

THURSTON COUNTY MEDIC ONE
 OPERATIONS COMMITTEE ~ REGULAR MEETING
 EMERGENCY SERVICES CENTER/EOC
 November 7, 2013, 2:00 PM

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. PUBLIC PARTICIPATION
- IV. REVIEW AND APPROVAL OF MINUTES
 - A. Operations Committee - August 1, 2013/**UNOFFICIAL** Mtg notes -Sept/Oct Mtgs Cancelled
 - B. EMS Council - October 16, 2013 *Draft* (Informational Only)
- V. COMMITTEE REPORTS
 - A. West Region EMS Council
 - B. Subcommittees
 - 1. Equipment Committee (EqC) – Chair or Representative
 - 2. Mass Casualty Incident (MCI) Committee – Chair or Representative
 - 3. Training Advisory Committee (TAC) – Chair or Representative
 - C. Staff Report
- VI. OLD BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.	EMS Council Action Report	Wright	Informational
B.	Policy Review	Fay	Review/Comment
C.			
D.			
E.			

OLD BUSINESS - ISSUES & ACTIONS PENDING

Paramedic exam/eval process (policy 20A)
 Customer Satisfaction Survey
 Bylaws Committee

VII. NEW BUSINESS

	ITEM	PRESENTER	EXPECTED OUTCOME
A.			
B.			
C.			
D.			
E.			
F.			

- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ UNOFFICIAL MEETING NOTES
EMERGENCY OPERATIONS CENTER/ECC
August 1, 2013**

PRESENT: Greg Wright, Steve Brooks, Jim Fowler, Jody Halsey, Mel Low, Larry Fontanilla MD (MPD), Jim Quackenbush

EXCUSED: Kathy Pace, Karen Hoffman

ABSENT: Dave Johnson, John Carpenter, Mary Campbell, Scott Puhalla,

GUESTS: Terry Ware

STAFF: Cindy Hambly, Pete Suver, Fay Flanery, Alan Provencher

I. CALL TO ORDER/ROLL CALL - Chairman Wright acknowledged lack of attendance for a quorum. An unofficial meeting continued. Wright added the agenda order would be followed with a change to add a demo of the First Responder Android platform update following public participation. Meeting notes will be taken to distribute.

II. APPROVAL OF AGENDA – None.

III. PUBLIC PARTICIPATION – Wright requested newly appointed alternative Jody Halsey to introduce herself and who she is alternative for. Roundtable introductions were made.

Suver provided history on the Safetypad First Responder data system and the current progress on the new Android platform. The Safetypad representative (Josh Austin) introduced himself and his role for Safetypad. He continued to provide some additional history on the current status of the First Responder data system and highlighted the functions and possible integration with our current ALS version. Demo followed with questions and answers.

IV. REVIEW AND APPROVAL OF MINUTES

1. Operations Committee – June 6, 2013/July Mtg. Cancelled
2. EMS Council – July 17, 2013 (Informational Only)

V. COMMITTEE REPORTS

- A. WEST REGION – Hambly announced there will be a 2014 WREMS conference and considering February 7, 8 and 9, 2014 and negotiating an agreement with Great Wolf Lodge.
- B. SUBCOMMITTEES
 1. Equipment Committee (EqC) – Provencher handed out and highlighted the equipment committee meeting minutes. Provencher continued the EZ Assist Lifter strap will now be a stocked item in inventory.
 2. Mass Casualty Incident (MCI) Committee – Suver reported the active shooter training has been the focus this year with Lacey PD along with other agency participation.
 3. Training Advisory Committee (TAC) – Hambly announced no meeting in July or August, but will hold a TAC retreat September 18, 2013 at Station 91 from 10:00 – 3:00. Let Hambly know if anyone outside the TAC Committee will be attending.
- C. STAFF - Flanery reported the staff report was included in the meeting packet and updated items are indicated in bold. Hambly added the upcoming fall EMT class is scheduled to begin September 3, 2013 at Station 95, applications are due by August 9, 2013.

VI. OLD BUSINESS

- A. EMS Council Action Report– Wright reported EMS Council met in July and will take August off. They are still waiting on information back from TRPC on the report that was presented. Don't expect to see anything back until after the September meeting.
- B. Communicable Disease Exposure Plan – Hambly reported she has been in contact with Dr. Pellicer at St. Pete's hospital to finalize the exposure control plan and mainly the finalization is to include potential airborne illnesses and not just blood born & fluid exposure. We are waiting on the addendum for the airborne

illnesses. St. Pete's continue their commitment to provide upfront care for the blood born & fluid exposures. We are still working on the process for the dissemination of information for all potential exposures.

