

**VTEMS District 6 Board
Meeting Minutes
December 11, 2018
Board Room, CVMC**

[http://www.vtemsdistrict6.org/
vtemsdistrict6@googlegroups.com](http://www.vtemsdistrict6.org/vtemsdistrict6@googlegroups.com)

- I. Call to order: Meeting called to order at 1917 by Mark Podgwaite. Members present: Chris LaMonda, Sheila Brown, Jared Blum, Howie McCausland, Mark Podgwaite, Matt Momei, Steven Tiersch, Gordon Murray, Scott Bagg, Jes Cullen, Laurie Beth Putnam. **(2nd consecutive meeting with no quorum present).**
- II. September and October minutes: Not approved, no quorum present for voting purposes tonight.
- III. Treasurer's Report: Reports handed out. Laurie Beth described the unusual charges for the audit to be done, money for gas and dinner at the auditor's restaurant of choice as payment. No approval on report as quorum not present.
- IV. Medical Advisor report: Jared Blum, MD
 - Paramedic and AEMT credentialing – Jared has a standardized credentialing form for all D6 services that he wants everyone to follow. He will make this a Directive.
 - Jared reported that David Danforth offered to work with him on getting the rest of the EMS personnel in the district trained on high performance CPR. Scott reports there are roughly 170 people left to be trained. Scott will send out the list as he has it currently of people needing HPCPR. Jared would like to see everyone completed by early 2019. Please work with Jared and/or David know when would be a good time to come to each service to complete this training.
 - Jared has a Doctors meeting on January 9th at 0730 and would like to know if any squad's have an interesting case that they would like him to present at the Doctor's meeting. If so, please email Jared with your case review suggestions.
 - Jared sent out an email during this meeting for the 2019 quarterly district training sessions. They are tentatively 1/15, 4/16, 8/6, and 10/15 from 1830-2030. Locations TBD (most likely at CVMC).
- V. Training Coordinator: Scott Bagg
 - AEMT class has lost 2 people and are now at 8 people attending.
 - Scott asked Chris about the Barre VTEC EMT class. He and Chris will discuss this together.
 - EMT class going well. Still have 19 students.
 - NUEMT course at Norwich looking for approval. 4 slots are reserved for District 6 students. Course dates: January 21st, 2019 – April 27, 2019. Days held: Mondays (1800 - 2130), Wednesdays (1800 - 2130) and various Saturdays (1000 - 1400). I/C: Mark Podgwaite. Primary Instructor: Lydia Guy, NREMT. Other instructors: Rebecca Hitchcock, NREMT, Daniel Dieringer, NRAEMT.

Location: Norwich University, classroom TBD. Course Cost: \$750.00. Due to lack of quorum for approval voting Scott asked if the Executive Committee would be willing to approve this course tonight due to the anticipated start date. Executive Committee voted to approve the course.

- Scott, Mark, and Howie are on the state committee to review EMS state protocols for the next update due in 2020.
- There are 3 new NREMT test sites. Lyndon, Norwich, and VTC.

VI. Old Business:

1. MCI Update: Howie reports drill will take place on April 6, 2019, 0900 at Mount Ellen. Tabletop is January 31st, 2019 at MRVAS station at 1800 hours (lasts 3 hours or so). Jes said this will be good experience for them to try out their new MCI training they attended last week.
2. Matt presented an example of what he perceives the MCI run card should look like. We would like this run card to be MCI specific, not used for single incident mutual aid calls. Matt will work some more on this as he needs input from services as to out of district services that may be pulled in, etc.
3. Audit – Laurie Beth said the auditor thought it was unusual that we wouldn't get an invoice for the RegOnline program we are using. She recommends that we obtain monthly invoices for services. Laurie Beth will follow up with RegOnline to let them know we need some form of monthly invoicing for our records.
4. **Reiterating (not discussed in tonight's meeting, just resending the message). Google Group: For those people that do not have access to the VTEMSDistrict6 google group please email Marge for an invite ASAP! All future correspondence will be going through that email.**

VII. New Business:

1. Open Meeting Complaint: Mark asked if we should take a stance on the open Meeting complaint. Those present didn't see a need to take a stance.
2. Cost recording – Surveys will be going out over the next couple years for the Ambulance Cost Collection System. Please be honest and as accurate as you can be in recording your answers. If you need help, please reach out to Mark or VAA can also help with this.
3. EMS Advisory Committee Report – Please review and supply Mark with your input by December 13th at noon.
4. Transfer Subcommittee – Chris reported on changes within the district in respect to the way non-emergency transfers are happening. Jes noted that there has been delays in getting patients transferred in a timely manner because they are having to go down a list to call multiple agencies to get an ambulance. All transport agencies will be required to have someone in the subcommittee to give input and a new updated policy will be established. Jes will head up the committee. Mark will send out letter to get this subcommittee started ASAP.
5. PCS Standardization – Jes would like to see all transporting agencies using a standardized PCS. Group opted to have this worked on in the Transfer Subcommittee group.
6. Code Sheet – Marge provided a Code Sheet they use to document interventions when they are running a code. Will review at the next meeting.

VIII. Announcements and Good of the Order:

1. Montpelier High Risk Days – January 10th is Inauguration; January 19th is

Women's' March; January 24th is Budget Address

2. National EMS SIREN is attached to the Farm Bill. (Update: Farm Bill Passed!
EMS will see monies available for training and education, staffing, equipment.)

IX. Meeting adjourned at 2025.

Respectfully submitted;

Sheila L. Brown, Secretary

Next meeting: February 12, 2019