

## MLREMS Executive MINUTES October 1, 2008

### Attendees:

Paul Bishop, Mark Tornstrom, Tim Frost, Manish Shah, Sheri Adam, Randy Campbell, Tom Coyle, David Leven,

### Excused:

Marc Connolly, Erik Rueckman, Tim Czapranski, Terry Fairbanks, William Sheahan

- Officer & Staff Reports
  - Chair
    - EMS Summit 2009
      - January 10, 2008
    - Diversity Letter
      - 9 out of 18 regions replied
      - Active recruiting for at large seats
    - STEP Conference
      - March 19, 2008
      - Education components not shared with OPC as required to give appropriate credit
      - OPC receiving blame from customer(s)
      - Need mechanism for control
      - STEP is not MLREMS
    - Correspondence
      - Need to be scanned and sent immediately to officers
  - Vice Chair – No Report
  - Secretary – No Report
  - Treasurer & Finance and Administration Committee
    - Auditor Selection
    - Financial Statements
  - Medical Director
    - No report
  - Office Manager
    - Spinal Roll Out Update
      - About 600 people have completed training
      - More courses (non MLREMS) Sponsored will be posted and opened up to the masses.
      - This information is not the responsibility of the council but the individual agencies.
- Committee Reports
  - Best Practices
    - No update no meetings since last meeting / today's meeting cancelled due to lack of attendance
  - NEG
    - Discussion on Policy on Officer Pay
    - Nominations for Officers
    - Elections for REMAC and REMSCO
    - Committee meeting guidelines

- Next Generation PCR
  - PCR Submission Update
    - Agencies are doing better
  - EMS Charts “Handbook”
- PIER
  - Awards Submission timeline
    - Paul has been unable to get with Rueckmann secondary to conflicting schedules
    - Sheri has the templates up on the Website
    - Please recommend to people that the template is on the MLREMS site to recommend people
- REMAC
  - Tornstrom – discussion needs to occur of the answering of med control phones and or 340 radio
    - Paul – need more data to support systemic issue or isolated event
    - Paul – possibly involve ECD
  - Paul – have Terry look at the Intermediate program to determine whether it is worthwhile to have
- System Ops
  - CON Updates
    - Scottsville’s packet is almost done
    - Committee spoke to Ross and he hopefully will write a letter informing Kodak next week?! BLS Response
    - Still actively providing ALS FR
- Training
  - Instructor Recommendations
  - CIU
- County and Representation Reports
  - Livingston County
  - Monroe County
    -
  - SEMSCO
- Other Business
- Next Meeting:
  - Executive      November 5, 2008
  - Council        October 20, 2008 at 1600 PSTF

**Monroe-Livingston REMS Council**  
**4th Quarter Progress Report**  
**APR MAY JUNE 2008**

Deliverable	Comments
<b>1. Regional Council Activities</b>  Minutes  Annual Calendar  By-Laws, Policies  Certified and Registered List of Ambulance services	Monthly REMAC, MLREMS, ALS and Training committee minutes are attached as electronic files attached to program agency deliverables. REMAC and MLREMS meetings are webcast as required by Executive Order #3.  Calendars for meetings are attached as electronic files attached to the program agency deliverables  By-Law changes voted on and approved  A current list is maintained at the Office of Prehospital Care
<b>2. Training Plan</b> Regional Training Plan	Submitted separately
<b>3. CON</b> Notification, copies of active CONS	Submitted separately by the MLREMS CON subcommittee
<b>4. Participation in SEMSCO/SEMAMC</b> SEMSCO  SEMAMC	Local Representative: Tim Czapranski and Paul Bishop attend state meetings. Information from the state meetings is presented at local meetings.  Member: Dr. Terry Fairbanks attends state meetings. His alternate is Dr. Manish Shah. Information from the state meetings is presented at local meetings.
<b>5. Quarterly Reports</b> Quarterly Reports	Submitted
<b>6. Oversee Collection and Monitoring of PAD program</b> PAD	Information attached electronically to program agency deliverables

