

**2024 27th Annual First There First Care Gathering of Eagles
Committee Meeting
January 18, 2024**

ATTENDEES: Meeting commenced at 2:01 PM

Bruce Caruso, Johana Cinque, Vince Cinque, Karen Dominguez, Todd Draizin, Jerry Gonzalez, Jaime Greene, Kelly Keys, Jeff Levy, Wayland Morrison, Mike Moser, Vanessa Quiles, Jami Rothenburg, Stephen Shaw

Phone: Kelly Andrews, Peter Antevy, Christine Bell, Steven Carter, Gina D'Ambrosio, Joel Gordon, Lori Justynski, Roberto Lorenzo, Colleen McMahon, Dan Moran, Paul Pepe, Candace Pineda, Kristin Sands, Mary Anne Usher

Committee Meeting Minutes from 12/13/2023 E-Board

MOTION to Approve the Minutes of 12/13/2023

Motion made by Jaime Green

Seconded by Chief Jeff Levy

Motion passed unanimously

- **Chair Report – Chief Draizin**

- FCABC Representative – Chief Lorenzo is taking over as Treasurer for Chief Turpel.
- Awards is to be voted on in the March meeting and to be approved by the April meeting. Order them with committee manual. Awards three different categories: yearly – EMS Subcommittee (Chief Shaw), Nursing awards, lifetime achievement awards decided by FTFC then brought to FCABC. *Need Chief Lorenzo to bring back to FCABC the nominations to go out to all the agencies for lifetime achievement awards. Chief Draizin will discuss with Chief Lorenzo after the meeting.* Chief Caruso said that Rosario from FCABC usually send those out. Need nominations. Private Providers are handled by Alison Zerbe. Ginny Haygood gets voted on by FTFC with input from FCABC. Nursing awards committee includes Kelly Keys, Alison Zerbe, Candace Pineda, Rashina, and _____
- Flags and Step & Repeat status – design is getting developed. Chief Draizin had conversation with GOE. FCABC logo on top; FTFC logo on bottom. *Will provide this to the media group to see their designs. Waiting on GOE logo to add to step and repeat.* Turnaround time is a week. The white background was chosen. FCABC step and repeat will be on the stage. It will be 12 feet.
- Unrecognized expense for 2023 – FFCA Swoogo expense - \$10,000 for Swoogo and Associo app. Paid off with \$17,000+
- Ngoc is the new permanent executive director of FCABC.
- 2024 Committee Handbook – Chiefs Draizin and Caruso updated, and it will go to FCABC.

MOTION to approve/accept the changes to the 2024 Committee Handbook.

Motion made by Chief Caruso

Seconded by Chief Cinque

Motion passed unanimously subject to nursing award update.

Discussion: Kelly Keys wanted to make sure Nursing titles were correct and all requirements on the original form are included. (FTFC will be reviewing the handbook annually). Once finalized it will go in ReadyOp, FTFC website, and FCABC website.

- **Co-Chair Report – Chief Caruso**

- EMS Grant – on the agenda for January 23, 2024. Funds usually provided after the conference.
- Committee Polo Shirts – if you are new on committee see Chief Cinque for shirt.
- T-shirts – went to ArtWorks (Kim) this morning. Will get final sketch with Chief Terryson logo. No increase in price.
- Challenge Coins – ArtWorks will do a design, that may be used. Captain Cinque said that Honor Guards are interested in challenge coins. May be cost-effective to do all coins at one time. *Get company name from Chief Shaw.*

- **Eagles – Dr. Antevy and Dr. Pepe.**

Dr. Antevy is working on getting FTFC the GOE logo. Trying to get things done earlier than last year.

- Dr. Pepe said they will probably have a large international presence. They are getting topics ready. Dr. Pepe is starting to go out and promote. *Captain Cinque will reach out to Drs. Antevy, Pepe, Gilmore, and Chief Levy about handling hotel reservations. Dr. Pepe will tell people to start making the reservations now.* Captain Cinque said the complicated part was who was going on master list and who is paying on their own.
- *Dr. Pepe will send the survey out in a week or two. The survey he sent out last year.*
- Dr. Pepe met with Stryker. Hopefully there is a sponsorship interest. *Chief Cinque will take it from here. As soon as he hears he will let Dr. Pepe know.*

- **EMS Awards – Chief Draizin for Chief Turpel**

- Discussion last year of moving the awards to the Gala. Will revisit. Now the awards will reside at the Gala. *Chief Cinque said they will have to meet with ACA regarding the Gala and awards.* Chief Caruso said if they are doing the awards, they will have an awards ceremony and then the Gala will start at 7:30. He thinks it's not a good idea to combine the two. An hour for awards ceremony (6:30-7:30). Chief Cinque said that the awards and Gala not in the same room. Awards can take place in the main ballroom (same room as opening ceremony) that is already set up.
- Closing Wednesday night 3-4:30. Awards will start 6pm or after when trade show closes.
- Right now, awards are not happening at the Opening Ceremony. Chief McNamara will revisit it when the new FCABC board takes place.
- *Chief Draizin will bring this back to Chief McNamara for input.*

- **Event Coordinator Update – Captain Cinque**

- She has reached out to Seminole Media Production, and they will be communicating with Andrew. She has received the links for all the hotels and forwarded them to Chief Levy for registration website.

