

Subject to Corrections and Committee Approval
**MARQUETTE COUNTY EMERGENCY MEDICAL SERVICES
 MEDICAL CONTROL AUTHORITY**

MINUTES

**Tuesday, May 5, 2009
 6 p.m.**

**Bell Hospital
 Empire Room**

STAFF PRESENT: Lyn Nelson

Marquette County EMS Medical Control Authority meetings are open to the general public, and are subject to the requirements of Public Act 267 of 1976, as amended on March 31, 1977, also known as the Open Meetings Act. Annual meeting schedules are posted at the principal office site, as required, and minutes are available upon request.

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AGENDA ITEM	DISCUSSION/RECOMMENDATION/CONCLUSION	ACTION TAKEN
A. Call to Order	Gary Vargo called the meeting to order at 6:00 p.m.	
B. Introductions	Those in attendance introduced themselves.	
C. Approval of Meeting Agenda - March 3, 2009	Gary Vargo asked for approval of the meeting agenda for May 5, 2009.	Motion by Alyson Sundberg, second by Bridgett Marier to approve the agenda. Motion carried.
D. Approval of Meeting Minutes - January 6, 2009	Gary Vargo asked for approval of the meeting minutes from March 3, 2009.	Motion by Gary Johnson, second by Marier to approve the minutes of 1/6/09. Motion carried.
E. Public Comment	None.	
F. Action Items		
1. Advisory Board Member Appointments	Republic Township Supervisor Gary Johnson provided a written letter indicating Tabitha Skogman should be appointed to represented Republic EMS.	Motion by Randy Makela, second by Roxane Gardner to approve Tabitha Skogman for Republic Township EMS.

		Motion carried.
2. Goals	The MCA packet contained a form to jot ideas on: 1. what item do you want the MCA in its entirety to accomplish within the year?, 2. what item do you want the agency you represent to complete within the year? 3. what item do you want this MCA to voice to the State of Michigan EMS Division as an area of need and assistance? No one in attendance had completed the form. It was recognized as something that is noteworthy and brought up at the next meeting as only one person had contacted the office prior to the meeting with ideas for what the MCA office should do.	Tabled for more comments & attendance.
G. Old Business		
1. State & Local Protocols	The Wiki site has all of the ALS final drafts for review. The State has told Lyn they still expect information on those and once that is done, they will be issuing a CD and a variation form this summer. No exact date given. Right now we are holding on forwarding any protocols to the State until we know what is going on with the State Models. There was a questions as to where the BLS (LALS) protocols are and Lyn said that is a very good question. We await to hear more.	
2. ImageTrend EMS Software	April data has to be in May 15. Forsyth Township EMS is the 2nd party in Marquette County that has chosen to start uploading electronic patient care reports using a 3rd party vendor. The software they have chosen to use is the same one that MGHS chose. Chic Hakes from Forsyth EMS and their vendor called Lyn quite a few times today working through little bugs. Lyn will check later tonight to see if any have successfully uploaded. Roxane Gardner asked how MGHS uploads have gone so far and Lyn said they are not ready yet - they have a training near the end of May for their personnel. Bell has been successfully entering data directly into ImageTrend since mid-March. Lisa Mills asked when called to assist the fire department on a fire, should a report be generated. Yes. Each time your agency is called to anything, you must generate a report. Enter the information you have. If there is no patient, then indicate such by checking the appropriate boxes (stand-by) and explaining what you did in the narrative. Lyn explained the differences between the patient care report (transport) and the MFR (non-transport) reports and the only time to use the cancelled call is when actually cancelled. There was a discussion on how long it takes to complete a report. Lyn indicated it takes her approximately 20 minutes. Alyson asked how long was it taking people to handwrite reports and	Call Kevin Putman at the State or Lyn should you have any questions regarding ImageTrend.

