



STATE OF WEST VIRGINIA  
**DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Bureau for Public Health  
 Office of Emergency Medical Services**

**Ayne Amjad, MD, MPH  
 Commissioner & State Health Officer**

**Bill J. Crouch  
 Cabinet Secretary**

**Minutes  
 EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL (EMSAC)  
 Blackboard Collaborate Session**

**July 16, 2020**

**Members Present**

Dr. Lisa Hrutkay  
 Trish Watson  
 R. Craig Horn  
 David J. Weller  
 Paul Seamann  
 Donna Steward  
 Connie Hall  
 Marsha Knight  
 Chad Lindsey  
 William Weese

**Members Absent**

Glen Satterfield  
 Edward Hicks  
 Nancy Cartmill  
 Jim Kranz

**Guest**

Kris Barron  
 Troy Bain  
 SMRC Group  
 Jerry Warner  
 Forest Weyen  
 Larry Cole  
 Phillip Bolt  
 Richard Todd II  
 Dr. James Kyle  
 Chris Hall  
 Ricki Louden  
 Mike Thomas  
 Leslie Willard  
 Susie Sellers  
 Dr. P.S. Martin  
 Clinton Burley  
 Shirley Morrison  
 Kevin Duckwall  
 Jacob Carr

**OEMS Staff**

Vicki Hildreth  
 Dr. Michael R. Mills  
 Terri O'Connor  
 Laura Forren

**I. Welcome, Introductions and Roll Call**

Chairman Weller called to order the quarterly meeting of the Emergency Medical Services Advisory Council at 1:04 PM on July 16, 2020 via Blackboard Collaborate Session. Chairman Weller welcomed members and guests. Roll call followed; Quorum established.

**II. Approval of January 16, 2020 Minutes**

Motion made by Marsha Knight to approve the minutes of the January 16, 2020 regular statutory meeting as presented. Motion seconded by Paul Seamann. Motion carried.

**III. Chairman Report – David J. Weller**

Due to the COVID-19 outbreak, there are no legislative updates to report. Mr. Edward Hicks our Department of Education representative is retiring. The Department of Education will be filling that position soon.

**IV. EMSAC Committee Reports**

**Special Interest – Paul Seamann**

• **CCT**

There have been several MCCP and MCCN updates since the January meeting. Dr. Mills will address these during the Medical Command report. Due to the

COVID-19 situation there have been no meetings since January 2020. The C2 rollouts continue to move forward. There has been a delay in the C3IFT rollout due to the COVID-19 situation. The new rollout is scheduled for January 2021. Mr. Seamann thanked all who have been working diligently on these projects under our current circumstances.

- **Community Paramedicine**

The CP program is doing well. The OEMS at the direction of Vicki Hildreth secured a format for a program through Mountwest Community & Technical College that is going very well. Approximately 40 plus participants are enrolled in this program. This program will provide more community paramedics in the field. The future role of the community paramedic versus telehealth has yet to be determined however it is anticipated that community paramedicine will play an instrumental role in home health care.

- **Active Threat/Trauma program**

Information if available will be addressed during new business with Dr. Peterson and Chairman Weller. Chairman Weller reported that a class scheduled for March 2020 had to be cancelled due to the COVID-19 situation.

- **PECC**

No report.

#### **Administration – Chairman Weller**

- **Endorsed Certification Cards update**

Vicki Hildreth has spoken with ESO regarding this decision. This is a viable option and the implementation process is moving forward.

- **National Registry**

1. You can now log onto the National Registry website to print your certification cards. OEMS has recently been informed by Brian Barrier that this feature is available in continuum with the North and South Carolina modules. OEMS and EMSAC are actively pursuing this option for West Virginia.
2. National Registry allows you to certify up to six months ahead of time whereas West Virginia allows you to certify one year ahead of time to start the process and complete your SETs for the State. The requirement to submit a hard copy of your National Registry certification card with your WV application has been removed. The process is now entirely electronic.

- **EMSAC 5- and 10-Year Plan**

The joint committee to develop the EMSAC 5- and 10-Year Plan for the future had been put on hold due to the COVID-19 situation. Chairman Weller expressed appreciation to the committee for their work and dedication up to this point adding this needs to be the number one goal moving forward. Meetings can be conducted virtually; however, the requested September 2020 presentation may be rescheduled. Paul Seamann will contact Tori Geis to get this moving once again.

#### **Safety - Connie Hall / Chairman Weller**

- **CAAS Standards on Vehicle Markings**

CAAS has gone away from their vehicle marking standards. Some of their literature now simply references NFPA. This is an issue that will be addressed under new business.

