

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

November 16, 2004
Red Lion SeaTac Hotel; SeaTac, WA

Attendees:	Anice Grant	NW Region	Richard Kness	East Region
	Craig Hutson	NC Region	Ron De Re-Day	SW 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	Michael Smith	DOH
	Scott Hogan	DOH	Dan Banks	DOH
	Valeria Munn	HRSA/DOH	Melody Westmoreland	SC Region
	Chris Martin	Central Region	Sabine Guenther	HRSA/DOH
	Richard Benjamin	DOH	Mike Ganz	Guest
	Jack Cvitanovic	DOH		

Chairman Tim McKern called the meeting to order at 9:00am.

1. Review and adoption of the September 14, 2004 minutes.

Richard Kness made a motion to approve the September 14, 2004 minutes with the following changes: correct the spelling of Pete Suver's name; in section 3 correct the spelling of Trauma Fund; and correct the South Central's Regional Report to note that no report was given. Ron De Re-Day seconded the motion. The motion was unanimously approved.

2. AED Grant Project Update (Pennie Klein)

All Access CardioSystem AEDs have been recalled and the company has gone out of business. During the first year of our RAED grant, 120 of these AEDs were placed throughout the state. Mike Lopez provided a packet of information on this recall. All regions should have the Access AEDs that were distributed in their region pulled from service and returned to the Regional office. The state has also sent out a letter to all EMS agencies that received these AEDs about the situation. Agencies that are now out of compliance because of the loss of the AEDs will be sent a letter from Jack informing them that they need to request a variance. All other organizations that purchased AEDs at our discounted price should be referred to the company website for further direction.

It is possible that we may be able to use this years grant funds to replace the recalled AEDs. Pennie is working with HRSA on this issue. Pennie provided copies of a letter from Matt Snyder at Cardiac Science in which he requested that all AED manufacturers be allowed to show their products to the RAC. The group determined that they will continue to abide by their agreement with Zoll to purchase AEDs during this grant cycle. It was requested that we receive a written contract from Zoll which should also include the specific of who can purchase AEDs at the special price and what would happen in the event of a recall.

Pennie stated that mono-phasic AEDs can be harmful to children. Bi-phasic AEDs are less harmful to children, however pediatric pads are necessary when using AEDs on children. A case of 6 sets of pediatric pads is available from Zoll for \$237. According to the terms of our AED grant, up to 10% of grant funds can be redistributed without HRSA approval. This could allow us to use these additional funds to buy pediatric pads for the regions that need them.

All RAED contracts have been sent out. Please proof-read them and bring any errors to Pennie's attention. Please read the deliverables for the grant now and plan accordingly.

Zoll orders should be sent in as soon as possible. Pennie emailed the corrected Attachment H (for the survey list) and will send the contract amendment when it is completed.

3. Biennial Plan Format (Pennie Klein, Scott Hogan, Mike Lopez)

Barb handed out a portion of her region's Trauma Plan which lists the agencies and the coverage areas. The DOH representatives agreed that the agency names should be left in the plan as they pertain to the response areas, however this does not signify "ownership" of a service area.

If there are any discrepancies between your current min/max numbers and the numbers on the state's website, please let Pennie or Scott know. The Trauma Plan details your current status; you can list unmet needs in the narrative needs statement part of your plan.

Air ambulance coverage can be mentioned in your plan however the min/max numbers for air ambulance service are addressed in the State Trauma Plan and not in the regional plans.

4. Contract Clarifications (Pennie Klein)

No report was given.

5. Bio-Terrorism Contract (Valerie Munn)

Two bio-terrorism contract deliverables are due soon. The needs list should be submitted by November 30th (however the state would appreciate receiving it by November 24th if possible) and the quarterly progress reports are also due on November 30th. The progress reports should include information on the Regional Hospital Plan update and the Burn Care

update. An exercise and training report as well as a report on a 500 pediatric and adult patient surge capacity report is also due soon.

Dan Banks has been hired by the DOH as a bio-terrorism exercise and drill coordinator. Dan can help regions with the drill and exercise process but can not run the event for you. He is also developing an exercise design class; this class will be offered quarterly starting in December in the Public Health Region 4 area. The next class after that will be held in Eastern Washington in February. Currently Dan is working on the full-scale state exercise which will be held on May 24 and 25 and will focus on a health, not law enforcement, issue. Dan will send out a letter asking for regional participation in this exercise. If you have drills or exercises planned in your region, please let Dan know about these so he can add them to his calendar. It is possible regions can combine exercises to meet everyone's deliverables.

DOH has emailed the bio-terrorism contracts for EMS ; these need to be signed and returned as soon as possible. This funding cycle will cover Phase 3 for Decontamination distribution. WSHA & DOH has already provided the decon equipment and training for Phases 1 and 2; now phase 1 and phase 2 hospitals will be receiving auxiliary supplies as suggested by ERTI. By the end of August, 2005, phase 1 and phase 2 hospitals will have received decon auxiliary supplies. The DOH is still trying to figure out how much carryover funding there will be after last years purchases. Any carryover funds will be given back to the regions to use for the next items on their priority list which is why it is important your priority lists are in order.

The DOH has recently set up a committee to provide guidance for bio-terrorism planning which will focus on burn care, and local and regional EMS planning. If you have specific questions about these issues, please forward them to Valerie or Mike who will pass them on to the committee for follow-up.

