.tlcgis.org
Not To Scale:	
Date Drawn:	
June 28, 2016	

RESOLUTION NO. 2018 - 10

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTING EMS RATES TO BE CHARGED RECIPIENTS OF EMS SERVICES

WHEREAS, the Leon County Board of County Commissioners is committed to providing Emergency Medical Services to all residents of Leon County; and

WHEREAS, the Board desires to provide the most efficient service to all residents; and

WHEREAS, the Board recognizes that in order to provide this service that users of the system must pay a fee; and

WHEREAS, the Board desires to establish EMS rates in accordance with industry best practices; and,

WHEREAS, the Board desires that rates should be adjusted annually to address normal inflationary increases.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of ambulance transportation services are hereby designated below:

EMS Services – Ambulance Transportation	**Rate**
Basic Life Support Non-Emergency Base	$446
Basic Life Support Emergency Base	$713
Advanced Life Support 1 - Non-Emergency Base	$535
Advanced Life Support 1 - Emergency Base	$847
Advanced Life Support 2 - Base	$1,225
Specialty Care Transport Base	$1,448
Mileage – per mile	$14.74

2. Effective October 1, 2018 and every subsequent October 1, EMS rates for ambulance transportation services shall be adjusted to 200% of the then current Medicare fee schedule. In the event that the Medicare fee schedule is decreased over the previous year, the EMS rates shall be left unchanged.

3. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of non-transport services are hereby designated below:

EMS Service – Non-Transport	**Rate**
Stand-by, 2 staff with vehicle, 3 hour minimum	$153 / hour
Stand-by, 1 staff no vehicle, 3 hour minimum	$76 / hour
First Aid/Assessment	$293

4. EMS rates for non-transport services shall remain in place unless otherwise adjusted by the Leon County Board of County Commissioners.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 8th day of May 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:

Gwendolyn Marshall, Clerk of Court and
Comptroller, Leon County, Florida

By: _____

APPROVED AS TO FORM:

Office of the County Attorney
Leon County, Florida

By: _____ for
Herbert W. A. Thiele
County Attorney

Leon County

Board of County Commissioners

Division of Emergency Medical Services

I, Chad Abrams, the undersigned authority of the Leon County Division of Emergency Medical Services, do hereby affirm that the information provided by the Leon County Division of Emergency Medical Services in this application for the renewal of a Certificate of Public Convenience and Necessity is true and correct to the best of my knowledge

06/25/19

Chad Abrams Date

STATE OF FLORIDA
COUNTY OF LEON

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Chad Abrams, who after first being sworn by me, affixed his signature in the space provided above on the 25th day of June, 2019

My commission expires:

Signature of Notary Public of Florida

CARA ALDRIDGE
MY COMMISSION # FF 940235
EXPIRES: March 31, 2020
Bonded Thru Notary Public Underwriters

Print, Type, or Stamp Name of Notary Public

Personally Known X
OR
Produced Identified _____
Type of Identification Produced _____

1.5.3 Minimum Equipment on each Ambulance

(FLORIDA SPECIFIC)

I. STATEMENT:
This is the minimum equipment list to comply with section 64J – Florida Administrative Code.

II. GUIDELINE:
The following list of equipment is the minimum equipment to be carried on board all Leon County EMS ALS Ambulances.

III. EQUIPMENT LIST:

Bandaging, dressing, and taping supplies:
- (1 roll) Adhesive, silk, or plastic tape – assorted sizes.
- (2) Sterile 4 × 4 inch gauze pads.
- (2) Triangular bandages.
- (2) Roller gauze.
- (2) ABD (minimum 5 × 9 inch) pads.

(1) Bandage shears.
(2) Patient restraints, wrist and ankle.
(1 each) Blood pressure cuffs: infant, pediatric, and adult.
(1 each) Stethoscopes: pediatric and adult.
(1) Blankets.
(1 packet) Sheets (not required for non-transport vehicle.)
(1) Pillows with waterproof covers and pillow cases or disposable single use pillows (not required for non-transport vehicle).
(1 packet) Disposable blanket or patient rain cover.
(1) Long spine board and three straps or equivalent.
(1) Short spine board and two straps or equivalent.
(1 each) Adult and Pediatric cervical immobilization devices (CID), approved by the medical director of the service.
(1) Padding for lateral lower spine immobilization of pediatric patients or equivalent.
(1) Portable oxygen tanks, "D" or "E" cylinders, with one regulator and gauge. Each tank must have a minimum pressure of 1000 psi, and liter flow at 15 liters per minute.
(1 each size) Transparent oxygen masks; adult, child and infant sizes, with tubing.
(2 each size) Sets of pediatric and adult nasal cannulae with tubing.
(1 each size) Hand operated bag-valve mask resuscitators, adult and pediatric accumulator, including adult, child and infant transparent masks capable of use with supplemental oxygen.
(1) Portable suction, electric or gas powered, with wide bore tubing and tips which meet the minimum standards as published by the GSA in KKK-A 1822E specifications.
(1 each) Extremity immobilization devices. Pediatric and Adult.
(1 each) Lower extremity traction splint. Pediatric and Adult.
(2) Sterile obstetrical kit to include, at minimum, bulb syringe, sterile scissors or scalpel, and cord clamps or cord-ties.
(2) Burn sheets.
(1) Flashlight with batteries.

(2) Occlusive dressings.
(1 each of various sizes) Oropharyngeal airways. Pediatric and Adult.
(1) Installed oxygen with regulator gauge and wrench, minimum "M" size cylinder (minimum 500 PSI) with oxygen flowmeter to include a 151pm setting, (not required for non-transport vehicles.) (Other installed oxygen delivery systems, such as liquid oxygen, as allowed by medical director.)
(1 box each size) Gloves – suitable to provide barrier protection for biohazards.
(2 each size N95 and simple) Face Masks – both surgical and respiratory protective. (Dual pupose acceptable)
(2) Adjustable C-collars (Rigid cervical collars as approved in writing by the medical director and available for review by the department.)
(1 each of various sizes) Nasopharyngeal airways, pediatric, and adult.
(1) Approved biohazardous waste plastic bag or impervious container per Chapter 64J, F.A.C.
(2) Safety goggles/glasses or equivalent meeting A.N.S.I. Z87.1 standard.
(1) Bulb syringe separate from obstetrical kit.
(1) Thermal absorbent reflective blanket.
(2) Multitrauma dressings.
(1) Pediatric length based measurement device for equipment selection and drug dosage.

MEDICATIONS
(2) Atropine Sulfate
(2, 1 D50) Dextrose 10 percent (Dextrose 50% is also kept in the safe, per State Requirement)
(2) Epinephrine HCL 1 mg/1 ml (1:1,000)
(4) Epinephrine HCL 1 mg/ 10 ml (1:10,000)
(2) Ventricular dysrhythmic
(1) Benzodiazepine sedative/anticonvulsant
(2) Naloxone (Narcan)
(1 bottle) Nitroglycerin
(4) Albuterol (Inhalant beta adrenergic agent with nebulizer apparatus, as approved by the Medical Director.)

I.V. SOLUTIONS
(2) Lactated Ringers
(2) Normal Saline.

EQUIPMENT
(1) Laryngoscope handle with batteries.
(1 each various sizes) Laryngoscope blades; adult, child and infant sizes.
(1) Pediatric I.V. arm board or splint appropriate for I.V. stabilization.
(1 each various sizes) Disposable endotracheal tubes; adult, child and infant sizes. Those below 5.5 mm shall be uncuffed. 2.5 mm – 5.0 mm uncuffed; 5.5 mm – 7.0 mm; 7.5 mm – 9.0 mm).
(1 each) Endotracheal tube stylets pediatric and adult.
(1 each) Magill forceps, pediatric and adult sizes.
(1) Device for intratracheal meconium suctioning in newborns.
(4) Tourniquets (in start kits)

(2 each various sizes) I.V. cannulae 14 thru 24 gauge.
(2) Micro drip sets. (Or Muli-select sets)
(2) Macro drip sets. (Or Muli-select sets)
(1) I.V. pressure infuser.
(1 each various sizes) Needles 18 thru 25 gauge.
(1 each various sizes) Intraosseous needles
(1) three way stop cock.
(1 each various sizes) Syringes, from 1 ml. to 20 ml.
(1) D.C. battery powered portable monitor with defibrillation and pacing capabilities, ECG printout and spare battery. The unit shall be capable of delivering pediatric defibrillation (energy below 25 watts/sec and appropriate equipment).
(1 bag each) Monitoring electrodes for adults and pediatrics.
(1 each) Pacing electrodes. Pediatric and Adult.
(1) Glucometer.
(1) Approved sharps container per Chapter 64J, F.A.C.
(1 each various sizes) Flexible suction catheters.
(1) Electronic waveform capnography capable of real-time monitoring and printing record of the intubated patient (effective 01/01/2008).

Approved by:

Kim Landry, M.D., FACEP, FAAEM

Reviewed & Updated March 2018

6/27/2019 - 9:15 AM

Unit Inventory Report

Displays Current Inventory by Unit Including Expiration Dates

Unit Number: 4091 - MED 19

Cabinet: Above Bench Seat

Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Gloves, Large	Gloves, Large		1	1
Gloves, Medium	Gloves, Medium		1	1
Gloves, Small	Gloves, Small		1	1
Gloves, Xtra Large	Gloves, Xtra Large		1	1
Pillow, Disposable	206-089-7015EA		2	2
Sheet, Stretcher	3271-62602		1	1
Sheet, Top	533-MS-001FL		5	5

Cabinet: Airway

Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bougie	9-01212-70	10/18/2021	1	1
BVM, Adult	520-211		1	1
BVM, Pedi	530-213		1	1
Catheter, Suction, #10	358597		2	2
Catheter, Suction, #12	358598		2	2
Catheter, Suction, #14	358599		2	2
Catheter, Suction, #16	358600		2	2
Catheter, Suction, #18	358601		2	2
Catheter, Suction, #6	358595		2	2
Catheter, Suction, #8	358596		2	2
ET Bulb Detection	300464		1	1
ET Holder, Adult	1107054		2	2
ET Holder, Pedi	1107045		2	2
ET Tube #2.5	349769	12/30/2019	2	2
ET Tube #3.0	349770	7/30/2020	2	2
ET Tube #3.5	704532	9/28/2020	2	2
ET Tube #4.0	349772	11/28/2021	2	2
ET Tube #5.0	349774	10/31/2019	2	2
ET Tube #6.0	349777	10/28/2022	2	2
ET Tube #7.0	349779	6/28/2022	2	2
ET Tube #7.5	349780	8/28/2021	2	2
ET Tube #8.0	349781	4/30/2020	2	2
ET Tube #9.0	704530	6/30/2020	2	2

Filterline Set CO2	174620		1	1
King, purple size 5	2114-44435	10/4/2020	1	1
KING, red, size 4	2114-44434	2/1/2023	1	1
KING, yellow, size 3	2114-44433	4/11/2021	1	1
Laryngoscope Blade, Mac #2	2142-84202		1	1
Laryngoscope Blade, Mac #3	2142-84303		1	1
Laryngoscope Blade, Mac #4	2142-84404		1	1
Laryngoscope Blade, Miller #0	2142-82000		1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Laryngoscope Blade, Miller #3	2142-82303		1	1
Laryngoscope Handle, Med	7896		1	1
Lubricating jelly	1066698	7/1/2020	4	4
Nasal Airway #12	347237	1/31/2020	2	2
Nasal Airway #14	347238	8/30/2019	2	2
Nasal Airway #16	347239	4/30/2020	2	2
Nasal Airway #18	347240	5/31/2021	2	2
Nasal Airway #20	347241	3/30/2021	2	2
Nasal Airway #22	347242	1/1/2021	2	2
Nasal Airway #24	341640	9/30/2022	2	2
Nasal Airway #26	286510	3/30/2020	2	2
Nasal Airway #28	327347	9/30/2021	2	2
Nasal Airway #30	286513	3/31/2022	2	2
Nasal Airway #32	286514	2/28/2022	2	2
Nasal Airway #34	346047	2/28/2022	2	2
Nasal Airway #36	423228	1/30/2022	2	2
NG Tube #10	160838	7/31/2019	2	2
NG Tube #12	160839	5/19/2021	2	2
NG Tube #14	160840	4/4/2021	2	2
NG Tube #16	160841	6/6/2021	2	2
NG Tube #18	160842	6/6/2021	2	2
Oral Airway #100, Purple	021005		2	2
Oral Airway #110, Orange	021006		2	2
Oral Airway #40, Pink	021001		2	2
Oral Airway #50, Teal	76-121850EA		2	2
Oral Airway #60, Black	021002		2	2
Oral Airway #70, White	D4244		2	2
Oral Airway #80, Green	021003		2	2
Oral Airway #90, Yellow	021004		2	2
Stylette, Large	420191	1/1/2020	1	1
Stylette, Medium	421453	4/21/2020	1	1
Stylette, Small	421136	11/30/2021	1	1

Syringe, 60cc, Cath Tip	010060C	11/30/2020	1	1
Syringe, 60cc, LL	620060		1	1
Tracheostomy Tube	505060	6/30/2019	1	1
Tubing, Suction	483597		2	2
Yankuer	448211		2	2

Cabinet: Back of Stretcher
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cannula, Adult	301-107ea	5/10/2021	1	1
Capnoline Plus O2	177268		1	1
Chucks	724033		1	1
CPAP, Disposable	10-572-09		1	1
Emesis Bag	1115068		1	1
NRB, Adult	43321		1	1
Sheet, Top	533-MS-001FL		1	1

Cabinet: Back Pouch
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Vinyl, Adult	967-ZSC4201L		2	2
BP Cuff Vinyl, Child	967-ZSC4401L		1	1
BP Cuff Vinyl, Large adult	967-ZSC4101L		1	1
BP Cuff Vinyl, Small Adult	967-ZSC4301L		1	1
BP Cuff Vinyl, Thigh	967-ZSC4001LEA		1	1
Capnoline Plus O2	177268		1	1
Electrodes Adult	270580		2	2

Cabinet: Bandaging, BLS
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ABD Pads	085590		6	6
Ace Bandage	080504		4	4
Band-aids	115847		10	10
Bandage, Stretch, Kerlix	10173		6	6
Bandage, Stretch, Kling	188588		6	6
Bandage,Triangular	540284		4	4
Burn Sheet	30061MS		2	2
Chest Seal	441688	2/29/2020	2	2
Cold Compress	1431-16004		2	2
Foil Bunting	246486		1	1
Gauze, 2 x 2 Non-Sterile	151783		1	1

Gauze, 2 x 2 Sterile	446032		5	5
Gauze, 4 x 4 Non-Sterile	440028		1	1
Gauze, 4 x 4 Sterile	086124		5	5
Hot Compress	9501301		1	1
Mask, N95-Large	420655		6	6
Mask, N95-Medium	420651		6	6
Mask, N95-Small	366290		6	6
Multi-Trauma Dressing	150062		2	2
OB Kit	488227	2/28/2020	2	2
Spit Sock	1033-15311		2	2
Surgical Mask	226058		6	6
Syringe, Bulb	37271		1	1
Tape, Cloth, 3"	1089545		1	1
Vaseline Gauze	150066K1	12/31/2019	2	2

Cabinet: Bottom Shelf
Inspection Date: 6/27/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cleaner, Foam	Cleaner, Foam		1	1
PPK	295814		3	3
Sheet, Stretcher	3271-62602		1	1
Wipes, Sani Cloth	297272		1	1

Cabinet: Broselow Blue
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #10	358597		1	1
ET Tube #5.5	349776	10/31/2019	1	1
Laryngoscope Blade, Mac #2	2142-84202		1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Nasal Airway #24	341640	9/30/2019	1	1
Oral Airway #70, White	D4244		1	1

Cabinet: Broselow Green
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #10	358597		1	1
Catheter, Suction, #12	358598		1	1
ET Tube #6.5	704524	2/28/2021	1	1
Laryngoscope Blade, Mac #3	2142-84303		1	1
Laryngoscope Blade, Miller #3	2142-82303		1	1
Nasal Airway #26	286510	2/28/2021	1	1

Oral Airway #80, Green	021003		1	1

Cabinet: Broselow Orange
Inspection Date: 4/30/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #10	358597		1	1
ET Tube #6.0	349777		1	1
Laryngoscope Blade, Mac #2	2142-84202		1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Nasal Airway #26	286510	7/30/2021	1	1
Oral Airway #80, Green	021003		1	1

Cabinet: Broselow Pink
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #8	358596		1	1
ET Tube #3.5	704532	6/30/2019	1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Nasal Airway #14	347238	10/31/2021	1	1
Oral Airway #50, Teal	76-121850EA		1	1

Cabinet: Broselow Purple
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #10	358597		1	1
ET Tube #4.0	349772	6/28/2022	1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Nasal Airway #18	347240	3/31/2021	1	1
Oral Airway #60, Black	021002		1	1

Cabinet: Broselow Red
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #8	358596		1	1
ET Tube #3.5	704532	6/30/2019	1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Nasal Airway #14	347238	10/31/2021	1	1
Oral Airway #50, Teal	76-121850EA		1	1

Cabinet: Broselow White
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand

Catheter, Suction, #10	358597		1	1
ET Tube #5.0	349774	6/30/2020	1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Nasal Airway #22	347242	10/31/2021	1	1
Oral Airway #60, Black	021002		1	1

Cabinet: Broselow Yellow

Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, Suction, #10	358597		1	1
ET Tube #4.5	704534	12/28/2022	1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Nasal Airway #20	347241	4/1/2020	1	1
Oral Airway #60, Black	021002		1	1

Cabinet: Console

Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Gloves, Large	Gloves, Large		1	1
Gloves, Medium	Gloves, Medium		1	1
Gloves, Small	Gloves, Small		1	1
Gloves, Xtra Large	Gloves, Xtra Large		1	1
Sanitizer, Hand	Sanitizer, Hand		1	1

Cabinet: Drug Drawer

Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Activated Charcoal	901002	3/31/2020	2	2
ALBUTEROL 2.5mg	9501-25	12/31/2020	4	4
AMIODARONE 150mg	1062036	1/31/2020	2	2
Atrovent 0.02%	16181	10/31/2020	4	4
D10%	218100	10/31/2020	2	2
D5W 100ml	118-2B0087EA	11/30/2019	1	1
D5W 50mL	161887	8/31/2019	1	1
Dial-a-Flow Extension Set	1712-74218		1	1
DIPHENHYDRAMINE 50mg/mL	0376-25	12/31/2020	2	2
Dog Leash	123456789		1	1
Drip Set (10 Drop ML)	7030		1	1
Drip Set (60 Drop ML)	7051		1	1
EPINEPHRINE 1:1000	103-10	9/30/2020	2	2
EPINEPHRINE 1:10000	373316	9/30/2020	2	2
FUROSEMIDE 100mg	6102-10	10/30/2020	1	1

Glucagen 1mg	1082180	10/31/2020	1	1
Haloperidol (Haldol)	0426-12	2/10/2020	4	4
LABETALOL 20mg	372339	5/21/2020	1	1
LIDOCAINE 100mg	373390	9/30/2020	2	2
LIDOCAINE 2gm 500mL	2B0973	2/29/2020	2	2
MAD	400125	6/28/2020	2	2
Mag Sulfate 50% 5gm Vial	0064-10EA	8/31/2020	1	1
NARCAN 2mg	373369	5/31/2020	2	2
Nitro Paste	373830	10/31/2019	1	1
Oral Glucose	580125	9/30/2021	2	2
SODIUM BICARBONATE 8.4%	371035	7/1/2019	2	2
Solumedrol	0047-22	7/31/2021	2	2
Stopcock	453327		1	1
Test Strips, Glucometer	2763-09950		1	1
Tetracaine	70826	6/30/2020	1	1
Tranexamic Acid, 100mg/ml, 10ml Preservative Free Vial	0605-10	3/31/2020	1	1
Tylenol 325mg	0588-62	11/30/2019	2	2
Zantac	646246	5/31/2021	2	2
Zofran 4mg	4755-02	8/1/2020	4	4

Cabinet: EZ IO Kit
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Alcohol, prep	191320		2	2
Iodine prep	632679		1	1
LIDOCAINE 100mg	373390	2/28/2020	1	1
Needle, IO, Power, 15mm-Pedi	9018-VC-005	10/31/2020	2	2
Needle, IO, Power, 25mm-Adult	9001-VC-005	10/31/2020	1	1
Needle, IO, Power, 45mm-Large Adult	9079-VC-005	1/31/2022	2	2
Saline Flush	445292	5/1/2020	2	2

Cabinet: Fluids, Right Cabinet
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Burrette	472784	7/31/2019	1	1
Drip Set (10 Drop ML)	7030		6	6
Drip Set (60 Drop ML)	7051		3	3
IV Extension	05-00811		6	6
IV start Kit	F879600-A		6	6
LR 1000mL	357500	8/30/2021	4	4
Needle, Huber	519-471720	12/31/2020	1	1
Needle, Power Loc	721265	4/28/2020	1	1

NS 0.9% 1000mL	601324x	9/30/2020	4	4
NS 0.9% 500 mL	601323	6/30/2020	4	4
Pressure Infuser	897070		1	1

Cabinet: Front Pocket
Inspection Date: 4/30/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Broselow Tape	AE-4800		1	1
Cannula, Pedi.	533-MS-24101EA	7/31/2019	1	1
Emesis Bag	1115068		1	1
Infant Oxygen Mask	355-3262-EEA		1	1
Lubricating jelly	1066698	9/30/2019	2	2
NRB, Pedi.	4990381		1	1
O2 Tubing	D6146		1	1
Pulse Ox, Pedi.	2712-02020		1	1
Syringe, Bulb	37271		1	1

Cabinet: Immobilization
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Back Board	68597		2	2
Back Board-Pedi	4990853		1	1
Bag, Immobilization	685800		1	1
C-Collar, Adult	260281		4	4
C-Collar, Pediatric	260280		2	2
Head Immobilizer	264030		4	4
Splint, Padded, 54"	780731		2	2
Strap, Spine Board	50962SM		6	6
Stretcher, Reeves	527235		1	1
Stretcher, Scoop	781285		1	1

Cabinet: Intubation Pouch
Inspection Date: 4/30/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ET Holder, Pedi	1107045		1	1
Filterline Set CO2	174620		1	1
Forceps, Pedi.	400007		1	1
Laryngoscope Handle, Med	7896		1	1
Lubricating jelly	1066698	6/30/2020	2	2
Syringe, 10cc	408868		1	1
Tape, Transpore	5762		1	1

Cabinet: Irrigation, Capt's Chair
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Morgan Lens Delivery Set	234891		2	2
Morgan medi-Flow Lens	382261	8/30/2021	2	2
NS IRRIGATION 1000ML	13878	5/31/2019	2	2
Sterile Water Irrigation	14045	5/29/2020	2	2

Cabinet: IV Bag 2
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Blood Tube, Blue	363083	7/31/2019	1	1
Blood Tube, Green	367962	10/31/2019	1	1
Blood Tube, Purple	367861	9/30/2019	1	1
Catheter, IV-18 ga.	330004	9/12/2019	2	2
Catheter, IV-20 ga.	330002	5/31/2021	2	2
Catheter, IV-22 ga.	330000	7/31/2020	2	2
Catheter, IV-24 ga.	329999	6/30/2019	2	2
Drip Set (60 Drop ML)	7051		1	1
IV start Kit	F879600-A		1	1
NS 0.9% 500 mL	601323	9/30/2019	1	1
Saline Flush	445292	3/1/2020	1	1
Tape, Transpore	5762		1	1
Vacutainer Holder	458363		1	1
Vacutainer Needle	357290	2/29/2020	1	1

Cabinet: IV Tray
Inspection Date: 6/27/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Alcohol, prep	191320		20	20
ASA 81mg	555693	11/30/2020	1	1
Band-aids	115847		10	10
Blood Tube, Blue	363083	1/31/2020	8	8
Blood Tube, Green	367962	1/31/2020	8	8
Blood Tube, Purple	367861	1/31/2020	8	8
Catheter, IV-14 ga.	330008	1/31/2020	4	4
Catheter, IV-16 ga.	330006	1/31/2020	4	4
Catheter, IV-18 ga.	330004	1/31/2020	6	6
Catheter, IV-20 ga.	330002	5/1/2020	6	6
Catheter, IV-22 ga.	330000	1/31/2020	6	6
Catheter, IV-24 ga.	329999	1/31/2020	4	4
Filter Straw	354150	10/31/2022	4	4

Gauze, 2 x 2 Non-Sterile	151783		1	1
IV Extension	05-00811		6	6
IV start Kit	F879600-A		6	6
Lancets	511848		12	12
Lubricating jelly	1066698	9/30/2019	5	5
Nail polish remover	279-1501BX		10	10
Needle 18g	451033	6/15/2020	3	3
Needle 22g	747240	1/31/2020	3	3
Needle 25g	448644	1/31/2020	3	3
Nitro Tabs	689523	10/31/2019	1	1
Saline Flush	445292	10/31/2019	8	8
Swabs, Benzoin	135754	1/31/2020	2	2
Syringe, 10cc	408868		4	4
Syringe, 1cc	1031817		4	4
Syringe, 20cc	1031802		4	4
Syringe, 3cc	1031804		4	4
Tape, Transpore	5762		1	1
Vacutainer Holder	458363		6	6
Vacutainer Needle	357290	1/31/2020	6	6
Venoscope	863-VT03		1	1

Cabinet: IV Warmer

Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
LR 1000mL	357500	10/1/2019	1	1
NS 0.9% 1000mL	601324x	7/31/2019	1	1
NS 0.9% 500 mL	601323	9/30/2019	1	1

Cabinet: Left Outer Pocket

Inspection Date: 4/30/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ABD Pads	085590		2	2
Ace Bandage	080504		1	1
Band-aids	115847		10	10
Bandage, Stretch, Kerlix	10173		1	1
Bandage, Stretch, Kling	188588		1	1
Bandage,Triangular	540284		1	1
Cold Compress	1431-16004		1	1
Gauze, 2 x 2 Sterile	446032		5	5
Gauze, 4 x 4 Sterile	086124		5	5
Splint, Pedi., 9"	660938		2	2
Tape, Transpore	5762		1	1

Vaseline Gauze	150066K1		2	2

Cabinet: Left Pocket
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cable, Main Trunk & 4 Lead	11111-000018		1	1
Modem	6379		1	1
Pulse Ox Ext	661433		1	1
Pulse Ox, Adult	2712-01701		1	1

Cabinet: Main Pouch
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Manual, Small Adult	803196		1	1
BP Cuff Manual,Child	1067633		1	1
BVM, Pedi	530-213		1	1
Flashlight	4450069		1	1
Multi-Trauma Dressing	150062		1	1
OB Kit	488227	9/30/2019	1	1
Shears, Trauma	1094561		1	1
Stethoscope, Pedi.	992850		1	1

Cabinet: McGrath
Inspection Date: 6/15/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Battery-McGrath	11996-000394		2	2
Laryngo-Tracheal MAD	MAD700		1	1
Laryngoscope Blade, Mac 1-McGrath	11996-000413		1	1
Laryngoscope Blade, Mac 2-McGrath	11996-000414		1	1
Laryngoscope Blade, Mac 3-McGrath	11996-000415		1	1
Laryngoscope Blade, Mac 4-McGrath	11996-000416		1	1
Laryngoscope Blade, X3-McGrath	11996-000398		1	1

Cabinet: Med Pouch
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
AMIODARONE 150mg	1062036	4/30/2020	1	1
ATROPINE 1mg	371006	10/1/2019	1	1
D10%	218100	11/30/2020	1	1
D5W 50mL	161887	6/30/2019	1	1
DIPHENHYDRAMINE 50mg/mL	0376-25	9/30/2020	1	1
EPINEPHRINE 1:1000	103-10	7/31/2020	1	1

EPINEPHRINE 1:10000	373316	3/1/2020	1	1
Filter Straw	354150	12/31/2020	2	2
LIDOCAINE 100mg	373390	8/31/2020	1	1
NARCAN 2mg	373369	9/30/2019	1	1
Needle 18g	451033	5/30/2021	2	2
Needle 25g	448644	4/30/2022	2	2
Oral Glucose	580125	2/28/2021	1	1
Saline Flush	445292	2/29/2020	2	2
SODIUM BICARB 4.2%	0074553401	9/1/2019	1	1
SODIUM BICARBONATE 8.4%	371035	11/1/2019	1	1
Syringe, 1cc	1031817		2	2
Syringe, 3cc	1031804		2	2

Cabinet: Misc.
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Burrette	472784	7/31/2019	1	1
Splint, Ladder	486369		1	1

Cabinet: Miscellaneous
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Manual, Thigh	257021		1	1
Ring Cutter	400010		1	1
Sanitizer, Hand	Sanitizer, Hand		1	1
Seat Belt Cutter	K4026		1	1
Suction Cup, Lucas 2	11576-000047		2	2
Thermometer Probe Covers	953916		3	3
Window Center Punch	G1741		1	1

Cabinet: Nebulizer Bag
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ALBUTEROL 2.5mg	9501-25	1/30/2020	2	2
Atrovent 0.02%	16181	12/31/2019	2	2
Nebulizer	301-200ea		2	2

Cabinet: O2, Capt's Chair
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cannula, Adult	301-107ea	6/14/2022	6	6
Cannula, Pedi.	533-MS-24101EA	3/30/2020	4	4

CPAP EZ Neb, Disposable	1057318		1	1
Infant Oxygen Mask	355-3262-EEA	8/31/2019	2	2
Nebulizer	301-200ea		2	2
Nebulizer w/mask	A911204		2	2
NRB, Adult	43321		6	6
NRB, Pedi.	4990381		2	2
O2 Tubing	D6146		1	1

Cabinet: Oxygen Tanks
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
O2 Main	5000		1	1
O2 Portable	5001		2	2

Cabinet: Portable Suction
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Canister, Suction	161355		1	1
Tubing, Suction	483597		1	1
Yankuer	448211		1	1

Cabinet: Refrigerator
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cardizem (Diltiazem Hydrochloride)	944336	9/30/2020	2	2

Cabinet: Right Outer Pockets
Inspection Date: 6/10/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Meconuim Aspirator	590101		1	1
Safety Glasses	1115062		1	1
Stopcock	453327		1	1
Surgical Mask	226058		1	1
Trauma Sleeves	295561		2	2

Cabinet: Right Pocket
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cable, 12 Lead	11111-000022		1	1
Cable, Defib	11113-000004		1	1
Defib Pads, Adult	442412	5/21/2020	2	2
Defib Pads, Pedi	442411	10/26/2019	2	2

Electrode Peds	416621	6/30/2020	4	4
LP Paper	2745-10108		1	1

Cabinet: Safe
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Pulse Ox Ext, Rainbow	11996-000340		1	1
Pulse Ox, Rainbow, Adult	11171-000049		1	1
Pulse Ox, Rainbow, Pedi.	11171-000037		1	1

Cabinet: Spineboards
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Back Board	68597		2	2
Splint, Padded, 54"	780731		2	2

Cabinet: Splinting Supplies
Inspection Date: 6/26/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
KED	KE705		2	2
Splint, Hare	SI008A		1	1
Splint, Ladder	486369		2	2
Splint, Padded, 15"	780729		2	2
Splint, Padded, 36"	1113725		2	2
Splint, Sager	496768		1	1
Splint, Sam	1068342		2	2

Cabinet: Top pouch
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cable, Lp15 To PC	11996-000369		1	1
Clipper, Blade	347468		2	2
Clipper, Surgical	66660		1	1
Filterline Set CO2	174620		1	1
Pulse Ox, Pedi.	2712-02020		2	2
Razor, Prep, Manual	169654		2	2

Cabinet: Top Shelf
Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Manual, Thigh	257021		1	1
Hydrogen Peroxide	600629		1	1

Restraints, Soft	501110		2	2
Ring Cutter	400010		1	1
Seat Belt Cutter	K4026		1	1
Window Center Punch	G1741		1	1

Cabinet: Under Bench Seat

Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bedpan	721-H120-05EA		1	1
Bio Bag	520-R116		2	2
Blanket, Emergency	276-7303EA		1	1
Blanket, Rescue (Thermal)	1112301		1	1
C-Collar, Adult	260281		1	1
Canister, Suction	161355		1	1
Chucks	724033		5	5
Emesis Bag	1115068		6	6
Lift Harness, Large-Doty Belt	3330-35012		1	1
Pedi Mate	851664		1	1
Urinal	1020361		1	1

Cabinet: Wall Suction

Inspection Date: 6/20/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Canister, Suction	161355		1	1
Tubing, Suction	483597		1	1
Yankuer	448211		1	1

6/27/2019 - 9:16 AM

Unit Inventory Report

Displays Current Inventory by Unit Including Expiration Dates

Unit Number: StatPack - 22

Cabinet: Airway Cell

Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
ET Bulb Detection	300464		1
ET Holder, Adult	1107054		1
ET Tube #5.0	349774	10/31/2019	1
ET Tube #6.0	349777	10/28/2022	1
ET Tube #7.0	349779	10/20/2020	2
ET Tube #7.5	349780	6/28/2022	2
ET Tube #8.0	349781	8/30/2020	2
ET Tube #9.0	704530	5/28/2023	1
Filterline Set CO2	174620		1
Forceps, Adult	400008		1
Forceps, Pedi.	400007		1
Laryngoscope Blade, Mac #2	2142-84202		1
Laryngoscope Blade, Mac #3	2142-84303		1
Laryngoscope Blade, Mac #4	2142-84404		1
Laryngoscope Blade, Miller #1	2142-82101		1
Laryngoscope Blade, Miller #2	2142-82202		1
Laryngoscope Blade, Miller #3	2142-82303		1
Laryngoscope Handle, Med	7896		1
Lubricating jelly	1066698	9/30/2019	2
Scalpel	454983	6/30/2021	1
Stylette, Large	420191	12/31/2021	1
Stylette, Medium	421453	8/30/2019	1
Syringe, 10cc	408868		1

Cabinet: Compartment - Left

Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
Bio Bag	520-R116		1
Chest Seal	441688	10/30/2019	2
Flashlight	4450069		1
Safety Glasses	1115062		3
Surgical Mask	226058		3
Tourniquet, CAT	812821		1
Trauma Sleeves	295561		2

Vaseline Gauze	150066K1	6/30/2019	2

Cabinet: Compartment - Main
Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
Bougie	9-01212-70	7/31/2019	1
Res Q Vac	663427		1
Res Q Vac, Repl. Kit	1081719		1
Sharps Tube	000100001		1

Cabinet: Compartment - Right
Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
ABD Pads	085590		2
Ace Bandage	080504		2
Band-aids	115847		10
Bandage, Stretch, Kerlix	10173		1
Bandage, Stretch, Kling	188588		1
Bandage,Triangular	540284		4
Gauze, 2 x 2 Sterile	446032		5
Gauze, 4 x 4 Non-Sterile	440028		1
Gauze, 4 x 4 Sterile	086124		5
Multi-Trauma Dressing	150062		1
Tape, Cloth, 3"	1089545		1
Tape, Transpore	5762		1

Cabinet: Compartment - Top
Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
Alcohol, prep	191320		6
ASA 81mg	555693	12/31/2019	1
Band-aids	115847		6
BP Cuff Manual, Adult	803197		1
Emesis Bag	1115068		2
Glucometer	12193		1
Lancets	511848		6
Nitro Tabs	689523	5/31/2019	1
Oral Glucose	580125	6/30/2021	1
Shears, Trauma	1094561		1
Stethoscope, Adult	761428		1
Stethoscope, Adult (PINK)	EDI-3127, ADC 641	10/31/2020	1
Test Strips, Glucometer	2763-09950		1

Cabinet: Intravenous Cell

Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
Blood Tube, Blue	363083	4/30/2020	1
Blood Tube, Green	367962	6/30/2019	1
Blood Tube, Purple	367861	12/31/2019	1
Catheter, IV-14 ga.	330008	1/31/2020	2
Catheter, IV-16 ga.	330006	11/30/2019	2
Catheter, IV-18 ga.	330004	9/30/2020	2
Catheter, IV-20 ga.	330002	10/31/2020	2
Catheter, IV-22 ga.	330000	7/31/2019	2
Catheter, IV-24 ga.	329999	1/31/2020	2
D10%	218100	10/31/2020	1
Drip Set (10 Drop ML)	7030		2
IV Extension	05-00811		2
IV start Kit	F879600-A		2
Needle 18g	451033	8/31/2022	2
NS 0.9% 1000mL	601324x	4/30/2020	1
Saline Flush	445292	3/1/2020	5
Syringe, 3cc	1031804		2
Syringe, 60cc, LL	620060		1
Vacutainer Holder	458363		1
Vacutainer Needle	357290	5/31/2020	1

Cabinet: Medicine Cell

Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
ADENOSINE 12mg	0301-68	2/28/2020	1
ADENOSINE 6mg	0301-67	1/31/2020	1
AMIODARONE 150mg	1062036	4/1/2020	2
ATROPINE 1mg	371006	4/30/2020	2
D5W 100ml	118-2B0087EA	6/30/2019	1
D5W 50mL	161887	6/30/2019	1
DIPHENHYDRAMINE 50mg/mL	0376-25	10/31/2020	2
EPINEPHRINE 1:1000	103-10	12/31/2019	2
EPINEPHRINE 1:10000	373316	11/1/2020	4
Filter Straw	354150	4/30/2022	2
Glucagen 1mg	1082180	6/30/2019	1
LIDOCAINE 100mg	373390	6/30/2020	2
MAD	400125	9/4/2021	1
NARCAN 2mg	373369	7/31/2019	2

Needle 18g	451033	6/30/2022	2
Needle 22g	747240	2/28/2022	2
Needle 25g	448644	10/31/2021	2
SODIUM BICARBONATE 8.4%	371035	12/1/2019	2
Syringe, 10cc	408868		2
Syringe, 1cc	1031817		2
Syringe, 3cc	1031804		2

Cabinet: Universal Cell

Inspection Date: 5/13/2019 12:00:00 AM

Part Description	Part Number	Expiration Date	Quantity On Hand
ALBUTEROL 2.5mg	9501-25	1/31/2020	4
Atrovent 0.02%	16181	4/30/2020	2
BVM, Adult	520-211		1
King, purple size 5	2114-44435	9/5/2020	1
KING, red, size 4	2114-44434	2/1/2023	1
KING, yellow, size 3	2114-44433	9/30/2019	1
Lubricating jelly	1066698	9/30/2019	2
Nasal Airway #22	347242	11/30/2021	1
Nasal Airway #24	341640	2/28/2022	1
Nasal Airway #26	286510	10/31/2019	1
Nasal Airway #28	327347	12/31/2021	1
Nasal Airway #30	286513	11/30/2021	1
Nasal Airway #32	286514	2/28/2022	1
Nasal Airway #34	346047	5/28/2023	1
Nasal Airway #36	423228	3/28/2023	1
Nebulizer	301-200ea		1
Oral Airway #100, Purple	021005		1
Oral Airway #110, Orange	021006		1
Oral Airway #80, Green	021003		1
Oral Airway #90, Yellow	021004		1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brown & Brown of Florida, Inc.
P.O. Box 2412
Daytona Beach FL 32115-2415

CONTACT NAME: Denise Gordon
PHONE (A/C, No, Ext): (386) 239-8864 FAX (A/C, No): (386) 323-9122
E-MAIL ADDRESS: dgordon@bbdaytona.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	The Phoenix Insurance Company	25623
INSURER B :	The Travelers Indemnity Company of America	25666
INSURER C :	The Travelers Indemnity Company	25658
INSURER D :	Zurich American Insurance Company	16535
INSURER E :		
INSURER F :		

INSURED
Board of County Commissioners Leon County
301 S Monroe St STE 201
Tallahassee FL 32301

COVERAGES **CERTIFICATE NUMBER:** 18-19 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] PUBLIC OFFICIALS GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZLP15T68024	12/15/2018	12/15/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 1,000,000 $ 1,000,000 $ EXCLUDED $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1M/3M
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			8104F269223	12/15/2018	12/15/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP-Basic	$ 1,000,000 $ $ $ $ Included
C	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			ZUP15T68048	12/15/2018	12/15/2019	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
D	RENTED/LEASED EQUIPMENT			CPP596949508	12/15/2018	12/15/2019	EACH ITEM PER OCCURRENCE	100,000 475,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
FLORIDA DEPARTMENT OF HEALTH
4052 BALD CYPRESS WAY BIN #C18
TALLAHASSEE FL 32311-1738

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Leon County, Florida



Annual Financial Report

For the Fiscal Year Ended September 30, 2017

Prepared by the Clerk of the Circuit Court and Comptroller
Department of Finance

LEON COUNTY, FLORIDA

PRINCIPAL OFFICERS

BOARD OF COUNTY COMMISSIONERS

Nick Maddox **– Chairman -** At-Large
Jimbo Jackson **– Vice Chairman -** District 2
William G. (Bill) Proctor, Jr. **-** District 1
John E. Dailey - District 3
Bryan Desloge **-** District 4
Kristin Dozier **-** District 5
Mary Ann Lindley – At-Large

COUNTY ADMINISTRATOR
Vincent S. Long

COUNTY ATTORNEY
Herbert W. A. Thiele

TAX COLLECTOR
Doris Malloy

SHERIFF
Walt McNeil

PROPERTY APPRIASER
Akin Akinyemi

SUPERVISOR OF ELECTIONS
Mark Earley

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
AND
CLERK TO THE BOARD OF COUNTY COMMISSIONERS
Gwen Marshall

DIRECTOR OF FINANCE
Jordan Steffens, CPA, CPM

Leon County, Florida

THIS REPORT CONTAINS THE FOLLOWING SECTIONS

LEON COUNTY, FLORIDA (COUNTYWIDE) GENERAL PURPOSE FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT AND REPORTS ON COMPLIANCE AND ON INTERNAL CONTROL, AND FEDERAL FINANCIAL ASSISTANCE AND AUDITORS' REQUIRED DISCLOSURES

BOARD OF COUNTY COMMISSIONERS' FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

CLERK OF THE CIRCUIT COURT'S FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND ON INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

PROPERTY APPRAISER'S FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND ON INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

SHERIFF'S FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND ON INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

SUPERVISOR OF ELECTIONS' FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND ON INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

TAX COLLECTOR'S FINANCIAL STATEMENTS, INDEPENDENT AUDITORS' REPORT, REPORT ON COMPLIANCE AND ON INTERNAL CONTROL, MANAGEMENT COMMENTS, AND AUDITORS' REQUIRED DISCLOSURES

Leon County, Florida,
Annual Financial Report

Year ended September 30, 2017

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Leon County, Florida
Annual Financial Report

Year ended September 30, 2017

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Independent Auditors' Report

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, the aggregate remaining fund information, and the budgetary comparison statements of Leon County, Florida (the County) as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on auditor judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, the aggregate remaining fund information, Florida as of September 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison statements of the general fund and major special revenue funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-14 and the supplementary pension schedules on pages 101 through 105, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The accompanying schedule of expenditures of federal awards and state financial assistance, schedule of findings and questioned costs, and summary schedule of prior audit findings are presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* and Chapter 10.550, *Rules of the Auditor General*, and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used

to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, these schedules are fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements, and other matters under the heading Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2018

Law, Redd, Crona & Munroe, P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Management's Discussion and Analysis

This discussion and analysis of Leon County's (the County) financial statements is designed to introduce the basic financial statements and provide an analytical overview of the County's financial activities for the fiscal year ended September 30, 2017. The basic financial statements are comprised of the government-wide financial statements, fund financial statements, and footnotes. We trust that the basic financial statements will, in conjunction with additional information provided in our letter of transmittal (pages xii–pages xviii), assist readers in identifying significant financial issues, and in future years, changes in the County's financial position. In this Management's Discussion and Analysis (MD&A), all amounts, unless otherwise indicated, are expressed in thousands of dollars.

Overview of the Financial Statements

The County's basic financial statements are comprised of the following elements:

Government-wide Financial Statements

The government-wide financial statements (Statement of Net Position and Statement of Activities found on pages 15 and 16-17, respectively) concentrate on the County as a whole and do not emphasize fund types, but rather a governmental or a business-type classification, which are presented in separate columns. The governmental and business-type activities comprise the primary government and are reported separately from the component unit for which the County is accountable. In addition, neither fiduciary funds nor component units that are fiduciary in nature are included in the government-wide financial statements.

General governmental and intergovernmental revenues support the governmental activities, whereas user fees and charges for services primarily support the business-type activities. The purpose of the government-wide financial statements is to allow the user to be able to determine if the County is in a better or worse financial position than the prior year.

The Statement of Net Position presents information on all of the County's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

The Statement of Activities reflects the expenses of a given function or segment, which are offset by program revenues. Program revenues are defined as charges for services, operating grants and contributions, and capital grants and contributions directly associated with a given function. Taxes, state shared revenues, and investment earnings are reported under general revenue. The effects of interfund activity have been removed from the government-wide financial statements and internal service activity has been eliminated. However, the interfund services between functions have not been eliminated.

Fund Financial Statements

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred outflows of resources, deferred inflows of resources, net position, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Financial Statements (continued)

The County's funds are presented in separate fund financial statements, the governmental fund financial statements and proprietary fund financial statements. The County's major funds are presented in separate columns on the fund financial statements. The definition of a major fund is one that meets certain criteria set forth in Governmental Accounting Standards Board Statement Number 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments (GASB 34)*. The funds that do not meet the criteria of a major fund are considered non-major funds and are combined into a single column on the fund financial statements. Table 1 below summarizes the major features of the basic financial statements.

Table 1 Major Features of the Basic Financial Statements

	Government-wide Fund Financial Statements	***Governmental Funds***	***Proprietary Funds***	***Fiduciary Funds***
Scope	Entire County government (except fiduciary funds) and the County's component unit	Activities of the County that are not proprietary or fiduciary	Activities of the County that are similar to private businesses	Instances in which the County is the trustee or agent for someone else's resources
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balances	• Statement of Net Position • Statement of Revenues, Expenses, and Changes in Net Position • Statement of Cash Flows	• Statement of Fiduciary Net Position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both, financial and capital, and short-term and long-term	Only assets and deferred outflows of resources expected to be used up and liabilities and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both financial and capital, and short-term and long-term	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both short-term and long-term
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	• Revenues for which cash is received during or soon after the end of the year • Expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid	All revenues and expenses during the year, regardless of when cash is received or paid

Notes to the Financial Statements

Notes to the financial statements provide additional information that is essential to the full understanding of the data provided in the government-wide and fund financial statements. Refer to Note I to the financial statements for more detailed information on the elements of the financial statements.

Infrastructure Assets

GASB 34 not only mandated changes in the financial statements, but it also set forth reporting changes. One such change is to capitalize infrastructure both prospectively and retrospectively for fiscal years that end after June 30, 1981. The County for FY 2002 and subsequent years has been reporting the entire valuation of infrastructure.

Condensed Statement of Net Position

The net investment in capital assets is the largest portion of the County's net position. This represents capital assets (land, buildings, improvements, equipment, furniture, vehicles, and construction in progress, and infrastructure), net of accumulated depreciation, and the outstanding related debt used to acquire the assets in the amount of $265.8 million as compared to $270.9 million a year ago; this is a decrease of $5.1 million. These capital assets are used to provide services to the citizens and businesses in the County; consequently, the net position is not available for future spending. The remaining portion of the net position is considered unrestricted and can be used to finance government operations.

Condensed Statement of Net Position (continued)

Table 2 below presents the County's Condensed Statement of Net Position as of September 30, 2017 and 2016, as derived from the government-wide Statement of Net Position.

Table 2

Leon County, Florida
Condensed Statement of Net Position
As of September 30
(in thousands)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	**2016**	**2017**	**2016**	**2017**	**2016**
Current and other assets	$ 148,417	$ 148,004	$ 18,004	$ 17,523	$ 166,421	$ 165,527
Capital assets	291,274	303,144	10,790	11,181	302,064	314,325
Total assets	439,691	451,148	28,794	28,704	468,485	479,852
Deferred outflows	66,397	60,939	0	0	66,397	60,939
Total assets and deferred outflows	506,088	512,087	28,794	28,704	534,882	540,791
Current liabilities	41,132	38,210	334	294	41,466	38,504
Noncurrent liabilities	200,085	197,921	14,252	14,033	214,337	211,954
Total liabilities	241,217	236,131	14,586	14,327	255,803	250,458
Deferred inflows	14,315	0	0	0	14,315	0
Net position:						
Net investment in capital assets	254,974	259,689	10,790	11,181	265,764	270,870
Unrestricted	(4,418)	9,873	3,418	3,197	(1,000)	13,070
*Total net position	$ 250,556	$ 269,562	$ 14,208	$ 14,378	$ 264,764	$ 283,940

**Differences due to rounding*

Condensed Statement of Activities

Table 3 on page 9 presents the County's condensed Statement of Activities for the fiscal years ended September 30, 2017 and 2016, as derived from the government-wide Statement of Activities. Over time, increases and decreases in net position may measure whether the County's financial position is improving or deteriorating. During the fiscal year, the net position of the governmental activities decreased by $19.006 million, or 7.1 percent, and the net position of the business-type net position decreased by $0.170 million, or 1.2 percent. The decrease in Governmental Activities is prmarly due to the increase in net pension liability. The decrease in business-type activity is due to an increase in estimated closure/post closure costs for the Landfill in 2017.

In 2003, the Board of County Commissioners adopted an ordinance levying a Utility Services Tax on the unincorporated area of Leon County. This tax generated $7.1 million in FY 2016 versus $8.3 million in FY 2017. The County also adopted a Communications Services Tax in FY 2003, with revenues in the amount of $3.3 million in FY 2017 compared to revenues of $3.3 million in FY 2016. These two taxes have been a stabilizing factor in the County's financial picture, which was the intent of the ordinances.

Condensed Statement of Activities (continued)

On January 29, 2008, the Florida electorate approved an amendment to the Florida Constitution relative to property taxation. This amendment (referred to as Amendment 1) was placed on the ballot by the Florida Legislature at a special session held in October 2007. With respect to homestead property, Amendment 1 increases the current $25,000 homestead exemption by an additional $25,000 (for property values ranging from $50,000 to $75,000), except for school district taxes. Since the new $25,000 homestead exemption does not apply to school district taxes, this effectively amounts to a $15,000 increase to the existing homestead exemption, resulting in an estimated annual savings of $240 for an average homeowner. Amendment 1 also allows property owners to transfer (make portable) up to $500,000 of their Save Our Homes benefits to their next homestead when they move. Save Our Homes became effective in 1995 and limits (caps) the annual increase in assessed value for homestead property to three percent (3%) or the percentage change in the Consumer Price Index, whichever is less. 'Save Our Homes' was an amendment passed by citizens to help limit the effects of market value on property taxes.

With respect to non-homestead property, Amendment 1 limits (caps) the annual increase in assessed value for non-homestead property (businesses, industrial property, rental property, second homes, etc.) to ten percent (10%), except for school district taxes. The Amendment also provides a $25,000 exemption for tangible personal property. Amendment 1 became effective on October 1, 2008, but the ten percent (10%) assessment cap on non-homestead property became effective on January 1, 2009. Property taxes in FY 15 increased by 3.9%, and future growth will be tempered by the above tax changes, with increases mirroring population growth.

The Board of County Commissioners (the Board) Investment Policy is very risk averse and places a premium on security. With the effective rate of return of the portfolio averaging 1.17% for the year, investment earnings in the portfolio earned a total income of $1,094 million, a decrease of $1,514 thousand from 2016. Although overall portfolio investable balances were lower, the higher returns resulted from allocating more surplus cash to the State of Florida Special Purpose Investment Account. Additional information on investment income is provided in Note IV of the notes and in the Cash Management section of the Letter of Transmittal.

Miscellaneous revenues are made up of revenues that will fluctuate annually as a result of various activities throughout the County. All other changes in activities are a result of the normal operations of the County.

Table 3

Leon County, Florida
Condensed Statement of Activities
For Fiscal Year Ended September 30
(in thousands)

	Governmental Activities		Business-Type Activities		Total Primary Government		Total % Change 2016 to 2017
	2017	2016	2017	2016	2017	2016	
Revenues							
Program Revenues:							
Charges for services	$ 42,300	$ 39,618	$ 9,036	$ 8,521	$ 51,336	$ 48,139	7 %
Operating grants & contributions	15,765	4,977	0	0	15,765	4,977	217 %
Capital grants & contributions	390	4,636	0	0	390	4,636	(92)%
Total Program Revenues	58,455	49,231	9,036	8,521	67,491	57,752	17 %
General Revenues:							
Property taxes	129,926	125,821	0	0	129,926	125,821	3 %
Local option taxes	16,714	15,996	0	0	16,714	15,996	4 %
Communications services taxes	3,331	3,317	0	0	3,331	3,317	0 %
Motor fuel taxes	1,447	1,429	0	0	1,447	1,429	1 %
Utility services taxes	8,344	7,053	0	0	8,344	7,053	18 %
Other taxes	2	0	1,869	1,786	1,871	1,786	5 %
State shared revenues	24,637	23,336	0	0	24,637	23,336	6 %
Investment earnings	1,072	2,233	22	375	1,094	2,608	(58)%
Miscellaneous revenues	3,906	3,718	280	185	4,186	3,903	7 %
Total General Revenues	189,379	182,903	2,171	2,346	191,550	185,249	3 %
Total Revenues	247,834	232,134	11,207	10,867	259,041	243,001	7 %
Program Expenses							
General government	54,147	45,358	0	0	54,147	45,358	19 %
Public safety	115,051	109,608	0	0	115,051	109,608	5 %
Physical environment	11,621	15,250	11,684	15,576	23,305	30,826	(24)%
Transportation	30,848	27,474	0	0	30,848	27,474	12 %
Economic environment	7,397	6,116	0	0	7,397	6,116	21 %
Human services	10,640	10,205	0	0	10,640	10,205	4 %
Culture and recreation	17,686	19,471	0	0	17,686	19,471	(9)%
Judicial	18,016	21,165	0	0	18,016	21,165	(15)%
Interest on long-term debt	1,127	1,211	0	0	1,127	1,211	(7)%
***Total Program Expenses**	266,533	255,858	11,684	15,576	278,217	271,434	2 %
Excess (deficiency) before transfers (net)	(18,699)	(23,724)	(477)	(4,709)	(19,176)	(28,433)	(33)%
Transfers	(307)	(552)	307	552	0	0	0 %
Change In Net Position	(19,006)	(24,276)	(170)	(4,157)	(19,176)	(28,433)	(33)%
Beginning net position (restated)	269,563	293,839	14,378	18,535	283,941	312,374	(9)%
*Ending net position	$ 250,557	$ 269,563	$ 14,208	$ 14,378	$ 264,765	$ 283,941	(7)%

**Differences due to rounding*

Program Expenses and Revenues for Governmental Activities

Table 4 below presents program expenses and revenues for governmental activities. The nature of governmental activities is to be funded primarily from taxes and not to be self-supporting. As a result, overall program revenues were not sufficient to cover program expenses for governmental activities. General revenues, mainly taxes, therefore supported the net program expenses of these governmental activities. Program revenues as a percentage of program expenses increased to 22 percent from fiscal year 2016 to fiscal year 2017. The majority of this increase was the result of utilizing approximately $9 million in reserves due to the aftermath of Hurriance Hermine. The majority of the costs are expected to be recovered through federal and state reimbursements.

Table 4

Program Expenses and Revenues for Governmental Activities For the Fiscal Year Ended September 30
(in thousands)

	Program Expenses	Less Program Revenues	Net Program Expenses (a)		Program Revenues as a Percentage Program Expenses	
	2017	2017	2017	2016	2017	2016
General government	$ 54,147	$ 8,090	$ 46,057	$ 37,736	15 %	17 %
Public safety	115,051	34,555	80,496	85,128	30 %	22 %
Physical environment	11,621	1,475	10,146	13,478	13 %	12 %
Transportation	30,848	3,859	26,989	22,706	13 %	17 %
Economic environment	7,397	327	7,070	5,959	4 %	3 %
Human services	10,640	0	10,640	10,161	0 %	0 %
Culture and recreation	17,686	284	17,402	19,047	2 %	2 %
Judicial	18,016	9,866	8,150	11,201	55 %	47 %
Interest on long-term debt	1,127	0	1,127	1,211	N/A	N/A
*Total governmental activities	$ 266,533	$ 58,456	$ 208,077	$ 206,627	22 %	19 %

(a) Net Program Expenses are mainly supported by taxes.

**Differences from financial statements due to rounding*

Program Expenses and Revenues for Business-type Activities

Table 5 below presents program expenses and revenues for business-type activities. Revenues are not sufficient to cover program expenses in FY 2017. Program revenues as a percentage of expenses increased to 77% from 2016 to 2017. The program expenses decreased by $3.9 million compared to 2016. In 2017, the the estimated liability for closure/post closure cost for the Landfill increased by $2.8 million, where as in 2017 the increase was only $208 thousand. This decrease, along with the current year depreciation of capital assets, resulted in an significant decrease in the program expenses.

Table 5

Program Expenses and Revenues for Business-type Activities For the Year Ended September 30 *(in thousands)*

County Programs	Program Expenses	Less Program Revenues	Net Program Expenses		Program Revenues as a Percentage of Program Expenses	
	2017	2017	2017	2016	2017	2016
Landfill	$ 11,684	$ 9,036	$ 2,648	$ 7,055	77 %	55 %

Overall Analysis

Financial highlights for the County as a whole include the following:

- The assets of the County exceeded its liabilities (net position) at the close of fiscal year 2017 by $250,556,195, as compared to $269,561,815 for fiscal year 2016, for governmental activities. The assets for business-type activities exceeded its liabilities (net position) at the close of fiscal year 2017 by $14,207,657 as compared to $14,377,646 for fiscal year 2016. (Please see the Statement of Activities discussed previously for an explanation of the differences above.)

- The County's total net position decreased by $19,175,609 during fiscal year 2017, as compared to a $28,434,510 decrease in fiscal year 2016. The net position of governmental activities decreased by $19,005,620 in fiscal year 2017, as compared to a decrease of $24,276,749 in 2016. The net position of business-type activities decreased by $169,989 in 2017, as compared to a decrease of $4,157,761 in 2016. This variance for governmental activities is effected by the recognition of pension expenditures in 2017 to comply with GASB 68. (Please see the Statement of Activities discussed previously for an explanation of the differences above.)

Fund Analysis

The following funds experienced significant changes during the year:

Governmental Funds

The County's governmental funds reported a combined ending fund balance of $115,638,551 for fiscal year 2017, as compared to $118,494,710 for fiscal year 2016. This reduction in fund balance is a planned appropriation of expenditures primarily in the General Fund and the Capital Improvement Fund. These appropriations allow the Board to maintain existing infrastructure over the next five years.

General Fund

Fund balance at September 30, 2017 has increased to a total of $34,665,173, as compared to $31,838,226 for September 30, 2016. As stated above, the $2,826,947 increase was primarily the result of an increase in the collection of ad-valorem taxes. The General Fund reserves are within policy limits and allow the County to maintain the same property millage rates for 2017.

The General Fund of the Board of County Commission, as displayed on the Combining Balance Sheet, contains both Countywide General Revenue funds and the Non-Countywide General Revenue fund. The sole purpose of the Non-Countywide General Revenue funds is to capture discrete revenues and transfer those revenues to the various funds needing support (i.e. various Debt Service, Municipal Services, Growth Management, etc.) from unincorporated revenues. The Non-Countywide General Revenue funds do not contain any countywide property tax revenues. The actual year end fund balance for the Countywide General Revenue funds is $28,921,968 for FY 2017 versus $39,800,757 for FY 2016. The Non-Countywide fund balance is $1,203,672 for FY 2017, versus $2,693,540 for FY 2016.

Fine & Forfeiture Fund

Fund balance at September 30, 2017 totaled $1,997,109, as compared to $1,247,520 for September 30, 2016. This is an increase for the fiscal year and relates to an increase in ad valorem taxes used to support the Sheriff's Department.

Grants Fund

The fund balance at September 30, 2017 totaled $986,437, as compared to the September 30, 2016 balance of $2,062,892. This was a decrease of $1,076,455, primarly related to a reduction in transportation related grants in the current fiscal year. Grant expenditures were completely offset by grant revenues plus the County transfers required for matching requirements.

Fire Rescue Services Fund

The Fire Rescue Services Fund accounts for the contractual services with the City of Tallahassee to provide fire services in the unincorporated area. Revenues are collected through a fire services fee charged to all unincorporated properties. The fees were developed by a consultant that determined the costs for providing fire services to the different types of properties. This is the sixth year that this fund is considered a major fund. The net change in fund balance is an increase of $264,081 with fund balance in FY 2017 at $1,494,604 from a fund balance in FY 2016 of $1,230,523. This increase is due to an decrease in expenditures related to volunteer fire department costs.

Special Assessments Paving Fund

The Special Assessment Paving Fund accounts for the repayment of special assessments associated with the County's paving program. Revenues are collected as a non-ad valorem special assessment on the annual tax bill. The revenues are from property owners that are repaying the county for the costs to construct the paving projects. The net change in fund balance is an increase of $146,062 with fund balance in September 30, 2017 at $564,494 from a fund balance in September 30, 2016 of $418,432. The increase is due to receipts paid in advance.

Capital Improvement Fund

Fund balance at September 30, 2017 totaled $24,279,051, as compared to $29,391,988 for September 30, 2016. This was a decrease of $5,112,937. This decrease can be attributed to the County's planned spending on various capital projects such as general vehicle and equipment replacement, maintenance and improvement of various parks, maintenanceon parking lots, and improvements to the boat landings and ramps.

Enterprise Funds

The County's proprietary funds reported net position of $14,207,657 for September 30, 2017, as compared to $14,377,646 for September 30, 2016, which is an decrease of $169,989. The estimated liability for landfill closure and postclosure costs increased slightly compared to 2016.

Budget Variances in the General Fund

The County made no significant revisions and had no significant variations in its budget during the year. Refer to the budgetary comparison schedule for the General Fund in the Other Required Supplementary Information section of the CAFR.

Capital Asset and Long-term Debt Activity

Capital Asset Activity

The County reported $291,274,266 in capital assets for governmental activities and $10,789,723 in capital assets for business-type activities at September 30, 2017, versus $303,144,297 for governmental and $11,180,943 for business-type activities at September 30, 2016. Please refer to Note VI in the Notes to the Financial Statements for additional information on capital assets and Note XIV in the Notes to the Financial Statements for additional information on construction commitments.

Debt Administration Activity

At September 30, 2017, the County had $36,679,122 of outstanding bonded debt, as compared to $43,881,514 at September 30, 2016. All of the County's debt is secured by specific general fund revenues, including sales tax, state revenue sharing, and specific other general fund revenues. The County has no general obligation bonds, which would be backed by the full faith and credit of the County. During 2017, the County refunded the 2014 Capital Improvement Revenue Refunding Bonds with a bank loan. Leon County will finish paying off debt in 2025. There are no plans for financing any future infrastructure projects over the next five years. For more information on long-term debt activity, please see Note VIII on Long-term Obligations in the Notes to the Financial Statements.

Economic Factors

Economic activity continues to rebound from the recession.

- Leon County's unemployment rate decreased to 3.6% in FY 2017, compared to the State of Florida's unemployment rate of 4.0%.
- Visitors to Leon County had an economic impact of $895.8 million in 2017, an increase of $124.5 million compared to 2016.
- The Florida Price Index Level for Leon County increased from 96.3 in 2016 to 97.2 in 2017.
- The total market value of parcels with homestead exemption in Leon County increased from $9.6 billion in 2016 to $10.12 billion in 2017
- Total employment decreased by 0.9% compared to the prior year.
- The estimated population in Leon County increased from 287,671 to 287,899 during FY 2017.
- New construction permits increased by 18.6% in FY 2017, from 1,846 to 2,190.
- Mortage foreclosure cases decreased by 3% in 2017 when compared to 2016, the fifth consecutive year of declining rates.

Request for Information

This financial report is designed to provide a general overview of Leon County Government's finances for all those with an interest in our government's finances. Questions concerning any of the information provided in this report or request for additional financial information may be addressed to the Clerk of Circuit Court & Comptroller, Finance Department Leon County, 301 S. Monroe Street, Room #100, Tallahassee, Florida 32301. Requests can also be made telephonically at (850) 606-4020 or by fax at (850) 606-4171. We also suggest visiting our website at www.clerk.leon.fl.us for further financial information.

Leon County, Florida

Statement of Net Position

September 30, 2017

	Governmental Activities	Business-Type Activities	Total	Component Unit Housing Finance Authority
Assets				
Current assets:				
Cash	$ 21,394,895	$ 1,430	$ 21,396,325	$ 695,852
Investments	101,225,689	6,799,134	108,024,823	0
Receivables	8,216,721	1,284,084	9,500,805	10
Receivables from other governments	16,419,811	0	16,419,811	0
Inventory	733,348	1,214	734,562	0
Other assets	426,369	0	426,369	0
Total current assets	148,416,833	8,085,862	156,502,695	695,862
Noncurrent assets:				
Restricted assets:				
Cash and investments	0	9,917,987	9,917,987	0
Capital assets:				
Land and construction in progress, nondepreciable	61,043,054	1,809,844	62,852,898	0
Depreciable (net)	230,231,212	8,979,879	239,211,091	0
Total noncurrent assets	291,274,266	20,707,710	311,981,976	0
Total assets	439,691,099	28,793,572	468,484,671	695,862
Deferred outflows of resources				
Deferred outflow of resources	66,396,608	0	66,396,608	0
Total deferred outflows	66,396,608	0	66,396,608	0
Total assets and deferred outflows of resources	506,087,707	28,793,572	534,881,279	695,862
Liabilities				
Current liabilities:				
Accounts payable	15,245,942	741,408	15,987,350	250
Payable to other governments	2,638,172	0	2,638,172	0
Internal balances	468,984	(468,984)	0	0
Accrued compensated absences	5,076,491	61,298	5,137,789	0
Unearned revenues	5,818,031	0	5,818,031	0
Bonds and notes payable	7,588,693	0	7,588,693	0
Estimated liability for closure/postclosure costs	0	375,325	375,325	0
Claims payable	4,451,773	0	4,451,773	0
Total current liabilities	41,288,086	709,047	41,997,133	250
Noncurrent liabilities:				
Deposits	544,556	0	544,556	0
Estimated liability for landfill closure and postclosure care costs	0	13,621,973	13,621,973	0
Arbitrage rebate liability	25,000	0	25,000	0
Accrued compensated absences	12,072,445	117,831	12,190,276	0
Other postemployment benefits obligation	8,805,512	137,064	8,942,576	0
Net pension liability	149,008,290	0	149,008,290	0
Bonds and notes payable	29,473,002	0	29,473,002	0
Total noncurrent liabilities	199,928,805	13,876,868	213,805,673	0
Total liabilities	241,216,891	14,585,915	255,802,806	250
Deferred inflows of resources				
Deferred inflow of resources	14,314,621	0	14,314,621	0
Total deferred inflows of resources	14,314,621	0	14,314,621	250
Net position				
Net investment in capital assets	254,974,266	10,789,723	265,763,989	0
Unrestricted	(4,418,071)	3,417,934	(1,000,137)	695,612
Total net position	$ 250,556,195	$ 14,207,657	$ 264,763,852	$ 695,612

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Activities

Year Ended September 30, 2017

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operational Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	$ 54,147,214	$ 7,697,462	$ 392,934	$ 0
Public safety	115,051,474	22,638,290	11,808,621	108,166
Physical environment	11,620,598	1,068,041	329,133	77,513
Transportation	30,848,294	2,778,098	886,549	194,052
Economic environment	7,396,517	326,512	0	0
Human services	10,639,592	0	0	0
Culture and recreation	17,686,163	247,300	26,074	10,739
Judicial	18,015,603	7,544,532	2,321,858	0
Interest on long-term debt	1,127,411	0	0	0
Total governmental activities	266,532,866	42,300,235	15,765,169	390,470
Business-type activities:				
Landfill	11,683,788	9,036,251	0	0
Total business-type activities	11,683,788	9,036,251	0	0
Total primary government	$ 278,216,654	$ 51,336,486	$ 15,765,169	$ 390,470
Component Unit:				
Economic environment	70,865	61,570	0	0
Total component unit	$ 70,865	$ 61,570	$ 0	$ 0
General Revenues:				
Property taxes				
Local option taxes				
Communication services taxes				
Motor fuel taxes				
Utility services taxes				
Other taxes				
State shared revenues				
Investment earnings				
Miscellaneous revenues				
Transfers				
Total general revenues and transfers				
Changes in net position				
Net position - beginning				
Net position - ending				

The accompanying notes are an integral part of these financial statements.

Net Revenue (Expense) and Changes in Net Position			
Governmental Activities	Business-Type Activities	Totals	Component Unit Housing Finance Authority
$ (46,056,818)	$ 0	$ (46,056,818)	$ 0
(80,496,397)	0	(80,496,397)	0
(10,145,911)	0	(10,145,911)	0
(26,989,595)	0	(26,989,595)	0
(7,070,005)	0	(7,070,005)	0
(10,639,592)	0	(10,639,592)	0
(17,402,050)	0	(17,402,050)	0
(8,149,213)	0	(8,149,213)	0
(1,127,411)	0	(1,127,411)	0
(208,076,992)	0	(208,076,992)	0
0	(2,647,537)	(2,647,537)	0
0	(2,647,537)	(2,647,537)	0
(208,076,992)	(2,647,537)	(210,724,529)	0
0	0	0	(9,295)
0	0	0	(9,295)
129,925,678	0	129,925,678	0
16,713,620	0	16,713,620	0
3,330,698	0	3,330,698	0
1,447,062	0	1,447,062	0
8,344,130	0	8,344,130	0
1,709	1,868,893	1,870,602	0
24,637,111	0	24,637,111	0
1,072,300	22,347	1,094,647	7,072
3,905,588	279,784	4,185,372	47,825
(306,524)	306,524	0	0
189,071,372	2,477,548	191,548,920	54,897
(19,005,620)	(169,989)	(19,175,609)	45,602
269,561,815	14,377,646	283,939,461	650,010
$ 250,556,195	$ 14,207,657	$ 264,763,852	$ 695,612

Leon County, Florida

Balance Sheet
Governmental Funds

September 30, 2017

	General Fund	Fine & Forfeiture Fund	Grants Fund	Fire Rescue Services Fund
Assets				
Cash	$ 13,476,523	$ 159,622	$ 23,288	$ 815
Investments	20,053,928	1,617,424	3,567,109	2,096,798
Receivables:				
Accounts	191,679	4,362	327,911	5,655
Intergovernmental	12,070,165	1	1,454,745	0
Special assessments	0	0	0	0
Due from other funds	1,109,739	451,908	29,789	0
Inventory	690,298	0	0	0
Other assets	407,537	0	0	0
Total assets	$ 47,999,869	$ 2,233,317	$ 5,402,842	$ 2,103,268
Liabilities, deferred inflows, and fund balances				
Liabilities:				
Accounts payable	$ 5,830,586	$ 33,607	$ 202,209	$ 91,274
Accrued liabilities	4,960,025	0	9,809	0
Intergovernmental payables	1,090,751	0	0	517,390
Due to other funds	1,385,615	0	16,190	0
Deposits	67,719	202,601	0	0
Unearned revenues	0	0	4,188,199	0
Total liabilities	13,334,696	236,208	4,416,407	608,664
Deferred inflows:				
Deferred inflow of resources	0	0	0	0
Total deferred inflows	0	0	0	0
Fund balances:				
Nonspendable	1,097,835	0	0	0
Restricted	0	0	986,435	0
Committed	5,199,776	299,566	0	1,494,604
Assigned	8,254,963	1,697,543	0	0
Unassigned	20,112,599	0	0	0
Total fund balances	34,665,173	1,997,109	986,435	1,494,604
Total liabilities, deferred inflows, and fund balances	$ 47,999,869	$ 2,233,317	$ 5,402,842	$ 2,103,268

The accompanying notes are an integral part of these financial statements.

Special Assessment Paving Fund	Capital Improvement Fund	Nonmajor Governmental Funds	Total Governmental Funds
$ 540,935	$ 0	$ 6,266,948	$ 20,468,131
0	23,956,854	43,327,046	94,619,159
23,569	1,367,630	5,150,444	7,071,250
0	0	2,880,902	16,405,813
928,864	0	(2,057)	926,807
0	0	201,611	1,793,047
0	0	3,340	693,638
0	0	18,832	426,369
$ 1,493,368	$ 25,324,484	$ 57,847,066	$ 142,404,214
$ 0	$ 895,508	$ 2,472,860	$ 9,526,044
0	0	547,105	5,516,939
0	0	1,030,031	2,638,172
0	0	391,242	1,793,047
0	149,925	124,311	544,556
0	0	1,629,832	5,818,031
0	1,045,433	6,195,381	25,836,789
928,874	0	0	928,874
928,874	0	0	928,874
0	0	22,172	1,120,007
0	24,279,051	38,016,034	63,281,520
564,494	0	11,976,897	19,535,337
0	0	1,636,582	11,589,088
0	0	0	20,112,599
564,494	24,279,051	51,651,685	115,638,551
$ 1,493,368	$ 25,324,484	$ 57,847,066	$ 142,404,214

Leon County, Florida

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position

September 30, 2017

Total fund balances of governmental funds		$ 115,638,551
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources, and therefore are not reported as assets in governmental funds.		
Governmental capital assets	661,445,419	
Less accumulated depreciation	(370,171,153)	291,274,266
Long-term liabilities, including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Governmental bonds and notes payable	(36,682,573)	
Discount/(Premium)	(379,122)	
Pension related deferrred outflows	66,396,608	
Pension related deferred inflows	(13,385,747)	
Net pension liability	(149,008,290)	
Compensated absences net of internal service amount	(16,515,466)	
Other postemployment benefits net of internal service amount	(8,755,488)	
Arbitrage rebate liability	(25,000)	(158,355,078)
Internal service funds are used by management to charge the costs of gasoline, vehicle repair, risk management, and telephone services to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.		1,998,456
Total net position of governmental activities		$ 250,556,195

The accompanying notes are an integral part of these financial statements.

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Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds

Year Ended September 30, 2017

	General Fund	Fine & Forfeiture Fund	Grants Fund	Fire Rescue Services Fund
Revenues				
Taxes	$ 49,875,319	$ 72,869,625	$ 0	$ 0
Licenses and permits	9,600	0	36,222	0
Intergovernmental	31,376,532	24,877	2,568,167	0
Charges for services	7,787,869	897,081	94,556	7,385,252
Fines and forfeitures	0	123,204	0	0
Interest	868,597	156,346	4,433	32,773
Net increase (decrease) in fair value of investments	(201,151)	(9,394)	(31,772)	(15,946)
Miscellaneous	364,489	0	(142,678)	0
Total revenues	90,081,255	74,061,739	2,528,928	7,402,079
Expenditures				
Current:				
General government	44,192,075	0	163	0
Public safety	70,687,400	0	584,225	8,324,058
Physical environment	2,356,760	0	517,937	0
Transportation	0	0	1,660,740	0
Economic environment	2,745,247	0	368,862	0
Human services	7,998,819	100,000	33,480	0
Culture and recreation	6,661,838	0	282,265	0
Judicial	7,095,273	1,707,911	158,875	0
Debt service:				
Principal retirement	0	0	0	0
Interest and fiscal charges	0	0	0	0
Other debt service costs	0	0	0	0
Total expenditures	141,737,412	1,807,911	3,606,547	8,324,058
Excess (deficiency) of revenues over (under) expenditures	(51,656,157)	72,253,828	(1,077,619)	(921,979)
Other financing sources (uses)				
Transfers in	73,030,554	419,320	17,352	1,224,459
Refunding bonds issued	0	0	0	0
Transfers out	(18,547,450)	(71,923,559)	(16,190)	(38,399)
Payment to refunding bond escrow agent	0	0	0	0
Total other financing sources (uses)	54,483,104	(71,504,239)	1,162	1,186,060
Net change in fund balances	2,826,947	749,589	(1,076,457)	264,081
Fund balances, October 1	31,838,226	1,247,520	2,062,892	1,230,523
Fund balances, September 30	$ 34,665,173	$ 1,997,109	$ 986,435	$ 1,494,604

The accompanying notes are an integral part of these financial statements.

Special Assessment Paving Fund	Capital Improvement Fund	Nonmajor Governmental Funds	Total Governmental Funds
$ 1,709	$ 0	$ 37,016,244	$ 159,762,897
0	0	3,077,931	3,123,753
0	0	9,193,846	43,163,422
0	0	19,909,162	36,073,920
0	0	609,386	732,590
40,547	257,049	517,997	1,877,742
0	(201,323)	(345,856)	(805,442)
282,155	1,300,000	2,100,926	3,904,892
324,411	1,355,726	72,079,636	247,833,774
0	4,610,454	2,208,724	51,011,416
0	1,415,280	26,961,250	107,972,213
0	1,466,943	8,184,887	12,526,527
0	156,654	18,529,427	20,346,821
0	0	4,031,498	7,145,607
0	0	1,979,941	10,112,240
0	2,269,888	6,431,870	15,645,861
0	1,376,856	6,756,681	17,095,596
0	0	7,609,077	7,609,077
0	0	803,817	803,817
0	0	57,691	57,691
0	11,296,075	83,554,863	250,326,866
324,411	(9,940,349)	(11,475,227)	(2,493,092)
0	4,827,412	22,333,102	101,852,199
0	0	15,991,002	15,991,002
(178,349)	0	(11,454,776)	(102,158,723)
0	0	(16,047,545)	(16,047,545)
(178,349)	4,827,412	10,821,783	(363,067)
146,062	(5,112,937)	(653,444)	(2,856,159)
418,432	29,391,988	52,305,129	118,494,710
$ 564,494	$ 24,279,051	$ 51,651,685	$ 115,638,551

Leon County, Florida

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

Year Ended September 30, 2017

Net change in fund balances - total governmental funds		$ (2,856,159)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Expenditures for capital assets	8,910,906	
Less current year depreciation	(20,780,937)	(11,870,031)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		23,600,077
Bond proceeds provide current financial resources to governmental funds, but increase long-term liabilities in the Statement of Net Position.		(15,991,000)
Some expenses reported in the Statement of Activities do not require the use of current financial resources, and therefore are not reported as expenditures in the governmental funds.		
Amortization of current year bond discount/premium	47,390	
Amortization of current year bond costs	(256,750)	
Change in other postemployment benefits	(906,065)	
Change in compensated absences	(797,214)	
Change in net pension liablity	(10,347,988)	(12,260,627)
Internal service funds are used by management to charge the costs of gasoline, vehicle repair, risk management, and telephone services to individual funds.		372,120
Change in net position of governmental activities		$ (19,005,620)

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual General Fund

Year Ended September 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes	$ 49,239,656	$ 49,239,656	$ 49,875,319	$ 635,663
Licenses and permits	0	0	9,600	9,600
Intergovernmental	20,940,832	23,191,739	31,376,532	8,184,793
Charges for services	12,194,839	12,758,065	7,787,869	(4,970,196)
Interest	449,469	449,469	868,597	419,128
Net increase (decrease) in fair value of investments	0	0	(201,151)	(201,151)
Miscellaneous	343,650	569,097	364,489	(204,608)
Total revenues	83,168,446	86,208,026	90,081,255	3,873,229
Expenditures				
Current:				
General government	39,571,945	48,756,996	44,192,075	4,564,921
Public safety	70,712,045	71,328,782	70,687,400	641,382
Physical environment	2,394,799	2,394,799	2,356,760	38,039
Economic environment	2,804,279	2,810,499	2,745,247	65,252
Human services	8,320,211	8,497,907	7,998,819	499,088
Culture and recreation	7,016,639	6,766,813	6,661,838	104,975
Judicial	4,844,405	5,752,356	7,095,273	(1,342,917)
Total expenditures	135,664,323	146,308,152	141,737,412	4,570,740
Excess (deficiency) of revenues over (under) expenditure	(52,495,877)	(60,100,126)	(51,656,157)	8,443,969
Other financing sources (uses)				
Transfers in	92,804,065	93,554,658	73,030,554	(20,524,104)
Transfers out	(42,845,510)	(43,520,510)	(18,547,450)	24,973,060
Total other financing sources (uses)	49,958,555	50,034,148	54,483,104	4,448,956
Net change in fund balances	(2,537,322)	(10,065,978)	2,826,947	12,892,925
Fund balances, October 1	31,838,226	31,838,226	31,838,226	0
Fund balances, September 30	$ 29,300,904	$ 21,772,248	$ 34,665,173	$ 12,892,925

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fine & Forfeiture Fund

Year Ended September 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes	$ 71,924,242	$ 71,924,242	$ 72,869,625	$ 945,383
Intergovernmental	15,500	15,500	24,877	9,377
Charges for services	884,000	884,000	897,081	13,081
Fines and forfeitures	118,500	118,500	123,204	4,704
Interest	98,349	98,349	156,346	57,997
Net increase (decrease) in fair value of investments	0	0	(9,394)	(9,394)
Total revenues	73,040,591	73,040,591	74,061,739	1,021,148
Expenditures				
Human services	100,000	100,000	100,000	0
Judicial	1,717,032	1,817,032	1,707,911	109,121
Total expenditures	1,817,032	1,917,032	1,807,911	109,121
Excess (deficiency) of revenues over (under) expenditures	71,223,559	71,123,559	72,253,828	1,130,269
Other financing sources (uses)				
Transfers in	0	0	419,320	419,320
Transfers out	(71,223,559)	(71,973,559)	(71,923,559)	50,000
Total other financing sources (uses)	(71,223,559)	(71,973,559)	(71,504,239)	469,320
Net change in fund balances	0	(850,000)	749,589	1,599,589
Fund balances, October 1	1,247,520	1,247,520	1,247,520	0
Fund balances, September 30	$ 1,247,520	$ 397,520	$ 1,997,109	$ 1,599,589

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Grants Fund

Year Ended September 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Licenses and permits	$ 0	$ 36,225	$ 36,222	$ (3)
Intergovernmental	389,267	15,938,182	2,568,167	(13,370,015)
Charges for services	84,835	296,956	94,556	(202,400)
Interest	0	6,479	4,433	(2,046)
Net increase (decrease) in fair value of investments	0	0	(31,772)	(31,772)
Miscellaneous	0	1,002,962	(142,678)	(1,145,640)
Total revenues	474,102	17,280,804	2,528,928	(14,751,876)
Expenditures				
General government	0	588	163	425
Public safety	350,882	1,813,989	584,225	1,229,764
Physical environment	0	4,819,223	517,937	4,301,286
Transportation	0	8,073,965	1,660,740	6,413,225
Economic environment	0	1,565,457	368,862	1,196,595
Human services	32,521	55,962	33,480	22,482
Culture and recreation	15,000	2,206,862	282,265	1,924,597
Judicial	216,690	250,307	158,875	91,432
Total expenditures	615,093	18,786,353	3,606,547	15,179,806
Excess (deficiency) of revenue (under) over expenditures	(140,991)	(1,505,549)	(1,077,619)	427,930
Other financing sources (uses)				
Transfers in	0	17,352	17,352	0
Transfers out	(121,155)	0	(16,190)	(16,190)
Total other financing sources (uses)	(121,155)	17,352	1,162	(16,190)
Net change in fund balances	(262,146)	(1,488,197)	(1,076,457)	411,740
Fund balances, October 1	2,062,892	2,062,892	2,062,892	0
Fund balances, September 30	$ 1,800,746	$ 574,695	$ 986,435	$ 411,740

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Fire Rescue Services Fund

Year Ended September 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Charges for services	$ 7,094,946	$ 7,302,564	$ 7,385,252	$ 82,688
Interest	0	0	32,773	32,773
Net increase (decrease) in fair value of investments	0	0	(15,946)	(15,946)
Total revenues	7,094,946	7,302,564	7,402,079	99,515
Expenditures				
Public safety	8,280,315	8,487,933	8,324,058	163,875
Total Expenditures	8,280,315	8,487,933	8,324,058	163,875
Excess of revenues over expenditures	(1,185,369)	(1,185,369)	(921,979)	263,390
Other financing sources (uses)				
Transfers in	1,224,459	1,224,459	1,224,459	0
Transfers out	(39,090)	(39,090)	(38,399)	691
Total other financing sources (uses)	1,185,369	1,185,369	1,186,060	691
Net change in fund balances	0	0	264,081	264,081
Fund balances, October 1	1,230,523	1,230,523	1,230,523	0
Fund balances, September 30	$ 1,230,523	$ 1,230,523	$ 1,494,604	$ 264,081

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Special Assessment Paving Fund

Year Ended September 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes	$ 0	$ 0	$ 1,709	$ 1,709
Interest	32,965	32,965	40,547	7,582
Miscellaneous	145,350	145,350	282,155	136,805
Total revenues	178,315	178,315	324,411	146,096
Expenditures				
Public safety	0	0	0	0
Total expenditures	0	0	0	0
Excess (deficiency) of revenues over (under) expenditures	178,315	178,315	324,411	146,096
Other financing sources (uses)				
Transfers out	(178,315)	(178,315)	(178,349)	(34)
Total other financing sources (uses)	(178,315)	(178,315)	(178,349)	(34)
Net change in fund balances	0	0	146,062	146,062
Fund balances, October 1	418,432	418,432	418,432	0
Fund balances, September 30	$ 418,432	$ 418,432	$ 564,494	$ 146,062

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Net Position
Proprietary Funds

September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Assets		
Current assets:		
Cash	$ 1,430	$ 824,094
Cash with fiscal agent	0	6,606,530
Investments	6,799,134	102,670
Receivables:		
Accounts	1,284,084	218,664
Intergovernmental	0	13,998
Inventory	1,214	39,710
Total current assets	8,085,862	7,805,666
Noncurrent assets:		
Restricted cash and investments	9,917,987	0
Capital assets:		
Land nondepreciable	1,809,844	0
Depreciable (net)	8,979,879	0
Total noncurrent assets	20,707,710	0
Total assets	28,793,572	7,805,666
Liabilities		
Current liabilities:		
Accounts payable	708,678	191,011
Accrued liabilities	32,730	61,970
Compensated absences	61,298	321,068
Liability for closure costs/maintenance	375,325	0
Claims and judgements	0	4,451,773
Total current liabilities	1,178,031	5,025,822
Noncurrent liabilities:		
Compensated absences	117,831	312,402
Liability for closure costs/maintenance	13,621,973	0
Other postemployment benefits obligation	137,064	0
Total noncurrent liabilities	13,876,868	312,402
Total liabilities	15,054,899	5,338,224
Net position		
Investment in capital assets	10,789,723	0
Unrestricted	2,948,950	2,467,442
Total net position	13,738,673	$ 2,467,442
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds	468,984	
Net position of business-type activities	$ 14,207,657	

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds

Year Ended September 30, 2017

	Business-type Activities- Landfill Fund	Governmental Activities- Internal Service Funds
Operating revenues		
Charges for services	$ 9,033,261	$ 7,664,347
Total operating revenues	9,033,261	7,664,347
Operating expenses		
Personnel services	1,701,949	657,912
Contractual services	7,090,868	109,001
Supplies	262,054	1,111,244
Communications services	30,297	637,708
Insurance	53,418	3,418,360
Utility services	5,103	0
Depreciation	949,636	0
Other services and charges	1,615,463	1,344,586
Total operating expenses	11,708,788	7,278,811
Operating income (loss)	(2,675,527)	385,536
Nonoperating revenues		
Taxes	1,868,893	0
Interest	205,419	65,081
Net decrease in fair value of investments	(183,072)	(50,501)
Miscellaneous	279,784	0
Total nonoperating revenues	2,171,024	14,580
Income (loss) before transfers	(504,503)	400,116
Transfers in	448,670	0
Transfers out	(117,146)	(25,000)
* Change in net position	(172,979)	375,116
Net position, October 1	13,911,652	2,092,326
Net position, September 30	$ 13,738,673	$ 2,467,442

* Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds.	2,990
Change in net position of business-type activities	$ (169,989)

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Cash Flows
Proprietary Funds

Year Ended September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Cash flows from operating activities		
Receipts from customers	$ 9,051,200	$ 389,988
Payments to suppliers	(8,971,516)	(4,608,207)
Payments to employees	(1,680,162)	(636,432)
Claims paid	0	(1,816,789)
Payment for interfund services	(53,418)	0
Payments from interfund services	0	7,233,119
Net cash (used in) provided by operating activities	(1,653,896)	561,679
Cash flows from noncapital financing activities		
Tax proceeds	1,868,893	0
Transfers from other funds	448,670	0
Transfers to other funds	(117,146)	(25,000)
Net cash provided by (used in) noncapital financing activities	2,200,417	(25,000)
Cash flows from capital and related financing activities		
Sale of property	701,752	0
Acquisition and/or construction of capital assets	(980,385)	0
Net cash used in capital and related financing activities	(278,633)	0
Cash flows from investing activities		
Proceeds from sales and maturities of investments	4,837,569	2,907,938
Purchases of investments	(5,123,490)	(3,442,555)
Interest and dividends received	18,459	9,761
Net cash used in investing activities	(267,462)	(524,856)
Net increase in cash	426	11,823
Cash and equivalents, October 1	1,004	914,941
Cash and equivalents, September 30	$ 1,430	$ 926,764

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Cash Flows
Proprietary Funds

Year Ended September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Reconciliation of operating (loss) income to net cash (used in) provided by operating activities		
Operating (loss) income	$ (2,675,527)	$ 385,536
Adjustments to reconcile operating (loss) income to net cash (used in) provided by operating activities:		
Depreciation expense	949,636	0
Change in assets and liabilities:		
Receivables	(190,136)	(55,237)
Due from other funds	0	10,685
Inventories	0	0
Accounts payable	32,270	195,904
Accrued expenses	21,787	24,791
Other current liabilities	0	0
Unearned revenues	0	0
Estimated liability for closure	208,074	0
Net cash (used in) provided by operating activities	$ (1,653,896)	$ 561,679

The accompanying notes are an integral part of these financial statements.

Leon County, Florida

Statement of Fiduciary Net Position
Agency Funds

September 30, 2017

	Total Agency Funds
Assets	
Cash	$ 7,533,285
Accounts receivable	3,646,171
Intergovernmental receivables	0
Total assets	$ 11,179,456
Liabilities	
Accounts payable	$ 2,223,139
Intergovernmental payables	2,899,732
Deposits	4,275,531
Installment tax deposits	1,781,054
Total liabilities	$ 11,179,456

The accompanying notes are an integral part of these financial statements.

LEON COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2017

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Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Leon County, Florida (the County) is a political subdivision of the State of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. The County is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a Charter County. The Charter is a simple charter, which allows for the same powers and duties as provided in the Constitution of the State of Florida and *Florida Statutes*. However, in certain instances, the Charter may alter or expand the powers of the elected officials via voter referendum.

The accompanying financial statements present the combined financial position and results of operations of the entity as a whole, by major fund and nonmajor funds in aggregate, that are governed by the Board and the Constitutional Officers of Leon County, Florida.

The Board of County Commissioners funds a portion, or in some cases all, of the operating budgets of the County's Constitutional Officers. The payments by the Board of County Commissioners to fund the operating budgets of the Constitutional Officers are recorded as expenditures on the financial statements of the Board and as appropriations or charges for services on the financial statements of the Constitutional Officers. Accordingly, such amounts and the budget relating to those amounts have been eliminated in the accompanying combined financial statements.

Component Units

The component units that are discussed below have been reviewed to see if they should be included in the County's reporting entity. They would be included in the County's reporting entity either because of the significance of the operational relationship or the County is financially accountable for the component unit. The County is financially accountable for an organization when the County appoints a voting majority of the organization's governing body and is able to impose its will on the organization. The County is also financially accountable when there is a potential for the organization to provide a financial benefit or impose a financial burden on Leon County, or the organization is fiscally dependent on the County.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.

- Imposition of will: Ability to remove appointed members at will; ability to approve or modify charges affecting revenue; ability to appoint, hire or dismiss management.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Component Units (continued)

- Financial benefit or burden relationship: The County is legally entitled to or can otherwise access the organization's resources; the County is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the County is obligated in some manner for the debt of the organization.

- Fiscal dependency: Ability to approve or modify the organization's budget or rate charges and ability to approve debt issuances and/or tax levies.

Financial statements of component units would be included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2017, the only component unit of the County is The Housing Finance Authority of Leon County (the Authority) and is presented in a separate column on the County's financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, *Florida Statutes* (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, *Florida Statutes*.

The Authority's governing board is appointed by the Board of County Commissioners; the budget is approved by the County; all bonds issued and contracts entered into must be approved by the County; the County may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority; and the County maintains the books and records of the Authority. This unit is reported in a separate column to emphasize that it is legally separate from the County. Separate financial information for the Authority is available in the Finance Department currently housed in the Bank of America Building, commonly known as the BOA Building, 315 South Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Excluded from the Reporting Entity

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority, Leon County Energy Improvement District, and Community Redevelopment Agency have been established under *Florida Statutes*, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, Chapter 189, Part II and Chapter 163, Part III, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Excluded from the Reporting Entity (continued)

Other public entities located within Leon County and not included in the financial statements of the County include municipalities and the following independent taxing districts authorized and established by the laws of Florida:

Leon County District School Board
Leon County Health Department
Fallschase Special Taxing District
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, *Florida Statutes*. This agreement created a Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Sheriff shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget.

Capital Regional Transportation Planning Agency

In December 2004, the Capital Regional Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 *Florida Statues*. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Capital Regional Transportation Planning Agency (continued)

The governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, and StarMetro, the City of Tallahassee transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Regional Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) *Florida Statutes*. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, *Florida Statutes*, until December 31, 2039.

Periodically, Blueprint provides construction managment services to the County. For these services Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to the Agency. Current audited financial statements may be obtained from Blueprint, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

B. Measurement Focus and Basis of Accounting

The basic financial statements of the County are composed of the following:

- Government-wide financial statements
- Fund financial statements

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting (continued)

- Notes to the financial statements

Government-wide Financial Statements

Government-wide financial statements (the Statement of Net Position and Statement of Activities) provide financial information about Leon County government as a whole, except for its fiduciary activities. These statements include separate columns for the governmental and business-type activities of the primary government, as well as its discretely presented component unit and provide for a consolidated financial picture of the government. The Statement of Net Position reports all financial and capital resources of Leon County's governmental and business-type activities. The Statement of Activities reports functional categories of programs provided by the County and demonstrate how and to what degree those programs are supported by specific revenue. As part of the consolidation process, the effect of interfund activity has been removed from these statements to avoid distorted financial results. Any interfund services provided and used are not eliminated during this process, but reassigned to governmental activities. Any amounts reported as interfund balances represent the residual amounts due between governmental and business-type activities. Fiduciary funds of the government are also removed from this presentation since the resources are not available for general government funding purposes due to the fact that agency funds do not have a measurement focus. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities. Business-type activities rely, to a significant extent, on fees and charges for support.

Likewise, the primary government is reported separately from the legally separate component unit for which the primary government is financially accountable. Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and agency fund financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. Program revenues include charges for services, fines and forfeiture, licenses and permits, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program. Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than being reported as expenditures. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as reductions of the related liability, rather than as expenditures.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting (continued)

Fund Financial Statements

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenue and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

A fund financial statement for the primary government's governmental, proprietary, and fiduciary funds are presented after the government-wide financial statements. These statements show information about major funds individually and nonmajor funds in the aggregate for governmental and enterprise funds. The fiduciary statement includes financial information for the agency funds. The agency funds of the County primarily represent assets held by the County in a custodial capacity for other individuals or governments.

Governmental Funds

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Franchise fees, licenses, sales taxes, gas taxes, operating and capital grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when the County receives cash.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources." Governmental funds operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Noncurrent portions of long-term receivables (special assessment) due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Noncurrent portions of other long-term receivables are offset by deferred revenue.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting (continued)

Fund Financial Statements (continued)

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Proprietary Funds

The County's enterprise funds and internal service funds are proprietary funds. In the fund financial statements, proprietary funds are presented using the accrual basis of accounting.

Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. In the fund financial statements, proprietary funds are presented using the economic resources measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities. Amounts paid to acquire capital assets are capitalized as assets in the fund financial statements, rather than reported as an expenditure. Proceeds of long-term debt are recorded as a liability in the fund financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness are reported as a reduction of the related liabilities, rather than as an expense.

C. Basis of Presentation

GASB 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category and the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements and detailed in the combining section.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Governmental Major Funds:

The County reports the following major funds in the governmental fund financial statements:

General — The General Fund is the general operating fund of the County. This fund is used to account and report all financial resources not required to be accounted for and reported in another fund.

Fine & Forfeiture — This fund was established to account for and report the proceeds of specific revenues collected pursuant to the provisions of Section 142.01, *Florida Statutes*. It also accounts for and reports expenditures restricted or committed to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants — This fund is used to account for and report the proceeds of revenues that are restricted or committed to expenditures of federal, state and local grants awarded to the County. This fund also includes the corresponding County matching funds for the various grants.

Fire Rescue Services – This fund was established to fund enhanced fire protection services in the unincorporated area of Leon County. The revenue source is derived from a fire service fee levied on single-family, commercial, and governmental properties in the unincorporated area of the county. It also assists with funding for volunteer fire departments. By interlocal agreement, the fire rescue and emergency management services are functionally consolidated under the city and county.

Special Assessment Paving — This fund accounts for the repayment of special assessments associated with the county's paving program. Repayments are collected as non-ad valorem special assessment on the annual tax bill. The revenues are repaying the county for the costs to construct the paving projects.

Capital Improvement — This fund is used to account for and report the financial resources restricted, committed, or assigned to the expenditures for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Proprietary Major Fund:

Landfill — This fund accounts for the revenues, expenses, assets, and liabilities associated with the County landfill and transfer station.

Note: The determination of which funds are major funds will vary from year to year because the determination is made using the calculation requirements established in GASB 34.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Other Fund Types:

Internal Service Funds — Internal Service Funds account for fleet management, communications, and self insurance services provided to other departments of the County on a cost reimbursement basis, as well as to report the funded and accrued compensated absences for the Clerk of the Circuit Court and Comptroller (the Clerk) only.

Agency Funds — Agency Funds are used to account for the collection and disbursement of monies by the County on behalf of other governments and individuals, such as cash bonds, traffic fines, support payments, and ad valorem taxes.

Noncurrent Governmental Assets/Liabilities

GASB 34 requires noncurrent governmental assets, such as land and buildings, and noncurrent governmental liabilities, such as general obligation bonds, revenue bonds, and capital leases, be reported in the governmental activities column in the government-wide Statement of Net Position.

D. Assets, Liabilities, and Net Position

Cash and Cash Equivalents

Cash and cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash and have an original maturity of three months or less. This includes cash in banks, repurchase agreements with financial institutions, petty cash, and cash with claims administrators.

Investments

Florida Statutes authorize the County to invest in various instruments. The County reports investments in accordance with the requirements of GASB pronouncements.

Receivables and Payables

Receivables are shown net of an allowance for uncollectibles. The emergency medical services allowance is equal to 69% of outstanding gross charges at September 30, 2017.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Inventories and Prepaid Items

Inventories, consisting primarily of expendable items (materials and supplies), are determined by physical count at the County's fiscal year-end and valued at cost on the basis of the "first-in first-out" method of accounting. Inventory shown in the Governmental Funds consists of fuel, medical supplies, vehicle parts, and road materials. The inventory is recorded as an expenditure when consumed (consumption method) rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Restricted Assets

Certain funds of the County are classified as restricted assets on the Statement of Net Position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. Therefore, their use is limited by applicable laws and regulations. It is the practice of the County to utilize its restricted net position before its unrestricted net position. Certain Landfill Fund assets are required to be segregated from other current assets. These assets are legally restricted for specific purposes, such as landfill closure and post-closure care.

Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets. Infrastructure assets are defined as public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable and of value only to the government unit. All qualified infrastructure assets have been capitalized and included in the September 30, 2017 financial statements. Capital assets are reported in the government-wide financial statements in the applicable governmental or business-type activities column, as well as the proprietary fund financial statements. Capital assets are defined by Section 274.02, *Florida Statutes,* to include items of a nonconsumable nature with a value of at least $1,000 and a life of one year or more. The County maintains an administrative record of these assets. However, for reporting purposes, the threshold for capitalizing property, plant, and equipment is $20,000, buildings $50,000 and infrastructure is $100,000. Capital assets are recorded at cost or estimated historical cost. Donated capital assets, donated works of art or similar items, and capital assets recieved in any service concession arrangement is reported at aquisition value. Depreciation is calculated using the straight-line method over the estimated useful lives of the related assets.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

The ranges of useful lives are as follows:

Assets	Years
Building	30-50
Improvements other than buildings	6-50
Equipment	3-35
Library Collection	5
Furniture	4-20
Vehicle & rolling stock	3-10
Infrastructure	20-50

Florida Statutes require that the County maintain accountability for all assets used in operations, except those maintained by the Sheriff.

Capitalization of Interest

Interest costs related to bond issues are capitalized during the construction period for proprietary activities only; GASB Statement No. 37 removes the capitalization of construction period interest requirement for capitalized assets used in governmental activities. Instead, such costs are netted against applicable interest earnings on construction fund investments. During the current period, the County did not have any capitalized interest.

Unearned Revenues

Revenues received in advance are reported in government-wide financial statements represent unearned revenues. The unearned revenues will be recognized as revenue in the fiscal year they are earned in accordance with the accrual basis of accounting. Deferred revenues reported in governmental fund financial statements represent unearned revenues or revenues which are measurable but not available. In accordance with the modified accrual basis of accounting, these items are reported as deferred revenues.

Landfill Closure Costs

The County has adopted a policy, based on U.S. Environmental Protection Agency rules and in accordance with Florida Law, to set aside funds for the post-closure care costs of the County's landfills.

Within the Landfill Fund, deposits are made to the fund's other cash and cash equivalents account for the purpose of complying with the escrow requirements of Rule 17-701.630, Florida Administrative Code. This rule requires the County to annually deposit funds in an interest bearing escrow account for the purpose of funding the minimum estimated landfill closure cost. This amount is represented as "restricted assets" on the Statement of Net Position.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Landfill Closure Costs (continued)

Per the above rule, an audited report is filed each year with the Florida Department of Environmental Protection. The liability on the face of the County's statements is equal to the total estimated cost of closure and post-closure care. The estimates are reviewed and adjusted each year for changes due to inflation, technology or applicable laws or regulations.

Accrued Compensated Absences

The County accrues accumulated unpaid vacation and sick leave when earned by the employee. The current portion is the amount estimated to be used in the following year. The noncurrent portion is the amount estimated to be used in subsequent fiscal years. Both the current and noncurrent estimated accrued compensated absences amounts for governmental funds are maintained separately and represent a reconciling item between the fund and the government-wide presentations.

Although the Clerk is not legally required to accumulate expendable available financial resources to liquidate this obligation, funding for the Court side of the Clerk's budget has been reduced each year since 2009. Due to the uncertainty of the Clerk's funding, an internal service fund has been established to record compensated absences earned but not paid for both the court and non-court functions.

Net Obligation for Pension Benefits

The County offers retiree pension benefits for qualifying employees that have retired from a Florida Retirement System (FRS) pension plan. Following the provisions of GASB Statement No. 68, a net obligation is accrued as a non-current liability and is a reconciling item between the fund and the government-wide presentations.

Net Obligation for Other Postemployment Benefits

The County offers retiree medical and life insurance benefits for qualifying employees that have retired from the Florida Retirement System (FRS) pension plan. Following the provisions of GASB Statement No. 45, a net obligation is accrued as a noncurrent liability and is a reconciling item between the fund and the government-wide presentations.

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Obligation for Bond Arbitrage Rebate

Pursuant to Section 148(f) of the U.S. Internal Revenue Code, the County must rebate to the United States Government the excess of interest earned from the investment of certain debt proceeds and pledged revenues over the yield rate of the applicable debt. The County uses the "revenue reduction" approach in accounting for rebatable arbitrage, which treats excess earnings as a reduction of revenue. The County has recorded an arbitrage liability outstanding as of September 30, 2017.

Due to/from Other Funds

These are activities between funds. Such amounts are representative of lending/borrowing arrangements outstanding at the end of the fiscal year and referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Net Position/Fund Balances

Net Position is the difference between fund assets and liabilities on the government-wide, proprietary, and fiduciary fund statements. Fund Balances is the difference between assets and liabilities on the governmental fund statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of bonds, mortgages, notes, or other debt resulting from the acquisition, construction, or improvement of the assets.

In order to implement GASB Statement No. 54, a County financial policy was written to define the different fund balance classifications for governmental funds and the order that the resources are used. There are five classifications of fund balance for governmental funds.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Net Position/Fund Balances (continued)

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County. Each of these actions is equally binding and as such, remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Reserves/Designations of Net Position

Net position of the Insurance Service Fund is maintained for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

"Total fund balances" of the County's governmental funds of $115,638,551 differs from "net position" of governmental activities of $250,556,195 reported in the Statement of Net Position. This difference results primarily from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet.

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (continued)

Capital Related Items

When capital assets (property, plant, and equipment) to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the County as a whole.

Cost of capital assets	$ 661,445,419
Accumulated depreciation	(370,171,153)
Net capital assets added	$ 291,274,266

Long-term Debt Transactions

Long-term liabilities applicable to the County's governmental activities are not due and payable in the current period and accordingly are not reported as current fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2017 were:

Capital Improvement Revenue Bonds, Series 2012A	$ (8,267,000)
Taxable Capital Improvement Revenue Bonds, Series 2012B	(12,182,000)
Capital Improvement Revenue Refunding Bonds, Series 2017	(15,851,000)
Unamortized bond premiums	(379,122)
Pension related deferred outflows	66,396,608
Note payable	(382,573)
Liability for compensated absences	(16,515,466)
Net pension liability	(149,008,290)
Other postemployment benefits	(8,755,488)
Arbitrage rebate liability	(25,000)
Pension related deferred inflows	(13,385,747)
	$ (158,355,078)

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (continued)

Internal Service Funds

Management uses internal service funds to charge the cost of fleet management and insurance activities to the individual funds benefited, as well as to report the funded and accrued compensated absences for the Clerk only. Because internal service funds primarily serve governmental activities of the County, the assets and liabilities of those funds are included in the governmental activities for government-wide reporting purposes. The total amount of internal service fund assets, net of liabilities, included with governmental activities on the September 30, 2017, Statement of Net Position is $1,998,456.

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Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (continued)

Assets and Deferred Outflows	Total Governmental Funds	Capital Related Items	Long-term Debt Transactions
Assets:			
Equity in pooled cash and equivalents	$ 20,468,131	$ 0	$ 0
Investments	94,619,159	0	0
Receivables (net)	24,403,870	0	0
Due from other funds	1,793,047	0	0
Inventories	693,638	0	0
Other assets	426,369	0	0
Capital assets (net)	0	291,274,266	0
Total assets	142,404,214	291,274,266	0
Deferred Outflows:			
Pension related deferred outflows	0	0	66,396,608
Total deferred outflows	0	0	66,396,608
Total assets and deferred outflows	142,404,214	291,274,266	66,396,608
Liabilities, Deferred Inflows, and Fund Balances			
Liabilities:			
Accounts payable	$ 9,526,044	$ 0	$ 0
Accrued liabilities	5,516,939	0	0
Intergovernmental payables	2,638,172	0	0
Internal balance	0	0	0
Estimated liability for self-insurance loss	0	0	0
Due to other funds	1,793,047	0	0
Deposits	544,556	0	0
Arbitrage rebate	0	0	25,000
Unearned revenue	5,818,031	0	0
Unamortized premium on bonds payable	0	0	379,122
Net pension liability	0	0	149,008,290
Other postemployment benefits	0	0	8,755,488
Accrued compensated balances	0	0	16,515,466
Bond and notes payable (net)	0	0	36,682,573
Total liabilities	25,836,789	0	211,365,939
Deferred Inflows:			
Deferred special assessments	928,874	0	0
Pension related deferred inflows	0	0	13,385,747
Total deferred inflows	928,874	0	13,385,747
Fund balance/net position	115,638,551	291,274,266	(158,355,078)
Total liabilities, deferred inflows, and fund balances/net position	$ 142,404,214	$ 291,274,266	$ 66,396,608

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (continued)

Internal Service Funds	Reclassifications & Eliminations	Statement of Net Position
$ 926,764	$ 0	$ 21,394,895
6,606,530	0	101,225,689
232,662	0	24,636,532
0	(1,793,047)	0
39,710	0	733,348
0	0	426,369
0	0	291,274,266
7,805,666	(1,793,047)	439,691,099
0	0	66,396,608
0	0	66,396,608
7,805,666	(1,793,047)	506,087,707
$ 191,013	$ 5,528,885	$ 15,245,942
11,946	(5,528,885)	0
0	0	2,638,172
468,984	0	468,984
4,451,773	0	4,451,773
0	(1,793,047)	0
0	0	544,556
0	0	25,000
0	0	5,818,031
0	0	379,122
0	0	149,008,290
50,024	0	8,805,512
633,470	0	17,148,936
0	0	36,682,573
5,807,210	(1,793,047)	241,216,891
0	0	928,874
0	0	13,385,747
0	0	14,314,621
1,998,456	0	250,556,195
$ 7,805,666	$ (1,793,047)	$ 506,087,707

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

B. Explanation of Differences Between the Governmental Fund Operating Statements and the Government-wide Statement of Activities

The "net change in fund balances" for governmental funds of ($2,856,159) differs from the "change in net position" for governmental activities of $(19,005,620), reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities, versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Capital Related Items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balances decrease by the amount of the financial resources expended, whereas net position decreases by the amount of depreciation expense charged for the year.

Capital outlay	$ 8,910,906
Depreciation expense	(20,780,937)
Net	$ (11,870,031)

Long-term Debt Transactions

In the Statement of Activities, debt and capital lease proceeds increase long-term liabilities. However, in the governmental funds, debt and capital lease proceeds are treated as other financing sources since they provide current financial resources to governmental funds.

Repayments of bond principal and capital lease principal are reported as expenditures in the governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used. However, the principal payments reduce the liabilities in the Statement of Net Position and do not result in an expense in the Statement of Activities.

Bond proceeds	$ (15,991,000)
Payments of bond principal	23,600,077
Net	$ 7,609,077

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

B. Explanation of Differences Between the Governmental Fund Operating Statements and the Government-wide Statement of Activities (continued)

Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Amortization of current year bond discount/premium	$ 47,390
Amortization of current year deferred outflow on refunding	(256,750)
Net increase in compensated absences	(797,214)
Net change in net pension liability	10,347,988
Net increase in other postemployment benefits	(906,065)
	$ 8,435,349

Internal Service Funds Aggregate Loss

The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position because they primarily serve governmental activities of the County. The net costs of the internal service funds are reported with governmental activities.

Internal service funds aggregate loss on governmental activities	$ 372,120

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

B. Explanation of Differences Between the Governmental Fund Operating Statements and the Government-wide Statement of Activities (continued)

	Total Governmental Funds	Capital Related Items	Long-Term Debt Transactions	Compensated Absences
Revenues:				
Taxes	$ 159,762,897	$ 0	$ 0	$ 0
Licenses and permits	3,123,753	0	0	0
Intergovernmental	43,163,422	0	0	0
Charges for services	36,073,920	0	0	0
Fines and forfeitures	732,590	0	0	0
Interest	1,877,742	0	0	0
Net increase (decrease) in fair value of investments	(805,442)	0	0	0
Miscellaneous	3,904,892	0	0	0
Total revenues	247,833,774	0	0	0
Expenditures:				
General government	51,011,416	1,535,369	0	(191,145)
Public safety	107,972,213	1,342,210	0	904,031
Physical environment	12,526,527	(1,609,109)	0	41,147
Transportation	20,346,821	9,293,034	0	40,807
Economic environment	7,145,607	0	0	(6,000)
Human services	10,112,240	119,798	0	(18,574)
Culture and recreation	15,645,861	1,188,729	0	10,743
Judicial	17,095,596	0	0	16,205
Debt service:				
Principal retirement	7,609,077	0	(7,609,077)	0
Interest and fiscal charges	803,817	0	323,594	0
Other debt service costs	57,691	0	(57,691)	0
Total expenditures	250,326,866	11,870,031	(7,343,174)	797,214
Excess (deficiency) of revenues over (under) expenditures	(2,493,092)	(11,870,031)	7,343,174	(797,214)
Other financing sources (uses)				
Transfers in	101,852,199	0	0	0
Refunding bonds issued	15,991,002	0	(15,991,002)	0
Transfers out	(102,158,723)	0	0	0
Payment to refunding bond escrow agent	(16,047,545)	0	16,047,545	0
Total other financing sources (uses)	(363,067)	0	56,543	0
Net change in fund balance	(2,856,159)	(11,870,031)	7,399,717	(797,214)
Fund balances, October 1	118,494,710			
Fund balances, September 30	$ 115,638,551			

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note II. RECONCILIATION OF GOVERNMENT- WIDE AND FUND FINANCIAL STATEMENTS (continued)

B. Explanation of Differences Between the Governmental Fund Operating Statements and the Government-wide Statement of Activities (continued)

Net Pension Liability	Other Postemployment Benefits	Internal Service Funds	Reclassifications and Eliminations	Statement of Activities
$ 0	$ 0	$ 0	$ 0	$ 159,762,897
0	0	0	(3,123,753)	0
0	0	0	(2,370,672)	40,792,750
0	0	0	6,226,315	42,300,235
0	0	0	(732,590)	0
0	0	0	(805,442)	1,072,300
0	0	0	805,442	0
0	0	0	696	3,905,588
0	0	0	(4)	247,833,770
1,842,978	222,274	(273,678)	0	54,147,214
4,453,775	434,211	(54,966)	0	115,051,474
619,842	49,474	(7,283)	0	11,620,598
1,116,548	61,360	(10,276)	0	30,848,294
248,352	9,310	(752)	0	7,396,517
414,954	10,661	513	0	10,639,592
791,631	53,949	(4,750)	0	17,686,163
859,908	64,826	(20,932)	0	18,015,603
0	0	0	0	0
0	0	0	0	1,127,411
0	0	0	0	0
10,347,988	906,065	(372,124)	0	266,532,866
(10,347,988)	(906,065)	372,124	(4)	(18,699,096)
0	0	0	0	101,852,199
0	0	0	0	0
0	0	0	0	(102,158,723)
0	0	0	0	0
0	0	0	0	(306,524)
(10,347,988)	(906,065)	372,124	(4)	(19,005,620)
				269,561,815
				$ 250,556,195

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note III. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgets and Budgetary Accounting

Section 129.01(2) (b), *Florida Statutes,* requires that "...the receipts division of the budget shall include ninety-five percent of all receipts reasonably expected to be anticipated from all sources, including taxes to be levied, and one hundred percent of the amount of the balances, both of cash and liquid securities, estimated to be brought forward at the beginning of the fiscal year." The County has complied with the provisions of the above Florida Statute.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with generally accepted accounting principles. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail. All annual appropriations lapse at fiscal year end, although the County expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended and presented in the financial statements was prepared on the modified accrual basis of accounting. All County authorized amendments to the applicable budget originally approved, have been incorporated into data reflected in the financial statements. The County made several supplemental budgetary appropriations during the year.

The County uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the Clerk of Courts, Sheriff, and Supervisor of Elections submit to the Board of County Commissioners a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.

2. Section 195.087, *Florida Statutes*, governs the preparation, adoption and administration of the annual budget of the Property Appraiser and Tax Collector. The proposed operating budget is presented to the Board of County Commissioners on or before June 1 of each year by the Property Appraiser and on or before August 1 of each year by the Tax Collector. Their budgets are simultaneously submitted to the State of Florida, Department of Revenue, from which the approval of the budget of the Property Appraiser and Tax Collector must emanate.

3. On or before July 15 of each year, or within 15 days after the receipt of certified taxable property values from the Property Appraiser, whichever occurs last, the Office of Management and Budget, presents to the Board of County Commissioners a proposed budget for the fiscal year commencing the following October 1. Pursuant to the provisions of Section 129.01, *Florida Statutes*, the proposed budget as submitted contains balanced statements of estimated revenues (including unexpended fund balances to be carried forward) and proposed appropriations for each fund required to be presented by law or by sound financial practices, including the General, Special Revenue, Debt Service, and Capital Projects funds.

Note III. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (continued)

Budgets and Budgetary Accounting (continued)

4. The County shall require such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and public hearing requirements of Section 200.065, *Florida Statutes*, and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes.*

5. Following the successful completion of the above referenced public hearings, the County advertises and subsequently conducts a second public hearing to finally adopt a millage rate and budget for each of the taxing entities under their jurisdiction. These public hearings are ordinarily held prior to October 1, of each year. If, however for some reason the County is unable to finally adopt a budget prior to October 1, state law permits the readoption by resolution of the budget of the preceding year as an interim measure. In its effort to get as much citizen input as possible, the County holds a third public hearing prior to the adoption of a tentative millage rate.

6. Pursuant to the provisions of Section 129.07, *Florida Statutes*, the Board of County Commissioners is prohibited from expending or contracting for the expenditure of any amount in excess of the total amount budgeted in any fund. It is, however, legally permissible at the present time for the budgets of individual departments included within a particular fund to be overexpended in total without requiring mandatory action by either the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller (as Clerk to the Board of County Commissioners and finance officer), or the County Administrator (as budget officer). Transfers of appropriate amounts between funds require approval of the Board of County Commissioners.

7. Adoption and execution of the budgets of the Clerk of the Circuit Court and Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector are governed by applicable provisions of the *Florida Statutes*. Budgets for the Courts for each Clerk will be submitted by June 1 to be approved by the legislature. All court revenues will be collected monthly and available for use by the Clerks in the month following collection. By the 10th day of the each month, the Clerks will submit that portion of all fines, fees, service charges, and costs collected in the previous month that exceeds one twelfth of the Clerks' total budget. The remainder of the available revenues will be appropriated for the following month's court expenditures up to the budget cap authorized by the legislature. Any revenue deficits will be certified by the Florida Clerk of the Court Operations Corporation. Any unexpended appropriation for the court's budget will be paid to the State by January 25 of the following year.

