El Dorado County
Emergency Services Authority

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

<u>Minutes</u>

Attendees:

Agency	Present	Representative	Present	Alternate
Cameron Park Fire	☒	Battalion Chief Justin Sanders, *Chair*	☐	Battalion Chief Dave Wood
Diamond Springs Fire	☐	Assistant Chief Bryan Ransdell, *Vice Chair*	☐	Chief Rob Combs
El Dorado County Fire	☐	Chief Mike Hardy	☒	Division Chief Tim Cordero
El Dorado Hills Fire	☒	Chief Dave Roberts		*none designated*
Garden Valley Fire	☐	Chief Bill Dekker	☐	Assistant Chief Bob Bement
Georgetown Fire	☒	Chief Greg Schwab	☐	Captain Greg Bueghley
Latrobe Fire	☐	Chief Chris Couper		*none designated*
Mosquito Fire	☐	Interim Chief Tom Stuart	☐	Chief Curtis Schleth
Pioneer Fire	☒	Interim Chief Todd Cunningham	☐	Battalion Chief Jack Daniels
Rescue Fire	☒	Chief Tom Keating	☐	Board Chair Anne Walker
Joint Powers Authority	☒	Executive Director Marty Hackett	☒	Rita Gonzales

Quorum was present.

Guests/Other Attendees: Rich Todd, EMSA; **Grant Ingram,** Cameron Park Fire/EPCR Committee Chair; **Michele Williams,** Marshall Hospital; **Robyn MacKenzie,** EDH Fire/EPCR Committee; **Susan Johnson**, GT Fire/EPCR Committee; **Anthony Schwartz**, Forte Holdings; **Kristy Monroe**, HHSA Billing; **Chris Cottingham**, JPA IT, **Leah Yaws**, DS Fire; **Kim George**, SLTFD.

Pledge of Allegiance and Meeting called to order at **09:00** hours.

1. Approval of Agenda

Motion to approve agenda by Chief Keating seconded by Chief Roberts and motion carries unanimously.

2. Review/Approve SSMC Meeting Minutes of December 17, 2013

Motion to approve minutes by Chief Keating seconded by Chief Roberts and motion carries unanimously.

3. EPCR Program Plan

- New Operational period will be January 2014 to April 30, 2014. At that time the JPA will meet with the Systems Status Management Committee regarding the status of the iPCR system to discuss the Forte Holdings contract.
- Anthony Schwartz with Forte Holdings will be invited to all meetings of the EPCR Committee to improve communications.
- EPCR Committee will have direct communication with Forte concerning needs or issues; Priorities will set by JPA only.

- Continued use of paper PCRs until we can ensure stability of the iPCR system for accurate documentation and billing purposes.

4. **EPCR Committee Field Test, Training and CQI Plan**
- Testing will verify the following: all PCRs are accurate and 100% complete, all to billing module accurate, 100% complete and all accounted for; CQI meet industry standard; NEMSIS compliant; Discussion of the use of a monthly report to use for NEMSIS data validation;
- There will be a Billing meeting to determine what meets their needs; next week preferably, then meet with Forte with testers, and CQI.
- Test group will consist of 2 medics from El Dorado Hills Fire and 2 from Diamond Springs Fire. They will establish the test parameters, structure and get together with Kristy/Billing for input and report plan back to the Committee.
- Training component – will include input from the test group, billing, CQI.
- Chief Cordero believes training should be done first and then test and then see the product performance to ensure the training is correct.
- Anthony Schwartz indicated Forte has standard iPad training already, but would structure training specific to our account, our needs; set outline will take the user thru the process end to end.
- Chief Sanders spoke about the need to immediately address who we ensure iPad have the correct IOS and iPCR version. Chris Cottingham, JPA iPad IT support and Director Hackett talked of performing those updates at the JPA office or at the fire stations due to Wi-Fi restrictions. Communication needed to emphasize the importance of completing all updates as soon as available and if an emergency call makes that impossible when first prompted, to ensure it is done by end of shift.
- JPA IT has MDM Airwatch installed on the iPads for usage tracking and application usage; allows us to see which operating system is there. iTunes must be kept up to date as well.
- Rich Todd talked about individual agency enforcing responsibility to submit PCR in a complete and timely manner and any/all consequences for not meeting those obligations. Providing the proper training will help ensure a complete PCR. If consistent problems with an individual or medic unit, JPA addresses with that agency; if still no resolution, JPA administrator will communicate that to the JPA Board of Directors.
- Cardiac monitor and ECG example of billing found a lot with erroneous tags where none was used even though it was indicated on the PCR. These errors are to be addressed with paper addendums submission.
- Discussed communication method for Release Notes/System Issues/Best Practices; Could it be assigned on Target Solutions? Not all agencies currently use Target Solutions. EMSA has a blast email policy in place that could possibly be an option.
- Access issues. Administrative rights removed from all users except the JPA. Need to work with Forte Holdings to establish then implement new roles before next go live.
- Ability to add the ECG strip and hospital cover sheet to the PCR needs reviewed. Training opportunity. Zoll monitor, Rescue net stores all on their cloud. They are PDFs, gets scanned into patient record per Michelle. E series monitor not blue tooth capable prevents us from doing that. Financial restrictions prevent the purchase of all new monitors as new ones start at $35k.
- Testing results will help determine how we roll it out.

5. **Adjournment – 11:03 pm**

*Meeting adjournment **motioned** by Chief Keating seconded by Chief Cordero and motion carries unanimously.*

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Next Meeting ~ February 15, 2014 at 9 a.m.

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

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