

**VERMONT EMS DISTRICT 6  
BOARD MEETING  
CVMC – CONFERENCE ROOM 3  
APRIL 12, 2006      1800 HOURS**

**ATTENDANCE:**

Mad River – Chris Brynga  
CVMC – Dr. Phil Brown  
EMS Liaison – Jerry Andrews  
Training Coordinator – Mark Podgwaite  
Barre City – Robert Brown  
Barre Town – Dave Jennings  
Cabot – Ken Christman  
                  Sheila Brown (A)  
Corinth/Topsham – Annie Dolan  
                  Susan Barnes (A)  
East Montpelier – Jay Copping

Middlesex – Doug Hanson  
Montpelier – Douglas Jasman  
Northfield – Jim Baraw  
Plainfield – Amy Holt  
Waterbury – Mary Ellen Gordon  
Williamstown – Gordon Murray  
                  Matt Bergeron (A)  
Worcester – Ken Yearman

Guest: Robin Kinsella - Mad River

**I. Call to order: 1810 by Vice Chair Jim Baraw**

**II. Approval of Minutes: Approved without change**

**III. Treasurer's Report: Approved without change**

**IV. Agenda Items from the Board: None added at this time**

**V. Reports:**

**a) Training Committee:**

- i) EMT-B Class: Total of 27 students out of 30 have passed the EMT-B National Registry test, 24 on first attempt, 3 on 2<sup>nd</sup> attempt.
- ii) District 6 was well represented at the EMS Conference.
- iii) Mark asked for \$300 for shelving and electrical improvements at the New England Safety Academy for District 6 storage area. M/S/C. Academy agreed to do our contract based on our fiscal year.
- iv) Mark has 18 people interested in doing the module courses FR-EMT-B curriculum. Tentative start date is May 1<sup>st</sup> with tentative test date of August 29<sup>th</sup>. Classes to be held at the Academy on Mondays and Thursdays through May and change to Monday and Fridays in June. Possibly some Saturday classes. Cost would be \$20/person/module. Cost of book is approximately \$60.00; text to be used is Emergency Care 10<sup>th</sup> Edition. M/S/C.
- v) Reminder of Traumatic Brain Injury presentation this weekend, Saturday, April 15<sup>th</sup>. There are 7-9 seats available for the provider portion of the conference, contact Jerry if you are interested in attending.
- vi) I-03 refresher is scheduled for April 28, May 6, and May 20. Cost is \$50, contact Brian Johns or Mark to reserve your place in the class.

**b) Medical Advisor: Nothing to report**

**c) Virginia Caffin Award Committee: Tabled until next month.**

**VI. Old Business:**

- a) **EMS Week 2006:** Amy Holt reported after reviewing accommodations, meal plans, and costs that the Canadian Club in Barre would be the most cost effective and centrally

b) located place to have the EMS dinner. Most expensive was \$12.50 per person with a May 17, 2006 date available. Due to a time constraint in getting the V. Caffin award in order, it was asked if the dinner date could be pushed back to June 1<sup>st</sup> or 8<sup>th</sup>. Amy said she would check on availability of the Canadian Club for those dates and report back. It was moved to reserve the Canadian Club @ the estimated \$4000.00 cost for the event. If the Canadian Club isn't available for either of the June dates, dinner will take place on the May 17<sup>th</sup> date. Encouraged squads for count for attendance. Tickets would be obtained from Amy, Jim, or Doug Jasman. Service pins needing to be ordered amounted to \$476.00. Voted and so moved.

**c) Forms:**

i) **New PCR forms** and Instructions were handed out.

(1) New changes included: Social Security number was moved to the back of the form and ER Physicians name would take it's place on the front of the form.

(2) CMS Condition Code box was added to the flow sheet side.

(3) Advance Beneficiary Notice was added to right side on back of form.

(4) Present cost of form is \$.88 each at Larry Brown & Son Printing. Price would go down if services chose to use them for their printing needs for this project.

(5) Board voted to have new PCR forms implemented in the District by December 31, 2006. M/S/C

ii) New Patient Refusal forms are well liked by services using them with no complaints.

d) **Quality Improvement Activities:** Jerry reported take home information from last IV survey showed most IV's started were 18 & 20 gauge which may be a "comfort zone" for people. Site most used were AC sites, another "comfort zone" issue. Encouraged people to use lower sites before going to AC site as a last resort. Fluid volumes infused are not being documented and need to be.

**VII. New Business**

a) **Election of Officers:**

i) Nominations for Chairman were Jim Baraw and Chris Brynga. Chris Brynga elected as Chairman.

ii) One nomination for Jim Baraw for Vice Chair, so elected.

iii) One nomination for Sue Barnes for Treasurer, so elected.

iv) One nomination for Sheila Brown for Secretary, so elected.

v) Training Coordinator Mark Podgwaite was reappointed by the Board Chair

b) **Norwich University EMS:** Presentation by NUEMS officers brought to the meeting. Mock Accident will be presented on April 21<sup>st</sup> at 1300 hours, Disney Field at Norwich University to portray the dangers of drinking and driving to their students. NUEMS is asking for volunteers interested in partaking in this event as EMS personnel, ambulance transporters, or victims. Interested individuals can contact Mark, Jim or CDT Luke Yustin by April 14 so they can get everything set up. The event will happen, rain or shine.

**VIII. Board Retreat Follow Up**

a) **Training Discussion:** The Board completed the training portion of the Board Retreat. Top 3 priority topics for this are:

i) Trainer Recruitment

ii) SBAR – Communications – Handoff

iii) Train the trainer

- b) **Action Items for Lists:** Breakout groups identified goals for action items in the five individual topics. Groups are encouraged to congregate between board meetings to work on their respective projects for their group and report back.

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

- a) Jerry advised the board that \$25.00 checks were given to four people submitting nominations for the name of the District newsletter. Checks went to Tim Sears, Matt Bergeron, Mike Kelley, and Jake Larrabee. The official name of the newsletter is Test Tone.
- b) A final Farewell went out to Jerry for his 2 years of service to our district. Dr. Brown reiterated on some of Jerry's accomplishments in his short tenure. His dedication to pushing District 6 forward into the future was acknowledged. Good luck and best wishes in all you do, Jerry!

**X. Adjournment @ 2105 hours**

Next Meetings:      May 9, 2006  
                              June 13, 2006

Submitted

Sheila Brown, Secretary