

**Rappahannock EMS Council
Guidelines & Training Committee Meeting
July 9, 2007**

Meeting called to order by John Brandrup sitting in for Kelly Southard at 17:10 hours.

Roll Call: Mike Brewster, Andrew Cox (staff), Doug Found, Mark Garnett, Greg Leitz, David Morris, John Brandrup

Absent: Lori Knowles, Robert Usher, Pat FitzGerald, Ray Tricarico, Charlie Williams, Dottie Williams,

Approval of Minutes: The minutes from May were approved as presented.

Staff Report: Andrew Cox

Intermediate Class has finished as of the end of June.

There will be an Enhanced Test site on August 4th at Culpeper Middle School.

There will be an ITLS course September 28-30 at Washington VFD in Rappahannock county.

The FY2008 proposed course schedule is in process of being finalized pending Budget approval by Board.

The Intermediate Accreditation Recommendations from the State were reviewed and discussed.

ALS extension requests: Motion made to grant release to Laura Hocter based upon release in another council as ALS, upon receipt of recommendation of outside OMD and local Preceptor. Motion passed.

ALS Instructor/Coordinator requests: None

Sub-Committee Reports: 1). Protocol Committee – Report given by David Morris – final corrections are being approved and incorporated into the protocols.

Unfinished Business: as stated in Agenda

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New Business:

Protocol Rollouts – After long discussion about implementation and trainers, the committee recommends that the target date for the Train-the-Trainers rollout should be ready by August 1. The committee also recommended that we set the go live date for 60 days after the new protocol books are ready and the Train-the-Trainers have begun. Lori Knowles is working on the power point presentation for the roll-out.

Instructors for the Train-the-Trainer will be limited to 5 per agency; with a letter from said agency. Must be an Intermediate or Paramedic with 5 years experience as an ALS provider; must hold current status in one of the additional areas:

- ALS Coordinator
- EMT Instructor
- ACLS Instructor
- PALS Instructor
- ITLS Instructor
- PEPP Instructor
- REMS Preceptor

Enhanced Test Site Fees: A recommendation was made to raise the test site fees. The committee requests the financial reports for the income and expenses for all classes and test sites for the last 2 years, broken out by class and test site.

ALS/EMT audits: No report

REMS BOD Action Item: No report

Adjournment: Meeting was adjourned at 20:15 hours. A special committee meeting was recommended for August 13, 2007, however the executive committee has recommended that we take a long look at increasing fees, so with the approval of the committee chair, the special meeting was canceled. Next meeting September 10, 2007 location TBA.

**Rappahannock EMS Council
Guidelines & Training Committee
Minutes**

**September 10th, 2007
3rd Floor Conference Room, 2300 Fall Hill Avenue**

Call to Order: The meeting was called to order by Kelly Southard at 1900 hours.

Roll Call and Recognition of Guests: Mike Brewster, Heather Calhoun (staff), Doug Found, Mark Garnett, Lori Knowles, Greg Leitz, and Kelly Southard.

Absent: John Brandrup, Pat Fitzgerald, Dr. David Garth, Dave Morris, Ray Tricarico, Robert Usher, Charlie Williams, and Dottie Williams.

Approval of Minutes: Mark motioned to approve the minutes from the July meeting. Doug 2nd, minutes approved as written.

Staff Report: Given by Heather Calhoun. Open house for the new Training Center and Administrative offices will be October 2nd 1000-1400 hours. Everyone is invited to attend. Proposed course schedule for fiscal year 2008 is being completed. ITLS course 09/28-09/30 at Washington VFD. ALS Required Topics 10/01-12/12 on Monday and Wednesday evenings at REMS. Intermediate 10/02-06/24 on Tuesday and Thursday evenings and some Saturdays at REMS. EMT-Basic 10/22-02/06 on Monday and Wednesday evenings and some Saturdays at REMS. Basic Designated Officer course 11/17-11/18 at REMS. CTS Evaluator course 01/05 at REMS. Intermediate 01/03-06/28 Thursday days and some Saturdays. Enrollment numbers are low, please promote the courses. EMT-Instructor practical scheduled for Saturday 09/15.

ALS Release Extension Requests: Tina Leavy requested another extension for her ALS Release Program. She only needs one additional multi-systems trauma. Motion by Lori to grant her a 90 days extension. Mike 2nd, motion carried.

ALS Instructor/Coordinator Requests: Todd Barb applied for re-certification within our region. Motion by Mark to re-endorse Todd Barb. Greg 2nd, motion carried.

