

RESOLUTION OF THE CITY COUNCIL

No. 317

Approved June 17, 2019

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Contract Award by the Board of Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances of the City of Providence.

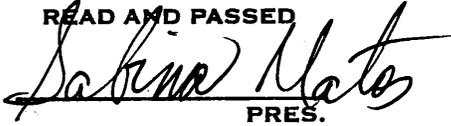
International Association of Firefighters
(Department of Public Safety)

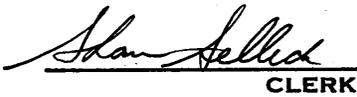
\$25,000.00

IN CITY COUNCIL

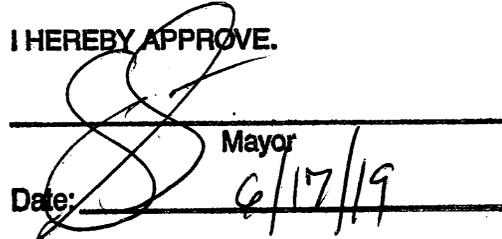
JUN 06 2019

READ AND PASSED


PRES.


CLERK

I HEREBY APPROVE.



Mayor

Date: 6/17/19

City Hall, Room 310
25 Dorrance Street
Providence, RI 02903
P: 401.421.7740, ext 577
F: 401.351.1056



Office of the Internal Auditor

April 24, 2019

Mr. Shawn Selleck
City Clerk's Office
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Shawn:

I am writing to request that the following requested contract awards be submitted to the City Council and the Finance Committee for approval:

- **Board of Licenses:**
 - Requesting approval to engage the services of **Louis DeSimone, Esq** for a total of **\$16,000.00** in accordance with the Code of Ordinance, Section 21-26 (b);
- **Department of Public Safety**
 - Requesting to engage **International Association of Firefighters**, the "only agency" that provides training program necessary to become a certified IAFF/IAFC/ACE Peer Fitness Trainer in the amount of **\$25,000.00** in accordance with the Code of Ordinance, Section 21-26 (b).

Sincerely,

A handwritten signature in cursive script that reads "Gina M. Costa".

Gina M. Costa
Internal Auditor

Cc: Heather Kilkenny, License Administrator
Steven M Pare, Acting Chief of Department
Michael Borg, Director of Public Property
Molly Hannon Associate Director of Purchasing
James J. Lombardi, III, Treasurer/Senior Advisor to City Council

STEVEN M. PARÉ
Commissioner of Public Safety
Acting Chief of Department



JORGE O. ELORZA
Mayor

Department of Public Safety, Fire Department
"Building Pride in Providence"

April 18, 2019

The Honorable Jorge O. Elorza
Chairman, Board of Contract and Supply
City Hall
Providence, RI 02903

RE: (#24276) Request to engage International Association of Firefighters - \$25,000

Dear Mayor Elorza:

The Providence Fire Department is requesting to engage International Association of Firefighters of 1750 New York Avenue, NW, Suite 300, Washington, DC 20006-5395 to provide the IAF Peer Fitness Trainer Program to members of the Providence Fire Department.

The International Association of Firefighters (IAFF) is the only agency that provides the training program necessary to become a certified IAFF/IAFC/ACE Peer Fitness Trainer.

This Train the Trainer initiative was applied for and awarded through the 2018 Assistance for Firefighters Grant. The grant is funded with 90% federal funds and requires a 10% city match requirement.

\$22,727.27 250-303-53500/250-2209-19
\$2,272.73 101-303-53110

Respectfully submitted,

Handwritten signature of Steven M. Paré in black ink.

Steven M. Paré
Public Safety Commissioner
Acting Chief of Department

Handwritten signature of Elaine M. Richards in black ink.

