

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

MINUTES

Tuesday, March 1, 2005
7:00 p.m.

Marquette General Hospital
Conference Room 4

MEMBERS PRESENT/EXCUSED/ABSENT: See Attachment A

STAFF PRESENT: Rick Tomacari, Alyson Sundberg, Nicole Couveau

OTHERS PRESENT: Dennis Karuzas, MGH School of EMT

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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 - March 1, 2005	Dan Wolf asked for approval of the March 1, 2005 meeting agenda. Additions and corrections under Action Items, a. Approval of Consumer Representative, i. Addition of Amiodarone, j. Nitro Special Study Request, k. Aspirin Special Study Request, l. Mike Zorza Recognition.	Charlie Gardner motioned to approve the agenda with additions. Motion seconded by Al Hendra. Motion carried.
V. Approval of Meeting Minutes - Jan. 4, 2005	Dan Wolf asked for approval of the meeting minutes of January 4, 2005. Page 9 of 12, #11 the grant may sponsor section was cut short and will be corrected on the final copy.	Dan Everson motioned to approve the minutes. Carl Hosang seconded the motion. Motion carried.
VI. Action Items		
a. Approval of Consumer Representative - John Stone, Ishpeming City	This position was previously held by Mike Zorza and is now being filled by John Stone, Ishpeming City. Section 3.1.9 of the bylaws identifies representation of support services, local governments and consumers. Ishpeming City also had representation previously by Mr. Kurt Kipling, but Mr. Stone will now be serve in this capacity.	Al Hendra motioned to approve. Chad Hewitt seconded the motion. Motion passed.

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b. Michigan Health Alert Network (HAN)/MCA Funding	Every MCA in the state has been given \$4500 to support HAN. An alert can be generated by anybody that is within that network. They are using this tool as a part of the requirement to have the ability to notify first responders in some sort of an emergency. The second benefit to HAN is document sharing. As of right now we are not paying for the licensure of this, as the state has picked it up. This money can be used to make sure every EMS agency has internet access somehow. Baraga County would like us to put half of our money along with theirs to get Michigamme-Spurr a computer and internet access. Alyson suggested that a group be set up to look at how we would like to utilize these funds. We also received another \$4500 from another County in the UP that didn't accept the responsibility. Alyson thinks we should meet Baraga's request. Anybody that has specific needs should let the committee know.	Chad Hewitt motioned to approve the acceptance of the \$4500. Dan Wolf seconded the motion. An ad-hoc committee, Gary Vargo, Lyn Nelson, Cal Burdick, Charlie Gardner, and Alyson will meet to discuss utilization of these funds.
c. Amputated Parts Protocol Revision	Page 21 of the packet. Alyson stated this protocol was updated at the last Protocol Committee meeting.	Gary Vargo motioned to approve the protocol. Jackie Adair seconded the motion. Motion passed.
d. HIPAA Policy	Alyson reported this is on page 22 of the packet and is exactly from the state model. If there is anybody that wants changes, please let Alyson know. Lyn stated HIPAA is going through the fourth revision, and how does that affect EMS agencies. Al reported that the changes are mostly computer data changes, so it shouldn't affect agencies much. Lyn stated what about the billing. Dennis thought the only agency that utilizes MERMaID is Forsyth. Lyn stated it shouldn't change this policy. Al stated we might want to check with IT and the security issues that go into effect in April. Put this policy into place and then if need be amend it. Alyson to check with the state to make sure they aren't going to amend soon.	Motion to approve the HIPAA Policy by Lyn Nelson. Dan Wolf supported the motion. Motion carried.
e. Due Process & Disciplinary Procedures	Alyson stated that this is the same as the state model. The only change is from Medical Control to Marquette County.	Chad Hewitt motioned to approve. Dan Wolf seconded the motion. Motion carried.
f. Complaint Investigation & Resolution	Alyson stated that this is the same as the state model, and was reconciled with our current conflict policy. The only change is from Medical Control to Marquette County.	Gary Vargo motioned to approve. Brian Gleason seconded the motion. Motion carried.

