

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

**MINUTES**

**Tuesday, January 4, 2005  
 7:00 p.m.**

**Bell Memorial Hospital  
 Conference Room B**

MEMBERS PRESENT/EXCUSED/ABSENT: See Attachment A

STAFF PRESENT: Rick Tomacari, Alyson Sundberg, Nicole Couveau

OTHERS PRESENT: Tom Flynn, Jim Tritten, HRSA Grant

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AGENDA ITEM	DISCUSSION/RECOMMENDATION/CONCLUSION	ACTION TAKEN
<b>I. Call to Order</b>	Dan Wolf called the meeting to order at 7:00 p.m. A quorum was present.	
<b>II. Introductions</b>	Those in attendance introduced themselves.	
<b>III. Public Comment</b>	No public comment.	
<b>IV. Approval of Meeting Agenda - Jan. 4, 2005</b>	Dan Wolf asked for approval of the January 4, 2005 meeting agenda. Lyn Nelson asked to add the ambulance Advantage Program as item (h) under Informational Items.	<b>Lyn Nelson motioned to approve the agenda as written. Motion seconded by Dave Guizzetti. Motion carried.</b>
<b>V. Approval of Meeting Minutes - Nov. 2, 2004</b>	Dan Wolf asked for approval of the meeting minutes of November 2, 2004.	<b>Dan Everson motioned to approve the minutes. Bob Rowe seconded the motion. Motion carried.</b>
<b>VI. Action Items</b>		
a. Renewal of Directors		
<i>i. Ishpeming Fire/EMS - Brian Gleason</i>	Committee approved this renewal.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>

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<i>ii. Marquette Co. Emerg. Mgmt.</i>	This will be Teresa Schwalbach, however the signed form has not yet been received from the County.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>
<i>iii. MediRide, Inc. - Dave Guizzetti</i>	Committee approved this renewal.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>
<i>iv. Marquette General Health System- Al Hendra</i>	Committee approved this renewal.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>
<i>v. Richmond Township EMS - John Richards</i>	Committee approved this renewal.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>
<i>vi. Marquette Twp Fire/Rescue - Randy Makela</i>	Committee approved this renewal. Dan introduced Randy to the committee as he is a new member.	<b>Dave Guizzetti motioned to approve this renewal. Lyn Nelson seconded the motion. Motion passed.</b>
<i>vii. Consumer Representative</i>	This was Mike Zorza, but we haven't received a response back from him regarding this appointment. We don't know how this will affect the Central Dispatch Policy Board. Gary stated the Central Dispatch Board doesn't require that the EMS rep on the committee has to be on the MCA Board. The committee decided that Alyson should contact Mike Zorza to see what his intentions are.	
b. Approval of New Directors		
<i>i. Marquette Co. Health Dept. - Cal Burdick</i>	Committee approved this appointment. Cal introduced himself as the Emergency Preparedness Coordinator for the Marquette County Health Department.	<b>Scott Hansen motioned to approve this new director. Charlie Gardner seconded the motion. Motion passed.</b>
<i>ii. Champion/Humboldt Twp. EMS - Jackie Adair</i>	Committee approved this appointment. Jackie introduced herself as the Director of Champion/Humboldt Township EMS.	<b>Scott Hansen motioned to approve this new director. Charlie Gardner seconded the motion. Motion passed.</b>

