

**Northwest Community EMS System  
Chiefs/Administrators/PEMSCs combined Meeting  
MINUTES – September 21, 2018**

Topic	Discussion/conclusions
<b>Call to order</b>	Meeting called to order at 8:30 AM by Dr. Matthew Jordan. The May minutes were approved as written. Two new PEMSCs introduced: Lt. John Paliga/Bloomingtondale and Matt Webb/Lake Zurich.
<b>Advisory Board</b> Michael Sharp	<ul style="list-style-type: none"> <li>• Paramedic program advisory committee report given. Board interviewed student leaders from current class.</li> <li>• Invalid assist and Waiver policies under review.</li> </ul>
<b>PBPI Committee</b> Jason Brizzell	<ul style="list-style-type: none"> <li>• Reported on Sepsis and Fentanyl screen results.</li> <li>• Ketamine use will be reviewed again in the future.</li> <li>• Dr. Jordan is working to directly download data to the CARES registry. Cardiac outcomes studied on an ongoing basis.</li> <li>• Opportunity: IV skill success rates, especially in the elderly.</li> </ul>
<b>CARS Committee</b> Jim Klein	<ul style="list-style-type: none"> <li>• Working with the cardiac arrest committee to collect needed data.</li> <li>• System has Facebook and Twitter accounts now..</li> <li>• Phone app for SOPs in development..</li> <li>• Presented an overview of the Powertools created to streamline documentation and reduce errors.</li> </ul>
<b>Education Committee</b> Connie Mattera	<ul style="list-style-type: none"> <li>• Kudos to DPFDD for a call on a 6 week old baby that was handled exceedingly well.</li> <li>• EMT class report given. Paramedic class report given. Details are in the Advisory Board report..</li> <li>• TNS class: Every Wednesday 9:00 – 5:00 through November 17. PM's welcome to audit to make up trauma CE.</li> <li>• ECG rhythm identification needs assessment results were distributed and discussed.</li> </ul>
<b>R &amp; D Committee</b> Dr. Jordan	<ul style="list-style-type: none"> <li>• King Vision use went live July 1<sup>st</sup>. Great improvement is noted on first and second intubation attempts.</li> <li>• Approved CPR devices are being purchased as options and may be deployed after education and competency measurement. Skill sheet for Lucas distributed. ARM procedure coming soon.</li> <li>• Microdot glucose meters went live September 1. There was a recall on some lots of strips due to a manufacturing defect that has now been corrected. Federal rules require daily testing for professional meter use. Our processes compliant with this requirement found the strip defect right away. Label all strips and testing solutions upon opening. 90 day use limit.</li> <li>• Peds bougie approved at Sept meeting.</li> <li>• Drug &amp; Supply list and the Procedure manual were updated. Posted to website.</li> <li>• Region 9 emergency go bags and supplies received. Agency reps welcome to fill and deploy to your services.</li> </ul>
<b>PEMSC's</b> Michael Sharp Drew Smith	<ul style="list-style-type: none"> <li>• Reviewing on-line learning management system software options to track CE and eliminate some, but not all, paper records.</li> <li>• The System developed PEMSC performance expectations, job description and Coordinator guidelines years ago (1970s) when Dr. Zydlo determined that a medical liaison was needed between the Resource Hospital and the EMS Agencies. These documents have been updated throughout the history of the System.</li> <li>• The PEMSC group decided to incorporate in the mid-1980s, charge dues of membership, elect their own officers and establish bylaws. This was prior to the establishment of any of the standing committees of today (Education, CARS, PBPI, R&amp;D) who are chartered, elect their own leadership, and conduct their own meeting business with a System liaison present whenever possible. Incorporation papers were not renewed years ago. It is unclear if tax filings were current upon dissolution and unknown if the Corporation was legally rescinded, but the independent structure of the group and dues assessments remain to the present time. Their financial processes were called into question earlier this year by group members during the transition to a new treasurer and the funds were found in a bank account set up by the previous treasurer with monetary disbursements based on a single signature.</li> </ul>

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	<p>It was voted by the PEMSCs at the time of discovery to close the account and donate the monies to the paramedic class for purchase of needed equipment. This was done.</p> <ul style="list-style-type: none"> <li>• Chief Smith gave further explanation of the important lines of authority and responsibility within the System. Many Chiefs and Coordinators are newer and perhaps not aware of the shared governance design of our System. It is vitally important that Chiefs and Coordinators communicate frequently and effectively regarding EMS initiatives. The PEMSC role is critical within each agency with multiple important tasks and areas of oversight that they must perform well to ensure timely and effective compliance with EMS operational requirements and integration with the Resource and Associate hospitals. This combined meeting was held to reinforce the need for full understanding of their roles and the need for ongoing collaboration and communication with senior leadership.</li> <li>• Update given regarding borrowed ambulances. All NT inspection paperwork is due in September.</li> </ul>
<p><b>System news</b> <b>Connie Mattera</b></p>	<ul style="list-style-type: none"> <li>• SOP revisions will be based on national Model Guidelines (2018 edition), new research findings, and clarifications requested by System and Region IX members. The SOP rollout has been deferred to May 2019.</li> <li>• MIH pilot planning report given.</li> <li>• A DICO course is scheduled February 7 &amp; 8, 2019 at NCH. Class registration's forms will be coming shortly. Another course is being held in Spring Grove February 5 &amp; 6, 2019.</li> <li>• Glen Oaks has a new RN EMSC, Lisa Henson..</li> </ul>
<p><b>State/National News</b> <b>Connie Mattera</b></p>	<ul style="list-style-type: none"> <li>• Leslee Stein-Spencer is back until a replacement is hired.</li> <li>• State strategic plan revision is in process.</li> <li>• Agenda 2050 launch – webinar was held on 9/20/2018.</li> <li>• A final report on the EMS Scope of Practice expected F18.</li> <li>• Stop the Bleed courses are being conducted all over the country. The System fully supports our members becoming an instructor and offering these classes to community members.</li> </ul>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 9:42 AM. The next meeting is scheduled for Friday, January 18<sup>th</sup>. at 8:30 AM in rooms LC 1 &amp; 2.</p>