

# City of South Daytona

## Fire Department

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### City of South Daytona City Council Agenda Item

**Meeting Date:** October 14, 2025

**Agenda Item Title:** Approval of Agreement with Halifax Hospital Medical Center – EMT Intravenous (IV) Program

**Requested By:** Fire Chief John K. Brant  
**Department:** Fire

### Background Information

The City of South Daytona Fire Rescue Division provides fire protection and emergency medical services to the community. In order to enhance the clinical skills of our emergency medical technicians (EMTs), the City has worked with Halifax Hospital Medical Center to establish an EMT Intravenous (IV) Program.

This program will provide EMTs with the opportunity to gain observational and supervised clinical experience in establishing intravenous access (IVs) at Halifax's Emergency Department facilities in Daytona Beach, Port Orange, and Deltona. This training is essential to improving the quality of pre-hospital emergency medical care delivered to South Daytona residents.

### Summary of Agreement

The agreement between Halifax Hospital Medical Center and the City of South Daytona outlines the following:

- **City Responsibilities:**
  - Ensure EMTs are certified by the State of Florida, meet health screening requirements, and pass background checks.
  - Provide liability insurance coverage.
  - Establish programmatic requirements and guidelines for the EMT-IV program.
- **Halifax Responsibilities:**
  - Provide training opportunities in its Emergency Departments under the supervision of qualified preceptors.
  - Assign a Halifax staff coordinator to oversee the program.
  - Confirm training hours and number of successful IV insertions.
- **Program Requirements:**
  - EMTs must complete City's training class, lab work, and in-hospital training (including 15 successful IV insertions).

- EMTs must maintain compliance with Halifax policies, HIPAA regulations, and patient confidentiality.
- Program operates in one-year terms with automatic renewal unless terminated with 30 days' notice.

## **Fiscal Impact**

There is no direct fiscal impact to the City outside of administrative oversight and maintenance of required insurance.

## **Recommendation**

It is recommended that the City Council approve the attached Agreement with Halifax Hospital Medical Center to establish and continue the EMT Intravenous (IV) Program.

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### **Prepared By:**

John K. Brant, Fire Chief  
City of South Daytona Fire Rescue

### **Attachments:**

- Halifax EMT IV Program Contract

**John K. Brant**, MPSA, BSFA, CFO, CTO, PIO

Fire Chief

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Chief  
Fire  
Officer®

## **AGREEMENT**

THIS AGREEMENT is entered into by and between HALIFAX HOSPITAL MEDICAL CENTER, a special taxing district of the State of Florida ("Halifax"), and CITY OF SOUTH DAYTONA, a municipal corporation organized and existing under the laws of the State of Florida ("City").

### W I T N E S S E T H

WHEREAS, the Fire Rescue Division of the City provides fire protection and emergency medical services throughout the City; and

WHEREAS, Halifax recognizes the importance of providing educational opportunities for the City's emergency medical service personnel in order for the City to provide quality emergency medical services and patient care to the local community served by Halifax and the City; and

WHEREAS, the City wishes to provide a clinical education experience pursuant to which its emergency medical technicians ("EMTs") may obtain observational and clinical experience in establishing intravenous access ("IV Program"); and

WHEREAS, Halifax is agreeable to providing its emergency department facilities located in Daytona Beach, Port Orange, and Deltona, Florida as a setting in which the EMTs may obtain such observational and clinical experience.

NOW THEREFORE, the parties agree as follows:

1. **Responsibilities of City.** It shall be the responsibility of City to:

A. Maintain responsibility for establishing and implementing programmatic requirements and procedural guidelines for the IV Program as set forth in the attached Exhibit A.

B. Designate a person or persons to coordinate and act as liaison with appropriate Halifax personnel with respect to the IV Program.

C. Ensure that EMTs have completed the City's Fire Training Class and maintain active certification through the State of Florida prior to participation in the IV Program.

D. Ensure that all EMTs participating in the IV Program meet the health screening requirements set forth in the attached Exhibit B.

E. Maintain responsibility for criminal background checks on all EMTs and notify Halifax of any offenses. Halifax reserves the right to reject any EMT whose criminal background check results do not meet Halifax's standards.

F. Ensure that EMTs participating in the IV Program are advised of the provisions of Section 3 of this Agreement and agree to comply with those provisions as a condition of participating in the IV Program. Each EMT participating in the IV Program shall execute a joinder in the form of Exhibit "C" attached hereto, confirming his or her agreement with the provisions of Section 3 of this Agreement.

G. At all times during the term of this Agreement (including any renewal), City will maintain professional and general liability insurance, or a program of self-insurance, covering City and its EMTs for any and all liability for claims, damages, or injuries to persons or property of whatsoever kind or nature arising out of the activities of City and/or its EMTs carried out under this Agreement in the minimum amounts required by law. City shall submit proof of such insurance to Halifax at the time of execution of this Agreement and at any renewals thereafter. City agrees that Halifax will receive no less than thirty (30) days written notice prior to cancellation, modification, or non-renewal of any of the

insurance coverages described herein.