**7. Mailing Address**

MLREMS address

**MLREMS maintains a mailing address of:**

601 Elmwood Avenue, Box 655  
Rochester, NY 14642  
Phone Number 585-463-2900  
Fax Number 585-463-2917

**MLREMS physical address is:**

120 Corporate Woods, Suite 100  
Rochester, NY 14623

**Monroe-Livingston Regional EMS Council  
Third Quarter Report  
April, May, June 2008**

<b>Deliverable</b>	<b>Comment</b>
<p><b>1. Provide Assistance To Ambulance and ALS services</b></p> <p>Meetings Held with Ambulance Agencies Attached electronic files:</p> <ul style="list-style-type: none"> <li>• ALS Committee Minutes (no Jan/Mar meeting)</li> </ul>	<ul style="list-style-type: none"> <li>• Interacted with members from the following agencies : Avon, Barnard, Brighton, Brighton FD, Brockport, Chili FD, Chili Amb, Cuylerville, Dansville, East Avon FD, East Rochester Amb, Gates, Gates FD, Geneseo, Greece, Greece Ridge FD, Hamlin, Henrietta, Hilton, Honeoye Falls, Honeoye Falls FD, Irondequoit, Kodak, Lakeshore FD, Lima, Livingston Co EMS, Livonia, Monroe, Mt Morris, North Greece FD, Northeast Quadrant, Nunda Amb, Penfield, Perinton, Pittsford, RIT, Rochester FD, Rural Metro, Rush, Scottsville, Sea Breeze, Southeast Quadrant, Spencerport Amb, Springwater, St Paul, Union Hill, Walker FD, West Brighton FD, West Webster and York.</li> <li>• Face to Face meetings with Brighton, Chili, East Rochester, Hamlin, Kodak, Penfield, Perinton, Pittsford, Pt Pleasant and West Webster.</li> <li>• Meetings held every other month (3<sup>rd</sup> Monday 1830) with all ALS agencies. ALS agencies that attended this quarter included: Avon Amb, Barnard Fire, Brighton Amb, Gates Amb, Genesee Valley ALS, Greece Amb, Henrietta Amb, Honeoye Falls Amb, Kodak, Livingston Co EMS, Livonia Amb, Monroe Amb, Mt Morris Amb, North Greece FD, Northeast Quadrant, Rural Metro, Southeast Quadrant, Spencerport Amb, Xerox Amb.</li> <li>• All agencies in the region are submitting data electronically.</li> <li>• QA involvement with all agencies.</li> <li>• Multiple agencies and individuals were assisted with requests for CME information for recertification</li> <li>• Agencies that were assisted with access to hospital Pyxis systems: Gates, Greece, Monroe and Rural Metro</li> </ul>

Assist with Managerial and Operational Needs

Attached electronic files:

- NYS Mailings
- Regional Mailings

Recruitment and Retention

Foster Coordination among different agencies

Survey prehosp svcs for info if needed by DOH

- NYS Mailings included: 2008 Empire State Games Form, FF and EMS Day Announcement, NYS DOH 08-02, NYS DOH 08-03, NYS WTC Letter/Application, NYS WTC Poster, Summer Games for Special Olympics, Vital Signs Information, NYS Academy Class Notice, and NYS Rehab information.
- Regional Mailings included: 2008 HazMat Protocols, 2008 MLREMS Policies and Procedures, Member solicitation for Council, RGH Triage Change Memo, Spinal Immobilization Clarification Memo, Suki Regoni Tournament Information and FF Thompson Memo on MRI installation,
- Nothing new at this time
- Dr. Shah is working with Livingston County agencies to improve coverage of calls, mutual aid, and response times. He is also working to establish and county wide QA system.
- Continue meeting regarding Best Practices for emsCharts with multiple agencies. Agencies collaborating on ways to improve system and best practices.
- Working with Program Agencies from North County, Mid-State, Central, Susquehanna and Finger Lakes on decreasing web-casting costs. In addition the group has set up a website ([www.funccmes.com](http://www.funccmes.com)) to allow providers to on-line CMEs at no charge.
- NYS DOH BEMS-Children survey, all agencies solicited responded.

