

Regional Advisory Committee Meeting Minutes

March 18, 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	David Hammers	North Region
	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 9:00am.

1. Review and adoption of 1/14/03 minutes.

Craig Hutson made a motion to adopt the 1/14/03 minutes as written. Kim Burke seconded the motion. The motion was unanimously approved.

2. FY'04 Budget Report (Richard Benjamin)

Richard Benjamin handed out the estimates for the FY'04 Regional Contracts. The amounts will probably stay the same as last year but it is called an estimate because the numbers could change before the final vote on the budget. Richard also handed out the statement of work for the next fiscal year. There are some changes to Attachment 1 to make it flow better with the monthly report by including space to list the work that has been completed in each sub-section; that helps the reviewer collate the information with the A19. Attachments 2 and 3 are the same although Attachment 3 may be fine-tuned to better identify the types of employees receiving training (such as listing columns for pain, volunteer and on-call staff). All of the changes were designed to make the contract format similar to the Plan and thus easier to follow. Some of the options listed are mandatory and others have optional components to choose from.

FYI—In your off-year Annual Reports, please update your plan needs and concentrate on problem areas. Also, the state now charges for MIR printing. Each Region or agency is welcome to get the template from the state and have their own MIRs printed.

3. Plan Review (Richard Benjamin)

The Regional Plan Review panel list was handed out. Plans will be reviewed by the Steering Committee reviewers between April 21 and 25. The plans were already distributed

for internal review and that process is now complete; this preliminary review information will be emailed to all regions next week so that it can be used, in addition to the Plan Evaluation Tool which was handed out today, as a way to pre-review the plans prior to the meetings with the Steering Committee reviewers.

4. RAED Grant (Shane Sanderson)

The RAED Contracts have been sent out to each region. Shane handed out a packet of information and drafts regarding this grant program. The grant calls for training 250 people at a cost of \$25 each. The last page of the handout lists a variety of ways to achieve this training. Remember to have a sign in sheet at your training classes and have the student list at least their name and zip code.

If there are any changes needed on the contract, please send the changes to the contracts department as soon as possible since this is better than waiting and having to add an amendment. It was also decided that agencies who had previously asked for money from this grant to buy their own AEDs will not be able to do this because it will affect the bulk price we have received for this particular AED.

To begin the purchasing process, sign your contract and return it to the state. Tim will then order the AEDs and have them drop-shipped to each Region. The billing will take about six weeks and each Region will be responsible for their own bills. Each agency that receives an AED from this grant will have to fill out a profile which will be sent to Shane. Attachment D needs to be filled out any time the AED is used and the information then sent to Michelle Plorde for addition into the cardiac database.

5. New RAED Grant Process (Shane Sanderson)

The new grant cycle for the RAED Grant will begin soon. It was decided that we will go forward with this process. Shane handed out a list of the Washington State Patrol captains for each district of the state; we can contact these captains and include them in future AED grant planning. Shane will email all RAC members with the website address for the RAED/HRSA site for members who are interested in checking the specifics of this grant program. Please bring a list of the next 17-20 rural agencies in your region that need AEDs to the retreat for further discussion.

6. Hospital Preparedness Plan

The Hospital Plan process is ongoing. The RAC members asked that Chris Williams or another person who can answer our questions regarding the hospital bio-terrorism plan be present at our RAC meetings and at the retreat.

7. New Bio-Terrorism Grant Process

A draft for additional funding which will cover EMS, transportation, offsite facilities and poison control is now in the works; this funding should go into effect in October.

There was discussion about whether this funding should go through the hospitals or through the regions due to the very limited amount of funds slated for administrative costs. It was decided that the money should go through the regions so that they can continue to keep an open dialog with all agencies involved and also use the funds in a way that will benefit the region as a whole.

There was discussion about the state being divided into ten bio-terrorism regions as opposed to the division of our state into nine EMS and Trauma regions. Since the trauma regions have been in use for over twenty years and our patient flow patterns have been thus established, it is very confusing to use ten regions to plan for a bio-terrorism event. For many regions, the very hospitals that they would use to divert patients to in the event of an emergency are not being included in their plans because they have been sectioned off into another bio-terrorism planning region.

Bob Berschauer made a motion to have the RAC send a letter to Mary Selecki supporting a unified regional structure; our preference is to use the eight EMS and Trauma regions however any unified system is preferable to the systems we are using now. Bonnie Robinson seconded the motion. The motion was unanimously approved.

Rich and Tim will write the letter to Mary.

8. Retreat

It was decided that we will have our retreat at the Bellweather in Bellingham, WA on May 5th and 6th. Bonnie will reserve a meeting room for those days then send everyone information about making their reservations. The price she was quoted for rooms is \$100 per night.

The topics we will focus on at the retreat are: bio-terrorism, hospital plan, goal setting, discuss common weaknesses, issues and needs, annual reports, a game plan for min/max numbers (possibly changing services to units?), the state plan formula, and LMAs vs. tubes.

9. DOH Direct Phone List

A new phone list was handed out which lists the new location address and phone numbers for all DOH/EMS and Trauma personnel.

10. Regional Reports

Southwest: Their Hospital Plan has been completed and approved by their local health jurisdiction. They are setting up a new PAD program in Wahkiakum County.

West: They recently completed a very successful annual conference. There were 550 attendees, 25 vendors and 30 speakers in addition to a Prevention Fair. They are currently meeting every three weeks to work on their bio-terrorism plan and are also planning their retreat.

North Central: They are working on their hospital/bio-terrorism plan. They use the TeleHealth system for some of their meetings and find this to be a very beneficial system. They recently had an Executive Board meeting to discuss funding and budgeting. They are would like to find a way to consolidate the Ramses and Duane's communication system so that the information from both systems would be easily available to agencies in Eastern Washington.

North: Bonnie distributed a handout which outlines their current activities including their website development, a child passenger safety program, and the activities of their education committee. They are also working on their hospital plan, and they attended a very successful bio-terrorism class in Bellingham. They will have their retreat in April.

East: They cancelled their annual conference due to lack of participation. They are using the TeleHealth system for a variety of training and planning meetings; this saves both time and money. They are involved in the Ramses communication system which is similar to the system Duane Marriotti is setting up for the West side of the state.

Central: They are working on their hospital plan and are planning for the TOPOFF drill.

South Central: They are planning their 2004 conference. Their IP and Safe Kids are working well together. They have been meeting twice a month to work on their bio-terrorism plan.

Northwest: They recently completed their "train the trainer" classes for the OTEP instructors. They have 5 OTEP modules completed and are finishing up the rest. The information about their new OTEP program will be on their website.

11. Good of the Order

There is a free Weapons of Mass Destruction online class available through the Department of Justice website.

At www.hcprofessor.com you can find online HIPPA training for \$79 per person.

In late April or early May, the DOH will decide if they will go to a quarterly EMS provider recertification process or if they will change it to a monthly, by county and agency, cycle.

The meeting was adjourned at 3:45pm.