



## El Dorado County Emergency Services Authority

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### JPA Systems Status Management Committee Meeting

Wednesday, January 15, 2014 – 9:00 a.m.

DS/ED Fire Station #49, Conference Room, 501 Main Street, Diamond Springs, CA

### AGENDA

Item	Presenter
1. Approval of Agenda	Sanders
2. Review/Approve SSMC Meeting Minutes from December 17, 2013	Sanders
3. EPCR Program Plan	Sanders
4. EPCR Committee Field Test, Training and CQI Plan	Ingram
5. Adjournment	Sanders

Next Meeting ~ February 19, 2014

\*Please park at the Fireman's Hall or the JPA parking lot as the commercial businesses need their parking available for customers ~ Thank you \*



## El Dorado County Emergency Services Authority

### JPA Systems Status Management Committee Meeting

Tuesday, December 17, 2013 – 1:00 p.m.

DS/ED Fire Station #49, Conference Room, 501 Main Street, Diamond Springs, CA

### Minutes

#### Attendees:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Cameron Park Fire, Interim <b>Chair</b> , BC <b>Justin Sanders</b> or<br><input type="checkbox"/> Diamond Springs Fire, Chief Rob Combs or<br><input type="checkbox"/> El Dorado County Fire, Chief Mike Hardy or<br><input type="checkbox"/> El Dorado Hills Fire, Chief Dave Roberts or<br><input type="checkbox"/> Garden Valley Fire, Chiefs Bill Dekker or<br><input type="checkbox"/> Latrobe Fire, Chief Chris Couper or<br><input checked="" type="checkbox"/> Rescue Fire, Chief Tom Keating or<br><input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab<br><input type="checkbox"/> Pioneer Fire, Chief Jack Daniels<br><input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett | <input checked="" type="checkbox"/> Alternate Cameron Park Fire, BC David Wood<br><input checked="" type="checkbox"/> Alternate Assistant Chief Bryan Ransdell<br><input checked="" type="checkbox"/> Alternate Division Chief Tim Cordero<br><input type="checkbox"/> Alternate Deputy Chief Jim O'Camb<br><input type="checkbox"/> Alternate Assistant Chief Bob Bement<br><input type="checkbox"/> Alternate Director Dennis Carroll<br><input type="checkbox"/> Alternate Director Anne Walker<br><input type="checkbox"/> Mosquito Fire, Chief Curtis Schleth<br><input checked="" type="checkbox"/> CAL FIRE ECC, Captain <b>Carmel Mitchell</b> |
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**Guests:** Rich Todd, EMSA, Grant Ingram, Cameron Park Fire/EPCR Committee Chair

Pledge of Allegiance and Meeting called to order at 13:04 hours.

Quorum was present.

#### 1. Approval of Agenda

**Motion** to approve agenda by Chief Keating seconded by Chief Schwab and carries unanimously.  
*Discussion:* Chief Schwab requested addition of Item 4.4 Flu Shot Business Practice. Handout provided. Captain Mitchell requested addition of item 4.5 Medic Unit Move and Up and Cover.

**Motion** to approve as amended with all in favor; approved as amended.

#### 2. Review/Approve SSMC Meeting Minutes/Notes:

2.1. October 23, 2013

**Motion** to approve minutes from October 23, 2013 by Chief Cordero, seconded by Chief Schwab and motion carries unanimously.

#### 3. Training Update

3.1. Target Solutions – Chief Ransdell – no report. Director Hackett – in October we requested IFT training course and quiz be completed and feedback provided to the JPA. We have received feedback from Chief O'Camb of El Dorado Hills Fire. Chief Wood indicated they completed it and they will get us that feedback. We need it from other agencies please so we can adjust the training as needed.

3.2. EPCR Training Course – Director Hackett provided a handout of Billing Deficiencies Statistics created from the billing detail from EMSA billing department on 12/13. This analysis indicates some training will reduce a portion of these deficiencies. Correction of BG and ECG application change would eliminate 54 % of those deficiencies. Chief Sanders gave direction to CP to check hard copy or PCR against the data in iPCR to ensure the information is not being deleted from the treatment section during submission.

3.2. EPCR Training Course – (cont...) We need to establish if it was originally on there and then dropped off. JPA EPCR policy says that prior to going off shift the medic will verify the PCR is in there and data is correct. Timeliness of error finding is critical to troubleshooting. The Billing Deficiencies Statistics will be provided to the Systems Committee in a monthly report. Chief Cordero asked if there was a programming change that impacted BG and ECG. Grant Ingram indicated that per a conversation he had with Josh Nation at Forte on 12/16 iPCR changed the format in the system which is causing this.