Deliverable	Comments
<p><b>2. Assistance &amp; Coordination for REMAC &amp; MLREMS Council</b></p> <p><b>Staff Support</b></p> <p><u>Meeting Agendas, Attendance, Minutes</u></p> <p>Attached electronic files:</p> <ul style="list-style-type: none"> <li>• REMAC minutes</li> <li>• MLREMS minutes</li> <li>• Training Committee</li> <li>• Pharmacy Committee</li> <li>• Schedule of Upcoming Meetings</li> </ul> <p><u>Phone Calls &amp; emails</u></p> <p><u>Office/Meeting Accommodations</u></p> <p><u>Office Management</u></p> <p><u>NYS DOH PAD/Epiopen Registry</u></p> <p>Attached electronic files:</p> <ul style="list-style-type: none"> <li>• PAD Report</li> </ul>	<ul style="list-style-type: none"> <li>• Production and distribution of agenda, attendance records webcast and minutes.</li> <li>• Web-casting continues for both REMAC and MLREMS.</li> <li>• Process approx 20/day. Process approximately 20 email requests per day.</li> <li>• Meeting space, parking and office space provided for OPC, REMAC and MLREMSCO as needed</li> <li>• Dr. Fairbanks attends State meetings quarterly, REMAC and MLREMS meetings every other month. Sheri Adam attends REMAC and MLREMS and State PA meetings</li> <li>• Epi auto-injector applications: None this quarter</li> <li>• 4 new PAD applications forwarded under separate cover- Hilton-Parma Fire District, Kayex, Marshall and Sterling and Performance Technologies.</li> <li>• Letter sent to all known PAD agencies asking for updated information – send under separate cover 50 updated DOH forms.</li> <li>• Questions regarding PAD information/use from numerous county companies looking to purchase AED's. Number of questions answered regarding the new AHA Guidelines and whether they need to purchase new AED's to comply. Reminders to all PAD agencies regarding new signage laws and requirement of event reporting. Dramatic Increase in event reporting after reminder.</li> </ul>

<u>Medical Control</u> <u>Protocols &amp; Policies</u>  <u>Credentialing of Physicians</u> <u>Newly credentialed, epifa/b credentialing</u>	<ul style="list-style-type: none"> <li>• Callers are referred to the MLREMS, or NYS DOH website to view the current protocols. 2008 Protocols approved at SEMAC and effective April 1, 2008.</li> <li>• Agreements with bordering REMACs that providers use the protocols from their own region, no changes in the past year.</li> <li>• Updated Regional polices and procedures were sent to all agencies.</li> <li>• Updated STEMI protocol was released</li> <li>• Suspected Spinal Immobilization Protocol – regional rollout over the next 4 months.</li> <li>• Newly credentialed ALS providers this quarter: 22, total in region 281</li> <li>• Newly credentialed Base Station Physicians this quarter: 11, total in region 98</li> </ul>
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<b>Deliverable</b>	<b>Comments</b>
<b>3. Quality Improvement</b> <u>12 lead implementation</u>  <u>Hospital Center Training</u>  <u>Assistance with QA/QI Improvement</u>	<ul style="list-style-type: none"> <li>• All regional ALS agencies are fully compliant with 12 lead capability and 12 leads are done per regional protocol on all patients complaining of chest pain and as needed for various other chief complaints. Currently a pilot program is in effect for providers to call in STEMI alerts if the 12 lead wording shows Acute MI Suspected. Door to balloon times are decreasing significantly.</li> <li>• Highland Hospital – ACS and Tachycardia—presented April 29, 2008</li> <li>• Assistance was offered to agencies in remediation of providers for QA/QI issues.</li> </ul>

<p><u>Health Care Facility Participation: QA/QI</u></p> <p><u>QA/QI Workshops/Studies</u></p> <p><u>QA/QI Issues</u></p> <p><u>Targeted QA/QI Project</u> Attached electronic files:</p> <ul style="list-style-type: none"> <li>• RSI Study Report</li> </ul> <p><u>DOH QA/QI Project Participation</u></p>	<ul style="list-style-type: none"> <li>• Current REMAC TAG looking at providing document to regional agencies that will help them implement the state requirements.</li> <li>• Physicians from all 6 hospitals sit on REMAC. 3 Physicians from area hospitals are on the REMAC QA Committee. All are active in QA/QI issues.</li> <li>• RSI cases continue to be reviewed 100% by an OPC physician.</li> <li>• Controlled Substances: Any agency concerns will be reviewed by REMAC QA and the System Medical Director.</li> <li>• 1 operational QA issue discussed by QA Committee</li> <li>• See attached final report</li> <li>• No Air Medical in the Region to participate in NYS project</li> </ul>
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Deliverable	Comments																		
<p><b>4. Regional Mgmt-PCRs</b></p> <p>Distribute PCR's to agencies Attached electronic files:</p> <ul style="list-style-type: none"> <li>PCR data</li> </ul>	<ul style="list-style-type: none"> <li>MLREMS is only handing out minimal PCRs to agencies. Most are using electronic pcrs.</li> <li>Union Hill 1000; West Webster 1000, Hamilin FD 500, West Brighton FD 500, Ridge Culver FD 500, Kodak FD 500.</li> </ul>																		
<p>Certified Ambulance Agencies that did not submit PCRs</p>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>																		
<p>Ambulance Agencies notified from last quarter report of non-compliance</p>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>																		
<p>Submission of PCRnet data</p>	<ul style="list-style-type: none"> <li>Total with missing data</li> </ul> <table border="0"> <tr> <td>No name</td> <td>846</td> </tr> <tr> <td>No SSN</td> <td>25</td> </tr> <tr> <td>No Date</td> <td>633</td> </tr> <tr> <td>No Agency</td> <td>0</td> </tr> <tr> <td>No Location Code</td> <td>5</td> </tr> <tr> <td>No Presenting Problem</td> <td>27</td> </tr> <tr> <td>No DOB</td> <td>146</td> </tr> <tr> <td>Missing &gt; 1 item</td> <td>219</td> </tr> <tr> <td></td> <td>187</td> </tr> </table>	No name	846	No SSN	25	No Date	633	No Agency	0	No Location Code	5	No Presenting Problem	27	No DOB	146	Missing > 1 item	219		187
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<p>PCR training ePCR Attached electronic files:</p> <ul style="list-style-type: none"> <li>Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>As agencies move toward electronic charting, they are getting PCR training by the vendors. Due out in the next quarter is an educational handout for use with emsCharts, created by the region.</li> <li>OPC is spending a large number of hours coordinating with various agencies on setup, reporting and data collection for ePCRs. OPC has hosted meetings to lead the region in finding systems that will be easy to use, will be easy to obtain data for research and QA purposes and can be adopted by even the smaller agencies.</li> </ul>																		