- C. BLS Response Time Report – Brooks reported the BLS response time report was presented to the Fire Chiefs for review and vote. It was voted on and approved for its' posting on the medic one website.

VII. NEW BUSINESS

- A. 2014 Budget – Flanery provided an overview of the enhanced 2014 budget proposals. Flanery continued that the EMS Council Budget subcommittee met and discussed staff requested program budget enhancements. The committee also introduced additional CPR program enhancements to increase the CPR program and augment recent legislation CPR mandates with Thurston County High Schools. Committee questions followed.
- B. 2014 Business Plan Draft – Flanery reported the draft 2014 combined Business/Strategic Plan document was included in the meeting packet and is for committee review and comments back to Romines.
- C. Protocol App – Flanery gave a demonstration on downloading and installing the new Thurston County Protocol app that is now available. Questions followed.

VIII. GOOD OF THE ORDER – EMS System Study discussion, Paul TRPC was not available, if anyone is interested in staying to discuss the TRPC System Study, it will follow the adjournment of the meeting. No one stayed for TRPC System Study discussion

IX. ADJOURNMENT - 3:11 PM

**Thurston County Medic One
Emergency Medical Services Council – Regular Meeting
Emergency Operations Center/ECC
October 16, 2013**

PRESENT: Margaret McPhee, Dr. Tom Fell, Karen Rogers, M. John Way, John Ricks, Karen Valenzuela, Greg Wright, Frank Kirkbride, Russ Hendrickson

ABSENT: Kathleen Bostwick

EXCUSED: John Christiansen, Ken Parsons, Dr. Larry Fontanilla

GUESTS: John Carpenter, Steve Brooks, Terry Ware, Lenny Greenstein, Mel Low, Dale Putnam, Tony Kuzma

STAFF: Steve Romines, Fay Flanery, Pete Suver

- I. **CALL TO ORDER/ROLL CALL** – Chairman McPhee called the regular meeting of the Emergency Medical Services Council (EMSC) to order at 3:31 PM. Roll was recorded by staff.
- II. **APPROVAL OF AGENDA – MSC** (Kirkbride/Ricks) move to approve.
- III. **PUBLIC PARTICIPATION** – None
- IV. **REVIEW AND APPROVAL OF MINUTES**
 - A. EMS COUNCIL – September 18, 2013 – **MSC** (Kirkbride/Hendrickson) to approve.
 - B. OPERATIONS COMMITTEE – (Informational Only) October meeting canceled.
- V. **COMMITTEE REPORTS**
 - A. OPERATIONS COMMITTEE – Wright reported due to a majority of Operations Committee members attending a conference on the affordable care reform act the October meeting was cancelled.
 - B. WEST REGION EMS COUNCIL– Romines reported that WREMS had meetings coming up and the February conference will be held at the Great Wolf Lodge.
 - C. STAFF REPORT– Romines highlighted on staff report included in the packet:
 - The 3rd Qtr updates have been made to the 2013 Business Plan
 - Remembrances of Rob Johnson and Mike Smith former EMS system members who recently passed away were made by Romines & Chief Wright.
 - Surplused 2 medic units to FD 9 & 16, respectively and 1 SPRINT unit to Bucoda FD.
 - EMT class started on September 3rd with 18 students enrolled at Station 95, Romines commented on the notable low enrollment and has spoken to the Washington State DOH who is reporting a 25% decline in EMT enrollments across the State.
- VI. **OLD BUSINESS –**
 - A. BLS Response Time/Volume Report – Wright reported on the changes made to the response time report and what will be reported on the website and put in the annual report. Council discussion followed with Romines making some minor formatting changes for the website. **MSC** (Kirkbride/Valenzuela) move to accept the BLS Response Time reporting as presented and recommended by Operations Committee.
- VII. **NEW BUSINESS –**
 - A. Tablet technology – Romines gave a demonstration on how tablet technology could be used. Staff is currently testing several android tablet options for possible EMS Council meetings and Operations Committee meeting use along with several other meetings. Council discussion followed. Romines added this would eliminate a lot of paper waste, copying, staff time etc. and make meeting history available on our website.
 - B. SafetyPad – Suver gave a demonstration on the SafetyPad software system that is used by our Paramedics in the ALS units. He continued to provide an overview of how the system works for us, current system integrations and, future integrations we are working on. Council discussion followed including “the Cloud” as an option for data storage. He added the vendor is working on rolling out a BLS version to be used by First Responders. Romines demonstrated where to go in the Medic One website to download the ALS protocols along with other features of the website including the recently updated TRPC report.

