

## DISTRICT # 3 BOARD MEETING MINUTES

April 10, 2003

Meeting called to order at 18:33 hrs at St. Mike's  
Minutes for March 13, 2003 were approved.

In Attendance were:

- (R) Deborah Baron , Chair, Grand Isle Rescue, Chair
- (R) Lee Jones, Richmond Rescue/IBM Rescue
- (R) Sean Collins, Essex Rescue
- (A) Anna Johnson, UVM Rescue
- (R) Christian Campbell, Charlotte Rescue
- (A) Jason Marshall, Charlotte Rescue  
Huntington First Response - Absent
- (R) Darren Adams, Milton Rescue
- (R) Jessica Gagne, St. Michael's Rescue
- (A) Jesi Valentine, St. Michael's Rescue  
South Hero - Absent
- (R) Megan Cross, Shelburne Rescue
- (R) Chris Putnam, Hinesburg First Response
- (R) Doug Brent, South Burlington Fire Department
- (R) Mike Richards, Burlington Fire Department
- (A) Bill McNamara, Burlington Fire Department  
Essex Town Fire Dept - Absent  
Alison Rimmer, Vergennes Area Rescue - Absent
- (R) Jim Kellog, Essex Jct. Fire Dept
- (R) Scott Flieger, Colchester Rescue
- (R) Scott Jacobs, Williston Rescue
- (R) Earl Benway, Malletts Bay Fire Department
- (A) Stephen Mattison, Malletts Bay Fire Department
- (R) Kirsten Jacquith, FAHC - MHCIC
- (R) Lisa Whittemore, FACT
- (R) Gil Helmken, FAHC-ER  
Rebecca Webb, Training Coordinator, Grand Isle Rescue  
Al Barber, CTY Fire Chief, Hinesburg  
Jason Ziter, Colchester Rescue  
Matthew Windisch, UVM Rescue  
Pat Malone, IREMS/UVM  
John Berino, FAHC  
Heather York, UVM Rescue/ South Hero Rescue

### INTRODUCTIONS:

Earl Benway, Malletts Bay Fire Department  
John Berino, FAHC

## **CERTIFICATION ISSUES:**

Heather York had her I certification expire due to some paper work problems. She Presented to the Board the necessary paper work to prove that her continuing education credits were complete and is requesting that her I level be reinstated.

A motion to reinstate Heather York's I Level certification was made by Sean Collins and seconded by Scott Jacobs. Motion Passed.

Pat Keller is requesting that his I Level Certification be reinstated. It had expired due to continuing education credits. Anna Johnson presented on behalf of Pat, his records to show he had completed the necessary work.

A motion to reinstate Pat Keller's I Level certification was made by Kristen and seconded by Mike Richards. Motion Passed

## **CORRESPONDENCE:**

A Flier was passed out for information on the Key Bank Marathon  
A notice was passed out concerning possible ways to limit speed on East Avenue  
Charlotte Fire and Rescue passed out a notice that they are looking for Per Diem EMS People.

Charlotte Fire and Rescue has new officers, Jason Marshall is the new Chief and Christian Campbell is the Assistant Chief

Essex Rescue is looking to hire an Executive Director, this will be a 40 hour per week position and will be an administrative position.

## **TREASURER REPORT**

Checking Account = \$19,585.14  
Merrill Lynch = \$ 3,239.81

## **MEDICAL DIRECTION:**

No Report this month

## **MHCIC:**

John Berino, who is the manager of Occ/Environmental Health, Environmental Health And Safety at FAHC gave a short presentation on FAHC Preparedness and Capabilities, Training, Decontamination, and FAHC Limitations. This was very informative for the District Board and for John, as he was made aware of the extensive training that has Happened around the district over the past several years.

John also passed out a sheet outlining their Smallpox Departmental Action Plan.

Kristen brought us up to date on the additional changes due to HIPPA.

No EMS personnel will be allowed in the Radio Room after Monday April 14, 2003 to do forms. They will try to have an office in close proximity to the ER for our paper work.

