

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

**Call to Order:** Kelly Southard called the meeting to order at 7:04 p.m.

**Present:** Lori Knowles, Jenni-Meade Carter, Verna Mae Bretschneider, Kelly Southard, Robert Usher, David Morris, John Brandrup, Mike Brewster, Wanda Gardner

**Excused:** Greg Leitz

**Guests Present:** None

**Approval of Minutes:** The minutes of the May 24, 2004 meeting were reviewed. Motion made by Lori Knowles to approve as submitted. Seconded by Robert Usher. Minutes approved as submitted.

**Staff Report:** Jenni reported that the 2004 fiscal year training had all been completed. 1500 hours of classes were taught.

The proposed 2005 training calendar was presented. There are some holes to fill in. Jenni needs people to help instruct various classes. Lori offered to coordinate one combined bridge class in Stafford. GEMS and PEPP classes have been set up. John Brandrup will coordinate both. The PEPP class also has a PALS renewal. Jenni will be doing a PPC class. E-mail Jenni with any comments regarding the proposed calendar.

EMT-I to P class – the office is looking at using Nick Klimenko. The cost to students will only be \$600.00, with the Council covering the rest of the fee thanks to an increase in our State funding this year and \$4-For-Life.

With the Council Board recently adopting the Actual Operating Budget for FY05, there will be no fees for CEU classes this year. There will also be no testing fees charged for students testing through county sponsored/funded EMT-B classes in FY05.

The pay rates for consolidated testing has changed as follows:

Evaluator	-	\$60.00
Patient	-	\$40.00
Moulage	-	\$60.00
Coordinator	-	\$150.00

Instructor pay has also increased to \$20.00 per hour for contract instructors and \$23.00 per hour for Intermediate Faculty.

If you have any information for the website contact Jenni.

**ALS Field Internship Extension Requests:** None

**ALS Instructor/Coordinator Requests:**

Initial Endorsement

1. Michael J. Lawson
2. Billy Hamm
3. Lee Hogan

Michael Lawson was tabled at the last meeting. He has now turned in all required information. The other two have not turned in their resumes'. They do have approval from their OMD. Motion by David Morris to approve Michael Lawson and table the other two applicants, as they have not completed the required paperwork. Seconded by Lori Knowles. Motion Passed.

Recertification Endorsement

1. Jenni-Meade Carter

Motion made by Mike Brewster to approve. Seconded by John Brandrup. Motion passed.

**Exemption Requests:** None

**Sub-Committee Reports:**

Skills Performance Guidelines – Kelly sent the revised guidelines to the OMD committee after the May meeting for their review and approval. David brought up some additional items for discussion:

Under the test waiver section, recommended removing “monthly” from the attendance of CEU classes.

Under the ALS Skills Drills, recommended removing entire paragraph regarding documenting IV starts. This should be monitored under the Agency QI program. Also, will ask the hospitals to help monitor this and notify QI committee if they recognize a problem with any providers.

Under the implementation program, recommended deleting CPR Instructors and changing “or approved equal” to “or other OMD approved provider”.

Everyone agreed to recommend making these changes. Kelly will make changes to document and forward to OMD committee for review and comment again.

One –year requirement – removal has been approved by OMD committee.

Protocol Committee – Jenni has reply back from Dr. Garth concerning changes. A Compartment Syndrome protocol as been requested. Also need more Versed in the drug boxes. The committee will meet on August 9<sup>th</sup> at 10:00 am at the REMS office to review all changes. Will bring back to September meeting. Copy of revised document is attached to these minutes.

**New Business:** There was some discussion regarding the current EMT-I class. There have been reports of instructor's not showing up and other problems. Jenni addressed the committee and reviewed the issues. She has been getting good evaluations from the students but has been hearing otherwise from some training officers. From looking at the class grades and evaluations, things are going good. If there are problems with the class, the coordinator needs to know so he/she can make changes/corrections. The committee feels that unless the coordinator is made aware of problems, he/she cannot be expected to take any actions. Kelly and David will monitor some classes. Jenni will forward a schedule to them.

The state has bought all of the regional councils a sim-man manikin. Has not been received yet.

Fredericksburg Fire Department has their advanced skills program signed off by their OMD. Will be starting to implement it.

