

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

March 15, 2005  
SeaTac Red Lion Hotel; SeaTac, WA

Attendees:	Anice Grant	NW Region	Richard Kness	East Region
	Ron Dire 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	Darrel Kirking	NC Region
	Scott Hogan	DOH	Mike Smith	DOH
	Kim Burke	East Region	David Hammers	North Region
	Jack Cvitanovic	DOH	Zita Wiltgen	SW Region
	Kathy Williams	DOH	Kathy Schmitt	DOH
	Don Fernandes	DOH	Valerie Munn	DOH

Anice Grant called the meeting to order at 9:15am.

1. Review and adoption of the January 18, 2005 minutes.

Merrili Owens made a motion to approve the January 18, 2005 minutes with the following changes: Section 4, the Burn Plan Template should be called the Burn Protocol; Section 10, the NEDARC training session will be held in September, not May; Section 12, West Region report, they have a new *Bio-Terrorism* Pre-Hospital Committee and their functional exercise will be held on March 9<sup>th</sup>; Section 12, East Region report, the lay-offs will affect both Deaconess and Sacred Heart Hospitals. Richard Kness seconded the motion. The motion was unanimously approved.

2. AED Grant Project Update (Pennie Klein)

Pennie did a quick survey to see if each region has sent out the replacement AEDs (results: NC—in office, SW—all replacements made, SC—all replacements made, E—some in office and some replaced, N—in office, W—all replacements made, NW—all replacements made). Please make sure that all agencies that receive the AEDs, whether they are replacements or not, contact Michelle or Dave and sign up for the data submission program. Also, Dave Clark has only received lists from three regions of who has received the replacement AEDs; please make sure Dave has a copy of your AED placements lists. The assessment lists for this years' grant cycle is due by April 15<sup>th</sup>. Bonnie provided a handout of the letter she sent out for her AED survey. The purchase price for the AED units has gone down to \$854.79 with a two-week turn around between order and delivery.

### 3. Burn Protocol Update (Mike Lopez)

The group was under the impression that the DOH was working on the Burn Plan template for both the Burn Protocol and the Burn Plan which would be added to the PCPs, hospital plan and the protocol book. Mike Smith clarified that the group is only working on the burn protocol from which the regions can create a burn plan to add to their PCPs and hospital plan. The bio-terrorism contract specifies that the hospitals, with the help of the EMS Regions, need to add into their plan a process for treating 50 burn patients. The DOH will provide a 24-48 hour pre-transport stabilization protocol.

Mike noted that Critical Benchmark 29 specifies three components for the burn plan. 1) The hospitals and EMS complete a burn capacity survey. The DOH will send the results of the surveys to the Regions by the end of April. 2) The Regions add the burn plan into their PCPs and 3) the hospitals update their hospital Preparedness Plan with the burn plan information. Mike provided a copy of the burn survey that will be emailed or mailed to all of the 663 agencies in the state by March 22. All of the information should be back by the end of May. Mike also had the group look at deliverable #4 which requires information on mutual aid, the transport/triage plan for 500 patients and the PCP, protocol, training and assessment portion. All information requested on the survey pertains to these elements of the deliverable. Additional information for this deliverable can also be gained from the local DEMs and county disaster plans.

There was discussion about removing affiliated agencies and providers from the survey. There are currently 2,500 of the 17,000 certified personnel who are with affiliated agencies. It is possible that the data can be set up to filter out affiliated agencies if needed for specific data requests. Jack noted that we should have in our PCPs the role of affiliated agencies during any given response.

Rich Kness made a motion to recommend to the DOH that they remove all affiliated agencies from the survey. Merrili Owens seconded the motion. The motion failed.

Ron Dire Day made a motion to recommend to the DOH that any reported survey results not include affiliated agencies but have their data be reported separately. Darryl Kirking seconded the motion. The motion was unanimously approved.

Mike handed out a draft of the Prehospital Mass Casualty General Algorithm for Severe Burns. If you have any comments on the draft, please forward them to Mike. He also handed out the Emergency Preparedness Resource and Grant list.

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

All of the plans have been turned in. A Regional Plan Review Schedule handout was provided. On the schedule, the Regions were only given two weeks between receiving comments from the reviewers and turning the revised plans back into the DOH. The group felt this was not enough time to complete the revisions. The schedule was then changed.

Comments will be emailed to the Regions between March 14 and 16. Revised plans need to be back to the DOH by April 8. The plans will be printed between April 9 and 11. On April 11 the Plans will be sent to the Steering Committee reviewers. On April 22 the Steering Committee reviewer's comments will be sent to the DOH and the Regions. The Steering Committee reviewers will meet with the Regions between May 9 and 13.

The handouts 'Biennial Plan Evaluation Packet' and 'Biennial Plan Evaluation Template' were provided. Kim asked the DOH representatives to note to the Steering Committee that the plans have already been thoroughly reviewed by the DOH and if possible they bring questions about the plan to the regions prior to the review.

