

Subject to Corrections and Committee Approval

**MARQUETTE COUNTY EMERGENCY MEDICAL SERVICES
MEDICAL CONTROL AUTHORITY**

MINUTES

**Tuesday, November 4, 2003
7:00 p.m.**

**Marquette General Hospital
Conference Room 4**

Members Present: Gary Johnson, Dana Beaupied, Carl Hosang, Mike Zorza, Pete Ghiringhelli, Brian Gleason, Dan Everson, Dennis Boe, Chad Hewitt, Dan Wolf, Dan Pompo, Dave Guizzetti, Vince Bevins, Lyn Nelson, Michele Bahrman

Members Excused: Donna Day, Carol Leece, Teresa Schwalbach, Michael Mlsna, Richard Tomacari, Randy Johnson, Paul Peterson, Scott Hansen, John Richards, Vince Rushlow

Staff Present: Alyson Sundberg, Nicole Couveau (Secretary)

Others Present: Dennis Karuzas, UPHCN Regional MCAN Facilitator, Tom Flynn

- I. **Call to Order** – The meeting was called to order by Dan Wolf, Vice Chair at 7:00 p.m. A quorum was present.
- II. **Introductions** – Those in attendance introduced themselves.
- III. **Public Comment** – No public comment.
- IV. **Approval of Meeting Agenda – November 4, 2003** – Dan Wolf asked for approval of the meeting agenda of November 4, 2003. **Lyn Nelson made a motion to approve the November 4, 2003, Meeting Agenda as written. Seconded by Dave Guizzetti . Motion carried.**
- V. **Approval of Meeting Minutes – September 2, 2003** – Dan Wolf asked for approval of the Meeting Minutes of September 2, 2003. **Dan Everson made a motion to approve the September 2, 2003 Meeting Minutes. Carl Hosang seconded the motion. Motion carried.**
- VI. **Action Items**

A) Board of Directors President Vacancy

i. Action Taken at October 7, 2003, Executive Committee Meeting

In the packet there is a letter of resignation from Scott Hoiem. He has retired and moved to Arizona. **Pete Ghiringhelli motioned to accept resignation. Dave Guizzetti seconded motion. Motion passed.** Alyson reported that Scott's portion for the Board of Directors of Medical Control expires in December 2005, and we are getting a letter from Mike Mlnar at the Tilden Mine

as to who is going to take his place. The President position for Medical Control Committee is to be either left open until the first meeting of next year and temporarily filled by the Vice-President or elect somebody else to fill it now.

Dan Everson made motion to keep the Vice-President as current chair until next year. Pete Ghiringhelli seconded the motion. Motion passed.

B) Communications Protocol

Dan reported on page 8 of the packet is the revised communications policy. Mike Zorza would like to make a couple of changes, as we don't have a Michigan Department of Public Health anymore; on page 9 under E. General Procedures, can we remove MDPH from item number one so it reads, FCC, MED-COM and Local Regulations; remove Michigan Department of Public Health, since we don't have one here anymore and leave it to say applicable rules and regulations of the FCC, Marquette County EMS Medical Control Authority and the Marquette County Central Dispatch System Policy Board. On page 20, the 4th line down, remove Supervisor from Marquette County Central Dispatch. **Mike Zorza motioned to accept the Communications Policy with the identified changes, Brian Gleason seconded. Motion passed.**

Mike suggested that everybody take a look at the frequencies in this policy and make sure those required are on your agency radios. Alyson reported on the first three frequencies in the policy, and that these were brought up after the drill in June because not everybody had the required on-scene tactical channel/frequency that they should have had. At this point, you should have 155.160 (alerting and response coordination), 155.340 (EMS to Medical Control), and 155.355 (on-scene tactical). It is very likely that you don't currently have 155.355 at this time, and if not, please have it programmed in immediately. Alyson stated you don't have to worry about the anticipated frequencies for EMS paging on 154.400 right now because there will be a push to have everybody get them when the new paging system goes live, and any cost for the reprogramming of the radios will probably be paid for by the county. The anticipated talk channel frequency of 155.775 may already be in your current radios as it was formerly the required on-scene tactical channel, but if not, it can be added when the change occurs in the future. This list will be sent to all the vendors that we normally use for radios so they put in the required channels. Lyn Nelson asked if this will be a part of the Communications Appendix after 60 days and the state approves it. Gary Johnson stated once this is approved it should be forwarded to the Central Dispatch Policy Board so it is approved to add to the Central Dispatch Policy Book.

