

**Guidelines and Training Committee
Meeting Minutes
July 14, 2003**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 1900 hours.

Present: Kelly Southard, Lori Knowles, Greg Leitz, John Brandrup, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Jenni-Meade Carter (staff)

Excused: Robert Usher, Mark Garnett, David Morris,

Guests Present: None

Approval of Minutes: Minutes of the May 12, 2003 meeting were reviewed. Motion by Greg Leitz to approve as submitted. Seconded by John Brandrup. Minutes approved as submitted.

Staff Report: Jenni Reported that she had another draft of the ALS training funds disbursement. There will be three ways to get reimbursed. Students can apply for reimbursement, conducting a course with a pre-determined payout based on the number of students who pass. One-half is paid at the beginning of the class and the remaining is pro-rated based on the pass ratio. The final way will be with CE classes. The amount of classes needed will be based on the number of ALS providers per planning district and there has to be a certain number of classes based on that.

The OMD committee requirement to have ACLS and PALS to be released has been generating some complaints. There was some discussion and the committee members present still feel these classes are important and there was some concern about making these classes more available to the providers. Discussed putting at least 2 ACLS classes on the REMS schedule and try to have these classes at times more convenient to the providers. Also, we need to look into other places that these classes can be taken.

The bubble cards for CE's will be phased out and the office of EMS will be using scanners and barcodes. All providers will receive new certification cards with the barcodes. The course information will be programmed into PDA's and a site license will be needed to use the system. More details to follow.

The OEMS will be accepting web-based CE's for category 1 credits. Providers will only be allowed a maximum of 10 hours. Providers will need to go to an instructor after completing the courses to fill out the CE cards to send in for credit.

Reminder that Intermediates can only be precepted by I's and P's. Enhanced providers can be precepted by CT's, I's, or P's.

Tina has received a complaint about an EMT class that is not teaching according the curriculum and has been having disruptions in the class. She is investigating.

ALS Field Internship Extension Requests:

Daniel Miller – He is making a second request for an extension to his precepting time. It has been over a year since he completed the class. Motion by Lori Knowles for him to start over with his precepting. Seconded by Wanda Gardner. Motion approved.

ALS Instructor / Coordinator Requests: Todd Barb and Andrew Cox – reviewed their information. Both have been teaching actively for the EMS council. Motion by Greg Leitz to endorse both for ALS Coordinator status. Seconded by Lori Knowles. Motion passed.

Sub-Committee Reports:

REMS Protocol Update: Lori reported that after reviewing the protocols they noted that the spinal immobilization protocol had been omitted. This has been typed and is ready. Also, Valium will be put back into the protocols. The DOA management protocol has some conflicting information that needs to be corrected. The books are printed and they are waiting for all of the binders to come in. They will issue the new and corrected items to be inserted before distribution to the providers. Will need help doing this. Wanda has been working on the Power Point presentation for the new protocol training. She showed the committee members parts of the presentation that she has been working on. The minor typographical errors will not be corrected at this time and will have to wait until the next revision. 1200 copies have been made. When all copies are fixed and bound; they will start doing the training.

Skill Performance Guidelines Update: David has the examples of the skills sheets for the Paramedics to check them off on the new skills. He was unable to be at the meeting tonight. Also, they will need some qualified people to assist in this training. Also, the skills testing proposal sent to the OMD has been discussed and Kelly is waiting for a final comment from Dr. Garth regarding their decisions.

Unfinished Business:

1. FY 2004 Training Calendar: Jenni presented the calendar. Some class dates and locations have yet to be determined. Two ACLS classes will be added as discussed earlier. The Paramedic recert classes will be designed to meet the new National Registry requirements. Motion by Greg Leitz to approve. Seconded by Lori Knowles. Calendar approved as submitted and amended.
2. Protocol Training: Will be started as soon as the presentation is ready and the books are ready and revised.

New Business:

1. Protocol Addendums: After some discussion, all addendums will be issued with a revised date on them and will be inserted into the books to replace the old pages.