The group asked if the plans could be reviewed at the July Steering Committee meeting instead of the May meeting to give them more time to make corrections. Mike will speak with Janet about this although the plans should be in place by July since they take effect July 1<sup>st</sup>.

5. Regional Support Handbook Update

No report.

6. Draft Contract SOW

A Draft Statement of Work was handed out. The SOW specifies that all work must be sent in to the DOH via hard copy, however the DOH would appreciate an email of all deliverables as well; this will speed up the review and payment process. Rich Kness asked that an appeal process be written into the SOW with the ability to appeal outside of the DOH/EMS office. Scott Hogan will highlight all changes made then email it to all Regions; if you have any additional changes or comments please send them to Scott. Mike Lopez will facilitate a conference call at a later date to discuss the SOW. At the May RAC meeting we will review the HRSA contract language. It is possible additional funds will be rolled into the contract for planning, data and additional training. If you have any comments about the SOW, please forward them to Mike.

7. RAC Retreat Update

Our tentative schedule for the RAC retreat will be July 24 (check in), July 25 (separate RAC and IPPE meetings) and July 26 (joint RAC and IPPE meeting). The Bellwether Hotel has given us a price of \$125 per night. Other suggested locations were the Skamania Lodge and the Bonneville Lodge.

It was suggested that we possibly meet the Monday before our May RAC meeting and hold a QI meeting.

8. Data TAC Report (Don Fernandes)

Don provided handouts on the WEMSYS Curriculum for the Regional Workshops and Workshop Pre-Contract Discussion. Don has received \$25,000 to hold five workshops which will identify barriers and discuss where we are now in data collection and what still needs to be done. The North and Northwest Region will hold a workshop, the South Central Region will hold a workshop, the East and North Central Regions will hold a workshop, the Southwest and West Regions will hold a workshop and the Central Region will hold a workshop. The workshops will be held in September and October. There will be a contract amendment made for these workshops in May or June.

Bonnie Robinson made a motion to divide the \$25,000 among the eight regions but keep the five workshop format. The regions that share the hosting of a meeting will share the expenses out of their funds. Darryl Kirking seconded the motion. The motion was passed by all in the group with one person opposed.

The primary attendees for the workshops should be agencies that collect electronic data, their IT people and the MPDs. Don is available to speak with perspective attendees if needed and he is currently working on the presentation for the workshops; he will also customize curriculum for each region. The data elements for the collection process have not yet been determined however a survey has been sent out about data elements. We may also look at taking a tiered approach to the data collection process. Tier 1 will focus on agencies already collecting electronic data. Tier 2 will focus on agencies that want to participate but possibly don't have the technology which might make web-based collection an option and Tier 3 which would focus on agencies that don't have the technology and don't want to participate. For all of these agencies, the need for data to pass levies should be a good reason for them to participate. The data collection system should be fully operational in 2007.

9. Pre-hospital TAC Report (Jack Cvitanovic)

There was discussion at the last meeting about whether licensure and verification should be separated or combined. The DOH staff is working on an outline of how these can be combined for the next meeting on March 30<sup>th</sup>. All pre-hospital WACs are being revised; if you have input on these revisions you can contact Jack or attend the next meeting, this includes WAC changes associated with air ambulances.

10. Prevention Report (Kathy Williams)

Kathy provided handouts of each region's prevention sections of their plan. She also provided data on fatal and non-fatal injuries in each region. She noted that it would be more accurate to list rates per 100,000 in the plans instead of just raw numbers.

## 11. Pre-hospital Preparedness Report

The online training program is going well. All five awareness level classes should be online soon. Mike provided a handout about the online WMD courses and a list of the Homeland Security Institute's goals. The American Burn Association can be found online at [www.ameriburn.org](http://www.ameriburn.org). Mike and others in the Pre-Hospital Preparedness group will review the online burn training program. There was also discussion about possibly having the ALS OTEP program available online.

## 3. Regional Reports

**Southwest:** No report.

**West:** Their conference went well; they had 571 attendees.

**North Central:** Their conference will be held May 19-22.

**North:** Bonnie provided handouts of an Organizational Communications Equipment survey and the Trauma Patient Transfers and Diversions meeting agenda.

**East:** No report.

**Central:** Their application to form a non-profit organization and separate from King County was approved.

**South Central:** They are working on their AED project. They had a very successful drill in February then there was an actual fire that proved to be a good learning experience. The All Hazards Committee will meet at the end of the month. They have contracted all of their Injury Prevention to Safe Kids. The Corrections Center produces the reflective feet used in their Wild Feet program and the prisoners are doing an excellent job.

**Northwest:** No report.

## 4. Good of the Order

The State MPD meeting will be held in Yakima at the Red Lion Hotel on June 6<sup>th</sup>.

The meeting was adjourned at 3:40pm.