



Training Agreement

This Training Agreement is entered into this ____ day of 6/9/2026, 2026 by and between **Florida State College at Jacksonville** ("FSCJ") and **Ocala Fire Rescue Department** ("Customer"). This Agreement will expire on December 31, 2026.

Terms

The terms of the Agreement are hereby incorporated by reference and shall govern the provision course and training services under this proposal.

Description of Courses and/or Training Services

FSCJ agrees to provide instruction for five-hour ARFF Refresher (PSR 0082) Program to Customer's employees as defined in this training agreement.

Training will be delivered on mutually agreed upon dates to be conducted at the Fire Academy of the South, 2700 Firefighter Memorial Drive, Jacksonville, FL. Delivery of instruction shall be scheduled and delivered in accordance with the terms and conditions herein.

FSCJ agrees to provide the following:

- Highly qualified instructor
- Course materials
- Classroom and Laboratory Facilities
- PPE Gear (if needed)
- Participant evaluations
- Attendance records

Customer shall commit to the following:

- Identify training participants
- Provide student enrollment information via hard copy enrollment forms or the FSCJ Continuing Education website
- Maintain open lines of communication with Florida State College at Jacksonville's instructor(s) and representatives throughout the training process.

Points of Contact

FSCJ

Alicia Wiggins-Jones
 Fire Academy of the South
 2700 Firefighter Memorial Dr
 Jacksonville, FL 32246
alicia.jones@fsci.edu
 (904) 646-2139

M. Jason Carpenter
 Fire Academy of the South
 2700 Firefighter Memorial Drive
 Jacksonville, FL 32246
 (904) 997-4953
micarpen@fscj.edu

Customer

Chief Clint Welborn
 Ocala Fire Rescue
 3001 N.E. 21st Street
 Ocala, FL 34470
 352-629-8306
cwelborn@ocalafl.gov

Fees, Costs and Payment Terms

Course	Contact Hours	Proposed Number of Participants	Tuition Cost per Person
ARFF Refresher	5	TBD	\$465.00

Tuition for the course is four hundred sixty-five dollars (\$465.00) per student. The College will bill for the exact number of Fire Fighters trained at each session.

Tuition and fees for all students must be paid by the following schedule:

FSCJ will invoice customer within thirty (30) days from training. Customer shall pay invoice within thirty (30) days of the invoice date. Payments should be directed to:

Florida State College at Jacksonville
Finance Department
Attention: Accounts Receivable
501 West State Street, Jacksonville, FL 32202
AccountsReceivable@fscj.edu
(904) 632-3003

The secured payment link is:

https://quikpayasp.com/fccj/commerce_manager/payer.do?orderType=Sponsor%20Third%20Party

Cancellation Policy

Cancellations must be made one (1) week prior to the proposed start date. Cancellation requests may be made via email to **ARFF@fscj.edu**, or via phone **(904) 997-4953**. If your organization fails to submit a cancellation request within the specified time frame, FSCJ will invoice for minimum fee listed above.

Student Enrollment and Registration

Customer agrees to provide enrollment information for all students. A student may complete a paper enrollment form or submit enrollment information via the FSCJ online application portal. No student may participate in training without being registered.

Confidentiality. Customer agrees not to disclose to others, copy or use for any purpose unrelated to FSCJ's business, directly or indirectly, any trade secret or confidential or proprietary information or data of or relating to FSCJ or its business or operations that Customer obtains as a result of, or in connection with, the performance of the Services ("Confidential Information"), provided that the foregoing shall not apply to information that Customer possessed prior to the commencement of this Agreement or that is generally known to the public other than as a result of Customer's breach of this Agreement.*

By my signature below, I accept this proposal and all associated terms and conditions.


Florida State College at Jacksonville

Ocala Fire Rescue / City of Ocala

Dr. Cedrick Gibson

Print: Peter Lee

Sign:  _____

Sign:  _____

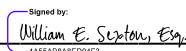
AVP, Workforce Development & Entrepreneurship

Title: City Manager

Date: 6/4/2026

Date: 6/9/2026

Approved as to form and legality:

 _____
William E. Sexton, Esq.
City Attorney

***PUBLIC RECORDS.** FSCJ shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, FSCJ shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if FSCJ does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of FSCJ or keep and maintain public records required by the public agency to perform the service. If FSCJ transfers all public records to the public agency upon completion of the contract, FSCJ shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If FSCJ keeps and maintains public records upon completion of the contract, FSCJ shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF FSCJ HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO FSCJ'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: clerk@ocalafl.gov; City Hall, 110 SE Watula Avenue, Ocala, FL 34471.

Initial 

Certificate Of Completion

Envelope Id: D18CB748-B40C-4B43-A83D-43C177961345
 Subject: SIGNATURE: 2026 ARFF Refresher Training Agreement - FSCJ (OFR/260464)
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 April Adolf
 110 SE Watula Avenue
 City Hall, Third Floor
 Ocala, FL 34471
 aadolff@ocalafl.gov
 IP Address: 216.255.240.104

Record Tracking

Status: Original
 2/25/2026 3:38:19 PM
 Security Appliance Status: Connected
 Holder: April Adolf
 aadolff@ocalafl.gov
 Pool: StateLocal
 Location: DocuSign

Signer Events

Dr. Cedrick Gibson
 cedrick.gibson@fscj.edu
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

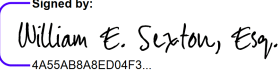
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 Signed using mobile

Timestamp

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 Signed: 6/4/2026 4:18:14 PM

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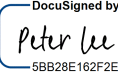
William E. Sexton, Esq.
 ws Sexton@ocalafl.gov
 City Attorney
 Security Level: Email, Account Authentication
 (None)

Signed by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

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 Viewed: 2/26/2026 8:17:54 AM
 Signed: 6/9/2026 9:27:49 AM

Electronic Record and Signature Disclosure:
 Accepted: 9/15/2023 9:02:35 AM
 ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Peter Lee
 plee@ocalafl.org
 City Manager
 City of Ocala
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

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 Signed: 6/9/2026 11:12:23 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	6/4/2026 4:09:28 PM
Envelope Updated	Security Checked	6/4/2026 4:09:28 PM
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Certified Delivered	Security Checked	6/9/2026 11:12:04 AM
Signing Complete	Security Checked	6/9/2026 11:12:23 AM
Completed	Security Checked	6/9/2026 11:12:23 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.