#### 4. Old Business

- 4.1. Response Time Reports/Medic Move-Up Statistics for November – Chief Schwab indicated we need a records management system that can track vehicle utilization time; longer transfers utilize more resources but still only count as one data point. Director Hackett will explore with Captain Mitchell about capturing time data for IFTs and time at hospital. Per Rich Todd at the MDAC/MSAC meeting in Sacramento other agencies are recording 'wall time' between when the medic arrives to when the transfer of care of the patient occurs. Per Chief Schwab for Columbus they recorded the time stamp when the vehicle went under the apron at the hospital and then when the face sheet got transferred that time stamp stopped the clock.
- 4.2. Miwok Contract Status/Impact – Director Hackett indicated that the county Board of Supervisors agenda today includes item regarding letter to the Miwok tribe regarding negotiations. Rich Todd indicated they billed for 1<sup>st</sup> quarter, received underpayment so billed them for the difference, then billed monthly for November and December. This year's amount included 5% annual increase as allowed by contract for annual amount of \$ 574K.
- 4.3. EMSA Controlled Substance Policy – handout - copy of policy for discussion purposes- Review and ensure the security, tracking and documentation of controlled substances. Rich Todd requested feedback on the policy. Cameron Park has changed some practices in the program. They now keep the narcotic sheet separate from the narcotics. Chief Sanders feels some labels are inadequate and he will provide the information to Rich.
- 4.4. Flu Shot Business Practice – handout – Letter dated 8/1/13 from EDC Public Health Officer. If employees did not get the shot they need to wear mask when in a public health facility.
- 4.5. Medic Unit Move and Up and Cover – Captain Carmel Mitchell – Discussion of M85 discussion moves to M89. Makes sense to move to M86. Keating asked Carmel about this. Last year discussed moving the cover up location to station 86. Travel time in question. M85 only goes to Folsom 3 times a month. If 28 and 89 are gone, then 85 moves up. Interested in stats from when they did change move up and location station was move to 86. Captain Mitchell will provide stats at next month's meeting.

#### 5. New Business

- 5.1 Discuss & Recommend the Definition of Fire Based Advanced Life Support Ambulance Operation inclusion in the JPA Bylaws and Sub-Contract for ALS Ambulance Service – Per Chief Sanders our policy currently does not speak to the firefighter qualifications. EDH application under Education & Experience FF1 certification. Director Hackett and Chief Schwab suggest on page 3 section 13.C under personnel qualifications. Add verbiage for PEPP. Assistant Chief Ransdell talked to state requirement verbiage inclusion. Our policy needs to be specific to fire based EMS. Director Hackett will provide a draft for the next session.

## 6. Committee Reports

- 6.1 EPCR Working Group – Director Hackett provided a synopsis of Committee progress since convening the new committee in October.
- Each agency was asked to provide a rep and a good representation is present at the meeting. Voted on Chair/Vice Chair. At first meeting developed immediate needs. We volunteered to take two medics get extra iPads, separate iPCR account to work the system and deal with glitches prior to release. It was decided that by April if no progress had been made they would recommend looking for new vendor.
  - El Dorado Hills is the only provider on the West Slope that has not gone to paper at this time. Chief Sanders wants meeting with Forte, EPCR Committee and SSMC. Want to establish clear path. Three recommendations from that meeting; go paper, continue to work with Forte and have a contingency plan, and look at other vendors. Director Hackett recommends two months paper to give us time to resolve issues. Need to review security access levels as Administrative rights are too broad.
  - Will schedule meeting on Jan 8<sup>th</sup> at Briw meeting room after MAC to include all stakeholders.
  - Captain Grant asked Josh Nation to be our only Forte technical support specialist. Captain Ingram has letter to present to the Systems Committee from the Marshall Hospital doctors in favor of going to some EPCR program other than iPCR.
  - Chief Sanders spoke to the fact that we actually can still do CQI even if iPCR system doesn't work, we just don't because it's more work. Date provided by Forte of January 2014 for CQI. Chief Schwab questioned why East Slope has different success with CQI. Director Hackett recommends shut down admin rights, use addendum form only for corrections. A letter of direction from JPA to all agencies concerning going paperless and the shutdown of admin access.
- Motion** by Chief Ransdell to direct Director Hackett to set up special System Status Management Committee meeting on 1/8 at 3pm at Briw Road and B) provide a letter to agencies regarding using paper PCR and c) temporarily suspend administrative level access to all provider and non-provider agencies until further review. Chief Schwab seconded the motion and the motion carries unanimously.*
- 6.2 MAC Committee – no report.
- 6.3 Ambulance Spec Committee – Rebuild 4 has begun.
- 6.4 Equipment and Supply – Magnesium Sulfate still at the JPA; EQ needs to start a replacement plan for the X-Series defibrillators is about 35K. Equipment 85 percent success rate on smart phone connectivity; two died; producers no longer including DUN technology on the phones.
- 6.5 Technology – no report.
- 6.6 Interfacility Nursing EMD Card 33 – Captain Mitchell – only issue found was with Snowline Hospice. Came to last meeting and provided an 'allow natural death form'. Refused to transport. Dr. Brazell will meet with that agency again.

## 7. Standing Items

- 7.1 Upcoming Events - none

## 8. Adjournment

*Meeting adjournment **motioned** by Chief Ransdell seconded by Chief Schwab and motion carries unanimously.*

Next Meeting ~ January 8, 2014 at 3 pm

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