

DRAFT

**Minutes of the 2020 First There First Care/Gathering of Eagles Conference
June 8-12, 2020
Meeting Date: 11/20/2019**

Call to Order/Self Introductions:

Meeting called to order and introductions at 1315 hours by Chair Bruce Caruso.

Members attending via phone: Teresa Curbelo, Jessica Fischer, Vanessa Quiles, Cheryl Rashkin, Kristen Sands, Richard Sluman, Ty Vassil, Brittany Meyers, Laura Moore, Dr. Manifold

Attendees:

Bruce Angier	bruce_angier@sheriff.org
Peter Antevy	peterantevy@bellsouth.net
Bruce Caruso	bruce_caruso@sheriff.org
Johana Cinque	jcinque@coralsprings.org
Vince Cinque	vincent_cinque@sheriff.org
Jason Clarke	jclarke@lauderdale-fl.gov
Teresa Curbelo	teresa.curbelo@cruiseplanners.com
Don DiPetrillo	donalddipetrillo@semtribe.com
Jessica Fischer	Jessica.fischer@hcahealthcare.com
Oscar Gonzalez	ogonzalez@lauderdale-fl.org
Joel Gordon	jgordon@psd.plantation.org
Jaime Greene	jaime.greene@henryschein.com
Jessica Holmes	jholmes@browardhealth.org
Kelly Keys	kkeys@browardhealth.org
Dr. Manifold	
Colleen McMahon	rescuegirl@aol.com
Jeff McMahon	hlywdjeff@aol.com
Brittany Meyers	
Laura Moore	
Tammy Nugent	
Sergio Pellecer	sergio_pellecer@sheriff.org
John Penick	
Vanessa Quiles	zquiles@mhs.net
Cheryl Rashkin	crashkin@aol.com
Kristen Sands	ksands@browardhealth.org
Richard Sluman	rsluman@broward.org
Rachele Solomon	rasolomon@mhs.net
Rodney Turpel	rturpel@nlauderdale.org
Ty Vassil	tvassil@margatefl.com
Marc Vermont	marc.vermont@oaklandparkfl.org
Luis Villar	lvillar@margatefl.com
Evan Weiner	evanweiner@semtribe.com
Alison Zerbe	azerbe@broward.org

Approval of Minutes from: 11/1/2019

Motion by: Chief Luis Villar

Second: Colleen McMahon

PASSED Unanimously

Treasures/Budget Report: Chief Turpel

- Chief Turpel has given Chief DiPetrillo a check to officially reserve venue.

Motion by: N/A

Second: N/A

Old Business:

- State EMS Meetings decision is with Florida DOH to have meeting at FTFC Conference. FTFC will provide them space.
- **Conference Registration/Vendor Fees** reported by Johana Cinque.

Pay Schedule Pass	Pay Schedule Fees
4-Day Pass	\$400 per person (pp) (Includes 2 Eagle days.)
2-Day Pass	\$225pp (If you fall under Grant sponsorship – Tuesday and Wednesday. Includes Broward County members including hospital personnel.)
1-Day Pass	\$125pp (Tuesday or Wednesday. Paying on your own.)
Eagles Conference 2-Day Pass	\$280pp (Thursday and Friday.)
Broward Agency Rate	\$200pp (Attend Eagles Add-On).
CEN Course	\$200pp (Monday and Tuesday. Coalition might be sponsoring.)
CEN Course and breakout sessions	\$300pp (Potentially being covered by Coalition.)
Resuscitation Academy	\$100pp
ALS Competition	\$250 per team
Doctors Eagle Pass	Dr. Manifold said that currently no decision on fee. He will get information in the next few days.

- Chief Caruso mentioned the EMS Grant is used for Broward County paramedics, hospitals, and private ambulance. There is only so many EMS Grant dollars, so that limits the number of spots. Johana Cinque said that based on the EMS Grant and valuing the 2-Day conference at \$225.00 it gives a total of 250 attendees with the grant. According to the EMS Grant contract Rodney Turpel said that it covered the 17 hospitals (5 participants from emergency departments) plus the balance for the EMS providers, at no charge.

There was discussion on using the value of a one-day pass at \$125 per person or two-pass of \$225 per person to decide on the number of spots available. It was mentioned that a lot of agencies may not send the same person both days.