C) Revised CVA Protocols (ALS and BLS/LALS)

Pages 24 & 25 of the packet include the revised CVA (ALS and BLS/LALS) protocols. The changed on both of these was the IV start changed to the use of an 18 gauge catheter being preferred rather than leaving it up to the provider, and the blood glucose action levels lowered to 70. **Dave Guizzetti made a motion to approve the CVA Protocols with changes. Brian Gleason seconded. Motion carried.**

D) Bioterrorism FY2004 Budget

i. Action Taken at October 7, 2003, Executive Committee Meeting

Page 26 of the packet. Alyson reported this was included due to a request at the last meeting. The Executive Committee met and reviewed each line item and approved it and at the request of this Board it was brought here for approval.

Motion to approve the budget made by Dennis Boe, seconded by Dan Wolf.

Mike Zorza asked for a review of these line items. Alyson reported the total grant amount is 1.03 million and no greater than 16% of that is to cover administrative grant costs. Alyson then reviewed each line item. Mike Zorza asked what amount we are getting as a Med Control for this grant. Alyson stated we are getting \$13,274 based on the percentage allowed. Mike discussed the HRSA Advisory Committee Meeting held this afternoon in Escanaba. Would we be better served if we had better representation as a district with EMS services and the hospitals. Alyson stated that everybody on the Med. Control Board has been requested to attend these meetings, and to invite other interested EMS providers from their services. Mike asked if we could change these to evening meetings to allow for those that are interested and can't make a day meeting? Alyson reported that she will request from the Regional Planning Board that we change some of the Advisory Committee Meetings to evening meetings for those that have regular day time jobs and can't make the day time meetings. **Motion carried.**

VII. Informational Items and Committee Reports

A) EMS Medical Director's Report – No report.

B) EMS Medical Control Coordinator's Report – Alyson presented the EMS Medical Control Coordinator's Report, addressing the issues as noted.

1. Attendance list from this years meetings, short of this meeting are in the meeting packet on pages 37 & 38.
2. Negaunee Township Fire is now available and willing to be paged out for extra help if needed, however they are not yet licensed as a Medical First Responder agency. There are four items that they are requesting Central Dispatch sending them out on and they are cardiac or respiratory arrest, unresponsive or decreased level of consciousness, difficulty breathing, PI accidents and/or trauma non-vehicular. Gary Johnson stated Central will not be dispatching Negaunee for this, unless specifically requested for extra manpower by Ishpeming EMS or Marquette General EMS. If Central is dispatching them they are to be licensed, but if you are just requesting assistance from them Central will page them without an issue. It was suggested that we respond to Negaunee Township Fire Department to let them know they will not be dispatched as primary for these incidents, but the primary providers will ask for their assistance as needed, however we encourage you to follow through with the licensing process, and appreciate you letting us know your availability.

3. The Quality Improvement Committee met on October 8. The group is going to meet the hour before the full MCA meeting. The runs that we asked service providers to send in to us for review were not provided. If the QI group has requested them, please forward them to for review. All patient identifiers are being cut off the reports prior to the review.
4. The Tilden Mine had considered dropping out of Med Control, and the Empire Mine has not been a part of Med Control in the past. They are now one group, following the merger into Cliffs Michigan Mining Corporation. Alyson and Tom Flynn went to one of their meetings they had as they merged to answer any of their questions, and fortunately they have decided to stay on board. They will now be the CMMC First Responders, with their Medical Control representative yet to be determined.
5. We are again looking at the importance of an RN/EMT matriculation program, which may help with our recruitment issues. This will go to the Training Committee, who could send something to the State to get them to look at the RN/EMT matriculation program again. This will go to the Training Committee for further discussion.
6. If you need Epi and Albuterol classes and are having difficulty scheduling, please call the office and Alyson will make sure to get something set up with one of the instructors for a night that works for you and your service.
7. Seven member's terms are going to expire in February 2004 from the Board. Letters already went out to them and their township/city officials to let them know they need to be reappointed or have somebody else appointed to their spot.
8. If you order from Moore Medical, you are going to need a Physician Authorization to order certain supplies. Alyson is preauthorizing through Dr. Tomacari to allow breathing devices, Combitubes, saline, and nebulizers. Please give your Moore Medical account number to Alyson and she will pre-authorize your agency if you are a customer.
9. Electronic packets didn't go out this time because we had trouble with the scanner. We will work on this for the next meeting.
10. If you are interested in attending the Bioterrorism Training at the Noble Training Center in Alabama, let Alyson know. The entire program is free, including the flight, lodging, food, and the course itself. We don't have any pre-hospital EMS providers from our county that have gone, although we have had firefighters go, who have said it was a great program.
11. Alyson will be on medical leave starting on November 10, and probably won't return to work until December 1. You can still call the office and get information from Nikki, and also send e-mails to Alyson as she will be checking her messages from home.
12. The Medical Control Plan has two Section 9, Part 1's. Both the Pediatrics Protocols and the AED section ended up numbered the same. We are going to reprint AED as Section 10 since it is fewer pages. We will reprint it and get copies to all services at the next meeting.
13. Scott Hoeim has resigned and Alyson requested that we send him something to show our appreciation for his many years of service. The committee agreed to this, and Alyson will get something out to Scott.