8. Formal budgetary integration at the object level is used as a management control device for all governmental funds of the County for which annual budgets are adopted, including the General, Special Revenue, Debt Service, and Capital Projects funds. Proforma project length budgets are provided to the County for certain Capital Projects for informational purposes only. The level at which expenditures may not legally exceed appropriations is the fund level.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note IV. CASH AND INVESTMENTS

As of September 30, 2017, the value of the County's deposits and investments, with their respective credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in Qualified Public Depositories	$ 28,828,341	N/A	N/A
External Investment in Government Pools:			
Florida State Treasury Special Purpose Investment Account (SPIA)	51,128,476	A+f	2.89
Florida Local Government Investment Trust Government Fund (FLGIT)	5,878	AAAf	1.74
Florida PRIME Investment Pool	113,973	AAAm	0.22
Florida Safe Investment Pool	1,179,913	AAAm	N/A
Externally Managed Portfolio:			
Money Market	14,801	AAA	N/A
U.S. Treasuries	24,753,143	AA+	2.41
Government Sponsored Agencies:			
Federal Home Loan Bank	5,593,663	AA+	1.77
Federal National Mortgage Association	7,577,607	AA+	1.67
Other Government Sponsored Agencies	7,048,868	AA+	1.58
Mortgage Backed Securities	564,317	AA+	1.30
Collateralized Mortgage Obligations	700,279	AA+	0.98
Corporate Bonds	8,523,397	A-	1.25
Corporate Bonds	4,737,994	AA-	1.49
Corporate Bonds	578,932	BBB+	0.31
Asset-backed Securities	5,722,565	AAA	0.90
Total Cash and Investments	$ 147,072,147		

The County's deposits and investments include $300,814 accrued interest as of September 30, 2017.

Credit Risk

The County Investment Policy provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. These would include government pools, U. S. Government (AAA) securities, and commercial paper. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy.

Note IV. CASH AND INVESTMENTS (continued)

The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the County's risk against possible credit losses, a maximum of 3% of the total portfolio managed by the County's external manager may be held at any one time in all securities of any corporate entity, inclusive of commercial paper, medium term notes, or corporate notes and bonds. The policy provides that 45% of the external portfolio may be invested in Federal instrumentalities, with a limit of 15% of the portfolio in any one issuer. Credit-quality risk identified with S&P ratings or Moody equivalents, is provided in the preceding table. Deposits not exposed to credit quality risk, as defined by GASB Statement No. 40, are designated as "NA" in the credit rating column.

Section 218.415(16), *Florida Statutes*, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida Prime (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

4. Direct obligations of the U.S. Treasury.

5. Federal agencies and instrumentalities.

6. Securities of, or other interests in, any management-type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.

7. Other investments authorized by law or by ordinance for a county or a municipality.

In addition, Section 17.61(1), *Florida Statutes* permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The County Investment Policy limits credit risk by restricting authorized investments to the following: Florida Prime (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIvT).

Note IV. CASH AND INVESTMENTS (continued)

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Treasury Special Purpose Investment Account (SPIA). Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR). The rating as of September 30, 2017 was A+f. A copy of SPIA's most recent financial statements can be found at http://www.myfloridacfo.com/Division/Treasury/Reports/AnnualReports. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2017, the County had $51,128,476 with SPIA.

The FLGIT is a local government investment pool created by the Florida Court Clerks and Comptrollers, and the Florida Association of Counties for the purpose of providing public entities with an investment program that focuses on longer term securities with the highest credit ratings. The effective maturity of the underlying investments is five years or less. At year end, the FLGIT was invested in money markets, treasury notes, asset-backed securities, and Federal agency obligations. This investment type is subject to some market risk due to fluctuating prices and liquidity risk due to advance redemption notification requirements. However, it has a professional investment advisor and an investment advisory board, and provides diversity in the Fund's portfolio. The FLGIT maintains a credit rating of AAAf by Standard & Poor's. A copy of FLGIT's most recent financial statements can be found at http://www.floridatrustonline.com/about. Investments in this pool are limited to a maximum of 15% of the portfolio. At September 30, 2017, the County had $5,878 with FLGIT.

The County also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. Throughout the year and as of September 30, 2017, Florida PRIME contained certain floating rate and adjustable rate securities that were indexed based on the prime rate and/or one- and three-month LIBOR. These floating rate and adjustable rate securities are used to hedge against interest risk and provide diversification to the portfolio. Investments in this pool are limited to a maximum of 15% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AAAm by Standard and Poors. The weighted average of days to maturity of the Florida PRIME at September 30, 2017 is 51 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2017, the County had $113,973 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at https://www.sbafla.com/prime/ Audits/tabid/582/Default.aspx.

Note IV. CASH AND INVESTMENTS (continued)

The County also invests in the Florida Surplus Asset Fund Trust (FLSAFE), a local government investment pool governed by Section 218.415, *Florida Statutes*, that provides for pooling of Florida's local government funds. FLSAFE is an external investment pool that is not a registrant with the SEC; however, the FLSAFE has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. FLSAFE is managed by Davidson Fixed Income Management, Inc. (DFIM), a registered investment advisor, and the trust's investments are held in custody by U.S. Bank. Oversight for the pool is provided by a Board of Trustees consisting of members who represent participating local government entities. The trust invests primarily in securities of the United States Treasury, United States Agencies, Primary Dealer Repurchase Agreements, highly-rated commercial paper, money market funds, and deposits held in qualified public depositories. The current rating for the FLSAFE is AAAm by Standard and Poors. The weighted average days to maturity of the FLSAFE at September 30, 2017, is 25 days. Investments in the FLSAFE are not evidenced by securities that exist in physical or book entry form. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2017, the County had $1,179,913 invested with the FLSAFE. A copy of FLSAFE's most recent financial statements can be found at: http://www.flsafe.org/financial_statements.aspx.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or it may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Chapter 280.04, *Florida Statutes*. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2017, were $34,883,107. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The effective duration of investments is listed in the preceding table.

Note IV. CASH AND INVESTMENTS (continued)

The externally managed portfolio totaled $65,815,566 at September 30, 2017, and was invested for a weighted average term of 867 days, as compared to a weighted average term of 797 days in fiscal year 2016. In accordance with its investment policy, the County requires a minimum balance of short-term investments. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately at least two months of anticipated disbursements is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME or money markets. The County was in compliance with this requirement.

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Comprehensive Annual Financial Report. A copy of this report is available at https://www.myfloridacfo.com/Division/AA/Reports/.

Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. GASB 72 applicability related to the application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. Florida PRIME investment is exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT reports based on the fair market values of the underlying securities. The County participant share investment in the Florida Trust is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

The fair value factor for SPIA at September 30, 2017 was 0.9975. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note IV. CASH AND INVESTMENTS (continued)

Fair Value Measurements (continued)

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2017:

	Quoted Prices in Active Markets for Indentical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US Agency Sponsored	$ 0	$ 5,722,565	$ 0	$ 5,722,565
Corportate Bonds and Notes	0	13,840,323	0	13,840,323
US Agencies	0	20,220,138	0	20,220,138
US Government Obligations	24,767,944	0	0	24,767,944
Asset Backed Security (Mortgage Backed) - US Agency Sponsored	0	564,317	0	564,317
Collateralized Mortgage Obligations	0	700,279	0	700,279
Investments at fair value	$ 24,767,944	$41,047,622	$ 0	$65,815,566

Note V. PROPERTY TAXES

Under Florida law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessment are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the County prior to October 1 of each year. The millage rate collected by the County during the current fiscal year was 8.3144 mills. County citizens were also assessed for Emergency Medical Services (EMS) and primary health care services through Municipal Services Taxing Units at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is also included on their tax bill.

All property is reassessed according to its fair market value as of January 1st of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of *Florida Statutes.*

Note V. PROPERTY TAXES (continued)

All taxes are due and payable on November 1st of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in November 2017 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2017.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VI. CAPITAL ASSETS

A. Capital asset activity for the year ended September 30, 2017 was as follows:

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	$ 20,891,310	$ 0	$ 0	$ 20,891,310
Improvements other than buildings	31,411,015	894,738	0	32,305,753
Construction/Purchase in progress	6,960,944	2,031,999	(1,146,952)	7,845,991
Total not being depreciated	59,263,269	2,926,737	(1,146,952)	61,043,054
Capital assets being depreciated:				
Buildings	221,571,318	0	0	221,571,318
Equipment	53,558,862	4,054,775	(2,711,152)	54,902,485
Library collection	3,366,077	689,598	(749,161)	3,306,514
Infrastructure	317,684,167	1,460,088	(75,000)	319,069,255
Leasehold improvement	0	1,552,793	0	1,552,793
Total being depreciated	596,180,424	7,757,254	(3,535,313)	600,402,365
Less accumulated depreciation:				
Buildings	(102,965,133)	(6,818,788)	0	(109,783,921)
Equipment	(33,809,706)	(3,805,797)	2,127,919	(35,487,584)
Library collection	(2,051,358)	(661,302)	749,161	(1,963,499)
Infrastructure	(213,473,199)	(9,339,771)	32,100	(222,780,870)
Leasehold improvement	0	(155,279)	0	(155,279)
Total accumulated depreciation	(352,299,396)	20,780,937)	2,909,180	(370,171,153)
Total being depreciated, net	243,881,028	13,023,683)	(626,133)	230,231,212
Governmental activities capital assets, net	$ 303,144,297	$10,096,946)	$ (1,773,085)	$ 291,274,266
Business-type activities:				
Capital assets not being depreciated:				
Land	$ 1,809,844	$ 0	$ 0	$ 1,809,844
Total not being depreciated	1,809,844	0	0	1,809,844
Capital assets being depreciated:				
Buildings	20,198,294	138,816	0	20,337,110
Equipment	5,386,717	841,569	(693,358)	5,534,928
Total being depreciated	25,585,011	980,385	(693,358)	25,872,038
Less accumulated depreciation:				
Buildings	(13,297,678)	(609,538)	0	(13,907,216)
Equipment	(2,916,234)	(340,098)	271,389	(2,984,943)
Total accumulated depreciation	(16,213,912)	(949,636)	271,389	(16,892,159)
Total being depreciated, net	9,371,099	30,749	(421,969)	8,979,879
Business-type activities capital assets, net	$ 11,180,943	$ 30,749	$ (421,969)	$ 10,789,723

Note VI. CAPITAL ASSETS (continued)

B. Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	$ 5,522,754
Public safety	2,003,121
Physical environment	698,230
Transportation	9,788,934
Human services	192,227
Culture and recreation	2,575,671
Total depreciation expense - governmental activities	$20,780,937

Business-type activities:

Landfill	$ 949,636
Total depreciation expense - business-type activities	$ 949,636

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VII. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

A. Interfund Balances as of September 30, 2017, consisted of the following:

	Interfund Receivables	Interfund Payables
Primary Government:		
By Major Fund:		
General	$ 1,109,739	$ 1,385,615
Fine & Forfeiture	451,908	0
Grants	29,789	16,190
Total Major Funds	1,591,436	1,401,805
Nonmajor Special Revenue Funds:		
Family Law Legal Services	0	5,207
911 Emergency Communications	106,996	0
Special Grants Fund	0	177,666
Emergency Management 911 Fees	49,882	28,543
Emergency Management Grant	43,964	139,108
Inmate Welfare Fund	769	0
Records Modernization Fund	0	40,718
Total Nonmajor Special Revenue Funds	201,611	391,242
Total Governmental Funds	$ 1,793,047	$ 1,793,047

The General, Fine & Forfeiture, and Grant Funds have amounts due to and from Constitutional Officers, which represent the return of excess balances due at the end of the fiscal year, from either budget officers or fee officers. All remaining balances resulted from the time lag between the dates that (a) interfund goods and services are provided or reimbursable expenditures occur, (b) transactions are recorded in the accounting system, and (c) payments between funds are made.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VII. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS (continued)

B. Interfund Transfers represent the movement of cash for operations in funds and constitutional officers. At year end, the balances for the year ended September 30, 2017, consisted of the following:

Transfers to the General Fund from:	
Fine & Forfeiture Fund	$ 71,923,559
Fire Rescue Services Fund	38,399
Special Assessment Paving Fund	178,349
Nonmajor Governmental Funds	748,101
Enterprise Fund	117,146
Internal Service Fund	25,000
Total Transfers to the General Fund	73,030,554
Transfers to the Fine & Forfeiture Fund from:	
General Fund	419,320
Total Transfers to the Fine & Forfeiture Fund	419,320
Transfers to the Grants Fund from:	
Nonmajor Governmental Funds	17,352
Total Transfers to Grants Fund	17,352
Transfers to the Fire Rescue Service Fund from:	
Nonmajor Governmental Funds	1,224,459
Total Transfers to the Fire Rescue Service Fund	1,224,459
Transfers to the Capital Improvement Fund from:	
General Fund	2,025,284
Nonmajor Governmental Funds	2,802,128
Total Transfers to the Capital Improvement Fund	4,827,412
Transfers to the Nonmajor Funds from:	
General Fund	15,654,176
Grants Fund	16,190
Nonmajor Governmental Funds	6,662,736
Total Transfers to the Nonmajor Funds	22,333,102
Total Transfers to the Governmental Funds	101,852,199
Transfers to the Enterprise Fund from:	
General Fund	448,670
Total Transfers to Enterprise Funds	448,670
Total Interfund Transfers	**$ 102,300,869**

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VIII. LONG-TERM OBLIGATIONS

A. Long-term Obligations

The County has no general long-term obligations debt. The County's long-term obligations, excluding accrued compensated absences, at September 30, 2017, are comprised of the following:

Revenue Bonds:		**Outstanding at September 30, 2017**
$8,267,000, Capital Improvement Revenue Bonds, Series 2012A, (i) to refund the County's Capital Improvement Revenue Bonds, Series 2003A of which $7,965,000 was outstanding and maturing in the years 2018 through 2020, and (ii) to pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) the construction of improvements to the Bank of America Building, and (iv) to finance improvements to the County's courthouse and parking garage. The economic gain resulting from the refunding was $1,279,488. The bonds dated December 20, 2012, bear interest of 1.65% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year for two years beginning October 1, 2019.	$	8,267,000
$12,956,000, Taxable Capital Improvement Revenue Bonds, Series 2012B, to, (i) refund the Capital Improvement Revenue Bonds, Series 2003B of which $12,465,000 was currently outstanding and maturing in the years 2018 through 2019, and (ii) pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) pay capitalized interest and issuance costs on the Series 2012B bonds, and (iii) pay bond issuance costs. The economic gain resulting from the refunding was $1,405,034. The bonds dated December 20, 2012 and bear interest of 2.22% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2019.		12,182,000

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VIII. LONG-TERM OBLIGATIONS (continued)

Revenue Bonds:	**Outstanding at September 30, 2017**
$15,991,000,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund a portion of the Capital Improvement Revenue Bonds, Series 2014 of which $15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was $489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.	15,851,000
The Capital Improvement Revenue Bonds, Series 2012A, the Capital Improvement Revenue Refunding Bonds, Series 2017, and Taxable Capital Improvement Revenue Bonds, Series 2012B are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement).	
Total Special Revenue Bond Obligation	$ 36,300,000

Notes Payable:

Notes payable is comprised of the following at September 30, 2017:

SunTrust Equipment Finance & Leasing Corp On November 18, 2005, the Board borrowed $4,466,238, (including $3,986,522 tax exempt, and $479,686 taxable), under provision of Section 489.145 Florida Statutes. Interest rates are 3.74% and 5.85% for the tax exempt and taxable portion, respectively. The proceeds were used to purchase energy savings equipment. The taxable portion matured on May 18, 2008, and the tax-exempt portion matures on May 18, 2018.	$ 382,573

Note VIII. LONG-TERM OBLIGATIONS (continued)

B. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	Special Revenue Bonds and Notes Payable		
Fiscal Year Ending September 30,	**Principal**	**Interest**	**Total**
2018	$ 7,209,571	$ 843,245	$ 8,052,816
2019	6,982,002	589,918	7,571,920
2020	7,127,000	442,535	7,569,535
2021	2,944,000	324,180	3,268,180
2022	3,008,000	262,062	3,270,062
2023-2027	9,412,000	399,929	9,811,929
Total	$ 36,682,573	$ 2,861,869	$ 39,544,442

C. Refunded Obligations

The Board has refunded certain obligations by placing amounts into an escrow account which will be invested so that the accumulated investment and interest earnings will be sufficient to pay the remaining principal and interest on the refunding obligations as they become due. The refunded obligations are not shown as liabilities of the Board; however, the escrow agreement states that in the unlikely event that the accumulated funds in the escrow accounts are insufficient to meet the required debt service payments, the Board would be required to fund any deficiency.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VIII. LONG-TERM OBLIGATIONS (continued)

D. A summary of changes in the long-term debt of the County is as follows:

	Balance October 1, 2016	Reductions	Additions	Balance September 30, 2017	Due Within One Year
Governmental Activities:					
Capital Improvement Revenue Bonds, Series 2012A	$ 8,267,000	$ 0	$ 0	$ 8,267,000	$ 0
Capital Improvement Revenue Refunding Bonds, Series 2012B	12,351,000	(169,000)	0	12,182,000	6,668,000
Taxable Capital Improvement Revenue Bonds, Series 2014	15,951,002	(15,951,002)	0	0	0
Capital Improvement Revenue Refunding Bonds, Series 2017	0	(140,000)	15,991,000	15,851,000	159,000
Capital Improvement Refunding Revenue Bonds, Series 2015	6,886,000	(6,886,000)	0	0	0
Unamortized Premium on Bonds Payable	426,512	(47,390)	0	379,122	0
Total Special Revenue Debt	43,881,514	(23,193,392)	15,991,000	36,679,122	6,827,000
Liability for compensated absences	16,332,074	(7,317,326)	8,134,187	17,148,935	5,076,491
Pension benefit	141,148,925	(11,980,356)	19,839,721	149,008,290	0
Other postemployment benefits	7,894,334	(322,392)	1,233,570	8,805,512	0
Arbitrage rebate liability	25,000	0	0	25,000	0
Bank of America - Notes payable	836,648	(454,075)	0	382,573	382,571
Governmental Activity Long-term Debt	$ 210,118,495	$ (43,267,541)	$ 45,198,478	$ 212,049,432	$ 12,286,062

	Balance October 1, 2016	Reductions	Additions	Balance September 30, 2017	Due Within One Year
Business-type activities:					
Liabilities for compensated absences	$ 167,009	$ (65,121)	$ 77,241	$ 179,129	$ 61,298
Other postemployment benefits	126,552	(7,350)	17,862	137,064	0
Landfill closure and postclosure costs	13,789,224	0	208,074	13,997,298	375,325
Business-type activity Long-term liabilities	$ 14,082,785	$ (72,471)	$ 303,177	$ 14,313,491	$ 436,623

Note VIII. LONG-TERM OBLIGATIONS (continued)

The governmental activities, other postemployment benefits and the liability for the compensated absences is usually liquidated by the general fund.

The compensated absences liability attributable to governmental activities will be liquidated within the fund that the individual employees are paid in. Currently, the County pays approximately 73 percent of its salaries in the General Fund with the remainder being paid in the special revenue and proprietary funds.

E. Purchase Cards - The County currently utilizes purchasing cards with a cumulative credit limit of $460,000. The balance on the purchasing cards is paid within ten days of each billing cycle.

F. Special Assessment Debt - The County has no special assessment debt.

G. Demand Bonds - The County has no demand bonds.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VIII. LONG-TERM OBLIGATIONS (continued)

H. Conduit Debt Obligations - From time to time, the County has issued Industrial Development Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of health care and industrial facilities deemed to be in the public interest. These bonds are secured by the property financed and are payable solely from the payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the County, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of September 30, 2017, the unaudited conduit debts outstanding were as follows:

Project Description	Fiscal Year Issued	Original Bond Issue	Principal Outstanding @ 9/30/2017
Holy Comforter Episcopal School	2002	$ 4,400,000	$ 2,486,741
Apalachee Center, Inc.	2008	8,500,000	5,666,700
Goodwill Industries - Big Bend, Inc.	2009	2,400,000	1,737,133
Educational Facilities Authority			
Refunding Series 1998A	1998	12,000,000	7,240,000
Refunding Series 1998B	1998	20,500,000	20,500,000
Student Housing Revenue Bonds 2003	2008	23,315,000	17,895,000
Total Conduit Debt Principal Balance as of September 30, 2017			**$ 55,525,574**
Defeased Conduit Debt			
Educational Facilities Authority	2002	$20,485,000	**$ 1,145,000**

I. Debt Parity

The Capital Improvement Revenue Bonds, Series 2012A and 2012B, and the Capital Improvement Revenue Refunding Bonds, Series 2014, 2015, and 2017, represent junior lien parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales tax, guaranteed entitlement, second guaranteed entitlement, and 50% of the additional state revenue funds received in the prior fiscal year

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note VIII. LONG-TERM OBLIGATIONS (continued)

	Actual 2014	Actual 2015	Actual 2016	Actual 2017
Pledged revenues:				
Revenues available for debt service:				
Local Government Half-Cent Sales Tax	$11,326,967	$11,863,075	$12,176,999	$12,414,836
Guaranteed entitlement	316,798	316,798	316,798	316,798
Second guaranteed entitlement	1,026,649	1,026,649	1,026,649	1,026,649
Additional state revenue sharing funds	933,969	1,064,344	1,304,581	1,318,646
Total revenues available for debt service	$13,604,383	$14,270,866	$14,825,027	$15,076,929
Combined maximum annual debt service for debt (Series 2015, Series 2017, Series 2014, Series 2012A, and Series 2012B)	$ 8,469,155	$ 8,385,209	$ 8,077,654	$ 8,066,500
Debt service coverage	1.61x	1.70x	1.84x	1.87x

Note IX. CLOSURE AND POSTCLOSURE CARE COST

State and federal laws and regulations require the County to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the County reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The $13,621,973 reported as landfill closure and post-closure care liability at September 30, 2017, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2017 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting Class I waste, however it is still accepting residuals from a Class III materials recovery facility and recovered screened materials. Since the landfill is permitted as a single permit, until the entire landfill is closed, the County cannot begin to perform closure and post-closure care.

The County is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs and at least one year of post-closure costs. The County is in compliance with those minimum requirements, and at September 30, 2017, held investments in the amount of $9,917,987 for these purposes that are reported as restricted assets on the balance sheet. The County expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

Note IX. CLOSURE AND POSTCLOSURE CARE COST (continued)

Net income of the landfill fund is accumulated in a reserve for rate stabilization. The fund reported a reserve balance of $13,738,673 at September 30, 2017. The intent of this reserve is to allow for consistent usage fee charges, construction or acquisition of landfill assets and accumulation of closure and post-closure costs. Because funding for closure and post-closure costs associated with unused capacity of landfill cells is to be derived from future usage fees, the rate stabilization reserve does not represent liquid assets available for that purpose.

Note X. EMPLOYEE BENEFITS

A. Florida Retirement System

Plan Description - The County contributes to the FRS, a cost-sharing multiple-employer defined benefit pension plan administered by the State of Florida, Department of Administration, Division of Retirement. The FRS provides retirement, disability or death benefits to retirees or their designated beneficiaries along with an annual cost-of-living adjustment. Employees are classified in either the regular service class or the senior management service class. Currently, the active participants in the pension plan for Leon County are 1,303 out of a total of 520,014 active FRS participants.

The Florida Legislature created the Florida Retirement Investment Plan (the "Investment Plan"), a defined contribution plan qualified under Section 401 (a) of the Internal Revenue Code. The Investment Plan is administered by the Department of Management Services and is an alternative available to members of the Florida Retirement System in lieu of participation in the defined benefit retirement plan ("the Pension Plan"). If the Investment Plan is elected, active membership in the Pension Plan is terminated. Eligible members of the Investment Plan are vested at one year of service and receive a contribution in an investment product with a third party administrator selected by the State Board of Administration.

Chapter 121, *Florida Statutes*, establishes the authority for benefit provisions and contribution requirements. Changes to the law can only occur through an act of the Florida Legislature. There are uniform contribution rates as discussed on the following page that cover both the defined benefit and defined contribution plans. Information for the required employer contributions made to the Investment Plan were unavailable from FRS.

Additional Financial and Actuarial Information - Additional audited financial information supporting the Schedules of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the Florida Comprehensive Annual Financial Report (CAFR) and in the Florida Retirement System Pension Plan, and Other State-Administered Systems CAFR.

See http://www.myfloridacfo.com/Division/AA/Reports/default.htm for an available copy of the Florida CAFR online.

The FRS CAFR and actuarial valuation reports as of July 1, 2017 are available online at http://www.dms.myflorida.com/workforce_operations/retirement/publications/annual_reports.

Note X. EMPLOYEE BENEFITS (continued)

Reports may also be obtained by contacting the Division of Retirement at:

Department of Management Services
Division of Retirement
Bureau of Research and Member Communications
P.O.Box 9000
Tallahassee, Florida 32315-900
850-488-4706 or toll free at 877-377-1737

Funding Policy - Prior to July 1, 2011, the FRS was employee noncontributory. Beginning July 1, 2011, employees who are not participating in the Deferred Retirement Option Plan (DROP) are required to contribute 3% of their salary to the FRS. The County is required to contribute at an actuarially-determined rate.

The FRS relies upon contributions from employees and employers, along with investment income, to meet the funding requirements of an actuarially determined accrued liability. As of July 1, 2017, the date of the latest valuation, the FRS' funded ratio was 84.30% on the valuation funding basis and 86.30% on a Market Value of Assets basis.

The County also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs.

In addition to the above benefits, the FRS administers a Deferred Retirement Option Program ("DROP"). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a Florida Retirement System employer for a period not to exceed 60 months after electing to participate. DROP benefits are held in the FRS Trust Fund and accrue interest.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The contributions required for the years ended September 30, 2017, 2016, and 2015 were $13,011,393, $12,542,629, and $11,515,094, respectively, which is equal to 100% of the required contribution for each year.

Note X. EMPLOYEE BENEFITS (continued)

The rates for 2017 and 2016 fiscal years were as follows:

Membership Category	Benefit	Vesting	Employer Contribution Rate July 1, 2016	Employer Contribution Rate July 1, 2017
Regular Class	For employees in the FRS as of June 30, 2011, normal retirement at age 62 or at least 30 years of service: 1.60% times average compensation (five highest years) times years of creditable service.	After six years creditable service.	7.52 %	7.92 %
	For employees joining the FRS on or after July 1, 2011, normal retirement at age 65, or at least 33 years of service: 1.6% times average compensation (eight highest years) times years of creditable service.	After eight years creditable service.		
Senior Management Class	For employees in the FRS as of June 30, 2011, normal retirement at seven years and age 62: 2.00% times average compensation (five highest years) times years of creditable service.	After six years creditable service.	21.77 %	22.71 %
Special Risk (sworn employees)	For employees in the FRS as of June 30, 2011, normal retirement at age 55, or 25 years of special risk service: 2% to 3% times average compensation (five highest years) times years of creditable service.	After six years of creditable service.	22.57 %	23.27 %
Elected County Officers' Class (ESCOC)-Nonjudicial	For employees in the FRS as of June 30, 2011, normal retirement at eight years ESCOC service and age 62: 3.00% times average compensation (five highest years) times years of creditable service.	After six years of creditable service.	42.47 %	45.50 %
	For employees joining the FRS on or after July 1, 2011, normal retirement at age 65, or at least 33 years of service: 3.00% times average compensation (eight highest years) times years of creditable service.	After eight years creditable service.		

Note X. EMPLOYEE BENEFITS (continued)

Membership Category	Benefit	Vesting	Employer Contribution Rate July 1, 2016	Employer Contribution Rate July 1, 2017
Deferred Retirement Option Program (Drop)	For employees in DROP as of June 30, 2011, retirement benefit paid to DROP where it earns 6.5% interest, tax deferred, for up to five years while the member continues to work. For employees entered in DROP on or after July 1, 2011, retirement benefit paid to DROP where it earns 1.3% interest, tax deferred, for up to five years while the member continues to work.	Available to vested members at normal retirement age or date.	12.99 %	13.26 %

Net Pension Liability - At September 30, 2017, the County reported for its share of the FRS and HIS plans the amount for the net pension liability as shown below:

	FRS	HIS	Total
June 30, 2017	$119,571,564	$29,436,726	$149,008,290
June 30, 2016	$107,752,931	$33,395,994	$141,148,925

The net pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2017 and July 1, 2016 for the net pension liability as of June 30, 2017 and 2016, respectively.

At September 30, 2017, the County reported for its proportionate share of the employer portion for the FRS and HIS net pension liability the percentages below:

	FRS	HIS
June 30, 2017	0.404240284%	0.275303556%
June 30, 2016	0.426742954%	0.286548096%
Decrease in Share for 2017	0.022502670%	0.011244540%

The County's proportionate share of the net pension liability was based on the County's 2016-2017 fiscal year contributions relative to the 2015-2016 fiscal year contributions of all participating members of FRS.

Note X. EMPLOYEE BENEFITS (continued)

Actuarial Methods and Assumptions - Actuarial assumptions for both cost-sharing defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS Pension Plan has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each cost-sharing defined benefit plan was determined using the individual entry age actuarial cost method. Inflation increases for both plans is assumed at 2.60%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 7.10%. The plans fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.58% was used to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB tables.

The following changes in actuarial assumptions occurred in 2017:

- FRS: The long-term expected rate of return was decreased from 7.60% to 7.10%, and the active member mortality assumption was updated.

- HIS: The municipal rate used to determine total pension liability was increased from 2.85% to 3.58%.

Note X. EMPLOYEE BENEFITS (continued)

The actuarial assumptions that determined the total pension liability as of June 30, 2017, were based on the results of an actuarial experience study for the period July 1, 2008 – June 30, 2013.

Valuation Date	July 1, 2016	July 1, 2017
Measurement date	June 30, 2016	June 30, 2017
Inflation	2.60%	2.60%
Salary increases including inflation	3.25%	3.25%
Mortality	Generational RP-2000 with Projection Scale BB; details in valuation report	Generational RP-2000 with Projection Scale BB; details in valuation report
Actuarial cost method	Individual Entry Age	Individual Entry Age

Investments - The long-term expected rate of return assumption of 7.10 percent consists of two building block components: 1) a real (in excess of inflation) return of 4.50 percent, consistent with the currently articulated real return target in the current Florida State Board of Administration's investment policy, developed using capital market assumptions calculated by Aon Hewitt Investment Consulting; and 2) a long-term average annual inflation assumption of 2.60 percent as adopted in October 2017 by the FRS Actuarial Assumption Conference. In the opinion of the FRS consulting actuary, Milliman, both components and the overall 7.10 percent return assumption were determined to be reasonable and appropriate per the Actuarial Standards of Practice. The 7.10 percent reported investment return assumption differs from the 7.50 percent investment return assumption chosen by the 2017 FRS Actuarial Assumption Conference for funding policy purposes, as allowable under governmental accounting and reporting standards.

For reference, the table below contains a summary of Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note X. EMPLOYEE BENEFITS (continued)

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	3.00%	3.00%	1.80%
Fixed Income	18.00%	4.50%	4.40%	4.20%
Global Equity	53.00%	7.80%	6.60%	17.00%
Real Estate (Property)	10.00%	6.60%	5.90%	12.80%
Private Equity	6.00%	11.50%	7.80%	30.00%
Strategic Investments	12.00%	6.10%	5.60%	9.70%
Total	100.00%			
Assumed Inflation - Mean		2.60%		1.90%

(1) As outlined in the FRS Pension Plan's investment policy available from Funds We Manage on the SBA's website at www.sbafla.com.

Sensitivity Analysis - the tables below represent the sensitivity of the net pension liability to changes in the discount rate for Leon County. The sensitivity analysis shows the impact to the collective net pension liability of the participating employers if the discount rate shows as 1.00% higher or 1.00% lower than the current discounted rate at June 30, 2017.

FRS Net Pension Liability		
1% Decrease 6.10%	Current Discount Rate 7.10%	1% Increase 8.10%
$216,417,309	$119,571,564	$39,167,407

HIS Net Pension Liability		
1% Decrease 2.58%	Current Discount Rate 3.58%	1% Increase 4.58%
$33,591,203	$29,436,726	$25,976,277

Note X. EMPLOYEE BENEFITS (continued)

Pension Expense and Deferred Outflows/(Inflows) of Resources - In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized in pension expense in the current measurement period, except as indicated below. For each of the following, a portion is recognized in pension expense in the current reporting period, and the balance is amortized as deferred outflows or deferred inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

- Differences between expected and actual earnings on pension plan investments are amortized over five years.

Employer contributions to the pension plans from employers are not included in collective pension expense; however, employee contributions are used to reduce pension expense.

The average expected remaining service life of all employees provided with pensions through the pension plans at June 30, 2017, was 6.4 years for FRS and 7.2 years for HIS. The components of collective pension expense reported in the pension allocation schedules for the fiscal year ended June 30, 2017, are presented below for each plan.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note X. EMPLOYEE BENEFITS (continued)

Florida Retirement System

The components of the collective pension expense reported in the pension allocation schedules by the Florida Retirement System for the year ended June 30, 2017 are presented below and are used to calculate Leon County's share of the pension plan for 2017 which is 0.404240284%:

	Total	Expense	Deferred Outflows	Deferred (Inflows)	Amortization Period
Beginning Net Pension Liability at June 30, 2016	$ 25,250,078,485				
Service Cost	2,073,753,788	2,073,753,788			
Interest on Total Pension Liability	12,484,167,203	12,484,167,203			
Plan Changes	92,185,000	92,185,000			
Experience	1,412,462,453	559,891,083	2,714,670,591	(163,854,292)	6.4 Years
Assumptions	10,398,344,000	1,985,155,323	9,940,742,848		6.4 Years
Employer Contributions	(2,603,246,196)				
Projected Investment Earnings	(10,531,769,432)	(10,531,769,432)			
Member Contributions	(744,839,410)	(744,839,410)			
(Gain)/Loss on Investments	(8,270,147,116)	(1,010,259,943)		(733,049,694)	5.0 Years
Administrative Expense	18,340,257	18,340,257			
Net Pension Liability at June 30, 2017	$ 29,579,329,032	$ 4,926,623,869	$ 12,655,413,439	$ (896,903,986)	

Note X. EMPLOYEE BENEFITS (continued)

For the fiscal year ended September 30, 2017, the County recognized pension expense of $20,182,053 for the FRS plan. In addition the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources for the FRS Plan	Deferred Inflows of Resources for the FRS Plan
Differences between expected and actual experience	$ 10,973,792	$ (662,365)
Change of assumptions	40,184,487	0
Net difference between projected and actual earnings on FRS Plan investments	0	(2,963,282)
Changes in proportion and differences between County FRS Plan contributions and proportionate share of contributions	6,922,446	(5,708,191)
County FRS Plan contributions subsequent to the measurement date	2,632,435	0
Total	$ 60,713,160	$ (9,333,838)

The deferred outflows of resources related to the Pension Plan, totaling $2,632,435 and resulting from County contributions to the Plan subsequent to the measurement date, will be recognized as a reduction to net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Reporting Period Ending June 30	FRS Net Deferred Outflows
2018	$6,470,879
2019	16,757,041
2020	12,058,297
2021	2,869,676
2022	7,824,950
Thereafter	2,766,044
Totals	$48,746,887

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note X. EMPLOYEE BENEFITS (continued)

Health Insurance Subsidy

The components of the collective pension expense reported in the pension allocation schedules for the Florida Retirement System's Health Insurance Subsidy for the year ended June 30, 2017 are presented below and are used for to calculate Leon County's share for 2017 which is 0.275303556%.

	Total	Expense	Deferred Outflows	Deferred (Inflows)	Amortization Period
Beginning Net Pension Liability at June 30, 2016	$ 11,654,585,746				
Service Cost	304,536,707	304,536,707			
Interest on Total Pension Liability	337,486,406	337,486,406			
Experience		(4,281,429)		(22,263,431)	7.2 Years
Assumptions	(1,073,715,634)	176,781,207	1,502,992,420	(924,588,463)	7.2 Years
Employer Contributions	(529,228,859)				
Projected Investment Earnings	(4,137,440)	(4,137,440)			
(Gain)/Loss on Investments	2,757,315	2,720,362	5,929,763		5.0 Years
Administrative Expense	177,136	177,136			
Net Pension Liability at June 30, 2017	$ 10,692,461,377	$ 813,282,949	$ 1,508,922,183	(946,851,894)	

Note X. EMPLOYEE BENEFITS (continued)

For the fiscal year ended September 30, 2017, the County recognized pension expense of $2,186,066 for the HIS plan. In addition the County reported deferred outflows of resources and deferred in flows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources for the HIS Plan	Deferred Inflows of Resources for the HIS Plan
Differences between expected and actual experience	$ 0	$ (61,292)
Change of assumptions	4,137,792	(2,545,425)
Net difference between projected and actual earnings on HIS Plan investments	16,325	0
Changes in proportion and differences between County HIS Plan contributions and proportionate share of contributions	1,178,021	(1,445,192)
County HIS Plan contributions subsequent to the measurement date	351,310	0
Total	$ 5,683,448	$ (4,051,909)

The deferred outflows of resources related to the HIS Plan, totaling $351,310 resulting from County contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported by the County as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Reporting Period Ending June 30	HIS Net Deferred Outflows
2018	$429,457
2019	426,368
2020	424,885
2021	385,806
2022	157,427
Thereafter	(543,714)
Totals	$1,280,229

Note X. EMPLOYEE BENEFITS (continued)

B. Deferred Compensation Plan

The County offers their employees deferred compensation plans created in accordance with Internal Revenue Code Section 457. The County complied with the requirements of subsection (g) of IRC Section 457 and, accordingly, all assets and income of the plan are held in trust for the exclusive benefit of the participants and their beneficiaries. Deferred compensation amounts withheld from participating employees' pay are not taxable as current income until withdrawn from the plan. Annual contributions by a participant may not exceed the lesser of $16,500 or 50% of gross annual compensation. There is an “age 50 catch-up” provision that allows an additional $5,000 contribution from the year the employee reaches age 50 until the employee terminates employment.

C. Liability for Compensated Absences

The County accrues a liability for employees’ rights to receive compensation for future absences when certain conditions are met. Except for the Clerk, the County does not, nor is it legally required to, accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported at the entity-wide financial statement level. The liability associated with compensated absences is reported on the fund level in the internal service fund for the Clerk only.

D. Executive Service Plan

Executive service and senior management employees of Leon County are entitled to severance pay if terminated from employment. If there is a contract or an employment agreement, they are entitled to up to twenty weeks of severance pay. If there is no contract, severance pay is limited to six weeks.

E. Post Employment Benefits Other Than Pension Benefits

Plan Description

The County participates and administers an agent multiple-employer plan under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health portion of the Program is considered by the County’s insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the County’s Board of County Commissioners. A stand alone financial report is not issued for the Program.

Funding Policy

Retired employees and their spouses for their lifetime are eligible for continuation of the benefits offered to active employees and are responsible for paying the required premium contributions.

Note X. EMPLOYEE BENEFITS (continued)

Annual OPEB Cost and Net OPEB Obligation

As described in Note 1, the County consists of elected Constitutional Officers of the County. The annual OPEB obligation of Constitutional Officers is recognized in the county-wide financial statements of the County. The County's OPEB obligation is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the guidance provided by Governmental Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.* The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

The following table shows the County's annual OPEB cost, its actual contributions and changes in the County's net OPEB obligation:

	FY 2017	FY 2016	FY 2015
Normal cost (service cost for one year)	$ 396,009	$ 395,518	$ 395,518
Amortization of unfunded actuarial accrued liability	807,292	696,174	696,174
Interest on normal cost and amortization	48,131	43,668	43,668
Annual required contribution	1,251,432	1,135,360	1,135,360
Interest on net OPEB obligation	320,836	286,037	250,076
Adjustment to annual required contribution	(446,009)	(397,633)	(347,642)
Annual OPEB cost	1,126,259	1,023,764	1,037,794
Contributions made	(204,569)	(153,796)	(138,793)
Increase in net OPEB obligation	921,690	869,968	899,001
Net OPEB obligation at beginning of year	8,020,886	7,150,918	6,251,917
Net OPEB obligation at end of year	$ 8,942,576	$ 8,020,886	$ 7,150,918

The percentage of annual OPEB cost contributed to the plan for fiscal year 2017, 2016, and 2015, was 18.16%, 15.02%, and 13.37%, respectively.

Note X. EMPLOYEE BENEFITS (continued)

Funded Status and Funding Progress

As of September 30, 2017, the County's actuarial accrued liability for benefits recognized in the County's financial statements was $8,942,576, all of which was unfunded. The County's covered payroll (annual payroll of active employees covered by the plan) was $90,459,137. The ratio of the County's actuarial accrued liability to the County's covered payroll was 9.89% at September 30, 2017.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress presents multi-year trend information about the actuarial value of the plan assets relative to the actuarial accrued liability.

Actuarial Methods and Assumptions

Projection of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of the valuation. The actuarial calculations reflect a long-term perspective and the actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets.

For the October 1, 2016 actuarial valuation, the projected unit credit method of funding was used. The objective under that method is to fund each participant's benefits under the plan as they would accrue, taking into consideration the plan's benefit allocation formula. Thus, the total benefit value each participant is expected to become entitled to is broken down into units, each associated with a year of past or future credited service. The actuarial assumptions included a 4% rate of return based on the estimated long-term investments that are expected to be used to finance the payment of the benefits. In addition, the actuarial assumptions included a 3% salary growth rate. As stated in the plan description, healthcare costs are not included in the liability; therefore no healthcare cost trend assumption is made. The unfunded actuarial liability is being amortized as a level of percentage of projected payroll on an open basis. The remaining amortization period at September 30, 2017, was 30 years.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note XI. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES

A. General Liability

Effective December 15, 2012, the County purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the County purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

Changes in the Board's claim liability amount were as follows:

Year	Beginning of Fiscal Year	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 285,090	$ (238,953)	$ 0	$ 46,137
September 30, 2016	$ 9,695	$ 275,395	$ 0	$ 285,090

The claims liability of $46,137 includes an actuarial valuation for incurred but not yet reported claims of $40,000.

B. Workers' Compensation

The County's Insurance Service Fund is used to account for insurance activities relating to workers' compensation that is administered by a third-party administrator. Under this program, the County absorbs losses up to a maximum of $500,000 for each claim. At September 30, 2017, the County had $102,670 deposited with the third-party administrator for use against future claims. The County purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded this commercial coverage in the current year or any of the past four years.

All funds of the County participate in this program and make payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Excess payments are recorded as a designation of retained earnings for catastrophic losses.

The claims liability for workers' compensation of $4,392,594, which includes an actuarial evaluation for incurred but not reported claims of $2,536,347, is included in other current liabilities and reported in the Internal Service Fund at September 30, 2017. The liability is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Note XI. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES (continued)

Changes in the fund's claims liability amount were as follows:

Year	Beginning of Fiscal Year	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 3,773,824	$ 1,624,770	$ (1,006,000)	$ 4,392,594
September 30, 2016	$ 3,665,220	$ 1,158,604	$ (1,050,000)	$ 3,773,824

C. Automobile Liability

The County purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a $1,000 deductible and for liability with a $10,000 deductible.

All funds of the County participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel.

As a member of the Florida Sheriff's Association, the Sheriff participates in the Sheriffs' Automobile Risk Program for automobile liability insurance. Coverage includes liability for bodily injury and property damage, personal injury protection, auto medical payments, bodily injury for uninsured motorists and physical damage. Coverage for physical damage is also maintained on certain vehicles. The contribution required for the year ended September 30, 2017 was $193,605.

Changes in the fund's claims liability were as follows:

Year	Beginning of Fiscal Year	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 25,641	$ (12,599)	$ 0	$ 13,042
September 30, 2016	$ 4,847	$ 20,794	$ 0	$ 25,641

The claims liability of $13,042 includes an actuarial valuation for incurred but not reported claims of $10,000.

Note XI. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES (continued)

D. Professional Liability

The Sheriff is currently a member of the Florida Sheriffs' Association and participates in the Florida Sheriffs' Self-Insurance Fund. The Self-Insurance Fund administers insurance activities related to professional liability and covers compensatory damages (except back pay), employment benefits, punitive damages, attorney fees or costs awarded to a prevailing plaintiff, and all legal fees involved in defense of the Sheriff. The contribution required for the year ended September 30, 2017 was $471,160.

The limits of the Self-Insurance Fund for the above mentioned damages, fees and defense costs are $5,000,000 per incident or occurrence; and $10,000,000 in aggregate for the policy year. Settled claims did not exceed this coverage in the current year.

E. Excess Insurance

In the normal course of jail operations, the Sheriff seeks to limit its exposure to loss for catastrophic medical costs by purchasing insurance under an excess coverage contract. During the year ended September 30, 2017, the Sheriff maintained an excess insurance policy that provides a maximum specific benefit of $250,000 per covered person, for claims in excess of $85,000 reported during the annual contract term. The premium required for the year ended September 30, 2017 was $74,322.

Note XII. SEGMENT INFORMATION - ENTERPRISE FUNDS

The County maintained one enterprise fund. The Leon County Landfill Fund accounts for revenues and expenditures related to the operation of the landfill and collection of revenues from the sale of processed recyclables and related costs to support the program. The County has not issued bonds to finance the activity of the enterprise fund. Further, none of the revenues streams of the enterprise fund are pledged in support of outstanding debt.

Note XIII. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES

A. Excess of Expenditures Over Appropriation

Certain funds show an excess of expenditures over appropriations. This excess is due to the appropriation and use of fund balance during the fiscal year.

B. Excess of Expenditures Over Revenue in the Budget Column

Certain funds show an excess of expenditures over revenue in the budget column of the Statement of Revenue, Expenditures and Changes in Fund Balances, Budget and Actual. This excess is due to the appropriation and use of fund balance (which is not reported in the budget or variance column) during the fiscal year.

Note XIII. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES (continued)

C. Deficit Fund Balances

There were no funds with deficit fund balances as of September 30, 2017.

D. Minimum Fund Balance Policy

On September 16, 2008, Leon County adopted Policy Number 07-2 called "Reserves." The first section, Emergency Reserves includes the general revenue emergency reserves which are maintained at an amount not to be less than three percent and not to exceed eight percent of the projected General Fund and Fine & Forfeiture Fund operating expenditures for the ensuing fiscal year. In addition, a catastrophe reserve will be maintained at two percent. The reserve will provide immediate cash flow in the event of a natural disaster. The Reserve for Contingency is separate from the Reserves for Cash Balances and annually determined by the Board of County Commissioners as a part of the budget. Any funds not included under this category will be included as part of the unreserved fund balance.

Reserves for Cash Balances are maintained by the County as an annual unassigned reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing. The fund balance shall be no less than ten percent and no greater then twenty percent of the projected General Fund and Fine & Forfeiture Fund operating expenditures. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

As a part of the annual budget process, a determination is made of the minimum and maximum amounts based on above requirements. Funds in excess of the minimums established can be utilized to support one-time capital expenses.

Leon County, Florida

Notes to the Financial Statements

Year Ended September 30, 2017

Note XIII. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES (continued)

E. Fund Balance

At fiscal year end, fund balances reported on the Statements of Revenues, Expenditures, and Changes in Fund Balance include:

	General Fund	Major Funds	Other Funds	Total
Nonspendable:				
Inventory	$ 690,298	$ 0	$ 3,340	$ 693,638
Prepaid assets	407,537	0	18,832	426,369
Total nonspendable	1,097,835	0	22,172	1,120,007
Restricted for:				
Federal and state grants and other purposes	0	986,435	563,385	1,549,820
Major non-transportation related capital projects and facilities	0	24,279,051	0	24,279,051
Debt service	0	0	48,138	48,138
Public improvement revenue bond projects	0	0	21,335,201	21,335,201
Impact fee - road improvements	0	0	363,612	363,612
Enabling legislation	0	0	15,705,698	15,705,698
Total restricted	0	25,265,486	38,016,034	63,281,520
Committed for:				
Minimum reserve requirement	5,199,776	299,566	0	5,499,342
Fire protection services	0	1,494,604	0	1,494,604
Emergency medical services	0	0	7,666,721	7,666,721
Environmental management	0	0	192,632	192,632
Building inspections	0	0	2,631,622	2,631,622
Unincorporated stormwater maintenance	0	0	1,445,058	1,445,058
Unincorporated municipal services	0	0	33,266	33,266
City sewer service distribution	0	0	7,598	7,598
Special assessments paving	0	564,494	0	564,494
Total committed	5,199,776	2,358,664	11,976,897	19,535,337
Assigned for:				
Beginning appropriated fund balance	2,500,000	0	0	2,500,000
Carry-forward appropriations	5,754,963	100,000	200,000	6,054,963
General government	0	0	105,483	105,483
Public safety	0	1,597,543	1,331,099	2,928,642
Total assigned	8,254,963	1,697,543	1,636,582	11,589,088
Unassigned:	20,112,599	0	0	20,112,599
Total Fund Balances	$34,665,173	$29,321,693	$51,651,685	$ 115,638,551

Note XIV. COMMITMENTS AND CONTINGENCIES

A. Contract Commitments

Lease Income

On June 2003, the County purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2017 are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 1,682,975
2019	1,654,428
2020	1,645,571
2021	1,176,363
2022	937,912
Thereafter	967,006
Total minimum payments	$ 8,064,255

The property being leased is included in the Statement of Net Position Governmental Activities column with a carrying value of $18,745,881 and depreciation expense of $473,935 for fiscal year 2017. The facility is carried as a governmental activity because the County purchased the building to provide offices for County staff.

In October 2009, the Board purchased the Lake Jackson Town Center. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2017, are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 123,385
2019	96,088
2020	97,138
2021	98,220
2022	99,694
Thereafter	88,093
Total minimum payments	$ 602,618

Note XIV. COMMITMENTS AND CONTINGENCIES (continued)

Lease Income *(continued)*

The property being leased is included in the Statement of Net Position Governmental Activities column under Land and construction in progress with a carrying value of $4,540,621 for fiscal year 2017. The facility is carried as a governmental activity because the County purchased the building to provide offices for County staff as well as to provide Library services to the community.

Operating Leases

On April 11, 2012, the Supervisor of Elections entered into an operating lease for the rental of space for the voter operations center. The lease agreement provides for monthly rentals, which escalate over the term of the lease. The lease commenced on September 1, 2012 for a period of ten years. Minimum future lease payments are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 275,400
2019	280,835
2020	286,308
2021	292,197
2022	298,085
Thereafter	1,225,332
Total minimum payments	$ 2,658,157

Rental expense for the year ended September 30, 2017 was $269,964.

Note XIV. COMMITMENTS AND CONTINGENCIES (continued)

Operating Leases *(continued)*

The Tax Collector has entered into noncancellable operating leases as lessee for office space and office equipment. Some of the real property leases contain provisions for four or five-year renewal options, with stated increases or decreases for lease payments. At September 30, 2017, aggregate future minimum payments under non-cancelable operating leases with remaining terms equal to or exceeding one year are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 820,084
2019	663,051
2020	651,960
2021	654,753
2022	657,631
2023-2027	2,821,797
2028-2032	2,797,061
Thereafter	419,558
Total minimum payments	$ 9,485,895

Lease expenditures incurred under operating leases for the year ended September 30, 2017 were $1,045,967.

The Sheriff is committed to various operating leases for certain office and radio equipment. Operating leases are generally defined as leases that do not transfer benefits and risks of ownership to the lessee. For the year ended September 30, 2017, equipment lease expenses were $134,091. Following is a schedule of future minimum lease payments under the equipment lease as of September 30:

Fiscal Year Ending September 30,	Amount
2018	$ 31,488
2019	31,425
2020	18,187
2021	2,580
Total minimum payments	$ 83,680

Note XIV. COMMITMENTS AND CONTINGENCIES (continued)

Operating Leases *(continued)*

The Clerk leases office equipment and building space under operating leases expiring in various years through 2023. Minimum future lease payments under operating leases having remaining terms in excess of one year as of September 30, 2017, for each of the next five years and in the aggregate are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 88,368
2019	61,500
2020	61,500
2021	61,500
2022	61,500
Thereafter	46,125
Total minimum payments	$ 380,493

Rent expense paid during the fiscal year ended September 30, 2017 was $86,684.

The County has other various operating leases for certain office and telephone equipment that is subject to funds being budgeted on an annual basis. These operating leases can be cancelled within the terms of the contract.

Grants

The County is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the County. Accordingly, such liabilities are not reflected within the financial statements.

Note XIV. COMMITMENTS AND CONTINGENCIES (continued)

Long-Term Construction Projects

The County is committed to various material long-term construction projects at September 30, 2017. These commitments have been included in the 2016-2017 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. There were no current contracts outstanding as of the report date as compared to $2.9 million at September 30, 2016.

The Sheriff, the County, and the City of Tallahassee (the Parties) entered into an inter-local agreement on December 20, 2007 to establish parameters relating to ownership, expansion, operation, maintenance, and the use of the 800MHz Project 25 Digital Trunked Simulcast (TSR) System. The agreement provides 50% ownership of the TSR System's backbone equipment by the Sheriff and the County. The agreement also provides that the Sheriff and the County are required to pay 50% of the TSR System's operating costs. Absent a prior notice to withdraw, the agreement shall continue until the date the agreement is terminated by mutual written agreement of the Parties. Activity related to the agreement is accounted for as a joint operation.

B. Potential Liabilities Resulting from Litigation

The County is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Subsequent Events

As of September 30, 2017 the Board estimated a liability for the closure and post closure costs of the Leon County Solid Waste Landfill (the Landfill) of approximately $14,000,000 based on estimates provided by an independent professional engineer. The portion of this liability applicable to the closure cost of the Landfill was approximately $9,500,000. Subsequently, in April 2018, the Board awarded the bid for the Landfill closure project in the amount of approximately $13,000,000. The Landfill closure operation is anticipated to commence in May 2018 and to end in May 2020.

The County has evaluated subsequent events through April 27, 2018, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

Leon County, Florida

Proportionate Share of Net Pension Liability

Florida Retirement System
Last Ten Fiscal Years*

	2017	2016	2015	2014	2013
Leon County's proportion of the net pension liability	0.404240284%	0.426742954%	0.381103706%	0.373806519%	0.387480733%
Leon County's proportionate share of the net pension liability	$ 119,571,564	$ 107,752,931	$ 49,224,656	$ 22,807,695	$ 66,702,680
Leon County's covered-employee payroll	$ 90,459,137	$ 84,749,884	$ 82,413,692	$ 80,672,932	$ 80,356,724
Leon County's proportionate share of the net pension liability as a percentage of its covered-employee payroll	132.18 %	127.14 %	59.73 %	28.27 %	83.01 %
Plan fiduciary net position as a percentage of the total pension liability	83.89 %	84.88 %	92.00 %	96.09 %	88.54 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Leon County, Florida

Schedule of Contributions

Florida Retirement System
Last Ten Fiscal Years*

	2017	2016	2015	2014	2013
Contractually required contribution	$ 10,523,370	$ 10,406,807	$ 9,291,632	$ 8,187,949	$ 5,214,322
Contributions in relation to the contractually required contribution	(10,523,370)	(10,406,807)	(9,291,632)	(8,187,949)	(5,214,322)
Contribution deficiency (excess)	$ 0	$ 0	$ 0	$ 0	$ 0
Leon County's covered-employee payroll	$ 90,549,137	$ 84,749,887	$ 82,413,692	$ 80,672,932	$ 80,356,724
Contributions as a percentage of covered-employee payroll	11.62 %	12.28 %	11.27 %	10.15 %	6.49 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Leon County, Florida

Proportionate Share of Net Pension Liability

Health Insurance Subsidy Program
Last Ten Fiscal Years*

	2017	2016	2015	2014	2013
Leon County's proportion of the net pension liability	0.275303556%	0.286548096%	0.274123595%	0.270973192%	0.279295965%
Leon County's proportionate share of the net pension liability	$ 29,436,726	$ 33,395,994	$ 27,956,296	$ 25,336,655	$ 24,316,386
Leon County's covered-employee payroll	$ 90,459,137	$ 84,749,884	$ 82,413,692	$ 80,672,932	$ 80,356,724
Leon County's proportionate share of the net pension liability as a percentage of its covered-employee payroll	32.54 %	39.41 %	33.92 %	31.41 %	30.26 %
Plan fiduciary net position as a percentage of the total pension liability	1.64 %	0.97 %	0.50 %	0.99 %	1.78 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Leon County, Florida

Schedule of Contributions

Health Insurance Subsidy Program
Last Ten Fiscal Years*

	2017	2016	2015	2014	2013
Contractually required contribution	$ 1,456,986	$ 1,468,742	$ 1,047,871	$ 928,263	$ 914,903
Contributions in relation to the contractually required contribution	$ (1,456,986)	$ (1,468,742)	$ (1,047,871)	$ (928,263)	$ (914,903)
Contribution deficiency (excess)	$ 0	$ 0	$ 0	$ 0	$ 0
Leon County's covered-employee payroll	$ 90,459,137	$ 84,749,884	$ 82,413,692	$ 80,672,932	$ 80,356,724
Contributions as a percentage of covered-employee payroll	1.61 %	1.73 %	1.27 %	1.15 %	1.14 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Leon County, Florida

Schedule of Funding Progress

September 30, 2017

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio	Covered Payroll	Actuarial Accrued Liability as a percentage of covered payroll
10/1/2016	$ 0	$ 14,518,102	$ 14,518,102	0.00 %	$ 90,459,137	16.05 %
10/1/2014	$ 0	$ 12,519,788	$ 12,519,788	0.00 %	$ 84,749,884	14.77 %
10/1/2014	$ 0	$ 12,519,788	$ 12,519,788	0.00 %	$ 82,413,692	15.19 %
10/1/2012	$ 0	$ 10,436,732	$ 10,436,732	0.00 %	$ 80,672,832	12.94 %

INTERNAL CONTROL
AND
COMPLIANCE REPORTS

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Leon County, Florida, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise Leon County, Florida's basic financial statements, and have issued our report thereon dated April 27, 2018

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Leon County, Florida's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Leon County, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of Leon County, Florida's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Leon County, Florida's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying *Schedule of Findings and Questioned Costs* as Finding 2017-001.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We noted certain other matters pursuant to the Chapter 10.550, *Rules of the Auditor General* that we have reported to the management of Leon County, Florida in a separate letter dated April 27, 2018.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2018

Law, Redd, Crona & Munroe, P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Independent Auditors' Report on Compliance for Each Major Federal Program and State Project; Internal Control Over Compliance; and Schedule of Expenditures of Federal Awards Required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*

Honorable Board of County Commissioners
Leon County, Florida

Report on Compliance for Each Major Federal Program and State Project

We have audited Leon County, Florida's compliance with the types of compliance requirements described in the *OMB Circular Compliance Supplement* and the requirements described in the *Florida Department of Financial Service's State Projects Compliance Supplement*, that could have a direct and material effect on each of Leon County, Florida's major federal programs and state projects for the year ended September 30, 2017. Leon County, Florida's major federal programs and state projects are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal programs and state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Leon County, Florida's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and Chapter 10.550, *Rules of the Auditor General*. Those standards, the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about Leon County, Florida's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of Leon County, Florida's compliance.

Basis for Qualified Opinion on State Housing Initiatives Partnership Program, CSFA 40.901

As described in the accompanying Schedule of Findings and Questioned Costs, Leon County, Florida did not comply with requirements regarding the State Housing Initiatives Partnership Program, CSFA 40.901, as described in finding number 2017-001 for Activities Allowed or Unallowable as defined in *Florida Administrative Code* 67-37. Compliance with such requirements is necessary, in our opinion, for Leon County, Florida to comply with the requirements applicable to that state project.

Qualified Opinion on State Housing Initiatives Partnership Program, CSFA 40.901

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Leon County, Florida complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the State Housing Initiatives Partnership Program, CSFA 40.901 for the year ended September 30, 2017.

Unmodified Opinion on Each of the Other Major Federal Programs and State Projects

In our opinion, Leon County, Florida complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs and state projects identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs for the year ended September 30, 2017.

Report on Internal Control Over Compliance

Management of Leon County, Florida is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Leon County, Florida's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program and state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General,* but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Leon County, Florida's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as Finding 2017-001 that we consider to be a significant deficiency.

Leon County, Florida's response to the internal control over compliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Leon County, Florida's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*

We have audited the financial statements of Leon County, Florida as of and for the year ended September 30, 2017, and have issued our report thereon dated April 27, 2018 which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the financial statements taken as a whole.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2018

Law, Redd, Crona & Munroe, P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Leon County Board of County Commissioners
Schedule of Expenditures of Federal Awards and State Financial Assistance
For the Year Ended September 30, 2017

Federal / State Agency Pass-through Entity Federal Program / State Project	CFDA or CSFA Number	Grant Contract Number	Expenditures
FEDERAL AWARDS			
U.S. Department of Agriculture			
Pass through Florida Department of Financial Services			
Schools and Roads - Grants to States	10.665	USFOR2016	15,167
U.S. Department of Housing and Urban Development			
Pass through Florida Department of Economic Opportunity			
Community Development Block Grants	14.228	10DB-K4-02-47-01-K21	234,753
U.S. Department of Interior			
Direct Program			
Payment in Lieu of Taxes	15.226	Unknown	220,628
U.S. Department of Justice			
Direct Programs			
Equitable Sharing Program	16.922	Unknown	33,627
State Criminal Alien Assistance Program	16.606	2013-AP-BX-0874	2,716
Pass through Florida Department of Law Enforcement			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2017-JAGC-LEON-2-F9-057	38,356
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2017-JAGC-LEON-1-F9-147	13,954
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2016-H3613-FL-DJ	38,720
Total CFDA# 16.738			91,030
Pass through State of Florida Office of the Attorney General			
Crime Victim Assistance	16.575	V-2016-00162	52,892
U.S. Department of Transportation			
Pass through Florida Department of Transportation			
Highway Planning and Construction	20.205	409803-7-58-01/G0013	259,806
Pass through Florida Department of Environmental Protection			
Recreational Trails Program	20.219	T1401	169,171
Total CFDA # 20.205 & 20.219 Highway Planning and Construction Cluster			428,977
U.S. Department of Health and Human Services			
Pass through Florida Department of Revenue			
Child Support Enforcement-Service of Process	93.563	CST37	21,556
Child Support Enforcement-Title IV D Incentive	93.563	FFY2015	3,321
Child Support Enforcement	93.563	COC37	233,787
Total CFDA # 93.563			258,664
U.S. Department of Homeland Security			
Pass through Florida Division of Emergency Management			
Homeland Security Grant Program	97.067	EMW-2016-SS-00092-S01	18,496
Homeland Security Grant Program	97.067	17-DS-V4-02-47-23-257	23,450
Homeland Security Grant Program	97.067	17-DS-V4-02-47-01-278	9,504
Homeland Security Grant Program	97.067	16-DS-T9-02-47-23-315	30,534
Homeland Security Grant Program	97.067	16-DS-T9-02-47-23-349	23,931
Total CFDA # 97.067			105,915
Pass through Florida Executive Office of the Governor			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	17-PA-W1-02-47-02-079	7,623,284

(continued)

See independent auditor's report.

Leon County Board of County Commissioners
Schedule of Expenditures of Federal Awards and State Financial Assistance (continued)
For the Year Ended September 30, 2017

Federal / State Agency Pass-through Entity Federal Program / State Project	CFDA or CSFA Number	Grant Contract Number	Expenditures
FEDERAL AWARDS (continued)			
Federal Emergency Management Agency			
Pass through Florida Department of Emergency Management			
Emergency Management Performance Grants	97.042	EMA-2016-EP-00006	45,052
Emergency Management Performance Grants	97.042	17-FG-P9-02-47-01-110	54,140
Total CFDA #97.042			99,192
Total Expenditures of Federal Awards			$ 9,166,845

(continued)

See independent auditor's report.

Leon County Board of County Commissioners
Schedule of Expenditures of Federal Awards and State Financial Assistance (continued)
For the Year Ended September 30, 2017

Federal / State Agency Pass-through Entity Federal Program / State Project	CFDA or CSFA Number	Grant Contract Number	Expenditures
STATE FINANCIAL ASSISTANCE			
State of Florida Division of Emergency Management			
Direct Project			
Emergency Management Programs	31.063	17-BG-83-02-47-01-043	66,855
Florida Department of Agriculture and Consumer Services			
Direct Project			
Mosquito Control	42.003	Unknown	33,487
Florida Department of State			
Direct Project			
State Aid to Libraries	45.030	L1671-1	172,272
Florida Housing Finance Corporation			
Direct Projects			
State Housing Initiatives Partnership Program	40.901	SHIP 14	310,934
State Housing Initiatives Partnership Program	40.901	SHIP 17	14,695
Total CSFA # 40.901			325,629
Florida Department of Health			
Direct Projects			
Emergency Management Programs	31.063	Unknown	62,650
County Grant Awards	64.005	C4037	40,451
Emergency Medical Services Matching Awards	64.003	M4253	32,775
Emergency Medical Services Matching Awards	64.003	M4254	29,531
Emergency Medical Services Matching Awards	64.003	M054	19,688
Total Florida Department of Health			185,095
Florida Department of Juvenile Justice			
Direct Project			
Delinquency Prevention	80.029	10494	38,430
Florida Department of Transportation			
Direct Project			
State Highway Project Reimbursement	55.023	220876-8-58-30/ARF84	225,000
Total Expenditures of State Financial Assistance			$ 1,046,768

NOTES:

(1) Housing loans originated since 2001 and outstanding at year end:

Community Development Block Grant-Entitlement	14.218	$ 543,065
State Housing Initiatives Partnership Program	40.901	2,450,666
		$ 2,993,731

(2) The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance (the Schedule) presents the activity of all federal programs and state projects of the Leon County Board of County Commissioners for the year ended September 30, 2017. All expenditures related to federal awards and state projects received directly from federal and state agencies, as well as federal awards and state projects passed through other governmental agencies, are included in the accompanying Schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

(3) The Schedule was prepared on the modified accrual basis of accounting.

(4) There were no transfers to subrecipients during the fiscal year.

(5) Leon County Board of County Commissioners has not elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

(6) No federal assistance was expended in noncash assistance.

(7) Expenditures in the amount of $65,328 shown for U.S. Department of Transportation, Pass through Florida Department of Environmental Protection, Recreational Trails Program, CFDA 20.219, grant contract number T1401, were incurred during the year ended September 30, 2016.

(8) Expenditures in the amount of $4,704,457 shown for U.S. Department of Homeland Security, Pass through Florida Executive Office of the Governor, Disaster Grants-Public Assistance (Presidentially Declared Disasters), CFDA 97.036, grant contract number 17-PA-W1-02-47-02-079, were incurred during the year ended September 30, 2016.

See independent auditor's report.

Board of County Commissioners
Leon County, Florida
Schedule of Findings and Questioned Costs - Federal Awards and State Financial Assistance
Year ended September 30, 2017

Schedule of Findings and Questioned Costs Relating to Federal Awards

Section I -- Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	None
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	None
Type of auditor's report issued on compliance for major programs?	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major programs:	CFDA Number	Name of Federal Program
		U.S. Department of Homeland Security
		Pass through Florida Executive Office of the Governor
	97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes

Section II -- Financial Statement Findings

We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Section III -- Federal Award Findings and Questioned Costs

We noted no matters involving noncompliance that are required to be reported in accordance with 2 CFR 200.516(a).

See independent auditors' report.

Board of County Commissioners
Leon County, Florida

Schedule of Findings and Questioned Costs-Federal Awards and State Financial Assistance (Continued)

Year ended September 30, 2017

Section III – Federal Awards and State Financial Assistance Findings and Questioned Costs

We noted the following matters involving noncompliance that are required to be reported in accordance with the Uniform Guidance and Chapter 10.554(1)(l)(4), *Rules of the Auditor General.*

SIGNIFICANT DEFICIENCY

FLORIDA HOUSING FINANCE CORPORATION

2017-001 State Housing Initiatives Partnership Program, Grant Numbers SHIP 14 and SHIP 17, CSFA 40.901

Criteria: The State Housing Initiatives Partnership Program is operated under the governance of *Florida Administrative Code* 67-37, which outlines the activities allowed, general requirements, and compliance requirements for the administration of the program. Administrative requirements include the maintenance of a financial tracking system that ensures that funds are expended in accordance with set-aside requirements. Included in the set-aside requirements is a restriction of a maximum of 20% which may be spent on manufactured housing. Funding provided under the program must be encumbered within the first year, and all funds must be expended within 24 months.

Condition: During audit procedures performed, it was noted that tracking sheets were not properly maintained, which resulted in more than the 20% maximum allowable for manufactured housing being spent for the 2014/2015 program year, which should have been closed out as of June 30, 2017. The County requested and received an extension through December 31, 2017, which would allow the manufactured housing overage to be spread over subsequent funding years and would allow the County to reallocate the remaining $283,000 to other housing strategies. As of our fieldwork date in January 2018, the remaining funding had not been spent.

Cause: Tracking sheets were not properly maintained, which resulted in the County spending more than the 20% allowed for manufactured housing.

Board of County Commissioners
Leon County, Florida

Schedule of Findings and Questioned Costs-Federal Awards and State Financial Assistance (Continued)

Year ended September 30, 2017

Effect: The County is not in compliance with set-aside requirements as a result of not maintaining an effective financial tracking system. Additionally, as a result of the unexpended funds for the 2014/2015 program year, the County is also not in compliance with the time restrictions included in the program and the funds may be subject to recapture by the Florida Housing Finance Corporation.

Questioned Costs: There are no questioned costs related to this finding.

Recommendation: A financial tracking system should be utilized to ensure that funds are expended in accordance with set-aside requirements and within the time restrictions for which the funding is provided.

Views of responsible officials and planned corrective actions: The Office of Human Services and Community Partnerships agree with the audit finding: SHIP tracking sheets were not properly maintained. Additionally, the 2014/2015 SHIP funding has been expended, and Leon County is in compliance as of March 31, 2018, the Annual Report submission date. However, to ensure the County expends its SHIP funding in accordance with the set-aside requirements, the following corrective actions are being implemented:

- The Housing Services Manager is responsible for the maintenance of the SHIP tracking sheets.
- The Housing Services Manager will record SHIP project expenses in the SHIP tracking sheets as they occur.
- Each month, the Financial Compliance Manager will verify that all SHIP program expenses are in accordance with the set-asides requirements.
- New employees hired in the Housing Services Manager and Financial Compliance Manager positions will be required to attend SHIP program orientation within 14 days of employment. The orientation may be provided by a current or former staff member or a Florida Housing Finance Coalition technical assistance staff member.
- Annually, Housing Services staff and the Financial Compliance Manager will be required to obtain at least 10 hours of technical assistance training through the Florida Housing Finance Coalition Affordable Housing Catalyst Program beginning in 2018. All training will be documented on the *Housing Services Employee Training Record*.
- By June 30, 2018, written procedures will be developed for maintaining the SHIP tracking sheets.

Borad of County Commissioners
Leon County, Florida

Schedule of Findings and Questioned Costs - Federal Awards and State Financial Assistance (Continued)

Year ended September 30, 2017

Schedule of Findings and Questioned Costs Relating to State Financial Assistance

Section I -- Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over major projects:	
Significant deficiencie(s) identified?	Yes
Significant deficiencie(s) identified considered to be material weaknesses?	None
Noncompliance material to financial statements noted?	No

State Financial Assistance Awards

Internal control over major projects:	
Significant deficiencie(s) identified?	Yes
Significant deficiencie(s) identified considered to be material weaknesses?	None
Type of auditors' report issued on compliance for major projects?	Modified
Any audit findings disclosed that are required to be reported in accordance with Chapter 10.554(1)(l)(4), *Rules of the Auditor General*?	Yes
Findings required to be reported in a management letter pursuant to Chapter 10.554(1)(i), *Rules of the Auditor General*?	None reported

Identification of major projects:	CSFA Number	Name of State Project
		Florida Housing Finance Corporation
		Direct Projects
	40.901	State Housing Initiatives Partnership Program
		Florida Department of Transportation
		Direct Project
	55.023	State Highway Project Reimbursement

Dollar threshold used to distinguish between Type A and Type B projects:	$300,000

Section II -- Financial Statement Findings

We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Section III -- State Financial Assistance Findings and Questioned Costs

See Finding 2017-001 in Section III.

Board of County Commissioners
Leon County, Florida

Summary Schedule of Prior Audit Findings

Year ended September 30, 2017

Federal Awards and State Financial Assistance:

Federal Programs

There were no prior Federal program audit findings.

State Projects

2016-006 – Florida Department of Environmental Protection, Statewide Surface Water Restoration and Wastewater Projects, Grant Numbers LP37111 and LP37110, CSFA 37.039

Significant Deficiency: Quarterly Progress Reports and disbursement request packages had not been completed for both agreements for the period of October 1, 2015 to September 30, 2016. The final disbursement package for the Septic to Sewer project was also not completed as of January 31, 2017.

Status: All Quarterly Progress Reports and disbursement request packages have been submitted.

MANAGEMENT LETTER

Management Letter

To the Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the financial statements of Leon County**,** Florida, as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated April 27, 2018

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*.

Other Reports and Schedules

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards;* Independent Auditors' Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control Over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountants' Report(s) on an examination conducted in accordance with *AICPA Professional Standards,* Section 601, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports and schedule, which are dated April 27, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General,* requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. Leon County, Florida is a political subdivision of the State of Florida. Leon County, Florida included the following component unit: The Housing Finance Authority of Leon County, which was authorized pursuant to Chapter 159, Part IV, of the *Florida Statutes* and was created by Leon County Ordinance 80-39.

Financial Condition

Sections 10.554(1)(i)5a. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and report the results of our determination as to whether or not Leon County, Florida has met one or more of the conditions described in Section 218.503(1), *Florida Statutes*, and identification of the specific condition(s) met. In connection with our audit, we determined that the Leon County, Florida did not meet any of the conditions described in Section 218.503(1), *Florida Statutes*.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor Leon County, Florida's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Annual Financial Report

Section 10.554(1)(i)5.b.and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for Leon County, Florida for the fiscal year ended September 30, 2017, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2017. In connection with our audit, we determined that these two reports were in agreement.

Special District Component Units

Section 10.554(1)(i)5.d., *Rules of the Auditor General*, requires that we determine whether or not a special district that is a component unit of a county, municipality, or special district, provided the financial information necessary for proper reporting of the component unit, within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), *Florida Statutes*. In connection with our audit, we determined that all special district component units provided the necessary information for proper reporting in accordance with Section 218.39(3)(b), *Florida Statutes*.

Financial Management

Section 10.554(1)(i)2., *Rules of the Auditor General,* requires that we address in the management letter any recommendations to improve financial management. In connection with our audits, we made recommendations pertaining to the Leon County Board of County Commissioners and the Leon County Property Appraiser, and have included those recommendations as well as management's responses, in the management letters for those officers dated April 27, 2018 and March 9, 2018, respectively.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, the matters of noncompliance noted are reported in the *Schedule of Findings and Questioned Costs.*

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Leon County Commissioners and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2018

Law, Redd, Crona & Munroe, P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Special-Purpose Financial Statements

Board of County Commissioners
Leon County, Florida

Year Ended September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year ended September 30, 2017

Board of County Commisssioners

Nick Maddox, Chairman	At-Large
Jimbo Jackson, Vice Chairman	District 2
William Proctor	District 1
John Dailey	District 3
Bryan Desloge	District 4
Kristin Dozier	District 5
Mary Ann Lindley	At-Large

COUNTY ADMINISTRATOR

Vincent S. Long

CLERK OF THE CIRCUIT COURT

AND

COMPTROLLER

Gwen Marshall

Board of County Commissioners
Leon County, Florida

Special-Purpose Financial Statements

Year Ended September 30, 2017

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Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Auditors' Report

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida as of September 30, 2017, the results of each of the major funds' changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the major funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major funds, the proprietary fund and the agency funds of the Board, and only that portion that is attributable to the transactions of the Board. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's special purpose financial statements. The Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill (the Schedule) is presented for purposes of additional analysis and is not a required part of the special purpose financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special purpose financial statements or to the special purpose financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill is fairly stated, in all material respects, in relation to the special purpose financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters under the heading *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2017

Law, Redd, Crona & Munroe P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Board of County Commissioners
Leon County, Florida
Balance Sheet - Governmental Funds
September 30, 2017

	General Fund	Fine & Forfeiture Fund	Grants Fund	Fire Rescue Services Fund
Assets				
Cash	$ 5,198,570	$ 0	$ 0	$ 0
Investments	18,765,721	1,617,424	3,567,109	2,096,798
Receivables (net of allowances for uncollectibles):				
Accounts	150,316	4,362	327,911	5,655
Special assessments	0	0	0	0
Due from other governments	11,758,305	1	1,454,745	0
Due from other funds	2,846,105	0	0	0
Due from other county units	966,058	611,530	53,077	815
Inventories	272,324	0	0	0
Other assets	4,250	0	0	0
Total assets	$ 39,961,649	$ 2,233,317	$ 5,402,842	$ 2,103,268
Liabilities, deferred inflows, and fund balances				
Liabilities:				
Accounts payable	$ 3,785,645	$ 33,607	$ 202,209	$ 91,274
Accrued liabilities	424,561	0	9,809	0
Due to other governments	953,726	0	0	517,390
Due to other funds	0	0	0	0
Due to other county units	87,519	0	16,190	0
Deposits	45,010	202,601	0	0
Revenue received in advance	15	0	4,188,199	0
Total liabilities	5,296,476	236,208	4,416,407	608,664
Deferred inflows				
Deferred inflow of resources	0	0	0	0
Total deferred inflows	0	0	0	0
Fund balances:				
Nonspendable	276,574	0	0	0
Restricted	0	0	986,435	0
Committed	5,199,776	299,566	0	1,494,604
Assigned	8,254,963	1,697,543	0	0
Unassigned	20,933,860	0	0	0
Total fund balances	34,665,173	1,997,109	986,435	1,494,604
Total liabilities, deferred inflows, and fund balances	$ 39,961,649	$ 2,233,317	$ 5,402,842	$ 2,103,268

The accompanying notes are an integral part of these special-purpose financial statements.

Special Assessment Paving Fund	Capital Improvement Fund	Nonmajor Governmental Funds	Component Unit - Housing Finance Authority of Leon County	Total Governmental Funds
$ 539,250	$ 0	$ 1,827,037	$ 695,852	$ 8,260,709
0	23,956,854	43,254,459	0	93,258,365
23,569	1,367,630	5,094,102	0	6,973,545
928,864	0	(2,057)	10	926,817
0	0	2,550,657	0	15,763,708
0	0	0	0	2,846,105
1,685	0	636,244	0	2,269,409
0	0	0	0	272,324
0	0	16,143	0	20,393
$ 1,493,368	$ 25,324,484	$ 53,376,585	$ 695,862	$ 130,591,375
$ 0	$ 895,508	$ 2,376,916	$ 250	$ 7,385,409
0	0	479,579	0	913,949
0	0	444,761	0	1,915,877
0	0	5,207	0	5,207
0	0	0	0	103,709
0	149,925	124,311	0	521,847
0	0	1,516,034	0	5,704,248
0	1,045,433	4,946,808	250	16,550,246
928,874	0	0	0	928,874
928,874	0	0	0	928,874
0	0	16,143	0	292,717
0	24,279,051	36,131,254	695,612	62,092,352
564,494	0	11,976,897	0	19,535,337
0	0	305,483	0	10,257,989
0	0	0	0	20,933,860
564,494	24,279,051	48,429,777	695,612	113,112,255
$ 1,493,368	$ 25,324,484	$ 53,376,585	$ 695,862	$ 130,591,375

Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
Year Ended September 30, 2017

	General Fund	Fine & Forfeiture Fund	Grants Fund	Fire Rescue Services Fund	Special Assessment Paving Fund
Revenues					
Taxes	$ 49,875,319	$ 72,869,625	$ 0	$ 0	$ 1,709
Licenses and permits	9,600	0	36,222	0	0
Intergovernmental	31,372,908	24,877	2,568,167	0	0
Charges for services	1,681,369	897,081	94,556	7,385,252	0
Fines and forfeitures	0	123,204	0	0	0
Interest	866,600	156,346	4,433	32,773	40,547
Net decrease in fair value of investments	(201,151)	(9,394)	(31,772)	(15,946)	0
Miscellaneous	140,903	0	(142,678)	0	282,155
Total revenues	83,745,548	74,061,739	2,528,928	7,402,079	324,411
Expenditures					
Current:					
General government	25,578,830	0	163	0	0
Public safety	2,313,024	0	584,225	8,324,058	0
Physical environment	2,356,760	0	517,937	0	0
Transportation	0	0	1,660,740	0	0
Economic environment	2,745,247	0	368,862	0	0
Human services	7,998,819	100,000	33,480	0	0
Culture and recreation	6,661,838	0	282,265	0	0
Judicial	2,526,095	1,707,911	158,875	0	0
Debt Service:					
Principal retirement	0	0	0	0	0
Interest and fiscal charges	0	0	0	0	0
Other debt service costs	0	0	0	0	0
Total expenditures	50,180,613	1,807,911	3,606,547	8,324,058	0
Excess (deficiency) of revenues over (under) expenditures	33,564,935	72,253,828	(1,077,619)	(921,979)	324,411
Other financing sources (uses):					
Transfers in	2,755,758	419,320	17,352	1,224,459	0
Refunding bonds issued	0	0	0	0	0
Payment to refunding bond escrow agent	0	0	0	0	0
Transfers out	(33,493,746)	(71,923,559)	(16,190)	(38,399)	(178,349)
Total other financing (uses) sources	(30,737,988)	(71,504,239)	1,162	1,186,060	(178,349)
Net change in fund balances	2,826,947	749,589	(1,076,457)	264,081	146,062
Fund balances at beginning of year	31,838,226	1,247,520	2,062,892	1,230,523	418,432
Fund balances at end of year	$ 34,665,173	$ 1,997,109	$ 986,435	$ 1,494,604	$ 564,494

The accompanying notes are an integral part of these special-purpose financial statements.

Capital Improvement Fund	Nonmajor Governmental Funds	Component Unit - Housing Finance Authority of Leon County	Total Governmental Funds
$ 0	$ 37,016,244	$ 0	$ 159,762,897
0	3,077,931	0	3,123,753
0	7,960,298	4,574	41,930,824
0	12,754,660	56,996	22,869,914
0	403,839	0	527,043
257,049	516,977	7,072	1,881,797
(201,323)	(344,805)	0	(804,391)
1,300,000	2,016,202	47,825	3,644,407
1,355,726	63,401,346	116,467	232,936,244
4,610,454	2,116,995	0	32,306,442
1,415,280	24,170,896	0	36,807,483
1,466,943	8,184,884	0	12,526,524
156,654	18,529,426	0	20,346,820
0	4,031,498	70,865	7,216,472
0	1,979,942	0	10,112,241
2,269,888	6,431,870	0	15,645,861
1,376,856	280,974	0	6,050,711
0	7,609,077	0	7,609,077
0	803,817	0	803,817
0	57,691	0	57,691
11,296,075	74,197,070	70,865	149,483,139
(9,940,349)	(10,795,724)	45,602	83,453,105
4,827,412	21,263,350	0	30,507,651
0	15,991,000	0	15,991,000
0	(16,047,543)	0	(16,047,543)
0	(11,093,542)	0	(116,743,785)
4,827,412	10,113,265	0	(86,292,677)
(5,112,937)	(682,459)	45,602	(2,839,572)
29,391,988	49,112,236	650,010	115,951,827
$ 24,279,051	$ 48,429,777	$ 695,612	$ 113,112,255

Board of County Commissioners
Leon County, Florida
Statement of Net Position - Proprietary Funds
September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Assets		
Current assets:		
Cash	$ 462	$ 271,624
Cash with fiscal agent	0	102,670
Investments	6,799,134	6,606,530
Accounts receivable	1,284,084	218,664
Due from other governments	0	13,998
Due from other county units	968	0
Inventories	1,214	39,710
Total current assets	8,085,862	7,253,196
Noncurrent assets:		
Restricted cash and investments	9,917,987	0
Capital assets:		
Land nondepreciable	1,809,844	0
Depreciable (net)	8,979,879	0
Total noncurrent assets	20,707,710	0
Total assets	$ 28,793,572	$ 7,253,196
Liabilities		
Current liabilities:		
Accounts payable	$ 708,679	$ 191,011
Accrued liabilities	348,923	142,970
Claims payable	0	4,451,773
Liability for closure costs/maintenance	375,325	0
Total current liabilities	1,432,927	4,785,754
Noncurrent liabilities:		
Liability for closure costs/maintenance	13,621,973	0
Total noncurrent liabilities	13,621,973	0
Total liabilities	15,054,900	4,785,754
Net position		
Net investment in capital assets	10,789,723	0
Unrestricted	2,948,949	2,467,442
Total net position	13,738,672	2,467,442
Total liabilities and net position	$ 28,793,572	$ 7,253,196

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds

Year Ended September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Operating revenues		
Charges for services	$ 9,033,261	$ 7,664,347
Total operating revenues	9,033,261	7,664,347
Operating expenses		
Personnel services	1,701,949	657,912
Contractual services	7,090,868	109,001
Supplies	262,054	1,111,244
Communications services	30,297	637,708
Insurance	53,418	3,418,360
Utility services	5,103	0
Depreciation	949,636	0
Other services and charges	1,615,463	1,344,586
Total operating expenses	11,708,788	7,278,811
Operating (loss) income	(2,675,527)	385,536
Nonoperating revenues:		
Taxes	1,868,893	0
Interest	205,419	65,081
Net decrease in fair value of investments	(183,072)	(50,501)
Miscellaneous	279,784	0
Total nonoperating revenues	2,171,024	14,580
Income (loss) before contributions and transfers	(504,503)	400,116
Transfers in	448,670	0
Transfers out	(117,146)	(25,000)
Change in net position	(172,979)	375,116
Net position at beginning of year	13,911,651	2,092,326
Net position at end of year	$ 13,738,672	$ 2,467,442

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Cash Flows - Proprietary Funds
Year Ended September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Cash flows from operating activities		
Receipts from customers	$ 9,051,200	$ 389,988
Payments to suppliers	(8,971,516)	(4,597,522)
Payments to employees	(1,680,162)	(636,432)
Internal activity - payments to other funds	(53,418)	0
Internal activity - cash received from other funds	0	7,219,123
Claims paid	0	(1,816,789)
Net cash (used in) provided by operating activities	(1,653,896)	558,368
Cash flows from noncapital financing activities		
Tax proceeds	1,868,893	0
Repayments on interfund loans	(426)	0
Transfers from other funds	448,670	0
Transfers to other funds	(117,146)	(25,000)
Net cash provided by (used in) noncapital financing activities	2,199,991	(25,000)
Cash flows from capital and related financing activities		
Sale of property	701,752	0
Acquisition and/or construction of capital assets	(980,385)	0
Net cash used in capital and related financing activities	(278,633)	0
Cash flows from investing activities		
Proceeds from sales and maturities of investments	4,837,569	2,907,938
Purchases of investments	(5,123,490)	(3,442,555)
Interest and dividends received	18,459	9,761
Net cash used in investing activities	(267,462)	(524,856)
Net (decrease) increase in cash	0	8,512
Cash at beginning of year	462	365,782
Cash at end of year	$ 462	$ 374,294

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Cash Flows - Proprietary Funds (continued)

Year Ended September 30, 2017

	Business-type Activities - Landfill Fund	Governmental Activities - Internal Service Funds
Reconciliation of operating (loss) income to net cash (used in) provided by operating activities		
Operating (loss) income:	$ (2,675,527)	$ 385,536
Adjustment to reconcile operating (loss) income to net cash used in operating activities:		
Depreciation expense	949,636	0
Change in assets and liabilities:		
Accounts and intergovernmental receivables	(190,136)	(44,552)
Inventories	0	0
Accounts payable and other liabilities	32,270	195,904
Accrued expenses	21,787	21,480
Revenues received in advance	0	0
Estimated liability for closure costs/maintenance	208,074	0
Net cash (used in) provided by operating activities	$ (1,653,896)	$ 558,368

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 49,239,656	$ 49,239,656	$ 49,875,319	$ 635,663
Licenses and permits	0	0	9,600	9,600
Intergovernmental	20,936,532	23,187,739	31,372,908	8,185,169
Charges for services	1,953,651	1,953,651	1,681,369	(272,282)
Interest	449,469	449,469	866,600	417,131
Net decrease in fair value of investments	0	0	(201,151)	(201,151)
Miscellaneous	342,950	342,950	140,903	(202,047)
Total revenues	72,922,258	75,173,465	83,745,548	8,572,083
Expenditures				
General government	19,768,549	29,236,224	25,578,830	3,657,394
Public safety	2,512,944	2,512,944	2,313,024	199,920
Physical environment	2,394,799	2,394,799	2,356,760	38,039
Economic environment	2,804,279	2,810,499	2,745,247	65,252
Human services	8,320,211	8,497,907	7,998,819	499,088
Culture and recreation	7,016,639	6,766,813	6,661,838	104,975
Judicial	447,052	1,175,150	2,526,095	(1,350,945)
Total expenditures	43,264,473	53,394,336	50,180,613	3,213,723
Excess of revenues over expenditures	29,657,785	21,779,129	33,564,935	11,785,806
Other financing sources (uses):				
Transfers in	10,650,403	11,400,403	2,755,758	(8,644,645)
Transfers out	(42,845,510)	(43,245,510)	(33,493,746)	9,751,764
Total other financing sources (uses)	(32,195,107)	(31,845,107)	(30,737,988)	1,107,119
Net change in fund balance	(2,537,322)	(10,065,978)	2,826,947	12,892,925
Fund balance at beginning of year	31,838,226	31,838,226	31,838,226	0
Fund balance at end of year	$ 29,300,904	$ 21,772,248	$ 34,665,173	$ 12,892,925

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Fine & Forfeiture Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 71,924,242	$ 71,924,242	$ 72,869,625	$ 945,383
Intergovernmental	15,500	15,500	24,877	9,377
Charges for services	884,000	884,000	897,081	13,081
Fines and forfeitures	118,500	118,500	123,204	4,704
Interest	98,349	98,349	156,346	57,997
Net decrease in fair value of investments	0	0	(9,394)	(9,394)
Total revenues	73,040,591	73,040,591	74,061,739	1,021,148
Expenditures				
Human services	100,000	100,000	100,000	0
Judicial	1,717,032	1,817,032	1,707,911	109,121
Total expenditures	1,817,032	1,917,032	1,807,911	109,121
Excess of revenues over expenditures	71,223,559	71,123,559	72,253,828	1,130,269
Other financing sources (uses):				
Transfers in	0	0	419,320	419,320
Transfers out	(71,223,559)	(71,973,559)	(71,923,559)	50,000
Total other financing sources (uses)	(71,223,559)	(71,973,559)	(71,504,239)	469,320
Net change in fund balance	0	(850,000)	749,589	1,599,589
Fund balance at beginning of year	1,247,520	1,247,520	1,247,520	0
Fund balance at end of year	$ 1,247,520	$ 397,520	$ 1,997,109	$ 1,599,589

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Grants Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Licenses and permits	$ 0	$ 36,225	$ 36,222	$ (3)
Intergovernmental	389,267	15,938,182	2,568,167	(13,370,015)
Charges for services	84,835	296,956	94,556	(202,400)
Interest	0	6,479	4,433	(2,046)
Net decrease in fair value of investments	0	0	(31,772)	(31,772)
Miscellaneous	0	1,002,962	(142,678)	(1,145,640)
Total revenues	474,102	17,280,804	2,528,928	(14,751,876)
Expenditures				
General government	0	588	163	425
Public safety	350,882	1,813,989	584,225	1,229,764
Physical environment	0	4,819,223	517,937	4,301,286
Transportation	0	8,073,965	1,660,740	6,413,225
Economic environment	0	1,565,457	368,862	1,196,595
Human services	32,521	55,962	33,480	22,482
Culture and recreation	15,000	2,206,862	282,265	1,924,597
Judicial	216,690	250,307	158,875	91,432
Total expenditures	615,093	18,786,353	3,606,547	15,179,806
(Deficiency) excess of revenue (under) over expenditures	(140,991)	(1,505,549)	(1,077,619)	427,930
Other financing sources (uses):				
Transfers in	0	17,352	17,352	0
Transfers out	(121,155)	0	(16,190)	(16,190)
Total other financing sources (uses)	(121,155)	17,352	1,162	(16,190)
Net change in fund balance	(262,146)	(1,488,197)	(1,076,457)	411,740
Fund balance at beginning of year	2,062,892	2,062,892	2,062,892	0
Fund balance at end of year	$ 1,800,746	$ 574,695	$ 986,435	$ 411,740

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Fire Rescue Services Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Charges for services	$ 7,094,946	$ 7,302,564	$ 7,385,252	$ 82,688
Interest	0	0	32,773	32,773
Net decrease in fair value of investments	0	0	(15,946)	(15,946)
Total revenues	7,094,946	7,302,564	7,402,079	99,515
Expenditures				
Public safety	8,280,315	8,487,933	8,324,058	163,875
Total expenditures	8,280,315	8,487,933	8,324,058	163,875
Excess of revenues over expenditures	(1,185,369)	(1,185,369)	(921,979)	263,390
Other financing uses:				
Transfers in	1,224,459	1,224,459	1,224,459	0
Transfers out	(39,090)	(39,090)	(38,399)	691
Total other financing uses	1,185,369	1,185,369	1,186,060	691
Net change in fund balance	0	0	264,081	264,081
Fund balance at beginning of year	1,230,523	1,230,523	1,230,523	0
Fund balance at end of year	$ 1,230,523	$ 1,230,523	$ 1,494,604	$ 264,081

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Special Assessment Paving Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Taxes	$ 0	$ 0	$ 1,709	$ 1,709
Interest	32,965	32,965	40,547	7,582
Miscellaneous	145,350	145,350	282,155	136,805
Total revenues	178,315	178,315	324,411	146,096
Expenditures				
Physical environment	0	0	0	0
Total expenditures	0	0	0	0
Excess of revenues over expenditures	178,315	178,315	324,411	146,096
Other financing uses:				
Transfers out	(178,315)	(178,315)	(178,349)	(34)
Total other uses	(178,315)	(178,315)	(178,349)	(34)
Net change in fund balance	0	0	146,062	146,062
Fund balance at beginning of year	418,432	418,432	418,432	0
Fund balance at end of year	$ 418,432	$ 418,432	$ 564,494	$ 146,062

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Statement of Fiduciary Assets and Liabilities - Agency Fund
September 30, 2017

	Total Agency Funds
Assets	
Cash	$ 676,724
Accounts receivable	3,463,658
Total assets	$ 4,140,382
Liabilities	
Accounts payable	$ 155,800
Accrued liabilities	1,143,684
Due to other funds	2,840,898
Total liabilities	$ 4,140,382

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Accounting Policies

Reporting Entity

Leon County (the County) is a political subdivision of the state of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. It is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a charter county. The charter is a simple charter which allows for the same powers and duties as provided in the Constitution of the State of Florida and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The accounting policies of Leon County, Florida conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies of Leon County Board of County Commissioners (the Board) are described below.

Component Units

The component unit discussed below is included in the Board's reporting entity either because of the significance of the operational relationship or the Board is financially accountable for the component unit. The Board is financially accountable for an organization when the Board appoints a voting majority of the organization's governing body and is able to impose its will on the organization; there is a potential for the organization to provide a financial benefit or impose a financial burden on the Board; or the organization is fiscally dependent on the Board.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.
- Imposition of Will: Ability to remove appointed members at will; ability to approve or modify rate charges affecting revenue; ability to appoint, hire or dismiss management.
- Financial Benefit or Burden Relationship: The Board is legally entitled to or can otherwise access the organization's resources; the Board is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the Board is obligated in some manner for the debt of the organization.
- Fiscal Dependency: Ability to approve or modify the organization's budget or rate charges; ability to approve debt issuances and/or tax levies.

Note 1. Accounting Policies (continued)

Component Units (continued)

Financial statements of component units are included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2017, the only component unit of the Board is The Housing Finance Authority of Leon County (the Authority) which is discretely presented in a separate column on the Board's financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, *Florida Statutes* (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, *Florida Statutes*.

The Authority's governing board is appointed by the Board; the budget is approved by the Board; all bonds issued and contracts entered into must be approved by the Board; the Board may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority; and the Board maintains the books and records of the Authority. This component unit is reported in a separate column to emphasize that it is legally separate from the Board. Separate financial information for the Housing Finance Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

Excluded from the Reporting Entity:

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority, Leon County Energy Improvement District, and Community Redevelopment Agency have been established under *Florida Statutes*, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, Chapter 189, Part II and Chapter 163, Part III, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39.

Other public entities located within Leon County and not included in the financial statements of the Board include municipalities and the following independent taxing districts authorized and established by the Laws of Florida:

Leon County School Board District
Leon County Health Department
Fallschase Special Taxing District
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, *Florida Statutes*. This agreement created a Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Sheriff shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Capital Regional Transportation Planning Agency

In December 2004, the Capital Regional Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 *Florida Statues*. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs. The governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, and StarMetro.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Regional Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) *Florida Statutes*. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute the Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, *Florida Statutes*, until December 31, 2039.

Periodically, the Blueprint provides construction managment services to the County. For these services the Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to the Blueprint.

Current audited financial statements may be obtained from the Blueprint Intergovernmental Agency, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Basis of Presentation

The special-purpose fund financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

Governmental Major Funds:

The Board reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Fine & Forfeiture Fund – This fund was established to account for revenues collected pursuant to the provisions of Section 142.01, *Florida Statutes*. It also accounts for expenditures related to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants Fund – This fund is used to account for the revenues and expenses of federal, state, and local grants awarded to the county. This fund also includes the corresponding county matching funds for the various grants.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Description of Funds (continued)

Governmental Major Funds: (continued)

Fire Rescue Services Fund – This fund was established to fund enhanced fire protection services in the unincorporated area of Leon County. The revenue source is derived from a fire service fee levied on single-family, commercial, and governmental properties in the unincorporated area of the county. It also assists with funding for volunteer fire departments. By interlocal agreement, the fire rescue and emergency management services are functionally consolidated under the city and county.

Special Assessment Paving Fund – This fund accounts for the repayment of special assessments associated with the county's paving program. Repayments are collected as a non-ad valorem special assessment on the annual tax bill. The revenues are repaying the county for the costs to construct the paving projects.

Capital Improvement Fund – This fund is used to account for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Proprietary Major Fund:

Landfill Fund – The Landfill Fund accounts for the revenues, expenses, assets and liabilities associated with the County landfill and transfer station.

Other Fund Types:

Internal Service Funds – These funds account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis.

Agency Funds – These funds account for assets held by the Board as an agent for individuals, private organizations, and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

Note 1. Accounting Policies (continued)

Basis of Accounting (continued)

The accompanying special-purpose financial statements have been prepared using the current financial resources measurement focus and the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Board considers receivables collected within 60 days after year-end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest, state revenue sharing, federal forestry revenue, insurance agents' revenue, various other gas taxes, gas tax pour-over trust, federal and state grants, planning and zoning revenue, municipal service franchise fees, and special assessments.

Expenditures are generally recorded when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recorded when due.

The financial statements of the Proprietary Funds and Fiduciary Funds (Agency Funds) are prepared on the economic resources measurement focus and the accrual basis of accounting. Their revenues are recognized when earned and their expenses are recognized when incurred. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund.

Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities.

Budgets and Budgetary Accounting

Florida Statutes, Section 129.01 (2) (b), requires that "...the receipts division of the budget shall include ninety-five percent of all receipts reasonably expected to be anticipated from all sources, including taxes to be levied, and one hundred percent of the amount of the balances, both of cash and liquid securities, estimated to be brought forward at the beginning of the fiscal year." The Board has complied with the provisions of the above *Florida Statutes*.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail.

All annual appropriations lapse at fiscal year end, although the Board expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

The budget information, as amended, presented in the financial statements was prepared on the modified accrual basis of accounting. All Board authorized amendments to the applicable budget originally approved have been incorporated into the data reflected in the special-purpose financial statements. The Board made several supplemental budgetary appropriations throughout the year.

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the designated budget officer submits to the Board a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.

2. The Board requires such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and hearing requirements of Section 200.065, *Florida Statutes* and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes*. The legal level of budgetary control is at the fund level.

3. Public hearings are held pursuant to Section 200.065, *Florida Statutes* in order for the Board to adopt the tentative and final budgets.

4. Prior to October 1, the budget is legally enacted through passage of a resolution.

5. All changes to the final budget must be approved by the Board in accordance with Section 129.06, *Florida Statutes*.

6. Formal budgetary integration is used as a management control device during the year for all governmental funds of the Board.

7. Budgets for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Applicable budgets of Constitutional Officers are controlled by appropriations in accordance with budgetary requirements set forth in the *Florida Statutes*.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Cash and Investments

Cash includes amounts in demand deposits. The Board's investments consist of U.S. Government obligations, money market funds, municipal bonds, and commercial paper of prime quality and are reported at fair value.

In accordance with the provisions of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments of the Board are reported at amortized cost, which approximates fair value.

During the 2016-2017 fiscal year, the Board invested in three different investment pools: the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool) administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), *Florida Statutes*; The Florida Local Government Investment Trust (FLGIT), a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC); and the Local Government Surplus Funds Trust Fund (Florida PRIME), administered by the Florida State Board of Administration (SBA) as authorized by Section 218.415 (17), *Florida Statutes*. Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund.

The Board liquidates and reallocates investments throughout the year depending on whether the external pools authorized by *Florida Statutes* or the interest bearing accounts with approved public depositories provide the most favorable interest rates.

Receivables

Receivables are shown net of an allowance for uncollectibles. As the receivables age, the allowance increases. The emergency medical services allowance used for September 30, 2017 is equal to 69% of current year billings.

Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for services rendered or goods provided resulting in receivables and payables that are classified as "due from other funds" or "due to other funds" on the balance sheet.

Inventories

Inventories in the General Fund and Internal Service Funds consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Note 1. Accounting Policies (continued)

Restricted Assets

Investments that are held in escrow in accordance with the Florida Administrative Code requirement for landfill closure and post-closure costs are shown as restricted in the Proprietary Fund.

Capital Assets

Capital assets purchased in the governmental fund types are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position as part of the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The Board does not record depreciation of these assets on its governmental fund financial statements, although depreciation is recorded for such assets in the Leon County CAFR. Donated assets are recorded at fair market value at the date of donation. Accounting policies for capitalization and depreciation of infrastructure assets including roads, bridges, curbs, gutters, and sidewalks are described in the Leon County CAFR. A summary of capital assets purchased by the Board's governmental funds is provided in Note 5.

Fixed Assets

Fixed assets acquired in the Proprietary Funds are capitalized at cost. Gifts or contributions are recorded at fair market value at the time received. Depreciation on property and equipment in the Proprietary Funds is computed using the straight-line method over the estimated useful lives. The Board follows the policy of capitalizing interest as a component of the cost of proprietary fund type fixed assets constructed for its own use.

The general fixed assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

Liability for Compensated Absences

The Board accrues a liability for employees' rights to receive compensation for future absences when certain conditions are met. The Board does not, nor is it legally required to accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported in the Statement of Net Position of Leon County CAFR.

Other Postemployment Benefits

The Board, through Leon County, offers retiree medical and life insurance benefits for qualifying Board employees that have retired from a Florida Retirement System (FRS) pension plan.

Note 1. Accounting Policies (continued)

Executive Service Plan

Executive service and senior management employees of the Board are entitled to severance pay if terminated from employment. If there is a contract or employment agreement, severance pay may not exceed an amount greater than twenty weeks of compensation. If there is no contract, severance pay is limited to six weeks.

Net Position and Fund Balances

Net Position is the difference between fund assets and liabilities on the government-wide, proprietary, and fiduciary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statement.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Accounting Policies (continued)

Common Expenses

Certain expenses that are common to the Board and all Constitutional Officers are reported as expenditures of the Board and, therefore, are not budgeted by or allocated to the other Constitutional Officers. These are:

- Occupancy costs
- Property insurance
- Utilities (except telephone), and
- Janitorial service

Operating Transfers

The Board funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

Use of Estimates

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

Note 2. Property Taxes

Under Florida Law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessments are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the Board prior to October 1 of each year. The millage rate collected by the Board during the current fiscal year was 8.3144 mills. County citizens were also assessed for emergency medical services through a Municipal Services Taxing Unit at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is included on their tax bill.

All property is reassessed according to its fair market value as of January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of *Florida Statutes*.

Note 2. Property Taxes (continued)

All taxes are due and payable on November 1 of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in September 30, 2017 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2017.

Note 3. Cash and Investments

Credit Risk

The Board's Investment Policy (the Policy) provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy. The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% of the total portfolio managed by the Board's external manager may be held per issuer in corporate notes and bonds and 5% per issuer in commercial paper. The Policy provides that 45% of the external portfolio may be invested in Federal instrumentalities, with a limit of 15% of the portfolio in any one issuer.

Section 218.415(16), *Florida Statutes*, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Local Government Surplus Funds Trust Fund or any authorized intergovernmental investment pool.

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

Note 3. Cash and Investments (continued)

Credit Risk (continued)

4. Direct obligations of the U.S. Treasury.

5. Federal agencies and instrumentalities.

6. Securities of, or other interests in, any management type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.

7. Other investments authorized by law or by ordinance for a county or a municipality.

The Board's Investment Policy limits credit risk by restricting authorized investments to the following: Local Government Surplus Funds Trust Fund (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIvT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Special Purpose Investment Account (SPIA). SPIA funds are combined with State funds and are invested as part of the Treasury Investment Pool.

Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The financial details and disclosures for SPIA are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR). The Florida Treasury Investment Pool is rated by Standard and Poor's. The rating as of September 30, 2017 was A+f. Investments in this pool are limited to a maximum of 100% of the portfolio. A copy of the Florida Treasury Investment Pool's most recent financial statements can be found at https://www.myfloridacfo.com/Division/Treasury/Reports/AnnualReports.

The FLGIT is a local government investment pool created by the Florida Court Clerks and Comptrollers, and the Florida Association of Counties for the purpose of providing public entities with an investment program that focuses on longer term securities with the highest credit ratings. The effective maturity of the underlying investments is five years or less. At year end, the FLGIT was invested in treasury notes, corporates, asset-backed securities, and Federal agency obligations. This investment type is subject to some market risk due to fluctuating prices and liquidity risk due to advance redemption notification requirements. However, it has a professional investment advisor and an investment advisory board, and provides diversity in the Fund's portfolio. The FLGIT maintains a credit rating of AAAf by Standard & Poor's. Investments in this pool are limited to a maximum of 15% of the portfolio. A copy of FLGIT's most recent financial statements can be found at http://www.floridatrustonline.com/about.

Note 3. Cash and Investments (continued)

Credit Risk (continued)

The Florida PRIME is an external investment pool that is administered by the Florida State Board of Administration (SBA). Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. Throughout the year and as of September 30, 2017, Florida PRIME contained certain floating rate and adjustable rate securities that were indexed based on the prime rate and/or one and three-month LIBOR rates. These floating rate and adjustable rate securities are used to hedge against interest risk and provide diversification to the portfolio. Investments in this pool are limited to a maximum of 15% of the portfolio. The current rating for the Florida PRIME is AAAm by Standard and Poor's. A copy of Florida PRIME's most recent financial statements can be found at http://www.sbafla.com/prime/Audits/tabid/582/Default.aspx.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, *Florida Statutes*. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2017, were $10,505,156.

Due to the nature of the County's cash and investments, management believes there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair market value of investments. The County's actual portfolio will have a duration range of 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The effective duration of investments is listed in the preceding table.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 3. Cash and Investments (continued)

Interest Rate Risk (continued)

The externally managed portfolio totaled $65,815,566 at September 30, 2017, and was invested for a weighted average term of approximately 867 days, as compared to a weighted average term of 797 days in fiscal year 2016. The County requires a minimum balance of short term investments. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately at least two months of anticipated disbursements is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME or money markets. The Board was in compliance with this requirement.

As of September 30, 2017, the value of the Board's deposits and investments, with their respective credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in Qualified Public Depositories	$ 8,522,818	N/A	N/A
External Investment in Government Pools:			
State of Florida Special Purpose Investment Account (SPIA)	51,055,707	A+f	2.89
Florida Local Government Investment Trust Government Fund (FLGIT)	5,878	AAAf	1.74
Florida PRIME Investment Pool	5,679	AAAm	0.22
Externally Managed Portfolio:			
Money Market	14,801	AAA	N/A
U.S. Treasuries	24,753,143	AA+	2.41
Government Sponsored Agencies:			
Federal Home Loan Bank	5,593,663	AA+	1.77
Federal National Mortgage Association	7,577,607	AA+	1.67
Other Government Sponsored Agencies	7,048,868	AA+	1.58
Mortgage Backed Securites	564,317	AA+	1.30
Collateralized Mortgage Obligations	700,279	AA+	0.98
Corporate Bonds	8,523,397	A-	1.25
Corporate Bonds	4,737,994	AA-	1.49
Corporate Bonds	578,932	BBB+	0.31
Asset-backed Securities	5,722,565	AAA	0.90
Total Cash and Investments	$ 125,405,648		

The amounts above exclude cash on hand and amounts held by third parties in trust for the Board, but includes accrued interest of $300,814.

Note 3. Cash and Investments (continued)

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. The FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Comprehensive Annual Financial Report. A copy of this report is available at https://www.myfloridacfo.com/Division/AA/Reports/.

Note 4. Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. GASB 72 applicability related to the application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. Florida PRIME investment is exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT reports based on the fair market values of the underlying securities. The County participant share investment in FLGIT is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

The fair value factor for SPIA at September 30, 2017 was 0.9975. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 4. Fair Value Measurements (continued)

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2017:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US Agency Sponsored	$ 0	$ 5,722,565	$ 0	$ 5,722,565
Corportate Bonds and Notes	0	13,840,323	0	13,840,323
US Agencies	0	20,220,139	0	20,220,139
US Government Obiligations	24,767,943	0	0	24,767,943
Asset Backed Security (Mortgage Backed) - US Agency Sponsored	0	564,317	0	564,317
Collateralized Mortgage Obligations	0	700,279	0	700,279
Investments at fair value	$ 24,767,943	$41,047,623	$ 0	$65,815,566

Note 5. Fixed Assets

A summary of changes in fixed assets and depreciation for the year ended September 30, 2017, follows:

	Beginning Balance	Additions	(Reductions)	Ending Balance
Governmental activities:				
Land	$ 20,891,310	$ 0	$ 0	$ 20,891,310
Improvements other than buildings	31,411,015	894,738	0	32,305,753
Buildings and improvements	217,147,119	0	0	217,147,119
Equipment	60,090,570	4,627,410	(2,778,084)	61,939,896
Leasehold Improvement	0	1,552,793	0	1,552,793
Construction in progress	6,960,944	2,031,999	(1,146,952)	7,845,991
Totals at historical cost	$ 336,500,958	$ 9,106,940	$ (3,925,036)	$ 341,682,862

Depreciation on capital assets used in governmental activities is recorded in the Leon County CAFR.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 5. Fixed Assets (continued)

	Beginning Balance	Additions	(Reductions)	Ending Balance
Business type activities:				
Land	$ 1,809,844	$ 0	$ 0	$ 1,809,844
Buildings, improvements, and construction in progress	20,198,294	138,816	0	20,337,110
Equipment	5,386,717	841,569	(693,359)	5,534,927
Totals at historical cost	27,394,855	980,385	(693,359)	27,681,881
Less accumulated depreciation for:				
Buildings and improvements	(13,297,678)	(609,537)	0	(13,907,215)
Equipment	(2,916,234)	(340,099)	271,390	(2,984,943)
Total accumulated depreciation	(16,213,912)	(949,636)	271,390	(16,892,158)
	$ 11,180,943	$ 30,749	$ (421,969)	$ 10,789,723

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 6. Long-Term Debt

A. A summary of changes in the long-term debt of the Board follows:

	Balance October 1, 2016	Additions	(Reductions)	Balance September 30, 2017	Due Within One Year
Long-Term Debt					
Special revenue debt:					
Capital Improvement Revenue Bonds, Series 2012A	$ 8,267,000	$ 0	$ 0	$ 8,267,000	$ 0
Taxable Capital Improvement Revenue Bonds, Series 2012B	12,351,000	0	(169,000)	12,182,000	6,668,000
Capital Improvement Revenue Refunding Bonds, Series 2014	15,951,000	0	(15,951,000)	0	0
Capital Improvement Revenue Refunding Bonds, Series 2015	6,886,000	0	(6,886,000)	0	0
Capital Improvement Revenue Refunding Bonds, Series 2017	0	15,991,000	(140,000)	15,851,000	159,000
Total special revenue debt	43,455,000	15,991,000	(23,146,000)	36,300,000	6,827,000
Note payable	836,648	0	(454,077)	382,571	382,571
Liability for closure costs	13,789,224	208,074	0	13,997,298	375,325
Liability for compensated absences	4,904,551	2,905,576	(2,575,637)	5,234,490	1,791,242
Other postemployment benefits	3,612,801	468,727	(52,204)	4,029,324	0
Arbitrage rebate liability	25,000	0	0	25,000	0
	$ 66,623,224	$19,573,377	$(26,227,918)	$ 59,968,683	$ 9,376,138

Total interest costs incurred for general long-term debt by the Board, including bond issuance costs, for the year ended September 30, 2017, was $861,508.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 6. Long-Term Debt (continued)

B. A summary of each special revenue debt obligation outstanding at September 30, 2017 is as follows:

	Outstanding at September 30, 2017
$8,267,000, Capital Improvement Revenue Bonds, Series 2012A, (i) to refund the County's Capital Improvement Revenue Bonds, Series 2003A of which $7,965,000 was outstanding and maturing in the years 2018 through 2020, and (ii) to pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) the construction of improvements to the Bank of America Building, and (iv) to finance improvements to the County's courthouse and parking garage. The economic gain resulting from the refunding was $1,279,488. The bonds dated December 20, 2012, bear interest of 1.65% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year for two years beginning October 1, 2019.	$ 8,267,000
$12,956,000, Taxable Capital Improvement Revenue Bonds, Series 2012B, to, (i) refund the Capital Improvement Revenue Bonds, Series 2003B of which $12,465,000 was currently outstanding and maturing in the years 2018 through 2019, and (ii) pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) pay capitalized interest and issuance costs on the Series 2012B bonds, and (iii) pay bond issuance costs. The economic gain resulting from the refunding was $1,405,034. The bonds dated December 20, 2012 and bear interest of 2.22% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2019.	12,182,000
$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund the Capital Improvement Revenue Bonds, Series 2014 of which $15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was $489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.	15,851,000

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 6. Long-Term Debt (continued)

	Outstanding at September 30, 2017
The Capital Improvement Revenue Bonds, Series 2012A, the Capital Improvement Revenue Refunding Bonds Series 2017, and Taxable Capital Improvement Revenue Bonds, Series 2012B are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement).	
Total Special Revenue Bond Obligations	$ 36,300,000
Note Payable:	
SunTrust Equipment Finance & Leasing Corp On November 18, 2005, the Board borrowed $4,466,238, (including $3,986,522 tax exempt, and $479,686 taxable), under provision of Section 489.145 Florida Statutes. Interest rates are 3.74% and 5.85% for the tax exempt and taxable portion, respectively. The proceeds were used to purchase energy savings equipment. The taxable portion matured on May 18, 2008, and the tax-exempt portion matures on May 18, 2018.	$ 382,571

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 6. Long-Term Debt (continued)

C. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	Year ending September 30,				
	2018	**2019**	**2020**	**2021**	**2022**
Capital Improvement Revenue Bonds, Series 2012A	$ 136,406	$ 1,441,406	$ 7,076,872	$ 0	$ 0
Taxable Capital Improvement Revenue Bonds, Series 2012B	6,938,440	5,636,411	0	0	0
Capital Improvement Revenue Refunding Bonds, Series 2017	493,456	494,101	492,662	3,268,180	3,270,062
Note payable	484,514	0	0	0	0
Total Debt Service	$ 8,052,816	$ 7,571,918	$ 7,569,534	$ 3,268,180	$ 3,270,062

	2023-2026	**Total Payments**	**Less Interest**	**Principal**
Capital Improvement Revenue Bonds, Series 2012A	$ 0	$ 8,654,684	$ 387,684	$ 8,267,000
Taxable Capital Improvement Revenue Bonds, Series 2012B	0	12,574,851	392,851	12,182,000
Capital Improvement Revenue Refunding Bonds, Series 2017	9,811,930	17,830,391	1,979,391	15,851,000
Note payable	0	484,514	101,943	382,571
Total Debt Service	$ 9,811,930	$39,544,440	$ 2,861,869	$36,682,571

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 7. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the Auditor General, State of Florida. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Board are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Prior to July 1, 2011, the FRS was employee noncontributory. Beginning July 1, 2011, employees who are not participating in the Deferred Retirement Option Plan are required to contribute 3% of their salary to the FRS.

The Board also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

Note 7. Employees' Retirement Plan (continued)

The total employer retirement contributions for the fiscal years ended September 30, 2017, 2016, and 2015 were $4,442,375, $4,178,390, and $3,895,120, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Note 8. Other Postemployment Benefits

Plan Description

The Board participates in an agent multiple-employer plan administered by the County for all the consitutional officers under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the Board. A stand alone financial report is not issued for the Program. The financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the annual OPEB obligation of Constitutional Officers is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Note 9. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; error and omissions; injuries to employees; and natural disasters. The following is a summary of the County's coverage and exposure relating to the various risks of loss retained as of September 30, 2017.