Therefore, the value was leaning toward using the one-day at \$125 per person to divide into the EMS Grant at \$56,412, for training costs only.

MOTION made to adopt the pay schedule;

Motion made by: Chief Vince Cinque

Seconded: Kelly Keys

PASSED unanimously

Discussion on the Motion:

Chief Don DiPetrillo said that if you divide the \$56,412 by the one-day at \$125.00 and they gives every department ten spots, it gives 448 spots that are paid for that day. This is in line with what they have done in the past. Chief Turpel agreed it was about that number.

It was also brought up that if an agency did not use all 10 spots it would go into a pool for others to use.

Brittany Meyers mentioned that to come up with the fee schedule for the exhibitors and participants work backwards to cover all expenses. She wants to make sure that they were covering all their expenses.

If you devalue the cost per person to get more attendees there is point when it is not going to be covered by the EMS Grant.

Brittany Meyers asked if they had a budget template. Chief Caruso said they have a template that is being finalized. It's part of the negotiations with the venue.

Discussion ended.

- Chief Caruso asked Brittany Meyers if she was able to establish a unique code that Broward departments would use to sign up their people under the grant? Brittany Meyers said that she could. She said that she could give a different code for each agency and assign a maximum that each code could only be used ten times. If an agency doesn't use all ten then she would make a different code to roll those unused spots back into the pool.

Tammy Nugent mentioned about giving the agencies a choice of a one-day instead of two-day pass. Chief Caruso said that they don't want to devalue the conference but at the same time offer as many spots as possible. That may be offering day one or day two.

Johana Cinque said that based on what they are saying is the adjustment to the pay schedule would no longer offer the two-day pass. They only offer a one-day pass, either Tuesday or Wednesday. If you choose to go both days your department will have to pay an additional \$125.00.

Cheryl Rashkin expressed they should keep it a two-pay pass because they would lose money. She added many department will pay for those additional days.

- **Vendor and Sponsorship Fees**

Chief Luis Villar said that the biggest decisions they have: How long will the Vendors be open? What does the site look like? Are they able to bring trucks in? He said that there were a lot of unknowns and as of last meeting they still wasn't confirmed they would be at Hard Rock. Chief Caruso responded that they cannot bring trucks inside Hard Rock, but, they are going to accommodate trucks outside.

Chief Villar said the Vendor Committee will meet and do a fact-finding next week. They will then have the Exhibitor and Sponsorship fees. Chief Caruso asked that they do that as quickly as possible because Brittany Meyers going to put that on Registration website.

They are looking at two sides: A Sponsorship side and an Exhibitor side. Sponsorship is geared towards certain events and certain title things. Whereas, Exhibitor is how they want to be in the trade show. Jamie Greene said that by close of business Friday he has to give a certain amount from the budget for next year. Jamie Greene needs a number to give and a document to support it.

Chief Caruso said that they will have Vendors there for 2½ days. They want to have every Sponsor and Vendor registered on the website. Everything is through the website. Remember they don't get any charge for checks. Sponsors have to send checks. If Vendors pay online there will be a charge like last year.

There was discussion if the Vendors would want to stay longer because of the Eagles. Dr. Manifold said that there may be a premium fee for the extra time.

Sub-Committee Reports

- **Event Coordinator** – Johana Cinque

- Johana had the layout of the conference, space and accommodations. This was emailed to committee members after the last meeting.
- Dr. Manifold said that occasionally they have people/groups who are participating in the conference that may need space for a meeting. Johana said there would be opportunity for meeting space. She said Wednesday, Thursday and Friday they have space available.
- She said that with event planning they discussed fee schedules; she also needs Exhibitor and Vendor language, as soon as possible.
- Speakers need topics decided on and all the language behind what they are actually offering.

- **Registration** – Johana Cinque

- Brittany Meyers said that she spoke with Laura Moore and Johana Cinque. Brittany and Laura have a list of questions and clarification points that they will be sending to Johana.
- Brittany Meyers said for the member to gather all their emails, past participants, current attendees in an excel spreadsheet and she can blast an email out containing a Registration link. Johana will get Coalition and RDSTF distributions. Dr. Antevy will get the Eagles' distribution list. Brittany Meyers said this includes Exhibitors.