Exemption Requests: None.

Sub-Committee Reports:

Protocol Committee: Lori gave the report. Protocol proof book has been proof-read and will be making some corrections this week with the printers and then they will begin printing the 2,000 copies we have ordered. We estimate that we will have the books in hand by October 1st and can begin the roll-outs after that. The power point presentation for the roll-outs completed. Dr. Gonazeles, the new pharmacist at Mary Washington Hospital is eager to help with the roll-outs. He has agreed to come out and teach the medication portion some nights and to be video taped. Greg will look into arranging some way to video tape him.

The recommendation for the Train-The-Trainers is that they must be an Intermediate or Paramedic and have been released as an ALS provider in the REMS Council for at least 3 years. They must have at least one of the following certifications: ALS Preceptor, ALS Coordinator, ACLS Instructor, PALS Instructor, PEPP Instructor, EMT Instructor, or ITLS Instructor. They must also submit a letter of recommendation from their agency. They will be required to review the power point in

advance and take a written test the night of the Train-The-Trainer. They must receive a 85% on the pre-test in order to attend the Train-The-Trainer. They will be allowed one additional re-test attempt on another night. Train-The-Trainers will be required to notify the REMS Council of their scheduled courses in advance so courses can be advertised to the entire region. Heather will look into having 50 full sized protocols books printed on plain white paper for the Train-The-Trainers to have. All members will receive a CD of the new protocols.

Recommendation to start the Train-The Trainers and roll-outs in October. Then from November 1st – December 15th there will be a transition period. Providers trained in the new protocols can use them and providers not trained can still practice under the old ones. Go-Live date of December 15th, 2007, in which only providers trained in the new protocols will be allowed to practice. Have the pharmacy to begin to switch out the drug boxes starting on November 1st and have it completed by the December 15th Go-Live date.

Unfinished Business: Skills Drills: The CDs will be copied soon at the Council Office and mailed to each agency. We have had staff members out on medical leave and have been in the process of the moving our offices and Training Center.

New Business: Heather asked the committee their thoughts about ALS Coordinators applications coming in after the meeting for providers who expire before the next meeting. The committee is okay with receiving an email poll for these providers. Heather will send out a memo reminding all ALS Coordinators of our meeting schedule and the policy for re-endorsement.

ALS/EMT-Basic Programs Audit:

Mike Brewster	05/14-12/19 Nick Klimenko EMT-I Stafford F&R
	07/30-10/17 Jenni Carter EMT-B BGVFD
	08/27-01/20 Michelle Batts EMT-B Liberty HS
	08/27-01/20 Michelle Batts EMT-B Fauquier F&R
	08/27-12/18 Craig Johnson EMT-B Orange HS
	09/01-01/05 Wanda Garnder EMT-B Spotsy VRS
	09/04-12/01 John Brandrup EMT-B Chancellor
	09/04-01/07 Tracey Reed EMT-B Stafford
	09/10-02/07 Barbara Larson EMT-B LOW
	09/10-05/08 Greg Leitz EMT-B Spotsy Vo Tech
	09/10-05/08 Greg Leitz EMT-B Spotsy Vo Tech
	09/14-09/14/08 Jarrod Batts EMT-B Catlett VFD
	09/15-01/19 Chris Ross EMT-B Fauquier
	09/15-05/14 Becky Raines EMT-B Stafford HS
	09/15-05/14 Becky Raines EMT-B Stafford HS
Mark Garnett	09/17-12/10 Victor Podbielski EMT-B Fredbg RS
Doug Found	09/17-01/10 Steve Lynd EMT-B Ladysmith VRS
Doug Found	09/24-05/01 Gloria Bolecek EMT-B Caroline HS
Greg Leitz	10/01-06/24 Andrew Cox Intermediate REMS
	10/22-02/09 Heather Calhoun EMT-B REMS
	02/02-06/07 Chris Ross EMT-B Fauquier

REMS BOD Action Item: No Report

For the Good of the Order: No Report

Adjournment: Greg motioned to adjourn. Kelly 2nd, motion carried. Meeting adjourned at 1945 hours. The next meeting is scheduled for November 12th, 2007, which is a holiday and the REMS Office will be closed. It was decided to change the date to the following Monday, November 19th, 2007 at 1900 hours, location TBA.

