

Rappahannock EMS Council  
Guidelines & Training Committee  
Minutes

September 8<sup>th</sup>, 2008  
REMS Training & Simulation Center, Classroom A

**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), Mark Garnett, Greg Leitz, Kelly Southard, and Ray Tricarico

**Excused:** John Brandrup, Lori Knowles, Keith Moore

**Absent:** Doug Found, Pat Fitzgerald, Dr. David Garth, Wayne Green, Greg Leitz, Dave Morris, Robert Usher, Charlie Williams and Dottie Williams

**Approval of Minutes:** Motion by Ray to approve the minutes from the July 14<sup>th</sup>, 2008 meeting. Greg 2<sup>nd</sup>, motion carried.

**Staff Report:**

Education Coordinator position is currently vacant. Changes to the job description are being made before we fill that position.

Job Announcement Full Time ALS Instructor- Deadline to apply 09/22/08.

Intermediate class (T/Th/S) starts 09/23/08- currently 18 enrolled with registration still open.

Certified Intensive Care Paramedic starts 01/06/09. Prerequisite to be a practicing Paramedic for 1 year.

ALS Required Topics ongoing- 18 enrolled. Guest speaks arranged, like Dr. Wang with Trauma services to bring more expert knowledge to the program.

CTS next wk, 09/18 @ Culpeper only has 11 registered, need 15 in order to hold the site. If you know anyone who needs to re-test, please have them contact the office this week.

10 ALS Preceptor classes have been held under the new program, total of 52 preceptors on the active list

**ALS Release Extension Requests:** 1.) Elizabeth Collins initial program expired 08/04/08. She originally contacted Education Coordinator a couple of months ago. She has been battling cancer and would like an extension until the end of the year to complete her Enhanced ALS Release Program. Motion by Mike to extend her through December 31<sup>st</sup>, 2008. Mark 2<sup>nd</sup>, motion carried.

**ALS Instructor/Coordinator Requests:**

1.) Jarrod Batts requesting initial. He currently is an EMT Instructor, CPR Instructor and Fire Instructor. He would like to be able to coordinator courses for Warrenton Training Center. Motion by Greg to endorse him. Ray 2<sup>nd</sup>, motion carried.

2.) Ann Moore: re-certification (exp 01/09). She attended the update 11/07 and has been coordinating courses for Fort A.P. Hill. Mark motioned to re-endorse her. Mike 2<sup>nd</sup>, motion carried.

- 3.) Mark Garnett: re-certification (exp 11/08) He attended the update 11/07 and has been coordinating courses for Caroline Fire & Rescue. Ray motioned to re-endorse him. Mike 2<sup>nd</sup>, motion carried.
- 4.) Christopher Jett: re-certification (exp 08/08) Scheduled to attend update this month. Has not submitted a complete resume yet. Has been teaching for 10 years and teaches courses for Stafford. Decision to table until all pending paperwork is received and he has completed the update. Email poll will be conducted at that time.
- 5.) Lee Hogan: re-certification (exp 02/08) update is not showing up in the system and have not received resume or list of courses she has coordinated. She has been out on leave due to an injury. Decision to table pending receipt of all paperwork and verification that she has attended an update. Email poll will be conducted at that time.

**Exemption Requests:** None

**Sub-Committee Reports:** 1.) Protocol- report given by Greg. Committee met in August. Provider inquiries discussed and will be addressed. Recommendation to remove intubation from Enhanced providers since the state has removed it from the curriculum. The following items are Action Items:

1. OG Tube Protocol
2. Impedance Threshold Device Protocol
3. EZ IO protocol for adults
4. EZ IO protocol for pediatrics
5. Use of Zofran by Enhanced Providers as standing orders for adults
6. Chest Decompression by Enhanced Providers as conditional for adults after documented training

Ray motioned to send all 6 items to the Board of Directors as Action Items and to allow the Protocol Sub-Committee to make any necessary changes to complete the protocols. Greg 2<sup>nd</sup>, motion carried.

**Unfinished Business:**

1.) Pass/Fail ratios for instructors: OEMS has provided the Council with the pass/fail ratios for all courses coordinated in our region so we can better identify possible problems instructors to monitor. Heather is working on complying the results into an easier to read format.

