



## FEMSA ITLS Minutes

**Zoom:** Friday 16 May 2025 at 10:00 am

- I. **Welcome and Introduction of Meeting Participants: FEMSA Report, Dr Soard.**  
Attendees: Jonathan Walker & Mark Foss – Dixie County / Ina Leinas – Marion County Fire Rescue / Todd Soard / Mike Rushing / Jeff Gilliard – FEMSA ITLS Board Members, Derek Hunt-UFL Shands Cair attempted to sign in unsuccessfully.
- II. **Review and approve Nov 2024 minutes:**  
Motion: Todd Second: Jeff
- III. **State/Chapter Coordinator report – Mr. Gilliard: Dr. Fraunfelter (Chapter Co-Medical Director)**  
Award for Medical Director of the Year 2024. 90 Provider Cards / 5 Instructor Cards as of 05/15/2025. Most recent new training center contracts 3. Valencia Community College – Cindy Bell/ UFL Shands Cair – Derek Hunt / E&B Health and Safety - Elizabeth Walker. New Coordinator Dalton Doyle for NMOTC Det NAMI, Pensacola NAS.
- IV. **Update on National ITLS Activities – M. Rushing /Jeff Gilliard:** Mr. Gilliard discussed the following, ICEP/ITLS Executive Director Change (1/9/2026).  
Course Manual Update, should be available Fall 2025  
IBF & Translation, this is a committee that looks at the translation and publication of course manuals and instructor materials, Mr. Gilliard chairs this committee  
2025 Conference: The conference committee is working hard in its planning and hopes to have the brochure and registration information out soon,  
The link for the conference is: <https://www.itrauma.org/education/international-trauma-conference/>  
/International  
Committee's: If you are interested, we are looking for new volunteers on committees.  
(Finance/Competition/Conference/Succession Planning/Editorial Board/Communications).  
We will be sending out application requests soon, get involved.



The 2025 Conference will be held at:  
Hilton Charlotte University Place  
8629 J M Keynes Dr, Charlotte, NC 28262  
November 12-15, 2025

**V. Financial Report – FEMSA – Todd Soard:** Balance is 552.09, statement received and attached to the minutes.

**VI. Training Site Reports—**All reports are to be submitted to the chair one week before the meeting, and the site course coordinator will give them orally at the meeting.

Emergency Medical Consultants: Shaun Fix (Nothing to report)

West Coast CPR – James Roth (Just wanted to send you an update on West Coast Florida CPR. I don't think it needs to be on the agenda, but we do not currently have any ITLS Classes scheduled. We are having a lot of personnel moves that will take a little time for us to settle in on. We will update you when we are ready to run our next class. Thank you.)

Dixie County Fire Rescue – Mark Foss (Good morning. I will be on shift however I will be attempting to join the call for as long as I can.)

Marion County – Ina Leinas (MCFR puts on quarterly ITLS re-certification course and two initial courses annually.)

**VII. Regional Coordinator Reports—**All reports are to be submitted to the chair two weeks before the meeting, and the regional coordinator will give them orally at the meeting.

Region 1: Mike Rushing

Region 3: Jeff Gilliard

Region 5: Melissa McNally

Region 7: Todd Soard

Region 2: Mike Rushing

Region 4: Jeff Gilliard

Region 6: Shaun Fix

Region 8: Todd Soard

**VIII. Old Business: None**

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**IX. New Business**

Meeting Schedules & Content – Jeff (It was decided to go back to having regularly scheduled quarterly meetings. From now on it will be at 10 am on the last Friday of the last month of the quarter.

Region Changes – Jeff (Jeff introduced the concept of reducing the current 8 regions down to 5 regions. It follows the recent BEMO changes in their Regional Coordinators Plan. Motion to accept: Mike / Second: Mark Foss, all in favor. It was decided to adopt the change and send out to current coordinators to determine who will serve in what areas.

Policy & Procedure Review – Jeff, First There First Care Conference / 2026. The committee discussed the need to revise our Policy and Procedures that will reflect any changes that need to be made and prepare the document for submission to ITLS International. It's required to revise them every 5 years and our current P&P's were last revised in November 2019.

**X. Adjournment: 10:55 AM, Next Meeting: 27 June 2025, 10:00 AM**

**XI. AI Recap**

**Quick recap**

**The meeting began with administrative matters including minutes' review and updates on state and chapter coordinator positions. ITLS activities and financial updates were discussed, covering training centers, leadership changes, and account balances, along with regional coordinator reports and plans for quarterly meetings. The group agreed to reduce regions from 8 to 5 and discussed future conference participation, while also addressing various operational matters including course billing and region coordinator assignments.**



## Next steps

- Jeffery to send out the proposed region changes to current regional coordinators for input.
- Jeffery to reach out to Melissa and Sean regarding their positions and coverage areas in the new regional structure.
- Executive Board (Jeffery, Mike, and Todd) to review and discuss policy and procedure changes prior to the June meeting.
- Jeffery to update the email contact for the Flight Medic point of contact to include Dalton.
- Todd to explore the possibility of having a side-by-side booth with ITLS at next year's First There First Care conference.
- Jeffery to follow up with the Executive Board after the International Board meeting on May 22nd regarding delegate reports and other updates.
- All members to consider ideas for revitalizing PHMSA meetings and send suggestions to Jeffery for future discussion.
- Mark to keep the group updated on the upcoming ITLS class in Dixie County.

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## Summary

### Chapter Coordinator Position Update

The meeting begins with some technical difficulties as participants join the call. Jeffery starts the meeting by welcoming the attendees and reviewing the minutes from the previous meeting on November 7th. Todd motions to accept the minutes, which is seconded by Mark, and the motion passes unanimously. Jeffery then moves on to the State and Chapter Coordinator Report, mentioning updates from Marion County and Dr.

