

**2024 27<sup>th</sup> Annual First There First Care Gathering of Eagles  
E-Board Meeting Minutes  
May 17, 2024**

**ATTENDEES:** Meeting commenced at 9:35 AM

Chair: Todd Draizin

Johana Cinque, JoAnn Franklin, Jaime Greene, Jeff Levy, Michael Moser, Candace Pineda, Mary Ann Usher, Alison Zerbe

**PHONE:** Vince Cinque, Julie Downey, Jerry Gonzalez, Marc Hubschman, Kelly Keys, Colleen McMahon, Jeff McMahon

E-Board Meeting Minutes from May 1, 2024

**MOTION to Approve** the Minutes

Motion made by Chief Levy

Seconded by Jaime Greene

MOTION passed unanimously

- **Chair Report – Chief Draizin**

- All the awards have been ordered.
- All flags and step and repeat are ordered and will arrive at the conference.
- Chief Draizin asked Chief Downey to follow-up on flags with EMSAC. Chief *Draizin is waiting on a response of the proofs State has received. He needs within the next ten days.*
- The simple swipe (point-of-sale) for Chief Caruso and Registration is using. They have a trial demo login.
- Henry Schein for ALS team prizes. Jaime Greene has the account set up and has two commitments from manufacturers for prizes and has some offers.
- The door prizes for the bingo card: two basket(s) from the Hard Rock, two iPad (Best Buy for cellular and Wi-Fi).

**MOTION to Approved** door prizes up to \$750.00

Motion made by Chief Draizin

Motion seconded by Jaime Greene

**Amended MOTION** door prizes up to \$800.00

Amended Motion by Chief Levy

Seconded by Captain Cinque

MOTION passed unanimously for \$800.00.

This week Chief Draizin will take care this.

- Hard Rock On-Site Committee meeting date is June 6, 2024, from 9:00 to 11:00 a.m.

- **Co-Chair Report – Chief Caruso not present**
  - Chief Caruso will complete the insurance next week. The cost is almost \$1600 for coverage for all venues from Sunday through Saturday.
  - Coins and shirts are in process. Chief Caruso will be available later today for questions.
- **PIO Update – Chief Moser**
  - Press release to more than 20 media in S. Florida. They did the A-list and the T-list which is the student Florida Fire Chief Association of Broward County. The T-list is the training list, and the A-list is a little of everything. Those go out to thousands of people.
  - Retired Chief Gordon is working with Rosio on the Award Book.
  - Chief Draizin said that out of all the awardees he received only Melanie Brocado's bio. Chief Draizin said those who know the awardees contact them and let them know this must get done.
  - Kelly Keys doesn't know if any of her letters went out to the awardees because she hasn't been copied on emails. *Chief Draizin personally reached out to the nursing awardees, and they received the letters from Rosio. He emailed and spoke with them. He asked Kelly to contact the nursing awardees and remind them about their photo and short bio for the booklet and slide show. Chief Draizin will send that email to Kelly today.*
  - *Chief Moser suggested Rosio send the award letter again and copying their bosses.*
  - *Chief Moser agreed to repost those flyers from last year for the speakers.* Currently, Jerry Gonzalez doesn't have pictures and bios. *Chief Moser will contact Candace Pineda and Chief Carter who did the speakers pictures and bios last year.*
  - For social media, Chief Draizin asked everyone to *REPOST-REPOST-REPOST.*
- **Eagles Report – Dr. Pepe, Dr. Gilmore not present**
  - No report.
- **Finance/Budget Report – Chief Cinque**
  - *Working on receiving the outstanding money owed. Some will give their checks on day of conference.*
  - He is working Stephanie and Donna for billing out pre-function area booths. Have sold at least six. Verifying with Stephanie to handle ten. Ten would bring a discount of \$25,000 unanticipated revenue.
  - Memorial named Randy Katz and Leah Carter to do the opening at the Opening Ceremony.
  - *Randi Alfonzo is making the kits for exhibitors and sponsors. She will talk to Chief Levy about how this will work at Registration.*
  - *They need a volunteer for Randi on Monday.*
- **Speakers Report – Candace Pineda and Steven Carter**
  - Stabilizing the Speaker's agenda because some speakers have cancelled, and speakers have been added. *Updating on the website.*
  - *Pending some contracts to be finalized.*

