



Staff Report

File #: 15-800, **Version:** 1

Agenda Date: 12/15/2015

Subject:

Appointments to the Emergency Medical Services Advisory Council.

Recommended Action:

Sitting as the Pinellas County Emergency Medical Services (EMS) Authority, approval of the appointments of Captain Michael Leiner and Captain Brian Browne as Pinellas County Sheriff's Office primary and alternate representatives, respectively, on the Pinellas County EMS Advisory Council.

Two-year term ending December 2017.

Strategic Plan:

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention and protective services to ensure a safe and secure community.

Summary:

Captain Leiner and Captain Browne have been nominated by the Pinellas County Sheriff's Office to serve two-year terms on the EMS Advisory Council.

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, 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.

Attachments:

Attachment 1 - EMS Advisory Council Roster

Attachment 2 - Pinellas County Sheriff's Office Nomination Letter

Attachment 3 - Bio for Capt. Michael Leiner

Attachment 4 - Bio for Capt. Brian Browne

Attachment 5 - EMS Advisory Council Bylaws

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	Ms. Joy Lewis		Citizen Representative	Nov 2015	Nov 2017
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	Chief Joe Accetta	Chief Jeffrey Parks	Pinellas County Fire Chiefs' Association	Nov 2015	Nov 2017
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	Capt. Michael Leiner	Capt. Brian Browne	Pinellas County Sheriff	Dec 2015	Dec 2017
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



Sheriff Bob Gualtieri
Pinellas County Sheriff's Office
"Leading The Way For A Safer Pinellas"

November 9, 2015

Craig A. Hare, MBA, Paramedic
Director, EMS & Fire Administration
12490 Ulmerton Road Suite 134
Largo, FL 33774

Dear Director Hare:

Due to my current responsibilities I must tender my resignation from the Pinellas County Emergency Medical Services Advisory Board. In discussions with Sheriff Gualtieri I am recommending Captain Michael Liener assume the role as the primary law enforcement representative board member. Due to Captain Glenn Luben's retirement earlier this year, I am also recommending Captain Brian Browne as his replacement to assume the responsibilities as the alternate board law enforcement representative.

I understand these recommendations must meet with the approval of the advisory board and the Board of County Commissioners. I have attached the bios for both Captain Leiner and Captain Browne. Please contact me if you have any questions or need further information.

It has been an honor to serve as a member of the Emergency Medical Services Advisory Board, and I thank you for the opportunity.

Respectfully,

A handwritten signature in black ink, appearing to read "Sean Jowell". The signature is stylized with a large, sweeping initial "S" and a long horizontal stroke extending to the right.

Assistant Chief Deputy Sean Jowell
Pinellas County, Florida

SJ/sj

Enclosures



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

Captain Mike Leiner

Captain Mike Leiner has been with the Sheriff's Office since 1994 and serves as the Commander of the Youth Education and Administrative Services Division in the Patrol Operations Bureau. The Division consists of the Youth Education Section, Field Training Unit, Reserve Deputy Unit, Crisis Intervention Team/Critical Incident Stress Management Team, and is responsible for liaising with the south county contract cities of Belleair Beach, Belleair Bluffs, Belleair Shores, Indian Rocks Beach, Madeira Beach, North Redington Beach, Redington Beach, Seminole, South Pasadena, and St. Pete Beach. The Youth Education Section consists of the School Resource Deputy Unit, Youth Services Unit, and School Crossing Guard Unit and facilitates the Police Explorer Post 900, Graffiti Response, Teen Driving, and Juvenile Diversion Programs.



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

Captain Brian Browne

Captain Brian Browne has been with the Pinellas County Sheriff's Office since October 2015, and brings over 21 years of law enforcement experience. He is a former deputy chief of police and has over 17 years of senior management and executive level command/leadership experience. Captain Browne is a graduate of the 238th Session of the FBI National Academy, as well as a graduate of the Florida Police Chiefs' Future Law Enforcement Executives Seminar, and the FDLE's Advanced Leadership Course. He has worked in all areas of law enforcement to include administration, investigations, and operations. Captain Browne serves as commander of the Communications Section within the Support Services Bureau.

**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.