



Chief Martin & Commissioners,

**PROBLEM:** Our medical storage has come to the size that it is overwhelming and sometimes inconvenient to constantly inventory. As the EMS Chief, I find myself inventorying the cabinet and/or medical boxes each shift I am on the island. I have been contacted by staff members with concerns of some overstock, as well as low frequency, low-usage equipment that has expired and needs to be replaced. Almost every piece of equipment we carry has its' own unique expiration date, whether it is used or not. Because of this, it requires constant attention and inventory to be sure we have enough in case of a worse-case scenario but not too much to cause a financial burden. Here is a short list of what is currently not available with our system as of today.

- Unable to visually see what is in stock today (Similar to being at the grocery store and not know how many, if any, pieces of cheese you have left in your refrigerator).
- Perishable items may not be used in a manner known as "First in, First out". This could cause an issue if I recently purchased more medications, anticipating an expiration coming soon, and then when it comes, someone takes the brand new stock instead of using the stock that was already on the shelves first.
- Audit of all cabinet supplies needs to be performed regularly in order to account for possible recalls and upcoming expirations. (This currently takes 15-20 hours per month).
- No rolling accountability of items used when I am not at work. (Real-time reporting).
- No alerts as to upcoming expirations other than the day they expire.

**SOLUTION:** At this time, I would like to bring forward a recommendation that could save \$\$\$ in both supply costs, as well as labor hour savings that could be utilized for other tasks. Boundtree Medical, which is one of our current medical vendors, offers a program that will store the medical devices, provide on-going inventory, report and maintain accountability of the devices/medications we put in a vending machine. The machine is connected to the internet and provides a cloud based server that can be remotely connected to via internet and it can provide management reports, real-time stock count, stock positions, power loss notifications, and more. The machine will be accessed by an individual employee ID PIN #, and will be available 24/7. This system could ease our current system's constraints, along with pay for itself in labor and overstock within 2 years. Please visit the website below for more details and feel free to contact me with any questions. Boundtree purchase quote is provided on the next page.

Sincerely,

Ron Givens  
Division Chief of EMS & Training

# Memo

**To:** Board of Commissioners, Upper Captiva Fire and Rescue District  
**From:** Chief Jason M Martin, UCRFD

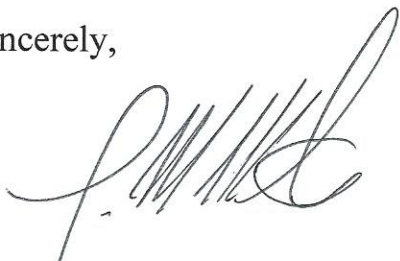
Honorable Members of the Board,

I humbly submit the enclosed proposal for your consideration with my hearty endorsement that we move forward with this allocation.

I believe that the described system will allow for maximum oversight and distribution of EMS equipment and add a level of security to our drug inventory. Although the startup cost is sizable, the return on investment will prove itself in short order.

In addition to the program that DC Givens has outlined in the enclosures, we have the opportunity to enter into an agreement with a vendor who will "buy back" our expired and expiring EMS supplies. Although this will not eliminate EMS supply cost, it will offset the cost and avoid simple wastage.

Sincerely,



**Chief Jason M Martin**  
Upper Captiva Fire District  
P.O. Box 322  
4511 Hodgepodge Ln.  
Pineland, Fla. 3394



Quotation

Quotation#:

10/02/2018

**Account Number: WEB016897-ESHIP003**

**BILL-TO**

UPPER CAPTIVA FIRE RESCUE DISTRICT  
P.O. Box 322  
Pineland, FL 33945  
Ship Method: BEST WAY  
Payment Terms: NET 30

**SHIP-TO**

UPPER CAPTIVA FIRE RESCUE DISTRICT  
2700 SW 4TH TER  
CAPE CORAL, FL 33991-1189

Contact Name Ron Givens  
Phone Number .

Item	UOM	Description	Qty	Price	Ext.Price
4310-50517	1/EA	CAP 5 Standard EMS Machine w/Controller (Pin Pad/Parrot Door) BLACK *Drop Ship Only*	1	\$ 6,989.97	\$ 6,989.97
4310-12412	1/EA	CAP 12DL, 12 Door Locker Extension for Connection to CAP 5 or CAP 3, BLACK *Drop	1	\$ 3,340.47	\$ 3,340.47

**Quote Total \$ 10,330.44**

Comments:

**Katie Phillips**

Boundtree | Account Manager  
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Phone: 6147605371 | Fax:  
katie.phillips@boundtree.com |

Sales tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.

To place an order, please visit our website at [www.boundtree.com](http://www.boundtree.com), login and add to your shopping cart or call (800) 533-0523  
fax (800) 257-5713