

**Guidelines and Training Committee
Meeting Minutes
July 11, 2005**

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

Present: John Brandrup, Verna Mae Bretschneider, Jenni-Meade Carter (staff),
Lori Knowles, Kelly Southard

Excused: None

Guests Present: None

Approval of Minutes: John Brandrup made a motion to accept the March 14, 2005 and May 9, 2005 minutes as written. Lori Knowles seconded the motion. The motion was approved by the committee.

Staff Report: Classes are going well. The daytime Intermediate class started with 14. 2 students moved to the nighttime class and 1 dropped due to attendance. 7 students have tested so far. All passed all practicals except for 1 who needs to retest 1. Other training planned: PEPP (October 15 & 16), GEMS (November 19 & 20), ALS Preceptor (August 9 & 11), EMT Evaluator (July 23 & August 6), Daytime Intermediate (October 5, 2005 – April 26, 2006) and Nighttime Intermediate (October 4, 2005 – April 27, 2006). The office has also been busy getting ready for the Boy Scout Jamboree.

Exemption Requests: John Brandrup made a motion to deny Jennifer Ammann's request for exemption to the two-year rule to become a preceptor. Verna Mae Bretschneider seconded the motion. The motion was approved by the committee.

ALS Release Program Extension Requests: Lori Knowles made a motion to approve the extensions of Jack Kelly (3 months) and Kimberly Madison (3 months). John Brandrup seconded the motion. The motion was approved by the committee.

ALS Coordinator Requests:

Initial Endorsement

1. Khary Stringer – Lori Knowles made a motion to endorse Mr. Stringer as an ALS Coordinator. John Brandrup seconded the motion. The motion was approved by the committee.

Recert Endorsement

1. Todd Barb - Lori Knowles made a motion to re-endorse Mr. Barb as an ALS Coordinator. John Brandrup seconded the motion. The motion was approved by the committee.

Sub-Committee Reports:

Skills Performance Guidelines: The Skills Performance Guidelines Document will be forwarded back to the OMD Committee to make the changes they feel are appropriate (such as every 2 years instead of every year).

Protocol Committee: The committee will get together soon to discuss additions, corrections, and changes to the protocols. Jenni-Meade Carter will email everyone for availability.

Unfinished Business:

None

New Business:

None

ALS/EMT-Basic Program Audits:

Monitoring Assignments:

Lake of the Woods EMT Class – Kelly Southard

REMS BOD Action Items: None

For the Good of the Order:

Adjournment: John Brandrup made a motion to adjourn the meeting. Lori Knowles seconded the motion. The meeting was adjourned at 8:10 p.m. The next meeting will be **September 12th, 2005 at 7:00 p.m. in the 3rd Floor Conference Room, 2300 Fall Hill Avenue.**

**RAPPAHANNOCK EMS COUNCIL
GUIDELINES & TRAINING COMMITTEE**

MINUTES

**September 12, 2005
2300 Fall Hill Avenue, 3rd Floor Conference Room**

Call to Order: The meeting was called to order by Kelly Southard at 7:00 p.m.

Roll Call and Recognition of Guests: Wanda Gardner, Lori Knowles, Ray Tricarico, Mike Brewster, Verna Mae Bretschneider, Greg Leitz, Dave Morris, John Brandrup, Kelly Southard, and Jenni-Meade Carter (staff). No guests.

Approval of Minutes: John Brandrup made a motion to approve the July 11, 2005 minutes. The motion was seconded by Ray Tricarico. The motion was approved.

Staff Report: Given by Jenni-Meade Carter. Jenni briefly discussed training that was complete and upcoming training. Jenni announced that the State Office of EMS will be doing an EMT Instructor/ALS Coordinator/Emergency Operations Instructor Update in the REMS Council Training Center on October 1, 2005. Jenni also announced that the EMT Instructor Pretest is temporarily on hold due to the resignation of Steve Puckett, the BLS Training Specialist.

