



MITCHELL E. DANIELS, Jr., Governor  
**STATE OF INDIANA**

DEPARTMENT OF HOMELAND SECURITY    JOSEPH E. WAINSCOTT JR., EXECUTIVE DIRECTOR

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## **INDIANA EMERGENCY MEDICAL SERVICES COMMISSION TECHNICAL ADVISORY COMMITTEE MEETING MINUTES**

**DATE:** April 3, 2012; 10:00 a.m.

**LOCATION:** Noblesville Fire Department, Station 77  
15251 Olio Road  
Noblesville, IN 46060

**PRESENT:** Leon Bell, Chairman, ALS Training Institute  
Charles Ford, EMS Chief Executive Officer  
Faril Ward, EMS Chief Operating Officer  
Sara Brown, EMS Medical Director  
Sherry Fetters, Vice Chairman, EMS Chief Executive Officer  
Edward Bartkus, EMS Medical Director  
Tina Butt, First Responder Training Director  
Elizabeth Weinstein, EMS for Children  
Michael Gamble, Emergency Department Director  
Jessica Lawley, ALS Training Program Director

**NOT PRESENT:** Michael McNutt, BLS Training Program Director  
Stephen Cox, EMS Chief Operating Officer  
Valerie Miller, Emergency Department Director

**OTHERS PRSENT:** Mike Garvey, Chief of Staff, IDHS  
Chuck Valentine, EMS Commissioner  
John Zartman, EMS Commissioner  
Myron Mackey, EMS Commissioner  
Terri Hamilton, EMS Commissioner  
Rick Archer, EMS State Director

Ken William, Fire Chief, Noblesville  
Other IDHS Staff

1. Meeting called to order at 9:13 a.m. by Chairman Bell
2. Roll call, quorum present
3. Adoption of minutes:  
**Dr. Bartkus offered a motion to adopt the minutes from the February 7, 2012 meeting. The motion was seconded by Ms. Butt. The motion passed.**
4. Public Comment: None
5. Announcements:  
**Chairman Bell announced the resignation of Mr. Steven Cox from the Committee.**
6. Old Business:
  - 1) Mr. Ward presented the guidelines for the Committee, the following changes were recommended:
    - a. Under item B; Other Responsibilities 1); Indiana Department of Homeland (IDHS) Security should read Indiana Department of Homeland Security (IDHS).
    - b. Section I. Officers; Item B. Duties of the ice- Chair should be Duties of the Vice-Chair
    - c. Need to add numbers at the bottom of the page
    - d. Section VI. Meetings; Item A. Meetings; 1) should not meet less than six (6) times per year to should not meet less than four (4) times per year.
    - e. Add to the end of the guidelines "By action of the Committee adopted April 3, 2012"

**Dr. Bartkus offered a motion to accept Mr. Ward's report and the guidelines with changes. An electronic version is to be sent out to all TAC members for final editing. The motion was seconded by Mr. Ford. The motion passed.**

- 2) Chairman Bell gave an update on the process of the development of the Primary Instructor test in Mr. McNutt's absences.
  - a. Progress is being made there are a few modules remaining to complete the test.
  - b. It was suggested by Dr. Bartkus that the sub-committee have current Primary Instructors take the new exam to see how they score to help determine the cut score for the exam.

**Chairman Bell gave directive to send the issue back to the sub-committee to have them go through the questions. In addition would like for the sub-committee to meet with Ms. Cashdollar to help determine how many questions need to be in the test bank to be able to make a truly randomized test and to see exactly how the tests are generated on the new on-line system. Chairman Bell further directed that the IDHS staff seek the advice of the IDHS legal staff to compose a memo to address the confidentiality issues to help protect the integrity of the test questions. Director Archer is sending the excel structure that the test questions need to be entered into in order for them to be imported into the database.**

- 3) Dr. Bartkus gave a report on the recommendation for the Emergency Vehicle Operations Course (EVOC), the drug and alcohol testing in EMS educational programs and background criminal history verification in EMS educational programs.
  - a. Dr. Bartkus felt that since the drug and alcohol testing and the background criminal history verification programs are relatively controversial both recommendation need to be posted on the IDHS website to be opened for public comment.
  - b. The TAC committee will need to come up with a policy on how to deal with positive drug and alcohol test results to be recommended to the EMS Commission for adoption.

**Mr. Ward offered a motion to accept the sub-committee's recommendations for the EVOC course. The motion was seconded by Ms. Butt. The motion passed.**

**Ms. Fetters offered a motion to accept the sub-committee's recommendations for the drug and alcohol programs. The motion was seconded by Dr. Brown. The motion passed.**

**Mr. Ford offered a motion to accept the sub-committee's recommendations for the background checks in EMS educational**

**programs. The motion was seconded by Mr. Ward. The motion passed.**

- 4) Chairman Bell led discussion on the Advanced EMT bridge course. The TAC decided to resend the recommendation for bridge course back to the Commission at their next meeting on May 18<sup>th</sup>, 2012. Ms. Cashdollar was asked to resend the letter to the Training Institutions that is to be handed out to the students taking the EMT Basic Advanced to make the student aware that the EMT Basic Advanced level will be ending and it will be replaced with the Advanced EMT certification level. Chairman Bell asked Director Archer to compose an approval letter to be given to students taking the AEMT bridge course to take the National Registry written and practical exams until state exams can be developed. Recommendations for the AEMT curriculum will be put together and voted on at the June 5<sup>th</sup> meeting.

7. New Business:

- 1) Director Archer and Mr. Pagano led discussion about the Vision for the Future Gap Prioritization.
  - a. Prioritization list was made everyone that was present participated in making the list. Those participating included, Chairman Bell, Mr. Ford, Mr. Garvey, Mr. Zartman, Ms. Hamilton, Mr. Mackey, Ms. Robin Stump, Ms. Weinstein, Mr. Jason Smith, Dr. Brown, Ms. Lawley, Mr. John Buckman, Mr. Ward, Ms. Feters, Ms. Butt, Mr. Art Logsdon, Mr. Gamble, Mr. Tony Murray, Mr. Don Watson, Dr. Bartkus, Mr. Ken Williams, Ms. Elizabeth Fiato, and Ms. Westfall.
  - b. Director Archer will be developing an executive summary to be sent to Executive Director Wainscott that will include the top action items.
- 2) Chairman Bell wanted to discuss at the next Committee meeting the secretary position.
- 3) Chairman Bell announced that the Health Finance Committee will be having some sessions of the summer that the EMS Community should be involved. At the time of the meeting times and dates were not available. Mr. Garvey stated that the Health Finance Committee usually starts meeting in July.

**Ms. Fetter made a motion to adjourn the meeting. The motion was seconded by Ms. Butt. The motion passed. The meeting was adjourned at 3:10 p.m.**

Approved   
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Leon Bell, Chairman