

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: **October 8, 2019**

Department: **Department of Public Safety**

Advisory Board: **Emergency Medical Services Advisory Council**

I. EXECUTIVE BRIEF

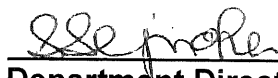
Motion & Title: **Staff recommends motion to approve:** three (3) “At Large” Appointments to the Emergency Medical Services Advisory Council (EMS Council) for the term October 8, 2019, through September 30, 2022.


<u>Nominee</u>	<u>Seat</u>	<u>Designation</u>	<u>Nominated by</u>
James Smith	1	Fire Chiefs Assoc. of Palm Beach County	Fire Chiefs Assoc. of Palm Beach County
Steven Keehn	16	EMS Medical Directors Assoc.	Palm Beach County EMS Medical Directors Assoc.
Drew Reyburn	17	Palm Beach Council of Firefighters/Paramedics	Professional Firefighters/Paramedics of PBC, Inc.

Summary: Per Resolution R2014-0100, the Board of County Commissioners approved a representative make-up of the EMS Council to include twenty (20) members. Thirteen (13) members are representatives of the various components of the EMS system with specific requirements and seven (7) members are Commission District Consumer appointments. On September 30, 2019, the three (3) seat terms above will expire. Letters were sent to each affiliation requesting a new nominee. The EMS Council currently has seventeen (17) seats filled. The EMS Council diversity count is as follows: Caucasian 15 (88%) and African American: 2 (12%). The gender ratio (male: female) is 10:7. Mr. James Smith, Mr. Steven Keehn, and Mr. Drew Reyburn are Caucasian males. Countywide (SF)

Background and Justification: The purpose of the EMS Council is to provide recommendations for improving and enhancing EMS in Palm Beach County.

- Attachments:**
- 1. Board/Committee Application with Ethics Acknowledgement & Resume
 - 2. Nomination letter from each affiliation
 - 3. List of current members
 - 4. Resolutions R2014-0100 & R2016-1824

Recommended By:  9/16/19
Department Director **Date**

Legal Sufficiency:  9/19/19
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Emergency Medical Services Advisory Council Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: ____
Term of Appointment: 3 Years. From: _____ To: 09/30/22
Seat Requirement: Fire Chiefs Association of Palm Beach County Seat #: 1
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Smith James Jonathan
 Last First Middle
Occupation/Affiliation: Assistant Chief of Administration
 Owner ☐ Employee ☐ Officer ☒
Business Name: Boca Raton Fire Rescue
Business Address: 6500 Congress Ave #200
City & State Boca Raton, FL Zip Code: 33487

Residence Address: 12910 Upper Cove Drive
City & State Wellington, FL Zip Code: 33414
Home Phone: (561) 568 - 5279 Business Phone: (561) 982-4005 Ext. _____
Cell Phone: (561) 568-5279 Fax: (561) 982-4050
Email Address: jjsmith@myboca.us

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: ☒ Male ☐ Female
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☐ African-American ☒ Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

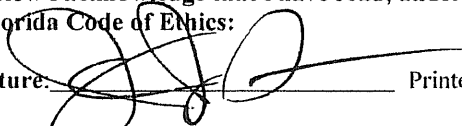
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on June 7, 2019
☐ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: JAMES J. SMITH Date: 6/7/19

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Palm Beach County Emergency Management ATT: Lynette Schurter
20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

JAMES J. SMITH

12910 Upper Cove Drive
Wellington, Florida 33414
561-568-5279
Email: smith0914@gmail.com

FIREFIGHTER/EDUCATOR

SUMMARY OF QUALIFICATIONS:

- Broad exposure and proven capabilities in firefighting techniques and procedures.
- Technical training and education in medical rescue and emergency treatment.
- Excellent communication and interpersonal skills.
- Experienced instructor and lecturer.
- Strong planning and organizational skills, with demonstrated ability to work independently or as part of a team effort.

