

RESOLUTION 25-141

A RESOLUTION TO APPROVE AN MOU WITH COLUMBIA STATE COMMUNITY COLLEGE FOR FIRE DEPT. EMT PROGRAM

WHEREAS, the City of Spring Hill operates a career fire department that responds to all hazards within the City; and

WHEREAS, the department is planning to hire a diverse staff with varying certification levels and experience for the staffing of Fire Station #4; and

WHEREAS, the minimum requirements for firefighters include not only certification as firefighters but also Emergency Medical Technicians; and

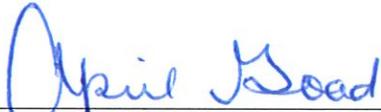
WHEREAS, it is in the best interest of the department to conduct an accelerated in-house EMT Program; and

WHEREAS, an MOU with Columbia State Community College is the most efficient and cost-effective way to provide this level of training.

NOW, THEREFORE BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee to authorize the City to enter into an MOU with Columbia State Community College for the purposes of administering the EMT Curriculum to the 2025 Fire Academy at Fire Station #2 and to authorize the Fire Chief to digitally sign any documents required by Columbia State Community College for the purposes of conducting this program.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 2nd Day of June, 2025.

ATTEST:



April Goad, City Recorder



Matt Fitterer, Mayor

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 25-141*

SUBMITTED BY: Graig Temple, Fire Chief

DATE: June 2, 2025

RE: MOU with Columbia State Community College

PURPOSE:

The purpose of this resolution is to allow the City to enter into an MOU with Columbia State Community College, Workforce Development, in order to conduct an in-house Emergency Medical Technician Course for employees that are not already certified.

BACKGROUND:

The minimum standard for firefighters in the City of Spring Hill is that they not only hold certifications as firefighters but also EMT level EMS certification as a minimum. The applicant pool planned for the Station 4 hiring has varying levels of training which would necessitate conducting an EMT Program.

Additionally, existing staff with less than EMT and who were grandfathered have expressed interest in increasing their EMS Certification level. The EMT Program will be conducted at Fire Station 2, in an accelerated format, for the most efficient use of time and money. The State of Tennessee only allows a designated number of providers to teach EMS Programs, and currently SHFD is not an authorized provider. By holding a successful class, the second in the past two years, would qualify us to apply for future provider opportunities.

FINANCIAL IMPACT:

The Fire Department has budgeted for the EMT Program and contract Instructors in the FY26 Training Budget.

STAFF RECOMMENDATION:

Staff recommend approval of Resolution 25-141 to allow the Fire Department to continue forward with executing the MOU and holding the EMT Program with Columbia State Community College.

Chief Dominic R. Orlando,
Assistant Chief of Training / Safety
City of Spring Hill
199 Town Center Pkwy
P.O. Box 789
Spring Hill, TN 37174
(M) 931-922-8424

26 MARCH 2025

Chief Dominic R. Orlando,

As per our conversation about the Spring Hill Fire / 2nd EMT academy, I have enclosed a projected invoice for the Spring Hill Fire Department Second Emergency Medical Technician program.

Starting on Monday 07 July 2025 (start Date) and running through Friday 12 Sept 2025 (end date) with assigned hours 0700 to 1700, 10-hour block of instructions with an 8-hour block on Fridays for those students not assigned to clinicals. In addition, Clinical sessions consist of 96 hours with assigned hours to an EMS service for an eight shift (12 hours per shift / week or more pending available).

Class registration number TBD

Included:

Lecture	260 hours
Skills	220 hours
clinicals	96 hours (with EMS service)
Total hours	576 hours

Two Instructors Frank Berlanga and Roy Brooks

EMT Program total 576 hours (\$43.00 / per hour) = \$ 24,768.00

Thank you for the terrific opportunity to aid your department with certification in both BLS and Emergency Medical Technician / firefighter.

Frank Berlanga MFS, PCC, NRP FP-C
Paramedic Critical Care Level 3 / IC
516-637-5391
FRANKBERL1085@GMAIL.COM





Workforce & Continuing Education • 1665 Hampshire Pike, Columbia, Tennessee 38401 • (931) 540-2659

This Memorandum of Understanding (MOU) serves as authorization for Columbia State Community College Workforce & Continuing Education "CSCC-WCE" to provide Spring Hill Fire Department "the partner" the following services for event(s) listed below:

Program Title: SHFD EMT Program
Date: June Orientation Date TBD: Course July 7th, 2025, through September 12th, 2025
Location: Spring Hill Fire Department Station 2; 4273 Port Royal Rd., Spring Hill, TN, 37174
Pricing: \$1,500 per person for up to twelve participants, with a course minimum rate of \$12,000 which is the equivalent of eight participants.

Columbia State will provide any or all of the services listed below for the successful completion of the partner's event(s).

- Supply an instructor (Frank Berlanga) for 25% oversight of the training program.
- Provide individualized electronic certificates of completion showing contact hours and continuing education units (CEUs) for participants upon coordinated request made via email to Tiffany Odom todom3@Columbiastate.edu
 - There is an additional fee for paper certificates and for electronic certificates if not requested in one batch process.

The Partner will:

- Identify and recruit the audience with the understanding that the course day price includes training for up to ten participants.
- Ensure all participants are present and ready for training to begin at 10:00 am, and sign attendance sheet
- Provide the college with a list of participants' names, email addresses, and phone numbers in order for CEUs to be maintained in college records.

