

Kitsap County EMS and Trauma Care Council EMS Operational Meeting Minutes

April 16, 2008
Readiness Center
Bremerton, WA

Attendees:

Kim Doyle	Olympic	Jay Lovato	CKFR
Barb Lovato	KCEMS	Joe Schweiger	KCEMS
Stan Plyler	BFD	Thomas O'Donohue	PFD
Rhonda Roberts	KCEMS	Butch Lundin	BIFD
John Burch	PSNS	Joe Repar	CKFR
Mike Wernet	SKFR		

Called to order by Chairperson Kim Doyle at 10:04 am.

I. Approval of March 19, 2008 Minutes

Stan made a motion to approve March's minutes as written, motion seconded by Mike. Minutes were approved as written.

II. Old Business

A. Protocols Updates

Stan informed the group he met with Steve Engle, and they went through the procedures of the protocols. They have the protocols down between 170-180 pages. Steve talked with PIP printing and received a quote of \$18 per book for 5x7.

B. QA/QI

Kim presented the following email from Dr. Hoffman about the QA Plan:

I will not be able to be at EMS Operations Meeting tomorrow but Marty and I wanted to get back to the group on a piece of old business. At the last meeting it was suggested peer review cease as it is difficult to copy all the PCRs. At Peer Review, the group, include Marty and I, feel this is an important piece of the process. We came up with the idea of downloading a month's worth of calls onto a CD or zip stick and pass these to the peer reviewer. I like the zip drive better. It is not expendable, can be wiped clean prior to each download.

The group also had some further ideas to revamp the QI plan. I need to organize my notes and with try to get a draft by council.

Kim wanted to clarify with the group that the discussion was not to cease doing the QA process.

Barb gave her opinion that it appears with this idea we may be trying to make to old way of doing QA fit with the new electronic reporting. This may be the time to review and look towards the future. What is the best way of doing QA with the electronic reporting? Kim and Mike agreed with this opinion. Jay suggested we look past reviewing every report and do review a month on different event codes. Kim presented to the group a PowerPoint presentation she was given on some innovative QA plans which includes peer review groups.

The group discussed the need to do a realistic revision of QI to flow with the changes in reporting. Stan discussed the need to have this started before Planning Day to facilitate a smooth discussion at the event. Kim discussed the need for the Chiefs to be supportive of the new QA Plan. The group discussed the correct individuals to discuss this are: ALS QA Representative, BLS QA Representative and MPDs. Questions that should be asked to the representatives would be what they like, what they dislike and what would they like to see done in the future. This discussion will continue at the next EMS Operations Meeting in May. Kim asked Rhonda to contact the MPDs about their attendance to the next meeting.

C. Expired Medications (HMC Pharmacy)

Stan informed the group that Albertson's is unable to help with the expired medications. Stan met with Harrison Pharmacy and Louann and the pharmacist suggested we come up with a plan and submit it to the Board of Pharmacy on how to dispose of the expired medication. If the Board of Pharmacy supports it they will work with us. Barb suggested we talk with the counties that are closest to us, Jefferson, Clallham, Pierce, Thurston and Mason on how they deal with the expired controlled medications. She will contact the counties and bring back the information to the next meeting.

D. OTEP

Barb reminded everyone that the OTEP program that was set up three years ago will end in December of this year. This is the schedule of what is presented at the Base Station Meetings. It was asked what this covered for ALS providers. Joe informed the group the requirements for ALS providers are: complete online OTEP, skills tested to ALS level, they attend four live Base Station Meetings and view the others via DVDs, maintain current PALS and ACLS and an additional 50 hours above the OTEP training. Barb said she has some time before this is urgent. She will bring it up again closer to the end of the year.

III. New Business

A. Planning Day

Kim discussed with the group that the Planning Day will be held on May 28 at the Harrison Annex. Barb mentioned that this room only holds 30-40 people. Mike asked if we are going to have an agenda. Kim discussed the following items that should be covered at the planning day are: position descriptions, MPD and QA Plan. She will talk with De Hicks, the facilitator, on what needs to be covered that day.

B. MOU with HMC and EMT Students

The MOU with Harrison and the EMT students was presented to the group. Stan informed the group he discussed with Elizabeth about the shot record. Elizabeth informed Stan that this is how it is going at all the hospitals. Barb asked how extensive does the proof need to be that is presented to Harrison. Barb discussed with the group that Joe and herself will meet with Louann on Monday.

Joe said he could add the information to the syllabus to inform the students of what requirements need to be met. Barb asked if the group would like her to create two forms to add to the EMT Application packet. Currently there is an application and a Washington State Patrol Background Check form for the potential student to fill out. We could also add a third form which has bullet notes on information about what is required such as good character issues. Kim suggested this decision be given to Barb and Joe since they are the ones with the most knowledge of the classes.

C. Joe Repar

Jay introduced Joe Repar who is the new Medical Officer for Central Kitsap Fire & Rescue. He will replace Jay at the EMS Operations Meeting from now on. Kim and Stan thanked Jay for all his hard work he has done with this group.

D. Staff Report

- Joe informed the group that the EMT class is going well. He is working with the BLS QA/QI committee on their thoughts of the QA process. Kim mentioned she appreciated all that Joe does. Mike informed Joe that he felt the OTEP scenarios have worked well for his group.
- Barb announced to the group that the next PALS class will be on May 2. She is willing to help out anyway she can during the transition time since Elizabeth left.
- Mike asked if there has been an official notice of Elizabeth resigning. Kim informed the group at the next Executive Board meeting they will discuss how to get the information out to everyone.
- Rhonda informed the group that because of no power in the building May 19 the office will be closed.

Meeting Adjourned: 12:02 pm

Next meeting will be scheduled for May 21, 2008 at 10:00 am.