

Northwest Region EMS Council Minutes
May 9, 2002
Olympic Memorial Hospital
Port Angeles, WA

REPRESENTATIVES IN ATTENDANCE:

Clallam

Sharon Tate (absent)
Keith Bogues
Allen Knobbs
Karen Blore

Mason

Steve Anderson
Steve Grout (absent)
Tim McKern
Terry Anderson

West Olympic Peninsula

Kim Gracey
Jonni Trettevick (absent)
Janet Hays (absent)

Local Law Enforcement

Vacant

Local Elected Official

Leslie Scholfield

State EMS Administrator

Vacant

Northwest Region EMS Staff

Anice Grant, Director
Zita Wiltgen, Training Coordinator
Ruby DeSantis, Prevention Coordinator
April Borbon, Administrative Assistant

Jefferson

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

Kitsap

Kim Doyle (absent)
Stan Plyler (absent)
Cliff Wilson—Alt (absent)
Sharon Tucker

Medical Program Director

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

USDA Forest Service/Park Service

Vacant

Consumer Representative

Edward Bentley

Department of Health

Jack Cvitanovic

Visitors

Mike Turay
Elizabeth Buckingham
Tim Siebly

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- I. Meeting called to order by Chairperson Tim McKern at 12:15.
- II. Approval of Minutes and Agenda

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

- III. Treasurer Report

- A. FY'02 Report (Attached)

We will spend all funds that were budgeted. There are currently four EMT classes, an ILS class and an IV Tech class that will need to be paid for. Some of the money has been re-allocated to pay for additional classes. There is a change on page one of the Treasurer's Report—at the bottom of the report under 'Northwest Region Training', the amount remaining should be \$2,000 instead of \$6,299.17.

- IV. Chairs Report (Tim McKern)

The Proctor Workshop for certification testing which was held before this Council meeting went well.

Many agencies are holding various events to celebrate EMS Week which is May 19-25. Please let Anice know if your agency is doing anything special for this week so she can pass it on to the DOH for their newsletter.

Council member Robert Moser was in a severe car accident two weeks ago and is now at Harborview; the last report we received said he was improving.

- V. DOH Report

The DOH has received \$125,000 in funding to get Duane Mariotti's communication plan up and running.

Rick Buell and Norm Fosjee have been reassigned to work on the states Bio-Terrorism plan. Approximately \$2.5 million will be given to hospitals to fund their bio-terrorism preparedness plans. Also in the works is possible mandated bio-terrorism training.

Jack and Mike are continuing to work on the ALS/ILS OTEP; a proposed draft should be coming out soon. After the draft comes out there will be a six

month hearing process; the OTEP should be available for use in about a year. They will use Dr Wentworth's model program as a template for this program.

VI. Correspondence

A. DOH—Cora Fletcher Appointment (attached)

A letter confirming Cora Fletcher's reappointment to the Regional Council is attached.

B. DOH—Affiliated Service Information Update (attached)

A copy of an informational survey is attached. The survey was sent to all affiliated agencies so that the DOH can update their records.

C. DOH—Recertification Notices (attached)

A copy of a letter sent to all EMS personnel whose certs will be expiring in June.

D. Tim McKern Appointment (attached)

A letter confirming Tim McKern's appointment to the Regional Council as a representative of Mason County.

E. Terry Anderson Appointment (attached)

A letter confirming Terry Anderson's appointment to the Regional Council as a representative of Mason County.

F. Letter of Appreciation (attached)

A letter of appreciation was sent to the Region and Anice for donating surplus Brady books to the Army for training their personnel.

G. Northwest Region EMS Council Structure as of 4/10/01 (attached)

A list detailing the Regional Council Structure including position, assigned representative and term expiration was included in each correspondence packet.

H. Providers Functioning at Different Levels in Multiple Counties (attached)

A letter from Jack detailing the DOH position on EMS personnel being certified at one level functioning at a lower level when working in other counties is attached.

I. DOH—FY'02-03 Biennial Trauma Plan Approval (attached)

A letter from the DOH formally approving our FY'02-03 Trauma Plan is attached.

J. DOH—ESSB 5236 Abandoned Newborns (attached)

A letter from Janet Griffith and the complete text of ESSB 5236 which clarifies the Abandoned Newborn bill is attached. This bill was recently signed into law and will impact all agencies in our region.

