

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

May 16, 2006  
SeaTac Red Lion Hotel; SeaTac, WA

Attendees:	Zita Wiltgen	SW Region	Anice Grant	NW Region
	Barbara Clarke	SC Region	Pennie Klein	DOH
	April Borbon	NW Region	Anne Benoist	West Region
	Merrili Owens	Central Region	Steve Bowman	DOH
	Darrel Kirking	NC Region	Mike Lopez	DOH
	Scott Hogan	DOH	Shirley Murkle	Central Region
	Bonnie Robinson	North Region	Kathy Williams	DOH
	Mike Smith	DOH	Melody Westmoreland	SC Region
	John Sabel	DOH	Garth Eimers	North Region
	Linette Gahringer	NC Region		

## 1. Introductions

Anice Grant called the meeting to order at 9:00am. Introductions were made by all in attendance.

Chairman Tim McKern emailed his resignation to the RAC Committee, effective immediately. Vice Chairman Garth Eimers will assume the Chairman duties until elections are held in January.

The Northwest Region gave a demonstration of a PowerPoint program they developed which outlines all of their roles, responsibilities, activities and partners in their Region. They will email the program to all Regions so that each Region can create similar presentations.

## 2. Approval of Minutes

Melody Westmoreland moved to approve the March 14, 2006 minutes with the following corrections: Section 5, change 'Mike Smith' to 'Mike Borkowski'; section 13 correct the spelling of Pete Suvir's name. Merrili Owens seconded the motion. The motion was unanimously approved.

## 3. Injury Surveillance Rate Analyzer (John Sabel)

John Sabel from the DOH gave a demonstration of a new injury rate analyzer program which is available on the DOH website. The new injury rate analyzer allows fatality and injury data to be downloaded into an Excel file then analyzed by the program. This program allows data from the past five years to be analyzed and compared by county or EMS region to overall state data. This program does not include military, VA or cross-border data. The information is based on the patient's residence, not where the injury or death occurred. Hospitalization data was not included in the program for the Southwest Region because many patients are hospitalized in Oregon and currently no cross-border data is available. John encouraged the Regional Administrators to contact him if they would like a more in-depth analysis of their data or had questions about the program.

4. Min/Max Discussion (Steve Bowman)

Discussion focused on whether or not hospital min/max numbers were a valuable part of the system. The DOH does not want to be overly prescriptive in regards to these numbers; they are working on a new methodology for the min/max numbers. When the system first began, hospitals participated more in the process. Now, many of the Regions feel like they have no say over the hospitals and their min/max numbers. Merrili stated that min/max numbers were important in King County. Others noted that min/max numbers were important, especially if they are not met, as they show need in the region. The requirement for min/max numbers is currently in the RCW, however this has been overtaken by events, noted one attendee. Also, it was pointed out that the system of each Region dictating min/max numbers to hospitals does not make sense since we are offering no financial support to meet these requirements. This topic may be included in the assessment portion of our upcoming contracts which are due in November. Contract extensions will be allowed if needed.

5. AED Grant Update (Pennie Klein)

Pennie provided copies of the 'Regional AED Project Sustainability Plan' template. She also emailed this document to all Regions. She reminded all in attendance that all work needs to be completed for the AED contract by June. After June, all of the rollover funds will be given to Anice who will order supplies and trainers for all of the Regions. Anice requested that each Region provide her their "want list" for AED supplies and trainers as soon as possible. Anice stated that the Zoll AHA update software will be available by the end of August. The contract for the AED grant will be fully completed by August 30<sup>th</sup>. Anice will contact Zoll to see how long they will be offering the \$859 price for the AEDs.

6. Prevention/IPPE Report (Kathy Williams)

Kathy has submitted a grant proposal in the amount of \$120,000 to the Washington State Traffic Safety Commission. The grant will cover four components including brief intervention, four joint Safe Kids/IPPE trainings, DUI money for the regions,

and money to co-sponsor a teen driving round-table for Washington State. The IPPE TAC will look as possibly making teen driving a state-wide emphasis project in the 2007-2008 contract. They are currently developing a work plan based off of our current contract for the upcoming year. The IPPE work plan for each program is due by October 2006. Kathy provided a Quarterly IPPE report which outlines all IPPE activities in each region of the state, to all attendees.

7. Data Collection QA

The DOH wants feedback on what key data elements should be tracked. Benchmarks, numerical data and narrative data will be looked at. It's possible there will be a web survey on the DOH and/or Regional websites to collect this information. They are looking at eight key elements with the ability to change these elements as needed to measure critical performance standards. This topic will be put on the next meeting agenda.

8. Using Exhibit B for Plan Progress Reporting (Pennie Klein)

Pennie provided the Regional Administrators books on effective presentation and on management. Pennie stated that the basic Exhibit B format will be used but with some changes. She provided handouts to the group of the new cover sheet for the Exhibit B. They have added a Section One area which will be used to include things that do not fit into Section Two which is the standard Exhibit B. She requested that only activities that occur during the reporting period be included in the Exhibit B and that blanket statements not be used. If there is no activity during a reporting period, please explain why. For any Plan changes, including changes to the timeline, strategies, objectives or goals, the Region will first need to get Council approval, then post the changes on their website for twenty days. If the changes are not contested, the changed plan will be sent to the DOH for approval. Major changes to the Plan will need to go through the Steering Committee approval process.

