

EMS Emergency Management Committee Meeting
Courtyard Marriott
10077 Brook Road
Glen Allen, VA 23059
August 8, 2013
10:00 a.m.

Members Present:	Members Absent:	OEMS Staff:	Guests:
David Hoback , Chair	Bob Mauskopf (Excused)	Winnie Pennington	Jenny Smock
Steve Ennis , VSFA	Melinda Duncan (Excused)	Karen Owens	
Mike Player , VFCA/VA -1 DMAT	Jack King	Wanda Street	
Judy Shuck , HRMMRS/TEMS	Bubby Bish		
Bryan McRay , Member-at-Large RAA	Easton Peterson (Excused)		
Morris Reece , VHHA			
Adam Galton , VSP			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	The meeting was called to order by at 10:01 a.m.	
Review & Approval of the May 5, 2013 minutes:	A motion was made to review and approve the minutes. The motion was moved by Mike Player and seconded by Judy Shuck. The minutes were approved as submitted.	The minutes were approved as submitted.
Introduction of Guests and Committee Members:	First, the Chair congratulated Karen on her promotion to Emergency Operations Manager and then everyone around the room introduced themselves.	
Committee Chair Report:	Resource Typing and Tracking: The Chair is very passionate about resource typing and tracking. In June, VDEM held a meeting about resource typing and management. The Virginia EOC is the clearinghouse for resources. If a large event occurs, that's the first number to call. The meeting was very good, but David does not think there was any forward momentum after the meeting. He has followed up with several of the key players who were involved in the meeting. He is still in dialogue with them about what needs to be done. There are a tremendous amount of resources in Virginia but there is no central database for all the resources. This concerns him. There has to be a way to create this. He would like to see a PSAP or hospital based resource list or database. A follow-up meeting will be held. Based on the last meeting, Karen sent out some potential resource groupings. She and Winnie are working with Paul Sharpe of OEMS and the use of VPHIB to garner the resources that EMS Agencies have. This program has the capability to search based on zip code, distance to the incident, type of resource, etc. Access of certain aspects of VPHIB is available to EMS agencies, OMDs, Regional Councils, Hospitals, and OEMS. Paul has the ability to give certain access to individuals or groups. Judy Shuck stated that in the PEMS and TEMS area about three years ago, they put their resources annex into their MCI plan so that it is available locally. Even if this is captured in a database, how we use and deploy the	

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	information is different. The committee discussed the many challenges concerning the resources typing and tracking. Mr. Ennis stated that maybe the effort should be centered on a list of the gatekeepers who have access to the resource databases/lists. Karen also stated that some agencies don't know who to call for MCI support; they don't know about Mutual Aid plans. She suggested an educational process. The committee also discussed the turnover factor in Emergency Managers. Adam Galton agrees with the committee about the turnovers and not knowing what resources are available. Karen stated that a process could be designed to fit the need. Templates could be designed as a starting point and brought back to the committee. Karen said that the VPHIB system is already in place. She just needs to give information of what is to be collected. David said that he would like to work with Karen to work on this resource database in VPHIB. If this does not work, he is willing to put in an RSAF grant and work with the Regional Councils to make it happen. Mike Player is also willing to work on this. They will have an update at the next meeting.	Karen, David and Mike will work together on this and have an update for the next meeting.
Committee Member Reports:	Mike Player gave his update below.	
Presentation:	Jennifer Smock – Patient Tracking Project/Workgroup Each year the 6 hospital coalitions put together a Capabilities Planning Guide. It is basically an assessment of what their current capabilities are in their region. They look at different functions that deal with crisis standards of care or patient tracking. They decide on the importance of each function and the current ability of each function. An analysis was done at the State level and working groups were formed to enhance the capability over the next year. There is no set expectation, the purpose is to better assess the situation, propose solutions to any issues that are discovered and work through them to be in a better place than the year before. Patient tracking, recovery and vulnerable populations were some the items that were discussed. Workgroups were formed for each item and a patient tracking workgroup was formed. It includes members of EMS, (Winnie Pennington is on the group) regional hospital coordinators and the first teleconference was held last month. A lot of people were discussing some of the issues with patient tracking. Jennifer is not a subject matter expert in patient tracking; she is a facilitator of the group to assist with potential solutions. There are several workgroups and a budget of \$1 million to use to enhance these capabilities. Some of the issues discussed were inconsistent procedures and protocols at hospitals and not understanding the pen and paper approach. There is a patient tracking system within Virginia Hospital and Healthcare Association (VHHA). At the next meeting, they will look at this system and see if this is functional and meets most of their needs. Winnie mentioned that one of the items discussed at the meeting was a disconnect in the use of Triage Tags and the way hospitals record who comes in to the hospital. A lot of the patient information is trashed when the tag is thrown away. This topic sparked a lot of committee interest and discussion.	
Old Business:	• Triage Tag Changes - Karen A color copy of the tag was distributed to everyone with the suggested changes Karen received	