2. Susan Dietrich CT Class: Discussion regarding the concerns about this class. Motion by Lori Knowles to not allow her to do a CT class based on poor past performance in her EMT classes including poor pass/fail ratios.
3. Enhanced Course – Spotsylvania: Wanda advised that the class would be a regular CT course instead. There was more interest for this class.
4. EMT Consolidated Testing Survey: Lori mentioned a survey posted on VAVRS website regarding state testing. The EMT instructors need to get their input in on this survey. Jenni explained the survey was generated by the State CTS Committee which Linda Harris attends. Linda did mail survey out to instructors and has received many written comments. After some discussion, it was agreed upon that consolidated testing is putting a great burden on the councils. The committee agreed to have Linda Harris relay to the state committee that they felt EMT Instructors should be able to sign off on the skills testing based on their evaluations in class and to support written testing only. Also, that the current testing is expensive, labor intensive, time consuming, and is becoming more difficult to accommodate the volunteers. The committee also offered to be pilot committee to make more effort to monitor more classes with more emphasis on monitoring practical sessions for quality assurance.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule: Jenni noted the only on-going EMT class at this time is Wanda Gardner's in Spotsylvania.

No new programs were identified at this time that need for auditing.

REMS BOD Action Items: None

The next meeting will be Monday, **September 8, 2003, 1900 hours, location TBA**

Adjournment: Meeting adjourned at 2031 hours.

**Guidelines and Training Committee
Meeting Minutes
September 8, 2003**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 1905 hours.

Present: Kelly Southard, Lori Knowles, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Ray Tricarico, Tina Skinner (staff)

Excused: Robert Usher, Mark Garnett, Kaye Horst, Greg Leitz, John Brandrup

Guests Present: Randy Nelson, Noah Nelson

Approval of Minutes: Minutes of the July 14, 2003 meeting were reviewed. Motion by Lori Knowles to approve as submitted. Seconded by Wanda Gardner. Minutes approved as submitted.

Staff Report: Tina reported for Jenni who is out of town. She expressed thanks to Lori and Wanda for their work in preparing the rollout material for the new protocols and to Stafford County career people who stuffed the protocols and revisions into binders.

Tina and Jenni recently attended a meeting on the new ALS programs funding. It appears that more funds will be available overall. Need to keep an eye out for the instructor rollouts the State will be sponsoring to review new process.

All regional councils are invited to a meeting in October in regard to the new scanners for CEU's. The council will be acquiring scanners for this area to use. The new system will be used at this year's EMS Symposium.

Protocol Trainer Rollouts – 1 Train the Trainer class has been done. Most of the Stafford County Career people have been trained on the new protocols. 300-400 books have been distributed so far. Dr. Garth has announced that starting October 1, 2003, the agency's can begin to use the new protocols if they have been through the training. Tina will set up schedule for the hospital pharmacy to issue the new drug boxes to those agencies that show proof of training. November 1, 2003 will be the deadline for having all people trained and switched over to the new protocols.

ALS Field Internship Extension Requests:

Denise Livesay – Request for extension of 6 months. Motion by Mike Brewster to approve an additional 6 months starting at the end of her current time. Seconded by Lori Knowles. Motion approved. Recommended that she change lead preceptors if she chooses due to the scheduling conflicts she has encountered under her current arrangement.

ALS Instructor / Coordinator Requests: Linda Harris – reviewed her information. She has been teaching actively for the EMS council. Motion by Ray Tricarico to endorse her for ALS Coordinator status. Seconded by Mike Brewster. Motion passed.

Exemption Requests:

There were 13 requests for exemptions from the 1-year EMT requirement before taking an ALS class. Noah Nelson was present to request an exemption to attend an Intermediate class and spoke on his behalf. There was quite a bit of discussion regarding the number of requests and how they should be handled. A large number of them involved people who had not been EMT's for very long. After

Exemption Requests: continued

much discussion, the committee decided in an effort to be consistent with previous requests, and fair to all, to consider granting an exemption only if the person was within 6 weeks of the 1-year requirement or had previously been ALS certified and that the person had been actively running. They must meet these requirements by the start date of the course and must also submit a letter of their intent and have a written endorsement from their Chief or Training Officer.

Motion by Wanda Gardner to deny all requests not meeting the above guidelines including a couple that had been approved by Kelly during a previous phone poll. Seconded by Verna Mae. Motion passed with Wanda abstaining from the vote.