Dr. Garth, Regional Medical Director reviewed the committee's recommendation on September 13th, 2007. He accepted all of the recommendations, except the Drug Box roll-outs. He has decided that the drug box exchange with the new ones will not begin until after our Go-Live date of December 15th, 2007.

**Rappahannock EMS Council
Guidelines & Training Committee
Minutes**

**November 19th, 2007
2nd Floor Conference Room, 2300 Fall Hill Avenue**

Call to Order: The meeting was called to order by Ray Tricarico at 1905 hours.

Roll Call and Recognition of Guests: Heather Calhoun (staff), Mark Garnett, Dave Morris, Greg Leitz, and Ray Tricarico.

Absent: John Brandrup, Mike Brewster, Pat Fitzgerald, Doug Found, Dr. David Garth, Lori Knowles, Robert Usher, Charlie Williams, and Dottie Williams.

Approval of Minutes: Minutes were emailed out prior to the meeting.

Staff Report: Given by Heather Calhoun. Andrew Cox has resigned as Program Director and Heather has been promoted to that position. We are advertising for the Education Coordinator position. The EMT Course has 22 students enrolled and the Intermediate course has 26 enrolled. The ALS Required Topics is going on with an average of 10-15 students per night. Basic Designated Officer Course was held this past weekend and 21 students attended. We have students from 3 other states attend. Next year we will have a daytime Intermediate class start on 01/03 and will be Thursday days and some Saturdays. Our next ALS required Topics will start on 01/03 and be Tuesday/Thursday evenings. Planning for next EMT class to start late February, early March.

ALS Release Extension Requests: Tina Leavy requested another extension for her ALS Release Program. She only needs one additional multi-systems trauma. Motion by Mark to require her to complete 8 hours in the Emergency Room by January 15th in lieu of her remaining multi-systems trauma. Dave 2nd, motion carried.

ALS Instructor/Coordinator Requests: David Moody applied for re-certification, but did not include his resume or a list of his courses. He is with King George Fire & Rescue and is currently expired. He did attend an up-date. Motion by Greg to approve him once his paperwork is submitted. Dave 2nd, motion carried. Greg motioned to accept Colin Moore's application. Mark 2nd, motion carried.

Exemption Requests: None.

Sub-Committee Reports: None

Unfinished Business: Protocol Roll-Outs: Stafford is planning on doing their roll-outs via the internet. Providers are required to view the power point presentation and other related documents and then take a test. The following motion was made by Dave: The Guidelines and Training Committee takes the position that strictly on-line classes with no instructor present is not the intent and should not be endorsed because of the extensive changes to the protocols. Greg 2nd motion carried and will be forwarded to Dr. Garth for a final decision. Motion made by Dave to recommend that BLS providers to have the ability to call for code gray order. Greg 2nd, motion carried.

Dave would like to see the Protocol Sub-Committee to meet again in January/February timeframe to discuss addressing changes to the protocols and how to send out the information and how often to meet and review the protocols to keep them up-dated.

New Business: 1.) Heather brought up the idea of giving REMS providers priority registration for our courses. The idea is to accept all applications, but to place all outsiders on a waiting list until the registration deadline. If there are spots still open after the deadline, they would then be offered to providers from outside our region. Mark motion to give REMS providers priority registration in courses. Dave 2nd, motion carried.

2.) Discussion started about reviewing and up-dating our current ALS Release Program. Dave motioned that the Guidelines and Training Committee form a sub-committee to look at the release procedure for new providers and providers requesting reciprocity. Mark 2nd, motion carried. Ray will server as the chairman and Heather will be the staff member on the committee. Send all recommendations of other members to either Heather or Ray and Ray will select his committee.

ALS/EMT-Basic Programs Audit:

Mike Brewster	05/14-12/19 Nick Klimenko EMT-I Stafford F&R
	07/30-10/17 Jenni Carter EMT-B BGVFD
	08/27-01/20 Michelle Batts EMT-B Liberty HS
	08/27-01/20 Michelle Batts EMT-B Fauquier F&R
	08/27-12/18 Craig Johnson EMT-B Orange HS
	09/01-01/05 Wanda Garnder EMT-B Spotsy VRS
	09/04-12/01 John Brandrup EMT-B Chancellor
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	09/10-05/08 Greg Leitz EMT-B Spotsy Vo Tech
	09/15-01/19 Chris Ross EMT-B Fauquier
	09/15-05/14 Becky Raines EMT-B Stafford HS
	09/15-05/14 Becky Raines EMT-B Stafford HS
Mark Garnett	09/17-12/10 Victor Podbielski EMT-B Fredbg RS
Doug Found	09/17-01/10 Steve Lynd EMT-B Ladysmith VRS
Doug Found	09/24-05/01 Gloria Bolecek EMT-B Caroline HS
Greg Leitz	10/01-06/24 Andrew Cox Intermediate REMS
	10/22-02/09 Heather Calhoun EMT-B REMS
	02/02-06/07 Chris Ross EMT-B Fauquier

REMS BOD Action Item: No Report

For the Good of the Order: No Report

Adjournment: Meeting adjourned at 2020 hours. The next meeting is scheduled for January 14th, 2008 at the REMS Training & Simulation Center.

