

COLLIER COUNTY
PUBLIC SAFETY AUTHORITY (PSA)
AGENDA

January 14, 2015 – Wednesday
10:00 am

Collier County Government
3299 Tamiami Trail East, 6th Floor, Naples, FL 34102

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. AGENDA AND MINUTES
 - a. Approval of Today's Agenda
3. NEW BUSINESS
 - a. Election of Chairman and Vice Chairman (one-year terms)
 - b. Establishment of a schedule for 2015 meetings
 - c. Sunshine Laws
 - d. Develop/Approve by-laws
 - e. Set goals and objectives
4. STAFF REPORTS
5. PUBLIC COMMENT
6. BOARD MEMBER DISCUSSION
7. ESTABLISH NEXT MEETING DATE
8. ADJOURNMENT

MINUTES OF THE OF THE COLLIER COUNTY PUBLIC SAFETY
AUTHORITY MEETING

Naples, Florida, January 14, 2015

LET IT BE REMEMBERED, the Public Safety Authority in and for the County of Collier, having conducted business herein, met on this date at 10:00 A.M. in REGULAR SESSION at Collier County Government, 3299 Tamiami Trail East, 6th Floor, Naples, Florida with the following members present:

Chairman: Janet Vasey, Citizen Representative
Vice Chairman: Ronald Myers, Citizen Representative
Gary McNally, Citizen Representative

ALSO PRESENT: Maria Franco, Administrative Assistant, EMS
Walter Kopka, Chief, EMS
Len Price, Administrator, Administrative Services
Michael Cox, Manager, Administrative Services

1. Call to Order

Mrs. Price called the meeting to order at 10:02am, a quorum was established.

Jorge Aquilera, NNFd was also present.

2. Agenda and Minutes

a. Approval of Today's Agenda

Mrs. Vasey moved to approve the Agenda. Second by Mr. Myers. Carried unanimously 3 – 0.

3. Introduction of New Members

Ronald Myers, Janet Vasey and Gary McNally all introduced themselves as new members of the Public Safety Authority.

a. Chair Election

*Mr. Myers voted for Mrs. Vasey as Chairwomen. Second by Mr. McNally.
Mrs. Vasey voted for Mr. Myers as Vice Chairman. Second by Mr. McNally.*

b. Establishment of a schedule for 2015 meetings

All agreed to meet once a month, on the 2nd Wednesday of every month. Meeting locations TBD.

c. Sunshine Laws

Sunshine laws information was emailed to all members prior to meeting.
Mrs. Price reviewed at the meeting.

Mr. Myers asked if EMS Council involvement would be a conflict with this committee.
Mrs. Price agreed to ask legal for advice and forward.

d. Develop/Approve by-laws

Mr. Myers had a few changes. Changes to be made to Article 4, Section A and to Article 5, add "7. Development and Performance".

*Mr. McNally voted to approved changes, Second by Mr. Myers. Carried unanimously 3 – 0.
Mrs. Price added, to work with what we can and in the future request changes if we need to.*

e. Set goals and objectives

Mr. McNally suggested for all member to get county email address. He would also like to look into the training process on the medics. Also, would like to know about the swap program and how it affects transports time.

Mr. Myers would like an orientation on EMS from Chief Kopka.

Mrs. Vasey would like to see what EMS would like for the PSA to look into.

4. Staff Reports

Chief Kopka presented a PowerPoint with org chart, station locations and a brief video on EMS specialties.

Chief Kopka agreed to do an EMS 101 with the group next meeting.

5. Public Comment

January 14, 2015

6. Board Member Discussion

- a. Mrs. Vasey asked Chief Aguilera to give a small presentation on North Naples in the future.

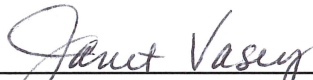
7. Establish Next Meeting Date

- a. February 25, 2015

8. Adjournment

There being no further business for the good of the County, the meeting was adjourned by order of the chair at 11:52 A.M.

Collier County Public Safety Authority



Chairwomen, Janet Vasey

These minutes approved by the Board/Committee on 3-11-15
as presented ✓ or as amended _____.