General Liability

Effective December 15, 2012 the Board purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the Board purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

The actuarially determined liability determined below reflects open claims associated with these carriers.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 9. Risk Management (continued)

General Liability (continued)

Changes in the Board's claim liability amount were as follows:

	Beginning of Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 285,090	$ (238,953)	$ 0	$ 46,137
September 30, 2016	$ 9,695	$ 275,395	$ 0	$ 285,090

The claims liability of $46,137 includes an actuarial valuation for incurred but not reported claims of $40,000.

Workers' Compensation

The Board maintains a self-insurance Internal Service Fund (the Fund) to account for insurance activities relating to workers' compensation, which is administered by a third-party administrator, Preferred Governmental Claims Solutions. Under this program, the Board absorbs losses up to a maximum of $500,000 for each claim. At September 30, 2017, the Board had $102,670 deposited with the third-party administrator for use against future claims. The Board purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded the retention level for this commercial coverage in the current year and any of the past five years.

All funds of the Board participate in this program and make payments to the Insurance Service Fund based on payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Net position of the Self Insurance Fund is reserved for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

The actuarially-determined claims liability for workers' compensation of $4,392,594, which includes incurred but not reported claims of $2,536,347, reported in the Fund at September 30, 2017 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Board of County Commissioners
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 9. Risk Management (continued)

Workers' Compensation (continued)

Changes in the Fund's claims liability amount were as follows:

	Beginning of Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 3,773,824	$ 1,624,770	$ (1,006,000)	$ 4,392,594
September 30, 2016	$ 3,665,220	$ 1,158,604	$ (1,050,000)	$ 3,773,824

Automobile Liability

The Board purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a $1,000 deductible and for liability with a $10,000 deductible.

All funds of the Board participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel. Changes in the Fund’s claims liability were as follows:

	Beginning of Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2017	$ 25,641	$ (12,599)	$ 0	$ 13,042
September 30, 2016	$ 4,847	$ 20,794	$ 0	$ 25,641

The claims liability of $13,042 includes an actuarial valuation for incurred but not reported claims of $10,000.

Note 10. Leases

In June 2003, the Board purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates.

Note 10. Leases (continued)

Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2017, are as follows:

Year ending September 30,	Amount
2018	$ 1,682,975
2019	1,654,428
2020	1,645,571
2021	1,176,363
2022	937,912
Thereafter	967,006
	$ 8,064,255

In October 2009, the Board purchased the Lake Jackson Oaks Huntington Property. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2017, are as follows:

Year ending September 30,	Amount
2018	$ 123,385
2019	96,088
2020	97,138
2021	98,220
2022	99,694
Thereafter	88,093
	$ 602,618

Note 11. Other Required Individual Fund Disclosures

Interfund balances in the Governmental Funds primarily represent repayments due from other funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances are due and payable within one year.

Interfund receivable and payable balances at September 30, 2017, are as follows:

Fund	Interfund Receivable	Interfund Payable
General Fund	$2,846,105	$ 0
Nonmajor Governmental Funds	0	5,207
Agency Fund	0	2,840,898
	$2,846,105	$2,846,105

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 11. Other Required Individual Fund Disclosures (continued)

Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called interfund transfers. Interfund Transfers for the year ended September 30, 2017, consisted of the following:

Transfers to the General Fund from:	
Fine & Forfeiture Fund	$ 750,000
Special Assessment Paving Fund	172,815
Nonmajor Governmental Funds	531,206
Enterprise Fund	86,918
Internal Service Fund	25,000
Total Transfers to the General Fund	1,565,939
Transfers to the Fire Rescue Service Fund from:	
Nonmajor Governmental Funds	1,224,459
Total Transfers to the Fire Rescue Service Fund	1,224,459
Transfers to the Grants Fund from:	
Nonmajor Governmental Funds	17,352
Total Transfers to the Grants Fund	17,352
Transfers to the Capital Improvement Fund from:	
General Fund	2,025,284
Nonmajor Governmental Funds	2,802,128
Total Transfers to the Capital Improvement Fund	4,827,412
Transfers to the Nonmajor Governmental Funds:	
General Fund	15,432,502
Other Nonmajor Funds	5,623,852
Total Transfers to the Nonmajor Governmental Funds	21,056,354
Total Transfers to Governmental Funds	28,691,516
Transfers to the Enterprise Fund from:	
General Fund	448,670
Total Transfers to Enterprise Funds	448,670
Total Interfund Transfers	$ 29,140,186

Note 12. Closure and Post-closure Care Cost

State and federal laws and regulations require the Board to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Board reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The $13,621,973 reported as landfill closure and post-closure care liability at September 30, 2017, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2017 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting Class I waste, however it is still accepting residuals from a Class III materials recovery facility and recovered screened materials. Since the landfill is permitted as a single permit, until the entire landfill is closed the Board cannot begin to perform closure and post-closure care.

The Board is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs. The Board is in compliance with those minimum requirements, and at September 30, 2017, held investments in the amount of $9,917,987 for these purposes that are reported as restricted assets on the balance sheet. The Board expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

Net income of the landfill fund is accumulated in a reserve for rate stabilization. The fund reported a reserve balance of $2,948,949 at September 30, 2017. The intent of this reserve is to allow for consistent usage fee charges, construction or acquisition of landfill assets and accumulation of closure and post-closure costs. Because funding for closure and post-closure costs associated with unused capacity of landfill cells is to be derived from future usage fees, the rate stabilization reserve does not represent liquid assets available for that purpose.

Note 13. Commitments and Contingencies

A. Contract commitments:

Grants

The Board is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the Board. Accordingly, such liabilities are not reflected within the financial statements.

Note 13. Commitments and Contingencies (continued)

Long-Term Construction Projects

The Board is committed to various material long-term construction projects at September 30, 2017. These commitments have been included in the 2016-2017 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. There were no current contracts outstanding as of the report date.

B. Potential liabilities resulting from litigation:

The Board is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Encumbrances:

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Board had no reserved encumbrances as of September 30, 2017.

Note 14. Subsequent Event

As of September 30, 2017 the Board estimated a liability for the closure and post closure costs of the Leon County Solid Waste Landfill (the Landfill) of approximately $14,000,000 based on estimates provided by an independent professional engineer. The portion of this liability applicable to the closure cost of the Landfill was approximately $9,500,000. Subsequently, in April 2018, the Board awarded the bid for the Landfill closure project in the amount of approximately $13,000,000. The Landfill closure operation is anticipated to commence in May 2018 and to end in May 2020.

The Board has evaluated subsequent events through April 27, 2018, the date the special-purpose financial statements were available to be issued.

Other Schedules

Board of County Commissioners
Leon County, Florida

Schedule of Receipts and Expenditures of
Funds Related to the Deepwater Horizon Oil Spill

Year Ended September 30, 2017

Source	Amount Received during the 2016-17 Fiscal Year	Amount Expended during the 2016-17 Fiscal Year
British Petroleum:		
Agreement No. 134036	$ -	$80,000

Note: This schedule does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. Leon County, Florida did not receive or expend any Federal awards or State financial assistance related to the Deepwater Horizon Oil Spill.

See independent auditors' report.

Other Reports

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), which comprise the statement of financial position as of September 30, 2017, and the related notes to the financial statements, which collectively comprise the Board's special purpose financial statements, and have issued our report thereon dated April 27, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose final statements, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Board of County Commissioners of Leon County, Florida dated April 27, 2017, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2017

Law, Redd, Crona & Munroe P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Independent Accountants' Report on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2017

Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Accountants' Report on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2017. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2017

Law, Redd, Crona & Munroe P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Independent Accountants' Report on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

September 30, 2017

Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Accountants' Report on Compliance with Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2017. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2017

Law, Redd, Crona & Munroe P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated April 27, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and Chapter 10.550, *Rules of the Auditor General.*

Other Reports and Schedules

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Reports on an examination conducted in accordance with AICPA Professional Standards, Section 601, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports and schedule, which are dated April 27, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General,* requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address finding and recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General,* requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Leon County Housing Finance Authority, a component unit of Leon County, was authorized pursuant to Chapter 159, Part IV, of the *Florida Statutes* and was created by Leon County Ordinance 80-39.

Financial Management

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. The following recommendations were made.

2017-001 Closing Process

The closing processes followed in the 2017 fiscal year resulted in errors in the financial statements. The errors were discovered during the audit process, and were properly investigated and corrected by management. We determined that a risk of misstatement existed.

Based on discussions with Management, we determined the issues were caused by significant turnover and vacancies in the Finance Department. These vacancies included the transition and filling of several key positions. The vacancies also included unfilled positions of several key accounting staff positions. This turnover issue led to errors recorded in the financial statements without adequate supporting documentation and adequate review.

We recommend management strengthen the internal controls over the closing process. The added controls would include developing additional review requirements and required review of source documentation prior to approval and recording of entries. The additional controls would mitigate the risk of errors being made and not identified and corrected. We also recommend the Finance Department use this opportunity to evaluate internal processes, assess the organization structure including the current distribution of duties, and recruit qualified personnel to fill identified voids.

Management's response:

Finance is working toward filling vacancies and cross-training. Further procedures for the year end will be implemented and strengthening of internal controls is already in process and we will continue to improve our procedures.

2017-002 Solid Waste Cash Receipts

We performed cash receipt audit procedures during fieldwork at the Board's Solid Waste Division. We noted several instances of deposits made in an untimely manner and untimely submission of support to the Finance Department. As an example, in the September 2017 bank reconciliation 21 Solid Waste cash receipts were reported as reconciling items. Meaning the receipts had been recorded in Banner, but had not yet been deposited in the bank. One reconciling item was $175,000 in cash and checks. The receipt was not deposited in the bank for over 30 days.

The deposits and supporting documentation timeliness issues are not in accordance with current Board policy. The exceptions to policy, noted, increased the risk of misappropriation of assets and errors in the financial statement recording process.

It is recommended that the Solid Waste Division follow the Board's policies for cash receipts and assign separate individuals for receipt, reconciliation, deposits, and submission of supporting documentation to the Finance Department in a timely manner.

Management's response:

Cash collection receipts are being immediately addressed at the Division of Solid Waste and will be done in compliance with all policies and procedures. Deposits will be done daily, reconciling will be forwarded to Finance daily, and separate individuals will prepare the deposit and provide review and final sign-off on the deposit bag and reconciling paperwork. In addition, the Division of Solid Waste with the assistance of Finance is reviewing the use of a drop box for the collection of check payments.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, the matters of noncompliance noted are reported in the *Schedule of Findings and Questioned Costs* as part of the Leon County, Florida government-wide financial reporting package.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
April 27, 2017

Law, Redd, Crona & Munroe P.A.

Law Redd Crona & Munroe P.A.

Tallahassee, Florida

Special-Purpose Financial Statements

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Year Ended September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe P.A.

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Special-Purpose Financial Statements

Year Ended September 30, 2017

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Independent Auditors' Report

The Honorable Clerk of the Circuit Court and Comptroller
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the governmental funds, the proprietary fund, and the fiduciary funds of the Clerk of the Circuit Court and Comptroller of Leon County, Florida (the Clerk), as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Clerk's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the financial position of each of the governmental funds, the proprietary fund, and the agency funds of the Clerk of the Circuit Court and Comptroller of Leon County, Florida as of September 30, 2017, the results of each funds' changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the governmental funds, the proprietary fund and the agency funds of the Clerk, only that portion that is attributable to the transactions of the Clerk. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 19, 2018, on our consideration of the Clerk's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A. Law, Redd, Crona & Munroe, P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
February 19, 2018

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Balance Sheet - Governmental Funds

September 30, 2017

	General Fund	Article V Court Operating Fund	Records Modernization Fund	Total Governmental Funds
Assets				
Cash	$ 430,099	$ 464,338	$ 1,692,481	$ 2,586,918
Investments	0	0	72,587	72,587
Receivables (net of allowances for uncollectibles):				
Accounts receivable	7,169	5	102	7,276
Due from other county units	10,689	0	0	10,689
Due from other governments	4,811	165,029	0	169,840
Prepaids	12,163	0	2,400	14,563
Inventory	20,099	0	0	20,099
Total assets	$ 485,030	$ 629,372	$ 1,767,570	$ 2,881,972
Liabilities and fund balances				
Liabilities:				
Accounts payable and other liabilities	$ 197,813	$ 182	$ 59,558	$ 257,553
Accrued liabilities	29,361	43,939	5,909	79,209
Due to other county units	108,878	0	0	108,878
Due to other governments	126,269	585,251	0	711,520
Deposits	22,709	0	0	22,709
Total liabilities	485,030	629,372	65,467	1,179,869
Fund balance:				
Nonspendable	32,262	0	2,400	34,662
Restricted	0	0	1,699,703	1,699,703
Unassigned	(32,262)	0	0	(32,262)
Total fund balance	0	0	1,702,103	1,702,103
Total liabilities and fund balances	$ 485,030	$ 629,372	$ 1,767,570	$ 2,881,972

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds

Year Ended September 30, 2017

	General Fund	Article V Court Operating Fund	Records Modernization Fund	Total Governmental Funds
Revenues				
Intergovernmental	$ 3,624	$ 878,422	$ 0	$ 882,046
Charges for services	1,332,207	4,938,470	653,568	6,924,245
Interest	0	0	1,020	1,020
Net decrease in fair value of investments	0	0	(1,051)	(1,051)
Miscellaneous	6,439	0	0	6,439
Total revenues	1,342,270	5,816,892	653,537	7,812,699
Expenditures				
Current:				
General government:				
Judicial	548,461	5,752,217	504,577	6,805,255
Financial and administrative	2,122,735	0	0	2,122,735
Other general government	413,820	0	91,730	505,550
Total expenditures	3,085,016	5,752,217	596,307	9,433,540
Excess (deficiency) of revenues over (under) expenditures	(1,742,746)	64,675	57,230	(1,620,841)
Other financing sources (uses) including transfers:				
Operating transfers in	2,016,674	154,237	165,050	2,335,961
Operating transfers out	(273,928)	(218,912)	(154,237)	(647,077)
Total other financing sources (uses)	1,742,746	(64,675)	10,813	1,688,884
Net change in fund balances	0	0	68,043	68,043
Fund balance at beginning of year	0	0	1,634,060	1,634,060
Fund balance at end of year	$ 0	$ 0	$ 1,702,103	$ 1,702,103

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Statement of Net Position - Proprietary Fund

September 30, 2017

	Governmental Activities - Internal Service Fund
Assets	
Current assets:	
Cash	$ 552,470
Total assets	$ 552,470
Liabilities and net position	
Current liabilities:	
Compensated absences	$ 293,350
Total current liabilities	293,350
Noncurrent liabilities:	
Compensated absences	259,120
Total noncurrent liabilities	259,120
Total liabilities	552,470
Net position	
Unrestricted	0
Total net position	0
Total liabilities and net position	$ 552,470

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Fund

Year Ended September 30, 2017

	Governmental Activities - Internal Service Fund
Operating revenues	
Charges for services	$ 0
Operating expenses	
Personnel services	0
Nonoperating revenues (expenses)	0
Change in net position	0
Net position, October 1	0
Net position, September 30	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Statement of Cash Flows - Proprietary Fund
Year Ended September 30, 2017

	Governmental Activities - Internal Service Fund
Cash flows from operating activities	
Internal activity - payments from other funds	$ 3,311
Net cash provided by operating activities	3,311
Cash flows from noncapital financing activities	0
Cash flows from capital and related financing activities	0
Cash flows from investing activities	0
Net increase in cash	3,311
Cash at beginning of year	549,159
Cash at end of year	$ 552,470
Reconciliation of operating income to net cash used for operating activities	
Operating income:	$ 0
Adjustment to reconcile operating income to net cash provided by operating activities:	
Changes in assets and liabilities:	
Compensated absences	3,311
Net cash provided by operating activities	$ 3,311

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida

Statement of Fiduciary Assets and Liabilities - Agency Funds

September 30, 2017

Assets	
Cash	$ 6,131,300
Accounts receivable	15,542
Total assets	$ 6,146,842
Liabilities	
Accounts payable and other liabilities	$ 257,227
Due to other governments	1,894,100
Due to other county units	170,718
Deposits	3,824,797
Total liabilities	$ 6,146,842

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 4,300	$ 4,000	$ 3,624	$ (376)
Charges for services	1,186,826	1,348,000	1,332,207	(15,793)
Miscellaneous	700	9,000	6,439	(2,561)
Total revenues	1,191,826	1,361,000	1,342,270	(18,730)
Expenditures				
Current:				
General government:				
Judicial	407,457	584,848	548,461	36,387
Financial and administrative	2,391,902	2,093,826	2,122,735	(28,909)
Other general government	409,141	424,000	413,820	10,180
Total expenditures	3,208,500	3,102,674	3,085,016	17,658
Excess (deficiency) of revenues over (under) expenditures	(2,016,674)	(1,741,674)	(1,742,746)	(1,072)
Other financing sources (uses) including transfers:				
Operating transfers in	2,016,674	2,016,674	2,016,674	0
Operating transfers out	0	(275,000)	(273,928)	1,072
Total other financing sources (uses)	2,016,674	1,741,674	1,742,746	1,072
Net change in fund balances	0	0	0	0
Fund balance at begining of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Article V Court Operating Fund
Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 568,849	$ 793,000	$ 878,422	$ 85,422
Charges for services	5,207,470	5,054,518	4,938,470	(116,048)
Total revenues	5,776,319	5,847,518	5,816,892	(30,626)
Expenditures				
Current:				
General government:				
Judicial	6,003,518	5,872,215	5,752,217	119,998
Total expenditures	6,003,518	5,872,215	5,752,217	119,998
Excess (deficiency) of revenues over (under) expenditures	(227,199)	(24,697)	64,675	89,372
Other financing sources (uses) including transfers:				
Operating transfers in	227,199	156,000	154,237	(1,763)
Operating transfers out	0	(131,303)	(218,912)	(87,609)
Total other financing sources (uses)	227,199	24,697	(64,675)	(89,372)
Net change in fund balances	0	0	0	0
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Records Modernization Fund
Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Charges for services	$ 739,314	$ 667,000	$ 653,568	$ (13,432)
Interest	8,076	2,000	1,020	(980)
Net increase (decrease) in fair value of investments	0	1,000	(1,051)	(2,051)
Total revenues	747,390	670,000	653,537	(16,463)
Expenditures				
Current:				
General government:				
Judicial	619,651	549,000	504,577	44,423
Other general government	296,495	131,000	91,730	39,270
Total expenditures	916,146	680,000	596,307	83,693
Excess (deficiency) of revenues over (under) expenditures	(168,756)	(10,000)	57,230	67,230
Other financing sources (uses) including transfers:				
Operating transfers in	395,955	166,000	165,050	(950)
Operating transfers out	(227,199)	(156,000)	(154,237)	1,763
Total other financing sources (uses)	168,756	10,000	10,813	813
Net change in fund balances	0	0	68,043	68,043
Fund balance at beginning of year	1,634,060	1,634,060	1,634,060	0
Fund balance at end of year	$ 1,634,060	$ 1,634,060	$ 1,702,103	$ 68,043

The accompanying notes are an integral part of these special-purpose financial statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies

Reporting Entity

The Clerk of the Circuit Court and Comptroller (the Clerk) is an elected Constitutional Officer of Leon County, Florida, pursuant to Article VIII, Section (1) of the Constitution of the State of Florida. For financial statement and reporting purposes, the Clerk is a separate constitutional officer as provided by Chapter 218, *Florida Statutes*. Leon County (County) is a charter county which allows for the same powers and duties as provided by the Constitution of the State of Florida and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The Clerk is considered to be a part of the primary government of Leon County and is included in the Leon County government-wide financial statements. The financial statements contained herein represent the financial transactions of the Clerk only.

The Leon County Board of County Commissioners (the Board) funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers except for the Tax Collector and only the obligations specified under Chapter 29 in the *Florida Statutes* for the Clerk. The Tax Collector and the Clerk are considered fee officers. A portion of the Clerk's budget is funded by the Board for part of Finance and all obligations specified under Chapter 29 in the *Florida Statutes* for the Clerk. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

The accounting policies of the Clerk conform to accounting principles generally accepted in the United States of America, as applicable to governments.

Basis of Presentation

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

The financial activities of the Clerk are recorded in separate funds which are categorized and described as follows:

Governmental Fund Type

- General Fund - The General Fund is the general operating fund of the Clerk. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Description of Funds (continued)

Governmental Fund Type (continued)

- Article V Court Operating Fund - This fund is used to account for specific governmental revenue sources that are legally restricted through Article V of the Florida Constitution to expenditures for court operations.

- Records Modernization Fund - This fund is used to account for specific governmental revenue sources that are legally restricted to expenditures for records modernization.

Other Fund Type

- Internal Service Fund - This fund is used to report funded and accrued compensated absences.

- Agency Funds - These funds are used to account for the assets held by the Clerk as an agent for individuals, private organizations, and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

The accompanying special-purpose financial statements have been prepared using the modified accrual basis of accounting for all Governmental Funds and Fiduciary Funds (Agency Funds). Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources. The special-purpose statements of the Proprietary Fund (Internal Service Fund) are prepared on the accrual basis of accounting. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

The Clerk considers receivables collected within 30 days after year end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: charges for services and interest earned.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Budgets and Budgetary Accounting

Budgets for the Court-related functions (the Courts) for each Clerk will be submitted by June 1 to be approved by the legislature. All court revenues are collected monthly and available for use by the Clerks in the month following collection. Beginning November 1st and by the 10th day of the each month, the Clerks will submit that portion of all fines, fees, service charges, and costs collected in the previous month that exceeds one-twelfth of the Clerks' total budget. The remainder of the available revenues will be appropriated for the following month's court expenditures up to the budget cap authorized by the legislature. Any revenue deficits will be certified by the Florida Clerk of the Court Operations Corporation. Any unexpended appropriation for the court's budget will be paid to the State by January 25 of the following year.

Expenditures, other than those for certain agency funds, are controlled by appropriations in accordance with the budget requirements set forth in the *Florida Statutes*. Budgets are adopted for governmental and special revenue funds. Budgetary control is exercised at the fund level. Budgetary changes within the fund are made at the discretion of the Clerk. Appropriations lapse at the end of the fiscal year to the extent they have not been expended.

The budgeted revenues and expenditures in the accompanying budgetary comparison statements reflect all approved amendments.

Florida Statutes, Section 218.35 governs the preparation, adoption, and administration of the annual budget. The Clerk establishes an annual budget for his office which clearly reflects the revenues available to the office and the functions for which money is expended.

The Clerk prepares his budget in three parts:

1. The budget relating to the requirements of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian or Treasurer of all County funds and other county-related duties, and for Chapter 29 obligations;

2. The budget relating to the Florida court system, which is filed with the Clerk of Courts Operations Corporation (CCOC). With the 2009 legislative changes, CCOC will submit a Legislative Budget Request for all clerks that will result in an appropriation by the legislature; and

3. The budget for all other operations.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

The annual budgetary data reported for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States and represent the Clerk's adopted budget, the original appropriation ordinance, and budget amendments approved by the Clerk or as adopted by the Board.

Inventories

Inventories consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Investments

Investments are made in the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool), administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), *Florida Statutes*. The Clerk liquidates and reallocates investments throughout the year depending on whether the external pool authorized by *Florida Statutes* or the interest bearing accounts with approved public depositories provide the most favorable interest rates.

Capital Assets

Capital assets purchased in the governmental fund type are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position in the county-wide financial statements of Leon County, Florida.

Liability for Compensated Absences

The Clerk accrues a liability for employees' rights to receive compensation for future absences when certain conditions are met. The Clerk is not legally required to accumulate expendable available financial resources to liquidate this obligation. However, the funding for the Courts from the State of Florida has been decreasing since 2004. The possibility exists that future funding may be further reduced. To minimize the impact on future budgets, the Clerk has decided to fully fund the cost of the liability. Accordingly, an internal service fund has been established to record the liability for the compensated absences earned but not yet paid for in the General Fund, the Article V Court Operating Fund, and the Records Modernization Fund. The current and long-term portion of the liability for compensated absences is reported as an obligation of the general fund on the county-wide Statement of Net Position for Leon County, Florida.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Net Position and Fund Balances

Net Position is the difference between fund assets and liabilities on the government-wide, proprietary, and fiduciary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statements.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Use of Estimates

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Other Postemployment Benefits

The Clerk through Leon County offers retiree medical and life insurance benefits for qualifying Clerk employees that have retired from a Florida Retirement System (FRS) retirement plan. The premium associated with these benefits is paid by the qualifying employee.

Distribution of Excess Revenues

Section 218.36, *Florida Statutes* requires that the Clerk distribute any excess of revenues over expenditures within the General Fund to the Board within 31 days following the end of the fiscal year. Accordingly, the amount of excess revenues distributed to the Board at the end of the year is presented in the accompanying Special-Purpose Financial Statements as "other financing uses."

Based on the legal opinion provided by Clerks of Court Operations Corporation (CCOC) general counsel of the provisions of Section 28.37(3), F.S., which was adopted as policy by the CCOC Finance and Budget Committee, all excess court-related funds have been included in a fund liability, Due to Other Governments.

Note 2. Cash and Investments

Cash

Cash consists of demand deposits held at qualified public depositories. At September 30, 2017, the carrying amount of the Clerk's deposits (including agency funds) was $9,270,688. Deposits in excess of federal depository insurance are covered by deposits held in banks that are members of the State of Florida's Collateral Pool.

Investments

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation.

The Clerk's investment practices are governed by Section 218.415(17), *Florida Statutes*. Investments authorized by Section 218.415(17), *Florida Statutes* include:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) administered by the State Board of Administration or any authorized intergovernmental investment pool.

2. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Note 2. Cash and Investments (continued)

Investments (continued)

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

4. Direct obligations of the U.S. Treasury.

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges and certain other public agencies in a commingled investment portfolio for several years. Section 17.61(1), *Florida Statutes* permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account" (SPIA). Historically, the SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality.

To provide liquidity for operations during the fiscal year, the Clerk invested in the SPIA. The financial details and disclosures for SPIA are made in Note 2 of the State of Florida Comprehensive Annual Financial Report (CAFR). The fair value factor for SPIA at September 30, 2017, was 0.9975. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

At September 30, 2017, the Clerk had $72,587 invested in SPIA and reported at fair market value. The current rating for SPIA is A+f by Standard and Poors. A copy of SPIA's most recent financial statements can be found at http://www.fltreasury.org/fs_01.html.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair market value of investments. One method of managing interest rate risk is the duration method, which measures a debt investment's exposure to fair value changes arising from changing interest rates. The longer the effective duration of the investment the greater the potential variability of the investment's fair value as a result of future changes in interest rates.

The effective duration of the SPIA at September 30, 2017, is 2.89 years.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 3. Compensated Absences

As discussed in Note 1, the liability associated with compensated absences is reported on the fund level in the internal service fund. A summary of the Clerk's liability for compensated absences included at the county-wide financial statement level is as follows with $293,350 as the current portion:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Liability for compensated absences	$ 549,159	$ 563,211	$ (559,900)	$ 552,470

Note 4. Risk Management

The Clerk participates in the Leon County Insurance Service Fund, which accounts for self-insurance activities relating to workers' compensation. This fund is administered by a third party administrator. The Clerk makes payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims. The contribution required for the year ended September 30, 2017, was $23,980. Excess payments are recorded as a designation of retained earnings for catastrophic losses on the books of Leon County. Excess coverage with a commercial carrier is also in force for each claim exceeding $500,000.

Note 5. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Clerk are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the net pension liability is included in the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR) rather than in these Special-Purpose Financial Statements.

All full-time employees of the Clerk, except those excluded pursuant to Section 121.4501, *Florida Statutes*, are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Note 5. Employees' Retirement Plan (continued)

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Employees who are not participating in the Deferred Retirement Option Plan (DROP) are required to contribute 3% of their salary to the FRS.

The Clerk also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total retirement contributions for the fiscal years ended September 30, 2017, 2016, and 2015 were $585,473, $562,242, and $561,638, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida, Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Note 6. Other Postemployment Benefits

Plan Description

The Clerk participates in an agent multiple-employer plan administered by Leon County, Florida under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the Board of County Commissioners. A stand alone financial report is not issued for the Program. As decribed in Note 1, the Clerk is an elected Constitutional Officer of the County. The financial statements of the Clerk are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the annual OPEB obligation of Constitutional Officers is recognized in the government-wide financial statements of the County rather than in these Special-Purpose Financial Statements.

Clerk of the Circuit Court and Comptroller
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 7. Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Clerk had no outstanding encumbrances at September 30, 2017.

Note 8. Operating Leases

The Clerk leases office equipment and building space under operating leases expiring in various years through 2023.

Minimum future lease payments under operating leases having remaining terms in excess of one year as of September 30, 2017, for each of the next five years and in the aggregate are as follows:

September 30,	Amount
2018	$ 88,368
2019	61,500
2020	61,500
2021	61,500
2022	61,500
Thereafter	46,125
Total	$ 380,493

Rent expense paid during the fiscal year ended September 30, 2017 was $86,684.

Note 9. Related Party Transaction

The Clerk has a written agreement to rent office space from the Leon County Tax Collector for its customer service location. Under this agreement the Clerk paid $61,500 to the Leon County Tax Collector during the year ended September 30, 2017.

Note 10. Subsequent Events

The Clerk has evaluated subsequent events through February 19, 2018, the date the financial statements were available to be issued.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Clerk of the Circuit Court and Comptroller
Leon County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the special-purpose financial statements of the Clerk of the Circuit Court and Comptroller of Leon County, Florida (Clerk) as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Clerk's special-purpose financial statements, and have issued our report thereon dated February 19, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Clerk's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clerk's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Clerk of the Circuit Court and Comptroller of Leon County, Florida dated February 19, 2018, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550.

Thomas Howell Ferguson P.A. Law, Redd, Crona & Munroe, P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
February 19, 2018

Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance with Florida Statutes Section 218.415, Sections 28.35 & 28.36, and Section 61.181

September 30, 2017

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Independent Accountants' Report on Compliance with Florida Statutes Section 218.415, Sections 28.35 & 28.36, and Section 61.181

The Honorable Clerk of the Circuit Court and Comptroller
Leon County, Florida

We have examined the Clerk of the Circuit Court and Comptroller of Leon County, Florida's (Clerk) compliance with the requirements of Florida Statutes Section 218.415, Sections 28.35 & 28.36, and Section 61.181, during the year ended September 30, 2017. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Clerk's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Clerk's compliance with specified requirements.

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Clerk and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law, Redd, Crona + Munroe, P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
February 19, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

The Honorable Clerk of the Circuit Court and Comptroller
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Clerk of the Circuit Court and Comptroller of Leon County, Florida (Clerk), as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated February 19, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, *Rules of the Auditor General*.

Other Reports

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated February 19, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General,* requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Clerk has no component units.

Financial Management

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Clerk of the Circuit Court and Comptroller of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law, Redd, Crona & Munroe, P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
February 19, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Special-Purpose Financial Statements

Property Appraiser
Leon County, Florida

September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Property Appraiser
Leon County, Florida

Special-Purpose Financial Statements

Year ended September 30, 2017

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Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Auditors' Report

The Honorable Property Appraiser
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the governmental fund (General Fund) of the Property Appraiser of Leon County, Florida (Property Appraiser), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Property Appraiser's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental fund (General Fund) of the Property Appraiser of Leon County, Florida, as of September 30, 2017, and the respective changes in financial position thereof, and the respective budgetary comparison statements of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and the changes in financial position of the governmental fund of only that portion that is attributable to the transactions of the Property Appraiser. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 9, 2018 on our consideration of the Property Appraiser's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Property Appraiser's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law Redd Crona + Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Property Appraiser
Leon County, Florida

Balance Sheet - General Fund

September 30, 2017

Assets	
Cash and cash equivalents	$ 200,867
Investments	25,065
Total assets	$ 225,932
Liabilities and fund balance	
Liabilities:	
Accounts payable and other liabilities	$ 39,031
Due to other county units	186,546
Due to other governments	355
Total liabilities	225,932
Fund balance:	
Unassigned	0
Total liabilities and fund balance	$ 225,932

The accompanying notes are an integral part of these special-purpose financial statements.

Property Appraiser
Leon County, Florida

Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - General Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Charges for services	$ 0	$ 0	$ 10,051	$ 10,051
Interest	0	0	353	353
Total revenues	0	0	10,404	10,404
Expenditures				
Current:				
General government:				
Personnel services	4,305,068	4,402,320	4,255,387	146,933
Operating	774,377	677,718	645,613	32,105
Capital outlay	73,500	73,500	66,028	7,472
Total expenditures	5,152,945	5,153,538	4,967,028	186,510
(Deficiency) excess of revenues (under) over expenditures	(5,152,945)	(5,153,538)	(4,956,624)	196,914
Other financing sources (uses)				
Transfers in	5,152,945	5,153,538	5,143,525	(10,013)
Transfers out	0	0	(186,901)	(186,901)
Total other financing sources (uses)	5,152,945	5,153,538	4,956,624	(196,914)
Net change in fund balance	0	0	0	0
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies

Reporting Entity

The Property Appraiser operates as a county agency and an elected Constitutional Officer of Leon County (the County) pursuant to Article VIII, Section (1) of the *Constitution of the State of Florida*. For financial statement and reporting purposes, the Property Appraiser is a separate constitutional officer as provided by Chapter 218, *Florida Statutes*. Leon County is a charter county which allows for the same powers and duties as provided by the *Constitution of the State of Florida* and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The Property Appraiser is considered to be a part of the primary government of Leon County, Florida, and is included in the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The financial statements contained herein represent the financial transactions of the Property Appraiser only.

The accounting policies of the Property Appraiser conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the more significant policies:

Basis of Presentation

These special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

The financial activities of the Property Appraiser are recorded in the following fund:

Governmental Fund Type

- General Fund - The General Fund is the general operating fund of the Property Appraiser. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

The accompanying special-purpose financial statements have been prepared using the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Basis of Accounting (continued)

pay liabilities of the current period. Expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Property Appraiser considers receivables collected within 30 days after year end to be available and susceptible to accrual as revenues of the current year. In accordance with that definition, charges for services and interest earned are considered to be susceptible to accrual.

Budgets and Budgetary Accounting

Section 195.087, *Florida Statutes*, governs the preparation, adoption, and administration of the Property Appraiser's annual budget. The budget and the subsequent budget amendments of the Property Appraiser are submitted to the Florida Department of Revenue for approval. A copy of the budget is furnished to the Leon County Board of County Commissioners (the Board) at the same time.

Line item expenditures in excess of budget are authorized to the extent that total expenditures do not exceed the total budgeted expenditures. Budget transfers between appropriation categories (personal services, operating expenses, capital outlay, debt service, and non-operating) must be approved in writing by the Florida Department of Revenue. Transfers between expense items within the same appropriation category do not need written approval from the Florida Department of Revenue. The budget is prepared on the modified accrual basis of accounting. General Fund appropriations lapse at the close of the fiscal year to the extent they have not been expended. The budgeted revenues and expenditures in the accompanying Statement of Revenues, Expenditures and Changes in Fund balance – Budget and Actual, reflect all approved amendments.

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Property Appraiser had no outstanding encumbrances at September 30, 2017.

Investments

Investments in external pools that follow SEC Rule 2a-7 regulations are reported at amortized cost, which approximates fair value.

Capital Assets

Capital assets purchased in the Governmental Fund Type are recorded as expenditures (capital outlay) at the time of purchase. The tangible personal property used by the Property Appraiser is reported as capital assets, at cost, in the Statement of Net Position in the Leon County CAFR.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Liability for Compensated Absences

It is the Property Appraiser's policy to grant all full-time employees annual leave based on the number of years of continuous employment for agencies operating under the Florida Retirement System. Annual leave accrued above 240 hours is transferred to sick leave at the end of each calendar year. Upon termination of employment, the employee can receive a cash benefit based upon the employee's current wage rate and the annual leave not taken.

Sick leave is accumulated at the rate of eight hours for each full calendar month of continuous employment. Employees who have transferred from an agency operating under the Florida Retirement System with no break in service may transfer up to 240 sick leave hours. There is no limit on the amount of sick leave that can be accumulated. At the end of each calendar year, employees with 240 or more hours of sick leave may bank up to 24 hours of leave. At the time of separation, employees with eight years or more continuous employment with the Property Appraiser receive payment based upon the employee's current wage rate for 25% of accumulated sick leave. If the separation is due to retirement, those employees also receive payment based upon the employee's current wage rate for 100% of banked sick leave.

The Property Appraiser uses the vesting method to calculate the liability for compensated absences. The Property Appraiser does not and is not legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the General Fund, but is included in the Statement of Net Position in the Leon County CAFR.

Transfers In and Out

The Board funds primarily all of the operating budget of the Property Appraiser. The payments by the Board to fund the operations of the Property Appraiser are recorded as transfers in on the financial statements of the Property Appraiser. In accordance with *Florida Statutes*, the Property Appraiser distributes all General Fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year. Repayments to the Board are recorded as a liability and as transfers out on the financial statements of the Property Appraiser.

Related Organizations - Common Expenses

Certain expenses which are common to the Board and all Constitutional Officers are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Property Appraiser. These are:

Occupancy costs
Property insurance
Utilities (except telephone)
Janitorial service

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Other Postemployment Benefits

The Property Appraiser through Leon County offers retiree medical and life insurance benefits for the qualifying Property Appraiser employees that have retired from a Florida Retirement System (FRS) pension plan. The premium associated with these benefits is paid by the qualifying employee.

Note 2. Cash and Investments

Cash and Cash Equivalents

The Property Appraiser maintains checking and money market accounts at two banks designated by the Florida Division of Treasury as qualified public depositories. At September 30, 2017, the carrying amount of the Property Appraiser's deposits with the financial institutions was $200,867 and the bank balances were $505,483. Deposits whose values exceed the limits of Federal depository insurance are entirely insured or collateralized pursuant to Chapter 280, *Florida Statutes*.

Investments

Credit Risk

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation.

The Property Appraiser is authorized to invest in all state-approved investments identified in Section 218.415(17), *Florida Statutes*, which include:

1) The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) administered by the State Board of Administration or any authorized intergovernmental investment pool;

2) Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally-recognized rating agency;

3) Interest-bearing time deposits or savings accounts in qualified public depositories;

4) Direct obligations of the U.S. Treasury.

The Property Appraiser has no investment policy that would further limit its investment choices.

The Property Appraiser invests in the Florida PRIME administered by the Florida State Board of Administration (SBA). The Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 2. Cash and Investments (continued)

Investments (continued)

The Florida PRIME is governed by Chapter 19-7 of the *Florida Administrative Code*, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of the Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. Throughout the year and as of September 30, 2017, the Florida PRIME contained certain floating rate and adjustable rate securities that were indexed based on the prime rate and/or one and three-month LIBOR rates.

These floating rate and adjustable rate securities are used to hedge against interest risk and provide diversification to the portfolio. Exposure to a single issuer is limited to 5% of the portfolio's amortized cost. The current rating for the Florida PRIME is AAAm by Standard and Poors. The dollar weighted average days to maturity of the Florida PRIME at September 30, 2017 is 51 days. The fair value of the Property Appraiser's position in the pool approximates the value of the pool shares. At September 30, 2017, the Property Appraiser had $25,065 invested with Florida PRIME.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a failure of the counterparty, the government's deposits may not be returned to it or the organization may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, *Florida Statutes*. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Property Appraiser's deposits are therefore considered fully insured or collateralized.

The investment in the Florida PRIME is not classified as to custodial risk since the investment is not evidenced by securities that exist in physical or book entry form.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates that will adversely affect the fair value of an investment. The Property Appraiser limits interest rate risk for the money market fund by utilizing an overnight sweep agreement to invest excess cash balances.

The most recent Florida Prime audited financial statements can be obtained at www.sbafla.com/prime/audits/tabid/582/default.aspx.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 3. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Property Appraiser are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time and permanent part-time employees of the Property Appraiser are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans, including a defined benefit public employee pension plan, which is primarily a cost-sharing multiple-employer defined benefit plan administered by the State of Florida, Department of Management Services, Division of Retirement.

Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established by Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the state of Florida, that expressed as percentages of annual covered payroll, are adequate to accumulate sufficient assets to pay benefits when due. Beginning July 1, 2011, active employees are required to contribute three percent of their gross compensation to the retirement plan.

The Property Appraiser also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, *Florida Statutes*.

The contributions required for the years ended September 30, 2017, 2016, and 2015 were $380,274, $375,284, and $374,521, respectively, which is equal to the required contribution for each year.

The FRS issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the Division of Retirement, Post Office Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 4. Other Postemployment Benefits

Plan Description

The Property Appraiser participates in an agent multi-employer plan administered by the County under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the Board of County Commissioners. A stand alone financial report is not issued for the Program. As decribed in Note 1, the Property Appraiser is an elected Constitutional Officer of the County. The financial statements of the Property Appraiser are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the annual OPEB obligation of Constitutional Officers is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Note 5. Risk Management

The Property Appraiser participates in the Leon County Insurance Service Fund, which accounts for self-insurance activities relating to workers' compensation. This fund is administered by a third-party administrator. The Property Appraiser makes payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims. The contribution required for the year ended September 30, 2017 was $8,068. Excess payments are recorded as a designation of retained earnings for catastrophic losses on the books of Leon County. Excess coverage with a commercial carrier is also in force for each claim exceeding $500,000.

Note 6. Long-Term Liabilities

A summary of the Property Appraiser's liability for compensated absences is as follows:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Liability for compensated absences	$ 846,756	$ 227,255	$ (425,311)	$ 648,700

Of the $648,700 liability for accrued compensated absences, management estimates that $166,409 will be due and payable within one year. The liability is not reported in the financial statements of the Property Appraiser since it is not payable from available resources at September 30, 2017. As discussed in Note 1, the liability is reported on the Statement of Net Position in the Leon County CAFR.

Property Appraiser
Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 7. Fund Balance

The Governmental Accounting Standards Board's Statement No. 54, effective for fiscal years beginning after June 15, 2010, requires that all fund balances be classified into one of the following categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned. All remaining funds of the Property Appraiser as of the end of the fiscal year are remitted back to the Board as excess fees.

Note 8. Contingencies

Litigation

Various suits and claims arising in the ordinary course of operations are pending against the Property Appraiser. These primarily relate to property assessments within Leon County. The ultimate effect of such litigation cannot be ascertained at this time. In the opinion of management for the Property Appraiser, the liabilities which may arise from such action would not result in losses which would materially affect the financial position of the Property Appraiser or its operations. In the event property assessment claims are resolved in favor of plaintiffs/claimants, such settlements would be funded, if at all, by the Board.

Note 9. Subsequent Events

The Property Appraiser has evaluated subsequent events through March 9, 2018, the date the financial statements were available to be issued.

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Property Appraiser
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the Property Appraiser of Leon County, Florida (Property Appraiser) as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Property Appraiser's special-purpose financial statements, and have issued our report thereon dated March 9, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Property Appraiser's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Property Appraiser's internal control. Accordingly, we do not express an opinion on the effectiveness of the Property Appraiser's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Property Appraiser's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Property Appraiser's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Property Appraiser's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Property Appraiser of Leon County, Florida, dated March 9, 2018, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General,* Chapter 10.550.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law Redd Crona + Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance With Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2017

Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Accountants' Report on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Property Appraiser
Leon County, Florida

We have examined the Property Appraiser of Leon County, Florida's (Property Appraiser) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2017. Management of the Property Appraiser is responsible for the Property Appraiser's compliance with those requirements. Our responsibility is to express an opinion on the Property Appraiser's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Property Appraiser complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Property Appraiser complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to error or fraud. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Property Appraiser's compliance with specified requirements.

In our opinion, the Property Appraiser complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Property Appraiser and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law Redd Crona + Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

The Honorable Property Appraiser
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Property Appraiser of Leon County, Florida (Property Appraiser), as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated March 9, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Section 218.415, *Florida Statutes* and Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 9, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report We reported no findings or recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Property Appraiser has no component units.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we noted the matters discussed in the Current Year September 30, 2017 Recommendations section of this letter.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we report the following:

Current Year September 30, 2017 Recommendations

2017- 001 Contributions/ Sponsorships and Promotional Expenditures

County property appraisers are not authorized by any constitutional or statutory provision to expend public funds for public relations materials and activities or to make contributions or donations to private individuals or institutions. Two Advisory Legal Opinions from the Florida Office of the Attorney General, AGO 78-101 and AGO 78-151, address the use of public funds by county constitutional officers.

During the current year audit, we noted contributions and sponsorship expenditures to not-for-profit entities totaling $5,100. In addition, promotional expenditures totaling $6,852 for items such as vendor/exhibitor fees at local events, tents, banners, folding wagon, table throws, pens, fans and magnets were noted. The employee responsible for the coordination of the aforementioned events is the Director of Community Development, a position created January 1, 2017 at a salary of $85,000 plus benefits. The job description is as follows:

> "The Director of Community Affairs position is responsible for conceptualizing, developing and facilitating the implementation of projects related to community relations and being a valued neighbor in those communities that we serve. This position requires close coordination and communication with managers and the elected official. This individual is required to work successfully with representatives from various communities, organizations, and neighborhoods with respect to the diverse populations and cultures. Also required of this position is to coordinate the office of Property Appraiser employees' wellness benefits program in conjunction

> with the Board of Leon County Commissioners. One should consistently strive to achieve fulfillment of its community relations mission to the greatest extent practicable"

There is also a Deputy Director of Community Affairs position with a salary of $50,000 annually plus benefits. These two employees perform duties other than sponsorship and promotional activities. As such, we are unable to document and quantify the amount of personnel expenditures associated with contributions/sponsorships and promotional activities.

The type of expenditures referred to above are outside the general powers and duties of the Property Appraiser's office as outlined in Chapters 192 through 196, *Florida Statutes* and are therefore not authorized by any constitutional or statutory provision. Although a minimal amount of expenditures for the dissemination of information to the public regarding homestead and other property tax exemptions is considered a necessary and reasonable expense to carry out the duties and functions of the Property Appraiser, the amount expended in the current year far exceeds historical amounts.

See attached letter for management's response.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Property Appraiser of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law Redd Crona + Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

AKIN AKINYEMI, R.A.
LEON COUNTY PROPERTY APPRAISER
"We VALUE our community"

Mailing Address
P.O. Box 1750, Tallahassee, FL 32302-1750

June 4, 2018

Mr. Richard H. Law, CPA
Law, Redd, Crona and Munroe, P.A.
2075 Centre Pointe Blvd., Suite 200
Tallahassee, Florida 32308

RE: Audit Report of Leon County Property Appraiser for Fiscal Year Ending September 30, 2017

Dear Mr. Law:

Thank you for your recommendations set forth in the above referenced Audit Report.

We understand where you are coming from and are currently evaluating our practices and procedures to see if anything needs to be done differently.

I place a high value on governmental transparency and fiscal responsibility. In my position as Property Appraiser of Leon County, I am committed to these principles and will continue to balance fiscal responsibility and the need to keep our citizens informed.

Sincerely,

Akin S. Akinyemi

Akin S. Akinyemi, R.A.
Property Appraiser

Appraiser's Responsibility – By state law, it is the responsibility of the Appraiser to locate, identify and appraise all property subject to ad valorem taxes, produce and maintain an equitable assessment roll, and administer allowable exemptions. The Appraiser has no jurisdiction or responsibility for district budgets, tax rates, special assessments or amount of taxes paid. These matters are handled by the various taxing authorities performing services, such as County Government, City Government, School Board and other authorities.

Special-Purpose Financial Statements

Sheriff
Leon County, Florida

September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Sheriff
Leon County, Florida

Special-Purpose Financial Statements

Year Ended September 30, 2017

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Independent Auditors' Report

The Honorable Sheriff
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Sheriff of Leon County, Florida (Sheriff), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Sheriff's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of each of the governmental funds and the agency funds of the Sheriff of Leon County, Florida, as of September 30, 2017, the changes in financial position of each of the governmental funds, and the respective budgetary comparison statements for the general fund, the emergency management 911 fees fund and the emergency management grants fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in the financial position of each of the governmental funds and the agency funds, and only that portion that is attributable to the transactions of the Sheriff. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 7, 2018, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts and grant agreements and other matters, included under the heading **Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards.*** The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff of Leon County, Florida's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 7, 2018

Law Redd Crona + Munroe P.A.

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Sheriff
Leon County, Florida
Balance Sheet
Governmental Funds

September 30, 2017

	General Fund	Special Grants Fund	Emergency Management 911 Fees Fund
Assets			
Cash	$ 4,011,426	$ 561,496	$ 0
Investments	1,263,142	0	0
Accounts receivable	34,194	0	0
Due from other funds	220,725	0	440
Due from other county units	20,207	5,043	49,442
Due from other governments	307,049	165,216	0
Inventories	397,875	2,759	0
Prepaids	391,124	289	0
Total assets	$ 6,645,742	$ 734,803	$ 49,882
Liabilities and fund balance			
Liabilities:			
Accounts payable	$ 1,700,627	$ 13,719	$ 21,339
Accrued liabilities	4,472,236	3,880	0
Deferred revenue	0	65,807	0
Due to other funds	665	181,876	28,543
Due to other county units	462,547	0	0
Due to other governments	9,667	19	0
Total liabilities	6,645,742	265,301	49,882
Fund balance:			
Nonspendable	788,999	3,048	0
Restricted	0	177,895	0
Assigned	0	288,559	0
Unassigned	(788,999)	0	0
Total fund balance	0	469,502	0
Total liabilities and fund balance	$ 6,645,742	$ 734,803	$ 49,882

The accompanying notes are an integral part of these special-purpose financial statements.

Inmate Welfare Fund	Emergency Management Grants Fund	Total Governmental Funds
$ 1,026,436	$ 95,144	$ 5,694,502
0	0	1,263,142
56,235	0	90,429
15,531	27,774	264,470
0	16,190	90,882
0	0	472,265
581	0	401,215
0	0	391,413
$ 1,098,783	$ 139,108	$ 8,668,318
$ 1,146	$ 0	$ 1,736,831
13,798	0	4,489,914
0	0	65,807
40,718	2,321	254,123
0	136,787	599,334
0	0	9,686
55,662	139,108	7,155,695
581	0	792,628
0	0	177,895
1,042,540	0	1,331,099
0	0	(788,999)
1,043,121	0	1,512,623
$ 1,098,783	$ 139,108	$ 8,668,318

Sheriff
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds

Year Ended September 30, 2017

	General Fund	Special Grants Fund	Emergency Management 911 Fees Fund
Revenues			
Intergovernmental	$ 0	$ 234,131	$ 0
Charges for services	1,831,164	189,674	0
Fines and forfeitures	0	205,547	0
Miscellaneous	217,147	76,432	0
Total revenues	2,048,311	705,784	0
Expenditures			
Current:			
Judicial:			
Personal services	3,836,829	0	0
Operating	183,888	0	0
Total judicial	4,020,717	0	0
Public Safety:			
Personal services	50,461,400	256,192	249,965
Operating	14,419,468	382,035	463,042
Capital outlay	991,042	69,917	14,085
Total public safety	65,871,910	708,144	727,092
Intergovernmental	2,502,466	113,466	0
Total expenditures	72,395,093	821,610	727,092
Excess of revenues over (under) expenditures	(70,346,782)	(115,826)	(727,092)
Other financing sources (uses):			
Transfers in	70,766,102	0	727,092
Transfers out	(419,320)	0	0
Total other financing sources (uses)	70,346,782	0	727,092
Net change in fund balance	0	(115,826)	0
Fund balance at beginning of year	0	585,328	0
Fund balance at end of year	$ 0	$ 469,502	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Inmate Welfare Fund	Emergency Management Grants Fund	Total Governmental Funds
$ 0	$ 120,995	$ 355,126
1,372,790	0	3,393,628
0	0	205,547
8,291	0	301,870
1,381,081	120,995	4,256,171
0	0	3,836,829
0	0	183,888
0	0	4,020,717
479,112	118,878	51,565,547
621,455	18,307	15,904,307
3,901	0	1,078,945
1,104,468	137,185	68,548,799
0	0	2,615,932
1,104,468	137,185	75,185,448
276,613	(16,190)	(70,929,277)
0	16,190	71,509,384
(100,000)	(106,997)	(626,317)
(100,000)	(90,807)	70,883,067
176,613	(106,997)	(46,210)
866,508	106,997	1,558,833
$ 1,043,121	$ 0	$ 1,512,623

Sheriff
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Charges for services	$ 1,422,895	$ 1,824,948	$ 1,831,164	$ 6,216
Miscellaneous	0	217,147	217,147	0
Total revenues	1,422,895	2,042,095	2,048,311	6,216
Expenditures				
Current:				
Judicial:				
Personal services	3,805,071	3,807,534	3,836,829	(29,295)
Operating	184,825	184,825	183,888	937
Total judicial	3,989,896	3,992,359	4,020,717	(28,358)
Public Safety:				
Personal services	49,611,752	50,110,641	50,461,400	(350,759)
Operating	15,154,790	15,243,238	14,419,468	823,770
Capital outlay	1,013,812	1,043,212	991,042	52,170
Total public safety	65,780,354	66,397,091	65,871,910	525,181
Intergovernmental	2,418,747	2,418,747	2,502,466	(83,719)
Total expenditures	72,188,997	72,808,197	72,395,093	413,104
Excess of revenues over (under) expenditures	(70,766,102)	(70,766,102)	(70,346,782)	419,320
Other financing sources (uses):				
Transfers in	70,766,102	70,766,102	70,766,102	0
Transfers out	0	0	(419,320)	(419,320)
Total other financing sources (uses)	70,766,102	70,766,102	70,346,782	(419,320)
Net change in fund balance	0	0	0	0
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Sheriff
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Emergency Management 911 Fees Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Miscellaneous	$ 0	$ 0	$ 0	$ 0
Total revenues	0	0	0	0
Expenditures				
Current:				
Public Safety:				
Personal services	348,381	359,381	249,965	109,416
Operating	1,006,919	935,919	463,042	472,877
Capital outlay	0	60,000	14,085	45,915
Total public safety	1,355,300	1,355,300	727,092	628,208
Total expenditures	1,355,300	1,355,300	727,092	628,208
Excess of revenues over (under) expenditures	(1,355,300)	(1,355,300)	(727,092)	628,208
Other financing sources (uses):				
Transfers in	1,355,300	1,355,300	727,092	(628,208)
Total other financing sources (uses)	1,355,300	1,355,300	727,092	(628,208)
Net change in fund balance	0	0	0	0
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Sheriff
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Emergency Management Grants Fund

Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 0	$ 150,784	$ 120,995	$ (29,789)
Total revenues	0	150,784	120,995	(29,789)
Expenditures				
Current:				
Public Safety:				
Personal services	121,155	164,959	118,878	46,081
Operating	0	55,764	18,307	37,457
Capital outlay	0	20,927	0	20,927
Total public safety	121,155	241,650	137,185	104,465
Total expenditures	121,155	241,650	137,185	104,465
Excess of revenues over (under) expenditures	(121,155)	(90,866)	(16,190)	74,676
Other financing sources (uses):				
Transfers in	121,155	90,866	16,190	(74,676)
Transfers out	0	0	(106,997)	(106,997)
Total other financing sources (uses)	121,155	90,866	(90,807)	(181,673)
Net change in fund balance	0	0	(106,997)	(106,997)
Fund balance at beginning of year	106,997	106,997	106,997	106,997
Fund balance at end of year	$ 106,997	$ 106,997	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Sheriff
Leon County, Florida
Statement of Fiduciary Assets and Liabilities - Agency Funds

September 30, 2017

Assets		
Cash	$	639,134
Accounts receivable		1,380
Due from other funds		41,655
Total assets	$	682,169
Liabilities		
Accounts payable	$	31,067
Due to other funds		52,002
Due to other county units		145,532
Due to other governments		2,835
Deposits		450,733
Total liabilities	$	682,169

The accompanying notes are an integral part of these special-purpose financial statements.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies

Reporting Entity

The Sheriff operates as a County agency and an elected Constitutional Officer of Leon County pursuant to Article VIII, Section (1) of the *Constitution of the State of Florida*. For financial statement and reporting purposes, the Sheriff is a separate constitutional officer as provided by Chapter 218, *Florida Statutes*. Leon County is a charter county, which allows for the same powers and duties as provided by the *Constitution of the State of Florida* and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The Sheriff is considered to be a part of the primary government of Leon County, Florida, and is included in the Leon County government-wide annual financial statements. The financial statements contained herein represent the financial transactions of the Sheriff only.

The accounting policies of the Sheriff conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant policies:

Basis of Presentation

These special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

The financial activities of the Sheriff are recorded in separate funds, which are categorized and described as follows:

Governmental Fund Types

- *General Fund* — The General Fund is the general operating fund of the Sheriff. This fund is used to account for all financial transactions not required to be accounted for in another fund.

- *Special Grants Fund* — To account for various law enforcement grants and the proceeds of specific revenue sources that are legally restricted to expenditures for specific law enforcement purposes.

- *Emergency Management 911 Fees Fund* — To account for operations related to the 911 fees imposed and collected from local telephone exchange customers. Expenditures are restricted to the establishment and maintenance of an emergency telephone number “911” system.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Description of Funds (continued)

- *Inmate Welfare Fund* — To account for the operations related to various rehabilitative programs and other expenditures related to inmate welfare.

- *Emergency Management Grants Fund* — To account for grant funds restricted to expenditures for emergency management operations.

Fiduciary Fund Types

- *Agency Funds* — These funds are used to account for assets held by the Sheriff as an agent, including prisoner housing, work release and warrant fees which are remitted to other governmental agencies, restitution, forfeitures and other collections which are remitted to third parties, employee contributions to be used for designated purposes and prisoner deposits which are expended on their personal effects. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to the method by which revenues and expenditures are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the Governmental Funds and Agency Funds are maintained on the modified accrual basis. Under the modified accrual basis, revenues are recognized when they are received in cash or when they are considered both measurable and available and as such, are susceptible to accrual. Expenditures are recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Sheriff considers receivables collected within 30 days after year end to be available and susceptible to accrual as revenues of the current year. There are essentially two types of revenue when applying the "susceptible to accrual" concept to intergovernmental revenues. Primarily all grant revenues are recognized on the basis of expenditures incurred for the specific purpose or project. Other revenues are generally unrestricted and are revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if measurable and available to finance expenditures of the current period. The following major revenues are considered susceptible to accrual: charges for services, intergovernmental revenues, grant revenues expended on a cost reimbursement basis, and interest earned.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Budgets and Budgetary Accounting

Section 30.49, *Florida Statutes*, governs the preparation, adoption and administration of the Sheriff's annual budget. Line item expenditures in excess of budget are authorized to the extent that total expenditures do not exceed total budgeted expenditures at the fund level. Annual budgets are adopted for all governmental funds except the Special Grants fund, which adopts project-specific budgets, and the Inmate Welfare fund, which is not budgeted. Appropriations lapse at the close of the fiscal year to the extent they have not been expended. The budgeted revenues and expenditures in the accompanying Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual, reflect all approved amendments.

Investments

Investments in external pools that follow SEC Rule 2a-7 regulations are reported at amortized cost, which approximates fair value.

Inventories

Inventories consist of supplies and are stated at the lower of cost or market, determined on a first-in, first-out basis. The consumption method is used for all funds whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Capital Assets

The Sheriff is accountable for and thus maintains capital asset records pertaining to the equipment used in his operations. Real property used by the Sheriff is accounted for by the Board of County Commissioners (Board), as the Board holds legal title and is accountable for such assets under Florida law.

Capital assets purchased in the governmental fund types costing $1,000 or more and having a useful life in excess of one year are recorded as capital outlay expenditures at the time of purchase. The tangible personal property used by the Sheriff is reported as capital assets, at cost, in the Statement of Net Position in the government-wide financial statements of Leon County, Florida. Donated and confiscated capital assets are recorded in the County's Statement of Net Position at fair value at the time received. Capital assets are depreciated using the straight-line method over 5 to 20 years. Depreciation expense is recorded in the Statement of Activities in the government-wide financial statements of Leon County, Florida.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Liability for Compensated Absences

Permanent full-time employees receive annual vacation and sick leave and compensatory leave based on policies determined by the Sheriff.

a. Annual leave is earned biweekly as follows:

Years of Service	Hours
First 5	3.75
5-10	4.75
10-15	5.75
15-20	6.50
20 or more	7.50

Accumulated annual leave balances shall be limited based on years of service as follows:

Years of Service	Hours
First 10	240
10-20	360
20 or more	500

An employee's total annual leave may exceed the annual limit during a calendar year, but will be reduced to the above limited hours on the first pay period for the following year if not taken by the employee prior to that date. Employees who have reached permanent status and who separate in good standing shall be paid for the accrued time at their current rate of pay, not to exceed the limitations noted above.

b. Each employee earns 3.75 hours of sick leave biweekly that may be accumulated without limits. Accrued sick leave is paid out upon separation of service, based on the following percentages:

First 5 Years of Service	0%
5-20 Years of Service	25%
20 or More Years of Service	50%
Death of Employee	75%
Death (in the line of duty)	100%

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Liability for Compensated Absences (continued)

c. An employee may also accumulate up to 240 hours of compensatory leave in addition to earned annual and sick leave. Any employee who terminates shall be paid for all accrued compensatory leave at their current rate of pay.

The Sheriff uses the vesting method to calculate the liability for compensated absences. The Sheriff does not, nor is he legally required to, accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the Sheriff's General Fund, but is included in the Statement of Net Position in the government-wide financial statements of Leon County, Florida.

Other Postemployment Benefits

The Sheriff through Leon County offers retiree medical insurance benefits for qualifying Sheriff employees that have retired from a Florida Retirement System (FRS) pension plan.

Transfers In and Out

The Board funds the majority of the operating budget of the Sheriff. The payments by the Board to fund the operations of the Sheriff are recorded as transfers in on the financial statements of the Sheriff. In accordance with *Florida Statutes*, the Sheriff distributes all general fund revenues in excess of expenditures to the Board within 31 days following the end of the fiscal year. These excess fees are reported as a liability and as operating transfers out to the Board on the financial statements of the Sheriff.

Common Expenses

Certain expenses for occupancy costs, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Sheriff.

Fund Balances

Fund Balance is the difference between assets and liabilities on the governmental fund statements.

The County has a financial policy that defines the different fund balance classifications for governmental funds and the order that the resources are used. There are five classifications of fund balance for governmental funds.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Fund Balances (continued)

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or have externally imposed restrictions by resource providers, creditors, grantors, contributors, voters, inter-local agreements, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions or legislation of Leon County, and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned and unassigned.

Note 2. Cash and Investments

As of September 30, 2017, the Sheriff had the following in cash and investments:

	Carrying Amount
Cash on Hand	$ 777
Deposits in Qualified Public Depositories	6,332,859
Florida PRIME	83,229
Florida Safe Investment Pool	1,179,913
Total Cash and Investments	$ 7,596,778

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 2. Cash and Investments (continued)

Credit Risk (continued)

The Sheriff is authorized to invest in all state-approved investments identified in Section 218.415(17), *Florida Statutes*, which include:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) administered by the State Board of Administration; or any authorized intergovernmental investment pool;

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally-recognized rating agency;

3. Interest-bearing time deposits or savings accounts in qualified public depositories;

4. Direct obligations of the U.S. Treasury.

The Sheriff has no investment policy that would further limit its investment choices.

The Sheriff invests in Florida PRIME, administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. Throughout the year and as of September 30, 2017, Florida PRIME contained certain floating rate and adjustable rate securities that were indexed based on the prime rate and/or one and three-month LIBOR rates.

These floating rate and adjustable rate securities are used to hedge against interest risk and provide diversification to the portfolio. Exposure to a single issuer is limited to 5% of the portfolio's amortized cost. The current rating for the Florida PRIME is AAAm by Standard and Poors. The weighted average days to maturity of the Florida PRIME at September 30, 2017 is 51 days. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The fair value of the Sheriff's position in the pool approximates the value of the pool shares. At September 30, 2017, the Sheriff had $83,229 invested with the Florida PRIME.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 2. Cash and Investments (continued)

Credit Risk (continued)

The Sheriff also invests in the Florida Surplus Asset Fund Trust (FLSAFE), a local government investment pool governed by Section 218.415, *Florida Statutes*, that provides for pooling of Florida's local government funds. FLSAFE is an external investment pool that is not a registrant with the SEC; however, the FLSAFE has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. FLSAFE is managed by Prudent Man Advisors, Inc., a registered investment advisor, and the trust's investments are held in custody by BMO Harris Bank N.A. Oversight for the pool is provided by a Board of Trustees consisting of members who represent participating local government entities. The trust invests primarily in securities of the United States Treasury, United States Agencies, Primary Dealer Repurchase Agreements, highly rated commercial paper, money market funds and deposits held in qualified public depositories. The current rating for the FLSAFE is AAAm by Standard and Poors. The weighted average days to maturity of the FLSAFE at September 30, 2017, is 25 days. Investments in the FLSAFE are not evidenced by securities that exist in physical or book entry form. The fair value of the Sheriff's position in the pool approximates the value of the pool shares. At September 30, 2017, the Sheriff had $1,179,913 invested with the FLSAFE.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a failure of the counterparty, the government's deposits may not be returned to it or the organization may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, *Florida Statutes*. The collateral is held by the Florida Division of Treasury or other custodians with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The Sheriff's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2017, were $9,107,071. The investments in the Florida PRIME and the FLSAFE Investment Pool are not classified as to custodial risk since the investments are not evidenced by securities that exist in physical or book entry form. There were no losses during the period due to default by counterparties to investment transactions.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 3. Capital Assets

As discussed in Note 1, tangible personal property used by the Sheriff in operations is reported in the government-wide financial statements of Leon County, Florida. A summary of the changes in capital assets for the year ended September 30, 2017 follows:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Vehicles and equipment	$ 30,251,073	$ 1,263,748	$ (2,107,975)	$ 29,406,846

Note 4. Long-Term Liabilities

A summary of changes in the long-term liabilities of the Sheriff follows:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Liability for compensated absences	$ 9,473,823	$ 3,984,399	$ (3,194,435)	$ 10,263,787

Of the $10,263,787 liability for accrued compensated absences, management estimates that $2,635,282 will be due and payable within one year. The long-term liabilities are not reported in the financial statements of the Sheriff since they are not payable from available resources at September 30, 2017. As discussed in Note 1, they are reported in the Statement of Net Position as part of the government-wide financial statements of Leon County, Florida.

Note 5. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Sheriff are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the net pension liability is included at county-wide financial statement level rather than in these Special-Purpose Financial Statements.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 5. Employees' Retirement Plan (continued)

All full-time and permanent part-time employees of the Sheriff are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans, including a defined benefit pension plan, which is primarily a cost-sharing multiple-employer defined benefit public employee pension plan. The defined benefit plan is administered by the State of Florida, Department of Management Services, Division of Retirement.

Information as to benefits, contribution rates and vesting requirements by membership category, is provided in the Leon County, Florida Comprehensive Annual Financial Report. Contributions and benefits are established by Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the state of Florida, that expressed as percentages of annual covered payroll are adequate to accumulate sufficient assets to pay benefits when due. Beginning July 1, 2011, employees are required to contribute three percent of their gross compensation to the retirement plan, exclusive of participants in the Deferred Retirement Option Program.

The Sheriff also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the government-wide financial statements of Leon County, Florida.

The HIS Program is funded by required contributions from FRS participating employers as set by the Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66 percent of payroll, pursuant to Section 112.363, *Florida Statutes*.

The contributions paid for the years ended September 30, 2017, 2016 and 2015 were $7,204,449, $6,870,541, and $6,116,797, respectively, which is equal to the required contribution for each year.

The Florida Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the Division of Retirement, Post Office Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 6. Other Postemployment Benefits

The Sheriff participates in an agent multiple-employer plan administered by Leon County, Florida (the County) under which qualified retired employees and their spouses are permitted to participate in the health and life insurance benefits program (the Program). Retired employees and their spouses for their lifetime are eligible for continuation of the benefits offered to active employees and are responsible for paying the required premium contributions. The health portion of the Program is considered by the County's insurance provider to be community-rated and therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the County's Board of County Commissioners. A stand alone financial report is not issued for the Program. As described in Note 1, the Sheriff is an elected Constitutional Officer of the County. The annual OPEB obligation of Constitutional Officers is recognized in the government-wide financial statements of the County.

Note 7. Other Required Individual Fund Disclosures

Individual fund interfund receivable and payable balances at September 30, 2017, were:

	Receivable	Payable
General Fund	$ 220,725	$ 665
Special Grants Fund	0	181,876
Emergency Management 911 Fees Fund	440	28,543
Inmate Welfare Fund	15,531	40,718
Emergency Management Grants Fund	27,774	2,321
Agency Funds	41,655	52,002
	$ 306,125	$ 306,125

Interfund balances in the Governmental Funds primarily represent repayments due from the funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances in the Agency Funds primarily represent collections from the Inmate Fund that are to be remitted to other governmental entities. Interfund balances are due and payable within one year.

Note 8. Risk Management

Professional Liability

The Sheriff is currently a member of the Florida Sheriffs' Association and participates in the Florida Sheriffs' Self-Insurance Fund. The Self-Insurance Fund administers insurance activities related to professional liability and covers compensatory damages (except back pay), employment benefits, punitive damages, attorney fees or costs awarded to a prevailing Plaintiff, and all legal fees involved in defense of the Sheriff. The contribution required for the year ended September 30, 2017 was $471,160.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 8. Risk Management (continued)

Professional Liability (continued)

The limits of the Self-Insurance Fund for the above-mentioned damages, fees and defense costs are $5,000,000 per incident or occurrence and $10,000,000 in aggregate for the policy year. Settled claims did not exceed this coverage in the current year.

Automobile Liability

As a member of the Florida Sheriff's Association, the Sheriff participates in the Sheriffs' Automobile Risk Program (SHARP) for automobile liability insurance. Coverage includes liability for bodily injury and property damage, personal injury protection, auto medical payments, bodily injury for uninsured motorists and physical damage. Coverage for physical damage is also maintained on certain vehicles. The contribution required for the year ended September 30, 2017 was $193,605.

Workers' Compensation

The Sheriff participates in the Leon County Insurance Service Fund, which accounts for self-insurance activities relating to workers' compensation. This fund is administered by a third-party administrator. The Sheriff makes payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims. The contribution required for the year ended September 30, 2017 was $728,544. Excess payments are recorded as a designation of net position for catastrophic losses on the books of Leon County. Excess coverage with a commercial carrier is also in force for each claim exceeding $500,000.

Excess Insurance

In the normal course of jail operations, the Sheriff seeks to limit its exposure to loss for catastrophic medical costs by purchasing insurance under an excess coverage contract. During the year ended September 30, 2017, the Sheriff maintained an excess insurance policy that provides a maximum specific benefit of $250,000 per covered person, for claims in excess of $85,000 reported during the annual contract term. The premium required for the year ended September 30, 2017 was $74,322.

Note 9. Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. There were no encumbrances at September 30, 2017 .

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 10. Commitments and Contingencies

A. Operating Leases

The Sheriff is committed to various operating leases for certain office and radio equipment. Operating leases are generally defined as leases that do not transfer benefits and risks of ownership to the lessee. For the year ended September 30, 2017, total rental and equipment lease expenses were $134,091. Following is a schedule of future minimum lease payments under the equipment leases as of September 30:

2018	$ 31,488
2019	31,425
2020	18,187
2021	2,580
Total future minimum lease payments	$ 83,680

B. Litigation

At September 30, 2017, there were certain claims and legal actions pending against the Sheriff from the normal course of operations. The outcome of these claims and actions is not presently determinable.

At September 30, 2017, there were various other claims and legal actions pending against the Sheriff. These claims are covered through the Sheriff's participation in the Florida Sheriffs' Self-Insurance Fund. In the opinion of the Sheriff's legal counsel, the liabilities which may arise from such actions would be adequately covered by the Self-Insurance Fund.

C. Long-Term Contracts

The Sheriff, Leon County and the City of Tallahassee (the Parties) entered into an inter-local agreement on December 20, 2007 to establish parameters relating to ownership, expansion, operation, maintenance and the use of the 800MHz Project 25 Digital Trunked Simulcast Radio (TSR) System. The agreement provides for 50% ownership of the TSR System's backbone equipment by the Sheriff and the County. The agreement also provides that the Sheriff and the County are required to pay 50% of the TSR System's operating costs. Absent a prior notice to withdraw, the agreement shall continue until the date the agreement is terminated by mutual written agreement of the Parties. Activity related to the agreement is accounted for as a joint operation.

Sheriff
Leon County, Florida
Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 11. Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, *Florida Statutes*. This agreement created a Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Sheriff shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

The Sheriff recognized expenditures totaling $2,502,466 for service costs of the CDA, and reported a balance due from the CDA of $34,241 at September 30, 2017 in the General Fund.

Note 12. Emergency Management

Effective April 1, 2017, Emergency Management was transfered from a function of the Leon County Sheriff's Office, to a function of the Board of County Commissioners. In essence, eight staff members associated with E-911 and Emergency Management will now report to County Administration. E-911 functions will still be funded by dedicated E-911 revenue and grants associated with Emergency Management, which will be transferred to the Board of County Commissioners.

Note 13. Subsequent Events

The Sheriff has evaluated subsequent events through March 7, 2018, the date the special-purpose financial statements were available to be issued.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Sheriff
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the special-purpose financial statements of the Sheriff of Leon County, Florida (Sheriff) as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Sheriff's special-purpose financial statements, and have issued our report thereon dated March 7, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sheriff's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Sheriff of Leon County, Florida, dated March 7, 2018, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550.

Thomas Howell Ferguson P.A.

Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 7, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance With Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2017

Independent Accountants' Report on Compliance With Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Sheriff
Leon County, Florida

We have examined the Sheriff of Leon County, Florida's (Sheriff) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2017. Management of the Sheriff is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Sheriff complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Sheriff complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Sheriff's compliance with specified requirements.

In our opinion, the Sheriff complied in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Sheriff and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 7, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance With Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

September 30, 2017

Independent Accountants' Report on Compliance With Sections 365.172 and 365.173, *Florida Statutes*, Emergency Communications Number E911 System Fund

The Honorable Sheriff
Leon County, Florida

We have examined the Sheriff of Leon County, Florida's (Sheriff) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2017. Management of the Sheriff is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Sheriff complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Sheriff complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Sheriff's compliance with specified requirements.

In our opinion, the Sheriff complied in all material respects, with the aforementioned requirements during the year ended September 30, 2017.

This report is intended solely for the information and use of the Sheriff and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 7, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

The Honorable Sheriff
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Sheriff of Leon County, Florida (Sheriff), as of and for the fiscal year ended September 30, 2017 and have issued our report thereon dated March 7, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

Other Reports

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Sections 218.415, 365.172 and 365.173, *Florida Statutes*, and regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated March 7, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We reported no findings or recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Sheriff has no component units.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Sheriff of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 7, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Special-Purpose Financial Statements

Supervisor of Elections
Leon County, Florida

Year Ended September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Supervisor of Elections
Leon County, Florida
Special-Purpose Financial Statements

Year Ended September 30, 2017

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Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Auditors' Report

The Honorable Supervisor of Elections
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the Supervisor of Elections of Leon County, Florida, (the Supervisor of Elections) as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the financial position of each of the governmental funds of the Supervisor of Elections of Leon County, Florida as of September 30, 2017, and the changes in financial position thereof, and the respective budgetary comparison of the General Fund and Grants Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and the changes in financial position of only that portion that is attributable to the transactions of the Supervisor of Elections. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated March 13, 2018, on our consideration of the Supervisor of Elections' internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements, and other matters under the heading *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 13, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Supervisor of Elections
Leon County, Florida
Balance Sheet - Governmental Funds
September 30, 2017

	General Fund	Grants Fund	Total Governmental Funds
Assets			
Cash	$ 128,235	$ 55,173	$ 183,408
Due from other county units	7,182	0	7,182
Total assets	$ 135,417	$ 55,173	$ 190,590
Liabilities and fund balance			
Liabilities:			
Accounts payable	$ 101,550	$ 0	$ 101,550
Accrued liabilities	33,867	0	33,867
Revenues received in advance	0	47,991	47,991
Total liabilities	135,417	47,991	183,408
Fund balance:			
Restricted	0	7,182	7,182
Total fund balance	0	7,182	7,182
Total liabilities and fund balances	$ 135,417	$ 55,173	$ 190,590

The accompanying notes are an integral part of these special-purpose financial statements.

Supervisor of Elections
Leon County, Florida
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
Year Ended September 30, 2017

	General Fund	Grants Fund	Total Gonvernmental Funds
Revenues			
Charges for services	$ 10,956	$ 0	$ 10,956
Total revenues	10,956	0	10,956
Expenditures			
Current:			
General government	3,867,007	0	3,867,007
Total expenditures	3,867,007	0	3,867,007
Excess (deficiency) of revenues over (under) expenditures	(3,856,051)	0	(3,856,051)
Other financing sources (uses):			
Operating transfers in	4,210,760	7,182	4,217,942
Operating transfers out	(354,709)	0	(354,709)
Total other financing sources (uses)	3,856,051	7,182	3,863,233
Net change in fund balances	0	7,182	7,182
Fund balance at beginning of year	0	0	0
Fund balance at end of year	$ 0	$ 7,182	$ 7,182

The accompanying notes are an integral part of these special-purpose financial statements.

Supervisor of Elections
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual -General Fund
Year Ended September 30, 2017

	Budgeted Amounts			
	Original	Final	Actual	Variance Positive (Negative)
Revenues				
Charges for services	$ 0	$ 0	$ 10,956	$ 10,956
Interest	0	0	0	0
Total revenues	0	0	10,956	10,956
Expenditures				
Current:				
General government:	4,217,942	4,217,942	3,867,007	350,935
Total expenditures	4,217,942	4,217,942	3,867,007	350,935
Excess of revenues (under) over expenditures	(4,217,942)	(4,217,942)	(3,856,051)	361,891
Other financing sources (uses)				
Operating transfers in	4,217,942	4,217,942	4,210,760	(7,182)
Operating transfers out	0	0	(354,709)	(354,709)
Total other financing sources (uses)	4,217,942	4,217,942	3,856,051	(361,891)
Net change in fund balance	0	0	0	0
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Supervisor of Elections
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Grants Fund
Year Ended September 30, 2017

	Budgeted Amounts			Variance Positive
	Original	Final	Actual	(Negative)
Revenues				
Intergovernmental	$ 0	$ 0	$ 0	$ 0
Expenditures				
Current:				
General government	0	0	0	0
Total expenditures	0	0	0	0
Excess of revenues (under) over expenditures	0	0	0	0
Other financing sources (uses)				
Operating transfers in	0	0	7,182	7,182
Total other financing sources (uses)	0	0	7,182	7,182
Net change in fund balance	0	0	7,182	7,182
Fund balance at beginning of year	0	0	0	0
Fund balance at end of year	$ 0	$ 0	$ 7,182	$ 7,182

The accompanying notes are an integral part of these special-purpose financial statements.

Supervisor of Elections
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies

Reporting Entity

The Supervisor of Elections is an elected Constitutional Officer of Leon County, Florida, pursuant to Article VIII, Section (1) of the Constitution of the State of Florida. For financial statement and reporting purposes, the Supervisor of Elections is a separate constitutional officer as provided by Chapter 218, *Florida Statutes*. Leon County is a charter county which allows for the same powers and duties as provided by the Constitution of the State of Florida and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The Supervisor of Elections is considered to be a part of the primary government of Leon County, Florida, and is included in the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The financial statements contained herein represent the financial transactions of the Supervisor of Elections only.

The accounting policies of the Supervisor of Elections conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the more significant policies:

Basis of Presentation

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the Auditor General, State of Florida.

Description of Funds

The financial activities of the Supervisor of Elections are recorded in the following fund:

Governmental Fund Type

- General Fund - The General Fund is the general operating fund of the Supervisor of Elections. This fund is used to account and report for all financial transactions not required to be accounted for in another fund.

- Grants Fund - The Grants Fund is used to account for grants awarded to the Supervisor of Elections. This fund also includes the corresponding county matching funds for the grants.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

Supervisor of Elections

Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Basis of Accounting (continued)

The accompanying financial statements have been prepared using the modified accrual basis of accounting for all governmental funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period. Expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Supervisor of Elections considers receivables collected within 30 days after year end to be available and susceptible to accrual as revenues of the current year. In accordance with that definition, charges for services and interest earned are considered to be susceptible to accrual.

Budgets and Budgetary Accounting

Expenditures are controlled by appropriations in accordance with the budget requirements set forth in the *Florida Statutes*. A budget is adopted for the governmental funds. Budgetary control is exercised at the fund level. Budgetary changes within the fund are made at the discretion of the Supervisor of Elections. Appropriations lapse at the end of the fiscal year to the extent they have not been expended.

The budgeted revenues and expenditures in the accompanying budgetary comparison statement reflect all approved amendments.

Section 218.35, *Florida Statutes*, governs the preparation, adoption, and administration of the Supervisor of Elections' annual budget. The Supervisor of Elections establishes an annual budget for its office which clearly reflects the revenues available to the office and the functions for which the money is to be expended.

The annual budgetary data reported for the general fund are adopted on a basis consistent with accounting principles generally accepted in the United States and represent the Supervisor of Elections' adopted budget, the original appropriation ordinance, and budget amendments approved by the Supervisor of Elections or as adopted by the Leon County Board of County Commissioners.

Inventories

The Supervisor of Elections uses the purchases method of accounting, whereby the cost of expendable office supplies are expended when purchased.

Supervisor of Elections
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Summary of Significant Accounting Policies (continued)

Capital Assets

Capital assets purchased in the governmental fund are recorded as expenditures (capital outlay) at the time of purchase. The Supervisor of Elections does not maintain fixed asset records. The tangible personal property used by the Supervisor of Elections is reported as capital assets, at cost, in the Statement of Net Position in the Leon County CAFR.

Liability for Compensated Absences

The Supervisor of Elections accrues a liability for employees' rights to receive compensation for future absences when certain conditions are met. The Supervisor of Elections does not, nor is he legally required to, accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental fund. However, the current and long-term portion of the liability for compensated absences is reported in the Leon County CAFR.

Other Postemployment Benefits

The Supervisor of Elections, through Leon County, offers retiree medical and life insurance benefits for the qualifying Supervisor of Elections employees that have retired from a Florida Retirement System (FRS) pension plan. The premium associated with these benefits is paid by the qualifying employee.

Use of Estimates

The preparation of the fund financial statements is in conformity with accounting practices prescribed by the Auditor General, State of Florida, and requires management to make use of estimates that affect the reported amounts in the fund financial statements. Actual results could differ from those estimates.

Note 2. Cash

Cash consists of cash on hand and bank balances. At September 30, 2017, the carrying amount of the Supervisor of Elections' deposits was $183,408. Deposits in excess of federal depository insurance are covered by deposits held in banks that are members of the State of Florida's Collateral Pool.

Supervisor of Elections

Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 3. Compensated Absences

As discussed in Note 1, the liability associated with compensated absences is reported at the county-wide financial statement level. A summary of the Supervisor of Elections' liability for compensated absences included in the Leon County CAFR is as follows:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Liability for compensated absences	$ 272,292	$ 213,099	$ (297,239)	$ 188,152

Note 4. Risk Management

The Supervisor of Elections obtains workers' compensation insurance coverage through a commercial carrier.

Note 5. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Supervisor of Elections are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the Auditor General, State of Florida. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Supervisor of Elections, except those excluded pursuant to Section 121.4501, *Florida Statutes*, are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Beginning July 1, 2011, employees who are not participating in the Deferred Retirement Option Plan (DROP) are required to contribute 3% of their salary to the FRS.

Supervisor of Elections

Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 5. Employees' Retirement Plan (continued)

The Supervisor of Elections also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total retirement contributions for the fiscal years ended September 30, 2017, 2016, and 2015 were $243,269, $207,398 and $189,789, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Note 6. Other Postemployment Benefits

Plan Description

The Supervisor of Elections participates in an agent multiple-employer plan administered by Leon County, Florida (the County) under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the Board of County Commissioners. A stand alone financial report is not issued for the Program. As decribed in Note 1, the Supervisor of Elections is an elected Constitutional Officer of the County. The financial statements of the Supervisor of Elections are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the annual OPEB obligation of Constitutional Officers is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Supervisor of Elections

Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 7. Encumbrances

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Supervisor of Elections had no outstanding encumbrances at September 30, 2017.

Note 8. Fund Balance

Governmental Accounting Standards require that all fund balances be classified into one of the following five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned. Fund Balance is the difference between assets and liabilities on the governmental fund statements.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Supervisor of Elections

Leon County, Florida

Notes to Special-Purpose Financial Statements

Year Ended September 30, 2017

Note 9. Leases

On April 11, 2012, the Supervisor of Elections entered into an operating lease for the rental of space for the voter operations center. On April 27, 2016, the original lease agreement was amended in order to expand the existing floor space. The restated lease agreement provides for monthly rentals, which escalate over the term of the lease. The restated lease commenced on August 22, 2016 for a period of ten years. Minimum future lease payments are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 275,400
2019	280,835
2020	286,308
2021	292,197
2022	298,085
2023-2027	1,225,332
Total minimum payments	$ 2,658,157

Rental expense for the year ended September 30, 2017 was $269,964.

Note 10. Subsequent Events

The Supervisor of Elections has evaluated subsequent events through March 13, 2018, the date the special-purpose financial statements were available to be issued.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Supervisor of Elections
Leon County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the special-purpose financial statements of the Supervisor of Elections of Leon County, Florida, (the Supervisor of Elections) as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' special-purpose financial statements, and have issued our report thereon dated March 13, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Supervisor of Elections' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Supervisor of Elections' internal control. Accordingly, we do not express an opinion on the effectiveness of the Supervisor of Elections' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Supervisor of Elections' special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Supervisor of Elections' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Supervisor of Elections' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Supervisor of Elections dated March 13, 2018, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 13, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance with Section 218.415,
Florida Statutes, Local Government Investment Policies

September 30, 2017

Independent Accountants' Report on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Supervisor of Elections
Leon County, Florida

We have examined the Supervisor of Elections of Leon County, Florida's (Supervisor) compliance with local government investment policies provided in Chapter 218.415, *Florida Statutes*, during the year ended September 30, 2017. Management is responsible for the Supervisor's compliance with those requirements. Our responsibility is to express an opinion on the Supervisor's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Supervisor complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Supervisor complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Supervisor's compliance with specified requirements.

In our opinion, the Supervisor complied in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Supervisor of Elections of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 13, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

To the Honorable Supervisor of Elections
Leon County, Florida

We have audited the special-purpose financial statements of the Supervisor of Elections of Leon County, Florida, (Supervisor of Elections), as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated March 13, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reports

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on Compliance with Local Government Investment Policies regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated March 13, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We reported no findings or recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Supervisor of Elections has no component units.

Financial Management

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Supervisor of Elections of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 13, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Special-Purpose Financial Statements

Tax Collector
Leon County, Florida

September 30, 2017
with Independent Auditors' Report

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

Tax Collector
Leon County, Florida

Special-Purpose Financial Statements

Year Ended September 30, 2017

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Thomas Howell Ferguson P.A.
CERTIFIED PUBLIC ACCOUNTANTS
Law, Redd, Crona & Munroe, P.A.

Independent Auditors' Report

The Honorable Tax Collector
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the governmental fund (General Fund) and the fiduciary fund (Agency Fund) of the Tax Collector of Leon County, Florida (Tax Collector), as of and for the year ended September 30, 2017, and the related notes to the special purpose financial statements, which collectively comprise the Tax Collector's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental fund (General Fund) and fiduciary fund (Agency Fund) of the Tax Collector of Leon County, Florida, as of September 30, 2017, and the respective changes in financial position thereof, and the respective budgetary comparison statements of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the special-purpose financial statements, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the governmental fund and fiduciary fund of only that portion that is attributable to the transactions of the Tax Collector. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2017, and the changes in its financial position, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 9, 2018, on our consideration of the Tax Collector's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Tax Collector's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Tax Collector
Leon County, Florida
Balance Sheet - General Fund
September 30, 2017

Assets	
Cash and cash equivalents	$ 384,948
Due from other funds	161,376
Total assets	$ 546,324
Liabilities and fund balance	
Liabilities:	
Accounts payable	$ 5,905
Due to other county units	539,685
Due to other governments	734
Total liabilities	546,324
Fund balance:	
Unassigned	0
Total liabilities and fund balance	$ 546,324

The accompanying notes are an integral part of these special-purpose financial statements.

Tax Collector
Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2017

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
Revenues				
Charges for services	$ 7,631,466	$ 7,631,466	$ 7,780,342	$ 148,876
Interest	0	0	1,644	1,644
Total revenues	7,631,466	7,631,466	7,781,986	150,520
Expenditures				
Current:				
General government:				
Personnel services	5,827,345	5,633,343	5,276,276	357,067
Operating	1,736,551	1,930,553	1,898,837	31,716
Capital outlay	67,570	67,570	67,188	382
Total Expenditures	7,631,466	7,631,466	7,242,301	389,165
Excess of revenues over expenditures	0	0	539,685	539,685
Other financing uses				
Transfers out	0	0	(539,685)	(539,685)
Total other financing uses	0	0	(539,685)	(539,685)
Net change in fund balance	0	0	0	0
Fund balances at beginning of year	0	0	0	0
Fund balances at end of year	$ 0	$ 0	$ 0	$ 0

The accompanying notes are an integral part of these special-purpose financial statements.

Tax Collector
Leon County, Florida
Statement of Fiduciary Assets and Liabilities - Agency Fund
September 30, 2017

Assets	
Cash and cash equivalents	$ 3,939,728
Accounts receivable	165,591
Total assets	$ 4,105,319
Liabilities	
Accounts payable	$ 635,364
Due to other funds	161,376
Due to other county units	524,728
Due to other governments	1,002,797
Installment tax deposits	1,781,054
Total liabilities	$ 4,105,319

The accompanying notes are an integral part of these special-purpose financial statements.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Significant Accounting Policies

Reporting Entity

The Tax Collector operates as a county agency and an elected Constitutional Officer of Leon County, Florida (the County) pursuant to Article VIII, Section (1) of the Constitution of the State of Florida. For financial statement and reporting purposes, the Tax Collector is a separate constitutional officer as provided by Chapter 218, *Florida Statutes*. Leon County is a charter county which allows for the same powers and duties as provided by the Constitution of the State of Florida and *Florida Statutes*. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The Tax Collector is considered to be a part of the primary government of Leon County, Florida, and is included in the Leon County, Florida Comprehensive Annual Report (Leon County CAFR). The financial statements contained herein represent the financial transactions of the Tax Collector only.

The accounting policies of the Tax Collector conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant policies:

Basis of Presentation

These special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

The financial activities of the Tax Collector are recorded in separate funds which are categorized and described as follows:

Governmental Fund Type

- General Fund - The General Fund is the general operating fund of the Tax Collector. This fund is used to account for all financial transactions not required to be accounted for in another fund.

Fiduciary Fund Type

- Agency Fund - The Agency Fund is used to account for assets held by the Tax Collector as an agent for individuals, private organizations and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Such assets include receipts for property taxes, tourist development taxes, vehicle registrations, driver license fees, birth certificate fees, and hunting and fishing licenses.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Significant Accounting Policies (continued)

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

The accompanying special-purpose financial statements have been prepared using the modified accrual basis of accounting for all Governmental Funds (General Fund) and Fiduciary Funds (Agency Fund). Accordingly, for the General Fund, revenues are recognized when measurable and available to pay liabilities of the current period. Expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Tax Collector considers receivables collected within 30 days after year end to be available and susceptible to accrual as revenues of the current year. In accordance with that definition, charges for services and interest earned are considered to be susceptible to accrual.

Budgets and Budgetary Accounting

Section 195.087, *Florida Statutes*, governs the preparation, adoption and administration of the annual budget of the Tax Collector. The budget and subsequent budget amendments of the Tax Collector are submitted to the Florida Department of Revenue for approval. A copy of the budget is provided to the Leon County Board of County Commissioners (the Board). Line item expenditures in excess of budget are authorized to the extent that total expenditures do not exceed the total budgeted expenditures. Budget transfers between appropriation categories (personal services, operating expenses, capital outlay, debt service and non-operating) must be approved in writing by the Florida Department of Revenue. Transfers between expense items within the same appropriation category do not need written approval from the Florida Department of Revenue. The budget is prepared on the modified accrual basis of accounting. General Fund appropriations lapse at the close of the fiscal year to the extent they have not been expended. The budgeted revenues and expenditures in the accompanying Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual, reflect all approved amendments.

Prepaid Items

Certain payments to vendors are made in advance of the accounting period to which the cost relates. These payments are reported under the purchases method, i.e., expenditures are recorded when payment is made.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Significant Accounting Policies (continued)

Capital Assets

Capital assets purchased in the governmental fund type costing $1,000 or more and having a useful life in excess of one year are recorded as expenditures (capital outlay) at the time of purchase. Capital assets acquired under capital leases are recorded, at cost, as capital outlay expenditures and other financing sources at inception of the capital lease. The tangible personal property used by the Tax Collector is reported as capital assets, at cost, in the Statement of Net Position in the Leon County (CAFR).

The Tax Collector also utilizes certain computer equipment and software for vehicle and boat registrations and driver's license processing which belongs to the State of Florida Department of Highway Safety and Motor Vehicles (DMV) and software licensed to the State of Florida Fish and Wildlife Conservation Commission (FFWCC). The cost of this equipment is not recognized in the Statement of Net Position of the County as title to the equipment is held by DMV and FFWCC.

Liability for Compensated Absences

It is the Tax Collector's policy to grant all full-time employees annual leave based on the number of years of continuous employment for agencies operating under the Florida Retirement System. Annual leave can be accumulated, but is limited to 480 hours for chief deputies, 360 hours for administrators and managers and 240 hours for all other employees. Excess hours at the end of each calendar year are converted to sick leave. Upon termination of employment, the employee can receive a cash benefit based upon the employee's current wage rate and the annual leave not taken, not to exceed 240 hours.

Sick leave is accumulated at the rate of eight hours for each full calendar month of continuous employment. Employees who have transferred from an agency operating under the Florida Retirement System with no break in service may transfer up to 240 sick leave hours. There is no limit on the amount of sick leave that can be accumulated. At the time of termination, employees with six years or more continuous employment for agencies operating under the Florida Retirement System, can receive payments based upon the employee's current wage rate for 25% of accumulated sick leave not to exceed 480 hours.

The Tax Collector uses the vesting method to calculate the liability for compensated absences. The Tax Collector does not and is not legally required to accumulate expendable available financial resources to liquidate these obligations. Accordingly, the liability for compensated absences is not reported in the General Fund, but is included in the Statement of Net Position in the Leon County CAFR.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 1. Significant Accounting Policies (continued)

Excess Fees Due to Other County Units

The Tax Collector is considered a fee officer because operations are funded primarily by fees for services. No funds are received from the Board other than applicable fees. In accordance with Section 218.36, *Florida Statutes*, the Tax Collector distributes all general fund revenues in excess of expenditures to the Board and other governments on a pro-rata basis within 31 days following the end of the fiscal year. These excess fees are reported as a liability and as transfers out to the Board or deducted from fees earned for amounts distributed to other governments.

Other Postemployment Benefits

The Tax Collector through Leon County offers retiree medical and life insurance benefits for the qualifying Tax Collector employees that have retired from a Florida Retirement System (FRS) pension plan. The premium associated with these benefits is paid by the qualifying employee.

Related Organizations - Service Fees and Common Expenses

The Tax Collector's charges for services includes approximately $4,900,000 as fees for the collection of real and tangible property taxes and tourist development taxes collected on behalf of the Board.

Certain expenses, which are common to the Board and all Constitutional Officers are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Tax Collector. These expenses include occupancy costs, janitorial services, and utilities, except telephone, associated with certain Tax Collector offices.

Additionally, property insurance associated with all of the Tax Collector's offices is reported as a common expense by the Board.

Note 2. Cash and Cash Equivalents

Cash consists of cash on hand and demand deposit accounts with banks designated by the Florida Division of Treasury as qualified public depositories. The Tax Collector maintains bank accounts for the General Fund and for the Agency Fund. The amount in the General Fund account and amount over the compensating balance at September 30, 2017 of $2,564,256 in the Agency Fund account are invested pursuant to an overnight sweep agreement with a financial institution that invests in a money market fund. The compensating bank balance was established in lieu of the bank charges for checking account, transfer and investment services. At September 30, 2017, the carrying amounts of the Tax Collector's General and Agency Fund deposits with financial institutions were $4,317,701 and the bank balances were $5,493,143. Deposits whose values exceed the limits of Federal depository insurance are entirely insured or collateralized pursuant to Chapter 280, *Florida Statutes*. Additionally, as of September 30, 2017, the Tax Collector had cash on hand of $6,975.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 3. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Tax Collector are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these special-purpose financial statements.

All full-time and permanent part-time employees of the Tax Collector are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans including a defined benefit plan, which is primarily a cost-sharing multiple-employer defined benefit public employee pension plan administered by the State of Florida, Department of Management Services, Division of Retirement.

Information as to benefits, contribution rates and vesting requirements by membership category, is provided in the Leon County CAFR. Contributions and benefits are established by Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the state of Florida, that expressed as percentages of annual covered payroll are adequate to accumulate sufficient assets to pay benefits when due. Beginning July 1, 2011, active employees are required to contribute three percent of their gross compensation to the retirement plan.

The Tax Collector also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2017, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, *Florida Statutes*.

The contributions paid for the years ended September 30, 2017, 2016, and 2015 were $319,305, $348,774, and $377,229, respectively, which is equal to the required contribution for each year.

The FRS issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the Division of Retirement, Post Office Box 9000, Tallahassee, Florida 32315-9000, or by calling 850-488-5706.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 4. Other Postemployment Benefits

Plan Description

The Tax Collector participates in an agent multi-employer plan administered by the County under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). The health insurance benefits portion of the Program is considered by the County's insurance provider to be community-rated and, therefore, no Other Postemployment Benefit (OPEB) obligation is calculated for healthcare. The Program may be amended by the Board of County Commissioners. A stand alone financial report is not issued for the Program. As decribed in Note 1, the Tax Collector is an elected Constitutional Officer of the County. The financial statements of the Tax Collector are fund statements considered to be special-purpose financial statements consistent with accounting practices by the Auditor General, State of Florida. Accordingly, the annual OPEB obligation of Constitutional Officers is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

Note 5. Risk Management

The Tax Collector participates in the Leon County Insurance Service Fund, which accounts for self-insurance activities relating to workers' compensation. This fund is administered by a third-party administrator. The Tax Collector makes payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims. The contribution required for the year ended September 30, 2017 was $8,242. Excess payments are recorded as a designation of retained earnings for catastrophic losses on the books of Leon County. Excess coverage with a commercial carrier is also in force for each claim exceeding $500,000.

Note 6. Long-Term Liabilities

A summary of changes in the long-term liabilities of the Tax Collector follows:

	Balance October 1, 2016	Additions	(Retirements)	Balance September 30, 2017
Liability for compensated absences	$ 452,502	$ 317,888	$ (329,925)	$ 440,465

Of the $440,465 liability for accrued compensated absences, management estimates that $187,119 will be due and payable within one year. The above liabilities are not reported in the financial statements of the Tax Collector since they are not payable from available resources at September 30, 2017. As discussed in Note 1, they are reported in the Statement of Net Position in the Leon County CAFR.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 7. Commitments Under Operating Leases and Other Licensing Agreements

The Tax Collector has entered into noncancelable operating leases as lessee for office space and office equipment. Some of the real property leases contain provisions for four or five year renewal options, with stated increases or decreases for lease payments. At September 30, 2017, aggregate future minimum payments under non-cancelable operating leases and licensing agreements with remaining terms equal to or exceeding one year are as follows:

Fiscal Year Ending September 30,	Amount
2018	$ 820,084
2019	663,051
2020	651,960
2021	654,753
2022	657,631
2023-2027	2,821,797
2028-2032	2,797,061
2033	419,558
Total minimum payments	$ 9,485,895

Lease expenditures incurred under operating leases for the year ended September 30, 2017 were $1,045,967.

Note 8. Fund Balance

The Governmental Accounting Standards Board's Statement No. 54, effective for fiscal years beginning after June 15, 2010, requires that all fund balances be classified into one of the following categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned. All remaining funds of the Tax Collector as of the end of the fiscal year are remitted back to the Board as excess fees.

Note 9. Interfund Receivables and Payables

The Agency Fund amount due to the General Fund of $161,376 consists of fees on transactions collected by the Agency Fund. These funds were paid shortly after the fiscal year end.

Note 10. Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Tax Collector had no encumbrances outstanding at September 30, 2017.

Tax Collector
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2017

Note 11. Contingencies

Various suits and claims arising in the ordinary course of operations are pending against the Tax Collector. These primarily relate to property assessments within Leon County. The ultimate effect of such litigation cannot be ascertained at this time. In the opinion of management for the Tax Collector, the liabilities which may arise from such action would not result in losses which would materially affect the financial position of the Tax Collector or its operations.

Note 12. Related Party

The Leon County Clerk's Office reimburses the Tax Collector for the occupancy of office space in a building leased by the Tax Collector. The reimbursement is presented as an offset against operating expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund. Reimbursements to the Tax Collector totaled $72,359 for the year ended September 30, 2017.

Note 13. Subsequent Events

The Tax Collector has evaluated subsequent events through March 9, 2018, the date the financial statements were available to be issued.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

September 30, 2017

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Tax Collector
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of the Tax Collector of Leon County, Florida (Tax Collector) as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Tax Collector's special-purpose financial statements, and have issued our report thereon dated March 9, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Tax Collector's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tax Collector's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tax Collector's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Tax Collector's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Tax Collector's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Tax Collector's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Tax Collector of Leon County, Florida, dated March 9, 2018, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General,* Chapter 10.550.

Thomas Howell Ferguson P.A.

Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Independent Accountants' Report on Compliance With Section 218.415, *Florida Statutes*, Local Government Investment Policies

September 30, 2017

Thomas Howell Ferguson P.A. CERTIFIED PUBLIC ACCOUNTANTS Law, Redd, Crona & Munroe, P.A.

Independent Accountants' Report on Compliance with Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Tax Collector
Leon County, Florida

We have examined the Tax Collector of Leon County, Florida's (Tax Collector) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2017. Management of the Tax Collector is responsible for the Tax Collector's compliance with those requirements. Our responsibility is to express an opinion on the Tax Collector's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Tax Collector complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Tax Collector complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to error or fraud. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Tax Collector's compliance with specified requirements.

In our opinion, the Tax Collector complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of the Tax Collector and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A. Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Management Letter

September 30, 2017

Management Letter

The Honorable Tax Collector
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Tax Collector of Leon County, Florida (Tax Collector), as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated March 9, 2018.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Section 218.415, *Florida Statutes* and Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 9, 2018, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We reported no findings or recommendations in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements. The Tax Collector has no component units.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Tax Collector of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
March 9, 2018

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Leon County Emergency Medical Services
Standard Operating Guidelines

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LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Attendance & Punctuality
Effective:	August 20, 2004
Reviewed:	October 2009, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidelines on absenteeism and punctuality to EMS employees.

II. GUIDELINES:

- Attendance
    - In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, missing work three times in a six month period is excessive time missed from work for whatever reason, except as noted below; regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave or Annual Leave, all which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard.

- Punctuality
    - Employees are expected to report to work on time and be ready to work at the beginning of their assigned start time. They are also expected to remain at their work area until the end of their assigned work time. If an employee needs to leave an assigned area for any reason they must first get permission from a supervisor.

    - Two incidents of tardiness in a 6 month period will be considered a tardiness problem. Other factors like the degree of lateness and the reason may be considered. Lateness will not be tolerated and will result in disciplinary action up to and including termination.

    - If an employee is going to be unavoidably late they must notify the on duty System Controller and request them to notify the Shift Supervisor immediately.

    - An employee reporting late for work may be denied the privilege of working that day and will not be permitted to supplement their pay with annual leave.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMS Billing Process
CAAS:	104.03.01
Effective:	June 1, 2005
Reviewed:	March 2009, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE

To provide guidelines for EMS billing and collections.

II. GUIDELINE

Leon County E.M.S. charges all patients for services rendered in accordance with current Federal and State guidelines for E.M.S. billing at the rates established by the Leon County Board of County Commissioners. Leon County E.M.S. will make every effort to collect all money owed to Leon County for services rendered by Leon County E.M.S.

III. PROCEDURE

Responding Crew

The responding crew is responsible for completing a patient care record that accurately describes the services provided to the patient in all instances where the patient is assessed, treated and / or transported. In addition to the patient care information the documentation will include:

- The patient's demographic information including
  - Name
  - Address
  - Date of Birth
  - Social Security number
  - Home telephone number
- The zip code from where the patient was picked up.
- Accurate odometer readings including tenth's of a mile
- Patient's insurance, Medicare and / or Medicaid information including
  - Name of insurance company
  - Name of person primary insured
  - Policy number
  - Group number
  - This information is to be collected on transported patients; it does not need to be collected on Dry Runs/non-transported patients, except when patients have been treated and released.

- On automobile accidents - the automobile insurance for the vehicle in which the patient was a passenger will also be listed and will include:
  - Name of insurance company
  - Name of person primary insured
  - Policy number
  - Group number
  - This information is to be collected on transported patients; it does not need to be collected on Dry Runs/non-transported patients.
- When a transport is a result of a "Baker Act", the crew will enter "Baker Act" into the insurance section along with the patient's insurance coverage.

The crew is also responsible for getting ***all*** patients that are assessed, treated and / or transported to sign the Authorization and Agreement for Emergency Medical Services form or its electronic version. A guarantor may sign for the patient if the patient is unable to sign. If the patient refuses to sign or is unable to sign and there is no guarantor available to sign complete the form and note why it was not signed. If this occurs, document why the form or its electronic equivalent is not signed in the narrative section of the run report as well as in the HEALTH EMS "unable to sign" section.

Electronic paperwork will be submitted by uploading the information into the computer system at the end of each shift. Paper forms shall be placed in the lock box in the crew computer room. County stations will assure security of all paper forms and send them to headquarters with the Shift Supervisor.

Billing Coordinator

The billing coordinator will review all patient care records for completeness and will then transmit the documentation to the contracted billing vendor.

In cases where the patient care records appear to be incomplete the Billing Coordinator will provide the record to the Deputy Chief of Operations for correction. The Deputy Chief will coordinate the corrections with the crew members and provide them with a brief educational session on documentation. Crew members who are found to consistently provide incomplete patient care records will be referred to the appropriate supervisor for Disciplinary Action.

In cases where patient care records are found to be missing insurance information, the Billing Vendor will attempt to make contact with the patient, the receiving hospital and/ or any other entity that may have insurance information and request the information. The insurance information provided will then be added to the patient care record. Crew members who are found to consistently provide incomplete insurance information will be referred to the appropriate supervisor for Disciplinary Action.

Once the patient care record is complete, coded and all attempts have been made to provide insurance information it will be sent to the LCEMS billing vendor for completion of the billing process.

To assure that LCEMS has records of all patients assessed, treated and / or transported, daily dispatch records from the CAD system will be compared to the patient care records received by the Billing Coordinator. Discrepancies will be given to the appropriate supervisor for correction.

The Billing Coordinator will send patient care records to the LCEMS billing vendor in electronic format. The LCEMS billing vendor will provide a confirmation of receipt of the records. The records sent will be reconciled against the receipt of records received to assure that no records were lost in the transfer process. This process will be documented by the Billing Coordinator. When the electronic format is not operating the patient care records will be sent by return receipt registered mail. The Billing Coordinator will document all patient care records sent via mail. The return receipt will confirm that the LCEMS billing vendor has received the patient care records.

The billing coordinator will also facilitate data transfers from receiving facilities and provide the information to the LCEMS billing vendor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Complaints
CAAS:	102.03.01
Effective:	January 2009
Reviewed:	December 2012, December 2015, December 2016, December 2018
Revision:	4
Pages:	7

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for handling complaints/concerns received from the public or other agencies. Patient and crewmember safety is the main concern for LCEMS. Any incidents during which safety is compromised must be documented and addressed immediately as referenced in SOG 112.00, Incident Reporting.

II. GUIDELINE:

All persons involved in the complaint investigation process (including complainants, witnesses, and employees) will be treated with dignity, respect, confidentiality, and with an equal opportunity to be heard without bias. Those wishing to file a complaint with Leon County EMS are entitled to fair, equitable, and barrier free access to the Divisions complaint process.

As front line service providers, EMS members are in a position to mitigate some types of complaints in an effective and timely manner. LCEMS members have an opportunity to explain or clarify operating policy and procedures, thereby clarifying customers' expectations, or to apologize for any minor inconveniences created during service delivery. If attempts to informally resolve a complaint are unsuccessful, the complainant should be advised that there is a formal complaint process in place.

If an LCEMS member feels that an incident may potentially result in a formal complaint, the member must immediately contact Rescue 10 and complete either an incident report or complete an entry in the complaint log.

III. Miscellaneous

A. Definitions

Definition of a Lead Investigator:

A Lead Investigator is the specific individual who is assigned the authority and responsibility to coordinate and/or investigate a complaint and who, on the completion of an investigation, is

regularly updated on the status of a complaint investigation and that the resolution is thoroughly communicated.

Under normal circumstance the Deputy Chief of each area will assign a Lead Investigator based on the type of complaint received. In those circumstances where the complaint involves both operational and clinical performance components, both Deputy Chief's will jointly determine who the Lead Investigator will be responsible for submitting an Investigation Report. A Lead Investigator may draw on any Division resource or personnel to assist him/her in brining each complaint investigation to a timely conclusion. In every instance, the Lead Investigator will ensure that the complainant

Definition of a Major Complaint

A complaint received by LCEMS is defined as being a major complaint where it involves the following circumstance, including but not limited to:

- Any allegations that the actions of LCEMS were negligent or contributed to the harm or death of a patient and/or member(s) of the public;
- A significant risk management or litigation matter involving LCEMS;
- Any allegation that a LCEMS employee has been involved in criminal wrongdoing;
- A medical investigation focusing on the provision or pre-hospital care involving LCEMS;
- As directed by the LCEMS Chief, Deputy Chief's, or Medical Director.

A. Conflicts of Interest:

A key factor when conducting an investigation is maintaining objectivity. When deciding whether or not a particular investigator can be involved in a given investigation, one must consider whether there is a perceived or real conflict of interest. If any actual or perceived conflict of interest exists (i.e. prior paramedic crew partnership, family, personal, or social connections to anyone involved or impacted by the investigation) between an investigator and the involved employee(s), the assigned investigator(s) must immediately declare this conflict to their immediate supervisor. This potential conflict will then be brought to the attention of one of the Deputy Chief's or the Chief who will evaluate whether there is an actual or perceived conflict of interest. The Deputy Chief or Chief will then determine whether the investigator declaring the conflict can continue with the investigation or if another investigator needs to be assigned.

B. Tracking and Trending of Complaints:

Complaints are tracked utilizing a computerized logging system. After appropriate routing to the correct supervisor, the Deputy Chief of Clinical Affairs is charged with

reviewing all complaints for trends and making improvements/implementing changes as necessary.

. A full review of all customer feedback will be done annually. At that time, complaints will be categorized and trends shall be addressed with assigned continuing educations, memos, or other action as deemed necessary by the Deputy Chief of Operations.

IV. TYPES OF COMPLAINTS

Complaints will fall into three different categories that will each be overseen by different Command Staff within the Division. The categories and assignments are:

1) Operations, including employee conduct and employment issues – Deputy Chief of Operations.
2) Medical Care – Deputy Chief of Clinical Affairs and the Medical Director
3) Billing – Financial Compliance Manager

III. PROCESS:

Initial Logging and Complaint Assignment

1) Complaint taken – Basic information needed to investigate. It is important to limit questions of the caller at this point in the process to maintain the integrity of the investigation.
   - Name of complainant
   - Date and time of complaint
   - Date and time of incident
   - General nature of incident
   - Who was involved in the incident?
   - Contact information – phone number
2) Information shall be entered into the complaint log
3) Current Rescue 10 on duty at the time of the complaint will be notified to call back the complainant.
4) Current Rescue 10 will call the complainant back as soon as possible, no later than two hours from time of complaint.
5) Rescue 10 will gather the following information:
   a. Names of all parties that were involved in the incident
   b. Narrative of what happened according to the complainant

c. Does the complainant want to be contacted again regarding this issue?
d. Names and contact information of any witnesses to the events surrounding the complaint

6) Rescue 10 will advise the complainant:
   a. That their complaint has been recorded
   b. That an investigation will be conducted
   c. That someone from EMS will call them back within 72 hours to let them know the status of the complaint if they wish to be contacted.
7) Rescue 10 will determine at this point if this complaint is serious enough to notify Executive Command Staff. Rescue 10 will also determine if they should handle this complaint or if it needs to be handed off to another Command Staff member. (Note: if handing the complaint off requires a wait of greater than 24 hours, then current Rescue 10 must handle the complaint.)
8) Rescue 10 will document all findings to this point and make an entry into the complaint log.

Complaint Evaluation

9) At this point Rescue 10 or the Command Staff member that is handling the complaint should contact a member of the Executive Command Staff to determine if the complaint is an operational issue, a clinical performance improvement issue, or both.
10) The Executive Command Staff will assign an investigator as needed.
11) The Deputy Chief of Clinical Affairs or the Deputy Chief of Operations may conduct the investigation themselves or designate someone to be the lead investigator.

Complaint Investigation

12) Rules of the investigation:
   a. All complaints must be thoroughly investigated. The fact-finding process must be rigorous and defensible. This involves identifying and interviewing witnesses, obtaining documents, seizing physical evidence, and ensuring that all information and facts are pursued to the greatest extent possible.
   b. All complainants and witnesses must be contacted and interviewed at the outset of an investigation.
   c. All complainants and witnesses are to be treated with dignity, respect, and with an equal opportunity to be heard without bias.
   d. The investigator is required to record and keep accurate and detailed notes. This ensures accurate recollections for various purposes, including the preparation of reports as well as for providing testimony. All notes will include the date and times they were taken, persons spoken to, identification of all persons present at the interview, as well as the name and signature of the note-taker.
   e. Under no circumstances will the investigator mark the original exhibit document. If, for the purposes of reviewing the document, the investigator needs to make

notes on the document, he/she is to make a copy of the original document/material and mark the copy as needed. The marked copy will remain with the file as an exhibit.

f. The subject(s) of the investigation will be notified of the specific allegations made by the complainant.
g. If at all possible, all investigation interviews should be conducted by the investigator with a witness. The witness preferably should be with the rank of lieutenant or higher.
h. The Lead Investigator must first determine if the subject(s) of the investigation should be interviewed and/or requested to complete an Incident Report. If it is determined that the subject(s) of the investigation should be interviewed first, interviews should be then completed individually and as soon as possible. After interviewing the subject(s) of the investigation, they may also be required to complete an Incident Report. If it is determined that the subject(s) of the investigation is required to complete and Incident Report, it is imperative that the involved employees complete separate Incident Reports as soon as possible. There must be no collaboration in writing these reports. Incident Reports are confidential when completed.
i. Explicit caution must be given to employees(s) and/or witnesses that all complaint information is confidential and may not be discussed with anyone except with the investigators.
j. The investigator shall maintain confidentiality throughout the investigation, and shall not provide comments or opinions regarding the investigation until the Investigation Report has been finalized.
k. If during the course of the investigation, any adverse or contrary information is identified, the employee(s) and/or complainant will be notified and will be provided with an opportunity to address such information.

<u>Complaint Resolution</u>

l. All complaints are to be resolved with the complainant. Every effort will be made for complaints to be resolved with the complainant within forty-five (45) business days of the initial receipt of the complaint. Where such timeframe cannot be achieved, the Lead Investigator will notify the complainant and provide a revised completion date.

   NOTE: Resolution of the complaint means all aspects pertaining to the investigation of the complaint including facts, findings, and conclusions have been completed. It is recognized that issues related to corrective action and remedial training may not have been initiated or completed when the investigation is complete.

NOTE: Remember that some documents, such as patient care reports, must always remain protected and confidential, even when other aspects of the investigation and conclusion become public knowledge.

13) Once the investigation is completed, the officer conducting the investigation should determine a conclusion and recommendation, complete an Investigation Report, and present the findings to the Deputy Chief of Operations. If the complaint is a Clinical Performance issue, then the findings will be presented to the Deputy Chief of Clinical Affairs and to the Medical Director.

Complaint Documentation and Logout

14) An Investigation Report will be completed by the Lead Investigator for each investigation and contain the following information:
    a. **Header Information** including: Date of Report, Run Numbers, Date of Incident, Incident Location, Lead Investigator, Additional Investigators, Type of Incident, Names of Employees Involved.
    b. **Introduction**: Details the concerns that have been reported to initiate an investigation.
    c. **Specific Issues**: Clear identification of the issues that require investigation.
    d. **Investigative Facts**: A chronological record of factual incident details, interviews, and/or research conducted in support of the investigation.
    e. **Investigative Findings**: An analysis of the investigative facts, explaining how they relate to the applicable policies, standards, legislation, medical protocols, etc.
    f. **Conclusions**: A summary of findings in relation to the specific complaint/concern. A key component of the conclusion will be a clearly stated finding categorizing the outcome of the investigation and an explanation of the rational for the conclusion.
    g. **Recommendations**: The recommendations, if any, of the Lead Investigator detailing any action required to ensure the situation is not repeated.