- She distributed an agenda for the week's schedule. *Speakers are still working on some components and rooms.*
- Chief Draizin mentioned the contract with Hard Rock. State meeting need about five more rooms. Block for their board and members; additional 50 rooms are for their attendees. They will have a separate link that was forwarded to them. If it's just a couple more rooms needed FTFC can handle it.
- Haven't gotten paid for 2023.
- **Registration – Chief Levy**
 - He has worked with onsite registration people, and it was phenomenal. Having them onsite and handle all issues is worth the price. Same amount of equipment as last year. *He will send everyone a picture of the registration set up. They taught volunteers. Retrieved data from their company. Chief and Captain Cinque need to meet with the onsite people before the contract is finalized.*
 - Chief Levy said they need two onsite people: one to handle data retrieval and one to handle the desk. *Need a discussion with them about the quote for onsite people.* Logos will be on the registration page for FTFC and Eagles.
 - Registration 90% ready. Only thing holding up registration is the payment gateway.
 - Question if lanyards will be sponsorship or FCABC and FTFC. Chief Draizin prefers to make them FTFC lanyards.
 - FTFC's logo has an eagle on it to combine FTFC and GOE conference. Dr. Antevy said that Eagles is still Eagles the way it used to be, and he doesn't want to lose attendees because they think it's changed. Dr. Antevy asked if they could have a separate marketing campaign for Eagles due to this confusion. Eagles must do a better job of marketing their conference and who they are. Eagles has a logo that was created especially for them about two years ago.
 - Last year they gave Eagles their own link specifically for the Eagles conference.
 - Chief Gonzalez and Captain Cinque have worked on website to simplify the process so there is less confusion.
 - Eagles used to get 1200 attendees and now they get 250/300. Is it because Texas was more centrally located or some other reason(s) such as ease of registration or clarity of marketing?
 - Chief Caruso thinks Eagles should have its own logo on the flag and on the step and repeat.
 - Will continue to work on registration. Now some Eagles attendees are staying for the entire week. Dr. Antevy said very few attendees come from South Florida. Chief Caruso said they mentioned that at the Fire Chiefs' meeting.
 - Chief Draizin mentioned giving a discount to active military or active reserve. To validate US military, ID can be shown on the day of registration. They discussed using ID Me, a company that provides identity Verification system to verify military person (Chief Draizin waiting for cost and if it's only for US military). When they show military ID, FTFC will refund the discounted amount.

MOTION to offer all military a discount of 15% that will be credited back on the day of registration upon proper documentation of active military and reserve.

Motion made by Chief Caruso

Seconded by Chief Cinque

Chief Moser wanted to offer a higher discount. It was decided to amend the MOTION to 20% discount.

MOTION to offer all military a discount of 20% that will be credited back on the day of registration upon proper documentation of active military and reserve.

Amended Motion made by Chief Moser

Amended Motion passed unanimously.

- *Chief Levy needs an updated roster of committee members roles and responsibility for Ready Op.*
- **Finance – Chief Cinque**
 - Chief Turpel provided Chase with tax returns and merchant service account reports and currently waiting to hear from Chase. Chief Cinque expects approval any time with information Chief Levy needs.
 - Plan B – Chief Draizin's neighbor does credit card processing and if they don't hear back from Chase by Wednesday, January 24, move forward with this option.
 - Captain Cinque asked about a soft-open for registration. *They will send info to committee members by January 25th. Full registration opening on February 1.*
 - Prospectus is done and awaiting registration opening before Chief Cinque sends out to client list.
 - High level sponsors will be open on an as-needed basis. The only thing he didn't bill out was CPMIH. *Chief Cinque must get together with Chief Carter and Lauren about this.*
 - Chief Cinque sent out budget request to Chief Carter on what CPMIH did on day-one last year. Sent Chief Roche the ALS Competition budget. Chief Cinque will duplicate the other ones, Nursing Competition, Leadership Symposium from last year, etc. Chief Cinque waiting on other chairs to send budgets in to see if they are approximately the same as last year.
- **PIO Update – Chief Michael Moser**
 - He had a long conversation with Chief Gordon. He has started working with Captain Cinque with the marketing firm. He needs to review a lot of information for PIO. Chief Gordon has offered to assist Chief Moser.

