

**Northwest Community EMS System  
PBPI Meeting Minutes  
Wednesday, February 5, 2025**

Topic	Discussion	Actions/Follow-Up
<b>Call to Order</b>	Meeting called to order at 0907 hours by Adam.	
<b>New Members &amp; Guests</b>	No new members or guests.	
<b>Minutes &amp; Agenda</b>	Motion to approve January '25 minutes made by Jason, second by Phil. All in favor. Motion granted; minutes approved. No changes or additions to agenda.	
<b>Old Business</b> <b>a. December elections – screen coordinator</b> <b>b. December screen – Trauma: Head &amp; Spinal cord injuries</b> <b>c. 2024 NWCEMSS Year End Data</b> <b>d. 2025 Charter</b> <b>e. 2025 Plan</b>	<b>a. December Elections – Screen Coordinator:</b> Tyler Peterson from Buffalo Grove has volunteered. Going forward we are going to have more interactive screens; each agency will be more hands on. <b>b. December Screen – Trauma: Head &amp; Spinal Cord Injuries:</b> this data was late to make it into Feb CE, so this screen was scrapped for now. <b>c. 2024 NWCEMSS Year End Data:</b> Phil presented data. Training runs have now all been removed. He discussed the highlights of the data for the year. Total number of PCRs and transports continues to increase each year. Other areas of discussion are: primary impressions, medications delivered, destinations, pt. dispositions, etc. This year we a little more pediatric data to discuss than years past. <b>d. 2025 Charter:</b> Adam updated the charter to reflect 2025 year <b>e. 2025 Plan:</b> updated to reflect 2025 year	
<b>New Business</b> <b>a. January screen: Cardiac – Agency QI Spreadsheet</b> <b>b. Controlled substance spreadsheet – continue or not?</b> <b>c. PBPI reps at other system meetings</b>	<b>a. January screen – Cardiac – Agency QI spreadsheet:</b> Adam presented initial screen. It will go out to each agency and have their PBPI rep go through the calls that fall into the screen and email results back to Adam so he can compile the data to get to Nichole for March CE. <b>b. Controlled substance spreadsheet – continue or not:</b> we are going to continue this spreadsheet; it acts as a checks and balances for our compliance with the controlled substance log sheets. <b>c. PBPI reps at other system meetings:</b> Adam is looking for PBPI members to be representatives at other system committees. Adam will remain on as the rep for CARS, Chiefs and Coordinators. Tina Hayes has volunteered to be the rep for the Education Committee. The only meeting that remains without a rep is Advisory Board. If anyone is interested, please contact Adam.	Adam will email the cardiac screen out to the agencies. The PBPI rep for each dept should go through the spreadsheet and fill it out according to the instructions and email results back to Adam by the designated date. Adam will compile the data and forward to Nichole so she can include the data in the rollout for March CE.
<b>Sentinel Events</b>	None.	

<b>CARS Update</b>	Adam is going to bring Jim Klein to March's meeting so we can collaborate and clean up the "procedures" section of ImageTrend.	
<b>System Update</b>	SOP updates coming this year.	
<b>Region IX QI Committee Update</b>	None.	
<b>Cardiac Arrest Committee Update</b>	They met yesterday. CT put out a lot of cardiac arrest data; much of this data will influence future cardiac arrest protocols. Looking into finalizing a cardiac arrest documentation guide. Dr. Jordan wants more pediatric arrest data moving forward.	
<b>From the floor / Closing remarks</b>	None.	
<b>Adjournment</b>	<b>Next meeting: March 5th, 2025</b> – Meeting adjourned at 0947. Minutes respectfully submitted by: Nichole Junge, RN, PM	