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<i>iii. Powell Twp EMS - Gary Vargo</i>	Committee approved this appointment. Gary introduced himself as being the coordinator for Powell Township EMS again.	<b>Scott Hansen motioned to approve this new director. Charlie Gardner seconded the motion. Motion passed.</b>
c. Election of Officers		
<i>i. Chair</i>	Dave Guizzetti nominated Dan Wolf for the President. Dan Everson seconded the motion. Dan Wolf accepted the nomination.	<b>Dan Everson motioned to close the nomination. Carl Hosang seconded the motion. Motion carried.</b>
<i>ii. Vice-Chair</i>	Dave Guizzetti nominated Al Hendra for Vice-President. Dan Everson seconded the motion.	<b>Dan Everson motioned to close the nomination. Carl Hosang seconded the motion. Motion carried.</b>
<i>iii. Secretary</i>	Dave Guizzetti nominated Carl Hosang for Secretary. Dan Everson seconded the motion. Carl accepted the nomination.	<b>Dan Everson motioned to close the nomination. Brian Gleason seconded the motion. Motion carried.</b>
<i>iv. Treasurer</i>	Dave Guizzetti nominated Lyn Nelson for Treasurer. Dan Everson seconded the motion. Lyn accepted the nomination.	<b>Dan Everson motioned to close the nomination. Carl Hosang seconded the motion. Motion carried.</b>
d. Implementation of Professional Standards Review Organization (PSRO)	Alyson reported that on page 20 is a "PSRO" policy as required by the new Administrative Rules that went into effect May 2004. There has to be Implementation of a Professional Standards Review Organization (PSRO) in place, which is similar to our QA committee. All agencies are to send in updates on what they do for QA for their agencies. Alyson reviewed Ishpeming reports for the last couple of months. She said she knows that certain agencies are taking care of their own QA, and they need to report their process. If there is an agency that doesn't do this internally, the PSRO group needs to do their reviews. The state rules will protect us from disclosure in lawsuits, etc. as long as the group is titled PSRO. The policy in the packet needs review/approval from the Board. The more people we can get on this group the better, there will be less work with more people on the committee.	<b>Brian Gleason motioned that we accept the protocol and let the existing committee decide on how to operate. Dave Guizzetti supported the motion. Motion carried.</b>

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e. MediRide Letter of Intent to go to ALS Level of Licensure	Dave Guizzetti reported he wants to better serve his customers and thought it was the natural level to go to. They are looking at this occurring within the next 50 days. Tom Flynn asked about the equipment they are going to adopt, and whether the MCA has reviewed it all. Dave stated he has all the guidelines and recommendations for upgrading. Tom asked if he has the county guidelines as well. Dave stated he is working with Alyson to make all the equipment compatible. Lyn Nelson reminded him that some of our protocols indicate that specific equipment needs to be used. It was suggested that there be an Operations and Interagency Ad Hoc group of the ALS services to discuss equipment compatibility and requirements.	<b>Scott Hansen motioned to approve this letter of intent to go to ALS licensure. Dan Wolf seconded the motion. The committee decided to move this to the Ops and Interagency Committee. Motion passed.</b>
f. 2005 MCA Committee Structure and Organizational Chart	The Committee Structure is on page 22 of the packet. Alyson stated the PSRO group is listed here. All the other groups will remain the same with the exception of Mike Zorza, as the committees he is currently listed on may change, depending on his decision to stay or leave the MCA Board. Lyn Nelson stated we don't have a non-transporting or basic agency represented on the PSRO committee. Dan Everson stated he is going to see if Jim Feliciano would be interested in this committee to represent non transporting. Heather Boyer stated she is willing to take the place of Michele Bahrman on this committee as well. Alyson asked if anybody thinks these committees need to be combined, possibly the Pharmacy, with Protocols, and Training, or forming an ALS Committee. The members decided to leave the committees as they are.	<b>Dave Guizzetti motioned to support the organizational structure. Gary Johnson seconded the motion. Motion passed.</b>

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g. EMS Scope of Practice Letter - DRAFT	<p>Page 24 of the packet. Tom Flynn stated this is a letter to discuss some of the concerns for the National EMS Scope of Practice Model. This letter is to highlight some of the problems with the rural areas. Lyn Nelson asked about the individual agencies sending letters in as well, with the reminder that the deadline to send letters in is January 30. Alyson reported individual providers are encouraged to send letters in. Dan reported MAAS is looking at this and they are not in favor of the following: changing the name of MFR's and increasing the number of training hours they need. At the EMT-B level there is an issue of reimbursement with taking the ALS skills and putting them into the basic level, there is no system set up to handle this big change and agencies will lose money this way. Regarding the specialist level, they feel there is a definitely need to maintain this level and don't support eliminating it.</p>	<p><b>Lyn Nelson motioned to approve the letter. Dave Guizzetti seconded the motion. Motion carried.</b></p>
<b>National EMS Scope of Practice Model (cont'd)</b>	<p>There really were not that many changes in the Paramedic or Advanced level. The Advanced Practitioner Paramedic level was put in th document as a career path option for Paramedics. If we make these changes to the Scope of Practice you may not be able to recruit people if you are taking away the skills and increasing the number of training hours needed. MAAS submitted these concerns to the EMSCC for review. The EMSCC addressed the National Scope of Practice as follows: they want to the name and skills to stay the same for MFR's and would like to have the capability to add things through special studies. They don't want to see the EMT taking on Specialist skills because they don't want to see the Specialist Level eliminated from the licensure level. There was total non support of the Advanced Paramedic Practitioner position. The EMSCC voted on the recommendations and the vote came in 16:4 in favor of keeping things as they are. It would help to get letters from individual providers, agencies, and township boards on this.</p>	