- **NAMP Safety Class**

Jeff White spoke about this during the last meeting. The NAMP safety class is being taught in various locations throughout the state.

- **EMS Fatigue**

Jeff White also spoke about the national trends in EMS safety and EMS Fatigue. This will be addressed soon.

#### **Policy/Procedure & Protocol – Chairman Weller**

- The Private Emergency Vehicle Permit Policy went out for 30-day comment and was approved. It is now in use throughout the state.
- The RN to Paramedic Policy was approved in two different tracts.
- The Certification/Recertification Polices and SETs were approved as well. We still need to add in the C3IFT, MCCP and MCCN of which are diligently in process.

#### **Training – Chairman Weller**

- The OEMS education field prospective is generating positive feedback from the field.
- EMSAC previously formed a committee to address the first responders support system that was discussed with Senator Unger along with the GRaCe recover coach information that was distributed during the last meeting. The committee consists of Alisha Samples, Marsha Knight and Dr. Lisa Hrutkay along with other volunteers. Marsha Knight stated there has been one meeting to date, however, due to the COVID-19 situation most were unable to attend. This will be addressed at the next meeting.

#### **Medical Command – Dr. P.S. Martin / Dr. Michael R. Mills**

- Dr. P.S. Martin stated that the committee has not had a chance to meet due to the COVID-19 situation. Dr. Martin stated that he is keeping up to date on everything and will be sending out a zoom invite for a virtual meeting very soon.
- Dr. Martin stated that he has collected the prehospital stroke initiative data from all the patients referred to WVU at this point but has not had time review it. He states that there is a significant amount of time where he feels that the FAST-ED app is not being used. Richard Todd, Jeremy Higginbotham and Phillip Bolt also commented to that conclusion. Dr. James Kyle stated that OEMS and EMSAC may need to stress the importance of this protocol to the EMS providers. Discussion followed. A report will be available by the middle of next month.
- Dr. Michael Mills stated that the C2 and C3 issues have been worked out by OEMS but have been held off until January 1, 2021 due to COVID-19 issues.

### **V. Special Reports**

#### **OEMS Report – Dr. Michael R. Mills, Interim Director Vicki Hildreth**

Dr. Michael Mills reported that Vicki Hildreth is now the Interim Director for the OEMS adding that Ms. Hildreth is doing a “bang-up” job restructuring the OEMS using her 30-year EMS background, in depth knowledge, administrative and leadership skills to the very best advantage for WV OEMS. The OEMS has increased efficiency and is moving forward in a very positive direction.

- OEMS has continued to move forward on the AEMT, C3 and C2 programs this year.
- OEMS continues to deal with the myriad of COVID-19 issues which has literally consumed one half to two thirds of each day for most all OEMS directors and program managers.
- OEMS continues to have limited in office personnel due to the COVID-19 situation with most staff members continuing to work from home.

Interim Director Hildreth on behalf of the OEMS thanked all prehospital providers and EMS agencies for their sacrifices during this pandemic. Interim Director Hildreth reported that Ayne Amjad, MD, MPH, is the new State Health Officer and Commissioner of DHHR’s Bureau for Public Health as of July 10, 2020. Interim Director Hildreth also stated that due to COVID-19 the majority of the OEMS staff are teleworking resulting in minimal staff at the office. The OEMS continues to meet all required obligations and essential duties. In order to increase efficiency, improve processes, streamline the workflow and improve customer service OEMS began an officewide restructuring process that includes the following actions and plans:

- Moved certification and testing under the education unit and created the Division of Education, Certification and Testing.
- Creating Standard Operating Procedures (SOPs) for every unit/division within OEMS to ensure consistent standards through each OEMS unit/division.
- Updating and removing outdated documents and polices from the OEMS website.
- Updating all forms on the OEMS website to a fillable format.
- Developing a plan for restructuring and redesigning the OEMS website.
- Installation of a new Segra telephone system. The main telephone and fax numbers for OEMS remain the same, however, all extensions are now different and are reflected on the website and individual email signatures.
- Working to obtain a support staff position for the investigation unit in addition to an additional investigator to ensure compliance with WV 64 CSR 48.
- Working on getting an additional licensure assistant to assist with site visits and inspections to ensure compliance with WV 64 CSR 48.
- Establish consistency with email signatures and confidentiality statement.
- Working diligently to improve communication in the field.
- Working on informational updates in continuum to guarantee that all information in continuum is correct and updated as necessary.
- New email accounts have been created for investigations, certification, education, testing and licensure to ensure improved response to inquiries. Each email account will be monitored by multiple OEMS staff to allow for vacation and other absences.
- Due to COVID-19 OEMS has released multiple memorandums regarding temporary suspensions, extensions and protocols. Copies of these memorandums in addition to other COVID-19 related information can be found under the COVID-19 section of the OEMS website.
- OEMS is working with other offices within DHHR to assist EMS agencies with reimbursement opportunities when participating in COVID-19 testing and collection.
- The current contract with UNC ESO (EMS electronic data system) expires in August. UNC has agreed to an extension to allow the purchasing department time to process the RFQ and award a new contract. ESO is also working with the EMS agencies to make sure they are compliant with NEMESIS Version 3.
- Submitted a draft policy to EMSAC regarding Electronic Patient Care Record (ePCR) submission. The purpose of this policy is to establish requirements necessary for EMS personnel to remain compliant with WV 64 CSR 48.
- The Division of Education, Certification and Testing is working with ESO on a project that will make the certification cards printable. This will eliminate the delays created by the printing and mailing process that OEMS is currently following.
- There was an extension of the ACT expirations of June 30, 2020 until September 28, 2020 to allow individuals to test for their national AEMT credentials.
- The new C3IFT and AEMT examinations have been developed for testing.
- The decision was made to continue with two mid-level treatment protocols while the ACT's continue to transition to AEMT by the end of December 31, 2022. At that time the ACT Treatment Protocols and ACT certification level will no longer exist in West Virginia.
- The community and technical colleges are completing their first initial AEMT program.
- The Pearson VUE testing center that we are creating in the RETI Center in Flatwoods is nearing completion.
- OEMS submitted a proposal to the Office of Community Health Systems and Health Promotions' Preventative Block Grant requesting funding for one-time scholarships for 74 students in the amount of \$1,550.00 to participate in an AEMT Program.

- Working to secure the employment of five (5) Regional Inspectors. All inspectors being hired are at the Paramedic level or above. These individuals will receive a standard training on the expectations and duties of this position.
- OEMS is working with MIS to set up online payments through the West Virginia State Treasurers Office so EMS agencies can pay online for licensure and inspection fees. This will also apply to the Division of Trauma, Designation and Categorization
- Submitted a draft policy on Investigation to establish requirements necessary for all EMS personnel and agencies regarding investigations and disciplinary actions.
- A new data manager, Jeremy Laird, has been employed in the Trauma and Emergency Care System.
- OEMS is working on securing a peer-review protected virtual platform to conduct medical reviews.
- EMSC has been moved under the Division of Trauma Designation and Categorization.
- West Virginia has lost two trauma centers so far in 2020. These are Bluefield Regional Medical Center and Fairmont Regional Medical Center.

A written summary of this report will be forwarded to the EMSAC for distribution.

#### **Air Medical – Clinton Burley**

There will be a dedication ceremony for the new EC145 on August 26, 2020 at 11:00 AM at the CAMC Women and Children's Hospital in Charleston, WV. Invitations will be going out within the next ten days. We are also upgrading aircraft from EC130 to twin engine IFR capable EC135. This should be in place in Millwood in September of this year and in Lewisburg by the 1<sup>st</sup> quarter of 2021.

#### **VI. Old Business**

No old business to report.

#### **VII. New Business – Chairman Weller**

##### **1. CCT/C3 SETS Applications**

Still waiting on information for the last component of National Registry program to be programed in.

##### **2. EMT Clinical Assessments**

Several agencies have called to report their EMT's are having problems getting their required clinical time. Discussion followed suggesting optional processes that could help with this issue. Paul Seamann suggested possibly using a virtual assessment process. Dr. Michael Mills stated that in his opinion the virtual process will always differ from the actual hands on real experience.

Motion made by Paul Seamann to forward this topic to MPCC for discussion. Motion seconded by Craig Horn. Motion carried.

##### **3. Pendleton County Business Assistance Team (BAT) Evaluation Plan**

Pendleton County Emergency Rescue requested the EMSAC BAT perform a full assessment of their EMS system. The BAT leader Mr. Clinton Burley and his team did a complete evaluation covering financial, operational standards, bylaw and government structure. Mr. Burley presented a brief overview of the evaluation and assessment process for this agency stating it is a volunteer squad with three different locations. A written report was provided with a full presentation to approximately 40 attendees at the high school auditorium (face masks were required, and proper social distancing observed) in addition to a virtual format prior to the in-person presentation. The entire process wraps up this evening in Pendleton County in which written questions, concerns or comments regarding the BAT proposal and suggestions will be addressed.