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	over the past couple of meetings. The injury description lines were added on page one. And on the second page, the Treatment Record has changed. Add the word “By” – Bleeding Controlled By: . The “Initials” column will be removed. Karen asked should there be a line that says Patient Refused Treatment. Karen spoke with Michael Berg of the office and he stated that it is up the localities how patient refusals are handled, but we could add something that says “I refuse transport/treatment” and have them circle which one and have a patient signature line. The committee thought that this should not be on the tag. They also discussed whether physical descriptions should be included. Michael Player would like to move Decontaminated to the front of the tag: Contaminated Y, N; Decon Y, N, N/A. Put it under Chief Complaint beside “Check if No Apparent Injuries” (move over). On the front of the tag add “Name/Physical Characteristics”; instead of Weight, put Race on the top and on the bottom. On the back of the tag add “Antidote/Other Treatments” under Needle Decompression : NEXT STEPS: Karen will write the request for contract to print about 10,000 tags over the course of the contract. The providers will contact the vendor for them as needed. Previously they were sold in packs of 75, but will now be in packs of 25 according to the new EMS Regulations of having at least 25 on each vehicle. The final version of the tag will be emailed to the committee members. Both the current and previous tags will be accepted. Karen will also submit a copy of the proof when received. • Continuity of Business Template for Agencies – Winnie Winnie has been working on a Risk Assessment, Planning Checklist and a Plan Template (not handed out) for agencies to use for emergency situations (see below). These documents are for agencies to plan for Continuity of Business in the event of a fire, hurricane, flood, etc. Are they prepared to handle such disasters or events? Do they have back up or recovery plans?  EMS Agency Risk Analysis.docx  Continuity of Business Planning Chk - o Next Steps Winnie has submitted requests to teach Courses at the 2014 Fire Chiefs Association Conference, The Virginia Emergency Management Association Conference and the	Karen will email the final version of the Triage Tag to the committee and then secure the printing contract. She will also submit a proof once received.

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	Virginia EMS Symposium. If you would like to assist with the course, please let her know. She plans to have the documents completed by December 2013. Steve Ennis encouraged a checklist for the individual members of the agencies and gave Winnie a copy as a guide and also recommended a Hazards Scoring Sheet (see below). He also mentioned securing proper documents such as IRS Status documentation, Articles of Incorporation, up to date Audits, etc. Judy volunteered her agency to test the Continuity of Business Plan.  Personal Emergency Plan and Hazard Scor Governor's School Safety Initiative Update – Michael Player Mr. Player advised that a working group has been identified to develop a Draft of EMS Response to Schools template. The group includes Michael Player, Bubby Bish, Bryan McRay, Lloyd Runnit, Robert Ryalls, Adam Galton, Michael Stinson, and Judy Shuck. We will be evaluating several national models for adoption/modification. The group will have its first meeting in August. There are national templates that exist and will be brought to the table. This will not only focus on active shooter situations, it is for all hazard situations such as fires, natural disasters, incidents of illness/injury, and other major events. Judy recommended adding school personnel staff.	
New Business:	Bryan mentioned the ICS requirements for EMT. The recommendation of the current curriculum is ICS 100, 200, 700 and 800. He feels that the 800 course has nothing to do with EMT. He wants to know if there is anything that can replace ICS 800. Karen said that the Training & Certification Committee would be open to suggestions. FYI – The Virginia State Firefighter's Conference is in Hampton, VA, August 14 -17.	
Other Comments/Questions:	None.	
Next Scheduled Meeting:	The next meeting will be Wednesday, November 6, 2013 at 10 a.m. in Norfolk.	
Adjournment:	The meeting adjourned at approximately 11:47 a.m.	