

**THURSTON COUNTY MEDIC ONE
OPERATIONS COMMITTEE ~ REGULAR MEETING
EMERGENCY OPERATIONS CENTER/ECC
March 7, 2013**

PRESENT: Greg Wright, Brian VanCamp, Steve Brooks, Jim McGarva, Jim Fowler, Mike O'Dell (RN), Scott Puhalla, Mel Low, Larry Fontanilla MD (MPD), Mary Campbell

EXCUSED: Karen Hoffman

ABSENT: Dave Johnson

GUESTS: Greg Pulver, Byron Hamilton

STAFF: Steve Romines, Fay Flanery, Alan Provencher

- 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. Introductions were made to new member Scott Puhalla from CMC who also provided his background.
- II. **APPROVAL OF AGENDA – MSC** (Brooks/Pace) to approve the agenda moving Old Business Item VI.B. Medic One Policies Review to the end of New Business.
- III. **PUBLIC PARTICIPATION** – None
- IV. **REVIEW AND APPROVAL OF MINUTES**
 - A. OPERATIONS COMMITTEE – February 7, 2013 **MSC** (VanCamp/Brooks) to approve.
 - B. EMS COUNCIL – February 20, 2013 – (Informational Only).
- V. **COMMITTEE REPORTS**
 - A. WEST REGION – No report.
 - B. SUBCOMMITTEES
 - A. Equipment Committee (EqC) – No meeting, no report.
 - B. Mass Casualty Incident (MCI) Committee – Brooks reported MCI training in OTEP is required this year.
 - C. Training Advisory Committee (TAC) – No report.
 - C. STAFF - Romines highlighted on Staff report handout:
 - Systems operational review is still underway and expect a report at the next EMS Council meeting
 - Medic exam scheduled in May
 - EMT class is starting this month
 - Steve and Anne Benoist from the West Region have been asked to serve on a Roles and Responsibilities committee for the State Department of Health for Emergency Medical Services. Two people from each region are selected for a total of 18 people to participate on the committee to review State's WAC's & RCW's.
 - Protocol Application (APP) contract – we have a signed contract with a vendor to develop and manage our protocols in an APP form and is expected to be ready May 1. We will still have hard copies available.
 - Draft data reports – draft annual data reports were passed out for review
 - 2012 final annual Business Plan highlighting 89% complete
 - New organizational charts handout
 - Sherriff SWAT annual activity report handed out
 - Update - Providence St. Peters hospital will have a strike starting Monday, April 11 @ 6 AM until Saturday, April 16th.
 - Thurston County Fair Thank You certificate was presented to Medic One for participating in the fair and staffing a booth along with Lacey Fire District #3.

- WATRAC – has updated their policy for accessing WATRAC, you will need to update your password and it will now expire annually.
- Reminder - Special Projects deadline for submitting applications is March 29, 2013.
- A plaque for Janet Duncan will be presented to Chief Robin Duncan (her husband) at the EMS Council meeting March 20, 2013.
- Highlight on EMS related Legislative bills (handout)

VI. OLD BUSINESS

- A. EMS Council Action Report– Wright highlighted:
- Ops committee nominations resulted with both Wright and VanCamp continuing as Chair and Vice Chair, respectively.
 - Ops received a letter from a fall class EMT student who praised both Cindy Hambly and Anna Lee Drewry on the outstanding class they put on.
 - The special projects process will continue as it has in the past, during discussions the Committee felt the special projects information should be forwarded to Paul Brewster (TRPC) as a BLS funding source he may not have been aware of, Wright will make contact with Paul.
 - Policy review – Wright informed EMSC that policy review work was again underway and the original concept of all policies at once was not a workable situation for Operations workload or for there's and asked if we managed them in smaller groups, they agreed and asked that we try to group them.
- B. Medic One Policies Review – Flanery provided an update to the standard format to be used for all policies and procedures along with a draft policy for developing policies. **MSC** (VanCamp/Brooks) to approve the standard format presented for both Policies and Procedures and to adopt the Policy for developing Policies and bring back in the newly approved policy format with correction to signature block on the Procedure format.

VII. NEW BUSINESS

- A. 2012 Business Plan Final – Romines provided the 2012 Business Plan review under staff report in Item 5.C. above. Romines added he provided ALS stats previously but now has DRAFT BLS stats for 2011 and 2012. Staff is still working on validating the information
- B. 2013 Adopted Budget – Romines reported the BOCC approved 2013 budget was included in the packet for information. Committee discussion followed.
- C. Min/Max Licenses – Romines provided a handout not included in the packet and highlighted the State requirements for reporting min/max numbers. Committee discussion followed. **MSC** (Brooks/Quackenbush) motion to accept staff recommendations for min/max levels.
- D. Ambulance License Renewals – The License renewal packet was handed out and Romines reported on the rate comparison sheet and reported all required application materials were received. **MSC** (Brooks/Quackenbush) to approve the ambulance license renewals.

VIII. GOOD OF THE ORDER – None

IX. ADJOURNMENT - The meeting adjourned at 3:17 PM.