



## Staff Report

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**File #:** 15-388, **Version:** 1

**Agenda Date:** 11/10/2015

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**Subject:**

Reappointments to the Emergency Medical Services Advisory Council.

**Recommended Action**

Sitting as the Pinellas County Emergency Medical Services (EMS) Authority, approval of reappointments of Chief Joe Accetta and Chief Jeffrey Parks as Fire Chiefs' Association primary and alternate representatives, respectively, and Ms. Joy Lewis as Citizen Representative to the Pinellas County EMS Advisory Council.

Two year term ending November, 2017.

**Strategic Plan:**

Deliver First Class Services to the Public and Our Customers

5.3 Ensure effective and efficient delivery of county services and support

**Summary:**

Chief Accetta and Chief Parks have been nominated by the Pinellas County Fire Chiefs' Association to serve another two-year term on the EMS Advisory Council.

Ms. Lewis has volunteered to serve another two-year term on the EMS Advisory Council as a citizen representative.

**Background Information:**

The Pinellas County EMS Advisory Council was created by Chapter 80-585, Laws of Florida, and is made up of 24 members that constitute a broad spectrum of county representation.

It is the responsibility of the council to evaluate the county's EMS system from a qualitative point of view, to review the operation of EMS on a countywide basis, to review and evaluate studies commissioned by the EMS Authority upon the Authority's request, to make recommendations to the EMS Authority on needs, problems and opportunities relating to EMS and to carry out such other duties as may be required to ensure the delivery of good countywide EMS at a reasonable cost.

**Fiscal Impact:**

N/A

**Staff Member Responsible:**

Michael Cooksey, Director, Safety and Emergency Services

**Partners:**

The Pinellas County EMS Advisory Council membership is comprised of citizen representatives and

officials representing the Mayors' Council, the City of Clearwater Fire & Rescue, the City of St. Petersburg Fire & Rescue, the Pinellas County Fire Chiefs' Association, the Pinellas Advanced Life Support Providers Association, Sunstar Paramedics, the Pinellas County Sheriff's Office, the St. Petersburg College, the Pinellas County Health Department, the Emergency Nurses' Association, the Pinellas County Medical Association, the Pinellas County Osteopathic Medical Society and the Independent Fire Districts.

**Pinellas County**  
**Emergency Medical Services**  
**Advisory Council**

	<u>Member</u>	<u>Alternate</u>	<u>Agency or Representation</u>	<u>Term Starts</u>	<u>Term Ends</u>
	Mr. Craig Hare		EMS Authority Executive Director	Non-Voting	n/a
	Dr. Angus Jameson		EMS Medical Director	Non-Voting	n/a
1	Mr. Ray Neri		Citizen Representative	Mar 2015	Mar 2017
2	VACANT		Citizen Representative		
3	<b>Ms. Joy Lewis</b>		Citizen Representative	<b>Nov 2015</b>	<b>Nov 2017</b>
4	Ms. Beth Rawlins		Citizen Representative	May 2014	May 2016
5	Mr. George McCarthy		Citizen Representative	Apr 2015	Apr 2017
6	Mr. William Holmes		Citizen Representative	May 2014	May 2016
7	Ms. Anne Scofield		Citizen Representative	Aug 2014	Aug 2016
8	Dr. Scott Kuebler		Citizen Representative	Aug 2014	Aug 2016
9	Mayor Chris Arbutine		Mayors' Council - Belleair Bluffs	Aug 2014	Aug 2016
10	Mayor Doug Bevis		Mayors' Council - Oldsmar	Aug 2014	Aug 2016
11	Mayor Travis Palladeno - Chair		Mayors' Council - Madeira Beach	Aug 2014	Aug 2016
12	Mayor Maria Lowe - Secretary		Mayors' Council - St. Pete Beach	Apr 2015	Aug 2016
13	Chief Robert Weiss - Vice Chair	Chief Joseph T. Connors	City of Clearwater Fire Chief	Mar 2015	Mar 2017
14	Chief Ian Womack	Capt. Eric Dinan	City of St. Petersburg Fire Chief	Apr 2015	Apr 2017
15	<b>Chief Joe Accetta</b>	<b>Chief Jeffrey Parks</b>	Pinellas County Fire Chiefs' Association	<b>Nov 2015</b>	<b>Nov 2017</b>
16	Chief Robert Markford	Chief Josh Stefancic	Pinellas Advanced Life Support Providers Association	Jun 2015	Jun 2017
17	Mr. Mark Postma	Mr. John Peterson	Sunstar Paramedics	Mar 2015	Mar 2017
18	Assistant Chief Deputy Sean Jowell		Pinellas County Sheriff	Mar 2014	Mar 2016
19	Dr. Eric Carver		St Petersburg College President	Jul 2015	Jul 2017
20	Ms. Gayle Guidash	Ms. Amber Boulding	Pinellas County Health Department	Aug 2014	Aug 2016
21	Ms. Kelly Cullen	Ms. Susan Byrd	Emergency Nurses' Association West Coast Florida Chapter	Jul 2015	Jul 2017
22	Dr. David Weiland Jr.	Ms. Anissa Raiford	Pinellas County Medical Association	Mar 2014	Mar 2016
23	Dr. Kenneth Webster		Pinellas County Osteopathic Medical Society	Mar 2014	Mar 2016
24	Ms. Kathleen Litton	Mr. David Root	Independent Fire District Elected Official	Mar 2015	Mar 2017