Tina was asked to send out a memo reminding everyone of the guidelines for taking classes in this region and a reminder of the rules for eligibility.

Sub-Committee Reports:

Skill Performance Guidelines Update:

Skills Performance Guidelines from the OMD Committee: Kelly reported that the OMD committee has completed their requirements for skills performance/testing/test waivers. They have asked the committee to assist in the implementation guidelines and procedures for this. A work group of Kelly, Wanda, Lori and Ray will work on these and report back to the committee. The OMD committee would like to fully implement this program within six months.

Unfinished Business:

1. Protocol Rollout Training Update: Tina had reported on this during her staff report.
2. Protocol Advanced Skills Training: Lori has completed Skills Sheets for Nasal Intubations and Needle and Surgical Cric's. She is still working on the Medically Assisted Intubations. These are all conditional skills that require the OMD to sign-off on for each provider qualified. There was some discussion about who would do the required training for these skills. Would like for the different OMD's to be actively involved in the training. Would also like to get some people involved who have a lot of experience performing these skills. The Sub-committee is still working on this.

New Business:

1. Review of Requirements for enrolling in ALS classes: Already discussed under the exemption requests.
2. Susan Dietrich CT Class: - Waiting to hear the results of the State investigation which is not complete. No action at this time.
3. HOBET Testing: - There was some discussion on the lack of usefulness of the testing for our classes. Motion by Lori and seconded by Wanda to recommend to the OMD's to consider stop using this testing as a requirement for initial ALS certification courses. Motion approved.

New Business: continued

4. ALS Courses: - Lori brought up the idea of having a checklist of items to go through when courses are announced to ensure that they are in full compliance with our guidelines. This would identify any potential problems early in the process so they could be corrected.
5. Lori requested to have Linda or Jenni go through the minutes from the committee meetings since January of 2000 and compile an index of topics and policies that have been addressed/approved during that time for future reference.
6. Kelly asked for the committee to come up with some goals and objectives for the committee for the upcoming year. See attached.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule:

REMS EMT-B Course - Lori Knowles
REMS EMT-B Refresher
LOW EMT-B Course – Verna Mae & Wanda Gardner
Stafford EMT-B Course (Rockhill)
Wanda's CT Course – Kelly
Little Fork Enhanced Class – Ray
EMT Class at Colonial Forge High School
REMS Enhanced Class - Wanda

REMS BOD Action Items: None

Goals and Objectives for 2003-2004

1. Compile policies and procedures of committee into an indexed document for reference.
2. Monitor at least 50% of the training classes being taught in the region.
3. Fully implement the new protocols and provide training for all providers.
4. Implement skills requirements and training for new special skills under the new protocols.
5. Implement a skills drill program for BLS and ALS providers.
6. Continue to identify and evaluate the training needs of the various providers and agencies in the council region.

The next meeting will be Monday, **November 10, 2003, 1900 hours, location TBA**

Adjournment: Meeting adjourned at 2106 hours.

**Guidelines and Training Committee
Meeting Minutes
November 10, 2003**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 7:00p.m..

Present: Kelly Southard, Lori Knowles, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Ray Tricarico, Kaye Horst, Robert Usher, David Morris, Jenni-Meade Carter (staff)

Excused: Greg Leitz

Guests Present: None

Approval of Minutes: Minutes of the September 8, 2003 meeting were reviewed. Motion by Wanda Gardner to approve as submitted. Seconded by Verna Mae. Minutes approved as submitted.

Staff Report: Jenni reported that the EMT and Paramedic Refresher classes had been completed.

The REMS office has sent out ALS Coordinator packets to all coordinators in the region to refresh them on the requirements to teach and coordinate in the council region.

There has been no word back from the OMD's yet regarding deleting the HOBET testing.

The site visit for our Intermediate accreditation will be November 19, 2003.

The Executive Committee upheld all of the rulings from the G&T committee in reference to the exemption requests from the September meeting. All appeals were also upheld. One OMD was sent an appeal. We have not received a written confirmation, but have been verbally told that the OMD will also uphold the decisions of the committee.

