

**HRSA Region 8 EMS Advisory Group
January 11, 2006
MGHS Conference Room Four; 6:15 p.m.**

Present: See Attendance List (Attachment A).

The meeting was called to order at 1816 by Alyson Sundberg. Those in attendance introduced themselves. The videoconference locations were roll-called, and some sites had equipment or site difficulties and were unable to participate interactively, however, were able to hear and see the meeting. The attendance list reflects those who were present.

Agenda Item	Discussion	Action & Responsible Party
Approval of 1/11/06 Agenda	Motion to approve the January 11 agenda, without additions or changes.	Motion: Thome Second: Ghiringhelli Motion Passed
Approval of the 11/9/05 Meeting Minutes	Motion to approve the November 9, 2005 meeting minutes, without additions or changes.	Motion: Richards Second: Hosang Motion Passed
MCI/Triage Kits	<p>Alyson noted that the MCI/Triage kits as requested by this committee were in and ready for pick up. All those present were asked to pick up their kits prior to leaving the meeting. Other agencies would make arrangements for either pick-up or delivery in the next week or so.</p> <p>The “Training Module” for these kits will be forwarded via US Mail to all agency service director addresses on CD and in hardcopy for them to go over with their staff or to use the kits during exercises. The contents were noted, and included colored tarps for area designation based on triage levels, color-coded fanny packs for each ICS level (Medical Command, Triage, Transport, and Treatment Officers), and associated items in each bag (identification vest, triage tags with Triage Officer, etc.) All Job Action Sheets were also included in each bag, with a note pad, permanent marker, pen, and other supplies they may need.</p>	<p>All agencies to coordinate MCI/Triage kit pick up.</p> <p>Alyson will forward the START[®] Triage system training .PPT to all agencies via regular mail. All agencies have the ability to use the .PPT program, as the laptops provided for MI-HAN gave them this capability.</p>
First Trauma Care Update	Tom Flynn was present to give the group an update on First Trauma Care training programs that were offered via grant funding throughout the Region. All divisions have	FTC programs to continue as noted.

	<p>been provided a minimum of one course, with the second pending or complete in each. The Feb 21 Iron River course has been cancelled due to lack of enrollments. The Houghton program is scheduled for February 18. Other areas requesting programs are Schoolcraft, Alger County, re-attempt at registrations in Iron River, and a possible repeat program for Watersmeet as they had additional EMS providers who did not get in the first two courses. An estimated 185 students are complete out of the planned 290 at this point, based on the funding that was approved.</p> <p>The 2006 FTC registrations will require a check for course fees to be included with all registrations. If the student attends and completes the program on the scheduled day, the check is returned uncashed. If the student is a no-show, the course fees are forfeited. There were 2-3 problem courses in 2005, with full courses and appropriate instructor numbers scheduled, that had up to six no-shows. This could have saved us quite a few dollars on course costs, as the instructors are scheduled based on confirmed student:instructor ratio requirements. The up front registration fee, even though it is 100% refunded by showing up, will hopefully eliminate some of this and students won't leave the EMS agency, or the HRSA program coffers to pay for their poor planning or forgetting to show up, etc.</p>	<p>Contact Tom Flynn for scheduling information.</p> <p>New course registration requirements are non-negotiable, as the program sustained a loss by having to pay for students who didn't show up, and wasting funds that could have been used by other programs.</p>
Michigan Health Alert Network	<p>The MI-HAN program is a requirement of all EMS agencies, and was the purpose of the laptop program. If you haven't been contacted by Kevin Chau (517) 335-8797 or chauk@michigan.gov, contact him to be sure your registration is all set, and we will begin alert testing on a routine basis to be sure your information works.</p>	<p>EMS Service Directors need to contact Kevin Chau and get their MI-HAN set up ASAP.</p>
Internet Access	<p>The laptops were not purchased with wireless internet capabilities, and Alyson contacted the company and asked for a compatible but inexpensive way to bring these up to the level that some agencies need. Some agencies do not have wireless capabilities, and may not need a card, but for those who do, a price of \$1800 (\$21/each) for wireless cards was received as a quote. Alyson requested this group to recommend to the Regional Planning Board that we purchase these for all who are interested.</p>	<p>Alyson to present to the Regional Planning Board a request for \$1,800 to supply wireless cards to agencies with laptops.</p>
PEPP Training	<p>In coordination with the Pediatrics Grant, we are offering non-ALS services a Pediatric Emergency Provider program (PEPP). This will require the same pre-payment as described earlier for FTC, but all registrations will be returned on course day. The program provides two practical and five lecture credits of CE. Programs are scheduled for February 11 – Marquette; March 18 – St. Ignace; and the western up in April (date to be determined). At the meeting, Jerry Primeau (Hancock) offered to host a program, as</p>	<p>Ongoing PEPP training will be coordinated by local EMS Directors and the HRSA office or PEPP Coordinators.</p>

