

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: January 14, 2014 [ ] Consent [X] Regular  
[ ] Ordinance [ ] Public Hearing

Department:  
Submitted By: Department of Public Safety  
Submitted For: Division of Emergency Management

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: (A) waive the Board of County Commissioner policy that limits advisory board members to eleven members under Resolution No. R2013-0913; and (B) adopt a Resolution repealing and replacing Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; establishing and updating the uniform policies and procedures for Palm Beach County Advisory Boards, Committees, and Commissions; providing for creation of the Palm Beach County Emergency Medical Services Advisory Council.

**SUMMARY:** The Resolution that establishes the framework for the Palm Beach County Emergency Medical Services (EMS) Advisory Council ("Advisory Council") (Resolution No. R73-162, as amended) is being repealed and replaced with a new Resolution that complies with the uniform policies and procedures for advisory boards adopted by the Board in Resolution No. R2013-0913 with the exception of the number of committee members. There are currently 18 members on the Advisory Council. The number was originally established to incorporate representatives from various cross-sections of the EMS community (such as hospitals, fire rescue departments, EMS Education, Private Ambulance Providers and a Consumer from each District). In order to accomplish that goal, staff recommends that the Board approve the establishment of two (2) additional appointments to the Council that include a Hospital Corporation of America (HCA) Hospital and a Tenet Hospital representative so that the Advisory Council membership may continue to provide a balanced perspective from the multi-disciplines serving the EMS community. **Countywide (PGE)**

**Background and Justification:** The Advisory Council was established in 1973 to make recommendations for training, education, and rule development for the improvement and enhancement of emergency medical services in Palm Beach County.

- Attachments:**
- 1. Proposed Resolution
  - 2. EMS Council Membership

Recommended by: Vivian Bonvento 1/6/14  
Department Director Date

Approved by: Vivian Bonvento 1/6/14  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>See below</u>				
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes \_\_\_ No \_\_\_

Budget Account No.: Fund \_\_\_ Department \_\_\_ Unit \_\_\_ Object \_\_\_ Prog \_\_\_

Fund \_\_\_ Department \_\_\_ Unit \_\_\_ Object \_\_\_ Prog \_\_\_

\* B. Recommended Sources of Funds/Summary of Fiscal Impact: NO FISCAL IMPACT

C. Departmental Fiscal Review: Stephanie Lapierre 1/6/14

**III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 1/7/14  
 OFMB 1/6  
[Signature] 1/8/14  
 Contract Administration  
 1-8-14 B. Wick

B. Legal Sufficiency:  
[Signature] 1/6/14  
 Assistant County Attorney

C. Other Department Review:  
 \_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

*Attachment*  
*1*

RESOLUTION NO. 201\_\_-\_\_\_\_\_

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING RESOLUTION R73-162; AMENDED BY RESOLUTIONS R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93- 448 R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; PROVIDING FOR CREATION OF THE PALM BEACH COUNTY EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL**

**WHEREAS** it is desirable to repeal Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; and reestablish up-to-date policies into one all encompassing document which includes specific procedures to ensure compliance with the Board of County Commissioners directives; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established the Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council") on March 27, 1973; and

**WHEREAS**, on February 5, 2013, the Board of County Commissioners ("Board") adopted Resolution 2013-0193, establishing uniform policies and procedures for Palm Beach County advisory boards, committees and commissions; and

**WHEREAS**, there is a need to bring Resolution R73-162, as amended into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R2013-0193, as may be amended; and

**WHEREAS**, repealing and replacing Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216, pertaining to the

Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council"), will simplify future reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:**

**Section 1. Repeal and Replacement of Prior Resolutions.** Resolutions R73-162, R73-341, R75-814, R77-1093, R77-1133, R85-1073, R89 1086, R90-549, R93-448, R93-876, R94-154, R99-1396, R2009-0248, and R2012-0216 are repealed and replaced in their entirety.

**Section 2. Creation of the Palm Beach County Emergency Medical Services Advisory Council.** There is hereby re-established the Palm Beach County Emergency Medical Services Advisory Council, an Advisory Board, to be known as the "EMS Advisory Council" herein referred to as the "Advisory Council."

