

Northwest Region EMS Council Minutes
March 13, 2003
Olympic Memorial Hospital
Port Angeles, WA

REPRESENTATIVES IN ATTENDANCE:

Clallam

Sharon Tate (absent)
Keith Bogues
Allen Knobbs (absent)
Karen Blore

Mason

Steve Anderson
Steve Grout
Tim McKern
Terry Anderson

West Olympic Peninsula

Kim Gracey (absent)
Jonni Trettevick
Cora Fletcher

Local Law Enforcement

Vacant

Local Elected Official

Leslie Scholfield

Naval Hospital Representative

Michael Danenberg

State EMS Administrator

Shane Sanderson (absent)

Northwest Region EMS Staff

Anice Grant
Zita Wiltgen
Ruby DeSantis (absent)
April Borbon

Jefferson

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

Kitsap

Judy Van Hook
Stan Plyler
Cliff Wilson—Alt (absent)
Sherrie Shafer
Linda Potter

Medical Program Director

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

USDA Forest Service/Park Service

Dan Pontbriand

Consumer Representative

Edward Bentley

Coast Guard Representative

Art French

Department of Health

Julie Kitten (absent)

Visitors

Bob Burbridge
Aaron Espy

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I. Meeting called to order by Chairperson Tim McKern at 12pm. There was a demonstration of the HeartCode ACLS computer training system by the Laerdal representative at the beginning of the meeting.

II. Approval of January 9, 2003 Minutes and Agenda

Ed Bentley made a motion to approve the minutes as written. Steve Grout seconded the motion. Motion was called with a unanimous vote to approve the minutes as written.

III. Treasurer Report

A. FY'03 YTD Report (Attached)

The FY'03 Report, which details our year-to-date financial status, is attached. We are on track with our expenditures and more are coming in as training is completed. There were a couple of errors on the report including the prevention payroll tax and the Kitsap BTLS amount which Anice will correct.

IV. Chairs Report (Tim McKern)

Due to the length of the HeartCode demonstration, no report was made.

V. DOH Report (Julie Kitten)

There were no DOH representatives in attendance today. Anice noted that they have recently moved into their new building in Tumwater.

VI. Correspondence

A. New Staff Pager/Message Numbers (attached)

The staff recently switched from pagers to cell phones. Their new cell numbers are attached.

B. DOH—CME and OTEP Records Retention; Jack Cvitanovic (attached)

A letter from Jack clarifying that the certified EMS provider must retain all of their original CME and OTEP records. This is their responsibility and not that of their department, MPD or the state.

C. DOH—Deployment of Fort Lewis MAST Unit; Dick Benjamin (attached)

An email from Dick Benjamin stating that the MAST Unit stationed at Ft Lewis and sometimes used for transportation by EMS has recently been deployed for military duty. Currently there is no other Unit to take its place but there may be a National Guard unit available in the future.

D. DOH—Lobbying Restrictions; Dick Benjamin (attached)

A letter from Dick Benjamin reminding everyone of the lobbying restrictions in place for Council members appointed by the DOH.

E. Washington Health Foundation New Grant Request; April Borbon (attached)

A letter to the Washington Health Foundation from April Borbon requesting grant funds of \$32,000 for Northwest Region projects.

F. Washington Health Foundation Grant Final Report; Anice Grant (attached)

A letter from Anice to the WHF detailing how last years' grant funds were spent.

G. DOH—Sherrie Shafer Appointment to the Northwest Region EMS Council (attached)

A letter from the DOH appointing Sherrie Shafer to the NWR Council.

H. DOH—Judy Van Hook Appointment to the Northwest Region EMS Council (attached)

A letter from the DOH appointing Judy Van Hook to the NWR Council.

I. DOH—Linda Potter Appointment to the Northwest Region EMS Council (attached)

A letter from the DOH appointing Linda Potter to the NWR Council.

J. DOH—Daniel Pontbriand Appointment to the Northwest Region EMS Council (attached)

A letter from the DOH appointing Daniel Pontbrinad to the NWR Council.

- K. DOH—Steve Churchley Appointment to the Northwest Region EMS Council (attached)

A letter from the DOH appointing Steve Churchley to the NWR Council.

- L. DOH—Northwest Region EMS Council Structure (attached)

A list of the positions, representatives, alternates and term expirations of all NWR Council members is attached.

- M. DOH—EMS and Trauma New Address and Phone Numbers (attached)

A list with the new location address and phone numbers for the DOH office of EMS and Trauma is attached.

- N. Robert Wood Johnson Foundation Grant Program; Norm Fjosee (attached)

A letter from Norm detailing a couple of grant programs that may be available to agencies in the region is attached.

