

**2023 First There First Care Gathering of Eagles  
E-Board Meeting  
October 25, 2023**

**ATTENDEES:** Meeting commenced at 9:07 AM

Chair: Todd Draizin

Co-Chair: Bruce Caruso

Randi Alfonzo, Chantal Botting, Chad Brocato, Steven Carter, Johana Cinque, Vince Cinque, Jessica Fischer, Michael Moser, Paul Pepe, Candace Pineda, Tim Roche, Jami Rothenburg, Gabriel Zahora, Alison Zerbe

**PHONE:** Joel Gordon, Jerry Gonzalez, Marc Hubschman, Jeff Levy, Bill McGrath, Cliff Ricketts, Rachele Solomon

• **Chair Report – Chief Draizin**

- Chair for the Gala – Chief Draizin needs suggestions for someone who would fit the Gala Chair. Johana Cinque said someone who would work in conjunction with HCA. *Gina D’Ambrosio, was mentioned and will be contacted.* She would partner with James Cecil to get experience. This is his last year in this position.
- Event Contract for 2024 FTFC/GOE Conference was signed by the President of the FCABC and delivered with a \$25,000 deposit.
- Fire Chiefs Luncheon – Awards Ceremony – It was mentioned FTFC needs to give put more emphasis on the importance of honoring the award recipients and find a beneficial time. There was a discussion with a proposal to move some awards to Fire Chiefs’ December meeting (next year), or possibly moving the Fire Chiefs’ conference luncheon. Conducting awards at the Gala is not favorable, and there could be attendance issues.
  - Johana said challenges were having the opening ceremony followed by the Fire Chiefs’ meeting, then potentially moving the state meetings.
  - There was discussion about rescheduling some events such as when the opening would begin and time allotted. The scheduled times for each piece of the opening need to be kept on track.

| <b>Opening Ceremony – Seminole Ballroom G<br/>Tuesday, June 11, 2024</b> |  |
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| <b>Time</b>  | <b>Event</b>   |
| 9:15 am – 9:30 am  | All programs hard stop – direct attendees to Seminole Ballroom G |
| 9:30 am - 9:33 am  | Opening Video  |
| 9:33 am - 9:38 am  | Welcome by Chief Gordon & Chief Ricketts                         |
| 9:38 am - 9:48 am  | Honor Guard and Pipe & Drums, Pledge, Invocation                 |
| 9:48 am - 9:55 am  | Welcome by Chief Brocato, Chief Mackey, Dr. <u>Keroff</u>        |
| 9:55 am  | Conference Sponsor Intro by Chief Brocato                        |
| 9:55 am – 10:05 am   | Conference Sponsor – Memorial                                    |
| 10:05am – 10:50am  | FCABC Award Ceremony   |
| 11:00 am – 11:45am   | Keynote Intro by Chief Ricketts & Keynote: Lori Moore-Merrell    |

- Fire Chiefs’ meeting will begin at noon.
- Chief Brocato will bring this back to the Fire Chiefs’. He will discuss having some FTFC awards at the December Fire Chiefs’ meeting possibly next year.

- **Co-Chair Report – Chief Caruso**

- Last year they named the conference in memory of Chief Ginny Haygood. FTFC decided if something happened in the future, they would continue with this practice. Unfortunately, they lost Battalion Chief Terryson Jackson in the air rescue crash.

**MOTION** to name the 2024 conference in honor of Chief Terryson Jackson.

Motion made by Chief Caruso

Seconded by Chief Draizin

Motion passed unanimously

- - They will do the same thing they did for Chief Haygood and invite his family.
- Chief Caruso sent the shirt company the ideas for the ALS shirt this year. He is awaiting their response. The shirt company also offered, at no cost, to design a challenge coin which they may use.
  - Chief McGrath suggested integrating air rescue into the shirt. Candace Pineda has an air rescue logo with Chief Jackson's information. They will also have something about Chief Jackson in the opening video.

- **Eagles – Dr. Pepe**

- They are starting a zoom meeting on a weekly basis. They have a fellowship and have them involved. That will help advertise attending the conference. They will be talking about some of the topics for the conference. Trying to get hot topics done earlier.