Columbia State Community College and the Partner agree that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this MOU or in the employment practices of CSCC or the Partner on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by applicable federal of Tennessee law. CSCC and the Partner shall comply with all applicable laws.

To meet the requirements of the American Disabilities Act (ADA), the Partner will provide CSCC with advanced notification of any participants with special needs due to disabilities if the event occurs on CSCC property. If the event does not take place on CSCC property, special accommodations will become the responsibility of the Partner.



SHFD Representative

Dr. Janet F. Smith President

6-2-2025

Date

Date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	EMT Fall 2025 (Monday - Friday 0800-1700) CLINICALS ON THE WEEKENDS (P-R-S-A-T-S-U-N)													
1	Date	Shift	Day	Classification	Ch	Content					Workbook	Assignment/Projects	Instructor	Cadet
2	7/7/2025	1	M	Lecture	Ch 1	EMS Intro			ch 2	Well Being				
3	7/7/2025	1	T	Skills		stretcher				VS		V/S		
4	7/8/2025	1	T	Skills		Medical / Legal		CPR	ch4	Comm Docum				
5	7/9/2025	1	W	Lecture	Ch 3	Medical Terminology		M-95 fit test/ questionnaire		Drug Cards		Prep Exam 1		
6	7/10/2025	1	R	Lecture	ch5	Airway Management		OPA / NPA		O2 tanks	Ch. 1-5	week 1 exam		
7	7/11/2025	1	F	Skills		A & P			ch7	life span		Airway / Breathing Exam		
8	7/14/2025	2	M	Lecture	ch6	Lift & Move		Medica Assessment	ch9	team approach	Drug Cards			
9	7/15/2025	2	T	Lecture	ch 8	Scenarios						Drug Cards Assigned		
10	7/16/2025	2	W	Skills		Patient Assessment			ch11	Airway Management	ch 6-10	week 2 exam		
11	7/17/2025	2	R	Lecture	ch10	12 hours on Ambulance								
12	7/18/2025	2	F	Clinicals										
13	7/21/2025	3	M	Lecture	ch 12	Pharmacology			ch13	Shock		Prep Exam Part II		
14	7/22/2025	3	T	Skills		Scenarios		Meds		Shock treatment				
15	7/23/2025	3	W	Lecture	ch 14	CPR / Resuscitation			ch 15	Medical Overview		week 3 exam		
16	7/24/2025	3	R	Skills		Medical Assessment, Chest Pain, SOB					Ch 11-15			
17	7/25/2025	3	F	Clinicals		12 hours on Ambulance								
18	7/28/2025	4	M	Skills		Trauma Assessment				Hypoglycemia, Epi	16-21	pt assessment exam		
19	7/29/2025	4	T	Lecture	ch16	Respiratory Emergency			ch 17	Cardiovascular		Airway / Breathing Exam 3		
20	7/30/2025	4	W	Skills		KED / Long Board		Scoop						
21	7/31/2025	4	R	Skills		Splinting		Traction						
22	8/1/2025	4	F	Clinicals		12 hours on Ambulance								
23	8/4/2025	5	M	Lecture	ch 18	Neurological			ch 19	Gastrointestinal Urolog		week 4 exam		
24	8/5/2025	5	T	Lecture	ch 20	Endocrine, Hematology			ch 21	Allergy / Anaphylaxis				
25	8/6/2025	5	W	Skills		Bleeding Control		Scenarios		Trauma Assessment	Ch 22-30			
26	8/7/2025	5	R	Lecture	ch 22	Toxicology			ch23	Psychiatric				
27	8/8/2025	5	F	Clinicals		OB/GYN								
28	8/11/2025	6	M	Lecture	ch 24	Gynecologic			ch 25	Trauma Overview	Ch 31-35			
29	8/12/2025	6	T	Lecture	ch 26	bleeding			ch 27	soft tissue				
30	8/13/2025	6	W	Skills		Hypoglycemia scenarios				Anaphylaxis scenarios	36-42	Medical Exam 5		
31	8/14/2025	6	R	Lecture	ch 28	face and neck			ch 29	head and spine				
32	8/15/2025	6	F	Clinicals		OB/GYN				Skills Review				
33	8/18/2025	7	M	Lecture		ch 30 chest injury			ch31	Abdominal				
34	8/19/2025	7	T	Skills		Medical Scenarios								
35	8/20/2025	7	W	Skills		Trauma Scenarios			ch33	Environmental		Medical Exam II		
36	8/21/2025	7	R	Lecture		ch 32 orthopedic								
37	8/22/2025	7	F	Clinicals		State Practical Exam								
38	8/25/2025	8	M	Lecture		ch 34 OB/GYN			Ch 35	Pediatric				
39	8/26/2025	8	T	Skills		Scenarios				Scenarios		OB / Pediatric Exam		
40	8/27/2025	8	W	Lecture	ch 36	Geriatric			ch 37	Special Challenges				
41	8/28/2025	8	R	Skills		Scenarios				Scenarios		NR/LARS Registration		
42	8/29/2025	8	F	Clinicals		State Practical Exam				Skills Review				
43	9/1/2025	9	M	Lecture		LABOR DAY								
44	9/2/2025	9	T	Lecture	ch 38	Transport Operations			ch 39	Vehicle Extrication		EMS Operations Exam		
45	9/3/2025	9	W	Skills		Scenarios				Scenarios		NR/LARS Registration		