About 900 providers have now documented completion of the new protocol training. 1300 books are out. Some additional training has been done, but the documentation has not been received yet. Most agencies have exchanged their drug boxes.

Jenni had a list of people who have gone over ALS field internship time limits. They are being notified that they will need to start over, as they did not request an extension.

ALS Field Internship Extension Requests:

Letter being sent to 4 providers who have exceeded their time limits and have not requested extensions. Will need to start their Internships again.

ALS Instructor / Coordinator Requests: None.

Exemption Requests:

1. Joseph D. Sawdy – Cardiac Course – EMT < 1yr. – Does not meet guidelines. Not Approved
2. Edward Fuzy – Cardiac Course – EMT < 1yr. – will be within the 6-week guideline – approved.
3. Khary Stringer – Preceptor Course – Released ALS < 2 yrs. – Is released ALS in the REMS Council, was previously released as ALS and as a preceptor in another council. Motion to approve for him to take the next preceptor course by Mike Brewster, seconded by David Morris. Motion passed.

There was some additional discussion from the committee regarding the 1-year requirement to take ALS classes. It had been abolished before, but the class failure rates went up and it was reinstated. There was some discussion to keep it at 1-year with no exceptions, stay with what we have now, or make it more restrictive. Need to have a policy that is fair to everyone, easy to administer and not discourage people from taking classes in our region. After some more discussion, it was felt that more stringent and precise requirements were needed. Robert Usher and David Morris will look into this and come up with some recommendations for the next meeting.

Sub-Committee Reports:

Skill Performance Guidelines Update:

Skills Performance Guidelines from the OMD Committee: The committee reviewed the requirements sent back from the OMD committee. There was some discussion as to how they would be implemented. Generally, the agencies will be responsible for their own skills testing in conjunction and as approved by their OMD and will report their training back to the council office. Recommendation made to have EMT-Instructors do the BLS skills testing and Paramedics with ACLS, PALS or BTLS to do the ALS testing, or as approved by the OMD. Kelly asked for everyone to e-mail him with their comments and ideas so we could have a draft document for the next Board meeting to distribute for review and comment.

Unfinished Business:

1. Protocol Advanced Skills Training: Lori reported that she felt that this task was too much for the committee to handle and recommended that it go back to the OMD's and agencies to decide how they will do their training and then send the results in to the council for record keeping. Motion by Lori to have the individual agency OMD's and agency's do their own training and send completion documentation to the REMS office. Seconded by David. Motion passed.

New Business:

1. Proposed FY2005 Training Schedule – presented for review. Please make comments. Not set in stone until June when Actual Operating Budget adopted.
2. Concern was brought up about ALS Coordinators doing classes in the region and not adhering to our guidelines. There are students in one class that are going out to do field internships and there is no affiliation agreement between the course coordinator and the agency. There was some concern that this could adversely affect the students. Some agency's are in the process of getting the agreements done to protect their students in the class. Requested that the office send out reminder of guidelines for precepting/field internships and that all classes in the region needed to follow all of our guidelines as well as the state mandated guidelines.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule:

REMS EMT-B Course - Lori Knowles
LOW EMT-B Course – Verna Mae & Wanda Gardner
Stafford EMT-B Course (Rockhill)
Wanda's CT Course – Kelly
Little Fork Enhanced Class – Ray
EMT Class at Colonial Forge High School
REMS Enhanced Class – Wanda
Bowling Green VRS CT Course – Jenni
Sal Marini's EMT-I Course (Stafford) – Robert Usher

REMS BOD Action Items: None

The next meeting will be Monday, **January 12, 2004, 7:00p.m, at the REMS Council Training Center.**

Adjournment: Meeting adjourned at 8:37p.m.

**Guidelines and Training Committee
Meeting Minutes
January 12, 2004**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 1900 hours.

Present: Kelly Southard, Lori Knowles, David Morris, Mark Garnett, Michael Brewster

Excused: Jenni-Meade Carter (staff), was not able to attend due to prior work commitments. Verna Mae Bretschneider, Kaye Horst, Ray Tricarico and Robert Usher were also excused.