Elaine M. Richards
Deputy Commissioner

Enclosure

Public Safety Complex | 325 Washington Street | Providence, RI 02903
401-243-6060 phone | 401-243-6487 fax

International Association of Fire Fighters
 1750 New York Avenue, NW
 ATTN: Demetrius Williams
 Washington, DC 20006
 (202) 824-8634
 (202) 737-8418 fax
 www.iaff.org

Invoice No. PFT 342648

QUOTE

Bill To: Acting Asst Chief of Administration Kevin Dolan
 Providence Fire Department
 325 Washington Street
 Providence, RI 02903
Kdolan@providenceri.gov
 401-243-6075

Ship To: Acting Asst Chief of Administration Kevin Dolan
 Providence Fire Department
 325 Washington Street
 Providence, RI 02903
Kdolan@providenceri.gov
 401-243-6075

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
		3/21/2019	request	QUOTE	3/21/2019
Qty	Description	Unit Price	Extended Price		
	Peer Fitness Trainer Course(s): Workshop Date: TBD 2019 Providence, RI Local 799 25 Registrants <p style="text-align: center;">Make Checks payable to:</p> <p style="text-align: center;">International Association of Fire Fighters 1750 New York Avenue, NW ATTN: Demetrius Williams Washington, DC 20006</p> <p style="text-align: center;">VISA/MC/AMEX/Discover Credit Card Payments please call 202-824-8634</p>		25,000.00,		
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
25,000.00			25,000.00		25,000.00 USD



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

HAROLD A. SCHAITBERGER
General President

EDWARD A. KELLY
General Secretary-Treasurer



IAFF/IAFC/ACE Peer Fitness Trainer Certificate Program

April 18, 2019

Kevin J. Dolan
Acting Assistant Chief of Administration
Providence Fire Department
Public Safety Complex
325 Washington St,
Providence, RI 02903
kdolan@providenceri.gov
(401) 243-6075

To Whom It May Concern:

Thank you for your interest in the IAFF/IAFC Peer Fitness Trainer Program. The purpose for the certificate is to provide a fitness trainer standard consistent with the health and fitness needs of the Fire Service throughout the United States and Canada. Those successfully passing the examination will demonstrate they possess the knowledge and skills required to design and implement fitness programs, improve the wellness and fitness of the uniformed members in their departments, and assist in the physical training of recruits.

The International Association of Fire Fighters (IAFF) is the only agency that provides the training program necessary to become a certified IAFF/IAFC/ACE Peer Fitness Trainer and thus should be considered as "Sole Source". This is the only fitness certificate that assists emergency responders to implement the Wellness Fitness Initiative and the Candidate Physical Ability Test.

Included below are the fees associated with the following services:

- The five-day (Monday – Friday) PFT course would be scheduled for an appropriate date that is agreed upon by you and the IAFF. This date cannot be guaranteed until payment has been received. The fee is \$1,000 USD per candidate. Twenty-five (25) candidates (\$25,000 USD) must be paid for to host a PFT class. If the host facility can accommodate such, up to thirty (30) students (\$30,000 USD) are permitted to attend the class. Each student beyond twenty-five (25) remains \$1,000 each. Included within the fee are required PFT pre-course study materials, PFT class fitness equipment, examinations, certificates, and all instructor fees. The course payment does not include funding for

continuing education credits (CECs), candidate lodging/meals, or class room rental.

For payment*, we accept checks, money orders and credit cards (VISA, MasterCard, AMEX, Discover) in US funds and payment* shall be made payable to the International Association of Fire Fighters (IAFF) and mailed to the following location:

International Association of Fire Fighters
General Secretary-Treasurer c/o Mr. Edward Kelly
ATTN: Budget & Finance
1750 New York Avenue, NW, Suite 300
Washington, DC 20006-5395
202-824-8634

*By submitting payment you are agreeing to the specific terms and conditions under which the IAFF will perform the services. These terms and conditions are found in the online PFT Candidate Information Guide found [here](#).

- Examination scores will be sent to the candidate(s) within 4-6 weeks after the examination. Test scores are confidential therefore, they will not be provided over the phone, fax or e-mail. If the candidate passes the examination, they will receive credentials including an IAFF/IAFC/ACE PFT certificate and identification card within 6-8 weeks after receiving their examination results. You should contact the IAFF if you do not receive either your examination score or credentials within the above timeframes. For additional information, please contact the IAFF Headquarters at 202-737-8484.

