

## Regional Advisory Committee Meeting Minutes

May 14, 2002  
West Coast SeaTac Hotel; SeaTac, WA

Attendees:	Tim McKern	NW Region	Anice Grant	NW Region
	Rich Konrad	SW Region	Julie Miracle	DOH
	Chris Williams	North Region	Kim Burke	East Region
	Bob Berschauer	Central Region	Craig Hutson	NC Region
	Darrel Kirking	NC Region	Richard Benjamin	DOH
	April Borbon	NW Region	Anne Benoist	West Region
	Merrili Owens	Central Region	Jack Cvitanovic	DOH
	Melody Westmoreland	SC Region	Fred Johnson	SW Region
	Dave Byrnes	East Region		

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

1. Review and adoption of 3/19/02 minutes.

Darrel Kirking made a motion to adopt the 3/19/02 minutes with the following changes:

#11 the word “Protocols” will be changed to “Procedures”

#12 should read “The East Region met with communications centers and some Emergency Management representatives in Spokane on February 11<sup>th</sup> to discuss current communications needs. The committee felt that some of the information in Duane Marriotti’s plan did not pertain to the eastern part of the state. Those at the meeting felt that in case of mass disaster, communications would be better if each county had at least one satellite telephone. There are currently three in Spokane County and one in Pend Orielle County. H.A.M. radios are currently being used for backup communications in Spokane County. The East Region has prepared a survey to determine communications needs identified by communications centers. It was agreed that the DOH should pursue \$125,000 funding for Duane’s plan.”

#14 Southwest: Legacy Health “has received a certificate to open”; delete the North Central portion; North Central: Rich “Conrad” did the pre-conference workshop; North Central: delete the portion about Mel Coffman.

Chris Williams seconded the motion. The motion was unanimously approved with the aforementioned changes.

2. FY’04-05 Regional Plan Format (Richard)

Richard handed out a draft (#7) of the FY’04-05 Biennial Plan Format. The clarifications/changes that were addressed at today’s meeting include: page 8-V3A, the last sentence should be placed in section D1B on page 5. Also on page 5, section D1A, when writing the plan we need to identify response areas according to fire

districts, hospital districts or cities, not by who serves the response area—we may also want to make two lists for this topic by listing first response areas (which is specified on each agencies' DOH license) on one list and ambulance service areas on another list. On page 8, section V we may also want to make two list, one for hospital services and one for pre-hospital. This topic will be further discussed at our Planning Day at which time we will also discuss the possibility of amending the law to change “services” to “units”.

### 3. Mutual Aid Agreements

The issue of automatic mutual aid and mutual assistance agreements has been brought to the RAC many times so we will make this one of our main topics for our Planning Day in July.

### 4. Council Member Reappointment Protocols (Merrili)

Some Regional Council members have noticed a problem with their member reappointment process because the reappointment form is sent directly to the person whose appointment is expiring thus allowing them to become reappointed without input from the Regional Council. The reappointment process should be spelled out in the regional by-laws and if the appointee moves or changes employers they should send a letter of resignation to the DOH (if this is not done, the local council can send a letter on their behalf). Dick Benjamin will check into this and we will discuss it further at our Planning Day.

### 5. ESSB 5236 Abandoned Newborns (Jack)

Tim handed out a letter from Janet Griffith about the recently adopted abandoned newborns law and the complete text of ESSB 5236. Chris Blake from DSHS has taken the lead on this and is working out the finer points of this new law. A handout from Clark County on their interim abandoned newborns policy was given to all RAC members.

### 6. Contract Issues (Julie)

The DOH is changing some of their contracting procedures. All DOH managers recently attended classes on contracts and contract management and the regions will possibly see more changes to the rules as a result of these classes. All contracts must be in to the DOH 30 days prior to the start date (this means all contracts must be in by the end of May since the new contracts begin on July 1<sup>st</sup>). Also, the DOH will need 30 day notice for amendments and you must give notice ahead of time if you can not meet any of your deliverables. The DOH has new invoice vouchers which must be used since the coding is different than what was used on the old ones. Please request these new forms from Julie if you need them. Some regions have already begun using an electronic transfer of funds process to receive their payments, if you would like more information on this, please contact Julie.

## 7. Contract Language

There are very few changes in the deliverables. Regions will use the same contract dollar amount and due dates as last year. #6 which refers to the trauma fund reimbursement has been deleted. Please send any proposed contract changes to Julie Miracle at the DOH. All regions will have three separate contracts, one will be the standard contract, one will be with the Washington Traffic Safety Commission, and the third will be for the bio-terrorism/preparedness funding coming from the state.

## 8. ALS/ILS OTEP (Jack)

The ALS/ILS OTEP is going ahead; it has been reviewed and the next step is public hearings. This OTEP program is based on Lynn Whitworth's three year pilot study. Like the BLS OTEP program, if the ALS/ILS providers follow through with this program they will not need to test every three years for their recertification.

The new paramedic test is almost ready for use; the final meeting will be June 3<sup>rd</sup> in Yakima then it should be available for use in September.

The DOH is going ahead with random background checks for initial certifications. Agencies that conduct a background check at hiring may also be asked to forward this information to the DOH. Jack will send a list of things that may disqualify a person from becoming certified to all agencies so that they may include this with their class information.

## 9. Mission of CDC & Hospital Preparedness Plan and Regional Roles (Norm)

Norm Fosjee gave a presentation on the Hospital Bio-terrorism Preparedness and Planning Program. He distributed a number of handouts which outline the state's plan for disbursement of funds and how the regions will fit into this plan. The regions will receive contracts to work with one of four local health jurisdiction coordinators who will oversee the hospital planning process which has been divided into ten local health jurisdictions. Since this is such an extensive topic we will discuss it at our Planning Day in July.

## 10. July 23<sup>rd</sup> Planning Day Agenda

The topics for our Planning Day will be: CDC/bio-terrorism preparedness, appointment process, bylaws, mutual aid, and plan draft (Fred Johnson will bring the RCW and we will discuss the units vs services issue).

## 11. Future Meetings Update

Our next meeting on July 23<sup>rd</sup> will be our Planning Day.

## 12. Response Times

The Northwest Region would like input from the other regions regarding response times since they are working on their PCP's. The Northwest Region has much lower response times than what is required in the WAC. Previously, the South Central region had lower than state standard response times but they raised them to comply with the state since the DOH can only enforce the State standards. Dick Benjamin said the state will defend the times that are stated in each plan.

## 13. Good of the Order

According to Dick Benjamin, if you require a GIS mapping amendment, please do so immediately or the funds will be lost. If you have any questions about the GIS deliverable, please contact Julie Miracle at the DOH.

## 14. Regional Reports

Southwest: Nothing to report.

West: Jody Brower is their new program manager. They re-wrote their job descriptions. They have 12 classes planned for next year which will be subsidized by the nurses education co-op. They will have a Geriatric Patient Care seminar next week. They are currently planning for their March 2003 conference.

North Central: Nothing to report.

North: They are planning their Regional Retreat. The Tulip Pedal raised funds for their injury prevention program.

East: They have changed their office structure will be contracting out the Prevention Coordinator position. They had a big bio-terrorism event which drew 142 participants. Their exercise next year will focus on a chemical drill.

Central: Is planning for a seven-day "TOPOFF" drill which will happen next year.

South Central: Nothing to report.

Northwest: They have hired a new Training Coordinator. Their FY'02-03 budget has been approved. The TED Committee is working on the PCP's and OTEP.

The meeting was adjourned at 3:45pm. The next RAC meeting will be on July 23rd, 2002, at 9am.