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h. Special Needs Registry - DRAFT	<p>Gary Johnson reported on the draft. They are looking for approval from the Board to move forward with getting this registry together. This will be a separate database from 911, but Central Dispatch will be responsible for putting this together. It may help EMS if we come across somebody in the registry and we have some medical information on them. The dispatcher will have to do a manual search in the special needs database. We will put a letter together indicating that the MCMCA is in support of the idea and that they approved the concept. Lyn Nelson asked if we could have something stated in this letter to reply to us on the decision and progress that is made. Brian Gleason asked how they are going to approach families on participating in this program. Gary stated they are going to work with the Commission on Aging, TRIAD and the Alzheimers Association.</p>	<p><b>Lyn Nelson motioned to approve this draft. Teresa Schwalbach seconded the motion. Motion passed.</b></p>
i. 2005 Budget Request with History	<p>The Budget Report for 2003-2004 and the Request for 2005 were in the packet. This budget has been signed and approved by both Mr. Nemacheck and Mr. Morasko. There is also a billing history for Bell Memorial and MGHS on page 29 of the packet.</p>	<p><b>Scott Hansen motioned to approve. Jacke Adair seconded the motion. Motion passed.</b></p>
j. Equipment Policy and EMS Unavailable Report	<p>Alyson reported on pages 30 &amp; 31 of the packet. Alyson stated we are getting reports of services that are not available for responding to calls. If this becomes a consistent problem of not meeting the 24/7 requirement, the state is supposed to be advised the agency is not covering appropriately. She asked what the Board would like to do with these situations. The inability to provide service reports have to go in to the state and you could potentially lose your license. Alyson stated we had 7 missed calls this month with 3 being from the same agency. Tom Flynn suggested the unavailable report should go to the service director every time they miss a call, but should only go to the state when it's a chronic issue. If there is an agency that does this habitually then the state needs to be notified. The Equipment Failure Protocol should be followed if you have a rig that is out of service due to it being fixed, then Central should be notified as well as the MCA office. Central will automatically know to call the next agency in this instance.</p>	<p><b>Bob Rowe motioned to approve the equipment policy and EMS Unavailable Report. Carl Hosang seconded the motion. Motion carried.</b></p>

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	<p>Brian Gleason asked about when they have all four rigs out on calls and another call comes in, and are they going to get a red flag because of it. Alyson stated in that instance you are already in service, but not unavailable. Gary stated Central will know if you all rigs out on calls and they would you to ask if you want somebody to come in for mutual aid. This never becomes a problem until it's habitual, and this last month we have had a lot. Dan Wolf stated there were specific calls this last month where an agency decided they were not going to respond as a first responder agency. If you have a 911 call in your area, you are required to respond. Brian Gleason reported that they respond with an intercept truck on intercepts and if they don't have responders on the BLS truck they are intercepting with then they may have to come back to get their rig.</p>	<p><b>Gary Johnson stated if Ishpeming is called to intercept and the rig is not there, they would just need to notify Central Dispatch and they will dispatch the fire department to take the ambulance to the scene.</b></p>
<p><b>Extend Meeting Time</b></p>	<p>Dan Wolf reported that we are now over our allotted hour and asked for approval to go beyond one hour.</p>	<p><b>Teresa Schwalbach motioned to approve to go beyond an hour. Scott Hansen seconded the motion. Motion passed.</b></p>
<p><b>VII. Informational Items and Committee Reports</b></p>		
<p>a. EMS Medical Director's Report</p>	<p>No report.</p>	
<p>b. EMS Medical Control Coordinator's Report</p>	<p>Alyson presented the EMS Medical Control Coordinator's Report, addressing the issues as noted.</p>	
	<p>1. A list of protocol updates is included. We have folders at the meeting for every agency now, and if there is information that is not time sensitive it will be put in these folders for you to pick up at the meeting, but make sure to leave the folder here. Protocol receipts should be left in the folder if updates are provided. In this month's folder is the Protocol Test that you need to give to new staff effective 1-1-05. We also need to get a copy of the state license and CPR card for these new employees and send them to the MCA.</p>	