H. City represents and warrants that (i) all EMTs identified by the City to participate in the IV Program are employees of the City, and (ii) only those EMTs that meet the qualifications outlined above will be permitted to participate in the IV Program.

2. **Responsibilities of Halifax.** It shall be the responsibility of Halifax to:

A. Provide training opportunities in its Emergency Department facilities for EMTs to perform intravenous insertions under the supervision of qualified personnel designated by Halifax.

B. Designate a coordinator from its staff to act as liaison with the City in connection with the IV Program.

C. Designate qualified personnel employed by Halifax to function as preceptor(s) for EMTs participating in the IV Program. Educational opportunities in the IV program will be offered in eight (8) hour rotations and limited to one (1) EMT per rotation. City EMTs may only perform intravenous insertions under the supervision of the assigned preceptor. The assigned preceptor will confirm by signature the number of intravenous insertions performed by an EMT.

D. Halifax makes no guaranty or warranty of the availability of opportunities for intravenous insertion during any rotation.

3. **Responsibilities of EMT Participants.** It shall be the responsibility of the EMT participants in the IV Program to:

A. Comply with the rules, regulations, policies and procedures of Halifax. Violation of any such rules, regulation, policy or procedure is grounds for removal from the IV Program at the sole discretion of Halifax.

B. Only perform IV insertions under the supervision of Halifax's designated preceptor, and comply with preceptor and/or staff directions and instructions at all times while on Halifax premises.

C. Comply with the applicable dress code while on duty at Halifax. EMT participants shall wear a Halifax photo identification badge and return it at the end of the rotation.

D. Maintain the confidentiality of all records or information obtained in the course of participation in the IV Program, including but not limited to patient information.

E. Each EMT participating in the IV Program shall carry health insurance. If an EMT is injured while at Halifax facilities, he/she may seek treatment at Halifax's Emergency Department at the EMT's own expense.

4. **Term of Agreement.** This Agreement shall commence on the day of the last signature affixed below and shall continue in effect for a period of one (1) year. Thereafter this Agreement shall automatically renew for continuing one year periods unless earlier terminated. This Agreement may be terminated by either party, without cause, upon thirty (30) days written notice to the other party.

5. **HIPAA.** The parties agree that Halifax is a covered entity for purposes of the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health ("HITECH") Act and the Privacy, Security and Breach Notification Regulations at 45 CFR §§ 160 and 164 (hereinafter collectively, "HIPAA") and subject to 45 CFR Parts 160 and 164 ("the HIPAA Administrative Simplification Regulations"). To the extent that EMTs are participating in the IV Program, such EMTs shall:

- a. Be considered part of Halifax's workforce for HIPAA compliance purposes in accordance with 45 CFR §160.103, but shall not be construed to be employees of Halifax;
- b. Receive training on patient confidentiality, and additional training by Halifax pursuant to the HIPAA Privacy Regulations; and
- c. Not disclose any Protected Health Information ("PHI") which a EMT accessed through participation in the IV Program that has not first been de-identified as provided in 45 CFR §164.514(a) and confirmed by Halifax prior to such disclosure;
- d. Never provide to City or grant any access or request to access any PHI held or collected by or on behalf of Halifax (as part of IV Program or otherwise), without Halifax's prior consent and review of the specific PHI at issue.

6. **Liability.** The parties agree that nothing contained herein is intended to, nor shall be construed as, a waiver of either party's rights and immunities under common law or Section 768.28 of the Florida Statutes, as may be amended from time to time. Each party acknowledges that such agency's employees, agents and/or officers, shall at all times remain an employee, agent and/or officer of such agency. Thus, each party shall be liable for its own acts, omissions or conduct of such agency's employees, agents and/or officers, subject to the provisions of Section 768.28 of the Florida Statutes. Nothing contained herein shall be construed as consent to be sued by a third party in any matter arising out of this Agreement.

7. **Miscellaneous.**

A. The relationship of the parties hereunder shall be that of independent contractors. Neither party shall have the power to bind the other party or to contract in the name of the other party. The EMTs participating in the IV Program shall not be considered as employees of Halifax and shall not be covered, by virtue of this Agreement, by any of Halifax's employee benefit programs, including but not limited to health insurance, unemployment compensation, sickness and accident disability insurance, and workers' compensation.

B. This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof. Revisions or modifications to any of the terms and provisions contained herein shall be made by written amendment hereto and signed by both parties.

C. This Agreement shall be construed and regulated under the laws of the State of Florida. Venue shall be with the appropriate court having jurisdiction in Volusia County, Florida.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date(s) indicated.

