

**TOWN OF HILTON HEAD ISLAND**  
**Evaluation Committee Meeting Minutes**  
**RFP 2019-0020 Video Laryngoscopes**  
**June 13, 2019 @ 9:00 a.m.**  
**Fire Rescue Headquarters Conference Room**

**Committee Members Present:** Tom Bouthillet, Tina Sanders, Dr. Patrick Snowman, Willie Ferguson, Richard Groth

**Committee Members Absent:** None

**Other Town Staff Present:** Janet Peduzzi and Pete Janura

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**1. Call to Order**

Mr. Groth called the meeting to order at 9:30 a.m.

**2. FOIA Compliance**

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Regular Session**

Mr. Groth explained to all present that the purpose of the meeting was for the Evaluation Committee Members to evaluate and discuss the functionality of the various video laryngoscopes which would be done in Executive Session.

Battalion Chief Bouthillet motioned to go into Executive Session which was seconded by Dr. Snowman. The motion was approved unanimously.

**4. Executive Session**

Evaluation Committee members tested the various video laryngoscopes on medical dummies and discussed extensively the pros and cons of each scope. Committee members were advised to complete an evaluation form for each firm after the meeting and forward to Mr. Groth for summarization. At 11:07 Battalion Chief Bouthillet motioned to end the Executive Session and adjourn the meeting. Ms. Sanders seconded. The motion was approved unanimously.

**5. Adjournment**

Meeting adjourned at 11:07 a.m.

Submitted & Approved By: Richard Groth, Procurement Officer, June 13, 2019