Sincerely,

Jason S. Atkin
International Association of Fire Fighters
Department of Occupational Health and Safety
1750 New York Ave., NW
Washington, DC 20006
202.824.9313

Assistance to Firefighters Grant Program (AFG)



FEMA

Cost Share Calculator 2017

Calculating Federal Share and Local Cost Share for AFG Grants

In order to assist you with determining your organization's Local Cost Share for AFG Grants, a calculator and explanation of the formula is provided below. All applicants should ensure they are familiar with FEMA's administration of cost sharing requirements. Grantees are not required to have their cost share available when submitting the application. For additional information, refer to the Cost Share and Maintenance of Effort Requirements section of the Notice of Funding Opportunity (NOFO).

Determine the Organization's Local Cost Share Percentage

Cost share requirements for AFG Grants are based on population. An eligible applicant seeking a grant to carry out an activity is required to provide non-federal funds to carry out the activity. In order to determine the Local Cost Share Percentage, use the guide below:

- 15% =** When serving a jurisdiction of more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 15 percent of the grant awarded.
- 10% =** When serving a jurisdiction of more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- 5% =** When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 5 percent of the grant awarded.

Once you have determined your Organization's Local Cost Share Percentage, use the formula below to determine the Organization's Local Cost Share.

Example Cost Share Calculation

Total project cost:	\$100,000.00
Local Cost Share Percentage:	15%
Federal Funding Assistance:	\$86,956.52
Local Cost Share:	\$13,043.48

Example Cost Share Formula

X = Federal Funding Assistance
 Y = Total Project Cost
 P = Local Cost Share Percentage
 $X + (P)(X) = Y$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X + (P)(X) = Y$
 $X = Y/1.15$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X = \$100,000/1.15$
 $X = \$86,956$
 Local Cost Share = \$13,044

Use the Calculator Below to Determine the Local Cost Share for your Organization

Total project cost:	\$ 25,000.00
Local Cost Share Percentage:	10.00%

*For 15% enter .15 into the calculator
 For 10% enter .10 into the calculator
 For 5% enter .05 into the calculator*

Federal Funding Assistance:	\$ 22,727.27
Local Cost Share:	\$ 2,272.73

PFT Candidate Information Guide



**IAFF/IAFC Fire Service Joint Labor Management
Wellness/Fitness Initiative's
IAFF/IAFC/ACE Peer Fitness Training Certification Program
PFT Candidate Information Guide**

Program Name

The International Association of Fire Fighters (IAFF)/International Association of Fire Chiefs (IAFC)/American Council on Exercise (ACE) Peer Fitness Trainer (PFT) Certification Program, which is a part of the IAFF/IAFC Fire Service Joint Labor Management Wellness-Fitness Initiative.

Program Purpose

The purpose of the IAFF/IAFC/ACE PFT certification program is to provide a fitness trainer standard consistent with the health and fitness needs of the Fire Service throughout the United States and Canada. Those successfully passing the certification examination will have demonstrated they possess the knowledge and skills required to design and implement fitness programs, improve the wellness and fitness of the uniformed members in their departments, assist in the physical training of recruits, and assist the broader community in achieving wellness and fitness.

PFT Certification Process

A five-day, Monday - Friday PFT workshop, delivered through a network of host sites, is available to assist the candidate in preparing for the PFT examination.

All candidates should register at least three months prior to the workshop and/or examination administration to allow sufficient time to review the ACE Manual and PFT Reference Manual.

The American Council on Exercise (ACE) awards the IAFF/IAFC/ACE Peer Fitness Trainer Certificate to candidates successfully passing the specialty certification examination.

Eligibility Requirements

In order to be eligible to take the PFT examination you must be a fire fighter, EMS provider, or employed by a fire department and involved in a fitness program.

Examination candidates must possess a valid CPR certification by the day of the examination. Upon request, candidates may be required to submit proof of CPR certification prior to issuance of the PFT certification credentials.

Host Site Requirements

Contact the IAFF and inform them of your desire to become a host PFT workshop and examination site. Workshop and examination administration sites affiliated with the IAFF will be given preferential treatment as host sites.

