

City of Annapolis
Supplemental Appropriation from Surplus Funds

Fund: Grant
 Department: Fire

Control Number: SA 24-21
 Date: 1/28/2021

Source of Surplus Funds: Maryland Institute for Emergency Medical Services Systems

Account Name	Allocation of Appropriation for
Revenue:	
State Operating Grant Revenue -MIEMSS	\$ 2,000
Expenditure:	
State Operating Grant Expense -MIEMSS	\$ 2,000

Explanation:
 This supplemental allocation appropriates an additional \$2,000 from the Maryland Institute for Emergency Medical Services Systems. There is no match requirement. Funds will be used to purchase a basic child manikin, a newborn advanced care simulator, books, and a Pediatric Advanced Life Support Instructor Package.

Approved by:

Jordan Williams 1/28/21
 Finance Director Date

 Department Director Date

Approved by:

City Manager
 Mayor
 Finance Committee
 City Council

[Signature]

Date 1/28/21

CM: City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund. CM's do not increase the total budget or the budget for any fund.
 FT: Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund. These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.
 SA: Supplemental Appropriation from revenue not anticipated in the budget or in excess of that anticipated in the budget. SA's increase the total budget.

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

This is a request to accept a one-time funding opportunity through MIEMSS (Maryland Institute for Emergency Medical Services System). It has a very short turnaround as it was just awarded to us last night and the signed agreement has to be received by them as soon as possible to allow us to start the purchasing of the items. We are not allowed to do that until they receive our signed copy. It is required that all purchases must be completed by March 1, 2021 and reimbursement submitted by March 15, 2021.

We are receiving funding to assist our Paramedic training of ALS (Advanced Life Support) personnel. We would like to purchase a Basic Child Manikin (\$954.96) and a Newborn Advanced Care Simulator (\$775.00) for more realistic training. Also, we are requesting a PALS (Pediatric Advanced Life Support) Instructor Package (\$170.00) and two PALS Books (\$50.00 each). The total awarded funding is \$1999.96.

All of our ALS Providers are required to complete re-certification training every two years. These items will be used to facilitate this Paramedic licensure requirement and at no cost to the Fire Department or the City of Annapolis.

THE GRANT REQUIRES:

1. We must return the signed acceptance of the award as soon as possible - we are not allowed to start purchasing until after we receive email confirmation that the signed acceptance was received by MIEMSS.
2. This is a reimbursement agreement - the City must make the purchase and make payment before we are able to request reimbursement.
3. Purchases must be completed by March 1, 2021 and claims for reimbursement must be submitted to MIEMSS by March 15, 2021.

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency,

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



GRANT BUDGET FORM

1/15/2021

Grant Title MD EMS FOR CHILDREN PEDIATRIC EDUCATIONAL EQUIPMENT AWARD

Grant Award (\$) 2,000.00

Originating Department(s): FIRE

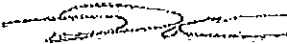
Dept Contact (Name/Phone): JEANNE COUGHLIN 410-263-7976 X 0740

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies		2,000.00			2,000.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	0.00	2,000.00	0.00	0.00	2,000.00	

TOTAL EXPENDITURES: **2,000.00**

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

 01/18/2021
Department Director Signature/Date

FIRE
Department

Match is required. Match will be met in the form of ⁽¹⁾ _____
I attest that this asset has been approved/appropriated in ⁽²⁾ _____

Department Director Signature/Date

Department

COMMENTS:

⁽¹⁾ Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.
⁽²⁾ Examples: FY __ operating budget, a memorandum of understanding, City Council resolution/ordinance.



Maryland EMS for Children Pediatric Educational Equipment Award

January 13, 2021

Fire Chief Douglas M. Remaley
Jeanne S. Coughlin
EMS Battalion Chief Robert Christian
1790 Forest Drive
Annapolis, MD 21401

Dear Fire Chief Remaley:

Thank you for your participation in the 2021 Pediatric Educational Equipment special funding opportunity. This one time funding is made possible through the EMSC State Partnership Grant and is designed to provide additional training equipment for initial and continuing education during the current pandemic and for future use by your EMSOP and education/ training partners.

