

Northwest Region EMS Council Minutes

May 13, 2004

Olympic Medical Center

Port Angeles, WA

REPRESENTATIVES IN ATTENDANCE:

Clallam

Karen Blore
Keith Bogues
Allen Knobbs (absent)

Jefferson

Jim DeCianne
Rolf Schumann (absent)
Robert Moser
Cathy Langley (absent)

Mason

Steve Anderson
Steve Grout
Tim McKern
Terry Anderson (absent)
Bob Burbridge (absent)
Aaron Espy

Kitsap

Judy Van Hook
Stan Plyler
Cliff Wilson (absent)

West Olympic Peninsula

Kim Gracey
Jonni Trettavick
Cora Fletcher (absent)
Elizabeth Buckingham (absent)
Dan Druge (absent)

Medical Program Director

Steve Hillman, MD
Joe Hoffman, MD
Sandra Smith-Poling, MD
Steve Churchley, MD (absent)

Local Law Enforcement

Vacant

USDA Forest Service/Park Service

Dan Pontbriand

Local Elected Official

Leslie Scholfield

Consumer Representative

Edward Bentley (absent)

Naval Hospital Representative

Michael Danenberg

Coast Guard Representative

Vacant

State EMS Administrator

Vacant

Department of Health

Scott Hogan

Northwest Region EMS Staff

Anice Grant
Zita Wiltgen
Ruby DeSantis
April Borbon

Visitors

Rick Gunderson
Don Miller
Mary Wilgocki
Tony DiBenedetto
Barb Enos

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I. Meeting called to order by Chairperson Tim McKern at 12:00pm.

II. OPSCAN Presentation (Sheriff Joe Martin)

Clallam County Sheriff Joe Martin gave a presentation to the Council on the Olympic Public Safety Communications Alliance Network (OPSCAN). Phase one of this communications project, which will link the Northwest Region of Washington State wirelessly to all public safety providers, was funded by a \$5.8 million EPRD grant and a 25% match for a total of \$7.25 million. OPSCAN includes participation from six counties and 42 public safety agencies. The vision for this project is to have an integrated, coordinated public safety communication system.

Phase one will include implementation, functionality and training for the microwave backbone of this communication system. Phase two will add a mobile data system and phase three will look at expansion and long range plans.

The entire OPSCAN presentation is available in PDF format on the Northwest Region EMS website at www.nwrems.org.

III. Approval of February 13, 2004 Minutes

Sandra Smith-Poling made a motion to approve the minutes as written. Judy Van Hook seconded the motion. Motion was called with a unanimous vote to approve the minutes as written.
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IV. Treasurer Report

A. FY'04 YTD Budget Report

The FY'04 YTD Budget Report, which details our year-to-date financial status through April 30th, was included in the Council packet. The budget reflects normal year to date expenses. Please remember that the end of the fiscal year is coming up so all billing for classes needs to be sent to Anice by June 15th in order to be processed by June 30; the last day of the fiscal year.

V. Chairs Report (Tim McKern)

No report was given.

VI. MPD Report

Dr Joe Hoffman--Mason County has finished their two EMT classes. They have hired David Scott to be their new QI administrator. They are working on a template for the ALS OTEP program.

Dr Steve Hillman—Kitsap County will be having a paramedic test in June.

Dr Sandra Smith-Poling—The ILS class in Jefferson County is ongoing. There is discussion about North Kitsap Fire and Rescue and Port Ludlow Fire Districts merging.

VII. DOH Report (Scott Hogan)

The Licensing and Certification's new recertification process, which will be done by agency, will begin in June. Please remind your providers they must only use the certification/recertification forms from the DOH website as these are the most up-to-date.

The Data TAC recently met. They are now matching data elements with the national standards. In June they will be readying a pilot for electronic data collection; this pilot will analyze all 2003 data. The results of this study will be posted on the DOH website for review.

Mike Smith from the DOH will be visiting regions in the upcoming months to conduct a training information poll for the Homeland Security department. This will lead to an eventual NIMS plan integration.

VIII. Region 2 All Hazards Planning Update (Rick Gunderson)

There are a number of upcoming emergency preparedness training and education exercises coming up.

ICS and Public Information Training is on-going at this time. On May 21st OMH and Forks hospital will conduct decon training. On June 16th Rick is coordinating a table-top infectious disease exercise which will be held at OMH. On July 20th there will be an EOC/public health table-top exercise. In August, Clallam County will host a table-top exercise. In late October or early November there will be an Isolation and Quarantine workshop at Pt Ludlow. In January 2005, Kitsap County will host a table-top exercise. In February 2005 the Region will host a table-top exercise. In March 2005 the region will host a full-scale exercise which will include a hospital-public health scenario.

Additional Homeland Security grant funding via the CDC and HRSA has been approved. This additional \$50,000 is being used to buy equipment from our previously submitted hospital equipment lists.

IX. Correspondence

A. DOH ALS/ILS OTEP

A packet of information about the new ALS/ILS OTEP program which was recently approved for use was included in the Council packet. This is an optional program which may be used at the discretion of the MPD. A template for this program which was developed in Clark County will be available from the DOH. If this OTEP program is used, providers will not have to take a recertification examination.

B. DOH New Licensing and Certification Assignments

A list of new staff assignments for the Licensing and Certification Department of the DOH was included in the Council packet.

X. New Business

A. FY'05 Budget Recommendation

The FY'05 Budget Recommendation, which was approved by the joint Executive/Funding Committee on April 9, 2004, was distributed to the Council members.