VIII. PUBLIC PARTICIPATION – None

IX. GOOD OF THE ORDER – Chair McPhee reported that TCOMM was putting on a Flu shot clinic in the Radio Room and is available from 4 – 6 PM. Flanery added it is a TCOMM event and is extended to anyone interested. The shot costs are \$25 and they can/will bill your insurance company.

X. ADJOURNMENT – MSC Meeting adjourned at 4:45 PM.

Operations Committee Meeting

5C

Medic One/EMS, Staff Report, Nov 2013

OFD Chief Jim Rambo, passes; Mike Smith, Instructor TCC passes

EMS System Operational Review, TRPC as Process Project Manager, proposed at July meeting, recommending contract to BOCC. Signed by BOCC September 25, TRPC initiating, last session 12/19, contacting Chiefs/Com, Report 6/19 EMS Council meeting 3:30, presented, to EMS community for comment. Presentations: EMSC 6/19, Fire Commissioner/Chiefs Assoc 7/16, BOCC 8/7 (Medic One website, System Reports), comments due, EMS Council accepts 9/18, to BOCC.

Retired Medic units to FD#9, (OFD bypass) FD#16 and SPRINT unit to Bucoda, BOCC 9/10, approved, **awarded**.

Roles/ Responsibilities workgroup for DOH/EMS, WREMS reps Anne Benoist & Steve Romines, **next mtg ??**

Protocol app (iphone/android) contract signed, started July 5, 2013, received and functional, EMS agencies notified. Medic One website modified to include app links and provider registry number lookup. Expanding to EMT course, **completed**.

2014 Budget and Business plan drafted presented to EMSC, 9/18 meeting, budget approved, **to BOCC. 2013 Business plan Q3 report.**

Medic hiring and oral exams. October 2012: 21 applicants (19 to written, 4 new candidates to oral), 8 passed written, 2 oral retakes, 7 to oral, 1 passed oral, 3 already on list= 4 total on current list. **May 2013** closed with 44 new apps/5 retest oral, 9 pass written, 7 pass oral board. **Next exam:** application open Sept 9, Nov 12 written, 2013

NurseLine Criteria Based Dispatch Program, started December 11, 8AM, calls routed to Evergreen Hospital "Healthline," contract completed, implemented: 15 in August 2003, 14 September, 15 October, 15 November, 16 December, 11 January 2004, 13 February, 11 March, 8 April, 11 May, 7 June, 11 July, 8 Aug, 12 Sept, 8 Oct, 8 Nov, 13 Dec, 11 Jan 2005, 13 Feb, 12 Mar, 10 Apr, 11 May, 10 June; 11 July; 6 Aug; 4 Sept; 9 Oct; 5 Nov; 12 Dec; 14 Jan 2006; 11 Feb; 4 Mar; 14 Apr; 4 May; 9 June; 9 July; 11 Aug; 8 Sep; 7 Oct; 15 Nov; 6 Dec; 10 Jan; 12 Feb; 13 Mar; 7 Apr; 20 May; 15 June; 18 July; 10 Aug; 13 Sept; 8 Oct; 15 Nov; 11 Dec; Jan '08 11, 15 Feb, 10 Mar, 12 Apr, 14 May, 11 June, 14 July, 15 Aug; 22 Sept; 11 Oct; 14 Nov; 7 Dec. 5 Jan '09, 7 Feb, 6 Mar, 17 Apr, 7 May; 10 Jun; 17 Jul; 7 Aug; 10 Sep; 11 Oct; 15 Nov; 14 Dec; 11 Jan 2010; 7 Feb; 14 Mar; 10 Apr; 10 May, 16 Jun, 21 Jul, 18 Aug, 23 Sep, 14 Oct, 10 Nov, 16 Dec; 11 Jan 2011, Feb 15, Mar 24, Apr 19, May 20, Jun 10, July 21, Aug 14, Sep 17, Oct 15, Nov 10, Dec 21; 12 Jan 23, Feb 16, Mar 17, Apr 18, May 19, Jun 14, Jul 9 Aug 25, Sep 16, Oct 13, Nov 14, Dec 16; **Jan 13, Feb 9, Mar 9, Apr 14, May 5, June 14, July 10, Aug 12, Sep 11: Total to date= 1,533/121** (avg 12.7/month) Rate \$16.10/call