	<p>the issue that came to light was some people were spending very little time documenting what care they rendered. At the EMS Advisory Group to the Preparedness Agreement, there was a discussion on patient names and Gary Vargo asked if that is being dealt with? It is our understanding this is not an issue. We have a PSRO protocol and peer review of this sort is allowed by law. Not only is this a quality issue, but it is continuity of care from scene through to the hospital.</p>	
<p>3. Bell & MGHS ED Interaction</p>	<p>Lisa Mills indicated she has been working with Bell staff. Lyn said one of the items to note at Bell is getting in and out of the garage. Upon giving the patient care report, the ED staff may tell EMS to open the door and move one of the rigs out of a bay; or, the transporting agency must call Bell EMS staff to open the door and move one of the rigs. Barbara Larson said she will look into this issue. She is aware there is a system being worked on whereby the transporting agency will call a phone number - a service through Range Telecommunications - and then enter a code on the phone and the door will open. The rig in the bay will still need to be moved or the patient must be unloaded outside and brought by the rigs into the ED. If all fails and you cannot get into the ED, go through the front door. MGHS feedback - mop bucket is always dirty and there is never any solution or anything to use with it. Alyson explained if supplies are put out there they disappear so they want people to go to the Utility Room for the supplies. Gary Vargo said maybe a bulk dispenser for the wall could be placed as they're even available pre-measured. At MGHS there is a request in for a desktop for ImageTrend usage to replace the older computer there. For Bell Hospital, the area determined to write reports is the work station immediately upon entry to the ED from the EMS garage - as it's an extra, unused registration station. Barbara agreed this would be a good area for transporting EMS units to use when writing EMS reports. We still do not have a way to download LifePak data at Bell. Lyn reports commonly having to pick up the paper copies left for Tom Flynn's AED call review and bringing to the MGHS EMS office.</p>	
<p>4. MI-HAN Alert</p>	<p>MCA alert was not conducted, however, there were others sent by the state regarding the H1N1 flu. The system works very well as a way to disseminate information to everyone and quickly.</p>	

<p>5. Neighboring EMS Licenses</p>	<p>Lyn spoke with Venetia Bryers a few times. She is going to modify her licenses to designate only the areas they provide primary ALS services in Marquette County. Venetia indicated there is a specific area and spoke of giving a map to the State. Gary Johnson asked about the primary question and Lyn said Venetia indicated they are currently getting calls for this area. Gary believes that is the old 911 Plan for Marquette County as now all 911 calls from Turin and Ewing Townships come through Marquette County 911. He will check and contact Lyn with further information. Alyson asked who is closest - one of the Marquette agencies or Rampart - to this area? Gary Vargo said he thought the MCA was going to be pleased if Rampart's license delineated the specific areas. Alyson said there is a probable liability is sending an EMS agency that is further from the scene.</p>	<p>Gary Johnson will speak with Joe VanOosterhout and they will check the Marquette County 911 plan and what is closest, and he will also look into what Delta County 911 is currently doing. A meeting of everyone may need to occur to get all of this figured out and brought back to the MCA.</p>
<p>G. Informational Items and Committee Reports</p>		
<p>1. EMS Medical Director's Report</p> <p>2. EMS Medical Control Report</p>	<p>Neither Medical Director were present.</p> <p>Lyn gave her report, which is available on the MCA website. Education programs - 1/3 of the trauma patients coming to MGHS ED are hypothermic. A campaign 'No Chillin'' was started to increase awareness of EMS agencies on how cold their patients are. Please continue forwarding suggestions on how to keep people warm. Documentation feedback to agencies regarding very little or novels. During ImageTrend trainings, Lyn has been able to weave in what is really important to document. A large exercise will be conducted on June 15 in Marquette with victims being transported to MGHS involving traumas and decon. Help is needed - even as evaluators. An Incident Action Plan was developed using the forms that NIMS requires. Please contact Lyn - incident starts at 10:30a, field and hospital components and should be wrapped up at the hospital shortly after lunch. Another thing that is very important is documenting what we do - after action reports. These can be done after trainings or large real incidents that require resources. It shows that we do a lot of planning and preparedness activities, but we don't document them. Roxane asked to use the MCA's N-95 fit tester. There is a slide presentation available on the website on what Region 8 does and how to activate supplies - also more information is on reg8.org. Please do not use a handheld radio in the back of the rig for a radio report because they can be incredibly difficult to hear. Regarding CVAs, a positive Cincinnati Stroke Scale relates to a 72% probability. Lyn will try to bring these items like these back to explain the reasons why we request and require certain things to be done in the field. Lyn cleaned the EMS drive-thru garage and cleared out all of the old boxes, broken cot, etc. EMS Week - governmental</p>	<p>Lyn's report is available at www.mgh.org/mqtems. Contact Jodi McCollum if you'd like to receive trainings offered through the Trauma Department.</p>

proclamations were sent and many notified the MCA office of adoption. MGHS will be on the radio for an interview and a poster contest. Richmond will have a poster contest and open house during EMS Week. The MCA home page looks different - it's been updated. Please let staff know to use it. There is no excuse for people to not know what is going on. Please provide feedback if you like it or if it's missing something. The MCI protocol is on the website now. It was not on the last updated protocol CD. Forms, such as the rehab form, protocol test, etc. are on the website.

