

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

MINUTES

**Tuesday, January 3, 2006
 7:00 p.m.**

**Bell Memorial Hospital
 Conference Room B**

MEMBERS PRESENT/EXCUSED/ABSENT: See Attachment A

STAFF PRESENT: Alyson Sundberg, Nicole Couveau

OTHERS PRESENT:

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
I. Call to Order	Dan Wolf called the meeting to order 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 - January 3, 2006	Dan Wolf asked for approval of the January 3, 2006 meeting agenda.	Dan Everson motioned to approve the agenda as written. Scott Hansen seconded the motion. Motion carried.
V. Approval of Meeting Minutes - November 8, 2005	Dan Wolf asked for approval of the meeting minutes of November 8, 2005. Alyson stated there is one change. Lynda Ussher is noted as absent on June 28, 2005, but she was there.	Teresa Schwalbach motioned to approve the minutes. Dan Everson seconded the motion. Motion passed.
VI. Action Items		
a. Appointment of Don Manty, Bell EMS Representative	This is on page 9 of the packet.	John Stone motioned to approve Don Manty as the Bell EMS Representative. John Richards seconded the motion. Motion carried.
b. Reappointment of Lyn Nelson to Central Dispatch Policy Board	The letter is on page 10 of the packet.	Al Hendra motioned to approve the reappointment of Lyn Nelson. Teresa Schwalbach seconded the motion. Motion carried.
c. Annual Election of Officers		

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i. <i>Chair</i>	Dan Wolf was nominated by Teresa Schwalbach. Carl Hosang seconded the nomination. Dan Everson moved to close nominations, Ned Cory seconded to close the nominations.	Motion passed.
ii. <i>Vice Chair</i>	Al Hendra was nominated by Dan Wolf, Teresa Schwalbach seconded the nomination. Dan Everson moved to close the nominations, John Richards seconded the closing of nominations.	Motion passed.
iii. <i>Secretary</i>	Carl Hosang nominated by Al Hendra, Scott Hansen seconded the nomination. Dan Everson moved to close the nominations, Ned Cory seconded the motion to close the nomination.	Motion passed.
iv. <i>Treasurer</i>	Lyn Nelson nominated by Teresa Schwalbach, John Richards seconded the nomination. Dan Everson moved to close the nomination, Ned Cory seconded the motion to close the nominations.	Motion passed.
d. Taser Protocol	Dan reported this protocol is on page 11 of the packet. Lyn Nelson asked what was used as the base of development. Alyson stated the State of Colorado had a protocol developed and she modified their version of this. Alyson will get this protocol to the Sheriff's department to review before we send to the state.	Lyn Nelson motioned to approve the protocol, Dan Wolf seconded the motion. Motion carried.
e. Fingerstick for Blood Glucose Procedure	Dan reported this procedure is on page 13 of the packet.	Cal Burdick motioned to approve this procedure. Carl Hosang seconded the motion. Motion carried.
f. New Agency Policy	Dan stated this is on page 15 of the packet. Lyn Nelson asked if we have legal approval on this. Alyson stated we will be able to get the state to approve this because it's based of a model of their's. What we don't have is the procedure to use the application that is in here. What will we do with the applications at the point of receiving them? A policy will be developed.	Scott Hansen motioned to approve. Teresa Schwalbach seconded the motion. Motion passed. This will go to the adhoc committee to develop a policy.
g. Epi-Pen Program Changes	Alyson stated the Epi-Pen Use changes are on page 19 of the packet. The state now made it a requirement for all BLS and above agencies to carry epi-pens. We previously allowed three agencies to opt out for the MFR's, they were Marquette City, Marquette Township, and Ely Twp, and this decision was made because an ambulance would be coming up shortly behind them.	Carl Hosang motioned to approve. Dan Wolf seconded the motion. Motion carried.
h. Revision of By-Laws (Request for Ad Hoc Committee)	Dan Wolf asked if anybody is interested in serving on this committee. Dan Wolf and Carl Hosang and volunteered to serve on the committee and Gary Vargo was chosen to serve on this committee.	Teresa Schwalbach motioned to approve the request for an adhoc committee. Dan Wolf seconded the motion. Motion passed to form a committee.