    NOTE: A draft report should be submitted to the appropriate Deputy Chief for a determination of completeness and correctness before submitting a final report.
15) A Major Complaint Investigation Report will contain all of the information listed above as well as the following:
    a. **Call Summary**: A chronological record of the details of the entire ambulance call from start to conclusion. The call summary would not be required if the investigation is not related to an LCEMS response to an ambulance call.
16) A Minor Complaint should contain all of the above listed items, but may be reported in an abbreviated format.

17) The Lead Investigator should make a recommendation regarding the outcome of the investigation using one of the following categories:
    a. **Substantiated** – Definition: The allegation(s) against the employee/service has been found to be accurate, the employee is at fault and corrective action is/was necessary. Such corrective action may include: interview, remedial training, improvement plan, conference report, written warning, suspension, up to and including termination.
    b. **Within Policy and Procedures** – Definition: The facts described by the complainant have been found to be accurate, however the employee/service acted in a manner consistent with the Division policies, protocols, and/or practices.
    c. **Unsubstantiated** – Definition: the allegations(s) against the employee/service has been found to be inaccurate and/or without merit.
    d. **Investigation Inconclusive** – Definition: The allegation(s) against the employee/service, subsequently to investigation, was found to be inconclusive.
    e. **Other** – Definition: A "catch-all-category" to accommodate those that are not clearly identified above.
18) The Deputy Chief of Clinical Affairs, the Deputy Chief of Operations, or the Lead Investigator should either call back the complainant or designate someone to call the complainant based on what seems most effective within 72 hours of complaint to provide feedback.
19) The Deputy Chief of Clinical Affairs, Deputy Chief of Operations or designated Lead Investigator will work with the Medical Director, Human Resources, and the County Attorney's Office to determine the correct course of action and will also document all actions taken regarding the investigation and those actions that are taken.
20) Both Deputy Chief's will notify the EMS Chief, Risk Management, and other County Departments as needed.
21) The Chief will notify County Administration as needed about the situation.
22) All actions taken will be thoroughly documented and filed as necessary. Both Deputy Chief's will make sure that all parties involved in the incident will be appropriately notified as necessary.
23) The complaint should be marked as closed in the complaint log once all actions have been taken regarding the complaint.
24) Every effort will be made to close the complaint file within sixty (60) business days of initial receipt of the complainant.

NOTE: Closing of the complaint file means that all aspects pertaining to the investigation of the complaint including investigative facts and findings, resolution with the complainant, conclusions, recommendations, and the final investigative report have been completed. It is recognized that issues related to corrective action and remedial training may not have been initiated when the investigation has been completed.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Contacting MIS
Effective:	March 21, 2006
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide uniform guidance on who to contact in the event of a problem with a computer, toughbook and / or network.

II. GUIDELINE:

If an employee has difficulty with a computer, toughbook and/or the network make contact with:

1. The MIS representative assigned to EMS. If unavailable call the Help Desk at 606-5500.

2. At all other times contact the on duty supervisor, who will have the contact number of the on-call MIS representative assigned to EMS. As a last resort, the on-duty supervisor may contact the after hours MIS department at 606-5502.

3. All incidents of difficulty shall be reported to the field operations supervisor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Customer Service
CAAS:	103.01.01
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the customer base, the customer service goal, and non-discrimination policy regarding provision of service for LCEMS.

II. GUIDELINE:

Recognizing and meeting the needs of our customer base is a vital part of the Leon County EMS mission. It is the guideline of LCEMS that every customer will receive a high level of consistent care and quality service. LCEMS and its employees shall comply with all federal, state, and other applicable laws prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin, age, or disabled status.

III. CUSTOMER BASE:

The customer base of LCEMS is comprised of the residents of, and visitors to, Leon County and the City of Tallahassee, fellow Emergency Service providers, and fellow Health Care entities and professionals.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Policy of Designated Record Sets
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	2

I. PURPOSE:

To provide a guideline that will clearly define the policy on designated record sets

II. GUIDELINE:

To ensure that Leon County EMS Division releases Protected Health Information (PHI) in accordance with the Privacy Rule, this policy establishes a definition of what information should be accessible to patients as part of the Designated Record Sets (DRS), and outlines procedures for requests for patient access, amendment, and restriction on the use of PHI.

Under the Privacy Rule, the DRS includes medical records that are created or used by the County to make decisions about the patient.

III. PROCEDURE:

The DRS should only include HIPAA covered PHI, and should not include information used for the operational purposes of the organization, such as quality assurance data, accident reports, and incident reports. The type of information that should be included in the DRS is medical records and billing records.

The Designated Record Sets

The DRS for any requests for access to PHI includes the following records:

The patient care report or PCR created by EMS field personnel (this includes any photographs, monitor strips, Physician Certification Statements, Refusal of Care forms, or other source data that is incorporated and/or attached to the PCR).

The electronic claims records or other paper records of submission of actual claims to Medicare or other insurance companies.

Any patient-specific claim information, including responses from insurance payers, such as remittance advice statements, Explanation of Medicare Benefits (EOMBs), charge screens patient account statements, and signature authorization and agreement to pay documents.

Medicare Advance Beneficiary Notices, Notices from insurance companies indicating coverage determinations, documentation submitted by the patient, and copies of the patient's insurance card or policy coverage summary, that relate directly to the care of the patient.

Amendments to PHI, or statements of disagreement by the patient requesting the amendment when PHI is not amended upon request, or an accurate summary of the statement of disagreement.

The DRS should also include copies of records created by other service providers and other health care providers such as first responders units, assisting ambulance services, air medical services, nursing homes, hospitals, police departments, coroner's office, etc., that are used by the County as part of treatment and payment purposes related to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Divisional Compliance
Effective:	January 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

The purpose of this Standard Operating Guideline is to assist employees in identifying policies and procedures related to compliance and to provide guidance on compliance specific to the EMS Division.

II. GUIDELINE:

Leon County Government strives to maintain the highest ethical standards in the way we serve our customers, conduct business and treat our employees. In doing so, Leon County has established standards of professional conduct and a Code of Ethics that must be adhered to by all employees at all times.

- The following list of County policies relates to employee conduct. It is provided for ease of reference and is not a comprehensive list of all County policies.
    - Policy No. 03-05 – Code of Ethics 1.02.1
    - Section II – Conduct - Leon County Policies and Procedures Manual

- Employees must undergo background checks as outlined in Policy No. 03-11 – Background Investigations 11.01.1. In addition, individuals who are found to have been listed as debarred, excluded or otherwise ineligible for participation in federal health care programs will not be allowed to work in the EMS Division.

- The County has established a compliance phone line (850-606-5304) that employees may use to report incidents of fraud, abuse or unethical conduct they are aware of within Leon County Government operations, such as those outlined within the policies listed. Calls made to this report line are not traced and callers may remain anonymous, and Leon County prohibits retaliatory actions against those who, in good faith, call this line or otherwise report such activities. However, there may be circumstances during the course of an investigation in which a caller's identity becomes apparent, and reports may be subject to public records requests. This compliance phone line is an additional tool to report fraudulent, abusive or unethical behavior and does not limit other reporting methods such as making a report to a supervisor or the Chief of EMS. Internal staff concerns and disciplinary actions should be addressed through County management and/or human resources' grievance procedures and not this compliance phone line.

- Any supervisor who is made aware of incidents of fraud, abuse or unethical conduct must immediately report such information to the Chief of EMS. If the supervisor believes a conflict exists by doing so, they may report the incident to higher levels in the chain of command.

- In accordance with Section 12.06.8 of the Leon County Policies and Procedures Manual, an exit interview shall be conducted with all employees terminating employment with the County. Misconduct and incidents of fraud or abuse reported at this time will be treated the same as any other report of same.

- The Federal Anti-Kickback Statute provides criminal penalties for individuals or entities that knowingly and willfully offer, pay, solicit or receive remuneration in order to induce business reimbursed under the Federal and State health care programs. Employees are prohibited from such actions to gain business for the Division.

- The Federal False Claims Act prohibits anyone from knowingly presenting, or causing to be presented, a false or fraudulent claim in order to secure payment from the federal government. Employees are reminded that Standard Operating Guideline 119.00, Patient Care Records and Standard Operating Guideline 102, EMS Billing Process, specifically requires that all information presented in the documentation of the care and transportation of patients to be factual. No employee shall engage in making misleading statements or documentation for any reason, including the purpose of obtaining payments. Additionally, employees are required to accurately obtain appropriate patient signatures and information.

The County utilizes a third party for medical billing. The contract with the third party billing vendor requires that the billing vendor have a corporate compliance program in place and functioning. Additionally, an audit of compliance with OIG standards shall be periodically conducted.

All employees of the EMS Division shall be trained on the compliance standards of the County outlined herein. Initial training shall be conducted during the employee orientation program with each employee receiving annual training.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Employees Volunteering with VFD
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the role of the LCEMS employee while responding to emergencies as a member of a Leon County based volunteer fire department.

II. GUIDELINE:

The provision of pre-hospital emergency medical care in Leon County is performed under the medical oversight of the medical director. Leon County EMS EMT and paramedic personnel, while on duty for LCEMS, have a duty to act and are governed by LCEMS SOG and Patient Care Protocol. This duty to act is not incumbent on VFD members while responding to a ***fire*** related emergency.

III. POLICY:

Employees of the Leon County EMS Division are permitted to respond as a member of a Leon County based volunteer fire department to fire incidents only and are ***NOT*** permitted to respond to medical assists.

If, due to extreme extenuating circumstances, you have no choice but to render medical care on the scene of a fire incident you should do so. However in these instances you must report this in writing to the on duty field operations supervisor and record the time worked on your time sheet. Please err on the side of patient safety and care.

LEON COUNTY EMS

Standard Operating Guideline

Title: Equipment & Vehicle Check-in

CAAS: 203.03.02

Effective: June 2009

Reviewed: December 2012, December 2015, December 2018

Revisions: 2

Pages: 2

I. PURPOSE:

The purpose of this guideline is to define a procedure for checking-in ambulances and equipment at the start of each shift.

II. VEHICLE GUIDELINE:

All employees shall perform a safety check each shift of any vehicle they are assigned to drive. These checks will be documented in Operative IQ on the daily inspection form. . The safety check will include:

1. Windshield washers and wipers
2. Directional signals / turn signals
3. Tires – check for adequate inflation, damage and tread wear.
4. Lights – all lights must be checked, inside and out, including dash lights. Check both high and low beam headlights.
5. Horn
6. Hydraulic system/ Breaks and Steering – When testing the brakes the engine will be on. They shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop. When the pedal is depressed it should move smoothly. When released the pedal should return to the raised position. When stopping there should not be any pulling to either side, grinding sounds or return pressure felt in the brake pedal. If brakes fade or any of the above symptoms are noted immediately notify Logistics or the Shift Supervisor and take the unit out of service.
7. Parking brake – The vehicle should not roll either forward or backward when the parking brake is applied.
8. Back-up alarm
9. Emergency lights
10. Sirens

11. Date / mileage due of next preventive maintenance. – Vehicles that are found to be due for preventive maintenance will be immediately reported to logistics.
12. Damage to the vehicle – all employees will complete the vehicle's damage report when taking responsibility for the vehicle. Upon return of the vehicle it will be inspected for new damage. Damage not previously noted on the vehicle's damage report will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted it will be immediately reported in writing to the shift supervisor.
13. Motor oil
14. Brake fluid
15. Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
16. Air ride system
17. Automatic transmission fluid
18. Cooling system reservoir
19. Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
20. Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a "missile" hazard in the event of a quick stop.
21. Interior temperature- to assure no extreme temperatures have been met which would affect medications.
22. Reporting Repairs Needed- Refer to SOG 131.00.

III. EQUIPMENT GUIDELINE:

All employees shall perform an equipment check each shift of any vehicle they are assigned to drive. These checks will be documented in Operative IQ. The equipment check shall include a minimum of: proper function of durable medical equipment, adequate supply of all equipment, expiration dates of medications, and documentation of the crew members completing the check. All deficiencies of equipment and vehicle repairs will be reported each shift.

Supply cabinets shall be secured with serial numbered, tamper evident devices. These are entered in and tracked through Operative IQ. Should the seal be found tampered with or any discrepancy found on check in, the crew shall be responsible for checking the contents of the cabinet, resupply as needed, resealing the cabinet, and documenting it in Operative IQ.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMS Posts at Fire Stations
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To provide guidelines for LCEMS personnel (Fixed Station Units) at rural fire stations.

II.GUIDELINE:

The EMS posts at fire stations are to be kept in a clean and orderly way at all times.

III. PROCEDURE:

1. General Information

   A. All LCEMS personnel shall be professional, courteous and respect all those at the station regardless of what agency they represent.

   B. Each on duty shift is responsible for maintaining their assigned area in a clean and orderly state. LCEMS personnel will assist with station cleaning. All personnel will clean up after themselves and will not leave messes for others to clean. Cleaning will include, but not be limited to:

      - Make beds in the morning
      - Vacuum, sweep and mop station
      - Clean kitchen (including dishes and appliances)
      - Clean bathrooms
      - Dust or vacuum furniture

   C. Any supplies necessary for restocking and maintenance of vehicles or maintenance of rural post will be replaced by the person(s) using them prior to shift change.

   D. LCEMS personnel will complete vehicle check in at the start of their shift. As part of the check in, at or before 0700 Control will be notified via radio channel one of the crew member change. Vehicle check in must be documented in Operative IQ.

E. In station problems or issues shall be immediately reported to the Shift Supervisor.

F. LCEMS is a tobacco free Division. Use of tobacco products while on duty is prohibited.

G. Crews assigned to fire department post locations will remain at that location unless dispatched on a call or posted to assist in city coverage.

H. LCEMS personnel will sleep in the bed assigned to them. Beds will be stripped and remade at the beginning of the shift, but not at such a time that it will interrupt sleeping personnel. Naps after 12:00 PM are permissible. There shall be no sleeping on furniture other than the beds. Be courteous for others that are sleeping. Keep noise to a minimum. Televisions or any other device that makes noise may not be used in sleep rooms after 11 PM.

I. All county EMS personnel will assure that radio, pager, and phone access is available at all times that they are at a county station.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Holidays
Effective:	June 1, 2005
Reviewed:	March 2005, June 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for holiday pay for EMS field employees.

II. GUIDELINE:

- Holidays will be observed on the day the holiday occurs, not necessarily the day observed by the County offices. The holidays will be determined by the Board of County Commissioners.

- Paramedics, EMTs, controllers, dispatchers, or supply technicians scheduled to work on the designated holiday shall be paid double time for working on the holiday for all hours worked on the holiday. The holiday starts at 1200 am - midnight and ends at 1159 pm. All hours worked on the holiday must be documented on the time sheet. Any hours worked over 40 during the work week are eligible for overtime pay at time and one-half.

- If a full-time employee is not scheduled to work, he/she will receive 8 hours of comp time for the holiday.

- Holidays are considered “special days” for scheduling purposes in the TeleStaff system and requests for leave must be approved by a Deputy Chief in advance. Use of sick leave on a “special day,” including holidays, must be accompanied by doctor’s work excuse. Command Staff will designate what days are “special days” each year as needed for scheduling purposes.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Incident Reporting
CAAS:	202.05.01
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for employees to report incidents and unusual occurrences. Patient and crewmember safety is main concern for LCEMS. Any incidents during which this safety is compromised must be documented and addressed immediately.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. In addition, LCEMS personnel have the right to work in a safe environment.

III. PROCEDURE:

1. Incidents requiring documentation
   A. Any incident that is out of the ordinary shall be documented on the Leon County EMS Incident Report. The information provided on the Incident Report may be inappropriate to document on a Patient Care Report.
   B. The following types of incidents are required to be documented via a Leon County EMS Incident Report.
      - Explanation of delayed response time
      - Job related injuries
      - Dropping a patient
      - Questionable treatment done by other agencies
      - Medication/ treatment errors
        - To be documented on a Blue IQM incident report
      - Responses to complaints for patients or other members of the community
      - Motor vehicle collisions involving ambulances
      - Incidents during which policy or medical protocol had not been followed
      - Unusual occurrences after which Supervising personnel thinks it appropriate to document

- A crewmember may be required by Command Staff to write an incident report in response to an incident report already written by someone else.
- Some incidents may not be recognized as needing further documentation until after the end of that shift. In this case, a crew member may be required to write the report at a later date/time.

2. Procedure for filling out Incident Reports
   A. Immediately after the incident, the crew member involved will:
      - Notify the supervisor that an unusual occurrence has taken place.
      - Access Infor Public Sector to complete the Incident Report.
      - Accurately document the:
        - ✓ Date of incident
        - ✓ Time of incident
        - ✓ Run number
        - ✓ Date report was completed
        - ✓ Location of incident
        - ✓ Description of incident
        - ✓ Printed name of person filling out report
        - ✓ Signature of person filling out report

      - Personally will then submit the Incident Report online in Infor Public Sector.

3. Investigation of incidents
   A. Incidents will be investigated immediately by the on-duty supervisor or other Command Staff as deemed necessary.
   B. Specific attention will be given to all parties involved from their point of view. Additional Incident reports may be requested from other parties involved.

4. Resolution of incident
   A. Incidents shall be resolved as soon as all necessary information is obtained and analyzed; it will receive its deserved attention.
   B. For example, after a medication error the crew member involved will be counseled on the proper treatment/dose and be required to do remedial training in that area before returning to work.
   C. In any event, the crewmember or persons involved will be counseled and given feedback regarding that specific incident so that future occurrences will not happen.
   D. A copy of the incident report will be placed in the crewmember's file. Any additional similar occurrences will be noted as a repeat occurrence and be dealt with on a case by case basis.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	LODD Combined Funeral Service Guidelines
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	33

I. STATEMENT:

To provide funeral guidelines in the event of a Line of Duty Death of an employee of Leon County EMS and to provide general guidelines following the sudden death of a spouse or child of an employee.

II.GUIDELINE:

These guidelines should not be interpreted to mandate any particular service or procedure, they are however, offered as a guide to assist the survivors in planning a memorial that meets the needs of the surviving spouse or family members.

III. PROCEDURE:

Upon notification of the death of any Leon County EMS employee the following may be applied either in part or whole to facilitate compassionate timely handling of the memorial service and interment. If applicable, use the employees' Line Of Duty Death Questionnaire for guidance.

Line Of Duty Death: Any employee death that results while on duty or while undergoing medical treatment for any injury or disease resulting from such duty. This also includes the death of a department member while traveling in connection with such duty or while engaged in EMS activities while off duty.

Notification

Next of Kin

The importance of the next of kin notification cannot be over-emphasized. This process sets the tone for the difficult times the surviving family will face. Sensitivity and compassion are paramount.
The name of the deceased employee must never be released by the Department before the immediate family is notified. Do not inform neighbors of the death before telling the family. If asked, inform them you need to find the family regarding a medical emergency and ask if they know where the family can be found.

Family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media may employ many unscrupulous tactics to seek out the name of the fallen EMT or Medic. Use all necessary measures to protect the next of kin from unwanted media exposure.
For this reason, a Notification Team must assemble rapidly. The team should consist, if possible, of the Chief (or the highest ranking available Officer), Chaplain, Clergy (Family bishop, Pastor, Minister, etc.), Family Liaison Officer, and a friend of the family or close civilian family friend. Check the employee's Personal Information Packet for their wishes and or recommendations.
If the fallen employee's family lives far enough out of the area as to make the department's notification impractical, the local law enforcement agency in the area should be notified to make an immediate notification.
In the event that the department experiences the loss of more than one member, then multiple notification teams will be assembled and deployed.
Before arriving at the residence, verify the latest information, decide who will speak and what they will say. Because of the emotional circumstances involved, be prepared for the family to strike out and blame the department for their loss.

AGENCY PERSONNEL

EMS Department Members

It is very important that all members of the Department be notified of the death(s) as soon as possible, including those off-duty and vacationing personnel.
In the event of an on-duty death, the external monitoring of communication frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. Department personnel should not give out any information about the incident unless it is approved by the Chief or his designee.
For a line-of-duty death, a message, prepared and/or approved by the Chief, should be transmitted to personnel.

For a death other than a line-of-duty, an announcement should be transmitted to personnel.

Media

The line-of-duty death of an EMT or Paramedic is fortunately a rare occurrence for most EMS departments. When it does occur, the media, as well as many others are interested in obtaining as much detailed information as possible. Every effort should be made to provide *essential* facts, but the information provided should be offered only after the next of kin has been notified. Care should be given so that any information critical to an investigation of the incident is not compromised.
The Public Information Officer (PIO), with the approval of the Chief, can arrange for news conferences, written news releases and interviews. Information provided during a news conference should be prepared in advance. A press kit can be prepared that may include Bio(s), pictures, and service information.
The PIO should engage any media well off site so as not to impede command staff or others in

the organization while constantly searching for the "latest" information. It is important that daily operations are not compromised by crowds of information seekers. Law enforcement should be employed to limit access to headquarters by non staff members.

Staff Assignments

In order to provide the best possible tribute to the fallen, it is extremely important for the department to organize effective team(s) to manage all of the related activities.
The EMS Chief or in his absence, The Deputy Chiefs of Operations or Administration, has overall responsibility for directing the activities. It is recommended that the Chief assign, as a minimum, individuals to function as: Family Liaison Officer, if not already chosen by the decedent, Public Information Officer, Other assignments or personnel that may be established are Hospital Liaison, Benefits Coordinator, Agency Liaison, Financial Officer, Investigation Team Leader. It is also recommended that these duties be assigned to individuals now, before an incident occurs. This will allow those individuals an opportunity to research and recommend a course of action for the Department to follow prior to an incident. Backup personnel should also be assigned to positions in the event that the principal is unavailable. Generally command staff will fulfill most obligations. Recall of all Command Staff should begin as soon as the event occurs. All members of Command Staff should be familiar with the guiding principals of this policy and have a cursory knowledge of the different job descriptions necessary to stay ahead of the event. Job Description Sheets will serve to remind each of important tasks that should not be overlooked as well as a time line for implementation of each task.

Initial Actions

An emotional and tense situation occurs at an incident with the death, probable death, or injuries severe enough that they will likely lead to the death of a Paramedic or EMT. Actions; however, need to be taken to control the situation and to prepare for the events which will take place. (Refer to – LODD Checklist)

- ***Don't forget the rest of the incident.***
- ***Institute a radio discipline policy.***
- ***Assign a PIO:***
  Expect a major media event.
  Use prepared scripts so that the release of information is concise and accurate.
  Schedule press conferences.
- ***Begin notifications:***
  EMT or Paramedic's family;
  Chief and an additional representative from the department should notify (in person) the family of death and facts related to the incident. Have an Ambulance unit nearby, but out of sight.
  A family Liaison should remain with and/or be available to the family (24hrs) and should be the official conduit for all information to/from the family.
  All department personnel
  County Administrative staff
  Coroner for an autopsy (May be needed later on)

- **Initiate a thorough investigation into the incident**:
  Recover & secure all personal and protective equipment
  Secure the scene if possible – consider it a possible crime scene
  Establish an investigation team – should be separate and distinct from the Law Enforcement investigation team; but, both should work well together.
- **Contact support agencies**:
  Provide for critical incident stress debriefing and grief counseling for the department.
  Public Safety Officers' Benefit Program (PSOB)
  Neighboring departments
  Local or departmental clergy

Family Notification Suggestions

Next of Kin

Steps to be taken at the residence:
It is recommended to have a Paramedic and LCSO unit standby near the residence, but not in view, especially if there is a known medical problem with an immediate survivor.
At the door identify yourself and ask to come in. (Notification should take place in a private setting.)
When inside, ensure you are notifying the right person (Know everyone's names)
It is important to put all of the known basic facts into one sentence. Make sure the message is absolutely clear and direct.
Begin with, "I have very bad news" or "I am very sorry to tell you."
Let them know what happened, "Your husband, wife or child was killed while responding to an emergency call or on an emergency call." (Use the victim's first name when appropriate.)
Allow the family to express their emotions. Do not try to talk them out of their grief. Also, since this is a very sad time, do not mask your own grief.
Provide only the facts you know, never speculate. Answer all questions honestly. If you cannot answer a question, find the correct answer.
Avoid the following phrases: a) *"I know how you feel"* b) *"It was God's will"* c) *"Life will go on"* d) *"He would have wanted to go this wa*y" e) *"Be brave"* f) *"Passed away."*
Ask if the Department can assist by notifying immediate family members (parents, brothers and sisters).
Never leave immediately after making the notification. Have at least one member, preferably two members of the Department stay with the family preferably the Family Liaison Officer and one other.(Take 2 cars)
Do not take the victim's personal items with you.
Ask the survivor(s) if they wish to see the deceased employee, even if the body is badly disfigured. People often have a need to see, touch and hold the deceased; otherwise they may be in denial. This is often very helpful in the family grief process. It gives a sense of finality.
If family members wish to see the EMT or Paramedic, arrangements must be made rapidly for viewing if possible. Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety. (Note If the decedent was involved in what may be interpreted by Law Enforcement to be a possible crime scene or criminal investigation, access to the body for viewing by spouse or family members may be

delayed or denied temporarily, pending evidence collection by forensics teams or the County Medical Examiner)

Offer to transport the family to the location of the viewing, and help prepare them for what they will see. It is highly recommended that the family not drive themselves. If the family insists on driving, a uniformed EMS agency member should accompany them in the family vehicle.

(NOTE: If family members arrive on the scene during on-going operations it is important to identify them and keep them out of the direct flow of operations, particularly if the body is still trapped or on the scene.)

If you transport the family, advise dispatch that you are transporting the relatives and if possible, turn off your radio or switch to an alternate channel. Communicate by phone.

If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team deployment. Write down their telephone and pager numbers. If possible, this person should already be known by the family.

Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.

Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of the tragedy. Suggest that a friend of the family screen incoming calls. Offer to be the media spokes person for the family, consider law enforcement standby at the families home.

Assure the family that their wishes are important to the Department.

Advise the family that an autopsy is often required and why it is necessary.

Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc. The Department's Family Liaison Officer will be able to provide assistance.

LODD Checklist

____ Notification of Department Chief Officers
____ Notification of Leon County Risk Management
____ Radio Discipline Policy
____ Scene Security
____ Notification of local law enforcement agencies
____ Employee's Personal Information Packet Referenced
____ Notification Team Established
____ Notification Team - Verification of Information and deceased (Facts Only)
____ Notifications:
- ____ Family
- ____ Department Members
- ____ Local Officials
- ____ Neighboring Departments

____ LODD Investigation Team
____ Secure Employee's personal gear and safety equipment
____ Contact County Coroner & County or State Medical Examiner
____ Autopsy Arranged
____ Copies of Death Certificate (Minimum of 6 more is better)
____ Contact Support Agencies:
- ____ Leon County EAP
- ____ CISD Team
- ____ Bureau of EMS
- ____ Public Safety Officers Benefit Program

____ LODD Staff Assignments
- ____ Benefits Officer & HR Liaison
- ____ Financial Officer
- ____ Funeral Coordinator
- ____ Family Liaison Officer
- ____ Church Coordinator
- ____ Procession Coordinator
- ____ Cemetery Coordinator
- ____ Public Information Officer (Prepared media release)

____ LODD Supply Kit (mourning bands, bunting, flag, etc.)

Funeral Coordinator

____ Notify off-duty personnel.
____ Lower department flags to half mast.
____ Notify neighboring agencies.
____ Notify other City, County departments.
____ Collect and secure deceased members personal items for Family Liaison Officer
____ Contact support agencies for assistance benefits
____ Arrange for duty coverage during funeral

____ Arrange for law enforcement and other departmental assistance during funeral
____ Arrange post-funeral meal/reception
____ Coordinate all funeral arrangements with staff coordinators and department

Family Liaison Officer

____ Notify deceased members family in conjunction with the Chief
____ Contact hospital for family visit, if needed
____ Coordinate family's funeral desires with department
____ Coordinate benefit applications with family
____ Arrange for Family's child care as needed
____ Make post-funeral follow-ups with family

Church Coordinator

____ Coordinate Viewing/Vigil with Funeral Home Director, Family Liaison Officer and department
____ Coordinate church services with church/Funeral Home Director, Family Liaison Officer, and department
____ Coordinate Department staff roles
____ Coordinate Honor Guard
____ Coordinate Pallbearers
____ Coordinate/assist with services
____ Assist participants with arrival/parking/seating

Procession Coordinator

____ Coordinate staging areas
____ Establish procession route
____ Prepare maps/directions, as needed
____ Establish/coordinate processional order
____ Prepare Department vehicles
____ Coordinate staging, traffic control, etc. with law enforcement agencies

Cemetery Coordinator

____ Establish placement of personnel and guests
____ Coordinate staging, parking and security
____ Coordinate standby medical personnel
____ Coordinate Flyover with Air Medical Services
____ Coordinate flag presentation
____ Coordinate Bugler/Bag Piper

____ Coordinate Last Alarm Ceremony
____ Coordinate Dispatch Farewell Message
____ Notify participants of post-funeral arrangements

Public Information Officer

____ Coordinate all media contacts
____ Coordinate notifications
____ Surrounding Department Information
____ Local Public Officials
____ Other related State and local organizations
____ Set location for off site media staging

Family Liaison Officer (FLO)

The FLO is the primary EMS agency connection with the family – the conduit for all information that flows to/from the family. The FLO should be assigned a department vehicle for the entire funeral process and should be available to the family 24-hours a day by phone or pager.

The FLO should be prepared to discuss all parameters of the funeral process and ceremonies, and to counsel the family in its decisions. These may include, but are not limited to: the internment; wake; funeral home; religious service; cemetery; burial garment (uniform or other); music; eulogy; procession; reception; child/family care. The FLO needs to know what services the Department can and cannot provide.

The Family Liaison Officer should also work with the family to obtain necessary documentation – autopsy reports, birth and death certificates, marriage certificates, military records, and insurance documents. The FLO can assist in coordinating with the Benefits Officer the benefits due the family such as:

- Public Safety Officers Benefits
- Pension/retirement systems
- Local insurance benefits or Life Insurance
- Workers' Compensation
- Social Security
- Veterans benefits
- State/Federal education benefits
- Other local, state or regional organizations
- Setting up a Family Fund through a local bank.

Funeral Coordinator

The Funeral Coordinator is the overall coordinator for the Department's involvement in the

planning and participation in the funeral, and the after care for the family. This person must be able to effectively communicate with the Department Chief, funeral team members, Department members, and the public. The Funeral Coordinator, or designee, may have these additional duties:

- Conduct coordination meetings with key personnel as needed.
- Assure notification of all off-duty and vacationing personnel.
- Arrange to have flags lowered to half mast.
- Notify all other County Departments.
- Notify neighboring Fire Departments.
- Make appropriate follow-up contacts when the funeral arrangements have been made.
- Personally collect all of the deceased personal items and forward them to the Family Liaison Officer.
- Remain a contact person for outside agencies.
- Make appropriate arrangements for a post funeral meal/reception.
- Contact support agencies, as appropriate, to arrange for their assistance.
- Contact appropriate Department personnel to arrange for finalization of paperwork, forms, etc.
- Contact neighboring departments for purpose of station coverage during the funeral.
- Contact law enforcement and other agencies for assistance during the funeral.

Church Coordinator

The Church Coordinator assists with all phases of the funeral and/or memorial services. He/she works closely with the Family Liaison Officer to ensure that the needs and desires of the family are being met. Duties may include:

- Working with the Funeral Home Director to ensure that the family is taken care of appropriately in the planning of the funeral.
- Determine whether department vehicles will be used as a funeral coach, family transportation, and for the processional.
- Coordinate with the Honor Guard.
- Obtaining and delivering to the Funeral Home Director burial clothing from the family or from the Department.
- Coordinates any formal walk-through of uniformed personnel during the period of viewing.
- Assists in coordinating the funeral service such as prayers, readings, music, and eulogies.
- Assists with arrival and seating of EMS department members, visiting departments, dignitaries, friends, and family

Procession Coordinator

It is the responsibility of the Procession Coordinator to coordinate the procession from the funeral service to the cemetery. Duties may include:

- Coordinating with other departments that will be involved with the procession.
- The cleaning and preparing of Department vehicles.
- Establishing staging areas for vehicles and apparatus at both the funeral service and at the cemetery.
- Determining if agency vehicles will be used.
- Contacting and working with the Police Liaison Officer in setting up traffic control, directing traffic, and assisting in the staging areas.
- Determining and placing the procession vehicles in order.
- Determining the route of the procession, how long the procession will be and if the procession will pass in front of special locations.
- Providing maps and directions to the service.
- Assigning personnel to assist in parking cars as well as setting up personal vehicles for the processional.
- During a walking procession, directing individuals into proper placement.

Funeral Considerations

Decisions regarding the funeral are the responsibility of the family. However, consideration should be given to the individual's wishes, if he/she communicated those wishes before his/her death (Personal Information Packet); the family's religious traditions; and, Emergency Medical Service traditions.
The honors and support provided by the agency may be affected by circumstances surrounding the death, established departmental protocol and the classification (type) of death.

Classifications

LODD - Death occurs as a result of an on-duty incident or is job related.

NON LODD - Death occurs when an active employee is off-duty and not relating to any emergency activities.

Retiree - Death pertains to a retiree of the department.

Employee Spouse or Child- Full departmental support and attendance as available, Dependent on Employee or Family wishes.

Suggested Services for Funeral Types

Listed below are the different types of situations and suggested services which may be offered to the family. The Family Liaison Officer should coordinate the arrangements with the family. The most important item in any situation is that prior approval of any and all funeral services must be given by the family of the deceased. Under no circumstances should assumptions be made.

Suggested Options

OPTION	LODD	Non LODD	Retiree
American Flag Presentation	X	X	X
Badge Shrouds	X	X	Opt
Flyover	X	Opt	Opt
Alarm Service	X	Opt	Opt
Bugler/Bag Piper	X	Opt	
Color Guard	X	Opt	
Flower Unit	X	X	Opt
Eulogies	X	X	X
Honor Guards	X	Opt	
Vehicle Bunting	X	X	
Active Member Pallbearers	X	Opt	X
Station Bunting	X	X	
Walk Through	X	Opt	

Funeral/Memorial Service Guidelines

LODD – On Duty

All available department personnel to attend in full uniform, including off duty members.
All members will wear a black band over their badges from the time the death is announced until 24 hours after the finish of service. The department may choose to have the shroud remain on the badge for thirty day mourning period.
All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.
All Honor Guard members will be covered at all times during the performance of their duties.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed agencies, from the longest distance traveled to the least traveled. Leon County Commissioners, Administrators, and other dignitaries (from local to most broad (i.e. Federal), will be seated either to the side of the home department, or directly behind the home department.
Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's and Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Non LODD – Off Duty

All available department personnel asked to attend in uniform, including off duty members.
All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.
All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed agencies. Any dignitaries will be seated either to the side of all uniformed employees, or directly behind them.
Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's and Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Retiree Death

All available department personnel are encouraged to attend in full uniform, including off duty members.
All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service.
All Honor Guard members will be covered at all times during the performance of their duties.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, department officers, all other members of the home department, all visiting uniformed agencies, and any applicable dignitaries.
Upon conclusion of the service, all personnel, starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's And Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Employee Spouse or Child
While it may not be appropriate or welcomed by the Spouses family members for an agency to participate in a spouse's or child's funeral services, Employee attendance and

support for the loss of a fellow department members immediate family member is particularly worthwhile and appropriate. Agency members are encouraged to attend in uniform as a sign of respect and support for a fellow agency member. Should the spouse or family request a private service their wishes will be honored.

Guidelines for Processional to, and Assembly at Graveside

LODD – On Duty

Vehicular Procession

It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper(s), Drummer(s), Bugler/Bag Piper and Color Guard are standing by at the cemetery.

- Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
- Funeral Coach, with Pallbearers, riding inside, or immediately following family in one vehicle if funeral coach
- Car or Limousine with Immediate Family
- EMS Chief Car followed by officer cars and dignitary cars
- Additional Home Department Vehicles
- Visiting Department Apparatus from the longest distance traveled
- All other Home Department Personnel, if in personal vehicles
- All other Visiting Department Personnel, if in personal vehicles
- All other Miscellaneous Vehicles

Assembly at Graveside

- The Bugler/Bag Piper/Bag Piper will be approximately 20 feet past the gravesite.
- Walk of Honor – the members of the home department shall line up on both sides of the path, in an organized fashion from the Coach to the graveside, approximately 10 feet apart with all additional home, and visiting department agencies lining up behind the front row of LCEMS EMT's and Paramedics.
- Once the agencies are appropriately assembled, the Color Guard if used will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain.
- At this point the Pallbearers will remove the casket from the Coach and the Honor Guard will command "Attention". All uniformed agencies will then come to attention, awaiting the command "Present Arms" which will signal the Pallbearers to begin carrying the casket down the Walk of Honor, and all uniformed agencies will salute.
- The casket will be followed in order by the Immediate Family, the EMS Chief and Officers, and command staff in descending rank, and other dignitaries.
- Once the casket reaches the gravesite, any selected music may commence. The

command "Order Arms, Fall In" will be given, instructing the agencies to move from their places in the Walk of Honor, to, directly behind (or across from) the family, who are to be seated directly in front of the casket.

- The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the 23rd Psalm.
- At the close of the graveside message, the Clergy/Chaplain may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket (if used), and fold it for presentation to the family.
- The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.
- The presentation to the next of kin will be made by the Chief, who will present it as he explains,
  "This flag is presented on behalf of a grateful County, as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.
- It is then appropriate for the dispatcher to announce this farewell message.
  "The members of Leon County Emergency Medical Service wish to thank (rank and name) for his/her __# years of services to the citizens of Leon County. Although you are gone, you will never be forgotten."
- At the conclusion, the Honor Guard Commander will command "Attention, Present Arms" and the Bugler/Bag Piper will begin to play 'Taps' or some other selected tune(s).
- At the conclusion of 'Taps' the command "Order Arms" will be rendered, and the Uniformed agencies will stand at attention until the family has begun to depart.
- Information about the reception or other family desires may be announced.
- At this point the Honor Guard Command will command, "Dismissed" concluding the services.

Non LODD Death

Procession

It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, and that the Bugler/Bag Piper is standing by at the graveside.

- Lead Car provided by funeral home, containing appropriate Clergy/Chaplain.
- Funeral Coach, with Pallbearers immediately following family in one vehicle
- Car or Limousine with Immediate Family
- EMS Chief Car
- Additional Home Department Vehicles
- All other Department Personnel
- All other Vehicles

Assembly at Graveside

- The Bugler/Bag Piper if used will be standing approximately 20' past the gravesite.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.
- The casket will be followed in order by the immediate family and present uniformed employees.
- Once the casket reaches the gravesite, any chosen music may begin. The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the 23rd Psalm, depending upon the wishes of the family.
- At close of the graveside message, the Clergy/Chaplain may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover
- It is then appropriate for the dispatchers to announce this farewell message. *"The members of the Leon County Emergency Medical Service wish to thank _____ (rank and name) for your service to the citizens of Leon County, although you are gone, you will never be forgotten."*
- At this point the services are concluded.
- Information about the reception or other family desires may be announced.

Retiree Death

Procession

It is the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, and that the Bugler/Bag Piper is standing by at the cemetery, according to the family's wishes.

- Lead Car provided by funeral home, containing appropriate Clergy.
- Funeral Coach, with Pallbearers immediately following family.
- Car or Limousine with immediate family.
- EMS Chief Car
- Additional Department vehicles
- All other Department Personnel
- All other vehicles

Assembly at Graveside

- The Bugler/Bag Piper if used will be positioned 20' past the gravesite, according to the wishes of the family.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.

- The casket will be followed in order by the immediate family and present uniformed employees.
- The musician may begin playing as they approach from the distance.
- Once the casket reaches the graveside.
- The Clergy should then step forward with the graveside message, which may include the 23rd Psalm, depending upon the wishes of the family.
- At the close of the graveside message, the Clergy may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy has finished his prayer, all personnel will recover.
- If it is appropriate, according to local custom, for the dispatch to read this farewell message over the radio. *"The members of Leon County Emergency Medical Service wish to thank (rank and name) for his/her ___# years of services to the citizens of Leon County, although you are gone, you will never be forgotten."*
- At this point the services are concluded.
- Information about the reception or other family desires may be announced at this time.

Viewing/Vigil Considerations

The family may desire to have a time for a viewing or vigil. The Department should coordinate its participation with the Family Liaison Officer. Often the family will request Honor Guards be posted at each end of the casket. It is generally proper protocol for the Honor Guards to wear their uniform hat inside the church or mortuary, including the time spent posted alongside the casket. Gloves should also be worn. It would be acceptable for immediate family members to be escorted by Department personnel to and from the viewing. It may be helpful to have members of the Critical Incident Stress Management (CISM) Team available for counseling.

Memorial Service Logistics

There are a number of issues regarding the memorial service that should be taken into consideration:

- Ensure the facility is large enough to handle the anticipated numbers. You may have to plan for an overflow.
- The Department may need to coordinate traffic control and parking with other agencies.
- Work with the family in establishing the program and obtaining speakers for the service.
- Assist with the printing and distribution of a written program.
- Coordinate seating arrangements for the family, VIP's, Department personnel, visiting departments, officials, and civilian friends.
- Arrange for an adequate PA system.
- Coordinate music requests from the family with musicians, etc.
- If services are held outside, arrangements may be required to a tent, chairs, restrooms, water, stage, power, etc.

- Rehearsals may be needed for key personnel particularly Pall bearers
- Coordinate Last Alarm ceremony with dispatch
- Provide Lat/Lon coordinates and coordinate timing and direction of over flights with air medical services

Recommended Presentation Order for Memorial Service

- Invocation
- Prayer
- Opening remarks/greetings
- Special music
- Special reading/clergy remarks
- Scripture Speakers
  - County Officials
  - State or Federal officials
  - Family representative(s)
  - Department representatives, friends
- Eulogy – Chief or designated by Deceased
- Special music
- Presentations
- Closing remarks/prayer
- Last Alarm Ceremony
- Dismissal instructions

Suggested Presentation of the Emblem

- The EMS Chief may present the deceased members badge to the family.

  (Name of nearest of kin) it is an honor that I have the privilege of presenting to you an emblem of the Department of which our late brother/sister was a member; his/her emblem symbolizes the esteem we held for him/her. May the memory therefore always bring happiness.

Suggested Last Alarm Ceremony

- Chaplain or Department member can read or recite:

  Throughout most of history, an EMT's or Paramedics life has been closely associated with the sounding of an Alarm. As they began their hours of duty, it was the Alarm that started it off. Through the day and night, each Emergency was sounded by an Alarm, which called them to place their lives in jeopardy for the good of their fellow citizens.

An now our Brother/Sister _____ has completed his/her task, his/her duties well done, and the Alarm Sounds in memory of, and in tribute to his/her life and service.

- Officer in charge call the department to Attention.
- Color Guard called to "Present Arms."

- *(Signal Alarm tone for 3 sec. Call "Leon (ID#)" 3 times, brief pause, then "No Response" "Silent now and forever more"*

- Color Guard called to "Order Arms."
- End of ceremony

Recommended Program for Internment

- Assembly
- "Attention, salute" (command given, ready two, when casket is placed over the grave).
- Opening prayer
- Scripture reading
- Committal reading, closing prayer
- Taps/ Bag Piper Music
- Flag folding (NOTE: Flag option for veterans.)
- Flag presentation by Chief
- Gun Salute and/or Last Alarm Ceremony
- Reception/family announcements
- Attention, dismissed.

Suggested Graveside Services

- Chaplain or Department member can read or recite:

Reverently we commit the body of our brother/sister to the grave (flames, if cremation) "Earth to Earth" – "Ashes to Ashes" and "Dust to Dust." Though our brother/sister has passed beyond our mortal view, through our faith in the Almighty we know that we can leave him/her in the hands of the Supreme Chief of the Universe who doeth all things well; who is glorious in His holiness: wondrous in His power; and, boundless in His goodness and love to His children.

Now, my brother/sister, with a firm faith in the almighty, we know we shall meet

you again in His house and until then – my brother/sister – farewell.

May the Almighty bless thee and keep thee; let His face shine upon thee and be gracious to thee; may the Almighty lift up the light of countenance upon thee and give thee peace. AMEN.

Reception Logistics

It is often the Department's responsibility to organize and provide food and refreshments at a reception at the conclusion of the burial service. This will probably take place at a location away from the cemetery. The Funeral Coordinator should assign an individual to coordinate the activity. The following should be taken into consideration:

- Location site – to ensure site is suitable in size, with adequate parking and adequate facilities.
- Maps to be passed out at the cemetery
- Number of anticipated attendees
- Anticipated starting/closing times
- Menu and refreshments (provided by Department or catered).
- Tableware and seating
- If outside, tents, restrooms, seating
- If speakers/program, PA and stage
- Relocation of flowers
- Department provided transportation for individuals.

Setting Up Memorials

Paying tribute to the fallen coworker is honorable and should be done. Setting up a memorial can also help with the healing process of the family and the Department. Permission should be obtained from family member before setting up the memorial.

There are several ways a memorial can be made – erecting a permanent memorial marker; establishing a trust or scholarship fund (check with the bank for the proper type and number of accounts); annual Department memorial service; and, national memorial service.

Survivors Benefits

The death of an EMT, Paramedic or coworker is often a difficult time for the entire department. Many details and arrangements need to be addressed in a short period of time. One major item which is often overlooked is the identification and completion of the various claim forms that are required to assure the deceased member's family receives the benefits available to them. The department should take the responsibility for

seeing that this is cared for. The benefits available can vary as a result of the circumstances surrounding the cause of death, whether the employee was fulltime, part time, or PRN, prior affiliations and places of employment and locally established benefit options. The Department should research and prepare a listing of the potential benefits available to its members.

Federal Benefits

Public Safety Officers' Benefit (PSOB) Program

The PSOB Program provides a one-time financial benefit to the eligible survivors of public safety officers whose deaths, or permanent and total disability, are the direct and proximate result of a traumatic injury sustained in the line of duty. The total benefit amount is adjusted annually, as of October 1, 2005, the benefit was set at $283,385.

Following the death of a Paramedic or EMT, the Department needs to identify a departmental liaison with the PSOB Program. The liaison then needs to:

- Call the PSOB at 1-888-744-6513 (If you need to notify PSOB on an evening or a weekend, leave a message. Be sure to include all of the required information.)
- Provide accurate, up to date information including,
  - EMS department name and address
  - Liaison's name
  - Phone number for the department and liaison
  - A fax number or mailing address so the PSOB can send the Death Benefits Questionnaire
  - Deceased employee's name
  - Date of the incident and death
  - A brief description of the incident

The department liaison must complete and return the Questionnaire to PSOB immediately. This information is vital. In describing the incident, as much detail as possible should be given; however, do not speculate if the cause of death is not known.

The PSOB will send an information package with a form (Report of Public Safety Officer's Death) that the department must complete and a form (Claim for Death Benefit) that the survivors must complete and sign. With the form the family submits, several original documents will need to be attached (e.g., birth certificate, marriage license, divorce decree, etc.). PSOB will not return items unless specifically requested to.

Upon verification of the claim, the PSOB will notify the next-of-kin of the status of the claim. The Department liaison should be available to provide assistance to the family.

Department of Veterans Affairs

The Department of Veterans Affairs may be able to provide family assistance for veterans in obtaining a burial site, marker and flag. Contact the VA at 1-800-827-1000.

Social Security Administration

Depending on the work history of the deceased employee, and their participation in the Social Security program, his/her family may be eligible for benefits provided by the Social Security Administration (SSA). Assistance can be obtained from regional SSA offices or at www.ssa.gov.

If eligible, survivor benefits may include:

- A one-time lump-sum payment of $255.00 is payable to the surviving spouse provided the deceased employee and the spouse were living together at the time of death, or the surviving spouse is entitled to survivor benefits. If there is no surviving spouse, the lump sum is paid to children who are eligible for benefits. Otherwise, the lump sum is not payable.
- Social Security will pay survivor benefits to a surviving spouse and dependent children. For the spouse to qualify, he/she must be at least age 60, or between the ages of 50 and 59 and disabled, or any age and caring for a child under the age of 16 or a disabled child. Children may qualify for benefits if they are under age 18 (or under age 19, if in high school) or disabled. Dependent parents and former spouses may also qualify for survivor benefits. The amount of the benefit depends on the deceased employee's Social Security earnings and the number of survivors eligible for benefits.

Family Issues
How to Help the Family…

From Time of Death through the Funeral

Only promise what you actually can do. Keep all of your promises

- Notify the Department of Justice of the Death. This will begin the process of reviewing eligibility for the Public Safety Officers' Benefits Program.
- Work with the family in planning the funeral. *Remember that the family's wishes should always come first*. If they want a private funeral, the department may consider holding a memorial service; however, the family should still be consulted.
- If there are children in the family, consider creating a special role for them. Offer to assist with lodging or transportation for out of town relatives and friends.
- Offer to have a member of the department stay with the family prior to the funeral. In smaller departments, consider rotating people as needed in

order to maintain a department presence with the family.

- ❖ Have someone available for tasks such as answering the phone, driving the family to the funeral home to make arrangements, or running errands.
- ❖ Help coordinate household duties such as food preparation, cleaning, and childcare. Do necessary maintenance such as mowing the grass.
- ❖ If donations are collected for the family, set up bank accounts in the families name to deposit these funds.
- ❖ Coordinate with local law enforcement officials to make routine checks of residence and neighborhood.
- ❖ Assign a department member to help the family set guidelines for dealing with the media.

Family Issues
How to Help the Family…

Ongoing Support

Only promise what you actually can do. Keep all of your promises.

- ❖ Instead of saying "Call if you need anything" offer to help with specific tasks and then follow through. For instance, say "I would like to come over on Thursday to fix the fence.
- ❖ Continue to talk with the family about your memories of the EMT or Paramedic. Most families want to hear about their loved one, even if it is emotionally difficult.
- ❖ Remember that parents of a fallen Employee need support and contact just like spouses and children do.
- ❖ Help with what the Deceased used to do – yard work, fixing things around the house, attending children's sports and school events, etc.
- ❖ Take all steps necessary to secure benefits for the family. The process is often lengthy, so keep the family involved.
- ❖ Continue to invite the family to department events, but don't be disappointed if they don't always attend.
- ❖ Remember that some events, such as holidays and the anniversary of the date of death, may be especially difficult for the family. Even families who seem to be doing well may need extra support and contact during these times.
- ❖ Contact the family before releasing any information on investigations, incident reports, etc.
- ❖ Consider creating some kind of tribute to the fallen EMT or Paramedic. This could be a local memorial, a video tribute, a scrapbook, or a scholarship in the employee's name. Prepare a tribute that is fitting for your service and special to the family.

Resources

Public Safety Officers' Educational Assistance Program, Department of Justice –
Provides support for higher education expenses through an established monthly allowance for eligible survivors. It may be used to defray expenses such as tuition and fees, room and board, books, supplies, and other education-related costs. For classes taken after October 1, 2005, the program offers up to $827 per month for full-time students and lesser amounts for part-time students. This educational assistance program is limited to survivors who qualified for Public Safety Officers' Benefits. Spouses are eligible for benefits at any time. Children are only eligible for expenses that occur prior to their 27th birthday. All awards are reduced by the amount of other governmental assistance that a student is eligible to receive.

Public Safety Officers' Benefits Program Fact Sheet
(Available online at: www.ncjrs.org/pdffiles1/bja/fs000271.pdf)

Public Safety Officers' Benefits Program, Checklist for Public Safety Agencies Filing a PSOB Death Claim
(Available at: http://www.ojp.usdoj.gov/BJA/grant/psob/PSOBChecklist.pdf)

Public Safety Officers' Educational Assistance Program
(Available online at: www.ncjrs.org/pdffiles1/bja/fs000270.pdf)
Contact: Public Safety Officers' Benefits Program
Bureau of Justice Assistance
810 Seventh Street NW
Washington, DC 20531
1-888-744-6513 / Fax: 202-616-0314
www.ojp.usdoj.gov/BJA

Funeral Guides

For Those Who Gave So Much: Planning, Preparation, and Officiation of Funerals and Memorial Services for Public Safety Officers. Dwaine Booth, 1993
Contact: Booth/Taylor Publishing
2579 Surrey Drive
Clearwater, FL 34615
(727) 789-3816

IAFC Line of Duty Deaths; Notification, Family Support, Department Support, Benefits, Protocols, Investigation, Appendix
Available at: (http://www.iafc.org/associations/4685/files/01Notification.PDF), (http://www.iafc.org/associations/4685/files/02famSupport.PDF),

(http://www.iafc.org/associations/4685/files/03deptSupport.PDF),
(http://www.iafc.org/associations/4685/files/04Benefits.PDF),
(http://www.iafc.org/associations/4685/files/05Protocols.PDF),
(http://www.iafc.org/associations/4685/files/06Investigations.PDF),
(http://www.iafc.org/associations/4685/files/07Appendix.PDF),
Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033-2868
(703) 273-0911 / Fax: (703) 273-9363
www.iafc.org

IAFF Recommended Protocol for Line-of-Duty Deaths.
(NOTE: The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.)
Contact: International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006-5395
(202) 737-8484 / Fax: (202) 737-8418
www.iaff.org

Illinois Fire Chiefs Association, Funeral Service Guidelines, Funeral Committee
(http://www.illinoisfirechiefs.org/data/service/FuneralServiceGuidelines_59.doc)

Sample SOG for Funeral Guidelines
(http://www.illinoisfirechiefs.org/data/service/SOG103.09 (LineofDutyDeath) _60.doc)
Contact: Illinois Fire Chiefs Association
P.O. Box 7
Skokie, IL 60076-00071-800-662-0732
www.illinoisfirechiefs.org

Investigations

Guide for Investigation of a Line of Duty Death.
International Association of Fire Chiefs
(Available at: http://www.iafc.org/associations/4685/files/06Investigations.PDF)
Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033-2868
(703) 273-0911 / Fax: (703) 273-9363
www.iafc.org

PSOB Fact Sheet

On September 29, 1976, the President signed Public Law 94-430 establishing a death benefit to eligible survivors of firefighters and police officers from local, state and federal organizations. The legislation became known as the Public Safety Officers Benefit Act (PSOB). The Act has been amended several times since 1976. The most profound amendments came in November 1988, November 1990, October 2001, and December 2003.

The PSOB Act, amended in 1988, increased the death benefit to $100,000. It had an escalator clause tied to the Consumer Price Index, which increases every October 1. Death benefits to public safety officers on and after January 1, 2001, became $250,000. Based on the Consumer Price Index as of October, 2005, the benefit has increased to $283,385.

Among the 1988 amended changes made were beneficiary requirements. The Act added benefits for the survivors of single firefighters or police officers, including parents, without regard to dependency. Spouses became eligible automatically, as did stepchildren, adopted children and children born to unmarried parents. Parents also were included if they were the only survivors - whether or not they were dependent on the child - as long as a parent/child relationship existed.

Children over 18 are eligible when they are less than 23 and a full-time student. When there is a surviving child or children, and a surviving spouse, one-half of the benefit will be provided to the child or children of the officer in equal shares. One-half goes to the surviving spouse.

Because the PSOB benefit is not paid into the deceased officer's estate, benefits are not paid when an officer dies without an eligible survivor.

To be covered, a firefighter or rescue squad person must be an officially designated member of a fire or rescue squad (department). Under the law, an "officially designated" person is one who is carried on the department's membership roll as an active member. If not on the listed roll, beneficiaries must prove that the individual was conscripted legally at the scene of an emergency to engage in emergency operations.

To be covered, a firefighter's death must be the result of a traumatic injury suffered in the line of duty. A traumatic injury is a blow to the body by an outside force. An accident in which the victim suffers crushing injuries in a building collapse is eligible, as well as accidents involving apparatus or falls. Burns, smoke inhalation and such climactic injuries as heatstroke or frostbite are considered traumatic injuries.

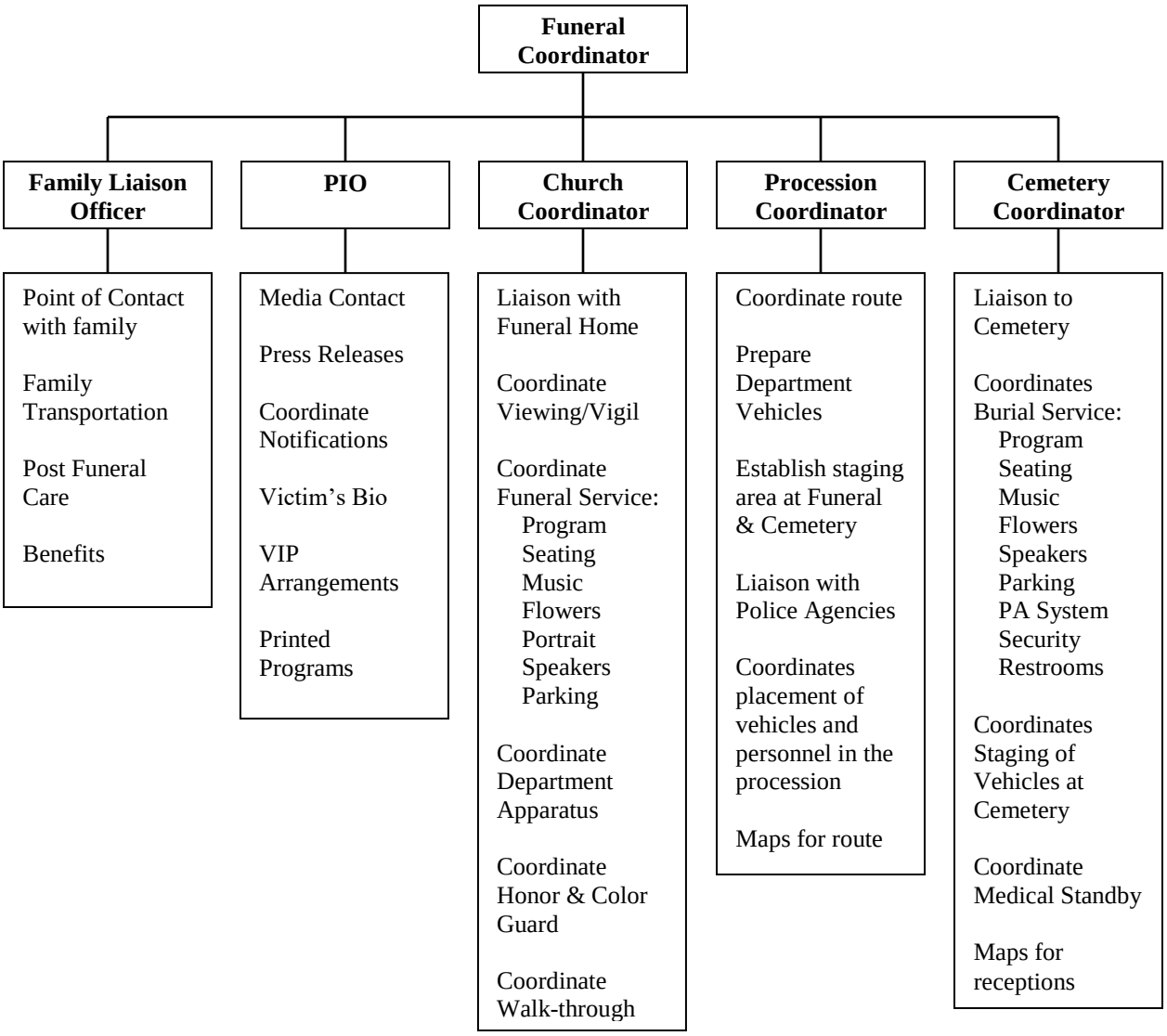
Death from stress, heart attacks, strokes and diseases, including occupational diseases, are not covered by the law unless a traumatic injury was a substantial factor in the death. To be a substantial factor, a traumatic injury must have been capable in itself of having caused the death. Smoke inhalation is considered a substantial factor in a heart or stroke related death when the firefighter's blood/carbon monoxide level is 10% or greater for nonsmokers, 15% or greater for smokers.

Excluded from the coverage are deaths from suicide, intentional misconduct, gross negligence and voluntary intoxication. Intoxication is described as evidence by a

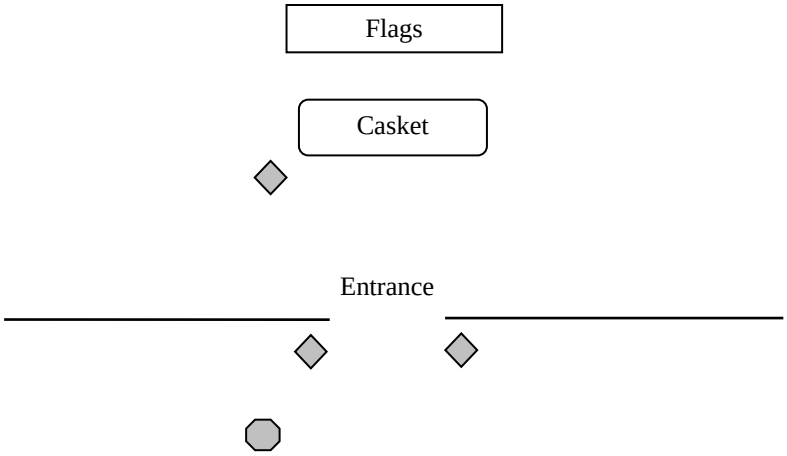
postmortem blood alcohol level of .20 per centum or greater. A postmortem blood alcohol level of a least .10 per centum, but less than .20, will exclude coverage unless the Bureau receives convincing evidence that the public safety officer was not acting in an intoxicated manner immediately prior to his/her death. Exclusion will also be made if the blood tests show evidence of the introduction of drugs or other substances into the blood.
President Bush, on December 1, 1990, signed into law the "Crime Control Act of 1990." This legislation includes a major revision to the PSOB. The revision at that time made available $100,000 to any public safety officer who becomes permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty. An amendment to the Crime Control Act of 1992 changed the funding so the death and disability benefits are the same. Thus the disability benefit is $250,000 until October, 2002. The catastrophic injury is defined as "consequences of an injury that permanently prevents an individual from performing any gainful work." As with the death benefit, the amount of the award will be adjusted annually.
Limitations to the new PSOB are that beneficiaries are not eligible to collect both the disability and death benefits.
An example of this limitation would be if a firefighter became permanently injured, collected the disability award and later died from the injuries, his beneficiaries would not be eligible for the death benefit.
Congress and the President amended the Act in 1998, which the Bureau of Justice Assistance implemented
September 14, 1999, to include a revision to provide educational assistance to spouses and children of all Public Safety Officers killed in the line of duty or permanently and totally disabled by catastrophic injuries sustained in the line of duty. The dependents will be eligible on a retroactive basis if the Safety Officers death or disability occurred on or after October 1, 1997.
On October 25, 2001, the United States Congress voted to significantly increase the benefit to $250,000. The provision, included as part of the anti-terrorism bill (H.R. – 3162), is retroactive to January 2001.
On December 15th, 2003, President Bush signed into law the Hometown Heroes Survivor Benefits Act (S. 459 /

NOTES

NOTES


Funeral Coordinator
Family Liaison Officer
Point of Contact with family
Family Transportation
Post Funeral Care
Benefits
PIO
Media Contact
Press Releases
Coordinate Notifications
Victim's Bio
VIP Arrangements
Printed Programs
Church Coordinator
Liaison with Funeral Home
Coordinate Viewing/Vigil
Coordinate Funeral Service:
Program
Seating
Music
Flowers
Portrait
Speakers
Parking
Coordinate Department Apparatus
Coordinate Honor & Color Guard
Coordinate Walk-through
Procession Coordinator
Coordinate route
Prepare Department Vehicles
Establish staging area at Funeral & Cemetery
Liaison with Police Agencies
Coordinates placement of vehicles and personnel in the procession
Maps for route
Cemetery Coordinator
Liaison to Cemetery
Coordinates Burial Service:
Program
Seating
Music
Flowers
Speakers
Parking
PA System
Security
Restrooms
Coordinates Staging of Vehicles at Cemetery
Coordinate Medical Standby
Maps for receptions

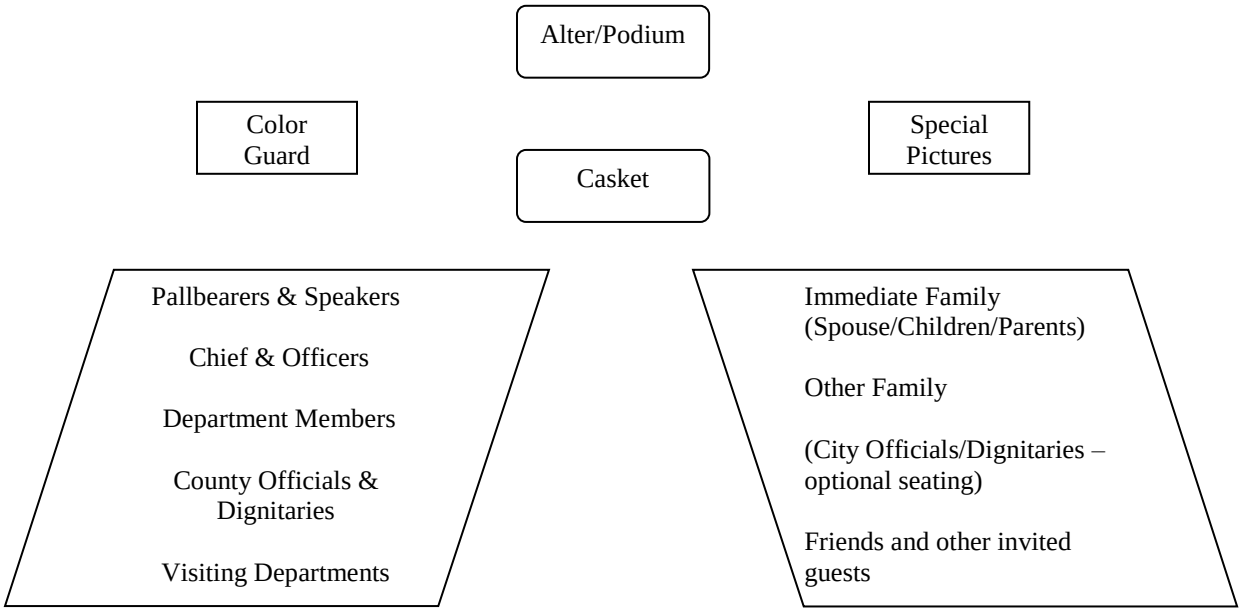
Visitation



Honor Guard Member – One member to stand at attention by the foot of the casket during the entire time of visitation and one on each side of the entrance. Rotate Individuals every 30-60 minutes.

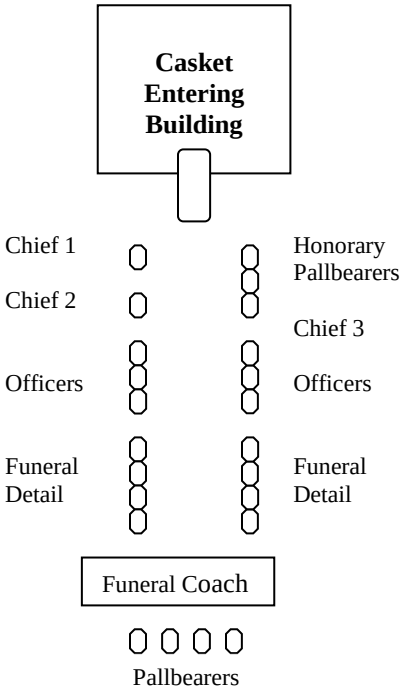
Chief or other Department Officer

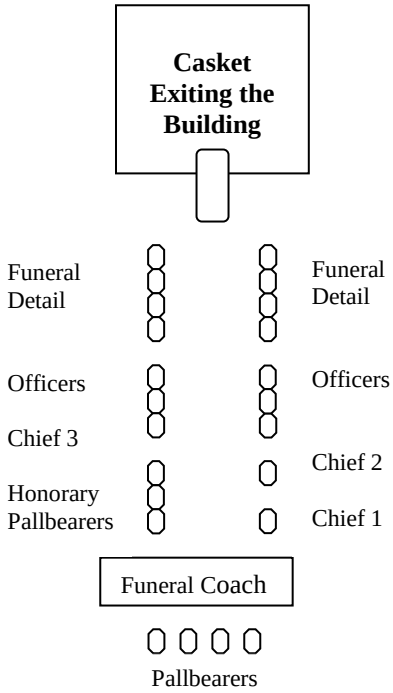
Inside The Church



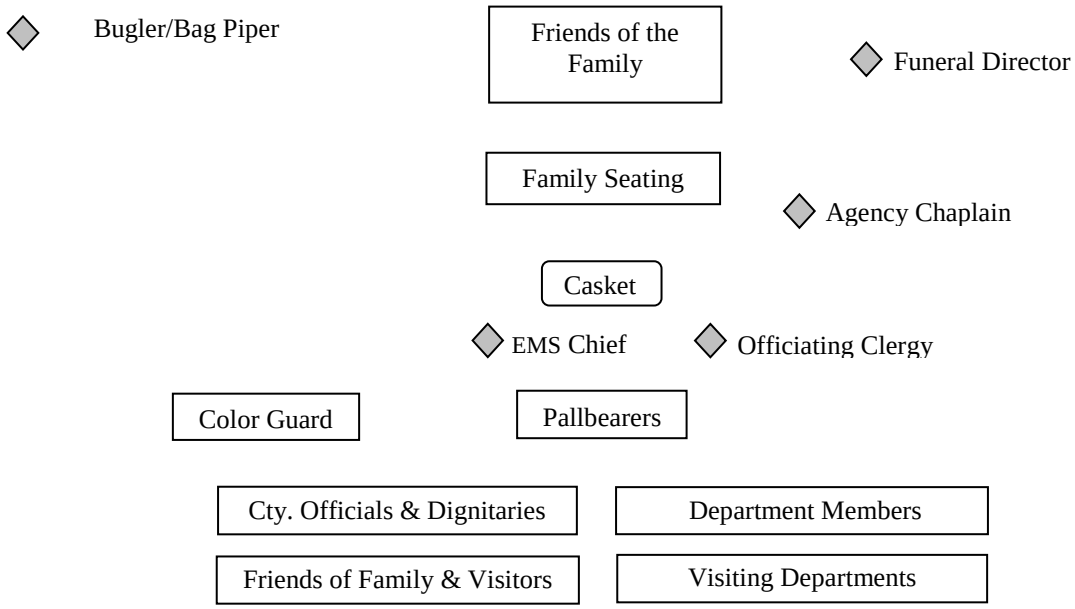
Outside the Church

(The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends)





Cemetery Service



LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Locker Policy
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revisions:	2
Pages:	1

I. PURPOSE:

To provide guidance on lockers provided by Leon County for use by employees.

II. GUIDELINE:

Lockers are provided by the County for the convenience of all employees to secure their personal property and County owned property issued to the employee. No other County owned property shall be stored in the lockers. Lockers are considered and remain the property of Leon County.

Employees are responsible for security of the locker at all times and for providing their own lock for use. Leon County assumes no responsibility for loss or damage to the personal property of an employee. If the employee is unable to open the locker due to lock damage, malfunction or loss of key; the employee is responsible for the costs associated with removal of the lock and any damage to the locker as a result.

Employees are responsible for the cleanliness of the locker at all times. The lockers shall not be defaced and no writing, pictures or other materials may be displayed or placed on the outside of the locker.

Lockers shall not be used for the storage of any obscene, hazardous or other prohibited materials considered inappropriate for work purposes.

After termination of employment the employee's assigned locker will be cleaned out in the presence of a supervisor. If the employee is not present or has not cleaned out the locker on the last day of employment, the lock shall be removed by whatever means necessary, including destruction, by the County so that the contents of the locker can be returned to the employee and the locker can be cleaned and readied for use by other employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Medical Control Authorization & Protocol Revision
Effective:	June 1, 2005
CAAS:	201.02.01
Reviewed:	January 2009, December 2012, December 2015, December 2018
Revision:	4
Pages:	1

I. PURPOSE:

To provide guidelines for medical control authorization and protocols.

II. GUIDELINE:

- EMTs & Paramedics are certified by the State of Florida and must work under the medical license of the service Medical Director. Florida Statute 401 §401.265 (1) states "*…The medical director must supervise and assume direct responsibility for the medical performance of the emergency medical technicians and paramedics operating for that emergency medical services system..."*

- The Leon County EMS Medical Director has full authority to either allow or not allow an EMT or Paramedic to function under his / her medical license. If the LCEMS Medical Director does not allow an EMT or Paramedic to function under his / her license that EMT or Paramedic will not be permitted to work for LCEMS.

- The Leon County EMS Medical Director will authorize medical protocols for use by Leon County EMS EMTs and Paramedics.

- The Leon County EMS Medical director, working with the Deputy Chief of Clinical Affairs, and other Leon County EMS employees, will review and revise the medical protocols as needed, at least every three years.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Minimum Equipment Carried Into a Scene
Effective:	October 2007
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that all appropriate equipment required to provide essential patient care is carried into every scene. Emphasis is placed on airway and breathing.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. The "Standard of Care" for LCEMS and supported by the Medical Director is to be appropriately equipped upon arrival at every call. This standard applies to all EMTs and Paramedics, while on duty and responding to calls within our area of responsibility. Any standbys are to be treated as a call.(e.g. if at a fire stand by, have oxygen and jump bag with you). When in doubt, err on the side of caution and have items necessary to provide a level of care indicative of the symptoms conveyed by the dispatcher (e.g. have the cardiac monitor if going to chest pain/cardiac patients; have suction if going to possible airway problems). Delay in treatment of a patient due to lack of available equipment only serves to compromise the appropriate level of care and contribute to an unsatisfactory outcome.

III. PROCEDURE:

1. On all calls you will carry, at an absolute minimum, the Thomas Pack. Equipment in the Thomas Pack should include:
   - Airway Supplies should include; oral airways, nasal airways, BVM, oxygen cannulas, oxygen masks, endotracheal intubation supplies, EGD (King-LTD Airway), 10cc syringe.
   - A portable Suction
   - Glucometer
   - IV supplies (Needles, tubing, tourniquet, tape/dressings and fluids)
   - Minimum drugs: All medications inside the designated drug pouch
2. You must also take in oxygen tank and portable radios.
3. Any additional supplies/equipment can be retrieved or applied once inside the unit pending patient evaluation.

NOTE: As dedicated Healthcare Para-professionals, we are confident you will fully assess and evaluate the call information received and appropriately respond to the scene with those items necessary to properly treat the patient. It's better to be over prepared, than find yourself without essential items that may make a difference in the outcome.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Open Shifts
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, June 2017, June 2018, December 2018
Revision:	5
Pages:	4

I.GUIDELINE:

LCEMS shall fill open shifts primarily through the use of TeleStaff™ computerized scheduling software. The use of TeleStaff™ reduces overtime, improves safety, and adds fairness to the system. Only after all possibilities have been exhausted, will shifts be filled with overtime coverage outside TeleStaff™.

II. PROCEDURE:

The Shift Supervisor and System Controller are responsible for monitoring the daily rosters on TeleStaff™ to ensure that all shifts are covered. If an employee calls in sick or requests a day off within 30 days of the shift, the shift opening shall be created in TeleStaff™ in order to allow the system to cover the opening.

The following guidelines shall be followed:

- All shifts that need to be covered will be placed into TeleStaff™ without delay. Holding shifts for coverage will result in disciplinary action.
- All shifts that are greater than 8 hours out will be covered with TeleStaff™. No shifts will be paged before 8 hours out with the exceptions listed below. No employee will pre-notify any other employee of a pending shift in an effort to obtain overtime for anyone.
- Exceptions to the rules above can be approved for special events, educational events, out of town transports, critical care transports, or other issues that require specific personnel as approved by Senior Command Staff (Captain or above).
- No employee will work more than 24 hours within a 32-hour time period without approval from the Chief or a Deputy Chief, no exceptions. It is preferred that no one work more than 14 hours at a time with the exception of the Fixed Station Units and based on the operational needs of LCEMS as determined by the on-duty supervisor.
- Shift swaps must occur within the same pay week and cannot create any overtime. If a requested swap creates overtime, it will not be approved and will be entered into TeleStaff™ as an open shift and the employee taking off must take leave time.
- In accordance with Leon County policy, full time employees may be mandated to work overtime. Failure to work constitutes an absence without authorization and may result in appropriate disciplinary action. In the event that mandatory overtime is necessary, the following procedure will be followed after all other methods to cover the open shift have been exhausted:

Mandatory Overtime Procedure

Sign-up Shift Configuration and Scope:

On each day, there will be two sign-up spots for AM (6a to 6p) and two sign-up spots for PM (6p to 6a). The #1 spot is first up to be assigned an overtime shift and the #2 spot is second up to be assigned an overtime shift. Members signed up are expected to report for duty if notified by the on-duty supervisor and/or the on-duty controller. Members who sign up for AM spots are responsible for a day shift reporting to duty prior to 3pm and for a shift in its entirety until 9pm. Members who sign up for PM spots are expected to be responsible for a night shift reporting to duty at 3pm and later and shifts in their entirety until 8am. Mid shifts (i.e. Med 15 and Med 19 may be split between the AM and PM mandatory call team members. Members may be used to cover open shifts and may not be used for transports or other duties.

Mandatory Sign-up Requirements:

Full-time hourly members are divided into two groups:

Group 1: Members assigned to twelve hour rotating schedule shifts (Alpha and Bravo). *Group 1* members are required to sign up for **three** #1 Mandatory sign-up periods AND **three** #2 Mandatory sign-up periods per four-month block, for a **total of six** required sign-up periods per four-month block.

Group 2: Members assigned to fixed station units on a rotating 24/48 schedule (County12, 13, & 14), those assigned to five day a week units (MED11), and those Paramedic II's required to take specialty call shifts (Critical Care & Tactical Medics). *Group 2* members are required to sign up for **two** #1 Mandatory sign-up periods AND **one** #2 Mandatory sign-up period per four-month block, for a **total of three** required sign-up shifts per four-month block.

Procedure:
Beginning on the 15th of the month prior to each four-month block, members are required to input their sign-up periods into TeleStaff™ using the appropriate sign-up code on their calendars.
For purposes of signing up, members are divided into three tiers, each with a corresponding sign-up window which opens as follows:

Tier 1: Beginning the 15th, all Charge Paramedics and all Paramedic II's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Tier 2: Beginning the 18th, all Paramedic I's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Tier 3: Beginning the 21st, all Paramedics, EMT II's and EMT I's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Upon inputting all required sign-up periods into TeleStaff™, **members are required to e-mail** their direct supervisor (this means a Lieutenant for most members and a Captain for Charge Paramedics) notifying them of the periods they signed up for by 5pm on the 29th.

Keep in mind that while there are spots on the daily rosters for each sign-up position, the TeleStaff™ server only auto-fills those positions once a day (2am). This means that you will not necessarily see your name in the position on the roster until the system catches up. However, TeleStaff™ will only allow one member per position regardless of whether or not a name occupies the position on the roster.

Members are not permitted to sign up for a shift that is 12 hours preceding or 12 hours ensuing to their regularly scheduled shifts.

ALL MEMBERS ARE REQUIRED TO COMPLETE THE SIGN-UP PROCESS BY 5 PM ON THE 29TH DAY OF THE MONTH PRIOR TO THE START OF THE FOUR-MONTH BLOCK (i.e. August 29th, at 5pm).

Payroll Considerations:

Members must record hours WORKED on their electronic time sheets each pay period. Members are NOT eligible for Special Services Call Pay for signing up for their preferred overtime assignments.

Rules and Enforcement:

As per Leon County HR Policy 5.11.1: *Failure to perform overtime, except in cases of personal emergency, or other appropriate reasons, is deemed to be insubordination*. Therefore, failure of any full-time hourly member to comply with any aspect of this procedure may result in progressive discipline. This includes, but is not limited to:

- Failure to sign-up as required;
- Failure to report to work when signed-up and required;
- Attempting to circumvent the above listed sign-up windows;
- Failure to e-mail your direct supervisor with your signed-up days as required; and/or
- Failure to maintain an acceptable mode of communication when signed-up, resulting in the inability of the on-duty supervisor or controller to reach you when signed-up.

The on-duty supervisor is responsible for completing the OT use checklist below to turn in to the Deputy Chief of Operations and shall log the usage in Infor.

Supervisor Checklist for Mandatory Overtime

Date: _____ Shift: _____

1. _____ Shift has been paged out via Telestaff multiple times.

2. _____ Shift has been put out to Everbridge multiple times (at appropriate times).

3. _____ Individual member's Telestaff calendar has been checked for sign up.

4. _____ Supervisor has called those members that regularly work overtime or those who will usually work if called.

5. _____ Check schedule for those members who are on a regularly scheduled office shift (pull them for truck shift).

6. _____ Go to mandatory overtime list via Telestaff.

Notes:_____
_____
_____
_____
_____
_____
_____
_____

Team Member called in for mandatory: _____

Supervisor Name: _____ Signature: _____

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LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Pay Plan
Effective:	October 1, 2004
Reviewed:	September 2006, December 2012, December 2015, December 2018
Revision:	5
Pages:	2

I. PURPOSE:

To provide guidelines for shift differential and FTO pay for EMS field employees.

II. GUIDELINE:

1. Shift differentials

    a. Shift differential is designed as an incentive for non-exempt EMS employees part-time and PRN employees designated to work system status and all non twenty-four hour night shifts. It is paid in addition to the base rate of pay. Shift differentials are paid when employees are on sick or annual leave and were scheduled to work a shift where the shift differential would have been paid if the employee would have worked.

    b. The system status management shift differential will be paid to part-time and PRN employees scheduled to work under the system status management plan, for the entire shift and until the employee has been released from duty. Employees scheduled for twenty-four hour shifts on Fixed Station Units shall be paid the system status management shift differential for the hours they spend in the system status plan. To be considered in the system status plan the Fixed Station Unit must either be posted at a location other than their regularly assigned post location or respond to a call from a post other than their regularly assigned post location. Employees are responsible for recording the hours worked in the system status plan on their time sheet. Full-time employees who are regularly assigned to non-Fixed Station Units are not eligible for the system status management shift differential and should not record it on their time sheet, as it is combined in their base pay rate.

    c. The high plus differential for working night shifts is only paid to EMT, Paramedic and Controller/Dispatcher positions. Non-Fixed Station Unit shifts that begin in the evening and lasts until the next morning or any hours worked after 8 pm as determined by EMS administration will be eligible for the high plus differential. Special events are not eligible for the high plus differentials. Off-duty transports are eligible for high plus after 20:00 hours.

        Example:

        i. The 1800 – 0600, 1900 – 0700 & 2000 – 0800 shifts are paid high plus for

all 12 hours worked.

ii. The 0900 - 2100 shift is paid high plus from 2000 – 2100 or 1 hour
iii. The 1500 – 0300 shift is paid high plus from 2000 – 0300 or 7 hours

2. Field Training Officer Special Pay

   Paramedic I employees who serve as Field Training Officers (FTO) with approval by the Community Engagement and Operational Development Major will be paid FTO pay in addition to their base pay.

3. Timesheets

   a. It is the responsibility of each employee to accurately record the number of hours worked with in each shift differential and special pay on their timesheets.
   b. Must be completed in accordance with SOG 140.00

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Care Reports
Effective:	May 2, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To maintain an accurate record of medical care given by LCEMS personnel in compliance with standard medical records practices.

II. GUIDELINE:

EMS patient care reports are to be completed on all patients whom LCEMS assesses, treats and / or transports. The patient care record in all instances will accurately describe the services provided to the patient, any and all pertinent scene information, an accurate and complete patient assessment and accurate and complete treatments. All sections of the ambulance run report must be completed in as much detail as possible. Intentional falsification of patient care records is a serious violation of LCEMS policy and will result in disciplinary action up to, and including, termination.

III. PROCEDURE:

1. Patient care reports or ambulance run reports are to be completed as soon as possible after the incident. This assures completeness and accuracy. At no time shall patient information, notes or reports be removed from LCEMS or taken home for completion. All run reports must be completed by the end of the shift.

2. It is the responsibility of the crew member who cared for the patient to complete the patient care record. The other crew member shall review the patient care record for completeness and accuracy. If a dispute arises concerning the content of the report each crew member will provide the Shift Supervisor a written report detailing the dispute. These disputes will be forwarded to the Education / IQM Manager for final resolution.

3. As per the HIPAA policies in place, all LCEMS employees will safe guard all patient information and protected health information. If a LCEMS employee finds unsecured patient information or PHI, that employee will immediately secure the information and then provide it to the Shift Supervisor.

4. The patient’s name and incident number will be entered into the LifePak15 for all patients who are placed on the cardiac monitor.

5. LifePak15 – Crews will upload the EKG code summary from the LikePak to their electronic patient care report during or immediately after each call.

6. End of Shift Procedure.

   A. Electronic reports – all electronic patient care records will be exported in the patient care computer system as soon as possible after the completion of the report. Crews will make sure that all reports are exported prior to the end of their shift. It is the on duty supervisor's responsibility to ensure all patient care reports have been completed and uploaded by the respective crews

   B. Paperwork – any hard paper created concerning patients will be placed in the locked box located in the crew's computer room at the logistics area. Be sure that the patient's name and incident number are on each piece of paper. Notes containing patient information that are being discarded will be shredded.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Personal Property
CAAS:	202.04.01
Effective:	June 2009
Reviewed:	December 2012, August 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the handling of patient's personal property by LCEMS staff.

II. GUIDELINE:

In order to minimize the potential for misplacing patient's personal property, LCEMS personnel will document in the patient care record (PCR) the disposition of personal property transported with the patient to the destination facility or removed from the patient's person during the delivery of patient care.

III. POLICY:

Patient personal property will remain in the possession of the patient or their family/designee whenever possible.

- Medications, their name, strength, and frequency of use, should preferably be documented in writing as a medications list rather than transported with the patient.
- Personal items such as purses, handbags, wallets, back-packs etc. should remain on the stretcher with the patient. (as patient care needs allow).
- Any jewelry removed from the patient should be given to a family member, or placed in the patient's pocket or purse etc. (Document in PCR).
- Biographical data (Driver's License, Insurance Cards, and Social Security Cards) shall be returned directly to the patient or family member.
- If personal property of a patient is found after a patient has been transferred to the hospital, but before the end of the crew's shift, the crew will contact the on-duty supervisor for permission to return the property to the hospital.
- If personal property of a patient is found after patient has been transferred to hospital, at the end of the crew's shift, (or it is found by another crew) the crew shall place it in a bag, attach a pink slip to it, and turn the property into logistics. The Logistician will then give the property to the Administrative Assistant in the office, who will attempt to contact the patient or a family member to return the property.
- To better assist patients with special needs in their overall care, standard, non-motorized wheelchairs, walkers, and canes should be taken with the patient to the hospital unless patient care is impeded by placing the item in the patient compartment.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Policy & Procedures – Employee Access and Distribution
Effective:	June 1, 2009
CAAS:	103.01.02, 103.01.03
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

The purpose of this guideline is to provide guidelines for the distribution of policies, procedures, and guidelines applicable to EMS employees and/or any changes there of.

II. GUIDELINE:

- All EMS staff will be supplied access to each of the following manuals during orientation:
    1. Leon County Human Resources Policy & Procedure Manual
    2. Leon County Employee Safety Manual
    3. Leon County EMS Standard Operating Guidelines
    4. Leon County EMS/Tallahassee Fire Department Medical Protocols
    5. EMS Materials Safety Data Sheet

- Hard copies of each of the above manuals will be maintained and available for employee reference at Headquarters in the ambulance check-on area.

- An electronic version of the above listed manuals will also be maintained on the Leon County EMS internal website, which is accessible from any internet connected computer including home computers and Tough-books available on every in-service ambulance.

- Employees will be notified of any changes to the above listed manuals via Leon County E-mail, the primary means of disseminating employee information for Leon County EMS.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Preventative Maintenance of Durable Medical Equipment
CAAS:	203.04.01
Effective:	June 20, 2009
Reviewed:	October 2011, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To serve as a guideline for the preventative maintenance and replacement of durable medical equipment.

II. GUIDELINE:

- Durable Medical Equipment, or DME, should be tested, calibrated, and serviced according to manufacturer recommendations. DME includes all equipment that is electrical or mechanical such as cardiac monitor/defibrillators, IV pumps, ventilators, suction units, stretchers, and automated CPR compression devices.
- DME shall be affixed with a sticker indicating the last date of service and initials of the person performing such service.
- The logistics personnel, under the supervision of the Deputy Chief of Operations, should oversee the servicing of DME.
- DME should occur according to manufacturer recommendations and by an authorized or approved service provider if required by the manufacturer.
- DME should be replaced in a schedule in accordance with manufacturer recommendations and industry best practices.
- DME shall be replaced if, during any scheduled maintenance, the person or service provider performing the service recommends the item for replacement.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Professional Conduct
CAAS:	106.07.01
Effective:	June 20, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To serve as a guideline to remind EMS personnel that conduct should remain professional at all times.

II. GUIDELINE:

- Conduct while on-duty:
  EMS employees should conduct themselves professionally at all times and pursuant to county policy. The following policies and guidelines address specific aspects of professional conduct and should be followed at all times while on duty. Policies and guidelines are listed here only to assist the employee with identifying specific policy and guidelines that apply to professional conduct and are not exclusive of any other policies or guidelines. It is the responsibility of the employee to comply with all applicable policies and guidelines.

  Professional Conduct as it relates to:
  a) Patient Confidentiality – Section 17.00 of Board Policy, 05-3, HIPAA
  b) Customer Service – EMS SOG 105.00, Customer Service
  c) Non-discrimination – EMS SOG 105.00, Customer Service
  d) Standards for Appearance – EMS SOG 142.00, Uniform & Appearance Standards
  e) Workplace Conduct – Human Resources Policy & Procedures, Section 2, Conduct
  f) Ethical Behavior – BOCC Policy 03-05; Code of Ethics

- Conduct while off-duty:
  Human Resources Policy & Procedures - 10.06 County Standards
  It is the policy of the County that what a person does on his or her own time is exclusive of employment with the County. However, such policy is not absolute. If an employee's outside conduct impairs the reputation of the County; causes the employee to be unable to perform work or appear at work; or leads to refusal or reluctance on the part of others to work with the employee, barring protection under law; then the appropriate supervisory authority is justified in taking disciplinary action. When an employee is on County property, he or she is subject to the County's work standards. Furthermore, an employee officially representing the

County at a location other than his or her normal place of work is accountable for compliance with the County's policies, procedures, and standards.

III. PROCEDURE

As specified in the vehicle operations policy, employees must immediately report in writing any revocation, suspension or loss of driver’s license to the on duty Supervisor.

In addition, employees must report within 1 hour of reporting to work, in writing, arrest, charge, conviction and / or citation for violation of law and/or ordinance other than parking violations to the on duty Supervisor. The report will include copies of all available citation / charge / arrest paperwork. The written report will include an explanation of the circumstances surrounding the citation / charge / arrest. Failure to comply with this procedure will result in disciplinary action up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Prohibition of Photographs and Videos
Effective:	June 22, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. GUIDELINE:

Employees are prohibited from making or permitting another person under your direct control to make a recording, photograph, and /or video of any patient or incident scene. No photographs and/or video should be taken by anyone in the back on the ambulance with a patient on board.

HIPAA considers recordings, photographs and videos of patients Protected Health Information. Therefore, employees are prohibited from making a recording, photograph and / or video, digital or any other type, of any patient or the scene of any incident including vehicle accidents.

Violation of this SOG will be considered serious and will result in appropriate disciplinary action up to, and including termination.

Exceptions to this SOG are instances where it is necessary for supervisory staff to take pictures of incidents involving County assets and personnel as a part of an official investigation and / or for the creation of an accident / incident report.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Public Service Events
Effective:	June 1, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	3
Pages:	14

I. PURPOSE:

To provide guidelines for LCEMS crews participating in public service events.

II. GUIDELINE:

LCEMS participates in many types of public service events ranging from public information/demonstration programs to dedicated large scale events. It is the policy of LCEMS to assist the public any way within our means including but not limited to medical education and medical standbys.

III. GENERAL INFORMATION:

1. Requests for standbys will be coordinated and approved by the Deputy Chief – Operations or designee.

2. Dedicated standbys will be charged fees in accordance with the current rates established by the Board of County Commissioners. Payment arrangements will be made prior to the event. The Billing Coordinator must be notified of the event so that these arrangements can be made. Dedicated standbys will be done using additional resources, not scheduled resources. The EMS resources dedicated to the event will remain at the event and not be used in daily responses unless unusual circumstances exist.

3. The ambulance dedicated to a public service event normally will not transport a patient unless the patient has a true life threatening emergency. As soon as patient contact is made, the LCEMS crew should determine the need for a transporting unit and make such a request as needed. However, if the situation would indicate it is imperative to transport immediately, transportation should occur and another ambulance is to be requested to cover the event.

4. LCEMS will normally remain at the event until the event is over and most of the stands are cleared.

5. All patients with whom LCEMS contact is made will have patient documentation completed on them.

8. All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response. In addition, all crew members will bring their complete PPE bag in case of a WMD type of incident.

9. Patient reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets.

10. Uniforms will be standard issue. No special colors or changes without approval from the Deputy Chief of Operations.

11. All Event units will check on duty with Control on channel 1 as usual and will advise when they are en route to the event, arrived at the event, available from the event, arrived back at HQ, and out of service. In addition all units will advise Control as soon as possible when they have a patient that needs to be transported from the event.

12. This is in accordance to the Event Action Plan.

IV. SPECIFIC EVENTS:

1. HIGH SCHOOL FOOTBALL

A. High School Football

1) Standard staffing - one ALS ambulance with two crew members.

2) Be in place ½ hour prior to kick-off

3) Park in specified place (see site specific maps).

Cox Stadium

1. Obtain a portable radio from the stadium grounds staff in order to communicate with the press box. Perform a radio check to confirm performance.
2. The crew members will keep the portables with them at all times. Return portable to grounds at the end of the game.
3. Remain visible and accessible at all times.
4. One crew member will remain with the ambulance at all times unless responding to a medical emergency.
5. Both crew members will closely listen to the public address and score box/grounds radios for calls for assistance.
6. One crew member may roam the sidelines, but must be conscious of calls for assistance (monitor EMS Channel 1 at all times).
7. The person staying with the ambulance must monitor Channel 1 and the radio

for the score box/grounds while the other person is away from the unit.

Other High School Football- EMS staff must stay available and visible by the EMS vehicle. Monitor EMS Channel 1 and the Public Address System.

2. COLLEGE FOOTBALL

A. FAMU (map attached)

1) Standard staffing - one ALS ambulance and crew members deployed at the direction of the Stadium Controller. Additional staffing will be authorized as needed by the Deputy Chief of Operations.

2) One crew member will be designated as Stadium Control as designated by the Deputy Chief of Operations. Stadium Control will act as the event coordinator.

3) All crew members will be in place one hour prior to kick-off

4) The ambulance will be parked inside the southwest gate and one cart will be available for transport within the stadium.

5) One crew member must stay near the ambulance at all times and will monitor Channel 1 and 5 and others as designated by Event Command.

6) All crew members will communicate with each other via the radio channel designated by Stadium Control. Radio test with all personnel will occur prior to deployment into the stands.

7) Crew members will position themselves on separate sides of the field in order to enhance response times to the patients' sides. Each crew member will have a basic equipment bag with them at all times.

8) All crew members must arrive at Headquarters at least 2 ½ hours before the game start time. All crew members are expected to be on time.

10) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.

11) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

12) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

B. FSU (see map)

1) Standard staffing - ALS ambulances and crew members. Games with extreme heat require additional crew member deployment as directed by the Deputy Chief of Operations.

2) The Stadium Controller will be in place at the Doak Campbell Command Post a minimum of 2 hours before game start time. All other personnel will be in place a minimum of 1 hour before game start time.

3) The Stadium Commander will be in charge of game activities unless changes have been determined before the game by the Deputy Chief of Operations. The Stadium Controller will act as the event dispatcher.

4) One ambulance will be parked at gate "D". The second ambulance is to be parked on the field at the NE corner of the end zone (see map). A Special Operations MCI Unit will be parked on Stadium Drive, for disaster response.

5) Staffing deployment will be directed by the Stadium Command and split appropriately between the field, carts, first aid and any other location deemed necessary by Command.

6) Stadium communication channels will be designated by the Stadium Controller. A radio test will occur with all personnel prior to deployment of staff to their posts.

7) LCEMS staff dispatched to a patient will advise Stadium Control ASAP the patient's condition and if they believe that Cart transport will be necessary.

8) An EMS Cart will be dispatched to all medical emergencies within the stadium and its immediate grounds. The carts should not cross highways off the designated footprint of the stadium unless directed to do so by Stadium Control.

9) EMS calls that are off site of the designated stadium footprint will be referred to LCEMS dispatch for normal EMS response.

10) All crew members must arrive at headquarters at least 2 ½ hours before the game start time. All crew members must be on time.

11) All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response.

12) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

13) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

14) Several crew members will be assigned to the First Aid Station. When calling the First Aid Station, refer to these personnel as "First Aid". Crew members assigned to First Aid are to remain in First Aid unless given specific approval to leave. When crew members assigned to First Aid are outside of First Aid, they must be available by radio at all times.

16) LCEMS and Red Cross volunteers will work together in the First Aid Room to provide medical care. The Red Cross will handle "walk ins" and minor issues such as band aids. LCEMS will handle all patients brought in by carts and all patients that require medical attention.

17) Upon arrival at the Stadium all crew members will stock carts and prepare the First Aid Room for service. At the end of each game all crew members will clean up the First Aid Room and load equipment into the returning ambulances. Carts and the First Aid Room must be left in an orderly and clean condition.

18) A helicopter landing zone may be designated before each game by the FSU Police. Stadium Control will coordinate any helicopter response to the stadium area.

19) Food will be provided at each game by FSU. Stadium Control will coordinate all crew members getting food.

20) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.

Stadium Response Procedures

In the case of an emergency or a serious incident at Doak Campbell Stadium, the following procedures will be followed to relocate patrons and/or evacuation of the stadium.

Code Yellow

An emergency, which has the potential for causing injuries to a limited number of spectators, and calls for their immediate relocation to another area within the stadium. A response code yellow may or may not affect or cause stoppage of the

event.

Code Yellow, in most instances, is an appropriate response to the following emergencies:
1. Weather related need for shelter.
2. Localized fire
3. Discovery of a suspected explosive device
4, Utility problem (power outage, pipe burst, etc.)
5. Spectator disturbance
6. Other incidences where it is deemed necessary to move spectators for their safety.

Code Orange

Code orange is an emergency where the severity requires stoppage of the event and the evacuation of all personnel from the stadium and the immediate area outside the stadium. People will be directed to leave the stadium and the immediate area outside the stadium in a normal manner.
Sworn personnel shall attempt to direct people to at least 500 ft from the stadium.
Officers will establish a perimeter around the stadium and space themselves at distances to keep other officers within sight and hearing distance. The officers are to assist the public, direct people to safe areas, aid locations, and respond to incidents requiring law enforcement presence. Officers are to remain calm and strive to maintain order.

Code Orange, in most instances, is an appropriate response to the following emergencies:
1. Impending severe weather.
2. Location of a suspected explosive device
3. Electrical power failure (especially during a nighttime event)
4. Hazmat incident
5. Fire, explosion, or release of hazardous material
6. Structural damage to the stadium

Code Red

A code red emergency requires the stoppage of the event and the evacuation of persons. Code Red requires the immediate evacuation of all to a minimum of 1,000 feet from the stadium. Depending on circumstances, people parked in close proximity to the stadium may be required to leave their vehicles parked and leave the area on foot. People will be directed to the following zones that allow for the 1,000-foot safety requirement:

1. East of Stadium: Intramural Fields /Walker Street Area
2. West of Stadium: Pensacola Street /Bike trail area past tunnel
3. South of Stadium: Jackson Bluff Road Area
4. North of Stadium: Track Field medical School Complex

Code RED is an appropriate response for a catastrophic event which requires the immediate evacuation of the entire stadium

3. FOURTH OF JULY

A. Standard staffing – two ALS ambulances with five crew members, or as designated by the Deputy Chief of Operations.

B. Hours of deployment are flexible year to year but generally run from 1600. until 2330

C. Ambulance deployment is flexible and is scheduled year to year.

D. Staffing deployment is listed below:

1) Law Enforcement Command Post

2) First Aid Tent

3) Ambulances

4) Carts

E. Numerous First Aid supplies must be planned for including quantities of heat related treatment items.

F. The Deputy Chief of Operations is responsible for adequate planning and acquisition of supplies.

G. All on-site LCEMS staff will communicate with each other on the designated operations channel. In addition, the Paramedic working in the Law Enforcement Command Post must have a separate radio that can be used to monitor and communicate with LCEMS Dispatch. A radio check of all personnel will occur prior to deployment.

H. The Paramedic assigned to the Law Enforcement Command Post will serve as the events coordinator and dispatcher.

4. SPRING TIME TALLAHASSEE

A. Standard staffing (listed by event)

1) Road Race – one ALS ambulance and two crew members, or as designated by the Deputy Chief of Operations, dedicated located at the start/finish line.

2) Celebration in the Park – one ALS ambulance and two crew members. The ambulance location will be based on the request from the Springtime Committee.

a. One crew member will stay with the ambulance at all times.

b. Both crew members will operate on Channel 5 monitoring LCEMS dispatch for response information.

5. GOLF TOURNAMENTS

A. Standard staffing is variable; at a minimum staffing and will directed by the Deputy Chief of Operations.

B. Tournament officials will provide a golf cart for LCEMS use.

C. If an EMS call is received, the on-site LCEMS staff will notify LCEMS dispatch of the green location requesting the dispatch of an ambulance to a point as close as is possible to the green to enhance patient pick-up.

D. Tournament EMS staff will utilize radio channel 1 for communications and will monitor the channel for response information from LCEMS dispatch.

6. PUBLIC INFORMATION/DEMONSTRATION EVENTS

A. Public Information/demonstration Events – frequently LCEMS Division is called upon to educate the public on EMS, E-91 1, etc. It is important that LCEMS staff make an excellent presentation to the group. Clean equipment. uniforms, vehicles, etc. go a long way to enhance Departmental credibility and public confidence. Appropriate handouts based on the age group of the audience are to be distributed. Examples include EMS coloring books, EMS brochures, magnets, etc.

B. Miscellaneous Sporting Events – LCEMS Divison supports public health by frequently participating in sporting events by providing non-dedicated on- site medical stand-bys. Again, a professional presentation is essential. All events of this type are scheduled by the Community Engagement and Operational Development Major. Upon arrival the LCEMS crew will:

- Make contact with the event coordinator.
- The crew members will keep the portables with them at all times monitoring channel 1.
- Remain visible and accessible at all times.
- One crew member will remain with the ambulance at all times unless responding to a request.

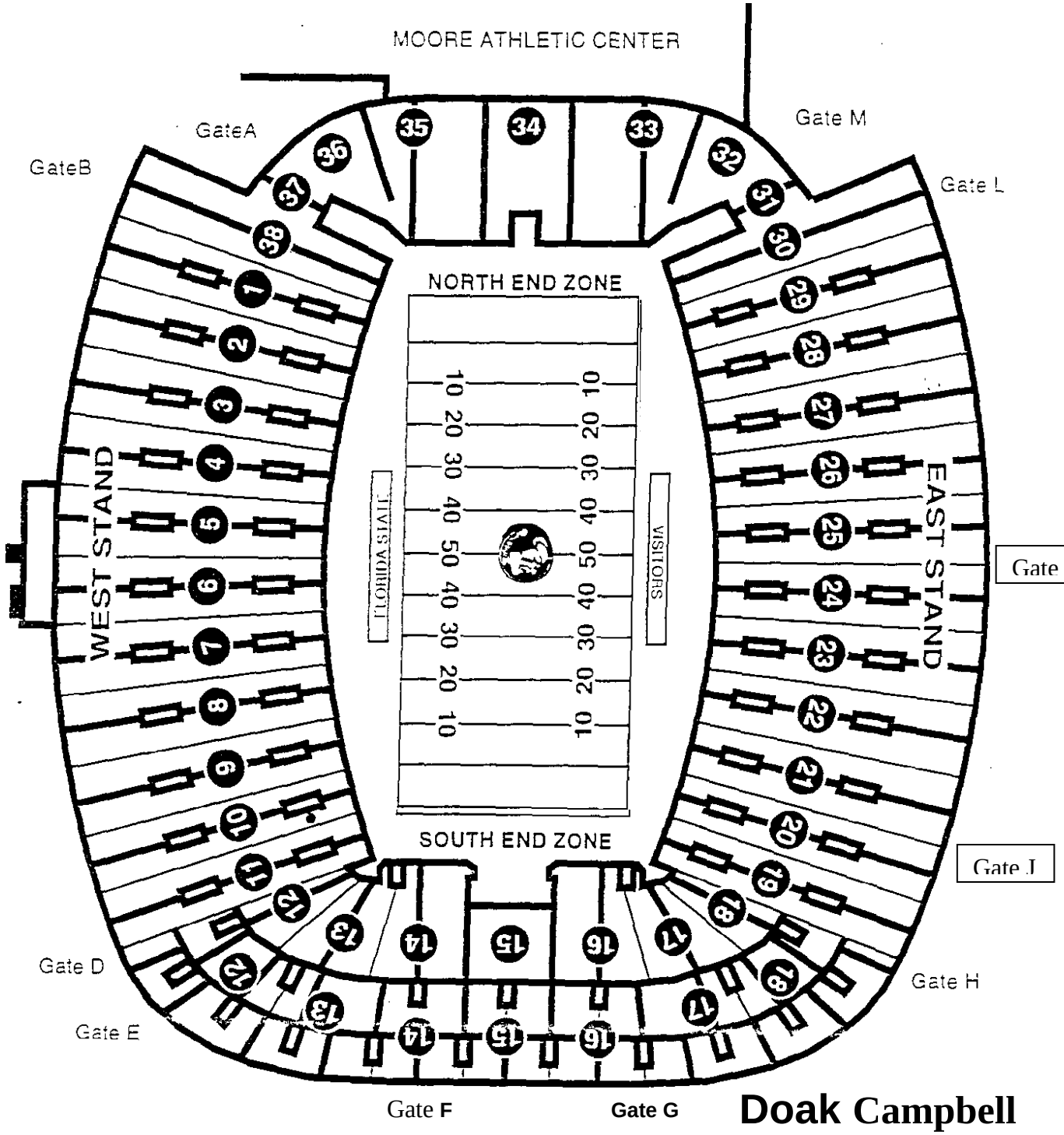
C. Leon County EMS uses various talk groups to facilitate communication. Assignment of talk groups on scene or at events is dependent on established command structure and the various agencies that are co-responding to the dedicated event. Examples of talk groups are listed below.

EMS Template

4/24/2009	Zone A		Zone B		EMS	Zone C		
Position	Discription	Full Discription	Position	Discription	Full Discription	Position	Discription	Full Discription
1	LCEMS 1	EMS Dispatch 1	1	EMSAD1	EMS Admin 1	1	LEMNTD	Leon Facilities Management Disp
2	LCEMS 2	EMS Dispatch 2	2	EMSAD2D	EMS Admin 2 radio to ra	2	LESWD	Leon Solid Waste Disp
3	LCEMS 3	EMS Dispatch 3	3	EMSSPO	EMS Special Ops	3	LEOWKS	Leon Public Works Disp
4	LCEMS 4	EMS Dispatch 4	4	Med 8	Reginal Med Channel	4	LEMOSC	Leon Mosquito Control Disp
5	LCEMS 5	EMS Tac Group 1	5	LCSO1	LCSO Dispatch 1	5	LEFLT	Leon Fleet Disp
6	SPOP1	LCSO Special Operations	6	LCSO3	LCSO Dispatch 3	6	LEOLIB	Leon Library Disp
7	TFD1	Fire Dispatch	7	LCSO4	LCSO Dispatch 4	7	LEWKEN	Leon Public Works Engineering Disp
8	LCEMS8/TFD	Fire to EMS	8	FSUPD1	FSU PD Dispatch 1	8	LEPKD	Leon Parks Disp
9	FDTAC 1	Fire TAC Group	9	FAMUPD	FAMU PD Dispatch 1	9	LANCRT	Leon Animal Control Disp
10	SPV10A	Special Events 10A	10	SPV10B	Special Events 10B	10	SPV10C	Special Events 10C
11	SPV11A	Special Events 11A	11	SPV11B	Special Events 11B	11	SPV11C	Special Events 11C
12	EMSTC1	Fire EMS Tac 1	12	TCC1	TCC PD Dispatch 1	12	LCSOEM	Leon E/M Unit
13	EMSTC2	Fire EMS Tac 2	13	TPDNW	Dispatch Northwest	13	LEMIS	Leon MIS Disp FD TRAINING
14	MDHELO	Medical Helicopter	14	TPDSW	Dispatch Southwest	14	LCOR1	LCSO Jail
15	CRMCER	CRMC Emerg. Room	15	TPDNE	Dispatch Northeast	15	StarMet1	StarMetro Disp 1
16	TMHER	TMH Emerg. Room	16	TPDSE	Dispatch Southeast	16	COTEM	City E/M Unit
Zone D			Zone E			ZONE F		
Position	Discription	Full Discription	Position	Discription	Full Discription	Position	Discription	Full Discription
1	8CALL90	Mutual Aid calling	1	COMMD	Command Channel	1	MACALL	Mutual Aid calling
2	8CALL90D	Mutual Aid calling Radio to Radi	2	LOGS	Logistics	2	MACALL D	Mutual Aid calling Direct
3	8TAC91	Mutual Aid TAC 1 Repeater	3	STAGE	Staging Area	3	MATAC 1	Mutual Aid TAC 1 Repeater
4	8TAC91D	Mutual Aid TAC 1 Radio to Radi	4	PLAN	Planning	4	MATAC 1 D	Mutual Aid TAC 1 Direct
5	8TAC92	Mutual Aid TAC 2 Repeater	5	FIRE COM	Fire Command	5	MATAC 2	Mutual Aid TAC 2 Repeater
6	8TAC92D	Mutual Aid Tac 2 Radio to Radi	6	EMS COM	EMS Ciommand	6	MATAC 2 D	Mutual Aid TAC 2 Direct
7	8TAC93	Mutual Aid TAC 3 Repeater	7	OPS	Operations Section	7	MATAC 3	Mutual Aid TAC 3 Repeater
8	8TAC93D	Mutual Aid TAC 2 Radio to Radi	8	LETAC1	LE TAC1	8	MATAC 3 D	Mutual Aid TAC 3 Direct
9	8TAC94	Mutual Aid TAC 4 Repeater	9	LETAC2	LE TAC2	9	MATAC 4	Mutual Aid TAC 4 Repeater
10	8TAC94D	Mutual Aid TAC 4 Radio to Radi	10	LETAC3	LE TAC3	10	MATAC 4 D	Mutual Aid TAC 4 Direct
11	MAFLA	Mutual Aid Florida Repeater	11	PSTAC1	PS TAC1	11	MAFLA	Mutual Aid Florida Repeater
12	MAFLAD	utual Aid Florida Radio to Radi	12	PSTAC2	PS TAC2	12	MAFLA D	Mutual Aid Florida Radio to Radios
13	LGCALL	Public Safety Calling	13	PSTAC3	PS TAC3	13	DYNGRP	Dynamic Regroup
14	PSCALL	Local Govt Calling	14	LGTAC1	LG TAC1	14		
15	LECALL	Law Enfc. Calling	15	LGTAC2	LG TAC2			
16	COTEM	City E/M Unit	16	LGTAC3	LG TAC3			
		Encrypted Talk Groups						

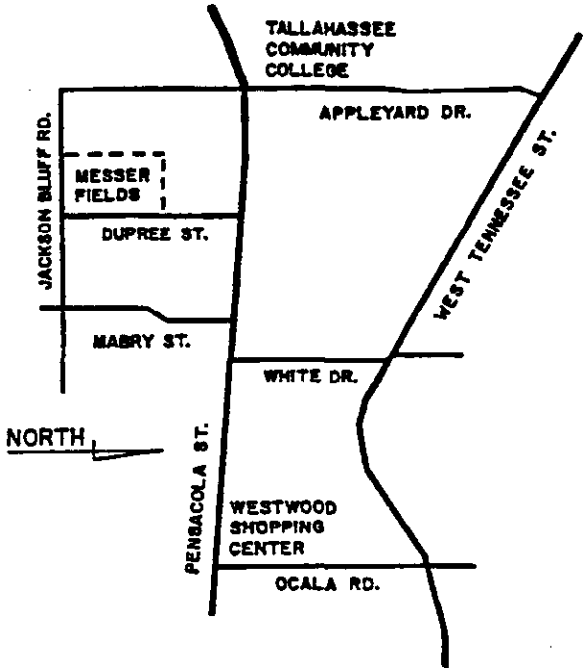
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Florida State University



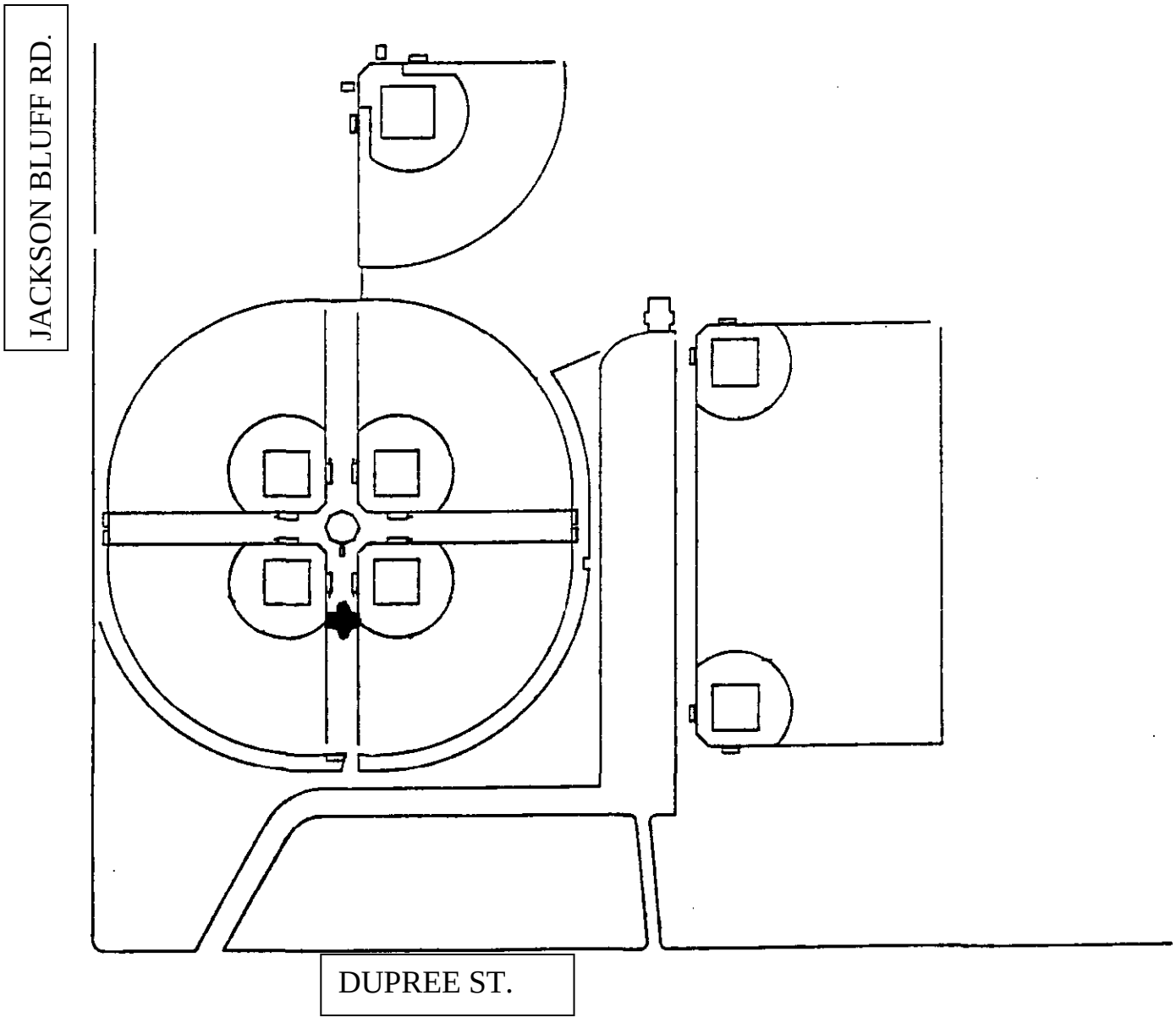
Doak Campbell Stadium

TALLAHASSEE PARKS S RECREATION DEPT. MESSER FIELDS

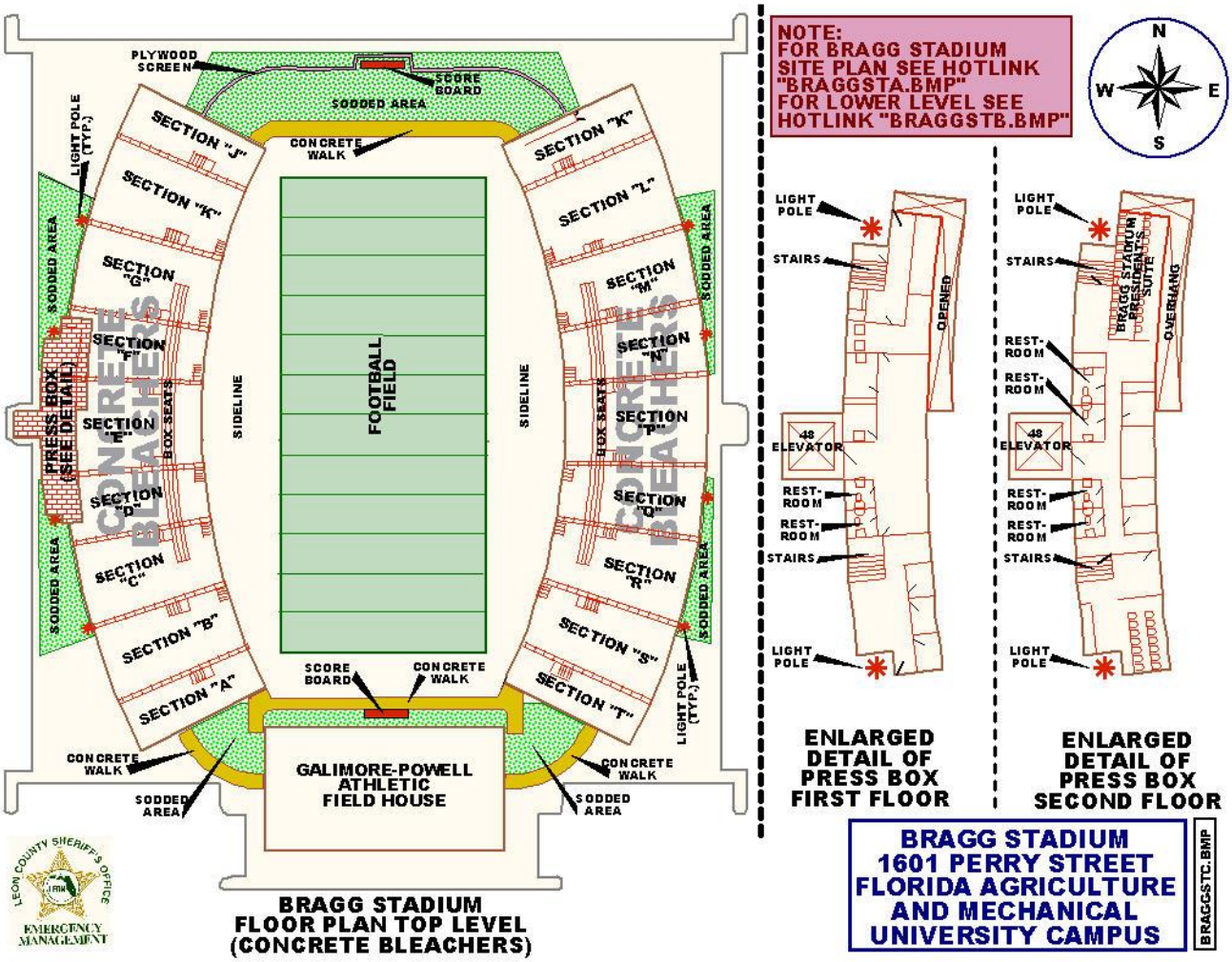


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TALLAHASSEE PARKS S RECREATION DEPT. MESSER FIELDS



125.00


NOTE:
FOR BRAGG STADIUM
SITE PLAN SEE HOTLINK
"BRAGGSTA.BMP"
FOR LOWER LEVEL SEE
HOTLINK "BRAGGSTB.BMP"
N
W
E
S
PLYWOOD SCREEN
SCORE BOARD
SODDED AREA
CONCRETE WALK
LIGHT POLE (TYP.)
SECTION "J"
SECTION "K"
SECTION "L"
SECTION "G"
SECTION "M"
SECTION "F"
SECTION "N"
SECTION "E"
SECTION "P"
SECTION "D"
SECTION "Q"
SECTION "C"
SECTION "R"
SECTION "B"
SECTION "S"
SECTION "A"
SECTION "T"
CONCRETE BLEACHERS
BOX SEATS
PRESS BOX (SEE DETAIL)
SIDELINE
FOOTBALL FIELD
GALIMORE-POWELL ATHLETIC FIELD HOUSE
LEON COUNTY SHERIFF'S OFFICE
EMERGENCY MANAGEMENT
BRAGG STADIUM
FLOOR PLAN TOP LEVEL
(CONCRETE BLEACHERS)
LIGHT POLE
STAIRS
OPENED
48 ELEVATOR
REST-ROOM
ENLARGED DETAIL OF PRESS BOX FIRST FLOOR
BRAGG STADIUM PRESIDENT'S SUITE
OVERHANG
ENLARGED DETAIL OF PRESS BOX SECOND FLOOR
BRAGG STADIUM
1601 PERRY STREET
FLORIDA AGRICULTURE AND MECHANICAL UNIVERSITY CAMPUS
BRAGGSTC.BMP

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Rank
Effective:	December 31, 2003
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. POLICY:

It is the policy of LCEMS to maintain a high level of professionalism and coordination through the use of rank structure.