EMS Data 2012 (TCOMM source), 25,729 system call volume +1,583 calls, +6.5% (2011 data volume 24,146). ALS response time 11.7 minutes average countywide, 94% goals achieved, call volume 8,742, -299 calls, responses -3.3% (2010 response time 11.7 minutes, 94% of goals, 9,041 responses). BLS call volume 16,987, -6, -0% (2011 16,993) Countywide BLS average response time 7.02 minutes, all BLS. BLS TCOMM Data Warehouse report, final draft to Chiefs Association then Ops Committee, to Chiefs Assoc, approved to Ops, Ops approved, to EMSC 9/18> to 10/16 **approved, processing to website.**

Medic Unit in vehicle EMS data system. Field implementation beginning. Tiberon connectivity quote returned, \$33,000 plus \$4,000 annual maintenance cost, approved, interface completed. AVL Tiberon interface issue identified, AVL in test environment, mobile gateway/AVL interface created, ER&R completed, AVL operational test-halted CAD software issue, rewrite. EMS Council approves EMS agency by agency supervisor QI access to SafetyPad, interface stable, AVL trial, Restart Jan 9 7 AM to end May 12, reviewing. Initiating BLS data system pilot with Tenino (*Strategic area*)

WATRAC Advisory Group member added, meeting 9/9, **next meeting 12/2**

TRAINING: average pass rate NR EMT exam = national 79%, WA state 85%, WR 90%, CR 93%, TC 93%
First Responder Course, 2012?

EMT Course 13-1 scheduled, Station 9-5, completed, 28 enrolled, 23 graduated 6/27

EMT Course 13-2 scheduled, Station 9-5, start 9/3, 18 enrolled

NIMS online training available at <http://training.fema.gov/EMIweb/IS/is700.asp>

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AGENDA ITEM INFORMATION SHEET

Thurston County
Operations Committee Meeting
November 1, 2013

Presenter/

Committee: Fay Flanery, Medic One Staff / Operations Committee

Topic: Policy Review.

Request: Review reformatted and updated Policies 1 Vehicle Accident Review and Policy 2 Ridership Policy (attached).

Background: In 1984 Policies 1 (Vehicle Accident Review) & 2 (Ridership Policy) were approved. In 2009 & 2011 revisions were made to the Ridership Form (attachment A to Policy 2). No other known policies or amendments relating to these policies have been made.

Options Considered: No options considered. It was the recommendation of both EMS Council and Operations Committee to revise all policies to meet the approved standard format and review for current practices.

Financial Impact: None.

Attachments: Reformatted Policies 1 (Vehicle Accident Review) & Policy 2 (Ridership Policy).

Recommendation: Review attached Policies/Procedures for comment at the November 1, 2013 Operations Committee meeting. Minor redline changes have been made and are clearly visible for review.

Staff Note: Policy 1 (Vehicle Accident Review) may have additional attachments to include ALS Contractor Vehicle Accident Reporting policy/procedure for notifying Thurston County Medic One.

Thurston County Medic One Administrative Policies Synopsis

January 2013

#	POLICY	PROPOSED ACTION	LAST ACTION
1	VEHICLE ACCIDENT REVIEW - Guidelines for review of vehicle accidents involving medic units	Review ; update language to reflect current WAC, TC procedures, contract agency procedures and intergovernmental contract requirements	08/84
2	RIDERSHIP POLICY - Guidelines for EMS & other personnel riding on an ALS unit	Review ; update language (WAC, PAO opinion??) Review revised ridership form (Exhibit A)	08/84
3	TRAINING POSITION - Outlines duties & responsibilities of Training Position, as a <i>contracted</i> position	Established as Thurston County Classification	Rescinded 02/18/98
4	NEWS MEDIA GUIDELINES - Define parameters for dissemination of patient information to news media by field personnel and Medic One staff	Review ; update language to reflect current RCW, WAC, Bench-Bar-Press guidelines & address patient confidentiality issues	12/84
5	TRANSFERS BY MEDIC I - Identifies the types of patient transports/transfers Medic One will facilitate	Review ; update language to reflect WAC, and/or MPD directives Addressed in EMS Protocol Manual? (Rescind?)	Amended 01/96
6	INITIAL & RECERTIFICATION OF PARAMEDICS IN THURSTON COUNTY (guidelines for)	Review ; update language, incorporate WAC, MPD requirements	08/84
7	BUDGET PROCESS & LEVY AMOUNT - Process for setting annual operating budget & establishing levy amounts	Review ; provide for process per WAC, TC Code/procedures	08/84
8	PARAMEDIC STANDING ORDERS - Standing orders for paramedical field procedures	Rescinded Standing Orders; establish as policy to provide for medical direction per WAC (re: EMS Protocols); See Policy 14	Rescinded 11/93
9	MASS CASUALTY INCIDENT - Establish mechanism for optimal emergency care during an MCI	Review ; update as needed	6/97
10	HANDLING OF MEDIC I DONATIONS - Processing donations and/or contributions to Medic One	Rescinded Medic One Donations Policy rewriting as SOP	8/13
11	INTERACTION OF MEDIC I PERSONNEL WITH MEDICAL INTERVENERS - Handling medical control/transport with medical interveners at scene	Review ; update to reflect WAC, MPD directives Addressed in EMS Protocol Manual? (Rescind maybe rewritten as MPD Policy?)	08/84
	OUT OF COUNTY RESPONSES – Guidelines for medics	Review ; update to reflect existing mutual aid	08/84

