

EMS Advisory Council Meeting

January 17, 2006

Chairperson Bryce Denker called the meeting to order at 7:05 p.m.

On Roll Call: John Hill, Kim Kroger, Tammy McKeever, Mark Stover, Bryce Denker, Deb Broderson, Ken Chalstrom, Mary Lou Reed, Dr. Forslund, Randy Krukow, Andy Yungbluth, and Kate Stouffer.

It was moved by Deb Broderson, seconded by John Hill, to approve the minutes of the October 25, 2005 meeting. All those present voted Aye. Motion carried.

It was moved by Kim Kroger, seconded by Ken Chalstrom to approve the following Financial Report.

Value Summary of Financial Accounts:

Investor Savings Account #370028	\$15,166.44
County Fund (as of October 4, 2005)	<u>\$22,652.69</u>
Capital	\$37,819.13

Grant Money Available

System Development FY 2006	<u>\$ 2,910.00</u>
Total Grant Money	\$ 2,910.00

Emergency Response Support Unit

Clay County Medical Society	\$ 4,500.00
Clay County Board of Supervisors	<u>\$10,000.00</u>
Total ERSU Money	\$14,500.00

Total Capital and Grant Money **\$55,229.13**

Randy Krukow gave a presentation regarding a jail situation with prisoners who are arrested and claim to need medical attention. He would like to eliminate the trip to the emergency room if possible. After much discussion it was determined that this would be considered practicing medicine and would not fall into the scope of practice for EMS providers.

John Hill, Dr. Forslund, Robin Patrick, Joel Sorenson, Dale Brigham and Kate Stouffer have all accepted terms with the Clay County Emergency Medical Service Advisory Council. Terms will expire in 2008.

CCEMSA has qualified for the HRSA Grant. \$1,250 will be received once an electronically submitted mass casualty plan has been received by the State. CCEMSA has submitted. \$1,750 will be received once the plan has been exercised. CCEMSA will be exercising their plan on July 19, 2006. \$4,021 has been allocated for qualified purchases which includes training related to disaster response, medical supplies utilized during disaster response, internet access, exercise expenses, and mass casualty plan development.

The CCEMSA Winter Conference is scheduled for Saturday, February 18, 2006 at Iowa Lakes Community College in Spencer.

John Hill indicated that IEMSA is developing an association membership. Once that membership has been developed, Clay County Emergency Medical Services Association will become a member.

The Emergency Response Trailer is paid for and should be here soon.

The 2006 CCEMSA county wide training schedule was distributed.

The Clay County Emergency Medical Services Association Annual Appreciation Banquet is scheduled for June 3, 2006 at Sharnberg. Dr. Forslund will be cooking again this year. We will have an evening meal instead of lunch.

In December, Anita Bailey, Iowa Department of Public Health, performed inspection of the services in Clay County. It was determined that defibrillator pads and activated charcoal (because there is an expiration date) should be purchased by CCEMSA and tracked by the Coordinator. Also during the inspections, Anita Bailey indicated that in a life-threatening situation, non-transport services can transport.

Disaster drill planning committee will consist of Deb Brodersen, John Hill, Andy Yungbluth, Dr. Forslund, Randy Krukow, and Mark Stover.

There was consensus among the Advisory Council that the CCEMSA Coordinator should be a county position.

Next Meeting is scheduled for Tuesday, April 25, 2006 at 7:00 pm in the Clay County Board of Supervisors Room.

Motion by Andy Yungbluth, seconded by Deb Broderson, to adjourn. All those present voted aye. Motion carried.

EMS Advisory Council Meeting

February 13, 2006

Chairperson, Bryce Denker, called the meeting to order at 7:03 p.m. on February 13, 2006.

On Roll Call: Bryce Denker, Kim Kroger, Rodney Whitecotton, Joel Sorenson, Tammy McKeever, Mark Stover, John Hill, Deb Brodersen, Andy Yungbluth, Mary Lou Reed, Dr. Forslund, Brian Trojahn, Brian Kahl, Ken Chalstrom, Dale Brigham, Anita Bailey, & Tara Patrick.

Motion by Andy Yungbluth, seconded by Mary Lou Reed to approve the agenda. All those present voted aye. Motion carried.

Welcome to new members Rodney Whitecotton representing the volunteer fire departments, Dale Brigham, representing the layperson, and Tara Patrick representing the volunteer EMS provider. Their terms will expire in 2008.

