

**AEMS Board of Governors Meeting  
June 20, 2007 ♦ Noon  
MEETING MINUTES**

Members in Attendance: Marcia Barry, RN; John Gallagher, MD; Garth Gemar, MD; Joe Gibson; Bill Hayes; Don Hilderbrand; Debbie Johnston; Mary Kopp, RN; Robert Londeree, MD; Terry Mason, RN; Nancy Parks, RN; Roy Ryals; Charlann Staab, RN; and Laurie Wood, RN

Distinguished Guests in Attendance: Jim Roeder; Charlie Johnson; Paul Nies; Jennifer Cook; Amanda Chambers; Aaron Novak; James Nelson; Ann Hoover; Bill Hayes; Sheila Bryant; Ed Armijo; Linda Scroggin; Nancy Hicks Arsenault; Rick Garner; Faith Whipple; Mike Duran; Barbara Schaffer; and Maryalice Witzel.

- I. Call to Order and Introduction of Guests: Meeting Called to order at 12:17pm
- II. Approval of Minutes
  - Motion: to approve the minutes of the April 18<sup>th</sup> Board of Governors meeting as submitted
  - Discussion: there was additional information provided related to rules activities (Section VI.B.) regarding patient choice.
  - MOTION FOR AMENDMENT: Add the following wording to the above noted section ~ AzDHS has ongoing discussion regarding clarification of patient choice in determination of transport destination. Such clarification may occur through the formal rules process.
  - ACTION: MOTION FOR AMENDMENT PASSED UNANIMOUSLY
  - MOTION: ACCEPT THE MINUTES AS AMENDED
  - ACTION: MOTION FOR ACCEPTANCE OF AMENDED MINUTES PASSED UNANIMOUSLY
- III. Executive Director's Report - *Peggy Baker*
  - June represents fiscal year-end and finalization of all financial issues included contractually obligated expenses.
  - 2007-2008 provider assistance meeting was held to determine allocation.
    - Approximately \$12K remaining
    - Group of rural providers unanimously agreed to apply remaining funds to rural Odyssey scholarships.
    - After disbursement of funds for scholarships – any remaining funds to be applied to general Odyssey expenses.
- IV. Board Officer's Report
  - A. Treasurer's Report – *Roy Ryals*
    1. Financial Report *ACTION*
      - MOTION: TO APPROVE THE FINANCIAL REPORT AS SUBMITTED AND ACCEPT THE VARIANCES FROM BUDGET
      - ACTION: PASSED UNANIMOUSLY
    2. 2007-08 Membership Drive
      - Discussion regarding dues amounts. General discussion that with the new hospitals opening in upcoming months/years there should be adequate funding and no need to raise dues levels.
      - Membership drive is in process and receipts are on track with budget.
  - B. Chair's Report – *Robert Londeree, MD*
    1. Oversight group has met results will be discussed later in agenda.
    2. ACS visit for Arizona Trauma System scheduled for next week. Several AEMS members involved in state visit processes.
    3. Peggy and Dr. Londeree will be visiting rural AEMS agencies (Christopher Creek and Kohl's Ranch) in mid July
    4. New strategic plan will be developed.
    5. Categorization: check list draft complete and will survey hospitals regarding available resources. Will be discussed at next functional group meeting.
- V. Elections
  - MOTION: CLOSE NOMINATIONS FOR CITIZEN OF THE AEMS REGION.
  - ACTION: PASSED UNANIMOUSLY
  - MOTION: APPROVE Dr. Richard Besserman TO SERVE IN CAPACITY OF CITIZEN OF THE AEMS REGION
  - ACTION: PASSED UNANIMOUSLY
- VI. Functional Group Review: DUPLICATE ITEM. See minutes below.

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VII. State Report

A. BEMS Activities and Update

1. American College of Surgeons will be present next week for Arizona Trauma System Site Survey.
2. Various rules packages are being put forth for public comment/input.
3. See AzDHS web site for current rules proposals.
4. There are various liaison positions open for AEMS representation. Please contact Dr. Londeree or Peggy Baker for further questions, clarifications, or to submit names for consideration. Liaisons are stipulated in the AEMS contract with DHS.

VIII. Functional Group Review

A. Planning & Outreach – *Joe Gibson*

1. EMS Odyssey

- a. the 2007 EMS Odyssey conference was very successful.
- b. The hotel more than met the needs of the conference
- c. The hotel has been booked for 2008 (May 29, 30)
- d. Vendor support very successful (30 vendors in paid spots)
- e. Skills stations not well attended
- f. Participants primarily EMS providers.

