



# FIRE QA/POLICY REVIEW COMMITTEE

## Meeting Minutes

**January 12, 2016**

**Present:**

Jay Alley, Sherry Bensema, Greg Dyke, Gordy Jensen, Brad McKenzie, Dan Mullen, Mark Shelton

METCOM: Aleisha Clark, Louise Funk, Cassy Jeffries, Wendy Patterson, John Thompson

**Next meeting:**

Tuesday, March 8, 2016 –Silverton Fire Department

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Meeting called to order at 9:05.

### I. COMMITTEE DISCUSSION

**Reviewed Meeting Minutes:**

No revisions or corrections reported.

**New Call Type Codes:**

Louise advised the new COLD FIRE type code is now active and dispatcher training is complete. The type code FIRE EVAL has also been implemented and trained. This type code is primarily used by WBF. Please be sure to notify your staff of these type code updates.

There was discussion on the use or need for a DEATH IN FIELD call type for fire/EMS. This would be used only in the event of an obvious death (i.e. cardiac arrest with obvious death). Currently if a cardiac arrest call type is used, it receives a full response when it is unnecessary. Law enforcement uses a DEATH IN FIELD/BODY FOUND call type if a caller is reporting an obvious death. Additional discussion:

- A clear criteria would need to be presented for PAI for the dispatchers
- Formulate a set of questions for the dispatcher to ask
- Research is Washington or Clackamas County has protocols they can share
- Revisit at the next meeting

**Stage and Medic Stand-by:**

Currently many calls are being coded as “STAGE” rather than the actual type of incident. Direction from the group indicated the call type used should be the actual incident type (i.e. “GSW”) with the priority safety information line indicating the request to “STAGE.”

When METCOM receives a request for a medic stand-by, the dispatcher should request a timeline from the requesting agency associated with the stand-by.

Louise will work on a draft SOP addressing stage and stand-by requests for review at the next meeting.

**MVA / Spill PAI Cards:**

The group discussed and reviewed the MVA and SPILL PAI cards to assess if the current information on the cards is triggering the correct response needed; MVA or a SPILL. This will be readdressed when the MVA and SPILL cards are presented to the group for PAI card formal review.

The group also tasked Louise with researching the impact it would have to the Fire/EMS response boxes if only two type codes were used to report a motor vehicle accident; MVA and MVA HEAVY. If only two type codes were used, information regarding “injury, non-injury, or unknown injury” would be placed into the priority information line.

**PAI Card Reviews:**

The group will review all current Fire/EMS PAI cards starting with the March QA meeting. Louise will email between 10 and 15 PAI cards to the committee prior to the meeting for review and preparation for group discussion. This will occur until all current PAI cards have been reviewed by the committee.

**II. Calls Reviewed**

The following calls were reviewed by the committee.

CFS: 8317  
Call Type: Air Crash, Small  
Agency: AAF  
See attached QA review form.

Discussion:

- The call referenced alert protocols received and used by the airport.
- Louise will email a copy of the airport alert protocols to the group.
- Would like to have the dispatchers provide the alert level received by the airport on the priority information line of the call as well as the information dispatched to responding units.

CFS: 7035  
Call Type: Trauma  
Agency: WBF  
See attached QA review form.

Discussion:

- The call taker did not ask if the patient was still under the vehicle.
- Discussion if the call should have been coded as an MVA or a TRAUMA.
- Overall, the call went well from call taking/dispatching

CFS: 8388  
Call Type: MVA Heavy  
Agency: AVF  
See attached QA review form.

Discussion:

- No comments.

**General Comments:** Louise will research and follow up with the group on if UNKN Medical is being coded as SICK.