**Note: Names in bold are pending EMS Authority approval.**

**Executive Committee**

Mayor Travis Palladeno - Chair  
 Ch. Robert Weiss - Vice Chair  
 Mayor Maria Lowe - Secretary  
 Ch. Joe Accetta  
 Ms. Beth Rawlins

**EMS Management Committee**

Mr. Craig Hare  
 Dr. Angus Jameson  
 Dr. Donna Dooley  
 Ch. Robert Weiss - Chair  
 Ch. Joe Accetta  
 Dr. Eric Carver  
 Ch. Robert Markford  
 Ms. Kelly Cullen  
 Mr. Mark Postma  
 Ms. Ruthie Doles  
 Mr. Richard Pauley  
 Mr. Robert Stanley

**Support Staff**

Mr. Carl Brody - Senior Assistant County Attorney  
 Mr. Greg Woodrum - EMS Contract Coordinator

**Selection Committee**

Ms. Anissa Raiford  
 Mr. Ray Neri  
 Ch. Jeffrey Parks  
 Dr. Eric Carver  
 Mr. William Holmes

**Joe Accetta**  
**700 Main Street**  
**Safety Harbor, Florida 34695**  
**(727) 724-1573**  
[jaccetta@cityofsafetyharbor.com](mailto:jaccetta@cityofsafetyharbor.com)

***Objective***

Appointment to the Emergency Medical Service Advisory Council

***Work Experience***

- Fire Chief- City of Safety Harbor, 1981-present

Responsible for managing, planning, budgeting all functions of the fire department and other related responsibilities. Rose through the ranks including Captain, Deputy Chief Training/Operations, provided fire, EMS ALS transport, and non-transport first responder ALS service and other emergency service related duties.

- Firefighter / EMT – City of Treasure Island, 1980-1981

Responsible for firefighting, EMS ALS / Transport service, and emergency services.

- Firefighter- Pinellas County Government -1979-1980

Responsible for providing Crash Fire Rescue for St Pete / Clearwater Airport.

***Education***

Eckerd College – Bachelor of Arts Degree, *Concentration in Organizational Studies*

St Petersburg College – Associates Degree, *Fire Science*

State of Florida – multiple certifications including: Firefighter, EMT, Fire Officer, Fire Instructor, Incident Command Instructor and multiple other emergency services related education and courses.