Thurston County Medic One Administrative Policies Synopsis

January 2013

#	POLICY	PROPOSED ACTION	LAST ACTION
12	responding to EMS calls outside Thurston County	agreements; WAC, state and/or MPD directives Addressed in EMS Protocol Manual? (Rescind?)	
13	POLICY FOR DETERMINING DEATH - Steps to be taken when dealing with a deceased patient or determining death	Addressed in EMS Protocol Manual? (Rescind)	Rescinded 02/07
14	BLS PROTOCOLS - Establishing protocols for BLS personnel in Thurston County	Review; establish as policy to provide for medical direction per WAC (EMS Protocols possibly rescind)	08/84
15	FIELD BLOOD DRAWS - Procedure for field blood draws per ER physician or law enforcement	Addressed in EMS Protocol Manual? (Rescind)	Rescinded 02/07
16	N/A (No Policy 16)	N/A	N/A
17	RELEASE OF PATIENT INFORMATION - Outlining circumstances for release of Medic I patient incident reports	Rescinded – rewrite as SOP	08/13
18	ALS PROTOCOL RECIPROCITY - Protocols to be used by Thurston County paramedics when responding to another county.	Review; update language to reflect current state and/or MPD directives, existing mutual aid agreement with surrounding counties Addressed state law and regional policy? (Rescinded)	Rescinded 02/07
19	MEDIC UNIT STANDBY AT PUBLIC EVENTS - Defines use and costs of Thurston County reserve medic units	Review; update language - reference WSAFC rates for medic unit standbys Note: no charge for public events approved by Admin	08/84
20	DUE PROCESS FOR MEDICAL CONTROL OF EMS PERSONNEL Provides system of due process in matters of student discipline, reprimand, suspension of or decertification	Review; update language to reflect current WAC, MPD directives (may rescind and rewrite ad MPD Policy) Note: rewrite with UDA guidance	08/84
20A	EVALUATION PROCEDURE FOR NEWLY HIRED PARAMEDICS Provides mechanism for EMS skills evaluation, medical control and feed back for first year paramedics	Drafted 1994, finalize with MPD, ALS fire chiefs. Is this a MPD Policy? Note: may relate to Policy #6	1994 (draft)
21	OFF DUTY PARAMEDIC CALL UPS - Activation of reserve medic		Rescinded

**Thurston County Medic One
Administrative Policies Synopsis**

January 2013

#	POLICY	PROPOSED ACTION	LAST ACTION
	units and call up of off-duty paramedics		02/18/98
22	FIELD PATIENT DISPOSITION PROTOCOLS - Determination of patient transport to Thurston County hospitals		Rescinded 02/18/98
23	STANDING ORDERS FOR EMTS CERTIFIED IN AUTO-DEFIB Procedures for EMT auto-defibrillation of patients	Rescinded – addressed in EMS Protocol Manual	Rescinded 02/07
24	MANDATORY INSERVICE FOR PARAMEDICS		Rescinded 09/87
25	USE OF MAST TROUSERS BY EMTS - Procedures for EMT use of MAST trousers on patient		Rescinded 02/18/98
26	IV MAINTENANCE EMT/IV TECHNICIAN EMT - Identifies procedures EMT IV Maintenance/Techs may perform	Rescinded - addressed in EMS Protocol Manual	Rescinded 02/07
27	BLS TRANSPORT TO NEAREST ALS - Mechanism for rapid availability of ALS measures	Review; update to reflect state requirements and/or MPD directives Addressed in EMS Protocol Manual? (Rescind)	Rescinded 02/07
28	PATIENT REFUSAL OF MEDICAL EVALUATION - Process for dealing with patients who refuse medical evaluation, treatment or transport against medical advice	Review ; update to reflect state requirements and/or MPD directives and/or EMS advanced directives Addressed in EMS Protocol Manual? (Rescind?)	02/96
29	CONTINUING MEDICAL EDUCATION REQUIREMENTS FOR PARAMEDICS - Documents continuing medical education (general and specific) requirements for paramedics	MPD DRAFT to Paramedics/Fire Chiefs for review and comment 03/07/96	??/96
30	PARAMEDIC STUDENT SKILLS (new) – Establish System guidelines regarding allowable paramedic student procedures	Review draft ; update to reflect WAC, DOH, MPD	
A	ALS RESPONSE TIME GOALS (new) – Establish and monitor ALS contracted response time goals	Review draft ; update to reflect WAC, DOH, REGION, MPD, EMS Council	
B	EMS COORDINATOR RIDERSHIP (new) -	Review draft ; update to reflect WAC, DOH, MPD & Administrator Directives	
C	ALS RESPONSE ZONE MODIFICATIONS (new) -	Review draft ; update to reflect WAC & Response Time Policy & data	

**Thurston County Medic One
Administrative Policies Synopsis**

January 2013

#	POLICY	PROPOSED ACTION	LAST ACTION
D	VEHICLE OPERATIONAL SAFETY (new) -	Review draft; update to reflect WAC, RCW, NFPA	
E	QUALITY IMPROVEMENT COMMITTEE	EMSC APPROVED 10/17/07	10/07
F	"HOME GROWN MEDIC" (new) -	Review draft; update to reflect WAC, DOH, REGION, MPD, EMS Council	
G	BARIATRIC SPECIAL RESOURCE CALL OUT -	EMSC APPROVED 02/18/09	02/09



Medic One POLICY



I. POLICY NUMBER:	1
II. POLICY TITLE:	VEHICLE ACCIDENT REVIEW
III. DATE EFFECTIVE:	August 1984
IV. RELATED POLICIES:	
V. AUTHORIZATION/REFERENCES RCW: WAC:	
VI. SCOPE:	Establish guidelines for proper accident reporting
VII. DEFINITIONS:	(See Standard List) List Non-Standard Here
VIII. POLICY PURPOSE:	To establish guidelines for review of any vehicle accident involving a Thurston County Medic I unit.
IX. POLICY STATEMENT:	<p>A. The contracting fire services shall each maintain a "Safety Committee" for the review of accidents involving Paramedic personnel. Under the sponsorship of the respective fire chief, the "Safety Committee" shall review Medic IOne related motor vehicle accidents, and accordingly file a report with the EMS CoordinatorMedic One Director. Paramedics involved in motor vehicle accidents are responsible to their respective departments for their driving actions.</p> <p>B. The EMS CoordinatorMedic One Director will shall be responsible for the filing of accident reports to the Prosecutor's Office. The CoordinatorMedic One Director will require accident statements from Medic IOne personnel & contracting agency personnel in order to comply with insurance requirements. The Coordinator Medic One Director shall file an accident report with the EMS Council.</p> <p>C. The EMS Council shall review and comment on motor vehicle accidents involving Medic IOne personnel and contract agency personnel. One aspect of the review process is to assess the work of the respective fire service's "Safety Committee" for completeness and equity.</p>
X. ATTACHMENTS:	
XI. RECORDS OF ACTIONS:	<p>Adopted date: <u>8/84</u></p> <p>Signature: _____ Chairman, Emergency Medical Services Council</p> <p>Amended date: _____</p>

Signature: _____
Chairman, Emergency Medical Services Council

Rescinded date: _____

Signature: _____
Chairman, Emergency Medical Services Council

Reformatted date: 10/2013 _____

Document # 012.3230**Reporting a Motor Vehicle Accident**

Effective Date:	November 20, 2000
Cancel:	Safety Manual, Rev. 10/24/94, Page 21
Approved by:	BOCC
Authority:	WAC 296-24-025
See Also:	

The employee is responsible for filing an accident report:

- Fill out the Thurston County Vehicle Accident Report. Make a copy for your supervisor and, within 24 hours, send the original to Thurston County Human Resources Department (HR) to the attention of the Risk Analyst.
- If law enforcement was summoned to the scene, ask for the officer's accident report and send a copy to Thurston County Human Resources Department (HR) to the attention of the Risk Analyst when it is received.
- If injured, complete an Employee Injury/Illness Form. See Document # 012.3210

After the employee returns to the office, the supervisor ensures:

- That the Thurston County Vehicle Accident Report has been completed, reviews the report, then completes and signs the supervisor's block.
- If the employee was injured, follow the procedure for an employee injury/illness (see Document # 012.3210).
- Assist an injured employee to submit required reports.
- Send a copy of all reports to the Risk Analyst at the Human Resources Department.

Human Resources Department Responsibilities:

- Human Resources Department is responsible for the safety review of all vehicle accidents involving Thurston County employees and the investigation of any tort claim arising from such accidents. Once notified Human Resources Department will:
 - ♦ Ensure the accident has been/will be properly investigated.
 - ♦ Determine if any third party involved in the accident needs to be contacted and follow up as appropriate.
 - ♦ Handle the settlement of any claim arising from the accident and coordinate any litigation with the Prosecuting Attorney's Office.
 - ♦ Determine if the accident was preventable and implement loss control measures if analysis suggests such measures could prevent future occurrences.



Medic One POLICY



I. POLICY NUMBER:	2
II. POLICY TITLE:	RIDERSHIP
III. DATE EFFECTIVE:	
IV. RELATED POLICIES:	
V. AUTHORIZATION/REFERENCES RCW: WAC:	
VI. SCOPE:	
VII. DEFINITIONS:	(See Standard List) List Non-Standard Here
VIII. POLICY PURPOSE:	This policy is to establish and outline guidelines for EMS and other personnel riding on an ALS unit in Thurston County. The intent is to provide ongoing training and education for EMS personnel. It is directed towards members of a participating agency or non-participating agency.
IX. POLICY STATEMENT:	<p>The following personnel will be recognized for ridership in Thurston County:</p> <ol style="list-style-type: none"> Any member of a participating agency may ride provided they have written authorization from their respective Chief Administrator which states the purpose of the training; OR Any member of a non-participating agency approved by the Medic One Administrator <u>Director</u> may ride provided they have written authorization from their respective Chief Administrator which states the purpose of the ridership is for training; OR Students who are currently attending a paramedic training institution that has signed a contract with Thurston County Medic One or a Thurston County ALS fire department for evaluation of said student. <p>The following guidelines will be adhered to by all riders in Thurston County:</p> <ol style="list-style-type: none"> A rider will provide to the ALS participating department a letter from their Chief stating ridership is for the purpose of training. The rider must be covered by the sponsoring agency's liability and medical insurance or must show proof of independent coverage. The rider shall wear a clearly identifiable uniform provided by the ALS unit. No more than one rider shall be scheduled for ridership per ALS unit at any given time. EMT's will only perform EMT skills (as defined in WAC 248-17-212 and WAC 248-17-216) while riding with a Thurston County ALS unit. ALS personnel riders NOT certified or under contract with Thurston County may not perform any ALS skills while riding on a Thurston County ALS unit.

7. At all times, ALS personnel, paramedic students, and EMT's are responsible to and under direct supervision of the paramedic officer or preceptor.
8. All riders will sign the Thurston County Medic One's "Ridership Authorization Form". See Exhibit "A".
9. The rider may only ride for the specified time stated on the Ridership Authorization Form. See Exhibit "A".

X. ATTACHMENTS:
Ridership Authorization Form

XI. RECORDS OF ACTIONS:

Adopted date: Unknown

Signature: _____
Chairman, Emergency Medical Services Council

Amended date: 08/84 _____

Signature: _____
Chairman, Emergency Medical Services Council

Rescinded date: _____

Signature: _____
Chairman, Emergency Medical Services Council

Reformatted date: 2013 _____

Medic One EMS Procedures



I. POLICY NUMBER:	2
II. POLICY/PROCEDURE TITLE:	Ridership Authorization
III. DATE EFFECTIVE:	
IV. RELATED PROCEDURES:	
V. AUTHORIZATION/REFERENCES RCW: WAC:	
VI.	
<p>PROCEDURE PURPOSE: When a request for ridership is made, the appropriate ALS Chief shall determine if the individual requesting ridership is recognized as a participating member of the Thurston County Medic One system, i.e., an active member of a fire, police or medical agency who is a responder in Thurston County, as the basis for accepting the rider on the medic unit.</p> <p>1. If there is a doubt as to the status of the individual requesting, or the individual is not a member of this System, the ALS chief shall refer the request to the Medic One Administrator<u>Director</u>. The Administrator<u>Director</u> will evaluate the request and recommend whether the individual shall be eligible for ridership.</p> <p>a. When the individual requesting ridership has received recognition as a participant in the Medic One System, or has received the Medic One Administrator's<u>Director's</u> sponsorship, then the ALS Chief shall direct the eligible rider to meet the guidelines outlined under the policy statement.</p> <p>b. When an individual requesting ridership is sponsored as a Paramedic Student Intern, then the Intern shall also abide by the terms of the contract signed between Thurston County or a Thurston County ALS fire department and the individual intern's Paramedic Training Institution.</p>	
VII. ATTACHMENTS: Ridership Authorization Form	
<p>VIII. RECORD OF ACTION:</p> <p>Adopted date: <u>Unknown</u></p> <p>Signature: _____ Chairman, Medic One Operations Committee</p> <p>Amended date: <u>08/84</u></p> <p>Signature: _____ Chairman, Medic One Operations Committee</p> <p>Rescinded date: _____</p>	

Signature: _____
Chairman, Medic One Operations Committee

Reformatted date: 08/2013 _____

**THURSTON COUNTY MEDIC ONE
EMERGENCY MEDICAL SERVICES SYSTEM
RIDERSHIP AUTHORIZATION**

As a partner in the Thurston County Medic One System, the Cities of Olympia and Tumwater Fire Departments, Thurston County Fire District #3 (Lacey), and Thurston County Medic One agree to provide training opportunities for outside agency personnel when appropriate.

PRINT RIDER NAME: _____ is hereby authorized to ride in a Medic One Advanced Life Support (ALS) vehicle on (date) _____ and, as an employee or volunteer of the undersigned, is covered by this sponsoring agency's liability insurance to a minimum combined limit of one million dollars (\$1,000,000). This person is also covered under Worker's Compensation through Washington State Labor and Industries, Volunteer Firefighter Retirement and Relief Plan, or equivalent.

The sponsoring agency, _____, agrees to hold harmless the Cities of Olympia and Tumwater, Thurston County Fire District #3 (Lacey), Thurston County and Thurston County Medic One and all of their officers, agents and employees from any and all liability, loss or damage including reasonable cost of defense that they may suffer as a result of the Trainee riding or being with the Medic One team.

Signature of Personnel Authorized to Sign for Sponsoring Agency

Date

Print name signed above

In consideration of the training opportunity provided in riding with the Thurston County Medic One team, I agree to assume all risks attendant to such activity, including but not limited to exposure to or contracting of any communicable disease, waive any claims against and hold harmless the Cities of Tumwater and Olympia Fire Departments, Thurston County Fire District #3 (Lacey), Thurston County and Thurston County Medic One from all losses, claims, actions or any liability whatsoever arising from my participation in this training.

Further, I agree that any actions or services performed by me while riding in Thurston County Medic One vehicles are performed at my own risk and I further agree to indemnify the Cities of Tumwater and Olympia Fire Departments, Thurston County Fire District #3 (Lacey), Thurston County and Thurston County Medic One from any and all liability, loss or damage which results from, arises out of, or is in any way connected to said actions or services.

In addition, I understand and accept that:

- 1) I am perceived as representing Thurston County Medic One during my ride-along; business casual dress is required. Long pants and sturdy shoes are required as I may encounter a wide variety of environmental conditions during my ride. I will ensure that I have suitable outerwear appropriate to the weather.
- 2) Tobacco use of any kind during the ridership program is prohibited.
- 3) The department is responsible to provide me with markings that authorize me to accompany the responders while they are treating patients and performing routine duties.
- 4) I agree to hold in strict confidence all protected health information, documentation and discussions resulting from my experience in the ridership program. I understand failure to do so may result in personal liability.

I have read the above statements and Medic One Policy #2, I understand them, and I agree to honor and abide by them.

Signature

Date

Print Name

Contact #

AUTHORIZATION TO RIDE GRANTED BY:

City of Olympia Fire Dept (Chief or Designee) _____ Date

PRINT
NAME: _____

City of Tumwater Fire Dept (Chief or Designee) _____ Date

PRINT
NAME: _____

Thurston County Fire District #3 (Lacey) (Chief or Designee) _____ Date

PRINT
NAME: _____

AND

Thurston County Medic One (Director or Designee)

Date

PRINT NAME: _____