K. DOH—Billing for Rural Ambulance Services (attached)

FYI—A copy of an article from 'Best Practices' that discusses rural ambulance billing is attached.

L. DOH—FEMA Seeks Input on First Responder Grants Program (attached)

FYI—Information from FEMA about possible grants becoming available for funding First Responder training programs.

VII. Unfinished Business

A. Planning Day results (attached)

The final survey results from of our Planning Day was handed out. It lists the specific areas, in graphical format, that our members feel are our top priorities. This information will be passed on to the appropriate committees for action.

B. Mason County Fire District #4 Verification Change (attached)

A packet of information, including an M.O.U., that details an agreement between Mason County Medic One and MCFD #4 in response to MCFD #4's requested verification change is attached.

A motion was made by Ed Bentley to approve the MCFD #4 verification change. Kim Gracey seconded the motion. The motion was unanimously passed with Terry Anderson and Dr. Hoffman abstaining.

VIII. New Business

A. Bio-Terrorism Hospital Preparedness Plan Report (attached)

Attached is the State Hospital Bio-Terrorism Preparedness Plan. If the plan is approved, each hospital will be given \$15,000 to put together their own disaster plan. Further information about this plan can be found on the state website.

B. Executive Funding Committee (attached)

1. Training Coordinator Position
Zita Wiltgen has been hired as the new Training Coordinator for the Northwest Region. She is a former paramedic and has extensive knowledge of the EMS field.
2. MCFD #2 Reduction in Staff
FYI—A copy of a newspaper article about MCFD #2 having to reduce their paramedic staff by half due to budget cuts.
3. FY'02 Training Monies Reallocation—FYI
A copy of how the training funds were reallocated, which was approved by the Funding Committee on April 12th, is attached.
4. FY'03 Budget Recommendation
The proposed budget for FY'03 was handed out.

Terry Anderson made a motion to approve the FY'03 budget as written. Ed Bentley seconded the motion. The motion was unanimously approved.

IX. Prevention Report (Ruby DeSantis)

Ruby recently distributed 1,000 helmets to various schools and agencies through her 'Helmets for Youth' program. She has also completed two mock crashes and has six more to do.

X. Training Report

Zita Wiltgen has been hired as our new Training Coordinator. She will start work on May 21st.

The new Protocols have been distributed. Dr. Churchley did not sign the MPD page of the Protocols because he wants specific pages added that pertain only to his medics; these pages will be completed soon.

The OTEP revisions are in progress.

XI. Committee Reports

A. Executive/Funding Committee

The minutes from the April 12th meeting are attached.

B. TED Committee

The TED Committee will meet next week.

C. QI Committee

The QI Committee met today to discuss the direction that the members would like to focus on. Announcements have been sent out for the Annual QI Conference which will be held on May 31st At Mary Mac's restaurant in Pt. Orchard.

D. Bio-Terrorism Work Group Report

The committee has completed their report. They are currently asking for new members who would like to join their committee. If you are interested in joining please contact any of the committee members.

XII. Local Council Reports

- A. Clallam—The Landing Zone book has been completed. They are sending their communications needs to Duane Mariotti.
- B. Jefferson—Jefferson County is discussing moving and updating their dispatch center. JCFD #3 will be dedicating their new station this Saturday at 2pm.
- C. Kitsap—The Paramedic retest will be held next week. The Harrison ER will be undergoing an extensive remodel beginning in September.
- D. Mason—Two EMT classes and one First Responder class are ongoing. The County is moving forward with the LMA pilot program.
- E. West Olympic Peninsula—New officers have been elected. Their council meetings are now held on the third Thursday of the month.

XIII. Other

Information was handed out about the Geriatric Patient Care seminar scheduled for May 23rd at Mary Bridge Children's Hospital.

Information was handed out about a recall of Mosby's EMT-Intermediate Textbook 2nd Edition.

Jefferson County Fire District #2 has applied to split its district into two separate agencies. The Coyle Volunteer Fire Department is seeking verification as a BLS ambulance agency and the Quilcene Volunteer Fire Department is asking for ILS verification.

Terry Anderson made a motion to approve the request by JCFD #2 to make Coyle VFD a BLS ambulance agency and Quilcene VFD and ILS agency. Dr Hoffman seconded the motion. The motion was unanimously approved.

XIV. Adjourn

The meeting was adjourned at 1:45 pm.