Deliverable	Comments
<b>5. Regional Information System</b> Data for REMAC/MLREMS Council & EMS Agencies	<ul style="list-style-type: none"> <li>The server for processing information was shut down June 30, 2008.</li> <li>Data has been provided to various EMS agencies for CME re-certification programs.</li> <li>REMAG QA was asked the region to review the uses of Phenergan since Jan 2007 in response to the SEMAC questioning its use over Zofran. Data obtained was that there were no adverse events reported for more than 1/2 of the calls reviewed. The other calls were unable to be reviewed due to hospital interaction issues.</li> <li>Monroe and Livingston County Reports were filed with the appropriate county.</li> </ul>

Deliverable	Comments
<b>6. EMS Education</b> Mechanism to inform agencies of CMEs Attached electronic files: <ul style="list-style-type: none"> <li>CME Flyers</li> <li>Educational Presentations</li> </ul>	<ul style="list-style-type: none"> <li>Weekly emails sent to all agencies and for individual providers that request it. Emails include NYS and Regional Information, and local CME offerings</li> </ul>

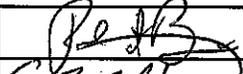
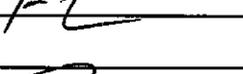
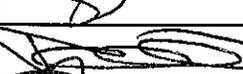
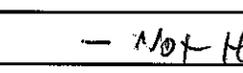
Deliverable	Comments
<b>7. Quarterly Reports</b> Monies expended, voucher and budget Attached paper copy: Voucher, budget, expenses	<ul style="list-style-type: none"> <li>See attached files</li> </ul>

Deliverable	Comments
<b>8. Administrative Duties</b> Open Meetings Law	<ul style="list-style-type: none"> <li>All meetings of the REMAC and MLREMS are webcast in accordance with Executive Order #3. To view current meetings visit <a href="http://www.mlrems.org">http://www.mlrems.org</a></li> </ul>

<b>Deliverable</b>	<b>Comments</b>
<b>9. Audits</b> Yearly Audit	<ul style="list-style-type: none"> <li>• 2007 audit being finalized, will be submitted prior to Sept 30.</li> </ul>
<b>Deliverable</b> <b>10. Administrative Requirement</b> Employee Performance/Qualifications Attached electronic files: <ul style="list-style-type: none"> <li>• Equipment Inventory</li> </ul>	<b>Comments</b> <ul style="list-style-type: none"> <li>• Attached as separate file</li> </ul>

MLREMS EXECUTIVE COMMITTEE ATTENDANCE

1-Oct-08

1	Bishop, Paul	
2	Tornstrom, Mark	
3	Frost, Tim	
4	Connolly, Marc	?
5	Shah, MD, Manish	
6	Adam, Sheri	
7	Campbell, Randy	
8	Coyle, Tom	
9	Leven, David	
10	Rueckmann, MD, Erik	
11	Czapranski, Tim	- Not Here
12	Fairbanks, Terry	- Not Here
13	Sheahan, William	- Not Here