EXPERIENCE:

BOCA RATON FIRE RESCUE SERVICES, BOCA RATON, FL 7/1995 - PRESENT
Assistant Chief

- Assistant Chief of Administration
- Responsible for supervision and management of multiple divisions:
 - Training, Communications, Explorers, Honor Guard/Pipes & Drums
- Responsible for Fire Department ISO Accreditation, Hiring of New Employees for Operations, Promotional Exam Processes
- First person ever promoted to Lieutenant (Medic Unit supervisor) at Boca Raton Fire Rescue
- Boca Raton Fire Rescue Services "Paramedic of the Year" for 2001, 2005, and 2008.
- Boca Raton Fire Rescue Services Distinguished Service Award for Education for 2004.
- Member of Boca Raton Fire Rescue ALS/BLS Competition Teams from 1997 to 2007
 - Member of 1997 and 1998 First Place BLS Teams - Clincon
 - Member of 1999 First Place ALS Team - Clincon
 - Member of 1999 World Championship Team – Cape Town, South Africa

STUART FIRE RESCUE, STUART, FL 3/1992 - 6/1995
Firefighter/EMT-B

- Performed customary firefighting and EMS duties.

BOCA RATON REGIONAL HOSPITAL, BOCA RATON, FL 11/1996 - 7/1998
E.R. Technician

- Performed part-time emergency room duties, including starting IV's., drawing blood, administering medications and performing 12 lead EKG's.
- Conducted patient assessments and assisted with transportation of critically ill patients.

TEACHING/ADMINISTRATIVE EXPERIENCE:

PALM BEACH STATE COLLEGE, LAKE WORTH, FL
EMS Program Director

1/2016-PRESENT

- Oversee all aspects of an EMS education program that delivers instruction to approximately 260 EMT Basic and 90 to 120 Paramedic students per year.
- Supervise a staff of 93 employees comprised of 5 full-time, 8 Part-time, and 80 Adjunct Instructors.
- Monitor and approve weekly payroll for all staff; develop and justify annual program budgets and capital item purchases; work directly with HR to oversee all full time and part-time staff hiring processes; perform ongoing program and employee reviews.
- Work directly with the Admissions Office, Student Services and Financial Aid Department.
- Maintain CAAHEP/CoAEMSP national accreditation, and State of Florida accreditation; develop, update, and implement EMS Program Policies; oversee disciplinary procedures and student academic appeals; liaison with the Palm Beach County Fire Chiefs Association and Palm Beach County EMS Providers Association.
- Serve as the representative for Education on the Palm Beach County EMS Advisory Council (appointed by the Palm Beach County Council in 2016)

PALM BEACH STATE COLLEGE, LAKE WORTH, FL
Paramedic Faculty and EMS Department Chair

8/2013–1/2016

- Serve as the Primary Instructor for the Paramedic program conducting lectures and skills training.
- Coordinate the teaching assignments of all adjunct instructors for lectures, labs, and clinical settings.
- Develop and implement all curriculum changes including: new textbooks and corresponding lecture materials such as power point presentations.
- Develop and implement new exams, quizzes, formative assessments and testing scenarios that reflect the updated curriculum and constantly evolving EMS standard of care in Palm Beach County.

EMERGENCY MEDICAL CONSULTANTS, PORT ST. LUCIE, FL
Instructor and Course Coordinator

2/1996 - PRESENT

- Conduct classes in Advanced Cardiac Life Support, CPR and Pediatric Advanced Life Support in various forums, including Fire Departments, Hospitals and Physician's offices.
- Lecture on Advanced Airway Management.
- Lectured on “Shock: Beyond Fluids and Transport” at 2013 and 2015 EMS WORLD EXPO

PALM BEACH STATE COLLEGE, LAKE WORTH, FL

5/2006 - PRESENT

- Lead instructor for the Paramedic program conducting lectures and skills training.

- o From 6/02 to 9/05 Co-Lead instructor for the Paramedic program conducting lectures and skills training.
- o National Fire Academy Contract Instructor for "Advanced Life Support Response to Hazardous Materials Incidents"

PALMBEACH COMMUNITY COLLEGE, PALMBEACH GARDENS, FL 2/2001 - 6/2002

- o Co-Lead instructor for the Paramedic program conducting lectures and skills training.

