



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE July 14, 2026

SUBMITTED BY: Town Manager's Office

SUBJECT: Ratification of Town Manager's Signature on Medical Director Contract

The Town of Highland Beach, through its Fire Rescue Department, provides basic life support and advanced life support emergency medical services. Florida law requires providers of these services to employ or contract with a qualified Medical Director to provide the necessary medical oversight, supervision, protocols, quality assurance, and professional direction of emergency medical technicians and paramedics.

In addition, the Fire Rescue Department operates a moderate-complexity laboratory that requires qualified Laboratory Director and Technical Consultant oversight in accordance with applicable federal and state requirements.

The Town's existing contractual arrangements for these required professional services were expiring. To ensure uninterrupted medical and laboratory oversight and continuity of Fire Rescue operations, the Town entered into a new Professional Services Agreement with EM Pearls LLC, through Jeniel Parmar, MD, PhD. The agreement became effective July 1, 2026, immediately replacing the expiring contracts.

Dr. Parmar is a licensed emergency medicine physician and possesses the qualifications necessary to serve as the Town's Medical Director, Laboratory Director, and Technical Consultant. Dr. Parmar previously served as our Assistant Medical Director with the current Medical Director, Dr. Cohen, stepping aside for retirement. Under the agreement, Dr. Parmar is responsible for the medical performance and oversight of the Town's Emergency Medical Technicians and Paramedics, development and review of medical protocols, quality assurance, training, consultation, and overall medical direction of the Town's emergency medical services system. The agreement also assigns responsibility for the operation and regulatory compliance of the Town's laboratory.

The agreement provides for an initial three-year term commencing July 1, 2026, with one additional automatic three-year renewal unless terminated earlier in accordance with the agreement. Either party may terminate the agreement for any reason upon sixty days' written notice.

The total annual compensation under the agreement is \$55,000, consisting of:

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- \$40,000 annually for Medical Director services; and
 - \$15,000 annually for Laboratory Director and Technical Consultant services.

Beginning July 1, 2027, the annual compensation is subject to a five percent cost-of-living increase for each year the agreement remains in effect. Funding for these services is included in the Town's adopted budget.

ATTACHMENTS:

Professional Services Agreement with EM Pearls LLC, through Jeniel Parmar, MD, PhD, for Medical Director, Laboratory Director, and Technical Consultant services.

RECOMMENDATION:

Staff recommends that the Town Commission ratify the Town Manager's execution of the Professional Services Agreement with EM Pearls LLC, through Jeniel Parmar, MD, PhD, for Medical Director, Laboratory Director, and Technical Consultant services, effective July 1, 2026.