

**Guidelines and Training Committee  
Meeting Minutes  
July 8, 2002**

**Call to Order:** Tim Short called the meeting to order at 1908 hours.

**Present:** Mark Garnett, Verna Mae Bretschneider, David Morris, Mike Brewster, Tim Short

**Excused:** John Brandrup, Wanda Gardner, Lori Knowles, Kelly Southard

**Guest's Present:** None

**Approval of Minutes:** Minutes of the May 13, 2002 meeting were reviewed and approved as presented.

There was discussion regarding one part of the minutes, however. In the new business section, paragraph 3, it states that the proposed budget was to be sent back to the council director and training coordinator to have the course expenses balanced and corrected as required, and then the corrected version would be e-mailed to G&T committee members for final review and comment prior to the board meeting. It was determined that none of committee members present received the final version for review as stated, and the committee would like to know why.

**Staff Report:** Wanda was not able to attend the meeting so a written report was presented from her as follows:

Consolidated Testing: Conducted test sites in Caroline, Orange, Fauquier, and Stafford since last committee meeting in May.

Education Programs (since last committee meeting): Conducted a PEPP Course in Culpeper May 18-19<sup>th</sup>. Completed Orange Cardiac Technician Course with all 16 students eligible for State Exam. With Todd Barb taking over as Lead Instructor course improved with more favorable comments from students in random evaluations. Will mail a final evaluation on overall course to be completed to all students now that class has been completed.

Completed the Paramedic Required Topics Course being conducted in Amissville.

A Cardiac Technician Course is being planned by Spotsylvania County Department of Fire & Rescue to begin in August. Don Taylor, the ALS Coordinator met with Wanda Gardner to review the REMS Council policies for the class to include the HOBET Testing, and newly revised class rules.

A Cardiac Technician Course to be co-sponsored by REMS and Culpeper County this Fall is in the works. Staff working with Tom Williams on the course and the expenses will be offset by one of the ALS grants we just received.

RSAF ALS Training Grants: Received grant award as projected in the FY-2003 Budget from the Virginia Office of EMS to support some of our Fiscal Year 2003 Training Programs in the amount of \$22,130. The funding will support the following ALS level courses: 3 Cardiac or Intermediate Courses (one or the other depending on whether our accreditation is completed within this Fiscal Year by the State); 3 Paramedic Required Topics Courses; and 1 Advanced BTLS Course.

Received a grant totaling \$2,500 for the printing of Protocol Field Guide Books for the ALS providers and new protocols in Planning District 16. Also received a grant totaling \$9,984 to purchase a "Laerdal Air Man" in response to our recent issues with students and providers not being permitted to intubate in Mary Washington Hospital and other surrounding hospitals. Will need to develop a regional training program with input from the Medical Directors for use of this highly advanced maniquin.

Training Plan: Wanda will be working on the Training Calendar for Fiscal Year 2003 based on the recently adopted budget and programs by the Board of Directors. In addition the Office of EMS will be providing a template for the Regional Councils to utilize in developing an Annual Training Plan for the region, which will be presented to the Committee upon receipt for work on this project.

The only question concerning the staff report was whether the cardiac class being planned by the Spotsylvania County Department of Fire and Rescue would be open to the public or not.

**ALS Field Internship Extension Requests:** After review, David Morris made a motion seconded by Mike Brewster to release Chris Craft at the CT level with the last trauma contact being waived. This motion passed.

**ALS Instructor/Coordinator Requests:** Received ALS Coordinator request from Gary Sargent. After reviewing his paperwork David Morris made a motion seconded by Mike Brewster to approve Mr. Sargent as an ALS Coordinator after he provided all of the required paperwork to the council director. He was missing copies of his certifications. This motion passed.

**Sub-Committee Reports:**

**REMS Protocol Update:** We are waiting to hear from Dr. Garth. David said he believes the Medical and Trauma Sections have gone through a second review and the Peds and Environmental have been reviewed once. He thinks 2 more meetings will be needed to complete them.

**Unfinished Business:**

None.

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**New Business:**

There was discussion regarding removing the ACLS and PALS requirement for CT courses. David brought this up due to logistical nightmares in getting all the required equipment and supplies to the distant course sites, and he said it has been nearly impossible to get ACLS instructors to assist. After much discussion regarding possible solutions it was agreed that all future ACLS classes should be taught at the REMS training center or Mary Washington Hospital, or at a location in Culpeper at or near Culpeper Regional Hospital and should be taught in conjunction with the one of the two hospitals.

**ALS/EMT Basic Program Audit Update:** None

**REMS BOD Action Items:** None

**Adjournment:** Meeting adjourned at 2000 hours.