Steve Grout made a motion to approve the FY'05 budget as recommended. Dr Sandra Smith-Poling seconded the motion. The motion was unanimously approved.

B. Meeting Notice Format Change

Beginning with the next Council meeting, all Council packets will be sent to Council members via email. The office will email reminders, minutes and agendas; all additional supporting documentation will be handed out at the meetings. This will save a great deal of money on postage as well as staff time.

C. Request from Clallam County Fire District #2 to Change from BLS Aid to BLS Transport

Clallam County Fire District #2 has made a request to change their status from BLS Aid to BLS Ambulance. Their ALS Support EMS levy was voted down and now ALS is no longer supported by fire funds. Olympic Ambulance will continue to provide ALS transport. This change falls within our min/max numbers.

Robert Moser made a motion to accept CCFD #2's request to change from BLS Aid to BLS Ambulance. Dr Joe Hoffman seconded the motion. The motion was unanimously approved.

D. Office Staffing Update

Ruby has reduced her hours and is now in the office on Tuesdays, Wednesdays and Thursdays. The Region has hired a part-time person to answer phones and perform other administrative assistant tasks in the afternoon; this is a shared position between the Region and Kitsap County EMS.

XI. Unfinished Business

A. Hospital Preparedness Plan Report

The next Hospital Preparedness meeting will be on June 16th. This will be a table-top exercise and will be conducted at Olympic Medical Center.

B. DOT/Hood Canal Bridge Closure Meeting Update.

Minutes from the last Bridge Closure meeting held on April 30th were included in the Council packet. Kim, Zita and Anice will be working on an impact study for the bridge closure.

C. RAED Grant Update

The AED list has been submitted to the DOH. The region has 186 requests for AEDs but only 22 are being purchased for the region during this grant cycle. Anice will also be getting a few AEDs from King County who didn't need them for this grant cycle. The criteria for AED placement is EMS, law and public access. Additional AEDs can be purchased through Anice for our contract price of \$869.

D. Needs Grant Update

The Needs Grants have been approved. Clallam County will receive two Needs Grants and Mason County will receive two Needs Grants. Letters have been sent out to all recipients. Recipients will need to have signed contracts before they can make purchases.

XII. Prevention Report (Ruby DeSantis)

Ruby's training report which details the Prevention activities that she is involved in was included in the Council packet.

XIII. Training Report

Zita's training report, which lists the training activities that she has been working on was included in the Council packet.

XIV. Committee Reports

A. Executive/Funding Committee

The Executive/Funding Committee met on April 9, 2004. The minutes from that meeting were included in the Council packet.

B. TED Committee

The TED Committee met on April 9, 2004. The minutes from that meeting were included in the Council packet.

1. Roster Reporting

A letter will be sent from the Region requesting training rosters for all training classes conducted in the Region regardless of whether they are Region-funded or not. This will help us with funding by showing the large amount of training that is conducted in the region versus the small amount of training we are actually able to fund.

2. Equipment Requests

Please request all training equipment loans at least 48 hours in advance. Zita also reminded everyone that the training equipment can only be used to train rural EMS providers and can not be used for for-profit classes due to the grant specifications under which the equipment was purchased.

3. Initial Certification Test Proctor

Anice will be the only test proctor in the Region for initial certification tests. Test proctors will continue to be allowed to proctor recertification tests.

C. QI Committee

The QI Committee will be hosting their Annual QI Conference at Mary Mac's in Pt Orchard on June 4 at 2pm; please RSVP if you will be attending.

D. Bio-Terrorism Work Group Report

It was noted that it has been determined that in the event of a smallpox outbreak, only "ring immunizations" will be conducted.

E. Naval Hospital Report (Dr Mike Danenberg)

Dr Danenberg will be transferring to his new duty station on July 1. His replacement, Captain Phil Hunt, will take over in mid July. Naval Hospital conducted a drill last Friday and will be participating in a regional drill in 2005. BUMED will not sign off on the hospital plan however they will support other hospitals in the event of a disaster.

F. Coast Guard Report (Dr Art French)

No report given. Dr. French has transferred to Washington, DC. His replacement will be coming in June.

G. Olympic National Park (Dan Pontbriand)

Dan brought a copy of the January 2004 draft of the EMS Field Manual for the National Parks System which includes parks protocols. The protocols are consistent with the regional Protocols. There are currently 49 EMS providers in Olympic National Park; most are National Registry and State Certified EMTs. ONP has a radio system that allows providers throughout the park to directly contact Olympic Medical Center. In 2003, there were 121 EMS cases which included 65 BLS and 21 ALS calls. In October, there will be a one-week Wilderness EMT module for park rangers.

XV. Local Council Reports

A. Clallam—The EMT class in Sequim will be completed in June. They are in the planning stages of the ALS/ILS OTEP program.

B. Jefferson—The EMT class is finished. The ILS/IV class is ongoing.

C. Kitsap—Stan Plyler is the Acting Chair while Cliff Wilson is on a leave of absence. The EMT class is finished. They will have a paramedic test in June.

D. Mason—Two EMT classes have been completed. David Scott is their new QA/QI program manager. They are looking into the new ALS/ILS OTEP program.

E. West Olympic Peninsula—They are finishing an EMT class.

XVI. Other

Nothing to report.

XVII. Adjourn

The meeting was adjourned at 2:15pm.