9. Pre-hospital Preparedness Report (Mike Smith)

Mike reported that the PPE/decon suits provided by the military is now in its third or fourth year of a five year contract; Arel Solie has more information on this program. Mike reviewed the deliverables that are due in March. All funds for this contract have been sent out. They are still meeting to discuss auxiliary transport options which are one of the deliverables; if you need help with this deliverable, please contact Mike. Likewise, if you need assistance with the trends deliverable, please contact Mike. On April 12<sup>th</sup> Mike Smith and Mike Brown, WSAFC, sent a blast email to all fire and EMS agencies in order to update the point of contact list; Mike provided this information to all Regions today. He noted that 80% of EMS providers are associated with fire agencies while 20% are associated with private ambulance companies. Mike provided a handout on the point of contact list which can be included in the Exhibit B Statement of Work. Mike also provided a draft of

the 'Exercise Survey for EMS Agencies' and asked the group for input on the survey. This drill may be conducted in October. Mike noted the importance of keeping a document trail for the HRSA contract. Mike provided a preparedness grant opportunity matrix. Darrel pointed out that during the last legislative session, there was discussion about a sustainability plan for preparedness. He is currently scheduling a disaster preparedness workshop to discuss who is in charge of overall preparedness. Mike added that Brian Ipsen at the DHS Region 10 (phone 425-482-3723) can assist with firefighter grants.

#### 10. Pre-hospital TAC Report

This TAC has not met recently.

#### 11. WEMSYS/Data TAC Report

The WEMSYS TAC has received nine letters of intent from different vendors who would provide the management, technical and financial support for the WEMSYS data collection program. All RFPs will be reviewed and the top six will be interviewed and allowed to present their demo programs. It was determined that the vendors will own the servers for this program but the DOH will own the information.

#### 12. Regional Reports

**East Region:** They have started their online training survey. They have applied for another VISTA volunteer. Mary Ann's term is finished. A Rehab Conference will be held on June 5<sup>th</sup>. A region-wide communications drill was held on April 25<sup>th</sup> and found that most hospitals still cannot communicate with each other. Deaconness turned over control to the VA hospital but it is not working; they are working on mutual aid agreements. Their Conference in March had 130 attendees and had a profit of \$7,000. Most presentations were OTEP based. They are still working on their AED project.

**North Central Region:** They will have a Pandemic Flu two-week table top exercise. Their Conference will be held September 29, 30 and October 1. They have good speakers and instructional tracks slated for the event. They will have a live band and dinner Saturday night; a golf tournament is scheduled as well. Steve Berry will be a featured speaker. There will be a presentation on tactical EMS, and a Community Day attached to the conference which will include demonstrations of the Jaws of Life, child passenger safety and Air Medical. Their EMS agencies are registered and using the online OTEP program. They have an evaluation team in place and a skills QI team.

**Southwest Region:** Their online survey has been completed. Their grant application and needs assessment has been compiled into one document for the DOH. Their office can provide results on their online survey if requested. Their

Prevention Coordinator has resigned and the position has been taken over by Missy Barnett.

**Northwest Region:** Their FY'07 budget was approved. Their online survey has been completed. On May 18<sup>th</sup> they will have a combined hospital, public health and DEM drill which will focus on communications. Two of their hospitals will also hold a decon drill at the same time. On June 16<sup>th</sup> they will have their Annual QI Conference and on June 28<sup>th</sup> they will have a Hood Canal Bridge Closure meeting.

**South Central Region:** Their SEI Workshop was held in April and 90% of their SEIs attended as well as some SEIs from outside their Region. They had a SEI appreciation day which was very positive and well received during which they gave away door prizes.

**North Region:** They are rebuilding their membership and attending more local meetings. Their retreat was successful; Bonnie provided handouts to the group from the retreat and will email the format they used to all of the Regions. They divided the retreat group into two geographical regions and on the second day they used break out sessions to determine what was working and what wasn't working. They had an Injury Prevention Symposium on March 31<sup>st</sup> and put together bullet points of key areas. A Prevention Committee has been formed. They have submitted their online survey. Bonnie met with a federal HRSA contact and also attended the Cross Border Conference. They are working with petroleum companies and EMS/hospitals for cross training. They pulled together an Israeli Experience seminar in two weeks which went very well and had very good speakers. They are attempting to engage hospital policy makers into their committees. They have been having lots of min/max discussions.

**West Region:** They are having a functional bioterrorism drill on July 7<sup>th</sup>. The exercise will focus on communications. They are in the planning stages for next year's conference. The Thurston County Safe Kids organization made a presentation to their Council on April 26<sup>th</sup>. The Council Retreat will continue in June. They have completed their online survey.

**Central Region:** They have tried an ED saturation plan which is working and resulting in fewer diversions but there is still a problem finding ED beds. They are looking at their nursing shortage. They have developed a firefighter MCI plan which includes an at-home preparation packaged for responder's families. The plan features a three stage level of response; they will ask if the plan can be shared with the other regions when it is approved.

### 13. Good of the Order

If you need to change your deliverables please use the plan change format now.

Zita Wiltgen made a motion to formally request electronic maps to include in our Regional Plans; the request will be made to Janet Griffith and cc'ed to Mike Lopez. Darrel Kirking seconded the motion. The motion was unanimously approved.

A book on Avian Flu was discussed which included good information on stocking your home for an extended isolation period and health safety precautions.

14. Adjourn

The meeting was adjourned at 4:30pm.