



Lake Emergency Medical Services, Inc.

Board of Directors Meeting

February 7, 2017

2:00 p.m.

Lake County BOCC Chambers

Comm. Tim Sullivan, Lake EMS Board Vice-Chairman

- I. Call to Order
- II. Public Comment
- III. Election of Officers & Committee Appointments– **Action Item**
- IV. Departmental Business
 - Tab 1** Approve Minutes – November, 2016 Board Meeting – **Action Item**
 - Tab 2** 2017 Proposed Meeting Dates – **Action Item**
- V. Presentations
 - S.I.R.E.N.S.
 - Employee Recognition
 - Director's Report
- VI. Board Member Comments
- VII. Adjourn



Lake Emergency Medical Services, Inc.
Board of Directors Meeting
November 8, 2016
MINUTES

I. Call to Order

The Lake EMS, Inc. Board of Directors Meeting was held on November 8, 2016 in the Lake County Board of County Commissioners Chambers in Tavares, Florida. A quorum was established. Chairman Welton Cadwell called the meeting to order at 12:02 p.m.

Board Members Present:

Comm. Welton Cadwell, Chairman
Comm. Leslie Campione
Comm. Jimmy Conner

Comm. Sean Parks
Comm. Tim Sullivan, Vice Chairman
Mayor Mike Holland

II. Public Comment

Chairman Cadwell announced an opportunity for public comment. There was no public comment.

III. Departmental Business

Tab 1 – Approval of Minutes—Action Item

Action: Mayor Holland moved for approval of the September 27, 2016 Board of Directors meeting minutes. Comm. Sullivan seconded the motion which carried unanimously.

Tab 2 – Finance Committee

Comm. Sullivan reported that there was one action item for consideration:

A. 2016 FYE Budget Reconciliation Adjustment

Comm. Sullivan noted that this is an end of year budget reconciliation. The Finance Committee had met and reviewed the item and recommended Board approval.

ACTION: Comm. Sullivan moved to approve the adjustment. Mayor Holland seconded the motion.

Comm. Campione asked for discussion and clarification on the adjustment. She inquired if this adjustment was due to overtime. Mr. Smith explained that there was additional overtime involved in putting the two new ambulances into services. He noted that there was revenue to cover the additional overtime. It had been the recommendation of the Clerk's Office to move operating funds to personal services to cover unexpected overtime. He explained that a hiring and orientation program is now in place which will preclude this from occurring in future expansions. Mr. Smith added that another factor was four extensive workers compensations cases in 2016 when only 3 were budgeted; in 2017 four are included in the budget. Staff is also meeting with Finance staff monthly to review the budget.

Comm. Cadwell asked to have the Consent Agenda amended to consider the PGIT item separately as that was a conflict of interest for him.

Action: Comm. Sullivan moved to amend the motion to consider the PGIT item separately. Mayor Holland seconded.

After discussion, it was determined that it was a misunderstanding and the Consent Agenda was not part of the item being considered. Comm. Sullivan withdrew his amendment to the motion and Mayor Holland withdrew his second.

The motion to approve the 2016 FYE Budget Reconciliation Adjustment carried unanimously.

Tab 3– Directors Report

Mr. Smith reported on issues and accomplishments since the September 27, 2016 Lake EMS Board Meeting including:

- Plans are to seat the whole Lake EMS Board of Directors in January at an organizational meeting at which officers would be elected and committees selected. A regular Board meeting, preceded by committee meetings, would be planned soon after that meeting. The League of Cities is working on their recommendations for seats on the Lake EMS Board.
- ZOLL has notified LAKE EMS and other clients that they will be entering “end of life” for their CAD system in April 2018. Lake EMS will work with Fire Department staff on an RFP to begin the process of choosing a new CAD system which is expected to cost approximately \$1 million. Financing options are being investigated.
- The Communications Center has been working closely with Fire Departments toward fully implementing Priority Dispatch for both Fire and Medical services.
- Fitch and Associates is making progress on their study and information is expected to be available for staff review soon with a draft report to be presented to the full Board in January or February.

VI. Board Member Service Recognition

Mayor Holland received a recognition plaque in honor of his years of services on the Lake EMS Board of Directors. Comm. Holland thanked the Board and staff for their hard work stating they are some of the best in Florida and urged them to continue to work hard to stay number one.

Adjournment

The meeting was adjourned at 12:15.

Lake EMS, Inc.
Agenda Item Summary Sheet

DATE: February 2, 2017

MEETING DATE: February 7, 2017

SUBJECT: Board of Directors 2017 Meeting Dates

ACTION REQUESTED: Approval

BACKGROUND SUMMARY: The Board of Directors schedule of meetings and Committee meetings for 2017 is proposed as follows:

Board of Directors

March 6, 2017 – 2:30 p.m.

April 25, 2017 – 1:30 p.m.

June 20, 2017 – 2:30 p.m.

September 19, 2017 – 2:30 p.m.

December 5, 2017 – 2:30 p.m.

All Meetings listed above will be held in the Lake BOCC Chambers. All dates are Tuesdays with the exception of Monday, March 6, 2017.

Employee Issues Committee

February 21, 2017 (afternoon)

April 17-18-19, 2017 (afternoon)

June 12-13, 2017 (afternoon)

September 5-6-8, 2017 (afternoon)

November 20-21, 2017 (afternoon)

EMS Operations Committee

February 21, 2017 (afternoon)

April 17-18-19, 2017 (afternoon)

June 12-13, 2017 (afternoon)

September 5-6-8, 2017 (afternoon)

November 20-21, 2017 (afternoon)

Finance Committee

February 21, 2017 (afternoon)

April 17-18-19, 2017 (afternoon)

June 12-13, 2017 (afternoon)

September 5-6-8, 2017 (afternoon)

November 20-21, 2017 (afternoon)

All Committee Meetings listed above are anticipated to be held in the Lake BOCC Chambers.

FISCAL IMPACT: None

ATTACHMENTS: None