

EMS Operations Committee Minutes
April 12, 2016
DTCI- Large Conference Room
801 Sycolin Road
1900 Hours

Co. 4	Absent
Co. 6	Kevin Piatt
Co. 9	Derrick Bennett
Co. 12	Andrew O'Connell
Co. 13	Anthony Mino
Co. 14	Earl Hall
Co. 15	Alfred Pacifico
Co. 17	Rodney Krone
EMS Council	Jay J. Brown
LCFR	AC Johnson, AC Tobia, DC Salazar, Bill Toon, Mary Maguire and Christine Langley-Obaugh
OMD	Dr. John Morgan
StoneSprings	Absent
Reston Hospital	Keith Morrison
Inova Loudoun	Jamie Stephens

1. Call to order

Chief Bennett, Vice Chairman, called the meeting to order at 1903 hours.

2. Roll Call

3. Approve March meeting minutes

A motion to approve the March 8, 2016 minutes was made by Chief Krone. The motion was seconded by Chief O'Connell. All are in favor with no opposition or abstentions. Motion carried.

4. Chairman's Report

Chief Bennett deferred to Chief Tobia who advised that the Action Report from the March EC meeting would be sent out shortly. Chief Tobia stated that the SWP template has now been finalized and the majority can be found on the forward facing Loudoun.gov website under the Executive Committee Policies and Procedures folder. The approved SWP's will be reformatted into the adopted format and numbering schematic. The Response to Active Violence Incidents SWP will not be posted as they will be considered an Official Use only policy. After Active Directory, the SWP will be posted to the intranet behind the firewall. Should anyone desire a copy, please feel free to send an email request to Chief Salazar. In response to a question from Chief Bennett, Chief Tobia stated that the old FRG will be

removed and the SWP will appear. In addition, the SWP will reference which FRG it is replacing. The old FRG's will continue to be archived. Eventually, Chief Tobia stated that all documents will be placed on the intranet for operational security purposes.

Chief Tobia reinforced distributing and communicating the *Operational Messages* that are sent out on a weekly basis by Chief Johnson. Chief Tobia asked all to forward the messages to company members. Chief Johnson highlights the good work done by all of our system members in these messages. Chief Bennett recommended the possibility of stacking the weekly operational messages into a quarterly PDF to be archived so that they can be accessed by members at a later date if deemed necessary.

5. OMD-Dr. John Morgan

Dr. Morgan advised that it has been a late flu season so volumes have been impacted. Several facilities have been busier than others in trying to shift around appropriately in the interest of delivering good patient care. Dr. Morgan thanks everyone for all of their hard work.

6. Reports

a. LCFR- DC Jose Salazar

Chief Bennett posed a question regarding the BOS approval of the full-time OMD. Chief Salazar emphasized that the BOS has approved the full-time OMD as well as the QA/QI Manager. The OMD will be a RFP process and Chief Salazar stated they are working with procurement now to put that together. Chief Salazar stated the hope is to be up and running by July 1st. Chief Salazar stated that the QA/QI Manager still has to go through classification through Human Resources.

Chief Salazar reminded everyone that the annual drill at National Airport will be on April 30th. Chief Salazar stated there is a need for resources.

Chief Salazar mentioned the ambulance re-stock form is still in the process of being developed. As soon as materials management reviews and approves one item, the forms should be finalized. Again, the form includes items that are available at the hospitals. The EZIO needles will be replaced when used, not when they are expiring. Chief Salazar clarified if they are used on a call, then they are replaced and come from the hospitals. Chief Salazar stated the only thing used on a call that you would receive from logistics is the CPAP mask.

Chief Salazar stated that we may need to absorb costs when patients are flown out and do not go to a facility. Discussion ensued. Hospital representatives seemed to suggest that this issue could be worked through once identified. Chief Salazar stated he would seek additional clarification regarding this issue.

Chief Salazar also spoke about the re-stocking form for medications. Chief Salazar indicated that this form would be implemented by hospitals effective May 2nd. Pharmacies have been contacted at Lansdowne, Reston and StoneSpring and Chief Salazar reported that they were on board. Chief Salazar emphasized that this re-stocking form is an accountability method that is being put into place. All medications used in the region will be listed on this form. More information will follow.

Regarding ballistic gear, 50 vests will be sought through a grant and a meeting will be held next week with the committee to decide deployment of the vests. The vests will most likely be in Chief's vehicles and with Safety and EMS Supervisors among others. Chief Salazar stated the SWP is in place. Chief Salazar stated an additional RTF drill will be held in July or August, similar to the one held last summer absent the classroom portion. The drill will encompass law enforcement and will provide opportunities to work with various agencies.