#### **ALS/EMT Basic Programs Audit: Updates**

REMS Intermediate Course – Kelly, David  
LOW EMT-E Course – Greg Leitz  
Port Royal EMT-B Course - Wanda  
Culpeper County EMT-B Course – Starts September 9<sup>th</sup> – John Brandrup  
Caroline EMT-B Course – David Morris  
Dan Hart's Culpeper EMT-B Course  
Fauquier EMT-B Course – Ray Tricarico  
Spotsylvania EMT-B Course – ends 8/11/04

**REMS BOD Action Items:** None

**Adjournment:** Meeting adjourned at 8:15 p.m. **The next meeting will be September 9, 2004 at 7:00 p.m.** Location TBA.

**RAPPAHANNOCK EMS COUNCIL  
GUIDELINES & TRAINING COMMITTEE**

**MINUTES**

**September 20, 2004  
Fredericksburg Fire Department Station 2**

**Call to Order:** The meeting was called to order by Jenni-Meade Carter at 7:15 p.m. in the absence of the Chairman.

**Roll Call and Recognition of Guests:** Jenni-Meade Carter, Mark Garnett, and Greg Leitz were present. No guests.

**Approval of Minutes:** Motion by Mark Garnett to approve the July 12, 2004 minutes. Seconded by Greg Leitz. Motion passed.

**Staff Report:** Given by Jenni-Meade Carter. Jenni briefly discussed current training and plans for the future.

**ALS Field Internship Extension Requests:** A motion was made by Greg Leitz and seconded by Mark Garnett to approve the following requests:

- Elizabeth Addington – Enhanced – 90-day extension
- Deanna Simpson – CT – 1-month extension
- Marla Butler – Intermediate – 90-day extension
- Dean Gallup – CT – 90-day extension
- Kimberly Beasley – CT – 90-day extension
- James La Claire – Intermediate – 90-day extension

Motion passed.

**ALS Instructor/Coordinator Requests:** Greg Leitz made a motion and Mark Garnett seconded to approve Lee Hogan's request for Initial ALS Coordinator Endorsement. Motion passed. Greg Leitz made a motion and Mark Garnett seconded to approve Mark Garnett's request for ALS Coordinator Recertification Endorsement. Motion passed.

**Exemption Requests:** The two requests for waiving the two-year prerequisite for becoming a preceptor were tabled to be discussed with the full committee.

**Sub-Committee Reports:**

- 1) Skills Performance Guidelines- sent to OMD Committee, have not heard back.
- 2) One-Year Requirement – new policy approved by the BOD to waive the one-year requirement. To enter an ALS certification course, EMT-Basic's must pass a pretest with an 80%, have the approval of their Training Officer or higher, and maintain an 80% throughout the ALS course.

- 3) Protocol Committee- Jenni discussed the meeting that she had with Lori Knowles and Dave Morris regarding editing the protocols. Each has sections to fix or create and all will be emailed to the committee for approval.

**Unfinished Business:** none

**New Business:** Jenni discussed the recent problems regarding Field Internships in ALS courses and the REMS Release Program. This item will be left as new business for the next meeting.

**ALS/EMT Basic Program Audit:** All assignments are in the process of being completed.

**REMS BOD ACTION ITEMS:** none

**For the Good of the Order:**

**Adjournment:** The meeting was adjourned at 7:45 p.m. by Jenni-Meade Carter. The next meeting is scheduled for Monday, November 8, 2004 at 7:00 p.m. at Fredericksburg Fire Department Station 2.

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

**Call to Order:** Kelly Southard called the meeting to order at 7:05 p.m.

**Present:** Verna Mae Bretschneider, Kelly Southard, David Morris, John Brandrup, Mike Brewster, Ray Tricarico, Charles Williams,

**Excused:** Greg Leitz, Wanda Gardner, Jenni-Meade Carter (teaching class)

**Guests Present:** Bev Gage

**Approval of Minutes:** The minutes of the September 20, 2004 meeting were reviewed. Motion made by John Brandrup to approve as submitted. Seconded by David Morris. Minutes approved as submitted.

**Staff Report:** Jenni was teaching class and submitted a written report.

**ALS Field Internship Extension Requests:**

Frank Dashnaw - 90 day extension requested w/ IV's in the hospital. Motion by Mike Brewster to approve 90-day extension with IV's to be obtained in the field. Seconded by David Morris. Motion approved.

Kimberly Madison – Requesting a 90-day extension. Motion to approve by John Brandrup, seconded by Ray Tricarico. Motion approved.

Mary Moore – Requesting a 6-month extension. Motion to approve by Mike Brewster, seconded by Ray Tricarico. Motion approved.

Leonard Raup – Requesting to start over with field internship. Motion by Mike Brewster to approve, seconded by Ray Tricarico. Motion approved.

