

Washington State Department of Health/Office of EMS and Trauma Regional Advisory Committee Meeting Minutes

January 17, 2006
SeaTac Red Lion Hotel; SeaTac, WA

Attendees:	Zita Wiltgen	SW Region	Anice Grant	NWREMS
	Barbara Clarke	SC Region	Pennie Klein	DOH
	April Borbon	NW Region	Anne Benoist	West Region
	Merrili Owens	Central Region	Peg Trimble	Visitor
	Darrel Kirking	NC Region	Mike Lopez	DOH
	Scott Hogan	DOH	Don Fernandes	DOH
	Kim Burke	East Region	Bonnie Robinson	North Region
	Jack Cvitanovic	DOH	Barbara Edwards	TCTS
	Garth Eimers	North Region	Melody Westmoreland	SCR
	Valerie Munn	DOH	Peggi Shapiro	WSHA
	Mike Smith	DOH	Cynde Rivers	WREMS

I. General Business Items/Authority

A. Introductions

Anice Grant called the meeting to order at 9am. Introductions were made by all in attendance.

B. Approval of Minutes

Darrel Kirking moved to approve the minutes from the November 15, 2005 meeting with corrections to the North Region report to state that the California Volunteer and Recruitment grant will provide *input* for their workshop. Kim Burke seconded the motion. The motion was unanimously approved.

C. Washington State Department of Printing

Julie Scott from the Washington State Department of Printing gave a presentation on the capabilities of the printing office. She provided handout packets which included information sheets and printing examples. Printing services are available to all state agencies and their free items, available at the 'General Store' on their website, are available to everyone. Their website address is www.prt.wa.gov. The name and password to access their demo services site is testuser/mytest\$5. The department can also translate then print documents into eight other languages. The department offers a

full range of printing, binding, and designing services and also assures confidentiality of the work they provide for their clients.

D. AED Grant Update—Use of Carry Over Funds (Pennie Klein)

There is \$7,066 carry over from last year's AED grant. The funds can be used for equipment, training, evaluation or management training. Trainers cost \$295 each. ZOLL will be asked to provide each Region with a disc to update the AEDs that have already been placed. The disc can be loaded on a laptop then transferred via infrared to update the AEDs. The Northwest Region will be holding clinics around their region during which they will update the AEDs. Anice will ask Mike, the Zoll representative, to come to the next RAC meeting and make a presentation. The group decided to use the funds, as they have in the past, to purchase additional AEDs and trainers through the Northwest Region. Anice asked that all regions contact her with their requests by the end of January.

E. AED Update—Sustainability Plan (Pennie Klein)

Pennie provided a draft of an AED Sustainability Plan. The handout included the goal, objectives, activities and implementation plan. The regions determined that they can act as conduit of information about AEDs and also assist rural EMS providers with applying for pre-hospital needs grants for AEDs but they currently have no funding to continue purchasing AEDs for distribution once this grant is finished. Pennie noted that regional websites can link to the PAD program page of the DOH website. There was discussion about finding a state-wide group (such as the Elks, Lions, or other state-wide community service organization) to take over this program.

F. Plan Update/Change Guidelines Discussion (Pennie Klein)

Pennie provided the handout 'Guideline for Internal OEMSTS Determination of Proposed Updates/Changes to the Regional EMS and Trauma Care System Plan as Minor/Technical or Substantive.' This handout provides the formal process for making both minor and major changes to the Regional Trauma Plans in a timely manner.

There is a bill before the state legislature to regionalize the fire districts. It was clarified by Jack that any changes that affect the districts (consolidations, mergers, annexing, etc) must be cleared through the Regional Councils and the DOH early in the process. Response areas must be consistent with the regional plans; if response areas are changed without being first being approved through the regional planning process, this can cause problems.

Any changes made to the Regional Plans should be noted at the front of the plans. In March, the new plan format will be available. The Regional Trauma Plans will be due by December 31st.

G. Disaster Preparedness Legislation (Darryl Kirking)

No report.

H. Deliverable 8—Potential Trends Public Health Epidemiologist Discussion

Kim Burke asked the group how they were approaching Deliverable #8, Potential Trends/Public Health Epidemiologist Reporting by EMS. The Southwest Region is educating EMS providers about reporting to public health. Some regions have public health syndromic surveillance programs through their health districts. Barbara Clarke said that in her region they will not have a procedure for this since EMS providers cannot diagnose, however they will produce an algorithm for reporting which will allow the providers to report any concerns to the ED which would then report to public health if needed. Jack said the regions may want to add this information to their protocols. The Northwest Region is developing guidelines for dispatch and EMS providers on this topic. One of the counties in the North Region has a protocol for reporting which Bonnie can email to all interested administrators. In Spokane County a software program is being developed to address this issue.

