

Mission:  
To protect, promote & improve the health  
of all people in Florida through integrated  
state, county & community efforts.



Rick Scott  
Governor

John H. Armstrong, MD, FACS  
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

## FLORIDA EMERGENCY MEDICAL SERVICES (EMS) ADVISORY COUNCIL

**Meeting minutes** from the meeting of:  
March 17, 2015

| Member Name:  | Voting Status: | Attendance: |
|---|----------------|-------------|
| John Bixler, EMS Section Administrator                                  | Non-Voting     | Present     |
| Charles E. Moreland, Ed.D., Chair                                       | Voting         | Present     |
| Daniel Griffin, EMS Educator, Vice Chair                                | Voting         | Present     |
| Chief Darrel Donatto, EMS Administrator (Fire)                          | Voting         | Present     |
| Michael Lozano, M.D., Physician   | Voting         | Not Present |
| Chief Tom Quillin, EMT (Non-Fire)                                       | Voting         | Present     |
| Doris Ballard-Ferguson, Ph.D., Lay Elderly                              | Voting         | Present     |
| Jane Bedford, Paramedic (Non-Fire)                                      | Voting         | Present     |
| Sheila Bradt, Emergency Nurse   | Voting         | Present     |
| Alan Skavroneck, Commercial Ambulance Operator                          | Voting         | Present     |
| Tracy Yacobellis, Department of Education                               | Non-Voting     | Present     |
| Charles Hagan, III, Office of the Governor, Emergency Management        | Non-Voting     | Not Present |
| Captain Timothy J. Roufa, Department of Highway Safety & Motor Vehicles | Non-Voting     | Present     |
| Preston Bowlin, Department of Financial Services                        | Non-Voting     | Present     |
| Trenda McPherson, Department of Transportation                          | Non-Voting     | Not Present |
| Carlton Wells, Department of Management Services                        | Non-Voting     | Not Present |
| Joe Nelson, D.O., State EMS Medical Director                            | Non-Voting     | Not Present |
| Julie Bacon, EMSC Liaison   | Non-Voting     | Not Present |
| Bethany Lowe, Meeting Coordinator                                       | Non-Voting     | Present     |

Note: A verbatim transcript of the entire meeting is available for review at the Bureau of Emergency Medical Oversight, EMS Section.

## **Call to Order**

Charles Moreland called the meeting to order at 1:30 p.m. A roll call was conducted and a total of eight members were present, therefore a quorum was met.

## **EMS Charter Discussion**

Leah Colston, Chief of the Bureau of Emergency Medical Oversight, provided an overview of the EMS Advisory Council (EMSAC) Charter. It is a guiding document for the council over the course of a year. Its goals align with the EMSAC State Plan. The purpose for today's conference call is to determine the objectives and outcomes for the Charter. Also, council procedures, responsibilities, constraints and assumptions must be clarified.

John Bixler then read the background of the Charter: "The Emergency Medical Services Advisory Council (EMSAC) was created for the purpose of acting as an advisory body to the emergency medical services program. The specific authority for the council, including membership and duties, are outlined in section 401.245, Florida Statutes. The council consists of 15 members appointed by the State Surgeon General. Members are appointed for four year terms with the chair being designated by the State Surgeon General. Additional members include six ex officio representatives appointed by various other state agency heads."

Dave Meurer requested that the ex officio members be listed in the background section of the Charter. Chair Moreland stated that the council members and ex officio members are already listed on the second page.

Mr. Bixler then read the EMSAC Mission: "To facilitate, promote, and ensure the best emergency medical care to the residents and visitors of Florida." Danny Griffin stated that it was not certain that the council could ensure emergency medical care to the residents and visitors of Florida because that was more of a county-level mission. Therefore, he recommended removing the word "ensure" from the statement. The revised mission, "To facilitate and promote the best emergency medical care to the residents and visitors of Florida," was accepted by the council.

Mr. Bixler then read the EMSAC Vision: "A uniformed EMS system that provides evidence-based prehospital care to the people of Florida and serves as the recognized leader in EMS response nationwide." There were no recommended changes.

Mr. Bixler then read the EMSAC Values: "Customer service and satisfaction, public welfare and safety, collaboration, ethics, quality improvement, evidence-based medicine, and education." There were no recommended changes.

The next section provided an overview of the State Surgeon General appointed members and ex officio members.