Email Polls: The following emails polls were completed after the meeting.

- 1.) Sharon Allen has requested ALS Coordinator endorsement. She is the Manager of MWH AHA Training Center and would like to be able to handle her own course approvals for ACLS, PALS, and other courses they plan to offer. Majority voted yes.
- 2.) Ryan Fines has requested initial ALS Coordinator endorsement. He has accepted the position of Education Coordinator for REMS. Shannon Publicover has requested ALS Coordinator Re-certification. She has attended an up-date. She has not coordinated any courses over the past 2 years, but does plan to in the future for Quantico Fire Department. Todd Van de Bussche has requested ALS Coordinator re-certification/extend endorsement area. He has attended an up-date. He is coordinating LifeEvac's courses for this area and has been an ALS Coordinator in other regions in the past Unanimous vote yes for all three. David Moody's request was sent back out to the membership since a resume had not been received and he did note that he has not coordinated any courses over the past 2 years and does not plan to coordinate any in the future. Unanimous vote to accept him once he submits his resume.

**Rappahannock EMS Council
Guidelines & Training Committee
January 14, 2008**

Present: John Brandrup, Mike Brewster, Heather Calhoun, Doug Found, Mark Garnett, Lori Knowles, Keith Moore, Dave Morris, Ray Tricarico. Guest – Tina Skinner, REMS Executive Director

Call to Order: The meeting was called to order at 7:00 p.m. by Ray Tricarico in the excused absence of Chairman Kelly Southard at the REMS Council Training Center.

It was announced that Keith “Doc” Moore, a medic with Quantico, and Wayne Green, Training Officer with Culpeper have been appointed to the committee by the REMS President Kevin Dillard.

Motion was made by Mark Garnett, seconded by Dave Morris and carried to approve the minutes of November 19, 2007 as presented.

Staff Report:

Heather Calhoun reported that the Council has hired Ryan Fines as Regional Education Coordinator. Ryan will also be serving on the committee as an ad-hoc staff member.

The Council’s EMT-Basic class will end on February 9, 2008 and currently still has 20 students enrolled.

The Evening Intermediate class going good with 24 still enrolled in program. The Daytime Intermediate class started on January 3, 2008 with 17 students enrolled.

The council began an ALS Required Topics Course on January 3, 2008. The class will meet on Tuesday and Thursday evenings in the Regional Training Center.

Upcoming REMS sponsored training includes an EMT Required Topics class to be held March 1, 2 & 22nd, an ITLS class in March and a PEPP class in the works.

ALS Release Extension Requests: None

ALS Instructor/Coordinator Requests:

1. Chance Kimble – Recertification (expires 02/08). Attended update in October 2007 and is currently coordinating ALS courses for Fauquier County. Has received approval from Dr. Sitta for renewal. Motion made by Dave Morris, seconded by Doug Found and carried to approved.
2. Darryll Grimes – Extend Endorsement Area / Recertification (expires 02/08). Is planning to attend the update scheduled for April 2008. He is the new EMS Training Lt. with Stafford County and comes with a recommendation from Lori Knowles. He also has a recommendation from Debbie Akers, Education Coordinator with Western Virginia EMS Council where he is a coordinator. Motion made by Mark Garnett, seconded by Doug Found and carried to approve.

3. John Brandrup – Recertification (expires 04/08). Attended update in November 2006 and is currently coordinating ALS courses in Spotsylvania and Fredericksburg area. Motion made by Ray Tricarico, seconded by Dave Morris and carried to approve.