	did Grand Marais/Newberry and Schoolcraft. Sault Ste Marie also said they would host a second Eastern UP program if it were available following the St. Ignace course.	
PALS	Pediatric Advanced Life Support (PALS) is also collaboratively being provided to ALS services in the UP. This is, again, at no charge to the provider, and a goal of 85% of EMS providers at the ALS level are to complete PALS to meet grant objectives. The program will be offered on Jan 30 & 31 in Manistique and Ironwood; at Portage Health on March 30 & 31. Other courses are being set up in cooperation with the pediatric funds available and the objectives of the program (ED physician and nursing plus ALS providers) given first priority.	PALS being provided as a part of the Pediatric Grant objectives.
Patient Tracking System	Ron DeMarse discussed the upcoming EMS exercises, and the possible uses of the Patient Tracking System monies as a part of this. The Region has \$14,000 remaining from the FY2005 carried-over funds to pilot, purchase, test, exercise, etc. a web-based patient tracking system. Bob Schwartz was available to provide detailed information and answer questions on the MedTraxx system, which would coordinate well with the EMS system package we already have purchased. Also, the printer that we have already purchased for badging and bar-coding would be compatible with his product as well. Bob offered to provide additional training or information to any of those areas interested in learning more, and Ron requested that the group think seriously about utilizing the program in our exercise to demo and provide feedback.	Exercise and Drill Planning Committee will work with the Patient Tracking System Committee to develop a way to incorporate the use of MedTrax into the upcoming exercises.
NIMS Training	Alyson announced that the \$10,000 NIMS funding checks to the Medical Control Authorities have been issued. EMS agencies should be sure that they have input into the use of these funds, and that they meet the NIMS requirements regarding both training and incorporating the NIMS principles into their local/county response planning. Tim McKee noted that all agencies are going to be required to have proof of training for their Emergency Management office, so records need to be maintained and provided for an auditor. Gary Wadaga noted that his EMS providers were given a \$50 stipend for completing the course, to encourage its success. This can be done via the \$10,000 funding amount. The deadline for NIMS training completion is 8/31/06. The group decided that a form should be sent out nearer to the deadline which will allow agencies to identify when, how, and how many completed the training, if certificates were received and are on file for review, and how the emergency preparedness plans and participation were affected by the funding. This will go out in May to all agencies, and specifically to the Medical Control Authorities, as they are ultimately responsible for accounting for the proper use of these funds for their intended purpose.	Alyson will provide a form for completion and return to the HRSA office. We will be able to share this information with auditors at that point. Information may be redundant, but we will pass along to the Emergency Managers as well, for their records.
EMS Exercise	Cindy Thome, Ron LaJeunne, Bob/Nancy Weston, Mark McCune, Dave Kauer, and Dan	Committee will

	<p>Wolf are the committee members working on development of an EMS exercise for agencies, to be done divisionally, during this fiscal year. The requirements are that it must be scheduled before May 2006, so funding can be committed. They presented a scenario, and a plan on how they would like to approach this. They have scheduled an orientation, a tabletop exercise, and a functional level coming up. Some of the areas of focus will be on those who wear multiple hats in their local areas, and having them commit to one manageable role for the event. Also, randomly removing key personnel due to illness, etc., will be included. The exercise is infectious-disease based. EMS agencies will be required to function in the drill by handling patient transport and transfer. Cindy also requested that the videoconferenced orientation be taped and provided to EMS agencies that are unavailable to attend the 10 a.m. to noon session (date & time are tentative at this point. Please await confirmation/agenda/etc).</p> <p>The orientation is scheduled for March 6. Cindy asked that Dan Wolf be removed from the committee, as they have not heard from him in their planning, and could Cathy Flores be listed.</p> <p>Additional information can be looked at by going to http://pandemicflu.gov/plan.</p>	<p>report back at the March meeting with information regarding the exercise, update on the Orientation and objectives that are being tested with the tabletop and functional. They will work with the Patient Tracking folks to find a place to test the tracking component as well.</p>
<p>Medical Flip Charts</p>	<p>These are still available for anyone who has upcoming health-related or safety-awareness type public events where they would like to distribute these. Call Nicole at (906) 225-7412 to schedule pick-up or these charts. We try to watch for EMS vehicles when they come in with transfers, and ship back whatever we can that belongs to the outlying agencies when we catch them.</p>	<p>Medical Flip Chart distribution – call Nikki at 906-225-7412 or ncouveau@mgc.org.</p>

Another roll call was done of all sites for additions to the Attendance List. It was noted again that those who have now missed two meetings, and this being their third, are no longer to be provided grant-purchased equipment (radios, laptops, MCI kits, N95 respirators, etc.), as they are not available to assist nor provide input at the planning and preparedness levels. They will be required to meet the state requirements as new programs emerge, but are not eligible for grant-funded purchases. It was made very clear to all agencies in May 2005 that they were not able to miss more than one meeting per year (of which there are 4-5 total).

The meeting was adjourned at 1929 hours.

Respectfully Submitted,

Alyson Sundberg

Alyson Sundberg
Marquette County EMS MCA