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i. Patient Tracking System Request	Alyson stated the request is on page 22 of the packet. Ron DeMarse stated at the December meeting of the County Firefighters they pledged an amount of money to the Firetrax. Would the Medical Control Board EMS agencies look at writing a letter of endorsement to the county board recommending that some of the EMS moneys from the SHSGP be donated for this? Quote for \$56,000 will start the county out for the base unit which includes 6 mobile scanners. This will track personnel, patients, and equipment during any MCI. It costs \$4458 each for the mobile scanners, the low end scanners are \$3000. There would be an ongoing cost to maintain this system should it be purchased. \$14,000 would be provided towards the purchase of this system through the HRSA grant, if it is approved on the SHSGP side.	Dan Wolf motioned that the patient tracking system request go to an adhoc committee to review the amount that will be needed. Cal Burdick seconded this motion. Motion denied. Al Hendra motioned to lend support through Medical Control for Ron's proposal. Ned Cory seconded this motion. Motion carried.
Old Business		
a. SHSGP Update (Teresa Schwalbach)	Teresa Schwalbach reported all the requests had to be in by 12/31/05. The LPT committee will be meeting on January 18 and they will have responses to agencies that requested items through this grant shortly there after. There was \$700,000 designated UP wide by the State Police grant for 800 MHz radios.	
b. Radio Templating	Alyson reported the templates seem to be moving forward slowly. Alyson received an e-mail yesterday from Joe VanO indicating he received an e-mail from the state that stated all the 800 MHz radios are taken care of for the UP. Alyson reported that she corrected them and let them know that they are not all done.	
c. NIMS Funding Committee	Alyson stated that the state gave every hospital and medical control authority statewide \$10,000 to support NIMS training and ongoing participation in activities. This is in order for all agencies to be trained in NIMS. The \$10,000 is to be used to train all agencies and Alyson, Teresa, and Gary Vargo are to meet to discuss the best way to disburse this money. This includes the online course and test. The deadline for this is September 30, 2006 for all EMS personnel.	Teresa Schwalbach, Alyson, and Gary Vargo will meet to discuss possible options for the NIMS funding.
d. Mandatory Pharmacy Training	Alyson stated the training that we approved and did in December is complete with the exception of 3 ALS people. Once these people are done the new drugs will be put on board. If they don't do the training, they will not be able to run with their agency until they are trained.	
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. PSRO report, Alyson stated Ely township needs to have a correction that they did have their reports in on time. We are waiting to receive a PSRO report from 3 agencies still. At the last meeting the PSRO committee decided that if the reports are not in on time they are going to start enforcing pulling the agency off the road until the reports are complete and turned in.	

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	2. Vehicle grant on page 37, is a grant that you can submit which is not due until January 6, 2006 for emergency vehicles and the information is here if you're interested.	
	3. MCA Name Badges are available. If you want your agency to receive these, please let Alyson know, she will attend you next agency meeting to take pictures and issue the badges..	
	4. SHSGP Grant there were only 5 applications from the 17 agencies.	
	5. Nikki will send out CPR & License Expiration reminders out on a monthly basis.	
	6. Updated cardiac protocols should have been handed out today, but were not copied, they will be sent out to all agencies.	
	7. Protocols will be put into mini format, and will be available to all agencies. We are working on getting them printed in the next couple of months and hope they are ready for March. Unfortunately when things are updated this little book will be outdated, but the majority of the protocols will be correct.	
	8. CLIA certificates are out and should be received by all. If you haven't sent your application in let Alyson know and she will give you an address to send the request in to.	
	9. MCI Kits are done and ready to be distributed to each agency. Alyson stated if you come to MGH come and see her to pick up your kit. Tom Flynn is going to go out to the agencies outside the county and bring them to them.	
	10. Mather incident. The final report is done and she will give to all EMS agencies that were involved and they will get the report. Bell will receive their report and MGH will receive their report. Teresa will get the full report that includes the EMS agencies and both hospitals. Alyson asked if on behalf of all the EMS agencies that were involved we send a letter to the hospitals for both Emergency Departments and how well they handled the MCI.	
	11. Alyson would like to offer a day long training for any agency that needed training on Epi, Albuterol, Combi-tubes, etc. She stated this would be a full credit day. Hopefully this will be ready as an Education Day for review at the March meeting.	
c. Committee Reports		
<i>i. Communications Committee</i>	The minutes are in the packet. Teresa reported on the CADvisor and you will be able to log onto the internet to access your reports for your service. Gary Johnson will be going to the agencies to show them how to access their agency information. Alyson asked if you would please look at the MEDCOM compliance issues regarding radios. Alyson stated we are still addressing this issue.	
<i>ii. Protocols and Quality Assurance Committee</i>	PSRO report is in the packet.	

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iii. <i>Operations and Interagency Relations Committee</i>	No report.	
iv. <i>Training Committee</i>	No report.	
v. <i>AED Committee</i>	Lyn Nelson asked if this committee or somebody could readdress the recerts on AED's be added to an action item for the March meeting. Can we do this 2 times a year versus 4 times?	AED Recerts will be forwarded to the AED committee for review.
vi. <i>Pharmacy Committee</i>	Pharmacy Committee met on December 22, but the minutes are not in here because the packets went out prior to this date.	
d. UP-EMS Report	No report.	
e. Statewide EMS Committees Report	No report.	
f. Regional Bioterrorism Grant Update	The regional meeting is next Wednesday, January 5 in Marquette at 6:30 p.m., and the agencies that miss two meetings per year are no longer on the list for upcoming grant purchases. Somebody from your agency needs to be there, it doesn't need to be the Director, but a representative.	
g. Regional Medical Control Network Report	Alyson stated this position is being interviewed for this week.	
VIII. Announcements and Service Reports	Alyson stated people should pay attention to the education and licensing information on the last page of the packet, as continuing education credits have changed. Dan Wolf reported he received a letter from the Governor of Traffic Safety Advisory Commission and he wanted to publicly congratulate Gary Gustafson, MGHS EMT-P, for receiving this award for his participation in all of this injury prevention. Ron DeMarse to give Alyson a prescription request for purchasing through EMP, as a Physician Authorization is needed.	
IX. Adjournment	Meeting adjourned at 8:03 p.m. The next meeting is Tuesday, March 7, 2006, 7:00 p.m., Marquette General Hospital.	Scott Hansen motioned to adjourn the meeting. Dan Everson seconded the motion. Motion passed.

Respectfully Submitted,

Nicole R. Couveau

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Secretary