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g. Infection Control Policy (Replaces Body Substance Isolation of 10/89)	Alyson reported our other policy was outdated and it didn't include airborne or HIV and this follows the state model. Lyn Nelson stated it makes reference to mask usage, and we are still awaiting a decision as to whether the Med Control docs will check the questionnaires. Brian Gleason asked about the state's notification period for contacting the agencies when they come upon an exposure. He thought there was a limit of 48 hours to notify an agency of the exposure. We need to specify a timeframe on this. Carol Leece stated they have one built into their hospital policy of who needs to be notified. Can we implement a timeframe in here?	Scott Hansen motioned to approve this policy. Dan Everson seconded the motion. This item will be sent to the Protocols Committee and MIOSHA regulations will be researched. Motion failed.
h. MCA Provider Badging	Alyson reported Teresa Schwalbach picked up the equipment last year to create name badges for services. With the increasing number of people that live here from outside the immediate area, it is getting more appropriate to have a badge to identify EMS providers before going into a patient's house.	Gary Vargo motioned to approve provider badging. Carl Hosang seconded the motion. Motion passed.
i. Amiodarone Approval	Amiodarone has been passed through the Pharmacists to add to the drug boxes. Training will be provided for these services. Brian Gleason stated they are looking at getting some of the inventory reduced in the boxes. Dan Wolf stated this should be passed on to the Pharmacy Committee to review items that could possibly be removed. They will compare the two boxes, Marquette/Ishpeming, to review the differences.	Brian Gleason motioned. Chad Hewitt seconded. Passed on to Pharmacy Committee to review "weeding out" of items. Motion carried.
j. Nitro Special Study Request	Alyson reported on page 50 of the packet was a letter from Curt LeSage to Dr. Tomacari with an initial request for BLS services to carry and give Nitro prior to ALS arrival. Brian Gleason would like to send it to review and invite Curt LeSage to discuss. A discussion followed regarding other areas who have a Nitro Special Study, and it is believed that only LALS agencies have this. It will be reviewed at the committee level.	Scott Hansen motioned to approve this going to committee for review. Carl Hosang seconded the motion.
k. Aspirin Special Study Request	Alyson reported on page 50 of the packet was a letter from Curt LeSage to Dr. Tomacari with an initial request for BLS service to carry and give aspirin prior to ALS arrival. This will also be sent to the Protocols Committee for review, and other areas with a similar study in place will be contacted for copies of their procedures.	To be sent for Protocol Committee review and discussion.

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I. Mike Zorza Recognition	Page 58 of the packet. Mike Zorza's memo was included indicating he is no longer a member of the board due to his retirement and ongoing family/personal responsibilities. Lyn Nelson stated we should have a recognition plaque for him. Gary Vargo asked about the Central Dispatch position, Gary Johnson stated Central Dispatch is waiting for an appointment for the Central Dispatch Policy Board. Lyn Nelson stated she would be interested if we get the request. It doesn't have to be anybody on this Board, but it has to be a representative from an EMS agency.	Brian Gleason motioned to approve this recognition. Gary Vargo seconded. Filling the Central Dispatch Policy Board position will be added as an action item to next meeting.
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. Urgent Medical Device Notification for LifePak 12. Page 51 of the packet, indicates Medtronic is voluntarily conducting a notification to all customers owning LifePak 12 Monitors series with Adaptiv biphasic technology.	
	2. AED Grant information is on pages 52 and 53. Previously, only first responder agencies could get them and it had to go through the Medical Control Authority. This year only certified rural health clinics were able to get them and none were requested in our area. We now have to wait until next year to request AED's, and this will still go through the MCA office. Alyson said she receives numerous requests throughout the year for AED placement, but without the AED grant providing these, we are unable to fill requests.	
	3. Epi-pen information. Agencies will now get charged a 10% processing fee for Epi-Pen replacement/returns. They don't do the exchange for free. MGH is now on board at this same 10% processing fee for returns. This is a significant savings from the previous policy where all agencies paid full price for Epi-Pen replacements.	
	4. An FTC notice went out to everybody in the UP. It was to determine interest of where we should place these courses.	
	5. Letter to Mr. Morasko at Bell, Donna Day is has retired and is no longer on the Board, we should include her for recognition at EMS Week. We requested a replacement from Mr. Morasko, and haven't heard from him on this yet. We are required by the bylaws to have administration representation from Bell.	Carol Leece will follow up on this.

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	6. Page 61 and 62 include updated contact information. Let Alyson know if there are changes that need to be made.	
	7. Committee Structures has been revised, and we've added the PSRO and included updated contact information for the other committee members.	
	8. We updated the Service Responsibilities for Marquette County EMS Medical Control Authority Agencies. All licenses and CPR cards should be copied and kept on file. We can check licenses online, however, we can't check CPR certifications on the computer. If you want to have our office track these, make sure we have copies of the CPR certifications, licenses, and other certifications. We can send reminders/notices out on a monthly basis. Brian Gleason suggested when you send a copy of the roster for your agency for the license renewals, send copies of the licenses and CPR cards as well.	Agencies to send copies of licenses and CPR cards with agency roster to MCA office for tracking.
b. EMS Medical Control Coordinator's Report (continued)	9. The golf outing is coming up June 18, 2005, and will be at Gentz's. Alyson stated they are going to try to fill the registrations up this year, and encouraged all agencies to send a team.	
	10. Training offered through MAAS. This information is on page 66 of the packet, the February session is done, but there is one in May and one in June.	
	12. EMS meeting announcement for the HRSA Grant. This meeting has been changed to March 30. If you have any items you would like added to the agenda, send them in to the MCA office. The first 2 radios were distributed tonight, one to Republic and one to Powell Township. Alyson just ordered 30 more for the remaining agencies. Carol Leece asked if the training has been provided yet, and Alyson reported not to EMS agencies yet. MGH and Bell Emergency Departments have already been trained. Trainers area available for any agency who wants to conduct their training, but Alyson suggested that you hold off until you receive your radio first, as the training will be more effective if the equipment is available.	
	13. LifePak 500 Recall. There are 3 agencies that we haven't checked the serial numbers yet, but all the other agencies have been checked and they were not included in the 2000 serial numbers for recall.	Alyson will follow up with remaining agencies regarding LifePak 500 recalled serial numbers.
	14. EMS Workforce project is in the packet in response to the Scope of Practice.	
	15. April 4 - 10, Department of Community Health, Hometown Health Heroes. MDCH is looking for nominations for awards.	