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b. EMS Medical Control Coordinator's Report (continued)	2. PPE kits from the HRSA Grant are to be picked up tonight. Please take them before you leave. There is also one case of N-95 respirators for each agency. For training, agencies need to send a roster in stating your staff have been trained when complete. There is no standardized training for this, but left to the discretion of the Service. We have a fit test kit available for Marquette County for N-95 Respirators. Lyn Nelson asked what we are doing for medical surveillance and Alyson stated that is up to the agencies to assure they are in compliance. Doctors Tomacari and MIsna will be asked if they would be willing to review the questionnaires for our department for N-95 Respirators.	
	3. Tomorrow night is the EMS Advisory Group meeting at 6:30 at Bell Memorial. There are agencies from all over the the UP who attend, but usually not representation from our own County. MCI Triage Kits are being bought for every agency. If you need other disaster equipment, then you should be attending these meetings and requesting what you would like to have bought for EMS agencies.	
	4. The 800 MHz radios are in. Both Bell Memorial and MGH had their radios put in today. Bell Memorial nursing staff is being trained. The portables are in at El-Com, but they are not programmed yet. They will be programmed and distributed after the User Agreements are all in. We're still waiting for six agencies. Lyn Nelson reported there was a hold on this in at least 2 Townships because they are waiting to see if the governor is going to waive the \$200 fee. Alyson noted that we have no indication that the \$200 will be waived in the near future. If any agency doesn't want a radio because of the fee, let us know and we'll take you off the list and move forward with them rather than waiting on User Agreements, holding other agencies up.	
	5. The web page has been updated with both the MCA protocol updates and the Bioterrorism protocols.	
	6. The Airgas Oxygen Prescription letter has been signed by Dr. Tomacari and was sent to Airgas. Agencies should not have a problem purchasing oxygen tanks or refills anymore. Please call the office if your have problems.	

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b. EMS Medical Control Coordinator's Report (continued)	7. The updated Service Director information is on pages 40 and 41 of the packet. If there is an error on these please let Alyson know.	
	8. Alyson reported if you use epi-pens and get them from Bell Memorial, and they are within 6 months of expiration, they will be exchanged for free. Marquette has not yet gotten their rep to agree to this.	
	10. Pages 48 and 49 of the packet are the Bioterrorism Grant Audit. They did a 3 day audit and had no findings to report us on.	
	11. The EMS Advisory Group identified needs for recruitment and retention help, an MFR class and/or an I/C class. The School of EMT Advisory Group met and they are going to have both an MFR and I/C class which will be starting in March. The grant may sponsor some	
	12. Page 53 includes the letter sent to MDCIS with all license applications. All should have received their license copies. If not, call the office.	
	13. Gary Gustafson shared information regarding the kid's carseat sticker program. See page 60 of the packet.	
	14. The Website Report is in the packet, page 61 and 62.	
	15. Alyson noted that we have not had any response from the State yet on the Glucagon Special Study request.	
	16. AED Grant - We declined the AED grant requests in the last 2 years because they were not MedTronic/PhysioControl. If anybody wants us to reapply for the AED grant, let us know, providing it's not for EMS purposes.	
	17. FTC - January 28 and 29 at MGH. Don't hesitate to sign up for it because we will take all applications and add another date if necessary.	
	18. MGH is looking at the EMS Spring Conference on May 21, 2005.	
	19. The newsletters went out, and please let us know if you didn't receive one because we will add you to the mailing list.	