ALS Field Internship Extension Requests: none

ALS Instructor/Coordinator Requests: Greg Leitz made a motion to approve Chance Kimble's request for regional endorsement for ALS Coordinator. Lori Knowles seconded the motion. The motion was approved. John Brandrup made a motion to re-endorse Sal Marini, Patricia Copeland, Robert Usher and Andrew Cox as regional ALS Coordinators. Ray Tricarico seconded the motion. The motion was approved.

Exemption Requests: John Brandrup requested that Judy Little be allowed to precept his son, Robert Brandrup, for his Field Internship for his Intermediate Course. Ray Tricarico made a motion to accept this request. Dave Morris seconded the motion. The motion was passed.

Sub-Committee Reports:

- 1) Protocol Committee – The committee members decided to schedule a protocol meeting for October 3, 2005 at 1:00 p.m. in the REMS Training Center.

Unfinished Business: Fauquier County has started Skills Drills. The Skills Drills document was sent back to the OMD Committee for review and revision.

New Business: Wanda Gardner monitored the Intermediate to Paramedic Course being taught in the REMS Training Center. She has written an in-depth review and will be

forwarding it to the Council office. Several concerns were raised about the class. Dave Morris made a motion for the Council Office to investigate the concerns and contact the State Office of EMS if needed. John Brandrup seconded the motion. The motion was approved.

Some students are having a difficult time during rotations at Mary Washington Hospital. John Brandrup made a motion to go back and meet again with the hospital and try to fix the problems. Lori Knowles seconded the motion. The motion was passed. Wanda Gardner recommended that we present all of our Clinical Paperwork to the nurses and hospital staff during their staff meetings to make sure they are familiar with the process.

Lori Knowles brought up a concern that there are not enough active preceptors and that Stafford is having trouble getting students a Lead Preceptor. Lori Knowles made a motion to change the number of students that a Lead Preceptor can precept from 2 to 3. John Brandrup seconded the motion. The motion was approved and will be forwarded to Dr. Garth for OMD approval.

ALS/EMT Basic Program Audit: All assignments are in the process of being completed. New classes were assigned to members of the committee for monitoring.

REMS BOD ACTION ITEMS: none

For the Good of the Order:

Adjournment: Lori Knowles made a motion to adjourn the meeting. Dave Morris seconded the motion. The meeting was adjourned at 8:00 p.m. by Kelly Southard. The next meeting is scheduled for Monday, November 14, 2004 at 7:00 p.m. in the 3rd Floor Conference Room of the 2300 Fall Hill Avenue Building..

**RAPPAHANNOCK EMS COUNCIL
GUIDELINES & TRAINING COMMITTEE**

MINUTES

**November 14, 2005
2300 Fall Hill Avenue, 3rd Floor Conference Room**

Call to Order: The meeting was called to order by Kelly Southard at 7:05 p.m.

Roll Call and Recognition of Guests: Greg Leitz, John Brandrup, Kelly Southard, and Jenni-Meade Carter (staff). No guests.

Approval of Minutes: Greg Leitz made a motion to approve the July 11, 2005 minutes. The motion was seconded by John Brandrup. The motion was approved.

Staff Report: Given by Jenni-Meade Carter. Jenni briefly discussed training that was complete and upcoming training. Both Intermediate Classes and the EMT class are going well. PEPP Course was held October 15 & 16 and went well. A Combined Bridge Course is starting tonight at Fredericksburg VRS. Other upcoming training: PPC – March 18 & 19, 2006, BTLS – January 6-8, 2006, and EMT Refresher – January 28, February 11, and March 4, 2006.

ALS Field Internship Extension Requests: John Brandrup made a motion to extend Bruce Gubser's ALS Release Program 90 days. Greg Leitz seconded the motion. The motion was approved.

