



FIRE QA/POLICY REVIEW COMMITTEE

Meeting Minutes

January 25, 2017

Present:

Jay Alley, Sherry Bensema, Greg Dyke, Jay Hannon, Dan Mullen, Mark Shelton, Jim Trierweiler,

Physician Advisor: Mark Zeitzer

METCOM: Louise Funk, Shawna Godfrey, Wendy Patterson, John Thompson, Sarah Smith

Next meeting:

March 8, 2017 0900 hours – METCOM EOC

Meeting called to order at 0915.

I. COMMITTEE DISCUSSION

Reviewed Meeting Minutes: The November 14, 2016 meeting minutes were approved without comment.

II. Agenda Items

PAI Cards: Louise asked the group for clarification on the "Diabetic" PAI card. The card is unclear if a diabetic patient is not breathing normally should call takers give the instruction to start chest compressions. Doctor Z. expressed that it is important to start chest compressions as soon as possible. The direction of the group was to start chest compressions. If the patient "waves it off" discontinue compressions. Louise will contact WACCA to inquire about the instructions and questions asked on their diabetic PAI card. METCOM will continue to use the current diabetic PAI card until further information from WACCA is received and reviewed by the committee.

Fire "RED BOOK": A copy of the new Fire "RED BOOK" was provided to the committee members present for review. Sherry Bensema suggested adding further information on the medic resources available. Louise will email a copy of the Red Book to each Fire Department/EMS department head to copy/have available for their department as a training guide and staff resource. The Red Book will also be placed on the METCOM website's User Portal.

III. Calls Reviewed

The following calls were reviewed by the committee.

CFS: 3525

Call Type: GSW

Agency: GTF

See attached QA review form.

Discussion: No comments on call the call taking or dispatch.

CFS: 4480

Call Type: CARD

Agency: SVF

See attached QA review form.

Discussion:

- The call taker did a good job. She was able to provide proper EMD instruction in a "relay" situation. She was able to establish the call as a cardiac event and not a trauma from the horse.
- No comments on dispatch

CFS: 9311

Call Type: MVA

Agency: SVF

See attached QA review form.

Discussion:

- The call taker did not instruct the caller only to gather the requested information if they felt safe to do so. The call taker did not ask if there was more than one person in the vehicle and did not provide EMD pre-arrival instruction. When the original call was transferred to METCOM, the receiving call taker did not list in the CAD narrative the receiving call was a Phase II call nor did they confirm the phone number of the caller.
- The committee suggested adding verbiage to PAI cards that would remind call takers to make sure the caller "felt safe or stayed safe" while gathering information or providing medical aid.
- No additional comment on the dispatch of the call.

CFS: 6044

Call Type: TRAIN

Agency: AAF

See attached QA review form.

Discussion:

- Call taker did not establish early in the call if this was a passenger or cargo train.
- Louise will modify the TRAIN PAI cards to move the type of train question up earlier in the question list. Also, review if possible for the call taker to ask if train tank numbers are visible. This would aid responder in knowing what type of material may be on the train.
- There was discussion if the incident type code of TRAIN or MPS should be used if a passenger train is involved. The committee determined TRAIN should be used for cargo trains and MPS should be used in an event involving a passenger train.

CFS: 4247 and 7740 will be reviewed at the next QA meeting.

General Discussion:

A copy of the METCOM Emergency SOP will be placed on the User Portal so agencies have access to contact information in the event of an emergency.

Meeting adjourned: 1106 hours