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b. EMS Medical Control Coordinator's Report (continued)	20. The Transportation Summit is April 5, 2005 in Marquette. All EMS agencies in the UP, Emergency Managers, Funeral Homes, shippers, etc. (anybody that would be shipping medical supplies, patients, personnel, etc in some sort of disaster) are expected to attend.. Please sign up for that when the registration forms come out.	
	21. Functional SARS Drill UP wide in May. There will be a tabletop exercise for EMS for SARS after the functional drill. The tabletop for everyone is March 8. If you are a transporting or non-transporting service you will need to participate in the EMS exercise. .	
	22. Morgue Access. If you normally transport bodies to MGH you should have received a new policy from the hospital. Lyn reported they don't always have ID on the patient and now it is requiring ID. Also, we don't always know if an autopsy is going to be done. Indicate that it is a Jane/John Doe and the agency that brought them in. The run report does not go to the Emergency Department, it goes to the morgue. All pronouncements are to be completed using normal procedures. You cannot contact the family physician for pronouncement of a patient without the medical control physician approval, and then you need to contact the medical examiner as well. The Dead on Scene Protocol should be sent to the Protocol Committee for review to be sure all policies are non-conflicting.	
	23. Denise Belpedio has retired from EMS. We should order a plaque for her present it to her at the EMS Week Reception. Alyson will call to ask if she is retired or if she plans on continuing with EMS, as it seems to be a little confusing.	
c. Committee Reports		
<i>i. Communications Committee</i>	Gary Johnson reported they will be sending a letter out to all the agencies regarding reconfiguration and the timeline they are looking at.	
<i>ii. Protocols and Quality Assurance Committee</i>	Brian Gleason reported they are meeting on January 11, and will add the Dead on Scene protocol to this meeting.	
<i>iii. Operations and Interagency Relations Committee</i>	Meeting to be scheduled.	

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iv. <i>Training Committee</i>	Meeting to be scheduled. On page 39 of the packet is an updated form for all training. You don't have to have different sign in sheets for trainings, just check the correct box at the top of the sign in sheet.	
v. <i>AED Committee</i>	No report.	
vi. <i>Pharmacy Committee</i>	No report.	
d. UP-EMS Report	No report.	
e. Statewide EMS Committees Report	Dan Wolf reported in November there was a Medical Control Seminar in November. The new updated Medical Control Handbook from the state and the state model protocols have been updated and rolled out. He would like to see MAAS get more involved in the Upper Peninsula, and any suggestions on what you would like to see this organization do, please let Dan know. Dan is the Board Rep for this region. EMS Coordination Committee that is appointed by the state, has numerous subcommittees. He is on the Medical Control subcommittee. They would like to see an Instructor/Coordinator from the UP on the Education subcommittee. Anybody that is interested, please let Dan know.	
f. Regional Bioterrorism Grant Update	See Medical Control Coordinator's Report.	
g. Regional Medical Control Network Report	No report.	
h. ambulanceAdvantage Program	Lyn Nelson asked how this program affects townships that are not a part of this program. Dan stated he doesn't see it affecting other townships that aren't involved with this program. Dan reported that you can pay \$50 per household, if you have insurance, and you will see no out of pocket expense. Whatever your insurance pays for the ambulance service provided is what will be accepted, you will not have a copay. If your township would like to know more about this, please call Rampart to schedule an inservice and address specific questions. In order to be covered by the program it needs to be medically necessary or the patient needs to be stretcher bound.	
<b>VIII. Announcements and Service Reports</b>	Scott Hansen reported Republic is getting their new ambulance built right now and they have a new LifePak 12 and will be inserviced on it this month.	

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IX. Adjournment	Meeting adjourned at 8:25 p.m. The next meeting is Tuesday, March 1, 2005, 7:00 p.m., Marquette General Hospital.	<b>Chad Hewitt motioned to adjourn the meeting. Randy Makela seconded the motion. Motion passed.</b>

Respectfully Submitted,

*Nicole R. Couveau*

Nicole R. Couveau

Secretary