EDUCATION:

OGE LTHORPE UNIVERSITY, ATLANTA, GA 9/1985 - 5/1990
Bachelor of Business Administration Degree
Major: Economics

PALM BEACH STATE COLLEGE, LAKE WORTH, FL 5/1994 - PRESENT
EMT - Paramedic Certification
Assorted Fire Service related courses.

NATIONAL FIRE ACADEMY, EMMITTSBURG, MD 11/1998
Advanced Life Support Response to Hazardous Materials Incidents

SOUTH TECH, BOYNTON BEACH, FL 3/1998
Hazardous Material Technician

HILLSBOROUGH COMMUNITY COLLEGE, TAMPA, FL 12/1991
EMT- Basic Certification

SARASOTA COUNTY VO-TECH FIRE ACADEMY, SARASOTA, FL 12/1990
Firefighting Minimum Standards

INSTRUCTOR CERTIFICATIONS:

AMERICAN HEART ASSOCIATION

- o Advanced Cardiac Life Support
- o Pediatric Advanced Life Support
- o BLS for Healthcare Providers

NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS

- o Prehospital Trauma Life Support
- o Advanced Medical Life Support

FLORIDA DIVISION OF STATE FIRE MARSHAL
Bureau of Fire Standards and Training

- o Fire Services Instructor III

AWARDS:

- o Palm Beach County EMS Providers Association Distinguished EMS Service Award for 2018.
- o Palm Beach County EMS Providers Association "EMS Provider of the Year"

REFERENCES:

Furnished upon request

ATEC, INC., WEST PALM BEACH, FL

6/2002-7/2010

- From 6/02 to 9/05 Co-Lead instructor for the Paramedic program conducting lectures and skills training.
- National Fire Academy Contract Instructor for "Advanced Life Support Response to Hazardous Materials Incidents"

PALMBEACHCOMMUNITYCOLLEGE, PALMBEACHGARDENS, FL

2/2001 -6/2002

- Co-Lead instructor for the Paramedic program conducting lectures and skills training.

EDUCATION:

OGELTHORPE UNIVERSITY, ATLANTA, GA

9/1985 - 5/1990

Bachelor of Business Administration Degree

Major: Economics

PALM BEACH STATE COLLEGE, LAKE WORTH, FL

5/1994 - PRESENT

EMT - Paramedic Certification

Assorted Fire Service related courses.

NATIONAL FIRE ACADEMY, EMMITTSBURG, MD

11/1998

Advanced Life Support Response to Hazardous Materials Incidents

SOUTH TECH, BOYNTON BEACH, FL

3/1998

Hazardous Material Technician

HILLSBOROUGH COMMUNITY COLLEGE, TAMPA, FL

12/1991

EMT- Basic Certification

SARASOTA COUNTY VO-TECH FIRE ACADEMY, SARASOTA, FL

12/1990

Firefighting Minimum Standards

INSTRUCTOR CERTIFICATIONS:

- AMERICAN HEART ASSOCIATION
- Advanced Cardiac Life Support
 - Pediatric Advanced Life Support
 - BLS for Healthcare Providers
- NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS
- Prehospital Trauma Life Support
 - Advanced Medical Life Support
- FLORIDA DIVISION OF STATE FIRE MARSHAL
- Bureau of Fire Standards and Training
- FireServices Instructor III

AWARDS:

- Palm Beach County EMS Providers Association Distinguished EMS Service Award for 2018.
- Palm Beach County EMS Providers Association "EMS Provider of the Year" for 2008.

