

**REPORT OF THE COMMITTEE OF THE WHOLE WORKSHOP OF
THE ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

MAY 9, 2019

Present: Commissioner Lumon J. May, Chairman, District 3
Commissioner Steven L. Barry, Vice Chairman, District 5
Commissioner Robert D. Bender, District 4
Commissioner Jeffrey W. Bergosh, District 1
Commissioner Douglas B. Underhill, District 2
Amy Lovoy, Interim County Administrator
Alison Rogers, County Attorney
DeLana Allen-Busbee, Administrative Specialist, Clerk and Comptroller's Office
Shamara Jernigan, Agenda Program Coordinator, County Administrator's Office
Heather Mahoney, Official Records Manager, Clerk and Comptroller's Office

Location: Ernie Lee Magaha Government Building, Board Chambers, First Floor
221 Palafox Place, Pensacola, Florida

Report prepared by: DeLana Allen-Busbee

AGENDA ITEMS

1. Call to Order

Chairman May called the Committee of the Whole (C/W) Workshop to order at 9:02 a.m.

2. Was the Meeting Properly Advertised?

The C/W was advised by DeLana Allen-Busbee, Administrative Specialist, Clerk and Comptroller's Office, that the meeting was advertised in the *Pensacola News Journal* on May 4, 2019, in the Board's Weekly Meeting Schedule.

AGENDA ITEMS – Continued

3. EMS and Fire Services

A. Board Discussion – The C/W:

- (1) Viewed and discussed a PowerPoint presentation, which was also provided in hard copy, entitled *Public Safety Ombudsman Preliminary Report*, presented by Janice Kilgore, Ombudsman;
- (2) Was advised by Ms. Kilgore that she has interviewed over 50 people, including Public Safety Employees, County Administration, and Volunteer Fire Chiefs since she began her work on April 17th; she has identified numerous issues and concerns, including issues with an aging fleet, leadership, communication, public image, and lack of training; and discussed the following key points:
 - Creating a procurement plan and replacement plan/cycle to address aging equipment and funding sources, such as Local Options Sales Tax and EMS (Emergency Medical Services) reserves, for this purpose
 - Emergency call increases and staffing concerns in Dispatch, EMS, and Fire Services, as well as coverage in the north end of the county
 - The need for updated policies and a training facility for Public Safety, and was advised by Commissioner Underhill that he would like to see a business plan for the facility
 - Pay and retention issues in Public Safety
- (3) Requested that Ms. Kilgore provide a written report of her findings to provide to the new County Administrator and agreed that she did not need to continue assessing the department; and

B. Board Direction – None.

AGENDA ITEMS – Continued

4. EMS Billing Update

A. Board Discussion – The C/W viewed and discussed a PowerPoint presentation, which was also provided in hard copy, entitled *EMS Billing Update*, presented by Tamika Williams, Public Safety Business Operations Manager, and the C/W:

(1) Heard an update from Ms. Williams, which outlined:

- The fee schedule for EMS (Emergency Medical Services) rates in August of 2007 and November of 2011
- The summary of charges, contractual allowances, and write-offs by primary payor
- A payment comparison of allowable charges and payments
- Accounts receivable information for the last two fiscal years, and the projected total for this fiscal year, which is \$16,468,186
- The timeline for the process of transitioning back to Zoll software, which is the preferred software to resolve billing issues for EMS

(2) Discussed billing services and fee schedules, and was advised by John Dosh, Interim Public Safety Director, that he will bring forward a new cost grid for EMS services for the Board to consider;

(3) Discussed how the switch to the ESO software, which staff identified as ineffective, occurred, and potential issues with that process;

(4) Agreed to expedite the procurement of Zoll as an emergency procurement; and

B. Board Direction – None.

AGENDA ITEMS – Continued

5. Public Safety Training Options

A. Board Discussion – The C/W:

- (1) Was advised by John Dosh, Interim Public Safety Director, that he recommends going through the procurement process as quickly as possible for the training requested by Dr. Edler, Medical Director;
- (2) Was advised by Paul Nobles, Purchasing Manager, that the options for procurement are a bid process or a proposal process, with the bid process being the faster of the two;
- (3) Heard information from County Attorney Rogers concerning emergency procurement and was advised that “emergency” is a legislative designation that only the Board can make;
- (4) Heard narrative from Dr. Edler regarding the emergency nature of the training request, her concerns within the Public Safety Department while waiting on the procurement process, and the nature of the training that she is requesting and recommending;
- (5) Discussed whether or not the training request qualifies as an emergency; and
- (6) Was advised by Commissioner May that he would like to see sensitivity and diversity training in the county; and

B. Board Direction – The C/W recommends that the Board recognize that the Board has a training issue that needs to be addressed, and move forward with the procurement of training services to meet the criteria set forth by the Medical Director using the expedited procurement process.

Recommended 5-0

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AGENDA ITEMS – Continued

6. Escambia County's Social Media Policy

A. Board Discussion – The C/W:

- (1) Heard comments from Commissioner Bergosh regarding the Board's social media policy and his suggested revisions which, in his opinion, will bring the policy up to date, while still adhering to the Sunshine Law;
- (2) Discussed the current policy and potential revisions, and was advised by Commissioner Underhill that he recommends scrapping the entire policy; and
- (3) Agreed to bring the policy back as a discussion item on the May 16th regular meeting agenda; and

B. Board Direction – None.

VERBAL ITEMS ADDED TO THE AGENDA

1. Appointment of Acting County Administrator

- A. Board Discussion – The C/W discussed the need to appoint a County Administrator until Janice Gilley starts work on July 1st; and
- B. Board Direction – The C/W recommends that the Board appoint Matt Coughlin as Acting County Administrator through July 1st with the minimum County Administrator salary and all benefits of the position, including a car allowance.

Recommended 5-0

AGENDA ITEMS – Continued

7. Adjourn

Vice Chairman Barry declared the C/W Workshop adjourned at 12:27 p.m.