**PUBLIC SAFETY AUTHORITY
BYLAWS**

ARTICLE ONE - Creation, Purpose, and Objectives

The Collier County Public Safety Authority (hereinafter the "Authority") was re-created by Ordinance 14-nnnn adopted by the Collier County Board of County Commissioners on October 14, 2014. The Authority is an Advisory Board to the Board of County Commissioners with the following objectives:

- A. To assist with issues affecting pre-hospital emergency medical services within all of Collier County.
- B. To hear issues associated with pre-hospital emergency medical services when requested by a participating agency and make written recommendations to the Board of County Commissioners and involved agencies.
- C. To work to improve and enhance pre-hospital emergency medical care within Collier County with thorough study, education, and system-wide participation by the response agencies and the local medical community as noted above.
- D. To make its special knowledge and expertise available to any and all agencies upon request of the governmental board or agency when so charged during regular board meetings.
- E. To serve as a catalyst to effect cooperative arrangements for improving and best utilizing emergency medical resources in Collier County, utilizing the resources of all municipal, dependent and independent fire organizations, 911 call centers, law enforcement agencies and the public.
- F. To make recommendations regarding first responder programs, training programs, communication systems, and other appropriate facilities and services that positively impact on the delivery of emergency medical services.
- G. To assist in the development of Interlocal Agreements and appropriate standards of care provided by all agencies so as to adjust levels of service commensurate with the needs of citizens of Collier County. Such efforts shall be in a cooperative fashion so as to implement those changes consistently countywide by all appropriate agencies.
- H. To perform or assist with any other function or duty as requested by the Board.

ARTICLE TWO – Membership, Terms of Office, Filling Vacancies

- A. The Public Safety Authority will be a five member citizens committee with members having no affiliation with any hospital, fire district, EMS, municipality or Collier County Sheriff's Office.
- B. Terms for all Authority members shall be four years.
- C. Filling Vacancies. When a vacancy in membership occurs, the staff liaison will ensure the vacancy is publicly noticed. Applications will be forwarded to the staff liaison to review for qualifications. The membership of the Authority shall review applications and make recommendations of appointment to the Board of County Commissioners. The Authority may interview candidates at a scheduled public meeting.
- D. Reappointment. Members are eligible for reappointment. The staff liaison shall provide the Board with attendance records of all applicants seeking reappointment.

ARTICLE THREE. Meetings, Attendance.

- A. Regular Meetings. The Authority shall meet monthly and at other times as necessary.
- B. Special Meetings. Special Meetings of the Authority may be called by the Chair or the Vice-Chair in the absence of the Chair.
- C. Attendance. Attendance requirements, including provisions for removal from office for lack thereof, is governed by Ordinance No. 01-55, as amended, or by its successor ordinance.

ARTICLE FOUR. Officers, Quorum, Rules of Procedure.

- A. Officers. At its earliest opportunity, the membership of the Authority shall elect a chairman and vice chairman from among the members. Officers shall serve for a one year term with eligibility for reelection. At the end of each term, the Chair shall prepare and submit an annual report describing the activities of the Authority.
- B. Filling officer vacancies. Should a vacancy occur, the membership of the Authority shall elect a replacement from among the members at the next available committee meeting?
- C. Quorum. The presence of a majority of the members shall constitute a quorum of the Authority necessary to take action and transact business.
- D. By-laws. By-laws that establish procedures for doing its work and conducting its business shall be adopted by majority vote of the entire membership, adopt as provided by county ordinances. The by-laws shall include, but not be limited to, its general procedure, funding, and expenditures.

- E. Sunshine Laws. The Authority shall operate in the Sunshine, and shall keep a written record of meetings, resolutions, findings, and determinations. Copies of all of the Authority minutes, resolutions, reports, and exhibits shall be filed with the Board of County Commissioners and or its Clerk when appropriate.

ARTICLE FIVE. Work Groups

- A. The Authority may convene technical working groups from the community periodically to address the following:
 - 1. Community education and awareness.
 - 2. Emergency medical dispatch.
 - 3. Trauma triage and care.
 - 4. Pre-hospital emergency medical training.
 - 5. Clinical coordination and quality outcomes.
 - 6. Field coordination and operational concerns.
- B. The Authority will develop general guidelines and scope(s) of study for the technical working groups identified above.
- C. Membership of the technical working groups noted above may not exceed 50% participation by a member(s) of the Authority and membership on a technical working committee shall be formally recognized by the Authority before receiving a request for work or input.
- D. Specific guidance and charge will be given to technical working groups at regularly scheduled Public Safety Authority meetings. Such guidance shall not be in conflict with the Health Insurance Portability and Accountability Act or other laws of the State of Florida, local or state regulations, and local ordinances.
- E. Designation of persons filling temporary or standing committees shall be approved by the Authority and their charge clearly stated. Written reports of findings and oral presentations to the Authority will be duly recorded and submitted on behalf of the body.

**PUBLIC SAFETY AUTHORITY
BYLAWS
Ron Myers' suggestions, Draft #1 Jan 10, 2015**

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- C. Quorum. The presence of a majority of the members shall constitute a quorum of the Authority necessary to take action and transact business.

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 - 6. Field coordination and operational concerns.
 - 7. **Development of performance reporting requirements.**
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