

EMERGENCY MEDICAL SERVICES (EMS) FIRE TRANSPORT COMMITTEE
April 10, 2012

The EMS Fire Transport Committee met at the Pinellas County Public Safety Services Center, Room 130, 12490 Ulmerton Road, Largo, Florida, at 9:31 A.M. on this date with the following members present:

Senator (Retired) Jim Sebesta, Chairman
Commissioner Karen Williams Seel, Pinellas County Commission (late arrival)
(Alternate for Commissioner John Morroni)
Mayor Bill Foster, City of St. Petersburg (late arrival)
Chief Doug Lewis, Pinellas Park Fire Department
Captain Jim Millican, Lealman Special Fire Control District
Jay Ravins, City of Clearwater
Kelly Triolo, BayCare Health System

Not Present

Commissioner John Morroni, Pinellas County Commission

Also Present

Maureen A. Freaney, Assistant County Administrator
Don S. Crowell, Senior Assistant County Attorney
Chief Joe Accetta, Safety Harbor Fire Department
Chief James Angle, Palm Harbor Fire Rescue
Mike Cooksey, Public Safety Services
Craig A. Hare, Public Safety Services
Chief Tom Jamison, East Lake Fire Department
Joseph Lauro, Pinellas County Purchasing Director
Will Newton, International Association of Fire Fighters
Chief Robert Polk, Pinellas Suncoast Fire and Rescue
Beth Rawlins
Deputy Chief Don Sayre, Tarpon Springs Fire Rescue
Debbie Vass, Sunstar Paramedics
Greg Woodrum, Public Safety Services
Other Interested Individuals
Tammy L. Burgess, Deputy Clerk, Board Reporter

Agenda

1. Welcome
2. Approval of Minutes of February 20, 2012 meeting
3. Review of Evaluation Committee Procedures
4. Discussion of Timeline and Meeting Dates

WELCOME

Chairman Sebesta called the meeting to order at 9:31 A.M. and, at his request, those in attendance introduced themselves. A sign-in sheet has been filed and made a part of the record.

APPROVAL OF MINUTES

Chief Lewis moved, seconded by Ms. Triolo, that the minutes of the February 20, 2012 meeting be approved.

Ms. Freaney related that in the interest of clarity, Page 12, first paragraph under Request for Budgets should read: “...and shortly thereafter would like to request Fiscal Year 2010-11 data from the fire departments, including personnel and other costs. She related that the data would be provided to the accountants, following the operational study, in an audit-ready form...”

In response to the Chairman’s query, no objections to the amendment were noted; whereupon, upon call for the vote, the minutes of the February 20, 2012 meeting were unanimously approved as amended (Vote 5–0).

REVIEW OF EVALUATION COMMITTEE PROCEDURES

Referring to a PowerPoint presentation titled *RFP Evaluation Process with Consensus Scoring*, a copy of which has been filed and made a part of the record, Mr. Lauro provided an overview of the County’s Request for Proposal (RFP) evaluation and consensus scoring processes.

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Mayor Foster and Commissioner Seel entered the meeting at 9:34 and 9:36 A.M., respectively.

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Mr. Lauro distributed documents titled *Evaluation Criteria Note Form* and *Conflict of Interest and Lobbying Statement – Request for Proposal – 112-0213-P(JL)*, copies of which have been filed and made a part of the record, and referring to the evaluation form, related that the consensus range is determined by a simple majority consensus; and that each evaluator must score the firms within that particular scoring range at a public meeting; whereupon, he indicated that any notes taken by the evaluators will be collected at the end of the meeting and made part of the public record.

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Referring to the County's Lobbying Code, Mr. Lauro stated that when a bid or proposal has been released, all correspondence must go through the County Purchasing Department, specifically through him, which eliminates any potential or perceived improprieties; and that the Lobbying Code will remain in effect until an award is made or a protest is remedied. Mr. Lauro asked that each member read the Conflict of Interest and Lobbying Statement thoroughly to determine whether they have a potential or perceived conflict of interest; and that any conflict be reported to Chairman Sebesta before the evaluation, noting that Mr. Lauro and Attorney Crowell will determine if there is an issue; whereupon, Mr. Lauro reviewed examples of conflict of interests and the statement to be read, agreed to, and signed by the members, and stressed the importance of evaluations being based solely on what is presented by the proposer and what is requested in the RFP document.

In response to query by Ms. Freaney, Mr. Lauro discussed the public records process, relating that per state law, the bids and proposals are not public record and cannot be released for 30 days after the actual bid or RFP opening; that the County owns and maintains the public record; that the members cannot release the proposals; and that all records requests should be forwarded to his attention; whereupon, in response to queries by Captain Millican and Chairman Sebesta, Attorney Crowell provided clarification regarding the custodian of record and dissemination of public records; and Mr. Lauro, with input by Ms. Freaney, indicated that the members are encouraged to contact Mr. Lauro, not other committee members, with any questions.

Mr. Lauro displayed an interactive, electronic evaluation form, provided an example of how the individual firm and total scores are calculated, and responded to comments and queries by Chairman Sebesta regarding consensus scoring and methods of evaluating proposals used by other counties, indicating that several agencies copy the County's consensus scoring process; and that the process has not been legally challenged during the eight years it has been in use.

TIMELINE AND MEETING DATES

Ms. Freaney distributed a document titled *EMS Proposal(s) Timeline*, a copy of which has been filed and made a part of the record, and provided an overview of the timeline, noting that it will be dependent on the members' schedules and the number of bids/proposals received; whereupon, at her request and in response to queries by Chairman Sebesta, Mr. Lauro provided input regarding the RFP/bid opening process. Discussion ensued regarding primary and backup dates for evaluation of the bids by the Committee wherein Captain Millican expressed concern regarding the proposed three-week timeframe for member review of the submittals before the Committee evaluation; whereupon, following discussion, Ms. Freaney indicated that the evaluation would be scheduled for May 4 at 9:30 A.M. at the EpiCenter; and that in the event the

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number of submittals received is more than anticipated, a backup date for the Committee evaluation will be scheduled, and no objections were noted.

During discussion and in response to comments and queries by Chairman Sebesta and Captain Millican, Mr. Lauro, with input by Mr. Crowell, provided additional details regarding oral presentations, ranking of firms, and consensus scoring processes, indicating that oral presentations would likely add an additional two or three weeks to the process. He explained the procedure in the event a contract cannot be negotiated with the number one ranked bidder, noting that the County Administrator would decide whether to go to the second bidder or to rebid the contract.

MISCELLANEOUS DISCUSSION

BUDGET UPDATE

Ms. Freaney related that at the last meeting she had discussed doing some preliminary work to prepare for the accountant review after the operational study is completed; and that after speaking with a Certified Public Accountant (CPA), it has been tentatively decided that one of the County's CPAs will take the last two years' EMS budgets, meet with the fire chiefs and finance directors of each department to find out the specifics of their budgets and, following validation of the information by the departments, prepare a template that would help the accountant to understand the differences in how the departments prepare their budgets.

Ms. Freaney stated that if there are no objections, a preliminary letter would be sent to the city managers and independent fire districts outlining the process and the information to be reviewed, and no objections were noted; whereupon, in response to queries by Captain Millican, she indicated that Jodie Sechler, head of the medical billing area, would conduct the preliminary audit; that the Big-8 accountant would validate the preliminary information; and that the same evaluation data will be obtained from Paramedics Plus.

RFP COMMITTEE APPOINTMENT

In response to query by Mr. Ravins, the members voted unanimously to appoint Mr. Hare to the RFP Committee (Vote 7-0).

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:13 A.M.