

**Northwest Community Hospital  
CARS Meeting Minutes  
Wednesday November 8<sup>th</sup>, 2023  
In Person & Zoom Meeting**

Meeting Attendees: Recorded via ZOOM and sign-in sheet created

<b>TOPIC</b>	<b>TIMELINE</b>	<b>RECOMMENDATIONS/ ACTIONS</b>	<b>FOLLOW -UP/ PERSON &amp; DATE</b>
<b>Members / Guests</b>	@0906	General Membership –	
<b>Agenda</b>	@0908	Emailed on 11-7-23 for review. Subsequent email was sent to P. Dyer for posting to the website.	
<b>Approve Minutes</b>	@0910	The October minutes were previous read and hearing no changes they will be approved as read.	
<b><u>Open Issues</u></b>		Subsequent email sent to P. Dyer for posting to the website as of the approval of the November meeting.	
<b>3.5 runs created, training, deleting, new dispositions</b>	@0911	Nicole Junge and Kourtney Chesney have created mock data for users to enter in the new form. While completing their own 3.5 data entry several validation errors were found when using 2 mock runs (anaphylaxis, and a cardiac arrest). No other problems that CARS is aware of from the first full week of CE. Patrick Sennett stated that per Chris Ohlstien IT does NOT charge for training run left on the server. They also said that this could be a rolling or reoccurring scheduled delete. The example was given to do a delete of all marked “delete incident status” every Thursday from December to March. Much conversation on what to do with the training runs and CM requested an email with screen shots of how to select “delete please” to change the incident status of those training runs. It was left up to the agency to decide whether the B/C’s. Transport descriptors use of Opticom.	

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<b>Signature Paragraphs</b>	@0949	Going to send signature paragraphs to the system so they can use them on their forms. They would require some customization to accurately reflect their own agency. A link to the IT university will be provided along with the paragraphs.	Eisner Christian sen
<b>Lock/Flush</b>	@0954	The ask to clean up lock/flush. Should be listed as a route. We'll look into it further.	
<b>Rule 4113 CARES rule</b>	@1013	Ruel was updated during the meeting and a change should be seen subsequently. Rule logic was changed to not trigger validation.	
<b>Print Form</b>	@1016	The print form will need to be updated to match the 3.5 form's new values. The new billing company EMSMC also may want a form of their own added to the agencies print form manager.	
<b>Protocols Used, (eprotocols.01 )</b>	@1031	This currently is close to the SOP's but not an exact match.	
<b>New validation rules in the 3.5 form</b>	@1035	Vital sign values correction, cardiac validation. May see newer rules when the new form is applied.	
<b>CARS nomination</b>	@1045	Nominations were closed as they were uncontested.	
<b>Social Media</b>	@1055	Still having problems with the Facebook page reading it as a business account and not compiling with the terms or service. Sam Parry might start over with a personal account in order to work around the Facebook policy.	

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<b>Next Meeting</b>		December 13 <sup>th</sup> , 2023 (Black / 1 <sup>st</sup> )	
<b>Adjournment</b>		Motion to adjourn by Klein & 2 <sup>nd</sup> Rill  Minutes submitted by Secretary J. Klein	