**ALS Instructor/Coordinator Requests:**

Initial Endorsement

1. William Hagmaier – Motion to approve by John Brandrup, seconded by Ray Tricarico. Discussion regarding time released in this region and experience with our protocols. Motion denied.

Recertification Endorsement

1. Dana Main, Christopher Payne, Darren Stevens – all currently coordinating as reported. Motion by David Morris, seconded by Ray Tricarico. David requested that in the future, we should be provided with a summary of what people have done in the past year before considering re-endorsement. Motion approved.

**Exemption Requests:** Prior to consideration of requests, there was considerable discussion regarding the quality of the precepting program and the lack of preceptors for the Intermediate students that will be coming up. All of the applicants have less than 2 years of experience in the REMS area. Committee members discussed the importance of preceptors having sufficient experience.

1. Gregory Fleck – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
2. Al Materia – Exemption from preceptor 2-year policy. Motion by John Brandrup to approve by virtue of reciprocity. Seconded by Verna Mae. Some lengthy discussion ensued. Motion approved.
3. Peggy Penfield - Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
4. Foy Reneau – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
5. Dawn Sklepovich – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
6. Wes Vikroy – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
7. Tonya Wadworth – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.
8. Michael K. Cox, Jr. – Exemption from preceptor 2-year policy. Motion to deny by John Brandrup, seconded by David Morris. Motion approved.

### **Sub-Committee Reports:**

Skills Performance Guidelines – Last revisions still at OMD committee, are waiting to hear back from them.

Protocol Committee –David reported that they had met to review some issues including some wording changes. All items are minor changes. They have divided up the various sections and should have all revisions back before the first of the year. They will submit to Dr. Garth when completed.

### **New Business:**

1. Internships vs. Release Program: There has been some questions with differentiating students being released to test by completing their internships, and being released in the Council to practice. There was some discussion about how much more do we want to require from people in addition to the national curriculum. Also, internships are part of the class doing specific skills, which is different from the intent of the release program. No action was taken at this time.

2. There was some discussion of the need for alignment of the various jurisdictions in the council regarding internships, precepting, and release of technicians. Some jurisdictions are doing the REMS program and some are doing their own thing. There were comments made that some of the agencies in the PD 9 area do not feel that they are included in the council's activities and there are counties questioning what the council really does for them.

There was discussion about the Culpeper office, which has seen a decline in someone manning it with no one there for several months now. The question was asked about what can the council do for these agencies to make them feel that they are indeed part of this council. The G&T committee would like ideas of how we can focus on helping and assisting all agencies. There was some discussion that we need programs and policies that meet the needs of all agencies and not just incorporating the PD 9 agencies into the existing REMS guidelines and programs. We need to find a way to integrate all agencies into one program that suits everyone.

We need to look at the differences in the former RREMS areas and the former REMS area and possibly revamp things to consolidate the system into one. There was some discussion from members who sat on the boards during the transition and they indicated that the PD 9 areas were brought in and incorporated into the REMS area without a lot of changes or revisions to the existing policies. The initial thought was to not make drastic changes to the PD 9 agencies during the initial transition. There were some questions about how do we now make the final transition? What are the remaining differences between the areas and agencies and what can we do to become more cohesive? We need to identify what the differences are, address those issues and find some common ground. Maybe some of the REMS policies need to be changed to accommodate everyone. David and John suggested that Kelly contact Kevin about an Executive committee meeting with Verna and Ray and someone from Rappahannock County to identify some of the concerns that still remain. Also, possibly form a steering committee to identify all of the issues and report back so individual committees can address items which are more specific to their areas. Kelly will notify Kevin as soon as possible to apprise him of the situation.

3. The committee charter was reviewed and members made comments and recommendations for Kelly to fill in and return to Kevin.

### **ALS/EMT Basic Programs Audit: Updates**

No new classes have been started.

**REMS BOD Action Items:** None



**Adjournment:** Meeting adjourned at 8:44 p.m. **The next meeting will be January 10, 2005 at 7:00 p.m.** Location TBA.

**RAPPAHANNOCK EMS COUNCIL  
GUIDELINES & TRAINING COMMITTEE**

**MINUTES**

**January 10, 2005  
2300 Fall Hill Avenue, 3<sup>rd</sup> Floor Conference Room**

**Call to Order:** The meeting was called to order by John Brandrup at 7:10 p.m. in the excused absence of Chairman Kelly Southard.