***Associations***

Pinellas County Fire Chiefs Association

Florida Fire Chiefs Association

International Association of Fire Chiefs

## Bio for Jeffrey S. Parks

Jeffrey Parks has served as Fire Chief for the City of Dunedin Fire Department since January 2013. Prior to that, he was the Deputy Chief, since being hired there in September 2007. Chief Parks also worked as the Administrative Services Chief for Pasco County Fire Rescue from January 2005 through September 2007. Chief Parks was the Fire Chief for East Lake Tarpon Special Fire Control District from 2000 through January 2005. He served in several positions within the department over 20 years including EMS Coordinator from 1986 through 2000.

Chief Parks attended Pasco-Hernando Community College and received Associate of Arts degrees in Fire Science and EMS. He graduated from Eckerd College with a Bachelor of Arts degree and Troy University with a Master's Degree in Public Administration. Chief Parks has also completed the National Fire Academy's Executive Fire Officer Program (EFO) and is a nationally accredited Chief Fire Officer (CFO).

## PROFESSIONAL EXPERIENCE

### **Pinellas County Sheriff's Office, Largo, FL**

*Fingerprint Technician I*

2012-present

Capture the fingerprints and palm prints of inmates during the booking process at the Detention and Corrections Bureau. Collect DNA samples from subjects according to FDLE published "Requirements for Submission of DNA". Enter fingerprints into the AFIS computer and verify the results of the computer search against the ten print and unidentified latent files.

### **Lab Corp of America, Tampa, FL**

*Microbiology Technologist*

1999 – 2009

Set up laboratory specimens and analyzed results through qualitative and quantitative analysis. Performed quality control on to ensure accuracy of results. Disseminated results of culture analyses to physicians. Operated, calibrated and maintained laboratory equipment and tests. Assisted other technologists with difficult culture analyses. Operated a variety of laboratory instrumentation and utilized various microscopy equipment.

### **Memorial Hospital of Tampa, Tampa, FL**

*Microbiology Technologist*

2005 – 2007

Set up laboratory specimens and analyzed results through qualitative and quantitative analysis. Performed quality control on laboratory tests. Disseminated results of culture analyses to physicians. Operated, calibrated and maintained laboratory equipment and tests. Operated a variety of laboratory instrumentation as well as utilized various microscopy equipment.

### **St. Anthony's Hospital, St. Petersburg, FL**

*Medical Technologist*

1996 – 1999

Set up laboratory specimens and analyzed results through qualitative and quantitative analysis. Performed quality control on laboratory tests. Disseminated results of culture analyses to physicians. Operated, calibrated and maintained laboratory equipment and tests. Operated a variety of laboratory instrumentation and utilized various microscopy equipment.

## OTHER EXPERIENCE

### **Saddle Up Riding Club, Inc., Pinellas Park, FL**

2012-present

Research and identify available grant opportunities. Prepare grant proposals and applications. Wrote a 5-year Strategic Plan.

### **Guardian ad Litem, 6<sup>th</sup> Judicial Circuit**

2010 – present

Duties include: gathering information from and about various sources, working with dependency case managers, working with families and children, attending court hearings and making recommendations.

## **EDUCATION**

**Bachelor of Applied Science – Public Safety Administration, Criminal Justice**

St. Petersburg College, St. Petersburg, FL

December 2011

**Associate of Science – Crime Scene Technology**

St. Petersburg College, St. Petersburg, FL

May 2010

**Associate of Science – Medical Laboratory Technology**

St. Petersburg College, St. Petersburg, FL

December 1996

**Pinellas County  
Emergency Medical Services Advisory Council  
Bylaws**

**Article I  
Name**

Section 1.1 The name of this organization shall be the Pinellas County Emergency Medical Services Advisory Council. This Council has been established in compliance with a resolution of the Board of County Commissioners, Pinellas County, Florida.

