

**Northwest Community EMS System  
Chiefs/Administrator's Meeting  
MINUTES – November 20, 2015**

Topic	Discussion/conclusions
<b>Call to order</b>	Meeting called to order at 8:33 AM by Dr. John Ortinau, EMS MD. There were no additions to the agenda and the agenda was approved as submitted. The minutes from March 2015 were approved as written.
<b>Advisory Board</b> Connie Mattera	<ul style="list-style-type: none"> <li>Paramedic class report <ul style="list-style-type: none"> <li>Harper College and The Higher Learning Commission conducted a program site review here last week. Interviews were held with all the EMS Staff and 10 random students. We are waiting for the final report.</li> <li>Results EMS 210: All passed; written modular exam scores ranged between 82–98% (Ave 93%).</li> <li>Working with the clinical units, particularly anesthesia to strengthen hospital partnerships and gain support for students clinical time in the OR.</li> </ul> </li> <li>Policies approved: D1: Due process; I2: Infection control; M8: Medical Device Malfunction. Clean copies and the updated Table of Contents will be posted to the System website soon. Still under review is D3: Approving, exchanging, and storing drugs &amp; supplies.</li> <li>Chiefs elected to retain their current members and alternates to the Board for 2016-2017: Members: Chiefs Clemmenson &amp; Schuman. Alternates: Chiefs Wax and Malcolm. Board openings and applications will be distributed in December prior to a elections at the January board meeting.</li> </ul>
<b>Computer Aided Reporting System (CARS) Committee</b> Markus Rill	<ul style="list-style-type: none"> <li>The Region and our CARS reps continue to work on the transition to the Image Trend Elite platform and NAEMSIS 3 database. Waiting for IDPH to complete software changes that will allow data downloads using the NAEMSIS 3 datasets.</li> <li>A template is being created but not completed yet.</li> <li>A fictional EMS Agency has been created for the EMT-P class to use to submit simulated runs for review. Protects the live database and decreases EMSC time in purging files.</li> <li>Chiefs were given their Data download to IDPH reports for year to date.</li> </ul>
<b>Education Committee</b> Connie Mattera	<ul style="list-style-type: none"> <li>Kudos to the EMS educators on the monthly CE. Members provided favorable comments on all recent CE. It seems the hands on learning approach is very well liked.</li> <li>Subcommittee is working on adding Peer 3 &amp; 4 educators to the policy.</li> </ul>
<b>Provider Based Performance Improvement (PBPI) Committee</b> Adam Rothenberg	<ul style="list-style-type: none"> <li>In October, an Image Trend training session was provided at NCH by Joe Albert and Markus Rill assisting attendees in setting up dashboard and data reports for their agencies. This workshop stemmed from information they received by attending the National Image Trend Conference. HUGE THANKS to Joe and Markus! Many thanks to Joe Tobiasz for providing food during the day. Based on overwhelmingly positive feedback, another session like that one will be schedule. Date TBA</li> <li>Adam reported on the results of the Cardiac Arrest screen, and Refusal of Service numbers have improved. See report for full data analysis.</li> <li>PBPI members will be reviewing paramedic student simulated PCR's and give feedback so their documentation skills are coached before starting the field internships..</li> </ul>
<b>Research &amp; Development (R&amp;D)</b>	<b><u>Disposable laryngoscope blades</u></b> – Were required by June 1 <sup>st</sup> . Some agencies still complying with transitions.

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<b>Committee</b> Diana Neubecker	<p><b>Video laryngoscopes</b> – Information is still being collected on various types/brands.</p> <p><b>Glucometers:</b> Still in the contract negotiation process for the new meters and strips.</p> <p>Kyle Marcussen is stepping down as chair of the committee. They are seeking and will elect a new chair at their January meeting. Many thanks to Kyle for his great leadership of the committee!</p>
<b>Old Business</b> Connie Mattera	<p>MIH: Connie met with the NCH CARE Coordination committee to present the pilot proposal. More discussion is needed with them before the pilot will be ready to start.</p>
<b>New Business</b> Connie Mattera	<p>New state law calls for an update to the POLST form by January, 2016. Connie has been working with Dr. Julie Goldstein to create an educational slide deck that could be distributed to Illinois EMS Systems to assist in the roll-out as soon as the new form is issued.</p> <p>Updated state stroke rules are in first reading now. They will incorporate Comprehensive stroke centers and enable regions to determine transport patterns to the various centers based on patient acuity. Region IX Stroke Committee proposal will be considered again by the Region IX EMS Advisory Committee at their meeting in December..</p> <p>The SOP draft revisions will begin soon. Please submit suggestions for additions/changes to Connie. Please note: A mandatory review is scheduled for July 2016 to roll out the updates..</p> <p>Our Holiday Breakfast will be held the morning of December 10. Please join us in the South Tower lobby at 8:30 AM to 10:30 AM.</p>
<b>Adjournment</b>	<p>The meeting was adjourned at 9:20 AM. The <b>next meeting will be Friday, January 15</b> at 8:30 AM in rooms LC 1 &amp; 2.</p>