

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

**MINUTES**

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**Tuesday, January 6, 2004  
7:00 p.m.**

**Bell Memorial Hospital  
Conference Room B**

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**Members Present:** Dan Wolf, Carl Hosang, Dan Everson, Starr Poquette, Lynda Ussher, Dana Beaupied, Pete Ghiringhelli, Teresa Schwalbach, Chad Hewitt, Paul Peterson, Lynn Nelson, Ned Cory, Brian Gleason, Dennis Boyle

**Members Excused:**

**Staff Present:** Alyson Sundberg, Nicole Couveau (Secretary)

**Others Present:** Dennis Karuzas, UPHCN Regional MCAN Facilitator, Tom Flynn, Jim Tritten, Region 8 Bioterrorism Coordinator

- I. **Call to Order** – The meeting was called to order by Dan Wolf at 7:02 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 6, 2004** – Dan Wolf asked for approval of the meeting agenda of January 6, 2004. **Dan Everson motioned to approve the January 6, 2004, meeting agenda as written. Motion seconded by Brian Gleason. Motion carried.**
- V. **Approval of Meeting Minutes – November 4, 2003** – Dan Wolf asked for approval of the Meeting Minutes of November 4, 2003. **Lyn Nelson made a motion to approve the November 4, 2003 Meeting Minutes. Dan Everson seconded the motion. Motion carried.**
- VI. **Action Items**
  - a) **Reappointment of MCMCA Directors**
    - i. *Michele Bahrman; Skandia-West Branch First Responders*
    - ii. *Carol Leece; Nursing Representative Bell Memorial Hospital*
    - iii. *Pete Ghiringhelli; Forsyth Township EMS*
    - iv. *Carl Hosang; Ely Township Medical First Responders*
    - v. *Dana Beaupied; Champion Township First Responders*
    - vi. *Starr Poquette; Wells Township Medical First Responders*

Dan reported we have reappointments requested of Michele Bahrman, Carol Leece, Pete Ghiringhelli, Carl Hosang, Dana Beaupied, and Starr Poquette Medical Control Directors. **Paul Peterson motioned to approve reappointment of these Directors. Dan Everson seconded the motion. Motion passed.**

**b) Replacement of MCMCA Directors**

- i. Lynda Ussher; Cliffs Michigan Mining Company*
- ii. Chad Hewitt; Nursing Representative Marquette General Health System*

Lynda Ussher is replacing Scott Hoiem and Chad Hewitt is replacing Mary Johnson. Dennis Boyle from Marquette Township will be approved for reappointment next time, and Scott Hansen will be replaced at the next meeting, as we have not received letters from their townships yet. **Pete Ghiringhelli motioned the replacement of Directors. Carl Hosang seconded this motion. Motion passed.**

**c) Annual Election of Officers**

- i. President*
- ii. Vice-President*
- iii. Treasurer*
- iv. Secretary*

- i. Dan Wolf nominated by Pete Ghiringhelli for President. Dan Wolf accepted the nomination. **Carl Hosang motioned to close the nominations with Dan Wolf as sole nominee for President. Seconded by Dan Everson. Motion passed.***
- ii. Dennis Boe nominated by Teresa Schwalbach for Vice-President. Dennis Boe accepted the nomination. **Dan Everson motioned to close the nomination with Dennis Boe as sole nominee for Vice President. Carl Hosang seconded the motion. Motion passed.***
- iii. Lyn Nelson nominated by Pete Ghiringhelli for Treasurer. Lyn Nelson accepted the nomination. **Dan Everson motioned to close the nomination with Lyn Nelson as sole nominee for Treasurer. Carl Hosang seconded the motion. Motion passed.***
- iv. Carl Hosang nominated by Teresa Schwalbach for Secretary. Carl Hosang accepted the nomination. **Dan Everson motioned to close the nomination Carl Hosang as sole nominee for Secretary. Brian Gleason seconded the motion. Motion passed.***

**d) Negaunee Township Fire Department Letter of Intent for MFR Agency Licensing**

A Letter of Intent has been received by the Medical Control for approval of the Negaunee Township Fire Department to operate as an MFR agency. **Pete Ghiringhelli motioned to approve the Negaunee Township Fire Department as a recognized Medical First Responder agency in Marquette County. Lyn Nelson seconded. Motion carried.**