II.GENERAL INFORMATION:

LCEMS has a formal structure of responsible personnel within the department. Each level has its own level of responsibility and decision making capabilities. The symbols in use represent rank within the EMS department and are used as an easily recognized tool by outside agencies. All personnel will demonstrate a high-level of respect and subordination for higher ranking personnel. The hierarchy and symbols utilized are as follows:

1. Chief – EMS Chief – three stars
2. Deputy Chiefs – Clinical Affairs and Operations – one star
3. Majors – Community Education and Operational Development – oak leaf
4. Captains – Shift Supervisors, Special Ops, Accreditation Manager – two bars
5. Lieutenants – Charge Paramedics – one bar

Officers will be addressed by their rank followed by their last name. For example, if Mary Smith were a Captain she would be addressed as Captain Smith.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Receiving Payments
Effective:	June 1, 2005
Reviewed:	March, 2005; December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To provide a process for the receipt and record of receiving and processing payments received by members of the EMS Division.

II.GUIDELINE:

Payments for EMS treatment and transportation services provided by the County are generally made through the contracted billing vendor utilizing the County controlled lock-box at a designated financial institution.. However, from time-to-time payments are made directly to the EMS Division for these services and for special events and pre-scheduled non-emergency transports where advance payment is required. .

The EMS Division will only accept payments in the following form:

Personal or corporate check (no starter checks)
Money Order
Cashier's Check
Visa
Mastercard

No cash will be accepted

All individuals attempting to make a payment shall be referred to the EMS Division administrative offices. Field providers are not authorized to accept payments.

III. PROCEDURE:

Personal / Corporate Checks; Money Orders; Cashier's Checks

All checks and money orders shall be restrictively endorsed immediately upon receipt.

Checks and money orders shall be deposited directly at the County designated financial institution within 24 hours of receipt.

The County's billing / collections vendor shall be notified immediately of payments received towards a patient account.

Payments received for special events and pre-scheduled non-emergency transports, not billed by the billing vendor, shall be entered into the County's accounts receivable system.

Credit Card Payments

Credit card payments are generally either from patient accounts and are coordinated through Intermedix or are made for transports that are not covered by insurance. Intermedix will take credit card information on the phone from customers who wish to pay using that method. This information is then processed through the credit card portal Z-pay provided to the finance department to Intermedix, who then processes the credit card payment. However, there are times when credit card payments are made directly to EMS. When this occurs the credit card batches are then sent to the Clerk's Finance Division for further processing. A copy of the receipt is sent to Intermedix so that the patient account can be appropriately credited.

For certain transports, for example organ transport teams, the organizations make credit card payments prior to the transport being completed. These credit card payments are processed by the EMS System Controller. The receipts are then sent to the EMS Billing Coordinator who then processes them and forwards the payment information to the Clerk's Finance Division for final processing.

Deposits

A spreadsheet shall be created for each deposit which provides sufficient detail as to the type of funds; the person who made the payment; the budget account number where funds are to be deposited; and the date of the deposit.

A deposit slip shall be completed for each deposit and attached to the deposit spreadsheet which provides a summary of the type of funds (check or credit card) and total funds being deposited with each deposit.

The spreadsheet and deposit slip shall be reviewed by a supervisor as authorized by the EMS Chief for completeness and accuracy.

Deposits shall be placed in a provided tamper evident bag and delivered to the County approved financial institution.

A copy of the spreadsheet, deposit slip and the bag number of the tamper evident bag shall be immediately forwarded to the Clerk's Finance Division.

Financial information shall be protected and safeguarded in a similar manner as other patient information.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Records Maintenance
CAAS:	103.04.01
Effective:	January 2004
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	4
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the storage, retention, and destruction of essential documents.

II. GUIDELINES:

All PHI shall be retained under HIPAA standards. All financial records shall be kept in accordance with Generally Accepted Accounting Practices.

III. PROCEDURE:

A. Agency records shall be retained for the length of time prescribed by the Florida Department of State General Schedule for Records Management.

B. Agency records shall be disposed of at the time of and using the method prescribed by the Florida Department of State General Schedule for Records Management.

128.00

Table of Records Retention

Record	Where Stored	Length of Retention	Method of Disposal	State or Federal Guideline
Dispatch Records	PSC/Emergency Management	30 days. Info related to 9-1-1 1 year	In accordance with EM procedures	GS8 18 GS1 377
Patient Care Reports	EMS Office/ web based	6 years	Overwritten or shredded	45 CFR 164.316 (b) (2)
Financial Records	Clerk's Finance Divison	10 fiscal years	In accordance with Clerk of Court procedures	GS1 317
Vehicle and Equipment Maintenance	EMS Office/ Fleet Management	4 years	Overwritten or shredded	GS8 27 GS1 104
Quality Improvement	EMS Office	5 anniversary years	Overwritten or shredded	GS1 351
Unusual Incidents	EMS Office	5 anniversary years	Overwritten or shredded	GS1 351
Safety Records	EMS Office/ Risk Management	4 anniversary years	Overwritten or shredded	GS1 78
Vehicle Crash Records	EMS Office/ Risk Management	4 anniversary years	Overwritten or shredded	GS1 78
Compliance Program Doc.	EMS Office	6 anniversary years	Overwritten or shredded	GS1 324
Employee Health	HR & Risk Management	30 anniversary years	Overwritten or shredded	GS1 227
Customer Comments	EMS Office	1 year after resolution	Overwritten or shredded	GS1 94
Training	EMS Office	7 years	Overwritten or	GS8 55

			shredded	
Certification and Credentialing	EMS Office	7 years	Overwritten or shredded	GS8 55
Old Schedules	EMS Office/ web based	7 years	Overwritten or shredded	GS4 126
Controlled Substance Logs	EMS Office	2 years	Overwritten or shredded	Title 21 part 1304.04 Federal Regulation

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Release of Information to the Media
CAAS:	105.03.01
Effective:	June 1, 2005
Reviewed:	March, 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

To provide guidelines for the release of information to the media.

II.GUIDELINE:

LCEMS shall cooperate with the news media through the release of information which will not violate the patient's right to privacy and HIPAA requirements. At all times members of the media will be treated in a professional manner. Information will be released by the County PIO or Chief only after thorough review of the request, which may include consultation with the Privacy/Information Security Officer and County Attorney's Office. Staff members are not permitted to release information to the news media, including patient records or reports at any time unless authorized by the Chief.

III. PROCEDURE:

1. Information and interview requests will be directed to the Community Engagement and Organizational Development Major. When the Community Engagement and Organizational Development Major is not available requests will be directed to Command Staff (Captain or higher). The Chief of EMS will be notified of all media inquiries. The Chief will notify the County PIO and County Administrator.

2. Information releases and interviews will be approved by the County PIO or the EMS Chief, after thorough review of the request by the Privacy/Information Security Officer and the County Attorney's Office, prior to being completed. The exception will be interviews done on the scene of events by Command Staff (on-duty supervisor or higher). In these instances only information such as the type of event, assets being utilized, number injured and basic facts that do not violate patient privacy can be given prior to approval. The following are examples of information that can be released by Command Staff during on the scene interviews:

    a. Name of hospital. You may provide the name of the hospital to which patients have been transported. (Acceptable Example: The media calls about "the accident at Third and Main earlier this afternoon." You may inform the media "a patient was transported from the accident scene to ABC Hospital."). THE NAME OF THE PATIENT SHALL NOT BE RELEASED TO THE MEDIA. It is not

appropriate for us to confirm or deny the identity of a patient. Requests for patient identity should be directed to a law enforcement agency or to the hospital.

b. Number of patients. You may provide the total number of patients involved in an accident or transported to a facility. You may not indicate specifics about the vehicle a patient was driving or which patient went to a particular facility. (Acceptable Example: You may inform the media that "four patients were transported from the fire at the ABC Chemical Factory. Two were taken to County General and two were taken to the Regional Medical Center.")

c. Age & Gender. You may provide the age of a patient and the gender of the patient, unless it could reasonably be used to identify the patient. (Acceptable Example: You may inform the media "a 39 y/o male was transported from the accident on the Interstate." You would not want to disclose to the media "a 39 y/o male was transported from 124 Main St.")

d. Designation of crew members. The designation of crew members as paramedics or EMTs is not protected health information. You may state, for example, that one paramedic and two EMTs were involved in caring for the patients involved in a motor vehicle accident. (DO not identify the names of the personnel who responded). You are not permitted to describe the specific type of care rendered to patients at the scene or on the way to the hospital. Nor may you speculate on what injuries a patient may or may not have sustained. (Acceptable Example: ABC personnel on the scene of the incident included two paramedics and a supervisor and advanced life support was administered.")

e. Type of Transport. You may indicate that a particular call was an emergency and that transportation was facilitated by ambulance or helicopter. Do not speculate on the patient's condition even if you are sure of that condition. For example, do not disclose to a member of the media that a patient was critical or stable unless you are comfortable in knowing this to be their general condition. (Acceptable Example: "Of the 3 patients on the scene of the incident, one was transported by helicopter to the ABC Trauma Center and two were transported as non-emergency patients to the local hospital emergency department.")

f. Non-PHI. Information that is not classified as PHI may be released to the media consistent with County policy. For instance, information about a fire response or a standby that did not involve patient care may be released to the media, as may general information about an event. (Acceptable Example: "We treated 45 patients during the two-day festival, and 6 were transported to local hospitals for various heat-related complaints").

g. If at any time you are unclear about whether information may be disclosed to the media, always err on the side of caution and do not disclose the questionable item of information.

3. Major incidents and other news worthy events will be immediately reported to the on-duty supervisor. The on-duty supervisor will notify the Chiefs who will then notify the County PIO and County Administrator.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Off
Effective:	June 1, 2005
Reviewed:	March 2005, June 2009, December 2012, December 2015, December 2018
Revision:	4
Pages:	1

I. PURPOSE:

To provide guidelines for EMS field employees to notify LCEMS that they will not be reporting for a pre-scheduled shift.

II. GUIDELINES:

In rare instances, illness or emergencies may arise that will require an employee to call off work. Employees must provide as much notice as possible, preferably 8 hours, so that they can be replaced and their absence does not negatively impact the services provided by LCEMS. To be eligible for sick or annual leave payment the employee must notify LCEMS as soon as the employee knows they will be absent from work.

III. PROCEDURE:

- If outside of 8 hours from the start of the shift, the employee shall utilize the TeleStaff™ system to enter the sick day for the shift. (Note: TeleStaff™ requires supervisor authorization for sick days entered within 8 hours of start time, on a special day, or if the employee has accrued more than 2 sick days in the previous 6 month period.)

- If it is within 8 hours of the start of the shift, or the employee is unable to enter the sick day into TeleStaff™, the employee shall telephone the System Controller at 606-2150 or the on-duty supervisor and provide the following information:

    - Name of employee calling off
    - Shift
    - Nature of circumstances
    - Anticipated date of return

- The System Controller shall notify the on-duty supervisor and enter the shift vacancy into the TeleStaff™ system.

- Unless extended sick leave has been granted, sick leave shall be called in daily by the employee.

- If an employee is pre-scheduling a sick day due to a procedure, the employee must provide a Physician's excuse to the on-duty supervisor prior to the scheduled procedure date.

- An EMS supervisor may at any time request a physician's note for any sick call in.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Repairs
CAAS:	203.02.02
Effective:	June 1, 2005
Reviewed:	March, 2005, October 2011, December 2012, December 2015, December 2018
Revision:	4
Pages:	2

I. PURPOSE:

To provide guidelines for reporting repairs.

II. GUIDELINES:

All repairs or damage to vehicles, vehicle and medical equipment will be reported to the on-duty supervisor.

III. PROCEDURE:

1. General Information:

   A. All malfunctioning vehicles, vehicle and medical equipment will be reported to the Shift Supervisor or logistics staff. No vehicle perceived to be unsafe will be driven until checked and repaired or deemed safe by Leon County Fleet or the Shift Supervisor on duty. A Repair Request Form must be filled out documenting:
      - Date
      - Time
      - Vehicle #
      - Miles
      - Hours
      - Driver
      - Contact Information
      - Supervisor
      - Work requested and description of the problem

   B. The on-duty supervisor and logistics personnel will coordinate all repairs. The problem will be verified by supervisory personnel before referred for repairs.

   C. As per county policy, all physical damage, however minor, will be reported and an incident report completed. All vehicle damage requires an accident

report.

D. Repairs, adjustments, alterations and modifications to equipment will be carried out only by qualified persons specifically authorized by Leon County. No employee of LCEMS is to undertake such work unless authorized.

E. In the event of equipment malfunction, corrective measures on the part of LCEMS personnel will be limited to verification that line power exists and that all operating controls are in a normal configuration. If such action does not correct the malfunction, the problem will be referred to authorized service personnel, as defined in policy.

2. When a vehicle, vehicular equipment or medical equipment is noted to be malfunctioning; it should be immediately reported to the Shift Supervisor giving the following information:

A. Item
B. Identifying number, serial number or Leon County sticker number
C. Location of equipment
D. In-service or out-of-service
E. Detailed information about problem, in as much depth as possible
F. Detailed information about trouble-shooting efforts you have made.
F. Make a report in any of the following circumstances:

1. Continued use of equipment may be hazardous;
2. Physical damage of any kind;
3. Failure of any pertinent equipment or system;
4. Tire wear;
5. Mechanical failure of vehicle.
6. Any symptoms indicative of future problems.

3. The Deputy Chief of Operations must be advised immediately when there are no back-up vehicles or equipment available due to maintenance problems.

Forms to Include:

Example of Repair Request Form

Sample Operative IQ Vehicle Repair Request Form

QUESTION	**ANSWER**	**CREW MEMBER**	**COMMENTS**
Crew #1 name			
Crew #2 name			
Shift #			
Date			
Mileage			
When was vehicle problem discovered?			
Was an ambulance run disrupted?			

If Yes, what was your activity?			
Accident Damage			
Body/Cab			
Box/Cab Electrical			
Vehicle Cab			
Cooling System			
Chassis			
Drive Train			

Engine			
Explanation			

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Response Time Standards and Monitoring
CAAS:	201.05.04
Effective:	January 2008
Reviewed:	January 2009, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that the response times to emergency calls for service are monitored for compliance.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. Therefore, emergency requests for EMS response will be monitored through CAD data reporting. Response times shall be measured against industry benchmark data (AAA & NFPA 450).

III. PROCEDURE:

1. Responsibilities
    - A. It is the responsibility of EMS Command Staff to monitor, analyze, and report emergency response time data.
    - B. Command Staff will assess operational effectiveness related to response time exceptions.
    - C. Command Staff will continually monitor call patterns, scheduling, and staffing to ensure operationally effective response times.
    - D. Response time reports will be stored in the EMS Central files.
2. Monitored Thresholds
    - A. Call Processing: 60 seconds to Pre-Alert (Total time to process a call prior to it being assigned to an ambulance; does not include key questioning, pre arrival instructions).
    - B. Unit acknowledgement of call receipt: 30 seconds
    - C. Out of Chute time:
        - Dynamically deployed units – 60 seconds
        - County Stations – 120 seconds
    - D. Emergency Response Time goals:
        - Urban Areas – 8 min, 59 seconds
        - Suburban Areas – 12 min, 59 seconds
        - Rural Areas – 17 min, 59 seconds
    - E. Critical Care Team Request for Service: 60 minutes

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Re-using Medical Equipment

CAAS: 203.05.01

Effective: June 1, 2005

Reviewed: March, 2005, December 2012, January 2013, December 2015, December 2018

Revision: 3

Pages: 1

I. GUIDELINE:

To ensure a clean and safe environment for our staff and patients it is the policy of LCEMS to clean all reusable medical equipment after each use using currently accepted methods. LCEMS medical equipment designed for single patient use shall be properly disposed of and not re-used.

II. PROCEDURE;

- All reusable medical equipment will be cleaned after each patient use as outlined in the exposure control plan.
- All single use medical equipment will be properly discarded in biohazardous waste receptacles. Single use medical equipment will not be re-used. Replacement equipment can be obtained at EMS Logistics.
- If an ambulance crew exhausts their supply of replacement single-use supplies, the crew will contact the System Status Controller and request permission to go to HQ to resupply from the EMS Logistics.
- Single-use items are any items that the manufacturer has deemed as single-use. These items include and are not limited to trauma dressings, airway adjuncts, oxygen delivery devices, stretcher sheets, IV supplies, and all medications not already in multi-use containers.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Security Plan
Effective:	June 22, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To provide guidelines for EMS facility Security.

II. GUIDELINE:

Public Safety Complex (PSC) EMS Administration

1. The main entrance shall be locked at all times, and staffed by security personnel 24/7. Access is gained by an access card or by identification of personnel by a security guard.

2. The staff entrance will remain locked at all times and access will be controlled with identification and access badges.

3. All visitors must sign in and out of the facility. Visitors will not be unattended while in the facility.

4. Sensitive documents such as Patient Care Records, HIPAA Log, Subpoena Log, and other Protected Health Information will not be kept on the employees' unattended desk.

5. Files containing PHI will be locked at all times when unattended.

Logistics:

The Logistics equipment storage areas will remain locked at all times. Access is limited to Logistics and command staff. This area is under closed circuit recorded video surveillance.

Spare Ambulances: All ambulances not in use will remain locked at all times. The area is monitored by closed circuit recorded video surveillance.

Equipment lockers are located in the Logistics area and are for securing equipment when Logistics or Supervisory personnel are not available to secure the equipment. Lockers will be secured by the lock provided on the lockers. Only Logistics and Supervisory personnel have access to keys. If equipment is placed in a locker the

crew will immediately notify the on duty supervisor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Special Services Pay and Transport Coverage
Effective:	July 31, 2006
Reviewed:	March 2007, June 2009, December 2012, December 2015, December 2018
Revision:	4
Pages:	2

I. PURPOSE:

To provide guidelines for employees signing up for and receiving Special Services Pay.

II. GUIDELINE:

Personnel that sign up for Special Services Pay for Out of Town Transports and Tactical Medical Program call will only be on call for that purpose. They will not be on call for regularly scheduled shifts and cannot work a regularly scheduled shift without the approval from the on-duty supervisor. Personnel that sign up for Special Services Pay (SSP) must abide by specific rules and procedures.

III. PROCEDURES:

- Employees shall utilize TeleStaff to sign up for Special Services Pay/Transport call.
- Employees must be available to respond to EMS headquarters and arrive at EMS HQ within 60 minutes.
- Employees must be available for the entire 12 hour shift unless previously agreed upon with the shift Captain of the day.
- The employee cannot be impaired in any way with medication or alcohol during their on call time. The employee must show up in the allotted time with a uniform and any other items needed to complete the shift assignment. The employee cannot turn down any transport or tactical assignment due to the location, partner, type of patient, or amount of time spent on the transport or tactical assignment.
- Employees may not be on call for more than 24 hours at a time without an intervening period of rest.
- Employees are given an appropriate lunch break for each transport depending on the

length of the transport; however transport to each location should be accomplished within acceptable time limits.

- If an employee is called in for a transport and the transport is cancelled, the employee will be paid for a minimum of two (2) hours.

- Employees will be paid $15 for each 12 hour shift on call and paid for each hour actually worked when called in. Each employee will be paid straight or overtime pay based on their actual hours worked. Each employee will be responsible for placing hours worked and call pay on his/her own time sheet.

- A minimum of one Paramedic must be on call for each shift. Second person can be an EMT or Paramedic. Additionally, one designated Critical Care Paramedic (CCP) may also be on-call for specialized critical care transports for each shift. Only one Paramedic will be on call for the Tactical Medical Program.

- The employee must take any transport that comes in during their on call time, even when the transport is close to the end of their call time. A CCP that is on critical care transport call will only be utilized for a specialized critical care transport based on criteria set forth by the medical director. If circumstances warrant, a third crew member may be assigned for selected transports.

- All normal protocols and procedures apply for out of town transports. For specialized critical care transports, the medical director has issued specialized protocols for use by designated Critical Care Paramedics.

- All employees taking a transport must check with dispatch prior to making patient contact to determine special equipment, special treatments, and billing procedures.

- All employees that take a transport must be familiar with the transport destination prior to departure. Computer based routing instructions and maps should be provided to all personnel not familiar with the transport destination. GPS mapping devices are also available for check-out from logistics.

- Any time a patient condition changes while en-route, protocol should be followed and a decision based on the best outcome for the patient should be made by the Paramedic on board. The crew should be familiar with hospitals along the route to the transport destination in case they need to divert to a hospital to stabilize a patient condition.

- The on-duty supervisor has at his or her discretion the ability to send an in service unit on an emergency transport immediately and allow the on call crew to fill in in Leon County. This should only occur when a transport must be sent out immediately.

- Failure to comply with the guidelines for Special Services Pay will result in possible

removal from consideration for Special Services Pay in the future.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Shift Change
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

To provide uniform guidance on shift change and to assure units are ready for service.

II. GUIDELINE:

Fixed Station Units

Start of shift

- Shift change will occur at the County station.
- Secure the keys from the off going crew; this will be done face to face.
- The crew will utilize the on-board computer to sign on duty and contact control on channel one at the beginning of the shift.
- A daily vehicle inspection checklist will be completed by crew members. The logistics staff will be notified via Operative IQ if equipment is needed to restock the ambulance.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- Inspect the ambulance and report any new damage to the on-duty supervisor.
- Wash the ambulance.
- Clean and wipe down the inside of the ambulance.
- Refuel if needed.

End of shift

- Before the end of the shift assure that the unit is clean inside and out, free of dirt, body fluids, drink cans, food wrappers and garbage.
- Before the end of the shift assure that all patient care records are completed and uploaded to the server.

- Delete all non-essential data from the Lifepak.
- During the face to face transfer, assure that equipment that was used during your shift has been restocked.
- Assure that you leave the keys with the on coming shift.

Dynamically Deployed Units

Start of shift

- Shift change will occur at headquarters
- Report to the logistics office before the scheduled start time of your shift.
- Units will be assigned by the logistics personnel or on-duty supervisor.
- Sign out controlled items from logistics or the on-duty supervisor:
    - Controlled drugs
    - Keys
    - Mobile phone
    - Tough book
    - Portable radio (when needed)
- Check the unit for essential equipment. If equipment needs replaced notify either logistics or the on-duty supervisor.
- Inspect the ambulance and complete the daily vehicle checklist. Report any new damage or deficiencies to the on-duty supervisor.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- The crew will utilize the on-board computer to sign on duty and call available on channel one at the beginning of the shift.
- If the vehicle is dirty, wash it.
- While at post the interior of the vehicle will be wiped down with disinfectant solution.

End of shift

- Do not return to Headquarters for shift change until given permission from control.
- Before the end of the shift assure that the unit is clean inside and out, free of dirt, body fluids, drink cans, food wrappers and garbage.
- Fuel the unit.
- Assure that equipment that was used during your shift has been restocked.

- Turn in all controlled items and the daily end of shift report (item usage report) to the logistics personnel or on-duty supervisor.
- Complete all patient care records and ensure reports are uploaded.

III. GENERAL

- In the event of a late call past shift change, the off-going crew will not be responsible for refueling the truck, however, they may not leave without cleaning up the ambulance and equipment.
- Unless released by the on-duty supervisor, all off-going LCEMS crew members must wait until their scheduled relief arrives before leaving.
- All patient care records must be completed and exported before leaving work for the day.
- If an oncoming crew finds a vehicle in poor condition (inventory/cleanliness), the on-duty supervisor will be notified.
- Report all missing, damaged or malfunctioning equipment or vehicles to the on-duty supervisor and complete an Incident Report Form.
- Report problems with Toughbooks or network to EMS – MIS or the on-duty supervisor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Storage, Use and Replacement of Time Dated Drugs and Supplies

CAAS: 203.03.02

Effective: January 1, 2004

Reviewed: March 2008, October 2011, December 2012, December 2015, December 2018



Revision: 3

Kim Landry, MD – Medical Director

Pages: 2

I. PURPOSE:

To provide a guide for meeting requirements of DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies.

II. GUIDELINE:

All requirements of the DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies will be met by LCEMS. Non-narcotic medications and IV fluids not assigned to vehicles will be stored in a locked climate controlled storeroom in the EMS Division.

III. PROCEDURE:

Non-Controlled Drugs, IV Fluids and Dated Supplies (Controlled Drugs– Refer to SOG 407.00)

1. Vehicle Inventory

   On the first of the month, the Shift Supervisor will have the on-duty LCEMS crew's inventory and confirm date compliance of all drugs, IV fluids and dated supplies on the ambulances, using the monthly Vehicle Drug, IV Fluid and Dated Supplies Expiration Inventory Form. All outdated non-narcotics or damaged drugs, IV fluids, or dated supplies will be pulled and stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of by the Supply Technician.

2. Inventory/Ordering of Narcotic and Non-Narcotic Medications, IV Fluids and Dated Supplies

A. Monday through Friday, the department's Supply Technicians monitor all supply room item levels and orders stock PRN.

B. During the first week of each month, the process includes inventory of supplies and checking the expiration dates of all IV fluids, narcotic medications, non-controlled drugs and dated supplies in stock. Any out-of-date items will be removed and replaced. The non-narcotic out-of-date items will be stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of.

C. Narcotic medications expired will be stored in a locked box designated as expired narcotics and will be disposed of by the Logistician in accordance with DEA standards by a DEA approved reverse distributor. Proper DEA forms will be completed and filed (Refer to SOG 407.00)

D. Depleted IV fluids, non-narcotic medications and dated supplies in the ambulances will be resupplied via the LCEMS Supply Technicians or EMS staff.

3. Temperature Extremes

A. The temperature in drug cabinets aboard ambulances will be monitored and documented daily as part of the vehicle check-in process. If a cabinet is found to be out of compliance with established standards then the crew will immediately notify the on-duty supervisor and logistics personnel to replace all medications and IV fluids in the cabinet found out of compliance.

B. Temperature in the drug cabinets will be monitored by portable thermometers that will mark the highest and lowest temperatures reached, allowing the crew members to know, upon truck check in, that the medications and IV fluids were exposed to extreme temperatures.

C. Medication and IV fluids will be removed from the drug cabinets if temperatures reach, or exceed, 104° F (40° C) and discarded (this is defined as "extreme heat" by the United States Pharmacopeia 10.30.80.). Medications and IV fluids will also be removed and discarded if temperatures in the drug cabinet drop below 14° F (-10° C) (this is defined as the highest degree of "freezer" range by the United States Pharmacopeia 10.30.10.).

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Subpoenas & Summonses
Effective:	May 2, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To provide uniform guidance on the receiving and handling of subpoenas and summonses by the EMS Division. This guideline only applies to requests for an employee to appear and does not apply to medical records requests. Subpoenas received for medical records requests will be handled in accordance with the County and Division HIPAA policies, guidelines and procedures.

This guideline does not apply to accepting subpoenas and summonses related to personal matters of employees.

II. GUIDELINE:

The EMS Division will accept subpoenas for all current employees and then assure that the subpoena is immediately delivered to the employee. In doing this the EMS Division will comply with Board Policy No. 04-1 titled "Service of Process of Summonses and Subpoenas."

III. PROCEDURE:

1. Subpoenas will be accepted by an EMS office or administrative employee on behalf of the employee being served. The EMS staff personnel will assure that the employee identified on the subpoena is currently employed at Leon County EMS prior to accepting the subpoena.

2. After acceptance, the subpoena will be stamped with the EMS received date stamp, along with the initials of the person who accepted it.

3. Subpoenas will be entered into the electronic subpoena log.

4. The subpoena will be scanned and e-mailed to the employee identified on the subpoena

5. The original subpoena will be scanned and electronically stored in the EMS document manager

6. The EMS staff personnel will notify the Deputy Chief of Administration to review the subpoena. If deemed necessary by the Deputy Chief of Administration, the County Attorney's office will also be notified.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	SunPass® Use Policy
Effective:	January 26, 2007
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	4

I. PURPOSE:

To provide guidelines on the use of SunPass for official Leon County Business.

II. GUIDELINE:

1. All Leon County EMS vehicles are equipped with Sunpass mini transponders. These transponders are permanently affixed to the windshield of each vehicle and allow for passage through Sunpass toll lanes when on official LCEMS business.

2. Members shall obey all traffic signs and speed limits when entering and going through the Sunpass toll lanes.

3. Members shall report any damage to the transponder to the on-duty supervisor. Tampering with the transponder or using it for personal use will result in discipline up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Time Sheets
CAAS:	106.02.01
Effective:	June 1, 2005
Reviewed:	March 2005, October 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for time sheet completion for EMS field employees.

II. GUIDELINE:

- Each employee is responsible for completing and signing their own time card and submitting it by the last Saturday of the pay period to the on-duty supervisor.

- The number of hours worked shall be recorded on the actual day worked. Each workday starts at 1200 am – midnight and goes until 1159 pm.

- It is the responsibility of the employee to record the number of hours of any shift differentials owed to the employee.

- Failure by an employee to submit a time sheet to the supervisor or failure to record all hours worked by the established deadline will result in the hours not reported being paid in the next pay period. Missed time is to be reported at the end of the next pay period on a paper timesheet.

- You must accurately record your hours worked. No one may record hours worked for another person. Falsely recording hours worked or tampering with another's time record may be cause for immediate termination. In the unusual occurrence of an error with the recording of your time you must immediately notify the on-duty supervisor.

- Fixed Station Units who work in the System Status Management plan may claim System Status Shift Differential, as outlined in the pay plan. The number of hours worked in the System Status Management Plan must be recorded on the appropriate line of the time sheet.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Tobacco Free
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for tobacco use by EMS employees while on duty.

II. GUIDELINE:

- Emergency Medical Service (EMS) employees are prohibited from using any and all tobacco products, including smokeless tobacco and E-cigarettes, while working and during scheduled work hours. Consistent therewith, tobacco products are strictly prohibited in EMS vehicles or buildings (City or County). This applies to volunteers, students, interns and visitors (including EMS employees who may be on premises, but not working or scheduled to work).

- EMS recruitment announcements shall clearly state that EMS employees will be working in a tobacco free environment.

- Violations of this policy shall result in disciplinary action up to and including termination from employment, and subject violators to fines of up to $500.00 in accordance with 386.208 Florida Statute.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Uniform & Appearance Standards
CAAS:	106.07.01
Effective:	August 20, 2004
Reviewed:	February 2007, December 2012, December 2015, December 2018
Revision:	3
Pages:	10

1. **PURPOSE –** The purpose of this guideline is to establish the official Leon County E.M.S. uniform and personal appearance standards.

2. **SCOPE –** This guideline applies to all certified and logistics personnel of Leon County E.M.S. All non-certified staff will follow the dress code as outlined in the Leon County Human Resources Policy and Procedure manual Section II – Conduct.

3. **DISCUSSION –** LCEMS requires its employees to present themselves in a professional well groomed manner. The appearance and grooming of our employees is extremely important in conveying our professionalism. The LCEMS uniform and the personal appearance of LCEMS team members influences the prestige of the service and the status of the agency in the eyes of the public.

4. **GUIDELINES–**Leon County E.M.S. shall govern the appearance of its employees. All employees are expected to be properly groomed and uniformed at all times as prescribed herein.

5. **PROCEDURE**

    a. **General guidelines :**
        i. The official LCEMS uniform and all accessories will be of the style, color and type of material designated by the Chief.

        ii. LCEMS personnel shall be required to wear their prescribed duty uniforms and accessories when reporting for duty, training or court appearances. If an employee appears for work improperly dressed or groomed they will be sent home and may be directed to return to work in the proper uniform appropriately groomed. If this should occur the employee will not be paid for the time away from work and will be subject to disciplinary action.

        iii. While on duty employees will keep an extra clean uniform at the duty location.

iv. All employees will present a neat, clean and professional appearance. All clothing and uniforms must be clean and pressed.

v. Fingernails shall be clean and neatly trimmed. Clear nail polish, devoid of pigmentation may be worn. For infection control reasons acrylic nails are not permitted.

vi. Cosmetics and make-up will be subdued. No heavy or dramatic effects are permitted.

vii. Perfumes and colognes must be minimal and should not be a heavy fragrance that dominates a room.

viii. Eyewear must be conservative and professional in appearance.

ix. Neck accessories that could be used to incapacitate an employee or that are visible above the uniform collar are prohibited.

x. One ring may be worn per hand. Wedding sets worn on the same finger constitute one ring.

xi. Only female employees may wear one post earring per ear not to extend beyond the earlobe. Male employees may not wear any style or type of earrings.

xii. Visible non-ear or visible tongue rings of any kind will not be allowed.

xiii. Hairstyles shall be conservative and well groomed at all times. No hairstyle that creates an unduly singular, odd or unusual appearance may be worn. Hair glitter, unusual colors, and / or sparkling hair pieces are not permitted.

1. Male hairstyles

a. The hair shall not lap over the shirt collar nor protrude over the ears.

b. Sideburns shall be uniform from top to bottom, non-flared, neatly trimmed and not be excessively heavy or bushy. Side-burns shall be cut horizontally along the side of the face and shall not extend below the middle of the earlobes.

c. Mustaches and goatees are authorized and shall be of conventional type, neatly trimmed and not present a

bushy or unkempt appearance. A mustache shall not extend onto or over the upper lip. All other areas of the face must be freshly shaved. Facial hair cannot interfere with respirator / N95 mask fits.

2. Female hairstyles

a. Hair should not extend below the lower edge of the uniform collar. Longer hair must be pulled up or may be secured to or on the head using clasps, pins, barrettes or bands. These shall be the color of the hair, the uniform or uniform brass and shall be functional not decorative in nature.

b. **Standard Field Uniform Specifications**

i. Headgear – Only hats approved by the Chief are permitted to be worn. Hats will be worn with the title to the front of the head with the lower edge of the sweatband no more than one-half inch above the eyebrows. Hats are not issued by LCEMS.

ii. Shirts – The red polo style shirt provided by the County is the standard uniform shirt. Undershirts shall be white in color and not extend past the shirt sleeve.

iii. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

iv. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn on the trouser belt in a location that is visible from the front.

v. ~~Sonitrol proximity~~Public Safety Complex (PSC) security name tag – The name tag shall be County issued and worn in a manner that makes it easily readable from the front.

vi. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

vii. Trousers – The standard uniform trousers shall be County issued dark blue "EMS" pants. They will be properly tailored and fit around the waist. Proper length is determined by the front crease touching midway on the instep of the shoe. All pocket buttons and closures will remain closed and must be replaced when necessary.

viii. Trouser belt – The uniform trouser belt shall be County approved. A black leather basket weave belt that fastens with a gold or silver

tone metal buckle or a black nylon style belt with black buckle is to be worn. The buckle shall be in proportion to the belt width. Decorative or ornamental type buckles with insignias, names or logos are not permitted. Only approved items appropriate for the job may be worn on the belt.

ix. Footwear – Footwear shall be made of black leather or simulated leather composition and approved by the County. They must present a polished and clean appearance. Pants may not be worn inside the boots. If socks are visible they must be dark in color. If white socks must be worn for purposes of foot hygiene, they will be worn under the dark socks.

x. Uniform jackets – The uniform jacket shall be County issued and worn as required over the standard uniform. No other style or type jacket may be worn unless specifically approved by the Chief. Sergeants and above shall display their rank by wearing the County issued rank insignias on the collar of the jacket. The EMT or Paramedic patch will be displayed on the right sleeve one half inch below the shoulder seam, centered on the sleeve and the LCEMS patch will be displayed on the left sleeve one half inch below the shoulder seam, centered on the sleeve. No other accessories shall be worn on the uniform jacket unless specifically approved by the Chief.

xi. Rain jackets – The rain jackets shall be County issued and worn as required over the standard uniform. No other style or type of rain jacket may be worn unless specifically approved by the Chief.

c. **Class "B" Uniform Specifications**

i. Class "B" uniforms shall be worn by Supervisors while on duty as the field operations supervisor. Field personnel may wear Class "B" uniforms as long as both crew members on a unit are wearing the same uniform style. Any personnel may be required to wear the Class "B" uniform at the direction of the Chief. Uniform areas not specifically addressed in this section default to the standard field uniform specifications.

ii. Shirts – A white short sleeve uniform shirt with sewn in military creases and epaulets is the class "B" uniform shirt. During winter months a long sleeve white uniform shirt with sewn in military creases and epaulets may be worn. All shirt pockets will remain secured at all times. A white crewneck unadorned tee shirt will be worn under the uniform shirt. Buttons must be replaced when necessary. Undergarments may not extend past the shirt sleeve.

iii. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

iv. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn centered above the left shirt pocket in the appropriate openings provided.

v. Nameplate – The nameplate shall be County approved and worn centered over the right shirt pocket. The pins shall be inserted against the top of the pocket flap and centered on the middle seam of the pocket.

vi. Collar brass – The collar brass shall be County issued and worn on the end of the collars at the lowest part parallel to the base. Ranked employees will wear their rank insignia in place of the collar brass.

vii. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

1. Rank insignia – The rank insignia shall be County issued and will be worn on the end of the collars at the lowest part parallel to the base.

    a. Chief – three stars
    b. Deputy Chief – one star
    c. Medical Director – star of life
    d. Major – oak leaf
    e. Captain – two bars
    f. Lieutenant – one bar

2. Pins - A pin of the American flag may be worn centered one quarter inch above the nameplate. No other flag pins will be displayed. If a CAAS pin, FTO pin, tactical medic pin,and/or Critical Care pin is also going to be worn, it/they will be one quarter inch above the name plate and the American flag pin will be one quarter inch above it/them. CAAS, tactical medic, and critical care pins will be standardized and approved by the Chief.
3. Award pins/bars may be worn ¼ inch above the nameplate, below a specialty pin (CAAS, FTO, tactical medic, critical care). If a member has two award pins/bars, they will be worn side by side, centered ¼ inch above the nameplate. All award pins/bars will be standardized and approved by the Chief.

4. An EMT or Paramedic insignia patch shall be affixed to the right sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

5. A LCEMS insignia patch shall be affixed to the left sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

d. **Class "A" - Dress Uniform Specifications**

i. Class "A" dress uniforms will be worn to functions as directed by the Chief. Uniform areas not specifically addressed in this section default to the standard uniform specifications.

ii. Headgear – hats will not be worn as part of the dress uniform.

iii. Shirts – A white long sleeve uniform shirt with sewn in military creases and epaulets is the dress uniform shirt. All shirt pockets will remain secured at all times. A white crewneck unadorned tee shirt will be worn under it. Buttons must be replaced when necessary.

iv. Tie – The standard uniform tie, as specified below, shall be worn as a part of the Class A uniform.

1. Female tie specifications
   a. The tie tab is the standard uniform tie for female employees. The tie tab is a navy blue or black inverted-V, with self-fastening tails.
   b. The tie must not have a design or sheen. The fabric for ties can be polyester, wool, synthetic, or blends. The tie shall not have a visible fastening button.

2. Male tie specifications
   a. The standard uniform tie shall be pre-tied and either clip-on or Velcro quick release style.
   b. The tie must not have a design or sheen. It can be 2 or 3 inches wide and may be tapered at the center with a pointed end. The fabric for ties can be polyester, wool, synthetic, or blends and shall be navy blue or black in color.

v. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

vi. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn centered above the left shirt pocket in the appropriate openings provided.

vii. Nameplate – The nameplate shall be County issued and worn centered over the right shirt pocket. The pins shall be inserted against the top of the pocket flap and centered on the middle seam of the pocket.

viii. Collar brass – The collar brass shall be County issued and worn on the end of the collars at the lowest part parallel to the base. Ranked employees will wear their rank insignia in place of the collar brass.

ix. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

1. Rank insignia – The rank insignia shall be County issued and will be worn on the end of the collars at the lowest part parallel to the base.

    a. Chief – three stars
    b. Deputy Chief – one star
    c. Medical Director – star of life
    d. Major – oak leaf
    e. Captain – two bars
    f. Lieutenant – one bar

2. Pins - A pin of the American flag may be worn centered one quarter inch above the nameplate. No other flag pins will be displayed.

3. An EMT or Paramedic insignia patch shall be affixed to the right sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

4. A LCEMS insignia patch shall be affixed to the left sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

x. Trousers – The dress uniform trousers shall be County issued dark blue trousers. They will be properly tailored and fit around the waist. Proper length is determined by the front crease touching midway on the instep of the shoe. All pocket buttons and closures will main closed and must be replaced when necessary.

xi. Trouser belt – The uniform trouser belt shall be County approved. A black leather basket weave belt that fastens with a gold or silver tone metal buckle is to be worn. The buckle shall be in proportion to the belt width. Decorative or ornamental type buckles with insignias, names or logos are not permitted. Nothing may be worn on or hanging from the belt.

xii. Footwear – Footwear shall be made of black leather or simulated leather composition low quarter shoes as approved by the Chief. They must present a polished and clean appearance. Pants may not be worn inside the boots. If socks are visible they must be dark in color. If white socks must be worn for purposes of foot hygiene, they will be worn under the dark socks.

e. **Court Appearances**

i. Employees appearing for Court, including depositions, while representing Leon County shall wear a Class "B" uniform with the following exceptions:

ii. Shirts – A white long sleeve uniform shirt with sewn in military creases and epaulets is the dress uniform shirt. All shirt pockets will remain secured at all times. A white crewneck unadorned tee shirt will be worn under it. Buttons must be replaced when necessary.

iii. Tie – The standard uniform tie, as specified below, shall be worn.

1. Female tie specifications
    a. The tie tab is the standard uniform tie for female employees. The tie tab is a navy blue or black inverted-V, with self-fastening tails.
    b. The tie must not have a design or sheen. The fabric for ties can be polyester, wool, synthetic, or blends. The tie shall not have a visible fastening button.

2. Male tie specifications
    a. The standard uniform tie shall be pre-tied and either clip-on or Velcro quick release style.
    b. The tie must not have a design or sheen. It can be 2 or 3 inches wide and may be tapered at the center with a pointed end. The fabric for ties can be polyester, wool, synthetic, or blends and shall be navy blue or black in color.

f. Public Relation / Special Event Specifications

i. Employees representing the agency at public relation events shall wear the Class "B" uniform in accordance with the specifications above.

ii. The Chief may authorize special event uniforms to be worn to a specific event. All employees assigned to the event will wear the specified special event uniform.

g. Training Specifications

i. Employees attending training, who are being paid by the County for attending the training, shall wear the standard field uniform.

h. Other County Clothing

i. All non-uniform clothing that contains emblems and / or the name of the County or E.M.S. Division shall be considered property of the County and shall be governed by sections i. Agency Issued Equipment and Uniforms and j. Employee to Surrender Agency Property of this SOG.

ii. Employees assigned to non-field duties, excluding training, are permitted to wear approved clothing containing the emblems and / or the name of the County or E.M.S. Division while assigned to those duties. Employees must maintain a professional appearance consistent with Section II of the Leon County Human Resources Policy and Procedure manual.

i. Agency Issued Equipment and Uniforms:

i. Certain items of equipment and uniforms will be issued by LCEMS for use by employees while performing their job functions for Leon County. Initial issue of such items will be done at the expense of the County. Employees receiving equipment and uniforms will inventory and sign for each item and is responsible for its safekeeping, care and return. Equipment, uniforms and uniform components provided by the County will at all times remain the property of Leon County and shall only be used while working for Leon County and shall not be worn while off duty or when working for another employer. Further when off duty, LCEMS uniforms in part or whole will not be worn into drinking establishments, for unauthorized political activities or at other locations that could damage the reputation of LCEMS or Leon County.

ii. Issued property rendered not usable through normal wear and tear or that becomes unacceptable in appearance will be exchanged at LCEMS expense. This requires returning the item(s) for reissue of new item(s). Such reissue requires supervisor approval.

iii. Loss or damage of items by neglect, misuse or abuse will be replaced at the employee's expense. Loss or damage of issued equipment in this circumstance by the employee shall be documented on a LCEMS incident report form and directed to the on-duty supervisor.

iv. Theft or damage of any item(s) issued as a result of a criminal act shall be reported to the appropriate law enforcement agency. Such item(s) properly justified as stolen or damaged through no negligence of the employee will be replaced at LCEMS expense. A copy of the investigative report and a completed LCEMS incident report form shall be directed to the on-duty supervisor.

j. Employee to Surrender Agency Property

i. Whenever an employee is suspended from regular duty, his/her identification card and badge shall be retained by on-duty supervisor during the period of suspension.

ii. Upon separation from LCEMS all uniforms and other County property issued to an employee shall be returned and inventoried. The employee will be financially responsible for any uniforms or equipment not returned, lost or damaged above normal wear and tear.

vLEON COUNTY E.M.S.

Standard Operating Guideline

Title: Use of Electronic Mail and Facsimile Transmissions

Effective: July 2005

Reviewed: December 2012, December 2015, December 2018

Revision: 2

Pages: 3

I. PURPOSE:

To provide guidelines on the use of electronic mail and facsimile transmissions.

II. GUIDELINE:

Leon County EMS Division is responsible for ensuring the privacy and security of all patient information that we create, receive, or use under both the Privacy Regulations (Privacy Rule) and the Security Regulations (Security Rule) of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Facsimile transmission is a common method for general communication, sending and receiving patient information. We need to ensure that faxes are sent to and received by the proper person.

In the event that e-mail and faxes are sent to or received by a person not designated to receive the information, it is important to provide notices and disclaimers on these transmissions to alert the receiving party that the transmission may be confidential and to give them steps they should take to alert us and to return the transmitted information.

III. PROCEDURE

Electronic Mail

1. Electronic mail is intended to be used as a tool to facilitate communications and the exchange of information. Staff members are required to check email regularly.

2. Occasional personal use is permissible so long as:
    a. It does not consume more than a trivial amount of resources
    b. Does not interfere with staff member productivity

c. Does not take priority over County business
d. Comports with our e-mail use and harassment policies
e. Complies with County Policy on email use.

3. In all cases, users of our electronic mail system have an obligation to use it appropriately, effectively, and efficiently.

4. Staff members must be aware that e-mail can be forwarded, intercepted, printed and stored by others. Therefore, users must utilize discretion and confidentiality protections equal to or exceeding that which is applied to written documents.

5. E-mail accounts and passwords should not be shared or revealed to anyone else besides the authorized users

6. All electronic mail transmissions that contain confidential information originating from LCEMS staff members must contain, at the minimum, a signature section that contains the following information:
   a. The sender's full name
   b. Leon County EMS Division
      911 Easterwood Dr
      Tallahassee, Fl 32311
      Phone – 850- 606-2100
      Fax – 850-606-2101

7. Below the signature section, the following notice and disclaimer must appear in all transmissions from LCEMS staff members in at least 10 point font:

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, propriety, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, or distribute this e-mail message or its attachments. If you believe you have received this e-mail and message in error, please contact the sender by reply e-mail and telephone immediately and destroy all copies of the original message.

Facsimile Transmissions

1. As with e-mail transmissions, the transmission of documents by facsimile machine requires similar protections and safeguards.

2. Must use the Leon County Emergency Medical Services cover sheet. If not available then use #3.

3. All facsimile transmissions that contain PHI must contain a cover sheet that includes at a minimum, the following information:
    a. Leon County EMS
    b. Name of the intended recipient
    c. Name of sender
    d. Facsimile number of the recipient
    e. Telephone number of the sender
    f. Date of the transmission
    g. The number of pages in the transmission

4. At the bottom of the facsimile cover sheet, the following notice and disclaimer must appear in at least 10 point font:

CONFIDENTIALITY NOTICE: This facsimile transmission is confidential and is intended only for the review of the party to whom it is addressed. It may contain propriety, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, or distribute this facsimile message or its attachments. If you believe you have received this transmission in error, please immediately telephone the sender above to arrange for its return.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Use of Mobile / Cellular Devices
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

1. To serve as a back-up communications device when there is a failure of either the radio or telephone system.

2. To augment communications for on-duty supervisors in implementing system coordination.

II. GUIDELINE:

1. LCEMS shall provide constant communications with field staff and administration. The cellular telephone will be considered part of the LCEMS communications system.

2. County mobile / cellular telephones issued to field staff will be used for county business. Employees making emergency personal phone calls will be responsible for paying fees associated with personal use and must report personal use in writing to the on-duty supervisor.

3. Drivers of county vehicles shall only use mobile / cellular devices while utilizing a hands free adapter.

4. Use of personal mobile / cellular devices while in the public or with a patient is not permitted. They shall be kept in a silent or vibrating alert ring and shall not be answered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Work Schedule
Effective:	June 1, 2005
Reviewed:	March 2005, August 2007, January 2010, April, 2011, December 2012, December 2015, December 2018
Revision:	6
Pages:	4

I. PURPOSE:

To provide guidelines for the scheduling of EMS field employees.

II. GUIDELINES:

Due to the unique nature of the positions in EMS, scheduling of work hours will be made at the sole discretion of Leon County which will include night, weekend and holiday shifts. LCEMS reserves the right to schedule any employee at any time or change the schedule in accordance with its needs. All attempts will be made to notify the employee of any changes in a posted schedule. It is your responsibility to work your entire scheduled shift, unless you have been pre-approved for time off. No guarantee or promise as to what shift any particular EMS employee will be scheduled can be made. At no time will an employee be scheduled to work more than 24 hours straight in a 32 hour period; unless approved by the Chief or a Deputy Chief, no exceptions. Every effort will be made to ensure that employees have a minimum of 8 hours rest between consecutive shifts

III. PROCEDURE:

1. The TeleStaff system will be utilized for the development of the field schedule. Employees can access TeleStaff either by a County computer, via the internet or by phone.

2. Part-time and PRN employees must submit their rolling availability with a continuous 40 day window of intention via the appropriate work code in TeleStaff. TeleStaff will utilize a series of algorithms to fill available shift openings and offers vacancies to part-time personnel who have entered their available / unavailable work codes into TeleStaff on a first come, first served basis. It is necessary for part-time and PRN employees to enter the days that they are available and unavailable to work in the TeleStaff system.

3. Part-time and PRN employees working for other employers shall mark the subject shift schedule as “unavailable days” in TeleStaff as far out as possible inside the 40 day rolling window of intention.

4. Part -time and PRN employees are required to meet the established minimum of their employment status, specifically PRN employees are required to work a minimum of 40

hours per calendar month and Part-time employees are required to work 30 hours per calendar week to satisfy the minimum requirements of their positions. The availability submitted by Part-time and PRN staff must include a minimum of 2 night shifts, 2 weekend shifts and 50% or ½ of special days (once special days are identified).

5. Scheduling Leave Time

    a. Leave time will be scheduled at the mutual convenience of LCEMS and the employee. In the event of a scheduling conflict the Chief or his designee will make the final decision. Final approval will be based on operational needs and available personnel. The submission of a request for leave time is not a guarantee that the request will be approved.

    b. Leave time is to be scheduled as far in advance as possible in order to facilitate effective crew scheduling. Requests for leave time must be made utilizing the TeleStaff system. If you are unable to request leave time through TeleStaff, a written request must be made to the on-duty field operations supervisor utilizing the County's leave / compensation request form.

    c. Employees are encouraged to submit leave requests as soon as possible. Requests will be honored on a first come first served basis. Requests must be submitted at least one month before the leave occurs.

    d. Requests for leave days occurring less than one month before the beginning of the schedule that the leave will occur during will require the employee to complete a "Request-Off form and submit it to the on-duty supervisor for approval and input into TeleStaff..

    e. In times when operational demand requires, the Chief may cancel any previously approved leave time.

6. Special Day Rules

    a. Certain days, such as holidays and Special events when operational demand requires, have been designated as Special Days in TeleStaff. Employees are not permitted to utilize leave time or comp time leave during Special Days or trade or give-a-way shifts occurring during Special Days without specific written authorization from the Deputy Chief of Operations and compliance with the following:
        i. Full time employees shall request Special Days off in writing to the Deputy Chief of Operations with a minimum of thirty days advance notice. There is no guarantee that a Special Day off request will be authorized.
        ii. Employees are not permitted to trade or give-a-way a shift occurring during a Special Day without the specific written authorization of the Deputy Chief of Operations or his designee.

7. Trading shifts

    a. Shift trades may be authorized by a Captain provided a completed shift trading form signed by both employees is submitted at least 1 day in advance. Trades may not be permitted when the schedule change results in overtime or one or more employee is scheduled for more than 24 consecutive hours. Shift trades are intended to be a swap of hours scheduled within the same pay week between two similar class employees.
    b. Shift trades between employees must have common qualifications. No shift trade will be authorized when employees are not equally qualified for the same position. An example of common qualifications would be attempting to trade a shift where the person trading the shift must be trailer or cart trained with a person that does not have the equivalent trailer or cart training to fill that position. Such a Shift trade as described in the preceding sentence will not be authorized.

8. .Guidelines for filling vacant positions / shift assignments – the following are general guidelines for the filling of shift vacancies.

    a. The EMS Division will first offer shift assignments to current employees before assigning these shifts to new employees. Field staff may only voluntarily change shift assignments twice per rolling year. For example, if an employee voluntarily changes their shift assignment in July and again in September, they are not eligible for a voluntary shift change until July of the next year.

    b. Staff will be notified via e-mail of possible shift assignment and are required to respond to this e-mail to express interest in a new shift assignment. There may be instances where shifts must be filled on a temporary basis, prior to permanent assignments being made.

    c. Employees shall be assigned to shifts based on the operational need of and at the sole discretion of the County. Shift assignments may be altered or changed at any time and there is no guarantee or promise as to what shift any particular employee shall be scheduled.

    d. Vacancies shall be filled based on the interest solicited with the e-mail announcement. The following shall be considered when filling shifts:

        i. Length of full-time employment of the employees making a request and service needs with regard to Paramedic or EMT positions.

        ii. The general employment history of the employees, including evaluations and disciplinary actions.

iii. Field Training Officers shall only be assigned to the following shifts:
    1. MED 1 or 21
    2. MED 2 or 22
    3. MED 3 or 23
    4. MED 4 or 24
    5. MED 5 or 25
    6. MED 6 or 26
    7. MED 11
    8. MED 18
    9. MED 20
    10. MED 19

iv. Due to operational advantages; preference shall be given to Paramedic / Paramedic crew configurations in the following situations:
    1. 12 and 14 hour shifts
    2. Units with a Paramedic II
    3. Units with a Charge Paramedic

9. Employees that fail to follow the work schedule policy may be subject to progressive disciplinary action up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Security Incident Management
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	2

I. PURPOSE:

To provide guidelines for Security Incident Management

II. GUIDELINE:

Incidents that could compromise our electronic information system are serious as critical patient information may be damaged or lost. This policy establishes Leon County EMS Division‘s general policy on how to report a security incident and the steps that will be taken to investigate and take action when a potential to actual security incident occurs.

III. PROCEDURE:

Security Incident Defined

A “Security Incident” is an attempted entry, unauthorized entry, or an information breach or attack on our electronic information system. It includes unauthorized probing and browsing of the files, a disruption of service from any cause, and incidents where electronic information has been altered or destroyed.

Security incidents may include such things as a virus or a worm, or unauthorized use of computer accounts and computer systems. It may also include complaints or reports of improper use of our information system.

Reporting a Security Incident

All staff members are responsible for immediately reporting a security incident or suspected security incident immediately.

When a suspected security incident occurs, an Incident Report will be completed.

The Privacy/Information Security Officer will be responsible for initiating an immediate investigation to isolate the problem and take whatever action is necessary to protect the

information system and e-PHI and other vital electronic information. All actions will be done in a coordinated manner with Leon County MIS.

The Privacy/Information Security Officer will notify management immediately in the event the incident cannot be immediately corrected, or if any e-PHI or other vital information is altered or destroyed. Management will also be notified of any completed investigation and the outcome of the investigation. In the event of a suspected computer crime, or other unlawful activity via the use of the information system, local, state, or federal law enforcement may need to be notified. That determination will be made by management with recommendation from the Privacy/Information Security Officer.

The Information Security Officer is responsible for coordinating communications with the county departments and divisions and outside organizations.

Whenever a security incident, such as a virus, worm, hoax e-mail, discovery of hacking tools, altered data, or other event that could harm the information system is suspected or confirmed, remedial action will be taken, confirmed that they caused or contributed to the incident.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Policy on Security, Levels of Access and Limiting Disclosure and Use of PHI
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	5

I. GUIDELINE:

To outline levels of access to Protected Health Information (PHI) of various staff members of Leon County Emergency Medical Services and to provide a policy and procedure on limiting access, disclosure, and use of PHI.

II. POLICY:

Leon County Emergency Medical Services retains strict requirements on the security, access, disclosure and use of PHI. Access, disclosure and use of PHI will be based on the role of the individual staff member in the organization, and should be only to the extent that the person needs access to PHI to complete necessary job functions.

When PHI is accessed, disclosed and used, the individuals involved will make every effort, except in patient care situations, to only access, disclose and use PHI to the extent that only the minimum necessary information is used to accomplish the intended purpose.

III. PROCEDURE:

Role Based Access

Access to PHI will be limited to those who need access to PHI to carry out their duties. The following describes the specific categories or types of PHI to which such persons need access is defined and the conditions, as appropriate, that would apply to such access

Job Title	**Description of PHI to Be Accessed**	**Conditions to Access to PHI**
EMT	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities and only while actually on duty
Paramedic	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities and only while actually on duty

Billing Coordinator, Administrative Associate V's		May access only as part of duties to complete patient billing record requests and follow up and only during actual work shift
Shift Captains, FTO's	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities, as well as for quality assurance checks and corrective counseling of staff
Charge Paramedics/ Lieutenants	Intake forms, preplanned CAD information on patient address	May access only as part of completion of an incident, from receipt of information necessary to dispatch a call, to the closing out of the incident and only while on duty
EMS Quality Improvement & Education Manager / Medical Director	Intake forms from dispatch, patient care reports	May access only as a part of training and quality assurance activities. All individually identifiable patient information should be redacted prior to use in training and quality assurance activities
Deputy Chiefs / Chief	Intake forms from dispatch, patient care reports, billing claim forms, remittance advice statements, other patient records from facilities	May access only to the extent necessary to monitor compliance and to accomplish appropriate supervision and management of personnel
MIS		May access only to the extent necessary to maintain computer systems.

Access to PHI is limited to the above-identified persons only, and to the identified PHI only, based on Leon County Emergency Medical Services' reasonable determination of the persons or classes of persons who require PHI, and the nature of the health information they require, consistent with their job responsibilities
.

Access to a patient's entire file <u>will not be allowed</u> except when provided for in this and other policies and procedures and the justification for use of the entire medical record is specifically identified and documented.

Disclosures to and Authorizations from the Patient

You are not required to limit to the minimum amount of information necessary required to perform your job function, or your disclosures of PHI to patients who are the subject of the PHI. In addition, disclosures authorized by the patient are exempt from the minimum necessary requirements unless the authorization to disclose PHI is requested by Leon County Emergency Medical Services.

Authorization received directly from third parties, such as Medicare, or other insurance companies, which direct you to release PHI to those entities, are not subject to the minimum necessary standards.

For example, if we have a patient's authorization to disclose PHI to Medicare, Medicaid or another health insurance plan for claim determination purposes, Leon County Emergency Medical Services is permitted to disclose the PHI requested without making any minimum necessary determination.

LCEMS Requests for PHI

If Leon County Emergency Medical Services needs to request PHI from another health care provider on a routine or recurring basis, we must limit our requests to only the reasonably necessary information needed for the intended purpose, as described below. For requests not covered below, you must make this determination individually for each request and you should consult your supervisor for guidance. For example, if the request is non-recurring or non-routine, like making a request for documents via a subpoena, we must make sure our request covers only the minimum necessary PHI to accomplish the purpose of the request.

Holder of PHI	Purpose of Request	Information Reasonably Necessary to Accomplish Purpose
Skilled Nursing Facilities	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Hospitals	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Mutual Aid Ambulances / First Response Services	To have adequate patient records to conduct joint billing operations for patients mutually treated/transported	Patient care reports

	by the County	

For all other requests, determine what information is reasonably necessary for each on an individual basis.

Incidental Disclosures

Leon County Emergency Medical Services understands that there will be times when there are incidental disclosures about PHI in the context of caring for a patient. The privacy laws were not intended to impede common health care practices that are essential in providing health care to the individual. Incidental disclosures are inevitable, but these will typically occur in radio or face-to-face conversation between health care providers, or when patient care information in written or computer form is left out in the open for others to access or see.

The fundamental principle is that all staff needs to be sensitive about the importance of maintaining the confidence and security of all material we create or use that contains patient care information. Coworkers and other staff members will not have access to information that is not necessary for the staff member to complete his or her job. For example, it is generally not appropriate for field personnel to have access to billing records of the patient.

But all personnel must be sensitive to avoiding incidental disclosures to other health care providers and others who do not have a need to know the information. Pay attention to who is within earshot when you make verbal statements about a patient's health information, and follow some of these common sense procedures for avoiding accidental or inadvertent disclosures:

Verbal Security

Waiting or Public Areas: if patients are in waiting areas to discuss the service provided to them or to have billing questions answered, make sure that there are no other persons in the waiting area, or if so, bring the patient into a screened area before engaging in discussion.

Garage Areas: Staff members should be sensitive to that fact that members of the public and other agencies may be present in the garage and other easily accessible areas. Conversations about patients and their health care should not take place in areas where those without a need to know are present.

Physical Security

Patient Care and Other Patient or Billing Records: Patient care reports shall be stored in safe and secure areas. When any paper records concerning a patient are completed, they shall not be left in open bins or on desktops or other surfaces. Only those with a need to have the information for the completion of their job duties should

have access to any paper records.

Billing records, including all notes remittance advices, charge slips or claim forms should not be left out in the open and should be stored in files or boxes that are secure and in an area with access limited to those who need access to the information for the completion of their job duties.

Computers and Entry Devices: Computer access terminals and other remote entry devices such as PDAs and laptops should be kept secure. Access to any computer devices should be by password only. Staff members should be sensitive to who may be in viewing range of the monitor screen and take simple steps to shield viewing of the screen by unauthorized persons. All remote devices such as laptops should remain in the physical possession of the individual to whom it is assigned at all times.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Medical Error Reporting
CAAS:	202.05.01
Effective:	June 15, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for employees to report erroneous medication administration. Any incidents involving improper medication administration must be documented and addressed immediately.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive medications in accordance with medical protocol or online medical direction. Medication errors will be treated with the utmost confidentiality. Any person who is aware of details regarding a medication error is expected to handle them with the utmost discretion.

III. PROCEDURE:

1. Every medication error must be documented on a Leon County EMS Medical Quality Assurance Report. This documentation may be completed by any field staff member.

   The following types of incidents are considered medication errors.
   - Any medication given when not indicated by the most current version of Leon County EMS medical protocols or expressly ordered by online medical direction.
   - Any medication given in dosage not indicated in the Leon County EMS medical protocols or expressly ordered by online medical direction.

2. Procedure for filling out Medical Quality Assurance Report

   A. Immediately after the incident, the crew member involved will:

- Locate the blue Medical Quality Assurance Report in the clipboard in the ambulance or in logistics
- Accurately document the
  - ✓ Date of error
  - ✓ Time of error
  - ✓ Run number
  - ✓ Date report was completed
  - ✓ Location of error
  - ✓ Description of error
  - ✓ Printed name of person filling out report
  - ✓ Signature of person filling out report

- Personally turn in the Medical Quality Assurance Report to the Deputy Chief of Clinical Affairs or place the report in the locked office of the Deputy Chief of Clinical Affairs.

B. If a medication error is discovered during the IQM process as a part of run report review, the person noting the error will complete the Medical Quality Assurance Report and personally turn in the Medical Quality Assurance Report to the Deputy Chief of Clinical Affairs or place the report in his/her locked office.

3. Investigation of medication errors
   A. Medication errors will be investigated immediately by the Deputy Chief of Clinical Affairs.
   B. Specific attention will be given to all parties involved from their point of view. Additional Incident reports may be requested from other parties involved.

4. Resolution of incident
   A. An incident may or may not be resolved in a timely manner, but the matter will receive its deserved attention.
   B. The crew member involved will be counseled on the proper treatment/dose and be required to do remedial training in that area before returning to work.
   C. In any event, the crewmember or persons involved will be counseled and given feedback regarding that specific incident so that future occurrences will not happen.
   D. A copy of the Medical Quality Assurance Report will be placed in the crewmember's file. Any additional similar occurrences will be noted as a repeat occurrence and be dealt with on a case by case basis.

5. All medication errors will be reviewed at a monthly IQM meeting with the Medical Director.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Family Member Encounters
Effective:	September 1, 2016
Reviewed:	November 2018
Revision:	N/A
Pages:	1

I. PURPOSE:

To provide guidelines for employees who encounter family members as patients.

II. GUIDELINE:

- On duty Members shall not provide medical services to immediate family members (as defined in section 1 of LCBCC HR Policies and Procedures) while on duty. If presented with a family member as a patient, provide life saving measures, but have your partner treat the patient or call for another transporting unit or the on duty supervisor.

- Under no circumstances shall any Leon County EMS member treat any family member with any controlled substance for pain. All controlled substances given for pain must be provided by a member that is not related to the patient and must be thoroughly documented per S.O.G. 407.00.

- Nothing in this policy shall be construed as to limiting the ability of a member to provide services to an immediate family member in situations where there is no other choice.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – 10-24 Request From Crew
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To define the duties and procedures that should be taken by dispatchers in the event of a 10-24 (Emergency) request for assistance.

II. Responsibility:

In this case, no delineation is made between the responsibility of the System Status Controller or the EMS dispatcher. Both persons should be equally alarmed and take the steps outlined in this procedure together.

III.Guideline:

In the event that a crew member on a unit assigned to a call states "10-24," the following steps should be taken:

1. Every local law enforcement agency with jurisdiction in the location of the call will be notified and asked to respond 10-18 (with lights and sirens.)
2. Once law enforcement has been notified, the dispatcher will state on the radio channel where the call for help was placed: "…Copy 10-24 Medic ##, help is on the way." If the unit replies and cancels the assistance, the dispatcher should request the unit call via telephone to confirm all clear.
3. The on-duty supervisor should be notified of the call for help and the location of the call and the supervisor should be placed en route to the crew in the CAD.
4. The unit will notify the dispatcher of their status and the need for any additional ambulances only after law enforcement arrives on scene and the scene has been secured.

In the event that a crew member activates their 800MHz alarm (**Orange Panic Button**), the unit should be called no more than twice to determine their status. If after a second attempt, the unit does not respond, the dispatcher should immediately take the steps outlined above in the call "10-24" procedure. The phrase ***"Medic 10- 24 is OK"*** indicates same as 10-24 and may be used if a crew member has activated the "man down button" on the radio and is unable, due to bystanders, clearly indicate a need for help.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Airport / Aircraft Emergencies
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the procedures that should be taken by EMS in the event that EMS is notified of an airport/aircraft emergency.

II. Responsibility:

It will be the responsibility of the LCEMS System Status Controller (SSC) and Field Operations Supervisor to evaluate each individual airport/aircraft emergency and provide an appropriate response given the available information.

III. General Information:

The Airport Operations Chief on duty will advise EMS when an "Alert" has been declared by the tower and any other available specifics available. The following are the general categories of FAA Alerts and examples of each:

Alert I – (1) Rough Running Engine
(2) Physiological Incident/Medical emergency on board
(3) Lost/disoriented pilot
(4) Precautionary Landing

Alert II – (1) Engine out
(2) Fire On-board aircraft
(3) Unknown Landing gear configuration
(4) Hydraulic/Electrical System Failure

Alert III – When an accident/crash has occurred or is imminent.
Alert IV – When an aircraft has landed/crashed off of airport property.

IV. Guideline:

All Alert I's and Alert II's will be prioritized code 2 unless there is available information that warrants the System Status Controller making the decision to upgrade the response. An Alert III or IV will be prioritized code 3 and the first responding crew will make the determination of a need for additional units.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Alert Procedures
Effective:	June 6, 2005
Reviewed:	June 2009, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. Purpose:

To identify the policies, procedures, and responsibilities involved with alerting aero-medical services and receiving facilities of critical patients and impending calls for service. Also, to minimize scene times once a critical patient has been identified.

II. Policy:

It will be the policy of Leon County EMS to make every possible attempt to give receiving facilities advanced notice of critical patients, to include, but not be limited to: trauma alerts, stroke alerts, cardiac alerts, and multiple patient incidents. It will also be the policy of LCEMS to attempt to predetermine the need for possible helicopter assistance as early as possible after receipt of the initial call and notify the closest aero-medical service of an impending call for service.

III. Responsibility:

It will be the responsibility of the responding crew to notify the System Status Controller (SCC) by radio, on LCEMS Channel 1, of any alert based on the condition of their patient. It will also be the responsibility of the responding crew to advise the SSC by radio, on LCEMS Channel 1, to have a helicopter stand-by, stand-down, launch, or cancel; the responding crew must also coordinate with other responding agencies regarding the best possible Landing Zone.

IV. Guideline:

The System Status Controller will notify the Emergency Department Charge Nurse of the receiving hospital of the following Alerts: Trauma, Stroke, and Cardiac (STEMI). The SSC will provide an age, sex, and chief complaint of the patient, if available. It is not necessary to obtain a full report with vital signs at the time of the initial alert.

The System Status Controller will monitor on-scene times. Once a critical patient alert has been received, and the on-scene time has reached 10 minutes, the System Status Controller will multi-select channels 1 and 2, broadcast an approximately 3 second alert tone (tone #3 on the radio), and advise the unit that 10 minutes have elapsed. The field unit does not necessarily need to

respond to the notification. If a critical patient is identified by TFD prior to the LCEMS unit arrival, the 10 minute clock starts upon the unit's arriving on scene. Notes will be added to the CAD record to document the above notifications and requests.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Automated Vehicle Location Policy (AVL)
Effective:	June 6, 2006
Revised:	June 2008, December 2012, December 2015, December 2018
Revisions:	3
Pages:	2

I. STATEMENT:

To ensure appropriate use and operation of the Automated Vehicle Location (AVL) system utilized by LCEMS.

II. GUIDELINE:

Leon County EMS will maintain an AVL system that will track and assist EMS field units and the Controller in dispatch.

III. PROCEDURE:

- Dispatch Operations
    - System Controllers will at the beginning of each shift and as each field unit checks on, ensure that the AVL for each unit is operational and working properly.
    - If an AVL unit is not working properly, the Crew will notify the LCEMS / MIS person or the on-duty supervisor immediately by phone or email if during the day or by email after normal business hours.
    - While AVL should automate many dispatch functions such as unit arrivals and availability, Controllers should monitor the system at all times to be sure the system is functioning correctly and recording properly.
    - If an AVL unit is not functional or is not reporting in the CAD, The Controller will consider moving the field crew to a functional unit or will need to dispatch the unit only by radio and pager.
    - Controllers must remember that AVL is a tool to be used to enhance unit selection and overall EMS system control, however if common sense and experience warrant an override of the system recommendations at any time, then the Controller is expected to make the correct decision based on their knowledge and experience at the time.

- With AVL, Controllers should be cognizant of the locations of all EMS units at all times and this should enhance their ability to send the closest unit to an emergency and to reduce or eliminate unnecessary post to post moves.

- Field Operations

  - At the beginning of each shift, field crews should check on by logging on to the AVL computer in the vehicle.
  - The crew on each unit must verify that the AVL unit is operational and functioning properly.
  - If an AVL unit is not working properly, the Field crew will notify the LCEMS / MIS person by phone or email immediately if during the day or by email after normal business hours.
  - If an AVL unit is not functional, then field crews should consider moving to another unit if one is available or working the shift by radio and pager only.
  - All movements of the vehicle to and from calls should be called in using the radio. The AVL computer is there to assist crews with navigation and should not replace radio traffic.
  - Attempting to disable or damage an AVL unit will result in severe disciplinary action up to, and including, termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Dispatch Cards for Use During Computer Failure
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the procedure and means the dispatcher will utilize to record and manage call information when there is a failure of the CAD.

II. Guideline:

If a computer failure disables the CAD:

1. An announcement will be made on all LCEMS Channels that the CAD is down and they will not be receiving call information over pager. The Last Run# used on a call for service will be logged in a safe place.
2. EMS Case Entry/Dispatch pads will be distributed to the call-takers and dispatcher for use when taking calls. As per the Consolidated Dispatch Agency's (CDA) communication policy, call-takers will utilize the MPDS card sets to process the calls.
3. The CDA Management Staff will be immediately notified in order to facilitate the recall of appropriate IT staff to evaluate and fix the problem.

If a power/computer failure disables all computers including E-9-1-1 service:

1. An announcement will be made on all LCEMS Channels that the CAD is down and they will not be receiving call information over pager. The Last Run# used on a call for service will be logged in a safe place.
2. The on-duty supervisor (Rescue 10) will report to the designated backup center (Leon County Jail) to assist in answering EMS 9-1-1 calls and relay call information via phone/cell-phone to the SSC. Dispatch cards will be available at the Leon County Jail site and calls should be tracked redundantly until Computer operations are restored or the CDA is brought online.
3. The SSC should call in an additional controller and notify both hospitals as well as LCEMS Command Staff if a massive and prolonged failure of equipment and/or software occurs.

Attached: Case Entry/Dispatch pad

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Emergent/Non-Emergent Requests for Service
CAAS:	201.05.01
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	4

I. Purpose:

The purpose of this policy and procedure is to standardize the methods of emergency and non-emergency response dispatching in order to enhance efficiency and meet the division's response time standards. This SOG covers all calls being fielded through the communications center including E-9-1-1 calls.

II. Policy:

All requests for service will be processed, the proper response for EMS and associated agencies will be determined and all necessary resources will be dispatched to adequately handle the requests in the fastest and most efficient manner possible.

III. General Information:

A. Speaking in a calm manner will help calm an excited caller.
B. An incoming call on the E-9-1-1 will indicate the location and phone number of the caller. You must confirm the information provided and whether or not the location indicated is where EMS needs to respond.
C. Maps are provided in both the Motorola P1 CAD and E-9-1-1 to aid in verifying the location. Several Map books as well as Visual GIS are available.
D. The following questions may be useful in making certain of the location:
    1. Name of the nearest cross street or primary road?
    2. Street, Avenue, Drive or other suffix?
    3. Residence or Apartment?
    4. If apartment, complex name, building number and apartment number?
    5. If a commercial establishment, name and former name?
    6. If a remote location, ask for detailed directions and ask that someone go out to meet the ambulance.
    7. Ask for a caller to step out or leave the front door open.
E. Use the cross reference book for difficult address; also check with other agencies… LCSO, TPD, TFD may have an idea where the address is.

IV. Guideline:

The most important underlying concept is to have the shortest possible response time for each emergency request.

Receiving Requests & Vehicle Notification:

1. Answer the telephone: "Leon County EMS, how may I help you?" Remember keep your tone of voice positive and professional. E-9-1-1 calls should be answered: "9-1-1 EMS, What is the address of your emergency?"
2. Open the Motorola P1 CAD screen and obtain:
    a) Address of the incident and location details
    b) Call back number
    c) Chief complaint

    At this point, if taking a call from the general populous, the EMS Call taker should hit the ProQA™ button and begin the Q & A process. Callers with critical complaints should be kept on the line.
3. Once the call has been input and saved or the call is in the pending incident box (ProQA™ calls will automatically move to the pending incident box once the call taker has asked a determinant question) the System Status Controller will immediately:

    a) Select the EMS unit that can get to the scene in the shortest amount of time, taking into account current traffic patterns, known road obstructions, construction, etc. This is done by comparing the vehicles on the map to the location of the call and/or polling the trucks in transit to posts for their location in relation to the call, etc. The information in the preferred/fixed recommendation screen of the P1 CAD is NOT to be used as a stand alone resource. This resource, while at times helpful, only reflects the mileage between two points in a straight line and does not reflect traffic patterns, layout of roads, bodies of water, driving mileage, interstates, etc. Computerized map programs are not a substitute for the judgment, experience, and knowledge of the System Status Controller. The MARVLIS deployment planner's recommendations shall also be used as a resource to determine the closest unit. Once a unit is selected, the call should be assigned to that unit, thus automatically generating a page to the crew of that unit. An ambulance responding to a code 1 or 2 call should be diverted to the higher priority assignment if they are the closest unit. It remains the responsibility of the SSC to review the ProQA™ summary of the call and ensure it has been appropriately prioritized. (Calls should not be downgraded unless there is specific information that suggests otherwise.)

    b) If necessary, clone the call to other agencies (TFD, TPD, LCSO).

    c) For a call assigned to a City SSM deployed unit, generate an alert tone on Ch.1 of the radio and provide the call information; A primary road and cross street may also be added/substituted. For a call assigned to a County Stationed unit, page out the unit on Ch.4 and provide the COMPLETE call information, as some Volunteer F.D.'s monitor this channel for calls in their respective area.

    d) Any problems/unusual occurrences or additional requests should be added to the call under "trip notes."
4. While the EMS crew is en route to the call, the Call taker should obtain further

information as needed such as hazards, number of patients, and any other information that would be helpful or requested by the crew or System Status Controller (SCC).

5. The SSC will allow up to 30 seconds for the dispatched units to acknowledge receipt of the call. If there is no response after 30 seconds, the SSC will attempt to raise the unit by radio and/or pager to verify receipt of the call. If unable to make contact with the unit, the next closest unit will be dispatched through the steps listed above and the on-duty supervisor will be contacted and sent to the last known location of the out-of-contact unit.
6. Once the unit has called en route on ch.2, the ch.2 EMS dispatcher will provide the dispatch priority code, the address of the call, location specifics, primary route, major cross streets, the reference of the call and the ProQA™ summary, if applicable. The ch.2 dispatcher is also responsible for providing any additional dispatch information noted in the call and handling any requests regarding the call made by the responding crews. (This does not include specific alerts such as trauma, stroke, etc.; see sec 2.7)
7. Notification of any other agencies needed, will be made by telephone or through the P1 CAD. A location/address of the call and the reference will be provided. The notification of additional agencies will be logged in the "trip notes" section of each call.
8. Cancellation/Downgrading. LCEMS will downgrade or cancel an emergency response based on information received from TPD, TFD, LCSO, FHP, FSUPD, FAMUPD, TCCPD, CPD, or FDLE. Cancellation/Downgrade must be accomplished on a recorded telephone line/radio channel.
9. If LCEMS arrives on scene first, any pertinent information shall be relayed to all other agencies responding to the call.
10. The Unit on scene will be responsible for notifying the SSC on Ch.1 of the need for any additional back-up units or other resources. (Man power, animal control, utilities, etc.)
11. The EMS dispatcher operating ch.2 will be responsible for checking on the status of a unit that has been on scene for 30 minutes. (Unless the crew has already advised of the situation)

Multiple Vehicle Response Criteria:

1. It will be the responsibility of the SSC to evaluate the need for a multi-vehicle response if information received during the request(s) for service warrants it. Listed below are examples of situations that may result in the dispatching of multiple EMS units to one scene.
    - Multi-vehicle MVC
    - Multiple gun shot wounds
    - Multiple patient stabbings
    - Confirmed Aircraft incidents
    - Train Incidents
    - Bus Incidents
    - Multi-patient violent riot (only with a secure scene)
    - Multi-patient structure fire (i.e. nursing home fire)

- Multi-patient cardiac arrests

2. The on-duty supervisor will be dispatched at the discretion of the SSC or if a unit on scene requests they respond. Listed below are some examples of situations where the SSC may choose to dispatch the on-duty supervisor.
   - Gun shot wounds
   - Stabbings
   - Cardiac arrest
   - Drowning
   - Multi-vehicle/Multi-patient MVC
   - Electrocutions
   - HAZMAT incidents
   - Train incidents
   - Bus Incidents
   - Multi-patient structure fires
   - Extended extrication/entrapment
   - Potential RSI patients

Requests for Service from other agencies:

Calls received from other agencies should be given the same priority as emergency calls on E-9-1-1 and should be handled similarly. When taking calls from another agency, the call taker should utilize the SEND™ Protocol. (Secondary Emergency Notification of Dispatch) The following information should be obtained.

1. Chief complaint and incident type?
2. Approximate Age?
3. Conscious: Yes/No…or alert?
4. Breathing: Yes/No…or difficulty?
5. Illness cause (age 35 or over): Is there chest pain?
6. Accident/injury cause: Is there severe bleeding (spurting)?
7. Response mode: Emergency or Routine...and why? (if not obvious)

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – Emergency Contingency/Evacuation Plan

CAAS: 204.02.01

Effective: June 6, 2005

Reviewed: September 2008, December 2012, December 2015, December 2018

Revision: 2

Pages: 1

I. Purpose:

The purpose of this policy is to define the procedure to follow should the CDA Communications Center be evacuated.

II. Procedure:

In the event that the CDA Communications Center is evacuated, the on-duty supervisor shall immediately be notified. The SSC will log the position of all on-duty units and follow the CDA SOP for evacuating.

Should the SSC require any further assistance during the evacuations, he/she may ask that the on-duty supervision or the closest unit report to the CDA to provide that assistance.

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LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – FCC Rules Summary
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

LCEMS personnel will at all times adhere to all local, state, and federal laws that pertain to radio communications. Listed below are clear violations of some of the above listed laws.

A. To transmit superfluous signals, messages, or communications of any kind.

B. To use profane, indecent, or obscene language.

C. To willfully damage or permit radio apparatus to be damaged.

D. To cause unlawful or malicious interference with any radio communications.

E. To intercept and use or publish the contents of any radio message without the express permission of the proper authorities in your department.

F. To make unnecessary or unidentified transmissions.

G. To transmit without first making sure that your intended transmissions will not cause harmful interference.

H. To make any adjustments, repairs, or alterations, whatsoever to your radio transmitter. It is required by law that only a professional radio technician, holding a second class license or higher, make any adjustments or repairs.

I. To deny access to your radio equipment if a properly identified representative of the Federal Communications Commission asks to inspect it. The equipment must be made available for inspection at any reasonable hour.

J. To transmit a call sign, unit ID, letter or number that has not been assigned to your unit or station.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Hazardous Scene Response
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Policy

It is the policy of Leon County Emergency Medical Services that we shall not knowingly put our employees in harms way, by dispatching them to scenes that are known to contain hazards not part of "normal EMS" operations, without informing them of that hazard. Some examples of hazardous scenes are:

- Suicide attempt involving a weapon
- Domestic Violence
- Assault or Battery
- Fights or Brawls
- Stabbing or GSW
- Hazardous Materials Incidents
- Structure Fires
- Call for Unknown problem
- Electrocutions

II. Guideline

The System Status Controller (SSC) or dispatcher will inform a responding crew of any potentially hazardous conditions on the scene of a call at the time of dispatch. The SSC or dispatcher will also verify that appropriate law enforcement or other agency is en route to the call and then will advise the responding crew that another agency is also en route. Once a scene is secured, the dispatcher shall advise the crew it is safe to approach.

A responding crew may ask for an additional resource to respond once they are on scene. The dispatcher should request the resource and monitor the status of the scene until they know that that resource has arrived.

If at any point, the CDA Communication Center receives information on possible hazards on a scene, the dispatcher should immediately notify the responding crew, even if that crew is already on scene. The dispatcher should also request any other appropriate resource upon receiving any new information on hazards.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Language Line
Effective:	June 10, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

Callers requesting Emergency Medical Services may not always be fluent in English. The Consolidated Dispatch Agency (CDA) has subscribed to the *Language Line* service for use with non-English speaking patients.

II. GUIDELINE:

Call-takers, Dispatchers and Controllers in the CDA Communications Center may utilize the *Language Line* service, if needed.

III. PROCEDURE:

The *Language Line* transfer number is listed above the telephone at every station in the CDA Communications Center. In the event that a non-English speaking caller needs to be transferred to *Language Line*, the call-taker, dispatcher, or controller making the transfer should remain on the line to receive the information from the interpreter.

The caller's phone number, obtained through caller ID or ANI/ALI, should be documented in the CAD (computer aided dispatch system) prior to initiating the transfer so that contact can be re-established in the event that call is disconnected.

Additionally, it should also be noted in the CAD that the call was transferred to *Language Line* so that the responding crew is aware of the potential language barrier.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Long Distance Transport Requests
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

In the event that a long distance transfer cannot be completed by Leon County EMS, another agency may be requested (by the original requestor) to respond to Leon County in order to transport a patient. Prior to responding to the request, the outside agency must obtain approval from the agency that holds the certificate of public necessity for that county. In the case of Leon County, LCEMS holds the certificate.

As a matter of practice, the agency requesting to respond will send a form via facsimile requesting a signature from an appropriate EMS official. After checking with the on-duty supervisor to double check that the transport cannot be completed by LCEMS, the SSC is authorized to sign the approval form and fax it back to the requesting agency.

A copy of all requests to respond is kept in a file in the Communications Center.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – MCI Checklist
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

The purpose of this policy is to outline the duties and responsibilities of LCEMS Communications personnel during an MCI (Mass Casualty Incident). Because the extent and specific circumstances of each potential MCI are unknown, this checklist should be used only as a framework to assist the dispatcher or SSC and not necessarily dictate his/her actions.

II. Guideline:

The System Status Controller (SSC) shall attempt to predetermine the need for and request the resources necessary to handle a Mass Casualty Incident. The SSC should remain in constant contact with the on-duty supervisor to ensure that all needs are met. The following is a checklist of tasks that may be performed, depending on the nature and extent of the MCI:

- □ Notify the County Warning Point (at CDA) so that they may make appropriate notifications at the State level.
- □ Advise all units to move any "unit to unit" radio traffic to LCEMS channel 3 or designated TAC channel.
- □ As early as possible, advise all on-duty crews of any required PPE for the incident and who will be the LCEMS Incident Commander.
- □ Notify the charge RN at both Emergency Departments of the incident.Confirm with CDA dispatchers that the TFD division chief is notifiedof the incident and who the LCEMS Incident Commander is.
- □ Call in an additional System Status Controller to assist in Control.
- □ Notify LCEMS Administrative Staff.
- □ Notify surrounding counties of possible impending requests for mutual aid. (Specifically: Gadsden, Wakulla, and Jefferson.)
- □ Notify the area helicopter services of possible impending requests for service.
- □ Page/call the special operations captain and/or other applicable staff.
- □ If the incident involves burns, notify the Burn Center at Shands of the incident.
- □ Consider moving to OPCON 2 and notification and recall of all personnel..
- □ Cancel all routine/non-emergency requests for ambulance service during the duration of the MCI event.All tasks should be logged in the CAD as they are completed, to include the time, contact person, and person completing notification.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Mutual Aid
CAAS:	102.01.01 & 102.01.02
Effective:	June 6, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. Purpose:

To outline the procedures that should be taken if LCEMS Communications staff receives a request for mutual aid from another agency.

II. Policy:

Leon County Emergency Medical Services maintains mutual aid agreements with surrounding counties. Signed copies of said agreements can be found at LCEMS Headquarters and at the Leon County Courthouse. The agreements cover liability, fees charged for services, communications, reciprocity, and mutuality of assistance offered.

III. Guideline:

In the event that another agency requests mutual aid from LCEMS, that request shall be honored immediately, **provided that units are available**. The on-duty supervisor should be notified of any request for mutual aid. The following are situations in which another agency may request mutual aid from LCEMS (it is not the responsibility of the controller to verify that the circumstances exist):

1. Equipment Malfunction.
2. Prolonged response time due to vehicle location.
3. Exceptional number of requests for emergency services that temporarily exceeds the capacity of that agency.
4. The occurrence of an exceptionally severe accident situation which exceeds the temporary capacity of that agency but does not constitute a "disaster."

In the event that another agency is requesting mutual aid assistance for a "**disaster**" situation, that request will be honored immediately, and may include taking the following steps:

1. Provide appropriate back-up assistance to that agency.
2. Cancel all routine/non-emergency requests for ambulance service during the duration of the "disaster" event.
3. Call in additional personnel to provide a maximum number of ambulances, if the "disaster" calls for it.

4. Assist within the provision of regional communications, coordinating between and among agencies in the region.
5. Email the Deputy Chief of Operations with details of the mutual aid request.

*The on-duty supervisor will make the decision on items 2 & 3 in the above list in consultation with on-call LCEMS administration.

A "**Disaster**" situation is defined as any circumstance in which the need for emergency medical services grossly exceeds the capacity of the existing EMS service provider and requires the coordinated efforts of other EMS providers within the region to effectively meet the needs of the affected jurisdiction.

IV. Review Process:

The Deputy Chief of Operations is responsible for reviewing any and all requests for mutual aid and compliance with existing guidelines and agreements. The System Status Controller (SSC) on duty will notify the deputy chief of operations of any instance where mutual aid is requested.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Notification of Command Staff Matrix
Effective:	December 3, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide an efficient method for notification of the appropriate Command Staff members when needed.

II. GUIDELINE:

Any on-duty crew member may make a Level 1 notification when necessary. The on-duty supervisor is responsible for determining when the level of notification required on an incident by incident basis.

III. PROCEDURE:

Level 1 Incidents: Notification of On-Duty Supervisor

- Any incident requiring an incident report
- Any vehicle crashes involving an ambulance

Level 2 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, and Division Chief

- Mass Casualty Incident involving less than 25 patients
- Ambulance crash involving serious injuries

Level 3 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, Deputy Chief of Clinical Affairs, CEOD/Major, Division Chief, Captains, and Risk Manager

- Mass Casualty Incidents involving greater than 25 patients
- Ambulance crash involving bystander/patient fatality

Level 4 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, Deputy Chief of Clinical Affairs, CEOD/Major, Division Chief, Captains, Lieutenants, Risk Manager and Leon County Public Information Officer

- Line of Duty Deaths

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Organ Transplant Transports
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the priority that LCEMS will give to transporting an organ transplant team.

II. Guideline:

Upon notification of organ procurement, the System Status Controller should enter the ETA into the CAD in order to prepare for the arrival of the team and/or the need to transport the team back to the airport. All calls for service involving a transplanted organ (post procurement) will be prioritized based on the need of the particular transport, as determined by the organ transplant team. A code 3 organ transplant request will be given the same importance as an emergency call for service due to the time-sensitive nature of organs viability. An organ transplant team can be transported in an ambulance with one Paramedic on board driving.

The Pre-arranged transport form should still be used for these transports.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – IRIS Notifications and Pagers
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

The purpose of this policy is to set a standard for the use of the IRIS notification system and pagers to page out available shifts, important information, or available transports to EMS Staff.

II. Procedure:

The System Status Controller (SSC) or on-duty supervisor may utilize the pager function of the CAD or the IRIS system to attempt to cover shifts following the guidelines below:

- No pages for shift coverage shall be sent out before 6 AM or after 11 PM (the only exceptions are emergency disaster recall, a 6 AM shift, or emergency out of town transports).
- Pages should be sent to the appropriate group(s), if at all possible… i.e. A paramedic short should not be paged out to EMT's.
- The same shift should not be paged out more than ONCE every hour until covered.
- Shifts for transports are NOT to be paged out until the transport is confirmed as paid and scheduled.

IRIS notifications shall be sent to the appropriate group (OT list for shift shorts and transports, Captain specific lists for shift information, etc).

As a General Rule, pagers and the IRIS system should be used as sparingly as possible to communicate information to staff in order to encourage staff members to carry and monitor their pagers and cell phones at all times.

Pages should be limited to 150 characters and/or spaces due to the limited capacity of the system. Consider shortening or splitting a particularly lengthy message in order to achieve this.

Pagers and the IRIS system are to be utilized for LCEMS business only.

"Code Expedite" is to be used at the discretion of the SSC, based on availability of units and general need.

Members have the option to opt out of the OT list at any time, but shall remain in their Captain shift list and main EMS group in order to receive important messages concerning staff recall or critical incidents.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Post Plan
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Policy:

It is the policy of Leon County Emergency Medical Services to utilize the principles of System Status Management (SSM) to post in-service ambulances in Leon County.

II. Procedure - Post Plan

It will be the responsibility of the System Status Controller (SSC) to move the in-service units from post to post so that the correct posts are occupied as listed in the post plan. The post plan contains a list of which post should be filled depending on the number of in service units, and is available both on paper and in the CAD. The post plan varies from day to night and also provides guidelines for when the SSC may choose to deploy the County "fixed station" units, into the dynamic System Status Posting Plan.

The SSC should attempt to determine if a unit will be transporting, either from the nature of call on dispatch, or from the crew on scene, before moving another unit into that zone.

Posts should be assigned to units based on their location in relation to each post, and no SSM unit will have a "home" or "favorite" post.

The Posts being utilized in Leon County are:

Post 1 – 2626 Capital Medical Blvd
Post 2 – 2825 Municipal Way
Post 3 – Orange Ave and S. Monroe St
Post 4 – 1300 Miccosukee Rd
Post 5 – N. Monroe St and Interstate 10
Post 6 – Apalachee Pkwy and Blair Stone Rd
Post 7 – Copeland St and W. Tennessee St
Post 8 – Thomasville Rd and Timberlane Rd
Post 9 – Thomasville and Kerry Forest Pkwy
Post 10 – Blair Stone Rd and Capital Circle SE
Post 11 – N. Monroe St and Fred George Rd
Post 12 – TFD Station 12 – Chaires
Post 13 – TFD Station 13 – Woodville
Post 14 – TFD Station 14 – Ft. Braden
Post 16 – 3401 W Tharpe St.Post 17 – 1583 Pedrick Rd.
HQ – 911 Easterwood Dr

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Prearranged Transports (Payment)
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Policy:

Pre-arranged transports shall be paid for prior to the transport, if at all possible. If pre-payment is not possible, payment arrangements must be made and responsibility must be in writing from the guarantor prior to completing the transports.

Transports that constitute an emergency are exempt from this policy.

II. Procedure:

Arrangements should be made at the time a transport is requested for payment to be made. The payee's may pay by corporate check (no personal checks), credit card, or money order. The System Status Controller (SSC) should utilize the credit card machine in dispatch to receive the payment.

The confirmation number of all credit card payments should be logged in the CAD with the call under a billing note. The SSC should also complete a pre-arranged transport confirmation form and forward it, along with the original receipts printed from the credit card machine, to HQ for processing.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Public Service Events
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Procedure:

All Public Service Events shall be tracked in the CAD. If a request comes into the Control center on the 606-5808 line, it may be recorded on the appropriate computerized public event form, or if time permits, the caller may be referred to Headquarters to speak to one of the LCEMS staff assistants.

All public event forms received from HQ via the computerized event log shall be entered into the CAD by the System Status Controller (SSC). Any questions regarding public events shall be handled by the Deputy Chief Operations or his/her designee.

Units assigned to public events/service, shall remain on and monitor LCEMS Channel 1 regardless of whether or not the event is dedicated or non-dedicated.

During a Large scale Public Event, where multiple EMS personnel are on scene, those crew members should utilize a Special Event Channel to communicate with each other on the radio. The officer in charge at an event is responsible for monitoring LCEMS Channel 1.

A patient care report will be filled out by the crew for each event on the day of the event.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Radio Communications
Effective:	June 1, 2005
Revised:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

To provide uniform radio designations and usages

II.GUIDELINE:

The radios will be operated in conformity with the FCC rules and regulations. Only approved Codes and clear text will be used unless an exception is clearly specified.

III. PROCEDURE:

- The following designations will be used for all Department vehicles.

A. Two person ALS vehicles:

Medic 1, 2, and so on based on shift assignment.

B. One person units:

Rescue 10 – Shift Supervisor
Rescue 11 – Additional Supervisor Staff
Car 1- Department Chief
Car 2- Deputy Chief, Clinical Affairs
Car 3- Deputy Chief, Operations
Car 4- Community Engagement and Organizational Development Major

C. Two person ALS carts:
Cart 1, 2, and so on based on assignment by event supervisor.

D. County units will use the following identification numbers regardless of the unit number assigned for use at the County stations:

- County Station 12 – radio ID = Medic 12
- County Station 13 – radio ID = Medic 13
- County Station 14 – radio ID = Medic 14

E. When extra two person ALS transporting units are put on the road (MCI, Football coverage, etc.), the controller on duty will assign it a successive Medic unit designation (Med 40, 41 and so on or Special Ops 1, 2 and so on) based on

the designations provided in the CAD or the System Status Controller (SSC).

- Only the following Ten Codes will be used by LCEMS:

  - 10 – 4 Affirmative
  - 10 – 7 Out of service
  - 10 – 8 In service
  - 10 – 9 Repeat
  - 10 – 24 Emergency assistance needed
  - 10 – 38 Premise Hazard
  - Signal 7 Dead on scene
  - CODE Cardiac arrest

  Phrases such as "copy call", "en route", "on scene", "en route to _____ with __patients", "arriving_____", "available," etc. should be utilized on the radio.

  DISPATCH CODES

Code 1	Scheduled transport
Code 2	Respond without lights & sirens - Needs routine evaluation & care
Code 3	Respond with lights & sirens - Needs emergent evaluation & care
Code 4	Cardiac Arrest

  PATIENT CONDITION TRANSPORT CODES

Code 1	Stable – scheduled transfers only
Code 2	Any non-critical patient going to the Emergency Room
Code 3	Critical – may be unstable & life-threatening. Immediate intensive care needed on arrival.
Code 4	Cardiac or respiratory arrest. CPR in progress.

- The LCEMS 800 MHz system will be the primary radio system used by LCEMS. UHF radios will be used to contact hospitals and at other times as necessary. In the event of failure of the primary 800 MHz system utilize theregional Med 8 channel, or county assigned cell phone..

All radio transmissions require acknowledgment and confirmation from both parties involved. Example of vehicle radio transmission: “Med 1 Control" (wait for answer). Dispatch response: "Medic 1?" Response from dispatch vehicle radio transmission: "Medic 1 is 10-8". Dispatch response: "10-4 Medic 1". **No one-way messages!** Clear Text will be used as the primary radio messaging process

- LCEMS channel one will be utilized by the system controller to coordinate the entire EMS system. Channel one will use the identifier “control.”

- LCEMS channel two is utilized to relay dispatch information and to record times and mileages. Channel two will use the identifier “EMS.”

- On-duty personnel will remain available for call by monitoring channel one of their radio and LCEMS CAD pager at all times. Radio and pager must be on or within reach of on duty personnel at all times and must be in an operational manner.

- System Status Management (SSM) units will be dispatched on LCEMS channel one by Control. County units will be dispatched on LCEMS channel four by Control.

- Once dispatched on a call, the EMS crew will immediately acknowledge the radio transmission on channel one by stating their Medic number and repeating the message delivered.

- Peak ambulances are required to be en route to the site of any type of call within 60 seconds of dispatch. Rural ambulances are to be en route within 120 seconds of alert.

- The unit will call en route by mobile radio on channel two to EMS as soon as the vehicle begins to respond.

- All other aspects of the call will be radioed to EMS on channel two, i.e., arrival on scene, en route to hospital, 10-8, etc.

- Control will be notified when a LCEMS unit departs a previously reported location. This includes fuel and supply acquisition.

- Once on scene, the LCEMS crew will as quickly as possible size-up the situation and inform control if they are going to transport or not.

- During post to post moves, Medic units are to be en route to the newly assigned post within three minutes of notification. Exceptions must be approved by dispatch. To request an exception, the affected LCEMS crew must contact dispatch and explain the reason for the time limit exception such as needing to get lunch to go, etc.

- The Regional channel UHF Med 8 is used for medical resource coordination between county bases and out of county ambulances and as a secondary Emergency Department channel for TMH or CRMC. Anything said on the regional channel can be received by base stations anywhere in the Big Bend area.

- Telephones should be used in accordance with policy as an alternative communication device for sensitive radio transmissions.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Radio and Dispatching
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. Purpose:

The purpose of this policy and procedure is to provide a framework with rules for all LCEMS radio communications in order to facilitate the most effective and orderly transfer of information.

II. Policy:

1. Radio equipment will at all times be operated in accordance with current FCC regulations, which will be kept on file at the Communications Center.
2. Responses for requests for service received at the same time will be dispatched according to the principles of triage.
3. The Communications Center EMS watch officer (a.k.a. System Status Controller) will operate LCEMS Channel 1 and be identified on the radio as "Control."
4. The EMS dispatcher assigned to LCEMS Channel 2 will be identified on the radio as "EMS."
5. The System Status Controller (SSC) will be responsible for dispatching the closest unit(s) capable of providing the help required to a call.
6. LCEMS will primarily utilize Clear Text in order to better prepare the agency for interoperability in the event an Incident Management Plan involving multiple agencies was to be put to in place.

III. Guidelines:

General Radio Procedures:

1. Initial Dispatch, Post moves, and any other traffic not related to a call will take place on LCEMS Channel 1.
2. All call related traffic such as, on-scene, en route, at destination, etc., will take place on LCEMS Channel 2.
3. Any extended conversation between two units, such as a dry run approval or reporting problem to a supervisor, shall take place on LCEMS Channel 3. LCEMS Channel 3 shall be considered the EMS "talk around" channel.
4. Dispatching of Fixed Station Geographically deployed units (a.k.a. the County Stations), including the transmission of encoded pages for station pager activation, will take place on LCEMS Channel 4.
5. Radio Communication between responding TFD units and LCEMS units will take place on LCEMS Channel 2. LCEMS Units responding to emergency calls shall monitor LCEMS Ch. 2 for TFD communication.

6. Upon receiving a call from their dispatcher, TFD will switch to LCEMS channel two and call en route. LCEMS dispatcher will then give any information to TFD. Radio communication between LCEMS and TFD will continue on LCEMS Ch. 2 throughout the duration of the call.
7. Upon receipt and acknowledgement of a call, LCEMS units shall go to LCEMS Ch. 2 for the duration of the call. Units shall return to LCEMS Ch. 1 after becoming available from a call.
8. Units interacting on the radio shall simply call their ID and wait to be acknowledged by the channel operator. (Example: *Unit:* "Medic 2…" *Dispatch:* "Medic 2, go ahead.")
9. Individuals that need to interact on the radio will use their 3 digit Radio ID number.
10. All on-duty personnel will be continuously available by radio and pager. Problems with contacting personnel must immediately be reported to the on-duty System Controller.
11. Radio transmissions made by units will be acknowledged by the dispatcher by repeating the EMS unit designation. This is done to ensure that the correct traffic for the correct unit is recorded.

General Dispatch Procedures:

1. The SSC will be responsible for assigning the closest unit capable of providing the required help to all calls.
2. The SSC will also be responsible for notifying the Tallahassee Fire Department of all code 3/Emergency Calls not occurring at a medical facility, and all cardiac arrests, regardless of location. If an emergency call occurs in a geographic zone covered by a Volunteer Fire Department, then TFD will be responsible for notifying the respective VFD.
3. Campus Police Departments will be advised of any call on FAMU, FSU, or TCC property.
4. The on-duty supervisor will be notified of critical calls and may respond at his/her discretion. Examples of such a call are: cardiac arrest, multiple vehicle accidents, unstable patients, calls involving prolonged extrication, etc.
5. A unit in transit to a call for service called by a dispatcher will respond by giving its unit number and present location.
6. The SSC will notify a requestor anytime a scheduled transport is delayed or is expected to be delayed for more than 15 minutes and provide a new ETA for the transport.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Radio Failure
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

To outline the procedure and means the dispatchers and crews will utilize to contact each other when there is radio failure.

II. Guideline

If there is a failure of radio communication, the following should occur:

A. Communications Center:
    1. The paging or IRIS system shall be used to communicate messages to Field Personnel.

B. Field Personnel:
    1. If field personnel are unable to contact the dispatcher by radio on the usual assigned channel, after a reasonable number of attempts, then they should contact dispatch on alternate channels. (For instance, if a unit is attempting to make contact with EMS on ch.2, the next step would be to try to contact Control on ch.1) If this also results in no contact, field personnel should contact dispatch by telephone and/or UHF radio.
    2. Unless they are engaged in an ambulance call, personnel will advise the System Status Controller (SSC) of their location, and will remain available at that telephone number until advised that radio communications have been restored. The telephone should be used as little as possible during that time.
    3. If a unit is en route to a scene, contact the Communications Center when you arrive preferably by telephone; this may also be done through law enforcement, fire, or other agency on scene if their radios are working.
    4. If a unit is en route to the hospital with a patient, mileage information and transport status should be called in by telephone.

Total Communications Failure: In the event of a total communications failure (Radio, telephone, cell phone, and pagers) City System Status Management (SSM) units should complete their assigned calls, if any, then immediately report to HQ to await instructions. Fixed station units should return and remain at their station.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Refusal Radio Report
Effective:	June 20, 2005
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	3

I. PURPOSE:

To provide uniform guidelines for the reporting and recording of Patient Refusals over the radio.

II. GUIDELINE:

It is the policy of Leon County Emergency Medical Services although it may not be possible, that all patient refusals will be evaluated by the Paramedic on scene.

III. PROCEDURE:

1. It is the responsibility of the Paramedic to give accurate, concise information about patient condition and hazards associated with the patient's refusal of care during evaluation and treatment for possible injury so that the patient will be properly informed.

2. It is the ultimate responsibility of the Paramedic on Paramedic/EMT teams and the Paramedic charging the call on Paramedic / Paramedic teams to properly evaluate the patient and advise the patient of possible injury and adverse effects of refusing treatment and transport to an Emergency facility for evaluation by a doctor.

   A. If the Patient was witnessed having a seizure, you must inform the patient (and if family is on scene make them aware as well) that the patient is not to drive any kind of vehicle, operate any kind of machinery, work at any heights, take a bath or swim alone (shower OK) until they are cleared by their medical doctor (or a medical doctor) to do so. You MUST DOCUMENT in the report that you informed him/her of these very words.

If the patient is in a vehicle and wants to drive off you may notify law enforcement of the incident/situation but you **CANNOT STOP THEM** from driving off. EMS is not obligated, but we do have the authority to report an individual to the DMV in the state of Florida. The DMV could potentially revoke their driving privileges until cleared by a medical doctor. Unless LCEMS is called to a scene more than one time for the same patient who is behind the wheel of a vehicle, we are not required to turn ever seizure patient over to the DMV, but do use your best judgment.

3. It is the responsibility of this same Paramedic to record the specifics of the patient's refusal of care and transport to the on-duty supervisor or other person designated to receive such a report over the 800 MHz radio channel 3. A sample Refusal Report script is provided below for reference.

Sample Refusal Radio Report

This is medic # _____

We are on scene at _____ with a _____year old Male / Female patient.

EMS was called by: Bystander, Family Member, Friend, patient, and Law Enforcement, Unknown Person, etc…

We have one patient (Multiple Patients) whose Chief complaint(s) is/are
Chest pain, SOB, Trauma from fall, MVC, Diabetic problem, N&V, Dizziness, CVA etc..

Pt's Vital Signs are:

Pulse: _____
BP: _____
Resp: _____
BGL: _____ as applicable
SaO2: _____ as applicable
12 Lead ECG as applicable.

Pt has a HX of: SOB, Cardiac. Diabetes, N & V, COPD, Asthma, CVA, etc…

Pertinent Findings are Wheezes, SOB, Chest Pain, Dizziness, Trauma to.., etc... ECG Finding are: Name that rhythm!

Pt is refusing EMS Transport to the Emergency Center for evaluation by a MD for the following reason(s): Not injured, has another method of transport, will follow with private MD later, Feels better now, Parent or Guardian refusing care, etc……

I/we have advised patient that I/we are not able to make a complete evaluation in the field and that I/we advise the patient to go via EMS to the hospital or go to the hospital via personal vehicle to be evaluated by a physician, the patient has refused multiple offers/ attempts to transport via EMS. I/we have advised patient that it is possible that their condition could suddenly change and get worse and this could cause them to suddenly become incapacitated or cause their immediate and sudden death. The patient is at this time conscious alert and oriented has acknowledged the potential for serious complications as a result of this refusal but continues to refuse our care and transport. The patient has been advised to call us back on 9-1-1 if condition warrants.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Search and Rescue
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

In the event that there is a Search and Rescue Operation being conducted inside Leon County and LCEMS is asked to participate, the System Status Controller may, after checking with the on-duty supervisor, dispatch a unit to the designated location of the operation. Participation in search operations shall be limited by the number of units needed to maintain appropriate coverage of Leon County. LCEMS units will not participate in rescue operations that they are not trained or properly equipped for however; they may stand-by if so requested.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Severe Weather
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

The purpose of this procedure is to define the duties and responsibilities of LCEMS Communications personnel as it pertains to Severe Weather operations.

II. General Information

Examples of severe weather include: Tornadoes, Severe Thunderstorms, Flash Floods, Electrical Storms, Hailstorms, or Hurricanes. A **watch** is issued when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing are still uncertain. It is intended to provide enough lead time for those who need to set their plans into motion to do so. A **warning** is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life and/or property.

III. Procedure

1. Watch - In the event that a severe weather watch is issued, the System Status Controller shall be responsible for notifying all on duty crews via their alphanumeric pagers and notify the on-duty supervisor via telephone.
2. Warning – In the event that a severe weather warning is issued, the SSC shall be responsible for notifying all on duty crews via their alphanumeric pagers and broadcasting the weather bulletin on both channels 1 and 4.

It will be the responsibility of the on-duty supervisor to coordinate with the appropriate LCEMS administrators regarding the extent of response that LCEMS crews will perform during extended periods of severe weather such as hurricanes. Once a decision has been made, the SSC should inform all on duty crews to report to the nearest TFD station or other safe location to stand-by until the weather improves and normal response operations resume. It may be necessary to limit responses to life-threatening emergencies only; this decision will also be made by the on-duty supervisor. Refer to the Emergency Operations Plan, 409.00, for more information..

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – 9-1-1 Calls from Hospitals

Effective: June 15, 2007

Reviewed: September 2011, December 2012, December 2015, December 2018

Revision: 3

Pages: 1

I. Purpose:

The purpose of this guideline is to define the procedure to be followed should a 9-1-1 call be received from inside a Hospital.

II. Procedure:

In the event that a 9-1-1 call is received from a hospital, the call-taker should enter the call in the CAD and immediately notify the System Status Controller (SSC). Additionally, either the call-taker or the SSC should attempt to obtain as much information about the location of the patient and the situation at hand, up to and including a name of the patient, department and/or floor location, room number (if applicable), a call back number, and the nature of the problem. In most cases, the call shall be transferred to the EMS System Status Controller so the most appropriate action can be determined.

After obtaining the information and, if appropriate, dispatching a unit, the SSC should immediately make contact with the appropriate person at each hospital as specified below:

Location of Call	Contact Person	Telephone Number
TMH In-Patient, Any Department	Nursing Supervisor	(850)431-1155, ask for Nursing Supervisor
TMH Emergency Dept or E.D. Waiting Room	Emergency Department On-Duty Nurse Manager	(850)431-0906, ask for Nurse Manager
CRMC In-Patient, Any Department	Nursing Supervisor	(850)325-8282 direct or operator at (850)325-5000
CRMC Emergency Dept or E.D. Waiting Room	Emergency Department On-Duty Charge Nurse	(850)325-5090, ask for On-Duty Charge Nurse
Apalachee Center, PATH, Eastside, or Detox	On-Duty Facility Charge Nurse	(850)523-3333, press 1, then 1 again, speak to RN

The System Status Controller should document the time of the call and the person notified in the CAD. The EMS on-duty supervisor should also be notified at the discretion of the SSC. If there is any question as to the exact location of a patient and whether or not they are presently under care of a hospital provider, (such as in a parking lot or outdoors) the SSC should not hesitate in dispatching a unit and allow the responding crew to ascertain the exact situation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Poison Center Use/Transfer Calls
Effective:	October 11, 2007
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. Purpose:

Pursuant to Florida Statues 401.268 and 395.1027, the purpose of this guideline is to define the procedure to be followed should a 9-1-1 call be received from a patient or by-stander wanting assistance and/or information on poisonings or insect bites (as specified below).

II. Procedure:

For 911 calls received from a caller requesting assistance and/or information on exposure to, or ingestion of, any of the following, the EMS call-taker should follow the steps outlined:

- Bites & stings from insects, spiders, or marine life
- Household & personal products
- Pesticides & chemicals
- Food poisoning
- Plants and mushrooms
- Prescription & over-the-counter medicine
- Herbal & dietary supplements/drugs

1. Open the Motorola P1 CAD call taking screen and obtain:
    a) Address of the incident and location details
    b) Call back number
    c) Chief complaint (MUST note specifics in addition to selecting a nature)
2. Launch ProQA™ and begin the Q & A process utilizing the appropriate protocol (either 2 or 23).

For Protocol 23: If, after completing the key questions for protocol 23, the call is coded as an omega level call, read the "omega response" statement to the caller, but advise them that you will be remaining on the line. Transfer the call to the poison center using the appropriate transfer button and remain on the line to see if the poison center recommends an EMS response. If possible, while monitoring the line, alert the System Status Controller (SSC) to the status of the call.

For Protocol 2: If, after completing the key questions for protocol 2, the call is due to bites or stings from insects, spiders, or marine life AND the call has been coded as an alpha level call (no priority symptoms present), proceed to the case exit instructions and read the "omega referral" statement to the caller, but advise them that you will be remaining on the line. Transfer the call

to the poison center using the appropriate transfer button and remain on the line to see if the poison center recommends an EMS response. If possible, while monitoring the line, alert the SSC to the status of the call.

If there are any PRIORITY SYMPTOMS present at any time, DO NOT transfer the call to the poison center. Follow the appropriate protocol and remain on the line with the caller until help arrives. Priority symptoms are defined by NAEMD as the presence of abnormal breathing, chest pain, decreased level of consciousness, or serious hemorrhage.

This procedure is intended as a guideline. A call may still be transferred to the poison center for a reason not listed above, at the direction of the on duty EMS SSC.