**Roll Call and Recognition of Guests:** John Brandrup, Mike Brewster, Greg Leitz, Ray Tricarico, Dave Morris, and Jenni-Meade Carter were present. Guests: Tina Skinner and Kevin Dillard, REMS Council

**Approval of Minutes:** November 2004 minutes approved as read.

**Staff Report:** Kevin Dillard, President of the Council, wanted to thank everyone for their service to the committee. He stated that he was present at the meeting for two reasons: 1) to thank the committee for their support on a very active committee and 2) to discuss some concerns stated in their last meeting. Since that meeting, Tina and Kevin have met with Culpeper County Officials to discuss some of the concerns reported at the last GTC meeting. The meeting with Culpeper went well. Culpeper County was very appreciative of the support that the REMS Council gives to them and had no complaints. Similar meetings with each of the localities we serve are being planned, to include an upcoming meeting with Fauquier County. Topics the Council would like to continue working on: Regional ALS Release Programs, Regional Protocols, and encouraging more OMD participation at the regional level. Discussion ensued on training items, Culpeper satellite office staffing, OMD involvement, and working with other area hospitals. The group thanked Kevin and Tina for taking the time to meet with their committee and for addressing the items discussed. Greg Leitz made a motion that Dave Morris and the Chairman should sit in on the next OMD Committee meeting to share their concerns as discussed. Motion seconded by Ray Tricarico. Motion approved.

Jenni Carter gave a short staff report. She briefly discussed current training available. She also announced that we have had 5 Intermediate students test. 4 students passed on the first try. The 5<sup>th</sup> needs to retest the written exam.

**ALS Field Internship Extension Requests:** A motion was made by Greg Leitz and seconded by Ray Tricarico to approve Chris Tanner's request for a 6-month extension. Motion approved.

Motion was made by Ray Tricarico and seconded by Dave Morris to approve James La Claire's request for a 3-month extension. Motion approved.

A motion was made by Dave Morris and seconded by Ray Tricarico to approve Paul Kicklighter's request for a 6-month extension. Motion approved.

**ALS Field Internship Extension Requests (Continued):** Motion was made by Ray Tricarico and seconded by Dave Morris to approve Debbie Overstreet's request for a 6-month extension. Motion approved.

**ALS Instructor/Coordinator Requests:** Dave Morris made a motion and Greg Leitz seconded to approve Billy Hamm's request for Initial ALS Coordinator Endorsement. Motion approved.

Ray Tricarico made a motion and Dave Morris seconded to approve Karin Bankston's request for Initial ALS Coordinator Endorsement. Motion approved.

Greg Leitz made a motion and Dave Morris seconded to approve Gary Sargent's and Jim Hurlock's requests for ALS Coordinator Recertification Endorsement. Motion approved.

**Exemption Requests:** none

**Sub-Committee Reports:**

- 1) Skills Performance Guidelines- sent to OMD Committee, have not heard back.
- 2) Protocol Committee- still working on editing

**Unfinished Business:** Tabled Unfinished Business for next meeting.

**New Business:** Jenni passed out the Fiscal Year 2006 Proposed CTS Schedule and asked for any changes or additions. Greg brought up the idea of doing day-time testing for the high school EMT classes. Dave Morris made a motion to allow the Council to make the final changes to the proposed schedule as needed. Motion seconded by Ray Tricarico. Motion approved.

**ALS/EMT Basic Program Audit:**

REMS EMT-B (Fredericksburg Vol. Rescue) – Mike Brewster  
Upper Caroline EMT – Jenni Carter  
Spotsylvania HS EMT-B – John Brandrup  
Stafford HS EMT-B – No Assignment to Date  
Stafford Intermediate – John Brandrup  
Intermediate to Paramedic (REMS) – Greg Leitz

**REMS BOD ACTION ITEMS:** none

**For the Good of the Order:**

**Adjournment:** The meeting was adjourned at 8:45 p.m. by John Brandrup. The next meeting is scheduled for **Monday, March 14, 2005 at 7:00 p.m. at the 2300 Fall Hill Avenue Building, 3<sup>rd</sup> Floor Conference Room.**

**REMS Guidelines and Training Committee  
Meeting Minutes  
March 14, 2005**

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

**Present:** Jenni-Meade Carter, Verna Mae Bretschneider, Kelly Southard, Robert Usher, John Brandrup, Mike Brewster, Wanda Gardner

**Excused:** Greg Leitz, Lori Knowles

**Guests Present:** None

**Approval of Minutes:** The minutes of the January 10, 2005 meeting were reviewed. A correction was made under the ALS Internship Extension Requests. James La Claire's extension was approved for 6-months. Minutes approved as corrected.