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.***

Section I (Department): (Please Print)

Board Name: Emergency Medical Services Advisory Council Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: ____
Term of Appointment: 3 Years. From: 9/30/19 To: 09/30/22
Seat Requirement: Palm Beach County EMS Medical Directors Association Seat #: 16
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other
Completion of term to expire on: 9/30/22

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Keehn Steven Bradley
Last First Middle
Occupation/Affiliation: Physician, Medical Director
Owner ☐ Employee ☒ Officer ☐
Business Name: Envision Healthcare Services Inc / JFK Medical Center
Business Address: 5301 S CONGRESS AVE
City & State ATLANTIS, FL Zip Code: 33462
Residence Address: 9179 Grand Prix Lane
City & State Boynton Beach, FL Zip Code: 33472
Home Phone: (561) 536-4275 Business Phone: () Ext. _____
Cell Phone: (561) 292-8121 Fax: ()
Email Address: keehndo@gmail.com
Mailing Address Preference: ☐ Business ☒ Residence

Have you ever been convicted of a felony: Yes _____ No _____

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: ☒ Male ☐ Female
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☐ African-American ☒ Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

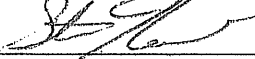
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on June 10, 2019
☐ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: STEVEN KEEHN Date: 6/10/19

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.***

Section I (Department): (Please Print)

Board Name: Emergency Medical Services Advisory council Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: 09/24/19 To: 09/30/22

Seat Requirement: Palm Beach County Council of Firefighters/Paramedics Seat #: 17

[X]*Reappointment or [] New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other
Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name:	Reyburn	Drew	
	Last	First	Middle

Occupation/Affiliation: 2nd Legislative Vice President Local 2928 and Firefighter/Paramedic

Owner []	Employee [<input checked="" type="checkbox"/>]	Officer []
-----------	--------------------------------------------------	-------------

Business Name: Professional Firefighters/Paramedics of PBC, Inc. IAFF Local 2928 and PBC Fire Rescue

Business Address: 2328 S. Congress Ave #2-C

City & State West Palm Beach, FL Zip Code: 33406

Residence Address: 7616 Wentworth Dr.

City & State Lake Worth, FL Zip Code: 33467

Home Phone: () Business Phone: (561) 969-0729 Ext.

Cell Phone: (561) 436-7322 Fax: ()

Email Address: LVP2@iaff2928.com

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: ☒ Male ☐ Female
 ☐ Native-American ☐ Hispanic-American ☐ Asian-American ☐ African-American ☒ Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE <input checked="" type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

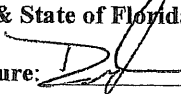
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

 X By watching the training program on the Web, DVD or VHS on 10/8/2017
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Drew Reyburn _____ Date: June 9th, 2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Lynette Schurter, Palm Beach County Emergency Management
20 S. Military Trail, WPB, FL 33415

Section III (Commissioner, if applicable):

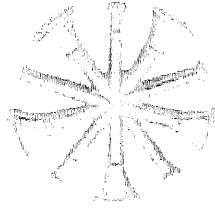
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

Fire Chiefs Association of



Palm Beach County

June 10, 2019

Ms. Lynette Schurter
Palm Beach County Office of Emergency Management
20 South Military Trail
West Palm Beach, FL 33415

Dear Ms. Schurter,

On behalf of the Fire Chiefs Association of Palm Beach County, we would like to appoint Assistant Chief Jamie Smith as our representative seat on the EMS Advisory Council.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neal de Jesus', is written over a horizontal line. The signature is fluid and cursive.

Neal de Jesus, Fire Chief
President of the Fire Chiefs Association of Palm Beach County



Palm Beach County EMS Medical Directors Association

Attachment 2

June 13, 2019

RE: New Chairman of the Palm Beach County EMS Medical Directors Association

On May 20, 2019, Dr Steven Keehn was elected unanimously as the new Chairman of the Palm Beach County EMS Medical Directors Association.

Dr Keehn brings a wealth of EMS knowledge and experience. He serves as the Palm Beach County Ocean Rescue Medical Director as well as Associate EMS Medical Director for the City of West Palm Beach Fire Department and the Town of Palm Beach Fire Rescue. Dr Keehn additionally serves as the Medical Director for the Health Careers Institute College assisting in the training of EMTs, paramedics, and nurses.

Dr Keehn is actively involved in local EMS training, offering lectures in Advanced Airway, Spinal Immobilization, Cardiac Arrest Resuscitation and many others.