Guests Present: None

Approval of Minutes: Minutes of the November 10, 2003 meeting were reviewed. Correction to minutes - Wanda Gardner will be monitoring the REMS EMT-B course. Motion by Lori Knowles to approve as submitted. Seconded by Davis Morris. Minutes approved as corrected.

Staff Report: Jenni had provided a copy of her report for the committee members.

ALS Field Internship Extension Requests: None

ALS Instructor / Coordinator Requests: None

Exemption Requests: Troy Webber - requesting to be exempted from the 1-year EMT requirement to take the BGVRS CT course. Student falls within the 6-week time period of being certified for a year. Motion by Mark Garnett to approve. Seconded by David Morris. Motion approved.

Reviewed a copy of a letter regarding David Sawdy to be reconsidered to be allowed into a CT class. He had been an EMT for 6 months at the time the class started. Motion by David Morris to deny as he does not fall within the requirements. Seconded by Mike Brewster. Motion passed

David and Robert have talked several times regarding review of the 1-year requirement to take ALS classes. They are still working on revised guidelines and will report at the next meeting.

Sub-Committee Reports:

Skills Performance Guidelines: Kelly has not received any comments from anyone regarding the proposed guidelines. He will try to meet with Ray Tricarico and have a draft document for the next regular board meeting for review and comment.

REMS Protocol Committee: Lori reported that there are some mistakes in the protocols which need to be addressed and corrected. She has received nothing in writing yet. She needs the items in writing in order to address them. Some items that were discussed included the magnesium sulfate drip which calls for the solution to be mixed in a 250 cc bag which we don't use and it does not address IV administration. David Morris has few items he had seen

REMS Protocol Committee – continued

including: Pacing is not mentioned in the Asystole protocol and Medical control must be called before epi SQ can be given in an Anaphylaxis case. David had found these items during some training sessions. No one has heard for any other problems yet. Lori asked for all problems/suggestions be forwarded to her so they can be corrected and addressed.

Unfinished Business: Protocol Advanced Skills Training - as reported at the last regular Board meeting, the committee recommended that this training take place at the agency level with the agency's OMD overseeing the project for that agency. No further action would be required at this time by the training committee.

New Business: Patient refusal protocol changed by Dr. Garth. The document was changed so that Medical Control does not have to be called for every case. It does emphasize that Medical Control is available for consultation and should be used when needed. The committee suggests that in section 1.1.2 - management - the requirement for a complete primary assessment be done on all patients to be amended to include language "if allowed by the patient". There was some concern regarding patient's who will not allow any type of evaluation or assessment to be done on them. There was some discussion regarding contacting the state office to do a training video on patient refusals.

Mark Garnett reported FYI that he had asked for the OMD's to look at the issue of taking patient's to the closest hospital.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule:

REMS EMT-B Course - Wanda Gardner
REMS Enhanced Course - Wanda Gardner
Culpeper County Enhanced Course - Ray
Stafford EMT-B Course -
LOW EMT-B Course - Verna Mae & Wanda
Wanda's CT Course - Kelly
Bowling Green VRS CT Course - Jenni
REMS EMT-B Course (starts Feb 2.)
Caroline High School EMT-B - David Morris

REMS BOD Action Items: None

The next meeting will be Monday, **March 8, 2004, 1900 hours, location TBA**

Adjournment: Meeting adjourned at 1930 hours.

**Guidelines and Training Committee
Meeting Minutes
March 8, 2004**

Call to Order: Jenni-Meade Carter called the meeting to order at 7:05 p.m.

Present: John Brandrup, Robert Usher, Wanda Gardner, Greg Leitz, Mike Brewster, Mark Garnett, Kaye Horst, Ray Tricarico, Verna Mae Bretschneider, Jenni-Meade Carter (staff)

Excused: Kelly Southard, Lori Knowles, David Morris

Guests Present: Margaret Peters, Dr. Crovatin's assistant

Approval of Minutes: Minutes of the January 12, 2004 meeting were reviewed. Motion made by Wanda Gardner to approve as submitted. Seconded by John Brandrup. Minutes approved as submitted.