**Staff Report:** Jenni reported that for this fiscal year, almost 400 students had completed various classes taught by the council.

There are several classes coming up including GEMS, PEPP, and a CT to I class.

If anyone has any classes that they want taught, contact Jenni.

The Intermediate class started off with a few problems but is now going smoothly. There will be a daytime Intermediate class starting in April.

Reminder that the nominations for the regional awards are due by March 31<sup>st</sup>.

**Exemption Requests:**

1. Dan Butler – requesting exemption from 2-year rule for preceptor. After some discussion regarding guidelines that had been set up, a motion was made by Robert Usher to deny the request. Motion was seconded by Mike Brewster. Mr. Butler is about 2 months short on his time. Motion passed.

**ALS Field Internship Extension Requests:**

1. Bonnie Fletcher – 90-day extension requested – Motion by Wanda Gardner to grant extension, seconded by Robert Usher. Motion passed.

**ALS Instructor/Coordinator Requests:**

Initial Endorsement

1. David Moody
2. Khary Stringer
3. Brian White

There was considerable discussion regarding endorsing applicants who have not taught before in this area. It was felt that applicants should have some experience with teaching in the region before endorsement. Mr. Moody and Mr. White both have good credentials and seem to be well qualified. Motion by Robert Usher to deny endorsement to both, seconded by John Brandrup. Motion passed. After further discussion a motion was made to deny endorsement for Mr. Stringer by John Brandrup and was seconded by Wanda Gardner. There were some concerns regarding a previous class taught by Mr. Stringer. Motion passed.

Recertification Endorsement

1. Tim Kimble

Motion made by Robert Usher to approve. Seconded by John Brandrup. It was noted that Mr. Kimble has been actively teaching classes. Motion passed.

**Sub-Committee Reports:**

Skills Performance Guidelines – Kelly sent the revised guidelines to the OMD committee after the July 2004 meeting for their review and approval. There has been no response from the OMD committee in reference to any objections. A motion was made by John Brandrup to forward the document to the Board for review and approval at the next meeting barring any objections from the OMD's. Seconded by Robert Usher. There was some discussion regarding whether the OMD's will accept providers completing their skills reviews with another agency if unable to attend their agency's review. The document as presented allows for this. Motion passed.

Protocol Committee – The committee is hoping to have the last revisions completed and ready this spring. At their last meeting they had identified items to be revised. Robert brought up that the pediatric drug charts needed to be reviewed and corrected. Another meeting needs to be set up. Jenni will contact the committee members and set up a meeting. They will forward any changes and modifications to Dr. Garth when done.

**Unfinished Business:**

1. Internships vs. Release Program – There have been requests to allow the internship time to count as part of a provider's precepting time. After some discussion, a motion was made by John Brandrup to deny this request. Seconded by Robert Usher. The national registry considers these as two entirely separate parts of the program. Motion passed.

**New Business:**

There was some concern that not enough preceptor classes were being taught. Some areas need more preceptors. Verna requested a class be taught in Culpeper County. Call Jenni to make arrangements for classes as needed.

There was some discussion that the availability of ACLS classes in the region was not fully meeting the needs of the providers. There was a concern that more classes needed to be provided throughout the region especially for people needing to be released. Even though there are several possible avenues for obtaining these classes, it was felt that it would be beneficial if the council did not have to rely on outsourcing for all ACLS and PALS programs. A motion was made by John for the council to pursue through the Guidelines and Training committee, submission of the application to become a training center. Seconded by Robert Usher. Motion passed with Wanda Gardner abstaining.

The Consolidated Test Site Schedule has been finalized and approved.

Verna asked about the results of the last meeting regarding some concerns raised at the November 2004 meeting. There were questions about the role of the council in some of the counties that were brought into the REMS council several years ago. Kelly noted that the minutes of the last meeting covered this and that Kevin had been at that meeting to address the issues. Kevin had also already met with Culpeper County and would be meeting with Fauquier County. Verna felt that the Volunteer Fire and Rescue Association had not been involved in the process at all and need to be contacted for their input. This will be forwarded to Kevin to set up a meeting with the volunteers.

Verna announced that Culpeper County was looking at consolidating some of their office spaces and we needed to decide if some of the obsolete materials still stored at the Culpeper office could be discarded. Jenni will meet with Verna to get the authorization on what can be discarded.

A question was raised about the status of all of the precepting providers. Jenni will check with the various agencies and obtain the status of their precepting students to ensure that everyone is within the guidelines and following proper procedures.

