

MEMORANDUM

Agenda Item No. 8(E)(1)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: September 1, 2022

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution approving and establishing the Miami-Dade Fire Rescue Cadet Trust Fund ("Trust Fund") for use by Miami-Dade Fire Rescue for the Miami-Dade Fire Rescue Cadet Program; authorizing the County Mayor to administer the Trust Fund; authorizing the County Mayor to execute all necessary documents to establish and administer the Trust Fund and exercise provisions set forth therein; authorizing the County Mayor to apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein; authorizing petty cash purchases up to \$1,000.00; and directing the County Mayor to provide an annual report

The accompanying resolution was prepared by the Fire Rescue Department and placed on the agenda at the request of Prime Sponsor Commissioner Sally A. Heyman.


Geri Bonzon-Keenan
County Attorney

GBK/gh

Memorandum



Date: September 1, 2022

To: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Resolution Approving and Establishing the Miami-Dade Fire Rescue Cadet Trust Fund for Use by the Miami-Dade Fire Rescue Training Division

Summary

This item is to approve and establish a trust fund for the Miami-Dade Fire Rescue Cadet Program (MDFR Cadet Program or Program). The Program is for high school students interested in becoming firefighters. Miami-Dade Fire Rescue (MDFR) supports most Program costs and expenses through its budget. However, County Administrative Order 3-38 sets forth specific requirements regarding the procurement of goods and services. Under certain circumstances, MDFR may be delayed or prohibited, in whole or part, from purchasing or paying for essential items for the Program such as supplies, class syllabi, field trips, MDFR Cadet Program t-shirts, and food. The establishment of the trust fund will allow MDFR to provide all necessary items to the Program, subject to available funding.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve and establish the Miami-Dade Fire Rescue Cadet Trust Fund (Trust Fund) for use by the MDFR, through its Training Division. Such funding shall be used by the MDFR Cadet Program in furtherance of its mission to address training for high school students who are interested careers as firefighters. It is also recommended that the Board authorize the County Mayor or County Mayor’s designee to administer the Trust Fund. It is further recommended that the Board authorize the County Mayor or County Mayor’s designee to execute all documents necessary to effectuate the purposes of this resolution, including documents necessary for the receipt and expenditure of funds deposited into the Trust Fund, and to exercise all provisions set forth therein. Additionally, it is recommended that the Board authorize: (1) the County Mayor or County Mayor’s designee to apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein; and (2) petty cash purchases up to \$1,000.00.

Scope

The impact of this item is Countywide.

Delegation of Authority

Upon approval of this resolution, the County Mayor or County Mayor’s designee will be authorized to: (1) establish the Trust Fund, which will be administered by the MDFR’s Training Division; (2) administer the Trust Fund; (3) execute all documents necessary to effectuate the purposes of this resolution, including documents necessary for the receipt and expenditure of funding, as well exercise any provisions contained therein provided that such provisions are consistent with the purposes of the resolution; (4) apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein; and (5) make petty cash purchases up to \$1,000.00.

Fiscal Impact/Funding Source

Miami-Dade County will not incur any costs related to the Trust Fund. The Trust Fund will be authorized to accept public and private donations, grant awards, and other funding authorized by the Board.

Track Record/Monitor

Chief Nicolas Morgado, or other supervisory personnel of the Miami-Dade Fire Rescue Training Division, will oversee the Trust Fund.

Background

The MDFR Cadet Program was established in 1979 to encourage young men and women ages 14 through 18, to embark on a career in the fire service by exposing them to medical, technical and fire suppression training. The vision of the Program is to instill positive principles of leadership, accountability, service, and dedication to the youths of our community.

Prior to being eligible for and transitioning into the MDFR Cadet Program, students must complete a probationary recruit class where they may earn 125 to 200 community service hours, which may be utilized for high school graduation and scholarship requirements. To be eligible for the Program, applicants must be at least 14-years-of age and entering the 9th grade. Notwithstanding the minimum age and grade requirements, applicants must be accepted into the Program before entering the 11th grade. Because many students enroll in the Program at the age of 14, the average participant is in the Program for four years. Once all required probationary exams and performance objectives are completed, the recruit is enrolled into the Program.

During weekly meetings, the MDFR Cadet Program provides students hands-on participation in the fire, medical and technical rescue aspects of the fire service. On certain weekends, cadets provide first aid at organizational functions, staffing for community events, and further their training in the fire rescue service. Each training class may consist of 25 to 60 cadets. The training includes a combination of instructional coursework (EMS and Fire), community service activities and a ride-along program. Cadets work with Miami-Dade firefighters on medical rescue units assisting the crews during real emergency events.