**New Business:**

- 1.) Kelly was asked by Council President, Kevin Dillard, to investigate several email complaints he received from 3 Night Intermediate students. The program recently finished with students working towards finishing required competencies and Field Internship. Most of the complaints were centered on the deadlines imposed for the required competencies. After Kelly met with Tina and reviewed the student handbook, it is evident that the students received the initial deadline in the handbook. Several recommendations were made to enhance communications with the program following his review. Some students have already completed all of the requirements and one has gained certification. Heather has spoken with several students, and none have voiced such complaints to her. Students completed regular evaluations during the class that Heather has reviewed and no such complaints were also documented. Concern was expressed over students not following proper procedures and going to Council President before working first through Program Director or Executive Director. The question came up about the policy on how students

should submit complaints. Heather explained that in the student handbook it includes a section on complaints and states they all must be received in writing to the Program Director or Executive Director. Heather explained that the students must sign twice that they received and understand that section and they also get a copy of the student evaluation form in the handbook. Ray motioned that if a complaint is not registered through the appropriate channels then it should not be investigated. Mike 2<sup>nd</sup>, motion carried. Motion will be presented to the Board of Directors.

2.) 12-lead Regional Transmission project: Discussions brought up about how long will this system last. It is expensive to set up and concerns that in a couple of years the doctors will say it's not needed any more or is not beneficial. Example from providers transporting to Richmond, the provider interprets the EKG then the Cath Lab is activated based on the provider's hear report without a 12 lead being transmitted.

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

Enhanced- Steve Lynd- BGVFD- 06/02/09/15  
EMT- Heather Calhoun- FLVFD- 05/16-09/20  
EMT- Tim Kimble- Fauquier F/R- 07/20-10/31  
EMT- Charlie Williams- CBVFD- 08/17-11-16  
EMT- VT Podbielski- Fredbg RS- 08/04-12/03  
EMT- John Brandrup- Chancellor- 08/19-12/06  
EMT- Wanda Gardner- Spotsy VRS- 09/08-01/05  
EMT- Julie Bienlien- Stafford F/R- 08/11-01/05  
EMT- Craig Johnson- Orange HS- 09/01-01/05  
EMT- Pamela Bertone- Culpeper OES- 09/08-01/14  
EMT- Tim Kimble- Fauquier F/R- 08/26-01/30  
EMT- VT Podbielski- JMHS- 09/10-01/21  
EMT- Stacy Southard- Orange RS- 08/19-02/05  
Enhanced- Mark Ford- LOW- 08/19-02/24  
EMT- Becky Raines- SSSHS- 09/08-04/04  
EMT- Kat Garnder- CFHS- 09/08-04/06  
EMT- Kat Garnder- CFHS- 09/08-04/06  
EMT- Becky Raines- SSSHS- 09/08-04/09  
Intermediate- Heather Calhoun- REMS- 09/23-05/09  
EMT- Greg Leitz- Spotsy CTC- 09/08-05/12  
EMT- Greg Leitz- Spotsy CTC- 09/08-05/12  
Paramedic- Nick Klimenko- Stafford FR-08/18-06/04  
Paramedic- Nick Klimenko- Stafford FR-08/18-06/04  
Enhanced- Tim Kimble- Fauquier- 09-?

**\*\*\*Audit forms must be submitted to OEMS on a quarterly basis. Please forward forms to Heather ASAP.\*\*\* We must monitor 50% of REMS sponsored courses in order to meet our contract deliverables with OEMS. These forms must be submitted quarterly.**

#### **REMS BOD Action Item:**

The 6 bullets from the Protocol Sub-Committee will be presented at the December Board meeting as Action Items.

**For the Good of the Order:** None.

**Adjournment:** Due to Symposium being the 2<sup>nd</sup> week of November, it was decided to move the next meeting to the 3<sup>rd</sup> Monday of the month. The next meeting is scheduled for **November 17<sup>th</sup>, 2008** at 1900 hours at the REMS Training & Simulation Center. Motion to adjourn by Ray. Meeting adjourned by Kelly at 2015 hours.