

**Northwest Community EMS System
Chiefs/Administrator's Meeting
MINUTES – January 15, 2016**

Topic	Discussion/conclusions
Call to order	Meeting called to order at 8:39 AM by Connie Mattera. Dr. Ortinau and Diana Neubecker are attending the NAEMSP Conference, so have excused absences from this meeting. Agenda adopted as submitted. The minutes from November 20, 2015 were approved as written. Jason Brizzell was introduced as the new PBPI Chair.
Advisory Board Connie Mattera	<ul style="list-style-type: none"> • Policies approved: D3: DRUG/Pharmacologic Mgt: Approval/Issuing/Storage/Exchange/Disposal/Reporting C7: Confidentiality and HIPAA updates G1: Updated System Review Board list V2: Violence: SUSPECTED CHILD ABUSE AND NEGLECT <p>Chief Schumann noted that in E-4 it specifically states that the Chiefs are accountable for any drug issues.</p> <p>Other items noted: Ambulances must be locked when unattended. Random checks of drugs must be done at least every 6 months. Drugs on the ambulance must be protected from the weather extremes (climate control) - freezing and boiling.</p> <ul style="list-style-type: none"> • Elections for board members were held. 2 members and 2 alternates were selected. The new members are shown on the list distributed at this meeting today.
Computer Aided Reporting System (CARS) Committee Markus Rill	<ul style="list-style-type: none"> • Positions for the committee are as follows: Markus Rill, Chairman, Jim Klein, Vice-Chairman, Ron Redlin, Secretary. Todd Novak is working with Patrick Sennett on the template. • It was reported that the Adobe Flash was not working/not compatible with all systems. This was an Adobe problem, not Image Trend. Versions 7 and 10 have been corrected. • Discussion was started regarding attending the 2016 Image Trend conference. If registration is done by Jan. 31, 2016 we will save \$200 vs. waiting till June. Hotel fees are \$160.00/night and parking is \$10.00/day. A motion was made to send two representatives. All approved. The total will be shared by all Departments as it was last year. • The transition to ELITE must be completed by October 2016. Once this is done, we will not be paying license fees to Image Trend for Field Bridge. • Connie Mattera will send the IDPH data download report when it is received by IDPH.
Education Committee Joe Tobiasz	<ul style="list-style-type: none"> • The Education Committee will now meet every other month (odd months). The next meeting will be March 1st. • Language changes are still being made on the Peer III & IV policy.
Provider Based Performance Improvement (PBPI) Committee Joe Albert	<ul style="list-style-type: none"> • PBPI presented a very thorough end of year data report for all System agencies for 2015. See report for details. • Jason Brizzell is the new Chair; Adam Rothenberg is the Vice-Chair; and Nichole Junge is the Secretary. Joe Albert will take the position of Data Coordinator, and the position of Screen Coordinator is to be filled. • The PCR project for paramedic student simulated call review is ongoing. • Joe Albert will attend all Preceptor courses in February to provide insight into documentation education already done and ongoing needs for improvement. He will also attend the Nurse/Educator meeting in February to help in setting up their dashboards.
Research & Development (R&D) Committee Ed Rogers	<p>Ed Rogers has taken the position of R & D chair. We welcome him.</p> <p><u>Video laryngoscopes</u> – Information is still being collected on other types/brands.</p> <p><u>Glucometers</u>: Ongoing negotiations between hospital purchasing and company.</p> <p><u>Drug & Supply list update</u> – Removed: vasopressin</p>

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<p>Old Business Connie Mattera</p>	<ul style="list-style-type: none"> • Connie provided a recast-in-station budget for FY 15-16. Reductions to the quarterly fixed fee amounts were made as a result of reducing the FTEs from 2.5 to 2.2, and lowering the increase from 5% to 4% on both the fixed and variable fees. Per visit fees are now less than the 2014/2015 budget. A motion was made and all were in approval to accept this new budget. Meetings with the chief subcommittee regarding the FY 16-17 in-station budget will take place as soon as the data is tabulated from the state-wide CE questionnaire. • 5 preceptor classes are scheduled for February. Preceptors must submit applications and agreement annually, but the class only needs to be taken every other year. • Paramedic student field internships will begin in early March if all prerequisites are met. Agency contracts will be coming to those hosting students soon. • The next Paramedic course will begin the Tuesday after Labor Day in order to align the course with the Harper College semesters. Schedule is posted to the website.
<p>New Business Connie Mattera</p>	<p>IDPH asks that we <u>only</u> the forms on the IDPH website</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 9:55 AM. The next meeting will be Friday, March 18 at 8:30 AM in rooms LC 3 & 4.</p>