**Section 3. Advisory Board Membership.** The Advisory Council shall be composed of twenty (20) members, seven (7) of whom shall be termed "District" members, thirteen (13) of whom shall be termed "At-Large" members. All members must be residents of Palm Beach County at the time of appointment and while serving on the Advisory Council and shall have such qualifications for office as are hereinafter enumerated. At-Large members shall be appointed by the Board, as a whole, from nominations provided by individual agencies that the members are associated with as well as the County Commissioners. At-Large members shall also possess qualifications for office as hereinafter enumerated. All District members shall serve at the pleasure of the District Commissioner appointing them and may be removed without cause. Similarly, all At-Large members shall serve at the pleasure of the Board and may be removed without cause.

**Section 4. Qualifications of Members.** Each person nominated for and appointed to the Advisory Council shall possess a favorable reputation within Palm Beach County for experience and expertise in at least one of the following professions or fields:

1. Fire Chief's Association of PBC-FL Inc.,

2. ER Nurse's Forum
3. Private Ambulance Provider, nominated by County Private Ambulance Services Providers.
4. PBC Health Care District - Trauma District
5. PBC Medical Society Inc.- Physician, Emergency Room experience
6. Economic Council of PBC Inc., not to include a hospital representative
7. Emergency Room Physician, open to all County Hospitals
8. EMS Educator from County EMS Training Facilities
9. Palm Beach County Medical Directors
10. Palm Beach County Council of Firefighters
11. Hospital CEO, to be selected by each Independent Hospital Representative and nominated by the BCC.
12. Hospital CEO, to be selected by HCA Hospitals Administrators
13. Hospital CEO, to be selected by TENET Hospitals Administrators
14. Seven (7) "District" members who receive direct services from the EMS Community.

**Section 5. Term of Office.** Terms of office for Advisory Council members shall be three (3) years. Terms shall begin on October 1st and end on September 30th. Existing member's terms shall end on September 30th of the year in which their term expires. Beginning on or after March 1, 2013, no member shall be appointed or reappointed to the Advisory Council for more than three (3) consecutive three (3) year terms.

**Section 6. Removal for lack of Attendance.** Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed

pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule.

**Section 7. Vacancies.** Vacancies occurring during a term shall be filled for the unexpired term, and shall not count toward the member's term limits.

**Section 8. Conduct of Meeting.** A quorum must be present for the conduct of all Advisory Council meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**Section 9. Officers.** Officers of the Advisory Council shall consist of a Chair and a Vice Chair who shall be elected by a majority vote of the membership and shall serve for terms of one (1) year. No officer shall serve for more than two (2) consecutive terms and any officer may be removed before the expiration of his term by a two-thirds (2/3) vote of the Advisory Council. The Chair shall preside over the meetings and the Vice Chair shall preside in the absence of the Chair.

**Section 10. Meetings.** The Advisory Council may meet in regular session once every two (2) months, with the annual meeting for the selection of officers to be in the month of May, or as required, at times and places set by the Advisory Council or as determined by the Chair. Regular meetings shall be set by the Advisory Council at least one (1) calendar month in advance of each meeting. Special meetings of the Advisory Council may be held at the call of the Chair or the Director of Public Safety, provided, however, that forty-eight (48) hours advance notice is given to both the members of the Advisory Council and the public in accordance with Florida Statutes, so that reasonable public notice is provided for all meetings, with same being open to the public at all times.

**Section 11. Duties and Responsibilities.** It shall be the duty of the Advisory Council to review and make recommendations to the Board or the Director of the Department of Public Safety. Such review and recommendations shall be performed

in a timely manner. Moreover, the Advisory Council may review and make recommendations to the Board on any and all emergency medical services matters coming within the authority and purview of the Board.

**Section 12. Staff Cooperation and Support.** The staff of the County, including but not limited to, the County Administrator or his designee, the County Attorney or his designee, and the Director of Public Safety, are hereby charged with the responsibility to furnish to the Advisory Council; such records, documents, plans, reports and financial data on emergency services matters which, in the opinion of the Advisory Council, may fulfill the duties required of it hereunder. Secretarial and recording support for the Advisory Council shall be made available by the Department of Public Safety.

**Section 13. Appointment of Advisors.** The Advisory Council is authorized to seek and secure advice from those who might be of assistance to the Advisory Council; provided, however, that such advice must be obtained without compensation to the advisor.