Staff Report: Jenni reported that the ALS Field Internship has been renamed to the "ALS Release Program." The Shock Trauma/Enhanced part of the program was also changed, with Dr. Garth's approval. This was done to prevent confusion with field ride-along internship requirement in State Intermediate curriculum.

The REMS Council has 8 new Enhanced providers. 5 from the REMS Enhanced Course in Spotsylvania and 3 from Pam Bertone's course in Culpeper.

The REMS Council has received its Provisional Intermediate Accreditation and the first class will be starting March 29, 2004. The Council has hired 7 part-time employees to serve as Intermediate Program Faculty: Jeff Carney, Andrew Cox, Adam Jurach, Lori Knowles, Khary Stringer, Stephen Turner, and Robert Usher. Tim Kimble, area Program Representative, will also be instructing parts of the class.

There will be a CT to I Bridge in the REMS Training Center in May and one at Bowling Green VRS in June. Other training classes had to be postponed, but the new dates will be available soon.

ALS Release Program Extension Requests: none

ALS Coordinator Requests:

Initial Endorsement

1. Marcia Pescitani – already an ALS Coordinator in Northern VA
2. Chris Jett
3. Jeanne Walsh
4. Pam Bertone
5. Doug Lowe
6. Chris Corbin

Recert Endorsement

1. John Brandrup
2. Lori Knowles
3. Chris Biggs
4. Charlie Williams
5. Terry Edens
6. David Morris
7. Susan Dietrich
8. Wanda Gardner
9. Greg Leitz

Robert Usher made a motion to approve all Initial Endorsements with the exception of Doug Lowe (he does not meet the 3 year time requirement). Ray Tricarico seconded the motion. Motion approved.

Robert Usher made a motion to approve all Recert Endorsements with the exception of Susan Dietrich (she has not been actively coordinating ALS courses, no ALS courses in 2 years). Wanda Gardner seconded the motion. Motion approved.

Exemption Requests:

EMT-B for one-year exemption requests

1. Robert Halstead (LOW Enhanced) – certified March 27, 2003
2. Lee Frame (LOW Enhanced) – certified May 19
3. Kimberly Duggan (REMS Intermediate – certified May 15
4. Mark Stacy (REMS Intermediate) – certified Nov., previous ALS experience
5. Jeremy Pittman (REMS Intermediate) – certified June 19

John Brandrup made a motion to approve #1 (within 6 weeks) and #4 (previous ALS experience) and to decline #2, #3, and #5. Robert Usher seconded the motion. Motion approved.

Sub-Committee Reports:

Skills Performance Guidelines: Kelly Southard not present to report.

One-year requirement: David Morris not present, but Robert Usher and Wanda Gardner had been working on a draft proposal. Proposal: to drop the one-year rule, need approval from agency Training Officer, pass a 100-question EMT-B pretest with an 80%, pass a 25-question math pretest with an 80%, maintain and 80% through the course with one 30-day probationary period if grade drops below 80%. John Brandrup made a motion to present the proposal to the OMD Committee with the addition of the REMS Council offering quarterly testing and testing as

needed for each ALS class and the pretest scores will be good for one year. Motion seconded by Ray Tricarico. Motion approved.

Protocol Committee: Trying to find a date to meet with Dr. Garth to discuss mistakes and grammatical errors. Robert Usher reported that Spotsylvania has some changes to the protocols that have been approved by Dr. Rickabaugh.

Unfinished Business:

Advanced Skills Training: Spotsylvania is the only county that has started the Advanced Skills Training. Robert has given their program to other counties and offered that the Spotsylvania Advanced Skills Instructors would be happy to teach in other counties. The new helicopter services are also interested in helping with this training.

New Business:

Transport to the closest facility: Mark Garnett has mentioned some problems that Caroline County is experiencing with the current Transport to the closest facility protocol. Some Caroline providers are using the protocol incorrectly. Mark had asked that the protocol be rewritten to clear up any confusion. After a discussion, the committee felt that the protocol should stay as written (or updated to the Restocking Agreement protocol). It was also mentioned that Caroline County could write its own personal protocol that Dr. Mandell could approve.

Versed: Robert Usher asked that the REMS Council ask the Mary Washington Pharmacy if we could add more Versed. With Spotsylvania's new changes to the Advanced Skills protocols, more Versed is needed.

