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STATE OF INDIANA

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INDIANA EMERGENCY MEDICAL SERVICES COMMISSION TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

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DATE: June 5, 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
Edward Bartkus, EMS Medical Director
Tina Butt, First Responder Training Director
Elizabeth Weinstein, EMS for Children
Michael McNutt, BLS Training Program Director
Michael Gamble, Emergency Department Director
Jessica Lawley, ALS Training Program Director

NOT PRESENT: Sherry Fetters, Vice Chairman, EMS Chief Executive Officer

OTHERS PRSENT: Mike Garvey, Chief of Staff, IDHS
Myron Mackey, EMS Commissioner
Stephanie Fahner
Rick Archer, EMS State Director
Ken William, Fire Chief, Noblesville
Other IDHS Staff

1. Meeting called to order at 10:08 a.m. by Chairman Bell

2. Roll call, quorum present

3. Adoption of minutes:

   Mr. Faril Ward offered a motion to adopt the minutes from the April 3, 2012 meeting. The motion was seconded by Mr. Charles Ford. The motion passed.

4. Public Comment: None

5. Announcements:

   Chairman Bell announced that the question has been asked "with the two TAC members that have resigned and the three members that their appointment has expired but still serve on the committee until they are either re-affirmed or replaced does the TAC still have enough members to legally have a quorum". IDHS staff researched the issue with the agency legal counsel and discovered that quorum is based on the number of approved members, not the number that are present. Legally the TAC has enough members to have quorum.

   No action required.

   Chairman Bell also announced that there are two positions needing to be filled on the TAC committee. There was discussion about changing the designation of the position for the vacant positions. The EMS Commission set the designation of the positions when the TAC Committee was formed. If the TAC members feel that there is a need to add on additional designations to the committee then that can be discussed and requested from the EMS Commission.

   Mr. Michael McNutt offered a motion to have the EMS Commission staff take the applications and fill the two opened positions on the TAC Committee. The motion was seconded by Ms. Tina Butt. The motion passed.

6. Old Business:

   1) Mr. Michael McNutt gave an update on the process of the development of the Primary Instructor test.

      a. The test is developed the only thing left to do is put it in the format the IDHS staff needs it in to upload into the system.

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b. Mr. Rick Archer volunteered IDHS staff to help get PI test typed into the template to help move it closer to completion.
c. Need to beta test the exam before we release it for everyone to take. It was suggested that students that are finishing up the PI course be used to beta test the new exam possibly use the new exam as their "final" exam for their course. The possibility of using PI's that have finished the course within the last year for beta testing was also discussed.

No action required at this time.

2) The question was put forth: Is there a better way to determine what describes who becomes a PI? Possibly a portfolio that has to be put together by the student to be presented to the Commission staff for them to receive PI certification.

Chairman Bell gave a directive for everyone on the Committee to contemplate the discussion regarding the process for obtaining a PI certification. There will be a sub-committee appointed to look into the issue to see if things need to be changed and fixed or if the current process is fine.

3) Chairman Bell led discussion regarding the recommendations for EVOC, drug/alcohol testing, and Criminal Background checks that were discussed at the last TAC meeting and presented to the EMS Commission at their last meeting.
   a. EMS Commission asked the TAC Committee to review their recommendations and vet any issues. Commission members expressed concern over the wording of the recommendation for the EVOC course/training.

It is the pleasure of the TAC Committee to keep the recommendation the same for the drug/alcohol testing.

It is the pleasure of the TAC Committee to keep the recommendation the same for the Criminal Background checks.

Dr. Sara Brown offered a motion to change the wording for the recommendation concerning the EVOC course recommendation to "Any person within the first twelve (12) months of affiliation with a

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certified EMS provider organization who maybe regularly assigned to operate an emergency vehicle must be EVOC certified." The motion was seconded by Mr. Faril Ward. The motion passed.

4) Chairman Bell opened discussion concerning the secretary position that was vacant. Is there a need to have the position? Some discussion followed.

Dr. Edward Bartkus offered a motion to have Dr. Sara Brown fill the position of secretary/coordinator she will help coordinate communications between IDHS staff and the TAC committee. The motion was seconded by Mr. Michael McNutt. The motion passed.

7. New Business:
    1) Chairman Bell assigned sub-committees to new topics the EMS Commission has sent to the TAC Committee
        a. Basic Advanced To AEMT
            i. Commission asked for the TAC to monitor the progress and final outcomes of the two new courses-the bridge course Basic Advanced to AEMT being conducted by St Mary's Medical Center and the full AEMT course being conducted by Vincennes University. Chairman Bell also wanted the committee to help make "guidelines" for the new Advanced level.
        b. EMS for Children- modification to the equipment list and also look at the meaning of continuing education -the continuing education question was added on by Chairman Bell.
        c. Review of the EMT Basic practical exam sheets.

Chairman Bell set the following sub-committees:

Basic Advanced to AEMT

Ms. Jessica Lawley
Mr. Faril Ward
Ms. Tina Butt

EMS For Children-equipment list and continuing ed.

Dr. Elizabeth Weinstein
Mr. Michael McNutt
Dr. Sara Brown

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Review of the EMT Basic practical exam sheets
Dr. Michael Gamble
Dr. Edward Bartkus
Mr. Charles Ford
Kraig Kinney from the Indiana Fire Chiefs Association also has requested to take part in this committee also.

Chairman Bell called for an adjournment of the regular meeting at 11:30a.m to give the sub-committees time to meet will reconvene at 1:00p.m.

Chairman Bell called the meeting back to order at 1:00 pm.

2) Dr. Bartkus reported out on progress of the sub-committee for the practical sheets.
    a. The sub-committee would like to look more in-depth at the sheets and compare them to the existing practical sheets
    b. Asked about the time frame for implementation
3) Mr. Michael McNutt reported out on the EMS For Children/continuing education sub-committee
    a. The sub-committee was able to obtain some data as to cost and how easily some of the equipment would be to require service organizations to have on their ambulances.
    b. At the time of report sub-committee was not ready to make recommendation to the EMS Commission needs to further research issue.
4) Ms. Jessica Lawley reported out on sub-committee- for the EMT basic advanced to AEMT.
    a. The sub-committee started work on a "guidebook" for holding AEMT courses. This guidebook is only the outline for the course it is up to the TI's to make sure their students are taught at least up to the minimum standards.
    b. At the time of report sub-committee is not ready to make recommendations to the EMS Commission. Feels that a recommendation will be ready by the September Commission meeting.
5) Chairman Bell received requests for TAC Committee members to change the August 7th meeting to August 14th due to conflict in schedules. Everyone agreed to the change. Meeting will be held at Noblesville Fire Station 77 on August 14th at 10:00am.

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Dr. Edward Bartkus made a motion to adjourn the meeting. The motion was seconded by Dr. Gamble. The motion passed. The meeting was adjourned.

Approved _____

Leon Bell, Chairman

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