**4. EMS funding during COVID-19**

The WV EMS Coalition sent a letter to the Governor's office and WV Legislature concerning the funding and disbursement of funding through this COVID-19 incident. EMSAC has been requested to write a similar letter supporting the initial statement made by the WV EMS Coalition requesting funding for all agencies, not just those tied to local governments.

Chad Lindsey made motion to move forward with this letter regarding funding. Motion seconded by Paul Seamann. Motion carried. Chairman Weller will draft and send this letter to the Governor's office and WV Legislature.

**5. MCCP and MCCN initial - 3 years' experience**

When revising the MCCP and MCCN initial certification policies a section from the previous policy stating 3 years required experience was inadvertently omitted. A policy revision has been added in Section G. which states *"Possess a current, unrestricted RN License in West Virginia or possess a current, unrestricted RN License in any state that participates in the Enhanced Nursing Licensure Compact (eNLC) for greater than 3 years in an ER or ICU setting."*

Motion made by Paul Seamann to approve this addition to both policies and submit to MPCC for approval and 30-day comment period. Motion seconded by Dr. Lisa Hrutkay. Motion carried.

**6. CCT - 1-year grace period**

There should be a 1-year grace period in the CCT recertification policy. Section H. has been added which states *"Lapse of MCCP/MCCN Component: Provided that an MCCP/MCCN maintain their primary certification, they will be granted a one (1) year grace period to regain the CCT component. Should they fail to complete the required education, they will be required to complete the entire initial CCT program again."*

Motion made by Chad Lindsey to approve this addition and submit to MPCC for approval and 30-day comment period. Motion seconded by Paul Seamann. Motion carried.

**7. Recovery Coach Academy (RCA) Update**

Addressed in committee reports.

**8. Use of Blackboard for protocol class or hazmat class**

It has been suggested on a regular basis to utilize the Blackboard platform for other training classes such as Hazmat or protocol training. After speaking with Cayla Long it has been determined that this is a viable option. The content can be in the form of video or PowerPoint. Exams and rosters can also be created using this format.

Motion made by Chad Lindsey to approve virtual classes via Blackboard online platform. Motion seconded by Marsha Knight. Motion carried. Chairman Weller will work with the training committee to put together a committee to develop the content for the hazmat and protocol classes.

**9. ECR system – Interim Director Hildreth**

OEMS funded the purchase of 1,155 ambulance child restraints, however, during the purchasing process we were able to upgrade to the emergency child restraint. This is a 3 color-coded harnesses that adapts to children in three different categories – 4 to 18 lbs., 13 to 46 lbs., and 42 to 110 lbs. West Virginia will be the first state in the nation to have ECR's on their ambulances. Due to the COVID-19 situation and the size of this order, the manufacturer is anticipating a September or October delivery date.

**10. RFQ for EMS Data System**

Addressed in OEMS report.

**11. EMSAC safety officer nomination**

Motion made by Craig Horn to table until next face to face meeting. Motion seconded by Paul Seamann. Motion carried.

**12. Vehicle Markings (added to new business from Safety Committee)**

NFPA 1917 has been developed as the Standard for Automotive Ambulances. It is lengthy document that defines everything including the vehicle marking standards. Previously, this committee voted to have CAAS, however, CAAS no longer identifies vehicle markings which leave us with no definitive guide. CAAS is also spelled out in legislative rule so that would also have to be removed and replaced with NFPA 1917 if approved by the committee. We can also approve to adopt just the vehicle marking portion of NFPA 1917. Discussion followed.

Motion made by Craig Horn to table until next meeting for the purpose of doing additional research on NFPA 1917. Motion seconded by Dr. Lisa Hrutkay. Motion carried.

Motion made by Paul Seaman to create a subcommittee to look at NFPA 1917 and other regulatory options relating to EMS vehicle marking standards. Motion seconded by William Weese. Motion carried. Paul Seamann, Connie Hall, Chad Lindsey, William Weese, and Clinton Burley will serve on this committee.

**13. Supply issues – Trish Watson (special request for agenda placement)**

Trish Watson stated that she is having a hard time obtaining medical supplies and is requesting ideas, options and names of medical supply companies from the committee members. Discussion followed on the various distributors. Dr. Michael Mills stated that there is a list on the OEMS website of every operating distributor in the United States. Chairman Weller suggested building a list of preferred suppliers for specific merchandise and supplies and just keep adding to it. No action taken at this time.

