

**Guidelines and Training Committee  
Meeting Minutes  
July 12, 2004**

**Call to Order:** Kelly Southard called the meeting to order at 7:04 p.m.

**Present:** Lori Knowles, Jenni-Meade Carter, Verna Mae Bretschneider, Kelly Southard, Robert Usher, David Morris, John Brandrup, Mike Brewster, Wanda Gardner

**Excused:** Greg Leitz

**Guests Present:** None

**Approval of Minutes:** The minutes of the May 24, 2004 meeting were reviewed. Motion made by Lori Knowles to approve as submitted. Seconded by Robert Usher. Minutes approved as submitted.

**Staff Report:** Jenni reported that the 2004 fiscal year training had all been completed. 1500 hours of classes were taught.

The proposed 2005 training calendar was presented. There are some holes to fill in. Jenni needs people to help instruct various classes. Lori offered to coordinate one combined bridge class in Stafford. GEMS and PEPP classes have been set up. John Brandrup will coordinate both. The PEPP class also has a PALS renewal. Jenni will be doing a PPC class. E-mail Jenni with any comments regarding the proposed calendar.

EMT-I to P class – the office is looking at using Nick Klimenko. The cost to students will only be \$600.00, with the Council covering the rest of the fee thanks to an increase in our State funding this year and \$4-For-Life.

With the Council Board recently adopting the Actual Operating Budget for FY05, there will be no fees for CEU classes this year. There will also be no testing fees charged for students testing through county sponsored/funded EMT-B classes in FY05.

The pay rates for consolidated testing has changed as follows:

Evaluator	-	\$60.00
Patient	-	\$40.00
Moulage	-	\$60.00
Coordinator	-	\$150.00

Instructor pay has also increased to \$20.00 per hour for contract instructors and \$23.00 per hour for Intermediate Faculty.

If you have any information for the website contact Jenni.

**ALS Field Internship Extension Requests:** None

**ALS Instructor/Coordinator Requests:**

Initial Endorsement

1. Michael J. Lawson
2. Billy Hamm
3. Lee Hogan

Michael Lawson was tabled at the last meeting. He has now turned in all required information. The other two have not turned in their resumes'. They do have approval from their OMD. Motion by David Morris to approve Michael Lawson and table the other two applicants, as they have not completed the required paperwork. Seconded by Lori Knowles. Motion Passed.

Recertification Endorsement

1. Jenni-Meade Carter

Motion made by Mike Brewster to approve. Seconded by John Brandrup. Motion passed.

**Exemption Requests:** None

**Sub-Committee Reports:**

Skills Performance Guidelines – Kelly sent the revised guidelines to the OMD committee after the May meeting for their review and approval. David brought up some additional items for discussion:

Under the test waiver section, recommended removing “monthly” from the attendance of CEU classes.

Under the ALS Skills Drills, recommended removing entire paragraph regarding documenting IV starts. This should be monitored under the Agency QI program. Also, will ask the hospitals to help monitor this and notify QI committee if they recognize a problem with any providers.

Under the implementation program, recommended deleting CPR Instructors and changing “or approved equal” to “or other OMD approved provider”.

Everyone agreed to recommend making these changes. Kelly will make changes to document and forward to OMD committee for review and comment again.

One –year requirement – removal has been approved by OMD committee.

Protocol Committee – Jenni has reply back from Dr. Garth concerning changes. A Compartment Syndrome protocol as been requested. Also need more Versed in the drug boxes. The committee will meet on August 9<sup>th</sup> at 10:00 am at the REMS office to review all changes. Will bring back to September meeting. Copy of revised document is attached to these minutes.

**New Business:** There was some discussion regarding the current EMT-I class. There have been reports of instructor's not showing up and other problems. Jenni addressed the committee and reviewed the issues. She has been getting good evaluations from the students but has been hearing otherwise from some training officers. From looking at the class grades and evaluations, things are going good. If there are problems with the class, the coordinator needs to know so he/she can make changes/corrections. The committee feels that unless the coordinator is made aware of problems, he/she cannot be expected to take any actions. Kelly and David will monitor some classes. Jenni will forward a schedule to them.

The state has bought all of the regional councils a sim-man manikin. Has not been received yet.

Fredericksburg Fire Department has their advanced skills program signed off by their OMD. Will be starting to implement it.

#### **ALS/EMT Basic Programs Audit: Updates**

REMS Intermediate Course – Kelly, David  
LOW EMT-E Course – Greg Leitz  
Port Royal EMT-B Course - Wanda  
Culpeper County EMT-B Course – Starts September 9<sup>th</sup> – John Brandrup  
Caroline EMT-B Course – David Morris  
Dan Hart's Culpeper EMT-B Course  
Fauquier EMT-B Course – Ray Tricarico  
Spotsylvania EMT-B Course – ends 8/11/04

**REMS BOD Action Items:** None

**Adjournment:** Meeting adjourned at 8:15 p.m. **The next meeting will be September 9, 2004 at 7:00 p.m.** Location TBA.