- **Website Update – Chief Gonzalez**
 - Chief Gonzalez and Captain Cinque have been developing the website; easier to navigate and are streamlined. Keeping it simple. Going to add for awards. Adding in for global community.
 - Top banner is static and will remain on all webpages.
 - Website is ready when they go live.
 - Chief Levy suggested if links are shared, put them on the main webpage.
 - Sponsor section.
 - Chief Gonzalez recommended to maintain a separate entrance page for Gathering of Eagles. Captain Cinque suggested a tab/link with Gathering of Eagles that will take them to GOE website.
 - Emails have been set up.
 - *Need to make a link from Eagles website to the FTFC conference.*
- **Logistics – Marc Hubschman – not present**
 - Vendors appreciate logistics of moving in and out of the Hard Rock.
- **EMS Speakers Report – Steven Carter**
 - They continue to engage the speakers and close out speakers. At about 70%. Asking Dr. Antevy and Dr. Pepe for recommendations.
 - *Board needs to approve the edited/amended contract.* Once approved they will send it out.
 - Approved the purchase of two licenses for DocuSign. *Will purchase in March when the DocuSign contract expires.*
 - Contact Chief Carter if you have a recommendation.
 - Chief Caruso asked if anything was offered to families for health and wellness. *He wants it conveyed about having some seminar etc. geared towards family members.*
 - Kelly Keys suggested Travis Howe, who has been talking about mental health and is writing his second book. His wife is starting to lecture on mental health and how it affects the family. Kelly highly recommends him and his wife if possible. Kelly has Travis' contact information.
 - Must make sure FCABC is on board with any tracs or topics for health and wellness.
- **Nursing Trac – Kelly Keys**
 - They have locked in Michael Guch. He has presented the past two years. *Need the agreement.* She is going to confirm with Dr. Chopa.
 - Nurses can choose different conference tracs, by choosing a la carte vs. the entire nursing trac.
 - Captain Cinque said this year they are only registering for hot class (space limited classes). Then when they register for conference, they can choose whatever they want.
 - *Chief Levy needs all the classes to be put on the app.*
 - All sessions are 1½ hours long so they can get CEUs. Each class will have a laptop in front that has a QR scanner. The attendee needs to scan for credit.
- **ALS Competition Report – Chief Draizin for Chief Roche not present**

- 24 or more teams. Preliminary Sunday, June 9. Memorial Regional Conference Center. Three scenarios, two teams at one time, per scenario. Now working on equipment for that area. Equipment costs and vendor information, etc. next meeting. Working on preliminary meals for next meeting. Site setup will be on Saturday, June 8. Final scenario is June 11. Scenario concept is done, and they are working on specific patient equipment at next competition meeting. Lunch for final actors and judges is pizza. Other foods same as last year. Site setup will Monday, June 10.
- Chief Cinque said they want to buy a few things that are generic and use year after year. That needs to be covered in budget. *They were looking into getting a trailer to store equipment. Trailer would need to have registration and insurance.*
- **Nursing Competition – Kelly Keys**
 - They have some items to purchase. Stryker will provide life pack and stretcher, and Stryker division for hospital equipment.
 - Kelly wanted to do something for Stryker because for seven years they always provided free-of-charge equipment. Possibly give a plaque given at the nursing awards. Kelly will talk with Jessica Fisher about this and may give two gift baskets for Sally and Kaley. Chief Draizin agreed.
 - Chief Caruso thought it should also give these to the vendor doing the ALS competition equipment.
 - Kelly has also contacted past judges and volunteers to get a count this year.
 - She has contacted all hospitals that participated and ER directors. This year they may reach ten teams. *Kelly needs to tell Captain Cinque how long they will need the room.*
 - Kelly wants to put a placeholder in for next year. In the event they get ten teams next year they will want to move to a preliminary and final.
- **Honor Guard Competition – Captain Cinque for Jackie Sandoval – not present**
 - Told Jackie they moved her to the Terrace Ballroom due to the noise from the nursing competition.
 - They will have up to 20 teams. *Honor Guard winner will do the Opening Ceremony.*
 - Jackie is working on a flyer.
- **27th Anniversary EMS Gala – Gina D'Ambrosio**
 - She spoke to ATA. Waiting for the sponsorship pricing. *Chief Cinque will email her the prospectus with all the details.*

Old Business

- Volunteer Coordinator is Mary Ann Usher. Chief Levy will need the same volunteer team at registration everyday because of the new system.
- Need to connect Rachele Solomon with Mary Ann Usher for volunteer information and job responsibilities. JoAnn Franklin will be volunteer co-chairs.
- *Chief Draizin asked again that all leads/chairs send him their updates a week before the FTFC meetings for the Agenda.*

New Business

- Captain Cinque said if the chairs send her bullet points ahead of time, she can put it together for the meeting.

Next E-Board Meeting: Wednesday, February 21, 2024, at 9:00 a.m. at OMETS

Next Committee Meeting TBD

Adjourned at 3:58 PM