

**VTEMS District 6 Board
Meeting Minutes
June 9, 2020 @ 1900hours**

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Virtual attendance via: <https://globalgotomeeting.com/join/633641293>

- I. **Call to order:** Meeting called to order at 1924 by Mark Podgwaite. Members present virtually: Jared Blum, Matt Romei, Howie McCausland, Marge Bower, Robert Bower, Jennifer Miner, Peter Fitz, Shane Laflower, Chris Lamonda, LT Rutter, Mark Podgwaite, Scott Bagg, Laurie Beth Putnam, Sheila Brown, Gordon Murray, Jes Cullen, Joe Aldsworth, Ty Roland,
- II. February Minutes approved as written: LT/Howie
- III. **Treasurer's Report:** Chris/Howie. Laurie Beth asks people to skip pages 1 & 2 in the current as they are Duplicates of pages 1 & 2 the prior year. The rest of it is current for everything that happened from April 1st through the end of May. The \$8,000 check finally cleared on June 2, 2020 which was the final payment for consultant activities in Montpelier. Other than that she does not have the exact cost for the vendor for the EMT classes. Scott will resend the information to her as she has not been able to login. Matt asked if this all went out on the google groups emails as he did not see any of the minutes or treasurer's report, it but may have overlooked it. At this time several others on the call said including LT, Ty, and Jenn said that they had not seen the treasurer's report either. Mark entertains a motion to table to the treasurer's report until the next meeting so that they can determine what the glitch was and resend it. Motion to table by Scott, do not need a second.
- IV. **Agenda items from the Board:** None
- V. **Formation of the Slate of the officers:** LT did a couple nominations and nominations are open until a ballot is established or a motion is made to cast a single ballot in there is only a single nomination. Lt read off the nominations he received, and people were allowed to accept or decline the nominations.

Chair: Mark Podgwaite was the only nomination. Mark accepted the nomination. Ty Roland was nominated for chair and Ty declined the nomination. Scott Bagg made the motion to close nominations for chair and that LT should cast one ballot for Mark Podgwaite as the chair. Motion was seconded by Howie. No discussion necessary. This does need to be included in the survey monkey and recorded as part of the minutes per the bylaws it must be a written motion.

Vice Chair: Two nominations were received: 1 for Chris Lamonda, and 1 for Matthew Romei. Romei declined the nomination. Chris Lamonda did accept the nomination. No other nominations were made. Scott Bagg made the motion to close nominations for vice chair and that LT should cast one ballot for Chris Lamonda as the vice chair. Howie seconded the motion. No discussion.

Secretary: Two nominations were received: 1 for Sheila Brown, and 1 for Marge Bower. Marge declined the nomination. Mark said he had spoken to Sheila last Saturday and she was declining the nomination. Chris Lamonda text her and confirmed that she is declining the nomination for secretary. Scott Bagg entered a nomination for Howie McCausland for secretary, he appreciates the offer but declines. Chris Lamonda said Sheila text the nomination of Jenn Miner for secretary. Jennifer Miner agrees to accept the nomination as no one else is interested in the position at this

time. Howie asks that nominations be closed. Scott Bagg made the motion to close nominations for secretary and that LT as the chair of the nominating committee should cast one ballot for Jennifer Miner for position of secretary. Howie seconded.

Treasurer: 1 nomination for Laurie Beth Putnam to continue as treasurer. Laurie Beth accepted the nomination. No other nominations. Scott motions that nominations cease and LT as the chair of the nominating committee cast one ballot via the survey monkey for Laurie Beth for the position of treasurer. ? seconded.

Training Coordinator: 1 nomination for Scott Bagg to continue on as the training coordinator. Scott accepts the nomination. No other nominations. ? motioned, and Howie seconded the motion.

Medical Advisor: 1 nomination for Dr. Jared Blum to continue his leadership of the EMS group. Scott spoke with Javad and we have his support for Jared in this role as well. Scott motions that we have the nominations for Medical Advisor cease and that one ballot is cast for Jared Blum for the position of Medical Advisor for District 6. Seconded by Howie.

