

**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ REGULAR MEETING
EMERGENCY OPERATIONS CENTER/ECC
January 3, 2013**

PRESENT: Greg Wright, Brian VanCamp, Steve Brooks, John Carpenter, Karen Hoffman, Jim Fowler, Mary Campbell, Mike O'Dell (RN), Mel Low, Wendy Kruse, Kathy Pace, Bill Hurley MD (Asst. MPD), Jim Quackenbush

ABSENT: Dave Johnson

GUESTS: Byron Hamilton

STAFF: Cindy Hambly, Fay Flanery

- I. **CALL TO ORDER/ROLL CALL** - Chairman Wright called the regular meeting of the Operations Committee to order at 2:04 PM. Roll was recorded by staff. Wright noted that per the agreement between the Ambulance companies with I representative between them on the Operations Committee, they agreed to alternate each year. This year Olympic Ambulance is the representative with Mary Campbell at the table.
- II. **APPROVAL OF AGENDA – MSC** (Brooks/Carpenter) to approve agenda with addition of New Business Item B. Contact Information and under Good of The Order, I have a letter I would like to read from one of the new EMT
- III. **PUBLIC PARTICIPATION** – No public participation.
- IV. **REVIEW AND APPROVAL OF MINUTES**
 - A. OPERATIONS COMMITTEE – December 6, 2012 **MSC** (Low/Quackenbush) to approve.
 - B. EMS COUNCIL – December 19, 2012 – (Informational Only).
- V. **COMMITTEE REPORTS**
 - A. WEST REGION – Hambly reported the WREMS council continues to work on the West Region EMS annual conference which is being held at the Great Wolf Lodge this year and will be held February 8, 9 & 10, 2013 with Dr. Fontanilla as a speaker. Hambly added there are a limited number of discounted rooms that have been blocked for the conference. In addition, because the conference is in Thurston County this year meals and accommodations are not allowed for reimbursement. Hambly added that Steve Romines was looking into discounted water park rates for attendees' family members.
 - B. SUBCOMMITTEES
 - A. Equipment Committee (EqC) – No report.
 - B. Mass Casualty Incident (MCI) Committee – Hambly reported the MPD has required MCI training in OTEP this year. Hambly added during the last full-scale MCI exercise we found areas for improvement and hope to complete all of the MCI training in the first six months of this year.
 - C. Training Advisory Committee (TAC) – Hambly handed out November minutes and added the December meeting discussion surrounded the Instructor/Evaluator workshop that will be held the 26th and 27th of January 2013 and the applications have gone out. Hambly continued, the next EMT class will start the first part of March and will be held at station 95, in addition the healthcare provider class will be held February 16, 2013 (prerequisite for the EMT class).
 - D. STAFF - Hambly highlighted Staff report handout:
 - 2013 Budget was adopted by the BOCC in December.
 - Medic hiring exams and oral exams took place in October with I addition to the hiring list with a total now of 4 on the list.
 - The fall EMT course is completed. We started with 31 students and completed with 24 (2 failed practical exams, 3 students self-dropped, 2 failed by cognitive exams).

VI. OLD BUSINESS

- A. EMS Council Action Report – Wright reported the EMS Council is currently working through the first phase of the study. Paul Brewster is leading this effort, he has met with EMS Council and has brought back 10 questions to the December meeting (hand out available). Paul Brewster is working to find gaps if there are any in the system and get an overall understanding. Wright read an email from Paul that indicated to share the questionnaire with the Operations Committee and note that he had met with 8 Fire Districts/Departments, the MPD and Karen Hoffman of the Paramedics Association so far. Wright added that TRPC is still in the information gathering process and will return at the February EMS Council meeting. Committee discussion followed.
- B. 2013 Special Projects Policy/Process – Hambly reported that the Special Projects Policy/Process was brought to the committee at the December meeting and requested committee feedback be sent to Fay Flanery by December 28th. No comments regarding changes were made; we did receive 1 request for additional information from Mel Low to better understand of the intent of the program. Wright added, the original question came from Janet Duncan who asked about the intent of the program. Wright continued to explain the scoring matrix process. Committee discussion followed with a unanimous vote to leave the process/procedure as is for 2013.

VII. NEW BUSINESS

- A. Nominations Committee – Wright reported he typically appoints a nominations committee for elections if no one volunteers. John Carpenter, Steve Brooks and Karen Hoffman volunteered. Brooks asked the committee if there was anyone else willing or wanting to run for the positions or can we carry forward the slate of candidates that already exist, if they were willing to serve again, this could streamline the process. The committee had no other members interested in serving. **MSC (Brooks/Low)** motion to carry forward current slate of candidates. Chair Wright ran the nominations for Vice-Chair and he opened the floor asking for any nominations on three accounts, **MSC (Carpenter/Brooks)** nominated Brian VanCamp as Vice Chair, all in favor. Vice Chair VanCamp opened the floor for Chair nominations on three accounts, **MSC (Brooks/Low)** nominated Greg Wright as Chair all in favor.
- B. Contact Information – Fay handed out Privacy and Release of Information Permissions forms and asked that the forms be completed and returned. Wright added it is also a good time to provide written documentation to Fay of the current years' representative with alternates identified.

- VIII. **GOOD OF THE ORDER** – Wright shared a letter written from an EMT who recently went through the fall training class acknowledging both Cindy and Anna Lee for the outstanding class. Jim Fowler provided an update on Janet Duncan. Wright added that Fay will be bringing back the policy work to start at the February 7th meeting.

- IX. **ADJOURNMENT** - The meeting adjourned at 2:44 PM.