

# VERMONT EMS DISTRICT 6

## Board Minutes

June 12, 2007      1900 Hours

[www.vtmsdistrictsix.org](http://www.vtmsdistrictsix.org)

### Attendance:

BCFD:

BTEMS: Dave Jennings

Cabot: Sheila Brown

Jennifer Miner (A)

CTERT: Annie Dolan

Susan Barnes (A)

CVMC: Phil Brown

EMFS: Jay Copping

Bill George (A)

MRVAS: Stephen Willis

D6TC: Mark Podgwaite

Middlesex: Douglas Hanson

MAS:

NAS: Jim Baraw

PFR: Amy Holt

WFS:

WASI: John Kueffner

WAS: Gordon Murray

WFR:

EMS Liaison: Mike Morgan

Visitors:

- I. Called to order at 1907 by Jim Baraw.
- II. May minutes approved.
- III. Treasurer's Report approved.
- IV. Agenda items added:
  - A) Executive Order – Jim
  - B) Missing Equipment – Amy
  - C) State Rep Visit - Jim
- V. Reports -
  - A) Medical Advisor Report – Nothing new to report.
  - B) EMS Liaison Report -
    - i) Mike thanked Amy for hot food and Dick Dolan for soda for EMS Week. It was well received, comments made about getting a new banner.
    - ii) SIREN met again last week. They had about a 68% return on their surveys which was better than they expected. Mike says the saga continues.
    - iii) Critical Care program is about 2/3 done, now at the point of setting up for Critical Care training course. This would allow the hospital to transfer patients between facilities without a nurse for stable patients. The critical care paramedics would be the primary caregiver on these transports.
    - iv) Follow ups are still coming in but it seems it is the same people asking for follow ups. Please remind squads about the ability to do this. Can only follow up on patients you had direct care of.
    - v) Quality Management project is off to a good start. The areas Mike is looking at are overall on scene times, crew composition, and overall patient care delivered. He'll have more on this at the August meeting.
    - vi) Congratulations to Jim on a job well done on the website. Enjoys seeing the ongoing improvements and information.
    - vii) I-03 is still putting along, Mike has been helping in the didactic part so far. Good group of people.
  - C) Training Committee –
    - i) 3 of 12 I-03 transitioners are all set to operate. Unsure where the rest were. All but 2 people passed the written test, one will test soon, and the other Mark is unsure about. All passed the practicals.
    - ii) EMT-B 24 hour Refresher is tentatively scheduled for 6/23, 6/24, 7/13, 7/14; however Mark needs 5 more committed attendees for this class to take place in order to run it. Anyone interested in attending needs to contact Mark ASAP (or by June 20<sup>th</sup>) so he'll know if the class is a go. Cost is \$50/person, location TBA.
    - iii) I-03 class will test on 7/21, 0800 @ NU. B recert testing will also take place at the same time. Evaluators will be needed, contact Mark to let him know if you will be available to help.

- VI. Old Business –
- A) AED Reprogramming – Jim wants to have this project all done and off his desk by the end of June.
  - B) Newsletter – Should be out on time. Future articles can be emailed to Jennifer Miner @ [jennifer.miner@hitchcock.org](mailto:jennifer.miner@hitchcock.org) or [mooseslayer9711@hotmail.com](mailto:mooseslayer9711@hotmail.com).
  - C) Website – Jim will be updating the website within the next few weeks as he has accrued information for it.
  - D) EMS Week update – Amy reported the catering for the EMS Week luncheons were done by Catering Depot from South Barre. Seemed to be well received, Amy will submit a couple more receipts for paper ware to Sue for reimbursement, but budget for the event will still be under \$1000 allotted.
  - E) District Conference update – Nothing new to report, next meeting will be in July, TBA.
  - F) Fall EMS Dinner – Amy hasn't had a chance to work on this, Jenn Miner volunteered to help and has already taken the initiative to start with getting some dates from the Elks Club. Dates to choose from were 9/7, 9/14, 10/6, and 10/13. First choice was 10/6, Jenn has already confirmed this date with the Elks Club as of 6/13. Amy, Jenn, and Joe Aldsworth will work on the committee together. No deposit will be required to reserve the facility this year.
  - G) Protocol Committee – Mike reported that the committee has finished reviewing all the protocols and policies. He will meet with Phil and State EMS office to discuss some topics and issues that came up. Once he has solidified some information, he will type up a draft for the committee to review before presenting it to the Board for approval. A few issues that came up that we wanted to bring before the Board tonight were:
    - i. Biohazard Contamination Policy – It's just not working! Mike is hoping that when new ER construction happens a decon room will be incorporated also.
    - ii. Hazmat Awareness – Instead of seeing the State's encouragement of EMT's to have this, we would like to incorporate the 4 hour Hazmat Awareness class into the current EMT-B curriculum.
    - iii. Combitube Exchange – It's all done!!! Mike has a few sitting around his office he would be willing to give to squads that need them.
  - H) Bylaw Committee – Sheila read through the proposed Bylaw changes. Changes were voted on and accepted. The new Bylaws will be ready for signing and dispersal at the August meeting.
- VII. New Business –
- A) Executive Order – Due to some problems with retrieving test results, **ALL** paperwork will be handled by the District Training Coordinator. This includes course requests, student applications, test applications, etc.
  - B) Missing Equipment – Amy reports that Plainfield FAST is missing a red vacuum mattress. It is clearly marked, if found please return to her. Contact numbers for Amy: Work-371-3554, Cell-793-5757. They are desperate to have this returned due to the expense of the equipment.
  - C) State Rep Visit – Jim asked if anyone was interested in having a State Rep from EMS visit and talk about roles and responsibilities of the District Board. It was enthusiastically agreed to, Jim will set this up for October.
- VIII. Board Retreat Follow-Up –
- A) Vision – Jim and Amy reported that changes were made to the Vision Statement and it is ready for Board approval. Sheila will warn this for the August meeting.
  - B) Operations – Jay – Nothing new to report at this time.
  - C) Disaster – Dave has a list of facts he will be sending out requests for from squads. They include NIMS compliance within each squad, copies of Rapid Response Plans for each town, Mutual Aid Pacts to be formed. He will also be working on the Move Up Matrix for response from outside our District. CVMC in conjunction with area services and the National Guard are preparing to run a Hazmat Drill this fall. There will be a tabletop exercise in July prior to the actual drill.
  - D) Budget – Sue reports nothing new, need to get together to discuss dues, account reorganization, will meet with Mark on June 26<sup>th</sup>.
  - E) Training – Mark already went over this in his report.
- IX. Announcements and Good of the Order –
- A) George from Trans-Video was pleasantly surprised by the appreciation gift we presented for all his work on helping get the website up and running.
  - B) Doug Hanson asked for outlet to purchase AED pads? Jim stated he buys his from Medtech. He will email him the information.

X. Adjournment at 2013 hours.

Next meeting: August 14th, 2007  
September 11th, 2007  
October 9th, 2007

## **WARNING**

VT EMS District 6 Board is hereby warned of the Vision Statement vote to take place at the next regularly scheduled meeting, August 14<sup>th</sup>, 2007, 1900 hours, CVMC Board Room. The Vision Statement is as follows and can also be found on the District website:

“To coordinate quality pre-hospital care in a patient centric system through education, cooperation, and commitment.”

Respectfully submitted;  
Sheila Brown, Secretary

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