There is only one nomination for each position, survey monkey needs to be created and LT will cast one ballot for each of the nominees. That ballot then becomes part of the minutes. For Training Coordinator and Medical advisor it requires a 2/3 vote by the bylaws but Scott agrees this accomplishes the same thing. We have accomplished this by written and voice ballots in the past. Chris Lamonda is in agreement with the single ballot option in this case. No objections were raised.

VI. Reports:

A) Medical Advisor report: Jared Blum, MD

- Thursday there is COVID training 6/11 at 7 pm. This was sent out electronically. This will be an online Corona Virus training. Scott will do a zoom invite for this training.

B). Training Coordinator Report: Scott Bagg

- Getting our courses through psychomotor testing. Carl is connecting his class with the testing site in Danville so his 4 students will test at the end of June in Danville, Vermont.
- That leaves us with the Norwich class yet to test. The board had asked that Scott wait until July. He does have his schedule for July for his new role at CVMC and he is asking that the board agree to let him start to plan for a July 18th psychomotor exam. This gives us more time to ensure there are no concerns about COVID-19 impacting the testing. If there are concerns at the end of June Scott would cancel this event. Final location is yet to be determined as Scott needs to follow up but it will be within District 6. Open primarily to D6 students, the Norwich students are all local to the NE area so they are in compliance with the governor's orders. If new restrictions are implemented those also will be complied with. Likely will hold 2 testing sessions with a maximum of 10 students at a time to ensure we do not exceed the 25 person gathering limits, masks required, social distancing guidelines will be followed, cleaning/disinfecting will be done, and a safety officer will be assigned as well. Scott is working with other TC for areas holding tests to use their lessons learned to better comply with the Vermont EMS and State guidelines. Howie/Gordon. Chris asked if the safety officer will be an additionally paid position for the testing site or if it will be within one of the already paid roles. Scott said it likely will be assigned to the site coordinator unless the board wishes there to be a separate safety officer. Scott is likely going to be the site coordinator/safety officer for this small test site, so he will ensure that all safety guidelines are adhered to. If there is not a lot of d6 participation we may open the site to other in-state students who want to participate at our normal rates. So voted.
- Bob Bower has a request for an EMT course for the Mad River area for this fall. This will be discussed under new business.

- Scott will be working with training officers and head of services getting people trained on the 2020 protocols. He has the ability to do ZOOM meetings etc, so he is here to support everyone in D6 get onto the new protocols. There has to be 100% compliance before a service can be approved to use the new protocols but Scott reminded us that if people are away there is the leave of absence (LOA) option and those folks would need to complete their training prior to responding after a service begins using the new protocols. Hopefully we can get the EMR splinting training and Paramedic training done this fall. No services in this district have gone live yet. 40-50% completion so far, so we are working through them, and Scott and Jared will talk offline about what communication should take place with the ER doctors about the new protocols and what they encompass.
- Scott talked to the pharmacy about their supply of IV acetaminophen; their cost is between \$36 and \$44 as of last week. They are aware that it will no longer be just the 5 services that we will likely have the 10 ambulance services asking for it as well, and they will be increasing their supply to support this. Luckily it was already on our order sheet, so this is an easy update.

C). **CVMC Update:** Jess Cullen

- Things are calming down, and census is slowly increasing to normal.
- Seeing more trauma cases
- Patients and EMS providers are coming in with masks, she hasn't heard a ton about that.
- Reminder that we should not tell patient's families that they can come in there is still a no visitor restriction in place. Hopefully the no visitor policy will be removed soon.

VII. **Old Business:**

A). **EMS Advisory Committee:**

- Met a couple weeks ago and discussed legislative priorities mostly to do with funding.
- There is a meeting tomorrow 6/10 primarily to discuss the State's hybrid EMT course. A sub-committee met and interviewed 4 potential vendors, results will be presented to the advisory board with a recommendation to move forward.
- Scott asked if these committee meetings are open to the public and that Mark share the information for the call with him so he could listen in.