MDFR supports most programmatic costs and expenses, however County Administrative Order 3-38 sets forth specific procurement requirements that, under certain circumstances, may delay or bar, in whole or part, MDFR's acquisition and provision of certain essential items for the Program, such as course supplies, class syllabi, field trips, MDFR Cadet Program t-shirts, and food.



Alfredo Ramirez, III
Interim Chief Public Safety Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: September 1, 2022

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(E)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(E)(1)
9-1-22

RESOLUTION NO. _____

RESOLUTION APPROVING AND ESTABLISHING THE MIAMI-DADE FIRE RESCUE CADET TRUST FUND (“TRUST FUND”) FOR USE BY MIAMI-DADE FIRE RESCUE FOR THE MIAMI-DADE FIRE RESCUE CADET PROGRAM; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO ADMINISTER THE TRUST FUND; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS TO ESTABLISH AND ADMINISTER THE TRUST FUND AND EXERCISE PROVISIONS SET FORTH THEREIN; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO APPLY FOR, RECEIVE, AND EXPEND FUNDS THAT HAVE BEEN DESIGNATED FOR DEPOSIT INTO THE TRUST FUND FOR THE PURPOSES SET FORTH HEREIN; AUTHORIZING PETTY CASH PURCHASES UP TO \$1,000.00; AND DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO PROVIDE AN ANNUAL REPORT

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Approves and incorporates the foregoing recital herein by reference.

Section 2. Approves and establishes the Miami-Dade Fire Rescue Cadet Trust Fund (“Trust Fund”) for use by Miami-Dade Fire Rescue (“MDFR”) in matters and events concerning and related to the Miami-Dade Fire Rescue Cadet Program. Trust Fund expenditures shall include but are not limited to, the costs associated with purchases of or payments for supplies, class syllabi, field trips, Miami-Dade Fire Rescue Cadet Program t-shirts, and food.

Section 3. Authorizes the County Mayor or County Mayor's designee to administer the Trust Fund.

Section 4. Authorizes the County Mayor or County Mayor's designee to execute all documents necessary to effectuate the purposes described in sections 2 and 3 above, including documents necessary for the receipt and expenditure of funding into and out of the Trust Fund. This Board further authorizes the County Mayor or County Mayor's designee to exercise provisions set forth therein, provided that the execution of any documents or the exercise of any such provisions are consistent with the purpose outlined in section 2 above and following approvals for legal form and sufficiency by the County Attorney's Office.

Section 5. Authorizes the County Mayor or County Mayor's designee to apply for, receive, and expend additional future funds that have been designated for deposit into the Trust Fund for the purposes described in section 2 above. Such funding shall include, but not be limited to, public and private donations, grant awards, settlement agreements, court awarded payments, and other funding authorized by this Board.

Section 6. Authorizes the use of the County's petty cash procedures, as outlined in Administrative Order 3-6, for small purchases made by MDR for the Miami-Dade Fire Rescue Cadet Program on legitimate and appropriate infrequent, unanticipated public purpose purchases of goods and services, provided that each individual request for petty cash does not exceed \$1,000.00.

Section 7. Directs the County Mayor or County Mayor's designee to provide an initial report to this Board within 365 days of the effective date of this resolution, and no later than September 30, each year thereafter and place the completed report on an agenda of the full Board without committee review pursuant to Ordinance No. 14-65. At a minimum, the report shall specify:

- (a) the amount of all deposits into and expenditures out of the Trust Fund;
- (b) the source of all funding deposited into the Trust Fund; and
- (c) an accounting of all expenditures out of the Trust Fund.

The foregoing resolution was offered by Commissioner _____,
who moved its adoption. The motion was seconded by Commissioner _____
and upon being put to a vote, the vote was as follows:

Jose "Pepe" Diaz, Chairman	
Oliver G. Gilbert, III, Vice-Chairman	
Sen. René García	Keon Hardemon
Sally A. Heyman	Danielle Cohen Higgins
Eileen Higgins	Joe A. Martinez
Kionne L. McGhee	Jean Monestime
Raquel A. Regalado	Rebeca Sosa
Sen. Javier D. Souto	


The Chairperson thereupon declared this resolution duly passed and adopted this 1st day of September, 2022. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Shanika A. Graves