3. Committee Reports

a. Communications Committee

Gary Johnson related receiving a letter from Lyn requesting all EMS agencies be called EMS agencies instead of using the verbage "assist EMS." This relates to three agencies that are also fire departments. Gary said two of the agencies receive stack pages so they are not being told to assist EMS right now. Gary said they are unable to stack page Negaunee Township when they are dispatching Bell because Bell isn't using pagers yet. Soon that should change so everyone will be paged the same using stacked pages and all the same wording. Gary said as a general comment it is really difficult censor such a detailed comment with the dispatchers. It certainly isn't a slight on anybody. If there is ever confusion, have the responders ask the dispatchers for clarity. Gary Vargo asked for more information. Lyn explained they are not always paged as the other EMS agencies are, they are truly called stating assist EMS when in fact they are a licensed EMS agency. With that licensure comes the requirements of patient care and patient care reports. By using the same language for all, it was an attempt to remove any questions on what their responsibilities are. In addition to that, Lyn received a call from an EMS agency that said they want their fire department to go on calls with them because they hear other fire departments being paged on medical calls. Lyn had to explain those fire departments are also EMS agencies and that is why they are being called to medical emergencies. Lyn related that it is just one more reminder they are actually EMS at the point they are dispatched. All types of calls for service where there is a patient, even if just a lift assist, that is a patient and documentation is required. Roxane brought up how important this documentation is. Lyn also brought up that some individuals are being called at their homes for neighbors and these have resulted in patient care reports. During ImageTrend trainings, Lyn has made it clear what needs to be documented. Gary Vargo and Alyson related how important it is for grant purposes, also, to have all contacts documented.

<i>b. Protocols</i>	Committee did not meet.	
<i>c. PSRO</i>	Committee met on June 18, 2009. Minutes contained in packet.	
<i>d. Operations and Interagency Relations</i>	Committee did not meet.	
<i>e. Training</i>	Committee did not meet.	
<i>f. AED</i>	Committee did not meet.	
<i>g. Pharmacy</i>	Committee did not meet.	
<i>h. UP-EMS Report</i>	No one was present to report from UP-EMS.	
4. Statewide EMS Committee Report	No report.	
5. Grant Updates	Flu update.	
I. Announcements & Service Reports		
	Barbara asked about the attendance of our Medical Directors at MCA meetings as this was an item brought up at past MCA meetings. The medical directors have contracts and X number of meetings could be a requirement. MGHS now requires all of their physicians overseeing items complete a timecard that details what they have worked on during the past month. Gary Vargo indicated that through the last 17 years that he has been involved this has been an issue and the MCA has not been empowered to do anything about it. Barbara has a position within Bell to make an impact here. The Medical Directorships have never come from the MCA budget - they have been covered somehow through the hospitals budgets. Powell Township is going to have an old ambulance available very cheaply sometime this fall as their new rig will be placed in service.	
IX. Public Comment	None.	
IX. Adjournment	The meeting was adjourned at 6:54 p.m.	Motion by Makela, second by Randy Schwemin. Motion carried.

Respectfully Submitted,

Lyn L. Nelson

Lyn L. Nelson

ATTACHMENT A

May 5, 2009 Attendance

Bell Administration	Barbara Larson
Bell Emergency Department	absent
Bell EMS	excused
Champion Humboldt	excused
Cliffs	absent
Ely Township	excused
Forsyth Township	absent
Government Representative	Claudia Demarest
Marquette City Fire	absent
Marquette Co Central Dispatch	Gary Johnson
Marquette Co EM	excused
Marquette Co Sheriffs Rescue	absent
Marquette Co Health Department	absent
Marquette General Emergency Dept	excused
Marquette General EMS	excused
Marquette General Administration	Alyson Sundberg
Marquette Township Fire	Randy Makela
MediRide	absent
Michigamme Spurr	Roxane Gardner
Negaunee Township Fire	Bridgett Marier
Powell Township	Gary Vargo
Richmond Township	Lisa Mills
Rock	absent
Sands Township	Randy Schwemin
Skandia West Branch	excused