Mr. Bixler then stated the stakeholders:

- EMS Constituent Groups
- Other local, state, and federal government organizations
- National Association of State EMS Officials

Jane Bedford recommended adding "Florida licensed EMS providers" and "Florida licensed EMS education providers" to the list of stakeholders. This addition was approved. Also, the addition of "Citizens and visitors to the state of Florida" was approved.

The timeframe was adjusted to end on June 30, 2016. This change was approved. Next, the ex officio members list was approved.

Mr. Bixler read the first goal of the Charter: “Advance the EMS system and strengthen Florida’s position as a recognized leader in EMS response nationwide through data collection, effective leadership and communication.” Dave Dyal suggested the addition of “legislative initiatives” to goal one so that it reads: “Advance the EMS system and strengthen Florida’s position as a recognized leader in EMS response nationwide through data collection, legislative initiatives, effective leadership and communication” This change was accepted.

Chair Moreland then recommended listing “Statutory Requirements (401.245, Florida Statutes)” before the goals in order to list the specific statutory responsibilities of the council and align the goals and objectives to what is stated in statute. The council agreed to this addition.

Chief Colston then explained that the goals are the broad-based priorities that the council will strive to achieve. The objectives are the specific ways the council will execute its goals and the outcomes are the results for each goal. Jane Bedford then suggested adding a statutory section at the end of the goals to reference the appropriate Florida Statute for each goal. Darrel Donatto stated there should be some sort of annual checklist to ensure the council is fulfilling the statutory duties that the state has set upon them.

Chair Moreland requested the addition of a “Statutory Alignment” column beside the goals so that specific statutory obligations can be listed in conjunction with each goal. The council accepted this recommendation.

Mr. Bixler then requested recommendations for the objectives for goal one. Chief Donatto stated the most important thing is to create something meaningful from the data we have. He suggested the first objective: “Establish link between EMSTARS and the Next Generation Trauma Registry (NGTR).” The second objective Chief Donatto suggested was: “Establish link between EMSTARS and the AHCA data.” The third objective Chief Donatto recommended was: “Develop meaningful reports for EMS providers to establish and monitor key EMS processes.”

Dave Dyal then suggested the addition of the following objective for goal one: “Linkage to Department of Transportation traffic records.” This addition was accepted by the council.

Jane Bedford and Darrel Donatto stated there should be objectives that address legislative initiatives, effective leadership and communication. The addition of the following objective was accepted: “Establish tool for regular and consistent communication with EMS provider community.” Ms. Bedford suggested the addition of the following objective to address effective leadership: “Succession planning for EMSAC.” This was accepted.

Mr. Bixler then read the second goal: “Establish and monitor the effectiveness of key EMS processes through benchmarking and partnerships.” Cindy Dick suggested the following objective to address partnerships: “Develop an integration between trauma agencies, prehospital providers and healthcare coalitions.” This addition was accepted.

Mr. Bixler then read the third goal: “Ensure a comprehensive statewide plan for assuring a stable EMS workforce.” Doris Ballard-Ferguson suggested the first word be changed to “facilitate” and removing “for assuring”. Chief Donatto and Tom Quillin both stated that the wording should be changed to focus more narrowly on expanding diversity in the EMS workforce. Goal three was revised to say: “Improve a diverse EMS workforce,” and this change was accepted by the council.

Chief Donatto stated the following objective for goal three: “Measure the diversity of our current workforce through licensing processes.” Jane Bedford also suggested: “State funding or scholarship (matching grant)”.

Cory Richter stated that his agency receives a good sampling of diversity from the survey they conduct every two years. He said he would provide that data to the council to help measure goal three.

Chair Moreland stated the following outcome for goal three: "Provide agencies with information on how to encourage a diverse workforce." The council accepted this addition.

Mr. Bixler then read goal four: "Prepare the EMS system to respond to all hazard events." Chief Donatto suggested the following objective for this goal: "Preparing for response to active shooter incidents and preparing for response to pandemic/severe viral illness." This was accepted.

Chief Donatto then suggested the council adjourn and take some time to review the document. It was agreed that the draft Charter should be edited, formatted and re-sent to the council for review. An additional meeting would take place to finalize the document.

A final motion was made to adjourn the meeting. The motion was seconded and the meeting was then adjourned at 2:50 p.m.