Exemption Requests: None

Sub-Committee Reports:

ALS Release Sub-Committee - The group has conducted several meetings and are looking at several key areas of the current release policies for recommended revision. They are looking at other release programs for input. Will be identifying possible changes to preceptor qualifications and addressing those that are not active, change to patient contacts required, change to skills, and evaluating how we endorse release for providers coming to our system from outside the region. Forms will be updated. Committee considering a panel for release interviews as well as a protocol release test. There was discussion on whether an Intermediate should be allowed to precept a Paramedic. The knowledge base for the Paramedic is much greater, however the skills which are permitted in the REMS region for both the Intermediate and Paramedic are mostly the same. Could consider a requirement that the Lead Preceptor must be a Paramedic and the Secondary Preceptor an Intermediate for the paramedic candidates. The sub-committee will provide an update on their progress at the next meeting.

Unfinished Business:

1. Protocol Roll-Outs have been conducted with a go live date of January 7, 2008 for implementation of the new regional protocols. The old protocols are null and void and ALL providers must be practicing the new protocols. Any providers not trained on the new protocols have lost their ability to practice as a released provider under their OMD until they have completed the roll-out. There are still some providers looking for a class. Any agencies or trainers planning a class are asked to notify the council so we can announce to others that have a need. Heather suggested that the council host a Protocol Roll-Out should one of our Trainers be willing to coordinate. Keith Moore and Dave Morris expressed an interest if there was a need. Ray Tricarico indicated that Fauquier County has several roll-out classes scheduled.
2. There was discussion on new providers being released under the new protocols. Motion was made by Dave Morris, seconded by Lori Knowles and carried requiring at a minimum that the agency provide a letter to the Council/OMD signed by the Chief or Training Officer stating that the provider has been trained and is proficient in the current Regional Protocols at the BLS and ALS level.
3. Drug Box exchanges should have been completed last week through Mary Washington Hospital to include the new drugs from the protocols. There are a couple of agencies that were unable to make the exchange last week and they should be completed this week. The Mary Washington Hospital Pharmacy is not available to exchange boxes (except for the ones that have been used on a call or are expired) during evening, nights or weekend hours. Should there be any questions, agencies should contact the REMS Council.

New Business:

1. **EZ-IO System:** The committee would like to see the use of the EZ-IO device in the REMS region. Discussion ensued whereby a recommendation was made to seek endorsement by the Regional Medical Director and apply for a RSAF Grant to support funding for implementation. Motion was made by Lori Knowles, seconded by Dave Morris and carried to apply for a regional grant to request full funding to provide one EZ-IO on every ALS ambulance in the REMS region. The next RSAF Grant Cycle deadline is March 17, 2008.
2. Discussion ensued regarding the need for additional new protocol books. Motion was made by Lori Knowles, seconded by Dave Morris and carried to recommend that the REMS Council apply for a grant to support additional printing of protocol books.
3. **Critical Care Designated Site License for Regional Training Center:** Heather Calhoun made a presentation to the committee regarding the council seeking to become licensed to conduct critical care training programs. The staff recently met with the Cleveland Clinic EMS Academy who is seeking to endorse a site in our area and were impressed with our new Regional Training Center. A sample Certified Intensive Care Paramedic (CICP) Designated Site License Contractual Agreement and budget were discussed. The committee recommended that we talk to Mary Washington Hospital to inquire whether they had future plans to offer critical care programs for EMS and pursue a possible partnership which might be more cost effective. The committee did not want to make a recommendation to the Board of Directors until information from the hospital had been obtained. Dave Morris indicated he would contact Mary Jane Bowles at the hospital and follow up with the committee members. Motion was made by Dave Morris, seconded by Lori Knowles and carried to table the item until additional information can be obtained from the local hospital as to whether they plan to conduct such programs. The committee agreed to call a special meeting or conference call before the next regular meeting to keep the item moving forward for the February Board of Directors meeting.

ALS/EMT-Basic Program Audits:

Heather reminded all members that the audit forms must be submitted to the Office of EMS by the council on a quarterly basis. Please be sure to forward your completed audit forms to the council office in a timely manner. John Brandrup agreed to audit the REMS Council EMT-Basic course. Doug Found to audit the Caroline High School EMT-B program and Greg Leitz scheduled to audit one of the council's Intermediate classes.

For the Good of the Order:

Due to a manufacture shortage, Mary Washington Hospital will only be placing 2 vials of Lopressor in the EMS medication boxes until the shortage is over. This information was announced to all agencies. The hospital will also provide a baggie with 5 bags of saline to mix the cardizem. Once the baggie has been opened, the bags of saline will expire in 30 days. If you use one, please mark the other bags with the new expiration date and let the pharmacy know when you need additional bags.