I. Exempting/Disclosure Information (Kathy Stout)

Kathy Stout gave a presentation to the group explaining the process used for exempting and disclosure of information generated by state and local agencies. Kathy is one of the lawyers who conducts assessments of all of the information generated then determines which information should be protected (redacted) under the disclosure laws when requests are made by the public through the Freedom of Information Act. Hospital studies, grant applications, basically any information that is designed and developed to prevent terrorism will fall under the 'terrorism exemption' and can be protected. She then noted that information that is not put together specifically to combat terrorism, such as the location of well head covers, can not be protected under this exemption. There is an appeals process the public can use if they feel the information that has been redacted should be made available. It was noted that agencies are not mandated to use the redacted versions but the exempted versions are guidelines to protect the agencies. One person asked if the hospital plans can be emailed or password protected on their website; Kathy said that this would be a judgment call by the agency. Kathy also noted that any conflicts of authority, for example between Public Health and the DEM should be taken to the appropriate county legal council before any problems arise. If the county's legal council needs help making these determinations, they are encouraged to consult with the Senior Assistant Attorney General to the Secretary of Health, Joyce Roper, at 360-664-4968. Kathy noted that only the county's lawyers should contact Joyce, not the general public.

J. DOH Training Session—RAC Management Tools

Pennie requested that the Regional administrators bring their jump drives, which were provided at the last meeting, to each subsequent meeting so that information can be

downloaded for each of the regions. Pennie provided a handout of the SWAT analysis conducted at the last training session. After additional research, it was determined that neither the WAC or RCW address system costs, and in fact, there was very little information about systems costs available.

Today's presentation was on strategic planning; this included long range strategic planning, short range strategic planning and operational planning. It was noted that strategic management is an active process that keeps the plans relevant. Readiness for the planning process means there is access to the needed information and the people who are doing the planning are committed to the process. It is important to have a vision of what you are planning for. The mission includes the purpose, values and business of the plan, basically the what, how and why of the process. Values set the guiding principles for the plan. Plan development includes system assessment, collecting data, obtaining current information and identifying critical issues. The goal statement should outline the optimal desired outcome. The objectives should list the specific actions that will move you towards your goal in the short term; they should be specific, measurable, action-oriented, realistic, and have a time limit. Strategies further define the steps and the timeline. Once this is completed the plan can be written and implemented.

II. IPPE/Prevention

A. DOH IPPE Report (Scott Hogan)

A Motorcycle Safety TAC meeting was held recently to discuss ways to reduce the number of deaths and injuries associated with motorcycle accidents. Recommendations from this meeting will be sent to the DOH. The Impaired Driver's Conference held at the Skamania Lodge last month went very well and was well received by the attendees. Mike DePalma is the new chair of the IPPE TAC. The last IPPE TAC included a presentation from a UW librarian who provided information about conducting online medical research. This Thursday, the IPPE training will focus on the program evaluation process. On March 13th, Charlie Mock from Harborview will be the speaker. Injury Prevention legislation that is currently being discussed include prohibiting the use of cell phones while driving for those who have driving permits and provisional licenses. Another piece of legislation would ban "teak surfing". Zita added that the training provided by the IPPE TAC is very worthwhile and said that all administrators are encouraged to attend these meetings.

III. Pre-Hospital/Communications

A. Pre-Hospital Needs Grants

No report.

B. Pre-hospital TAC Report (Jack Cvitanovic)

The Washington State Medical Association will review the WAC revisions suggested by the Pre-Hospital TAC; this will be done at their January 25th meeting.

IV. Hospital Designated Services

A. Hospital Designation Report

No report.

V. Evaluation

A. WEMISIS/Data TAC Update (Don Fernandes)

In October, there were more than 140 people who attended the WEMISIS workshops held at five locations around the state. Don thanked Mike Lopes and Kathy Schmitt for all of their work on these workshops. The workshops went very well and from the information garnered at these meetings, Don has added an additional 60 action steps to this project. Don provided a handout of a summary of the October WEMISIS Regional Workshops which included minutes and information from the workshops. Don asked the group to assist him with action step number four, acknowledge success stories on the webpage, by having all regions submit data collection success stories to him. He asked that the success stories include a summary of the problem, solution and the costs involved. Attendees were encouraged to contact Don if they have any questions or concerns about the program.

B. QA/QI

No report.

VI. All Hazards

A. EMS All-Hazards Report (Mike Smith)

Mike provided a handout about influenza from the CDC website. Previously Mike emailed to all regions the corrected SOW objective references to the Executive Summary of the EMS agencies responses to the survey done in October 2005; this information may be used to meet the FY 05 SOW deliverables. The email included the number of ambulances and aid cars in each region. For transportation purposes in an emergency, agencies may figure one person can be transported by aid car and two to three people may be transported by ambulance at one time. Mike reported that 82% of all agencies in the state responded to the survey. There was also discussion about using school buses in an emergency; 71-person school buses are based on three children per seat. When transporting adults, figure two people per seat on the bus.

