

**RESOLUTION NO. 18-11-109**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS FLORIDA, APPROVING THE AWARD OF THE FIREHOUSE SUBS GRANT FOR THE PURCHASE OF HURST EXTRICATION EQUIPMENT FOR THE VILLAGE FIRE DEPARTMENT; AUTHORIZING VILLAGE MANAGER AND VILLAGE OFFICIALS TO TAKE ALL STEP NECESSARY TO FINALIZE AND IMPLEMENT THE TERMS AND CONDITIONS OF THE GRANT AGREEMENT; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE GRANT AGREEMENT; APPROVING A BUDGET AMENDMENT; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, in September 2018, Islamorada, Village of Islands (the "Village") applied for financial assistance from Firehouse Subs Grant Program seeking grant funding for the purchase of extrication equipment for the Village Fire Department; and

**WHEREAS**, in October 2018, Firehouse Subs awarded funding to the Village through their Public Safety Foundation Grant, attached hereto as Exhibit "A", for the purchase of the desired extrication equipment; and

**WHEREAS**, pursuant to the Grant, the Village received approved equipment costs in the amount of \$31,960.00 with no matching share by the Village in accordance with the Firehouse Subs Grant Program Guidelines; and

**WHEREAS**, the Village Council desires to approve the purchase of the extrication equipment, and to approve the Grant Agreement.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing Recitals are true and correct and are incorporated herein by this reference.

**Section 2. Approval of Grant Agreement.** The Village Council hereby approves the Grant Agreement between Islamorada, Village of Islands, and Firehouse Subs for the purchase of extrication equipment, together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney.

**Section 3. Authorization of Village Officials.** The Village Manager and Village Attorney are authorized to take all steps necessary to finalize and implement the terms and conditions of the Grant Agreement.

**Section 4. Execution of Grant Agreement.** The Village Manager, or his Designee, is authorized to execute the Grant Agreement on behalf of the Village.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilwoman Cheryl Meads, seconded by Councilman Jim Mooney.

**FINAL VOTE AT ADOPTION**

**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS**

Mayor Deb Gillis	YES
Vice Mayor Mike Forster	YES
Councilman Ken Davis	YES
Councilwoman Cheryl Meads	YES
Councilman Jim Mooney	YES

**PASSED AND ADOPTED THIS 29<sup>TH</sup> DAY OF NOVEMBER, 2018.**

  
\_\_\_\_\_  
DEB GILLIS, MAYOR

ATTEST:

  
VILLAGE CLERK, KELLY TOTH

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF ISLAMORADA,  
VILLAGE OF ISLANDS ONLY

  
VILLAGE ATTORNEY, ROGET V. BRYAN

**From:** Firehouse Subs Public Safety Foundation <[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)>  
**Sent:** Monday, October 1, 2018 12:22 PM  
**To:** Eileen Rodriguez <[eileen.rodriguez@islamorada.fl.us](mailto:eileen.rodriguez@islamorada.fl.us)>  
**Cc:** Ted Tallman <[ttallman@firehousesubs.com](mailto:ttallman@firehousesubs.com)>; Sandra Antonacci <[sandra.antonacci@firehousesubs.com](mailto:sandra.antonacci@firehousesubs.com)>;  
foundationteam <[Foundationteam@firehousesubs.com](mailto:Foundationteam@firehousesubs.com)>; Sheri Kohler <[skohler@firehousesubs.com](mailto:skohler@firehousesubs.com)>; Ty Lowry  
<[ty.lowry@firehousesubs.com](mailto:ty.lowry@firehousesubs.com)>  
**Subject:** APPROVED: Firehouse Subs Public Safety Foundation Grant

Dear Eileen,

We are pleased to announce that the Firehouse Subs Public Safety Foundation Board of Directors has awarded the **Islamorada Fire Rescue** the requested **Hurst Cutter, Spreader, Chain, Ram and Accessories** valued at up to **\$31,960.00**.

Please read carefully and print this email for ongoing instructions of the procurement/purchasing process. **Failure to follow these instructions can jeopardize your grant award.**

#### PROCUREMENT NOTES

**The fulfillment of your grant award will be executed by one of the processes below, to be determined by our Foundation:**

- 1) Our Foundation Team will purchase directly based on your submitted quote
  - a. The vendor will ship the equipment directly to your organization
  - b. **PROOF OF DELIVERY REQUIRED:** upon delivery, you will need to send a signed and dated copy of the packing slip to our Foundation via email ([procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com)) or fax (904)886-2111 (Please note: our accounting department requires this documentation prior to paying invoices)

OR...

- 2) Our Foundation Team will draft a Memo of Understanding (MOU) for both parties to sign. Once signed and returned, the Foundation will send your organization a check directly
  - a. **PROOF OF DELIVERY/PAYMENT REQUIRED:** Once you purchase the granted items, you will be required to send us all invoice copies, proof of payment and signed and dated packing slips via email ([procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com)) or fax (904)886-2111 (Please note: this documentation is required for auditing purposes)

**NOTE: Our Foundation will determine which fulfillment option will be used.** Our Foundation will be contacting you within eight weeks to begin the procurement/fulfillment process. If you do not hear from our team by Monday, November 26, you may email [procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com). We appreciate your patience.

#### PUBLIC RELATIONS NOTES

Initial PR announcements:

- Any immediate media announcements from your organization regarding the grant award are optional. If you choose to draft a press release, please send it to [FirehouseSubs@Zimmerman.com](mailto:FirehouseSubs@Zimmerman.com) cc [Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com) for approval.

Once your equipment is received:

- A Firehouse Subs or Foundation representative may be in touch if planning a future event in your area.

Use of the Firehouse Subs Public Safety Foundation logo:

- We ask that your organization acknowledges the grant by displaying our Foundation logo on granted items/equipment whenever possible. Our foundation logo is attached for your convenience. Please note that the final artwork will need to be approved by our Foundation before being displayed.

We are very excited to assist your organization and ultimately improve the life-saving capabilities of your community.

Proceeds from purchases made at US Firehouse Subs restaurants provided the funding for this grant award.

**Firehouse Subs Public Safety Foundation**  
[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)

[FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org)

[Twitter](#)   [Facebook](#)

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