- **Finance and Budget Report – Chief Cinque**

- No bills left to pay. Significant amount of expense. Chief Levy said there was a lot of A/R outstanding from registrations. There has been an option on the web to choose an invoice instead of a credit card. They don't want an invoice option for anything below \$5,000 that they are awaiting a check. They plan to send out past due notices.
- There are West Coast agencies still outstanding.
- Total registration was around \$170,000 minus the bad debt. That's why they ended up with around \$148,000. They are expecting the grant check in the next 30 days.
- Getting a true report can be a challenge due to the many different price structures. Possibly make it consistent across the board. They shouldn't lose money because more people show up.
- They had 505 Broward County registrations last year and some attended the Eagles. Grant money didn't include Eagles attendance.
- In case they are audited, Alison Zerbe said that they must prove that 146 people got \$125 worth of scholarships.
- Johana said FTFC pays on consumption, so the more people eat, the more FTFC must pay. This can be a problem if people get access to more courses than they paid for.
- Chief Cinque had a conversation with Tom DiBernardo at the Chiefs' meeting and R/A which is going to be called R/F is going to be funded. It's in the \$15,000 range.
- 2024 Prospectus is 95% completed. Only thing outstanding is the MIH program process that is expanding, how they are going to price that, and get sponsors.

Henry Schein is involved with getting sponsors. It will be \$10-15,000 for MIH alone.

- Dr. Pepe is involved with getting a sponsor to match Memorial for the Eagles. Phillips, an Eagle's large sponsor, has pulled out. They are working on Plan B.
- Sponsorship Packages: Randi Alfonzo and Chief Cinque are working on a way to illustrate it to be less complicated. There will be no promotional items permitted in common areas. Common areas are for Fire Chiefs' and Eagles.
- FirstNet will run the cocktail hour.

- **Event Coordinator – Lieutenant Cinque**

- She is awaiting information from Chief Carter and Jessica Fischer.
- Johana is coordinating the State Meeting, but they have not yet responded. State Meetings will be Wednesday-Thursday-Friday.

- **Registration – Chief Levy**

- A couple of weeks ago he met with Ngoc on the registration process to add an onsite person. It went well and it was the first time she used an onsite person for technical support. They are responsible for all the setup (eliminating a third-party interface). There is a cost associated with this but should alleviate problems they had last year.
- They must decide how to do registration (streamline). The attendees will have to choose hands on classes that have capacities assigned to them, but don't have to choose lectures.
- Ngoc had used a self-scanning portal outside each session; an iPad that everyone scanned their tags that will stop people not registered for those classes. Agreed it was a great idea.
- Chief Cinque said that we shouldn't spend more than they did in 2022 (with Swoogo and other added expenditures). The goal is not to spend more than they did in 2022 but increase service. Could possibly be under \$10,000. Chief Levy will have an outline for next week.
- Set up for opening January registration if he has content and agendas for registration webpage.
- Chief Levy only wants credit card registration, and they need to send out the outstanding invoices. They may move towards using P-cards.

- **Website Update – Jerry Gonzalez**

- He met with Ricardo about designing the website. *He wants to have something out by December 1<sup>st</sup> other than the stats screen. Ricardo said he will have something to look at in a week or two. Chief Gonzalez will send it to everyone for ideas/changes. Then, they want to go live December 1<sup>st</sup>.*
- He is adding a recipient award section that Ricardo is designing. *Chief Turpel will get the information.*
- He does have emails in connection to First There First Care domain. If you want an email directly from First There First Care, Chief Gonzalez can add it to your phone.

- **Speaker's Update – Steven Carter**

- They are engaging with return speakers to update their profiles and content to fill the agenda.
- Last year they met weekly with Chief Levy and Chief Cinque to populate the registration site and will do that again.
- They're going to start getting contracts signed. They have verbal from a lot of speakers.
- Should meet the deadline by mid-January.

- Once they begin getting contracts, etc., they will push them to the marketing team.
- Meeting with Dr. Pepe to get speakers on board. Dr. Pepe is talking with Metro Chiefs to hold a separate meeting along with Eagle's Creek. He will let Chief Carter know more about that and to make sure there is room.
- They are streamlining to begin Smartsheets.
- Dr. Lori Morrell Moore working through process to get her and her team to the conference. She is really making EMS part of fire administration.
- Chief Carter spoke with Chief Zahora to see about ways to implement an international trac content. Chief Zahora said that international times are different than local times for airfares, etc. He said in 2024 they could try some prototype with 10-15 people to start to open international. He doesn't FTFC is ready to start full international because it would take a lot of coordination with registration. Because it's going to be more of a mouth-to-mouth process, they should have a different trac to do international registration; have a different account attached to the bank account.
- When they invite people from overseas, they have the English trac and for now a Spanish trac. He will coordinate Spanish people in South Florida that could do a lecture trac. Who's available and what content do they have to offer? They need to have someone in registration to coordinate. Chief Zahora can coordinate international people (Australia, Taiwan, Israel, Latin countries) and hotels, etc. but it would be a team effort to facilitate everything. Mentioned possibly doing it for 2025 conference.
- Chief Caruso said that maybe Chief Zahora has people in his fire department that could be a part of FTFC. May not be enough time for 2024.
- Chief Carter said he needs the same process as last year for contract distribution. He thinks FTFC should use Smartsheet project management software. The cost is about \$1,900 for the subscription for a year.