2. EMS Week

a. Outreach and Public Awareness

- EMS week: DHS provided summary of their activities. There was statewide representation including public and private agencies.

b. 2008 EMS Recognition Awards

- Discussion regarding improvements in recognition award process. History of difficulty in obtaining nominations
  - Recommendations include Board recognition, better distribution methodology to truly recognize participation in EMS system
  - May need additional committee input.

3. Disaster Preparedness

- a. State Report: recent meetings generated significant discussion regarding optimal use of HRSA funded supplies and how to take concepts and apply to specific community events when these issues/events do not rise to the level of formally declared disasters. As community discusses/plans for upcoming Superbowl the general discussion pointed out that broad based stakeholder representation will be important.  
RECOMMENDATION: CHIEF SHANNON SHOULD BE INVITED TO PRESENT AND UPDATE AT THE NEXT BOARD OF GOVERNORS MEETING.

Further discussion at the state meeting regarding training and drills, and 800MHz radio use.

The next state meeting to be held on 7/27

- b. Counties Report: The Maricopa County Disaster Preparedness Committee met on 5/18. Discussion regarding Superbowl, training/drills, and other educational activities. The next meeting will be held on 8/17/07.

4. Strategic Plan

A group will need to be formed and begin discussions regarding an update to the current strategic plan. The board agreed that the document needs to be a working document that guides future organizational activities. Anyone who wishes to participate or who has ideas should contact Peggy Baker.

B. Patient Management – *John Gallagher, M.D.*

1. Diversion Guidelines and EMS System Update – *Mary Kopp, RN & John Ford & Paul Nies*

- a. The next diversion committee group will be meeting on 7/13 at Phoenix Fire. Notices will be sent out to confirm time/room.

- b. RED Book Update - SE Sector Pilot Project Extension Guidelines – Status Report See oversight report below.

c. Administrative Oversight Committee Status Report:

The Oversight committee serves at the pleasure of the Board of Governors and has met 3 times. Minutes are distributed and available to any interested party. The charge of this group is to oversee the no-divert SE sector policy process for the following:

- to see that it is working as designed
- the process does not overload any one component of the EMS system
- review anecdotal events
- review hospital process including Code Purple

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- review air transport numbers
  - review treatment/transfer of acute strokes
  - review off-load times (specifically requested by AzDHS).
- d. Patient Offload / Transfer of Care Tracking Program *ACTION*
- Motion: accept definitions as submitted for the SE sector pilot project
  - DISCUSSION: This may become a regional set of definitions but is not currently in format or worded to meet all regional agency capabilities. If this is to become a regional set of definitions it will need to be made more generic. General agreement that the document will be adequate for the SE Sector. The document will be taken to the upcoming functional group for discussion.
  - ACTION: PASSED UNANIMOUSLY

2. Categorization Update – *Robert Londeree, MD*

The document (matrix) will be made available at the next meeting. It is designed to be a more concise process. There are challenges in getting the document to the correct person at the various hospitals. It will be more representative of current facility issues/capabilities.

3 RED Book Update – *John Gallagher, MD* NO UPDATE

C. Trauma – *Thomas Wachtel, M.D.*

1. PRQ Update & State Visit Activities NO REPORT

2. Field Triage Decision Scheme *DISCUSSION*

The trauma field triage decision scheme as accepted by STAB was presented for discussion. It reflects the most current American College of Surgeons document. If regional criteria differ there should be adequate documentation of rationale. This will need to go to functional group for discussion recommendations to the board. Points were brought forth about triage of patients who have non-burn and burn injuries. Discussion deferred to the trauma functional group.

- IX. Program and Committee Reports
- A. EMS Council – John Gallagher, MD NONE
  - B. STAB – Roy Ryals NONE
  - C. Other Committees NONE

X. Old Business NONE

XI. New Business NONE

XII. Call to Public NONE

XIII. Adjournment: 1:42 pm

**Next AEMS Board of Governors Meeting:  
August 15 , 2007  
@ Southwest Ambulance  
708 West Baseline Road**

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**Next AEMS Functional Group Meetings:  
July 18, 2007  
@ PMT Ambulance  
2495 South Industrial Park ♦ Tempe**