Dr Keehn is Board Certified in Emergency Medicine and has been practicing for 11 years. He is trained and worked as a paramedic and firefighter for Baltimore County Fire Department in Maryland. He serves as the Assistant Medical Director of the Emergency Department at JFK Medical Center.

Dr Keehn was additionally nominated to be our organizations representative to sit on the Palm Beach County EMS Advisory Council beginning with the September 2019 term of office.

We expect Dr. Keehn will continue to be a tremendous asset to our local EMS community as well as the citizens we serve, and we are excited that he has accepted his new leadership role.

Sincerely,

Kenneth A Scheppke, MD, FAAEM
Immediate Past Chairman
Palm Beach County EMS Medical Directors Association
State EMS Medical Director
Florida Department of Health



Professional Firefighters/Paramedics of Palm Beach County, Inc. IAFF Local 2928

2328 South Congress Avenue • Suite 2-C
West Palm Beach, FL 33406-7674
561-969-0729 • Fax 561-969-1059 • www.IAFF2928.com

VIA EMAIL: lschurter@pbcgov.org

May 28, 2019

Lynette Schurter, EMS Specialist
Palm Beach County Emergency Management
205 South Military Trail
West Palm Beach, FL 33415

Re: EMS Reappointment of Drew Reyburn

Dear Ms. Schurter,

This letter serves as formal notification that Local 2928 would like to reappoint Drew Reyburn to represent Palm Beach County Council of Firefighters/Paramedics as he has served on the Board from 2018 to 2019.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Scott Bielecky, President
Professional Firefighters/Paramedics of
Palm Beach County, Inc.
IAFF2928
President@iaff2928.com
Cell: 561-719-2427

Affiliated with the International Association of Fire Fighters, AFL-CIO, CLC



EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL MEMBER INFORMATION

SEAT#	NAME	TITLE/POSITION	REQUIREMENT	APPT DATE	EXP DATE
1	Pending -Jamie Smith	EMS Division Chief Boca Raton	Fire Chiefs Assoc	Pending 10/8/19	
2	Collette Cattafi	Assoc. Director of Emergency Svc	ER Nurse's Forum	11/20/2018	9/30/2021
3	Brooke Liddle	Asst. Operations Manager	Private Ambulance	5/1/2018	9/30/2021
4	Dr. Belma Andric	Medical Director/Physician	PBC Health District	5/2/2017	9/30/2020
5	Brian Fuller	Asst. Chief Greenacres Fire Rescue	EMS Provider	12/5/2017	9/30/2020
6	Pending - Dr. Scott Adler		Economic Council	Pending 9/10/2019	
7	Dr. Richard Paley	ER Physican St. Mary's Medical	ER Physician	12/5/2017	9/30/2020
8	Pending - 3 nominees		EMS Educator	Pending 10/8/19	
9	William Quinn	Dir Southeast FL Funerals	Consumer Dist 1	10/1/2018	9/30/2021
10	Ruth Berman	Retired	Consumer Dist 2	2/5/2019	9/30/2022
11	Dr. Craig Kushnir	Physician	Consumer Dist 3	1/23/2018	9/30/2020
12	Dr. Ronald Giddens	Optometrist	Consumer Dist 4	11/21/2017	9/30/2020
13	Lance Berkowitz	Retired	Consumer Dist 5	11/21/2017	9/30/2020
14	Robert Bean	Retired	Consumer Dist 6	7/2/2019	9/30/2020
15	Latosha Clemons	Deputy Chief Boynton Beach	Consumer Dist 7	3/14/2017	9/30/2019
16	Pending -Steven Keehn	Medical Director/Physician	PBC EMS Medical Dir	Pending 10/8/19	
17	Pending - Drew Reyburn	Firefighter/Paramedic	Professional FF/Pmd	Pending 10/8/19	
18	Pamela Tahan	CEO Wellington Regional	Independent Hosp. CEO	6/18/2019	9/30/2020
19	Gina Melby	CEO JFK Medical Center	HCA Hospital CEO	12/5/2017	9/30/2020
20	Gabrielle Finlay-Hazle	CEO St. Mary's Medical Center	Tenet Hospital CEO	12/5/2017	9/30/2020

RESOLUTION NO. 2013-0100

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

Section 18. 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 19. 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 20. 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 21. 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 51. Effective Date. The provisions of this Resolution shall be effective immediately upon adoption.