B). **MCI Run card:**

- This has not been addressed, he is aware there are services out there doing their own thing and that is not his call by.
- Matt is awaiting feedback on the last thing he has sent out, and will resend his last communication tomorrow as it is highly possible it has gotten caught up with everything else in the whole COVID-19 situation.

C). **District MCI Exercise:**

- This event was pulled off on March 6th, and the group finally met on May 14th to do the final after action report and improvement plan which was sent out.
- The improvement plan works out areas where identified improvement is needed, a person or /person(s) have been identified to ensure that the improvement happens as well as an expected timeline.

- If there are any questions please let the organization EOC know and they will be more than happy to discuss.
- Matt asked how much of meeting time/prep went in before the AAR meeting. He received the meeting invite about 24 hours ahead of the meeting and was unable to shift his schedule. Mark stated 2 invites went out at least a week apart.
- Matt brought up concerns that even with tonight are meeting information there are at least 2 of us that did not receive all the documents, so there is apparently some communication issues going on and they need to be rectified. He is giving a lot of leeway due to the current state of affairs but it seems that the communication of messages needs attention.
- Final paperwork for the exercise has been sent to the state and the final payment of \$8,000 should arrive within the next 2 weeks this will make the final cost 0.
- Scott asked who the lead is for the improvement plan for this exercise; Mark explained it is dependent on the section. Scott states there is a lot of May 2020 with his name on this plan and he will reach out to Howie and Mark to work on these items.

D). Protocol Committee Update:

- Scott hit on this topic already- keep the training going and once everyone in your agency has completed training you can go live with them unless you have hear otherwise from Scott and Dr. Blum.

E). Virginia Caffin Nominations/Recipient Update:

- No nominations as of the deadline. Jared, and Scott have not received any nominations at this time. There is one that Jared brought up in messaging there will be a nomination and it can be announced at the next meeting. This was brought up last night so there was no opportunity for a nomination to be brought forward before the meeting tonight. This will be tabled and announced at the August 11, 2020 meeting.

VIII. New Business:

A). VT EMS Responder Concept:

- Draft of EMS proposal sent out by Mark. The design of this is to give folks such as law enforcement and fire fighters the ability to perform basic medical and trauma procedures without having to obtain and EMR or higher license.
- There is currently discussion on this if it is a license or not, and how do we handle it? If it is a license then this would fall under the Medical Advisor.
- The Medical Advisor does not have the option to accept or not accept this particular level as they have had in the past with paramedics etc.
- Mark's position is this is what the EMR is for but that position was met with resistance from several people. This is an ongoing thing. If you have questions on this please let Mark know and he can convey the question or concerns to a future advisory board meeting, this will not be discussed on tomorrow's call.
- Matt and Scott did not receive the communication on this or Portfolio Based Competencies so Mark will resend these communications out.

- This is not going to be an overnight thing, there are a lot of questions and this looks like it may be a more in depth process than VT EMS intended it to be. It was brought to their attention that they do not certify people they license them so they could not call this level a certification either

B). Portfolio Based Competency:

- Vermont EMS is proposing to use the portfolio based competency versus psychomotor examination for the training of EMR and EMT's.
- As an education Mark is not fond of this concept that is allowing the tail to wag the dog.
- Scott commented that the VT EMS Responder Concept may be of benefit in areas like ski patrol etc. That was brought up at the last meeting, the problem with this is the hours of education required.
- Scott agrees with Mark on the Portfolio Based Competency that until the state has good oversight program of Instructor Coordinators to ensure quality is present. This must be in place to ensure the students achieve a certain level or bar, right now the State does not have this in place currently and it would be difficult to have a portfolio based competency program without quality control program. It's putting the "cart before the horse."

C). Minutes of the Special Meetings:

- A question has come up as to what we do with the minutes of the special meetings?
- Sheila has these all on a flash drive, do we want to blanket approve them? Do we need to approve them? They were adhoc meetings. Is there a need to approve them? Or do we just add them to the file and call it good? We did not vote on anything that Mark can recall.
- Scott asks Chris and Joe who have more familiarity with public meeting law. Chris indicates that they were information meetings so there is nothing that needs to be approved. They just need to be documented. Matt suggests calling them an operational briefing and be done with it. Joe states as long as there is a quorum and action taken there needs to be recorded minutes. If there was no action taken then there is no need to approve them.

