

# EMS Advisory Meeting

## MINUTES

16JUN2009

1300

GFFR TRAINING CENTER

MEETING CALLED BY	EMS Administrator Fire Chief McCamley
TYPE OF MEETING	Quarterly
FACILITATOR	Dr. Dave Simpson Vice Chairperson
NOTE TAKER	Dirk Johnson
TIMEKEEPER	Steve Hester
ATTENDEES	<p>Dr. Simpson -System Medical Director            Dr. Stowers – GFES Medical Director            Pam Johnstone- CCCDC Manager            Will Fleming- GFES Medic            Chad Rebo-GFES Medic            Steve Hester-Assistant Chief GFFR            Justin Grohs-GFES Manager            Dave Kuhn-GFES Owner            Ron Scott-Captain-EMT GFFR            Laurie Jackson-Trauma Coordinator Benefis (departed @ 1445)            Scott Schandelson- Chief Flight Nurse Benefis (departed @ 1430)            Dirk Johnson- EMS Coordinator GFFR</p>

## Agenda topics

ADOPTION OF BOARD BY LAWS

BOARD MEMBERS

DISCUSSION	Mr. Kuhn recommended changes to Section 1, Authority, and Assignment: Agenda to state current members in good standing as authorized by the City Commission, also change Article IV Section 3 Advocacy to reflect the board will serve as the customer advocacy by reviewing customer service trends. Reports shall be provided by system agencies and the City’s EMS system Quality Improvement Committee for the Board’s consideration and action.		
The board suggested adding Article II, Section 4, the Board may use communication technology to send information and expedite communication between board members in between scheduled meetings.			
CONCLUSIONS	Further edits were needed so the By laws were tabled until next meeting		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Add changes requested by Mr. Kuhn		Hester	Soonest

--	--	--

APPOINT BOARD SECRETARY

BOARD MEMBERS

DISCUSSION	The Board determined that a secretary was needed to provide coordination meeting and to provide agendas and meeting minutes.	
CONCLUSIONS	The board determined that the GFFR Training Officer/EMS coordinator was the best selection because he works with most agencies and with City government.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Vote taken and Dirk Johnson appointed as Board Secretary	Board Members	none

EMS QA/QI PROGRAM

BOARD MEMBERS

DISCUSSION	The Board shall develop a QA/QI committee headed by Dr. Simpson. Board discussed possible QA/QI forms to be used as a joint form to establish trends. Board discussed each agency send their own representatives. Possible web site via Benefis may be used in the future as collection point for information related to QA/QI.	
CONCLUSIONS	The Board discussed that QA/QI shall not be discussed during the EMS Advisory Board Meeting, all QA/QI issues will be handled during the QA/QI Committee Meeting and then the Committee will advise the Board.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Set meeting date to begin QA/QI process	Dr. Simpson	Sept. 15 <sup>th</sup> , 2009
Turn in forms to Dr. Simpson for review	Johnson, Grohs, Shandelson	Soonest

RESPONSE TO MEDICAL CLINICS

BOARD MEMBERS

DISCUSSION	When medical clinics directly call Great Falls EMS transport for an interfacility patient transfer and when the medical staff at the clinic state the patient is emergent, GFES runs code III. This process initiates the 911 system as a silent alarm and the Fire Department is also sent. If the patient is emergent then the 911 EMS system shall always be initiated. However, if the patient is stable and the Clinic wishes an interfacility transport then they must communicate that with	
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>GFES who will not respond Code III. The board determined that anytime there is a risk to the patient's health and safety, a full EMS response is warranted. However, if the medical staff at the clinic determines that no EMS emergency exists they shall call GFES for an interfacility transport.</p>	
CONCLUSIONS	<p>The burden is on the local clinics to determine if the patient is emergent or is not. They do not determine the level of response once the 911 EMS system is initiated. The board recommends that the clinics be offered training so they understand how the system works and to ensure they are familiar with the City's EMS system procedures and protocols.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft a letter to medical clinics as educational information	Chief McCamley	Soonest

#### CODE III RESPONSE AND STAGING

#### BOARD MEMBERS

DISCUSSION	<p>Occasionally an EMS call comes in that may also be a crime scene with unknown hazards. Dispatch protocol dictates that EMS and Fire standby until the Police Department can secure the scene. The question was, "should these agencies respond Code III when they are to wait for Police. The Board determined that the risk of Code III response is of no benefit when EMS and Fire arrive they have to wait for Police to secure the scene. Therefore, the Board recommends a systemwide policy change that recommends that units responding to be staged shall respond Code I (no lights/no sirens)</p>	
CONCLUSIONS	<p>The Board recommends that a guide change be made that informs GFFR and GFES responders that when they are told they will stage on arrival, that they have the option of responding Code I.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft Policy Change to code III response	GFES Manager and GFFR EMS Coordinator	Sept. 15 <sup>th</sup> , 2009

#### MONTHLY TRAINING

#### BOARD MEMBERS

DISCUSSION	<p>In the past, monthly EMS training was provided at the hospital that allowed interaction with clinicians, fire staff and EMS transport staff. The Board discussed the possibilities of reinstituting this program.</p>
------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONCLUSIONS	It was determined that no set times or dates would be established. The Medical Directors for GFFR and GFES would from time to time offer classes and other educational experiences and take advantage of training and learning opportunities at all levels of the City’s EMS system.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify other agency’s when host agency has training planned	GFFR EMS Coordinator/ GFES Manager, Benefis	Ongoing process
Set up training date for GFFR to train on ambulance meds and equipment not carried by GFFR. Add to GFFR protocols.	Drs. Simpson/Stowers	Sept. 15 <sup>th</sup> , 2009

PATIENTS NOT REQUIRING AMBULANCE TRANSPORT

BOARD MEMBERS

DISCUSSION	Develop protocol for pts that do not require ambulance transport	
CONCLUSIONS	Justin to send out draft protocol	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send protocol to board members for review	Justin Grohs	Soonest
Adjourned @ 1515	Dr Simpson	

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	EMS ADVISORY MEETINGS WILL BE HELD AT 1400 HOURS (2:00 p.m.) AT THE GFFR TRAINING CENTER 1900 9 <sup>TH</sup> STREET SOUTH