



Wisconsin Department of Health Services
 Wisconsin Division of Public Health
 Emergency Medical Services Board
 Madison Marriott West
 1313 John Q Hammons Dr, Middleton, WI 53562
 Tuesday, August 2, 2016 9:00am-5:00pm
 Minutes

Meeting Invitees:

X	Jerry Biggart (Chair)	x	Steve Bane-Remotely	X	Michael Clark
X	Mark Fredrickson (Vice-Chair)	X	Craig Nelson		Michael Kim
	Mindy Allen	X	M. Riccardo Colella	X	Timothy Weir
x	Gregory West	X	Steven Zils	X	James Newlun
X	Gary Weiss	x	Carrie Meier	x	Ray Lemke
		x	Chuck Happel	x	Sandy Ryce

Agenda:

Time:	Topic:	Lead:	Follow-up Items:	Notes:
0900	Meeting Called to Order	Biggart		
	Introductions	Biggart		
	Approval of Past Minutes	Biggart		Motion by Mark Fredrickson, second by Michael Clark to approve the minutes of the June meeting. <u>Motion Carried.</u>
	Public Comment	Biggart		N/A
	Introduction of New EMS Board Member Gary Weiss, Fire Chief, Germantown Fire Department	Biggart Gary Weiss		Gary gave a brief introduction.
	Introduction of OPEHC Director, Bill Oemichen	James Newlun & Bill Oemichen		Bill gave a brief introduction.



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	Closed Session Discussion for Sensitive Information at EMS Board Meetings	Jenny Ullsvik & James Newlun	Suzanne Martens asked that James Newlun come up with some scenarios for students to give examples of when legal action can be taken for certain actions. Jerry asked Jenny Ullsvik to provide language to place on the agenda template to cover the process of investigations. Steven Zils asked James to provide some of the templates that are utilized when a license is revoked and other scenarios.	Jenny advised on closed sessions. Having it notated on the agenda or during the meeting stating that the discussion needs to go into closed session. A vote must be done first in open session to go into closed session if not noted on the agenda. If the agenda states the times for open and closed session the meeting times must be kept at those times. If a closed session is done during a meeting without being on the agenda, a timeframe of 12 hours must be between the closed session ending and an open meeting beginning. Meeting minutes are kept internally for closed sessions. They do not get released to the public.
	System Quality & Data <ul style="list-style-type: none">NEMSIS 3.3.4Symptom, Medical History, and Patient Medication Data Element Modification	Meier	Add to the agenda the consideration for 3.3.4.	A list was compiled by contacting other states to label symptoms, cause of injury, etc. to be utilized for WARDS reports. The board asked Chuck to adopt those lists for now and revisit this in 6 months to give feedback. These lists comply with ICD-10. Motion by Carrie Meier, second by Craig Nelson to have Chuck utilize these lists. Motion Carried.
	EMSC Report	Kim		Dr. Kim was unable to attend today. Dr. Brown has been voted on to the board for EMSC.



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	<p>Education & Training</p> <ul style="list-style-type: none"> • Student Out-of-State Clinical/Field Experiences • Emerging Educational Requirements for Paramedics • Students Precepted while Working/On Shift • Disciplinary Process for Training Centers • Proposed ETF Legislative Changes 	West	<p>Greg asked for clarification from the State on students to the training centers on what COAEMPS has said.</p>	<p>The training centers are meeting next week on Friday. Providers are confusing COAEMPS with state regulations. Helen reached out to Minnesota on the concerns with students doing out-of-state clinical/field experience. Ray will give an update at the meeting. Tim Weir is creating a visual aid for reference on the National Registry pass/fail rates.</p>
	<p>Management, Development, & HCC</p> <ul style="list-style-type: none"> • Special Event EMS Operational Plans • HCC Funded EMS Projects • Partnership Between EMS Board & HCC on MCI Response 	Biggart	<p>Steven Zils asked James to come up with a memo about special events plans focusing on what would constitute a special event plan (additional staffing, etc.).</p> <p>M. Riccardo Colella asked James to provide examples of plans that have worked in the past. James will notify the service for permission before providing the special event plan as an example. Having events of various sizes would be preferred as a template for guidance.</p> <p>James will look into whether the state can recommend a triage tag for patient tracking (MUCC or SALT).</p> <p>James will see if Paul Wittkamp or Deb Van Matre can attend the October meeting to give a presentation on WITrac.</p>	<p>Will need to find a new chair for the EMS System Management and Development Committee.</p> <p>Michael Clark spoke about special event plan concerns.</p> <p>Bill Oemichen mentioned that a best practices document could possibly be added as an additional operational plan requirement under DHS 110.44(21) as "any other information as determined by the department."</p>



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	WI EMS Office Action Items and Report to the Board	James Newlun & EMS Office Staff	A suggestion was made to make available on public search on the website any reprimands/revocations placed on providers.	16,680 providers completed the renewal for the 2016-18 renewal biennium. There are still 42 services that have not renewed. 2901 providers have not renewed their Wisconsin license.
	Physician Advisory Committee	Andrews, Colella, Zils		No updates.
	State Medical Director Report	Martens		Suzanne gave a report on her first year in her position as the State Medical Director. Currently working on the advanced airway project and epi project.
	EMS Board & Committee Meeting Structure & Frequency	Full Board		Discussed possibly changing the frequency of the meetings to quarterly. Will discuss this at a future meeting due to being under contract for the next year with the Marriott. Motion by Michael Clark, second by Steven Zils to use the working board format for the October board meeting. Motion Carried.
	WTCS Report	Weir		Tim gave a report. Tim is sending a survey to all of the instructors to determine what works for them, course offerings, etc. Fox Valley is doing an EMR to EMT transition course this Fall. This is a 100 hour course.
	STAC & RTAC Report	Fredrickson		Mark gave a report. Discussed trauma getting EMS reports out of WARDS. This may be a possibility since trauma just signed on with Image Trend. OPEHC just hired a trauma registrar.
	EMS Board Operational Document <ul style="list-style-type: none"> • At Large Committee Members • Committee Assignments • Expectations 	Meier		Jerry would like to wait until the October meeting to do any revisions to the board operational document. Jerry recommended Michael Clark as the chair of the Systems Management and Development Committee.
	Interoperability Council 911 Subcommittee	Bane		No updates. Need a volunteer to join this committee.
	Legislative Updates as applicable <ul style="list-style-type: none"> • EMS Staffing 	Biggart & James Newlun		Update was given.



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	MIH / Community EMS Updates	Biggart		Update was given.
	New Business	Biggart		Motion by Jerry, second by Mark Fredrickson, that Michael Clark is the voting representative of the EMS board with the HCC's and Gary Weiss being the alternate. <u>Motion Carried.</u>
	October Meeting date/time/location	Biggart & James Newlun		The next meetings will be Oct. 4 th & 5 th at the Madison Marriott West.
	Adjourn	Biggart		Motion by Mark, second by Carrie to adjourn. <u>Motion Carried.</u> Meeting was adjourned at 4:15pm.

“Parking Lot” Items: