

## DISTRICT # 3 BOARD MEETING MINUTES

December 12, 2002

Meeting called to order at 18:30 hrs at St. Mikes  
Minutes for November 14, 2002 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
- (R) Will Chadwick, UVM Rescue
- (A) Anna Johnson, UVM Rescue
- (R) Bob Stone, Charlotte Rescue
- (A) Rick Pollack, Charlotte Recue
- (R) Huntington First Response - Absent
- (R) Milton Rescue - Absent
- (A) Jim Laskarzewski, St. Michael's Rescue
- (R) South Hero Rescue - Absent
- (R) Shelburne Rescue - Absent
- (R) Chris Putnam, Hinesburg First Response
- (R) South Burlington Fire Department - Absent
- (R) Mile Richard, Burlington Fire Department
- (A) Bill McNamara, Burlington Fire Department
- (R) Essex Town Fire Dept - Absent
- (R) Allison Rimmer, Vergennes Area Rescue
- (R) Jim Kellog, Essex Jct. Fire Dept
- (R) Scott Flieger, Colchester Rescue
- (R) Gil Helmken, FAHC- ER
- (R) Scott Jacobs, Williston Rescue
- Chris McCarthy, Hinesburg First Response, Treasurer - Absent
- (R) Peter Weimersheimer, FAHC ED
- Rebecca Webb, GI/SMRS Training Coordinator
- (R) Sandy Ladd, Colchester Center Fire Department
- Pat Malone

### INTRODUCTIONS:

Bob Stone, Charlotte Rescue, District Rep.  
Bill McNamara, Burlington Fire Department , Alternate Rep.

### CORRESPONDENCE:

Instructor program starts January 18, 2003 and 19, 2003 with follow up sessions in February and March.

Tele medicine is the 4<sup>th</sup> Thursday of each month. The next one is January 23, 2003

## **TREASURER REPORT**

The Checking account has a total of \$15092.01  
The Merrill Lynch account has a total of \$3295.14  
All squads have paid their dues for this year.

## **MEDICAL DIRECTION:**

Additional Combi-Tube classes will be scheduled for 2003

A question had been asked about what type of defibrillators should we be purchasing, bi-phasic or mono-phasic and what voltage. The recommendation is for Bi-Phasic and ones that go to 360.

Pedi IVs are on line per medical direction only. Anyone under 18 years of age is considered to be in this classification.

A new protocol will be written for oxygen monitors. This will be generic, not tied to one brand.

## **MHCIC:**

Linens -.

The hospital WILL continue to supply linens/ blankets to EMS and WILL continue to launder soiled linens. Please only take what you need for patient care. The cotton thermal blankets provided are intended to contain a patient's heat. Using more than one will provide no more heat for the patient. Services may want to consider purchasing and using wool or synthetic blend blankets to actively warm a hypothermic/ cold patient. The linens are intended for patient use only and should not be taken for personal use. Any overstock of linens should be returned for FAHC for laundering and recirculation.

Air Lock Issue - All personnel should avoid using the short hallway into the ER. With the constant opening of the doors, a cold draft is created in the ER and especially room 4. We are being asked to use the entrance that walk-ins use when leaving and for non critical patients.

Also when concrete is being poured over the long tunnel this tunnel will be closed down for safety reasons.

When the ER is busy and you are waiting for a nurse to give your report, find the charge nurse to get you someone.

If you have a severe trauma patient or very ill medical patient, the ER attending would like to be there when your report is given

Temporary changes in the radio room - the wall at the back will be removed. Once again EMS personnel will be asked to refrain from using the radio room to write their reports. We are being asked to use the conference room in the back. There is a lock on this room and

the combo is 72434. Also the EMS mail boxes are also located in this conference room.

Updates on patients should be given as soon as possible to give the ER time to prepare if necessary. Also since it is cold out and if you can not get a BP due to heavy clothing, get a pulse rate and quality, respiration rate, skin color/temperature, and note if the patient is in any type of distress.

### **POLICY AND PROCEDURES:**

Nothing to report

### **LOGISTICS:**

BFD only made one minor change to the ambulance back-up. The modified back-up list will be put on the district web page.

Airport Phases IV and V - There has been some confusion over who should be responding to the airport during a phase IV or V. This will be reviewed along with the MCI plan. Jim Laskarzewski stated that there was a matrix plan out. He has sent it in and it will be at the end of these minutes.

### **MCI:**

No report

### **TRAINING:**

Training Coordinator - Rebecca Webb has stepped forward and will take this position. A motion was made by Lee and seconded by Chris to accept Rebecca's offer. Motion Passed  
Thanks Rebecca..

