



**Director and Chiefs Executive Session
 Meeting Minutes
 February 29, 2009: 3-5 PM
 Santa Clara Fire Training Center**

Participants

Drewniany, Sunnyvale DPS; Wiedemann, Santa Clara Fire; Vega, Santa Clara County Fire; Morrow, AMR; Davis, AMR; Dane, AMR; Young, AMR; Kevin, Sunnyvale DPS; Landin, Prehospital Providers Advisory Committee Chair; Albert, Hospital Safety Officers Chair; Bracken, Emergency Department Nurse Managers Chair; Marinero, Palo Alto Fire; Lindsey, Palo Alto Fire; Roderick, Palo Alto Fire; Merrick, Santa Clara Fire; Darnell, Santa Clara County Communications; Hildebrand, Santa Clara County Communications; Middleton, Foothill Paramedic Training Program; Chavez, San Jose Fire Department; Shackel, Gilroy Fire Department; Owen, Mountain View Fire Department; Foraker, Mountain View Fire Department; Hooks, Silicon Valley Ambulance. County Staff: Lee, Davies, Faford, Marcotte, Chung, Garces, Blain, Clark, Natividad.

Stakeholder Organizations Not Present

Milpitas Fire, CALFIRE, Golden State Ambulance Service, Westmed Ambulance Service, Bayshore Ambulance, UTC Fire, CALSTAR, Reach Air, Lifeflight.

Description	Key Points
Call to Order (Davies)	<ul style="list-style-type: none"> ▪ Call to Order ▪ Introductions
Public Comment	<ul style="list-style-type: none"> ▪ No Comments from the Public
Format and Mission (Davies)	<ul style="list-style-type: none"> ▪ The format and mission of the Executive Session was reviewed. ▪ Focus on information sharing, providing direction to committees and project updates. ▪ Development and the majority of project input continues to occur in the various stakeholder advisory committees. Key issues, hot topics, and overarching initiatives are presented at the Executive Session.

EMS Directors Top Priorities	
Assembly Bill 220 – Firefighters Bill of Rights (Lee)	<ul style="list-style-type: none"> ▪ County to integrate the new law into the investigation and discipline process. ▪ Government and non-government providers will be afforded the same process. ▪ Changes will be routed through the existing stakeholder groups.
Field Guide (Lee)	<ul style="list-style-type: none"> ▪ Delayed printing due to error corrections and the addition of region-wide critical care paramedic protocols. ▪ Expected distribution in March/April 2008. ▪ Guide will be updated every two years as long as funds are available.
State EMS License Plate (Lee)	<ul style="list-style-type: none"> ▪ EMSA has introduced an EMS License Plate Program. ▪ Funds may go to support educational grants. ▪ Information available on EMSA’s website.
Clinical Care/Quality Improvement (Lee)	<ul style="list-style-type: none"> ▪ Continued focus on the development of clinical quality improvement. ▪ Addition of CQI Coordinator and Epidemiologist. ▪ Focus will not be on data collection without analysis and reporting.
EMS Data System (Lee)	<ul style="list-style-type: none"> ▪ Phase 1 RFP vendor negotiations are currently in progress, although it may be necessary to issue another RFP for Phase 1. ▪ Funds have been allocated to the project from the EMS Trust Fund. ▪ Remains a priority project.
EOA Extension/New RFP Process (Lee)	<ul style="list-style-type: none"> ▪ Beginning EOA contract extension process next month with stakeholders. ▪ Following the extension process, the County will begin a “future search”/system review in preparation for the expiration of the agreement in June 2011. ▪ Extension process will be presented in a later meeting presentation.
STEMI System (Lee)	<ul style="list-style-type: none"> ▪ Moving ahead with a Countywide STEMI/Cardiac Care System. ▪ Anticipated implementation date of July 2008. ▪ Program involves data collection, patient direction, key patient assessment focus areas, etc. ▪ Field transmission of 12 Lead ECG will not be part of the program.

Key Initiatives	
Exclusive Operating Area Agreement Extension Process (Davies)	<ul style="list-style-type: none"> ▪ The stakeholder review and participation process was presented. ▪ All materials are available on the EMS Agency website. ▪ First meeting is March 11th.
911 Disaster Preparedness Fee (Lee/Hildebrand)	<ul style="list-style-type: none"> ▪ Fee applies to landline and cell phone users. ▪ Focus on EMS Duty Chief program, OES, public health preparedness, and 911 services in incorporated and unincorporated areas.
EMS Electronic Communications Policy (Davies)	<ul style="list-style-type: none"> ▪ Limited comments received. ▪ Primarily memorializes the use of electronic information systems and address financial responsibility.
EMS Air Resource Policy (Davies)	<ul style="list-style-type: none"> ▪ Primary focus on “Mechanism of Injury only” patients to be transported by ground ambulance. ▪ Auto-launch areas in Hecker and Pachco Pass changed to “EMS Air Consideration Areas”. San Antonio Valley remains auto-launch based on EMD classification. ▪ Anticipate a significant decrease in air resource use that results in non-transport. ▪ Changes primarily due to Trauma Triage Workgroup and Air Resource Utilization Committee recommendations/reviews.
Supplemental EMS Resources - Tactical & Fireline Paramedics. (Davies)	<ul style="list-style-type: none"> ▪ Additions to this policy recognize fireline paramedic mutual aid practices and regulatory provisions. ▪ Tactical paramedic program approval identifies how law enforcement agencies may use paramedic on specialized law enforcement teams.
Skilled Nursing Facility Forum (Lee)	<ul style="list-style-type: none"> ▪ San Jose State University, San Jose MMTF, Santa Clara Valley Medical Center, and the EMS Agency will present a disaster and interfacility forum on April 18th. ▪ Brochure available soon.
Grants and Funding (Davies)	<p>EMS Trust Fund</p> <ul style="list-style-type: none"> ▪ Project recommendations made by Trust Fund Advisory Group, awaiting EMS Director integration with annual County budget process.

