

**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.