EMT Basic and I classes have completed. There were 34 basic and 25 intermediate students taking the test. 3 people failed one station each in the basic class. Pat Malone was going to ask the state to look at these fails as they were all from one CPR station and he felt there might have been some confusion at that station

The Intermediate class for the spring session is full.

The Basic class is still open.

The one night a week class has 23 students.

The class that was to be held at the Husky facility in Milton is on hold for the time being, due to some management changes.

Kevin Williams has stated that he can no longer be a proctor for the first response classes and modules. A replacement will be needed. If you are interested contact Rebecca Webb.

The first response module 3 ended on December 16, 2002. The fourth will start in January 2003.

The next recert testing is scheduled for February 20<sup>th</sup> and 25<sup>th</sup>.

The state is saying that our testing in February is causing a conflict. As no one from the state office was in attendance, a determination could not be made as to what the conflict might be.

Deb will investigate the reasons that the state want to change from the current dates. It was noted that there were two reasons that the change was made. One was to eliminate the long testing time when the recert was combined with the current class testing and the other one was to allow people who needed to recert for their National EMT to have it done before the end of March when the National certification is due.

#### **OLD BUSINESS:**

One application for the Instructor Coordinator class was received and another was in process.

Bill McNamara from BFD was nominated to attend the class. A motion was made by Lee and seconded by Chris to accept Bill for the one slot that is available for District 3 and to have the District pay the class fee. Motion Passed

Sean Collins had the paper work for Brian Longe, but did not have it with him. A discussion followed on his qualifications and intent to help with classes. A motion was made by Sean and seconded by Chris to put Brian on the list if an opening became available and also to have the District pay the class fee if he was able to attend. Motion passed.

Meetings for 2003 will be held at the same location in Tarrant Hall, except when this room is not available. The January meeting is one of those times, and it will be held in the alternate location in the Vermont Room at Alliot Hall. This is on the second floor.

#### **NEW BUSINESS:**

All squads that are interested in getting glucometers also need to apply for a CLIA Certificate of Waiver. There is a cost of \$150.00 every two years for this waiver. For more information and an application contact:

Carol Drawbaugh, Laboratory Survey Specialist  
VT Department of Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402

Or call her at 802-652-4145.

According to Mike Richard of BFD, we do not have a choice on this waiver, as there could be substantial fines if inspected and you do not have the waiver and have a glucometer on your ambulance.

On this same subject, it was suggested that we call the companies that manufacture the glucometers. They apparently will supply the equipment free. Some of them are One Touch Altra and Life Scan..

Adjourned 19:50  
Minutes submitted by  
Lee Jones

**BURLINGTON INTERNATIONAL AIRPORT**

**EMERGENCY PHASE DISPATCH**

**EQUIPMENT RESPONSE**

	<b>Phase III</b>	<b>Phase IV</b>	<b>Phase V</b>
<b>EMS</b>	As requested by VtANG FD	BFD, UVM, SMC	BFD, UVM, SMC, Essex, Colchester & Williston Rescue (others move up)
<b>FIRE</b>	As requested by VtANG FD	SBFD = (2) ENG, (1) TOWER	SBFD = (2) Eng. (1) Tower  (1) Chief's Car BFD = (2) Engines, (1) Tower, Car 12
<b>RESCUE</b>	As requested by VtANG FD	EJFD Heavy Rescue	EJFD: (1) Heavy Rescue MBFD: (1) Heavy Rescue

**NOTE: On Phase IV and V: Winooski FD, Williston FD and Essex FD are notified and go on "stand-by" per internal protocol. Departments monitor either County frequency or VTANG fire frequency.**

**DISPATCH MATRIX**

	<b>Phase III</b>	<b>Phase IV</b>	<b>Phase V</b>
<b>Burlington</b> will <u>dispatch</u>	Ambulance or other resource as requested by VtANG	BFD Rescue 1, UVM, SMC	Rescue 1, Engine 1, Engine 3, Car12, Tower 1. UVM, SMC
<b>UVM</b> will <u>dispatch</u>		UVM	UVM
<b>SMC</b> will <u>dispatch</u>		SMC	SMC, Williston Rescue, Winooski FD
<b>South Burlington</b> will <u>dispatch</u>		SBFD, SBPD,	SBFD, SBPD,
<b>Essex</b> will <u>dispatch</u>		Call Essex PD to report Phase 4 Essex Junction Heavy, Williston FD, Essex FD	Call Essex PD to report Phase 5 Essex Heavy, Essex Rescue, Williston FD, Essex FD Call Colchester PD to report Phase 5
<b>Colchester</b> will <u>dispatch</u>			Malletts Bay Heavy, Colchester Rescue
<b>Medical Center</b>	Ensure timely response of agencies	Ensure timely response of agencies	Same as 3 & 4 plus initiate move-up per Annex "S" to District MCI plan.

Rev: 14 December 2002