- Brittany and Laura are just waiting for all questions to be answered so that can make the Registration as streamline as possible. They will work with Johana to get the language and the look that FTFC approved before putting it on website.
- Chief DiPetrillo said that anything that depicts the Hard Rock has to be approved in advance.
- Johana said she should be the point person when working with Brittany and Laura; Johana will relay to the committees.
- There will be a lot of opportunities for Sponsorships. The website is set up for this.
- **Hard Rock Venue** – Chief DiPetrillo
 - Chief DiPetrillo has a draft contract. They have confirmed several things upfront. They have to decide a couple of items and then it will go to Fire Chief's Association of Broward County.
- **Eagles** – Dr. Peter Antevy and Dr. Manifold
 - Eagles Creek is Tuesday and Wednesday, and conference is Thursday and Friday.
 - Dr. Manifold thanked the FTFC for taking care of things and moving it forward. He also mention Eagles could be potential speakers. He will be coming back to Florida the first of the year.
- **EMS Gala** – James Cecil (not present)
 - Chief Caruso reported that they still need Sponsors for the Wednesday night event. That's where awards will be given out. This will be the first opportunity for FTFC and Eagles to gather together. They are going to reach out to HCA, again this year, to be a Sponsor. They were last year's Sponsor.
- **AV** – Rick Sluman
 - Dr. Manifold said that from the Eagles' perspective the AV is an unknown at this point. Rick Sluman will be the liaison with the Seminole Tribe. Johana Cinque said she will speak with Dr. Antevy for the Eagles' AV needs.
- **PIO** – Joel Gordon
 - The ad is running in *Fire Service Today* and will run three times between now and the conference. Chief Gordon looked into *EMS World* and that is out of their budget. They are looking at other options like the A-list from Fire College which is free and available, and members from FSCA.
 - Teresa Curbelo does not have access to all the social media accounts. She is needs to be added to Facebook and Twitter. Chief Gordon will add Teresa to the Twitter. Kelly Keys said they have an app that integrates with Twitter. Teresa will get an Instagram account started. Kelly Keys added Teresa Curbelo to Facebook.
 - Dr. Manifold said the Eagles are providing some presentations and webinars and there a few social media bursts that are going out. It will have the FTFC conference and Eagles pieces together. Eagles has an agreement with *EMS World* that will give the EMS component. The information will be continuing to go out between now and the conference. There was a recommendation to get *EMS World* here to take pictures.
 - Chief Gordon said that flow of information is going to go through Johana Cinque, then out to Brittany Meyers and she will release it. As soon as the contract is signed they will get approved criteria to use Hard Rock.
- **Marketing/Social Media** – Teresa Curbelo
 - She is going to contact Brittany Meyers and keep information uniform.

