

**2024 First There First Care Gathering of Eagles
Committee Meeting
November 15, 2023**

ATTENDEES: Meeting commenced at 9:03 AM

Randi Alfonzo, Kelly Andrews, Bruce Caruso, Johana Cinque, Gina D'Ambrosio, Karen Dominguez, Todd Draizin, Jessica Fischer, JoAnn Franklin, Marc Hubschman, Lori Justynski, Kelly Keys, Jeff Levy, Colleen McMahon, Jeff McMahon, Dan Moran, Wayland Morrison, Tammy Nugent, Paul Pepe, Candace Pineda, Cliff Ricketts, Jami Rothenburg, Kristin Sands, Jacqueline Sandoval, Jo Shapins, Rachele Solomon, Mary Anne Usher, Marc Vermont, Alison Zerbe

Committee Meeting Minutes from 10/25/2023 E-Board

MOTION to Approve the Minutes of 10/25/2023

Motion made by Lieutenant Johana Cinque

Seconded by Karen Dominguez

MOTION passed unanimously

- **Chair Report – Chief Draizin**
 - 2024 Theme “EMS – A Global Community”.
 - Event Contract for 2024 FTFC/GOE Conference with the Seminole Hard Rock – the contract has been executed. Amendment to contract. The Department of Health will be joining for the State EMS Meeting, and they asked for additional rooms at the rate FTFC was able to negotiate of \$179.00. For the State it's \$158.00. The resort fee increased from \$10 to \$30.
 - FCABC & Gathering of Eagles MOU – Chief Draizin is still waiting.
 - Trying to streamline the meetings. The next meeting is E-Board meeting on December 13. *He is asking people in the positions that need directions, answers, and/or updates to submit their Sub-Chair's report to Chief Draizin no later than December 5.*
- **Co-Chair Report – Chief Caruso**
 - EMS Grant – Has been submitted and they will be going before the Grants Review Meeting on November 30.
 - Chief Draizin said last year's grant the funding was sent to the Fire Chiefs' Association. *He has a scheduled meeting with them in the beginning of December to get the check and discuss the future of FTFCGOE.*
 - Shirts – Any new committee members give shirt sizes to Chief Cinque.
 - He sent out a draft of the T-Shirts to ArtWorks. He displayed a draft which honored the memory of Chief Terryson Jackson, air rescue. Changed fire helmet to air rescue. Incorporated a helicopter and the world for “A Global Community”. It was mentioned to make sure that BSO doesn't have an issue with having BSO Sheriff fire rescue on the back. Another opinion was to eliminate Broward Sheriff's fire rescue special ops. *Candace Pineda will try to get the logo of flight wings that had Terryson's information.*

- Challenge coins – ArtWorks is designing this but not sure if they will use this design. ArtWorks is waiting for FTFC because they want to incorporate the shirt logo on one side of the coin. Will go with coins instead of the pins.
- **Eagles - Dr. Pepe**
 - *Dr. Pepe has the MOU. He will give it to Alison Zerbe to send to Chief Draizin. Dr. Pepe is trying to get information and things out earlier.*
- **EMS Awards – Chief Draizin for Chief Turpel**
 - Had a discussion with Chief Brocato and Chief Botting at the last meeting and later about how they could streamline the EMS Awards. Maybe they could move some of those awards to Fire Chiefs’ breakfast meeting. The Fire Chiefs’ will try to move a couple of the awards and see how it goes. They still feel like the preponderance of the EMS Awards should happen at FTFC. *FTFC will see about allowing enough time for these awards. The awards may come before the keynote speaker.*
- **Event Coordinator Update – Lieutenant Cinque**
 - The Opening and Tuesday schedule, for the most part will stay the same. The State will also return and have the same schedule (Wednesday, Thursday, Friday). Monday will be Resuscitation Florida. *She will go through the schedule with Speakers, Nursing, and EMS.*
- **Registration – Chief Levy**
 - No update on registration. *Will be discussing with Johana Cinque and about January.*
 - *Have not had conversations with Ngoc but will contact her.*
 - Regarding the outstanding invoices, he realized they switched bank accounts which affected online portal for Swoogo is not tied to the new bank account. *They need to find out how to tie the new bank account into their current platform. He will work with Johana and Vince Cinque on this.*
 - The current square is tied to the Fire Chief’s account but has been resolved.
- **Vendor/Sponsorship Report – Randi Alfonzo**
 - Per Chief Cinque the prospectus is on hold waiting on Registration responses to be available for exhibitors. The CPMIH trac is undecided and sponsorship is in process. Although Henry Shein is committed. Chief Cinque attempted to meet with Lauren, Palm Beach, but that didn’t happen. *They can still make minor modifications to the prospectus, if necessary.*
 - The final check from Medline was received for \$3,500.
 - The agreement for SmartSheets has been completed with the approved E-Board’s budget for \$1,995 for the year. Chief Carter was very effective with the negotiation, *and payment will be issued by this Friday.*
- **Finance – Chief Draizin for Chief Cinque**
 - They closed out 2023; approved in the last meeting minutes.