**Section 14. Travel Expenses, Reimbursement and Approval Authority.** Members of the Advisory Council shall serve without compensation but may be eligible for travel reimbursement for only those expenses which are incurred for travel outside Palm Beach County which is necessary to fulfill Advisory Council member responsibilities provided sufficient funds have been budgeted and are available as set forth in PPM CW-0-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Any approved travel reimbursement shall be subject to those actual expenses at the rate or rates established by State law and County travel policy. Approval authority for pre-authorized Council member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

**Section 15. Maximum Number of Boards.** The maximum number of Boards that an individual member appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board, including if doing so would violate Article II, Section 5 (a) of the Florida Constitution which prohibits dual office holding.

**Section 16. Qualification as a Candidate.** Advisory Council members shall not be prohibited from qualifying as a candidate for elected office.

**Section 17. Sunshine Law and State Code of Ethics.** The Advisory Council shall comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Council meetings shall be provided. All meetings of the Advisory Council shall be open to the public at all times and minutes shall be taken at each meeting.

**Section 18. Palm Beach County Code of Ethics.** Advisory Council members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

**Section 19. Annual Narrative Report.** The Advisory Council, and each board listed in PPM CW-O-60, may be amended from time to time and shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060. An Annual Narrative Report does not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document.

**Section 20. Compliance with Uniform Policy for Advisory Boards and Commissions.** This Resolution and the Advisory Council are expressly subject to all uniform policies for advisory boards and commissions as established by the Board pursuant to Resolution 2013-0193, as may be amended. In the event of any conflicts



between this Resolution and any amendments hereto, and the aforesaid Resolution 2013-0193, as may be amended, the latter shall prevail over the former.

**Section 21. Effective Date.** The provisions of this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

Commissioner Priscilla A. Taylor, Mayor	-	_____
Commissioner Paulette Burdick, Vice Mayor	-	_____
Commissioner Hal R. Valeche	-	_____
Commissioner Shelley Vana	-	_____
Commissioner Stephen A. Abrams	-	_____
Commissioner Mary Lou Berger	-	_____
Commissioner Jess R. Santamaria	-	_____

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

PALM BEACH COUNTY, FLORIDA, BY ITS  
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller

By: \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By:   
Assistant County Attorney

Seat	Name	Requirement	Appointment Date	Expiration Date
1	Currently up for Appointment	Fire Chiefs Association	11/01/2011	10/31/2013
2	Tressa Harris	ER Nurse's Forum	04/02/2013	04/01/2015
3	Currently up for Appointment	Private Ambulance Provider	11/01/2011	10/31/2013
4	Currently up for Appointment	PBC Health Care Trauma	11/01/2011	10/31/2013
5	Currently up for Appointment	PBC Medical Society	11/01/2011	10/31/2013
6	Mark Nosacka	Economic Council	01/24/2012	01/23/2014
7	Craig Kushnir	ER Physician	04/20/2012	04/19/2014
8	Currently up for Appointment	EMS Educator	11/01/2011	10/31/2013
9	William Quinn	Consumer -- District 1	08/16/2011	08/15/2013
10	Phil Shapkin	Consumer -- District 2	04/01/2012	03/31/2014
11	Robert Bean	Consumer -- District 3	04/01/2012	03/31/2014
12	Dr. Ronald E. Giddens	Consumer -- District 4	04/01/2012	03/31/2014
13	Lance Berkowitz	Consumer District 5	08/14/2012	08/13/2014
14	Elizabeth Cayson	Consumer -- District 6	09/11/2012	09/10/2014
15	Clifford Durden	Consumer - District 7	08/16/2011	08/15/2013
16	Currently up for Appointment	PBC EMS Medical Director's	11/01/2011	10/31/2013
17	Currently up for Appointment	PBC Council of Firefighters	11/01/2011	10/31/2013
18	Currently up for Appointment	PBC (Independent) Hospital CEO	11/01/2011	10/31/2013
19	Currently up for Appointment	PBC Tenet Hospital CEO	01/14/2014	01/13/2016
20	Currently up for Appointment	PBC HCA Hospital CEO	01/14/2014	01/13/2016

ATTACHMENT 2