**Article II  
Objective**

Section 2.1 The objective of the activities of this Council shall include the following:

- a. Study and analyze the procedures and protocols of emergency medical services throughout Pinellas County.
- b. Recommend to the EMS Authority (Board of County Commissioners) and staff such actions as deemed necessary to ensure high quality emergency medical services throughout Pinellas County.
- c. Review and comment upon all rules, regulations and procedures that are adopted by the Medical Control Board which do not require emergency action by the Pinellas County EMS Medical Director.

**Article III  
Members**

Section 3.1 The membership of the Pinellas County Emergency Medical Services Advisory Council shall consist of twenty-four (24) members. Members shall constitute a broad spectrum of the county representation. Citizen appointments shall be made to encourage a balanced cross section of the County's population to represent business and industry, civic organizations, consumers and lay persons. Citizens must be full-time Pinellas County residents. The membership shall be comprised of the following:

- EMS Authority's Executive Director (non-voting, ex-officio); and
- Eight (8) Citizen Representatives; and

- Four (4) Mayors selected by the Mayor's Council; and
- City of Clearwater Fire Chief or designee; and
- City of St. Petersburg Fire Chief or designee; and
- A Fire Chief or designee nominated by the Pinellas County Fire Chiefs' Association to represent municipal Fire Departments and Independent Fire Districts; and
- An EMS Coordinator or designee nominated by the Pinellas Advanced Life Support Providers Association to represent all municipal and Independent Fire District EMS Coordinators and Ambulance Services; and
- The current Ambulance Contractor's Chief Operating Officer or designee to represent Ambulance Services; and
- The Pinellas County Sheriff or designee to represent all Law Enforcement agencies; and
- The St. Petersburg College President or designee to represent the Health Education Programs; and
- The Pinellas County Health Department Director or designee to represent public health; and
- An Emergency Nurse nominated by the Emergency Nurses Association West Coast Florida Chapter to represent emergency nurses, hospitals and the healthcare community; and
- A representative nominated by the Pinellas County Medical Association to represent physicians and the healthcare community; and
- A representative nominated by the Pinellas County Osteopathic Medical Society to represent osteopathic physicians and the healthcare community; and
- A Fire Commissioner from a Special Fire Control District within Pinellas County to represent Independent Fire Districts.

Section 3.2 The term of appointment shall be for two (2) years with confirmation every two (2) years by the EMS Authority before the annual meeting in March. There is no limit on the number of terms an individual may serve.

Section 3.3 The membership may recommend to the EMS Authority for approval of an alternate. The alternate must be selected from and represent the same composition category as that of the member. Citizen representatives shall not have an alternate.

Section 3.4 An alternate member shall assume the role of the primary member in the event the primary member can no longer serve on the Council until a permanent replacement is approved. The alternate member shall not assume any elected or appointed officer position previously held by the primary member unless approved by the Council.

Section 3.5 The membership, by majority vote, shall have the authority to recommend to the EMS Authority the removal of any Council member.

#### **Article IV Officers**

Section 4.1 The members of the Council shall elect from the membership the following Officers at its annual meeting which will be held in March of each year. Members interested in serving as Officers shall submit their name to the Executive Director prior to the meeting. Nominations will be accepted at the meeting.

- a. Chair
- b. Vice-Chair
- c. Secretary

Section 4.2 The term of office of all Officers shall be one year. The terms will begin immediately following the vote of the membership at the annual meeting.

Section 4.3 An Officer may only serve two (2) consecutive terms.

Section 4.4 A vacancy in any office may be filled at the next meeting.

Section 4.5 Duties:

- a. Chair:

The Chair shall be a full voting member and preside at all meetings of the Council and be an ex-officio member of all committees. The Chair shall have further duties as may be assigned by the Council.

b. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall exercise all duties of the Chair. The Vice-Chair shall have other duties and powers as may be assigned by the Council.

c. Secretary:

The Secretary shall cause the minutes of all meetings of the Council to be kept. The Secretary shall have such further duties and powers as may be assigned by the Chair of the Council.