ALS Instructor/Coordinator Requests: John Brandrup made a motion to approve Barabara Larson's request for regional endorsement for ALS Coordinator. Greg Leitz seconded the motion. The motion was approved. Greg Leitz made a motion to re-endorse Lori Knowles and John Brandrup as regional ALS Coordinators. John Brandrup seconded the motion. The motion was approved. John Brandrup made a motion to re-endorse Greg Leitz as a regional ALS Coordinator. Greg Leitz seconded the motion. The motion was approved.

Exemption Requests: none

Sub-Committee Reports:

- 1) Protocol Committee – The committee members met on October 3, 2005 and discussed additions and corrections to the REMS Protocols. Duties were assigned and another meeting was scheduled for today before the Guidelines and Training Committee meeting. Robert Usher and Jenni-Meade Carter were in attendance. There is a concern amongst the committee that there should be a regional "approval" process for added protocols. Some counties are adding their own protocols such as RSI, cric, etc. The committee does not want the Council to have to approve these protocols, just merely have them available to other jurisdictions to use so there are not 5 different versions of the same protocol. The committee plans to meet again after the next Guidelines and Training Committee meeting. AHA is supposed to release revised guidelines for PALS, BLS, and ACLS. The committee would like to wait until these are released to reprint any portion of the protocols.

Unfinished Business: none

New Business: There is a desire to offer AMLS (Advanced Medical Life Support) in the Council area. Currently, Nick Klimenko is the only person close who is offering the course. Jenni-Meade Carter will try to attend this class so she can teach it here. Accreditation of EMT-Basic programs was also discussed. Jenni-Meade Carter explained the projected ideas and answered questions of how the process would work.

ALS/EMT Basic Program Audit: All assignments are in the process of being completed. New classes were assigned to members of the committee for monitoring.

REMS BOD ACTION ITEMS: none

For the Good of the Order:

Adjournment: Greg Leitz made a motion to adjourn the meeting. John Brandrup seconded the motion. The meeting was adjourned at 7:30 p.m. by Kelly Southard. The next meeting is scheduled for Monday, January 9 at 7:00 p.m. in the 3rd Floor Conference Room of the 2300 Fall Hill Avenue Building.

**RAPPAHANNOCK EMS COUNCIL
GUIDELINES & TRAINING COMMITTEE**

MINUTES

**January 9, 2006
2300 Fall Hill Avenue, 3rd Floor Conference Room**

Call to Order: The meeting was called to order by Kelly Southard at 7:00 p.m.

Roll Call and Recognition of Guests: Verna Mae Bretschneider, Mike Brewster, Jenni-Meade Cochran (staff), Wanda Gardner, Mark Garnett, Lori Knowles, Greg Leitz, Dave Morris, Kelly Southard, Ray Tricarico. Guests: David Stanley and Evette Evans.

Approval of Minutes: Lori Knowles made a motion to approve the July 11, 2005 minutes. The motion was seconded by Dave Morris. The motion was approved.

Staff Report: Given by Jenni-Meade Cochran. Jenni briefly discussed training that was complete and upcoming training. The Combined Bridge and BTLS class have recently been completed and the EMT-B class will be testing next week. Classes scheduled: EMT Refresher – Jan 28, Feb 11, and March 4 and PPC – March 18 & 19. Classes to be announced soon: ALS Refresher, Combined Bridge, GEMS, ALS Preceptor, ALS Preceptor Update, and an EMT class in Culpeper. A copy of the proposed CTS schedule for the Fiscal Year 2007 was handed out. Any changes need to be made by Jan. 31st. John Brandrup asked Jenni to look into next Fiscal Year's budget and see how many EMT classes were planned.

ALS Field Internship Extension Requests: Lori Knowles made a motion to extend Elizabeth Sherba's ALS Release Program 6 months. Ray Tricarico seconded the motion. The motion was approved.

