

**Guidelines and Training Committee
Meeting Minutes
March 11, 2002**

Call to Order: Kelly Southard called the meeting to order at 1910 hours.

Present: John Brandrup, Mark Garnett, Michael Brewster, Kelly Southard, Wanda Gardner, Tim Short, Verna Mae Bretschneider, Greg Leitz

Excused: David Morris, Eddie Allen, Robert Usher, Lori Knowles

Guest's Present: None

Approval of Minutes: Minutes of the February 11, 2002 meeting were reviewed. Motion by John Brandrup to approve, seconded by Verna Mae Bretschneider. Motion passed.

Staff Report: Wanda is finishing the CT class in Fredericksburg and is 1 month into the Orange CT class. She is planning a BTLS class in Culpeper in April, a PEPP class on May 18 and 19 in Culpeper and a BTLS Instructor class at MWH on March 23.

The Amissville ALS recert class has been pushed back. Only three people had signed up at the original start date. Will re-advertise and hold in a month.

Wanda to meet with Tom Nevetral, OEMS ALS Training Specialist, regarding the accreditation process. Will need to start this no later than April 1 to be able to teach EMT-I courses. Caroline County would like to be the site for a class in the Fall.

ALS Field Internship Extension Requests: Request received from Angela Litton (Cardiac Technician) for a 60-day extension. Motion by John Brandrup to grant extension, seconded by Mark Garnett. Motion passed.

ALS Instructor/Coordinator Requests: Received recert requests from Ken Pitts, Wanda Gardner, Charles Williams, John Brandrup, Sal Marini, Ray Tricarico, and Greg Leitz. Motion by Mike Brewster to approve all recert requests. Seconded by Tim Short. Motion passed. Greg Leitz will get his paperwork copies to the office this week.'

Request from Greg Williams from Fauquier County for initial certification. His application did not have the required resume' and copies of ALS certifications. Wanda had called him prior to the meeting requesting the various missing items and has not received them. Motion by John Brandrup to table the application until the next meeting. Seconded by Mike Brewster. Motion passed.

Sub-Committee Reports:

REMS Protocol Update: Wanda reported for Lori Knowles. The committee met with Dr Garth on February 14. Another section was completed. Looked at the Culpeper Protocols and found they addressed what to do in various situations in a similar manner to the proposed protocols. Other areas were different. Still need 2 to 3 more meetings

to tie things together. Also need to get back with Dr. Garth. John expressed concerns from Fredericksburg Rescue that the process has taken over a year so far.

Unfinished Business:

Initial Certification ALS Courses – Wanda presented a copy of proposed prerequisites and class policies for ALS classes sponsored and taught by the Council. There was some discussion on the math test requirement and the committee felt some remediation should be offered to help with the applicants math skills if they fail the math pre-test and then they should be allowed to re-test one time.

It was decided that we should give out information ahead of time about the general test content to allow students to brush up on weak areas.

Motion by John Brandrup and seconded by Verna Mae Bretschneider to bring proposed policy to the Board at the April 17 meeting with the revisions noted above. Wanda will revise the document. Motion passed.

New Business:

ALS Training Funds – Wanda presented some information on the costs for the various classes. Discussion about continuing to look at the situation including establishing a cost per class, student costs, minimum class sizes, etc. This is approximately a year away. Will continue to look into this matter.

Verna mentioned a stethoscope class to be sponsored by Hospice of the Rapidan. Looking to see how much interest there would be. Suggested doing during EMS week. Decided this was probably too busy of a time. She will let us know more details later.

ALS/EMT Basic Program Audit Update:

Reviewed Audit schedule:

Fredericksburg CT class is over. –John has turned in report.

Culpeper EMT Class – finished, Tim did not audit.

REMS Paramedic Refresher – Lori Knowles

EMT Class in Orange – Kelly Southard

Stafford EMT Class – None

Caroline EMT Class – This class was cancelled

Caroline EMT Class, Ladysmith – new class, Wanda Gardner/Lori Knowles

Caroline EMT Class, Sunday Class – Mark Garnett

Spotsylvania and Stafford EMT Classes – none, just did classes there.

Weekend Paramedic Recert. In Fredericksburg – Tim Short will not be able to do this class

Stafford Paramedic Class – none

Rappahannock Paramedic Refresher – Starting in April, Tim Short

Day EMT class – Wanda Gardner

REMS BOD Action Items: Proposed Prerequisites and Class Policy for Advanced Life Support Classes.

The next meeting will be Monday, **May 13, 2002 at 1900 hours**. Location TBA

Adjournment: Meeting adjourned at 2033 hours.