- The dates requested will be honored based on instructor availability. However, a workshop date will only be established three months after the minimum of 25 candidates is met to enable all candidates to prepare for the workshop and examination. The host site will be consulted on all details before the date is finalized.
 - Your site must have facilities with at least 3,000 square feet of open space to accommodate both the classroom and hands-on/experiential learning portions of the class.
 - Your site must have the classroom area with desks/tables to seat a minimum of 25 people. The room must be free of distractions and at a comfortable temperature for the candidates. For the examination, the room must allow for a minimum distance of 48 inches between adjacent seats.
 - Your site should also have the following instructional and examination administration facilities and resources: LCD Projector, Computer, Printer, Copy Machine, and five (5) Dry Erase Boards or flip charts.
-

Host Site Costs

A fire department, fire academy, college/university, or other organization may be a host site for the minimum of 25 candidates at a fixed fee of \$25,000. This will enable you to immediately establish a workshop/examination date. We will allow up to 30 candidates, but the cost for each candidate over 25 will remain \$1,000. Payment must be received prior to the start of the workshop. If payment is not received prior to the start of the workshop candidates will not be authorized to attend.

If you do not have a minimum of 25 candidates, you may also consider:

- Conducting the workshop with a smaller class size for the \$25,000 fixed fee. While such an option will cost you more per candidate, it will give each PFT candidate more individual time with the two IAFF/IAFC/ACE certified instructors. Additionally, it will enable you to immediately establish a workshop date.
- Contacting your neighboring IAFF affiliates and departments and if additional outside participants attend, the fee is \$1,000 per candidate from those departments, which can assist in offsetting your \$25,000 cost.
- Depending on circumstances, the IAFF may be able to work with departments if there is a potential for less than 25 participants and the \$25,000 payment

cannot be made up-front. Based on IAFF discretion and if this option is offered to a host fire department, if 25 participants do not register by the beginning of the course, the host department must cover the slots not filled, which equates to \$1,000 per slot. For example, If the course has 21 participants, the host location must pay for the remaining 4 slots not filled, totaling \$4,000

All registered candidates, as part of the fee, will receive the PFT study manuals, including the *IAFF/IAFC/ACE Peer Fitness Trainer Reference Manual*, PFT class workbook, access to the PFT online learning modules, a complete PFT curriculum, course materials, course handouts; examination administration, maintenance of certification and PFT credentials. *Study manuals will be sent after registering with a valid credit card or department check. If a credit card payment is declined, the individual or department will be notified and their slots will be removed and study guides will not be sent until a valid payment is received by the IAFF.*

Payment must be received prior to the start of the workshop. If payment is not received prior to the start of the workshop the candidate(s) will not be authorized to attend.

The host site fee provides for two IAFF/IAFC/ACE certified instructors, who will also serve as examination proctors.

PFT Workshop Cancellation Policy

Once a workshop date is scheduled, the class cannot be postponed due to a lack of registrants and the only cancellation exception would be due to an "Act of God." If a workshop is postponed the host site can reschedule a future date. All payments will be refunded if these occurrences take place but if there are flight arrangements involved, the IAFF will not be responsible for refunding airline or train tickets associated to the fire department, IAFF Local affiliate, or individual.

PFT Workshop & Examination Locations/Date

The dates and locations of workshops will be posted here (<http://client.prod.iaff.org/#contentid=11258>). For additional information please have your local union president/officer email request for assistance to PFT@IAFF.ORG (<mailto:pft@iaff.org?subject=Request%20for%20PFT%20Workshop%20%26%20Examination%20Locations%20Date>).

Payment of Fees and Purchases

PFT Workshop Host Site Fee - \$25,000 - This is the minimum payment due up-front to be able to acquire class dates on the schedule and host a class of 25 candidates (\$1,000/ea).

PSI Exams computer-based examination only - \$150- This option only used for individuals that need to take the PFT exam again.

All workshop and/or examination fees and purchase costs are in US funds.

We accept checks, money orders and credit cards (VISA or MasterCard only).

Checks or money orders, in US funds, shall be made payable to: IAFF -Health and Safety Department/PFT Program

Refunds

There will be no refunds of the workshop, examination fees, or study materials. Emergency medical situations prior to or during a workshop may be reviewed by the IAFF but it will be up to the discretion of the IAFF to determine if a refund is warranted. All medical emergency reporting must include valid documentation or paperwork, otherwise possible consideration of a refund will not be granted.