**e) Central Dispatch Policy Board Representative**

- i. **Interim Alyson Sundberg; MCMCA Staff***

Dan reported that Alyson was serving as an interim representative on the Central Dispatch Policy Board after Chic Hakes resigned. This position is now up for reappointment, and Dan asked if anyone would be willing or interested in serving on this Board. **Teresa Schwalbach nominated Alyson. Pete Ghiringhelli seconded the nomination. Motion passed.**

**f) Billing and Budget Report 2003-2004**

Alyson reported the budgeted and actual amounts for 2003 – 2004 are in the meeting packet. Alyson stated that the reason the actual and budgeted amounts are different is because the Bioterrorism Grant has been supporting both Alyson and Nicole's wages when projects are related to the grant.. **Teresa motioned to accept the budget report as presented. Lyn Nelson seconded the motion. Motion carried.** Alyson will give a copy of the grant budget to this board at the close of each period.

**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. Alyson reported we gave out ten glucose monitors throughout the county that were given to us from One Touch through the Diabetic Educator at MGHS, Joann Manty. Alyson stated they are at no cost to us and she requested ten more from the company.
2. Protocol updates were passed out to all present. The AED section was changed due to a numbering problem, as there were two sections labeled Section 9, so Public AED was relabeled be Section 10. The new Communications Policy is finally approved and is here to put in the book. The Communications Policy on the second page notes the radio frequencies that we talked about previously. The two on the bottom note 'anticipated future use', and if you have them don't eliminate them, but if you don't have them don't worry about it, as Central Dispatch will let us know when we need to officially change the frequency. The 155.355 most agencies probably don't have and you need in your radio effective now. Alyson is also giving a list to all the radio contractors in the county so they don't eliminate channels that you need to have by protocol. All EMS agencies should have the on scene tactical channel prior to the disaster drill for the county, and this will be held in June.
3. First There, First Care Campaign. If you have any groups that are interested in this type of first aid training, Alyson has a full set of materials in her office. There is no cost for this program.
4. Alyson stated we need to set-up a Training Committee meeting to address all the new protocols and addressing the concerns raised at the last two meetings, are we going to set up a more structured program to provide training to EMS agencies. Also, we will be looking at the RN to EMT matriculation program, and the EMT-P to RN matriculation programs.
5. The AED grant has already awarded some for 2004, but not closed. It looks like we need 12 AED's. They again may have awarded it to Cardiac Science rather than allowing us to select what we prefer. We are still working on getting the AED's from the last grant out to those that wanted them, as we had to trade them in for MedTronics.
6. Dead on Scene protocols. There are some discrepancies with the County protocol and MGHS policy. We are holding on this protocol until MGH revises their policy.
7. Epi-pen law allows licensed responders to have epi-pens for general public use. It will also be required for all BLS agencies to carry epi-pens and they

- can carry these epi-pens off duty if they are licensed EMT's. Those agencies who are not currently participating in the Epi-Pen program will have one year from 12/22/03 to comply.
8. There was an EMS survey in last month's Emergency Medical Services magazine on Rural EMS. Alyson made ten copies for those that are interested. They cover how many square miles you cover, do you use 800 MHz radios, how do you pay your staff, etc.
  9. If anybody is interested in helping with public service announcements to run during EMS Week, call the office. You could be working on EMS week already, with pictures, and planning either TV or radio spots.
  10. The Table of Contents or Index has not been revised. CVA protocols are to be approved by the state and also looking at bioterrorism protocols. When these are approved we will update the index and table of contents.
  11. Alyson would like the Communications Committee to look at how each agency could be notified to let them know they may be at higher risk or that an incident is pending in the county. She would rather only have to reach 18 service directors instead of 300 people. She asked if there is a way to do this through the pagers. This is something that needs to be sent to Communications and Ops and Interagencies Committees. Jim Tritten reported that the Health Alert Network (HAN) will be increasing the number of licenses available and it will be to include the EMS agencies. However, probably not all agencies will receive a license.

### C) Committee Reports

- i. Communications –
  1. *Central Dispatch Policy Board Meeting Minutes (10/16/03)*
- ii. Protocols and Quality Assurance - Alyson reported they haven't met and will not meet until they replace the chair. Alyson stated that the Quality Assurance committee should have met but she doesn't have all the copies that she needs for the runs that need to be reviewed. Alyson stated she has a mailbox in the Bell Memorial ED and will have a mailbox in the MGH ED for run reports to be left for her, by Tom's AED box. She would like these copies to be left for her in envelopes. The Protocol Committee needs a new chair. **Alyson suggested Brian Gleason as the chair of the Protocol Committee. Brian Gleason accepted the position.** If there is a committee that you would like to be on and are not, please let Alyson know. If you are on one that you would rather not be on, please let her know that as well. Also, it doesn't just have to be you, it can be anybody from your EMS agency that is interested in being on a committee.
- iii. Operations and Interagency Relations Committee – No report.
- iv. Training Committee – No report.
- v. AED Committee –
  1. *Manikin proposal for AED Training*  
Tom reported, due to the increased amount of AED training, we would like to purchase a manikin that the Medical Control Authority will be responsible for. Alyson stated we do have a request from the AED committee to buy this. Lyn Nelson asked about cost. Alyson stated \$1800

and an additional communications cable for the modems, estimated at \$75.