Chief Salazar announced that an EMS Transformation Summit will be held next week in Arlington. Many leaders in the EMS industry will be speaking about the future of EMS. Please take a look at the NAEMT website for additional information.

Chief Salazar also mentioned EMS on the Hill which will be held next Wednesday. This is a wonderful opportunity to view the federal legislation process and speak to representatives. One issue that is upcoming, NHTSA may change to Health and Human Services from the Department of Transportation. Should this occur, additional funding sources may result.

A question was raised regarding possible changes to Schedule II and Schedule III narcotics, however, Dr. Morgan advised he had not heard of any updates but believes the Bill remains in process.

Chief Bennett asked Chief Salazar about ImageTrend training or access. Chief Salazar stated the elite platform was going to go live on July 1st because CAD was going to live in May, however, with CAD being delayed, the implementation of the elite platform will be delayed. Chief Salazar stated that before they go live with ImageTrend, dedicated training will take place. Chief Salazar also reported that the State cutoff date was moved to January 1st of 2017.

i. EMS Billing- Danielle Brosan

Mary Maguire attended for EMS Billing and informed the EMSOC that first and second quarter checks had been distributed. Mary advised that they are in the process of working on 3rd quarter. An inquiry arose regarding whether or not the distributions included Medicare reimbursements. Mary Maguire confirmed that

they did not include Medicare reimbursements and adjustments will be made throughout the year. Mary explained that it is based on the actual revenue received divided by the total number of calls to obtain the per call value. The first quarter as viewed by the distribution amounts was considerably low according to Mary. Mary stated that they do anticipate the next quarter to be a little higher. Once Medicare reimbursements come in, Mary stated they will be dialed into the third quarter and it will be shown as revenue received during the third quarter. For planning purposes, Chief Tobia advised that it may be helpful to access the number of transports per year and estimate low for budgeting.

As an example, Mary explained if we receive \$100,000 and 1,000 (billed) calls were run, we divide the 1,000 into the \$100,000 revenue and then it is divided out based on the percentage that each one gets. Mary reiterated this process is outlined in the ordinance. It does not have anything to do with the level of service provided. Discussion ensued regarding whether or not that was an impact for stations that run more ALS calls versus BLS. Chief Tobia advised it also depends on how the unit is staffed. Mary stated she believes that differences will be seen in distribution amounts as we move forward. Mary stated billing amounts are \$770 (billed amount, not paid amount) \$660 and \$467. Chief Piatt complimented Mary and her Division stating they are doing a great job.

JJ Brown inquired regarding funds received through EMS billing as he believed they were not to offset funds approved for the budget of each individual company. Mary Maguire answered affirmatively stating those funds through EMS billing are over and on top of the other funds received. Chief Tobia stated the revenue book in this program will not be used to diminish the amount of annual contribution given by the County for support of the Volunteer Companies. If, for example, the EMS Program nets 2 million dollars, it was not intended to then take the 6.3 million and reduce it to 4.3 million dollars.

ii. EMS Training-Bill Toon

Currently, Dr. Toon advised that there is an EMR class that started April 1st with nine students. The EMT class has 29 students and they take their Unit II exam tonight. The EMT Intermediate class has 10 and they are due to finish mid-June. The EMT I to P class has been completed by 10 students. An additional 3 students are incomplete at this time.

Regarding field internships, Bill Toon reported that feedback was received and additional changes have occurred. Bill stated that this is looked at as an opportunity to go from the ED to the Field experience with the overall goal being 10 contacts. Bill reiterated this was to allow students to obtain ambulance experience. Ideally, Bill

also emphasized that they would like the internship to take place while the student is in class.

Bill reminded the EMSOC that this will remain a working document and therefore additional changes in the future will most likely occur. Also, hospital familiarization will remain in the document so that it can be better defined. Bill stated that they are moving forward and will speak with individual companies to ensure internship experiences are successful.

b. Committee Reports

i. Communications Committee (Chief Bennett)

CAD implementation has been delayed. Chief Bennett stated there were several issues that have not been completely resolved (one by Motorola). Chief Bennett also stated there was going to be a radio update going out earlier this year, however, due to the delay and other jurisdictions making changes to templates and rules off cycle, the radio update will also be delayed until later this year.

Chief Bennett communicated that the committee is also working on the radio true-up relative to an old FRG. Answers are being sought regarding the policy. Chief Bennett stated to come up to the base standard, 4 on engines, 5 on trucks, we are over 100 radios short. At approximately \$5,000 per portable, it becomes an issue.

