

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

September 20, 2005  
SeaTac Red Lion Hotel; SeaTac, WA

Attendees:	Anice Grant	NW Region	Bonnie Robinson	North Region
	Barbara Clarke	SC Region	Pennie Klein	DOH
	Mike Lopez	DOH	Anne Benoist	West Region
	Merrili Owens	Central Region	Tami Thompson	DOH
	Darrel Kirking	NC Region	Julie Miracle	DOH
	Scott Hogan	DOH	Mike Smith	DOH
	Kim Burke	East Region	Craig Hutson	NC Region
	Jack Cvitanovic	DOH	Tim McKern	NW Region
	Kathy Williams	DOH		

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

1. Review and adoption of the July 25, 26 and 27, 2005 minutes.

Barbara Clarke made a motion to approve the July 25, 26, and 27, 2005 minutes as written. Kim Burke seconded the motion. The motion was unanimously approved.
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2. Purpose and Goals of RAC

The group discussed the purpose and goals of the RAC. There was a consensus that the RAC should provide the following services: coordinate regional activities, project brainstorming, grant management, coordination and sharing of information, exchange of best practices. There was also discussion about holding a business RAC to review daily operations.

There was a proposal to have a standard agenda. The group felt that we should use the deliverables as a format for the standard agenda. The agenda will be sent out a week before and Debra Galvan will attend and take minutes. Deliverables will be listed on each agenda and the WMD discussions may be discussed during an Executive Session due to security concerns. RAC members also requested agendas for all TAC meetings. Please send your ideas for standard agenda items to Anice for inclusion in a standardized agenda. Mike Lopez will look into moving the RAC meeting to the Raddison Hotel so that we can have a working lunch. There was also discussion about what outcomes from our meetings we should report to the Steering Committee.

Kim Burke made a motion for the RAC to maintain its current secretarial role with a Standard Agenda and a Standard Steering Committee. Bonnie Robinson seconded the motion. The motion passed with a vote of six to one.

There was discussion about by-laws review; we will send ours electronically to the group for review.

3. AED Grant Project Update (Pennie Klein)

New in this year's AED Grant Project contract is regional sustainability plans. This will be discussed at a future RAC meeting then go back to the Regions for refinement per their region's needs. The target date for completion of this process is June 6, 2006. At our next RAC meeting we will review RUCA standards and discuss what this is.

4. NIMS

There was discussion about who needs the NIMS certification and discussion about ICS 700 versus ICS 100. The DOH said that all responders must complete ICS 700. Governor Gregoire has stated that Washington will adopt the NIMS program. Our Trauma Plans should reference NIMS compliance either in the beginning of the plan or at least in Chapter 7.

5. Pre-hospital Needs Grants

A handout of the timeline was provided for the Needs Grants process. Tami gave a quick overview of where they were at in the Needs Grants process. All Needs Grants need to be turned in to the DOH by December 15<sup>th</sup>.

6. WAC Changes (Jack Cvitanovic)

All WAC changes have been submitted to L & C. The L & C Committee has five new members and the committee is moving through the revisions quickly. The next part of the process will be the public hearing process.

7. Online Certification (Jack Cvitanovic)

The Online Certification program is going well but is not online yet. DOH is working on the pilot at this time and it should be online by January 2006.

8. Web Link Deliverables

All Regional Administrators were requested by the DOH to make sure their Regional websites were correctly linked to the DOH website.

9. Mutual Aid Plans (Kim Burke)

Kim reported that their mutual aid plan is on their website. She will also put their plan on a CD and send it to Dane and Scott. Mike will have Dane move forward with this process quickly.

10. Data TAC/WEMISIS

All Regions updated their schedules for their WEMISIS conferences.

11. Regional Support Handbook (Mike Lopez)

Mike has received input from staff and Regional administrators on the update of the Regional Support Handbook. Input will be accepted until November 1<sup>st</sup> then he will move forward with completing the process.

12. Prevention Report (Kathy Williams)

Kathy reported that Injury Prevention is moving forward and that there will be a 2 ½ day meeting for EMC, Injury and Kids which is a great program.

13. All Hazards Report

Monthly Conference Call—The group determined that the Conference Call should have an agenda. Chris Williams will create the agenda and, at the request of the group, take minutes as well.

14. All-Hazards Preparedness Report (Mike Smith)

EMS Agency Surveys—78% of the agencies have returned the agency surveys. Mike will update the data as well as follow up with the remaining 12% of the agencies which did not respond.

WMD Training—Mike provided a number of handouts on WMD training.

15. All Hazards Contract Language (Valerie Munn)

Public Health and Regional EMS has met to discuss which tasks each will do during this contract; these tasks will become the deliverables. Each Region will have different deliverables based on which tasks they have elected to perform. Valerie reviewed all of the deliverables with the group.

16. Regional Reports

The West Region Conference will be held February 24-26, 2006. All Regions shared updates on what is happening in their communities.

17. Good of the Order

Bonnie reported on a new phone system that ties all agencies together; this will help with communications interoperability.

There was discussion about the SWOT Analysis held during our retreat in July. Pennie handed out the Assessment Tool for Regional Planning Capacity and the Analysis Tool about 'how change makes me feel'. At future meetings we will discuss how to deal with change.

Mike Lopez reviewed a committee that is being formed to overarch statewide planning which will look at where we are going over the next five to ten years.

Pennie reviewed the November education track which will focus on project management and change.

The meeting was adjourned at 4:00pm.