

**Northwest Community EMS System
Advisory Board
MINUTES – May 17, 2012**

Topic	Discussion/Conclusions
Call to order	Pete Dyer Called the meeting to order at 0905 hours.
Approve minutes & Additions to Agenda	Members present reviewed the minutes from the January 19, 2012 meeting. No additions or corrections were requested. Motion to approve by Jeff Gibson, second by Tom Wang, Motion passed. Minutes approved. No additions to the agenda were requested.
CARS Committee	Update to current software sheet shows what IDPH would bounce back to the system due to unfilled or improper documentation. IDPH will not accept report downloads without a 100% validity score. Power tools have been designed to help achieve 100% validity but they are not being used consistently. Working on getting items posted on to our NWCEMSS website in a timely manner. NEMSIS has developed a draft of the 3 rd version of required data for the national database. They are expanding the number of required fields. CARS is reviewing the updates to determine if the Region 8 & 9 consortium will activate the field and/or add them to the mandated validity elements.
PBPI	No report
Research & Development	No report
Education Committee	There will be a free webinar hosted at NCH presented by Page, Wolfberg, and Worth. Topic is maintaining HIPPA compliance and legalities of documentation. Random federal audits will begin soon and large fines will be imposed for inappropriately releasing HIPPA information. Pete reported that the education committee has been getting tutorials on Curriculum development and the latest science on teaching and learning. Given that the first step in all curriculum development is analysis or a needs assessment, the committee suggested that the System create a “needs assessment” composed of questions that span the SOPs to determine areas of strength and others where additional education would seem indicated. The needs assessment will be conducted during the July 2012 CE.
Emergency Preparedness	Pete and Annie Moy held the 2 nd Summit to discuss the System’s recommendations for changing the MCI/MVI SOP and plan. There are Provider issues that need to be discussed with the Chiefs and a meeting will be scheduled.
System Report	Planning for The Ryder Cup Golf event is in full swing (no pun intended). Volunteer shifts are filling well; please communicate your willingness to volunteer to Diana. Connie discussed License renewals and the new fees structure from IDPH but no implementation date has been announced. The current process is to send the signed child support forms to Connie for processing. As soon as IDPH activates their new fee schedule program this process will change and it may take much longer. It is absolutely necessary that all EMS license holders inform Connie if they have an address change so the state database is current and renewal notices go to the right location. Connie will advise, once she finds out, when this new fee schedule goes into effect. IDPH holds that each individual is responsible for maintaining his or her own medical license. There are mechanisms in place to request Inactive Status or an Extension if relicensure requirements cannot be met on time due to extenuating circumstances. Intent to Suspend notices will be sent out after June 1, 2012 if anyone is deficient in meeting CE hours or a mandatory requirement. Pooled preceptor program. Over 70 students applied for the fall Paramedic class. At the time of the meeting, 30 had been registered but

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	<p>it was hoped that the class would fill with 40 students based on ride time availability. The pretest establishes a ranking of who is accepted if they do not have a System affiliation. There was discussion on how the students in the current paramedic class are currently doing and plans to fix some current issues in the future class. Classroom is going ok but field skills need to be improved. EMS Coordinators have been told if one of their students is not doing well.</p> <p>The system wants input regarding the next revision of the SOPs. There is a form you fill out if you would like to request a change. First draft of new SOPs should be distributed in late summer, with the final draft in January 2013. Training on these will be conducted as a mandatory review in April 2013 with a go-live date of May 1st.</p> <p>Therapeutic Hypothermia education is in process. There are a numbers of cardiac arrests with ROSC, but the challenge is re-arrest. Education is reviewing ROSC treatments.</p> <p>Connie discussed the NATO Summit and how we will probably be used if needed. If you have a pepper spray incident and need to neutralize the chemical, use baby shampoo and water for the head and face, use Dawn dish soap and water for the body below the neck. Connie asked that everyone review DECON procedures, wear full bunkers and face protection. Follow NWC EMSS SOPs and call a system hospital with questions.</p>
Old Business	<p>Bylaw Changes: Connie stated that in February 2012 the Advisory Board was sent proposed changes to the Bylaws. No feedback has been received on the draft that was distributed. There were some new areas and language cleaned up in other areas/sections. Motion by Dale Stewart to approve the bylaw changes that were presented, second by Brian Stennet. Motion passed unanimously.</p>
New Business	<p>Policy Reviews:</p> <p>System Entry - Connie would like all policies to be placed on a review cycle. First policy ready for an update is the System Entry Policy. Connie drafted some policy changes based on current practice. Diana had also been asked to draft comments. They will meet and join their efforts and bring us a policy revision for this topic at the next board meeting. Discussion that the board usually takes July off due to vacations and such. There is a possibility of an email vote on the system entry policy if the July meeting is cancelled.</p> <p>Another policy needing revision is Certificate of Merit. Connie gathered some info from other organizations and compared them to our policy. She thought that maybe we should add a few more categories to give more recognition to systems members for outstanding performance. Will continue to explore.</p> <p>Invalid Assist - At the May 2012 Coordinators meeting Dr. Ortinau asked for people to think about invalid assist and if it should require a refusal of services documented. There was much discussion on this topic. Dr. Ortinau was not at this meeting to clarify or discuss this topic. Some points from the discussion; What qualifies someone as a patient? Who is a patient for billing purposes? Should we create a new template for these type of incidents? Also discussed that we should look at what others are doing with these calls throughout the country (EAGLE systems). Again, much discussion.</p> <p>Chief Clemmensen commented that the time and dates of the Advisory Board meeting conflicts with the Northwest Central Dispatch quarterly meeting and this affects 3 or 4 Chiefs. Questioned if we should consider changing our date and time. Discussion to follow.</p>
Adjournment	<p>Next Meeting will be Thursday July 19, 2012. Chair Dyer will notify members if the meeting is cancelled. If cancelled, the next meeting would then be Thursday, September 20, 2012.</p> <p>Motion to adjourn by Dale Stewart, second by Bill Kidd, all in favor.</p> <p>Meeting adjourned at 1058 hours.</p>