According to the RCW 18.73.180, it is legal to use aid vehicles in a disaster. It is important to find out early what would constitute a disaster according to state law and

local ordinances and also who can declare a disaster. There was discussion about Public Health authority and DEM authority, according to the Public Health Plan and the Comprehensive Emergency Plan; both of these plans should be referenced in the hospital plans as well as local MCI plans.

B. Hospital All-Hazards Report (Valerie Munn)

John Erickson provides regular public health emergency preparedness updates through his newsletter. The new hospital contracts were sent to all of the hospitals last week. The new Hospital Plan template is out now; it was noted that if regions want to use a different format other than what is offered in the template, they must address all of the components in the template.

Zita attended a conference on Hurricane Katrina last week; she noted the importance of the PIO's job during a disaster in order to provide the public and the media with factual information. There will be a presentation at the West Region Conference on lessons learned from Hurricane Katrina.

Homeland Security recently held a workshop in Tacoma to help design the new Homeland Security Grant application. These grants will address surge capacity and mass prophylaxis.

It was noted that the hospitals should connect with the local DEMs to discuss funding and planning, possibly at joint meetings. The importance of having all entities at these meetings was stressed as a way of getting answers and sharing information that is beneficial to all. Washington State will receive \$2 million for pandemic flu planning.

The East Region is working on a communications system for all of their hospitals, possibly using the WEIRS system. Some of the hospitals in Region 3 use the WEIRS system. Some agencies in the North Region use this system and the North Region is looking into this type of communications system. There was discussion about what happened with the communications grant the project began by Duane Marriotti.

Darryl Kirking made a motion to request a report of the work done by Duane with the communications grant funding. The request will ask for the report to be broken down by region and give a statewide overview and be addressed to Chris Williams. Anice Grant seconded the motion. The motion was unanimously approved.

VII. Other

A. Regional Reports

Northwest Region—Tim and Anice are representing the RAC at the RERC meetings. They will hold a 48-hour paramedic refresher course in Pt Angeles in February. The Council approved their revised PCPs and the All Hazards/Burn protocol at their last

meeting. On February 2 they will have a Hospital Preparedness meeting. It was determined that funds from their DUI panels will be used to buy 600 helmets per year, to assist families who have lost a loved one to a drunk driver to purchase DUI road signs, and to fund a car seat program. There will be a pandemic flu conference on January 30th at Harborview. With their WTSC/DOH DUI grant they will purchase 'Stay Safe, Stay Sober' silicone bracelets for all of the graduating seniors in the Region.

North Region—Their Education Committee is looking at implementing a regional online OTEP program. Their GEMS workshop will be rescheduled. The Pre-Hospital and Hospital Committees met jointly; they have decided to meet jointly as needed to discuss preparedness issues. They are reviewing their burn care training; a burn care specialist will provide input for their training program when it is developed. Part of their pandemic flu plan will focus on using EMS providers in planning for the care and treatment of influenza victims should the hospitals become overloaded.

Central Region—The Central Region has separated from King County and become its own non-profit organization; this will save the Region \$45,000 per year. They are currently discussing diversion issues.

South West Region—Their recently revamped website has been very well received.

South Central Region—They are holding SEI workshops to train their SEIs. They are presenting their Trauma Plan to all of their local councils. The Region 8 Bio-terrorism drill will be held February 15. There is a pandemic influenza meeting today in the Tri Cities. On February 23rd they will review the bio-terrorism drill. Yakima Memorial Hospital's bio-terrorism trailer has been stolen; this is the third time this has happened in the state.

West Region—They are working on their upcoming conference. Anne has a conference planning tool available if any of the administrators are interested. The WHEERS system is being installed at the hospitals in their Region. Last week they began their ER nursing residence program. On Thursday they will have a QI forum.

North Central Region—The region will fund the EMS Online BLS OTEP program for all of the volunteers in the region. They are developing evaluators for the practicals part of this program. They have had training surveys turned in from all of their agencies. On Thursday they will have a hospital meeting and a hospital committee meeting. Their conference will be held September 29 to October 30. They will be the co-lead agency for SafeKids in their area; their SafeKids program will change from a chapter to a coalition.

East Region—They are updating their hospital plan and updating the QI portion of their Regional Plan. They are working on their conference which will be held March 16-18. On March 16th there will be an all day session which will deal with chemicals of opportunity; this event is free. Their Communications Committee is working with ARES/RACES groups from their region. They may add an ARES representative to

their council. A training survey has been sent out. There was discussion about the Homeland Security grant of which Washington received funding; there is currently no plan for distribution of these funds in Washington.

B. Good of the Order

None

C. Adjourn

The meeting was adjourned at 4:15pm.