	<ul style="list-style-type: none"> ▪ High priority projects include Emergency Medical Dispatch program for the City of Milpitas, EMS System Training Funds (25% allocated to clinical training), and continued data system support. ▪ Hospital Preparedness Grant (HPP/HRSA) ▪ Funded EMS System and EMTrack in the amount of \$150,000.00. <p>EMSA Personal Protective Equipment</p> <ul style="list-style-type: none"> ▪ All equipment received as of last month. ▪ Ballistic vests to be delivered to fire service transport units. ▪ Helmets, gloves, APRs are being retained in MCI and equipment trailers.
<i>Agency Staff Reports</i>	
Training and Exercise Plan (Clark)	<ul style="list-style-type: none"> ▪ A draft Medical-Health Exercise Plan has completed external review with the Prehospital Providers Committee. ▪ Annual plan that will become a three-year plan. ▪ Medical-Health exercises at all levels. ▪ Lesson plans and course materials will be provided for some sessions that will permit providers to offer training at times that meet their needs. ▪ Hospital evacuation exercise scheduled for August/September 2008. Table top exercise will occur first. Planning group is now being expanded as basic exercise requirements have been established. ▪ Contact Michael Clark to link to scheduled exercises. ▪ The Plan is posted to the website.
Clinical Performance Indicators (Marcotte)	<ul style="list-style-type: none"> ▪ Memorandum distributed to 911 ALS transport services/departments detailing required CPI/CQI activities for Calendar Year 2008. ▪ The EMS Agency will be reviewing intubation. ▪ Return of Spontaneous Circulation (ROSC) data will be shared with the national database that will provide benchmarking ability for our County. ▪ The memorandum is posted to the website.
Trauma Registry Program (Faford)	<ul style="list-style-type: none"> ▪ Data points were reviewed.

EMS IDs & Background Checks (Blain)	<ul style="list-style-type: none"> ▪ New IDs will be issued in accordance with federal guidance. All IDs will have photos. ▪ Government service EMS providers verify background checks through a letter of agreement with the EMS Agency. ▪ EMT cards will be separated from the EMT ID. ▪ IDs will only be issued to those who work in the EMS System and will be returned to the EMS Agency upon departure from service. ▪ IDs will have multiple forms of identity verification and will be designed to integrate with electronic verification systems. ▪ Homeland security grant funding will cover the cost of replacement IDs, new equipment, and database upgrade.
Epidemiology Projects (Chung)	<ul style="list-style-type: none"> ▪ Evaluating how epidemiologists are used in other LEMSA organizations to best meet the needs of Santa Clara County. ▪ Will be posting monthly transport data (call volume, hospital destination, diversion, etc.) to the website. ▪ Working with Coroner's Office on Child Death Review and autopsy data for trauma related deaths in the County.
Paramedic Accreditation Examination Revision (Natividad)	<ul style="list-style-type: none"> ▪ New version of the examination used twice since February revision. ▪ Passing scores are very high, but low volume of examinees to date. ▪ Revision was an open process with stakeholders participating in question development and review.
<i>External Stakeholder Groups</i>	
Santa Clara County Fire Chiefs Association (Vega/Marinaro)	<ul style="list-style-type: none"> ▪ Working to support Countywide MCI/Hospital Evacuation exercise in the summer. ▪ Focused on EMS Data Project ▪ Focused on EOA Extension and future search.
Santa Clara County Police Chiefs (Drewniany)	<ul style="list-style-type: none"> ▪ Discussion occurring related to potential options for field/routine non-medical 5150 executions. ▪ South Bay Emergency Medical Directors Association also looking at a related 5150 issue.
Emergency Department Nurse Managers Committee (Bracken)	<ul style="list-style-type: none"> ▪ Emergency departments have been very busy leading to overcrowding. ▪ Flu is present in the County.

Hospital Safety Officers Task Force (Albert)	<ul style="list-style-type: none"> ▪ Working on hospital aspects of the Countywide hospital evacuation exercise and table top. ▪ Working on a pandemic influenza table top. ▪ New HICS standards in place, have been training. ▪ Meeting NIMS requirements. ▪ New JCAHO emergency management standards have increased from 4 to approximately 80. ▪ New hospital/EMS communications white paper out for review. ▪ Mass fatality planning coordination project.
Trauma Program Managers (Neff)	<ul style="list-style-type: none"> ▪ No report.
<i>Committee Updates and Progress Reports</i>	
Clinical Practice Advisory Committee Key Issues (Marcotte)	<ul style="list-style-type: none"> ▪ Potential future consideration of the King Airway device. ▪ Evaluating potential future changes to the cyanide poisoning protocols.
Medical Directors Advisory Committee Key Issues (Ghilarducci)	<ul style="list-style-type: none"> ▪ No report.
Prehospital Providers Advisory Committee Key Issues (Landin)	<ul style="list-style-type: none"> ▪ Providers working on NIMS IS-800 compliance. ▪ Annual exercise development.
<i>Chiefs and Directors Forum</i>	
Roundtable	<ul style="list-style-type: none"> ▪ The EMS Agency recognized Kaiser Santa Teresa, AMR, the non-contracted ambulance services, County Communications, and San Jose Fire for their outstanding response to the Kaiser Santa Teresa complete power failure event.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourn at 1655 hours.

Next Meeting: May 29, 2008; 3-5 PM; Santa Clara Fire Training Center