

## Regional Advisory Committee Meeting Minutes

January 14, 2003  
West Coast SeaTac Hotel; SeaTac, WA

Attendees:	Bonnie Robinson	North Region	Anice Grant	NW Region
	Rich Konrad	SW Region	Jack Cvitanovic	DOH
	Shane Sanderson	DOH	Michele Plorde	KC EMS
	Barbara Clarke	SC Region	Craig Hutson	NC Region
	April Borbon	NW Region	Jody Suhrbier	West Region
	Merrili Owens	Central Region	Kim Burke	East Region
	Tim McKern	NW Region	Bob Berschauer	Central Region
	Darrel Kirking	NC Region	Pennie Klein	DOH
	Richard Benjamin	DOH	Scott Hogan	DOH

Chairman Tim McKern called the meeting to order at 9:30am.

1. Review and adoption of 11/19/02 minutes.

Barbara Clarke made a motion to adopt the 11/19/02 minutes with the following change: Section #2, The total amount of AED grant money the regions will share is approximately \$207,500 not \$207,354. Anice Grant seconded the motion. The motion was unanimously approved with the aforementioned change.

2. FY'04 Budget Report (Richard Benjamin)

Richard Benjamin emailed information to all RAC members which included a link to the budget on the State website. Janet will give a report on the budget at tomorrows Steering Committee meeting but so far there has been no word about major changes in the DOH budget. We will have more information on this at our next RAC meeting.

Due to previous budget cuts, the L&C office has changed the timeline for EMS provider's recertification. Now, instead of a bi-annual recert process, certs will expire on the provider's birthday. This will create a more consistent work flow for the office. Currently there are no fees for certification/recertification. Anyone with questions or concerns about this change can contact Jack Cvitanovic.

There was discussion about the impact of budget cuts on mutual aid as well as volunteer retention.

3. Plan Review Format (Richard Benjamin)

Richard Benjamin handed out the plan evaluation tool and the plan review schedule. The plan process has changed from a 180 day process to a 149 day process and the entire process should be completed by June 30, 2003. All plans are due at the end of January.

Some of the abbreviations used on the tool and schedule include: RS (regional support), ET (education/training), SM (section manager), SC (steering committee), and CS (central support). One of the items reviewers will be looking for is that the plans contain *realistic* goals.

FYI—Some regions will have their designations coming up in January 2004 (email Dick for a list of the regions). These regions will need to plan ahead and be sure their min/max numbers are accurate for their projected needs; this will need to be completed by November and also be in their plans.

#### 4. Data Project Presentation (Michele Plorde)

Michele Plorde from King County EMS gave a presentation and also distributed a work plan handout on the Washington Regional EMS Data Standards Project. The goal of this project is to create a database that can be used by all EMS agencies in the state to record and retrieve EMS data. As a starting point, the Data Standards Committee began a Cardiac Arrest data project in 2001. Although this project is limited in scope, it is allowing the committee to refine and improve the process of creating and maintaining a standardized database. This also allows them to analyze the data and bring more participants onboard.

The data project has proven successful and there has been a high turnout of interested parties at the 2001 and 2002 Annual Data Standards conferences. The current goals of the project are to improve their website, improve the web-based data entry form, get more complete information from participants including patient outcomes, get more agencies to participate, and find long-term funding for the project.

For more information about this project or to become a participant, please contact Michele at 206-205-1056 or email her at [michele.plorde@metro.kc.gov](mailto:michele.plorde@metro.kc.gov).

#### 5. RAED Grant (Shane Sanderson)

Shane presented an “Essential Elements of the Contract” handout that identifies the major elements in the AED grant contract with each region. Anice handed out a copy of the RCW as it pertains to AEDs and a training specification sheet.

The funds available to the regions will be \$207,500. This will be divided by seven regions for a total of \$29,642.86. After subtracting 20% for training (\$5,928.57), each region will receive \$23,714.29 to purchase AEDs.

