

## Vermont EMS District 6 Board Minutes

CVMC Conference Rm 2

August 8, 2017

[www.vtemsdistrict6.org](http://www.vtemsdistrict6.org)

Members present: Lawton Rutter, Dr. Jared Blum, Chris LaMonda, Sheila Brown, David Danforth, Jim Ainsworth, Howie McCausland, Marge Bower, Keith Taylor, Greg Light, Doug Hersey, Mark Podgwaite, Jes Cullen, Scott Bagg, Laurie-Beth Putnam, Visitor: R. Bower

Meeting called to order at 1905 by LT.

- I. Secretary's Report: Meeting minutes from June tabled due to the June minutes that were sent out were the May minutes. LT will follow up with Veronica and see about getting June minutes emailed. Motion by Marge & Keith. So moved.
- II. Treasurer's Report: Discussion about increase in insurance is due to updated inventory (approx. \$27,000 worth). Berlin FAST dues past due. Motion to accept treasurer's report as written. Motion by Howie/Jim. So moved. Motion by Keith/Greg to have LT talk to Joe Staab of Berlin FAST about past due dues and penalties that can be accrued. LT agreed to do this ASAP. So moved.
- III. Dr. Jared Blum, D6 Medical Advisor:
  1. Virginia Caffin Award was presented to Keith Taylor for year 2016.
  2. Hospital handoff forms going well however improvement is still needed by some squads.
  3. Reminder that all EMS EKG strips need to be reviewed and initialed by the receiving Doctor for their patient.
  4. Radio reports are to be kept limited to about 30 – 45 seconds. Dr. Blum will send out an email directing services what they would like to see in a radio report to the ED. Nonessential information can be relayed during handoff of the patient in the ED.
  5. QI project – A QI group will be formed to review monthly topics on calls throughout our district. This will recognize areas where EMS agencies/personnel need improvement, remediation and challenges overall that we as a district are seeing in improving patient care. A reminder that QI is not to be viewed as punitive but a way to improve your skills caring for our patients.
  6. Documentation is getting better. All EMS writing reports in SIREN need to choose the protocol they are using for patient care. If they deviate from that protocol document in the narrative the reason for the deviation from the protocol.
  7. September district quarterly training will be held on September 12, 2017 at 1930 hours. Most likely will be held at CVMC Conference Room. Dr. Blum will put out an email with an update as to location and topic.
- IV. Scott Bagg – Training Coordinator:
  1. EZ-IO Training is mandatory per Dr. Blum's direction. All AEMT's and Paramedics are to have this training completed by September 30, 2017.
  2. Upcoming courses:
    - A. Middlesex EMT Course: September 13, 2017 thru March 12, 2018. Weekly Wednesday's (1830-2130) and every other Saturday (0900-1200). Location: Middlesex Fire Department.

Oversight I/C is Mark Podgwaite. Primary I/Cs are Howie McCausland & Robert Bower. Sponsoring services are Waterbury Ambulance, Mad River Valley Ambulance, and Middlesex Fast Squad. No cost for residents in sponsoring agency area. \$160.00 plus book for all other students. Applications due by September 1, 2017. Motion by Sheila/Jim to approve course. So moved.

B. Cabot EMR Course: September 14, 2017 thru February 12, 2018. Weekly Thursday's (1830-2130) and occasional Saturday (0900-1200). Location: Cabot Fire Department. Oversight I/C is Chris LaMonda. Primary I/Cs are David Danforth & Leanne Hatch. Sponsoring service is Cabot Ambulance. No cost for residents in Cabot & Marshfield who become affiliated with Cabot Ambulance. \$250.00 plus book for all other students. Applications due by September 1, 2017. Motion by Scott/Howie to approve course. So moved.

3. October state practical exam: October 14<sup>th</sup>, time and location TBD. Scott will be looking for volunteers to help with evaluating and patient role. Stipend will be paid.
4. Inventory and accounting of all district supplies and equipment has been completed. We have about \$27,000 in assets. This does not include depreciation.
5. Training for the district MCI plan should be out by September 1, 2017.
6. Keith asked if there were any spring courses being planned. None at this time. It will depend on local need as to what, if any, courses will be offered. If any I/Cs would like to run a course, please contact Scott prior to spring to schedule.

V. Old Business:

1. NERSA: Current contract with NERSA will expire December 21, 2017. There has not been much success in finding a suitable space for rent. NERSA/AGC has made some improvements to the current space and added another classroom. LT is looking for guidance on what the board wants to do. After long discussion, board would like LT and Scott to research trailer purchase/use (similar to other districts) to see what they do and related costs. Also waiting to see what AGC contract price would be for future use of their facility.
2. MCI Tabletop Exercise: Saturday, December 9, 2017. 0800 – 1200 at CVMC (room TBD). You should have HOS or someone in your organization who has authority to make MCI decisions attend this exercise. Actual MCI Exercise date will be in April.
3. District Bylaws: An updated recommended version was handed out. Scott will email original version with strikeouts and new version for review. Any questions can be directed to the Bylaw committee (Scott, Steven, Don) by September 1, 2017. Plan on voting on adoption of new Bylaws at October meeting. Tabled further discussion.

VI. New Business:

1. Service licenses still due: Barre City, East Montpelier, Washington FAST. Once all licenses are signed they will be scanned and emailed (or they can be put in your mailbox at CVMC for pick up).

VII. Adjourned at 2034. Motion by Marge/Jim. So voted.

Respectfully submitted;

Sheila L Brown, AEMT (taken for Veronica Collins-Lowe)