D). Mad River Ambulance EMT Course:

- Robert Bower has submitted an application for a fall EMT course in Mad River to start in September. The question is how this course will be presented and how the State of Vermont will deploy their virtual didactics course. How will that play out in district?
- Scott reached out to various training coordinators from other districts and got 3 different answers back it seems like EMT classes should be delivered in a variety of styles to meet needs of everyone.
- Scott does have the application for this class, it is being supported by Howie for the Mad River Waterbury area.

- It is important that Mad River be able to keep that steady flow of EMT's coming in the front door because they keep on "leaving out the bay door." There is some hesitation and everyone's safety is what is most important and we will need to keep up with all the governor's orders and guidance. Current course application is for 16 students but may need to cut that down to 10 to ensure they are in compliance with all the cleaning and safety regulations.
- The states hybrid EMT course is set to run at a cost to the student of \$100. I would not be doing my job as a service head without looking at that as an option for financial reasons. The state program is subsidized with grants, so would we try to run our course for the same cost? Psychomotor procedure will likely be determined when a vendor is selected.
- Our next meeting is scheduled for August 11 and the Advisory committee meeting about the hybrid course is tomorrow, so it is likely we will have a lot more information on that as well as the COVID situation at that time. The August meeting will allow plenty of time to get the needed paperwork into the state for a September class start.
- Mark is not proposing we should not run a class, should we try to maximize on the program the state is offering, that is another consideration. Scott agrees with Mark that there is no need to approve it tonight.
- The course cost is certainly a factor, but there may variables that we do not know yet that may impact our decisions going forward.
- Chris states we do not have to table this, if they decide not to run it based upon current knowledge at that time that is their decision. This will give plenty of preparation time. Chris does ask Bob and Howie to ensure that they have contingency plans for course delivery in place in case the state goes into a locked down state again so they are not caught in between.
- Concerns that the State program may be a failure due to the need to be self motivated, and there is a question of how they will get the necessary additional assistance that they would in a normal class in a program with so many other across the state at one time. Howie is inclined to agree with Chris's skepticism of the program.
- Matt states if it is done correctly and delivered correctly it could be right for many students that we may not be reaching with our current in person courses. But it will not be good if they try to "re-invent the wheel." There could be a whole additional pool that we are not pulling from. There are some highly successful programs out there so we should keep open minds.
- A motion to approve the Mad River EMT class Chris /Jenn. Scott has read through the proposal and it is budget outlined. Bob is willing to update as needed. The paperwork has not yet been distributed at the board level yet. Motion passes.

IX. **Announcements and Good of the Order:**

- Matt Romei asked if there a timetable for us to resume normal meetings? The next meeting is August 11? Do we want to shoot for an in person meeting?

- From a CVMC standpoint they are allowing meetings to take place that comply with the governor's 25 person gathering limit but the no visitor policy is still in place. As Jess said there is a lot of push to have that retracted.
- Scott sees no reason we could not resume these meetings with cleaning, social distancing, and facial coverings in place at CVMC.
- Scott will check with Jess and the leadership to make sure this is ok. We would not be able to use the board room, but conference room 1 would be an option. There will still be an online option as well, so not everyone would need to come in if they did not want to.
- NERSA would be another option, it would be easier to maintain social distancing but Scott is happy to follow up with them as well.
- We will plan to hold an in person meeting on August 11 location TBA.
- If a service is looking to go live or needs assistance in getting to the protocol finish line Scott and Jared are willing and available to assist. As a reminder services must get Jared's blessing to go live.

X. Motion to adjourn Howie/Jenn

Meeting adjourned at 2027.

Respectfully submitted;

Jennifer L. Miner, Secretary

Next meeting: August 11, 2020, 1900, Location TBA.