

HEMS, INC.
MEDICAL CONTROL ADVISORY BOARD
MEETING MINUTES
THURSDAY, APRIL 10, 2003
OAKWOOD HOSPITAL ANNAPOLIS CENTER-
WAYNE
SECOND FLOOR CONFERENCE ROOM

- I. CALL TO ORDER
The meeting was called to order by Mark Bacigal D.O., Medical Director, with introductions of all present.
- II. ADOPTION OF THE AGENDA
The agenda was adopted as presented.
- III. MINUTES
A motion was passed to approve the March 13, 2003 meeting minutes
- IV. NOMINATION AND RECOMMENDATION TO HEMS BOARD THE APPOINTMENT OF THE 2003-04 MCAB MEMBERSHIP, MEDICAL DIRECTOR, AND ALTERNATE MEDICAL DIRECTOR
 - A. Dr. Horling, Chairperson presented the Nominations Committee slate of candidates for the 2003-04 MCAB, Medical Director, and Alternate Medical Director.
 - B. A motion was passed to accept the Nominations Committee report.
 - C. Dr. Bacigal called for additional nominations for specific positions from the floor.
 - D. There being no additional nominations from the floor, a motion was passed to close nominations from the floor.
 - E. A motion was passed a motion to recommend to HEMS Board of Trustees the appointment of the 2003-04 MCAB membership, Medical Director, Alternate Medical Director, as recommended by the MCAB.
 - F. The recommended appointees of the 2003-04 MCAB were given CONGRATULATIONS!
 - G. The term of appointment begins with the May 8, 2003 meeting.
 - H. Thanks were given to the Nominations Committee for a job well done!
Susan Horling D.O., Chairperson
Paul Hood
Bob Tompos

Rick Oziemski
Michael Rorabacher

V. COMMITTEE APPOINTMENTS

A motion was passed to accept the committee membership as presented.

VI. COMMITTEE REPORTS

A. Nurse Managers-Connie McGinnis and CharTeeter.

1. Aircraft exercise initial system review comments.
2. EMS unit radio silence was stressed. Participating units were very compliant but as a system EMS crews should feel comfortable breaking silence if there is a change in patient condition or additional information becomes available that the receiving facility and possibly the other hospitals and EOC staff should be aware.
3. The hospitals are connected to an intercom that can be disconnected from the radio so that information may be shared.
4. There was positive learning experience for Incident Command and hospitals, and Poison Control information sharing of MSDS information.
5. Hospitals can expect to need to establish decon areas in addition to on scene decon to insure complete decon of the patient.
6. The Fire Incident Commander was complimented for a job well done to provide a well coordinated learning experience.
7. HEMS Radio Operators and HAM Radio Operators worked well together to track and double check patient locations for coordination with officials in the EOC and airline.
8. Hospitals were verbally informed by radio of the chemical names, followed up by information from Poison Control. It was suggested that in the future the verbal information be repeated several times.

B. Communications-Bill Forbush

1. River was not working. It may have prevented the unit providing valuable information to the facility. HEMS Radio System and EMS units have multiple frequencies that can be utilized.
2. It was suggested that identified EMS agencies check various base station frequencies daily, as is done with hospital connections.

C. Application Review-Rob Burley

1. A motion was passed to recommend CIS approval of Baker College's application to upgrade one BLS non-transporting unit to ALS non-transporting and one unit from ALS non-transporting to ALS transporting.

2. License renewal
 - a. A motion was passed to approve Canton Fire to operate in the HEMS MCA during the 2003-04 licensure period. Applications for two replacement vehicles were also included.
 - b. The Committee will take on as a project the updating of the application section of protocols with an annual compliance check off form.
- D. Pharmacy-Debbie Wagner
 1. After much discussion recommendations were agreed upon as to the catheters needed in the IV and Saline Lock Kits.
 2. HAZMAT box layout is almost complete.
 3. Medication shortages are to be recorded on a label placed on the top of the box so the crews and receiving pharmacy are aware of the box content change.
- E. Disaster-Wayne County Emergency Management – No report
- F. Protocol-Dr. Domeier (Dr. Calice)
 - a. Draft SARS protective procedures presented will be distributed as information, at this time.
 - b. Region optional 12 lead protocol corrections and transportation of patients with 12 lead confirmed acute MI. The time criterion was lowered to 15 minutes above transport to the closest facility instead of 30 minutes. Also a letter and survey will be sent to identify participating cardiac cauterization facilities similar to the procedure followed in identifying trauma facilities. This will probably be an evolving protocol as facilities add this service and the only EMS agencies affected are those operating under the optional 12 lead protocol.
 - c. Restricted staffing, and altered staffing protocol
 - i. This draft protocol was defeated.
 - ii. Much discussion on this issue and items that may have an impact on minimum ALS unit staffing in the future.
 - iii. The MCAB reaffirmed the minimum staffing in HEMS MCA for ALS units as 1 Paramedic and 1 Specialist. A unit not meeting the minimum staffing requirement is not operating, as required, under Medical Control Protocol.
 - iv. The MCAB will be kept informed of all staffing issues and associated problems.

- v. This issue will be referred to the transportation sub committee established by Dr, Bacigal to look at other associated issues.

G. Quality Review-Dr. Bacigal

- 1. Three run reports with audit boxes checked were reviewed.
- 2. Agencies were reminded that CQI reports must be update to date for license renewal applications to be approved and receive Medical Director signature,

VII. OTHER BUSINESS

- A. Region II South Bioterrorism Planning Board (HRSA grant application)- Update provided by Dr Bacigal.
- B. Annual MI 1/HEMS Annual Golf Outing is scheduled for July 29 (Links of Novi) Please mark your calendar!
- C. A handout was distributed showing the HIPAA business agreements received to date.
- D. Thank you from HEMS Staff to the 2002-03 MCAB Members, Dr. Bacigal, Dr. Calice, Committee Chairpersons and Committee Members for working together, in partnership, to make our EMS System the best it can be for our citizens and the visitors to our MCA.
- D. There were no additional items brought forth by the membership.

VIII. CLOSURE

- A. The first meeting of the 2003-04 MCAB is May 8, 2003, 8:45 AM. Major agenda items: License renewal period continues, Annual Pharmacy participation shares due, and program compliance forms due.
- B. Adjournment to the Service/Physician Director CQI meeting.
- C. **Scheduled CQI reports: SEE ATTACHED CQI REPORTING DOCUMENT.**

Respectfully submitted,

Robert Miljan
Secretary