Note: If after receiving advice from the poison center, the caller still desires an EMS response, note that in the call and advise the caller that the first available ambulance will be sent and to call back if anything gets worse or changes.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	System Status Management & Resource Utilization
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	4

I. GUIDELINE:

LCEMS utilizes the principles of System Status Management (SSM) to effectively utilize the resource of the department. Adherence to policy and procedure is necessary for system performance success.

II. GENERAL INFORMATION:

1. It is essential that all Communications Personnel function similarly and as consistently as possible in order to eliminate variation based on the individual dispatcher.

2. This system includes mechanisms to monitor and modify procedures to achieve consistent levels of performance.

3. The LCEMS plan includes Flexible Deployment which is a combination of fixed station geographic deployment and Demand Deployment.

4. Two components of System Status Management:

Geographic Coverage - Similar to the type of coverage provided by fixed location deployment systems. Geographic coverage is relatively static, in that it does not vary significantly based on time-of-day and system activity levels.

Demand Coverage - This component of coverage is highly variable. It is designed to incorporate enough capacity to accommodate the normal demand experienced by the service. Demand posts can be identified by the analysis of historical patterns and are often identifiable by the time of day and day of week.

These two components are designed to match resources to demand while providing excess capacity to geographic coverage requirements. This type of coverage is designed to allow the services to respond to requests within the defined response time standards and provides a margin of safety by utilizing the capacity of geographic coverage to address periods of exceptional demand.

5. Staffing - The staffing plan is driven by the historical call data by time of day and the day of the week. The plan, which is reviewed at least bi-annually, will dictate the various staffing hours and patterns needed to meet the demand. Staff schedules will be adjusted accordingly, to meet the needs of the plan. If an unexpected demand arises, such as a

large public service event, natural disaster, etc. then staff will either be scheduled over and above what the plan requires or staff will be called in to assist. Extra planned events, such as public services, are usually well thought out and planned with regards to staffing needs.

6. Field providers may from time to time have a question about an assignment or their workload statistics. It is important that they be given as much insight as possible for the situation in question. A brief explanation can lead to a great deal of understanding and cooperation.

7. The on-duty System Status Controller (SSM) or on-duty supervisor will make the final decision regarding any non-emergency or post assignment that may be questioned by a crew.

III. POST IDENTIFICATION:

1. Post Locations

Headquarters	- 911 Easterwood Dr
Post 1	- 2626 Capital Medical Blvd
Post 2	- 2825 Municipal Way
Post 3	- Orange Ave & South Monroe St
Post 4	- 1300 Miccosukee Rd
Post 5	- 27 North (Monroe St) & I-10
Post 6	- Apalachee Parkway & Blair Stone Rd
Post 7	- Copeland & Tennessee St
Post 8	- Thomasville Rd & Timberlane
Post 9	- Thomasville Rd & Kerry Forest Parkway
Post 10	- Blairstone Rd & SE Capital Circle
Post 11	- North Monroe St and Fred George Rd.
Post 12	- Chaires Fire Station
Post 13	- Woodville Fire Station
Post 14	- Fort Braden Fire Station
Post 15	- 1583 Pedrick Rd
Post 16	- 3401 W. Tharpe St.

Units shall remain within a ½ mile of their assigned post location. Crews are permitted to exceed this ½-mile restriction for meals and other instances approved by the system controller or supervisor.

IV. POSTING PROCESS:

Posting - The primary premise of posting is to maintain adequate coverage to the areas with highest numbers of calls.

1. Based on historical data, a post plan has been developed and implemented.

2. LCEMS uses the positioning post plan as a guide for resource deployment. LCEMS uses the posting plan in the city of Tallahassee on a 24/7 basis.
3. Repositioning of a unit will not take place until

A. Dispatch is confident the responding unit is going to transport based on information received during the initial call

OR

B. The unit on scene advises that they are going to transport.

4. If resource posting is necessary, Controllers must use their judgment and common sense. For instance, if the CAD recommends repositioning a unit to a post that another unit is closer to then a domino type move is to be made moving the closer unit to the vacant post and refilling the closer units post with the CAD recommended unit. As an example, Post 2 becomes vacant. The CAD says send Post 4 to Post 2 but Post 1 is covered, it is recommended that the controller move the Post 1 crew to Post 2, then move the Post 4 crew to Post 1. **DO NOT REPOSITION A UNIT PAST AN OCCUPIED POST!** (Exceptions: see Workload Management).

5. It is important to understand how the geo posts are identified in developing the deployment plan. No service area can be analyzed as an isotopic plane in that a vehicle cannot move from one location to another in a straight line or at the same speed for all possible locations.

6. A unit's response time range is the distance it can travel within a specified time frame. In the post location study for Leon County, this travel time period was set at six minutes. The six minutes standard allows for an eight minute response time given a one minute dispatch and a one minute out-of chute time component. HOW DOES A UNIT'S RESPONSE TIME RANGE CHANGE? Even though posts are selected primarily on a basis of coverage, distance, and time, other factors impact the distance which can be covered in a given period of time. The two most obvious factors are weather and traffic. For example, at 8:00am during rush hour, traffic flow into the city makes travel in that direction by an ambulance difficult. Therefore, the unit's response time range is decreased in that direction. At 3:00 am the unit's response time range may be at its maximum because of negligible traffic. Inclement weather can also decrease a unit's range, as can physical obstruction such as trains, traffic accidents, parades, etc.

7. Use moving units to improve coverage by assigning routes to available units, it is possible to improve coverage. Having units travel through areas in which there are no ambulances available en route to their post will enhance coverage. Likewise, avoid utilizing limited access roadways such as Interstate 10 to move from post to post as a unit on the interstate is essentially “out of the plan.”

8. The post plan is programmed so that the most important post to be filled for that hour is listed first. Lower priority posts are listed by their importance for coverage. A copy of

the post plan is available in the dispatch office for reference.

9. At shift change, during the times for posting, use the CAD to fill the most important post first and lower priorities next.

10. If a post plan issue develops, it is to be referred to the Deputy Chief of Operations for guidance.

V. VISUALIZATION:

A key skill for the Dispatcher is to learn to visualize the system. Part of that visualization process includes thinking in terms of unit range rather than a unit at a particular location. As units move and the system changes, response time ranges move, expanding and contracting. The Dispatch CAD is being utilized to facilitate our system visualization process.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Bariatric Unit Deployment
Effective:	June 7, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

To outline the procedures to be taken by EMS in the event that deployment of bariatric equipment is required for patient transport.

II. Responsibility:

It will be the responsibility of the LCEMS System Status Controller (SSC) and on-duty supervisor to evaluate and provide an appropriate response given the available information.

III. General Information:

In an effort to provide the highest level of care, safety and dignity to an ever-increasing population of morbidly obese patients, LCEMS has developed a "Bariatric Transport Unit" equipped with innovative equipment designed to transport patients weighing up to 1,600 pounds.

IV. Guideline:

While assessment of patient weight is not typically part of the Emergency call taking process, the caller may volunteer this information. If patient weight is known, this information should be added to the call notes and passed on to the responding unit(s).

Patient weight is frequently assessed in the Non-emergency transfer request process and should be utilized in determining the need for bariatric unit deployment.

Upon determination of bariatric equipment need, the communications center inform the on-duty supervisor and logistics so the equipment can then be brought to the crew. The bariatric equipment will be installed in the active truck, and patient will be safely transported.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Rough Terrain Unit Deployment
Effective:	June 7, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the procedures to be taken by EMS in the event that deployment of rough terrain equipment is required for patient transport.

II. Responsibility:

It will be the responsibility of the LCEMS System Status Controller (SSC) and on-duty supervisor to evaluate and provide an appropriate response given the available information.

III. General Information:

In an effort to provide the highest level of care, safety when access to the patient is impaired due to terrain or distance from navigable roadways, LCEMS has a 6 wheel drive, Polaris ASAP, patient transport ATV.

IV. Guideline:

In the event that access to the emergency scene or patient is impeded by terrain or distance from navigable roadways, the SSC, on-duty supervisor, and or, responding unit may initiate the deployment of an ATV to facilitate patient access and transport. This resource is housed at EMS HQ and will be deployed by towing the ATV to the scene. The on-duty supervisor, logistics staff, or other appropriate persons trained in vehicle towing, may be utilized to deliver the ATV as needed. The potential for utilization of the ATV should be assessed and implemented as early as possible due to the potential time involved in deploying this resource.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – Inter-Facility Requests Critical Care Transport (CCT)

CAAS: 103.01.01

Effective: January 1, 2012

Reviewed: June, 2012, December 2015, December 2018

Revision: 2

Pages: 3

I. Purpose:

The purpose of this policy and procedure is to standardize the methods of inter-facility/Critical Care Transport response dispatching in order to enhance efficiency and meet the division's standards for handling all requests for service.

II. Policy:

All inter-facility/CCT requests for service will be processed, and appropriate staffing and equipment needs will be determined and all necessary resources will be dispatched to adequately handle the requests in the most efficient and consistent manner possible.

III. General Information:

Patient Criteria for Activation & Use of Critical Care Transport Team:

- Any patient being transferred from an ICU/Critical Care Unit to another ICU/Critical Care Unit.
- Any patient being transferred from an ER to an ICU/Critical Care Unit.
- Any critically ill or injured patient being transferred from an ER to an ER.
- Patient who is intubated or being ventilated via a tracheostomy.
- Use of one or more of the following medications: ***See note***
- Chronotropic or inotropic agents (ie, Dopamine, Dobutamine).
- Any medication used for cardiovascular support or stability:
- Vasopressors (ie, Epinephrine, Levophed)
- Antiarrhythmics (ie, Cardizem, Amiodarone, Lidocaine)
- Antihypertensives (ie, Cardene, β-blockers)
- Heparin
- Nipride
- Nitroglycerin
- Any paralytic
- Any medication used for sedation or that alters level of consciousness (ie, Propofol, Versed)

- Tocolytics (ie, Terbutaline, Magnesium) to arrest labor

- Patient with a chest tube.
- Patient with a ventriculostomy tube.
- Administration of blood or any blood product.
- Arterial lines for monitoring of pressures (ie, Swan Ganz, Arterial Lines).
- Patient receiving "wide open" fluids to treat shock.
- Patient with recurrent ventricular tachycardia (V. Tach) or ventricular fibrillation (V. Fib).
- Patient with 3rd Degree Heart Block and SBP <90.
- Patient with any type of cardiac support device (LVAD, IABP, transvenous or transcutaneous pacer)
- Patient with any intermittent/transient unstable dysrhythmia.
- Abnormal vitals (any one of the following in an adult):
- SBP <80 or >200, HR <45 or >130, RR <10 or >28, SpO2 <90%
- Abnormal labs or studies (any of the following in an adult):
- Hgb <6.5, Hct <25, Plt <80, K+ <2.6 or >6.0, pH, <7.3 or >7.5, pCO2 <25 or >60, pO2 <80, Glucose <60.
- Abnormal CXR: pneumothorax, severe pneumonia with pO2 <80 or SpO2 <90%.
- Request of physician.
- Patient who is felt to be at an increased risk for clinical instability (ie, respiratory distress patient who may need to be intubated, dissecting aortic or thoracic aneurysm, CVA with altered or decreased level of consciousness, patient with multiple co-morbidities).
- *Remember that pediatric patients have different vital signs and lab values. Consider using a critical care paramedic in any pediatric patient with "critical" lab values or vital signs.

Note: All medications with the exception of those given as a bolus, single dose or prn MUST be administered via an IV pump.

IV. Guideline

The most important underlying concept is to have the most appropriate response for each non-emergency request in the time frame necessary for the capable handling of the request.

Receiving Requests & Vehicle Notification

1. Answer the telephone: "Leon County EMS, how may I help you?" Remember keep your tone of voice positive and professional
2. Open the Call taking screen in the P1 CAD and obtain:
    a) Call back number and name of requestor
    b) Name and location of the patient
    c) Transferring facility and physician
    d) Receiving facility and physician
    e) Destination room number

f) Any specialty care equipment needed (vent, pumps etc.)

3. Once the call has been input and saved the System Status Controller will contact the on duty supervisor to coordinate assignment of an on-duty CCT crew or potentially activate on-call CCT personnel
4. Ideally, critical patients will be attended by at least two licensed crew members, one of whom must be a CCT certified paramedic.
5. Once the appropriate crew and equipment needs have been determined, the System Status Controller will dispatch the unit, and will notify the requesting facility of the unit's ETA.
6. CCT inter-facility patients are, by definition, critical patients. If, during the course of transport, the unit encounters an accident or other EMS scene; Leon County SOG 413.00 states:

"III. PROCEDURE:

If, while transporting a critical patient under lights and sirens, a crew comes across the scene of another incident, that crew will continue on its way to the hospital without stopping to render assistance. The driver will contact EMS dispatch of the situation requesting appropriate assistance to respond."

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Bio-hazardous Waste Management

CAAS: 203.05.01

Effective: June 1, 2005

Reviewed: March 2005, December 2012, December 2015, December 2018

Revision: 3

Pages: 4

I. PURPOSE:

To provide guidelines, procedures and responsibilities for the identification, safe handling, storage, disposal, labeling, use of personal protective equipment and program auditing, with respect to the management of biohazardous waste by LCEMS.

II. GUIDELINE:

The program implements applicable requirements of Federal and State Waste Management laws. The Deputy Chief of Operations is designated as the Biohazardous Waste Coordinator and shall provide technical guidance to employees and agencies involved in this program.

III. PROCEDURE:

1. Definitions:

A. Biohazardous Waste – any solid or liquid waste which may present a threat of infection to humans. This term includes, but is not limited to:

1) Nonliquid human tissue and body parts

2) Discarded sharps

3) Human blood and blood products

4) Human body fluids

5) Used absorbent materials such as bandages or gauzes

6) Used sponges that are supersaturated with the potential to drip and splatter

7) Intravenous tubing and catheters

8) Medical devices used in the treatment of HIV or Hepatitis B suspected

or positive patients

B. Biohazardous Waste Generator – any facility or person(s) who produces or generates Biohazardous Waste. Emergency Medical Services are included under this definition.

C. Leon County EMS employees shall regard ***all*** human blood and body fluid as infectious for HIV/HBV and other bloodborne pathogens and take appropriate protective steps to protect themselves from unprotected contact with such fluids. Though HIV/HBV transmission has ***not*** been documented from urine, feces, vomitus, sputum, saliva, sweat or tears, employees are directed to consider ***all*** body fluids as potentially hazardous and protect themselves accordingly. This is primarily due to the frequently uncontrolled conditions present in pre-hospital emergency medical services making fluid differentiation difficult if not impossible.

D. Decontamination – the process of rendering biohazardous waste to solid waste

E. Disinfection – a process that destroys or irreversely inactivates the vegetative cells of microorganisms.

F. Human Blood and Blood Products – includes whole blood, serum, plasma or blood components

G. Point of Origin – the area where the bandage, sponge or other object becomes contaminated with body fluids or blood

H. Saturated – the point at which no more can be absorbed, received or combined; or has the potential to drip or splatter

I. Sealed – free from openings that allow the passage of liquids

J. Sharps – devices with physical characteristics capable of puncturing, lacerating, or otherwise penetrating the skin

K. Significant Exposure – major contact with blood or body fluids whether with or without proper protective equipment

2. Responsibilities

A. Biohazardous Waste Management Coordinator(s) (BWMC) – responsible for the development and implementation of the Biohazardous Waste Management Program, auditing the Division for compliance and providing technical and educational support to employees

B. Deputy Chiefs and Shift Supervisors – assist the BWMC with monitoring for compliance to this program

C. Employees – compliance with this Waste Management Program. Report any noncompliance to Shift Supervisors or the Waste Management Coordinator.

3. Identification/Quantity and Location of Biohazardous Waste Collection Point

A. Type of Waste – Biohazardous mainly composed of sharps, bandages, gauzes and sponges.

B. Quantity – No estimate can be given, dependent upon call type and volume. Not to exceed twenty-five (25) transport pounds at any one time

C. Location – EMS Operations Building, Soiled Utility Room

4. Guideline and Procedure for Handling Biohazardous Waste

Note: The following sections pertain only to Biohazardous Waste generated by LCEMS that is/was not disposed of at the receiving hospital.

A. All Biohazardous Waste shall be identified and segregated from other solid waste at the point of origin. Biohazardous waste will only be placed in approved containers and will not be placed with any other solid type waste (garbage).

B. If Biohazardous Waste is found in non-hazardous waste (garbage), it will be managed as Biohazardous Waste per this program.

C. Biohazardous Waste, except sharps, shall be packaged in impermeable red polyethylene or polypropylene plastic bags, sealed and labeled utilizing Biohazardous Labels.

D. Discarded Sharps will be segregated from all other wastes. Discarded sharps will be placed directly into leak resistant, rigid, puncture resistant containers. The containers shall be designed primarily for the containment of Sharps and prelabeled with the international biological hazard symbol.

5. Pick Up and Disposal of Biohazardous Waste

A. All Biohazardous Waste bags including Sharp containers will be removed from the ambulances by the EMS crew members and/or the EMS Supply Technician.

B. Personnel collecting, transporting and disposing of Biohazardous Waste will use Personal Protective Equipment as deemed necessary.

C. EMS crew members and/or the Supply Technician will inspect all bags and containers, including Sharps, for leakage at the time of pick up and later disposal. If leakage is noted, wearing PPE, the material will be re-bagged and labeled accordingly. In the event of a spill, procedures outlined under Management of Biohazardous Spills will be utilized.

D. After removal, the Biohazardous Waste will be placed in the EMS Soiled Utility Room at Headquarters. Biohazardous Waste will be placed in the disposal boxes supplied by the disposal vendor. All PPE worn during pick up will be red bagged.

E. Biohazardous Waste can also be disposed of at the appropriate sites at Tallahassee Memorial Hospital and Capital Regional Medical Center.

F. Disposal vendor invoices will be retained by LCEMS and filed for a period of three years.

6. Biohazardous Waste Spills

A. In the event of a Biohazardous Waste spill or leakage, personnel clothed with PPE will immediately initiate the following procedures:

1) Contain the spill utilizing absorbent material

2) Isolate the area, allow no one to interfere

3) If liquid material is present in the spill:

a. Flood the area with a germicide that is tuberculocidal prior to cleaning with absorbent

b. After bulk cleanup, the area will be decontaminated by mopping with a fresh germicidal solution

c. All material used to clean up the spill, including mop heads will be red bagged for disposal

d. All PPE will be red bagged for disposal

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Driver Monitoring Program
Effective:	April 2, 2006
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To provide uniform guidelines for the use and monitoring of the driver monitoring program.

II. GUIDELINE:

The driver monitoring system, known as "idrive," is to be used as a training tool to improve the safety and protection of LCEMS personnel, equipment, and the citizens of Leon County or any area that is served by LCEMS. Disciplinary actions may be taken as outlined in the procedure section (III, 3).

III. PROCEDURE:

1. The "idrive" incidents will be reviewed weekly by the designated supervisor or his/her designee. A level of infraction will be assigned to the incident and referred to the employee's supervisor for appropriate follow-up action.

    A. No Fault. Examples include: false trigger, manual trigger, non-preventable collision

    B. Minor Incident. Examples include: pothole, speed bump, road dip, driveway, rough surface

    C. Erratic Driving. Examples include: hard braking, hard cornering, excessive acceleration, skidding, rough use of vehicle, vehicle abuse, unsafe speed, lane weaving.

    D. Serious Incident. Examples include: no seatbelt, run stop light or stop sign, failure to yield, serious traffic violation.

    E. Most Serious Incident. Examples include: major collision (driver at fault), intentional damage, reckless/ dangerous Driving, road rage, driving under the influence, tampering with the camera.

3. Disciplinary action for the different levels of offences is at the discretion of the employee's direct supervisor and may take into account an employee's individual driving history with LCEMS and other applicable factors. After an event is reviewed, any recommendations will go

to command staff for review and final approval. All actions taken in accordance with this guideline are administrative. If the driver's partner's actions are deemed negligent, the partner will be subject to the same disciplinary actions as the driver. In lieu of Suspension and/or Termination, **Paramedic** driving privileges may be suspended and/or terminated. The matrix below serves as a general guideline for supervisors and employees as it relates to discipline and driving infractions.

A. No Fault: No action will be taken.

B. Minor Incident: Oral warning if it is an unnecessary, continued pattern. If pattern is continued, progressive discipline may be followed.

C. Erratic Driving:
- 1st Offence: Counseling
- 2nd Offence within 1 year: Oral warning
- 3rd Offence within 1 year: Written warning
- 4th Offence within 1 year: Smith System Driver training and/or EVOC
- Continual Offences: Suspension and/or Termination

D. Serious Incident:
- 1st Offence: Written warning
- 2nd Offence within 1 year: Smith System Driver training and/or EVOC
- 3rd Offence within 1 year: Suspension and/or Termination

E. Most Serious Incidents: Any offence of this level will be judged on the severity of the incident and will result in one of the following:
- Written warning
- Written warning and Smith System Driver training and/or EVOC
- Suspension and/or Termination

4. Good Driving Recognition will be as follows:

All drivers with no offences will be submitted for the County's Safe Driver Award, provided annually through the office of risk management.

For specific incidents in which exceptional driving is identified, the reviewing supervisor may choose to provide the employee with verbal praise and/or an e-mail, a letter from a Deputy Chief and/or Chief, or county wide recognition.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Exposure Control Plan
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	29

I.GUIDELINE:

LCEMS is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." And the Needlestick Safety and Prevention Act (PL 106-430)

The ECP is a key document to assist our service in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

1. Determination of employee exposure

2. Implementation of various methods of exposure control, including:

   Universal precautions
   Engineering and work practice controls
   Personal protective equipment
   Housekeeping
   Hepatitis B vaccination

3. Post-exposure evaluation and follow-up

4. Communication of hazards to employees and training

5. Record keeping

6. Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

II. PROGRAM ADMINISTRATION:

1. LCEMS is responsible for the implementation of this ECP. In concert with the County Risk Manager, the Deputy Chief of Operations will maintain, review, and update the ECP at least annually, and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. Review of the sharps injury log will be a part of these reviews to identify problem areas and/or ineffective devices which may need replacement. Documentation relating to the consideration and implementation of appropriate commercially available and effective engineering controls designed to eliminate or minimize exposure and the procedure used for evaluation of circumstances surrounding exposure incidents will be included with the annual update.

2. Those employees or auxiliary members who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

3. LCEMS will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. LCEMS will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. .

4. The County Risk Manager will be responsible for ensuring that all medical actions required are made available and that appropriate employee health and OSHA records are maintained. Contact the County Risk Manager at (850) 606-5120.

5. The Community Engagement and Organizational Development Major will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact EMS Major at (850) 606-2100.

III. EMPLOYEE EXPOSURE DETERMINATION:

The Center for Disease Control and Prevention (CDC) has established the following job task classification system to determine which employees may be exposed to bloodborne disease:

Category I. Tasks That Involve Exposure To Blood, Body Fluids, or Tissues.

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures shall be required for every employee engaged in Category I tasks.

Category II. Tasks That Involve No Exposure to Blood, Body Fluids, Or Tissues, But Employment May Require Performing Unplanned Category I Tasks.

The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.

Appropriate protective measures shall be readily available to every employee engaged in Category II tasks.

Category III. Tasks That Involve No Exposure To Blood, Body Fluids, Or Tissues, And Category I Tasks Are Not A Condition of Employment.

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid, or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

Employee Identification

Category I Tasks

Employees in the EMS Operations have been identified as routinely performing Category I tasks. Examples include:

- Bleeding control and bandaging.
- Intravenous access and phlebotomy.
- Other injection procedures.
- Endotracheal intubation and other airway control procedures
- Cleanup of blood and other body fluids

Category II Tasks

No employees of the EMS Division have been identified as routinely performing Category II tasks.

Category III Tasks

Employees in other job safety categories are not exposed to blood or body fluids in their normal work routine. Their work is classified as Category III and is not applicable to this program.

The following is a list of all job classifications at our establishment:

JOB TITLE	DEPARTMENT/LOCATION	CLASSIFICATION
• EMS Staff Assistants	EMS Division	CATEGORY III
• EMS Supply Technician	EMS Division	CATEGORY I
• Emergency Medical Technician	EMS Division	CATEGORY I
• Paramedic	EMS Division	CATEGORY I
• EMS Lieutenants	EMS Division	CATEGORY I
• EMS Captains	EMS Division	CATEGORY I
• EMS Majors	EMS Division	CATEGORY I
• EMS Deputy Chiefs	EMS Division	CATEGORY I
• EMS Chief	EMS Division	CATEGORY I

IV. METHODS OF IMPLEMENTATION AND CONTROL:
The following control methods have been adopted by Leon County EMS and employee compliance is required.

1. Universal Precautions – Body Substance Isolation

Leon County EMS, employees shall regard ***all*** human blood and body fluid as infectious for HIV/HBV and other bloodborne pathogens and take appropriate protective steps to protect themselves from unprotected contact with such fluids. Though HIV/HBV transmission has ***not*** been documented from urine, feces, vomitus, sputum, saliva, sweat or tears, employees are directed to consider ***all*** body fluids as potentially hazardous and protect themselves accordingly. This is primarily due to the frequently uncontrolled conditions present in pre-hospital emergency medical services making fluid differentiation difficult if not impossible.

All employees will utilize universal precautions in accordance with the Leon County E.M.S. Policy with all patient contacts. Universal precautions are defined as the use of all appropriate preventative equipment. This equipment includes the proper use of gloves, gowns, face and eye protection and other such equipment as provided or authorized by LCEMS.

Precautions for Patients With Known Infectious Diseases

- In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the crew will be provided with all appropriate information. The crew will receive all information that has been provided to the LCEMS dispatcher. Under no circumstances will LCEMS refuse service / treatment / transport to a patient based on their infectious status.

- Upon arrival at the pickup facility, the crew shall confirm the infectious condition of the patient, and any specific precautions to be aware of.

- Upon arrival at the receiving facility, the crew shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

2. Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed during their state mandated HIV Refresher. All employees have an opportunity to review this plan at any time during their work shifts by consulting the safety manual which contains this ECP. If a personal copy of this ECP is requested, contact the EMS Major at (850) 606-2100, and EMS will provide an employee with a copy of the ECP free of charge within 15 days of the request.

In concert with the County Risk Manager, the Deputy Chief of Clinical Affairs is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures, which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure as determined by the Centers for Disease Control (CDC) or other applicable agency.

3. Engineering Controls and Work Practices

Engineering and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

A. The following engineering controls have been developed to minimize the risk of exposure.

- Impervious sharps / needle disposal containers in every ambulance
- Impervious sharps / needle disposal / protection devices in carry-in equipment
- Waterless alcohol-glycerin based hand cleaner in every vehicle
- Disposable bag valve mask resuscitators in every ambulance
- Labeled red plastic biohazard bags in every ambulance
- Personal protective equipment (PPE) provided for all Category I and II employees
- Approved disinfectant provided on all ambulances
- Use of needless systems – a device that does not use needles for: 1. the collection of body fluids or withdrawal of body fluids after initial venous or arterial access is established; 2. The administration of medication or fluids; or 3. Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.
- Use of retractable lancets for blood glucose sample retrieval

B. Work Practices are defined as those practices utilized by personnel in the performance of their job to assist in the prevention of exposures. Specific examples of work practice controls are:

- Disposable gloves must be worn when any contact with body fluids is anticipated.
- Employees will cover and protect from body fluid exposure while on duty all open cuts, abrasions and otherwise non-intact skin.
- Employees will flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with body fluids.

- Hands and other skin surfaces shall be washed immediately and thoroughly. Hot water and soap with vigorous lathering of the entire area for at least 15-30 seconds is recommended. If running water and soap is not available, the alcohol-glycerin based hand wash provided shall be utilized. This is the approved cleaning for field settings. The above mentioned soap and water washing should be done as soon as possible after the use of any alcohol-glycerin based hand wash. Thorough washing of hands should occur:
  - Between patient contact
  - Following glove removal
  - After using restroom facilities
  - Prior to eating
  - After covering nose and mouth when coughing or sneezing
  - After trash and/or infectious waste disposal
  - Any time hands are visibly soiled
  - After care of patients with open skin lesions, or when cleaning of rectal or genital areas is required

- ***All*** used needles and sharps shall ***not*** be recapped, bent, broken or sheared unless you are administering a controlled drug via injection route. Recapping of a controlled drug shall be done using a single handed scoop technique in which the hand holding the sharp is used to scoop up the cap from a flat surface. This procedure is only permitted after the administration of a controlled drug via injection route due to the need to account for un-used controlled drugs. When controlled drug is administered via IV route the needless system will be used. All used needles and syringes must be placed ***directly*** into designated containers/holders. Under no circumstances are they to be placed unguarded on any surface or in carry-in equipment.

- Full sharps containers shall be properly sealed, removed from the ambulance and disposed of in a safe manner in accordance with the Leon County EMS Biohazardous Waste Management Program.

- All spills of blood/body fluid shall be cleaned up as soon as possible. While wearing PPE, soak up visible contaminants with paper towels and follow by cleaning with soap and water then a soaking spray of disinfectant, allowing the manufactures recommended soak prior to wiping off. Place towels and gloves in red biohazard bag and dispose of in designated infectious waste container.

- When starting IV's, an absorbent barrier shall be placed under the limb to absorb blood.

- Contaminated ***reusable*** equipment shall be washed in hot soapy water, rinsed and disinfected with an approved disinfectant or bleach solution of 1:10 using approved universal precautions during cleaning.

- Drivers are to properly remove and dispose of their PPE after loading the patient in the patient compartment and wash their hands using the alcohol-glycerin based hand wash before entering the cab of the vehicle. Drivers are to wear new PPE prior to unloading the patient from the ambulance.

- Family members, walking wounded, and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

- Employees shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in any patient areas, including any area to the rear of the bulkhead of the ambulance. These items are permitted in the cab of the vehicle provided the pass through door/window is kept closed at all times when a patient(s) is/are in the patient compartment. Anytime food, drinks, cosmetics, lip balm, contact lenses, etc. are transported in the cab, they shall be handled in a reasonable manner to prevent contamination by keeping containers closed and covered. Any contamination of the cab shall require that the cab be immediately decontaminated. Hand cream is not considered a cosmetic and is permitted. It should be noted that some petroleum-based hand creams can adversely affect glove integrity and should be washed off prior to use of gloves.

- Employees shall not store food in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops, or any other location in which blood or other potentially infectious materials are present or are likely to be present.

- Employees shall attempt to minimize the spray, splash, or splatter of blood or other potentially infectious materials while performing procedures that involve these substances.

- Employees shall not mouth pipette/suction blood or other potentially infectious materials. Except when using a DeLee suction when clearing an infant's airway in an emergency; when no other method is available; and a trap which prevents suctioned fluid from reaching the employee's mouth is inserted in-line between the infant and the employee.

- During post-mortem procedures the following shall take place:
  - The blood and all body fluids of all deceased patients should be considered potentially infectious;
  - Employees shall wear PPE when contact with blood and other body fluid is anticipated.

- Employees shall tape and secure all specimens of blood to the outside of the IV bag or to the stretcher sheet and will take every precaution to prevent the accidental breakage of the specimen tubes.

- Employees shall assure that all equipment which may become contaminated with blood or other potentially infectious materials is examined and decontaminated as necessary prior to servicing, shipping, or reusing. Equipment that remains contaminated shall be labeled as specified in this exposure control plan.

LCEMS identifies the need for changes in engineering control and work practices through employee input and involvement. LCEMS will solicit input from non-managerial employees responsible for direct patient care in the identification, selection and evaluation of effective engineering and work practice controls. Methods of soliciting employee input will include employees providing ideas and suggestions through the suggestion box and in the participation of the evaluation of devices through pilot testing. The opportunities for employee input will be effectively communicated to employees during their annual ECP training.

LCEMS evaluates the need for new procedures or new products by attending infection control symposiums and by placing equipment/product on EMS units for evaluation, with employee feedback.

The following staff is involved in the review process for engineering controls and work practices:

- Deputy Chief of Clinical Affairs will be the lead contact for any solicitation or evaluation of new equipment/products.
- EMS Captains are involved in relaying information on such equipment and employee comments on usage to the Deputy Chief of Clinical Affairs.
- Employees voice their ideas, suggestions, and concerns in writing directly to the Deputy Chief of Clinical Affairs.

The Deputy Chief of Clinical Affairs will formulate a report that includes the recommended change of policy, engineering controls or work practices and provide that report to the County Risk Manager and EMS Chief for consensus. After approval has been granted the Deputy Chief of Clincal Affairswill ensure implementation of these changes.

4. Personal Protective Equipment (PPE)

LCEMS will provide at no cost to the employee, personal protective equipment which does not allow the penetration of blood and other potentially infectious materials to work clothes, undergarments, skin, eye, mouth, and mucous membranes. The PPE must be worn as specified in this policy and in the Personal Protective Equipment policy. Uniforms that are provided by LCEMS are not intended to be and should not be considered personal protective equipment. LCEMS shall repair or replace any lost, stolen or damaged issued PPE.

Equipment
LCEMS provides training in the use of the appropriate PPE for the tasks or procedures employees will perform. It is the policy of LCEMS that appropriate PPE will be used on all patient contacts. As part of the new employee Orientation/Training Program, all new employees must be required to demonstrate knowledge of the PPE location and procedure for use.

The on-duty crew members are responsible for having their PPE with them in appropriate quantities. PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride along, etc) on board the emergency vehicle. PPE will be accessible to all potentially exposed employees. Employees are responsible for carrying their issued PPE at all times while out of the emergency vehicle. Replacement PPE may be obtained as necessary through EMS Supply. All employees are responsible for ensuring that assigned vehicles are stocked with PPE of all sizes at all times. LCEMS shall maintain the following items in all emergency vehicles:

- Disposable Impervious Gowns
- Face mask/Eye Shield Combination Devise
- Disposable Exam Gloves of various sizes
- Waterless hand wash
- Bio-Hazard bags with Warning Labels
- Puncture Resistant Sharps Container
- Portable Puncture Resistant Sharps Container (in carry in equipment)
- Pair Protective Eyewear (Goggles)
- High Level Disinfectant Solution

Employees will wear the following personal protective equipment in the following instances:

Nitrile / Latex Gloves shall be worn in the following situations:

- All patient encounters where blood or body fluids are visible or have the potential to become present;
- Handling soiled linen;
- Touching/cleaning soiled surfaces;
- Performing invasive and vascular access procedures;
- Handling blood or other body fluids in containers;
- Starting IV's, drawing blood, and manipulating stopcock of lines;
- Emptying the drainage from urinary catheters;
- Digital examinations of mucous membranes;
- Endotracheal suctioning;
- Endotracheal intubation;
- All patient encounters where employees have open sores on hands.
- Never wash or decontaminate disposable gloves for reuse.
- Replace gloves between patients and if: torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. It will be the responsibility of the employee to notify the Deputy Chief of Administration in writing that such an allergy exists so that proper stock levels can be maintained.

Eye Protection will be worn during intubation and in any situation when there is any anticipation of spraying or spattering of any body fluids and in any situation that has the potential for eye injury, i.e. flying debris, chemical splashing, etc. Also must be carried when contacting patients.

Masks, face shields and protective eyewear will be worn to prevent exposure of the mucous membranes of the mouth, nose and eyes and the upper respiratory tract. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

- During procedures likely to generate droplets of blood or other body fluids;
- During direct contact with a patient who is coughing excessively or is intubated and/or being suctioned;

Impervious Gowns shall be worn during procedures likely to generate splashes of blood or other body fluids

Guidelines for Specific Medical Procedures

Endotracheal Intubation / King Airway Insertion

- Personnel performing this procedure must wear gloves, mask and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask and protective eyewear.

Suctioning

- Personnel performing this procedure must wear gloves, mask and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask and protective eyewear.

Intravenous Access

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Needle Thoracostomy

- Personnel performing this procedure must wear gloves and protective eyewear
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Mouth-to-Mouth Ventilation

Employees should not perform direct mouth-to-mouth ventilation at any time.

Other adjunctive devices such as pocket masks, bag-valve-mask devices, or

demand valves should be utilized in lieu of making direct skin contact with patients.

Mouth-to-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Bag-Valve-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Intraosseous Insertion
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

OB Deliveries
- Personnel performing this procedure must wear gloves, mask, gown, and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask, gown, and protective eyewear.

Bleeding Control with spurting blood
- Personnel performing this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only disposable gloves are required.
- Personnel assisting with this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only disposable gloves are required.

Bleeding Control with minimal bleeding
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Cardiopulmonary Resuscitation (CPR)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intramuscular (IM), Subcutaneous (SQ), and Sublingual (SL) Medications

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Nebulized Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intravenous Medications (IVP)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Task / activity	Disposable Gloves	Gowns	Mask	Protective Eyewear
Bleeding control with spurting blood	YES	YES	YES	YES
Bleeding control with minimal bleeding	YES	NO	NO	NO
Emergency childbirth	YES	YES	YES	YES
Drawing blood	YES	NO	NO	NO
Starting an IV line	YES	NO	NO	NO
Endotracheal intubation Combitube use	YES	NO	YES	YES
Oral / nasal suctioning, manually cleaning airway	YES	NO	YES	YES
CPR	YES	NO	NO	NO
Needle Thoracostomy	YES	NO	NO, unless splashing likely	YES
Mouth-to-mask ventilation	YES	NO	NO, unless splashing likely	YES

Bag-valve-mask ventilation	YES	NO	NO, unless splashing likely	YES
Intraossessous	YES	NO	NO	NO
Giving medications IM/SQ/SL	YES	NO	NO	NO
IV medication administration	YES	NO	NO	NO
Nebulized medication administration	YES	NO	NO	NO
Handling and cleaning instruments with contaminiation	YES	NO, unless splashing likely	NO, unless splashing likely	NO, unless splashing likely

NOTE: The list above is the **required** PPE to use for each procedure listed. In no way, does the above listing restrict personnel from using any and all PPE that the employee deems appropriate.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE. Use of an alcohol-glycerin based hand sanitizer is permitted, but in no way is use of a sanitizer to replace hand washing at the first available opportunity. Please refer to hand hygiene section.
- Remove PPE and replace between patients, if torn punctured, contaminated or if its ability to function as a barrier is compromised.
- In no instance is a vehicle to be driven while wearing PPE that have been used to examine or touch patients, potentially exposed waste materials, blood products or body fluids. All PPE should be removed before getting into the front of an ambulance.
- Employees shall remove all personal protective equipment and place it in a designated container immediately after use.

- Wear gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces.
- Remove immediately or as soon as feasible any garment or uniform contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface as much as possible. Employees will have a back up uniform available and ready for use and will change into back up uniform immediately or as soon as feasible. Employees needing to change their garment or uniform will do so before responding on any other calls. To minimize migration of contamination beyond the work area, employees must remove any contaminated garments or uniforms and wash up before leaving the work area and going into a non field work area.

Compliance

LCEMS shall assure that all employees use the appropriate personal protective equipment when there is potential for occupational exposure to blood or other potentially infectious materials

In cases when an employee temporarily and briefly declined to use personal protective equipment, when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker (danger to self/patient, or an impairment in the ability for the employee to provide timely care to the patient), the employee(s) shall document the incident in writing and submit the report to the Deputy Chief of Administration. This report will be required whether or not the employee perceives that an actual exposure occurred or not. The Deputy Chief of Administration shall review all such incidents on a case-by-case basis to determine the appropriateness of the employee's actions and if any change in procedures or policies should be considered.

In the event that any employee is discovered to not have their PPE accounted for as stated previously, or any employee is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

5. Hand Hygiene Guidelines

The following guidelines are taken from the CDC's Recommendations and Reports on Hand Hygiene in Healthcare Workers:

- If hands are visibly dirty or contaminated with material, or are visibly soiled with blood or other body fluids, wash with either an antimicrobial or non-antimicrobial soap and water
- If hands are not visibly soiled, use an alcohol-based hand rub for routine decontamination or wash hands with antimicrobial soap and water.
- Decontaminate hands before having direct contact with patients (no gloves worn)
- Decontaminate hands after contact with a patient's intact skin (i.e. taking B/P) (no gloves worn)
- Decontaminate hands after contact with body fluids or excretions, mucous membranes, non-intact skin, and wound dressings, if hands are not visible soiled.
- Decontaminate hands after removing gloves
- Before eating and after using a restroom, wash hands with a non-antimicrobial soap and water or with an antimicrobial soap and water.
- Antimicrobial wipes may be considered as an alternative to washing hands with non-antimicrobial soap and water. They are not as effective as alcohol-based hand rubs or washing hands with an antimicrobial soap and water, thus they are not a substitute for using alcohol-based hand rubs or antimicrobial soap.
- When decontaminating hands with an alcohol-based hand rub, apply product to palm of one hands and rub hands together, covering all surfaces of the hands and fingers, until dry.
- Do not wear artificial fingernails or extenders when having direct contact with patients at high risk.
- Keep natural nail tips trimmed to less than a ¼ inch long
- Wear gloves when contact with blood or OPIM, mucous membranes, and non-intact skin could occur.
- Remove gloves after caring for a patient. Do not wash gloves between uses with different patients
- Change gloves during patient care when moving from a contaminated site to a clean body site.

6. Housekeeping

All employees will comply with the following housekeeping and decontamination procedures:

Employees shall wear gloves and other personal protective equipment deemed necessary while cleaning and decontaminating all ambulances and equipment. LCEMS shall assure that all supplies and equipment are cleaned and disinfected with an appropriate disinfectant registered with the EPA. Manufactures recommended usage for the disinfectant will be followed. Disinfectant is available from EMS supply and will be carried on all LCEMS vehicles.

Equipment/Materials Processing

All equipment, supplies, or other materials that are non-disposable (cardiac monitor/defibrillators, traction splints, etc.), and used in direct contact with patients that must be turned in for repairs or servicing shall be decontaminated before being sent for repairs. If any of these items can not be decontaminated they shall be marked with a biohazard label indicating what area is contaminated and what needs repaired.

Trash Receptacles

Trash receptacles in the ambulance shall be emptied at the end of every call. These receptacles shall be inspected daily for contamination and be cleaned or replaced as needed.

Hands-Free Cleanup

In the event any glass items shatter/break or sharps are discovered loose, the glass fragments/sharps shall be collected up using mechanical means, such as plastic paddles and dust pan so that the employee is not handling the item(s) directly in his/her hand. The glass fragments/sharps shall then be dropped in an appropriate sharps receptacle without direct contact with the gloved/ungloved hand. This "hands-free" cleanup procedure shall be utilized whenever the potential exists for a cut or abrasion to occur to the employee's glove/ungloved hand in a potentially contaminated environment. In no case is broken glass or sharp objects to be picked up by hand or vacuum cleaners. The tools which are used in cleanup must be properly decontaminated after use.

Disposal of Contaminated Waste

Contaminated / biohazardous waste shall be disposed of in accordance with the LCEMS biohazardous waste management program. Contaminated waste is to be placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled (see Labels) prior to disposal, and closed prior to removal to prevent spillage or protrusion of contents during handling. These containers are in no circumstance to be filled to a level that would require force to close. Contaminated / regulated waste will only be disposed of at the receiving hospital in an appropriate biohazard waste container. In cases where contaminated / regulated waste cannot be disposed of at the receiving hospital it can be placed in the biohazardous waste bins at Headquarters. At no time will contaminated / regulated / biohazardous waste be disposed of in the regular garbage.

Cleaning the Ambulance

Routine Cleaning

Employees shall wear disposable gloves when performing routine cleaning of the ambulance. The cab of the ambulance and all horizontal surfaces in

the patient compartment (shelves, bench, seat, ceiling, floor, etc.), shall be wiped with disinfectant solution at the beginning of each shift. This daily cleaning shall be documented on the daily checklist.

Post Call Cleaning

After transporting any patient thorough cleaning shall be carried out. At a minimum this cleaning shall include disposal of paper sheets, removal of all trash, removal of contaminated waste, and a wipe down of the ambulance stretcher mattress and other non-disposable equipment that was in contact with the patient with a disinfectant solution. The paper sheets on the stretcher must be changed at the end of every call. Cleaning and disinfectant solutions, paper towels, and other materials must be disposed of as regular trash unless contaminated.

Decontamination

Bins, equipment, and vehicle interiors (e.g. vehicle bins, Defibrillator, countertop areas inside vehicle) are cleaned and decontaminated as soon as feasible after visible contamination. Employees shall wear disposable gloves and protective eyewear when performing decontamination cleaning. Regardless of the patient's infectious disease status, gross contamination (contaminants that can be seen with the naked eye or can be reasonably anticipated to be present), shall be removed to the fullest extent possible utilizing paper towels and then clean with soap and water then sprayed with the disinfectant solution. After the disinfectant solution has been on the surface for the period of time recommended by the manufacture, the solution shall be wiped off with a paper towel. All disinfecting solutions, paper towels, and other materials utilized in decontaminating the patient compartment and non-disposable equipment shall be disposed of as infectious waste.

Terminal Cleaning

In the event that a patient has been in strict or respiratory isolation and is transported, specific cleaning procedures shall be initiated. The ambulance crew shall notify the on duty supervisor of the need for disinfection. Disposable gloves are to be worn by all personnel engaged in terminal cleaning procedures. When there is potential for splashing of liquids, personnel are required to use protective eyewear.

All contaminated equipment will be scrubbed clean with a detergent, rinsed with water, wiped off then rinsed with a disinfectant solution and wiped dry. All stretcher parts and parts of the mattress that come in contact with the patient will be cleaned with disinfectant. All floors will be sponged or mopped with a detergent solution, then a disinfectant.

Disposition of Soiled Uniforms

All field employees are required to bring a second uniform (pants, shirt), with them to work. Impervious gowns should be worn whenever the employee anticipates encountering an environment where aerosolization of body fluids or splashing of blood is likely to occur. In the event that accidental soiling of the uniform with a patient's body fluid occurs, the uniform shall be removed immediately and double-bagged in biohazard bags (labeled with the crewmember's name), located in each vehicle. The contaminated uniform shall be turned in before the end of the shift for processing at no expense to the employee. The uniform shall be laundered appropriately for decontamination and will be returned to the employee.

All contaminated sharps are to be discarded immediately into containers that are closable, puncture resistant, leak proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are to be available in all EMS units and smaller sharp containers located in EMS carry-in kits. If a sharps container is to be moved from its designated location it will be closed immediately prior to removal to prevent spillage or protrusion of contents. It will be placed in a secondary container if leakage is possible. The secondary container shall be closable, constructed to contain contents and prevent leakage and labeled as described in section 8. EMTs or Paramedics may turn filled and properly sealed and labeled Sharps containers into EMS Supply for appropriate disposal via the contracted disposal company. Container should be removed from service when approximately ¾ full. A new sharps container will be received from EMS Supply.

7. Laundry

Cloth towels are provided by LCEMS to aid crews. But at no time are the towels to be used to clean up spills of contaminated or biohazardous materials. Paper towels are provided for this purpose and should be used exclusively to minimize the volume of contaminated materials that must be processed and decontaminated.

Linen (cloth) sheets are not provided by LCEMS and shall not be used on the ambulance stretcher at any time. Cloth blankets are provided by LCEMS for the patient's comfort and should be replaced in-between patients and anytime the blanket becomes contaminated or it is reasonable to assume that the blanket is contaminated.

Linen contaminated with blood or body fluids, shall be double-bagged in biohazard bags and placed in the closest LCEMS linen hamper or returned to Headquarters and placed in the soiled laundry bin. All biohazard linen will be labeled according to labeling requirements in section 8. Laundering of towels and blankets for patient use will be done via a contractually retained agency. Contaminated blankets and towels shall not be rinsed or sorted prior to depositing the item(s) in biohazard bags. Nor should they be left at the scene of an incident. Handle contaminated laundry as little as possible, with minimal agitation. Employees will wear appropriate PPE when bagging or handling contaminated laundry

8. Labels

LCEMS shall assure that all containers in which infectious waste has been discarded has a warning label affixed to it and can be read at a distance of at least five (5) feet. The warning label shall be as follows:



All labels will be orange-red with contrasting colors for lettering and symbols. Red bags or containers may be used as a substitute for labels.

LCEMS will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into vehicles or facilities. Red biohazard bags, sharp containers are available from EMS supply, and ordered on the Daily Check Sheet. Employees are to notify the Shift Supervisor on duty if they discover regulated waste containers, contaminated equipment, etc. without proper labeling.

All red-bagged waste and sharps containers used at LCEMS will be red bagged or disposed of with disposal boxes located in the EMS Supply area by the EMS Supply Technicians.

V. HEPATITIS B VACCINATION:

LCEMS will provide information to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost to the employee after BBP training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. The hepatitis B vaccination series will be started before the employee is occupationally exposed. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

The County's employee health provider will make a determination during the post-offer physical examination as to if an employee should be vaccinated against Hepatitis B. The County's employee health provider will submit to the County a healthcare professional's written opinion. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. At the employee's request, Leon County will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the receipt of the evaluation by the County.

Prevaccination screening for antibody status will not be required of an employee.

If an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the employee's confidential medical file.

Vaccination provided by all Patients Firsts will be preformed under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional and will be administered in accordance with current U. S. Public Health Service, CDC guidelines including tests after completion of the series for anit-HBs. A copy of OSHA standard Bloodborne pathogens 1910.1030 will be provided by County Risk Management to the County's employee health provider providing the vaccination.

LCEMS will not permit employees to use his/her healthcare insurance to pay for the series nor will LCEMS institute a program in which the employee pays the original cost of the vaccine and is reimbursed by the employer if she/he remains employed for a specified period of time. Nor will LCEMS institute an "amortization contract" which requires employees to reimburse the County for the cost of the vaccination should they leave his/her employment prior to a specified period of time.

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service, CDC, at a future date such booster doses shall be made available at no cost to the employee.

VI. GENERAL POST-EXPOSURE EVALUATION AND FOLLOW-UP:

LCEMS provides the following procedures for follow-up of our employees who have had an occupational exposure.

1. For definition purposes, exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), including contaminated sharps injuries that results from the performance of an employee's duties regardless of the use of provided personal protective equipment.

2. Immediately (if possible) or as close to the occurrence of an exposure as possible, the employee should clean all body surfaces and flush mucous membranes that have been in **direct contact** with blood or OPIM.

3. All personnel are required to notify their shift supervisors immediately upon occurrence of any and all exposure incidents. The employee is also responsible for completing an incident report that details route of exposure, the circumstances under which the exposure incident occurred including; engineering controls in use at the time, work practices followed, a description of devices in use, protective equipment or clothing that was used at the time of the exposure, the location of the incident, the procedure being performed and post incident actions.

4. It is the responsibility of the exposed employee's shift supervisor to notify immediately the Deputy Chief of Administration or designee of the nature of and if possible the extent of the exposure. Determination shall be made as to the type and severity of the exposure in conjunction with the receiving hospital. It is the responsibility of the Deputy Chief of Administration to insure that all required forms and telephone notifications are completed as soon as possible.

5. Following the initial first aid the following activities will be performed:

    A. Document the routes of exposure and how the exposure occurred. Confirm that the employee has completed the necessary exposure forms; First Notice of Injury, accident reports, and incident reports, etc.

    B. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

        1) The Shift Supervisor in cooperation with the receiving hospital will obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. In order to test a source individual (patient) with whom there has been a significant exposure, the exposed employee must also be tested. If legally-required consent is not obtained, the

employer must establish this fact and document it in writing. If consent is obtained and the test is conducted the test results shall be provided to the exposed employee.

2) When the source individuals (patient) consent is not required by law, the source individual's blood, if available (voluntarily drawn for other purposes) shall be tested and the results provided to the exposed employee.

3) If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed. However, in order for no testing to occur, these results must be on file for the patient and absolute confirmation of the positive HIV/HBV status must be thoroughly documented. Notification will be provided to the exposed employee by the receiving facility.

6. The Deputy Chief of Administration will act as the liaison between the employee and the receiving medical facility and the County employee health provider. Their goal is to insure that testing and treatment regimens (as needed) are accomplished after notification of exposure. The Deputy Chief of Administration will provide to the employee health provider a copy of OSHA 1910.1030 Bloodborne Pathogens, a description of the exposed employee's duties as they relate to the exposure incident, documentation of the routes of exposure and circumstances under which exposure occurred, results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee including vaccination status which are the County's responsibility to maintain.

7. An exposed employee will be offered a confidential medical examination and follow-up care, including counseling as needed. In any exposure event, the medical examination and follow-up treatment will comply with the treatment standards for the exposure type, and in accordance with the Centers for Disease Control and when medically indicated as recommended by the CDC will include post-exposure prophylaxis.

8. In all cases where the employee will be tested the consent of the employee must be obtained before the collection and testing of their blood. Pre-test counseling will be provided **BEFORE** sample collection and must include:

   A. Purpose of the test

   B. Information about HIV and/or HBV will be provided to include risk of infections and the need to evaluate for HIV/HBV early.

C. If the source has positive HIV, or refuses to be tested, the exposed employee is informed to report and seek additional medical attention for any febrile illnesses that occur within 12 weeks of exposure.

9. If the exposed employee consents to baseline collection, but does not give consent at that time for HIV serologic testing, the employee health provider will be requested to preserve the sample for 90 days. If within 90 days of the exposure incident, the employee elects to have baseline sample tested, such testing will be completed as soon as possible.

10. The exposed employee will contact the employee health provider to arrange receipt of test results and follow-up on the exposure.

11. The County Risk Manager shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of receipt the completed evaluation. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
    - That the employee has been informed of the results of the evaluation; and
    - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment
    - All other findings or diagnoses shall remain confidential and shall not be included in the written report. Any information regarding the results of the employee's evaluation or medical conditions must be conveyed by the healthcare professional to the employee alone and not as part of the written opinion provided to the County.

VII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT:

The Deputy Chief of Administration or designee and the County Risk Manager will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee's training

If it is determined that revisions need to be made in protective equipment, engineering controls, work practices and/or employee training, the Deputy Chief of Administration will ensure that appropriate changes are made to this ECP and are enacted. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

VIII. EMPLOYEE TRAINING:

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by LCEMS at no cost to the employee during working hours on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. This program will cover a number of bloodborne diseases in addition to HIV and HBV such as Hepatitis C (HCV) and syphilis. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection, information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used by LCEMS.
- an opportunity for interactive questions and answers with the person conducting the training session.

Training will also be conducted when there is a change in an employee's responsibilities, procedures or work situation and when changes are made to the ECP.

VIIII. RECORDKEEPING:

1. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the EMS Division.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed in writing to the County Attorney's Office.

2. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."

The County Human Resources Department is responsible for maintenance of the required medical records. These confidential records are kept for the duration of employment plus 30 years as required by law.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be made in writing to Human Resources.

The records shall include:

- The name and social security number of the employee
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- The employer's copy of the healthcare professional's written opinion
- A copy of the information provided to the healthcare professional

These records will not be disclosed or reported without the employee's express written consent to any person within or outside of the workplace except as required by OSHA 1910.1030 or as required by law.

3. OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Leon County Risk Management. All work-related injuries from needlesticks and cuts, lacerations, punctures and scratches from sharp objects contaminated with another person's blood or OPIM shall be recorded on the OSHA 300 or equivalent as an injury. To protect the employee's privacy the employees name may not be entered on the OSHA 300. Leon County Risk Management will keep a separate confidential list of the case numbers and employee names so they can update the cases or provide them if asked by the government. If the employee develops a bloodborne disease, the entry must be updated and recorded as an illness.

Leon County Risk Management will establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps log shall contain at a minimum:

- The type and brand of device involved in the incident
- The department or work area where the exposure incident occurred
- Explanation of how the incident occurred.

The sharps injury log must be saved for at least five years following the end of the calendar year that they cover.

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name:_____

Signed:_____ **Date:**_____

_____ _____

Witness Printed Name **Witness Signature**

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Handling
CAAS:	202.03.01
Effective:	June 1, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	4
Pages:	3

I. PURPOSE:

To provide guidelines for patient handling, lifting, moving, and for maintaining patient safety in the ambulance.

II.GUIDELINE:

It is the policy of LCEMS to safely handle, lift and move patients to prevent injury to the patient, EMS crew and public. All personnel will be trained in the proper use of patient handling, lifting and moving equipment and methods prior to patient use.

III. GUIDELINES:

The actual procedures used may vary slightly from those listed below, depending on the methods of training, the required movement, the location of the patient, personnel and materials available.

General

- All equipment in the back of the ambulance should be secured while the ambulance is in motion.
- Any child or infant being transported in the back of the ambulance should be secured in the built in child safety seat or be transported using the *PediMate* device, secured to the stretcher.
- Patients will always be secured to the moving device, including ambulance stretcher, using all safety straps, including shoulder harness straps.
- When taking a patient on the ambulance stretcher from a hospital, skilled nursing facility or private residence, etc., the patient will be turned on a level surface and brought up head first to the waiting ambulance.
- Use caution when moving the ambulance stretcher across uneven terrain. Keeping the stretcher in a lower position helps prevent overturning it.

- Consider the use of a stair chair when carrying patients down stairs. If the stretcher has to be used, the patient always travels head first when sitting up, and feet first when lying flat.

- Remember the ambulance stretcher adds weight to the lift. Carrying it up and down stairs is not always the easiest / safest way to move a patient.

- If the employee does not think he or she can handle the lift, the employee is instructed to call for assistance. Don't risk injury to the patient or yourself.

- When loading the stretcher into the ambulance assure that the safety bar is able to engage the catch before lifting the stretcher. When unloading the stretcher be sure that the safety bar has engaged the catch before pulling the stretcher further out of the ambulance. Assure that the stretcher has locked before putting weight on it. This assures that the head end of the stretcher will not fall from the ambulance.

Employee Safety

- The key to employee safety regarding the use of lifting equipment and the movement of patients is proper body mechanics. Before lifting the patient, the attendant should evaluate the situation, make certain they are aware of what needs to be done and assure that they have the necessary equipment and assistance to accomplish the task.

- The equipment is positioned by placing the wheelchair, stretcher or other equipment, as close to the patient as possible and in proper alignment for the shortest and easiest transfer. Necessary adjustments are made by raising or lowering the equipment to bed level or vice versa, and lowering any handrails or side rails. This minimizes the amount of lowering or lifting required. The wheels on the chair or bed must be locked.

- Holding the patient close helps balance and reduces strain on the arms and back. Keeping the feet apart provides a stable base, helps maintain balance, and leaves more energy for lifting. Employees use their arms and legs in proper proportion. Bending the elbows to hold the patient close and makes the lift easier.

- Lifting is always performed in unison. When working with others, everyone must know what to do in advance and move at the same time. Counting out loud may help (e.g., "1-2-3 Move"). Sudden, jerky movements must be avoided. Good team communication is important.

- Balance - It takes a certain amount of effort just to balance the weight of one's own body. Keeping a low center of gravity over a stable base expends less energy balancing the load, and more energy is available for lifting and carrying.

- Pull or Push When Possible - Less energy is used to pull or push than to lift an object.

When lifting or carrying, the force must be overcome and the load balanced at the same time. By pulling or pushing, it is only necessary to overcome the friction between the object being moved and the surface on which it rests. Whenever possible, push rather than pull.

- Think Ahead - Attendants should always think ahead and be sure to assess each patient's medical condition, strength, mobility, etc. before attempting to lift or carry. The patient should be informed exactly as to what is going to happen, so as to calm any fears and encourage their cooperation.

- Don't Guess - Only those procedures with which the employee is familiar are to be used. Guessing the correct procedure, improvising, or failing to exercise proper caution when lifting or moving a patient may be harmful to both the patient and the attendant. If at any time an employee feels uncomfortable with a lifting situation, they will call for additional assistance.

- Avoid Twisting - If it is necessary to turn while lifting or moving something, it is better to change the position of the feet than to twist at the waist. By moving the feet, it is possible to balance the load being carried and minimize the strain on the back and abdominal muscles.

- Using a Draw Sheet or Gait Belt - There may be times when a draw sheet or Gait Belt is the only device practical or available when moving a patient. When using a draw sheet to move a patient, the attendants stand on either side of the patient and grasp the draw sheet at the patient's shoulders and hips. A third attendant or assistance may be needed to support a patient's legs. Pulling the draw sheet tight, the attendants move the patient across the bed to the stretcher. When reaching across the bed, brace your torso with one hand.

- Stretcher Lifting Technique - Lifting can be done safely by following these simple steps: One foot is next to the stretcher and the other foot behind. The back is kept straight, chin tucked in, so the head and neck continue the straight back line. A firm grip on the lower stretcher bars with the palms of the hands is necessary, because the palms are stronger than the fingers alone. Both partners must be properly situated by drawing the stretcher close, with arms and elbows tucked under the sides of the bodies to keep body weight centered. Staff should use teamwork and a standard "1-2-3" count, lifting straight up using the strength of their legs.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Personal Protective Equipment

Effective: June 1, 2005

Reviewed: March 2005, December 2012, December 2015, December 2018

Revision: 3

Pages: 8

I. GUIDELINE:

Leon County EMS will provide employees and trainees with the personal protective equipment (PPE) necessary to protect themselves from exposure to infectious diseases at no cost to the employee. The PPE must be worn as specified in the Personal Protective Equipment List. Employees are responsible for carrying their own PPE at all times while out of the ambulance. Additionally, LCEMS shall repair or replace any lost, stolen, or damaged Emergency Medical Services- issued PPE at no cost to the employee/trainee.

As part of the new employee Orientation/Training Program, all new employees must be required to demonstrate knowledge of the PPE's location and procedure for use. The on-duty crew members must be responsible for having their PPE with them in the quantities specified and in the location designated by this procedural guideline.

II. PROCEDURE

1. Equipment

   PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride alongs, etc) on board the emergency vehicle. LCEMS shall maintain the following items in all emergency vehicles:

   - Disposable Impervious Gowns
   - Face mask/Eye Shield Combination Devise
   - Disposable Exam Gloves of various sizes
   - Waterless Hand Sanitizer
   - Bio-Hazard bags with Warning Labels
   - Puncture Resistant Sharps Container
   - Portable Puncture Resistant Sharps Container (in carry in equipment)
   - Pair Protective Eyewear (Goggles)
   - High Level Disinfectant Solution

2. Compliance Monitoring

In such cases when circumstances preclude the use of PPE as outlined herein (danger to self/patient, or an impairment in the ability for the employee to provide timely care to the patient), the employee(s) shall document the incident in writing and submit the report to the Deputy Chief of Operations. This report will be required whether or not the employee perceives that an actual exposure occurred or not. The Deputy Chief of Operations shall review all such incidents on a case-by-case basis to determine the appropriateness of the employee's actions and if any change in procedures or policies should be considered. In the event that any employee is discovered to not have their PPE accounted for as stated previously, or any employee is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

3. Procedures For Preventing Exposure

Universal Precautions for ALL Patients

The following precautions are to be observed for **all** patients, both emergency and non-emergency. Since it is impossible to determine with 100% accuracy what the patient's infectious disease status is, all patients shall be assumed to be carriers of infectious diseases.

- Wear disposable latex exam or high-risk gloves prior to and during all patient interactions.
- Wear protective eyewear prior to and during all patient interactions where splashes of blood or other body fluids are likely to occur.
- Wear HEPA particulate respirator mask on all patient contacts where confirmed or suspected Tuberculosis infection is present. Note: Protective eyewear is always worn in conjunction with the HEPA mask.
- Apply a surgical (fiber) mask to all patients who have a productive cough who are not on oxygen by mask.
- Assure that the appropriate masks, gowns, goggles, and latex gloves are worn by all personnel assisting with patient care.
- Drivers are to remove and dispose of their gloves after loading the patient in the patient compartment but before entering the cab of the vehicle. Drivers are to re-glove with new gloves prior to unloading the patient from the ambulance.

- Wash hands and arms thoroughly using soap and water, or waterless hand wash if hand washing facilities are not immediately available, as soon as reasonably possible after removing latex gloves.

- Family members, walking wounded, and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

- For employees; All open cuts, sores, or abraded skin must be covered with appropriate bandages, latex gloves, and/or the employee's uniform. If this is not possible or not practical, the employee shall not work in the field environment until the wound has healed or can be properly protected.

- Food, drinks, cosmetics, lip balm, contact lenses, etc., shall not be permitted to be consumed or applied in the patient compartment. Exceptions may be made for long distance transports when the patient may need food or drinks for medical or comfort reasons These items are permitted in the cab of the vehicle provided the pass through door/window is kept closed at all times when a patient(s) is/are in the patient compartment. Anytime food, drinks, cosmetics, lip balm, contact lenses, etc., are transported in the cab, they shall be handled in a reasonable manner to prevent contamination by keeping containers closed and covered. Any contamination of the cab shall require that the cab be decontaminated.

Precautions for Patients With Known Infectious Diseases

- In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the crew will be provided with all appropriate information. The crew will receive all information that has been provided to the LCEMS dispatcher.

- Upon arrival at the pickup facility, the crew shall confirm the infectious condition of the patient, and any specific precautions to be aware of.

- Upon arrival at the receiving facility, the crew shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be

made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

3. Vehicle & Equipment Sanitation

Equipment/Materials Processing

All equipment, supplies, or other materials used in direct contact with patients that are non-disposable and must be turned in for repairs or servicing (cardiac monitor/defibrillators, traction splints, etc.), shall be decontaminated as outlined below before being turned in. If any of the above mentioned items can not be decontaminated they shall be marked with a biohazard label indicating what area is contaminated and what needs repairs.

Trash Receptacles

Trash receptacles in the ambulance shall be emptied at the end of every call as outlined below. These receptacles shall be replaced daily or sooner if they become contaminated.

Hands-Free Cleanup

In the event any glass items shatter/break or sharps are discovered loose in the patient compartment, the glass fragments/sharps shall be collected up using pieces of cardboard or stiff paper so that the employee is not handling the item(s) directly in his/her hand. The glass fragments/sharps shall then be dropped in an appropriate receptacle without direct contact with the gloved/ungloved hand. This "hands-free" cleanup procedure shall be utilized whenever the potential exists for a cut or abrasion to occur to the employee's glove/ungloved hand in a potentially contaminated environment.

Disposal of Contaminated Waste

Contaminated / biohazardous waste shall be disposed of in accordance with the LCEMS biohazardous waste management program.

Towels and Blankets

Cloth towels are provided by LCEMS to aid crews. But at no time are the towels to be used to clean up spills of contaminated or biohazardous materials. Paper towels are provided for this purpose and should be used exclusively to minimize the volume of contaminated materials that must be processed and decontaminated.

Linen (cloth) sheets are not provided by LCEMS and shall not be used on the ambulance stretcher at any time. Cloth blankets are provided by LCEMS for the patient's comfort and should be replaced anytime the blanket becomes contaminated or it is reasonable to assume that the

blanket is contaminated.

Blankets/towels contaminated with blood or body fluids, shall be double-bagged in biohazard bags and returned to Headquarters in the designated area in accordance with the Biohazardous Waste Management Program. Contaminated blankets and towels shall not be rinsed or sorted prior to depositing the item(s) in biohazard bags.

Cleaning the Patient Compartment

Routine Cleaning

Employees shall wear disposable latex gloves when performing routine cleaning of the patient compartment. All horizontal surfaces in the patient compartment (shelves, bench, seat, ceiling, floor, etc.), shall be wiped with disinfectant solution at the beginning of each shift. This daily cleaning shall be documented on the daily checklist.

Post Call Cleaning

After transporting any patient, very thorough cleaning shall be carried out. At a minimum this cleaning shall include disposal of paper sheets, removal of all trash, removal of contaminated waste, and wipe down of the ambulance stretcher mattress and other non-disposable equipment that was in contact with the patient with a disinfectant solution. The paper sheets on the stretcher must be changed at the end of every call. Cleaning and disinfectant solutions, paper towels, and other materials must be disposed of as regular trash unless contaminated.

Decontamination

Employees shall wear disposable latex gloves and protective eyewear when performing decontamination cleaning. Regardless of the patient's infectious disease status, gross contamination (contaminants that can be seen with the naked eye or can be reasonably anticipated to be present), shall be removed to the fullest extent possible utilizing paper towels and then sprayed with the disinfectant solution. After the disinfectant solution has been on the surface for 10 minutes, the solution shall be wiped off. All disinfecting solutions, paper towels, and other materials utilized in decontaminating the patient compartment and non-disposable equipment shall be disposed of as infectious waste. This procedure shall apply for decontaminating non-disposable PPE items as well. Particulate respirator masks may be worn on one or more calls

during a 24 hour shift by the same crewmember. The respirator is to be wiped off with disinfectant solution between patient contacts. At the end of the shift, contaminated respirators are to be placed in biohazard bags and left for pick-up and disposal.

Terminal Cleaning

In the event that a patient has been in strict or respiratory isolation and is transported, specific cleaning procedures shall be initiated. The ambulance crew shall notify the on duty supervisor of the need for disinfection. Latex gloves are to be worn by all personnel engaged in terminal cleaning procedures. When there is potential for splashing of liquids, personnel are required to use protective eyewear.

Prior to initiating terminal cleaning procedures, the patient compartment will be aired for five (5) minutes. All contaminated equipment will be scrubbed clean with a detergent, rinsed with water, wiped off/rinsed with a disinfectant solution and allowed to air-dry. All stretcher parts and parts of the mattress that come in contact with the patient will be cleaned with disinfectant. All floors will be sponged or mopped with a detergent solution, then a disinfectant.

Disposition of Soiled Uniforms

All field employees are required to bring a second uniform (pants, shirt), with them to work. Impervious gowns should be worn whenever the employee anticipates encountering an environment where aerosolization of body fluids or splashing of blood is likely to occur. In the event that accidental soiling of the uniform with a patient's body fluids occurs, the uniform shall be removed immediately and double-bagged in biohazard bags (labeled with the crewmember's name), located in each vehicle. The contaminated uniform shall be turned in before the end of the shift for processing at no expense to the employee. The uniform shall be laundered appropriately for decontamination and will be returned to the employee.

4. Specific Isolation Guidelines

Strict Isolation

Diseases: Abscess (unknown etiology), draining wounds, major burns, Diphtheria, disseminated Herpes Simplex, Impetigo, Meningitis (unknown etiology), Pediculosis (lice), Pneumonic Plague, Pneumonia, Rabies, Rubella, Scabies, Smallpox, Chicken Pox, Shingles, etc.

Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (all persons in unit), and protective eyewear. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after the patient is removed.

Respiratory Isolation

Diseases: Epiglotitis, Measles, Meningitis (H, flu/Meningococcal), Mumps, Pertussis, Pneumonia, ***Tuberculosis***, SARS, etc.
Precautions: Gloves (all persons in unit), HEPA particulate mask (all persons in unit), protective eyewear (all persons in unit), mask on patient if coughing, when possible. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be aired out five (5) minutes after patient is removed and any surfaces contaminated with infective material must be disinfected.

Blood and Body Fluid Precautions

Diseases: AIDS, HIV positive, Hepatitis-B, Hepatitis non-A/non-B, tick fever, Creutzfelt-Jakob Disease, Malaria, Rat Bite Fever, Syphilis, etc.
Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (only if possibility of the patient's blood or body fluids to be aerosolized or splashed), and protective eyewear. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after patient is removed.

Drainage and Secretion Precautions

Diseases: Abscess (unknown etiology), draining wounds, major burns, skin infections, Anthrax, Cellulitis, Gangrene, Cytomegalovirus, Endometriosis, Herpes Simplex, Herpes Zoster, Bubonic Plague, Pneumonia, Scarlet Fever, Syphilis, Tuberculosis, Chicken Pox, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

Enteric Precautions

Diseases: Amebic Dysentary, Cholera, Diarrhea, Encephalitis, Salmonella/Shigella Poisoning, Hepatitis-A, Viral Meningitis, Poliomyelitis, Typhoid Fever, Viral Pericarditis, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Hands must be washed after touching patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Respiratory Personal Protective Equipment Guidelines
Effective:	October 1, 2007
Reviewed:	June 2009, December 2012, December 2015, December 2018
Revision:	3
Pages:	9

I. PURPOSE:

The purpose of the Leon County Emergency Medical Service (LCEMS) Respiratory Personal Protection Guideline is to provide all LCEMS employees with clear guidelines for the selection, use and care of the proper respiratory Personal Protective Equipment (PPE) when faced with a situation that involves a suspected infectious disease, chemical, biological component or potentially related to a Weapons of Mass Destruction response plan. It is not directed toward Hazmat or other specially trained emergency response teams whose primary purpose is to enter a known "Hot Zone" and rescue victims. These guidelines do not constitute a response protocol but serve as a guideline for the respiratory personal protection of each of our responders.

II. GUIDELINE:

It is the policy of Leon County Emergency medical Service to use an abundance of caution when faced with respiratory threats. Since most respiratory threats are invisible to the human eye and absolute detection cannot be assured. Specific respiratory threats are natural and manmade, intentional and unintentional. Infectious threats are common in the health care setting and must be planned for in advance. This guideline specifies actions both to employ and avoid, and should be referred to periodically for personal edification. Specific guidelines regarding usage, training, fit testing; cleaning, storage and inspection follow specific OSHA/NIOSH standards and must be adhered to.

III. PROCEDURE:

It is the responsibility of each individual employee to fully familiarize themselves with The Respiratory Personal Protection Guidelines offered here. Employees must fully evaluate each and every patient encounter and scene to estimate the likelihood of a respiratory threat that may require respiratory protective measures to be initiated. It is also the individual employee's responsibility to attend all offered training, fit testing, and use classes on the proper donning and doffing of the various types of PPE provided for their personal safety. When considering the use of PPE employees must also consider the

need for other PPE provided for their safety, Universal Precautions and other eye and environmental protection devices should be considered as well.

Special Note: *LCEMS employees are specifically not permitted to enter enclosed spaces where an air oxygen percentage of < 19.5% exists, nor are they to enter the "Hot Zone" or "Warm Zone" of any chemical scene involving contaminates of any description where respiratory PPE has been mandated. LCEMS employees are permitted to function in the "Cold Zone" of scenes provided they are using the proper PPE for the scene. LCEMS does not transport "contaminated" patients nor does it "Decontaminate" patients for transport .all patients received by LCEMS from any other entity involved on scene must be properly decontaminated prior to treatment and transport by LCEMS. Respiratory PPE equipment is provided for the protection of employees should a unsuspected hazard present itself in the normal course of duty, specific threat hazards should be identified and verified prior to using "tight fitting" respiratory protection equipment so that the filtering NBC cartridge employed meets the anticipated threat specifications. Employees must assume that any hazard that presents a need for significant tight fitting respiratory protection also will likely meet the criteria for decontamination and should not doff PPE until and unless definitive decontamination methods have been initiated.*

Definitions

The following definitions are important terms used in the respiratory protection guideline.

Air-purifying respirator means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Canister or cartridge means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator means an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Employee exposure means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

Filter or air purifying element means a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (dust mask) means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT.)

High efficiency particulate air (HEPA) filter means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Level "C" PPE *means Personal Protective Gear that is provided to employees that is OSHA/NIOSH approved for use as Nuclear, Biological, and Chemical protective equipment. The equipment consists of a Tight Fitting Mask; NBC Air Filtering cartridge, chemical protective suit, inner and outer gloves, boots or boot covers, tape, chemical identification card, that is cached in a protective duffel designed for rapid acquisition by crew members in a chemical or biological emergency.*

Loose-fitting facepiece means a respiratory inlet covering that is designed to form a partial seal with the face.

Negative pressure respirator (tight fitting) means a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator. (APR)

Oxygen deficient atmosphere means an atmosphere with available oxygen content below 19.5% by volume.

Positive pressure respirator means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR) means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Qualitative fit test (QLFT) means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Service life means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

This section means this respiratory protection guideline.

Tight-fitting face piece means a respiratory inlet covering that forms a complete seal with the face.

User seal check means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Written protection program. This written respiratory protection program uses required worksite-specific procedures and elements for respirator use. The program is administered by the Deputy Chief of Administration for Leon County Emergency Medical Service who has the knowledge, skills and authority to oversee this program. In addition any scene where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer has established and implemented a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. LCEMS provides only OSHA/NIOSH approved respiratory protection equipment for use by its employees.

IV. GENERAL CONSIDERATION for RESPIRATORY PPE SELECTION:

LCEMS personnel are routinely called to treat and transport patients with infectious disease. This may include a patient with Infectious Pulmonary Tuberculosis or the flu. You may also be called to a patient who is carrying a disease delivered by a bio terrorist. In any instance immediately available universal precautions and PPE are available without turning initially to your level "C" equipment. Initial protection with a properly fitting N-95 mask, Tyvek gown, gloves and face shield or safety glasses will serve to protect you from most threats that present themselves. Patients that present to you with fever and extensive rash are possible biologic threats and should be considered contagious, if there are multiple patients on scene with similar symptoms or a series of patients from the same area complaining of similar problems you should become suspicious and initiate PPE precautions. In any circumstance communication with EMS control and the hospital *prior to transporting the patient from the scene* will help to mitigate what may be a possible contamination event. Should you encounter a scene of this type immediately don PPE and notify the receiving hospital of your findings, try to communicate directly with a ER doctor and be as specific as possible. Proper scene control and astute observation will possibly prevent cross contamination with other agencies and the receiving facility and help mitigate the spread of the possible contaminate.

Remember: *Use of a fit tested N95 respirator, with standard/universal airborne and droplet precautions, will protect providers from infectious disease that is naturally occurring or man made.*

V. FIT TESTING:

It is the policy of LCEMS that each employee prior to use of respiratory PPE be properly fit tested using the Qualitative Fit Test (QLFT) method. Facial hair, beards, mustaches, sideburns, or any object that interferes with the mechanical seal between bare skin and the edge of the mask will affect the integrity of the safety equipment and is not permitted. Respiratory PPE is safety gear and proper fit and function rely on effective fit testing.

N95 protective masks are fit tested to the above standard and require the same mask to skin seal as the "tight fitting" APR and PAPR masks. Fit testing is mandated by federal guidelines and is inherent to the integrity of the program; there are no current alternatives to proper fit testing.

Skin must be bare to achieve an adequate fit test.

- Fit testing and instruction in the proper donning and doffing of the PPE gear will be completed on each new employee hired for duty in the field prior to assuming that duty. Annual fit testing may be necessary as part of a comprehensive program to ensure continuing compliance with federal regulations.
- Fit testing for individual employees may be necessary for significant changes in weight > 20#, or if significant changes in facial symmetry, endentulation or structural facial surgery are observed.

Specific OSHA fit testing procedures are performed using OSHA approved fit testing equipment to achieve a Qualitative Fit Test. Respirator Fit Test Records are maintained for each employee, records indicate the type of test solutions used and whether or not the individual was able to detect the solution. If the individual was unable to detect the solution then a repeat test will be conducted with an alternate solution and those results are documented. Any possible conditions that affect testing are also noted. All testing is preformed by an individual that has been specifically trained and certified to perform this testing. Appropriate MSDS for solutions used during testing are available during the testing procedure for review by each employee tested. The specific equipment used for fit testing is:

Allegro Industries
Qualitative Respirator Fit Test Kit
(Bitrex part # 2041)
(Saccharin part # 2040)

VI. PROCEDURES for SELECTING RESPIRATORS (Biologic Threat):

Potential exposure to infectious disease during an emergency response call is not a particularly new threat to LCEMS. Patients with measles, influenza, or chickenpox are no less infectious than patients with an infectious disease caused by a WMD biological

agent. As an EMS provider you have had extensive training in the use of Standard/Universal Precautions for both airborne and patient contact situations. Utilizing this knowledge and the practice of these skills will protect EMS providers from exposure to infectious biologic threats and benefit patients. Should you encounter a suspected biologic threat of unknown origin don immediately available respiratory PPE (N95) protection and other universal protection (Gloves, goggles or safety glasses, gowns, shoe covers, face shields) as the situation demands. Your individual safety is your primary objective. Biologic infectious events are generally slowly evolving events with incubation periods of one or more days prior to symptom development. EMS employees are to look for patterns of calls or patients with similar symptoms in close proximity. If you encounter these types of patients you should become highly suspicious and relay your concerns through your supervisor and the receiving hospital. Level "C" PPE is generally not required for slowly evolving biologic events.

VII. PROCEDURES for SELECTING RESPIRATORS (Chemical Threat):

Unfortunately in the event of a chemical WMD event first in responders will probably not understand the nature of the threat they face in the first few minutes of an event, responders will likely fall victim to the agent employed while still in the initial evaluation of the scene. Chemical threats by their very nature are far more life threatening, rapidly evolving scenarios. It is of paramount importance for the arriving responders to use the information provided by call takers to formulate a hypothesis of the possible scene environment and consider staging upwind and uphill from the call. If there is a scene where multiple patients are present near a chemical facility, laboratory, or material processing facility suspicion should be high for possible chemical involvement. In these types of situations LCEMS is not to enter the scene or accept any patients that may self evacuate until the threat has been determined by a bonafide hazmat response complement. Retreat is the best option until the exact cause has been determined.

LCEMS provides level "C" PPE gear for protection of its employees, this level of protection does not protect against all hazards. Does not provide supplemental oxygen in environments with ambient oxygen content of < 19.5% and is applicable to only certain chemical precursors or compounds. Suit permeability is different for each chemical encountered and dependent upon chemical concentration, vapor or aerosol, powder or liquid, and proximity to the particular threat. In chemical contamination events Respiratory Personal Protection from environmental chemical insult is of primary importance, rapid acquisition of APR's or PAPR's with NBC filters is imperative even during a retreat. Chemical vapors or clouds can travel with air movement or seek low spots and can gather some distance from the scene. Depending on time of day and ambient weather, lethal chemical fumes or vapors can travel some distance from the release area.

Without a doubt the tight fitting respirators provided along with a properly fitted NBC cartridges offer the best level of protection from the most chemical threats of IDLH. The same tight fitting respirator and NBC cartridge provide protection from all biologic threats.

The particular brand of equipment LCEMS provides is the 3M Brand tight fitting full face respirator Model 6900DIN that can be configured to use a 3M Turbo Unit if available, capable of increasing filter area 3 times with a full complement of 3M FR-57 NBC filter cartridges. This equipment meets current OSHA/NIOSH requirements.

The current Combination Cartridge / High Efficiency Filter FR-57 provided is capable of filtering the following chemicals in concentrations not IDLH or in atmospheres that are oxygen deficient:

AM-Ammonia, CD-Chlorine Dioxide
CL-Chlorine, FM-Formaldehyde
HC-Hydrogen Flouride, MA-Methylamine
OV-Organic Vapor, SD- Sulfur Dioxide, HE-High Efficiency Particulate Air Filter

The filter cartridges are not specified for use with other than the above listed chemicals, and therefore may not be effective if used in environments where the chemical composition is unknown. Again retreat is the best option for survival until Hazmat Teams can determine the chemical threat and concentration.

VIII. MEDICAL EVALUATIONS

Leon County EMS provides free post offer, pre employment physical medical evaluations to its prospective employees for the purpose of determining suitability of individuals to work in conditions of high performance or high stress. Initiatingrespiratory PPE may also indicate a need for medical evaluation should an employee realize respiratory compromise from the use of the described safety equipment. Employees will be provided with free medical evaluation from the county's medical provider to determine whether a current employee is able to utilize the equipment provided. Reasonable allowances will be made for employees that are unable to use the equipment provided and will be evaluated on a case by case basis. New employees will be medically evaluated at the time of their pre employment physical for adaptability to PPE equipment prior to final determination.

VIIII. CLEANING and STORAGE OF RESPIRATORY PPE:

Each crewmember employed by LCEMS is provided with their own individually fit tested tight fitting mask in the proper size established during fit testing. The tight fitting masks and cartridges are part of a level "C" personal protection cache issued to each employee. All equipment is in new unused condition and has never been exposed to a

contaminated atmosphere of any type. Each tight fitting mask (TFM) is enclosed in a secure bag that also contains appropriately sized chemical protective suit, gloves and boots.
All equipment bags are sealed to assure the respective users that no equipment is missing and that the interior of the cache is maintained in a clean environment. Employees are instructed to treat the equipment with care and not to crush, bend, abuse, or otherwise damage the bag or its contents. All bags are clearly marked with the users name and ID number.

Reusable equipment is cleaned after training and fit testing with a 5% solution of Distilled Water and Bleach, the interior of the mask is cleaned and dried and replaced in the gear bag and resealed with a numbered seal.

Disposable N95 masks are discarded after each use; masks are worn once and discarded in the appropriate Biohazard container for disposal.

X. INSPECTION AND REPAIR:

Individually issued Respiratory PPE equipment is inspected annually by a designate from the Special Operations Manager that is familiar with the proper function of the equipment, individual equipment is checked for cleanliness damage, degradation, missing parts and serviceability. Additionally equipment is evaluated each time it is reassigned to a new user whether yearly as part of a scheduled inspection or at each new reassignment. Equipment that has been identified as defective will be returned to the manufacturer for refurbishment or replacement as deemed necessary by their inspection and repair process. Equipment will be replaced with like models, size and style so as to maintain familiarity to the end user. Inspection records will be maintained showing the last inspection date, condition, and model or serial number of the equipment if identified by serialization. Otherwise issued equipment will be identified by employee name and identification number.

XI. TRAINING PROCEDURES:

Employees are trained in the use and care of equipment at annual training sponsored by LCEMS by instructors specifically trained in instruction on the use of Respiratory PPE. Instructors have been certified as trainers by recognized instructor training colleges or agencies specifically chosen for their expertise. New employees are provided with of respiratory PPE training that coincides with other PPE training offered. Classes consist of didactic training using slides and other presentations by certified instructors followed by practical hands on training with the specific equipment discussed in the didactic portion. Each employee has the necessary time to familiarize themselves with actual equipment used and instructors available to facilitate full

instruction. Any employee has the ability to request remedial instruction at anytime to reacquaint themselves with the equipment provided.

Training regimens are evaluated periodically for applicability in the field and throughout the industry. Instructors are encouraged to enhance the training process with further education opportunities made available to them. The LCEMS training manager has responsibility to schedule continuing education in PPE as part of the continuous learning process of each LCEMS employee.

Employees are annually trained in the possible scenarios in which they may encounter possibly hazardous conditions by certified HAZMAT instructors, classes consist of didactic instruction and updates in new technology available to our industry. A typical HAZMAT update includes 4-5 hours of lectures and video presentations in the identification and mitigation of HAZMAT scenes.

LEON County EMS provides OSHA/NIOSH respirators that are adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. These guidelines are reviewed from time to time to insure compliance with standards and review new processes that may enhance the ability of LCEMS to provide a greater level of protection for our employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Protective Clothing Policy
Effective:	September 1, 2007
Reviewed:	June 2009, December 2012, December 2015, December 2018
Revisions:	3
Pages:	10

I. PURPOSE:

In an effort to safeguard employees from injury, it is the intent of the County to provide employees with protective clothing and equipment that is appropriate for the various activities and services being preformed. Further guidance on the use of personal protective equipment for protection from bloodborne pathogens can be found in the personal protective equipment standard operating guideline.

II. GUIDELINE:

Protective clothing shall be approved by the EMS Chief. No other protective apparel shall be permitted. Employees shall utilize and wear their protective clothing and safety gear as prescribed by this standard operating guideline.

Protective clothing shall be carried by all personnel every time that they are working and assigned to an ambulance shift. Exceptions to this rule would be in some cases where employees are attending special functions, working in an administrative capacity, or special events as determined by the EMS Chief.

Use of protective clothing and safety gear as defined and prescribed within this standard operating guideline shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury may exist. Employees are directly responsible for their personal safety and shall utilize proper protective clothing in accordance with this guideline and the manufactures recommendations.

DANGER

Wearing any elements of your protective clothing and equipment may increase your risk of heat stress which may cause injury or illness. At the first sign of heat stress, immediately move out of the risk area. When in a safe location, doff the personal protective clothing and equipment and seek medical treatment if necessary.

Personnel engaged in emergency operations that pose a potential threat to their safety shall utilize protective clothing and equipment. It is impossible to outline every instance where protective clothing and equipment should be utilized. This standard operating guideline presents instances where the equipment shall be utilized; however there may be more instances where the use of the protective clothing and equipment is appropriate. Personnel must use good judgment identifying other instances where protective clothing and equipment should be utilized.

Personal protective clothing and equipment may not be modified, changed or altered in any manner by the employee. This includes adding decals, labels, pins, stickers, patches, painting or otherwise changing the look of the equipment.

Personal protective clothing and equipment should not be stored in direct light as ultraviolet rays will cause degradation of the materials and the safety value.

Personal protective clothing and equipment shall be inspected by the wearer prior to the start of each shift and following each use to determine the condition and to assure readiness of the equipment. Every six months; the employee shall certify on a standardized form that their gear has been inspected and cleaned in accordance with this standard. It is the responsibility of the field operations supervisors to assure that inspections and cleaning of personal protective clothing and equipment is occurring as outlined in this standard operating guideline. Deficiencies found during the inspection process will be immediately reported to the field operations supervisor so that proper corrective action can occur. Employees shall not repair nor attempt to repair personal protective clothing and equipment. The County will arrange for repairs to be made by a qualified vendor to assure the continued reliability of the protective qualities of the equipment.

Personal protective clothing and equipment shall be stored in the gear bags provided. This equipment shall NOT be stored in direct sunlight, when wet or moist, or in abrasive environments or in contact with sharp objects. All protective equipment shall be clean and dry before storage.

Personal protective clothing and equipment shall be retired at such a time as when determined during the inspection process that the gear is damaged and unrepairable.

Head Protection

- Employees are provided with helmets that will provide head protection when properly used. Helmets are equipped with a faceshield designed for impact and penetration resistance and earlaps for protection of the neck and ears.

Faceshields, earlaps and the chinstrap are not to be removed from the helmet; as this voids the safety certification.

- The use of an approved safety hat is required in those areas or operations wherein there are hazards of bumping one's head, having it struck or having harmful materials fall/spill on the head.

- Personnel are required to wear their approved safety hat when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards.

- The following are examples of when head protection shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where disentanglement and extrication is necessary
    - Construction, industrial and other sites that are designated as "HARD HAT AREAS" or similar wording that indicates head protection is required.
    - In areas where there is a possible danger of impact from falling or flying objects or striking fixed objects such as when work is being done overhead that may result in an object falling. This includes during severe storms when tree branches are at a higher risk of falling.
    - Operations in areas of potential civil unrest

- Head protection shall not be worn in instances where no hazards are present; such as medical calls where no apparent dangerous situation exists.

- Markings – in an effort to standardize the appearance of the helmets and assure compliance with appropriate safety standards; only the markings and decals provided by the County shall be allowed to be placed on the helmets. These markings, including the reflective bars, shall not be removed by the employee. Each helmet shall be marked as follows:

    - Leon County EMS reflective emblem on the helmet front
    - Reflective certification crescent on each side of the helmet
    - Rank crescent inside the certification crescent, when appropriate

- Ratchet and chinstrap adjustment:
    - Open the headband by turning the ratchet knob counter-clockwise
    - Place the helmet on your head. While holding the helmet down on your head, push the ratchet knob inward and turn clockwise (it adjusts in 1/8" increments) until it is snug and comfortable

- Fasten the chinstrap and adjust to a snug fit

- Eye protection – Faceshield
  - Remove protective covering from lens
  - To raise or lower the faceshield, loosen the knobs on both sides of the faceshield brackets.
  - Adjust the faceshield and tighten the knobs

- Cleaning
  - Helmets must be kept clean and free from contaminants. Helmets shall be cleaned every six months and after each use where it has been soiled or exposed to blood or body fluids, tars, fuels, resins, paints, acids, by-products of combustion or other hazardous materials.

  - If contaminated and when possible, flush the protective equipment with water at the scene or as soon as possible after emergency operations are complete.

  - Never use a helmet that is wet from use or cleaning. Allow parts to dry before use.

  - Faceshield
    - Use mild cleaning agents such as ethyl alcohol or a mild detergent and water and a soft sponge or cloth. Never use abrasives, solvents paint removers, acetone, paint or lacquer thinner, or any chlorinated organic solvents.

    - Removal of light scratching and stains can be achieved through the use of jeweler's polish.

  - Helmet Shell
    - Helmets should be hand washed in a sink using water that is between 105 and 110F
    - Do NOT machine wash helmets – helmets should always be hand washed
    - Protective gloves should be used to avoid contact of the wash water with the skin
    - Remove faceshield before cleaning
    - Use mild household detergent or ethyl alcohol and water
    - Do NOT use other materials such as strong (industrial strength) detergents, solvents, petroleum products. These will damage the shell and faceshield and reduce the protective capability of the helmet.

- Forced ventilation air drying is recommended; this can be achieved by using a fan. Drying can also be achieved by hanging the helmet in a shaded area and allowing it to air dry.
- Do NOT machine dry helmets

- Inspection
  - Inspect the helmet, including all accessories after each use for impact, thermal and use damage. Never use a damaged helmet. If there is any damage, remove the helmet from service immediately and repair or replace the damaged component before using the helmet.
  - Helmets that have been exposed to excessive heat, taken an impact or sustained damage shall be taken to the shift operations supervisor for further inspection.
  - Helmet shall be inspected for overall cleanliness. If dirty, it shall be immediately cleaned.
  - Helmet Shell – replace if any of these conditions exist
    - Cracks longer than one inch
    - Any size crack that is completely through the shell material
    - Soft spots equal to or large than thumb pad. Smaller soft spots require further inspection by a supervisor.
  - Edge trim
    - Reattach if separated but intact
    - Replace if broken or aluminum core is exposed
  - Reflective trim – replace if any of these conditions exist
    - Charred
    - Partially detached
    - Non-reflective
    - Missing
  - Faceshield and Hardware – replace if any of these conditions exist
    - Blistered, bubbled, cracked or charred faceshield
    - Missing E-ring
    - Shaft not intact
  - Breakaway tabs – replace if any of these conditions exist
    - Missing, bent or damaged tabs
  - Chinstrap – Replace if any of these conditions exist
    - Frayed, missing or broken parts
    - Missing, cut frayed or broken stitching
    - Clogged or worn-out Velcro
    - Brittle, broken or missing quick release button
    - Loose postmans slide
  - Suspension Straps
    - Ensure straps lie flat and pass between alignment guides

        - Replace if any of these conditions exist
            - Missing, cut or broken stitching
            - Tears or abrasions on straps
            - Brittleness
            - Discoloration
    - Earlap – Replace if any of these conditions exist
        - Missing, cut or broken stitching
        - Nomex layer discolored, charred, or perforated
        - Flannel liner torn or seared
    - Headband – replace if any of these conditions exist
        - Brittle, torn, cracked or broken
        - Holes
        - Able to open ratchet by tugging on legs

Hand Protection

- Work gloves shall be provided for use when an employee is working in an area where they are exposed to injury to the hands or fingers from material, machinery, heat, chemicals, sharp objects or other hazards.

- The gloves provided do not provide protection from bloodborne pathogens and as such gloves for protection from bloodborne pathogens shall be worn under these work gloves.

- The following are examples of when hand protection shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:
    - Vehicle crashes where broken glass is present
    - Vehicle crashes where disentanglement and extrication is necessary
    - In any situation where injury to the hand or fingers is probable

- Work hand protection shall not be worn in instances where no hazards are present; such as medical calls where no apparent dangerous situation exists.

- Cleaning
    - Wash with warm water and mild detergent
    - Allow to air dry; do NOT machine dry

- Inspection
    - Check for cleanliness
    - Replace if any of these conditions exist:
        - Stiff or rigid
        - Stitching worn or rotten
        - Glove insulation is worn through

- Leather split
- Holes or tears
- Improper fit
- Not issued or approved by the County

Protective Jackets

- The protective jackets supplied may be worn for general purposes under the guidelines of the appearance and uniform standard operating guideline. This standard operating guideline only outlines when the jacket must be worn for protective purposes.

- The jacket meets protective standards for emergency medical services and liquid-borne pathogens. The shell is made of the fire retardant material NOMEX. However this garment may burn and melt if exposed to high heat or flames. It has not been required to meet a flammable performance requirement and it is not designed nor intended to be used for firefighting activities. While this jacket is resistant to penetration from liquid-borne pathogens, due to a Crosstech fabric liner, no protective garment can provide absolute protection. The Crosstech liner also provides penetration resistance against NFPA "common chemicals" such as battery acid (37% sulfuric), gasoline (Ref. Fuel C), hydraulic fluid, aqueous film-forming foam (AFFF) and swimming pool chlorine solution.

- The garment should not be punctured in any manner; doing so compromises the protective qualities of the jacket. Pins, patches or any other emblems or insignias shall **NOT** be placed on the jacket by the employee.

- The following are examples of when protective jackets shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where disentanglement and extrication is necessary
    - In areas where there is a possible danger of fire, falling or flying objects, or contact with sharp objects.
    - During emergency operations where there is a large amount of blood or other potentially infectious materials.

- Cleaning
    - Machine wash in warm water (less than 130F) with all closures fastened.
    - Wash separately from other garments in the machine located in logistics
    - The outer shell should be washed separately from the fleece liner
    - Use detergent such as liquid Tide or Cheer

- Dry by hanging in shaded area or by using forced ventilation air drying; this can be achieved by using a fan
- Do NOT machine dry
- Do NOT dry clean
- Do NOT use chlorine bleach
- Do NOT spray with a high velocity power washer

- Inspection
  - Check the integrity of all major seams on the outer shell. This shall be done by pulling on the seams in a way comparable to the stress put on a seam when the garment is worn. If repair is necessary, the county will make all necessary arrangements. Repair should not be done by the employee.

  - Inspect all hardware such as snaps, zippers, suspender buttons, etc. Do this by gently pulling on buttons and rivets to make sure they are secure, opening and closing snaps. Any loose or missing hardware should be replaced.

  - Inspect all hooks and loops (Velcro) to assure cleanliness and that stitching is intact.

  - Check reflective trim for broken thread and stitching, rips and badly soiled areas and for cracks with water vapor and debris under the coating. Check reflectivity by testing the trim in a darkened area with a flashlight. Sections of trim that has lost its reflectivity and where stitching has broken or frayed should be repaired. Repairs should not be done by the employee.

  - Look for worn and abraded areas. If these areas exist, the garment should be taken to a field operations supervisor for corrective action.

  - Inspect the liner checking for wear and tear. Check the seams for failure or separation.

Protective Pants

- The pants meet protective standards for emergency medical services and liquid-borne pathogens. The shell is made of the fire retardant material NOMEX. However this garment may burn and melt if exposed to high heat or flames. It has not been required to meet a flammable performance requirement and it is not designed nor intended to be used for firefighting activities. While the pants are resistant to penetration from liquid-borne pathogens, due to a Crosstech fabric liner, no protective garment can provide absolute protection. The Crosstech liner

also provides penetration resistance against NFPA "common chemicals" such as battery acid (37% sulfuric), gasoline (Ref. Fuel C), hydraulic fluid, aqueous film-forming foam (AFFF) and swimming pool chlorine solution.

- The garment should not be punctured in any manner; doing so compromises the protective qualities of the jacket. Pins, patches or any other emblems or insignias shall **NOT** be placed on the jacket by the employee.

- The following are examples of when protective pants shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where severe disentanglement and extrication is necessary
    - In areas where there is a possible danger of fire, falling or flying objects, or contact with sharp objects.
    - During emergency operations where there is a large amount of blood or other potentially infectious materials.

- Cleaning
    - Machine wash in warm water (less than 130F) with all closures fastened.
    - Wash separately from other garments in the machine located in logistics
    - The outer shell should be washed separately from the fleece liner
    - Use detergent such as liquid Tide or Cheer
    - Dry by hanging in shaded area or by using forced ventilation air drying; this can be achieved by using a fan
    - Do NOT machine dry
    - Do NOT dry clean
    - Do NOT use chlorine bleach
    - Do NOT spray with a high velocity power washer

- Inspection
    - Check the integrity of all major seams on the outer shell. This shall be done by pulling on the seams in a way comparable to the stress put on a seam when the garment is worn. If repair is necessary, the county will make all necessary arrangements. Repair should not be done by the employee.

    - Inspect all hardware such as snaps, zippers, suspender buttons, etc. Do this by gently pulling on buttons and rivets to make sure they are secure, opening and closing snaps. Any loose or missing hardware should be replaced.

- Inspect all hooks and loops (Velcro) to assure cleanliness and that stitching is intact.

- Check reflective trim for broken thread and stitching, rips and badly soiled areas and for cracks with water vapor and debris under the coating. Check reflectivity by testing the trim in a darkened area with a flashlight. Sections of trim that has lost its reflectivity and where stitching has broken or frayed should be repaired. Repairs should not be done by the employee.

- Look for worn and abraded areas. If these areas exist, the garment should be taken to a field operations supervisor for corrective action.

- Inspect the liner checking for wear and tear. Check the seams for failure or separation.

Protective Footwear

- The footwear provided is designed to provide limited thermal and physical protection of the feet and ankles.

- Cleaning
  - Use a light bristled brush to remove all dirt from the boots before cleaning with mild soap and water and a damp cloth. Do not use solvents or other cleaners, as they may adversely affect the protective properties of the footwear.

- Inspection
  - Look carefully for cleanliness, excessive tread wear, tears, cracks, holes, leakage, missing stitches, soft spots or any physical damage. Report any damage.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Mycobacterium Tuberculosis Control Guidelines
Effective:	June 2004
Reviewed:	Jan 2009, December 2012, December 2015, December 2018
Revision:	3
Pages:	7

I. PURPOSE:

The purpose of the Leon County Emergency Medical Service Mycobacterium Tuberculosis (TB) Control Program is to provide all LCEMS employees with the most current Center for Disease Control (CDC) information about TB control guidelines and procedures to avoid the contraction and spread of Tuberculosis.

II. GUIDELINE:

It is the policy of LCEMS to treat all suspected TB patients as infectious and take all necessary precautions to avoid contraction of the disease through the use of proper personal protective equipment and procedures to safeguard themselves while in the proximity of suspected TB patients. This guideline also provides for periodic pre and post exposure testing and medical surveillance should a documented exposure occur.

III. PROCEDURE:

It is the responsibility of the patient caregiver to familiarize themselves with the guidelines and uses of PPE provided and carefully evaluate each patient contact for signs and symptoms of respiratory compromise and the possibility of exposure, to determine the proper level of PPE in each situation and to use the appropriate PPE and techniques to minimize transmission possibilities.

Definitions

Exposure Incident: Any event during which an employee had unprotected contact with a person with active, contagious tuberculosis disease.

Fit Testing: An OSHA approved procedure used to determine the correct size and type of personal protective respirator an individual must use to achieve a proper seal.

TB: Mycobacterium Tuberculosis
Tuberculosis is a **highly contagious disease** that is transmitted during coughing and sneezing. Many people are exposed to tuberculosis, yet not everyone develops tuberculosis disease

Some people may carry tuberculosis infection for many, many years before developing tuberculosis disease. Others may have a tuberculosis infection, yet never develop tuberculosis disease. Those people who do develop tuberculosis disease, will experience signs and symptoms of tuberculosis.

It is believed that the strength of the immune system determines whether a tuberculosis infection develops into tuberculosis disease. People with weakened immune systems, such as those with HIV/AIDS, are more susceptible to developing tuberculosis disease.

Unlike tuberculosis infection, tuberculosis disease is contagious. This is because the Mycobacterium that causes the disease is active. People infected with tuberculosis disease may experience any of the following signs and symptoms:

- Nausea / weakness / fatigue
- Rapid weight loss
- Fever
- Night sweats
- Cough
- Chest pain
- Hemoptysis

TB Testing: Laboratory, Medical or Radiological procedure used to determine if an employee is infected with the TB bacteria. Methods may include blood testing using Quantiferon- TB gold test (QFT-G), Mantoux or PPD testing, Sputum culture or radiological exam.

Tuberculosis Disease: The active stage of tuberculosis where the bacteria is present in sufficient quantity to cause illness. A patient with active TB is contagious and will normally show signs and symptoms of the disease.

Tuberculosis Infection: An inactive stage of tuberculosis infection where the tuberculosis bacteria is present but not in sufficient quantity to cause disease. The patient will test positive but may not show signs and symptoms and is not

contagious. It is estimated that 10% of infections will develop into active TB disease.

Respirator: A respiratory personal protective device that meets OSHA and NIOSH standards for Fit and Filtration and is provided by LCEMS to all of its employees as part of the Personal Protective Equipment cache that is located on every licensed vehicle operated by LCEMS.

Universal Precautions: A method of infection control in which all human blood and body fluids are treated as if known to be infected with HIV or HBV. A corresponding level of personal protective equipment is used to mitigate the threat. PPE may include the use of impermeable gloves, goggles or face mask, respirators, safety glasses, gowns, caps and shoe covers

Responsibilities:

A. Employee Responsibilities
- Attend and participate in all related TB and respirator training and comply with training requirements
- Comply with established TB pre exposure and post exposure testing requirements
- Comply with procedures for respirator fit test requirements, usage, storage and inspection
- Report any known defect or difficulty in respirator usage to the Shift Supervisor.
- Report any known or suspected exposure incidents to his/her supervisor immediately and complete Incident Report as required
- Comply with medical follow up recommendations / treatments and reports progress to appropriate administrative contact regularly.

B. Supervisor Responsibilities
- Review incident report for completeness
- Determine need for First Report of Accident or Injury/Illness
- Notify Infection Control contact of possible exposure and employee involved
- Notify safety officer of possible exposure
- Determine employees suitability for continuing shift duties

C. Program Manager
- Coordinates TB testing and medical evaluation forms for new hires.
- Coordinates follow up TB testing for existing employees.
- Coordinates original Fit Testing and follow up fit testing as required.

- Ensures all new employees are oriented to the program and trained in the use and care of PPE issued equipment prior to deployment to the field.
- Collects and maintains TB Test Roster for all employees and maintains the most current date of TB testing or a waiver for each employee in the database.
- Collects and maintains fit test data and reviews fit test techniques for compliance.

D. Program Manager / Training Manager or Designee
- Fit Tests new employees upon presentation from Training Manager
- Maintains respirator and fit test kit supply inventory
- Reviews program annually and makes revisions as necessary

Risk Assessment:

Current risk stratification estimates based on data obtained from both hospital infection control directors and Leon County Health Department Officials of actual cases of reported active TB place LCEMS Employees are reviewed annually. Current practice is to conduct Quantiferon-TB Gold (QFT-G) testing at the time of employment, annually thereafter, and after a documented exposure event per OSHA and CDC standards. Employees are permitted to refuse testing subsequent to pre hire evaluation but must complete and sign a waiver; an employee may change their mind at any time and continue with annual or semi annual precautionary testing if initiated due to increased frequency of contact.

LCEMS Employees who are determined to be at increased risk of exposure to TB include those employees in direct care settings and initiating high risk procedures, those employees include:

- Emergency Medical Technicians
- Paramedics
- Controllers
- Supervisors
- Licensed Administrators

Some examples of high risk procedures are:

- Transporting patients in an enclosed patient care area of an ambulance
- Oropharyngeal Suctioning
- Stoma Suctioning
- Intubation
- BIAD Initiation and placement
- Procedures that induce a cough

Non licensed LCEMS employees who do not work in patient care areas and do not perform any direct patient care are not considered at risk. Examples of these employees are:

- Office clerical staff
- Logistics technicians

Control Procedures and practices:

A. Immediately available universal precautions, respirators and other OSHA/NIOSH approved PPE barrier devices designed to physically shield the wearer from contact with contaminated surfaces or environments.

B. Environmental filtration devices and precautions that function to eliminate airborne particulates from recirculation throughout a closed environment.

C. Decontamination of work surfaces with OSHA approved cleaners specifically formulated and tested then supplied for use in the patient care arena.

D. Training in the specific use of personal protective equipment. How, when and where personal protective practices must be employed so as to provide a maximum level of effectiveness and safety for the user.

E. Continuing education in TB treatment modalities and evolving trends in healthcare for patients with TB.

E. Interactive Quality Management and direct medical oversight of suspected exposures and oversight of the clinical management of patients.

G. Effective and timely infection control feedback from receiving hospital staff if a documented exposure occurs, clinical follow up from health care provider for evaluation of employee exposures for treatment recommendations.

H. Pre-employment employee exposure testing by providing either a blood assay for mycobacterium tuberculosis (BAMT) or two step tuberculin skin test (TST) for baseline and post exposure follow up testing as part of a monitoring program.

I. Initial and continued fit testing of employees for respiratory personal protective equipment using OSHA/NIOSH standards and practices to correctly train and fit employees prior to deployment to the field and after any significant perceptible change in employee facial symmetry or significant weight gain or loss of more than 20 # while in continued employment.

LCEMS maintains an aggressive, comprehensive, respiratory protection standard that involves training in the use, cleaning, care and fit testing of respiratory equipment for its employees against respiratory threats occurring in the environment from both natural and manmade threats. Specific guidelines of this program can be found in the Respiratory Protection Guidelines located in the services general operating guidelines.

Control Technique: (Ground Ambulance Transport)

A. Upon presentation of a patient that exhibits signs and symptoms of TB immediately move upwind of the patient and increase distance; if practical initiate universal precautions.
B. Ask patient if they have TB or have ever had or been treated for TB.
C. Immediately retrieve and don the appropriately sized N-95 respirator mask and verify correct fit.
D. Place surgical mask over patients mouth and nose and consider the use of oxygen via non rebreather mask at sufficient flow
E. Place ambulance ventilation system in non recirculation mode or turn off and open windows to maximize outdoor air intake.
F. Turn on exhaust fan.
G. If vehicle uses HEPA filtration system filters, maximize airflow through filter elements by increasing fan speed.
H. Airflow should ideally flow from the front of the vehicle past you then over the patient then either out the back windows, or out of the rear vent or through the HEPA filter before recycling back into the patient care compartment. If possible physically separate the front compartment from the patient care area by closing the door or window between the two areas.
I. Notify the receiving facility of a possible TB patient and follow the directions from staff about transfer inside of the facility.

Control Technique: (Transfer to another service)

A. Upon presentation of a patient that exhibits signs and symptoms of TB as above, that will be packaged by LCEMS for transfer by a secondary service to their ultimate destination. Initiate the above guidelines and inform the receiving service of the possibility of TB. Mask the patient as above and provide full patient care summary.

Training:

A. Continuing TB education is provided to employees during yearly annual training and includes the most current Center for Disease Control data available at the time of training. TB fact sheets are distributed and guidelines for care are reviewed for consistency. Face mask donning guidelines are reviewed and hands on practices are held by applying N-95 respirators and

tight fitting respirators according to manufacturer's instructions. Guidelines for environmental control of patient care compartment and HEPA air filtration techniques. Education in the proper cleaning of environmental areas and the use of appropriate disinfectants.

Exposure Incident Reporting:

Exposure incident reporting is outlined in the LCEMS policy and procedure manual and exposures must be reported even in cases where full protection was used in order to determine exposure frequency. This information is used to determine risk stratification and the need for possible increases in group TB testing frequency. If a shift supervisor, acting shift supervisor or program manager is notified of a bona fide exposure incident by hospital infection control after a patient transport has been completed, the supervisor will immediately notify involved employees and send them to the appropriate facility for medical evaluation and follow up TB testing if indicated.

Medical Surveillance:

Medical surveillance by the county's authorized workers comp medical provider will be initiated and provided for all employees who have occupational exposure to TB. This surveillance will include appropriate medical interview, documentation and baseline evaluation for risk of exposure. This medical surveillance may also include:

- Baseline TST or BAMT testing
- Annual or semi annual TST or BAMT retesting
- Medical evaluation and follow up for employees when an employee has documented unprotected contact with a known active TB case where contact has been determined by a medical practitioner to suggest infection.
- Medical Evaluation when an employee has a skin test conversion or positive BAMT finding.
- Medical treatment and monitoring for an employee if he or she develops LTBI or Active TB disease as a result of an occupational exposure.

Written Program

This document is part of LCEMS's SOG manual which is readily available to all employees on all shifts. It will be reviewed and revised annually and as necessary by the Program Manager and the Deputy Chief of Clinical Affairs. It will be made available upon request to designated employee representatives, OSHA and NIOSH officials.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Hazards
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for reporting hazards.

II.GUIDELINE:

All employees have a responsibility to immediately report hazardous conditions to LCEMS Command Staff. Employees are required to report conditions and situations that may cause danger to patients, employees and / or the public. Further, employees are encouraged and supported to provide suggestions on how to improve overall safety. This policy does not replace and is not a substitute for other policies that require mandatory reporting.

III. PROCEDURE:

- Employees will provide written documentation of the hazardous condition to the on duty Shift Supervisor. The employee should also make verbal contact with the on duty Shift Supervisor, who can then determine the immediate nature of the condition and corrective action necessary.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Safety Vests
Effective:	August 21, 2006
Reviewed:	November 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidelines for the use of high visibility safety vests compliant with The Code of Federal Regulations Title 23 (Highways) Part 634., known as the "Worker Visibility Rule".

II.GUIDELINE:

All field employees shall utilize their issued high visibility safety vest in accordance with this SOG and the County safety policy.

III. PROCEDURE:

- All field employees will be issued an ANSI / ISEA 107 or ANSI / ISEA 207 high visibility safety vest. It is the responsibility of the employee to bring the vest to work with them each day and to maintain the vest in an acceptable condition. High visibility safety vests shall be returned to the County by the employee upon termination of employment.

- High visibility safety vests shall be worn as the outermost garment in the following situations:

    - All incidents located on a roadway, median or side of a roadway, or other areas where vehicles will pass nearby, including vehicle collisions and medical incidents.
    - All mass causality incidents or drills
    - Any incident where the crew deems a need for increased visibility
    - As directed by a supervisor

- When engaged in operations that may result in direct exposure of flame, fire, heat, and/or hazardous materials; the personal protective, retro-reflective "turn-out" gear shall be worn in lieu of the high visibility safety vest. Examples would include a vehicle collision where active extrication is taking place.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Sanitation and Cleaning
CAAS:	203.01.02
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide cleaning and sanitation guidelines.

II.GUIDELINE:

A superior state of cleanliness and sanitation will be constantly maintained on all ambulances.

III. PROCEDURE:

- Each ambulance will be thoroughly cleaned in accordance with the Bloodborne Pathogens Exposure Control Plan, Housekeeping Section.
- Each in-service ambulance will be washed and cleaned on each shift. Cleaning will include, but not be limited to, a wipe down of all interior surfaces, sweeping, mopping and removal of all garbage, marks, etc. from all surfaces. Exterior surfaces will be washed if the ambulance is visibly soiled.
- After each patient transport, or anytime a patient is brought into the back of the ambulance, the crew will visually inspect the ambulance and clean interior surfaces as appropriate.
- The exterior of the ambulance will be cleaned by the crew assigned to that vehicle whenever there is visible dirt on the vehicle and weather permits.
- All reusable equipment will be cleaned after each use with germicidal disposable wipes in accordance with the manufacturer's guidelines.
- Special detail will be given to vehicles/equipment that has come into contact with patients with communicable diseases.
- Ideally, ambulances will be stripped of equipment, fully decontaminated and waxed outside once every six months.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Workplace Safety
Effective:	June 1, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	4
Pages:	8

I. PURPOSE:

Leon County Emergency Medical Services have established a series of safety policies to control hazards and minimize the risk of workplace injuries & illnesses. It is the expectation of LCEMS that these policies are observed and followed at all times.

While the list of safety policies appears to be comprehensive, every loss producing exposure may not be addressed. We ask that all hazards not addressed in these policies be reported to the on-duty supervisor so that LCEMS can take appropriate corrective action. LCEMS welcomes active participation by all employees in the ongoing development and review of these safety policies to ensure they adequately meet our needs.

The following policies have been established for Leon County Emergency Medical Services. While the policies listed here are general, more specific policies are in place where needed.

II.GUIDELINES:

All areas

Safe Workplace Conditions

- Fire extinguishers and first aid kits will be provided for all work areas including company vehicles.
- Smoke detectors will be provided in all crew quarters.
- Circuit breaker protected multi-outlet strips shall be provided for multiple appliance loads.
- Seatbelts shall be provided in vehicles at all approved seating positions.
- Hand trucks and/or dollies shall be available.

Personal Protective Equipment

- Gloves, masks, eye protection and gowns will be provided in appropriate areas for protection against bloodborne disease.

- "Universal precautions" using appropriate personal protective equipment must be taken whenever blood or body fluids are present.

- PPE will be worn by all responders entering a vehicle or in area immediately around vehicle during patient extrication

Safe Work Practices

- Report all unsafe conditions to your supervisor.

- Report all occupational accidents, injuries and illnesses to the Shift Supervisor.

- Horseplay and use of intoxicating substances is prohibited.

- Smoking, tobacco products, and electronic cigarettesare prohibited in all LCEMS buildings and vehicles. Further tobacco and electronic cigarette use is prohibited by all LCEMS employees while on duty.

- If fire occurs, employees must place safety for themselves and others ahead of concerns for vehicles and property.

- Any fire, which cannot be quickly extinguished, must be reported to 9-1-1 and the building evacuated.

- If fire occurs in a moving vehicle, stop in a safe area and request assistance by radio or cellular phone, then ensure that engine and all electrical circuits are turned off.

- Employees shall not attempt to fight fuel fires.

- If vehicles or buildings are abandoned due to spreading fire, withdraw at least 1500 feet due to hazard from rupturing oxygen/compressed gas cylinders.

- Fire extinguishers shall be maintained, tested and recharged at appropriate intervals and kept accessible at all times.

- Fire extinguishers should only be operated by employees trained in their use.

- Fire extinguishers may be used on small fires after all occupants have exited the vehicle.