## **Article V Meetings**

Section 5.1 The annual meeting of the Council shall be held in March at such time and place as designated by the Chair. The Chair, three (3) members of the Executive Committee, or the Executive Director may call meetings of the Council when such meetings are deemed necessary.

Section 5.2 All members of the Council shall be notified of the time, place and purpose of meetings of the Council not less than five (5) days before such meetings by the Executive Director or his/her designee.

Section 5.3 Eleven (11) voting members shall constitute a quorum for the transaction of any business at meetings of the Council.

Section 5.4 Only the appointed member or the designated alternate shall be entitled to vote at any meeting of the Council.

Section 5.5 Council members are expected to attend all meetings of the Council and the Committee to which they are assigned. Periodic review of attendance will be conducted by the Chair and the Authority's Executive Director. Members whose attendance is not meeting requirements will be contacted and advised of same. Excessive absences will result in recommendation for dismissal from the Council and/or Committee. The Council shall make a formal request for a replacement member from the represented agency or organization to be appointed by the EMS Authority.

Section 5.6 Emergency or extraordinary actions may be taken by Officers, Committees, or by the Council at a meeting at which no quorum is present, provided that the membership ratifies such actions at the next meeting. Only the Council may ratify proper actions of its Officers, Committees or an assembly of members where there was no quorum.

Section 5.7 All official records of the Council, including minutes and resolutions duly adopted, shall be maintained in the office of the Executive Director.

## **Article VI Committees**

Section 6.1 There shall be an Executive Committee composed of the Chair, Vice-Chair, Secretary and two (2) additional members elected by the Council membership during the annual meeting or a meeting called for that purpose. The Executive Committee shall have full authority to take action in any emergency arising between meetings and to carry on the ordinary business of the Council in keeping with the bylaws of the Council. Meetings of the Executive Committee may be called by the Chair, the Executive Director or by three (3) members of the Executive Committee. A quorum of the Executive Committee shall be three (3) members.

Section 6.2 There shall be an EMS Management Committee appointed by the Chair and confirmed by the Council and will meet as necessary. The purpose of the EMS Management Committee is to focus on medically associated procedures and operational procedures for the intent of making appropriate recommendations to those responsible. The EMS Management Committee is formulated to function and handle any operational or medical problems that may arise and to keep an open line of communication among those who provide these services to Pinellas County.

Minutes shall be submitted to the Council as well as any recommendations that may need the attention of the entire Council. The EMS Management Committee shall be comprised of representatives from the following:

- Pinellas County EMS Authority; and
- Medical Director or designee; and
- Pinellas County Fire Chiefs' Association; and
- Pinellas County Advanced Life Support Providers Association; and
- Continuing Medical Education Steering Committee; and
- Emergency Nurses Association West Coast Florida Chapter; and
- Ambulance Contractor; and
- 9-1-1 Emergency Communications; and

- Labor representative from both the First Responders and Ambulance Contractor; and
- Any other service providers deemed appropriate by the Chair.

Section 6.3 The Chair is empowered to appoint such permanent or standing committees as are deemed necessary for the successful execution of the Council's programs.

### **Article VII Parliamentary Procedure**

Section 7.1 All meetings of the Council and any committees shall be conducted and governed by Parliamentary Procedures and usage as contained and set forth in the current edition of Robert's Rules of Order unless otherwise provided for in these bylaws or except where modification of such rules is required because of the nature of the work to be accomplished by the Council.

### **Article VIII Amendment to Bylaws**

Section 8.1 These bylaws may be amended by a two-thirds vote of the membership at a meeting where notice of such proposals for amendments has been given to all members as provided in the bylaws. All such amendments shall be subject to approval of the EMS Authority.

Section 8.2 Notice of a proposed amendment shall be submitted in writing, including electronically, to all members of the Council not less than fourteen (14) days prior to the meeting at which time such amendments are to be considered.