- O. USFA Firefighters Grant Program and Application Process (attached)

A letter from FEMA explaining their firefighter assistance grants is attached.

VII. New Business

- A. Port Townsend Fire Upgrade Application (attached)

A letter from Port Townsend Fire requesting an upgrade to Trauma Verified ALS Ambulance service from Trauma Verified BLS Ambulance service is attached.

Stan Plyler made a motion to approve the upgrade. Ed Bentley seconded the motion. A vote was called and the motion was unanimously approved.

- B. Central Kitsap Fire and Rescue Re-Licensing Request (attached)

A request from CKF&R to re-license as a Trauma Verified ALS Ambulance service due to their merger with Kitsap County Fire District #12 is attached.

Ed Bentley made a motion to approve the re-license. Sherrie Shafer seconded the motion. A vote was called and the motion was unanimously approved.

VIII. Unfinished Business

A. Hospital Preparedness Plan Report

Our hospital preparedness plan is due on May 30th. Our March meeting was cancelled and our next meeting will be on April 10th. We are waiting for clarification on some issues from the DOH, however prior to the next meeting, we will send out the plan we have formulated so far and receive input from all participants.

B. RAED Grant

We have received the contract from the DOH and will discuss the details at the RAC meeting next week, including the criteria and guidelines for the approximately 16 or 17 AEDS we will receive. Please note that these AEDs will only go the Clallam, Jefferson and Mason counties as they are the only areas classified as rural in our region. The entire process should be completed by August.

C. DOT/Hood Canal Bridge Closure

This is an ongoing process. We will be scheduling a meeting in the near future to discuss the impact this closure will have on the agencies in our region.

D. Trauma Plan Update

The Trauma Plan was submitted two weeks late since Anice was ill. It is now going through an extensive review process. When the plan is approved, copies will be given to all Council members.

E. FY'03 Reallocation of Training Funds

We have received three reallocation requests. Remember that all training must be completed prior to June 30th in order to receive payment. If you have excess training funds that you will not be able to use, please contact Anice so that the funds can be reallocated.

F. FY'04 RFP for Training Funds

All training requests are due by March 31st. We will have a Funding Meeting on April 11 to prepare our training budget for the next fiscal year.

G. Smallpox Update

Stage 1 Pre-Event smallpox vaccines are continuing around the country. Washington State civilian vaccines began on February 20th and to date 179 civilians have been vaccinated. Most of the civilians vaccinated have been public health, hospital and other response team members. There have been no adverse events noted. Stage 2 smallpox vaccines are now in the planning stages.

IX. Prevention Report (Ruby DeSantis)

Ruby had surgery and is doing well. She is expected to be back to work in another week or so. 50 helmets were given to David Sue with the Washington State Patrol.

X. Training Report

Zita's training report, which outlines the various projects she has been working on including HeartCode, OTEP, and protocols, is attached.

XI. Committee Reports

A. Executive/Funding Committee

Minutes from the February 14th meeting are attached.

B. TED Committee

The TED Committee will meet today after this meeting. The OTEP modules and the training tapes have been completed and distributed; there has been much positive feedback on the new program. Remember that the Region has loaner equipment for the presentation of OTEP (laptops and Boxlights) if needed.

C. QI Committee

The QI Committee met this morning. They are working on the QI Conference scheduled for May and will have Dr. Jerkovich as their keynote speaker. The committee has agreed to meet every other month just prior to the NWR Council meetings; they have also agreed to ask the TED Committee members to participate in their meetings so that training issues that are raised can be addressed.

D. Bio-Terrorism Work Group Report

They have not met recently.

XII. Local Council Reports

A. Clallam—An EMT class is beginning. A paramedic refresher class is in the works.

B. Jefferson—A First Responder class is finishing and an EMT class will begin on the 22nd. An ILS Benadryl pilot has been approved by the L&C Committee.

- C. Kitsap—An EMT Glucometer pilot has been approved by the L&C Committee; Sherrie is writing the protocol for this.
- D. Mason—The new OTEP program has been rolled out. A BTLS class is starting on June 14th.
- E. West Olympic Peninsula—The EMT class is finished and they have five new EMTs.

XIII. Other

A. Naval Hospital Update

Naval Hospital is working on reducing bed capacity by half starting Monday due to the staff realignment that is currently happening due to the Middle East situation. There are currently no pediatric inpatient services. Harrison Hospital is helping Naval Hospital during this transition.

B. Parks Update

Olympic National Park has 35 EMTs in the local area that are Nationally Registered; they are working on getting them state certified as well. The EMS plan for the parks is currently being rewritten.

XIV. Adjourn

The meeting was adjourned at 1:45 pm.