- Smoke detectors must be operational at all times. Battery removal or other means of disabling smoke detectors is strictly prohibited.
- Worn or frayed wiring shall be promptly reported for repair or replacement.
- Exits shall be kept clear, well lit and will be able to be opened from the inside without taking extra steps to unlock the door.
- Open doors slowly, stand to one side when approaching doors that open towards you.
- Excessive paper shall not be stored in work areas.
- Aisles and hallways to be kept clear at all times.
- Hand carts and dollies shall be available for heavy loads.
- Work, break and storage areas shall be kept clean, orderly, clear of debris and floor storage and electric cords at all times.
- Cords and cables are to be secured out of the way to prevent tripping and fraying hazards.
- File cabinets must have only one drawer open at a time. Close drawer when finished.
- Empty file cabinets shall be filled bottom to top.
- Keep hands clear when closing all drawers.
- Desk chairs shall be adjustable.
- Computer terminals shall have adjustable positions.
- "No glare" screens may be provided when requested as appropriate.
- Padded wrist rests, adjustable keyboards and document stands (holders) may be made available to employees performing four or more hours of keyboard entry per day as appropriate.
- Telephone headsets or padded cradles may be provided to those employees spending four or more hours per day on the telephone as appropriate.

- In locations where disinfectants are used, closed containers shall be provided and placed away from food preparation areas.

- Spilled liquids or dropped ice shall be cleaned up immediately.

- Where disinfectants, petroleum products and chemicals are used, closed containers shall be provided with appropriate identification and hazard prevention information.

- Employees shall use caution and personal vigilance to prevent hand injuries when moving compressed gas cylinders.

- Approved cylinder hand trucks shall be used whenever possible when moving large compressed cylinders ("M" or "H" type).

- Security chains must be adjusted and re-attached after moving compressed gas cylinders.

- Valve caps (threaded protective covers for use on large compressed gas cylinders) shall be used on all "M" cylinders and "H" cylinders.

- Seatbelts shall be worn at all times except when providing specific patient care which prevents such use.

- Driver shall systematically scan for potential hazards in the near, middle and far zones ahead of the vehicle.

- Driver shall make gradual and smooth lane changes, signaling well in advance.

- Driver shall maintain a safe following distance behind the car ahead, adjusting distances in response to actions of other drivers.

- Driver shall practice defensive driving at all times.

- Driver shall not exceed posted speed limits or speed safe for conditions.

- Driver shall not operate a motor vehicle when too tired to do so safely.

- Drivers shall only back with a ground guide. If alone, driver must exit vehicle to check behind before reversing.

- Employees must be certain fingers and hands are clear before closing vehicle doors.

- Employees shall not attempt to lift loads heavier than their ability. Assistance must be obtained prior to moving overly heavy loads.

- When necessary to lift and turn at the same time, employees shall move feet rather than twisting torso whenever possible.

- Lift properly using bent knees and straight back.

- Vary position periodically during prolonged activity.

- All portable ladders shall be maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play.

- Top steps of ladders shall never be used as steps.

- Metal ladders shall not be used around electrical equipment.

- All tools and equipment (both Company and employee-owned) used by employees at their workplace shall be in good condition at all times. All equipment must conform to applicable safety and industry regulations.

- Employees are required to follow need stick prevention procedures and policies in accordance with the revised Bloodborne Pathogens Standard and Needle stick Safety and Prevention Act (PL 106-430).

EMS Operations

Safe Workplace Conditions

- Impervious needle disposal containers and red plastic Biohazard bags shall be provided on every ambulance.

- Oxygen cylinder dollies will be available at locations where main tanks are changed.

- Waterless hand cleaner for use in the field shall be provided.

- HazMat reference materials and protective specialized equipment appropriate for treating exposed patients shall be provided.

Personal Protective Equipment

- Gloves, masks, eye protection and gowns shall be available at all times in the ambulance for protection of the employees

Safe Work Practices

- Smoke detectors shall be maintained in all crew quarters.

- Stretchers shall be serviced at regular intervals in accordance with manufacturer's instructions. Employees must report to their Shift Supervisor any equipment in need of repair.

- During Code 3 operation, driver shall never drive faster than is safe for conditions with due regard for the safety of all persons using the highway.

- During Code 3 operation, driver must continuously exercise due regard for the safety of all persons using the highway.

- During Code 3 operation, driver must come to a complete stop at every stop sign or red light, proceeding slowly through the intersection after obtaining clear passage with due regard for the safety of all persons using the highway.

- During Code 3 operation along the shoulder of a highway, the driver must slow and proceed only when safe to do so with due regard for the safety of all persons using the highway.

- Employees shall keep windows tightly shut when the siren is in operation.

- The ambulance shall be parked out of the line of traffic, whenever possible at the scene, and shielded by other emergency vehicles.

- Double-bag infectious waste in red Biohazard bags and dispose of at designated facilities in appropriate receptacles.

- Employees shall wash their hands after every patient contact, using waterless hand cleanser when running water is not available.

- When unloading a patient, employee shall confirm that the stretcher is locked prior to transferring weight to lowered wheels.

- The inclined loading position of the stretcher shall only be used to load and unload; never to roll for any distance.

- Employees shall obtain assistance whenever they hand collapse stretchers.

- When moving patients, employees should take advantage of every opportunity to brace or otherwise support their upper torso.

- Crews shall seek assistance, whenever possible, when carrying patients downstairs.

- Employees shall not place themselves in hazardous extrication situations.

- Crews should stage their vehicle some distance away from unsecured crime scenes and not approach until advised by dispatch that the scene is "secure".

- Employees should request police assistance any time they believe they are in danger of assault by patients or bystanders.

- Employees should plan an "escape route" whenever interacting with a disturbed patient; similarly allowing the patient a perceived route of "escape".

- Crews should clearly identify themselves and their mission to people present in potentially threatening situations.

- If physically assaulted, employees must **Retreat** if possible, and summon assistance using **Defensive** physical techniques only (dodge, deflect, block, etc.). Offensive techniques (punch, jab, kick, etc.) are only to be used if cornered with no escape route and being physically assaulted.

- Crews should approach all scenes with caution, alert to the possible presence of unrecognized hazardous materials.

- If first on scene of a HazMat incident, crews must withdraw an appropriate distance as trained. Request additional assistance, isolate the scene, and deny entry.

- Employees must remain in the cold zone at all times during HazMat incidents and must only care for properly decontaminated patients.

- Employees shall utilize incident - specific advice from Poison Control vs. HazMat officials when determining decontamination requirements and secondary contamination risks to themselves and others, when no other Public Safety representative is available.

- Employees shall at all times function in accordance with company and jurisdictional HazMat policies.

Personal Protective Equipment

- Employees shall wear appropriate personal protective equipment when exposed to blood and specific body fluids when performing procedures.

- Employees shall wear latex gloves, surgical masks, protective eyewear, waterproof shoe covers and biohazard - type impervious gowns when the potential for exposure exists and as outlined in the bloodborne pathogen exposure control plan.

- Employees using high-level disinfectant solutions to treat airway/ventilation instruments are required to wear impervious gloves and eye protection when exposed to solution.

- Employees shall wear protective clothing and helmet when circumstances indicate their usage.

- Employees shall carry on their person or be within contact distance of their radio and pager at all times for response call outs and when away from their station, must carry their radio and pager on their person at all times if active on a ambulance.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Critical Care Team Personal Protective Equipment

Effective: July 15, 2012

Reviewed: December 2012, December 2015, December 2018

Revision: 1

Pages: 7

I. GUIDELINE:

Leon County EMS will provide Critical Care Paramedics (CCP) with the personal protective equipment (PPE) necessary to protect themselves from exposure to infectious diseases at no cost. The PPE must be worn as specified in the Personal Protective Equipment List. LCEMS shall repair or replace any lost, stolen, or damaged Emergency Medical Services- issued PPE at no cost to the employee/trainee. (Reference All Employee Personal Protective Equipment SOG 305.00).

II. PROCEDURE

1. Equipment

   PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride alongs, etc) on board the emergency vehicle. Due to the length of some Critical Care transports, sufficient amount of PPE shall be provided for the CCP(s). LCEMS shall maintain the following items in all emergency vehicles:

   - Disposable Impervious Gowns
   - Face mask/Eye Shield Combination Devise
   - Disposable Exam Gloves of various sizes
   - Waterless Handwash
   - Bio-Hazard bags with Warning Labels
   - Puncture Resistant Sharps Container
   - Portable Puncture Resistant Sharps Container (in carry in equipment)
   - Pair Protective Eyewear (Goggles)
   - High Level Disinfectant Solution

2. Compliance Monitoring

   - In such cases when circumstances preclude the use of PPE as outlined herein (danger to self/patient, or an impairment in the ability for the CCP to provide timely care to the patient), the CCP(s) shall document the incident in writing and submit the report to the Deputy Chief of Administration. This report will be required whether or not the CCP

perceives that an actual exposure occurred or not. The Deputy Chief of Administration shall review all such incidents on a case-by-case basis to determine the appropriateness of the CCP's actions and if any change in procedures or policies should be considered. In the event that any CCP is discovered to not have their PPE accounted for as stated previously, or any CCP is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

3. Procedures for Preventing Exposures

- Universal Precautions for ALL Patients.
- Precautions for Patients With Known Infectious Diseases
  - In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the CCP(s) will be provided with all appropriate information. The CCP(s) will receive all information that has been provided to the LCEMS dispatcher.
  - The CCP(s) will return to Head Quarters to pick up any PPE supplies required for the transport.
  - Upon arrival at the pickup facility, the CCP(s) shall confirm the infectious condition of the patient, and any specific precautions to be aware of.
  - Upon arrival at the receiving facility, the CCP(s) shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

4. Specific Isolation Guidelines

Strict Isolation

Diseases: Abscess (unknown etiology), draining wounds, major burns, Diphtheria, disseminated Herpes Simplex, Impetigo, Meningitis (unknown etiology), Pediculosis (lice), Pneumonic Plague, Pneumonia, Rabies, Rubella, Scabies, Smallpox, Chicken Pox, Shingles, etc.

Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (all persons in unit), and protective eyewear. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after the patient is removed.

Respiratory Isolation

Diseases: Epiglotitis, Measles, Meningitis (H, flu/Meningococcal), Mumps, Pertussis, Pneumonia, ***Tuberculosis***, SARS, etc.
Precautions: Gloves (all persons in unit), HEPA particulate mask (all persons in unit), protective eyewear (all persons in unit), mask on patient if coughing, when possible. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be aired out five (5) minutes after patient is removed and any surfaces contaminated with infective material must be disinfected.

Blood and Body Fluid Precautions

Diseases: AIDS, HIV positive, Hepatitis-B, Hepatitis non-A/non-B, tick fever, Creutzfelt-Jakob Disease, Malaria, Rat Bite Fever, Syphilis, etc.
Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (only if possibility of the patient's blood or body fluids to be aerosolized or splashed), and protective eyewear. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after patient is removed.

Drainage and Secretion Precautions

Diseases: Abscess (unknown etiology), draining wounds, major burns, skin infections, Anthrax, Cellulitis, Gangrene, Cytomegalovirus, Endometriosis, Herpes Simplex, Herpes Zoster, Bubonic Plague, Pneumonia, Scarlet Fever, Syphilis, Tuberculosis, Chicken Pox, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. All surfaces

contaminated with infective material must be disinfected after the patient is removed.

Enteric Precautions

Diseases: Amebic Dysentary, Cholera, Diarrhea, Encephalitis, Salmonella/Shigella Poisoning, Hepatitis-A, Viral Meningitis, Poliomyelitis, Typhoid Fever, Viral Pericarditis, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Gloves must be removed and sanitizer gel used after touching patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

5. Guidelines For Specific Medical Procedures

Endotracheal Intubation / King Airway Insertion
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Suctioning
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Intravenous Access
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Needle Thoracostomy
- Personnel performing this procedure must wear gloves and protective eyewear
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Mouth-to-Mouth Ventilation
Employees should not perform direct mouth-to-mouth ventilation at any time.
Other adjunctive devices such as pocket masks, bag-valve-mask devices, or demand valves should be utilized in lieu of making direct skin contact with patients with unknown infectious disease status.

Mouth-to-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.

Bag-Valve-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.

Intraosseous Insertion
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

OB Deliveries
- Personnel performing this procedure must wear gloves, mask, gown, and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask, gown, and protective eyewear.

Bleeding Control with spurting blood
- Personnel performing this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only gloves are required.
- Personnel assisting with this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only gloves are required.

Bleeding Control with minimal bleeding
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Cariopulmonary Resuscitation (CPR)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intramuscular (IM), Subcutaneous (SQ), and Sublingual (SL) Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Nebulized Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intravenous Medications (IVP)

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Arterial Blood Gas Sampling (Restricted to MD or RT)
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Blood Transfusion
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Chest Tubes
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Emergency Escharotomy
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Homodynamic Monitoring (Including: CVP monitoring, Arterial Line/BP monitoring, Swan Ganz monitoring (must have Critical Care Nurses)
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

ICP (Increased Intra-Cranial Pressure) Monitoring
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Ventricular Assist Device
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

I-Stat
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Pericardiocentesis
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Temporary Cardiac Pacing
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Tracheostomy Care

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Venous Access Devices

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Ventilator

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Securing Weapons
Effective:	October 2016
Reviewed:	October 2016, December 2018
Revision:	1
Pages:	4

I. PURPOSE:

It is the policy of Leon County to provide a work environment that is reasonably safe, secure, and free from threats, intimidation, abusive behavior, and physical violence. The purpose of this Standard Operating Guideline is to provide a process for securing any weapons that a patient may have with them to provide a safe environment for the patient, crew, and others. Patient and crewmember safety is the main concern of LCEMS. Patients, crewmembers, and others transported in a Leon County ambulance may not carry or possess on their person any weapon as defined in this policy, unless they are non-patient law enforcement officers acting in their official capacity.

II. GUIDELINES:

The safety and security of LCEMS personnel and patients is the primary purpose of this guideline. If at any time a crew member feels threatened, notify law enforcement, stop the vehicle, and evacuate as necessary.

A weapon is defined as any device that can be used to inflict great bodily harm, such as a sharp edged instrument, dirk, billie, metallic knuckles, tear gas gun, chemical weapon, Taser or other electrical device, firearm, other deadly weapon carried on or about a person.

Document on an incident report all activities and actions taken regarding weapons security including final disposition, names of all persons involved (including security or law enforcement personnel), and any actions or decisions by the patient that may have or potentially did adversely affect patient care or cause a potentially unsafe environment. Information concerning firearm ownership may not be entered into a patient's health record.

EMS personnel should NOT attempt to determine if a patient is "authorized" to carry a concealed weapon. That determination should be made by the appropriate law enforcement authorities.

EMS personnel should NOT attempt to unload or render any weapon "safe", even if the EMS personnel are familiar with the weapon. Any manipulation of the weapon may increase the risk of an accidental discharge. These activities should be conducted in a controlled environment by security or law enforcement personnel, rather than in the confined environment of an occupied ambulance.

III. PROCEDURE:

1. Specific activities at the home:

a. EMS personnel shall have the authority to inquire about the possession of presence of a firearm, if they in good faith believe that it is necessary to the treatment of a patient during the course and scope of a medical emergency or that the presence of possession of a firearm poses an imminent danger or threat to the patient or others.

b. If the patient is obtunded, impaired, or lacks decisional capacity and is known to be or is discovered to be armed with a weapon:

1) Contact law enforcement and ask them to secure the weapon.
2) If it can be performed safely, have a family member secure the weapon at the home appropriately.
3) If a weapon is secured by law enforcement, once at the hospital, be sure to notify the family of which law enforcement agency has secured the weapon.

c. If the patient is conscious, alert, and oriented to person, place, and time, and is known to be or is discovered to be armed with a weapon:

1) Ask the patient to secure the weapon or ask a family member to secure it, if it can be performed safely.
2) If in a public place, ask if there is a place to secure the weapon such as a vehicle gun safe.
3) Request law enforcement to respond and ask law enforcement to secure the weapon.
4) Note that you will be asking the patient to voluntarily surrender their weapon and it will be necessary to explain that as a matter of LCEMS policy, weapons cannot be carried in the ambulance.
5) If the patient refuses to surrender their weapon, call law enforcement to respond and explain that refusing to surrender the weapon may constitute refusal of services. If the patient is unstable or potentially unstable, law enforcement should be called to help with the situation and facilitate the securing of the weapon.

If the patient is stable and refuses to surrender their weapon, explain that as a matter of policy they cannot be transported by ambulance and proceed with the standard refusal paperwork.

2. Specific activities if an EMS crew member discovers a weapon en-route in the ambulance:

a. <u>If the patient is obtunded, impaired, or lacks decisional capacity and is discovered to be armed:</u>

1) Secure the weapon within a holster if it is already contained in a holster. Do not remove it from the holster or manipulate the weapon in any way. If the weapon is not contained in a holster, carefully hold the weapon by the handle and point it away from the patient or crew members at all times.
2) Secure the weapon in a locking compartment in the ambulance. Be sure that the weapon is stabilized so that it does not move during transport and that it is pointed away from the patient and all crew members.
3) Request a law enforcement officer to meet you en-route to help secure the weapon.
4) Be sure to advise EMS partner that a weapon has been secured in the ambulance.
5) Be aware that a patient in possession of a weapon may have been trained in weapon retention techniques. As a result, any movement to secure the weapon from them may be met with resistance. Be calm, reassuring, and give notice to the patient that their weapon is being secured for their safety and the safety of EMS crews. Let the patient know that they weapon will be returned to them by law enforcement or hospital security upon their discharge from the hospital.
6) DO NOT become involved in any use of force to remove a weapon. If you meet with resistance, contact law enforcement immediately. If the environment is unsafe, then evacuate the ambulance. Refrain from the use of an electrical therapy in the treatment of a patient with a known weapon on their person. Inform the patient in a professional manner that refusal to surrender a weapon may adversely affect their medical treatment and may result in delays in transport.

b. <u>If the patient is conscious, alert, and oriented to person, place, and time, and is discovered to be armed:</u>

1) Ask the patient to remove the weapon from his person inside a holster, if it is in one. Then secure the weapon into a locking compartment in the ambulance without manipulating any parts of the weapon or attempting to unload the weapon of make the weapon “safe”.
2) Secure the weapon in a locking compartment in the ambulance. Be sure that the weapon is stabilized so that it does not move during transport and that it is pointed away from the patient and all crew members.
3) Request law enforcement to respond and ask law enforcement to secure the weapon if needed.
4) Be sure to advise EMS partner that a weapon has been secured in the ambulance.
5) Be calm, reassuring, and give notice to the patient that their weapon is being secured for

their safety and the safety of EMS crews. Let the patient know that they weapon will be returned to them by law enforcement or hospital security upon their discharge from the hospital.

6) DO NOT become involved in any use of force to remove a weapon. If you meet with resistance, contact law enforcement immediately. If the environment is unsafe, then evacuate the ambulance. Refrain from the use of an electrical therapy in the treatment of a patient with a known weapon on their person. Inform the patient in a professional manner that refusal to surrender a weapon may adversely affect their medical treatment and may result in delays in transport.

7) Report to the receiving hospital that security is needed upon arrival to take possession of a weapon of a patient.

3. Upon arrival at the hospital:

1) EMS crew must have hospital security or law enforcement take possession of the weapon once the patient has been removed from the ambulance.

2) Advise the patient and/or family to contact hospital security or law enforcement upon discharge to retrieve the weapon.

3) In the event that a patient still possesses a weapon upon arrival at the hospital, be sure that hospital security and law enforcement have been notified and instructions received prior to taking the patient into the emergency room.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Airport Transfers
Effective:	November 1, 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To establish guidelines for transports to Tallahassee Regional Airport for continued transport via fixed wing or rotor wing aircraft.

II. GUIDELINES:

All prescheduled transports to and from the Tallahassee International Airport are by nature non-emergency and do not usually require the use of lights and sirens. However rare circumstances may exist that warrant the use of lights and sirens.

III. PROCEDURE:

1. The crew will work within the parameters of care for the particular patient condition encountered. Generally only non-emergency transport is required when en route to the airport with patient and aircrew.

2. Requests by an air flight crew for lights and siren transport to the airport must be medically necessary and approved by the on-duty supervisor prior to upgrading.

3. Airport transports of an organ harvest team with a harvested organ onboard are acceptable candidates for emergency transport mode (refer to SOG 215.00).

4. Crews that drive up on an accident with a transfer patient on board may stop if their patients care is not compromised. Crews that drive up on an accident while returning with flight crew members and no patient, must stop and render aid until other units arrive to take over patient care appropriately.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Approved Medical Equipment
Effective:	January 1, 2004
Reviewed:	October 2005, May 2008, December 2012, December 2015, December 2018
Revision:	4
Pages:	1

I. PURPOSE:

To provide Medical Director approval for cervical immobilization, rapid blood glucose monitoring, nebulized breathing treatment equipment and 12 Lead EKG transmission by Leon County E.M.S.

II. GUIDELINE:

- Cervical Spine Immobilization – The following equipment is approved for use on adult and pediatric patients requiring cervical spine immobilization.

  Cervical collars – AMBU Perfit ACE – Adjustable Collar - Extrication
  AMBU Mini perfit ACE – Adjustable Collar – Extrication

  Cervical Immobilization Device – AMBU Head Wedge

- Rapid Blood Glucose Monitoring – The following device is approved for use on adult and pediatric patients requiring blood glucose monitoring.

  Glucometer – Ascensia Elite Blood Glucose Monitor; or
  Ascensia Contour Blood Glucose Monitoring System

- Nebulized Breathing Treatment – The following device is approved for use on adult and pediatric patients requiring nebulized breathing treatments.

  Nebulizer – Curaplex small volume nebulizer

  Medications - Atrovent
  Albuterol

- 12 Lead EKG transmissions – Leon County E.M.S. Paramedics are permitted to transmit 12 lead EKGs to the emergency departments via modem connections. Furthermore, all cardiac monitors will be equipped with strip chart recorders.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	BA 52 Patient Transports
Effective:	November 1, 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To provide guidelines for safe transportation of "Baker Act" patients to continuing care facilities from acute care facilities.

II.GUIDELINE:

All "Baker Act" patients transported by Leon County EMS will be evaluated by the EMS crew prior to departing the Emergency Department for possible safety or elopement issues prior to assuming care of the patient in the Emergency Department.

III. PROCEDURE:

1. The EMS crew transporting a "Baker Act" patient to another facility for continuation of care will, prior to assuming care, evaluate the patient in the Emergency Department for safe transport.

    A. The charge crew member will make contact with the P.E.R.P. staff and receive a brief report on the patient's mental status and determine if crew safety issues are present as determined by patient behavior.

    B. If patient behavior issues are present and the crew members feel that transport by EMS would be unsafe for the crew members, the crew member in charge will then contact the on-duty supervisor and advise of the situation.

    C. The on-duty supervisor will then proceed to the Emergency Department and make a "go" / "no go" decision for transport via EMS.

    D. If a "no go" decision is reached by consensus between the transporting crew and the on-duty supervisor then the patient will be refused transport by EMS and law enforcement will be summoned.

    E. Once a "no go" transport decision has been made by the on-duty supervisor, the patient will no longer qualify for transport by EMS for the duration of the patient's Emergency Department stay.

    F. Any patient transported by EMS must be searched by Emergency Department Security for weapons or contraband both on their person and in their belongings

prior to EMS transport.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Blood Alcohol Sampling
Effective:	May 15, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To provide guidelines for LCEMS personnel asked to perform blood sampling by law enforcement personnel.

II.GUIDELINE:

Paramedics may, at the request of law enforcement personnel, obtain a blood sample for the purposes of legal blood alcohol testing. Requests for blood testing only should be reported to the on duty supervisor and the Deputy Chief of Operations. The request shall be considered a low priority and will only be fulfilled when there are a satisfactory number of EMS units available based on operational demand.

III. PROCEDURE:

Section 316.1932(1)(f)2.a. Florida Statues (2012), "Only a physician, certified paramedic, …acting at the request of a law enforcement officer, may withdraw blood for the purpose of determining the blood alcohol content thereof or the presence of chemical substances or controlled substances therein…" **DRAWING A BLOOD ALCOHOL SAMPLE SHOULD NOT DELAY TRANSPORT OF A CRITICAL PATIENT.**

1. The EMS patient care report (PCR) shall contain the following information:
    a. A blood alcohol kit was used.
    b. Betadine (povidone-iodine) solution (or hydrogen peroxide/acetone if allergic to iodine) was used for the skin preparation.
    c. Name of law enforcement officer requesting blood sample
    d. Time of draw.
    e. The paramedic completing the blood draw should be the one to complete the PCR and sign it.
2. All blood samples taken shall be surrendered to the requesting law enforcement officer.
3. The paramedic:
    a. May be required to obtain multiple samples

b. Shall obtain a minimum of two samples per person/per draw.
c. Shall render emergency medical service or treatment as necessary prior to the drawing of the blood and alcohol samples.
d. Shall obtain blood alcohol samples only at the request of a law enforcement officer, either in the field or upon arrival in the Emergency Department.

4. Blood specimen collection instructions:
    a. The blood specimen must be drawn by a paramedic. The blood draw must be at the request of a law enforcement officer, and observed by that officer.
    b. The officer will remove the parts of the kit and hand them to the paramedic drawing the blood as needed. Two vials from the kit will be filled with blood. **NOTE: The tube marked CONTROL will remain in the kit at all times. It will not be used for the collection of blood**
    c. The paramedic drawing the blood should use the pad provided in the kit to clean the area where the needle is going to be inserted. If the provided pad is not used, make sure that a non-alcoholic solution is used. The foil envelope that the swab came in should be placed back in the Biological Specimens box. The swab may be disposed of by the paramedic drawing the blood.
    d. The paramedic drawing the blood should hand the vials back to the officer as they are filled. The officer should gently rock the vials (at least 10 times) to mix the anticoagulant with the blood. Do not shake them vigorously!
    e. The paramedic drawing the blood may now dispose of the needle and holder along with any other contaminated parts not needed as evidence.
    f. The paramedic that drew the blood must sign the Blood Collection Form (section three: Certification of Blood Withdrawal).
    g. The officer is responsible to complete steps 7 – 10 noted on the instruction form noted on the kit.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Aquatic/Water Rescue
Effective:	January 15, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

Leon County Emergency Medical Services have established a series of safety policies to control hazards and minimize the risk of workplace injuries & illnesses. To provide guidelines for how personnel should react at a scene involving a water rescue. It is the expectation of LCEMS that these policies are observed and followed at all times.

II. GUIDELINE:

For the purpose of emergency response, a water rescue shall be defined as any incident that involves the removal of victim(s) from any body of water other than a swimming pool. This shall include rivers, creeks, lakes, washes, storm drains, or any body of water, whether still or moving. EMS personnel are not routinely trained nor equipped to effect water rescue. EMS personnel shall not **enter** the water in an attempt to rescue individuals other than swimming pools.

In the event EMS personnel encounter a victim in need of **water rescue**, consider requesting assistance from the following:

a. Tallahassee Fire Department (Boats)
b. Leon County Sheriff's Office Dive Team
c. **Reach**- Attempt to reach the victim with a rescue hook or skimmer pole.
d. **Throw**- Attempt to throw the victim a life ring, buoy, or rope if available.

In the event EMS personnel encounter a victim in need of rescue from a **swimming pool**, in addition to c. & d. (above), EMS personnel may;

Go- As a last resort, enter the pool to effect rescue.

- The rescuer shall take into consideration his/her ability to swim, the depth, condition, and clarity of the pool water before entering.
- Rescuer should remove electronic devices, shoes, or any other encumbering clothing and equipment.
- Enter the pool via steps or pool-side ladder.
- DO NOT DIVE INTO THE POOL.
- Bring victim to nearest edge of pool and immobilize and or remove as patient conditions and complaints dictate

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Civil Unrest
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	8

I. PURPOSE:

To provide a guideline for LCEMS personnel in instances of civil unrest.

II. GUIDELINE:

Upon notification that a civil disturbance exists, LCEMS personnel and vehicles will not enter civil disturbance areas unless notified by the appropriate Law Enforcement Agency that the area is secure and safe for LCEMS personnel to respond and work.

III. PROCEDURE:

1. OPCON 1

A. Normal operations of LCEMS is such that the in-service ambulances will be stocked and staffed so as to respond to the normal EMS events of the day.

B. Should the Shift Supervisors receive information from a reliable source that events are about to unfold that would seriously exceed the abilities of normal staffing, then the Shift Supervisor will initiate LEVEL 1A

1) **LEVEL lA** requires notification of superiors of the potential situation. LCEMS Dispatchers are to begin utilizing their "Disaster Checklists". (See "Plan A".) Notifying the following of the situation:

    1. Chief
    2. Deputy Chiefs

2) An immediate analysis of vehicles, equipment, and extra staff in an effort to meet the possible demand will be done. Efforts will be made to enhance fleet readiness by attempting to retrieve vehicles at repair shops and stocking and fueling extra vehicles.

3) At the discretion of the Chief or Deputy Chiefs - dispatch will contact

off-duty personnel notifying EMS staff of the potential pending recall and will advise all contacted staff to monitor their pagers for possible recall and cancellation, and to charge both batteries. All staff will be reminded to have on their person their LCEMS ID tags if recalled.

4) The on-duty supervisor will attempt to arrange the removal of the private autos of the EMS staff whose stations are located within the potential problem areas.

5) LEVEL lA can be canceled by the on-duty supervisor upon receipt of information to that effect by a reliable source.

2. OPCON 2

LEVEL 2 is initiated when a confirmed civil disturbance exists. Such confirmation must come from a reliable source.

A. Requires the immediate recall of all available LCEMS staff and has them respond to Headquarters with their radios, extra batteries and chargers, and uniforms with I.D. tags. Dispatch is to continue to utilize their "Disaster Checklists".

B. The on-duty supervisor will respond to the Law Enforcement command Post on scene and assume EMS command. LCEMS Command will establish and maintain on-scene EMS operations such as triage, communications, and transportation. If a Law Enforcement EOC is activated consideration must be given to EMS being represented.

C. LCEMS Command must evaluate the EMS needs of the situation and consider the activation of mutual aid. If mutual aid is activated, EMS Dispatch will coordinate the response routes of the mutual aid EMS vehicles. All mutual aid vehicles will be advised as to what EMS channel to utilize for the event. This decision is to be coordinated by Dispatch and EMS Command. It is the intent of this plan to utilize only LCEMS units during escort situations. (See "Escort Operations" at the end of this policy.) LCEMS requests that are not located within the troubled areas will be handled with LCEMS units and mutual aid units.

D. EMS Dispatch will advise all surrounding counties of the local situation. Each county will be notified that radio approval of inbound vehicles prior to entry into Leon County is necessary in order to eliminate the accidental entry of an out-of-town EMS unit into a hazardous area.

E. A command officer will represent LCEMS at the County EOC.

F. The following additional operation positions must be filled ASAP with recalled personnel.

1) Dispatch – Additional dispatcher.

2) Equipment and Supplies – Recall the Supply Tech's.

G. The remaining recalled EMS staff will be assigned duties PRN.

H. All LCEMS units that are taking calls within the troubled areas will respond to Command Post authorized requests for service utilizing Command Post authorized routes with law enforcement escorts. Under no circumstances will any LCEMS personnel respond to any requests for service within an active disturbance area. Law enforcement will coordinate the removal of victims from an active disturbance area.

I. If tear gas is being used by Law Enforcement, field crews will utilize the patient isolation coveralls, jumpsuits, goggles/gas masks (depending on the situation), and double gloves for protection during patient care situations. Extreme caution must be exercised not to cross contaminate the EMS responder. EMS command will consider the need to prepare one or more EMS units as contaminated patient transport units. (See the guide for contaminated transport units following LEVEL 5.)

J. It will be the discretion of the LCEMS personnel as to whether or not to stop for private citizens attempting to flag down an ambulance. The decision must be made based on current environment, location, etc.

K. No red lights or sirens will be used near civil disturbance areas.

L. If at any time LCEMS unit/crew is threatened, attacked, etc., personnel will withdraw immediately to a safe area. Communication of such an event must be relayed immediately to EMS command.

M. Ideally, LCEMS personnel will treat and transport decontaminated patients. If a patient that requires transport has not been decontaminated, LCEMS staff will wear protective clothing and will isolate the patient to prevent cross contamination. E.R. notification must be made early so that proper preparations can be made.

N. Patients that are under arrest will be accompanied of a Law Enforcement representative on board during transport. This may need to be coordinated

through EMS command.

P. A stand down of LEVEL 2 will occur after consultation between EMS command and the EMS Liaison in the EOC.

Q. LCEMS staff must do a thorough secondary survey of all patients in order to discover weapons that may be on the patient. Weapons are to be turned over to the Law Enforcement Officer on scene or Security at the hospitals.

R. During LEVEL 2 only the family members of young children will be allowed to ride with the patient in the ambulance.

3. OPCON 3

LEVEL 2 must be fully operational.

A. If the situation appears to be of long duration and the EOC is activated, then LCEMS will move to LEVEL 3.

B. Legal authority now changes to the Leon County Sheriff or Tallahassee Police Department. Senior EMS supervisory staff will be assigned to the County EOC for resource coordination, if not already implemented. EMS Command will relocate to or in some way participate in the City/County EOC and will change in designation to EOC EMS Command.

C. During LEVEL 3 a law enforcement escort staging area will be established. EOC EMS COMMAND will coordinate staffing of the escort staging area. All EMS units assigned to the staging area operations will utilize channel 2 for escort control. All other EMS units will remain on the LCEMS Channel 1.

D. Law enforcement escorts are designed to provide protection to the LCEMS or Fire units responding to "safe" areas within the troubled zone. All responses will be in the non-emergency mode.

E. Under hazardous situations, law enforcement will extricate the patient. The law enforcement vehicle will then meet EMS at a safe area for patient delivery.

4. OPCON 4

LEVEL 2 and 3 must be operational.

A. Florida National Guard now on the scene, Tallahassee has been declared an area of civil disturbance by the Governor and resources are unable to cope with

the situation. All operation centers will remain open.

B. All EMS responses inside the City limits will originate from Headquarters. Each EMS response will have police and/or National Guard protection and will respond under this protection to non- hostile areas.

5. OPCON 5

LEVEL 2, 3 and 4 must be operational.

A. Federal Law Enforcement Agencies and/or U.S. Armed Forces have now moved in to assist the National Guard with military and police actions. EOC, LCEMS communication and command posts will continue to function in the same locations. LCEMS actions and objectives remain the same.

B. LEVEL 3, 4, 5 stand downs require authorization from EMS command and the EMS Administrative Liaison.

6. CONTAMINATED PATIENT TRANSPORT UNITS

A. EOC EMS Command will see to it that an adequate number of vehicles are prepared for the transportation of patients contaminated with CS or CII gas. Every effort will be made to utilize the "prepared" vehicles if possible.

1) If the need arises to transport patients contaminated with CS or CII, such as patients that have time urgent injuries, the following items must be completed:

2) The entire patient compartment of the ambulance(s) must be lined with plastic.

3) Utilize the minimal equipment and supplies in the exposure area.

4) All on-board EMS staff will utilize the gas masks and full protective clothing.

B. The units utilized to transfer the contaminated patients will be re-used for these types of patients until the event is over. No non-contaminated CS or CII patients are to be transferred in the previously contaminated vehicles.

C. Decontamination will be completed based on the advice of TFD command.

7. ESCORT OPERATIONS

In order to respond to patients in the troubled areas, LCEMS, Fire, and Law Enforcement will respond together in order to enhance the safety of the emergency responders. The staging area for Escort Operations will be at TFD station #4 on the training field unless otherwise directed by EMS command.

A. A "staging coordinator" will be assigned by LCEMS Command, and three EMS units will be assigned to the escort staging area.

B. Each LCEMS staging unit will carry all necessary protective gear to enhance the safety of the staff. (See LEVEL 2)

C. Each EMS staging unit will communicate with staging command and EOC EMS Command on radio channel #3.

D. Calls for service within the trouble areas will be dispatched by EOC EMS Command. The request will be relayed to Staging Command. Response coordination will occur between EMS, TFD, and Law Enforcement staging command on site at the staging area. All requests will be responded to non-emergency unless an EOC EMS Command override occurs. At the time of the dispatch, Law Enforcement will send a unit to investigate the need and safety of the situation. Escort units are to standby in a safe area until cleared to enter.

E. Once enroute, the escort EMS unit will advise EOC EMS Command of all response activity, i.e., enroute, arrived, etc.

F. All communications between the escort units that are responding on the request will be on EMS Channel 3.

G. Should any of the escort vehicles receive rocks, bottles, etc., escort communications should occur and the response should be terminated. The lead law enforcement unit may also terminate the response if information becomes available via law enforcement sources that would warrant such a change.

8. DECONTAMINATION

During crowd control situations, law enforcement may utilize one or all of the following lacrimating agents CS, CN, or Pepper gas. All patients contaminated with these agents require the use of protective equipment by the EMS staff. (See LEVEL 2)

A. CS and CN (tear gas)

1) CS and CN are used as a multiperson crowd deterrent designed to

disperse crowds in extreme situations. All patients transported that are contaminated with CS, CN, or pepper gas require E.D. notification of the situation prior to patient delivery.

2) Patients contaminated with CS or 014 will require total body wash down prior to transport in most cases. During critical patient situation or incident critical situations, the Paramedic may choose to disrobe the patient quickly or wrap the patient in a blanket in order to expedite transport and prevent cross contamination. Decontamination could take place later in a safe location or at the hospital if necessary. If a patient is to be transported by EMS that has not been decontaminated of CS or CII, gloves, gas masks, and tyvek suits must be utilized to protect staff and prevent cross contamination.

3) LCEMS staff must be careful not to cross contaminate themselves by touching their face or hair with contaminated gloves.

4) If the patient's medical condition is not life threatening, the Paramedic may opt to remove the patient and rescuers from danger and decontaminate in a safe area prior to completing the transport to the hospital.

B. Pepper Gas

1) Pepper gas is normally utilized in a one-on-one law enforcement suspect incident. It is a lacrimator that is sprayed directly into the face of someone by law enforcement in order to gain control of the situation.

2) Patients contaminated with pepper gas are safe to transport in an EMS unit without utilizing full body decontamination or patient isolation techniques.

3) The patient’s eyes will be burning and should be flushed with water continuously until the discomfort diminishes (usually about 45 minutes after contamination)

4) LCEMS staff must be careful not to contaminate themselves through contact with the patient.

5) If law enforcement is not on scene when EMS is presented with a pepper gas patient, contact should be made with EMS command in order to advise law enforcement of the situation.

6) Notify the destination Emergency Department staff of the patient contamination and condition well ahead of delivery.

IV. TRANSPORT PROCEDURES

A. During escort responses the patient is to be removed from the scene ASAP with minimal care and treatment. Further intensive care can be performed after the LCEMS unit is in a safe area.

B. Maintain radio contact with the escort leader and LCEMS command.

C. Provide patient status reports to the Emergency Departments as soon as is possible, particularly in contaminated patient situations. Make radio contact with both Emergency Departments in a normal manner.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Controlled Substance Administration and Documentation

CAAS: 203.03.03

Effective: January 1, 2004

Reviewed: March 2008, December 2012, July 2015, December 2018



Revision: 4

Kim Landry, MD- Medical Director

Pages: 8

I. PURPOSE:

The purpose of the Leon County E.M.S. Controlled Substance Policy is to provide guidelines for and documentation of the security, storage, use and replacement of controlled substances and to provide a guide for meeting DEA and DOH requirements.

II. GUIDELINE:

All procedures and requirements of this SOG and the DEA and DOH pertaining to controlled substances will be met.

III. PROCEDURE:

1. Scope / Applicability

    a. The procedures of this SOG apply to all employees and agents of Leon County E.M.S. and applicable members of TFD (Tallahassee Fire Dept.).

    b. For the purposes of this SOG controlled substances are: Morphine Sulfate, Fentanyl, Versed, Dilaudid, Valium, and Ketamine. Other Important Medications include: Succinylecholine, Rocuronium and Toradol. This list will be expanded if Leon County E.M.S. adds other controlled substances meeting DEA regulations.

    c. Leon County E.M.S. and TFD shall use Operative IQ (OpIQ) inventory

management software as its primary tracking and documentation for Narcotic medications where role security is established.

2. Positions with access to controlled substances

    a. The following employees are authorized to access controlled substances stored in the logistics area: Chief, Deputy Chiefs, Major, Captains, Lieutenants, and Supply Technicians.

    b. Paramedics are authorized to access controlled substances located on their units. The controlled substances should only be accessed at the beginning and end of their shift, when the attending paramedic changes, and when necessary to administer a controlled substance.

3. Security and Storage of controlled substances

    a. Logistics

        i. All controlled substances not in use on a staffed unit will be stored in the controlled substance safe located in the logistics area at EMS Operations Center.

        ii. There are three controlled substance safes that maintain and store controlled substances:

            - 2 Narcs Safes – This is a Knox System safe where personnel defined in section 2(a) have individual PIN's for access. This safe maintains the revolving controlled substance inventory.
            - Narcotic Box Safe – Is the combination locked safe that houses narcotic boxes that are not in use.
            - The Fridge Safe – Contains other Important Medications that require advanced temperature control.

            Safes will remain locked at all times and will only be opened when necessary to distribute or collect controlled substances. Safe combination and PIN's will only be distributed to employees who are designated as requiring access under this SOG. The Narcotic Box safe combination will be changed from time to time and all Knox safes will be maintained by administrator.

        iii. The E.M.S. Operations center, including where the controlled substances are located, has limited access that is controlled and monitored by security access. The buildings and logistics area are under continuous digitally recorded video surveillance and patrolling armed security officers.

iv. Access to the storage area room is controlled by security access cards. The door to the storage room will remain shut and locked at all times when unattended. Only employees identified as requiring access to controlled substances under this SOG will be granted access. The security system creates a log with the date, time and person who accessed the storage room door. In case of system or power failure, Facilities Management and Security personnel are the only employees in possession of a key to open this door. Security access authorization will be reviewed from time to time to assure that only employees who require access to this area have been granted such access.

v. The storage room will be climate controlled to maintain an appropriate temperature of the controlled substances.

vi. Deteriorated or expired controlled substances will be electronically moved to the "Destruction Box" in OpIQ and stored in the Narcs Box safe, in a clearly marked quarantined container, separate from usable stocks.

vii. One Narc Box will be distributed in OpIQ to each ALS in-service unit or special event unit that originates at E.M.S. Operations Center at the beginning of the shift. The paramedic taking responsibility for the controlled substances will visually inventory the contents of the Narc Box through the Security Bag. They will assure that the Bag is sealed and has not been tampered with. The serial number and bar code on the bag should be clearly visible and easy to read. The paramedic will also verify the control numbers and expiration dates of the medications provided on the checkout screen for consistency with those in the security bag.

viii. Anytime a Security Bag is opened, The Bag needs to be reloaded in logistics. OpIQ loading of a Narcotic Security Bag maintains records including: the Narc Box number, the serial numbered sealed removed, the reason the seal was removed and the new serial numbered seal placed on the box.

b. Field

i. Controlled substances will be issued from logistics and will be sealed in a Security Bag and placed into a Narc Box then checked out in OpIQ. The Narc Box will be secured at all times in the Knox Safe unless being used.

ii. Issued Narcotics Boxes are stored in the locked controlled substance Knox Safe located on all ambulances.

iii. Paramedic's and EMT's will be issued a Knox Personal Identification Number. Knox PIN's are administered by authorized personnel. User PIN's are to be confidential and not shared. If for any reason a PIN number is shared, such as an unforeseen emergency, the incident should be reported to the on duty supervisor and the PIN changed. The Knox software records user activity and doesn't allow current PIN's to be viewed or accessed. The on duty supervisor or EMS I.T. Coordinator needs to be contacted for PIN reset.

iv. The storage area will be climate controlled to maintain an appropriate temperature of the controlled substances.

v. The controlled substances will only be accessed at the beginning and end of the shift and when necessary to administer a controlled substance.

vi. Controlled substances will only be stocked on deployed ambulances. The controlled substances will be removed from the out of service units and returned to the logistics storage area.

vii. Controlled substances used at special events will be issued from the logistics area and will be secured in a Security Bag and placed into a Narc Box as outlined in this SOG. The paramedic who signs out the controlled substances will assure security throughout the event. If there is not an appropriate location to lock the Narc Box, the paramedic will maintain possession of the Narc Box for the entirety of the special event, until it is returned to the logistics storage area.

viii. Any time that crew members change on a unit before the end of the scheduled shift for that unit, the controlled substances shall be inspected as outlined in section III(3)(a)(vii) of this SOG. If applicable, a Crew "Transfer" or Crew "Pick Up" must be performed in order to maintain record of possession.

ix. All documents related to narcotic use/inventory are maintained in OpIQ by the on-duty Supervisor or Supply Technician in accordance with 64J-1.004 (4c).

4. Inventory of controlled substances

a. Logistics

i. Upon receipt of new medications outlined in section III(1)(b), logistics personnel should immediately label each Medication or Narcotic with the unique Control Number.

ii. A perpetual inventory of the controlled substances contained in all the controlled substance safes will be recorded for each controlled substance covered by this SOG. Controlled substances secured in Narc Boxes are not included in this inventory and are inventoried separately.

iii. At shift change, a reconciliation and "Audit" of the perpetual inventory and the actual contents of the safe will be done in OpIQ. The count shall be performed by the logistics personnel and on-duty supervisor. A separate daily reconciliation of the Narc Boxes will be maintained.

iv. The Par levels and reorder points of controlled drugs and other Important Medications located in the supply room safes will be monitored and documented in OpIQ by logistics personnel. Based on manufacture availability, there shall be a minimum of 10 and a maximum of 50 carpujects/vials each of Morphine Sulfate, Fentanyl and Dilaudid located in the Narcs safe (excluding those already in sealed Narc Boxes). Also, there shall be a minimum of 10 and maximum of 50 carpujects/vials each of Valium and Versed located in the Narcs safe (excluding those already in sealed Narc Boxes). In addition, there shall be a minimum of 5 and maximum of 10 carpujects/vials each of Succinylcholine and Rocuronium located in the Fridge safe (excluding those already in sealed Narc Boxes) Finally, there shall be a minimum of 5 and maximum of 20 carpujects/vials of Toradol located in the Narcs safe (excluding those already in sealed Narc Boxes).

v. Narc Boxes that are issued from logistics will be signed in and out on OpIQ. OpIQ shall record: contents with Control Numbers, the date issued, serial number of the seal, person received by, date returned, and person returned to. OpIQ procedures maintains a continuous record of all Control Numbered medications and it's chain of custody.

b. Fixed Station Units

i. The off going and oncoming paramedic will take responsibility for the controlled substances at Shift Change. They will inspect the contents and will assure that the Narc Box has its Security Bag sealed with the correct serial number and visually verify the expiration dates.

ii. This inspection will be recorded on a daily basis by OpIQ Crew Transfer function. When a change of custody of controlled medications is being performed in the field, it is preferred that the Crew Transfer process be used. Crew Pick up should only be used when it is not possible to Transfer.

iii. The on duty supervisor will be notified immediately if there is any suspicious tampering or a question as to the integrity of the controlled substances or the serial numbered Security Bag.

iv. Once the inspection is complete and properly recorded, the oncoming paramedic is responsible for securing the controlled substances in accordance with this SOG.

5. Narc Box preparation

a. Narcotic Boxes will be numbered and prepared in OpIQ for distribution by personnel authorized in section III. 2. a. of this SOG.

b. For inventory purposes, each Narcotic Box will be assigned a unique identification number. A perpetual inventory of Narc Boxes will be maintained and reconciled by OpIQ as they are checked in/out.

c. One sealed Security Bag in a Narcotic Box will be prepared for each EMS unit and will be kept in the Knox safe on each unit. Carpuject syringe devices will also be kept in the Knox safe. The use of controlled substance "Administration" form is located on OPIQ check sheet.

d. The Narcotic Box will contain a Security Bag "Loaded" with (based on manufacturer availability): 2 Morphine 10mg Sulfate, 2 Sublimaze 100mcg (Fentanayl), 2 Diazepam 10mg (Valium), 2 Ketorolac 30mg (Toradol), 2 Midazolam 5mg (Versed), and 1 Etomidate 40mg (Amidate) vials, carpujects, prefilled syringes, and/or auto injectors.

e. Each medication shall be inspected to assure that it is sealed, has a unique Control Number, and that the fluid inside is not discolored. Each label will be inspected to assure that the medication is the correct dose and is not expired.

f. In addition to the Narcotic Box described above (III.5.d and III.5.e), the supervisor response vehicle will also be issued an RSI Box that will contain a sealed Security Bag Loaded with (based on manufacturer availability): no more than 5 yet no less than 2 vials of Succinylecholine. It will also contain no more than 5 yet no less than 2 vials of Rocuronium. In addition, it will contain 2 Sublimaze 100mcg (Fentanayl), 2 Midazolam 5mg (Versed), and 1 Etomidate 40mg (Amidate) vials. The RSI Box shall be stored within a locked cooler. The on-duty supervisor will make note of the seal numbers upon Crew Transfer at Shift Change.

g. It is the responsibility of the on-duty supervisor to ensure that all Narc Boxes with

Security Bags are accounted for; either locked in the Narcs Box safe or on the active trucks. The on-duty supervisor will monitor the OpIQ and check any outstanding Control Numbers with the LCEMS crews from time to time.

6. Use of controlled substances

   a. Controlled substances will only be administered to patients who meet the criteria as established by Leon County E.M.S. treatment and transport standing orders / protocols or when ordered to be administered by a qualified physician.

   b. Controlled substances may only be administered by paramedics. Prior to administration the paramedic should verify the following:

      i. The order received for medication administration
      ii. The name of the medication
      iii. The dose and route of the medication administration
      iv. The expiration date of the medication

   c. Administration of controlled substances will be reported to medical staff taking over care of the patient at the receiving facility.

   d. Record of use of controlled substances will be made on the patient information forms that are left at the receiving facility.

   e. Record of use of controlled substance will be recorded on the patient pre hospital treatment record. The following information will be recorded:

      i. patient's name who received the controlled substance
      ii. date the controlled substance was administered
      iii. time the controlled substance was administered
      iv. amount of the controlled substance that was administered
      v. route that the controlled substance was administered
      vi. name of the medical command physician who authorized the administration of the controlled substance

   f. The paramedic will complete ePCR appropriately, to include signatures for administration and waste. Also, complete entirely and submit the "Administration Form" in OpIQ.

   g. The unused portion of the controlled substance will be disposed of by the paramedic who administered the medication while being witnessed by one other clinician; for example, their partner or a hospital RN. The witness will complete the waste witness section of the ePCR.

h. All re-supply of controlled substances will occur at the logistics area of headquarters as soon as practical after the administration of the controlled substance and in accordance with section III (5) of this SOG.

i. After the Narc Box has been re-supplied with a new sealed Security Bag and the proper paperwork has been completed, that same Narc Box will be given back to the crew for continued use on their unit.

j. In situations where immediate re-supply is not possible a ready Narcotic Box with a sealed Security Bag may be Issued to the Crew Member. In these instances the paramedic will sign the used Narcotic Box back in and the newly assigned Narc Box with Sealed Security Bag out in OpIQ.

7. Records Storage

a. All current controlled substance documentation will be kept on OpIQ.

b. Dated controlled substance documentation is kept in a locked filing cabinet and OpIQ. This includes disposal of expired drugs through reverse distributor.

8. Monitoring of Expiration of controlled substances

a. Expiration dates are entered in OpIQ upon receiving inventory. Check expiration dates on all meds in the sealed Security Bag within the Narcotic Box each time the controlled substance is issued and returned. It is the responsibility of all personnel to monitor dates in OpIQ and return for exchange any controlled substance prior to expiration.

b. All expired Controlled Substances and other Important Medications, shall be transferred to the Destruction Box in OpIQ and stored in the safe in a quarantined area that is easily identified.

c. Expired controlled substances shall be disposed of through a DEA approved reverse distributor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMTs Attending to Patients
Effective:	June 1, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To ensure adequate staffing during patient treatment and transport.

II.GUIDELINE:

Leon County EMS shall maintain adequate staffing during patient treatment and transport. At a minimum, a Florida certified Emergency Medical Technician (EMT) will be in attendance of the patient at all times.

III. PROCEDURE:

- Certain patients transported by ALS licensed ambulances require no ALS procedures to be instituted or provided. In such instances EMTs can attend to the patient during transport given the following guidelines are followed:
    - EMTs attending non-ALS patients may do so only after a Paramedic has conducted an ALS assessment of the patient to determine if the patient's condition warrants ALS care. If the incident is trauma related, the Paramedic must take into consideration the mechanism of injury. Patients presenting with a mechanism of injury consistent with potentially serious injuries will be attended to by the Paramedic. This ALS assessment must be documented on the patient care report.
    - The EMT must feel comfortable in providing care for the patient. If the EMT is not comfortable in providing care for the patient, the Paramedic will attend to the patient.
    - If any negative change in patient condition occurs the Paramedic will immediately attend to the patient.
    - Patients whom have received any ALS procedure, intervention and / or care will not be attended to by an EMT. Examples of patients that EMTs are prohibited from attending:
        - Patients with IVs that are medicated or initiated in the prehospital setting.

- Patients that are intubated or who require airway control.
- A patient who's ECG is being or has been monitored.
- Patients that have been administered any medications by the EMS crew.

- The Paramedic will attend to the patient if any doubt exists as to what level of provider should attend to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Emergency Operations Plan
CAAS:	102.02.01 102.02.02
Effective:	June 1, 2005
Reviewed:	June 2007, July 2008, December 2012, December 2015, December 2018
Revision:	5
Pages:	43

I. PURPOSE:

To provide guidelines for implementation during disasters, HAZMAT events, bio terrorism/weapons of mass destruction events, hospital building fires and bomb threats.

II. GENERAL INFORMATION:

The LCEMS disaster, fire and safety plan is written with an "all hazards" concept. The plan is general enough and flexible enough to allow EMS management to respond to all hazards that could impact the community. Some hazards such as HAZMAT, bio/chemical/ weapons of mass destruction and hurricanes provide for more specific tasks to be completed. Attached to this policy are specific annexes for special hazardous events.

LCEMS will work within existing county and division policy to the extent possible during emergency situations. It is understood that situations may dictate actions outside of current policy. Actions so taken are expected to meet the overall vision toward safe, effective, legal, and efficient service delivery.

As a guiding planning principle, in the event of a disaster the County and LCEMS should expect to function without outside aid for three days. After 72 hours, state and federal resources may become available. While in some disasters state and federal aid may be available sooner, disasters impacting large regions or multiple states may slow the response of resources external to the county government.

LCEMS personnel should strive to continually maintain high levels of readiness. While some disasters permit advanced warning and preparation efforts, other disasters provide for little or no forewarning of their occurrence. Subsequently, while the use of this policy will largely be based upon the threat of hurricanes, LCEMS personnel shall adopt an all-hazards approach to disaster preparedness.

Command Staff are expected to exercise independent decision-making in the event of a total failure of communication systems.

Response to any disaster will not be the responsibility of a single-department. All county departments, offices, and agencies have an integral role to play in overall planning, preparation, response, and recovery.

LCEMS operates under the guidelines of Incident Command/Unified Command. As such, LCEMS Supervisory personnel will participate in the operations of the County Emergency Operations Center (EOC).

All expenses incurred by LCEMS directly related to the preparation and response to the event will be separately tracked. This includes but is not limited to regular time, overtime, cost of supplies, equipment used, etc.

III. GUIDELINE:

It is the policy of LCEMS to prepare, as much as possible, for potential major community situations and disasters. Preparation includes participation in community wide disaster exercises and collaborative participation with outside agencies and health care providers in community wide planning.

IV. LCEMS RESPONSE LIAISON AGENCIES:

For the purposes of identification, listed below are the local agencies that EMS plans, trains and responds to incidents with.

Leon County
County Commission
GIS
Sheriffs Office
Leon County Sheriff's Office Division of Emergency Management
County School System

City of Tallahassee
City Commission
Police Department
Fire Department
StarMetro
City Utilities/Water/ Sewer
Consolidated Dispatch Agency (CDA)

State of Florida
Division of Emergency Management
Bureau of Emergency Medical Services

University's/Colleges
Florida State University
Florida A &M University
Tallahassee Community College

Support Agencies
Talquin Electric
Williams Communications
American Red Cross
First Communications

Private Transportation Providers
Cab Providers
Medicaid Providers

Department of Community Affairs
Department of Health, Bureau of EMS
Regional Domestic Security Task Force

Federal Agencies
Secret Service
Federal Prison
FBI

Hospitals
Tallahassee Memorial Hospital
Capitol Regional Medical Center

V. SCOPE:

Hazards Types and Levels, Leon County Comprehensive Emergency Management Plan 2002 (CEM Plan)

The City of Tallahassee and Leon County are exposed to many types of hazards. The hazards require varied levels of response from the local emergency agencies. These events can be, and usually are, handled locally. Rarely are there hazards that exhaust local resources ability to cope with the event. LCEMS plans, trains and responds with local, State and Federal Agencies to meet the needs of the community during crisis. This Emergency Operations Plan (EOP) is designed to clarify the actions and relationship of LCEMS to the emergency responders in the community. LCEMS follows the Leon County Comprehensive Emergency Management Plan (CEM Plan) methodology of operational phases. The operational phases are Monitoring, Alert, Mobilization, Response and Recovery. LCEMS has a role in each phase but the primary role for LCEMS occurs during the response/recovery phases.

According to the CEM Plan of 2002, the following hazards are possible threats to the City and the County. The hazards noted were selected because of their historical occurrences, the community's vulnerability, the severity of past events and the probability of their occurrence. The LCEP/EOP rates hazards in three distinct categories: High Risk, Medium Risk and Low Risk.

Hazard specific roles and responsibilities for EMS are listed in the annexes.

- High Risk- Hurricanes, Tropical Storms, Floods and Tornadoes
- Medium Risk- Major Structural Fire, HAZMAT/Transportation Incidents, Acts of Terrorism, Civil Disturbance, Power Failure, Aircraft Disasters and Civil Disturbances
- Low Risk- Radiological Emergencies

VI. PLAN DEVELOPMENT:

The EOP was developed using information provided by the CEM Plan, Tallahassee Memorial

Hospital & Capital Regional Medical Center Environment of Care Plans, the City of Tallahassee Regional Airport Emergency Plan, Department participation on local emergency committees (LEPC, WMD Bio-Terrorism Response Planning Committee, North Florida Regional Domestic Security Task Force, the County SNAPP Committee), American Red Cross, Leon County Sheriff's Office Division of Emergency Management, County Health Department, Amateur Radio Services, County Sheriffs Office, City Police Department, City Fire Department, State of Florida, Division of Emergency Management, State of Florida Bureau of Emergency Medical Services, Federal Bureau of Investigation and the United States Secret Service. Information acquired during training on subjects such as WMD/BIO Terrorism, HAZMAT, Multi-Casualty Incidents and Incident Command training was also used to develop the plan.

VII. SITUATION:

SUMMARY OF HAZARD ANALYSIS AND VULNERABLE POPULATION BY HAZARD

High Risk

- Hurricane/Tropical Storm: A hurricane/tropical storm will affect the entire population of the County. As such, they are the hazard of highest risk with the greatest impact on the population. The primary threats are high winds, tornadoes and flooding. Emergency Medical Services could easily be overwhelmed with requests for service. Emergency response and mutual aid would be ineffective until roads were made passable. The population is at great risk from isolation (impeded transportation, no power or phones) as the roads/power lines/telephones have historically been interrupted due to fallen trees.

- Floods: The County has many flood prone areas. The populations that reside and / or works in the flood prone areas are vulnerable. Most of the areas are well known due to past events. Floods usually are short in duration but significantly impact the population of the County. Roads become impassable and LCEMS responses are impeded. Some areas could be accessed only by boat. LCEMS would have to coordinate with Emergency Management and the Fire Department to access boats for response and evacuation. There are two nursing homes in flood prone areas. The residents of the nursing homes are vulnerable and are at risk for emergency evacuation.

- Tornadoes: All citizens within the County are vulnerable to tornadoes but the mobile home population is the most at risk. The State of Florida has the highest number of tornadoes in the United States. Again, road conditions will dictate the ability of EMS to effectively respond to a tornado event. If a significant tornado event was to occur in a populated area, i.e. F-3, 4 or 5, LCEMS would quickly be overwhelmed with requests for service and search and rescue. Mutual aid from other EMS providers would be necessary to execute a reasonable response. "Field hospital(s)" in the affected area(s) may be necessary.

MEDIUM RISK

- Major Structural Fires: The City has many high rise buildings. During business hours, a significant portion of the working public is vulnerable to high rise fire. Traditional fire fighting equipment allows for fire fighting at the lower levels of the buildings. Populations located above the fire may be trapped in the buildings. LCEMS would not have a direct role in the search and rescue from the building, but would rather be tasked with triage, treatment and transportation of the rescued parties.

- Terrorism/Weapons of Mass Destruction: The events of September 11, 2001, changed the concepts Americans had for terrorism. As evidenced that day, the population is vulnerable to the actions of persons intent on terrorist activities. Tallahassee/Leon County is considered to be at risk for an act of terrorism. State government, major universities, regional health care institutions and a railway that runs through the heart of downtown Tallahassee are all prime targets. As an example, large scale and usually nationally televised Florida State University football games or during the State's legislative sessions would be ideal times for a terrorist to strike. An attack on Tallahassee during these events of similar magnitude to September 11 would grossly overwhelm the local resources in Tallahassee.

- HAZMAT/Transportation Incidents: Based on the LCEP, there are sixty (60) facilities that generate varying levels of HAZMAT threat (LCEP 2002). The release of hazardous materials from one of these sites represents a risk to the population adjacent to the facility and, based on the material released and wind conditions, populations downwind from the release. A railway system carries hazardous materials through the County urban and suburban centers. At risk and vulnerable is the population living in close proximity to the rail system. Hazardous materials are transported daily by all types of vehicular means through all types of population centers. Populations in close proximity to the roadways and storage facilities are vulnerable and at risk. LCEMS would coordinate a response under the command of the Tallahassee Fire Department (TFD). LCEMS would only operate in the "cold zone" and would accept decontaminated patients from the TFD. Triage, notification of the hospitals, treatment and transport are the main functions of LCEMS at a HAZMAT incident.

- Civil Disturbance: State Government and Federal offices are located in the County. As significant population is employed by the State and Federal Systems, this population is vulnerable and at risk for Civil Disturbance events such as terrorism. LCEMS would coordinate a response under the command of the Law Enforcement agency in charge. LCEMS does not respond into the "civil disturbance" area but instead will establish a triage/treatment site nearby, upwind and uphill from the incident. Triage, notification of the hospitals, treatment and transport are the roles of LCEMS. LCEMS staff will use "universal protection", IB, eye goggles and gloves, to prevent cross contamination of crowd control gasses and sprays. Proper

decontamination, prior to transport, is the key to operational success.

- Air Craft Incidents: The Tallahassee Regional Airport is the commercial airlines depot. Many flights land and take off daily with varying quantities of passengers on each flight. The vulnerable population of an air craft accident are the passengers on the plane and populations in the flight path of the airport. The airport has an emergency plan and exercises it tri-annually. LCEMS coordinates a response under the Unified Command Structure. Utilizing local and regional resources, LCEMS will establish a triage/treatment site, a walking wounded site and a temporary morgue site. LCEMS will notify the hospitals of the incident and will provide continuous updates of patient quantities and status. Treatment will be provided at the two triage sites and transport will be provided by ambulance, helicopter and/or by bus.

LOW RISK

- Radiological Incidents: There are no nuclear power plants within 50 miles of the County. There are low level radiation users in the County. Examples are Florida State University and Tallahassee Memorial Hospital. Additionally, radiological materials are transported by vehicles on a daily basis. There is a low risk to the populations for radiological events. Any response to a radiological incident will be under the command and control of the TFD. LCEMS will not enter the "hot zone". All patients to be treated and transported by LCEMS will be properly decontaminated and isolated, if necessary, by the TFD, prior to transport.

VIII. CONCEPT OF OPERATION:

Concept of Operations is an overview of general operational levels of LCEMS.

LCEMS operates in five phases of readiness.

OPCON 1 (Operating Condition 1) Normal Operating Conditions

- Monitoring Phase – During the monitoring phase LCEMS will maintain itself in a state of readiness. This is accomplished through mitigation and preparedness initiatives such as training, exercising, policy review, situational status monitoring and research. LCEMS participates with the Leon County Sheriff's Office Division of Emergency Management (LCSO – DEM)) in response policy development and County EM community/region wide drills.

OPCON 2 (Operating Condition 2) Developing Situation

- Alert Phase – During the alert phase, LCEMS has been made aware of a potential threat and is monitoring that particular situation with high interest. During this phase preparations are made to respond, as necessary, to the event. Status of LCEMS vehicle availability, fuel levels, supply stock levels and availability, staff availability, etc are checked. If the threat is perceived to likely develop into an actual event, staff is notified of the pending issue, shift schedules are reformatted, vehicles are readied,

etc. LCEMS participates in LCSO - DEM response planning activities as needed.

OPCON 3 (Operating Condition 3) Increased Readiness

- Mobilization Phase – During the mobilization phase, LCEMS will enact internal response plans including activation of the Division Emergency Operations Plan, staff recall, deployment of resources, etc. If the event is significant enough mutual aid availability will be confirmed and the EMS Division will send representatives to the County EOC.

OPCON 4 (Operating Condition 4) Response

- Response Phase – During the response phase LCEMS will be fully activated, responding to the needs of the community. The events will be coordinated through the cooperative efforts of the EOC's. Staff recall and mutual aid may be activated. During certain situation, such as hurricanes, response activities will be terminated until conditions return that permit the safe response of emergency vehicles.

OPCON 5 (Operating Condition 5) Recovery

- Recovery Phase – During the recovery phase, usually the busiest phase for LCEMS, the Division responds to the needs of the community. Physical injury of the recovering public is the norm and as a result, LCEMS utilization is historically high. Also during the recovery phase, LCEMS critiques it's response to the event. Policies are reviewed for accuracy, new policies are written and efforts are made to improve services for the next event

IX. ORGANIZATION:

LCEMS is a Division of the Leon County Public Service Department. The EMS Chief reports to the Deputy County Administrator who reports to the County Administrator who in turn reports to the County Commission. Paramedics, EMT's and Support Staff make up the EMS Division. The Division has Shift Captains, Sergeants, Lieutenants, Majors, Deputy Chiefs and a Chief. EMS Leadership represents LCEMS on numerous local and state wide constituency groups. Each Shift Captain, Major, and Deputy Chief has additional duties assigned to them such as IQM/Training, MIS System Administrator and Communications, etc.

Chain of Command

- Chief
- Deputy Chiefs
- Majors
- Captains
- Lieutenants/Charge Paramedics
- Paramedic IIs

- Paramedic Is
- Paramedics
- EMT IIs
- EMT Is

Planning Boards

Through the planning board process, the Division monitors daily activities, policy and procedure review, public events planning, vulnerability analysis, safety, disaster planning, etc, and recommends enhancements designed to improve department operations. Planning boards are comprised of stakeholders of various departments that are potentially going to be affected by a proposed change. Participation represents a cross section of staff and management. Planning boards attempt to reach consensus on issues prior to implementation of any recommended enhancement.

Coordination with LCSO - DEM

The Chief is the liaison with the LCSO - DEM. The Chief, or his designee, attends planning sessions with the LCSO - DEM. Areas targeted are WMD, hurricane response, special events planning, emergency exercises, SNAPP client reviews, 911 system and policy development, etc. During community events, the Chief will assign members of the Division's leadership to staff to County EOC. LCEMS participation in the County EOC is at the discretion of the LCSO - DEM.

X. TRAINING AND EXERCISING:

LCEMS annually trains staff on all manner of patient care scenarios. Certifications are maintained by staff in ACLS, ITLS, pediatric care, and Emergency Medical Dispatch. Additional training in geriatric care, infection control, universal precautions, scene safety and HAZMAT, WMD and now Bio Terrorism are routine. Additionally, LCEMS participates in City/County EM training exercises. Examples are WMD/Bio Terrorism, SWAT and county wide scenario development/exercises such as table tops and full scale exercises. LCEMS participates in large scale community wide "disaster" exercises. The County EM coordinates and critiques all exercises. LCEMS participates in the critiques in order to improve our processes.

XI. PROCEDURE:

Types of Disaster

Outlined below are basic disaster situations that may be faced by LCEMS and the response that might be required in each situation.

1. EXTERNAL DISASTERS - Minor community disasters involving relatively small

numbers of casualties (storm, fire, flood, hurricane, explosion, epidemics, HAZMAT, Bio/WMD terrorism, etc.).

Response – treatment/isolation of casualties.

2. EXTERNAL DISASTERS – Major community disaster involving out of hospital treatment areas for large numbers of casualties (storm, fire, flood, hurricane, explosion, HAZMAT, Bio/WMD terrorism, epidemics, etc.)

Response – Assist with the opening of off site patient care facilities in the community. Mass isolation activities possible.

3. DISASTERS IN THE REGION – The region is susceptible to disasters. Through informal mutual aid agreements, LCEMS may be called upon to assist during regional times of need. LCEMS is the Region II Primary EMS Provider for WMD incidents. Trained and equipped by the State, the LCEMS WMD team is available to respond to regional WMD incidents.

Response expansion of LCEMS services could include staff recall and response to an event in the region. LCEMS personnel may be utilized to augment the hospitals' ability to cope with patient surges. LCEMS could also be utilized to evacuate patients from TMH, CRMC, or nursing homes to other hospitals or facilities in the region.

A. LCEMS FUNCTIONS IN DISASTERS

- Respond to local or regional disasters.
- Participate in Leon County Emergency Operations Center activities.
- Coordinate field medical responses and resources in conjunction with other agencies on scene.
- Provide casualty care and transportation.
- When assigned to assist at TMH or CRMC, provide continuing care to patient's in the Emergency Center.
- Respond to Region II WMD events serving as the primary EMS provider for the region.

B. INITIATION OF THE LCEMS DISASTER PLAN:

Community disasters can come in many forms; explosions, hurricanes, HAZMAT incidents and acts of terrorism. When made aware of a situation that could be classified as a disaster, the Chief or designee, usually the Shift Supervisor, will locate the emergency operations plan and multi-casualty incident policies and

initiate the plans.

C. EMPLOYEE IDENTIFICATION

All LCEMS employees are issued ID cards. When an LCEMS employee is recalled during any special circumstance, the ID card must be worn in order for the employee to be given access such as, at law enforcement road blocks or barriers, to Headquarters or at the incident site.

D. INCIDENT COMMAND JOB ACTION SHEETS

LCEMS utilizes the Incident Command Structure. All incidents must have certain tasks completed or at least considered for action as part of the response. The department "Multiple Casualty Incident (MCI) Plan describes, in detail, LCEMS operations at a major/MCI incident. Included in the MCI plan are Job Action Sheets for LCEMS Command, Triage, Treatment, Transportation, Staging, Communications, Dispatch and Helicopter landing zone leaders. Each task on the job action sheets are to be checked off/considered and initialed by the person assigned to that task.

E. ON SCENE DISASTER CARE – Specific on-scene activities are addressed in LCEMS multiple casualty plan policy.

F. **PERSONAL PREPAREDNESS**
As all LCEMS members are subject to work during any disaster, it is recommended that all personnel plan for the possibility of their absence from home during an event. It is recommended that this be completed during normal operating conditions. It is the member's responsibility to monitor events and make necessary adjustments to their personal and family preparations. Each member must recognize the potential for his recall to work for extended periods. Considerations for such a plan include, but are not limited to:

_ Arranging for the sheltering of immediate family members
_ Emergency travel routes
_ Emergency contact information
_ Maintaining supplies in the home (food, cooking supplies, flashlights, etc)
_ Maintaining items necessary to secure personal property
_ Maintaining supplies for use during a recall
_ Maintaining supplies in-station for unforeseen events

There are websites and pamphlets offering specific information on emergency preparedness to the general public, including those of FEMA, Florida Department of Emergency Management, and the Red Cross. Members are urged to take advantage of these information resources to prepare their families. Appendix B provides an Individual Readiness Checklist. Members should plan on providing sufficient food, water, and personal items to sustain themselves for 72 hours. Under disaster conditions, LCEMS shall attempt to provide food, water, and

miscellaneous items to those members who are in need, but there is no guarantee as to the quantities that will be available or the time frame when supplies can be delivered.
All career uniform and non-uniformed personnel are classified as essential employees under the COOP plan and are therefore required to report for duty regardless of the County's operational condition.

STATION PREPAREDNESS PLANNING
Each station and office shall develop a site-specific disaster preparedness plan. The development of station plans shall be the responsibility of Command Staff. The station disaster preparedness plan should include, but not be restricted to, the following issues (see Appendix C Station Disaster Preparation Planning Guide):
_ Evaluation of emergency generator capabilities
_ Identification of specific fuel needs and the identification of the closest fueling sites
_ Designated sleeping areas
_ Potential issues with overhead lines
_ Identification of major medical target hazards in the first-due area
_ Evaluation of alternative water supply (i.e., water heater)
_ Evaluation of HVAC capabilities
_ Designation of in-station decontamination and PPE drying areas
_ Designated tornado safe sites
_ Identified needs to control parking inside and outside the station
_ Evaluate the potential for housing long-term (24+ hours) relocation of LCEMS personnel from stations that have been evacuated
_ Identification of alternative hygiene facilities (means and site)
_ Identification of station evacuation preparations
_ Designated office space
_ Designated storage areas for personal disaster kits
_ Planned station evacuation procedures
_ Options for adding additional units into the station, if possible
_ Identified sites to post special instructions for civilians in case the station is emptied

LEON COUNTY EMS

EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX

FIRES IN THE EMS DEPARTMENT

1. What to do in case of Fire at Headquarters:

   A. If you see smoke or flames carry out the following steps in the order listed:

      1. Remove any persons in immediate danger
      2. Call 9-1-1 to report the fire
      3. Close doors to the fire area
      4. Help to extinguish, control, or contain the fire until the fire department arrives. Secure fire extinguishers and use on the fire. Aim directly at the burning object, not at flames or smoke except in case of burning liquid. Aim just above burning liquid to avoid splashing and spreading the fire. Be sure to use the correct type of extinguisher

   B. If you smell smoke, but do not see smoke or flames carry out the following steps in the order listed:

      1. Call 9-1-1 to report the problem.
      2. With the assistance of others in your work area, make a careful search of the area in which the smoke odor is located.
      3. If you discover flames or visible smoke, carry out the procedure in #1-A.

2. What to do in case of fire at County stations:

   A. If you see smoke of flames, carry out the following steps in order listed:

      1. Alert your partner & TFD crew.
      2. Call 9-1-1.
      3. Notify EMS Dispatch of the problem.
      4. Attempt to control or extinguish the fire with the fire extinguisher.
      5. Do not re-enter the building once exited until TFD declares the area safe.

   B. If you smell smoke, but do not see smoke or flames, carry out the following steps in order listed:

      1. Notify the TFD crew of the problem.
      2. Notify LCEMS Dispatch by radio of the problem.
      3. Exit the building until scene is declared safe by TFD personnel.

EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX

HAZMAT/WMD/RADIOACTIVE MATERIALS/BIO-CHEMICAL AGENTS

I. PURPOSE

A. To provide emergency care for persons injured in an area contaminated with HAZMAT/WMD/Radioactive Materials/Bio-chemical agents.

B. To provide a guide for emergency personnel giving aid to those injured.

II. GENERAL INFORMATION

The responsibility of LCEMS personnel at Hazmat/WMD/Radioactive/Bio-Chem events is to Recognize the event, Isolate the area, Protect the area and individuals potentially in harms way and Notify other response agencies of the situation

LCEMS personnel shall use caution when responding to a person down, multiple sick people or other events at a facility known to manufacture, ship or use chemicals or other hazardous materials and at locations of significance (public places, capital, court house, stadiums, civic center) and in accidents involving cargo vans, tractor trailers, trains and other vehicles commonly used to transport hazardous materials.

All HAZMAT/WMD/Radioactive Material/Bio-chemical agent incident scenes operate under the control of the Tallahassee Fire Department (TFD). The scene will be divided into three main work areas:

A. HOT ZONE- area of contamination. LCEMS personnel are never to enter the scenes HOT Zone.

B. WARM ZONE - area of patient care and patient/responder decontamination. LCEMS personnel are never to enter the warm zone. Any patient care provided will be accomplished by TFD.

C. COLD ZONE- area of LCEMS operations. Decontaminated patient delivery to LCEMS personnel will transition in this zone. The patient is to be fully decontaminated prior to delivery to LCEMS for transport.

III. PROCEDURE

A. Upon receiving a call that involves HAZMAT/WMD/Radioactive Materials/Bio-chemical agents, the dispatcher will send a minimum of one ambulance and a supervisor to the scene.

B. The dispatcher will advise the responding crews and hospital emergency rooms of the potential problem.

C. Dispatch will obtain the wind conditions and report the information to the responding EMS personnel so that a safe approach will occur. The wind direction can be obtained by calling the National Weather Service.

D. Access to the scene will not occur until the scene is declared safe by TFD. Based on information received from TFD dispatch, the responding EMS unit will be directed where to stage in the cold zone. Usually access will be upwind side of the site. EMS should not enter if fire/plumes are involved due to possibility or airborne contamination.

E. Dispatch will also obtain product information from either the original caller or TFD. This information is to be relayed to all responding agencies and receiving hospital emergency departments.

F. Upon arrival at the scene, the LCEMS charge person (first Paramedic on the scene) or Shift Supervisor will:

1. Obtain a situation report form the TFD Incident Commander.

2. Obtain the name of the hazardous material/WMD source/ source of radiation/bio-chemical agent and proper decontamination procedures to be followed by LCEMS personnel after transport.

3. LCEMS Command will advise EMS dispatch of the situation and will pass on decontamination procedure information.

4. Depending on the incident, LCEMS Command will request EMS dispatch to respond the WMD trailer to the scene.

5. LCEMS personnel will utilize the recommendations of the Emergency Response Guide published by the US Department of Transportation appropriate for the material identified to guide the EMS response and management.

G. When providing patient care to any decontaminated HAZMAT/WMD/Radioactive Materials/Bio-chemical patients, LCEMS will take the following protective precautions.

1. Ideally, the LCEMS crew member providing patient care will utilize the Proper Personal Protection Equipment (PPE) against any remaining hazardous material. If it is necessary for the driver of the vehicle to don the PPE at the incident site, he/she must remove and properly contain the clothing prior to transport to minimize vehicular contamination.

2. The decontaminated patient will be placed in the disposable pouches (body

bags)so that only the face is exposed. This action reduces the cross contamination of any hazardous material to the ambulance equipment. Consider lining the rear of the ambulance with plastic while the unit is in the staging area awaiting clearance by TFD.

3. Each LCEMS staff member must maintain familiarity with the limitation of PPE. NOTE: EMS PPE must not be used by LCEMS personnel to enter contaminated atmospheres; intentional or prolonged direct chemical contact or chemical clean-up/decontamination procedures.

4. The enclosed respirator will not filter contaminated air or protect the user by providing an artificial and safe breathing environment. It is the role of the Fire Department to remove patients from hazardous material environments and to fully decontaminate the patient prior to delivery of the patient to LCEMS.

H. Judicious use of IV therapy is indicated due to the potential for introduction of internal contamination. Provide any BLS and ALS procedures as needed. DO NOT USE TAPE as the tape abrades to skin and may cause further patient contamination.

J. LCEMS Command is to advise the receiving hospital emergency centers as soon as possible that a HAZMAT/WMD/Radioactive Materials/Bio-chemical agent decontaminated patient is going to be transported to their facility. This will be a follow-up to Dispatch's initial notification.

K. Standard practices of patient care are to be followed when caring for and transporting the decontaminated patient, while maintaining rescuer personal protection.

L. Patient delivery procedures at TMH:

Upon arrival at TMH, park at the HAZMAT/DECON reception site at the Bixler Emergency Center. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Bixler Emergency Center for further decontamination.

M. Patient delivery procedures at Capital Regional Medical Center (CRMC):

Patient delivery sites at Capital Regional Medical Center can be obtained via their Emergency Department radio. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Emergency Center for further decontamination.

N. Based on decontamination processes suggested by TFD Command, LCEMS personnel, the ambulance stretcher, LCEMS equipment and ambulance will be

decontaminated prior to further use. Specific personnel, vehicle and equipment decontamination procedures, as in the case of patients that have encountered radioactive material, may also be obtained through TFD dispatch.

0. Post incident, LCEMS staff are to obtain follow-up evaluations from Hospital Emergency Department, complete an Incident Reports and Employee Initial Notice of Injury.

4. TRAINING:

LCEMS will train with local law enforcement, fire services and hospitals to effectively operate under the Incident Command structure. Other goals of training are to safely operate in the HAZMAT environment and process the contaminated/decontaminated/multi-system injured patient on scene, en-route and at the hospitals.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

SCENE INVOLVING WEAPONS/ASSAULTS IN PROGRESS

1. It is the policy of LCEMS that no employee will place themselves, another employee and when possible the patient in jeopardy while responding to calls or while providing patient care.

2. LCEMS crews will not be sent to an incident scene where weapons are being used or assaults are in progress. To the extent possible, it is the responsibility of LCEMS dispatch to assure scene safety for EMS personnel through communication with law enforcement. LCEMS Dispatch will direct the LCEMS crews to stage a minimum of one block away from such incidents until the scene is secured and made safe by law enforcement.

3. If a LCEMS crew is faced with a potentially life threatening situation, is threatened or feels threatened the crew is to call via radio "10-24" also stating their location or activate their orange panic button on their portable radio. These codes are only to be used when law enforcement is needed immediately to protect the lives and safety of the EMS crew, the patient or public. LCEMS dispatch will immediately notify the appropriate law enforcement agency of the situation. The Shift Supervisor will be notified of the situation and shall respond to the scene.

4. Should a LCEMS crew be on scene with a patient and the environment become so hazardous that the EMS crew feels that they are physically in danger, the LCEMS crew may elect to vacate the scene without the patient if necessary. The first consideration of the LCEMS crew must be their personal safety. The LCEMS crew will move to a safer location while notifying LCEMS dispatch of the situation and need for additional resources. The LCEMS crew will need to provide EMS dispatch with as much information about the situation as possible so that assisting agencies can respond appropriately (IE; violent bystanders, weapons, etc.). The LCEMS crew will not approach or return to the scene until the scene is secured and deemed safe by law enforcement.

5. LCEMS personnel who elect to utilize body armor may do so, but must comply with the "DO NOT ENTER UNTIL SECURED" policy as stated above. Reference S.O.G. 425.00 for LCEMS SWAT Medics guidelines.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

CIVIL UNREST

I. PURPOSE:

To provide a guideline for LCEMS personnel in instances of civil unrest.

II. GUIDELINE:

Upon notification that a civil disturbance exists, LCEMS personnel and vehicles will not enter civil disturbance areas unless notified by the appropriate Law Enforcement Agency that the area is secure and safe for LCEMS personnel to respond and work.

III. PROCEDURE:

1. **OPCON 1 (Operating Condition 1)**

A. Normal operations of LCEMS is such that the in-service ambulances will be stocked and staffed so as to respond to the normal EMS events of the day.

B. Should the Shift Supervisors receive information from a reliable source that events are about to unfold that would seriously exceed the abilities of normal staffing, then the Shift Supervisor will initiate OPCON 1A

1) **OPCON 1A** requires notification of superiors of the potential situation. LCEMS Dispatchers are to begin utilizing their "Disaster Checklists". (See "Plan A".) Notifying the following of the situation:

1. Chief
2. Deputy Chiefs

2) An immediate analysis of vehicles, equipment, and extra staff in an effort to meet the possible demand will be done. Efforts will be made to enhance fleet readiness by attempting to retrieve vehicles at repair shops and stocking and fueling extra vehicles.

3) At the discretion of the Chief or Deputy Chiefs - dispatch will contact off-duty personnel notifying EMS staff of the potential pending recall and will advise all contacted staff to monitor their pagers for possible recall and cancellation, and to charge both batteries. All staff will be reminded to have on their person their LCEMS ID tags if recalled.

4) The Shift Supervisor will attempt to arrange the removal of the private autos of the EMS staff whose stations are located within the potential problem areas.

5) OPCON lA can be canceled by the Shift Supervisor upon receipt of information to that effect by a reliable source.

2. OPCON 2 (Operating Condition 2)

OPCON 2 is initiated when a confirmed civil disturbance exists. Such confirmation must come from a reliable source.

A. Requires the immediate recall of all available LCEMS staff and has them respond to Headquarters with their radios, extra batteries and chargers, and uniforms with I.D. tags. Dispatch is to continue to utilize their "Disaster Checklists".

B. The on-duty supervisor will respond to the Law Enforcement command Post on scene and assume EMS command. LCEMS Command will establish and maintain on-scene EMS operations such as triage, communications, and transportation. If a Law Enforcement EOC is activated consideration must be given to EMS being represented.

C. LCEMS Command must evaluate the EMS needs of the situation and consider the activation of mutual aid. If mutual aid is activated, EMS Dispatch will coordinate the response routes of the mutual aid EMS vehicles. All mutual aid vehicles will be advised as to what EMS channel to utilize for the event. This decision is to be coordinated by Dispatch and EMS Command. It is the intent of this plan to utilize only LCEMS units during escort situations. (See "Escort Operations" at the end of this policy.) LCEMS requests that are not located within the troubled areas will be handled with LCEMS units and mutual aid units.

D. EMS Dispatch will advise all surrounding counties of the local situation. Each county will be notified that radio approval of inbound vehicles prior to entry into Leon County is necessary in order to eliminate the accidental entry of an out-of-town EMS unit into a hazardous area.

E. A command officer will represent LCEMS at the County EOC.

F. The following additional operation positions must be filled ASAP with recalled personnel.

1) Dispatch – Additional dispatcher.

2) Equipment and Supplies – Recall the Supply Tech’s.

G. The remaining recalled EMS staff will be assigned duties PRN.

H. All LCEMS units that are taking calls within the troubled areas will respond to Command Post authorized requests for service utilizing Command Post authorized routes with law enforcement escorts. Under no circumstances will any LCEMS personnel respond to any requests for service within an active disturbance area. Law enforcement will coordinate the removal of victims from an active disturbance area.

I. If tear gas is being used by Law Enforcement, field crews will utilize the patient isolation coveralls, jumpsuits, goggles/gas masks (depending on the situation), and double gloves for protection during patient care situations. Extreme caution must be exercised not to cross contaminate the EMS responder. EMS command will consider the need to prepare one or more EMS units as contaminated patient transport units. (See the guide for contaminated transport units following LEVEL 5.)

J. It will be the discretion of the LCEMS personnel as to whether or not to stop for private citizens attempting to flag down an ambulance. The decision must be made based on current environment, location, etc.

K. No red lights or sirens will be used near civil disturbance areas.

L. If at any time LCEMS unit/crew is threatened, attacked, etc., personnel will withdraw immediately to a safe area. Communication of such an event must be relayed immediately to EMS command.

M. Ideally, LCEMS personnel will treat and transport decontaminated patients. If a patient that requires transport has not been decontaminated, LCEMS staff will wear protective clothing and will isolate the patient to prevent cross contamination. E.R. notification must be made early so that proper preparations can be made.

N. Patients that are under arrest will be accompanied of a Law Enforcement representative on board during transport. This may need to be coordinated through EMS command.

P. A stand down of OPCON 2 will occur after consultation between EMS command and the EMS Liaison in the EOC.

Q. LCEMS staff must do a thorough secondary survey of all patients in order to discover weapons that may be on the patient. Weapons are to be turned over to the Law Enforcement Officer on scene or Security at the hospitals.

R. During OPCON 2 only the family members of young children will be allowed to ride with the patient in the ambulance.

3. **OPCON 3 (Operating Condition 3)**

OPCON 2 must be fully operational.

A. If the situation appears to be of long duration and the EOC is activated, then LCEMS will move to OPCON 3.

B. Legal authority now changes to the Leon County Sheriff or Tallahassee Police Department. Senior EMS supervisory staff will be assigned to the County EOC for resource coordination, if not already implemented. EMS Command will relocate to or in some way participate in the City/County EOC and will change in designation to EOC EMS Command.

C. During OPCON 3 a law enforcement escort staging area will be established. EOC EMS COMMAND will coordinate staffing of the escort staging area. All EMS units assigned to the staging area operations will utilize channel 2 for escort control. All other EMS units will remain on the LCEMS Channel 1.

D. Law enforcement escorts are designed to provide protection to the LCEMS or Fire units responding to "safe" areas within the troubled zone. All responses will be in the non-emergency mode.

E. Under hazardous situations, law enforcement will extricate the patient. The law enforcement vehicle will then meet EMS at a safe area for patient delivery.

4. **OPCON 4 (Operating Condition 4)**

OPCON 2 and 3 must be operational.

A. Florida National Guard now on the scene, Tallahassee has been declared an area of civil disturbance by the Governor and resources are unable to cope with the situation. All operation centers will remain open.

B. All EMS responses inside the City limits will originate from Headquarters. Each EMS response will have police and/or National Guard protection and will respond under this protection to non- hostile areas.

5. **OPCON 5 (Operating Condition 5)**

OPCON 2, 3 and 4 must be operational.

A. Federal Law Enforcement Agencies and/or U.S. Armed Forces have now

moved in to assist the National Guard with military and police actions. EOC, LCEMS communication and command posts will continue to function in the same locations. LCEMS actions and objectives remain the same.

B. OPCON 3, 4, 5 stand downs require authorization from EMS command and the EMS Administrative Liaison.

6. CONTAMINATED PATIENT TRANSPORT UNITS

A. EOC EMS Command will see to it that an adequate number of vehicles are prepared for the transportation of patients contaminated with CS or CII gas. Every effort will be made to utilize the "prepared" vehicles if possible.

1) If the need arises to transport patients contaminated with CS or CII, such as patients that have time urgent injuries, the following items must be completed:

2) The entire patient compartment of the ambulance(s) must be lined with plastic.

3) Utilize the minimal equipment and supplies in the exposure area.

4) All on-board EMS staff will utilize the gas masks and full protective clothing.

B. The units utilized to transfer the contaminated patients will be re-used for these types of patients until the event is over. No non-contaminated CS or CII patients are to be transferred in the previously contaminated vehicles.

C. Decontamination will be completed based on the advice of TFD command.

7. ESCORT OPERATIONS

In order to respond to patients in the troubled areas, LCEMS, Fire, and Law Enforcement will respond together in order to enhance the safety of the emergency responders. The staging area for Escort Operations will be at TFD station #4 on the training field unless otherwise directed by EMS command.

A. A "staging coordinator" will be assigned by LCEMS Command, and three EMS units will be assigned to the escort staging area.

B. Each LCEMS staging unit will carry all necessary protective gear to enhance the safety of the staff. (See OPCON 2)

C. Each EMS staging unit will communicate with staging command and EOC

EMS Command on radio channel #3.

D. Calls for service within the trouble areas will be dispatched by EOC EMS Command. The request will be relayed to Staging Command. Response coordination will occur between EMS, TFD, and Law Enforcement staging command on site at the staging area. All requests will be responded to non-emergency unless an EOC EMS Command override occurs. At the time of the dispatch, Law Enforcement will send a unit to investigate the need and safety of the situation. Escort units are to standby in a safe area until cleared to enter.

E. Once enroute, the escort EMS unit will advise EOC EMS Command of all response activity, i.e., enroute, arrived, etc.

F. All communications between the escort units that are responding on the request will be on EMS Channel 3.

G. Should any of the escort vehicles receive rocks, bottles, etc., escort communications should occur and the response should be terminated. The lead law enforcement unit may also terminate the response if information becomes available via law enforcement sources that would warrant such a change.

8. DECONTAMINATION

During crowd control situations, law enforcement may utilize one or all of the following lacrimating agents CS, CN, or Pepper gas. All patients contaminated with these agents require the use of protective equipment by the EMS staff. (See OPCON 2)

A. CS and CN (tear gas)

1) CS and CN are used as a multi-person crowd deterrent designed to disperse crowds in extreme situations. All patients transported that are contaminated with CS, CN, or pepper gas require E.D. notification of the situation prior to patient delivery.

2) Patients contaminated with CS or CII will require total body wash down prior to transport in most cases. During critical patient situation or incident critical situations, the Paramedic may choose to disrobe the patient quickly or wrap the patient in a blanket in order to expedite transport and prevent cross contamination. Decontamination could take place later in a safe location or at the hospital if necessary. If a patient is to be transported by EMS that has not been decontaminated of CS or CII, gloves, gas masks, and tyvek suits must be utilized to protect staff and prevent cross contamination.

3) LCEMS staff must be careful not to cross contaminate themselves by

touching their face or hair with contaminated gloves.

4) If the patient's medical condition is not life threatening, the Paramedic may opt to remove the patient and rescuers from danger and decontaminate in a safe area prior to completing the transport to the hospital.

B. Pepper Gas

1) Pepper gas is normally utilized in a one-on-one law enforcement suspect incident. It is a lacrimator that is sprayed directly into the face of someone by law enforcement in order to gain control of the situation.

2) Patients contaminated with pepper gas are safe to transport in an EMS unit without utilizing full body decontamination or patient isolation techniques.

3) The patient's eyes will be burning and should be flushed with water continuously until the discomfort diminishes (usually about 45 minutes after contamination)

4) LCEMS staff must be careful not to contaminate themselves through contact with the patient.

5) If law enforcement is not on scene when EMS is presented with a pepper gas patient, contact should be made with EMS command in order to advise law enforcement of the situation.

6) Notify the destination Emergency Department staff of the patient contamination and condition well ahead of delivery.

IV. TRANSPORT PROCEDURES

A. During escort responses the patient is to be removed from the scene ASAP with minimal care and treatment. Further intensive care can be performed after the LCEMS unit is in a safe area.

B. Maintain radio contact with the escort leader and LCEMS command.

C. Provide patient status reports to the Emergency Departments as soon as is possible, particularly in contaminated patient situations. Make radio contact with both Emergency Departments in a normal manner.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

HURRICANES/TORNADOES/SEVERE WEATHER

ALSO, SEE COLD WEATHER/SNOW AND ICE ANNEX

1. Based on information received from;

- National Weather Service
- Florida State Disaster Preparedness
- News media (television and radio)
- Division of Emergency Management, 488-5921

EMS dispatch will notify the following personnel should a hurricane/tornadoes/severe weather event threaten Tallahassee/Leon County.

- On duty Shift Supervisor
- All on duty LCEMS personnel
- Department Chief
- Deputy Chiefs
- Majors
- Captains

The Hazard

Nature of the Hazard

The term "hurricane" describes a severe tropical cyclone and sustained winds of 74 miles per hour (mph) or greater that occurs along the Gulf or East Coasts, in the Caribbean, or in the Pacific along the west coasts of Mexico and California or near Hawaii. Tropical cyclones rotate counterclockwise in the Northern Hemisphere, and in other areas of the world will have different names (e.g., typhoon). Tropical cyclones are classified as follows:
_ **Tropical Depression**- An organized system of persistent clouds and thunderstorms with a closed low-level circulation and maximum sustained winds of 38 mph (33 knots) or less.
_ **Tropical Storm**- An organized system of strong thunderstorms with a well defined circulation and maximum sustained winds of 39 to 73 mph (34-63 knots).
_ **Hurricane**- An intense tropical weather system with a well defined circulation and sustained winds of 74 mph (64 knots) or higher. In the western North Pacific, hurricanes are called typhoons, and similar storms in the Indian Ocean are called cyclones. The hurricane season runs from the first of June until the end of November. Yet hurricanes have occurred in every month of the year.

Hazard Agents

The primary hazard agents associated with a hurricane are the high, sustained winds; flooding from storm surge or heavy rains; battering from heavy waves; and a variety of secondary hazards:

_ **High Winds**- The high winds impose significant loads on structures, both direct wind pressure and drag, and tend to propel loose objects at high velocity.
_ **Flooding**- The hurricane can cause many different types of flooding. Along the coast the flooding may occur from storm surge, wind-driven water in estuaries and rivers, or torrential rain. The flooding can be still water flooding or velocity flooding caused by wave action associated with wind-driven water along the coast. The rainfall associated with a hurricane is on the order of 6 to 12 inches, with higher levels common. The rain may precede landfall by hours and may persist for many hours after landfall, causing severe flooding.
_ **Heavy Waves**- The storm may generate waves up to 25 feet high. These can batter the coastline, causing devastating damage to the shoreline itself and to structures near the shore. The velocity of the water moving back and forth undermines the foundations of buildings and piers by removing the soil from around them. Debris driven inland by the waves can cause severe structural damage; persons exposed to the moving water and debris are likely to receive severe injuries.
_ **Secondary Hazards**- Hurricanes can also cause numerous secondary hazards. Tornadoes and electric power outages are common. Contamination of water supplies, flooding of sewage treatment facilities, and even levee failure may occur.

Force of Hurricanes
The Saffir-Simpson scale is a widely recognized and accepted practical tool planners rely on to estimate the destructive forces associated with hurricanes. This scale classifies hurricanes into five categories based on wind speed, and describes the destructive forces caused by wind, storm surge, and wave action for each category. Hurricanes or typhoons reaching Category 3 and higher are considered major hurricanes because of their potential for loss of life and damage. Category 1 and 2 storms are still very dangerous and warrant preventative measures.

National Weather Service Warnings
The National Weather Service is responsible for issuing warnings of hurricanes and tropical storms that approach the U.S. mainland. As soon as there are definite indications that a hurricane or a tropical storm is forming, the storm is given a name and the National Weather Service begins issuing "advisories." The advisories are issued frequently throughout the day and night and tell where the storm is, how intense it is, and its speed and direction of movement. If the hurricane moves toward the mainland, hurricane "watch" notices are included in the advisories and storm and hurricane warnings are issued. In addition, "bulletins" for press, radio, and television are issued at frequent intervals to keep the public informed of the progress of the storm.

_ **Hurricane / Tropical Storm Watch:** Hurricane / Tropical storm conditions are possible in the specified area of the **Watch**, usually within 36 hours.
_ **Hurricane / Tropical Storm Warning:** Hurricane / Tropical storm conditions are expected in the specified area of the **Warning**, usually within 24 hours.

_ Short Term Watches and Warnings: These warnings provide detailed information on specific hurricane threats, such as floods and tornadoes.
_ Flood Watch: This product informs the public and cooperating agencies of possible flooding.
_ Flood / Flash Flood Warning: A flood / flash flood **Warning** is issued for specific communities, streams or areas where flooding is imminent or in progress. Persons in the warning area should take precautions **IMMEDIATELY!**

Saffir-Simpson Hurricane Scale

Scale Number (Category)	**Sustained Winds (mph)**	**Types of Damage**
1	74-95	**Minimal:** Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Storm surge 4-5 ft. Coastal roads flooded. *(Hurricane Irene, 1999)*
2	96-110	**Moderate:** Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors. Storm surge 6-8 ft. Up to 12 ft waves. *(Hurricanes Georges, 1998 / Floyd, 1999)*
3	111-130	**Extensive:** Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings. Storm surge 9-12 ft. Flooding can occur up to 10 miles inland. Up to 18 ft. waves. *(Hurricanes Betsy, 1965 /*

		Alicia, 1983)
4	131-155	**Extreme:** Trees blown down. Complete destruction of mobile homes. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Storm surge 13-18 ft. Flooding to 10 ft above sea level up to 30 miles inland. Up to 25 ft waves. *(Hurricane Andrew, 1992)*
5	>155	**Catastrophic:** Complete failure of roofs on many residences and industrial buildings. Extensive damage to windows and doors. Some complete building failure. Storm surge over 18 ft Flooding to 10 feet above sea level up to 30 miles inland. *(Hurricane Camille 1969)*

EMS Operations

In the event a hurricane is expected to hit this area, all off-duty personnel are encouraged to take the necessary precautions to protect their families and property as quickly as possible. EMS personnel are essential employees and are required to report to duty, if recalled, during an emergency such as a hurricane. No leaves will be granted at this time. Any employee using sick leave must be under the care of a physician. Only the EMS Chief or Deputy Chief's may declare a change in the OPCON level for the EMS Department.

Preseason Preparations: Start on April 1st of each year - OPCON 1

All command staff will become familiar with target occupancies in Leon County by conducting preseason surveys. Target occupancies are those with a high probability of trapped victims following a hurricane. Target occupancies may also include buildings

susceptible to structural failure or occupancies that store a large amount of hazardous materials. Also, each facility listed in the Appendix Section that agreed to house EMS personnel as a last area of refuge, or to store EMS apparatus in the event of a storm, must be contacted to make sure that all agreements are still valid. Any changes and all confirmations must be forwarded to headquarters by **no later than May 1st** of each year. Before June 1st of each year the department will have a practice recall of manpower called Operation Activate to ensure that all personnel information is up to date. The Deputy Chief of Operations will consult with all local hospitals to determine if they will need any assistance during a hurricane. All Command Staff need to familiarize themselves with the topography of Leon County to become aware of low-lying areas that are prone to flooding. If help from outside agencies is needed, the pre-determined staging areas will be as follows:

LCEMS Headquarters
Leon County Sheriff's Office

Hurricane Enters the Gulf of Mexico – OPCON 2

_ Chief or designee will contact the Director of the Leon County Sheriff's Office Division of Emergency Management to obtain a situation status report. All information will be forwarded to the Deputy County Administrator
_ Notify all LCEMS Administrative staff
_ Have dispatch/Captain place all LCEMS staff on alert for recall (Operation Activate)
_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
_ All personnel are encouraged to monitor weather/news reports
_ Review Leon County EMS Emergency Operations Plan
_ A formal staff meeting will be held for each operational period or Watch / Warning Bulletin issued by the National Weather Service
_ An inventory shall be taken of all equipment and the apparatus shall be double checked to insure their readiness (flashlights, spare batteries, etc.on each vehicle)
_ Check stock of supplies and linen and place order for immediate delivery of needed supplies and linen
_Charge all spare batteries for portable suction devices, LP12's, portable radios
_ Coordinate acquisition of extra oxygen cylinders
_ Contact LCSO-DEM to arrange for possible mutual aid
_ Contact the amateur radio operators to confirm their support at EMS Headquarters
_ Logistics will pick up all re-useable equipment at the hospitals on a regular basis
_ Consider the need for water and food for field staff
_ Vehicle repair shops will be contacted and priority repairs of the vehicles will be requested
_ Check that all emergency generators are in working order
_ All apparatus fuel tanks should be topped off
_ Check that all electronic equipment at Headquarters(computer, fax, phone, radio, etc.) can be quickly disconnected and safely stored in the event of an evacuation

_ All members should take steps to secure their family and property in preparation for reporting for duty
_ Command Staff should begin maintaining an event file in-station, maintaining a copy of e-mails, phone messages, etc., related to the incident.
_ Command Staff should initiate the Disaster Checklist (Appendix A)
_Special Operations personnel should initiate conditional readiness test for all response equipment

HURRICANE WATCH: Hurricane becomes a threat to Leon County within 36 hours – OPCON 2

_ Top off station fuel tanks, apparatus, including spares, staff vehicles, chain saws, generators, power units, portable pumps, etc.
_ Test and assure that all power equipment is operational; i.e. chainsaws, portable pumps, generators, etc.
_ Secure all loose items around the exterior of stations; i.e. wash out hose, garbage cans, chairs, anything that can become a projectile in high wind
_ Assure that all First Responder supplies are up to normal operating level
_ Reconfirm with all Areas of Last Refuge

HURRICANE WARNING: Hurricane is expected to hit Leon County within 24 hours – OPCON 2

_ Chief or Deputy Chief should consider Command Staff meeting to discuss disaster plans and operations
_ In the event of a fast-moving hurricane, on-duty personnel may take a reasonable period of time, in a coordinated and orderly method, to get their families and homes prepared for the hurricane. This shall be done in such a way as to not interferewith the operations of the department. ***Note: The safest procedure for families is evacuation.***
_ All batteries are to be charged; i.e. radios, cardiac monitors, suctions, etc.
_ All personnel are encouraged to move personal vehicles to higher ground.
_ Off duty personnel are to monitor local media in case a recall of manpower is announced. TeleStaff and IRIS will be utilized to send out recall announcements. See Operation Activate.
_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
_ There will be a dedicated telephone line at headquarters for members to call for instructions and information at 850-606-2105
_ All members who have been recalled and will be reporting for duty should bring the following items:
3 sets of uniforms, and 1 set of protective gear
5 each - pairs of socks, undershirts, and underwear
1 extra pair of shoes

3 Bath towels
Toilet articles for a 3-day stay
Toothbrush and toothpaste
Deodorant
Soap
Shampoo
Razor and shaving cream
Mosquito repellent
3-day supply of food that will not require refrigeration or cooking; i.e., can goods
3 gallons of water
Sleeping bag, pillow, and other needed sleeping materials
Cot or camp chair if available
Flashlight and batteries
_ Unused and spare SUVs shall be placed at headquarters to be used as "Scout Teams" after the storm—See Post Hurricane

HURRICANE WARNING: Hurricane is expected to hit Leon County within 12 hours – OPCON 3

_ Initiate operational and planning meetings of Command Staff
_Begin situational status reporting

_ Consider beginning Operation Activate
_ Dispatch to contact Leon County air ambulance provider to verify aircraft relocation site and expected return to duty time
_ Assign a LCEMS representative to serve as liaison at the Leon County EOC located at the Leon County Sheriff's Office
_Distribute severe weather safety reminders to crews
_ Move all radio and computer equipment possible to a safe area.
_ Move all critical files to a safe area if necessary

_ Move as many ambulances and Special Operations vehicles into bays at EMS Operations as possible.
_ Prepare to have crews stage at the EMS Operations and main Public Safety Complex Building.
_ Prepare for radio backup procedures with crews. Test backup channels and phones
_ At the recommendation of the EMS Chief or his designee, the Medical Director, at his discretion, may issue an Open Protocol Order. The EMS Chief or his designee will transmit an Open Protocol Order to all personnel. Issuance of an Open Protocol Order will allow currently certified providers operating under general supervision of the Medical Director of Leon County to perform medical techniques to the highest certified medical trained level as outlined by the Leon County EMS Medical Protocol Manual without prior Medical Control permission. This order does not allow for deviation from the Protocol Manual, only the relaxation of contacting medical control prior to performing authorized medical techniques.

_ The decision to alter the normal response matrix will be made by the Chief or Deputy Chief. Safety considerations to be taken into account should include, but not be limited to:
1) Excessive winds
2) High water
3) Civil disturbances
4) Roadway debris
5) Visibility deterioration
6) Extremely hazardous driving conditions
7) Chemical/radiation/bio-hazards

County Begins to Feel Storm Effects – OPCON 4

_ During such times as actual hurricane conditions exist, every attempt will be made by the EMS Department to continue its primary mission of protecting the lives of the citizens of Leon County. It should be remembered that EMS personnel are subject to the same limitations as are members of the public. All attempts to deliver Emergency Medical and Rescue Service to the public during hurricane conditions should be tempered by safety.
_ No members shall ride alone during the event; All Command Staff will select a member to act as aide as needed.
_ All personnel are to wear full protective gear, including helmet, for all responses to protect from flying debris
_ A Command Staff person shall report to Dispatch. Once responses stop due to weather conditions, the Command Staff person shall assist dispatch in prioritizing calls for when weather conditions permit responses to resume
_ Command Staff are to use their discretion when responding—keeping in mind that the safety of LCEMS personnel is of the utmost priority
_EMS crews that encounter high water while responding are to notify dispatch and other responding agencies
_ Six inches of moving water can knock you off your feet—use a pole or stick to make sure that the ground is still there before you walk through an area of standing water
_ Use extreme caution when driving through deep water—the road could be washed out
_ Because of the hazard of falling tree branches, helmets will be worn at all times
_ Notify dispatch of any hazardous conditions
_ **Carbon Monoxide Exhaust Kills**—if a gasoline powered generator is used to supply electricity to headquarters and other buildings. It must be placed outside and elevated while taking care that the exhaust is ventilated to the outside air; **DO NOT PLACE GENERATORS ON THE BAY FLOOR**
_ EMS will discontinue response to medical calls when **sustained** wind speeds reach **55 MP** or when a joint decision at the Emergency Operations Center has been made in conjunction with all response agencies. The Chief of EMS or a Deputy Chief will make the determination when to discontinue response and when to resume response based on safety of personnel.
Any Command Staff officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location may choose to cease operations and return to quarters, but

must advise dispatch. In order to provide EMS protection to the citizens of Leon County until the last possible moment, when storm conditions dictate that operations cease, the administration realizes that some apparatus will be left vulnerable to the storm effects and may be possibly damaged or lost. This is a conscious decision and calculated risk that the county must take. If the evacuation of stations becomes necessary, either by orders of the administration or the discretion of the Command Staff, EMS crews are to report to their respective Area of Last Refuge listed in the Appendix Section. The Chief or Deputy Chief's may at any time decide to pull all units into the Area of Last Refuge when conditions become unsafe. County EMS units may be brought in to headquarters until such time as it is safe to respond out. County EMS units will not return to their base station until it has been determined that the station is safe for habitation and has adequate power and water to sustain operations.

_ When the announcement to cease response for hazardous wind conditions is made, units en route to or on the scene of an emergency shall continue their work until completed. If out of station and not on a call, units shall report back to headquarters as soon as possible.

_ When responses cease, due to wind conditions, all apparatus will be driven "head first" into the stations causing the rear of the apparatus to be facing outwards, thus protecting the windshields.

_ The determination for resuming responses will be made by the Command Staff, in consultation with the EOC.

Hurricane Eye Operations

Operations during the eye of the hurricane should be concerned primarily with re-securing headquarters and apparatus. Assist citizens who come to headquarters when it would be a danger to release them. No EMS crews will be dispatched during the eye of the hurricane. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. Remember, even though the skies appear clear, storm conditions will return suddenly. The safety of department personnel will remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through dispatch and Command Staff.

Post Hurricane Operations – OPCON 5
Before Resuming Operations

_ Once the event has passed, Command staff will initiate a personnel roll call. On duty Command Staff must account for all personnel on duty

_ Designated officers and crew are to conduct a "snapshot" survey to give Command Staff an assessment of the following:

Personnel – Is everyone OK? Do you need medical assistance?

Equipment – Are the apparatus operational? Can they be dispatched?

Facilities – Can you operate out of the station? Do you need significant repairs?

_ Use a scale of 1-5 with 5 being the most severe (example: building collapse, a 5) and notify dispatch and Command Staff. Station Damage Survey forms— found in Appendix 9—must be filled out and forwarded as soon as conditions permit Command Staff are to

conduct a "Windshield Survey" of the general situation regarding hospitals and response. This provides information on the condition of high life hazard occupancies, status of major transportation arteries, response routes, and resource needs (i.e., structure collapse, fires, hospital status, petro-chemical/tank farms). Command Staff shall:
_ Conduct Windshield Survey with lights and sirens. Remember, this is a quick and rapid damage survey.
_ Immediately report survey information to their Deputy Chief and dispatch
_ Interrupt a Windshield Survey only to respond to an immediate life-threatening incident.
_ Assume command of life-threatening incident and provide a status report to dispatch and the Deputy Chief.
_ Upon completion of the incident, report the unit's status to dispatch and resume the Windshield Survey.
_ Report potential life-threatening incidents encountered during the Windshield Survey to dispatch. These reports shall be made while continuing the survey.
_ If a Command Staff officer reports that they are unable to complete the Windshield survey, the Deputy Chief shall assign resources as needed to complete the survey Response Area Damage Survey forms found in Appendix 9 are to be filled out for each occupancy. Stations that have a spare car assigned to them will not use the apparatus for this purpose. Two members will be assigned to the car and it will go in service as a "Scout Team." This "Scout Team" will conduct the Windshield Survey and also be on the lookout for any hazardous conditions (building fires, structure collapse, etc.) that may exist. Any hazardous conditions found are to be reported to dispatch.

Resuming Operations – OPCON 5

_ The Chief or his designee shall make the determination when the division can resume response operations. This will happen when sustained wind speeds fall below 55 Mph or the response group at the Emergency Operations feels that resuming response operations is safe. This decision will then be announced by dispatch as a Resume Response order. The Command Staff who believe it is safe to resume operations prior to this announcement shall contact dispatch and state the conditions at their location and their need to begin operations after coordination with the EOC. They will be authorized to respond only upon approval from Command Staff through dispatch. If unable to contact dispatch, the decision to approve such operations will rest with the deputy chief. If unable to contact the deputy chief, the decision will be the responsibility of the Captain on duty. Activities shall be undertaken only if such operations can be completed in a safe manner. Remember that downed trees and electrical lines may impede response and may need to be cleared before emergency response can be made to many areas. ESM crews may need to work in Rescue Task Forces in conjunction with law enforcement, fire, public works, electric utilities, and others to effect an adequate response.
_ It may be necessary for EMS units to dispatch themselves due to lack of communications with other stations or dispatch. This should be done based upon the deputy chief or on duty Captain's assessment of the situation at the time. With the exception of providing life-saving assistance, a search will be conducted as soon as possible

of the predetermined target occupancies (hospitals, shelters, nursing homes, etc.). Remember, this most likely will be a multi-incident event.
_ Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include (but are not limited to):
live wires down
natural gas leaks
building fires
unsafe structures
flooding
hazardous material incidents
traumatized animals
heat stress
downed trees
_ Every attempt should be made to report these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and keep themselves well hydrated.
_ Chain saw injuries to personnel after a hurricane skyrocket. Employees trying to cut downed trees to clear a path can be injured by saw kickback and the pinching of the saw. All employees are encouraged to exercise extreme caution when using chain saws. All employees must have attended a County chain saw safety class before using a chain saw on duty.
_ All members are to be properly relieved—one for one
_ Collect damage assessments
_ Consider the need for Critical Incident Stress Debriefing
If applicable, terminate Open Protocol Order
_ Begin demobilizing personnel as appropriate
_ Chief or Deputy Chief will determine when LCEMS will return to normal operations – OPCON 1
_ Begin after action reporting

Emergency Operations Center Activation

Upon activation of the EOC an EMS staff member will be assigned to represent EMS in the EOC. Preferably this will be a Lieutenant or higher ranked member of EMS. The member that has been selected should be familiar with these protocols and understand their role in the event of a disaster including Unified Command. Staff members should be pre-qualified to fill the EOC position. Qualified staff members should have completed NIMS, NRP, ICS 100 and ICS 200 training. Staff members should also complete ICS 300 and 400 training and FEMA EOC training if possible. The ideal shift rotation will be 12 hours on and 12 hours off in the EOC. A minimum of 4 individuals should be identified as possible EOC EMS representatives to cover ongoing shifts in an extended event. Ideally more personnel should be identified for emergencies and illness as needed.

Upon being identified as an EOC EMS representative, the staff member should gather the list of suggested equipment listed later in this document and become familiar with the protocols and procedures in the EMS Emergency Operations Plan. Most of the items listed in the equipment list will be put into a "go kit" that will be available in each command staff vehicle and at headquarters. The staff member should respond as soon as possible to the EOC to begin their shift. A standard EMS uniform is required. Shift changes and scheduling will generally be done at 7 am and 7 pm unless specified otherwise and approved by the Chief or a Deputy Chief. Once the EOC is manned by an EMS staff member, the post should not be left vacant until the Chief or a Deputy Chief has determined that the operation has ended or that EMS no longer needs to be represented.

Upon arrival at the EOC, park in the parking lot outside the Public Safety Complex and proceed with all equipment to the EOC. Remember you will be in a secure facility and no weapons of any type are authorized except for law enforcement personnel. You will be directed to the EMS chair with a specific phone line and area. Our area usually includes others from the responder community such as law enforcement and fire. Duties and responsibilities at the EOC are listed later in this document. Be sure to check in with the EOC manager on duty and see if there are any special instructions or messages. Meals are provided for all EOC staff. There are usually sufficient beverages and snacks available.

Equipment List

The usual shift at the EOC should be no more than 12 hours; however with unforeseen circumstances in a disaster situation, it is possible that the EOC could be manned for several days without relief. The following list is required and suggested items to make you more comfortable during your EOC shift.

1) EMS uniforms (at least three changes of clothing)
2) EMS jacket or rain jacket
3) EMS ID badge
4) EMS radio with spare battery and charger
5) EMS laptop computer with cables and power cords
6) EMS cell phone with charger
7) Notebook or paper with pens
8) Stapler, paper clips, office supplies
9) EMS Emergency Operations Center Plan
10) EMS MCI Plan
11) EMS phone list
12) County and State Resource Phone list
13) EMS SOG's
14) County Emergency Management plan
15) EMS COOP
16) Personal medications
17) Extra food and snacks *
18) Pillow *
19) Blanket *

20) Entertainment (music, games, book, etc.) *
21) Flashlight with batteries *
22) First Aid Kit *
* Optional items

Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and can change as needs change. Sometimes under the Unified Command structure you may be asked to perform tasks that are not directly related to your usual function. These tasks may be essential and are acceptable as long as they do not interfere with our primary mission in the EOC. If additional tasks seem to be unacceptable for any reason, contact the Chief or a Deputy Chief for direction.

1) Coordination of EMS resources through the EOC
2) Liaison with other EOC agencies
3) Coordination with dispatch on system plan and individual responses
4) Coordinate safety of EMS personnel in a disaster event
5) Coordinate with EMS administration on operations
6) EMS point of contact for all EOC issues
7) Document requests and decisions made by you in the EOC in writing
8) Participate in regularly scheduled conference calls in the EOC
9) Regularly notify EMS administration of progress and issues in the EOC
10) Access CAD on the laptop to monitor system operations

Recall of Manpower

Operation Activate

The Order for Operation Activate shall come from the Chief or Deputy Chief. Upon receipt of Operation Activate orders, EMS dispatch shall announce to all personnel over the radio that an Operation Activation has been called. Operation Activation will also be announced through TeleStaff, IRIS and by pager.

