

**(2024) 27th Annual First There First Care Gathering of Eagles
E-Board Meeting PIA
August 21, 2024**

ATTENDEES: Meeting commenced at 1:08 PM

Chair: Todd Draizin

Co-Chair: Bruce Caruso (Phone)

Randi Alfonzo, Johana Cinque, Vince Cinque, JoAnn Franklin, Jerry Gonzalez, Jeff Levy, Wayland Morrison, Michael Moser, Mary Anne Usher, Alison Zerbe

PHONE: Steven Carter, Bruce Caruso, Gina D'Ambrosio, Karen Dominquez, Julie Downey, Marc Hubschman, Kelly Keys, Jeff McMahon, Dan Moran, Paul Pepe, Candace Pineda, Vanessa Quiles, Tim Roche,

Committee Meeting Minutes from June 6, 2024 (HR)

MOTION to Approve the Minutes for June 6, 2024 (HR)

Motion made by Chief Jeff Levy

Seconded by Chief Jerry Gonzales

MOTION passed unanimously

- **Chair Report – Chief Draizin**
 - The 2025 Conference at Hard Rock. Waiting on contract from Hard Rock.
 - Best year and the goal is to surpass the achievements for 2025.
 - Haven't received the funds for the 2024 grant, but deadline is extended to March 2025, instead of December 2024. Next year's grant may change.
 - The 2024 Awards were postponed due to weather. This year the awards will be joined with Fire Chief's holiday awards. 2025 Awards will be a part of the conference probably at opening ceremony.
 - Closeout for 2024. Closeout documents coming in: money owed to us, attendance reports, speaker reimbursements by August 30, etc.
- **Co-Chair Report – Chief Caruso**
 - Coins will be ordered for next year. 2024 Conference - 37 coins are remaining and plan on coins for 2025.
- **Event Coordinator – Captain Cinque**
 - No questions or comments.
- **PIO Update – Chief Moser, Chief Ricketts not present.**
 - Chief Moser sent out a link. People could type out their comments from 2024 conference. He put them into a document and just finished it and will share with the committee. Committee should make comments to improve the conference after they receive the PIA.
 - He wants to put out press releases a couple of months ahead of the event. Find new avenues/publications to promote the conference such as Firehouse Magazine and include nursing in publications. Let him know if you have a publication to advertise in.
 - Will continue to try to get media coverage for the conference.

- Need to review every press release before Sepe sends it out. Sepe's cost is \$7,200/year. It also includes the website and marketing content.
- There is a deadline for award writeups to be received to get into the booklet to receive the award.
- **Eagles Report – Dr. Pepe**
 - Great year for Eagles. People thought the information was getting very progressive and taken to the next level. They gave a deadline for people to get their paperwork/documents in by mid-July.
 - Publishing articles in EMS World every three months.
 - The weather caused cancellations.
 - Captain Cinque said as of today they haven't received and new submissions. Chief Draizin said official closeout is August 30.
- **Finance – Chief Cinque**
 - Every Eagle that got a check had already cashed it.
 - Hard Rock was paid in full August 2. Le Meridien was paid in full by end of June.
 - Nursing has one outstanding.
 - Some vendors/sponsors outstanding (two \$3,500 and one no show \$3,500).
 - State reimbursement is still due.
 - \$2,200 in unpaid Registrations. Chief Draizin wants Chief Levy to send him those registrations with balance dues.
- **Vendor/Sponsorship Report – Chief Cinque and Randi Alfonzo**
 - Dr. Pepe wanted to know if they were going to increase vendor space for next year.
 - Got a lot of positive feedback on the traffic hallway (space is from information to training sessions). May expand additional booth space there at same rate as trade show spots. They will move not-for-profit and others into side hallways (less desirable).
 - All 109 spots were taken in 2024.
- **Registration Report – Chief Levy**
 - Total registered for 2024 increased to 1,939.
 - Satisfied with ATS. May adjust self-scanning to have someone there to oversee.
 - Scanners used for Eagles is on day-one for exhibitor check-in.
 - Don't preprint badges for exhibitors. Once prospectus is done open registration for exhibitors and sponsors.
 - Swoogo app may be a problem next year due to Webex app changing their platform.

MOTION to Approve American Tradeshow Services (ATS) for 2025 with a 5% increase without committee approval.

Motion made by Chief Draizin

Seconded by Chief Levy

Motion passed unanimously

- Based on the weather they had 37 weather transfers from 2024 to 2025.

- Move forward with agreement with MSCA.
- *Chief Levy will get back to committee at the next meeting on any classes that were not highly attended with a possible elimination for next year.*
- **EMSAC – Chief Downey**
 - Amy and Mike Hall were very happy...with signage, loved flags. They didn't respond with anything to change or add for next year.
 - *Chief Downey will follow-up on payment for this year. Captain Cinque is sending Chief Downey paperwork for what the State owes.*
- **Volunteer Coordinator Report – Mary Anne Usher**
 - Nothing to report. They had backups, for backups, to make sure everything was covered.
 - Make requests for volunteers needed for 2025 conference.
 - *A volunteer got injured. Chief Caruso mentioned a 'hold harmless' document for volunteers to sign. Chief Draizin forwarding to lawyers. May make volunteers as well as attendees register for this. Chief Levy suggested for an incident report for next year. They will forward to Fire Chiefs' Association.*
 - *Chief Caruso will talk to the insurance company for next year's quote.*
 - *Volunteers need to arrive early for morning meetings.*
- **Website Update – Chief Gonzalez**
 - Chief Gonzalez created a link for updates and for people to be added to mailing list.
 - They had an issue with email servers. Sepe was transitioning their emails to a google or outlook-based email server. The domain name stays the same firsttherefirstcare.com but it's increasing to \$120/month. Only increase one email account. If anyone want their account to say firsttherefirstcare.com it will be \$10/month per email account. *They need four accounts: registration, information, vendors, and speakers.*
 - *Captain Cinque doesn't mind filtering out numbers and forwarding to everyone.*
- **Continuing Education Report – Vanessa Quiles**
 - If a session ends early, they must stay there the whole time to get credit. Contact hours x amount of time. Minimum 1 hour. Need to let speakers know.
 - She hopes to upload for credits by Friday.
 - *Vanessa will send certificates to Leslie; include Chief Levy on email.*
 - Chief Levy said ATS has a login so if attendees register with their email, they can log in to ATS system for free and get their certificate printed. FTFC will put the link on their website.
- **Speakers Report – Chief Carter**
 - *Chief Carter will Meet with Chief Levy before he has a call for speakers. Had an issue getting the speaker spreadsheet over to Chief Levy. Chief Carter is exploring speaker management within Swoogo verses Smartsheets.*
 - Chief Draizin said to open for speakers sooner than later.
 - Chief Carter would like to know, at the time of the session, that the speakers are running on time and at the expected duration.