**ALS/EMT Basic Programs Audit: Updates**

REMS EMT-B – Mike Brewster  
Upper Caroline EMT – Jenni Carter  
Spotsylvania HS EMT-B – John Brandrup  
Stafford HS EMT-B – No assignment to date  
Intermediate  
    Stafford – John Brandrup  
    REMS 3/1 and 4/11 – No assignment to date  
REMS Intermediate to Paramedic – Greg Leitz

**REMS BOD Action Items:**                      Skills Performance Guidelines

**Adjournment:**                      Meeting adjourned at 8:03 p.m. The next meeting will be **May 9<sup>th</sup>, 2005, at 7:00 p.m.** Location will be in the **3<sup>rd</sup> floor conference room, 2300 Fall Hill Avenue.**

**Guidelines and Training Committee  
Meeting Minutes  
May 9, 2005**

**Call to Order:** Jenni-Meade Carter called the meeting to order at 7:00 p.m.

**Present:** John Brandrup, Wanda Gardner, Greg Leitz, Dave Morris, Ray Tricarico, Dottie Williams, Jenni-Meade Carter (staff)

**Excused:** Kelly Southard, Lori Knowles, Robert Usher

**Guests Present:** none

**Approval of Minutes:** Committee stated that they had not received the minutes from the last meeting and would like to postpone the approval until the next meeting.

**Staff Report:** Classes are going well. EMT Refresher, Night Intermediate, Day Intermediate, Combined Bridge, Basic ICO, GEMS, and EMT-Basic are ongoing or scheduled. Annual Golf Tournament was a big success. Regional Awards Banquet is next week. Next week is also EMS Week.

**ALS Release Program Extension Requests:** Motion made by Ray Tricarico to approve the extensions of Daniel Schofield (2 months) and Elizabeth Sherba (6 months). John Brandrup seconded the motion. Motion was approved.

**ALS Coordinator Requests:**

Initial Endorsement

1. David Moody – Ray Tricarico made a motion to endorse Mr. Moody as an ALS Coordinator. Greg Leitz seconded the motion. Motion was approved.
2. Brian White – Dave Morris made a motion to endorse Mr. White as an ALS Coordinator. John Brandrup seconded the motion. Motion was approved.
3. Victor Podbielski – John Brandrup made a motion to postpone the vote on Mr. Podbielski until he has finished the EMT Instructor Institute and has had a chance to coordinate some classes. Dave Morris seconded the motion. Motion was approved.
4. Suzanne Tolson – Ms. Tolson did not turn in a copy of her resume with her application. John Brandrup made a motion for Jenni-Meade Carter to be able to make the decision to endorse Ms. Tolson after she receives her resume. Ray Tricarico seconded the motion. Motion was approved.

**Sub-Committee Reports:**

Skills Performance Guidelines: Since the Skills Performance Guidelines were already approved by the Medical Direction Committee pending some slight changes, the Guidelines, with the proper changes, will be made a action item at the next Board meeting.



Protocol Committee: Committee will get together and discuss changes and corrections. New printing will not be done until January 2006 due to new AHA recommendations being released around that time. Air Medical Committee would like for changes to be made to the Helicopter Protocol. Some parts of the Trauma Triage Plan do not apply to field providers.

**Unfinished Business:**

None

**New Business:**

Jenni-Meade Carter presented her Proposed FY2006 Training Schedule. She asked that members of the Guidelines and Training Committee give her input on the dates and locations of the classes prior to July 1, 2005. Need for ACLS in all areas was discussed.

Ray Tricarico wanted to let everyone know that if anyone has any problems with Helicopter response or use to let him know. He will address the problems at the Air Medical Committee meetings.

Dave Morris also wanted to let everyone know that if anyone has problems with ACLS or PALS to let him know and he will address the problems with Mary Washington Hospital.

**ALS/EMT-Basic Program Audits:**

Monitoring Assignments:

Port Royal VFD EMT-B Class – Jenni-Meade Carter

REMS Intermediate Classes – Dave Morris

**REMS BOD Action Items:** Skills Performance Guidelines

**For the Good of the Order:**

**Adjournment:** Motion made by Ray Tricarico to adjourn the meeting. John Brandrup seconded the motion. Meeting adjourned at 8:00 p.m. The next meeting will be **July 11<sup>th</sup>, 2005 at 7:00 p.m. in the 3<sup>rd</sup> Floor Conference Room, 2300 Fall Hill Avenue.**