**MOTION** to get an annual subscription for the Smartsheets for \$1,900.

Motion made by Chief Draizin

Seconded by Johana Cinque

Motion was amended.

- The demo showed, Smartsheet is a complete project management software that is web-based. It makes it more interactive for users. They still can use ReadyOp for notifications. *Johana will see if there is a discount for government and how many users allowed.*
  - They need to set this up efficiently from the beginning. Setup groups with subgroups underneath the groups.
  - They agreed to try it for one year.
  - Candace said the cost is \$1,980 for one year

**MOTION AMENDED** to get an annual subscription for Smartsheets not to exceed \$2,000 and depending on how many users allowed.

Amended Motion made by Chief Caruso

Seconded by Johana Cinque

Motion passed unanimously.

- They will have some new and some return speakers. Jessica Fischer says they are interested in starting classes day 1 at noon, and all day 2. Johana said all session are about 1 hour to 1½ hours.
- Johana said they could create a registration template.

- David McKinsey usually does a four-hour ER session, but they had him do a one-hour. The one-hour was tailored to hospital needs/situational awareness. Jessica thinks David McKinsey would be interesting for a longer session and open it up to both sides (Nursing and EMS).

- **PIO – Chief Gordon**

- Closeout report. Chief Moser is taking over the PIO responsibilities. *Chief Gordon will meet with Chief Moser.*
- Chief Ricketts taking over the MC.
- They want the photographer from 2023 for the 2024 conference. *Chief Gordon will contact her.*
- Reach Chief Gordon remotely when he retires, and he wants to be included. If they want, he would be happy to do the blogs.
- Chief Gordon will attend the June conference.
- Per Chief Caruso, Chief Gordon took everything he had regarding conferences and put it on a jump drive.
- Chief Moser will deal with Sepe. Sepe is sending Chief Draizin the link.

- **Logistics – Marc Hubschman not present**

- No updates

- **Old Business**

- No Old Business

- **New Business**

- Chief Cinque brought up that there is a \$25 difference between doctors and everyone else. There are multiple pricing packages for every day and to have two pricing structure, doubles what they must reconcile.
- Chief Draizin asked if FTFC's pricing structure for physicians is out-of-line for a conference like theirs? Agreed it was competitive.

**MOTION** to amend FTFC's pricing structure to include one line by eliminating the EMT/Paramedic and make that all one price on the higher side.

Motion made by Chief Draizin

Seconded by Johana Cinque

- There is a price for students who can show a college or student ID. Geared towards paramedic students in training. It was suggested not to put the price in the general pricing information but, rather, send the price to the instructors of the school.
- The same price for the conference if they are volunteering.
- For creditable nursing schools, one per group because not everyone is interested in Emergency.
- Paramedic schools include Broward College, Coral Springs, Palm Beach County, Barry, EEI, Braxton and include nursing programs. Offer 50 (5 each x 10 schools) spots for students. Must have some validation that they are students. It was decided that only the instructor can register the student.
- Volunteers must register if they are getting CEUs.

**MOTION** to change the pricing to the increased fee of \$25.00 to match just one price and giving away five seats to ten schools.

Motion made by Chief Draizin

Seconded by Johana Cinque

Motion passed unanimously

- The Grant Ranking Committee was tentatively scheduled for December 7, but because of some scheduling issues, *it was later changed to November 30<sup>th</sup> at 1:30 p.m., at the Office of Medical Examiner and Trauma Services*. It must be sunshined.
- December 7<sup>th</sup> is the Fire Chiefs' meeting.
- The room rates are staying the same but the resort fee at the Hard Rock has increased for those staying there.

Next committee meeting is Wednesday, November 15th at 9:00 a.m.

Next E-Board meeting is Wednesday, December 13th at 9:00 a.m.

Location for meetings: Medical Examiner & Trauma Service

Adjourn at 11:16 AM

Made by Chief Draizin

Seconded by Chief Caruso