Motion was made by Doug Found, seconded by Dave Morris and carried to adjourn the meeting at 9:00 p.m. The next meeting will be held on March 10, 2008 at 7:00 p.m. with location to be announced.

**Rappahannock EMS Council
Guidelines and Training Committee
March 10, 2008
5th Floor Conference Room, 2300 Fall Hill Avenue Building**

Call to Order: Meeting called to order at 2000 hours.

Members Present: Ryan Fines, Ray Tricarico, Lori Knowles, Greg Leitz, John Brandrup, David Morris, Mike Brewster, Wayne Green.

Members Absent: Mark Garnett, Doug Found, Keith Moore, Kelly Southard

Minutes from the January 2008 meeting were accepted.

Staff Report: Ryan Fines

- 1) EMT-B class is finished and all students who completed the classroom portion passed the State Test.
- 2) Evening Intermediate class is going well and has 24 still enrolled.
- 3) Day Intermediate class is going well and has 15 enrolled.
- 4) ALS Required Topics course just completed last Thursday. 23 ALS providers completed various topic hours during the course.
- 5) ITLS was sponsored by the Council this weekend with 16 students enrolled.
- 6) PEPP is in the process of being finalized and dates will be forthcoming. Should be around the last weekend in April.
- 7) EMT Evaluator Courses will be announced. OEMS is in the process of updating the CTS Policies and Procedures Manual so once the update is available we will give this course to new evaluators and as a refresher to all of our current evaluators.
- 8) ALS Preceptor Courses will be announced in April. We have 3 for this fiscal year to be scheduled. Currently our release committee is updating the requirements for the program and once the updates have been completed we will offer this class to new and current ALS preceptors.

ALS Release Extension: Kerry Huston needs an extension for ALS release. John Brandrup made the motion with Mike Brewster second. Motion was approved to give an additional 60 days. If his release is still not complete by June 23, 2008 the committee will need to see his complete ALS Preceptor package.

ALS Instructor/Coordinator Requests: Julie Bienlien, Greg Leitz, Mary Hart, Khary Stringer, and Tina Skinner were all approved. Due to time constraints, an email poll will be done for Ray Tricarico's request.

Sub-Committee Reports:

ALS Release: Draft test was given to preceptors and students – numerous questions arose concerning the protocols. The sub-committee would like the protocol committee to review the test.

Discussion on qualifications for preceptors:

1. Must be approved by the T&G committee
2. Must have EMT Instructor or other ALS level course instructor certification.
3. 5 years experience
4. Courses offered and held in the council.
6. Current preceptors will have to take a written exam and update.
7. Sub-committee proposed Draft will be ready May 12, 2008
8. Lori will send a protocol test to Ray.

Old Business:

Critical Care Course by the Cleveland Clinic – Dr. Roberts has agreed with the program, MWH has also tentatively agreed and is talking with MCV. Recommend REMS move forward.

New Business:

King Airway – BIAD is in the protocols. If an agency OMD approves the airway the agency can use the device. G&T committee advised that any agency may use any BIAD as per protocol and OMD approval.

Dave Morris stated that a new protocol needs to be written to allow the use of the Impedance Threshold Device.

The Protocol committee needs to meet, Lori will set a date.

Program Audits:

Need to add the following programs for possible audit.

Colonial Forge High School – Catherine Gardner
Stafford County Fire and Rescue – Julie Bienlien
Spotsylvania – Brian Winslet.

Meeting adjourned 2120.

Next meeting scheduled for Monday, May 12, 2008, 7:00p.m. at the REMS Council Training Center.

**Rappahannock EMS Council
Guidelines & Training Committee
Minutes**

May 12th, 2008

REMS Council Training Center Classroom B

Call to Order: The meeting was called to order by Ray Tricarico at 1900 hours.

Roll Call and Recognition of Guests: John Brandrup, Heather Calhoun (staff), Mark Garnett, Ryan Fines, Doug Found, Greg Leitz, Keith Moore, and Ray Tricarico.

Excused: Mike Brewster, Pat Fitzgerald, Doug Found, Dr. David Garth, Lori Knowles, Dave Morris, Kelly Southard, Robert Usher, Charlie Williams, and Dottie Williams.

Approval of Minutes: Members did not receive the minutes from the last meeting. Will have Debby email them out.