Retaking the PFT Exam

Retaking the PFT exam does not include additional or new copies of the study materials. PFT Candidates may retake the exam up to three times in a 12-month period without having to attend the five-day PFT course again. Please email PFT@IAFF.ORG (mailto:PFT@iaff.org) for more information.

Content of Workshop

The workshop will focus on applicable scientific foundations and practical applications and will include anatomy, kinesiology, biomechanics, exercise science, exercise testing, exercise programming, exercise techniques, instructional/spotting techniques, nutrition, fire service wellness/fitness, motivation, and communication techniques.

Workshops will be taught by IAFF/IAFC/ACE Certified PFT Instructors.

The workshop will begin at 8:00 am and end at 5:00 pm on most days provided that all of the learning objectives for that day are covered. One hour will be given for lunch.

Workshops will be taught using small group learning methods, which encourages student participation.

Students will spend part of the time in a classroom setting and the rest of the time in an exercise setting.

The examination will be administered in the afternoon of the fifth day.

Five-Day Workshop and Examination Schedule

Days 1 – 4

- 8:00 – 12:00
Workshop Sessions
- 12:00 – 1:00
Lunch
- 1:00 – 5:00
Workshop Sessions

Day 5

- 8:00 – 12:00
Workshop Sessions/Review
 - 12:00 – 1:00
Lunch
 - 1:00 – 5:00
Review/Examination Administration
-

Examination Day***What to bring to the examination site***

The candidate must provide personal identification, including a photo ID.

Examination Day Rules

- Report to the examination site at established time.
 - Candidates re-taking the examination via computer must report to the chosen PSI Exams Test Center at the scheduled time.
 - Only the individual named on the registration form will be admitted to the examination.
 - Candidates taking the exam must verify and confirm the correct spelling of their name and mailing address upon completion of the exam.
 - No visitors are allowed at the examination center.
 - A standard calculator will be provided at the Host Site or an electronic computer calculator will be provided at the PSI Exams Test Center. Personal calculators, programmable calculators, cell phones, pagers or personal digital assistants such as Palm Pilots are not allowed to be used during the examination.
 - You must perform all work alone. Sharing information or disturbing others is cause for dismissal with no refund.
 - Impersonating another candidate, giving or receiving help on the examination, or removing examination materials or notes from the examination site are also causes for dismissal with no refund.
 - No dictionaries, paper or other supplies are allowed during the examination.
 - No food or drinks are allowed during the examination.
-

Examination Content

A certified IAFF/IAFC/ACE Peer Fitness Trainer requires a basic understanding of applicable scientific foundations and practical applications. Accordingly, the candidate will be tested on knowledge of physical demands and capacity, acute and chronic injuries, biomechanics, exercise science, fitness evaluation, exercise programming, learning styles, coaching and motivation techniques, biomechanical exercise techniques, IAFF/IAFC Wellness Fitness Initiative (WFI), and professional responsibility. It also examines the candidate's motivational and communication skills. The examination has 100 multiple choice questions. The content of the examination includes:

- Assessment: 20%
- Program Design: 30%
- Program Implementation: 42%
- Program Administration: 8%

Percentages indicate how much of the examination is devoted to each area.

Examination Score Information

Passing Score and Equating Process

The candidate's examination will be scored according to procedures accepted by the American Psychological Association, the American Educational Research Association and the National Council on Measurement in Education. The score is derived from the number of questions answered correctly and will be reported as a pass/fail score. Candidates are not penalized for guessing and are encouraged to answer all questions to the best of their ability.

