

Calhoun County Medical Control Authority
Monday November 3, 2003 (rescheduled meeting)
Kellogg Community College ***Lane Thomas Building Room # 101***
Battle Creek, MI
9:00 – 11:00 a.m.

I. Call to Order: The meeting was called to order by Carol DiBiaggio, chairperson at 9:10 a.m.

Present: Paula Lange	Steve Frisbie	Gary Mikula
Darel Woolsey	Marty Whitacre	Jerry Bischoff
Mark Burke	Jeff Shufeldt	Chet Dalski
Pat De Vera	Jill Fish	Carol DiBiaggio

Voting Members Absent: Robert Kiessling Larry Hausman
Ron Ducheney

Guest: Jerry Bischoff

Special recognition and a gift certificate was given to Pat De Vera for years of dedication and service to CCMCA.

II. Approval of Minutes: The July 21, 2003 minutes were approved as written. (Dalski/Lange).

III. Facilitator/Timekeeper - Chet Dalski

IV. Committee/Officer Reports

A. CQI Committee – Please refer to Dr. Lange’s written report (attached).

-New State Protocols to date have not been approved.

-Marshall has appointed medic, Sylvia Ambs to the CQI committee.

-New tool is in place for chart audits.

-Dr. Lange will be the chairperson for the CQI element for KCC to meet their accreditation standards for EMS department.

B. Finance Committee - Chet Dalski

-Certificates of deposits total \$147,488.53 and savings account of \$8,522.55.

-We need a needs assessment for dues for next year based on the number of transports to ER’s within Calhoun County by January for our next meeting. -Recommendation to find a financial advisor to make a recommendation on how to invest part of the money currently in low interest CD’s.

-LifeCare submitted all documentation needed for a loan for \$32,874.25 to cover the upgrade their LifePac 12’s for 4 primary units in Battle Creek and 1 in Gull Lake. Motion approved for LifeCare’s loan request to upgrade their equipment (Dalski/De Vera).

Motion approved to accept financial report as written (Mikula/Frisbie).

Motion approved to have financial committee look into investments for 30% of our current depreciation fund (Frisbie/Mikula).

-Each of the agencies should be considering their equipment/capital needs and have them ready to present at the first meeting in January.

C. Medical Directors Report – Please refer to Dr. Lange’s written report (attached).

-October Frost was last Monday, the feedback meeting has not happened yet. Noted was a communication problem during the exercise. All in all, the exercise went very well.

-A tariff may be imposed by all 911 calls placed on cell phones. About 45% of our dispatch calls are cell.

-If you have medics you are monitoring internally or if you are getting rid of medics for cause, Dr. Lange is requesting being notified. A file should be kept for internal usage on all employees terminated. This would be kept in a confidential file and used only if a person on this list goes to a different agency to seek employment. This knowledge would not be open to publication. There is a difference between hiring an employee and granting them permission to operate (this would be a privilege and record can be kept on this). A suggestion was made to send a letter to Paula when someone is terminated due to patient care issue and if Paula agrees to this, she send a letter to the terminated person letting them know she agrees with the agency. Paula will come back to CCMCA with a recommendation was based on talking with members of the CQI committee or talking with others from the State.

-I-94 issue was discussed and Steve Frisbie complimented Paula for her interview with News 3 Eye Team. The question was raised, was there any violation to CCMCA protocol? A recommendation was made for an internal investigation to what happened and if the protocol needs to be changed or better worded. This issue will be addressed by CQI committee and a recommendation will be presented at the January meeting.

V. Old Business

A. Hazmat/Disaster Drill Update – Greg Babcock

-The next exercise will be February 2004.

-There are 13 exercises for 2004 year with 9 full-scale.

-\$2200 has been allocated for each school building within the district in the State for an exercise/drill. The ISD will contract this with the county.

-Had the first ever evacuation/drill of the jail.

-New hazmat team in county with \$80,000 investment in equipment. They are separate from the Battle Creek hazmat team.

-By January will provide CCMCA with the protocols for new hazmat team.

-Working on yearly training schedule with a couple unannounced drills.

B. CCMCA Medical Director’s Evaluation – see attached

- The subcommittee met and compiled feedback and reviewed this information with Dr. Lange. A recommendation was made to accept the evaluation form with the recommendation of the subcommittee and the expectations for Dr. Lange. Motion passed (Frisbie/Burke)

-The nomination committee met and put forth nominations for the next calendar year starting in January 2004. Nominations were also sought at the CCMCA meeting with none offered. A motion passed to accept the nominations as presented (Frisbie/De Vera).

CCMCA Board Offices for 2004 – 2006

Chairperson – Carol BiDiaggio

Medical Director – Dr. Paula Lange

Vice-Chairperson – Kristin Sims

Alternate Medical Director – Dr. Gary Mikula

Secretary/Treasurer – Chet Dalski

At-Large Executive Board Member – Mary Whitacre

C. Michigan Area Safety Services - Jerry Bischoff (A packet was passed amongst attendees.)
-Provide MFR for Albion City, Albion Township and Sheridan Township on a 24 hour/7 basis.
The insurance group will be MCM Group Inc of Portage with a million dollar policy. Will respond to Priority 1 and PI accidents.

Recommendations:

- Work with the dispatch center; Jill Fish to coordinate the operation.
- Get the city and townships written support.
- Protocols need to be put into place.
- Proof of liability insurance is needed.

D. Unnecessary helicopter transport - Gary Mikula

-Discussion on what the current protocols state and how the new protocols will change the helicopter transport and who will be contacted for authority to utilize helicopter transport.

-CQI is reviewing all helicopter transfers out of the County.

-Recommendation to review new protocol and suggest changes to make protocol easier to follow.

-A letter of clarification will be sent out to paramedics that CCMCA thinks an appropriate response by paramedics would be to call Medical Control to ask for assistance/guidance. This is not a change in protocol just an expectation by CCMCA. A further change in protocol is under review.

-A letter is to be sent from Carol and Paula to all our adjoining counties stating this has been the agreement with Branch, Barry and Kalamazoo Counties and we would be like to have a similar agreement with them.

VI. New Business

A. Campus closed.

-When the college announces it is closed, the staff are requested to not come to campus. If this should happen again, an alternative meeting site would be BCHS.

B. Pat De Vera thanked the members for many good years and a lot of hard work pulling together CCMCA, structuring new bylaws, and making a difference in the community. She wishes the best of everything in the future and applauds the group with a job well done.

VII. What Went Well/What Needs to be Improved

VIII. Next Board Meetings, Times, and Locations - (revised dates)

January 19, 2004 at Lane-Thomas Building Room #101

April 19, 2004 at Lane-Thomas Building Room #101

July 19, 2004 at Lane-Thomas Building Room #101

October 18, 2004 at Lane-Thomas Building Room # 101

IX. Meet adjourned at 11:05 a.m.