**Lyn Nelson motioned to approve purchase of these items. Pete Ghiringhelli seconded the motion. Motion carried.**

- vi. Pharmacy Committee – The updated drugs for the ALS boxes are ready, but we are still waiting for eight people to be trained. There is a training being held on Thursday, January 8, 2004, at MGHS. Brian Gleason requested a Pharmacy meeting be scheduled, including the pharmacists. Alyson will schedule a meeting.

**D) UP-EMS Report – No report**

- E) Statewide EMS Committees Report –** Alyson asked when the new rules are going to be in effect. Dan will check on this and report back to the committee at the March meeting.

**F) Regional Bioterrorism Grant Update –**

Jim Tritten reported on the Noble Training Center in Alabama. There is a new Michigan State Police contact person, to help facilitate attending this program. The Noble Training is completely free, all you have to do is request to attend the training and get yourself to the airport.

January 19-22 we are looking at training for hospital decontamination. If you have new members in your agency that have never really been exposed to decontamination training, you can send them to this training. Please call and get them registered.

On February 26, we are trying to get an Incident Command class, but the details of this are still pending.

On March 25 & 26 the Regional Advisory Committee meeting is scheduled. On Thursday, March 25, 2004, beginning at 1 p.m., and this session will be more for EMS, scheduled in the evening and providing some information that will be EMS-related.

A Prehospital WMD Awareness program is being scheduled for EMS providers UP-wide. The group that is setting this up is going to be meeting on January 14, 2004. Anybody that has input, or knows of other training needs in the U.P., please let Alyson know so we can bring your suggestions to the Planning Board of the BT Grant.

**G) Regional Medical Control Authority Network Report**

Dennis Karuzas stated that in December the CEO's all met and approved him as a full time permanent employee with UPHCN to facilitate the Medical Control Network, which will be a network of all of the various Med Controls in the U.P. This is not meant to serve as a means to set up one Med Control, which is a misconception that has been going around. It is to allow the Med Controls to meet and evaluate and share ideas on how to meet those areas that are a requirement of them by the law.

Dennis has received lots of negative feedback on the MERMaID program. The Med Control Network representatives are going to meet on February 12, 2004, at 10 a.m. in Conference Room 2 at MGH to look at other electronic reporting programs.

We are winding down on the Basic EMT refresher program, as there are 2 more classes left. The UPHCN is considering a Paramedic refresher beginning in March and this program would include 48 continuing education credit hours. This is a tentative date only, and more information will be available at the March meeting.

UPHCN negotiates prices with vendors for hospitals, and they are looking at expanding that to EMS supplies as well. Bulk purchasing and pricing will be provided to service directors as these are developed.

Gary Gustafson is working with a new program involving community projects. Anyone willing to help can contact Gary or Dennis. I/C's are expected to do injury prevention programs as a part of their continuing education, and this is a perfect opportunity to try this. Gary is working on a car seat program and has just put in a grant application for this. The grant will pay for your training to become a car seat technician, then you can participate in some of the car seat checks that occur around the county.

**VIII. Announcements and Service Reports** – Ely Township is having training on February 9, at the Ely Township Hall at 6 p.m. if anybody is interested in attending, let Carl Hosang know. Continuing education credits are available. Dan Everson stated they have two new pieces of apparatus that have been ordered, all new extrication equipment that should be in sometime in March. Starr P. asked if there are any EMT or MFR classes starting any time soon. Dan reported there is possibly of an EMT course in February through the School of EMT at MGHS, and to Mark Norris for this information. A Carbon Monoxide protocol was brought up by Lyn Nelson. Alyson stated this is something that should be brought to the Protocol Committee Meeting for their review and to develop something to present to the group.

**IX. Motion by Pete Ghiringhelli to adjourn the meeting at 8:05 p.m. Dan Everson seconded the motion. Motion passed. Next meeting, March 2, 2004, 7:00 p.m. Marquette General Hospital.**

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