Future items will go hand and hand with the new CAD, according to Chief Bennett.

ii. Training Committee (Chief Aycock/Chief Mino)

Chief Mino stated last fall the EMS version of Training Enrollment and Wait Lists SWP was approved. Following, the Fire version was approved. Feedback was received and another look at the SWP was requested. Chief Mino reported that at last week's training committee meeting, a line by line review of the fire version of the SWP was examined. Chief Mino indicated they continue to discuss how to fill slots in a class, particularly during the second round. Chief Mino stated that the SWP is likely to come back through the EMSOC as well.

Chief Piatt inquired whether or not consideration had been given to filling slots based on length of service, an interview or a pre-test? Chief Salazar stated historically speaking, they have left that up to the agency to decide.

Chief Bennett stated we may need to look at the financial considerations regarding the wait list cap. Discussion ensued regarding a wait list of ten. Bill Toon reminded the EMSOC that all ten on the wait list for the last class did get absorbed. Without a wait list of ten, the class may have started with a class less than 30 students, according to Bill Toon. Bill Toon emphasized that classes that are filled are desired. Bill Toon stated that it may mean additional flexibility is needed regarding deadlines. Lastly, Bill stated that information sessions separate from the first day of class will continue.

Chief Mino asked about the possibility of scheduling an EMS Officer I class. Chief Salazar stated that the intent is to still have a pilot program here, possibly May/June. Chief Salazar stated he should know more after Friday.

iii. SWP Committee (Chief Krone)

Chief Krone stated the SWP Committee met on April 5th. Several draft SWP's have been included in the EMSOC packet for review.

Chief Tobia stated that the main focus of the SWP Ad-Hoc Committee is to look at our existing policies and procedures, our SOP's and our FRG's; to retire those that should be retired; and merge the ones that should be merged. Chief Tobia indicated that there will always be new SWP's coming forward directly to the Executive Committee as EC initiated items: for example, the *Social Media* and *Use of Personal Electronic Devices* SWP's. Chief Tobia clarified those SWP drafts did not come from the Ad-Hoc Committee, but rather, a desire from Chief Brower to have a policy in place. Those draft SWP's will go directly to the three sub-committees, get worked on through the governance structure and then be brought back to the Executive Committee. Chief Tobia shared that when the SWP Ad-Hoc Committee brings SWP's to the EC for consideration, the expectation is that the stakeholder members of those serving on the SWP Ad-Hoc Committee have already vetted the proposed changes through their individual stakeholder groups. Chief Tobia stated that the idea would then be for those SWP's to not go back out through the entire system governance structure because of the make-up of the SWP Ad-Hoc Committee. Chief Tobia reiterated that the EC could exercise its prerogative at any point and stated that they would like a SWP to go back out or they can say we have reviewed it and we agree with the proposal set forth and adopt it straightaway. Chief Tobia asked for the EMSOC to recognize that representatives on the SWP Ad-Hoc Committee is playing a critical role in participating in that process and the expectation is that they bring back things to members of the EMSOC to advise they are under consideration.

For example, Chief Tobia stated that one SWP that is presently under consideration is *Use of Seatbelts* which could potentially have significant impact on our system whereby large numbers of people riding on the outside of apparatus for a social event will be examined. Chief Tobia summarized by stating that there will be differences in how SWP's are routed through the governance structure.

c. EMS Council

JJ Brown addressed the EMSOC and advised that the EMS Council minutes are included in the packet. JJ stated that the Council is expecting a report back from an Ad-Hoc Committee regarding recommendations for training equipment that will be purchased from Four for Life funds. Additional information will be forthcoming.

7. Old Business

a. Physio Lease Option

Chief Salazar stated that a meeting with Physio to review options took place several weeks ago. Three quotes will be presented to include the following options: Lifepak 15's, Lifepak 12's, LUCAS devices and AED's; Lifepak 15's and Lifepak 12's; or Lifepak's and AED's only. Once the three quotes are obtained, the quotes will be reviewed with procurement and options for funding can be discussed.

Chief Salazar stated the next new device will be on the Hospital side as opposed to the EMS side. Chief Salazar stated one of the advantages in participating in the lease program includes upgrades. Chief Salazar advised that Code Stat 10 will be included as well as an asset management software program. Chief Salazar confirmed that the quotes will take into consideration any training needed.

b. Ambulance Standards Committee

The committee will be meeting on May 4th at 1900 at 801 Sycolin Road.

c. Medication Security

Chief Salazar stated we are awaiting funding.

d. Heavy Rescue Service Delivery Workgroup

Chief Tobia stated the committee has not convened as of yet.

e. Rules of Order

Chief Bennett reported that Chief Andrews has received the Rules of Order from Chief Hall and is in the process of reviewing them.

f. Bariatric Response Capabilities

Chief Salazar believes that the companies that have any bariatric capabilities should come together, so that the system recognizes the resources available and ensures purchases are not redundant. Captain Rundgren will represent LCFR, according to Chief Salazar. In addition, representatives will be needed from 13 and 15.