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

Commissioner Priscilla A. Taylor, Mayor	-	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Stephen A. Abrams	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 14th day of January 2014.

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

Sharon R. Bock, Clerk & Comptroller

By: [Signature]
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: [Signature]
Assistant County Attorney

RESOLUTION NO. R 2016- 1824

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION 2014-0100: ESTABLISHING A SEAT ON THE CHANGING A SEAT ON THE EMS ADVISORY COUNCIL FROM PALM BEACH COUNTY MEDICAL SOCIETY, INC. TO PALMBEACH COUNTY EMERGENCY MEDICAL SERVICES PROVIDERS ASSOCIATION.

WHEREAS, the Emergency Medical Services (EMS) Advisory Council was created in 1973 by the Board of County Commissioners to provide recommendations for improving emergency medical services in Palm Beach County; and

WHEREAS, over the years the EMS Advisory Council membership has been modified and today exists as a twenty (20) member body; and

WHEREAS, the EMS Advisory Council recommends that "At Large" Seat #5 Palm Beach County Medical Society, Inc be changed to Palm Beach County Emergency Medical Services Providers Association.

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

1. The Membership Section of R-2014-0100 is amended to read:

MEMBERSHIP

- | | | |
|---|---|------------------------------------------------------|
| 1 | - | Fire Chief's Association of PBC-FL Inc. |
| 1 | - | Emergency Room Nurses Forum |
| 1 | - | Private Ambulance Provider |
| 1 | - | PBC Health Care District - Trauma District |
| 1 | - | PBC Emergency Medical Services Providers ✓ |
| 1 | - | Economic Council of PBC Inc. |
| 1 | - | Emergency Room Physician |
| 1 | - | EMS Educator |
| 7 | - | Consumers – District |
| 1 | - | PBC EMS Medical Directors Association |
| 1 | - | Palm Beach County Council of Firefighters/Paramedics |
| 3 | - | Hospital CEO |

2. All Appointments are "at large" with the exception of the seven (7) District "consumer" positions. The seven (7) District consumer appointments are defined as individuals who have received or may potentially receive the services from an Emergency Medical Services Provider and who are not associated with an Emergency Medical Services Provider and who do not receive any form of compensation or remuneration from an Emergency Medical Services Provider or agency associated with or a part of an Emergency Medical Services Provider.

3. Terms of Office for Advisory Council members shall be three (3) years. Terms shall begin on October 1st and end on September 30th. No member shall be appointed or reappointed to the Advisory Council for more than three (3) consecutive three (3) year terms. All members serve at the pleasure of the Commission and may be removed by the Commission at any time and without cause.

4. All members must be residents of Palm Beach County at the time of appointment and while serving on the Council. Ex-officio or alternatives may be appointed to the Council by the Commission.

The foregoing resolution was offered by Commissioner ^{McKinlay} ~~Kerner~~ who moved its adoption. The motion was seconded by Commissioner _____ and upon being put a vote. The vote was as follows:

District 1:	Hal Valeche	<u>Aye</u>
District 2:	Paulette Burdick	<u>Aye</u>
District 3:	Dave Kerner	<u>Aye</u>
District 4:	Steven L. Abrams	<u>Aye</u>
District 5:	Mary Lou Berger	<u>Aye</u>
District 6:	Melissa McKinlay	<u>Aye</u>
District 7:	Mack Bernard	<u>Aye</u>

The Mayor thereupon declared the resolution duly passed and adopted this 6th day of Dec, 2016.

PALM BEACH COUNTY, FLORIDA BY ITS
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Sharon R. Bock, Clerk & Council Secretary

By


County Attorney

By


Deputy Clerk