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**Fraunfelter's acceptance of a Chapter Co-coordinator position.**

#### **ITLS Training and Leadership Updates**

**Jeffery provides updates on ITLS activities at both the state and national levels. At the state level, he reports on new training center contracts, including Valencia Community College, University of Florida Shands Care, and E&B Health and Safety. On the national front, he discusses leadership changes, with Jenny Kennedy Payless appointed as interim executive director. Jeffery also mentions progress on the new course manual, expected to be released in the fall, and updates on the upcoming 2025 conference in Charlotte, North Carolina. He notes that financial reports have been delayed since September but are expected soon, with board meetings scheduled to discuss them.**

#### **Financial Updates and Training Reports**

**The meeting covers financial updates and training site reports. Todd reports that the account balance is \$552.09, with most payments going directly to international. Pensacola naval base prepays for cards and is planning to order about 40 more. Jeffery presents training site reports, noting that West Coast CPR has no current ITLS classes scheduled due to personnel changes. Mark mentions a combination research and initial certification class planned for August. Regional coordinators provide brief updates, with Michael assisting George Stone State College's paramedic program and Todd working to stimulate more activity in regions 7 and 8.**

#### **Quarterly Meeting Resumes, Agenda Updates**

**The group agrees to resume regular quarterly meetings, scheduled for the last Friday of each quarter at 10 AM, starting June 27th. Jeffery encourages members to send agenda items and ideas for educational content to revitalize PHMSA meetings. Michael suggests updating the Flight Medic point of contact, and Mark mentions an upcoming larger-than-expected class in Dixie County. Jeffery then begins to discuss BMO's proposed region changes.**



### **Regional Restructuring and Coordinator Allocation**

Jeffery proposes reducing the number of regions from 8 to 5, aligning with the State EMS plan. The group agrees, and Michael makes a motion to this effect, which is seconded. They discuss how to allocate the new regions among the current coordinators, considering their locations and areas of activity. Jeffery plans to reach out to Sean and Melissa to confirm their interest and availability. The group also considers the possibility of having regional coordinators and co-coordinators to manage larger areas effectively.

### **Region Coordinator Policy and Conference Planning**

Jeffery proposes to send out the region coordinator policy for review by current coordinators and hold a vote in June. The group discusses the upcoming First Air First Care conference, with Michael planning to attend while Jeffery and Todd are unsure. Todd mentions the conference's growth, necessitating a move to the Broward Convention Center next year. The group considers setting up an ITLS booth at the conference in the future, with Todd offering to seek donations to cover the estimated \$2,500 cost. Jeffery agrees to add this as new business for next year's agenda.

### **Meeting Minutes and Convention Planning**

The group discusses the name "1st there" and its relation to the "eagles" concept. Jeffery mentions he will prepare the meeting minutes and touch base with the E-board after the International Board meeting on May 21st and the e-board meeting on May 22nd. They briefly address delegate reports for an upcoming convention and clarify issues with course billing and past due accounts. The meeting concludes with Jeffery announcing he will distribute the minutes by Tuesday and mentioning his plans to attend an ACDC concert in Tampa.



## FEMSA ITLS Minutes

Zoom: Thursday 07 NOV 2024 at 11:00 am

XII. **Welcome and Introduction of Meeting Participants: FEMSA Report, Dr Soard.**

XIII. **Review and approve July 2024 minutes:**

Motion: Mike

Second: Todd

I. **State/Chapter Coordinator report** – Mr. Gilliard reported on highlights of the onboarding of new training sites and state activities. The overall providers taught up to date for 2024 is 691, we have 15 training sites under contract, and we expect a positive 2025 year in student and training center increases.

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- II. **Update on National ITLS Activities** – M. Rushing /Jeff Gilliard, M. Rushing /Jeff Gilliard – Mike and Jeff reported that the National activities are quite busy and exciting to include conference planning, the first edition course manual and the 2025 award nominations.

The 2025 Conference will be held at:  
Hilton Charlotte University Place  
8629 J M Keynes Dr, Charlotte, NC 28262  
November 12-15, 2025

- III. **Financial Report – FEMSA** – Jeff Gilliard/Todd Soard, Todd reported that we have a balance of more than 300.00 in our bank account.

- IV. **Training Site Reports** - all reports are to be submitted to the chair 1 week in advance of the meeting, then given orally by the site course coordinator at the meeting.

Braxton College: Richard Gonzales / CFEEC: Melissa McNally (No Reports)

Dixie County EMS – Mark Foss / Edgewater FD: Kory Haywood/ (Mark reported they are planning multiple courses upcoming for next year. Kory also reported the same.)

Emergency Medical Consultants: Shaun Fix (Shoun Reported he had a few courses but the numbers have been low)

Escambia County – Harvell Houston (WIP) / Leon County – Bret Davidson (No Report)

Marion County EMS: Ina Leinas / NAS Pensacola – Minshiuian Chu (Ina reported she has had several courses and expects they will have more next year) (Minshiuian reported several courses and that he will be moving to another base and would advise of a replacement)

North Florida Community College: Christian Diaz / Mike Kirkland/  
Orange City FD: Brian Masters / ORMC-Ocala: Elizabeth Walker (Elizabeth reported she has had one course and has a few planned for 2025)

Tallahassee Community College – Diane Morris / UFL Shands Cair – Derek Hunt (No reports)

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Valencia Community College – Cindy Bell (No Reports)

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Region 6: Shaun Fix

Region 8: Todd Soard

**VI. Old Business: None**

**VII. New Business**

Open Forum

**VIII. Adjournment: 1145 a.m., Next Meeting: 1<sup>st</sup> Qtr 2025**