Scoring and Diagnostic Reports

Upon written email request to the IAFF Health & Safety Department, a candidate that fails the examination will be given information about what PFT content areas need improvement. However, if the candidate failed the examination and felt there was an error in the score, the candidate can request that the examination be re-scored. Your request:

- Must be made within six months of your examination date.
- Must be in writing to the Wasdyke Associates and must be accompanied by a \$25.00 fee, payable to Wasdyke Associates, LLC. They will inform you of your re-scored results within four weeks. They can be contacted at:

Wasdyke Associates, LLC
606A North Talbot Street, Suite 101
St. Michaels, Maryland 21663

Receiving Your Examination Results

- Examination results will be mailed directly to the candidate approximately 3 to 4 weeks after the examination day.
- Examination scores are confidential, therefore will not be provided by phone, fax or email.
- If you pass the examination, you will receive a PFT certification packet approximately 4 to 6 weeks after receiving your examination results.
- Illegible or incorrect mailing information will delay the certification process.
- You should contact the IAFF Health & Safety Department if you do not receive either your examination results or PFT certification packet within the time frames stated above.

Examination score records will be maintained for the duration of your certification.

Policies and Procedures

Disqualification

You may be disqualified from taking or continuing in the examination process, or from receiving examination results, if ACE and the IAFF determines through either examiner observation or statistical analysis that you were engaged in collaborative, disruptive or other unacceptable behavior before, during or following the administration of the IAFF/IAFC/ACE examination. No refund will be given.

Special Examination Accommodations

If you have a special testing need, we will try our best to accommodate you. Special requests regarding any of the following must be received by the IAFF at least 60 days prior to the examination date.

- Religious Obligations. If the certification examination is held on a day that conflicts with your religious obligations, the IAFF will try to arrange a special examination day for you. Please include a letter from your clergy to the IAFF with your registration indicating your need for a special examination day.
- Limited English Proficiency. At this time, the IAFF/IAFC/ACE certification examinations are offered only in English. If English is not your first language and you wish to have additional time to take the examination, submit a copy of your birth certificate or passport to the IAFF with your registration and a letter from your supervisor indicating that you are otherwise qualified but need additional time.
- Visual, sensory, physical or other disability that prevents you from taking the examination under standard conditions. According to the Americans with Disabilities Act (ADA), a professional qualified to diagnose the disability must make documentation of the disability. Written requests and completed registration information from disabled candidates must include a description of the accommodation requested. The IAFF and/or ACE reserves the right to determine the reasonableness of the accommodation requested. This special request must be postmarked 30 days prior to the examination date.

If your special need is not listed, please call or write to the IAFF.

Code of Ethics

IAFF/IAFC/ACE-certified Professionals are guided by the American Council on Exercise's principles of professional conduct whether they are working with peers, the public or other health and fitness professionals. As a condition of certification, these individuals promise to:

- Provide safe and effective instruction.
- Provide equal and fair treatment to all clients.
- Stay up-to-date on the latest health and physical activity research and understand its practical application.
- Maintain current CPR certification and knowledge of first-aid services.
- Comply with all applicable business, employment and copyright laws.
- Protect and enhance the public's image of the health and fitness industry.
- Maintain the confidentiality of all client information.
- Refer clients to more qualified fitness, medical or health professionals when appropriate.
- Establish and maintain clear professional boundaries.

Professional Practices and Disciplinary Procedures

The ACE Professional Practices and Disciplinary Procedures are intended to assist and inform certified individuals, candidates for certification, and the public about the IAFF/IAFC/ACE application and certification standards relative to professional conduct and disciplinary procedures. The IAFF and/or ACE may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- Ineligibility for certification.
- Irregularity in connection with any certification examination.
- Unauthorized possession, use, access, or distribution of certification examinations, score reports, trademarks, logos, written materials, answer sheets, certificates, certificant or applicant files, or other confidential or proprietary ACE documents or materials (copyrighted or otherwise).
- Material misrepresentation or fraud in any statement to ACE or to the public, including but not limited to statements made to assist the applicant, certificant, or another to apply for, obtain, or retain certification.
- Any physical, mental, or emotional condition of either temporary or permanent nature, including, but not limited to, substance abuse, which impairs or has the potential to impair competent and objective professional performance.
- Negligent and/or intentional misconduct in professional work, including, but not limited to, physical or emotional abuse, disregard for safety, or the unauthorized release of confidential information.
- The timely conviction, plea of guilty, or plea of "nolo contendere" in connection with a felony or misdemeanor, which is directly related to public health and/or fitness instruction or education, which impairs competent and objective professional performance. These include, but are not limited to, rape, sexual