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	16. Cindy Johnson's memo for EMS week. If you are going to be involved in the poster contest, notify us soon so we can order enough helmets and prizes. Call CJ, Alyson or Teresa.	
	17. Quality improvement for Low Volume EMS Agencies. This will be held Wednesday, April 27, 6-7 p.m, video teleconferenced. We will have our PSRO meeting from 4:30-6 p.m. on that same date. This training will be broadcast at MGH and Bell.	Call the MCA office to sign someone up from your agency to attend the QI program.
	18. Pediatric Conference, 6 EMS credits available. This will be broadcast on March 23 at MGH from 8 am to 2 pm, and can be sent to other locations if requested. This is for Physicians, Public Health, and EMS Agencies. It is being held in Dearborn one day and Kalamazoo one day, the Kalamazoo one will be broadcast here.	Call to register for the Pediatrics Conference, to be sure you get the 6 credits available.
	19. Please get your EMS photos together and start looking at EMT of the year and Stars of Life awards.	
	Dan asked for approval to extend beyond an hour.	Chad Hewitt motioned to approve extension of the meeting. Carl Hosang seconded the motion. Motion passed.
c. Committee Reports		
<i>i. Communications Committee</i>	For those that are getting radios here, please coordinate your template programming with Gary Johnson. We have a total of 8 agencies that are getting radios through Teresa's grant and Central Dispatch is coordinating another Train the Trainer course and will open it up to everybody in the county. This is April 6, 7, and 8.	Call Gary Johnson to schedule someone to attend the Train the Trainer 800 MHz program.
<i>ii. Protocols and Quality Assurance Committee</i>	Minutes are in the packet.	
<i>iii. Operations and Interagency Relations Committee</i>	Unable to coordinate a date for everybody's schedule, still attempting to set up a meeting.	
<i>iv. Training Committee</i>	Alyson reported we have a memo for the vacant chair position from Dennis Karuzas to be appointed to the committee.	Training committee meeting should be set-up with Dennis as part of the agenda.
<i>v. AED Committee</i>	No report.	
<i>vi. Pharmacy Committee</i>	Epi-pen and Amiodarone request have already been discussed.	
d. UP-EMS Report	No report.	
e. Statewide EMS Committees Report	No report.	

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f. Regional Bioterrorism Grant Update	Everybody received their PPE kits at the January meeting, but we only know of one group that has already completed their training (MGHS EMS). It took less than an hour, and you can call the office if you want to have someone provide training, or you can do it yourself and send in your roster to the office.	
g. Regional Medical Control Network Report	Dennis reported that position has been empty since he left in October. Dennis will be meeting with Jerry Mesana to discuss the position and possibly interviews in the near future.	
VIII. Announcements and Service Reports	Dennis reported from the School of EMT, they will be starting an MFR course next Tuesday. They are still accepting applications until they start the class, and have 60 students signed up from 5 different sites. An I/C course will be starting this coming weekend, running through 7 weekends, Dennis has some brochures for those that are interested. The Critical Care Paramedic Transport class starts tomorrow. An idea that was brought to the Advisory Committee was to take education out on the road, for the small towns away from the hospital. JT Mullen stated he would be willing to sponsor a program in Gwinn, via teleconference. MGH has put on a spring EMS conference for the last several years, and this year they are looking at a program where the medical control physicians review the protocols for discussion. Any other ideas or suggestions for this conference, please let Dennis know so they can provide them with support, this will be held on May 21, 2005.	
IX. Adjournment	Meeting adjourned at 8:10 p.m. The next meeting is Tuesday, May 3, 2005, 7:00 p.m., Bell Memorial Hospital.	Carol Leece motioned to adjourn the meeting. Charlie Gardner seconded the motion. Motion passed.

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