The appreciation banquet will be June 3, 2006 at ONEOTA Park. This is a change from the originally scheduled location. Scharnberg is already reserved for June 3rd. The advisory council agreed Oneota Park would work. Dr. Forslund will be serving smoked brisket.

The Advisory Council discussed the coordinator becoming a county position and what that means to the Association. Motion by Deb Brodersen, seconded by Andy Yungbluth to allow the CCEMSA Coordinator to become a county position. All those present voted aye. Motion carried.

Two quotes were submitted to service the defibrillators. Motion by Andy Yungbluth, seconded by Tara Partrick to proceed with a contract with Avera for \$600/annual. All those present voted aye. Motion carried.

Clay County response times were discussed at great length. According to John Hill, Everly has been placed on backup nineteen (19) times since May 2005. Advisory Council agreed that we should look at response times on an annual basis. IEMSA has a benchmarking committee. We should discuss a complaint process at a future meeting.

Motion by Andy Yunbluth, seconded by Deb Brodersen to adjourn at 8:58 p.m. All those present voted aye. Motion carried.

EMS Advisory Council meeting

April 25, 2006

Chairperson Bryce Denker called the meeting to order at 7:06 p.m.

On Roll Call: Kim Kroger, Tammy McKeever, Bryce Denker, Deb Broderson, Ken Chalstrom, Mary Lou Reed, Dr. Forslund, Andy Yungbluth, Tara Patrick, and Kate Stouffer.

It was moved by Mary Lou Reed, seconded by Deb Broderson, to approve the minutes of the January 17, 2006 meeting. All those present voted aye. Motion carried.

It was moved by Andy Yungbluth, seconded by Dr. Forslund, to approve the minutes of the February 13, 2006 special meeting. All those present voted aye. Motion carried.

It was moved by Tara Patrick, seconded by Andy Yungbluth to approve the following Financial Report.

Value Summary of Financial Accounts:

Investor Savings Account #370028	\$15,280.72
County Fund (as of April 3, 2006)	<u>\$12,932.02</u>
Capital	\$28,212.74

Grant Money Available

System Development (education) FY 2006	\$3,059.50
HRSA (disaster preparedness)	<u>\$7,021.00</u>
Total Grant Money	\$10,080.50

Total Capital **\$38,293.24**

Attached are the disbursements since the previous meeting.

The HRSA Grant was discussed. It was moved by Deb Broderson, seconded by Kate Stouffer to utilize HRSA Grant money up to \$1,000 to purchase supplies for the trailer and to reserve at least \$1,000 for the disaster drill with any unspent disaster drill money to be used for the trailer.

The System Development Grant was discussed. Everyone was encouraged to submit bills for education.

EMS Week is scheduled for May 14-20, 2006. CCEMSA has received a grant to give bicycle helmets to all the preschoolers in Clay County. There are approximately 300. Officer

Whitehead will be presenting in Spencer and Deputy Linn will be presenting in the County. Everyone is encouraged to attend one of the presentations.

The Clay County Emergency Medical Services Association Annual Appreciation Banquet is scheduled for June 3, 2006 at Oneota. Dr. Forslund will be cooking again this year. We will have an evening meal instead of lunch. The banquet will officially begin at 3:00 p.m. with supper at around 5:30 p.m. Everyone was reminded to submit nominations for the awards. Donations have been solicited from County businesses.

Clay County Emergency Medical Services has received their paperwork to officially become an IEMSA member.

The Emergency Response Support Unit is at the hospital and will be stored by Spencer Municipal Utilities. The following people volunteered to sit on a committee to set protocols: Tara Patrick, Kim Kroger, Kate Stouffer, Andy Yungbluth, Dr. Forslund, Bryce Denker, Doug Doorn, Robin Partick, & Anita Bailey.

Countywide training was discussed. In order to receive better attendance a survey will be formed and distributed at the Appreciation Banquet. Several questions will be asked. 1) Should training always be centrally located? 2) Should we provide a light meal? 3) Should we have training in May? (Always a low attendance month)

The Advisory Council by consensus decided to purchase lithium batteries for the services this would not include the Sheriff's Office.

Next meeting is scheduled for Tuesday, July 25, 2006 at 7:00 p.m. in the Clay County Board of Supervisors Room.

Motion by Andy Yungbluth, seconded by Deb Broderson, to adjourn. All those present voted aye. Motion carried.