The technical committee met with AED distributors prior to this meeting and they have concluded that the Access AED is the best AED for the money. The vendor has agreed to provide the AED, one set of pads, a data card, and batteries for approximately \$1,195 each.

With our bulk purchase, they will also include two free trainers per region and one free copy of the download software per region.

Bob Berschauer made a motion to approve the purchase of the Access AEDs as recommended by the technical committee as well as approve the purchase of one additional data card per unit. Darryl Kirking seconded the motion. The motion was unanimously approved.

The DOH contract process will take approximately one month to approve the funds. We will need to order the AEDs and then have them shipped (and billed separately) to each region. Each region will then submit their invoices to the DOH for payment and the DOH will send the money to the regions in order to pay the invoices. After the invoices are paid, the regions will be able to distribute the AEDs.

Some things to remember...the regional councils will have to approve the purchase before the orders are placed; don't forget the State Patrol when placing the AEDs with law enforcement agencies; when you distribute the AEDs be sure to receive the 1-2 page profile of the recipient as is required for supporting documentation for the grant; other agencies in your region are welcome to purchase these AEDs at our price.

#### 6. Hospital Preparedness (Chris Williams)

The planning process is moving along well and Chris is trying to attend as many planning meetings as possible. He noted that a number of hospitals are participating in the Hospital Plan meetings but they are not billing the DOH and receiving their contract funds. Hospitals receive \$5,400 after completing the assessment and \$10,000 upon completion of the plan. Please let the hospitals in your region know that they need to fill out an A19 form and send it to the DOH in order to receive payment.

It is possible that the federal government will want to audit the funds spent on this project so be sure to keep a record of how these funds were spent. A simple list outlining deliverable, time, materials and total cost is sufficient. Any left over funds can be put towards haz mat training and equipment.

There is free DOJ training available and it is possible these classes will become a state standard.

#### 7. Stretcher Vans

Although we decided at the last RAC meeting to have Tim present a letter to the Steering Committee which outlines our position against stretcher vans, it was determined, after a meeting with Janet Griffith, not to bring this issue up at the Steering Committee. We will wait on this issue and let it be decided through legislative action and not via the Steering Committee. If you would like more information on this issue, please contact Bob Berschauer.

DSHS has recently raised ambulance rates. BLS went from \$95 to \$110 and ALS went from \$135 to \$159. In addition, mileage for transports has also been increased.

8. Smallpox Planning Report

Chris had to leave before this agenda item was addressed so no report was given.

9. Regional Reports

**Southwest:** They are working on the trauma plan and the hospital plan. They have invited the LERCs and DEM representatives to their Council meetings but these people will not be voting members.

**West:** They will be having a conference on February 21-23. They have appointed a public health representative to their Regional Council. They are planning a retreat for March. The Prevention Coordinator will have a prevention fair and workshop at the conference and is working on a falls program.

**North Central:** They are currently working on their trauma plan and the hospital plan. Their IP coordinator is doing a great job. They do not plan to have a conference either this year or next year.

**North:** The region is working on its website. They are starting a Safe Kids program in Whatcom County.

**East:** Pennie Klein is the new East Region administrator. They are planning their conference for mid March.

**Central:** They are working on their trauma and hospital plans.

**South Central:** The region has completed their trauma plan. The conference committee has started meeting. They have a new logo for the South Central region. The Council decided to invite LERCs to their meetings but not include them as voting members.

**Northwest:** They have changed their bylaws to include a Naval Hospital rep and a Coast Guard rep. Their training coordinator is now working at the office full time. The new OTEP program is almost completed and has been approved by the MPDs. They will have a 'train the trainer' class for the new OTEP on January 30.

10. Good of the Order

Darrel Kirking made a motion to re-elect the current seated officers of the Regional Advisory Committee. Craig Hutson seconded the motion. The motion was unanimously approved.
---

RAC members were assigned to check into various locations for our retreat in May. They will give their reports at the next RAC meeting.

The meeting was adjourned at 4:00pm.