Staff Report:

- 1) Both Intermediate classes are going really well. The day class has 10 students that are left and the night class has 20. They will be testing out the end of June.
- 2) PEPP will be offered May 31st and June 1st here at the REMS Council.
- 3) Since the EMT Evaluator policies have not been updated we will be conducting a couple of EMT Evaluator initial classes.
- 4) Currently working on Paramedic Accreditation and a Satellite Site Accreditation. Hope to start I-P Bridge this fall. Question: Can we combine the Intermediate and the Intermediate-Paramedic bridge courses together for some classes to help cut down on Instructor fees. If we did do this, it would limit the number of students we can enroll in each program. Heather will research this with OEMS to see if it is an option or not.
- 5) BOD approved Critical Care course, working on finalizing contract with the Cleveland Clinic. Plan to have 1st Critical Care course this fall.
- 6) Plan on starting an evening Intermediate mid-August.
- 7) EMT Instructor Practical July 12th at Caroline High School.
- 8) The State Medical Director's Committee made a motion to approve the National Scope of Practice. This decision will now move to the State Advisory Committee. The National Scope of Practice includes First Responder, EMT-Basic, EMT-Advanced, and EMT-Paramedic.

ALS Release Extension:

- 1) Kerry Huston FF/Medic with Spotsylvania County Fire Rescue and Emergency Management will be starting his precepting all over again. He recently became a Paramedic and was precepting with an Intermediate as his primary. He will be starting over and getting a Paramedic as his primary.

ALS Instructor/Coordinator Requests:

- 1) Victor Podbielski- Fredericksburg Fire Department Lieutenant. He currently is an ALS Coordinator and EMT Instructor and teaches classes currently. He is seeking recertification. Motion by Greg to approve. 2nd by Mark, motion carried.

- 2) Ray Tricarico-Fauquier County Dept of Emergency Services is the Deputy Chief. Is seeking recertification. Motion by John to approve. 2nd by Mark, motion carried.
- 3) Patricia Copeland-Aquia Harbour Volunteer Rescue Squad. Currently is an ALS Coordinator and an Emergency Ops Instructor. Is seeking recertification. Motion by John to approve. 2nd by Greg, motion carried.
- 4) Jeffrey Sayles-Flight Paramedic with LifeEvac. Is the Lead Instructor for our Intermediate programs. Is seeking his initial certification. Motion by John to approve. 2nd by Doug, motion carried.
- 5) Lori Knowles-Battalion Chief Stafford County Fire & Rescue. Currently oversees the Training Division. Is an EMT Instructor as well is seeking recertification. Motion by John to approve. 2nd by Doug, motion carried.
- 6) Jay Lovelady-Flight Paramedic with LifeEvac. Currently is an ALS Coordinator and is seeking recertification. Handles all of LifeEvac's CEU's for our region. Motion by Greg to approve. 2nd by Doug, motion carried.

Exemption Requests:

1) Christopher Lumpkins-Fort AP Hill: Approval was completed by email poll prior to the meeting. Doc expressed his concerns with allowing an exemption within a new ALS system. Suggestion to maybe require students to go to another agency with higher call volumes since he was missing both multi-system traumas. Heather explained that he was required to spend 8 hours in the Emergency Department as well as complete 2 multi-system trauma assessments while he was there.

Sub-Committee Reports:

- 1) ALS Release Subcommittee- Major revisions were discussed
 - ACLS and PALS required prior to being released and must be taken within 2 years of being released.
 - If a provider is unable to complete the program in 6 months, they can ask GTC for an extension.
 - Program is competency and contact based.
 - Must identify a lead who is the same or higher certification, but Paramedics can have Intermediates as their secondary preceptor.
 - Preceptors: must have agency recommendation, be a current Intermediate or Paramedic, have taken ACLS and PALS (or equivalent) within 2 years, current CPR, released ALS provider in the REMS region for 2 years, take the protocol test, attend a preceptor class and all up-dates as required by REMS.
 - Added in alternatives to field competencies not obtained.
 - Preceptee must take an open book protocol test and score 90% prior to being released.
 - The committee decided to have the ALS Release committee re-visit the document to correct some typos, errors, ect. Then request a special call meeting from Kelly for the GTC to vote on the document.
- 2) Protocol Sub-Committee
 - 2 pages worth of changes to correct typos and errors.
 - Question on how to hand-out updates to the different agencies
 - Made a new reference section

- REMS will provide changes to Minute Man and then agencies will be able to purchase up-dated pages from them. Number each revision packet
- Add revision date to each page
- Also working on some new protocols

Unfinished Business: None.