EMS Advisory Council Meeting

July 25, 2006

Chairperson Bryce Denker called the meeting to order at 7:06 p.m.

On Roll Call: John Hill, Bryce Denker, Tara Patrick, Kate Stouffer, Deb Brodersen, Mark Stover, Andy Yungbluth, Dr. Darrell Forslund, and Ken Chalstrom.

It was moved by John Hill, seconded by Kate Stouffer to approve the minutes of the April 25, 2006 meeting. All those present voted aye. Motion carried.

It was moved by Tara Patrick, seconded by Deb Brodersen to approve the following Financial Report. All those present voted aye. Motion carried.

Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of June 30, 2006)	\$15,964.44
County Fund (operating budget, salary, equipment & training)	<u>\$30,000.00</u>
Capital	\$45,964.44

Grant Money Available

System Development (education) FY 2007	\$5,059.00
HRSA (disaster preparedness) FY 2006	<u>\$ 0.00</u>
Total Grant Money	\$5,059.00

Total Capital **\$51,023.44**

Attached are the disbursements since the previous meeting.

President, Bryce Denker gave a report on the CCEMSA Response Trailer. It is a 32' trailer with a generator built-in and automatic leveling. The oxygen tanks will be mounted so we need to reinforce walls. The height is 7'. The question was posed of what will pull the trailer. Bryce indicated some ideas include the Conservation Department and 28E with individuals. Motion by Andy Yungbluth, seconded by Dr. Forslund to request funding from the Clay County Board of Supervisors. All those present voted aye. Motion carried.

Peterson has submitted a request for CPR manuals. Motion by Tara Patrick, seconded by John Hill to purchase BLS for Healthcare Providers Renewal Course Video at \$70, Heartsaver CPR Video Set and DVD at \$75, Instructors Manual Set at \$45.00 and Heartsaver Pediatric First Aid Video Set at \$100 for a total of \$290.00. The tapes will be stored at the EMS Office and checked out. All those present voted aye. Motion carried.

A discussion was had regarding purchasing HAN Licenses. The users would have access to most of the functionality provided on the HAN portal. Initial cost of user license is \$211 with a \$36 maintenance cost annually after first year. There was general consensus that we not participate at this time and that we work on a countywide notification protocol.

The Advisory Council discussed purchasing glucose monitors for the services. Andy Yungbluth will check into what would be available to us. Utilizing the same machines as the hospital would be ideal. Sometimes a company will donate the machines as long as we use their strips and chemicals. Mr. Yungbluth indicated he has discussed this with Anita Bailey and she said three things must happen. 1) Dr. Forslund must approve. 2) Teach everyone proper use – diabetic educator 3) Follow manufacturers recommendations for calibration. Motion by John Hill, seconded by Tara Patrick to acquire glucose monitors and supplies not to exceed \$1,500.00. All those present voted aye. Motion carried.

As an IEMSA Member we are eligible to participate in the group-purchasing program. The list of items and prices will be sent to the services.

Spencer Hospital indicated their trailer can be used for the Clay County Fair if we need it, paramedics need to be scheduled. Bryce will talk to Phil regarding the old trailer and what will be done with it.

Countywide training was discussed. The Hospital has quarterly trainings. All providers are invited to attend. The survey and mandatory training were tabled until the next meeting. For future trainings, August should be used as a debriefing for the disaster drill and preparation for the Clay County Fair.

Lithium batteries have been purchased for service provider's defibrillators.

YMCA requested donations of old equipment. It was the consensus of the advisory council to not give old equipment to YMCA because of safety reasons.

Complaint process was tabled until the next meeting.

Tammy will send out an email regarding the electrodes recall, requesting each service to send their lot numbers via email.

Motion by Andy Yungbluth, seconded by Tara Patrick to adjourn at 9:22 p.m. All those present voted aye. Motion carried.

EMS Advisory Council Meeting

October 17, 2006

Chairperson Bryce Denker called the meeting to order at 7:00 p.m.

On Roll Call: Bryce Denker, Tammy McKeever, Mary Lou Reed, Robin Patrick, Kate Stouffer, Deb Brodersen, Andy Yungbluth, Dr. Darrell Forslund, and Rodney Whitecotton.

It was moved by Andy Yungbluth, seconded by Deb Brodersen to approve the minutes of the July 25, 2006 meeting. All those present voted aye. Motion carried.