We are pleased to announce that your project application submitted to the Maryland Institute for Emergency Medical Services Systems (MIEMSS), Maryland EMS for Children Department (EMSC) has been selected for funding in the amount of \$2000. A Purchase Order will be issued by MIEMSS and will be managed by the EMSC Department with Sue Catterton as the primary contact for fiscal matters. This special funding is approved for reimbursement of purchase of pediatric educational equipment as described in the application you submitted. The process for submitting for reimbursement includes proof of purchase and of payment which is outlined in the instructions on the second page of this letter:

Prior to your purchase of any equipment the second page of this award letter (acceptance, assurances and instructions) needs to be signed, dated and returned to the MIEMSS EMSC Department. The address and email are in the instruction portion. As soon as you have email confirmation that it has been received, you may begin the process of purchasing.

Should you have any questions regarding the agreement or purchasing procedures, please contact the Maryland EMSC Department at 410-708-1758 or email to pepp@miemss.org.

Congratulations on your award! MD EMSC will be asking you and / or your Pediatric EMS Champion to provide feedback before the end of the 2021 calendar year. We hope this feedback ('report') will be in person in the fall to facilitate comparison of pediatric training equipment and planning for scenario based education. Please identify someone in your EMSOP to take notes on the frequency and nature of use for the pediatric educational equipment.

Thank you for participating in this project and for your dedication to the care of children of all ages and sizes.

Cyndy Wright-Johnson, MSN, RN
Director, EMSC Department
PI, EMSC State Partnership Grant

Danielle Joy, MS, RN, NRP
EMSC Educational Specialist

Acceptance and Assurance agreement is on the next page, please sign and return to MD EMSC.



Maryland EMS for Children Pediatric Educational Equipment Award

Page 2 – Return to MIEMSS EMSC

Acceptance and Assurances (Please Initial each line and sign at the bottom)

- I have read and acknowledge the award of \$2000 for pediatric educational equipment.
- My department will be responsible for the purchase and payment of the equipment as described in the application submitted to MIEMSS, EMS for Children Department.
- I understand that this award is done by reimbursement and will submit both invoices and payment documentation.
- I understand that any funds spent over the award amount listed above and in the award letter are the responsibility of the applicant.



Signature of Award Recipient

1.28.2021

Date

Chief Douglas M. Remley
Name – typed or printed

Reimbursement Process: Pediatric Educational Equipment Award

1. MIEMSS EMSC State Partnership will forward reimbursement to the County / Company identified on this award letter and the application.
2. Two things must be submitted together for reimbursement to be processed:
 - Copy of the original invoice from the vendor specifying the awardee as the recipient and itemizing the pediatric educational equipment/ supplies,
 - Payment verification for all equipment/ supplies for which you are requesting reimbursement. If purchased by credit card we need a copy of the credit card statement with charges listed. If purchased by check, we need a copy of the canceled check.
3. Purchase must be completed by **March 1, 2021** and claims for reimbursement submitted by **March 15, 2021**. Depending upon your payment cycle – please begin to purchase the approved equipment as soon as possible.
4. Any financial commitments made by the Awardee beyond the approved project budget will be solely the applicant's responsibility and not eligible for reimbursement.
5. Send Invoices and evidence of payment to: (Faxes cannot be processed)
MIEMSS - Maryland EMSC Department
Att: Sue Catterton
663 W. Pratt St. Room 482
Baltimore, MD 21201

Alternatively you may email scanned copies of originals to PEPP@miemss.org



Jeanne Coughlin <jscoughlin@annapolis.gov>

Children Pediatric Grant

1 message

Ashley Leonard <aleonard@annapolis.gov>
To: Jeanne Coughlin <jscoughlin@annapolis.gov>

Wed, Jan 27, 2021 at 12:57 PM

Jeanne:

Sending this back to you. Remaley should sign the attachment.

Ashley E. Leonard, Esq.
Assistant City Attorney
City of Annapolis Office of Law
160 Duke of Gloucester Street
Annapolis, Maryland 21401
aleonard@annapolis.gov
Cell: 410-940-8582

Please note that I am currently working remotely on Tuesdays and Thursdays. I will not be in the office or returning phone calls to my office number on those days, but I will respond to emails or return calls to my work cell if you leave a message.

PRIVILEGED & CONFIDENTIAL -

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If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited.

If you receive this e-mail in error, please notify me immediately at the above e-mail address or telephone number and permanently delete the original and any copy of any e-mail and any printout thereof.

 AFD-MIEMSSChildrenPediatricFY2021-EXEC.pdf
1369K