8. New Business

a. Social Media Draft SWP

Chief Bennett advised to send comments regarding the draft SWP to Chief Tobia. Chief Tobia stated that if a number of concerns are brought forward in reference to this SWP that are unresolvable by the May EC meeting, then the SWP will not be voted on, however, it is desired.

Chief Tobia stated both policies, Social Media and Use of Personal Electronic Devices, are not meant to restrict individual companies from having websites or social media platforms. Chief Tobia stated that there is no guiding system wide document today that exists that can guide system members. Without a document, we are subject to legal exposure, reputation issues and risk according to Chief Tobia. Chief Tobia stated that the draft is intended to be a starting point to have a discussion about the bigger issue of how do we ensure that we protect our collective reputations across the system. Chief Tobia stated that Matt Shultz, former Chief in the System, wrote a Bachelor's Degree paper on this issue. Feedback has been received and there is an intent to change some of the language in the SWP. Chief Tobia stated there is a perfectly legitimate business appropriate reason for people to have access to the internet via their personal devices (ex. Mapping). Business appropriate reasons will not present a problem and the policy will be amended to ensure that that availability exists. Chief Tobia stated we are not independent silo organizations, but rather every one of us is an instrumentality of County Government. Chief Tobia emphasized that anyone who is a member of an organization listed in Chapter 258 is an instrumentality of the County and as a result we have an obligation to ensure the provision of the safety of our collective reputations. Chief Tobia stated training opportunities will be available once a policy has been decided. Chief Tobia reiterated that a system approach to this issue is essential.

b. Use of Personal Electronic Devices Draft SWP

Chief Tobia advised that members should not be using their personal devices to take photographs. Chief Tobia stated organizations may wish to give consideration to placing a digital camera on our vehicles which would then become the official or company camera that is used for the purpose of gathering information. Photographs

can then be sent to the PIO to be vetted for HIPAA compliance and then eventually, deleted off of the camera.

Chief Tobia reiterated that the period of time that one is on a call, everything that occurs on the phone during that period of time is, in fact, discoverable. Chief Tobia also explained if, as soon as the call was over, one was texting or posting something to a social media site, that is FOIAable and that electronic tracking can be followed. Chief Tobia stated that none of us perceive that any of us will betray confidentiality. Chief Tobia stated this is not intended to restrict off duty members from standing in areas where the public is allowed to stand and take pictures of calls. Those off duty members should not use their affiliation to gain access to restricted areas. Chief Tobia explained that this example is outside of the scope of these policies.

Chief Tobia stated that we have an unparalleled access to people's lives, property, security and that metadata that can be captured from those photographs is extraordinarily real.

Please forward comments to Chief Tobia.

c. Awards and Recognition Draft SWP

Chief Johnson reminded the EMSOC that a System Wide Awards Committee was established by the EC on May 20, 2015 and on June 30, 2015, members of the committee were selected. Chief Johnson informed the EMSOC that the committee has been meeting at least monthly since August, 2015.

Chief Johnson reiterated that it was important to recognize people for the good work they do, thus the need for the Awards and Recognition SWP. Chief Johnson stated that the SWP does not take away from any individual company that holds annual awards banquets. Chief Johnson informed the EMSOC that a procedure has been developed which consists of an on-line form to make the process of nominating someone simple. Chief Johnson advised the committee that there were numerous categories, some familiar while others have been added such as Civilian of the Year. Chief Johnson stated that the goal is to have one Spring Awards Ceremony.

Chief Johnson submitted that several awards were expanded to include the recognition of Volunteers such as HAZMAT Tech, Honor Guard and Swift Water Tech. Program completion award recognitions from outside agencies such as Center for Public Safety on Excellence, National Honor Guard Academy, Officer Development School and Command School will result in the receipt of bars. Chief Johnson reiterated that there were no changes to the Valor Awards. The Valor Awards are mentioned in the SWP simply to show that the system participates in the Chamber of Commerce annual ceremony.

The Systems Wide Awards Committee will remain in place and will be receiving the nominations and will determine award winner recommendations based on criteria outlined. Once the recommendations have been secured, the Systems Wide Award Committee will forward the names to the System Chief for final determination.