14. Vince Rushlow has announced his retirement as of today. He is another one that Alyson would like to send a plaque or some type of gift showing our appreciation. Wells Township is going to be hurting until they can get somebody to replace him because they don't have enough people out there. They have a Board meeting on December 8, and we will see what we can do to help the township find a replacement.
15. Alger/Baraga County Medical Control Authorities. Alger County has asked that a portion of their county get covered by Marquette County agencies, and Baraga County has also expressed interest in possibly becoming a part of the Marquette County MCA. Alyson will attend the Alger Co. MCA Executive Committee meeting this week and Dan will be attending their Board meeting in a couple of weeks to discuss further the options.

C) Committee Reports

- i. Communications –
 1. *Central Dispatch Policy Board Meeting Minutes (09/18/03)*
- ii. Protocols and Quality Assurance -
 1. *Quality Improvement Committee Meeting Minutes (10/08/03)*
Chair position is open on the Protocols and Quality Assurance Committee. Please call Alyson in the office if you are interested in this position. .
- iii. Operations and Interagency Relations Committee – No report.
- iv. Training Committee –
 1. *Training Committee Meeting Minutes (09/24/03)*
- v. AED Committee – No report.
- vi. Pharmacy Committee –
 1. *Training with Ishpeming EMS and MGHS (October 15 and 29, 2003)*
Training on the new drugs that are going to be put into place has started moving forward with one session in Ishpeming and two at MGHS completed. The drugs will not be put on board the rigs until all EMT-P's on the current rosters have completed their training.

Motion to extend the meeting beyond an hour made by Pete Ghiringhelli seconded by Carl Hosang. Motion passed.

- D) UP-EMS Report** – Inspections are being scheduled and in process. Positive feedback was received from the UP-EMS 2003 Conference. Mike finished up the first working draft from the Strategic Planning sessions that have been going on all summer. He would like to put that in a little more firm cleaned-up version, and get it out to all services/agencies. He anticipates that this document sets what the Med Control is doing and what our community as a whole is expecting.

E) Statewide EMS Committees – No report.

F) Regional Bioterrorism Grant Update – Alyson reported that the annual Office of Public Health Preparedness Conference is scheduled for November 24 & 25 in Lansing. Anyone is welcome to attend this conference where the state will provide updates in regards to the grant, and a review of what all of various the Homeland Security agencies are doing at the federal and state level. Tony Rich is doing training on WMD awareness, which is more of a hospital-based program, in January. Call the office if you are interested in attending. The HAN (Health Alert network) is a program that the state public health department put into place to advise all agencies in case there is anything that needs to go out state-wide. The Central Division meetings address the HRSA grant at our local county level (and also Baraga and Alger). Anybody that is interested in attending these meetings, please let Alyson or Jim know and they will certainly try to rearrange the time for the evenings if necessary. The Central Division group is in need of additional fire and EMS agency support to represent the interests of our local providers.

G) Regional Medical Control Authority Network Report

1. Electronic Patient Care Reports – Dennis reported that Ishpeming EMS has decided to use the MERMaID system to record all trauma runs, as they review the program to decide if they would like to use it as their full time documentation tool. Marquette General EMS is using MERMaID to record all runs, while still recording runs manually. Forsyth Township is using MERMaID as well, and have been turning their monthly reports in to the MCA for quality review electronically. Any agency that is still interested in using MERMaID in their service, please call Dennis Karuzas to get set up.

2. Regional MCAN Program Update

MFR/EMT-B Refresher course – In Michigan we are not required to continue National Registry certification, only to meet it and pass their testing requirements for initial licensure. If you are interested in keeping this certification, an MFR/EMT-B National Registry Refresher Course is being offered at locations throughout the UP, using the videoconferencing system. This course has been approved by the state for 24 continuing education credits at all levels MFR through Paramedics. This is just a basic refresher and it has all the requirements for MFR refresher as well. If there is anything else you are interested in for continuing education credits, please let Dennis know and he will see if there is anything else that the UP Health Care Network can do.

IX. Announcements and Service Reports – Michele reported Skandia-West Branch First Responders have a digital camera now and need to say thank you to Pioneer Technologies for donating \$500 for this, and WalMart donated \$150 for a miniature digital portable printer. The new Emergency Services building on the base is now finished and Forsyth and Skandia West-Branch may look at combining services out at that location.

Motion by Pete Ghiringhelli to adjourn at 8:10 p.m. seconded by Carl Hosang. Motion passed.

The next meeting is scheduled for January 6, 2004, 7:00 p.m. at Bell Memorial Hospital.

Respectfully Submitted,
Nicole R. Couveau
Nicole R. Couveau
Secretary