- **Website** – Todd Draizin (not present)
 - Chief Caruso asked how the existing website would be incorporated in with Registration? Brittany Meyers said keep the existing website the same but where it mentions Registration, link it into C-Vent site.
- **Speakers** – Chief Vassil
 - He asked the Chair if he put in a request for Sheriff Tony for keynote? Chief Caruso put in a request but has not heard anything; may want to go in a different direction. Chief DiPetrillo has reached out to the person who runs Hard Rock Live. He has offered to give some contact for guest speakers; if they have a particular VIP that they want let Chief DiPetrillo know so he can point in the right direction. Chief Vassil will be working with Chief DiPetrillo.
 - Chief Vassil has two energetic people in mind, Steve Shaw and Carlos Pumariega, to talk on leadership. Chief Turpel asked if they could get a list from Chief DiPetrillo on potential speakers. Keynote should be something to do with leadership. Dr. Antevy also has a suggestion for a speaker on leadership; a local person who speaks internationally. Cheryl Rashkin had an idea contacting HCA Sponsors who have sports figures such as Dan Marino. Chief Caruso asked if anyone has an idea on leadership speakers, please give information to Chief Vassil.
 - Chief Vassil said he had eight topics for the two days that seem solid but just need a firm commitment for the committee by December 15. They haven't talked about paying any speakers. Chief Turpel said to contract everyone; some will be gratis. Dr. Antevy earlier suggested using Eagles to fill some of the spots.
 - Chief Cinque said that Broward has a \$675,000 grant for Peer Support that he must use. They could run IAFF train-the-trainer for Peer Support. They have enough lead time to schedule the course for two days. It costs \$20,000 but Chief Cinque can cover it with the grant. Chief Vassil will work out the details with Chief Cinque.
 - Johana Cinque mentioned the trauma grant Candace Pineda had received for PHTLS. They could possibly run a PHTLS class incorporating the cadaver lab and it would be helped funded by the grant. Chief Caruso asked Chief Vassil to work with Johana and Candace to bring schedules, topics, descriptions and proposals next meeting.
 - Chief Caruso requested Chief Vassil hold a Speakers subcommittee meeting and send an email to all his committee members. Include Kelly Keys and Tammy Nugent.
- **Sponsorship/Vendors** – Chief Luis Villar
 - They will need everyone's help as Vendors come to them.
 - Vendor's Pay:
 - 1½ Day - \$1,250 to \$2,000 (depending on venue -½Tuesday/all day Wednesday)
 - Add Day 3 - \$3,500 (½Tuesday, all day Wednesday, Thursday)
 - Add Day 4 - \$1,000
 - Tuesday – Friday - \$4,500
 - Some Vendors have asked for a larger area; they would need to pro-rate the extra space. The Vendor space is 10'x10'. Johana is going to ask what the set up cost is for the piping, etc. There was a suggestion to use Shepard's out of Orlando for piping, but Hard Rock may have its own set up.
 - Would like to see all Vendors registered through C-Vent and have codes for the high dollars paid by check. Will work with Brittany Meyers on this.

- Brittany Meyers can send specific groups a link for specific registration that allows them to choose payment method and go through the registration process. After payment received Registration would go in and mark paid.
- Candace Pineda will take care of hospitals and Dr. Pepe, Eagles; Vincent will take care of corporate sponsors/manufacturers; Kelly, Jason and Chief Villar will take care of other smaller sponsors/exhibitors.
- In the MOU everything is coordinated through the FTFC sub-committee.
- Jamie Greene suggested an early bird special to entice vendors to register early.
- Dr. Antevy wondered if vendors would be willing to pay the \$4,500 for all four days.
- There was then a suggestion that the fees would be \$2,500 for three days and \$3,500 for four days for exhibitors.
- Chief Caruso said that all sponsors, whatever level, get a table so doctors get their CMEs.
- They want to set up on Tuesday.
- There are scanners that vendors pay for that allows visitors to scan their badges and it give certain information for vendors to use in an excel spreadsheet. It also keeps track of amount of traffic vendor is getting.
- When developing the website will get specific information to Johana Cinque.
- **ALS Competition** – Chief Vermont
 - No report.
- **Nursing Competition** – Kelly Keys
 - All good.
- **CE/CME** – Vanessa Quiles
 - As soon as she gets the topics and timeframes they can move forward.
 - Dr. Antevy asked about CEUs and accreditations; need to be national. Different registration process for paramedics and Dr. Antevy will help.
- **ALS Competition** – Chief Vermont
 - No report.
- **ALS/Nursing Competition Volunteer Coordinator** – Ty Vassil and Rachele Solomon
 - No report
- **Awards** – Chief Turpel
 - Good.
- **Giveaways** – Teresa Curbelo
 - Email her any suggestions and she will get pricing. Then she will get samples and take a vote. Keep budget the same as last year. Chief Caruso wants to table this until December meeting.
- **Shirts** – Chief Caruso
 - Chief Caruso emailed Artworks yesterday and gave them some design ideas. He hopes to have a drawing by December meeting. He wants to sell shirts this year and he will order some long-sleeve shirts. Brittany Meyers said she could add-on item so registrants could pre-purchase shirts.

Other Outstanding Issues:

Check availability the second week of June for 2021 Conference; need to get with Chief DiPetrillo.

New Business:

- Dr. Antevy suggested ride-alongs for attendees with BSO and other departments. Chief Caruso said this would probably be a Fire Chief's decision. BSO does background checks and it would be up to other departments, also.
- Kelly Keys sending Teresa Curbelo what they did in past with giveaways.

Next Meeting:

Wednesday, 12/11/2019 @ 1:00 PM, meeting location Office of Medical Examiner and Trauma Services

Motion to Adjourned Meeting @ 1500