

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

January 18, 2005
SeaTac Marriott Hotel; SeaTac, WA

Attendees:	Anice Grant	NW Region	Richard Kness	East Region
	Ron De Re-Day	SW Region	Rod Chandler	West Region
	Barbara Clarke	SC Region	Pennie Klein	DOH
	April Borbon	NW Region	Anne Benoist	West Region
	Merrili Owens	Central Region	Michael Lopez	DOH
	Bonnie Robinson	North Region	Tim McKern	NW Region
	Scott Hogan	DOH	Mike Smith	DOH
	Mike Ganz	North Region	Kim Burke	East Region
	Jack Cvitanovic	DOH	Zita Wiltgen	SW Region
	Kathy Williams	DOH		

Chairman Tim McKern called the meeting to order at 9:00am.

1. Review and adoption of the November 16, 2004 minutes.

Anice Grant made a motion to approve the November 16, 2004 minutes with the following change: Mike Ganz was representing the North Region EMS office. Richard Kness seconded the motion. The motion was unanimously approved.

2. AED Grant Project Update (Pennie Klein)

All regions were asked to continue to collect the Access AEDs that have been recalled, remove the batteries and store them until they receive further direction. This also includes the trainers. Pennie will call HRSA to find out what we should do with these AEDs after they are collected then send out an email with further directions. Richard Kness had a corporate attorney look into the liability and recall issues surrounding the Access AEDs; the attorney told him not to sign the letter from Access Cardio Systems.

It was asked if we could use the grant funds to purchase other types or brands of AEDs. This will not work because we received a bulk purchase price based on buying all of our grant funded AEDs through one company and for one specific product. Also tracking is streamlined with only one type of AED and we are not buying specific AEDs for EMS; most of the AEDs will be used for public access unless an EMS agency has a variance. Remember that all other agencies (EMS, law enforcement, PAD sites) can purchase these AED at our price even if they are not in the specific zip codes use for the grant.

The personnel at the agencies that receive the new AEDs in place of the Access AEDs do not need to be retrained. They do, however, need to follow the criteria for this years' grant which included participation in the data registry.

Pennie recently emailed an AED final report list to all regions which provided a modified version of the final report; please send this list to Pennie when it is completed.

3. Biennial Plan Update (Pennie Klein, Scott Hogan, Mike Lopez)

Under the costs part of the plan, please put the regional costs and the systems costs together. The DOH wants to know the total costs of the programs to the regions and will use these figures for state data.

Estimated system costs are the costs for the system you want. Estimated regional system costs are the total expenses for the programs you currently have. If you don't know what a particular cost is, write "don't know". However, if your program is dependant upon a certain amount of funding, please write this cost in and don't underestimate; you need to quantify the amounts that your budget is dependant upon. If you identify particular needs in any of the sections of the plan, please include the costs to fund these needs. Your regional system costs should add up to the amount that you receive from the DOH.

Office costs can be put under the 'authority' section and don't forget to include in-kind costs as well. Also remember to include additional sources of funding such as bio-terrorism contract funds.

When all of the plans are turned in, Pennie and Scott will review them then call or email you with comments. Next, all sections in the office will review the plans and provide each region with a feedback report with comments from the reviewers. Finally the Steering Committee will review the plans and approve them at the May meeting.

4. Burn Protocol Update (Mike Lopez)

Mike Smith, Dane Kessler and a group of eight other people are working on the Burn Plan Template draft. This template focuses on WMD agents that cause burns. The template will have the same outline as other state protocols and will be reviewed by the MPDs prior to a copy of the daft being sent out in March. No other state in the nation has a similar burn protocol so this may become the model for the US according to the American Burn Association (ABA). On February 3rd, the group will meet with representative from burn centers in our state—both Harborview and Sacred Heart—about the template. They are also looking at using online training resources available through the ABA. After this process is completed, the regions will need to add the template to their PCPs and MCI plans, and should also add burn center activation information to their protocols.

The template should be completed by February 28th, it will then be sent out to all regions along with a survey which they will be ask you to forward to all of your agencies. The surveys should be completed and returned to the DOH by the end of April. The survey is a

bio-terrorism contract deliverable. The Burn Plan Protocol will be a major topic at the state MPD meeting on April 15th as the MPDs will be asked to sign off on the protocol.

Bonnie provided a handout on the Advanced Burn Life Support Pre-Hospital Course.

5. Regional Support Handbook Update

It is time to update our Regional Support Handbook. The last revision was in 1998 and there is a lot of information in the book that needs to be reviewed and corrected. Mike Lopez will draft a revised copy of the handbook and provide it to the group at the next RAC meeting. Please send any input for this revision to Mike.

6. Contract Language

The first page of the statement of work states that all deliverables need to be turned into the DOH by the due date. This means that all work must be submitted in its entirety either electronically or by hardcopy. It is not possible to submit the work half electronically and half by hard copy as this is very confusing. Mike will follow up with Julie about creating a checklist of documents that must be submitted. As for now, it was determined that everyone will continue to turn in both an electronic copy and a hard copy of their work by the due date.