A Pandemic Influenza component has recently been added to the bio-terrorism plan. The burn trauma survey for both EMS and hospitals will be sent to the regions by April 30, 2005 and will be due back to the DOH in August.

The isolation capacity survey for hospitals which is a HRSA grant deliverable is due by the end of January. If this survey is completed sooner than that, it can be submitted along with a request for payment, earlier than specified in the contract. You can distribute the survey via e-mail, however, all of the survey data must be mailed or hand delivered back to the collection point because answers to survey questions are protected from disclosure. The aggregate data will be available to the regions after DOH compiles the data.

Valerie and Mike were requested to put together a checklist of deliverables with project due dates and provide this information to all of the regions.

6. Trauma Burn Care PCP (Valeria Munn)

It was requested that we develop a template or state-wide PCP for Trauma Burn Care at our January workshop. This will allow all regions to collaborate on the project and also offer identical or very similar care for burn patients throughout the state. Valerie's committee will provide input on this topic at our next RAC meeting.

7. Data TAC Report

The Data TAC hosted a NEDARK workshop during their last meeting. The group did a SWAT analysis to determine the state's strengths and weaknesses. Pennie is helping to draft a strategic plan for the data registry. There is discussion about having five Data Summit workgroups throughout the state to work on a plan for the registry.

8. Pre-hospital TAC Report

The November meeting was cancelled. Their next meeting will be held in January. At the September meeting the age 18 training issue was discussed. A provision may be added to the WAC allowing people under 18 years old to receive EMS provider training but not allowing certification until the age of 18. WAC workbooks were given out at the TAC and all in attendance were encouraged to bring suggestions for WAC changes to the next meeting.

9. Prevention Report

No report was given.

10. Pre-hospital Preparedness Report

The Homeland Security Institute is now hiring a director who will work out of Pierce Community College and focus on their online training program. Currently there are two classes available online and three additional classes are slated to be online by March. The online access issue is being resolved. All agencies who wish to use ODP backfill funds must coordinate their request with their local DEMs prior to holding the training. The group is working on the burn protocol/PCP and currently gathering information.

There was discussion about 'non-traditional' partners which would be used in both the hospital and Trauma plans. These could include utility companies, Coscto, Red Cross, etc. Jack has a list of 1200 EMS-affiliated agencies which he will make available.

11. Regional Reports

Southwest: They are still in the process of finding and hiring an administrator. Dick Benjamin is helping with their Trauma Plan.

West: A flyer for their upcoming EMS conference was handed out.

North Central: Lynette, their IPPE coordinator, is back working at the NC Regional office. They are working on their upcoming conference. Darryl would like addresses for all agencies in order to send out conference flyers; it was suggested he get this list from the DOH office. The Grant County FD #5 issue has been successfully resolved.

North: They had a hospital meeting yesterday during which they put together a basic equipment list and a basic training model for all hospitals; their next priority will be security. The hospital QI Committee and hospital facilities committee have been combined; they are using the West Region QI model and enjoying lots of participation. The Pre-hospital Committee is focusing on recruitment and retention. Bonnie provided a handout for an upcoming volunteer recruitment and retention seminar which will be held on December 4th. The SEI workshops went well. On December 9th there will be a hospital designation workshop. The Prevention/Safe Kids Committees are very active.

East: Kim was recently injured and is now working from home for the next month or so. Their VISTA employee is in the office all day and sends information as needed to Kim. Lisa Jamison was hired to work on their bio-terrorism contract and attend meetings on Kim's behalf. It was noted that the committees write their own sections of the Trauma Plan; Kim formats and proofreads the plan prior to sending it to the DOH.

Central: A proposal will be brought to the Council to secede from King County and form their own organization. The drill held on October 5th and 6th with Central and West Region at Camp Murray went very well.

South Central: They are working on their bio-terrorism tasks; the committee will meet again in January. The Prevention Committee recently met; since the region does not have an IPPE coordinator they contract their prevention work to local Safe Kids organizations. Their Council will ask the Steering Committee to increase their designated level three hospital by one; the hospital in the Tri-Cities which is a Level 2 will be under-designated to a Level 3. Although the hospital designation process usually occurs in January, this needs to be taken care of sooner due to the Trauma Plan being due in December.

Northwest: They are working on their Trauma Plan. They recently held elections and the same slate of officers were elected for another term. The Protocol Review is in progress. There will be a hospital meeting at Forks Hospital on January 14th and a Hood Canal Bridge Closure meeting in Pt Townsend on January 7th. The Regional (Hospital Region 2) bio-terrorism drill will be held on March 30th.

12. Good of the Order

Since we no longer have a Vice Chairman, Chairman Tim McKern appointed Craig Hutson to the position of Vice Chairman.

On January 17th we will have a RAC Workshop. On January 18th we will have our usual RAC meeting.

Starting in January, the DOH will work with Thurston County to pilot three online certification courses. A demonstration on this program will be available to show at the regional EMS conferences. Contact Jack Cvitanovic for more information on this.

Jack has sent a letter to the MPDs informing them that they will be receiving a raise of \$1,100 for the January-June 2005 period. After that, they will receive an additional \$2,500 per biennium.

Elections

Bonnie Robinson made a motion to elect the same slate of officers for the upcoming term. Ron De Re-Day seconded the motion. The motion was unanimously approved.
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The meeting was adjourned at 2:10pm.