- *Getting all pictures and bios and working with Chief Levy.*
- *Chief Draizin has only seen three speakers contracts.*
- *Candace will send out a link for all speakers, including nursing, to be reimbursed through SmartSheet. Candace will give the packet to the nursing speakers that she sends to the other speakers.*
- **Nursing Education Report – Kelly Keys**
  - *Candace has sent out all the contracts and Kelly is not sure where they are in the process. Candace will resend the contracts.*
  - *Chief Carter will follow-up with Candace on contracts and keep Chief Draizin updated.*
  - *Chief Cinque said getting everything done beforehand will make reimbursement easier.*
  - *Captain Cinque requests to be put on the SmartSheet early and has access for reimbursement or she manages the QR codes.*
- **Registration Report – Chief Levy**
  - *They are at 1,169 attendees that includes all competitions, exhibitors, sponsors. They are up from last year at this time.*
  - *The app has been published as of last night and Chiefs Levy and Gonzalez continue to update. It's in the apps store in the FFCA events. Chief Draizin requested that all E-Board members in attendance download the app today and if they have any questions or comments give back to Chief Levy or Chief Gonzalez to update. Next week Chief Draizin wants to push this out in social media. On back of badge will have Wi-Fi and QR code to download the app and QR code to take them to the agenda.*
  - *The app can do live interactive displays throughout the conference. EXPO configured what they needed and does FTFC want that cost for this conference. Chief Draizin scheduling a zoom meeting for next week with the E-Board to discuss.*
  - *Must pay Amberley (trade show services) invoice. Chief Cinque needs the dedicated link to pay with credit card.*
- **Event Coordinator – Captain Cinque**
  - *They have identified the areas they need volunteers. If anyone needs specific volunteer let her know.*
  - *The June 6 onsite meeting is 9 to 11.*
  - *She requested and was granted additional 156 nights. She has another 20+ nights to request. They are pushing everyone to Le Meridien. Eagles going well. She must talk to Candace about what the Speakers get. She is working on food and beverages this weekend and give to Hard Rock by Monday.*
  - *Increase the food and beverages for vendor break and keep out for an hour.*
- **ALS Competition Report – Chief Roche and Chief McGrath not present**
  - *29 teams as of today. Mannikins are on the way.*

- **Nursing Competition Report – Kelly Keys**
  - 10 teams total of 40 people. 30 actors and judges.
- **EMSAC Report – Chief Downey**
  - Had several meetings.
  - *Asked them to approve the flags, as soon as possible.*
  - *Two more requests for rooms and a meeting room. Salon East #3 is available.*
- **Website Report – Chief Gonzalez**
  - Only have the Le Meridien option for hotel rooms.
  - Competition page updated.
  - Agenda updated.
  - *Waiting on some Speaker pictures and bios from Candace and Chief Carter.*
  - When they scan the agenda on the back of badges it will show the agenda for that day.
  - *Going to make the app the first thing that pops up when going to website.*  
Everything on the website is on the app.
- **Logistics Update – Chief Hubschman**
  - Shirts are in process. *Should have everything before the next meeting.*
  - He will be onsite starting at 0800 Sunday morning.
- **Volunteer Coordinator Report – Mary Anne Usher**
  - *Alison Zerbe needs the first half of Tuesday, a required county administration meeting, and needs a volunteer for first half of Tuesday.*
  - *Tuesday morning Eagle Creek.*
  - *They need a volunteer for Randi Alfonzo on Monday.*
- **27<sup>th</sup> Anniversary EMS Social Report – Captain Cinque for Gina D'Ambrosio**
  - *They are working with Talia. Hiring a balloon person for arch and EMS Global Community. They will have table decorations.*
- **Old Business**
  - The Social is for the Committee. *Important for FTFC to show up and stay so others stay.*
- **New Business**
  - *The Health and Wellness Committee wants HR personnel to those sessions. How do they register for conference with a discount code. Captain Cinque will find out how many HR personnel for the next meeting.*
  - *Chief Levy needs point of contact from Chief Downey for State regarding registration from last year. Captain Cinque will send contact.*

Next Committee meeting is Thursday, June 6, 2024, 9:00 a.m. to 11:00 a.m.  
Location: Onsite at Hard Rock.

Adjourn at 10:34 AM