**14. ACLS Recertification for MPCC Discussion for July 17, 2020 - Phillip Bolt (special request for agenda placement)**

Phillip Bolt stated that they are increasingly having trouble getting communicators. Mr. Bolt also stated that Medical Command has received numerous calls about the ACLS class cancellations and reduction in class size due to COVID-19. Mr. Bolt questioned if consideration should be given due to the COVID-19 situation. Discussion followed regarding various options. It is noted that on March 31, 2020 the American Heart Association (AHA) issued interim guidelines on extensions for instructor and provider cards during the COVID-19 outbreak.

- For instructor cards, the AHA will allow an extension of the validity of the instructor card for 120 days.
- For provider cards, the AHA recommends considering extensions of up to 120 days, but this recommendation could be extended based on the evolving COVID-19 public health threat. The Joint Commission will honor this extension if recognized by the individual organization.

Chairman Weller will contact Cynthia Keeley and get a definitive answer for those that have surpassed the extension time.

**15. AED Funding/Stop the Bleed Kits – Interim Director Vicki Hildreth**

OEMS has utilized funding to purchase (102) Zoll AEDs for schools that do not have at least one AED. This is to assist with the WV Heart Safe School Accreditation, so all schools are prepared to treat patients during a sudden cardiac death event.

OEMS has also funded 213 Bleeding Control Kits to distribute to schools throughout the state. School personnel will be trained in the Stop the Bleed program, so they are prepared to treat children during a bleeding emergency.

Both items are currently held up in administrative processes.

#### **16. OEMS Investigation and Disciplinary Policy**

The EMSAC unanimously approved the new OEMS Investigation and Disciplinary Policy and Agency Requesting Epcr Non-Compliance Investigation Form via telephone conference following the EMSAC Blackboard Collaborate Session meeting. The purpose of this policy is to establish requirements necessary for all EMS personnel and EMS agencies. The West Virginia Office of Emergency Medical Services, Investigative Division, conducts investigations in conjunction with licensed agencies or law Enforcement personnel as well as separate and distinct investigations. The investigations may involve any and all matters within EMS jurisdiction in accordance with established investigative protocols as prescribed in WV 68 CSR 48-7 and WV 16-4C. This will ensure consistent standards and procedures for Investigations and Disciplinary for EMS personnel and EMS agencies in West Virginia.

#### **17. Electronic Patient Care Record Submission Requirements Policy**

The EMSAC unanimously approved the new OEMS Electronic Patient Care Record Submission Requirements Policy via telephone conference following the EMSAC Blackboard Collaborate Session meeting. The purpose of this policy is to establish requirements necessary for all EMS personnel to remain complaint on electronic patient care record (ePCR) submissions per WV 64 CSR 48. In accordance with WV 64 CSR 48-3.2.a Data System, West Virginia Office of EMS (WVOEMS) shall participate in the National Emergency Medical Services Information System (NEMSIS) electronic data collection project. WVOEMS has established and published a minimum data set required for collection on all incidents. A data dictionary has been established describing the definitions of each data element. All data collection systems are certified NEMSIS compliant for all state required data elements. WVOEMS maintains a list of collection programs approved for use within the state. Additionally, state approved collection programs shall be certified NEMSIS compliant for each EMS agency. This will ensure consistent standards and procedures for electronic patient care record submission by EMS personnel in West Virginia.

#### **Good of the Order**

Chairman Weller reported that Glen Satterfield has taken a part-time job to spend more time with his family. Mr. Satterfield represented the large EMS service provider within the EMSAC structure, and this would have been his last EMSAC meeting. On behalf of EMSAC Chairman Weller expressed a sincere thank-you to Mr. Satterfield for his dedication and years of service with the EMS community. Chairman Weller also stated in addition to Mr. Satterfield's position and the Board of Education position the following EMSAC positions remain open:

- Mountain State Medical Services Association-EMT
- Three General Public positions - Governor Appointment

#### **Adjournment**

Motion to adjourn made by Paul Seamann at 2:37 PM. Motion seconded by Chad Lindsey. Meeting adjourned.

*Next meeting October 15, 2020 – Meeting location to be announced*

*Special Interest – 0900-0930*

*Administration – 0935-1005*

*Safety – 1010-1040*

*Policy/Procedure & Protocol – 1045-1115*

*Training – 1120-1150*

*Medical Command – 1155 -1225*

*EMSAC 1:00 PM*

*(times approximate)*