There will not be any effect on bringing patients into the ER.

It is still ok to use a land line, cell phone to give patient information, or the radio to give patient initials and DOB.

All squads will be required to have a privacy policy, this needs to be on first aid refusals, billing as well as having a form for all patients to receive and sign that they have received your privacy policy.

Cleaning of equipment still is a problem from time to time. It has been requested that You look at your equipment before taking it and if it is still dirty, notify the charge nurse immediately. Gill stated that it is difficult to trace back what happened days or weeks later.

### **POLICY AND PROCEDURES:**

Several of the new or revised policies have been posted on the WEB site. Please go there and down load the new ones for your squad use.

### **LOGISTICS:**

Hinesburg has requested a change in backup ambulances servicing their area. Chris Putnam spent considerable time putting this together and reviewing it with all concerned. Upon the recommendation of the Chair of the Logistics committee, this will be placed in to effect immediately for a 6 month trial period. At the end of the 6 months, if this is working with no delays to patient care, it will be made permanent. This will be reviewed in October.

### **MCI:**

No Report

### **TRAINING:**

The one and two night per week classes are all progressing well. The two night per week Class has lost 3 people and is down to 32 people. Pat Malone felt that these individuals were not screened well enough and the slots could have been used by others.

Testing for the 2wo EMT-B classes and the EMT-I class will be held on May 5<sup>th</sup> for the written and May 7<sup>th</sup> for the practical. Evaluators and patients will be needed on the 7<sup>th</sup>, as there will be 60+ in the B class and 24 in the I class.

The First Responder module class is in the middle of module 5

A summer EMT-B course was proposed. The class will start May 14<sup>th</sup> and end July 23<sup>rd</sup>. The class will be limited to 16 students. Applications are needed as soon as possible.

A motion to accept the summer EMT-B course was made by Chris Putnam and seconded by Jim Kellog. Motion passed.

It is expected that the new intermediate class that starts in the Fall will be the new curriculum. There will be some grant money for updating instructors. This will require

more hours for the I-Class. It is also expected that a transition course will be available in the fall. More to come on this later.

BFD had their recert exam over 3 days. From all reports this worked out very well for BFD and the state and will be repeated in the future.

Training opportunities:

April 24<sup>th</sup> will have another series via telemed at the Spear Street location.

May 22<sup>nd</sup> Mike O'Keif will give a presentation on hypothermia cases. This will be at the Spear Street location at 7:30, call first.

## **OLD BUSINESS:**

Jason Ziter has been hard at work getting all of the resources together for the Public Service Announcement. This is to be a commercial spot to reach the population of our service areas to let them know what EMS does for their communities. Jim Heinz from Green Mountain Video will be doing all of the camera work and editing the finished Product. To do this Jason is requesting that the District provide funding or \$150.00 to cover some Jims out of pocket expenses.

Sean Collins made a motion that the District provide \$150.00 for the PSA and it was Seconded by Scott Flieger. Motion passed.

The taping will be on Thursday April 17<sup>th</sup>. Where possible, squads are asked to bring Their second rigs for the group shot and to have as many EMTs there as well in uniform.

## **NEW BUSINESS:**

Close the regular meeting at 2000, in order to hold the annual meeting.

The nominating committee announced that they have the following candidates

Chair	Doug Brent
Vice Chair	
Treasurer	Chris McCarthy
Clerk	
Training	Jason Ziter

From the floor Rebecca Webb agreed to be the Clerk as long as Lee would fill in for her when needed.

Scott Flieger and Deb Baron both stated that they would take the Vice Chair position. Deb graciously let Scott take this position.

The slate stands as follows:

Chair	Doug Brent
Vice Chair	Scott Flieger
Treasurer	Chris McCarthy
Clerk	Becca Webb
Training	Jason Ziter

A motion was made by Sean Collins and seconded by Jessica Gagne that the Clerk cast one ballot for the above slate. Motion passed.

Adjourned 20:05

Minutes submitted by  
Lee Jones stand in Clerk.