

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

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

Attendees:	Richard Kness	East Region	Zita Wiltgen	SW Region
	Barbara Clarke	SC Region	Pennie Klein	DOH
	April Borbon	NW Region	Anne Benoist	West Region
	Merrili Owens	Central Region	Linette Gahringer	NC Region
	Darrel Kirking	NC Region	Mike Lopez	DOH
	Scott Hogan	DOH	Don Fernandes	DOH
	Kim Burke	East Region	Bonnie Robinson	North Region
	Jack Cvitanovic	DOH	Tim McKern	NW Region
	Kathy Williams	DOH	Garth Eimers	North Region
	Dave McCarthy	NW Region		

I. General Business Items/Authority

A. Introductions

Chairman Tim McKern called the meeting to order at 9am. Introductions were made by all in attendance.

B. Approval of Minutes

Darrel Kirking moved to approve the minutes from the September 20, 2005 meeting with corrections to the list of attendees. Zita Wiltgen seconded the motion. The motion was unanimously approved.

C. AED Grant Update

Pennie provided handouts of a draft AED contract. The contracts should be out in December as they are running about a month behind. The contracts should be the same as this year but please read through them when you get them to make sure. Pennie noted that the Regions should not make any purchases until they have a signed contract. Pennie provided a handout of the revised HRSA zip code list which added additional rural zip codes for some regions. The Northwest Region will purchase additional AEDs and distribute them throughout the state. Pennie will follow up with Anice about the extra AEDs purchased through last years grant to make sure they have been distributed throughout the state. Zoll will keep the same price for the AEDs through 2006. Pennie provided each region with a HRSA report which they must fill out with the numbers of

AEDs distributed through last years AED grant; she needs this report faxed back to her by the end of November. The North Region has an AED packet made up which includes a protocol created by United General Hospital; Bonnie will provide this to all of the regions. MPDs, when acting as a regular doctor, can write prescriptions for AEDs but they can not write prescriptions for AEDs when they are acting as MPDs.

D. DOH Training Session

Training was provided to the group by the DOH as a way of increasing their ability to be better project managers. A variety of resource were provided, including an informational binder, a workbook on change, a workbook on project management and a jump drive which included a variety of planning programs. This information will allow the Regions to more effectively create their next Trauma Plan as well as be beneficial for many other projects. Handouts on the AED implementation matrix, a draft of the All Hazards work plan, and the WEMISIS timeline were provided to the group as examples of good planning tools. The attendees broke into groups and did a mini-SWOT exercise on the system costs section of the plan as an example of how this project management system works.

E. Agenda/Minutes Format

The group agreed to use the version of the agenda that was used at today's meeting. It was requested that prior to sending the agenda, the secretary would ask the participants if they had a report to give. If no report was to be given, their topic would remain on the agenda but 'no report' would be noted in the time section.

F. RAC Bylaws Review

The group reviewed the current by-laws and made changes. In section 4.1, it was added that the RAC meetings would correspond with their contract with the DOH. In section 4.3, notice of the meetings will be given by the secretary instead of the Chair; notice will be given by mail or electronically, and notice would be sent one week before the meeting. In section 4.8, the four steps to the order of business were removed. In section 5.2, the last two sentences were removed from this section and added to section 5.4. In Article 6, the sentence about an elected official not being able to succeed themselves more than twice was removed.

Darrel Kirking moved to adopt the by laws as amended. Rich Kness seconded the motion. The motion was unanimously approved.
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II. IPPE/Prevention

A. DOH IPPE Report (Kathy Williams)

The next IPPE TAC will be held on December 12th at Skamania Lodge. There will also be training held on December 13th about accessing information through PubMed and

MedLine. The CORE entry program in DOH which includes Injury Prevention programs such as data and Safe Kids will be merging with the EMS IPPE program. Kathy provided a handout of the GMAP draft for IPPE. She also noted that Medicare will be adding a new V code which will allow doctors to bill Medicare for falls prevention risk assessments for the elderly. Please send any prevention success stories to Kathy.

B. Harborview IPPE Training (Kathy Williams)

Chris Dunn from Harborview provided training on how to incorporate the evaluation component into projects. This training was funded by a grant from the Washington Traffic Safety Commission and provides for a series of training courses. The first course was held yesterday and focused on a small DUI grant project. There was also a presentation of falls prevention with the results of a randomized controlled study which showed that exercise was the most important way to prevent falls in the elderly. The next training session will be held January 19th.

III. Pre-Hospital/Communications

A. Pre-Hospital Needs Grants

Tim reminded the group that the Pre-Hospital Needs Grants were due to the DOH by December 15th.

B. WAC Changes (Jack Cvitanovic)

The L & C Committee wants to make a change to the WAC which would allow agencies to have provisional verification for a 120 day interval. This was done in years past to allow agencies that did not have EMS trauma training to be able to complete this process. Another change brought forth by the L & C Committee would allow the DOH to assist in enforcing response times. Currently regions can have higher response times that what is in WAC but there is no data available to support this. The third change would require providers to be at least 18 years old before they begin EMS training. The group felt that First Responders should be able to train and be certified when they are 16 although the problem is that they are not of legal age to sign a medical record. The group also felt that people younger than 18 should be able to participate in EMT training however they should have to wait until they are 18 to become certified as EMTs.