Discussion ensued. Chief Johnson emphasized anyone, volunteer or career personnel, could be nominated for the awards as no delineation exists. Chief Tobia clarified that some awards are specific, such as the Alex Keepers Award. Chief Johnson and Chief Tobia explained that those specific awards would be categorized under agency specific awards. Chief Johnson asked all to provide comments to him via email.

9. Action Items

a. Volunteer Physicals SWP

Chief Bennett asked if anyone had questions before a motion was brought forward.

Chief Piatt addressed the EMSOC regarding the stress test. Chief Piatt stated that he believed it was an injustice to members by not requiring the stress test. Chief Piatt requested then, based on his company's recommendation that a stress test be mandatory. Chief Tobia clarified that Chief Piatt would like NFPA 1582 to be the guiding standard.

A discussion regarding policy versus procedure ensued.

Chief Piatt stated he would like all members to undergo a NFPA 1582 physical. Chief Bennett stated on Chief Piatt's behalf the following motion: a recommendation for the Volunteer Physical SWP to move forward with an amendment to remove OSHA physicals from the policy. Chief Krone seconded the motion.

Discussion ensued. A physician in attendance stated he was in agreement that everyone receive an NFPA 1582 physical. He also stated, however, that we should not be relying heavily on the stress test. The physician indicated that 100 out of 2,000 stress tests per year are abnormal in which 1 has some coronary disease. The IAFF and other work group are actually indicating that we probably do not need to be doing stress tests, however, the physician believes in them because they are determining physical conditioning. The physician indicated that it appears that there is difficulty reaching the 12 and they are finding other things such as hypertensive response. The physician continued to speak regarding EMS roles versus IDLH roles.

Discussion also ensued regarding time frames if an abnormality surfaces. Chief Tobia stated that an incumbent could receive one of five responses. Chief Tobia asserted that at the end of the day the occupational provider will be responsible for clearing the member if they have removed them from service completely. Chief Tobia

clarified that there is not a one year requirement for that. Chief Tobia also stated that the member could go on interim where they are allowed to continue providing service pending documentation. Chief Tobia explained that candidates will have to wait one year. Typically, weight and blood pressure tend to be the issues that keep a candidate from getting cleared.

Chief Hall stated the motion on the table is a new proposal and he would like an opportunity to take it back to his company. Chief Mino agreed.

Chief Krone stated all of his members undergo a NFPA 1582.

Discussion also ensued regarding inhalers, insulin, SCBA masks and EMS only providers.

Chief Bennett recommended that perhaps the EMSOC may wish to consider voting on the SWP as it is now with a recommendation to send it to the Health and Wellness Committee. Chief Piatt retracted his motion. Chief Mino moved that the EMSOC accept the Volunteer Physical SWP as written and move it forward to the EC. The motion was seconded by Chief Piatt. The motion carried 7-0-0-1.

Chief Bennett stressed that the EMSOC would like to see the Health and Wellness Committee along with OHC coordinate and bring forward a stepped 1582.

10. Stakeholder Comments

Jamie Stephens advised he was able to attend the Valor Awards last week for the first time and offered congratulations to all award winners.

Kevin Morrison advised that construction will begin Monday on two Code rooms, 4 and 5. The rooms will take 6-8 weeks to finish.

11. Committee Member Comments

Chief Piatt spoke about a release program for EMT AIC's. One document that Chief Piatt will provide will be a driver release document and it would be recommended that it be standardized. Chief Piatt will forward the program information to Christine and it will be forwarded out to the EMSOC.

Chief Salazar reminded everyone that EMS Week is 5/15-5/21. A proclamation will be read at the 5/3 BOS meeting. Chief Tobia asked that all plan to attend.

Dr. Morgan informed the EMSOC that Sharon Moore, a nurse at Cornwall, passed away recently and services will be held on Monday at 1pm.

Chief Piatt announced Ron Wise's passing. Information on services will be forthcoming.

EMS Award information has been included in the EMSOC packet. Chief Bennett stressed the importance of nominations.

12. Announcements

4/26: Airway Management at the Healthplex

5/3: BOS Proclamation

5/14: Pediatric ER 10th Anniversary Open House 1-4

5/16: EMS Week (Reston Hospital: Cookout)

5/21: Public Safety Education Day at Lansdowne

Adjourn: With no other business to discuss, the meeting is adjourned at 2147.

Respectfully submitted:
Christine Langley-Obaugh, M.Ed., CVA
Executive Liaison