- **PIO Update – Cliff Ricketts**
 - No update.
 - Chief Draizin mentioned how the Opening morning will be very tight. Chief Ricketts will do his due diligence.
 - Cliff Ricketts will work with IT department to tie together the helicopter and world for the Opening.
 - Johana repeated that Chief Moser, Coral Springs, is taking on the role of PIO. *Chief Ricketts will contact him.*
- **Website Update – Chief Gonzalez**
 - Chief Levy spoke with Chief Gonzalez, and he said by Friday the SEpub group should have a live demo to preview the upcoming website. Chief Draizin said when Chief Gonzalez speaks to the SEpub group, they need to withdraw from the account so *Chief Draizin can reinstate the fraud protection.*
- **Logistics – Marc Hubschman**
 - Nothing to report, currently.
- **EMS Speakers Report – Candace Pineda**
 - They are about 85% complete with the speakers and agenda. They have filled Monday through Wednesday with PreCon symposiums and hands on trac. Their *next step is to get the speaker's portal up and running to speakers, and new speakers, to submit in case they have additional openings.*
 - Their needs are to *purchase the challenge coins for the Leadership Symposium.* They also need to *update the contract, and DocuSign* so they can make that a new process again this year. Chief Draizin asked if there was a fee for DocuSign and Johana said \$300 per user. FTFC purchased it last year and it didn't work. They used Candace's last year; it's with Memorial and there are issues using it. *Candace suggested the Fire Chief's purchasing one or two; have conference coordinator as one, and the other one for the Speakers committee.*
 - Johana said in SmartSheet there is a way to capture your signature and if that's legally sufficient they may not need DocuSign. *Chief Draizin will bring that up when he has a meeting with Chief Brocato.*
 - Chief Draizin is hesitant to purchase two subscriptions to DocuSign if they don't know why it didn't work. Johana gave the permission to Chief Carter and she's not sure what happened after that. *Chief Draizin will talk to Chief Carter about this. Chief Draizin will hold on the subscription for DocuSign for next meeting to find out why it didn't work and if SmartSheets signature is acceptable.*
 - *Candace wants the contract to be looked at to get a clear definition if they are going to offer an honorarium. The contract needs to be updated. Chief Draizin will have it by the December meeting. Candace will send bullet points for what contract needs.*
 - Dr. Pepe doesn't think there is an issue for them to have DocuSign. Chief Draizin said they used DocuSign for Speakers and honorariums.
 - Johana asked to keep the nursing speakers in mind when updating the contract so that it is uniform across both subcommittees.

- **Nursing Trac – Jessica Fischer**
 - Candace is using the platform they used last year for ‘call for speakers’. Last year they gave Nursing their own ‘call for speakers’, and their own access.
 - Candace will send it to Jessica. It creates a form so they can send out a link for people to submit a call for speakers. They can create a poster, QR code, or a web link. Jessica can send it out to anyone the Nurses want, and can post it on social media, email it, etc. They can use it for multiple platforms.
 - Johana said Jessica was asking if this was something Jessica had to do or if it was already sent out by EMS Speakers Committee? Candace said last year it was the responsibility of the Nursing Committee, but Candace would help formulate the call for speakers for Nursing. It did not go out yet.
 - *Chief Draizin said to coordinate together with Jessica, Candace, Chief Carter, and Chief Shaw.*
 - Jessica said they have about 50% of speakers.
- **ALS Competition Report – Chief Roche not present**
 - Chief Roche was not present but said he does not have anything. He submitted what he needed to Johana.
- **Nursing Competition – Kelly Keys**
 - Johana told Kelly they were still good on Monday. The only thing that changed is FTFC no longer has the dual pricing structure; same fees for all. Kelly would like to create a ‘save the date’ for their nursing distribution list and a video reel for social media. *She will work with Chief Jerry Gonzalez, Website Chair, and Chief Moser, PIO Chair, to create and disburse the content on social media.*
- **Honor Guard Competition – Jackie Sandoval**
 - Going to reaching out to honor guards to ‘save the date’. Jackie wants to attract the other honor guards and asked Johana for suggestions, since she had issues with last year’s platform.
 - She is also working on sponsorships.
 - Chief Draizin said maybe work with the Speakers committee.
 - *Chief Botting was going to talk about it at the Fire Chiefs’ meeting.* Most honor guards communicate with them. This might be a good target to start. *Then, maybe a department-wide email to all honor guards and commanders.* Chief Moser is also in that group and might be able to assist with the getting information out.
 - *Jackie will coordinate with the Fire Chiefs’ Association and Chief Moser to communicate attract honor guards.* Last year the Honor Guards were from Florida, but Jackie would like to open it up to any state. *She will work with the National Honor Guard Academy who will post it on their website.* National Honor Guard does the judging. She is hoping for 20 teams to compete this year.
 - Johana will have the same room available for the competition.
 - Jackie is also working on getting sponsorships.
- **27th Anniversary EMS Gala – Gina D’Ambrosio**
 - Gina will be the new Gala Chair this year. She will not shadow James Cecil who left town. She is excited to ‘make it work’.

Old Business

- Chief Caruso met with Chief Gordon and received two flash drives filled with historical First There First Care information. Chief Draizin said that Chief Gonzalez may need to use it for the website.

New Business

- Johana notified that Rachele Solomon must step down as Volunteer Chair. Karen Dominguez and Mary Ann Usher offered to take on this position. Rachele will help the new chairs.

Next E-Board Meeting: December 13, 2023, at 9:00 a.m. at OMETS

Next Committee Meeting TBD

Adjourned at 10:05 AM.