7. Budget Update

There was no information available on this topic.

8. Data TAC Report

The group agreed that the Data Survey that had been sent out previously was useful. According to Don Fernandez, approximately 40% of the EMS agencies in our state have electronic data collection programs. The agency has received a grant that will provide for five regional Data workshops at a cost of \$5,000 each. The one day workshops will be held between July and October. It was determined that the North and Northwest Region will hold their workshop together, the South Central Region will have a workshop, the East and North Central Region will hold a workshop together and the South West and West Regions will hold a combined workshop. It was noted that the regions may want to include fire chiefs in these workshops as this will have a great impact on their agencies. If anyone has questions or needs more information, they are asked to contact Don Fernandez.

9. Pre-hospital TAC Report (Jack Cvitanovic)

The revision of the WAC workbook is ongoing and may be finished by mid April. Their next meeting is in February. The big issue facing the group is verification and licensure and whether or not to keep them separate or combine them and whether this will be done by units or services. When this is decided it will go through the public hearing process. There is also a need to have a basis in the RCW for affiliated status.

If you have any issues you would like brought to the Pre-hospital TAC please contact Scott Edminster who will bring the issues through L & C Committee to the Pre-hospital TAC. Jack noted that the group was in favor of EMS training for people who are under 18 who would then be allowed to certify when they turn 18.

10. Prevention Report

Kathy Williams is back as the Prevention Coordinator for the DOH. On February 25th there will be an IPPE TAC at the West Region Conference. In September there will be a three-day training session conducted by NEDARC on how to integrate data into prevention programs. The Pre-Hospital TAC is looking at expanding the Prevention program—data will be looked at to see if there is a need for cardiac prevention programs.

The Regions should have IPPE on their agenda for each regional council meeting. There was also discussion about using and/or developing turn-key prevention programs that can be used state-wide for consistency as well as to save money.

There was discussion about having the RAC retreat and the IPPE retreat together in July.

11. Pre-hospital Preparedness Report

On January 3rd the online Homeland Security Institute training program was activated; John Forteau is the director. In March, presentations will be given to all Regional Councils on the project. The online training will only be available to people with Washington state zip codes. The current classes available include NIMS and WMD Awareness. Mike Smith will email the regions as more classes become available. The online classes allow for standardization of training, backfill pay and tracking the people who have been trained. Mike provided business cards for Dan Banks who is the new Disaster Exercise Coordinator. He can provide assistance with exercises and would also like all who are conducting exercise to contact him with information that he can add to his calendar.

12. Regional Reports

Southwest: Zita Wiltgen is their new director. They are working on their plan and are also looking at restructuring their prevention program.

West: They are getting ready for their conference in February, working on their plan and bio-terrorism projects. They have a new Bio-terrorism Pre-hospital Committee. On March 9th they will have a functional exercise. The Prevention Committee met recently and was awarded two DUI grants. They are coordinating nurses ed classes.

North Central: No report was given.

North: They are working on their plan. The Education Committee is working on having regional OTEP in place by 2006. Their annual SEI workshop will feature OTEP teaching

techniques. The hospital QI program is looking at offering category 1 CME credits to attract more doctors to the QI meetings. They funded mini grants to start three Safe Kids coalitions in their counties. They are writing a DUI grant to provide safe rides home. The Bio-Terrorism meetings are going well. Bonnie noted that many hospitals are already providing pediatric Level 3 trauma care; if they receive this designation officially they will receive more money.

East: The local Councils are working on the AED grant project and will provide information to the region on where the AEDs should be placed. Deaconess has laid off 56 people. Between Deaconess and Sacred Heart hospitals, there may be a total 400 medical staff laid off by July. On January 27th they will have a Hospital Meeting and will focus on communications.

Central: The Anna White Foundation has provided the region a grant from the Anna's Ride Home fund which funds safe rides home. Their patient care guidelines have been put into a small, flip-style book for all of the EMTs. Jack will provide a copy of this book to all of the MPDs in the state.

South Central: They are working on their plan. Harvey has taken a job with the Walla Walla Health District. Their Hospital Preparedness meeting will be February 3rd. They will have a functional exercise that will focus on smallpox. The All Hazards Committee will meet in February after the drill. They received DUI grants which will provide DUI and other safety information in Spanish.

Northwest: Zita Wiltgen has left as their Training Coordinator and Dave McCarthy, an EMT from Montana, has been hired for this position. They have restructured their prevention program and contracted with April Borbon to provide these programs. Their January Council and Hospital meetings were cancelled because of inclement weather and will be rescheduled for February. They are revising their protocols with lots of MPD input. Their RERC, Rick Gunderson, has left to take job with the FBI. Their Trauma Plan will be approved at the February Council Meeting. They have received a DUI grant to provide 5000 phone cards for handouts at various events. The Hood Canal bridge closure project is on hold. Their Region 2 drills will be held on March 29th for the tabletop and March 30th for the exercise.

13. Good of the Order

The Federal Government has mandated that wireless E911 be available across the country by 2006.

The meeting was adjourned at 2:30pm.