C. On-line Certification (Jack Cvitanovic)

The online certification pilot program which was conducted with Tukwila Fire has been completed. It was determined that the DOH would do two more pilot programs before going statewide with this program. One pilot will be conducted on the east side of the state and one on the west side of the state; these will include volunteers. All of the pilots will be completed by January 2006.

D. Pre-hospital TAC Report (Jack Cvitanovic)

The Rural Urban Commute Area (RUCA) was discussed at the last L&C meeting. They want to fine tune the response times and language on this topic. When the group looks at population density, it is sometime difficult to make accurate RUCA classifications in some communities because they may have a very dense housing development in a very rural area. Accurate WEMISIS run data would be very helpful in categorizing rural, urban and suburban areas in our state. The L & C Committee will ask to adopt the RUCA classification system.

The L & C Committee will now require agencies to report disciplinary actions, applicable to UDA, within 14 days. Previously there was no required time limit in which to report these actions.

E. Distance Training (Renee Anderson)

No report. This topic will be covered at our next meeting.

IV. Hospital Designated Services

A. Hospital Designation Report

No report.

V. Evaluation

A. WEMISIS/Data TAC Update (Don Fernandes)

Don requested feedback from the regions about how the WEMISIS workshops went. The East region workshop had low attendance but they were able to use TeleHealth for the presentation. The North/Northwest Region workshop went very well. There was a lot of information given to the providers at these workshops. Originally the committee had planned to roll out the deployment of the system by agency or county but it was decided they would focus on regional or multi-region deployments. Also, they had intended to work with agencies that collect data electronically first, however many paper-based agencies want to participate as well so they will be included during the original roll out of the program. Scott will write an EMSC grant to fund a pilot for region-wide deployment of the program. Don will add a WEMISIS page to the DOH website in order to better communicate about the program. Please send any information you would like added to this page to Don. The original three-year grant for this project provided for \$250,000 per year. The first years' funds were used for infrastructure and the second and third years' projects will be determined. The Data TAC will determine how to allocate funds but if a region has a particular need for funding they should contact Don. Currently the TAC is looking at data systems currently available including IRIS, Skagit IDEA, etc.

B. QA/QI

No report.

VI. All Hazards

A. EMS All-Hazards Report

No report.

B. Hospital All-Hazards Report

Mike Lopez recently attended a presentation by the Regional Emergency Response Coordinators (RERCs) which covered topics from EMS through rehab and included a number of good resources. This was a great opportunity for EMS and Public Health to come together.

The All-Hazards conference call is on the first Monday of the month at 9am. The number is 360-709-4800, PIN #5205. There was discussion about possibly requesting a change to the date and time of this call so that more Regions would participate. The conference call provides very good information.

The hospital contracts should be out within 30 days.

VII. Other

A. DOH Website

Kim requested that the DOH website be made more user friendly. She will send some suggestions to Dane including that the links be more clear for novice users, possibly include a DOH Committee meeting calendar and that it be used to communicate more current information to the providers and the public.

B. Election of Officers

Bonnie Robinson made a motion to elect Garth Eimers as the new Vice Chairman. Darryl Kirking seconded the motion. The motion was unanimously approved.

Darryl Kirking made a motion to re-elect the current Chairman and Secretary to another term. Bonnie Robinson seconded the motion. The motion was unanimously approved.

C. Regional Reports

Northwest Region—Their newsletter, the ‘What’s Happening’ news, has been very well received.

North Region—A California volunteer and recruitment grant will provide input for a workshop on volunteer recruitment and retention which they will hold in January. On December 1st there will be a Traumatic Brain Injury CME class in their region. Snohomish County is running an INS pilot project.

Central Region—No report.

South West Region—Fred Johnson is their new Chairman.

South Central Region—They are currently doing their Trauma Plan presentations.

West Region—They are preparing for their conference which will be held the last weekend in February. The brochure for the conference is on their website now and will be sent out soon.

North Central Region—Their new Chairperson is Cindy Button, Tanya Valance is their new Vice Chair, Tom Keene is the new Treasurer and Delsie Mott is their new Secretary.

East Region—Their recent regional public health exercise focused on a Hepatitis A outbreak, and tested their hospital communications system. Their HEAR system did not work very well during the exercise. In October they will host a Regional Council Dinner meeting during which they will present their Trauma Plan.

D. Good of the Order

Mike Lopez and Mike Smith wrote a letter to the Emergency Managers saying they did a good job getting the information to Kim.

Dave McCarthy said the DOT Evaluators Course went very well; most of the attendees were from outside of the Northwest EMS region.

E. Adjourn

The meeting was adjourned at 3:10pm.