ALS Instructor/Coordinator Requests: Ray Tricarico made a motion to approve Mary Hart, Shannon Publicover, and Steven Lynd's request for regional endorsement for ALS Coordinator. Dave Morris seconded the motion. The motion was approved. Lori Knowles made a motion to re-endorse Amy Hobart, Ray Tricarico, Don Taylor, Wanda Gardner, Dave Morris, Marcia Pescitani, and Charlie Williams as regional ALS Coordinators. Mark Garnett seconded the motion. The motion was approved.

Exemption Requests: none

Sub-Committee Reports:

- 1) Protocol Committee – The protocol committee will be meeting soon to finalize some additions and corrections to the protocols. Tina Skinner had asked the committee to look into a protocol for medication discrepancies. The new ACLS guidelines should be in effect by June 2006 and will also be added to the protocols.

Unfinished Business: none

New Business: Concerns were expressed by the committee that too many people are obtaining the certification of ALS Coordinator and not using it. The committee would like to change the application process to include a cover letter stating why the person needs this certification and what they plan to use it for. Jenni Cochran will write a draft proposal and present it at the next meeting. Lori Knowles wanted to let everyone know that Stafford County would not be teaching Spring EMT or Firefighter classes. This is due to many other unique training opportunities the county is planning: a Command School, a Truck School and a Highway Safety Course. A question was asked by Ray Tricarico about whether an Intermediate could teach a Paramedic CEU's. Jenni Cochran will call the State Office of EMS and email an answer to the committee.

ALS/EMT Basic Program Audit: Dave Morris will monitor the EMT Course at Ladysmith VRS. Jenni Cochran will monitor the EMT Course at the Caroline EOC. Wanda Gardner will monitor the EMT Course at the Spotsylvania Vocational Center. Lori Knowles will monitor the Intermediate Course in Stafford. Mark Garnett will monitor the EMT Course at Caroline High School.

REMS BOD ACTION ITEMS: none

For the Good of the Order: Stafford County will be hosting a Regional School the last weekend in March and first weekend in April. Caroline County will be hosting their Annual Spring Fire School on April 22 & 23. Many Fire and EMS classes will be available at both schools.

Adjournment: Dave Morris made a motion to adjourn the meeting. Ray Tricarico seconded the motion. The meeting was adjourned at 8:00 p.m. by Kelly Southard. The next meeting is scheduled for Monday, March 13 at 7:00 p.m. in the 3rd Floor Conference Room of the 2300 Fall Hill Avenue Building.

**RAPPAHANNOCK EMS COUNCIL
GUIDELINES & TRAINING COMMITTEE**

MINUTES

**March 13, 2006
2300 Fall Hill Avenue, 3rd Floor Conference Room**

Call to Order: The meeting was called to order by Lori Knowles at 7:05 pm

Roll Call and Recognition of Guests: Verna Mae Bretschneider, Lori Knowles, John Brandrup, Dave Morris, Greg Leitz, Mark Garnett and Charlie Williams.

Approval of Minutes: The Committee asked that the Council send out the minutes from the last meeting again.

Staff Report: Written report from Jenni-Meade Cochran. Report discussed the status of various ongoing, completed and future training courses. She also reported that the State Office of EMS has hired their new BLS Specialist, Greg Neiman.

ALS Field Internship Extension Requests: A motion was approved to grant Bruce Gubser a 60-day extension to his ALS Release Program. If he has not obtained his last trauma call by the end of this extension, he will be allowed to complete an ER rotation to obtain a trauma call.

ALS Instructor/Coordinator Requests: A motion was approved to endorse Victor Podbielski as an ALS Coordinator for the REMS region. A motion was also approved to hold Terrence McGregor's ALS Coordinator application until the REMS Council receives a letter of recommendation from his current Council and reasoning for why he would like to be endorsed in this region. A motion was approved to re-endorse Chris Biggs, Tina Skinner and Christine Schoon as ALS Coordinators in the REMS region.

Exemption Requests: A motion was made to extend Anne Popiolek's ALS Release Program 60 days. If she does not obtain her last trauma call in this time period, she will be allowed to complete a rotation in the ER to obtain a trauma call. A motion was also approved to deny Stephanie Corbin's request to waive the 2-year release requirement to become a preceptor.