It was moved by Dr. Forslund, seconded by Deb Brodersen to approve the following Financial Report with the bill from Fostoria Fire & Rescue being prorated to pay for the EMS portion.

Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of September 30, 2006)	\$16,083.44
County Fund (operating budget, salary, equipment & training) as of September 1, 2006)	<u>\$22,412.89</u>
Capital	\$38,496.33

Grant Money Available

System Development (education) FY 2007	\$5,059.00
HRSA (disaster preparedness) FY 2007	<u>\$ 0.00</u>
Total Grant Money	\$5,059.00

Total Capital **\$43,555.33**

Attached are the disbursements since the previous meeting.

Notes:

Request from Fostoria to pay an Iowa Lakes Community College bill for classes attended on April 1 & 2, 2006. Attached is the bill.

As of to date we have not received a contract from the Iowa Department of Public Health for HRSA dollars.

We have received \$5,059.00 for training expenses in fiscal year 2007 from the System Development Grant. We will have no problem utilizing this funding since we have several people interested in pursuing the EMT-B class.

President Bryce Denker gave a report in regards to the CCEMSA Trailer. At the last meeting the Advisory Council had voted to request funding from the Clay County Board of Supervisors.

Tammy McKeever & Bryce Denker made the request on behalf of the Clay County Emergency Medical Services Association and the Board of Supervisors approved the request. The trailer has been ordered. The Board of Supervisors is requesting protocols be set in regards to the use of the trailer and they made it clear that this is a Clay County trailer. They would like to see each department have a financial investment. A CCEMSA Trailer Committee was established of Dr. Forslund, Bryce Denker, Tammy McKeever, and Tim Sylvester. The CCEMSA trailer will be a BLS trailer the Spencer Hospital is an ALS trailer. They should work well together.

Tammy McKeever gave a Clay County Fair report. There were forty-three (43) calls, twelve (12) missing persons located, \$1,607.74 spent for supplies and approximately 1,062 hours of volunteer time donated. Some issues that arose from the fair included EMS volunteers discussing patients and products returned that were not Spencer Hospital products. A discussion was had regarding the lack of participation from the Clay County Volunteers and how to change that. A suggestion was made that leadership from Clay County may help solve that problem. It will be discussed at the next meeting.

The traffic signal emergency pre-emption was discussed. Using Yelp mode siren will activate this. If your siren does not activate the pre-emption, or if you have questions, please contact General Traffic Controls at 712-262-1521.

Andy Yungbluth was able to secure glucose monitors from Aviva. We received the accu-checks and each service will be trained. Stacey Frerichs is the contact.

Peterson was given their service program authorization.

Countywide training was discussed. The November training has not been setup as of to date. After discussion it was decided that based on our disaster drill we would have a Field Emergency Assessment, Treatment & Transport class. Royal will host. Also discussed in regards to countywide training was attendance. A survey was completed at the appreciation banquet asking three questions: 1) Should we schedule countywide training in a more central location and if so where? 2) Should we provide a meal at the county wide monthly trainings? 3) Should we discontinue training in May? Based on the results of the survey, countywide training will be held at the Clay County Administration Building, food will be provided and there will be no training in May. A suggestion for 2007 training is fire scene rehabilitation.

The advisory board discussed the complaint process. The consensus was that we make it very simple. The following will be the complaint process. 1) Complaints will be in writing. 2) Complaint must provide what the concern is. 3) Suggestions for a resolution must be provided. The committee to address complaints will comprise of Bryce Denker, Andy Yungbluth, Tammy McKeever, Dr. Forslund and Deb Brodersen.

The Clay County Emergency Medical Services Association Winter Conference will be held on February 17, 2007. John Hill suggested we look at National Disaster Life Support Program.

EMS Week was briefly discussed. A suggestion was made to have professional pictures taken of each service.

Correspondence was shared including the IEMSA Voice. Clay County was featured for the "bicycle safety" program they did for EMS week.

Bryce Denker discussed Clay County Emergency Management Division for Special Needs. The focus of the program is to address special needs in the event of a disaster. 1) Form to list special needs 2) bag in freezer 3) communication center has a card with information.

Next meeting January 16, 2007 at 7:00 p.m.

Motion by Andy Yungbluth, seconded by Dr. Forslund to adjourn at 8:50 p.m. All those present voted aye. Motion carried.