ALS/EMT-Basic Program Audits:

Monitoring Assignments:

- REMS EMT-B Course
- Stafford EMT-B Course
- LOW EMT-B Course
- LOW Enhanced Course – Greg Leitz
- Bowling Green VRS CT Course – Jenni Carter

REMS BOD Action Items: none

For the Good of the Order:

Adjournment: Motion made by John Brandrup to adjourn the meeting. Robert Usher seconded the motion. Meeting adjourned at 8:30 p.m. **The next meeting will be May 10, 2004 @ 7:00 p.m. location TBA.**

**Guidelines and Training Committee
Meeting Minutes
May 24, 2004**

Call to Order: Kelly Southard called the meeting to order at 7:07 p.m.

Present: Lori Knowles, Jenni-Meade Carter, Ray Tricarico, Greg Leitz, Verna Mae Bretschneider, Kelly Southard

Guests Present: Kirk Roberts

Approval of Minutes: The minutes of the March 8, 2004 were reviewed. Motion made by Ray Tricarico to approve as submitted. Seconded by Greg Leitz. Minutes approved as submitted.

Staff Report: Jenni reported that the Intermediate program was going well. They will be starting rotations in July. The evaluations are coming back great.

Several training classes are coming up.

Combined bridge class at REMS

Combined bridge class in Caroline in June

PEPP class at Lifecare

BTLS in Culpeper – June 19, 20, 2004

ALS Field Internship Extension Requests:

David M. Morris (6-month extension request) – missing 2 traumas. Motion made by Lori Knowles to grant extension. Seconded by Greg Leitz. Extension request approved.

Kirk Roberts – Finished CT class in February. He is also precepting in ODEMSA where he lives. He only needed a multi-system trauma call. He runs with Providence Forge Rescue and ran a multi-system trauma call while at home. Would like for that call to count here. His REMS preceptor approved and recommends that it count. His preceptor recommended he also get 2-3 additional calls. Motion made by Ray Tricarico to accept his call at home as his trauma call. Seconded by Lori Knowles. Motion passed.

ALS Instructor/Coordinator Requests:

Initial Endorsement

1. Michael J. Lawson
2. Al Materia

Michael Lawson has turned in application only – tabled until all information is turned in. Al Materia was voted on last month. He has now turned in all required information.

Recertification Endorsement

1. Amy Hobart
2. Ray Tricarico

All information has been turned in for both. Motion made by Lori Knowles to approve both. Seconded by Verna Mae. Motion passed.

Exemption Requests: None

Sub-Committee Reports:

Skills Performance Guidelines – Kelly presented a revised draft of the proposed guidelines for review. Several revisions were suggested. Motion made by Ray Tricarico to accept as amended. Seconded by Greg Leitz. Motion passed. Will be forwarded to OMD committee for review and approval.

One-Year Requirement for ALS Certification Course Enrollment – will be forwarded to OMD committee in June, as they have not had a meeting.

Protocol Committee – There are some changes and corrections that need to be made. Ray also has a list of changes. Jenni will get with Dr. Garth to get some dates to meet and let the others know.

Protocol Advanced Skills Training - Spotsylvania County has theirs signed off. Caroline has sent theirs to their OMD for review. The individual counties are still working on them.

New Business: CT Class complaint – read letter from Gretchen Fidler – no recommendations were made and no actions were taken. A copy of the letter will be sent to the course coordinator.

Ray Tricarico brought up a situation regarding Rod Frasier. He is an EMT that is moving to Brandy Station. Ray was inquiring what he would need to do to be released. He will need to go to Dr. Crovatin and his committee for approval.

ALS/EMT Basic Programs Audit: Updates

REMS Intermediate Course

LOW EMT-B Course – Greg has done, paperwork pending.

LOW Enhanced Course – Being done on weekdays, Greg will do this summer

Port Royal EMT-B Course

Culpeper County EMT-B Course (Co. 11)

REMS BOD Action Items: None

Adjournment: Meeting adjourned at 8:12 p.m. **The next meeting will be July 12, 2004, 7:00 p.m. at Fredericksburg Fire Department, Station 2, Altoona Drive.**