- He wants to know from the committee what is viable and what's not viable.
- A few 8:00 a.m. classes didn't get a lot of attendance. *He will see if that's a structural thing they need to change.*
- Chief Draizin said that the content of conference was well-received.
- **Nursing Education Report – Kelly Keys**
 - She wants to get speakers together earlier to get agenda completed in enough time.
 - She would like to see the speakers' contract earlier.
 - They had low attendance probably because they let people come in and out of the sessions and they didn't have to choose a session.
 - Kelly would like to see comments made about the sessions on documentation given to Vanessa regarding credits.
 - Chief Levy said they could make the nursing tracs choose a class in Registration. Kelly said she likes free flowing where they could go to any class.
 - Chief Cinque said it was the content verses speakers that mattered to get better attendance. He said they couldn't keep adding classes without capacity.
 - Captain Cinque said that everyone associated with content and speakers should get together and discuss the process going forward. She feels an in-person meeting would be better. *Chief Draizin said that Captain Cinque would be the liaison. Captain Cinque will send an email to check on everyone's availability. The meeting could be a working lunch.*
- **ALS Competition Report – Chief Roche**
 - They had 30 teams, and everything was on track with the schedule. Great feedback.
 - Memorial's facility was phenomenal for the preliminaries. They booked it for next year.
- **Nursing Competition Report – Kelly Keys for Kristin Schmalz**
 - Ten teams that were a great success.
 - They have been working on a rule book which should be completed within the next two weeks.
 - Have secured their volunteers, actors, and judges. Their goal is to have ten teams and one-day event for 2025.
- **Logistics Update – Chief Hubschman**
 - There was a miscommunication with Stryker picking up the stretchers. In 2025 he will get with Kelly Keys to know what day and time they are picking up.
- **PIO – Chief Moran**
 - FTFC was funded again. Chief DiBernardo updated him that the State has moved forward on the 2025 budget.
 - They have 25 sets of identical equipment if anyone wants to use it before next year, they can check it out. They have five that they are hosting in Davie.
- **Old Business**
 - Nothing

- **New Business – Effective Conference Planning**
 - Awards – every year they are stretching to find people to recognize in paramedics, fire, nursing, medical, physicians. Chief Draizin said to start early and jot down things that could be used to recognize people for these awards.
 - Honorariums – there must be a formula that they come up with to pay the speakers. Possibly if teaching an hour class...one amount, teaching a day class...another amount, teaching multiple day...a third amount. If one hour class maybe \$250, multiple lectures in one day maybe \$500, multiple days maybe honorarium is maximum \$1,000. This needs to be discussed and decided upon because some speakers are asking for large amounts of money.
 - Chief Draizin will be asking about this at the next meeting so when asking for a speaker they need to know the amounts. Captain Cinque suggested that they come up with a formula at the speakers meeting.
 - Collaboration and open communication. All the different committees need to do a better job collaborating and staying on top of things. That was the reason for Smartsheets. Chief Draizin asked Captain Cinque, project manager, to collaborate with the committees.
 - *Chief Draizin said specifically in the planning stages whether it's content, speakers, rooms they may need, scheduling, agenda, waiting last minute for information to be brought back is causing people to work harder not smarter. These are just some suggestions to consider.*
 - *Chief Draizin said they cannot sell registrations if they don't have content on the website. Can't get people to register if they are waiting six weeks or a month before conference to have a full set of agendas. As they get things they need to get it up on the website quicker, to get people to register. People will not go to a conference if they don't know what the conference is about.*
 - *The goal is when they open registration in February, they have all the content. At the very least they should have topics of what the contents is and what the topic is about, even if they don't have instructor locked in. He asked the speaker's team to try to enhance that to get people in the seats.*
 - AI came up with 10 Topics for 2025 theme:
But the winning theme was by Gayle Caruso: *EMS Soaring to New Heights*
AI themes: Resilience in EMS – strengthening our future
Beyond the Call – EMS Leadership in action
Navigating Change – EMS in an evolving world
Tomorrow's EMS – Education and training for the future
Art and Science of EMS – balancing innovation and tradition
Strength in Unity – collaboration and partnerships in EMS
EMS and Technology – driving the future of care
Beyond the Scene – EMS integrated healthcare systems
From Response to Recovery – the evolving roles of EMS
EMS Leadership - guiding the future of prehospital care

MOTION for the 2025 theme is EMS Soaring to New Heights
Motion made by Chief Draizin
Seconded by Chief Gonzalez
Motion passed unanimously.

Next Committee meeting Thursday, September 19, 2024, at 9:00 a.m.

Adjourned at 10:40 AM