

# City EMS Advisory Board

## MINUTES

MARCH 19, 2009

1300 – 1500

1900 90<sup>TH</sup> STREET SOUTH

MEETING CALLED BY	EMS Administrator	
TYPE OF MEETING	Advisory Board	
FACILITATOR	None	
NOTE TAKER	Hester	
TIMEKEEPER	None	
ATTENDEES	<ol style="list-style-type: none"> <li>1. Randall McCamley                      City EMS Administrator</li> <li>2. Dave Simpson                         EMS System Medical Director</li> <li>3. Patty Cadwell                         Neighborhood Council Coordinator</li> <li>4. Dave Kuhn                                Great Falls Emergency Services Owner</li> <li>5. John Stowers                         Great Falls Emergency Services Medical Director</li> <li>6. Justin Grohs                             Great Falls Emergency Services Manager</li> <li>7. Will Fleming                            Great Falls Emergency Services Paramedic</li> <li>8. Scott Schandelson                    Benefis Emergency Department Flight Director</li> <li>9. Laurie Jackson                        Benefis Trauma Coordinator</li> <li>10. Pam Johnstone                       Cascade County Dispatch Center</li> <li>11. Dirk Johnson                         GFFR EMS Coordinator</li> <li>12. Ron Scott                               GFFR Captain/EMT</li> </ol>	

## Agenda topics

### INTRODUCTIONS

### COMMITTEE MEMBERS

DISCUSSION	<p>Each committee member introduced himself or herself and provided a brief job description and described their role on the Board</p> <ul style="list-style-type: none"> <li>• McCamley noted that the Advisory Board was an open meeting and that the media and public were welcomed to attend.</li> <li>• Also, he noted that committee members were welcomed to bring any staff they thought would be necessary.</li> <li>• The committee determined that anyone sitting in for an assigned member of the committee would be identified in a letter to the board.</li> <li>• McCamley also noted that as the EMS administrator the overarching question he wants answered is, “Is the EMS System Working?” He further noted that this board is primarily concerned with EMS emergencies in the City.</li> <li>• Members of the board noted that any changes to the City’s EMS system may have an effect on the EMS emergencies in the county and non-emergent transport.</li> <li>• Dr. Simpson noted that the board should also address disaster preparedness so that the system would be prepared to function in disaster conditions.</li> <li>• Dr. Stowers and Dr. Simpson noted that the Board should strive to further integrate EMS through-out the county as a means of providing better continuity of service county-wide.</li> <li>• The board agreed to make changes based on consensus unless changes were</li> </ul>
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	needed in medical treatment and protocols. The Medical Directors would work together and make changes as needed and then the Board would be advised of the change and the impact on the City.	
Draft Bylaws were presented to the Board. The Chairmen asked that each member review the draft and send any changes or additions to him. He would then make changes, and attach these changes to the next agenda for review. The Board will be asked to approve or disapprove the draft bylaws at the next meeting.		
<ul style="list-style-type: none"><li>• According to the Bylaws, a secretary must be elected who would manage the meeting, take notes, provide agendas, draft minutes and ensure that agendas and minutes were posted on the City Web page.</li><li>• It was recommended Great Falls Fire Rescue handle this task through Dirk Johnson.</li><li>• Hester, (Observer) took notes and will complete the minutes for the first meeting.</li></ul>		
The board determined that the EMS Advisory Board, (referred to as the Board) will meet quarterly on or about the 3 <sup>rd</sup> Thursday of each month, Tentative dates are as follows;		
<ul style="list-style-type: none"><li>• June 16, 2009</li><li>• Sept. 15, 2009</li><li>• Nov. 17, 2009</li></ul>		
CONCLUSIONS	In the next couple of meetings, the role and mission of the Great Falls EMS Advisory Board will be clearly defined. Additionally, the board will elect a Secretary, and approve bylaws.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide a copy of Cascade County/GFEMS, EMS Contract to McCamley	Justin Grohs	None
Track and make changes to bylaws	Randy McCamley	June 01, 09
Assign members and Schedule City EMS QI	Dr. Simpson	Soonest

#### NEW TOPICS AND ISSUES

#### COMMITTEE

DISCUSSION	<p>The following were a series of discussions that helped define the Board's purpose and mission;</p> <ul style="list-style-type: none"> <li>▪ The Chairmen noted that the Board should focus on the "Big-Picture" and not on the daily issues like inter-personal conflict, patient complaints, and issues. The Board should be examining the trends and analyze reports on response data, and patient care to determine the best course of action for the System.</li> <li>▪ The board should analyze and change policy, procedures, and equipment based on technology and procedural "best-practices." According to the draft bylaws a part of the Board's responsibilities are to analyze current practices and make recommendations for changes to the Board and the EMS Administrator.</li> </ul>
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	<ul style="list-style-type: none"><li>▪ Quality improvement, (CQI) and QA/QI, will be conducted according the Health Insurance Portability and Accountability Act (HIPAA) rules and caution must be exercised by the Board to ensure patient information is not shared since the Board is open to the public.<ul style="list-style-type: none"><li>○ Dave Kuhn would like each agency involved in CQI to sign a HIPAA waiver letter.</li></ul></li><li>▪</li></ul>	
New Business:		
<ul style="list-style-type: none"><li>▪ Develop a protocol for emergency responses to medical clinics.</li><li>▪ Develop a dispatch protocol for response to Hospice care.</li><li>▪ Change Code III response when EMS responders are told to Stage for the Police Dept.</li><li>▪ Develop a medical triage protocol to determine if patient needs EMS transport to the hospital.<ul style="list-style-type: none"><li>▪ The Board heard testimony that there are abusers of the EMS systems. Customers are faking illnesses to get a free ride to the hospital.</li><li>▪ The Board will look at 3 means of addressing this issue;<ul style="list-style-type: none"><li>▪ Medics would be given authority to deny transport based on medical assessment on scene. The System MD would develop a protocol to follow for patient triage.</li><li>▪ Use the media to explain the purpose of 911 EMS and indicators for a medical emergency (Public Education)</li><li>▪ Examine other means to transport customers without using an ambulance</li><li>▪ The Board recognizes that there may be some complaints on any resistance on the part of EMS to refuse transporting non-emergent patients but tying up resources may mean that transporting a genuine patient may be delayed.</li><li>▪ Approx. 1/3 of the customers are not transported according to Dave Kuhn.</li></ul></li></ul></li><li>▪ Improve joint training and develop a standard EMS radio report to the Emergency Department.<ul style="list-style-type: none"><li>▪ Revitalize the weekly and monthly joint training programs</li><li>▪ Offer training to EMS agencies outside of the City</li></ul></li><li>▪ Improve drug and backboard swap to improve system efficiency</li></ul>		
CONCLUSIONS	All items listed in the minutes under new business will be identified in next meetings agenda.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide HIPAA form for signature	Dave Kuhn	None
Provide draft protocol for EMS Triage of patients	Justin Grohs	None
Provide Statistics for EMS calls cancelled in the GF System	Dave Kuhn	None
Provide frequency and schedule EMS training	Dave Simpson	ASAP
Provide a plan for drug and backboard swap	Dirk Johnson & Justin Grohs	1 Jun 09

OBSERVERS	Hester, Linda Hindberg CCCDC, Karl Upton CCCDC
RESOURCE PERSONS	Hester
SPECIAL NOTES	