CITY

HALIFAX HOSPITAL MEDICAL CENTER

By: \_\_\_\_\_

By:

Title: \_\_\_\_\_

Title:

Date: \_\_\_\_\_

Date:

## **EXHIBIT A**

### **CITY'S PROGRAMMATIC REQUIREMENTS & PROCEDURES**

#### **South Daytona EMT Intravenous (IV) Program Practical Training Guideline**

**Lab Time:** 1 hour of Practical Training

**Lab Rotation Overview:** Each Candidate must successfully demonstrate the proper techniques for establishing intravenous access.

#### **Goals:**

1. To prepare the Candidate to obtain intravenous access safely and appropriately.
2. To understand the procedure for intravenous access.

#### **Equipment:**

1. Tourniquet
2. Assorted IV catheter sizes
3. IV manikin or willing participant
4. Anchoring devices (tegaderm, veni-guard, tape, etc.)
5. Alcohol preps/ Betadine prep
6. Gauze
7. Sharps container
8. Adhesive Bandages
9. IV Lock Setup/IV Solution/IV Administration Set

#### **Prerequisite**

1. Power point for South Daytona EMT-IV Program prior to Practical Session given by Operations Commander or their Designee.

#### **Topics:**

1. Intravenous means “within the vein”  
It is a procedure to obtain access to the circulatory system to administer fluids and medications  
Common sites include:
  - \*The posterior hand (back of the hand)
  - \*The antecubital fossa (ACF)
  - \*Any area large veins can be seen or palpated
  - \*The general rule is to start distally and work proximally
2. Choosing a vein
  - \*Consider how critical or stable the patient is and if they will need medications or fluid replacement

Look for veins that are:

- \*Straight in appearance
- \*Firm, round appearance and are springy to palpation

\*Avoid:

- Edematous areas
- Extremities with dialysis fistulas
- Extremities on the side where the patient has had a mastectomy
- Veins that cross over joints
- Veins that roll from side to side
- Extremity that has a fracture or dislocation
- Areas of skin with signs of infection

3. Procedure

- \*Take BSI
- \*Apply a tourniquet that is proximal to the site
- \*Palpate the site and choose the vein you want to use
- \*Locate and cleanse site with alcohol prep
- \*Use a circular technique starting from the center and working out
- \*Once you have cleaned the site DO NOT palpate it again
- \*Anchor the vein distally to prevent it from rolling
- \*Insert the IV catheter at an approximate 45° angle
- \*Use a quick technique approach until you feel a pop
- \*You should see a flash of blood in the IV catheter flash chamber
- \*Drop your attack angle to about 15°
- \*Advance the needle/catheter about 1 cm
- \*Slide the catheter off the needle and into the vein
- \*Tamponade the proximal vein to prevent bleeding
- \*Manually stabilize the catheter and remove the needle
- \*Place the needle in the “sharps” container
- \*Attach an IV lock
- \*Draw back to verify blood return
- \*Flush with saline
- \*Check for infiltration
- \*Attach IV bag/tubing as needed and set appropriate flow rate
- \*Secure with a Veni-guard, tegaderm, etc.
- \*Document your site, catheter size, aseptic technique, IV/Saline flow after Catheter placed
- \*If there is infiltration (swelling, redness, bubble under the skin) after IV attempt is made then remove catheter with needle if applicable while placing a gauze on IV site area.
- \*Apply pressure and apply then apply an adhesive bandage.
- \*Monitor site for adverse reactions

4. Removal/Discontinuation

- \*Stop the flow of any IV
- \*Gently remove securing device
- \*Place gauze over the site and withdraw the catheter
- \*Inspect the Catheter for Catheter Shear and or damage upon removal of the skin
- \*Dispose of in biohazardous container
- \*Bandage the site with an adhesive bandage and assess for excessive bleeding
- \*Document IV site upon removal (example: IV was discontinued with catheter intact, IV site was clear of redness or swelling. No Infiltration noted.)

## 5. Complications

- \* Presence of an Arterio-venous Shunt in the extremity

## 6. Complications/ Precautions

- \* Infection
- \* Infiltration
- \* Catheter shear

## Remediation

Based on the evaluation and assessment, students will have the opportunity for remediation deemed necessary by the Operations Commander or their designee.

## In-Hospital Training

Once the Candidate has successfully completed the Power Point and Practical Session, the Candidate shall be required to obtain the following in a hospital setting that will be coordinated by the Operations Commander or their Designee at Halifax Hospital.

\*Eight (8) continuous hour ED rotation

\*Fifteen (15) successful IVs

If candidate does not obtain 15 successful IV in the eight (8) hour time frame, the candidate shall meet with the Operations Commander or their designee for evaluation of their IV skill/competency level and the need for more ED rotation time.

## Field Training

Finally, the Candidate must have four (4) successful IVs while in the back of a moving Ambulance before being EMT-IV certified.

## References

Volusia County Prehospital Standing orders and Treatment Protocols Section 600.08 EMT Intravenous access December 2022 version updated May 2024

Daytona State College, Chapter 14, Medication Administration Power Point

ED=Emergency Department

704=Halifax Health Daytona