Sub-Committee Reports:

- 1) Protocol Committee – A meeting will be scheduled for the beginning of April.
- 2) Skills Performance Guidelines – this document was reviewed and amended by the OMD Committee. The Guidelines and Training Committee made some additional revisions and a motion was approved to send the Guidelines to the OMD Committee and the BOD for approval.

Unfinished Business: The committee discussed the changes that need to be made to the ALS Coordinator Endorsement Policies. A motion was made to table any further discussions until the next meeting.

New Business: The committee needs to establish a policy for what is needed to apply for an extension/exemption.

The American Heart Association is currently doing rollouts for the BLS Instructors. ACLS and PALS rollouts should start by June.

Recertification classes are needed for the Critical Care Emergency Medical Transport Paramedics in the region. They need 24 hours of continuing education in critical care every 3 years. Options are being explored by the Council.

ALS/EMT Basic Program Audit: No additional assignments made.

REMS BOD ACTION ITEMS: none

For the Good of the Order: none

Adjournment: A motion was approved to adjourn the meeting at 8:45 pm. The meeting was adjourned by Lori Knoweles. The next meeting is scheduled for Monday, May 8th at 7:00 p.m. location TBA.

**REMS Guidelines and Training Committee
Meeting Minutes
May 8, 2006**

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

Present: Kelly Southard, John Brandrup, Mark Garnett

Excused: Lori Knowles

Guests Present: None

Approval of Minutes: The minutes of the March 2006 meeting were reviewed.

Staff Report: Jenni was not able to attend the meeting and left a written report as part of the meeting package.

ALS Release Extension Requests:

1. Bruce Gubser – has not received his multi-system trauma. Has put in additional time and still unable to obtain the trauma call. After some discussion, motion by John Brandrup for Bruce to do an 8-hour rotation in the ER at his convenience and then to cut him loose. Seconded by Mark Garnett. Motion passed.

2. Valerie Adkins - request for a 6-month extension. Motion to grant by Mark Garnett, seconded by John Brandrup. Motion passed.

ALS Instructor/Coordinator Requests:

Initial Endorsement

1. Craig Johnson – Reviewed credentials. Motion by Mark Garnett to approve, seconded by John Brandrup. Motion passed.

Recertification Endorsement

1. Chris Jett – has been actively teaching. Motion to approve by Mark Garnett, seconded by John Brandrup. Motion passed.

Exemption Requests:

1. Frank Dashnaw – request to waive from Release Program. Discussion regarding large amount of time that had passed. Motion by Mark Garnett to start release program again and in 6 months appear before the G&T Committee with documentation from preceptor for review. Committee will consider the lower call volumes at his rescue squad and his previous experience when reviewed. Seconded by John Brandrup. Motion passed.

Sub-Committee Reports:

Skills Performance Guidelines – Approved at April 2006 Board Meeting. Effective date 7/01/2006. Will review and work on implementation recommendations as needed at the July meeting.

Protocol Committee – Needs to plan a meeting.

Unfinished Business:

1. ALS Coordinator Requirements – Document presented from Jenni with proposed additions and changes. Decided we needed to send a copy to all committee members for review and comments and will review at the July meeting.

New Business: None

ALS/EMT Basic Programs Audit: Updates

EMT-Basic Ladysmith VRS – Dave Morris
EMT-Basic Caroline EOC – Jenni Cochran
EMT-Basic King George - ???
EMT-Basic Spotsylvania – Wanda Gardner
EMT-Intermediate Stafford – Lori Knowles
EMT-Basic Culpeper – Kelly Southard (Needs Schedule)
EMT-Basic Spotsylvania - John Coordinating

REMS BOD Action Items: None

Adjournment: Meeting adjourned at 7:35 p.m. The next meeting will be **July 10, 2006 at 7:00 p.m. Location TBA**