New Business:

Committee members concerned with email polls. Some members not active in the committee tend to vote during email polls. Members feel that these inactive members do not participate in all of the discussions and that meetings and feel that their votes may not be fully informed. This was brought up with concerns of Nick Klimenko's ALS coordinator being approved based on his coordination and follow-thru with courses.

ALS/EMT-Basic Program Audits:

- 10/16-06/28 Heather Calhoun Intermediate REMS (**Greg Leitz**)
- 01/03-06/28 Heather Calhoun Intermediate REMS
- 01/09-06/30 Tim Kimble EMT-B Salem VFD
- 02/02-06/07 Chris Ross EMT-B Fauquier (Ray Tricarico)
- 02/04-05/21 VT Podbielski Fredericksburg VRS EMT-B
- 5/08-9/08 Heather Calhoun EMT-B Frog Level Fire Dept
- 6/08-9/08 Steve Lynd EMT-E Bowling Green Fire Dept
- 1/08-6/08 Michelle Batts EMT-B Liberty High School
- 6/08-8/08 Michelle Batts EMT-B Warrenton Vol Fire/Rescue
- 4/08-7/08 Charlie Williams EMT-B King George Fire/Rescue
- 8/08-12/08 VT Podbielski-Fredericksburg VRS EMT-B (**Doug Found**)
- 2/08-6/08 Charlotte Turnmeyer Sperryville EMT-B Sperryville VFD (**Doc Moore**)
- 3/08-6/08 Douglas Found EMT-B Spotsylvania Vol Rescue Squad
- 2/08-6/08 Julie Bienlien EMT-B Stafford County Fire/Rescue

****Audit forms must be submitted to OEMS on a quarterly basis. Please forward forms to Ryan ASAP.** We must monitor 50% of REMS sponsored courses during FY2008.**

REMS BOD Action Item: None

For the Good of the Order: Caroline will be holding a BLS only PHTLS on June 2nd & 3rd.

Adjournment: Motion to adjourn by Doug. 2nd by John, meeting adjourned at 2020 hours. **The next meeting is scheduled for July 14, 2008 at 1900 hours, here at the REMS Training & Simulation Center. Heather will contact Kelly regarding the special call meeting to discuss the ALS Release Program revisions.**

**Rappahannock EMS Council
Guidelines & Training Committee
Special Call Meeting Minutes**

June 9th, 2008

REMS Council Training Center Classroom A

Call to Order: The meeting was called to order by Kelly Southard at 1905 hours.

Roll Call and Recognition of Guests: Mike Brewster, Heather Calhoun (staff), Pat Fitzgerald, Keith Moore, Dave Morris, Kelly Southard, and Ray Tricarico. Guest: Leigh Doucet, member of the ALS Release Sub-Committee.

Excused: John Brandrup, Ryan Fines, Doug Found, Mark Garnett, Dr. David Garth, Lori Knowles, Greg Leitz, Robert Usher, Charlie Williams, and Dottie Williams.

Purpose: To discuss the ALS Release Program revisions presented by the sub-committee. The revised program was emailed out to committee members. Questions and comments concerning the revisions were entertained.

Sub-Committee Report:

- The number of contacts and competencies has increased. Some concern over obtaining the higher number. Preceptees may have to do some of the program at agencies with higher call volumes. ALS Preceptors are regional preceptors, so preceptees may precept with any of them. There is also an option for incomplete competencies now. This gives alternatives, such as hospital time and simulation to complete competencies.
- Everyone wishing to become a preceptor or maintain their current preceptor will be required to take a 50 question closed-book protocol test and pass with a minimum of 84%.
- Preceptors will administer open-book protocol test to preceptees.
- Implementation date will be July 1st, 2008. All preceptors will be required to complete the update in order to precept anyone going through the new program. Providers will be permitted to complete the old program, if they have their preceptor identification form in to REMS by June 30th, 2008. Current preceptors will be permitted to continue precepting anyone completing the old program.
- GTC should recommend that the ALS Release Sub-Committee re-form and review the program if any problems arise.

Dave motioned to accept the program and make it an action item at the next Board of Directors meeting. Keith 2nd, motion carried.

REMS BOD Action Item: Revisions to the ALS Release Program will be presented to the Board of Directors on Wednesday, July 18th, 2008.

Adjournment: Motion to adjourn by Ray. 2nd by Keith, meeting adjourned at 1925 hours. **The next meeting is scheduled for July 14, 2008 at 1900 hours, here at the REMS Training & Simulation Center.**