EMS Crews

Upon the sounding of signal Operation Activate, all EMS personnel below the rank of Lieutenant assigned to the current on duty shift (Alpha or Bravo), shall remain on duty until the next shift change time which will be either 7 am or 7 pm. The other shift (Alpha or Bravo) shall report to headquarters at the next shift change. Shift patterns will begin 12 hours on and 12 hours off until the hazard has been declared over by the Chief. Annual leaves or vacations will be cancelled. Members on Light Duty may be recalled to assist in dispatch or as aides to Command Staff. All members are to bring at least a three-day supply of personal items— medicine, toiletries, change of clothes, etc.—with them when reporting during Operation Activate. (See page 5 for complete list of items) This schedule will be kept until conditions permit returning to a normal schedule.

Deputy Chiefs

Deputy Chief's who are on duty at the time Operation Activate is sounded shall remain on duty in charge of one shift. The other Deputy Chief will be assigned to work on the opposing shift until conditions permit returning to a normal schedule.

Majors
Majors shall be assigned by a Deputy Chief to specific duties as needed and will also begin 12 hours shift patterns.

Captains and Lieutenants
Captains and Lieutenants who are on duty at the time Operation Activate is sounded shall remain on duty in charge of their respective shifts. (A or B). They shall attempt to contact by pager, TeleStaff, or phone, a minimum of three attempts, all members of all shifts to advise them of when to report to work. The Captain shall record the time any member reports for duty and complete a Hurricane Overtime Report—see Appendix 9. The Captain shall report to the Deputy Chief, those members who have reported back to duty as well as the on duty personnel. During Operation Activate, members shall rotate working twelve-hour shifts. As soon as the division reverts to a normal schedule, Captain's will forward to headquarters a completed Hurricane Overtime Report for all members of their respective shifts.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

COLD WEATHER / SNOW AND ICE

1. Information concerning potential cold weather/snow/ice may be received from various sources including radio, television, and weather service, etc.

2. Upon receipt of information related to cold weather (temperatures below 32 degrees F):

A. Dispatch will collect all available data and monitor the situation.
B. Dispatch will notify the Shift Supervisor.
C. The Shift Supervisor will have Logistics prepare all EMS vehicles for cold weather operations to include checking coolant levels, other fluid levels and fuel levels. The Captain will assure proper functioning of vehicular heaters. Repairs are to be completed as necessary:

i. Plug in space heaters in each out of service vehicle to prevent fluid/medications freezing.

ii. County stations will plug in their space heaters when not on calls. EMS crews are required to frequently monitor the temperature of the unit, fluids and medications to prevent freezing.

iii. System status trucks will keep their module heater on and will monitor the temperature of the unit, fluids and medications to prevent freezing.

iv. Utilize IV warmers as needed for fluids.

3. Upon receipt of notification involving severe cold weather related problems such as temperature into the teen's, snow and ice on the roads, etc, the Shift Supervisor will:

A. Notify the Deputy Chiefs and Chief.
B. Assure compliance with all items in number 2.
C. Check <u>all</u> LCEMS vehicle tire conditions for excess wear. Tires with excess tread wear are to be replaced.
D. Locate extension cords for each station and have EMS crews plug in the diesel engine heaters when not on calls.
E. Decrease emergency and non-emergency EMS vehicular traffic as much as is possible.
F. Have the most experienced drivers operate the vehicles.
G. Review precautionary driving practices with each crew member (i.e., slower speeds, ice on bridge. etc.).
H. If the Bixler Emergency Center entrance ramp ice's over, dispatch is to instruct local and regional EMS crews of the situation and direct them to off load patients under the Bixler Center until the ramp can be rendered safe for use. Contact TMH Plant

Engineering to request that sand be spread on the ramp. Work with TMH Security and Plant Engineering to block the Bixler Center ambulance ramp until the ramp is safe to use.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

EMS/WMD REGIONAL RESPONSE TEAM ANNEX

1. PURPOSE:

As a regional EMS/WMD recipient/service provider, LCEMS is charged with assembling and maintaining equipment and supplies necessary to support the team mission.

When activated by the Florida Department of Health (DOH) Office of Emergency Operations and the Bureau of EMS, the LCEMS/WMD Regional Team will provide medical care personnel to assist state and local health officials in providing for ill or injured victims at the site of major disasters or emergencies.

2. ACTIVATION:

Requests for EMS/WMD assistance must come through State or local emergency management officials to the State warning Point. The State Warning Point then contacts the State Health and Medical Duty Officer who will process the request through the State Emergency Operations Center (SEOC). The LCEMS/WMD assets can be requested by the CEOC for planned events that may be a target of a terrorist attack, after a Nuclear/Biological/Chemical (NBC) event has occurred or thought to have occurred, or when the Federal Bureau of Investigation (FBI) or Florida Department of Law Enforcement (FDLE) determines a credible threat exists.

3. CAPABILITIES:

The LCEMS/WMD Team is equipped and trained to perform the following specific functions:

- Assist in providing medical care to decontaminated victims
- Provide technical assistance to local EMS
- Assist in triage and medical care of NBC events after decon
- Provide technical assistance, decon and medical care at a medical facility
- Assist in providing medical care to first responders on site
- Assist in providing conventional medical care to victims of a non-NBC event

4. PERSONAL EQUIPMENT LIST FOR EMS/WMD REGIONAL RESPONSE TEAM

The LCEMS/WMD Regional Response Team personnel should be prepared to respond to a mission within two (2) hours of alert and for up to three (3) days or at least until initial disaster recovery efforts have ensured adequate support for its operations. Since team members may not find adequate food, shelter, or water available initially at the site, and the Logistic Staging Area (LSA) may not become operational until well into the response, team members must bring personal food and water for the first twenty four (24) hours. Additionally, each team member must have a personal kit of not more that 50 lbs, sufficient to enable the team member to live and

work in the austere conditions. This should include appropriate clothing for the environment, personal protective equipment (PPE), personal hygiene items, medications, and protective items such as sunscreen and insect repellent. It should be contained in one or two packs at most. It is advantageous to have a large type backpack and a small pack for personal necessities to remain with the team member at all times.

The following is suggested minimum inventory of personal gear and equipment necessary for regional LCEMS/WMD team members to maintain appearance, hygiene, and comfort for the duration of their assignment. This list may be modified by the team management to fit the response. Team members should adjust this minimum inventory based on specific requirements of the assignment.

- Uniforms
- Under clothes
- Light jacket
- Heavy jacket (cold weather)
- Gloves
- Rain gear
- Extreme weather clothing and equipment
- Personal safety clothing and equipment
- Photo ID
- Towel and washcloth
- Personal grooming and hygiene kit
- Two sets of eyeglasses (if applicable)
- Sunglasses
- Flashlight and extra batteries
- Watch
- Hearing protection
- Boots (over the ankle)
- Personal funds and credit cards
- Bottled water (canteen, camelback. 32-64 oz)
- Two week supply of required prescription medications, sunscreen, insect repellent, and necessary over the counter medications
- Sleeping bag
- Ground pad

OUT OF AREA/REGION DEPLOYMENT

1. Personnel and equipment will only respond on an out of area, long term deployment after an official request from a local, state, or federal entity with a tracking number for reimbursement. This does not include emergency requests for mutual aid and other direct assistance to surrounding counties and agencies.

2. From the time a request is made, a file needs to be compiled by the Deputy Chief of

Administration or his/her designee with all correspondence related to the request.

3. Careful accounting of all receipts, payroll sheets, time on task, event logs, patient care reports, and other documentation must be practiced by all responding and supervisory personnel.

4. The Deputy Chief of Operations or his/her designee will ensure that all LCEMS Special Operations equipment is prepared and ready to respond to the deployment.

5. Generally, deployments will range from 7-14 days depending on the event and the request. Personnel should bring personal items to sustain them during the appointed deployment period. Items to bring include, but are not limited to:

At least 3 sets of uniforms, and 1 set of protective gear
EMS jacket or rain jacket
7-14 each - pairs of socks, undershirts, and underwear
1 extra pair of shoes
At least 3 Bath towels
Toilet articles for a 7-14 day stay
Toothbrush and toothpaste
Deodorant
Soap
Shampoo
Razor and shaving cream
Mosquito repellent
7-14 day supply of food that will not require refrigeration or cooking; i.e., can goods
7 gallons of water
EMS ID badge
EMS radio with spare battery and charger
EMS laptop computer with cables and power cords
EMS cell phone with charger
Notebook or paper with pens
Stapler, paper clips, office supplies
EMS Emergency Operations Center Plan
EMS MCI Plan
EMS phone list
County and State Resource Phone list
EMS SOG's
County Emergency Management Plan
EMS COOP
Personal medications
Extra food and snacks *
Pillow *
Blanket *
Entertainment (music, games, book, etc.) *
Flashlight with batteries *

Personal First Aid Kit *
* Optional items

6. Personnel will be paid based on active duty periods only. This depends on the type of event and the staffing that is available. Rest and relaxation periods will not be paid. All expenses will be reimbursed.

7. Safety of all personnel is of paramount importance during an out of area deployment. Situations may vary greatly and all personnel that are activated should take all appropriate precautions and not take undue chances when deployed. Pairing with law enforcement for deployment is highly desirable and encouraged. After catastrophic events, many times unsafe situations occur and personnel should take every precaution possible.

8. When an out of area deployment is requested, personnel will be notified and volunteers solicited. Team members will be selected based on shift schedules, qualifications, and resources requested. Personnel with Special Operations training will be considered first.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Minimum Staffing
CAAS:	201.04.01
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the staffing requirements for LCEMS ambulances.

II. GUIDELINE:

All requirements of the State of Florida Department of Health, Bureau of Emergency Medical Services will be met.

III. PROCEDURE:

1. Staffing guidelines
   A. All in-service LCEMS units are Advanced Life Support in accordance with the State of Florida Department of Health.
   B. All ambulances shall be staffed with a minimum of one Florida certified paramedic as well as one Florida certified EMT (or another Florida certified paramedic).
   C. For Critical Care Transports, a minimum of one Critical Care Certified Paramedic will staff the transport in addition to the EMT/Paramedic crew member.
   D. For tactical call outs, only trained, certified, and appropriately equipped Paramedics may accompany the Leon County Sheriff's SWAT Team on a call out. If EMS resources are requested and Tactical Paramedics are not available, then the EMS System Controller will dispatch an ambulance to stage in the cold zone of the incident.

411.00

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Multiple Casualty Incident (MCI) Plan
CAAS #:	102.02.01 102.02.02
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	17

I. PURPOSE:

Treatment and transportation of casualties to hospitals will be the prime function required of LCEMS during an MCI. These guidelines are designed to assist LCEMS personnel in accomplishing that mission. The MCI plan may be implemented in part or its entirety, as the situation or incident warrants. Experience has taught that there are many sets of circumstances which can, if not dealt with immediately, escalate to the level of a major incident. No one will be criticized for treating an incident as serious, in the first instance, even if events later prove it not to be.

The procedures outlined in this plan establish responsibilities, outline establishment of command and coordination, and provide protocols for patient care and the orderly transport of patients involved in an MCI or major incident/terrorist act. In keeping with the Incident Command System, through the use of Job Action Sheets, various activities associated with the LCEMS response will be completed.

When the County disaster plan is activated or an MCI is declared, the following LCEMS personnel will be specifically notified:

- Chief
- Deputy Chiefs
- Captains
- Lieutenants

II. GUIDELINE:

When the County emergency plan is activated or an MCI is declared, this plan will be put into effect to the extent necessary to manage the event at hand.

It is a condition of employment for every LCEMS department employee to respond to departmental staff recall (see job description) for natural or man-made disasters resulting in an MCI. When notified, each LCEMS department member will report to Headquarters unless otherwise directed. Employees must have their County picture ID with them when reporting to

duty for a recall.

III. PROCEDURE:

1. GENERAL INFORMATION

A. Multiple Casualty Incident is an EMS response where two or more patients are involved.

B. Major incident/terrorist act - any emergency, natural or man-made that requires the implementation of special response by one or more emergency agencies.

C. Hazardous materials incident (HAZMAT) - any substance, chemical, biological, radiological, which is known or suspected to present a health hazard.

D. Weapons of mass destruction - devices/weapons employing explosives, chemical, biological, or radiological elements for the purpose of inflicting mass casualties.

E. Incident Command System (ICS) - structured incident command process.

F. Job Action Sheets - used in the ICS plan, Job Action Sheets provide guidance to command and response staff for critical actions that must be taken in the course of the response to a critical event. Job action sheets that pertain to this policy follow the narrative of this policy.

2. AREAS OF RESPONSIBILITY AT AN MCI

A. The overall on scene incident commander at an MCI is the senior representative of the Tallahassee Fire Department (TFD).

B. The LCEMS commander, referred to as EMS command, will join the TFD Incident Commander under the concept of unified command. EMS Command may range from the first on scene EMS unit to the EMS Chief.

C. All medical care on the scene of an MCI will be the responsibility of EMS Command. Once on scene, EMS Command will review/distribute the job action sheets and assign job action sheet duties to LCEMS personnel as needed in order to complete critical tasks. Included in the job action sheets are sheets for EMS Command, Communications, Staging, Triage, Transportation and the Helicopter LZ.

D. MCI incidents that require patient decontamination will be the responsibility of TFD. LCEMS personnel will operate in the cold zone receiving decontaminated patients from TFD.

E. LCEMS will triage patients using the S.T.A.R.T. triage process.

F. Perimeter control of the scene is the responsibility of TFD Command and law enforcement.

G. Patients that are deceased will be left in the location they are found in. The medical examiner is responsible for the processing and removal of the bodies.

3. COMMUNICATIONS

LCEMS will use the following call signs when on scene at an MCI:

LCEMS incident commander – EMS Command
Communications – EMS Communications
Triage – EMS Triage
Transportation – EMS Transportation
Staging – EMS Staging
Helicopter landing zone – EMS LZ

Operating radio channels for MCI's: EMS Communications is the only EMS representative that will communicate with EMS dispatch. All EMS leaders on scene will communicate with EMS Command via EMS Communications.

EMS Command – Channel 3 and Channel 1
EMS Communications – Channel 3 and Channel 1
All other areas – Channel 3

Radio traffic should be kept to a minimum. Field medics are to report emergencies only via Channel 1.

4. FIRST ARRIVING UNIT AT THE SCENE

The initial call to respond to the scene may not provide adequate information to identify the call as a major incident. The first arriving EMS unit will:

- Approach the scene with extreme caution. Do not rush into the area. Ensure your safety and the safety of those with you.
- If first arriving (or subsequent units) unit determines or suspects HAZMAT, WMD, or terrorist act is present, all LCEMS personnel will immediately evacuate the area to a safe/cold zone upwind from the incident. A series of long blasts on the air horn and an announcement over the radio will indicate emergency evacuation of all personnel.
- Assess the situation and report the status to dispatch immediately.

- Leave vehicle emergency lighting on to identify the EMS Command site.
- If an MCI, the EMS vehicle driver will establish EMS Command/Communications. Join the TFD unified command post as soon as it is established.
- The Charge Paramedic will establish EMS Triage/Transportation.
- As other LCEMS units arrive, EMS Command will assign personnel to Communications/Transportation/staging/LZ, as needed.

5. HAZMAT, BIOLOGICAL, CHEMICAL OR RADIOLOGICAL INCIDENTS

All patients determined or suspected of exposure or contamination will the above noted agents will be decontaminated by TFD prior to patient care and transportation by LCEMS. LCEMS will operate only in the cold zone of one of these incidents. Personal protection from contamination is an essential activity for EMS personnel.

6. TRIAGE PROCEDURE

The Simple Triage and Rapid Transport (S.T.A.R.T.) Method of triage will be used by LCEMS and TFD on MCI scenes.

7. GUIDELINES FOR SECONDARY RESPONDERS

1. Extinguish emergency lighting as you arrive.
2. Contact EMS Communications on Channel 3 for assignment.
3. Remain with your vehicle until assignment is given by EMS Communications.

8. CRITICAL INCIDENT STRESS (C.I.S.D.) DEBRIEFING TEAM

If EMS personnel notice other responders undergoing extreme stress, suggestion for a C.I.S.D. response should be made to EMS Communications. Arrangements can be made for the team to come to the scene or to be at the hospital or other appropriate facility.

IV. RESPONSIBILITIES

The Fire Chief or his designee has responsibility for the overall MCI scene.

Responsibilities of LCEMS are set forth in this policy and procedure.

The Chief is responsible for review of the policy/procedure occurs.

Attachments:
Job Action Sheets
S.T.A.R.T triage system procedure

LEON COUNTY EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS COMMAND

Mission: Organize and direct on scene EMS operations at MCI events

Immediate:
Initiate EMS Command by assuming role of EMS incident commander
Don EMS Command vest
Establish the radio channel to be used on site by Communications, Triage, Transportation, Treatment, Staging and LZ leaders
Confirm MCI/HAZMAT/Bio-chemical/radiological incident exists
Protect the safety of LCEMS personnel
Confirm status of incident with EMS dispatch and request needed resources
Confirm that hospitals have been advised of the situation
Activate incident response plan
Establish and appropriately identify EMS command location
Join TFD unified command once established
Assign LCEMS personnel with the duties of Communications, Staging, Triage, Transportation and Helicopter landing zone coordinator
Provide each with Job Action Sheets for their areas

Intermediate:
Consult with TFD Incident Commander to determine continued safety of the scene
Coordinate all EMS operations during incident
Continue to consult with TFD Incident Commander
Monitor resources and request/stand down resources as needed
Act as liaison with other public safety agencies and hospitals on behalf of EMS
Via EMS Communications, provide frequent situation status reports to dispatch

Extended: Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Call for C.I.S.D. as needed.

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TREATMENT

Mission: Organize and direct patient care at MCI events.

Immediate:
Report to EMS Command and receive briefing
Receive EMS Treatment Vest and Job Action Sheet
Don EMS Treatment Vest
Confirm with EMS Command the radio channel to be used
Treatment officer should not become involved in patient care
Report to treatment site and establish command of the work area
Establish primary treatment area
- Think big – treatment area must be capable of accommodating large numbers of patients and equipment
- Consider: weather, safety, HAZMAT
- Area must be readily accessible
- Designate entrance and exit to area
- Divide treatment area into four (4) distinct and well marked areas: use appropriate colored flags, barricade tape, and/or tarps

Determine equipment and personnel needs in treatment area and request resources via EMS Communications
Coordinate personnel assigned to treatment area
Designate secondary treatment area as an alternative should the primary area become unstable
Inform EMS Command of primary and secondary site locations
Assign personnel to treatment areas based on medical capabilities

Intermediate:
Continue to triage/re-triage patients
Advise EMS Transportation when patients have been prepared for transport
Notify EMS Transportation which hospital the patient should be transferred to
Evacuate patients by priority
Regularly inventory supplies using the MEDICAL EQUIPMENT CHECKLIST and request resupply, via EMS Communications, when necessary

Extended:
Begin relieving or reducing staff as necessary
Report to EMS Command when Triage site activities are no longer necessary

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TRANSPORTATION

Mission: Organize and coordinate transportation of patients from an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Transport Vest and Job Action Sheets
Don EMS Transportation Vest
Confirm with EMS Command the radio channel to be used
Report to Transportation site
Do not become involved in patient care or loading of the patients
Appoint radio operator, if necessary
Determine equipment and personnel needs in transportation area; request same from EMS Communications
Coordinate personnel assigned to Transportation area
Determine location of helicopter LZ via EMS Communications
Establish communications with EMS Triage and advise the location of the loading zone and helicopter LZ
Loading zone should have separate entrance and exit routes
Advise EMS Staging of the location of the loading areas
Communicate with area hospitals:

- Relay information concerning incident to hospitals as needed
- Ascertain each hospital's capabilities to receive patients
- Inform hospitals of number of patients to expect and their conditions

Begin completion of HOSPITAL CAPABILITY AND PATIENT TALLY SHEET
Request from EMS Staging, ambulances/helicopters as needed for transport
Coordinate routing of patients to proper ambulances

Intermediate:
Maintain HOSPITAL TRANSPORTATION LOG. If Mettags are used, assure completion of the tag and retain corner tear off from tags
Advise each ambulance of their hospital destination
Advise receiving hospital of: name of unit transporting, number of patients in unit, brief description of patients' condition and ETA of ambulance
Update HOSPITAL CAPABILITY AND PATIENT TALLY SHEET as patients are transported; complete totals at conclusion of incident

Extended: Begin relieving or reducing staff as necessary.
Advise EMS Command/Communications, EMS Triage, EMS Staging, Helicopter LZ when last patient is transported

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TRIAGE

Mission: Organize and coordinate triage of patients from an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Triage Vest and Job Action Sheet
Don EMS Triage Vest
Confirm with EMS Command the radio channel to be used
Ascertain from the EMS Command, if it safe to initiate triage activities
Do not become involved in direct patient care
Designate a radio operator as necessary
Determine equipment/personnel needs; request same from EMS Communications
Coordinate personnel assigned to Triage
Distribute S.R.A.R.T. tape to triage personnel
Begin triage operations
Advise EMS Treatment of approximate number of patients ASAP
Coordinate transfer of patients by priority to Treatment area
Request personnel and equipment as needed to transfer patients to treatment area
CHECK ALL AREAS AROUND MCI SCENE FOR POTENTIAL PATIENTS, WALK AWAYS, EJECTED PATIENTS, ETC

Intermediate: Advise EMS Communications when initial triaging and tagging operations are complete

Extended:
Begin relieving or reducing staff as necessary
Advise EMS Command/Communications, EMS Transportation, EMS Staging, Helicopter LZ when last patient is transported to Treatment area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS STAGING

Mission: Organize and coordinate offsite EMS vehicle resources at an MCI incident

Immediate: Report to EMS Command and receive briefing
Receive EMS Staging Vest and Job Action Sheets
Don EMS Staging Vest
Confirm with EMS Command the radio channel to be used
In cooperation with Incident Command, establish location of staging area

- LCEMS staging area should be distinct from TFD staging area but may be in the same general location
- Think big – staging area must be capable of accommodating large numbers of EMS vehicles
- Consider: safety and HAZMAT
- Area must be readily accessible
- Designate entrance and exit to staging area
- Consider need for secondary staging area as an alternative should the primary staging area become unusable

Notify EMS Communications for the Location of the Staging Area
Proceed to Staging Area
Determine equipment and personnel needs for Staging Area: Request same from EMS Command
Coordinate personnel assigned to Staging Area
Ascertain from EMS Transportation location of ambulance loading zone and best route to zone
Ascertain from EMS Communications approximate number of EMS units to expect
Maintain EMS UNIT STAGING LOG
Give an INCIDENT PROTOCOL CARD to each arriving EMS unit; Complete the back of the card as appropriate
Send EMS units to EMS Transportation when requested to do so

Intermediate: As the number of EMS units in Staging Area decreases, Advise EMS Communications of possible need for additional units

Extended: Report to EMS Command for reassignment upon closure of the Staging Area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS COMMUNICATIONS

Mission: Organize and coordinate communications for EMS Command at an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Communications Vest and Job Action Sheets
Don EMS Communications Vest
Confirm with EMS Command the radio channel to be used
Stay with EMS Command
Receive and relay all communications from/to EMS personnel at the incident site to EMS Command
Contact EMS Triage, Transportation, Staging, Treatment and LZ leaders to establish radio communications link
Receive and relay all communications between EMS Command and EMS Dispatch
Document requests for additional resources

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS HELICOPTER LANDING ZONE

Mission: Organize and coordinate activities at the helicopter landing zone at an MCI incident

Immediate: Report to EMS Command and receive briefing
Receive EMS Communications Vest and Job Action Sheets
Don EMS Communications Vest
Confirm with EMS Command the radio channel to be used
Proceed to helicopter landing zone
In cooperation with Incident Command, establish location of the helicopter landing zone

- Helicopter landing zone should be distinct from TFD/EMS staging area but may be in the same general location
- Think big – staging area must be capable of accommodating large numbers of helicopters and their required access and egress

The helicopter landing zone must be flat, open, free of wires, trees, and other obstructions

- Consider: safety, wind direction, site security and HAZMAT
- Area must be readily accessible by EMS vehicles
- Designate EMS vehicle entrance and exit to helicopter landing zone
- Consider need for secondary helicopter landing zone as an alternative should the primary landing zone become unusable

Notify EMS Communications of the location of the helicopter landing zone
Determine equipment and personnel needs for helicopter landing zone: Request same from EMS Command
Coordinate personnel assigned to helicopter landing zone
Maintain EMS UNIT STAGING LOG
Give and INCIDENT PROTOCOL CARD to each arriving helicopter; Complete the back of the card as appropriate

Intermediate: As the number of EMS units in Staging Area decreases, Advise EMS Communications of possible need for additional units

Extended: Report to EMS Command for reassignment upon closure of the Staging Area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS DISPATCH

Mission: Organize and coordinate overall communications between other public safety agencies, the hospitals and EMS Communications at the MCI site

Immediate: When notified of a major incident/MCI contact the following personnel/areas of the hospital:

- EMS Chief
- Deputy Chiefs
- Captains
- Lieutenants
-
- TMH and CRMC Emergency Centers

Assess locations of all on duty EMS units and relocate as necessary
Attempt to keep at least one EMS unit in service for non-MCI related calls
Confirm the response/awareness of other public safety agencies
Call in additional dispatch personnel
IF THE INCIDENT INVOLVES AN AIRCRAFT, CALL FLIGHT SERVICES.(Gainesville 352-377-4681) OR (Flight tower at TLH 942-9642 6am-11pm/JAX (904) 549-1537 11pm-6am) TO GET THE TOTAL NUMBER OF SOULS ON BOARD
SEND AN OFFICER TO THE COUNTY EOC TO SERVE AS THE DEPARTMENT LIAISON OFFICER
ADVISE THE LIAISON OFFICER WHICH RADIO CHANNEL TO MONITOR

Intermediate: After confirmation of a major event:

- Reconfirm notification/nature of event with EMS administrative personnel
- Confirm authorization to recall staff via EMS Administration
- Reconfirm notification/nature of event with both Emergency Centers
- Notify Leon County Sheriff's Office Division of Emergency Management via the Leon County Warning point (922-3300) of the incident
- Request mutual aid from Gadsden, Wakulla and Jefferson Counties through the EOC. Coordinate their access to the scene. Provide the radio channel for them to operate on at the incident site.

- **CONSIDER HELICOPTER SUPPORT AS AN AERIAL PLATFORM OR TO QUICKLY DELIVER STAFF AND SUPPLIES**

Extended: Refer all media inquiries to the County PIO
Continue to support EMS Command at the incident site
Plan for personnel, equipment and supply replenishment.

THE SIMPLE TRIAGE AND RAPID TRANSPORT (S.T.A.R.T) METHOD OF TRIAGE

The Simple Triage and Rapid Transport (S.T.A.R.T.) method of triage will be used by LCEMS and TFD on MCI incidents.

S.T.A.R.T. triage is based on three assessments and two treatments:

Assessments

- Is ventilation adequate?
- Is perfusion adequate?
- Is mentation adequate?

Treatments

- Airway maintenance
- Hemorrhage control

S.T.A.R.T. triage steps

1. Identify low priority "walking wounded" and direct them to a safe area (large tree, parking lot). Do not direct these patients to an ambulance. They may impede emergency care and transport of patients. Instructions may be given over the vehicles loud speaker. Advise these patients that you will send emergency workers to them. Spend no further time with this population of patients.

2. Begin triage where you stand and proceed in a systematic, orderly manner through the patients. Use METTAGS or colored ribbons. Attach the tag/ribbon to the patients arm or leg, not the patients clothing. The following colors are used to signify the noted patient condition:

- RED - critical, immediate care
- YELLOW - Serious, stable, delayed
- GREEN - emergency treatment not necessary
- BLACK - dead, expectant
- BLUE - HAZMAT contamination

3. Assessing and tagging should take no longer that 60 seconds per patient. Identify urgent, life threatening conditions for second wave of rescuers.

4. If the victim is NOT BREATHING, reposition and clear the airway. If spontaneous breathing does not begin, tag the victim with BLACK RIBBON and MOVE TO THE NEXT VICTIM.

5. Deceased should not be moved unless it is necessary to reach a live victim or if the body is

likely to deteriorate due to environmental hazards such as fire

6. If a dead body is moved from its location at the incident, evidential continuity (chain of evidence) of the handling must be maintained through its recovery.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Response to Aircraft Emergencies at Tallahassee International Airport
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To provide for rapid response to the airport in the event of an aircraft accident or a medical emergency on an inbound aircraft.

II. GUIDELINE:

1. Under normal circumstances, information concerning an aircraft emergency will come from either the City of Tallahassee Fire Department dispatcher or from the FAA airport tower. If the request comes from another source other than TFD or the tower, notify the tower.

2. In the following scenarios EMS will be requested to respond to at the airport:
   - Aircraft emergency
   - Medical Emergencies at the airport or on an inbound flight

   A. Alert 2 - Aircraft Emergencies or Alert 3 & 4 - Aircraft Accidents

      1) EMS dispatch should acquire the following information and relay it to the responding units.
         1. Alert code
         2. Type of aircraft/souls on board
         3. Nature of emergency
         4. Estimated time of arrival of aircraft
         5. EMS staging location (normally Million Air) or gate to access the patient/incident

      2) Alert 2 calls will be dispatched as Code 2 unless the system controller has information that would indicate a Code 3 response. Alert 3 calls will be dispatched as Code 3 responses.

      3) Upon arrival at the airport, LCEMS units will position themselves at the airport location identified by EMS dispatch. Airport personnel will provide access through the gate for LCEMS. Airport personnel will guide LCEMS to the accident site.

      4) LCEMS units are to have their emergency lights on anytime the

LCEMS unit is inside the fenced perimeter of the airport.

5) In the event of an aircraft crash, Tallahassee Fire Department and LCEMS will establish a “unified command of operations” Refer to the "Emergency Operations Plan" and "MCI Plan" for specific response guidelines to this type of emergency.

B. Medical Emergencies

1) Medical emergencies can occur at the airport terminal or on an inbound aircraft.

2) EMS Dispatch will acquire information related to the patients location and medical condition. Such information will be relayed to the responding LCEMS crew.

3) EMS dispatch will ask airport personnel to guide LCEMS personnel to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Second Incident Encounters
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidance in the event a crew finds themselves on the scene of a second incident while responding to or transporting a patient from a different incident.

II. GUIDELINE:

Under normal operational conditions ambulances will not respond to another incident with a patient on board.

III. PROCEDURE:

- If, while transporting a critical patient under lights and sirens, a crew comes across the scene of another incident, that crew will continue on its way to the hospital without stopping to render assistance. The driver will contact EMS dispatch of the situation requesting appropriate assistance to respond.

- If, while responding to a Code 3 patient under lights and sirens but without a patient on board, a crew comes across the scene of another incident, that crew will stop and render aid only after notifying EMS dispatch of the situation. A second unit will be dispatched as appropriate.

- If, while transporting a non-critical patient, the crew comes across another incident, that crew will stop and the driver will render aid as necessary. The charge person will not abandon his/her patient to render aid. Further assistance will be called for through EMS dispatch as needed. If at all possible, any additional patients from a second scene will not be transported in the same vehicle with the original patient. A second or subsequent unit will transport patients from the second scene.

- EMS dispatch will divert ambulances to calls as necessary but will ordinarily avoid sending ambulances carrying patients to subsequent scenes.

- In the event of unusual circumstances the on-duty supervisor or System Status Controller will make decisions related to this guideline.

414.00

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Social Services Referral
Effective:	June 1, 2005
Reviewed:	May 2010, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To refer patients to needed and appropriate services within the community.

II. GUIDELINE:

LCEMS shall attempt to assist patients in finding appropriate services in the community that meet the needs of that patient. The paramedic will attempt to assist the patient to find appropriate resources to utilize and reduce the utilization of inappropriate resources while more closely meeting the patient's needs.

III. PROCEDURE:

When a patient is identified with needs that are beyond the scope of LCEMS personnel, the paramedic will:

1. Offer the patient a 211 Big Bend Card so that the patient can help themselves by calling for needed services.

2. Fill out the Social Service Referral Form and turn it in to the on-duty supervisor. Provide as much information as possible.

3. The on-duty supervisor will provide these forms to the Deputy Chief of Clinical Affairs.

4. The Deputy Chief of Clinical Affairs will call the appropriate community resource and request assistance. In cases where immediate assistance is identified the on-duty supervisor will call the appropriate community resource.

When a need is identified and the patient is transported, the crew will notify the receiving hospital of the need also.

Leon County EMS Social Services Referral

Date: _____ Time: _____

Name of Person Being Referred: _____

_____
Street Address

_____
City State Postal Code

Contact Number: _____

Referred By: _____ ID# _____

G Emergency (Notify on duty supervisor) **G Urgent (Leave for the on duty supervisor)**
G Referral Card Given **G Referral Authorization Form Signed**
G Referral Form Attached

Please Check Applicable Categories

G Abuse/Neglect
- Q Child Abuse/Neglect
- Q Elder Abuse/Neglect

G Food/Meals
- Q Feeding Sites
- Q Food
- Q Food Stamps

G Individual/Family Support
- Q Adoption
- Q Adult Day Care
- Q Animals/Animal Control
- Q Child Care
- Q Disability Services
- Q Hospice Care
- Q Respite Care

G Mental Health
- Q Anger Management
- Q Baker Act Info
- Q Death and Grief Issues
- Q Depression
- Q Hypochondria
- Q Loneliness
- Q Mental Health Support Group
- Q Stress Management

G Disaster Services
- Q Disaster Info/ Preparation
- Q Flooding Relief
- Q Hurricane Relief

G Housing
- Q Emergency Shelter
- Q Foreclosure
- Q Home Repairs
- Q Rent/Housing

G Legal/Criminal Justice
- Q Child Custody/Support
- Q Court Services
- Q Discrimination/Harassment
- Q Landlord/Tenant
- Q Legal Assistance
- Q Offenders/Ex-Offenders Services
- Q Victim Services

G Personal/Household Needs
- Q Clothing
- Q Furniture/Appliances
- Q Holiday Assistance

G Transportation/Utilities
- Q Utilities Assistance
- Q Utilities Deposit

G Employment
- Q Job Opportunity/Search
- Q Job Training
- Q Unemployment Assistance

G Income Support/Assistance
- Q Public Assistance/TANF
- Q Tax Assistance
- Q WIC

G Medical/Dental Assistance
- Q Clinic Information
- Q Dental Care
- Q Health Support Groups
- Q Medical Financial Assistance
- Q Medicare/Medicaid

G Substance Abuse
- Q Substance Abuse/Addiction
- Q Substance Abuse Support Group

G Suicide
- Q Suicide Information
- Q 1st Party Suicide
- Q 2nd Party Suicide

G Other Information

_____
_____
_____
_____
_____
_____

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Transporting Donor Organs
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide rapid transportation to and from the airport for organs donated for transplant.

II. GUIDELINE:

The request to transport organ procurement teams and donated organs to / from the airport is to be considered of high importance. The fee for services provided by Leon County EMS is the responsibility of the organ procurement team.

III. PROCEDURE:

- LCEMS dispatch will obtain the required information including the expected time that services will be needed. System Status Controllers (SSC) will make payment arrangements with the requesting organization in accordance with current payment policies.
- LCEMS dispatch will assign a unit to provide the requested services at the location and time requested.
- All responses and transports will be done Code 2 unless otherwise directed by the SSC or on-duty supervisor according to the needs of the team.
- Airport transports of an organ harvest team with a harvested organ onboard are acceptable candidates for emergency transport mode (refer to SOG 215.00).

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vehicle Operations
CAAS:	202.01.02
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	15

I. PURPOSE

To provide uniform driving guidelines for the safe operation of Leon County EMS vehicles.

II.GUIDELINES

Only safe drivers are allowed to operate County vehicles and that basic standards be followed in all vehicle operations. Safety is the ultimate concern for patients, the public and employees. This SOG applies to employees of the EMS Division who are required to drive as a part of their duties. It does not apply to office support personnel who do not engage in pre-hospital care.

III. DRIVERS

All drivers of LCEMS vehicles will meet the qualifications and motor vehicle records requirements as outlined in the current County Driver Policy and in accordance with Florida Statue 401 and the corresponding Florida Administrative Code.

All drivers of LCEMS emergency vehicles will have successfully completed the Emergency Vehicle Operations Course before operating any department vehicle. All guidance provided in these courses will be followed.

Employees must immediately report in writing any revocation, suspension or loss of driver's license to the on-duty supervisor.

Employees must report within 1 hour of reporting to work, in writing, convictions and / or citations for violations of motor vehicle traffic laws and ordinances other than parking violations, in any vehicle, to the on-duty supervisor. The report will include copies of all available citation / arrest paperwork. The written report will include an explanation of the circumstances surrounding the citation / arrest.

IV. TRAINING

All new employees will be required to complete Initial LCEMS driver training. Annual training will also be provided for all drivers of LCEMS emergency vehicles. Driver training reinforces good driving habits.

1. Initial training

All employees at the time of hire, will be introduced to the type of vehicles which they will be operating and its specialty equipment and safeguards. If more than one type of vehicle will be used, introduction to all equipment will be done. All new drivers will demonstrate competence in safe driving with a Field Training Officer before being allowed to routinely drive. As part of their field training and orientation, drivers will pass the driver proficiency checklist prior to being given full driving privileges.

Initial training will be completed as part of the LCEMS new employee orientation program. It will include the following components:

1. Vehicle Inspection – The trainer will explain why and when vehicles should be inspected. The inspection of the vehicle will be demonstrated to the new employee. The new employee will then perform the inspection under the supervision of the trainer.

2. Operating Techniques – Instruction will be given to allow the driver to become familiar with operating and using the equipment / vehicles.

3. Training Exercises – After operating techniques have been learned the new employee should work on developing proficiency in operating the vehicle and equipment.

4. Governmental Rules & Regulations - All appropriate rules and regulations will be reviewed with the driver. Emphasis will be given regarding safe vehicle operations.

5. Accident Reporting Procedures – A review of procedures developed for handling accidents will be conducted. This review will include familiarization with accident reporting forms, accident review procedures and possible disciplinary actions.

6. Emergency Procedures – How to handle: fires (including fire extinguisher use), mechanical failures and other potential emergencies.

7. Overview of Driver Monitoring program, currently known as "iDrive".

2. Smith System Driver Training

   All employees of the EMS Division will successfully complete the Smith System Driver Training with in 60 days of being hired.

3. Annual Training

   All drivers of LCEMS emergency vehicles will successfully complete annual refresher driver training. The training shall consist of a Smith System Refresher class or an online Learning Module.

4. Periodic Training

   Periodic training of all drivers is necessary:

   1. To reinforce County policies and procedures
   2. When County policies and procedures have changed
   3. As a result of changes in vehicles, equipment, products or regulations.
   4. As a result of specific accident trends, high frequency or high severity of accidents within the fleet.
   5. As a part of disciplinary procedures for a driver involved in an accident or for a driving violation.

5. Training documentation

   All training will be documented in writing and maintained by the Education / IQM Manager at LCEMS.

V. INSPECTIONS

All employees shall perform a safety check each day of any vehicle they are assigned to drive. These checks will be documented on the daily inspection form in Operative IQ. The safety check will include:

1. Windshield washers and wipers
2. Directional signals / turn signals

3. Tires – check for adequate inflation, damage and tread wear.
4. Lights – all lights must be checked, inside and out, including dash lights. Check both high and low beam headlights.
5. Horn
6. Brakes – When testing the brakes the engine will be on. They shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop. When the pedal is depressed it should move smoothly. When released the pedal should return to the complete raised position. When stopping there should not be any pulling to either side, grinding sounds or return pressure felt in the brake pedal. If brakes fade or any of the above symptoms are noted immediately notify Logistics or the Shift Supervisor and take the unit out of service.
7. Parking brake – The vehicle should not roll either forward or backward when the parking brake is applied.
8. Back-up alarm
9. Emergency lights
10. Siren
11. Date / mileage due of next preventive maintenance. – Vehicles that are found to be due for preventive maintenance will be immediately reported to logistics.
12. Damage to the vehicle – all employees will inspect the vehicle for new damage when taking responsibility for the vehicle. Upon return of the vehicle it will be inspected for new damage. Damage not previously noted on the vehicle's damage report will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted it will be immediately reported in writing to the shift supervisor.
13. Motor oil
14. Brake fluid
15. Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
16. Hydraulic systems
17. Automatic transmission fluid
18. Cooling system reservoir
19. Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
20. Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a "missile" hazard in the event of a quick stop.

Employees must assure that the vehicle is in safe operating condition at all times. Gauges will be monitored when the vehicle is in operation. If any gauge indicates an abnormality the vehicle must be taken out of service as soon as possible. All defects or deficiencies shall be immediately reported to the shift supervisor.

VI. VEHICLE MAINTENANCE

1. All vehicle maintenance and records of maintenance is the responsibility of Leon

County Fleet Management.

2. Repairs, adjustments, alterations and modifications to equipment will be carried out only by qualified persons specifically authorized by Leon County. No employee of LCEMS is to undertake such work unless authorized.

3. In the event of vehicle / equipment malfunction, corrective measures on the part of LCEMS personnel will be limited to verification that power exists and that all operating controls are in a normal configuration. If such action does not correct the malfunction, the problem will be referred to authorized service personnel.

4. All malfunctioning vehicles and vehicle equipment will be reported to the Shift Supervisor. No vehicle perceived to be unsafe will be driven until checked and repaired or deemed safe by Leon County Fleet or the Shift Supervisor on duty.

5. If a critical vehicle malfunction occurs while responding to a call or transporting a patient the crew will immediately notify control to dispatch another unit. The Shift Supervisor will be notified to assure that the patient is cared for and to coordinate towing and repairs. The crew will complete an incident report and provide it to the Shift Supervisor.

V. GENERAL SAFE DRIVING

- Before driving
  - A good mental attitude is essential for safe driving. A chip on your shoulder, a bad temper, irritations caused by other drivers, personal worries, fighting traffic and aggressive driving are all out of place for safe driving.
  - Make all adjustments for safe driving such as seat, inside and outside mirrors and sitting position before putting the vehicle into gear.
  - All persons who drive or ride in County vehicles will in all cases wear the installed seat belt. The only exception is an attendant in the rear of an ambulance who is administering patient care that would not otherwise be able to be administered if the seat belt were worn.
  - Never take drugs or strong medication before operating a vehicle. Drugs, illness or extreme fatigue may affect an employee's ability to judge distance, speed and driving conditions.
  - Nothing is to be stored on the dashboard (i.e. coffee cups, clip board, papers, etc)

- Starting
  - Signal your intention.
  - Wait for traffic to clear
  - Avoid jack-rabbit starts…they may injure an occupant and will damage the vehicle

- On the road
  - All drivers will abide by all federal and state laws and County policies.
  - Use of cellular / mobile phones is limited to hands free use while driving County vehicles.
  - Always be prepared to make emergency stops or take evasive action.
  - The speed limit is a prudent safety limit. The posted speed limit will not be exceeded except during emergency responses as outlined in this policy.
  - Check mirrors and gauges frequently.
  - Shift your vision from point to point.
  - Do not drive too close to the vehicle ahead. Keep a distance of at least four seconds between you and the vehicle in front of you.
  - Slow down at intersections. Anticipate turns by other drivers.
  - Do not jump yellow traffic lights.
  - Slow down for curves and accelerate as you reach the straight. Remember that ambulances are top heavy and can overturn as a result of swerving.
  - Never assume you have been seen or heard. Conversation, radios, tape players, closed windows and closed minds all may prevent drivers from seeing or hearing your vehicle until the last moment. Prepare yourself accordingly.
  - Respect the right of way of others before asking that they yield to you. Watch for signs of movement. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver in the legal right.
  - Keep a distance behind other vehicles to avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side and let the tailgater pass.
  - Watch for and yield to pedestrians, especially at crosswalks and between parked cars. Small children and old or incapacitated persons are completely unpredictable.
  - Drivers must be particularly alert while driving near children. Children must be kept from playing in or about County vehicles. While in areas such as schools, parks, playgrounds, swimming pools or community centers be especially watchful for children and drive carefully and slowly.
  - Lookout for animals and avoid them whenever possible. Never jeopardize your patient or vehicle by swerving or braking violently to avoid an animal.
  - Watch the hidden lane of traffic at intersections. Vehicles in that lane may not see or hear you.
  - Be visible at all times. Turn on low beam headlights at all times the vehicle is operated.

- Passing
  - Pass only when your view is clear well ahead and never on a solid yellow line.
  - Make sure the vehicle behind you is not about to pass
  - Signal by flashing your high beam headlights
  - Use extreme care when passing by crossing the median and driving in the wrong lane. This will only be done while traveling in emergency mode with lights and siren on.

- Convex mirrors provide deceptive spatial positioning. Do not use them to judge position of your vehicle in relation to other vehicles.

- Turning
  - Signal intentions at least 100 feet in advance, including changes in lane and actual changes in direction.
  - Check blind spots and mirrors before turning
  - Look ahead and behind several times before turning
  - Learn blind spots and compensate for them

- Stopping / breaking
  - Anticipate your stop and signal your intention.
  - Use pumping or press and release action when braking.
  - Stop gently, remember your patient and partner.
  - Avoid sudden braking. Instead of sudden hard braking continue past and go back. Remember a vehicle may be right behind you that you don't see

- Parking
  - Vehicles on calls should be left running.
  - When possible do not park in moving traffic lanes.
  - Leave emergency warning lights on when parked in the flow of traffic
  - Before leaving the vehicle place the vehicle in park and engage the parking brake.
  - Engage the high idle.
  - If parked on a downgrade the front wheels should be turned towards the curb.
  - If parked on an upgrade the front wheels should be turned away from the curb.

- Night driving
  - Do not overdrive your headlights.
  - Keep headlights and windshield clean.
  - Dim headlights for oncoming traffic.
  - Distant tail lights are deceiving. Slow down until you are sure of distance.
  - Keep alert for pedestrians, unlighted vehicles, vehicles with one headlight, bicycles, motorcycles and animals.

- Weather hazards
  - Do not drive through moving water
  - Use caution when leaving the roadway – making sure the ground can handle the weight of the ambulance and you won't get stuck. You and the patient are better off if you have to park on a hard surface and walk to the patient. This will prevent delays in care and or transport.
  - Do not drive too fast for existing conditions.
  - Do not make hard stops or turns on roads that are slippery, wet, icy oil slicked.
  - In obscured vision situations slow down, be alert and use hazard warning flashers. Turning off a portion of your emergency lights during heavy fog or rain may improve visibility and decrease reflective glare.

VI. BACKING PROCEDURE

Ambulances

- To ensure the safety of pedestrians and for the protection of property in the vicinity of LCEMS ambulances operating in reverse all personnel are required to follow this procedure when the ambulance is proceeding in reverse mode.

- The ambulance will not be put into reverse until someone is outside the ambulance on the driver's side rear. This person is responsible to make sure that the area directly behind the ambulance is clear of all objects and persons.

- The driver of the unit will keep their window down and the AM/FM radio off while backing the ambulance to ensure better communication and vision.

- Direct eye contact must be made between the driver of the ambulance and the person responsible for backing them up. If the driver cannot see the spotter, they should immediately stop the ambulance to avoid hitting the spotter.

- Auxiliary lights such as the side scene lights should be used if necessary to illuminate all areas near the ambulance.

- Side mirrors shall be free of water, dirt and debris to allow for maximum visibility by the driver.

- Verbal communication between the driver and spotter at the rear of the unit shall be maintained. Use of the two way radio should not be used.

- Hand signals consistent with the direction of travel and stopping will be used by the spotter at all times. See attachment #1 for approved hand signals.

- If a crew member attending the patient is unable to direct the driver, the driver should immediately seek the help of another individual who is on scene. If the situation arises where there is absolutely no one to direct the ambulance driver the driver should inspect the path of travel to the rear of the ambulance before moving the ambulance in reverse. When moving in reverse the crewmember in the patient compartment should proceed to the rear door windows and clear the travel area to the rear of the ambulance. This should only be done in extreme circumstances when no other alternative exists.

- Back up slowly and with caution, never more than 1-2 mph.

- Turn off the back-up alarm whenever a backer is present, if available. In emergent situations when a backer is not available, back-up alarm must be on.

Other vehicles

All drivers of LCEMS non-ambulance vehicles will observe the Leon County backing policy located in the Leon County Board of County Commissioners Safety Manual.

VII. RESPONDING TO EMERGENCIES

- Vehicles responding to an emergency call will utilize both audible and visual warning devices (lights and sirens) except when contraindicated for safety.

- Give traffic a chance to clear itself before pushing through. Weaving in and out of various traffic lanes is exceedingly dangerous.

- Florida Statutes 316.126 (3) say "Any authorized emergency vehicle when enroute to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights.. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state." Keeping this in mind, when making emergency response between 11:00 p.m. and 6:00 a.m. in residential areas, if there is no apparent vehicular traffic and the unit is traveling at posted speed limits, the use of sirens is not mandatory. Safe operation of the ambulance must be the primary objective of the driver at all times. When in doubt concerning the use of the sirens, always choose to use the sirens.

- When making emergency response with lights and sirens, although the statues specify the posted speed limits may be exceeded, the driver must always take weather, road and traffic conditions into consideration. The statute specifically "does not relieve the driver from the responsibility to drive with due regard for the safety of all persons" (316.126 (5)). Unnecessary and unreasonable excessive speeds shall be avoided.

- The AM/FM radio will be turned off during emergency responses and while transporting patients.

- Drivers will be alert for other emergency vehicles responding.

- When a two person crew is responding they will work as a team. The front seat passenger will note the location of the incident, locate it in the map book and provide directions to the driver as needed. They will serve as a second set of eyes watching for hazards, other vehicles and pedestrians and will communicate such to the driver. The passenger should operate the two way radio and siren to avoid distractions to the driver.

- Use of cellular / mobile phones will be limited to calls necessary to get information from control or dispatch. They will be used in hands free mode and will be operated by the passenger when present.

- Use caution when beginning siren in traffic. If sirens are suddenly turned on, the drivers in the immediate vicinity may be startled and panic.

- Driving on the wrong side of the road, crossing medians and driving the wrong way on one-way streets will be done in cases of necessity and with extreme caution. Resort to this only when there is no other way to get through. Drivers will be prepared to justify their actions.

- When driving to an emergency all drivers of emergency vehicles will come to a full and complete stop at all red lights and stop signs. After ascertaining that all other traffic has yielded to the emergency vehicle, the vehicle may proceed through the intersection with due regard for the safety of others.

- Posted speed limits in school zone must be observed when children are present.

- Emergency vehicles will not pass a school bus when the school bus is loading or unloading students as indicated by the flashing red lights on the school bus until cleared to do so by the driver of the bus. At that time the emergency vehicle will proceed with extreme caution.

- Upon arrival at the scene of an incident, emergency vehicles will be parked at a safe distance from any hazard and in such a manner as not to cause obstructions to other emergency vehicles responding to the scene. Vehicles will, unless otherwise contra-indicated for reasons of safety or security, remain idling at all times. Turn off white lights and head lights at night, unless they are deemed necessary for safety.

- At Haz-Mat scenes the unit should be parked at a distance and location indicated by a Haz-Mat team officer. In the absences of such an officer the crew should use information contained in their North American Emergency Response Guidebook to determine where to position the unit.

- Ambulances transporting patients to an emergency care facility may use emergency lights and sirens in circumstances involving patients with life-threatening or potentially life-threatening illness or injuries at the discretion of the paramedic in charge of patient care.

- Ambulances may only be operated by LCEMS employees, regardless of Code return.

VII. ACCIDENTS & EMERGENCIES

All accidents, no matter how minor, involving County owned vehicles will be immediately reported to the shift supervisor. Employees will follow the policy on handling and reporting accidents as outlined in the Leon County Board of County Commissioners Safety Manual. This includes mandatory drug and alcohol testing of drivers as outlined. County employees involved in accidents while utilizing a County – owned vehicle is to only discuss the accident with the investigating law enforcement officer or an agent of Leon County. Do not offer an admission of guilt.

If an ambulance is involved in an accident while transporting a patient:

- Immediately notify control of the situation and request additional resources and the on duty supervisor to respond.
- Check the status of the crew and patient and provide first aid as required. If injured and it is safe to do so remain where you are, don't further injure yourself trying to provide care for others.
- Check the status of the other parties involved and provide first aid as required. Their care will be immediately turned over to other responding units when they arrive on the scene.
- Warn other motorists of the accident by using warning devices.
- Ensure the safety of everyone involved.
- Evacuate the ambulance if it is not safe for the patient or crew to remain in the ambulance.
- If it is safe for the patient and crew to remain in the ambulance, keep the patient in the ambulance until the back-up units arrive to provide assistance.
- Transfer the patient being transported to another unit for continuation of care / transport.

If an emergency vehicle is involved in an accident other than while transporting a patient:

- Immediately notify control of the situation and request additional resources and the on duty supervisor to respond to assist you. If responding to a call request that another unit be sent to that call.
- Check the status of the crew and provide first aid as required. If injured and it is safe to do so remain where you are, don't further injure yourself trying to provide care for others.
- Check the status of the other parties involved and provide first aid as required. Their care will be immediately turned over to other responding units when they arrive on the scene.
- Warn other motorists of the accident by using warning devices.
- Ensure the safety of everyone involved.
- Evacuate the ambulance if it is not safe for the crew to remain in the ambulance.

If a fire occurs on board any County vehicle the crew will assure that all passengers are immediately evacuated. Only after everyone's safety is assured and in cases of small

fires should the crew attempt to extinguish the fire. Do not attempt to extinguish any fuel fires.

If you smell fuels vapors or observe fuel leaking:

- Stop the unit
- Turn off all electrical systems
- Remove the patients, passengers and crew from the unit
- Keep the area clear
- Immediately notify the Shift Supervisor
- Request additional unit as needed to transport patient or respond to call

It is not possible to list all emergency situations that a crew may encounter. However, in all emergency situations the safety of the crew and the patient will always be the first consideration. Safe guarding property will always take a back seat to safe guarding life.

IX. DISCIPLINE

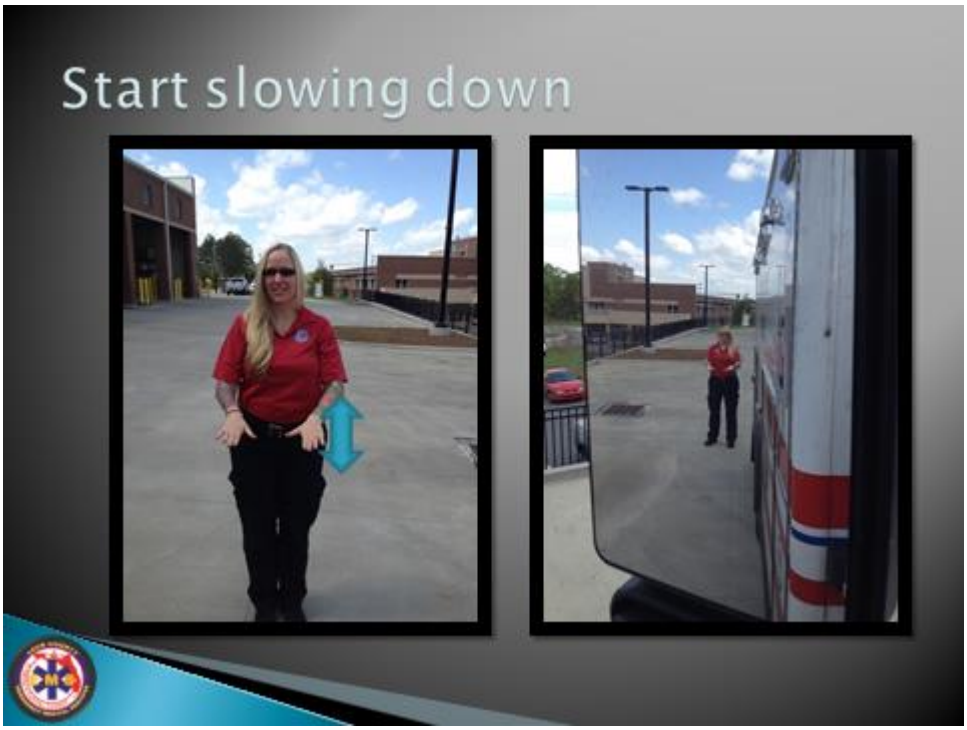
Any employee who fails to abide by any of the Leon County driving policies and procedures will be subject to disciplinary action up to and including termination of employment.

Attachment #1






Turning to right


Start slowing down





- Not all backing instances require a “start slowing down” or “distance to stopping” signal.
- Simple “all stop” signal will work.
- Use safe judgement of situation and hazards present to use correct signals.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Gasoline and Diesel Refueling
Effective:	June 1, 2005
Reviewed:	March 2005, June 2008, December 2012, December 2015, December 2018
Revision:	4
Pages:	3

I. PURPOSE:

To provide a policy governing the refueling of Leon County EMS vehicles

II. GUIDELINE:

To assure fleet readiness by assuring appropriate levels of fuel are maintained in all Leon County EMS vehicles.

III. PROCEDURE:

General Information

- All vehicle fuel levels will be maintained at no less than ½ total fuel volumes. All units will have a full fuel level before leaving headquarters. Units based at County stations will be maintained at a 3/4 level at their post.
- The employee fueling the vehicle is responsible for placing the correct fuel in the vehicle. Placing the incorrect fuel in the vehicle may result in disciplinary action.
- Only County owned vehicles (emergency or non-emergency) may be refueled using the County system.
- Do not fill tanks to the point of overflowing.
- Smoking and use of cellular / mobile phones during the refueling process are prohibited.
- Follow all posted safety directions
- Ambulances equipped with urea tanks shall have diesel exhaust fluid (DEF) added when the range is 500 miles, or under ½ full.

County fuel depots

- Routine refueling will occur at the County owned fuel depots at public works and the Sheriff's Office.
- Follow the directions on the fuel key reader located at these locations.

TFD fuel depot

- Routine use of TFD or City fuel depot is not permitted. They will only be used in extremely necessary situations. Prior to use supervisor approval must be obtained.
- Only County units can use the TFD fuel depots located at the County Fire Stations.
- Complete the fuel log located at the County Fire Station and an incident report indicating the reason for fuel acquisition at TFD or City depot, the amount of fuel obtained and the name of the supervisor who approved the acquisition.
- Refuel the vehicle by following the directions.

P-Card Use

- Each Paramedic is issued a county Purchasing or "P-Card." Any time that a County vehicle is traveling out of town the paramedic should use the P-card to refuel. Fuel can be obtained at any station that accepts the Visa P-card.
- Fuel vehicle and follow any specific instructions provided by attendant.
- Sign credit card receipt for purchases. Be sure to verify dollar amount and gasoline volume charged to the County account.
- Retain receipt and provide it to the EMS staff assistant at HQ for processing as soon as possible after the transport/
- Failure of any individual to turn in receipts for purchases may result in

disciplinary action and may result in payroll deduction of amount charged.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vehicle Security
CAAS:	203.03.03
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that all equipment as well as crewmembers' personal belongings cannot be stolen and/or tampered with.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. Therefore, all EMS equipment shall be secured when the vehicle is unattended.

III. PROCEDURE:

1. Responsibilities
    - A. It is the responsibility of both crewmembers to ascertain that all compartments of the ambulance are locked when the vehicle is unattended. Ambulances on scene out of eyesight of the crew are considered unattended and shall be locked as well.
    - B. This includes locking of all compartments when a vehicle is taken out of service at the end of a shift or taken to a service facility for repair.
    - C. Crew members are responsible for notifying the on-duty supervisor if the locks are not functional.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Transportation – Destination Determination

Effective: August 20, 2013

Reviewed: December 2015, December 2018



Revision: N/A

Kim Landry, MD – Medical Director

Pages: 1

I. PURPOSE:

The purpose of this guideline is to provide guidance to the paramedic on determining the most appropriate emergency department destination for patients from ambulance transports not originating at a hospital or emergency department.

II. GUIDELINES:

1. All trauma alert patients must be transported to the trauma center without exception unless the medic feels that the patient needs to go to the closest emergency department for airway stabilization.
2. All STEMI patients should be transported to a STEMI center with a catheterization lab unless the medic feels that the patient needs to go to the closest facility to be stabilized.
3. All stroke patients should be transported to a stroke center as specified by the State of Florida, Department of Health.
4. Outside of the above guidelines, all patients that are of legal age, conscious, alert, and mentally competent will be taken to the emergency department of their choice with the exceptions listed below.
5. If the patient has no preferred choice and cannot make a rational decision, then the patient will be taken to the closest emergency department. The closest emergency department will be determined by the paramedics who will use their best judgment and experience to determine the closest emergency department.

III. EXCEPTIONS:

1. If in the judgment of the attending paramedic immediate assistance is needed in the management of the patient, the patient may be taken to the nearest emergency department, regardless of the patient's choice.

2. If a patient has specified that they want to be taken to Tallahassee Memorial Hospital, the following patients should NOT be taken to the TMH Northeast location unless in the opinion of the attending paramedic immediate lifesaving care is required – **patients with behavioral disorders, CVA/stroke, STEMI, depression, severe hemorrhage, newborns, OB/GYN, post-operative complications, psychiatric emergencies, restraints required, trauma alerts, overdose, suicide attempts, patients with a strong possibility of hospital admission, and patients needing surgical intervention**. All of these patients should be taken to the main TMH hospital.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Ambulance Passengers
Effective:	April 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to provide guidance for crews in allowing and or disallowing additional non-patient passengers to accompany a patient to the hospital in the ambulance.

II. GUIDELINE:

The LCEMS crew will be responsible for determining what, if any, additional passengers will accompany a patient to the hospital in the ambulance. Transport of an additional passenger may be considered if the person is:

a. The parent or guardian of a minor child
b. An interpreter
c. Minor with a parent being transported, if this would cause the minor to be left unattended.
d. Family member with medical information
e. Caretaker
f. Law Enforcement Officer
g. Firefighter

Transportation of pets is prohibited in ambulances with the exception of service animals.

The paramedic in charge will determine where the passenger rides. Passengers should be seated in a fashion that allows for use of safety belts. Family members, walking wounded and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Student Riders
Effective:	April 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To define guidelines for EMT and Paramedic students while riding with Leon County EMS.

II. GUIDELINE:

1. EMT and Paramedic students are allowed to perform BLS skills and/or procedures under the direct supervision of any Leon County EMS (LCEMS) EMT or Paramedic.
2. Paramedic Students are only allowed to perform ALS procedures during their scheduled clinical time while under the direct supervision of a Paramedic Preceptor or Supervisor. Students must be cleared by the Paramedic Instructor to do the individual skill prior to performing it on the ambulance.
3. No Paramedic/EMT student will be allowed to do any Paramedic procedure at any other time, specifically those individuals who are employed at LCEMS.
4. Students are required to wear their assigned student uniform when riding with EMS. The uniform should be clean and pressed and the student should be in compliance with LCEMS uniform and appearance guidelines. A student may be sent home by any employee for failure to comply with this guideline. The on-duty supervisor and the LCEMS clinical coordinator will be notified by e-mail when a student is sent home.
5. Students are required to remain free of Tobacco products while riding with LCEMS.
6. Students must don Traffic Safety Vests while working in traffic.
7. Students are required to arrive at HQ 15 minutes prior to the start of their shift. On-duty ambulances should not return to HQ for late students except at the discretion of the on-duty supervisor.
8. The LCEMS crew is responsible for ensuring the student is proficient with stretcher operations at the beginning of each shift.
9. TCC paramedic students are assigned preceptors that are responsible for completing the appropriate paperwork each shift. TCC EMT students and NFCC students should have their appropriate paperwork completed by the most senior, full-time paramedic on the ambulance.
10. Interventions performed by students should be documented accordingly in the Patient Care Report by adding “TCC Student” or “NFCC Student” to the ambulance crew.
11. The Paramedic/EMT overseeing the student during the performance of a particular skill is responsible for ensuring the skill/intervention is done appropriately and according to protocol. A Paramedic/EMT may refuse to allow a student to perform a skill/intervention at anytime if they are uncomfortable with the student’s proficiency.

12. All student riders should be treated professionally and respect. All LCEMS staff members are expected to behave in accordance with Leon County Board of County Commissioners Human Resource Policies and Procedures including;
    a. 2.02 Workplace Harassment
    b. 2.05 Nepotism
    c. 2.13 Safety
    d. Any student complaints regarding the behavior of any LCEMS employee will be investigated by the Deputy Chief of Clinical Affairs or his/her designee.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Care Report Delivery to Receiving Facilities
CAAS:	201.03.02
Effective:	June 15, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To ensure delivery of accurate records of medical care given by LCEMS personnel in compliance with standard medical records practices.

II. GUIDELINE:

EMS patient care reports are to be completed on all patients whom LCEMS assesses, treats and / or transports. The patient care record in all instances will accurately describe the services provided to the patient, any and all pertinent scene information, an accurate and complete patient assessment and accurate and complete treatments. A copy of a completed report will be provided to the receiving facility at time of patient delivery whenever possible. Any crew being utilized within system status must be available for call after patient delivery and cleanup. In these instances a verbal report and/or preliminary copy of the patient care report will be given to a receiving RN or MD and a signature will be obtained on the patient care report whenever possible.

III. PROCEDURE:

1. Patient care reports or ambulance run reports are to be completed as soon as possible after the incident. This assures completeness and accuracy. At no time shall patient information, notes or reports be removed from LCEMS or taken home for completion.

2. It is the responsibility of the crew member who cared for the patient to complete the patient care record, and assure delivery to the receiving facility.

3. The patient's name and incident number will be entered into the LifePak 15 for all patients who are placed on the cardiac monitor.

4. For patients who are transported. A completed Ambulance Run Report is to be left at the following locations at time of patient delivery to that institution:

    A. TMH - Bixler Emergency Center, TMH Northeast ER, Capital Regional

Medical Center: Once an Ambulance Run Report is completed, a copy is automatically faxed to the receiving facility.Hospital staff may, at any time, log on to our current ePCR vendor, HealthEMS XchangER to obtain a completed Ambulance Run Report.

B. Any VA Hospital - Leave a completed copy of the Ambulance Run Report at the "Travel Officer's" office (must have beginning and ending odometer readings).

C. All Other Hospitals - Leave a copy of the completed Ambulance Run Report with the facility.

5. Any crew being utilized in system status must be available after patient delivery and equipment clean-up. If the patient care report is not complete, a verbal report and/or a preliminary copy of the patient care report must be given to the receiving RN or MD including; incident location, incident type, date, time, crew members, agency, any available patient demographics, medical history, chief complaint, assessment findings, vital signs, clinical impression, treatments, responses to treatments, disposition of patient, and date/time report was given to the receiving facility.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Lateral Transfer and Relocation of Patients

Effective: July 5, 2012

Reviewed: December 2012, December 2015, December 2018

Revision: 1

Kim Landry, MD – Medical Director

Pages: 1

I. PURPOSE:

The purpose of this guideline is to delineate certain situations where the "lateral" transfers of bedridden patients may be indicated and the variance of destination may be a facility other than a hospital. This consideration is intended to move a patient to a substantially safer environment than he/she is currently in during a severe weather event.

II. BACKGROUND:

At times, during periods of mandated emergency evacuation of special needs patients, it may be necessary for EMS to assist in relocating a bedridden patient to a special needs shelter for the expected duration of a weather event or named storm that impacts this region. In this situation, where no other viable means of horizontal patient movement exist, Leon County EMS may be tasked with missions of this type. Each mission will be evaluated on a case by case basis in order to determine what is in the best interest of the patient.

III. GUIDELINE:

1. This variance may only occur during times when the county Emergency Operations Center (EOC) is fully activated and a liaison from EMS is present in the EOC.

2. This variance may only apply when prevalent conditions are suitable enough that safe transport of the patient can take place.

3. The variance may only apply when the patient's medical condition is stable and the patient is a candidate for the special needs shelter environment.

4. It is understood that a transport may be aborted due to dangerous weather conditions that may place the patient or transport crew in jeopardy.

5. An EMS Patient Care Report is still required for any transport under this variance.

6. Patients that are unable to remain in their own dwelling due to evacuation orders and whose healthcare needs exceed the capability of the special needs shelter will be transported to the closest hospital that can meet their need.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Road Closures/Hazards
Effective:	December 11, 2012
Reviewed:	December 2012, December 2015
Revision:	N/A
Pages:	1

I. PURPOSE:

The purpose of this guideline is provide a means of notifying crew members and dispatchers of road closures or hazards/

II. PROCEDURE:

A. Advance notice of scheduled road closure
- Any staff member receiving notification of an upcoming scheduled road closure will email notification to the EMS_List
- Road Closure notification should include;
  - location of closure
  - duration of closure
  - any informative maps

B. Emergency Road Closures
- Includes closures for downed power lines or traffic investigations
- Any LCEMS employee noting a road closure due to hazards that they have not previously been informed of shall promptly notify the system status controller of the location, type of hazard, and agency handling road closure.
- Upon receipt of notification, the controller shall notify all on duty crews of the location of the closure and alternate routes when necessary.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Tactical Medical Program
Effective:	June 1, 2015
Reviewed:	December 2018
Revision:	N/A
Pages:	6

I. PURPOSE

To provide immediate and continued medical support for the Leon County Sheriff's Office (LCSO) Special Weapons and Tactical (SWAT) Team.

II. GUIDELINES

Tactical Medical Program (TMP) paramedics will accompany SWAT members on call-outs and training for the primary purpose of rendering emergency and preventative operational medical care to injured victims. These victims may include law enforcement officers and civilians. TMP paramedics will operate in the cold, warm, and hot zones of an event and will be backed up in the cold zone by LCEMS ambulance when a patient presents themselves to the TMP paramedic. The TMP paramedic will be unarmed, so continuous 360 degree protection will be provided by the SWAT Team members. TMP paramedics will receive training to be able to operate in austere and hostile environments.

III. SELECTION & REQUIREMENTS

A. Applicant Requirements

1. Minimum of one (1) year of service as a Paramedic I at LCEMS and must currently be employed with LCEMS as a Paramedic I with demonstrated clinical experience
2. Approval and endorsement by the LCEMS Medical Director as a Tactical Medic.
3. Letter of intent must be submitted by the candidate indicating the candidates desire to be considered for participation in the Tactical Medical Program. This letter must be submitted to the Program Coordinator not less than 15 days prior to the announced date of the program testing.
4. Written letter of recommendation from your current shift Captain.
5. Not on probationary status with EMS.

6. Endorsement of the EMS Tactical Medical Program Administrator.
7. Overall work performance, behavior, attitude, clinical skills, and professionalism during regularly assigned duties must be consistently demonstrated at "satisfactory" levels in all areas.

B. Participant Selection

1. Successful completion of physical agility testing as conducted by LCEMS and LCSO.
2. Successful completion of an interview administered by LCEMS and LCSO.
3. Background screening as conducted by LCSO.
4. Successful completion of a written examination as administered by LCEMS may be required.

C. Participant Minimum Qualifications

1. Successful completion of the Florida SWAT Association Tactical Medic Course.
2. Successful completion of the Basic SWAT Tactics Course provided by LCSO.
3. Attendance at required SWAT training.
4. Attendance at all required LCEMS training.
5. Maintained standard of physical conditioning.
6. Continued endorsement of the SWAT Team Leader.
7. Continued endorsement of the Tactical Medic Team Leader and Administrator.
8. Continued endorsement of the LCEMS Medical Director.

As part of the LCSO screening process, Tactical Medical Program candidates and participants will be subject to annual medical physical and psychological exams. Failure to submit to such testing as required will result in immediate probation from the Tactical Medical Program. The program coordinator and administrator will determine if the TMP medic will be eligible to continue in the program after completion of all requirements

IV. FUNCTIONS

1. Provide medical treatment to injured team members during SWAT operations. Provide medical treatment to non-law enforcement personnel injured during SWAT operations.
2. Prepare medical surveillance, rehabilitation, and medical pre-plans to assess risk to mission success and team welfare. A Medical Threat Assessment (MTA) document will be created for tactical and training events.

3. Serve as the medical advisor to the SWAT Team Commander. The TMP paramedic will serve as a health information resource to the team and act as the "Commander's Medical Conscience".
4. TMP paramedics will ensure that team members and civilians are afforded optimum treatment and are transferred in a timely manner to the appropriate level of ongoing medical care.

V. TACTICAL MEDIC RESPONSES

The following are incidents in which a tactical medic may be utilized. Note that when there are conflicting needs for personnel in any of the listed situations, the needs of LCEMS will take priority.

1. High risk warrant service (HRW)
2. Hostage situation
3. Barricaded suspects
4. Armed felony suspect arrest
5. Dignitary protection details
6. Civil disturbances/demonstrations
7. Active shooter incident
8. Terrorist acts
9. Other incidents not listed here but deemed necessary by the Sheriff or SWAT Commander.

VI. CHAIN OF COMMAND AND AUTHORITY

1. During SWAT operations, the TMP medic shall be under the direct command of the SWAT Team Leader.
2. During SWAT operations, the SWAT Commander shall have final authority regarding tactical decisions. This includes patient care mitigation, to the extent team members or the mission may be in danger.
3. The TMP medic shall make and implement all medical decisions as the attending medical practitioner providing it does not jeopardize team safety, mission accomplishment, or conflict with order given by the SWAT Team leader or SWAT Commander.

4. All LCEMS personnel, while working with LCSO SWAT Teams, will always be employed by Leon County EMS and will be subject to all protocols and guidelines for LCEMS personnel.

VII. CONFIDENTIALITY AND OPERATIONAL SECURITY POLICY

1. It is recognized that TMP medics will be exposed to confidential information during TMP participation. It is further recognized that TMP medics and SWAT Team members will be held to strict standards of confidentiality and operational security. Confidential information will include, but is not limited to, SWAT tactics, SWAT operations, the identities of SWAT team members and undercover law enforcement personnel and all medical information.

2. Unless otherwise directed by SWAT Command, TMP medics and SWAT Team members will not communicate with the media

VIII. CALL-OUT PROCEDURE

1. LCSO will notify TMP paramedics via SMS Text/Phone.
2. The Tactical Medic Team Leader or designee will assess the medical needs for the call-out and advise the TMP Coordinator and Administrator. The TMP medic will be paged and will call the Team Leader. If the Team Leader is unreachable, then call the TMP Coordinator. At this time the medic will be advised whether or not to respond. If a medic is needed, they will then be advised of where to meet the team.
3. TMP medics will assemble their equipment. The TMP medic will then proceed to the Sheriff's Office or specified staging location and meet with the rest of the team.
4. The Tactical Medic Team Leader or designee will coordinate with the Captain and Controller on duty if ambulances are needed to standby or transport patients.
5. Control will create a call using the Sheriff's Office as a location and nature of call as SWAT.
6. Prior to the call being closed out, Control will be notified of the corrected incident address and any other needed information. This will be the actual address of the SWAT incident for reporting purposes.

IX. CALL-OUT EQUIPMENT

TMP paramedics are responsible for the maintenance and security of their equipment. For call-outs, the following equipment is necessary for the TMP paramedic to bring with them:

1. All personal safety equipment including tactical vest
2. Medical bags
3. AED, ProPack, batteries
4. EMS radio with charged battery
5. EMS and SWAT ID's
6. Other communications, tactical, medical equipment as necessary

X. CALL-OUT OPERATIONS

During SWAT call-out operations, TMP medics will participate in whatever part of the assault that the Commander feels necessary. The zone of care the medic is assigned to may be dependent on the level of training and experience of the medic.

While involved in SWAT operations, the TMP medic will be under the command of the SWAT Commander. The medics on scene will make all medical decisions. The SWAT team's safety should drive all medical decisions.

TMP medics will be unarmed and will be accompanied at all times by an armed SWAT team member without exception. TMP medics will be clearly marked as medics at all times so that all SWAT team members will know that this is an unarmed team member that constantly needs protection in all circumstances.

If the SWAT Commander feels that the team's safety would be compromised in trying to reach a victim, then the victim will remain in place until access can be made with greater safety. Remote Assessment Methodology will be in place.

Once a victim has been accessed, the TMP medic will immediately begin assessment of the victim's injuries and initiate the appropriate treatment for the threat level. Other SWAT team members will provide assistance and cover if necessary.

If hospital transport of a victim is necessary, the TMP paramedic will ask Command to contact the Consolidated Dispatch Agency (CDA) to request an ambulance be sent to the designated response area. Once the transport unit arrives at the designated response area, the TMP paramedic will transfer the victim to the transport unit. The TMP paramedic will need to make a decision to relinquish care or ride in with the victim. If the incident is still considered "active" or "hot" then the care should be transferred immediately to the

transporting unit. If there is little threat of any additional victims, then it may be advantageous for the TMP medic to continue care to the hospital.

In many cases, TMP paramedics should remain on the scene of the incident until its completion to provide care for additional casualties. Exceptions to his may occur, however sufficient emergency medical coverage must be maintained on all operations as necessary.

In the event that a SWAT team member is injured, a TMP paramedic should accompany that team member during transport to the appropriate emergency department. The TMP paramedic should act as the SWAT team's medical advocate and liaison, keeping the team members family, friends, and coworkers informed of their medical status.

Operational Security (OPSEC) is the responsibility of each individual team member. The events of a call-out or training will remain with the team. The purpose of this exists for the continued safety of all team members and the SWAT team as a whole. Nonspecific answers can be given to any inquiries pertaining to the SWAT team.

LCEMS patient care reports will be filled out on all patients treated and/or transported by the TMP medic. These reports will probably need to be filled out after the end of an incident but before the TMP medic ends his or her SWAT shift.

TMP medics will maintain appropriate HIPAA confidentiality and not disclose protected patient information even to SWAT team members unless it is necessary within the boundaries of an active law enforcement investigation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Transportation of Service Animals

CAAS:

Effective: January 25, 2018

Reviewed: N/A

Revision: N/A

Pages: 3

I. PURPOSE:

The purpose of this Standard Operating Guideline (SOG) is to provide Leon County Emergency Medical Services (LCEMS) staff with guidelines for handling a request for transport of individuals that are assisted by Service Animals.

II. GUIDELINE:

Animals that meet the definition of a Service Animal are permitted to be transported with the patient in the ambulance, unless the accommodation cannot be made due to specific circumstances as listed in this policy, such as safety. Patient and crewmember safety is the main concern for LCEMS. Any incidents during which safety is compromised must be documented and addressed immediately as referenced in SOG 112.00, Incident Reporting. All EMS personnel shall be trained in this policy and on how to properly leash and secure a Service Animal during transport.

III. MISCELLANEOUS:

A. Definitions

Service Animal:

Under the Americans with Disabilities Act (ADA), a Service Animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Emotional support animals that are not trained to perform a specific task are NOT considered to be Service Animals. Dogs used for law enforcement purposes are NOT considered to be Service Animals.

IV. PROCESS:

A. Transport of Service Animals:

1. Service Animals are permitted to accompany the patient in the ambulance unless the presence of the Service Animal will disrupt emergency or

urgent patient care or there is some basis for the crew members to believe that the safety of the crew, the patient, or others would be compromised by the presence of the Service Animal in the ambulance., such as the Service Animal is out of control and the handler is unable to effectively control it or the Service Animal is not housebroken.

2. EMS personnel may ask if an animal is a Service Animal or ask what tasks the animal has been trained to perform but cannot require special ID cards for the animal or ask about the person's disability if it is not related to medical history. No other questions may be asked related to the service animal and animals cannot be required to perform the specific tasks. Service animals are not required to wear a vest, ID, or specific harness.

3. The patient is responsible for caring for and supervising the Service Animal.

4. Allergies and fear of animals are generally not valid reasons for denying transport of Service Animals or refusing service to patients with Service Animals.

5. Make alternative transport arrangements for the Service Animal under the following circumstances: the patient is unconscious; its presence would compromise the care of the patient or the safety of the crew during transport; or cause damage to the ambulance or equipment. Unless emergency conditions dictate otherwise, every effort must be made to reunite the patient with the Service Animal at the time of the patient's arrival at the hospital or other destination.

6. If one of the above reasons indicates that the Service Animal cannot be transported in the ambulance, acceptable alternative methods of transporting a Service Animal to the receiving facility include, but are not necessarily limited to, family members, friends, neighbors of the patient, animal control, or law enforcement. Attempt to obtain and document the consent of the patient for transport of the Service Animal by such person. If no individuals are available to transport the Service Animal, contact the Captain on duty to request additional manpower to respond to either transport the Service Animal or stay with the animal so the patient can be transported in a timely manner.

7. When transporting a Service Animal in the ambulance, the Service Animal must be tethered by a leash to a stationary object within the ambulance module at all times. Leashes are provided in each EMS unit. Service animals are not to be petted or distracted in any way.

8. EMS providers must document on the patient care report any instance where the patient utilizes a Service Animal and document on the patient care report whether or not the Service Animal was transported with the patient. If the Service Animal is not transported with the patient, a separate Incident Report must be filled out by the EMS provider describing the reasons that the Service Animal was not transported in the ambulance with the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Certification, Ongoing Training, and Credentialing
CAAS:	106.06.02 106.06.03
Effective:	January 2004
Reviewed:	May 2008, December 2012, January 2013, March 2015, December 2018
Revision:	4
Pages:	3

I. PURPOSE:

The purpose of this Standard Operating Guideline is to outline the process for monitoring certification requirements for both Paramedics and EMTs.

II. GUIDELINE:

All requirements of the State of Florida Department of Health, Bureau of Emergency Medical Oversight will be met.

III. PROCEDURE:

1. Education and Certification requirements
   A. Emergency Medical Technicians working under the direction of the Leon County EMS Medical Director will be required to meet certain educational and certification requirements:
      - The EMT shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED (or equivalent as approved by medical director).
      - 32 hours of CEUs as approved by the Medical Director in in-service material, either in person, online, or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) including 2 hours of HIV training.
      - Maintain current EMT certification issued by the State Department of Health, Office of Emergency Medical Services.
      - Maintain current certification in ITLS (or equivalent as approved by medical director).
      - National Incident Management System courses; ICS 100, ICS 200, ICS 700, and ICS 800.
      - Annual refresher training on the following subjects; Bloodborne Pathogens, Airborne Pathogens, Hazardous Materials, Patient Privacy, Health Care Fraud and Abuse, and Anti-kickback Law.

- Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office no later than the 15th day of the month of expiration of the one or ones currently on file.

B. Paramedics working under the direction of the Leon County EMS Medical Director whose primary responsibilities involve direct patient care will be required to meet certain educational and certification requirements.
   - The Paramedic shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED (or equivalent as approved by medical director).
   - The Paramedic shall maintain current AHA ACLS Provider or equivalent (or equivalent as approved by medical director).
   - The Paramedic shall obtain and maintain current International Trauma Life Support provider status (or equivalent as approved by medical director) within one year of employment.
   - The Paramedic shall obtain and maintain current Pediatric Advanced Life support provider status (or equivalent as approved by medical director) within one year of employment.
   - 32 hours of CEUs as approved by the Medical Director in in-service material, either in person, online, or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) including 2 hours of HIV training.
   - The Paramedic shall maintain current paramedic certifications issued by the State Department of Health, Office of Emergency Medical Services.
   - National Incident Management System courses; ICS 100, ICS 200, ICS700, and ICS 800.
   - Annual refresher training on the following subjects; Bloodborne Pathogens, Airborne Pathogens, Hazardous Materials, Patient Privacy, Health Care Fraud and Abuse, and Anti-kickback Law.
   - Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office no later than the 15th day of the month of expiration of the one or ones already on hand.

C. Charge Paramedics and EMS Dispatchers working under the direction of the Leon County EMS Medical Director will be required to meet additional educational and certification requirements.
   - The communications employee shall maintain current 911 Public Safety Telecommunicator.
   - The communications employee shall maintain current International Academy of Emergency Medical Dispatch certification as an Emergency Medical Dispatcher (EMD). Certification as and EMD-Q or EMD instructor may substitute for the EMD certification.

D. Employees acting in the capacity of a supervisor, to include; Chiefs, Deputy Chiefs, Majors, Captains, and Lieutenants will be required to meet certain educational and certification requirements in addition to the above listed requirements:
    - National Incident Management System courses; ICS 300, ICS 400, and other supporting ICS courses involving ESF 8, contingency planning, and multi-casualty incidents.

E. Certification standards will be reviewed on a monthly basis via a spreadsheet monitored by the training officer. In addition, CEU Broker will be utilized for the monitoring of CEUs acquired by each EMT and paramedic.

II. RESPONSIBILITY:

1. It is the responsibility of the employee to maintain any level of certification required by Leon County and all applicable laws for the employee's position. Failure to maintain current and valid certification shall result in the employee not being permitted to work and may result in disciplinary action up to termination.

2. The employee is responsible to submit current and valid certifications or proof of training to the Staff Assistant assigned to track employee certifications before the expiration of the certification or training and monitor their individual CE Broker Account.

3. The positions of Paramedic and EMT have been designated as fluid positions. The designation of a position as a Paramedic or EMT may be determined by the certification held by the incumbent or designated candidate for hire. When employees who are EMTs receive their Paramedic certifications, their titles and grades will be changed to that of Paramedic subject to the approval of Administration. It is the responsibility of the EMT who has become a Paramedic to notify the Deputy Chief of Operations of their new status and provide the required documentation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Clinical Standards – Performance Indicators and Thresholds
CAAS:	201.06.02
Effective:	January 15, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

Part of the Integrated Quality Management (IQM)process ,as outlined in SOG 504.00, will include monitoring of measurable clinical indicators that are regularly assessed for compliance with established thresholds. As in IQM, this review and evaluation is primarily the function of the Medical Director and the Deputy Chief of Clinical Affairs; however it also includes supervisors, Field Training Officers, management, and field personnel.

II. GUIDELINE:

The following clinical indicators will be monitored:

A. Documentation: All calls for service will have a complete patient care report associated with the call, 100% of the time. The on-duty supervisors will be primarily responsible for monitoring this indicator on a daily basis.

B. Timely and accurate patient assessments: On ALS calls, the Paramedic will complete an ALS assessment within five minutes of making patient contact, at minimum 95% of the time.

C. Cardiac Interventions: On calls where the administration of aspirin is indicated, the Paramedic will administer aspirin within ten minutes of making patient contact, at minimum, 95% of the time.

D. Cardiac Interventions: On calls where obtaining a 12 Lead EKG is indicated, the Paramedic will obtain the 12 Lead EKG within fifteen minutes of making patient contact, 95% of the time.

E. Cardiac Interventions: On calls where the Paramedic declares the patient as having a possible “STEMI,” the Paramedic will notify the receiving facility within ten minutes, 100% of the time. Additionally, the Paramedic will transmit a 12 Lead EKG to the receiving facility 100% of the time.

F. Intravenous Access: On calls where obtaining IV access is indicated, the Paramedic will have an 80% success rate out of all patients with attempted IV’s.

G. Airway Management: On all calls requiring active airway assistance, all field personnel will have 100% success rate with successfully managing the airway.

H. Airway Management: On calls where endotracheal intubation is required, the paramedic will have an 80% success rate at placing the endotracheal tube. Esophageal intubations will be recognized by the Paramedic within fifteen seconds, 100% of the time.

I. Trauma Alerts: On calls where the patient meets state trauma alert criteria, the Paramedic will notify the receiving facility (via dispatch) of the trauma alert within ten minutes of recognizing the patient meets criteria, 100% of the time.

J. Stroke Alert: On calls where the Paramedic identifies a patient with signs and symptoms of a stroke, when onset is within the current accepted window, the Paramedic will notify the receiving facility within ten minutes of recognizing criteria is met, 100% of the time.

K. Patient Refusals: On calls where the Paramedic makes patient contact, yet does not transport the patient, the Paramedic will give a complete radio report to the acting supervisor/ system status controller, 100 % of the time.

L. Other clinical indicators will be monitored as requested by the Medical Director or at the direction of the Deputy Chief of Clinical Affairs.

III. PROCEDURE:

Patient care reports will be audited using the electronic reporting system to identify calls where the above listed indicators were not in compliance with listed thresholds. Calls out of compliance will be automatically routed to the Medical Director and Deputy Chief of Clinical Affairs or their designee for IQM review.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications - Employee Training
CAAS:	204.04.01
Effective:	June 10, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

Members working in the Leon County EMS positions at the Consolidated Dispatch Agency (CDA) are responsible for the minute to minute operation of the service. All calls for service are handled and dispatched through the CDA.

II. GUIDELINE:

It is the guideline of LCEMS that every person working in the CDA will undergo training.

III. PROCEDURE:

- Training is coordinated through the Training /IQM manager as well as the Captain responsible for Communications.
- Employees working in the LCEMS dispatch positions in the CDA shall be certified in the International Academy of Emergency Dispatch's Emergency Medical Dispatch protocol.
- All employees working the LCEMS dispatch positions in the CDA shall obtain the State of Florida 9-1-1 Public Safety Telecommunicators (PST) certification within 1 year of initial training. Employees cannot work as a System Controller without the PST certification.
- After EMD certification, the candidate is oriented to the Computer Aided Dispatch (CAD) program.
- After orientation to the general functionality of CAD or participation in a 1 day CAD Workshop, the candidate is scheduled for orientation shifts as a third person working in communications with the System Controller and EMT-Dispatchers, learning the various position specific duties and responsibilities.
- During the orientation period, the member and the System Status Controller will complete a communications center orientation check-list, as well as Daily Observation Reports for each shift worked.

- The completed check-list with the Daily Observation Reports is returned to, and retained by, the Community Engagement and Organizational Development Major or the Captain responsible for Communications.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Interactive Quality Management
CAAS:	201.06.01
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

The Interactive Quality Management (IQM) program exists to provide optimal care for all pre-hospital patients through a process which provides a mechanism for review and evaluation of procedures, documentation, and overall system operations. This review and evaluation is primarily the function of the Medical Director and the Deputy Chief of Clinical Affairs, however, it also includes supervisors, Field Training Officers, management and field personnel. All processes and care are compared to performance standards to assure optimal operational levels and a high level of patient care. Continuous quality improvement is the goal of LCEMS. It is the policy of LCEMS that every patient will receive a high level of consistent care.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care.

III. PROCEDURE:

1. Responsibilities
   a. It is the responsibility of the Deputy Chief of Clinical Affairs to design and implement the IQM policy as agreed upon in consensus with the Medical Director and EMS management.
   b. It is the responsibility of the Medical Director to oversee and be the ultimate medical authority in the IQM process.

2. Medical Care Standards
   a. Medical care standards will be established by the Medical Director and the Deputy Chief of Clinical Affairs using state and national standards in conjunction with local medical protocols.
   b. Medical protocols and procedures including standing orders will be reviewed as necessary to keep all protocols and procedures up to date and to make recommendations to management regarding innovative or essential system updates.
   c. Recommendations will be made by the Medical Director and the Deputy Chief of Clinical Affairs to management as necessary to maintain state and national system requirements.

Medical Feedback

a. Lines of communication are always open for medical critique and suggestions from supervisory, management, emergency center staff and physicians.

b.

Run Report Review

a. Run reports and other documentation are reviewed in a systematic fashion to address specific medical issues on a monthly rotational basis. Statistically significant cross section of reports are reviewed by the Medical Director and the Deputy Chief of Clinical Affairs. Peer review will also be accomplished by supervisory staff, management, Field Training Officers and field personnel.

Direct Observation

a. The Medical Director and the Deputy Chief of Clinical Affairs will either ride with EMS on duty units or follow them to scenes to evaluate actual on scene care and adherence to protocols. They will also evaluate EMS on duty units at the emergency centers for complete patient care, documentation, and interface with emergency center staff.

b. The Deputy Chief of Clinical Affairs will document ride along activities with evaluation outcomes and feedback for field personnel.

IQM Surveys

a. The Deputy Chief of Clinical Affairs will survey various participants in the EMS process to ascertain perceived problems and to request proposed solutions for improvement.

IQM Reporting

a. IQM progress reports will be prepared by the Deputy Chief of Clinical Affairs or his/her designee .

Ongoing IQM Process

a. IQM is a dynamic process and quality management activities can be added or deleted at the discretion of the Medical Director and the Deputy Chief of Clinical Affairs. IQM processes should always reflect ongoing changes and upgrades in medical direction.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Privacy and Information Security Training
CAAS:	106.07.01
Effective:	May 15, 2008
Reviewed:	December 2012, December 2015, December 2018
Revisions:	2
Pages:	2

I. PURPOSE:

To ensure that all members of LCEMS workforce-- including all employees, students and trainees-- who have access to patient information understand the organization's concern for the respect of patient privacy and are trained in the County's policies and procedures regarding Protected Health Information (PHI) and the security of e-PHI.

II. GUIDELINE:

This policy applies to all LCEMS workforce. This includes those who have access to PHI or e-PHI, as well has those who do not ordinarily have access or a need to access to it.

III. PROCEDURE:

1. All current staff will be required to undergo privacy and security training in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and the HIPAA Security Rule.

2. As a part of EMS orientation all new staff members will be required to undergo privacy training in accordance with the HIPAA Privacy and Security Rules.

3. All staff members will be required to undergo privacy training in accordance with the HIPAA Privacy and Security Rules within a reasonable time after there is a material change to the County's policy and procedures on privacy practices and the security of patient information.

4. The Privacy and Security Training will be conducted by the Privacy/Information Security Officer or his or her designee.

5. All attendees will receive copies of the Counties policies and procedures regarding privacy and security of e-PHI.

6. All attendees must personally complete the training and verify completion and agreement to adhere to the County's policies and procedures on privacy and security practices.

7. Topics of the training will include a complete review of the County's privacy and security policies and procedures and will include other information concerning the HIPAA Privacy and Security Rules, such as, but not limited to, the following topic areas:

    a. Overview of the federal and state laws concerning patient privacy including the Privacy and Security Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
    b. Description of protected health information (PHI) and electronic protected health information (e-PHI)
    c. Patient rights under the HIPAA Privacy Rule
    d. Staff member responsibilities under the Privacy and Security Rules
    e. Role of the Privacy/Information Security Officer and reporting employee and patient concerns regarding privacy issues
    f. Importance of and benefits of privacy compliance
    g. Consequences of failure to follow established privacy and security policies
    h. Use of the County's specific privacy and security forms

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Training & Orientation
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for the training and orientation of EMS employees.

II.GUIDELINE:

- The Community Engagement and Organizational Development Major shall develop and implement an orientation program for new hire employees and is responsible for new hire orientation and training.
- All new hires will be required to participate in an orientation program prior to being released for duty.
- Areas of focus during orientation are LCEMS Policies and Procedures, HIPAA training, Safety training and Paramedic/ EMT position specific training.
- At the Chief's discretion this training period can be waived and / or customized based on the new team members experience.
- This training and orientation is in addition to the orientation program for County employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Online Education
Effective:	June 18, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidelines for the online continuing education program. To improve performance of EMS employees.

II.GUIDELINE:

- The Community Engagement and Organizational Development Major shall develop and implement a continuing education program for all EMT and Paramedic employees and is responsible for education and training.

- All EMT and Paramedic employees will be required to participate in monthly continuing education. Courses will be assigned the first day of each month and will be due no later than the last day of that same month.

- Areas of focus are LCEMS Protocols, LCEMS Policies and Procedures, Health Insurance Portability and Accountability Act (HIPAA) training, Safety training, EMT and Paramedic position specific training, and any training deemed necessary by IQM / Education Manager or the Medical Director.

- Memos and other documents distributed via the online training program can be assigned at any time for no less than fourteen days. Receipt and understanding will be verified online. This confirms that the document is acknowledged as the most up to date information on the given topic.

- Additional courses will be assigned on an individual basis if an issue is recognized. Issues may be reported by anyone to the on-duty supervisor or the IQM / Education Manager. The Major will determine if an additional online course is warranted. Any additional online course must be completed in no more than 14 days.

- Additional courses will be assigned to all EMT and Paramedic staff if an issue is recognized in 3 or more separate instances, or at the discretion of the Medical Director. Issues may be reported by anyone to the on-duty supervisor or the Major. The Community Engagement and Organizational Development Major and/or Medical Director will determine if additional online course is warranted. Any additional online course must be completed in no more than 14 days.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Clinical Standards – Performance Indicator and Threshold Exceptions
CAAS:	201.06.02
Effective:	June 10, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

Part of the Integrated Quality Management (IQM) process (as outlined in SOG 504.00) will include monitoring of measurable clinical indicators that are regularly assessed for compliance with established thresholds. If exceptions are found as a trend or individually, they will be addressed by the Deputy Chief of Clinical Affairs or the Medical Director, so as to bring them to compliance.

II. GUIDELINE:

Clinical Indicators and Thresholds will be monitored and tracked by the Deputy Chief of Clinical Affairs or his/ her designee. A bi-annual summary of findings in the following areas will be analyzed;

A. Documentation
B. Chest Compressions
C. Cardiac Interventions
D. Neurologic Interventions
E. Intravenous Access
F. Airway Management
G. Motor Vehicle Crashes
H. Trauma Alert
I. Critical Care Transport

In instances where thresholds are found out of compliance, as a trend, the Deputy Chief of Clinical Affairs and/or Medical Director shall be notified via email. At that time the indicator threshold will be examined by the Deputy Chief of Clinical Affairs or his/her designee for currency and validity. If the threshold is found to be appropriate and current, the Deputy Chief or Medical Director may assign continuing medical education or adjust policies and/or protocol accordingly.

In instances where thresholds are found out of compliance, in individual instances, Deputy Chief of Clinical Affairs designee noting the exception shall investigate the occurrence, and notify the IQM Manager and/or Medical Director of findings via email or through a HealthEMS QA message, including incident number, crew members, date and time, and a brief summary of the

incident. Continuing medical education will be assigned to any staff involved in the incident at the discretion of the Deputy Chief and/or Medical Director.

III. PROCEDURE:

Patient care reports will be audited using the electronic reporting system. Reports will be audited by designees of the Deputy Chief of Clinical Affairs. The assigned designee will track Key Performance Indicators and will provide a summary to the IQM Manager bi-annually. In addition, the Deputy Chief or his/her designee will audit patient care reports for accurate patient assessments, adherence to medical protocols, success of skills, and outcome, and provide a bi-annual summary for IQM review.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Public Education – General Guidelines
CAAS:	105.01.02
Effective:	February 15, 2011
Reviewed:	December 2012, January 2013, December 2015, December 2018
Revision:	4
Pages:	2

I. PURPOSE:

The Leon County EMS Public Education division is active in developing and implementing programs to enhance our overall goals of "Preserving Life, Improving Health, and Promoting Safety."

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major is responsible for oversight and implementation of all Leon County EMS Public Education programs. In addition, he/she may serve as the department's Public Information Officer as determined by the EMS chief.

The following programs have been developed and are outlined further later in this section:

A. Bicycle Safety
B. CPR & AED Training
C. Child Passenger Safety seat program
D. First Aid
E. Leon Lifesaver (calling 911 for children)
F. Senior Health & Fall Prevention
G. Stroke Awareness
H. Vial of Life program
I. "What is EMS?"

III. PROCEDURE:

Requests for Public Education programs are forwarded to the Community Engagement and Organizational Development Major for approval and scheduling. Staff members are encouraged to actively seek out opportunities to present programs to the public and coordinate any contacts made through the Major.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Bicycle Safety
Effective:	December 2012
Reviewed:	December 2015, December2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide a guideline for EMS when presenting educational programs on bicycle safety and injury prevention.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major will coordinate events for Leon County EMS personnel to promote bicycle safety.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major, or his/her designee prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. Upon arrival at the event, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	CPR & AED Training
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide an outline for information and procedures that EMS will follow during CPR & AED training at venues throughout Leon County.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major is responsible for scheduling the CPR & AED training events.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major prior to the event to receive the details of the assignment along with contact information for the individual in charge at the location. The EMS personnel should gather all appropriate material for the training event. Upon arrival at the location, the crew should make contact with the individual in charge to find the training area. Once the training area is located, the crew should assemble the CPR manikins. All participants should sign-in on the Leon County EMS sign-in sheet (available on the ems share drive, G:). The EMS personnel may play the American Heart Association's various CPR training DVDs or may elect to conduct the training without video, assuring that all key topics are covered. EMS personnel should observe the participants for proper technique during the hands-on portion of the CPR training. EMS personnel should demonstrate the proper use of the AED and allow participants to interact with the AED trainer. Allow time for questions. At the completion of the training, have the participants complete the Leon County EMS evaluation. Disassemble and clean the manikins.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Child Passenger Safety Seat Program
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

The goal of the Leon County EMS Child Passenger Safety Seat Program is to make people aware of the importance of properly securing all children in child safety seats, boosters or seat belts - every trip, every time.

II. GENERAL GUIDELINE:

Car seat check point events will be held periodically throughout the year where instruction and training is offered to caregivers by certified Child Passenger Safety technicians. Car seat checks are available by appointment at EMS Headquarters. The Community Engagement and Organizational Development Major or his/her designee will schedule any public events and notify the LCEMS web steward in advance so the event may be advertised on the Leon County EMS website.

III. PROCEDURE:

CPS checks by appointment:

1. CPS checks are done by appointment, or as part of a scheduled event.
2. .
3. Proper paperwork must be completely filled out on every check. Make sure the date and location are included.
4. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
5. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles.
6. Place a LCEMS CPS sticker on the child seat.
7. When event is over, e-mail the Community Engagement and Organizational Development Major, or his/her designee, the type of seats, if any, were distributed, the quantity distributed, and quantity left in the trailer.

CPS checks at public events:

1. Review contents of trailer to be sure there are a variety of seats.
2. Place CPS signs in the vicinity to advertise the event.
3. Set-up tables and CPS tent.
4. Proper paperwork must be completely filled out on every check. Make sure the date and location are included.
5. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
6. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles.
7. Place a LCEMS CPS sticker on the child seat.
8. When event is over, e-mail the Community Engagement and Organizational Development Major, or his/her designee, the type of seats, if any, were distributed, the quantity distributed, and quantity left in the trailer.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	First Aid
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide an outline for conducting educational presentations for the citizens of Leon County on First Aid and Injury Prevention.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major will coordinate events for Leon County EMS personnel to provide first aid training.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Operation and Use of Leon Lifesaver
Effective:	November 1, 2007
Reviewed:	February 2012, December 2012, December 2015, December 2018
Revisions:	3
Pages:	2

I. PURPOSE:

To provide a guideline that will clearly define the proper operation and knowledge needed for the use of Leon Lifesaver and a general overview of the Leon Lifesaver presentations.

II. GUIDELINE:

To ensure that Leon County EMS crew has the proper knowledge and training to correctly and actively participate in the production of Leon Lifesaver, competently fulfilling either role of announcer or the robot.

III. PROCEDURE:

For Leon Lifesaver events, crews should arrive at headquarters at least one hour ahead of the scheduled program start time. Crews should check-in with logistics for an ambulance assignment. Ambulances should be clean and presentable for all events. Crews should also check-in with the Community Engagement and Organizational Development Major to receive the details of the assignment along with any hand-outs or give away materials.

Crews should wear their standard work uniform (red shirts) for Leon Lifesaver events in order to help familiarize children with what an EMS crew will regularly look like.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

IV. ROBOT OPERATION:

To be able to actively and correctly use Leon Lifesaver, the participant is expected to do the following:

- Be familiar with, and practice, the operation of the remote control system for the robot.
- Be familiar with the robot including, but not limited to, the remote control battery chargers.
- Be familiar with the inner workings of the robot including,
  - ✓ Voice pitch shifter
  - ✓ Battery connection and straps
  - ✓ Eyelid connections
  - ✓ Water reservoir
- Be familiar with headphone and microphone setup.
- Be able to talk and control robot simultaneously.
- Be familiar with both sections of the script and be able to improvise.
- Be familiar with how to transport robot via "sled" and stretcher.
- Have the ability to stand in front of people and properly interact with children.

If the participant is going to use Leon Lifesaver on a solo basis, they will need to:

- Practice with the robot in the parking lot at Headquarters.
- Have observed at least one (1) live Leon Lifesaver presentation.
- Practice once as the announcer and once as the robot with approved supervision.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Senior Health and Fall Prevention
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide an outline of educational programs for the senior citizens of Leon County on health, injury and fall prevention.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major will coordinate events for Leon County EMS personnel to provide training in Senior Health and Fall Prevention.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major, or his/her designee prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Stroke Awareness
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide an outline for conducting educational presentations for the citizens of Leon County on Stroke awareness and prevention.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major will coordinate events for Leon County EMS personnel to promote stroke awareness.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the event, the crew should locate the individual in charge. EMS personnel may use the American Stroke Association's *Power to End Stroke* program to educate the participants.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vial of Life
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To provide an overview of the "Vial of LIFE" program.

II. OVERVIEW:

To assist EMS personnel when responding to, and treating individuals during home medical emergencies. The Vial of LIFE contains much of the medical history of an individual needed by the responding EMS personnel, such as existing medical conditions, allergies, medication currently being taken, and emergency contact information.

III. PROCEDURE:

When there is a medical emergency in the home, EMS personnel will look on the refrigerator door for a Vial of LIFE magnet and baggie. Upon seeing this magnet on the refrigerator door, the members will retrieve the completed information from the baggie. This information will assist responding EMS personnel with previous medical history, medications and other related information that may be used in the treatment of the patient. The kit consists of an information form, baggie and magnet.

Citizen:

1. Complete a Vial of LIFE form. Include the date that the form was completed (this will help EMS personnel know how recent the medical information is). It may be beneficial to attach a recent photograph of yourself to the form as a means for positive identification.
2. After completing the forms, fold and place them in the baggie.
3. If you do not know the answer to a question on the form, contact your doctor or pharmacist for the correct information or leave the section blank.
4. Attach the Vial of LIFE magnet and baggie to the top portion of your refrigerator door to alert emergency personnel to the presence of Vial of LIFE information.

EMS Personnel (use of):

1. Upon arrival at aresidence, look on the refrigerator for a Vial of LIFE magnet and baggie.
2. Record the pertinent information and return the information sheet to baggie placing it back on the refrigerator OR if necessary to take the Vial of LIFE with you, be sure to inform the patient and/or family.
3. Advise the Community Engagement and Organizational Development Major via e-mail when you have used this program.

EMS Personnel (distribution of):

Vial of LIFE kits can be obtained by contacting EMS via:

- Leon County Emergency Medical Services website (www.leoncountyfl.gov/lcems)
- Leon County EMS Headquarters (850)606-2100

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	"What Is EMS"
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide an outline for educating the citizens of Leon County on EMS.

II. GENERAL GUIDELINE:

The Community Engagement and Organizational Development Major will coordinate events for Leon County EMS personnel to provide information about EMS.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Major, or his/her designee, prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge. EMS personnel should consider covering the following topics of interest:

- History of Leon County EMS
- System Status Management (SSM)
- Statistics
- 9-1-1 and Dispatch process
- Common EMS calls
- Public Education programs
- Critical Care Transport team

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in HealthEMS. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	AED Registry
Effective:	December 2012
Reviewed:	December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To provide a guideline that will define the proper procedures to register an Automated External Defibrillator (AED).

II. GENERAL GUIDELINE:

To ensure the AED Registration Coordinator has the proper information to register AED's with Leon County EMS in accordance with Section 401.2915(2)(b), Florida Statute (2014).

III. PROCEDURE:

Once a location of an AED is known, the business should be given an AED information sheet to complete. When the completed information sheet is returned to Leon County EMS, the AED registration coordinator should enter the information into the AED registry spreadsheet. Once the information is in the spreadsheet, it is to be placed in the CAD to alert dispatchers of the location. The business is then mailed a certificate of registry to be placed with their AED. The AED registration coordinator is responsible for sending an information sheet to the business on a yearly basis to keep the registry accurate and up to date. When the AED registration coordinator is notified of a change or new registration, he/she will promptly notify the designated system status controller who will ensure the CAD is updated.

BOARD OF COUNTY COMMISSIONERS

301 South Monroe Street
Tallahassee, Florida 32301
(850) 488-4710

December 30, 2003

Commissioners:
WILLIAM C. PROCTOR, JR.
District 1
JANE G. SAULS
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DAN WINCHESTER
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District 4
BOB RACKLEFF
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ED DEPUY
At-Large
CLIFF THAELL
At-Large
PARWEZ ALAM
County Administrator
(850) 488-9962
HERBERT W.A. THIELE
County Attorney
(850) 487-1008

Dr. Kim Landry
Gulf Breeze, Florida

Dear Dr. Landry:

It is with great pleasure that by this letter Leon County is offering you employment in the position of Medical Director with our EMS Division in the Public Service department. The starting salary will be $8,333.33 per calendar month for this position. This salary for this position is based upon an annualized rate, and thus there is no eligibility for overtime. This position, your holding of the position, and salary will be re-evaluated as of June 30, 2004.

I would appreciate your acknowledgment and acceptance of this offer and salary, in writing to the Human Resources division. Your employment will commence on Wednesday, December 31, 2003. This offer of employment is conditioned upon receiving a signed authorization for the procurement of an investigative consumer report for employment purposes, a satisfactory background investigation, and a negative drug test result.

Please see the enclosed "Welcome Aboard" letter for information you will need for the sign-on process. Should you require any further information, please contact Human Resources at (850) 487-2220.

I look forward to you becoming a member of the Leon County government team!

Sincerely,

Parwez Alam
County Administrator

Enclosures

cc: Daniel Moynihan, Division Chief

PERSONNEL ACTION FORM

Name Kim Landry SS# Date 12-31-03

ctive Date of Action 12-31-03 Race/Sex

STRUCTIONS: A Personnel Action Form **must** be completed for all new appointments, separations, and changes in employe status. Indicate the action taken by marking the appropriate category and making comments as necessary. Fill in the ***previous*** ar ***current*** items for all employee status changes. Note the approval signatures must be completed before the acknowledgment of th employee. **The employee acknowledgment is the last signature required.** For other personnel actions, complete the current item only. When the form is completed, return to the **HUMAN RESOURCES DIVISION.**

ACTION:

APPOINTMENT	SEPARATION	STATUS CHANGE
___ Career Service (Probationary)	___ Resignation * *	___ Promotion * *
___ **Part-Time: Hours Weekly** ___	___ Dismissal * *	___ Demotion * *
___ Executive Support Service	___ Retirement * *	___ Transfer * *
___ Senior Management Service	___ Other * *	___ Suspension * *
___ Executive Service		___ Reinstatement * *
___ Temporary (O.P.S.)*		___ Other * *
X Other *(Explain in Remarks)* *		

List Specific Dates of Employment in Remarks

* * - Attach Supporting Documentation

EMARKS: Medical Director

Department/Division (Previous)		(Current)	Public Services/EMS
Position Title (Previous)		(Current)	Medical Director
Position Number (Previous)		(Current)	0500-00
Salary (Previous)		(Current)	$8,333.33 per calendar month
Pay Grade (Previous)		(Current)	99
Account Number (Previous)		(Current)	135-18551200-526

Approval — Supervisor — Title — Date

Approval — [signature] — Division Director — CHIEF — Title — 12-31-03 — Date

Approval — Vincent S. Long — Department Head — Assistant County Administrator — Title — 12.31.03 — Date

ata Verification — Human Resources Representative — Title — Date

Acknowledgment — [signature] — Employee — Medical Director EMS — Title — 12-31-03 — Date

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

GENERAL DESCRIPTION OF DUTIES

This is administrative and supervisory work directing, planning, organizing, coordinating, and supervising pre-hospital E.M.S. patient care activities in Leon County.

NOTE:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the needs of the County and requirements of the job change.

ESSENTIAL DUTIES

The EMS Medical Director shall provide clinical leadership to the EMS program and serve as its sole Medical Director. The Medical Director is responsible for the clinical activities performed by EMS personnel, to discharge all duties identified in Florida Statutes, Florida Administrative Code, and the County EMS Ordinance.

The Medical Director develops and conducts on-going comprehensive review of all written medical protocols, rules, regulations and standards necessary to ensure reliable service delivery and appropriate patient care. In conducting the review, the Medical Director takes into consideration the results of quality assurance reviews, medical literature and input from stakeholders.

The Medical Director is responsible for ensuring the quality of the continuing medical education by: reviewing and approving curriculum and courses, recruiting subject matter experts, and assisting in the development of procedures to evaluate the clinical impact and effectiveness of the education. He also provides assistance in developing and delivering public information and education programs.

The Medical Director applies quality management principles in an effort to continuously improve medical care by establishing procedures for routine auditing of program performance and adherence to medical protocols. Performs direct field observation of EMS personnel performing patient care by riding on EMS vehicles, visiting and interacting with EMS personnel, hospital emergency department staff and other public safety personnel on a regular basis. Reviews medical records and investigates complaints regarding medical care. When appropriate, reports incidents and findings as required by section 401.265 Florida Statute.

The Medical Director conducts on-going and comprehensive reviews of all EMS medical equipment, medications and medical supplies to ensure reliable service delivery and excellence in patient care. Assures compliance with applicable laws, rules and regulations for the storage and control of medications and medical equipment by developing policies and procedures for compliance.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

The Medical Director is an active member of the EMS Advisory Council and shall attend meetings of the council.

The Medical Director assists in validating that all EMS personnel meet the initial and continuous requirements for certification. The Medical Director shall provide input on the hiring and firing of all EMS field personnel.

The Medical Director will actively cooperate in planning, updating and following the Leon County Comprehensive Emergency Management Plan.

OTHER IMPORTANT OR MARGINAL DUTIES

None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a variety of management functions. Knowledge of purposes, goals, and responsibilities of advanced life support programs, pre-hospital care systems, and emergency healthcare practices, procedures, laws and regulations relating to emergency medical services. Knowledge of principles and practices of public administration as applied to the management and medical oversight of emergency medical services. Knowledge of fiscal and personnel management. Knowledge of occupational and County policies, regulations, and guidelines. Knowledge of other County functions, including law enforcement, emergency communications, emergency management, et cetera. Knowledge of functions, operating and training methods of equipment used in pre-hospital emergency medical care and ambulance services. Knowledge of the technical requirements and standards of pre-hospital services. Skills in public speaking. Ability to supervise. Ability to plan and perform administrative duties. Ability to plan and prepare for handling disasters. Ability to prepare and maintain budgets. Ability to organize, plan, assign, and supervise the work of others. Ability to promote good public relations in a manner that inspires trust, while working with citizens, doctors, and hospital staff. Ability to establish and maintain effective working relationships with others. Ability to acquire and maintain a Florida medical license and Board Certification in Emergency Medicine. Ability to communicate effectively, orally and in writing. Ability to develop, interpret, and apply rules, regulations, and laws. Ability to work effectively under pressure and to demonstrate leadership in all operations. Ability to allocate resources. Ability to lift/push in excess of 100 pounds.

COMPLEXITY OF WORK

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

Work requires a high degree of coordination within the division, other County departments and other agencies such as constitutional officers and the City. Employee must be able to establish broad, long range program and goals, determine the appropriate organizational structure, and allocate appropriate resources.

INTERNAL AND EXTERNAL CUSTOMER CONTACT
Work requires interaction with citizens, hospital staff, and various emergency service workers in EMS, fire, and police.

EQUIPMENT AND TOOLS USED
Computer, word processing software, spreadsheet software, fax machine, calculator, captain response vehicle, and ambulance are among the equipment operated.

WORK ENVIORNMENT AND PHYSCIAL DEMANDS
Work is performed mainly indoors at a desk, but on the scene work is expected. Employee may be exposed to poor lighting, high levels of noise, moving mechanical parts, infection and contamination from injured people, hostile/violent individuals, toxic or caustic chemicals, vapors, fumes, chemicals, et cetera.

MINIMUM REQUIREMENTS
Requires a medical doctor's degree from an accredited college or university and related work experience, five years of which must have been in an emergency department or in emergency medical services; or an equivalent combination. Also requires Board Certification in Emergency Medicine.

Necessary Special Requires:
Must be computer literate. Must have a valid driver's license and a favorable driving record.

Florida State Paramedic and Advanced Cardiac Life Support certifications preferred.

Successful completion of a federally recognized National Incident Management System (NIMS), National Response Plan (NRP) training program.

Selection Guidelines:
Formal application, rating of education and experience, oral interview and reference check, and drug testing.

FLSA STATUS: Job is exempt. Employee performs supervisory and administrative work.

AMERICAN BOARD OF EMERGENCY MEDICINE

Kim Michael Landry, M.D.

Has successfully fulfilled the Maintenance of Certification requirements and is certified as a diplomate in the specialty of

EMERGENCY MEDICINE

January 1, 2017 - December 31, 2026
Certificate Number 22811

Michael L. Carius, M.D.
President

Robert L. Muelleman, M.D.
Secretary-Treasurer

The ABEM mission is to ensure the highest standards in the specialty of Emergency Medicine.

A Member Board of the American Board of Medical Specialties

Department of Health

KIM MICHAEL LANDRY

License Number: ME63901

Data As Of 6/27/2019

Profession	Medical Doctor
License	ME63901
License Status	CLEAR/ACTIVE
License Expiration Date	1/31/2021
License Original Issue Date	05/10/1993
Address of Record	4340 AVALON BLVD MILTON, FL 32583 UNITED STATES
Controlled Substance Prescriber (for the Treatment of Chronic Non-malignant Pain)	No
Discipline on File	No
Public Complaint	No

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.

RECEIVED
2019 MAR 19 AM 10:4

72/638 1:4
LANDRY, KIM M
911 EASTERWOOD DR BLDG 2
LEON COUNTY EMS OPERATIONS CENTER
TALLAHASSEE, FL 32311-3518

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BL8698524	03-31-2022	FEE EXEMPT

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N, 3,3N,4,5	PRACTITIONER	03-12-2019

LANDRY, KIM M
LIMITED TO OFFICIAL GOVERNMENT DUTIES ONLY
LEON COUNTY EMS OPERATIONS CENTER
911 EASTERWOOD DR BLDG 2
TALLAHASSEE, FL 32311-3518

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

LIMITED TO OFFICIAL GOVERNMENT DUTIES ONLY.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

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Form DEA-223 (9/2016)