



RETAC Council Meeting Minutes

Date: July 17, 2007

Location: Ute Pass Regional EMS Station 2
2606 W Hwy 24, Florissant, CO 80816
719 748 3909

Attendance: See attached list

A quorum was present. Ted Foth, Council Chair, called the meeting to order at 1:00 PM

I. APPROVAL OF AGENDA

Ted presented the agenda. Lynn Andersen moved to approve the agenda as presented. Gary Beedy seconded the motion. Motion passed.

II. APPROVAL OF JANUARY 17, 2007 MINUTES

Minutes were reviewed. Chief Dave Ury moved to approve the minutes as presented. Greg Griswold seconded the motion. Motion passed.

III. REVIEW OF APRIL 17, 2007 MEETING NOTES

No quorum was present for the April 17th meeting. This marked the first time in seven years that this had occurred. The notes were reviewed.

IV. FINANCIAL REPORT

Kim Schallenberger, Regional Coordinator, presented documents reflecting the financial activity of the Regional office for April, May, and June 2007. Kim answered various questions from the Council. Gary moved to accept the Financial Report as presented. Cindy Carson seconded the motion. Motion passed.

V. COORESPONDENCE

Kim informed the Council that he had received a letter from Penrose/St Francis Health Services appointing John Gentzel, Trauma Program Manager, as the RETAC representative.

Kim also informed the Council that he had received an email from John Gentzel requesting that Eric Schmidt be his proxy for this meeting.



VI. ANNOUNCEMENTS

Kim reminded the Council of the passing of Sue Kern's husband, Bob, recently. He asked that the Council remember Sue at this time. He also informed the Council that he had sent flowers to the family from the Council.

VII. REPORTS

A) Officers

No reports at this time.

B) Regional Coordinator

Kim presented a document to the Council reflecting the Regional Scope of Work for FY08. This contract is between the RETAC and the state of Colorado. Several Council members and guests asked questions regarding the deliverables and the schedule. Kim answered questions regarding how deliverables are tracked, who reviews the RETAC financial records, and Agency Profiles.

Kim discussed a "Preliminary Patient Care Report" form developed by the Foothills RETAC. This document is one response to the recurring issue of pre-hospital agencies leaving a completed patient care report at a facility at the time of patient care transfer. This document is for informational purposes at this time.

Kim presented each Council member and Alternate with a three ring binder containing the most current EMTS Rules and Regulations. Kim informed the Council that all information had been obtained from the state office website at www.coems.info Chief Ury asked that Kim track when changes occur to rules and forward those changes to the members at that time.

Kim informed the Council that the Regional office has been moved into his home. This was a cost saving measure due to the amount of rent being paid to West Cheyenne FPD. Ted informed the Council that he had agreed to pay Kim \$50 per month for utilities for the office space.

Kim spoke to the Council about technical assistance he has been providing to Karval FPD in Lincoln County. He updated the Council on current issues and the efforts to mitigate them.

Kim updated the Council on the progress of updating AEDs across the Region to the current American Heart Association standards. Jeff Force, Penrose EMS Education, also spoke to the issue and has been working in concert with the Region to accomplish the project.



Plains to Peaks

Emergency Medical & Trauma Service Region



Kim E. Schallenberger, Regional Coordinator, Box 303, Kit Carson, CO 80825
Phone: 719-962-3200 Fax: 719-962-3388 Cell: 719-342-5562

VIII. OLD BUSINESS

A) State Council Report

Kim provided a written report containing his notes from the recent SEMTAC meetings held in Denver. Kim spoke to some of the highlights and answered questions.

Kim further provided a written report from the EMTS Section Chief, Randy Kuykendall. This document provided information about the Section activities in the second quarter of 2007.

Kim and Jeff both provided information to the Council regarding the new Medical Direction Committee. A document reflecting the proposed members of the group was discussed.

Kim discussed the EMTS Section quarterly newsletter in the Council packets. He encouraged them to read it and contact him if there are any questions.

B) Board of Health Rules

Kim spoke about pending BOH rules affecting Critical Care Paramedics, now called Advanced Practice Level I and II. He informed the group that the necessary waivers need to be in place with the Health department by June 2008. Kim also discussed a document from the Board of Medical Examiners which is supposed to list current waivers in the state. Discussion regarding the accuracy of the document. Kim further informed the Council that it is his understanding that the state would like to have all existing waivers updated by the same June 2008 date. Kim was tasked to work with providers in the Region to update them on this request.

C) Legislative Update

Kim provided a brief legislative update from the EMSAC Star newsletter. No further discussion.

D) State Provider Grant

Kim discussed a document listing the agencies who requested funding through the Provider Grant program. He informed the Council that he will be contacting those few agencies who were not funded and encouraging them to continue to contact the Grants Manager for possible funding through grant reversions.

E) Emergency Medical Dispatch Project

Kim updated those in attendance on the progress of the project. He stated that the newly formed Eastern Central Colorado Emergency Communications Council has indeed been formed through an Intergovernmental Agreement among the three Counties. Kim and Ted both spoke briefly about the progress.



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F) 2007 Biennial Plan

Kim provided copies of the 2007 Plains to Peaks Biennial Plan to the Council. He requested discussions about possible communications to get the Regional Goals started.

G) 2007 Conference & Awards Program

Kim informed the Council about discussions regarding the location of the Regional EMS/Trauma Conference. Candy Shoemaker and Eric suggested that a questionnaire be sent to all agencies and past participants to get their feedback on possible locations.

Kim requested the Council to review the Criteria and Rules for the Regional Awards program. He further informed them about past award recipients both regionally and statewide.

IX. NEW BUSINESS

A) Statewide Needs Assessment

Kim provided information to the Council about a request from the state EMTS Section regarding the Plains to Peaks RETAC supporting a statewide Needs Assessment. Kim relayed that the proposed project would be conducted by a third party vendor and paid for by the state, possibly from Special Projects monies. The Council discussed the issues surrounding this possible Needs Assessment and its potential benefits and pitfalls for the Region. Ted requested the Council to indicate their support by show of hands. By general consensus, the Council agreed to support the process. Kim was tasked with writing a letter indicating this support. He will provide the letter to Ted for review and signatures.

B) Statewide RETAC Strategic Planning Session

Kim provided a written Executive Summary of the recent planning session and Ted spoke to the Council about the event. Ted, Tim Dienst, and Kim all attended the two day meeting. Both felt the process was worthwhile and answered any questions from the Council.

C) Revision of Regional Destination Guidelines

Kim informed the Council that Dr. David Ross had provided him with information indicating that the El Paso County Destination Guidelines had changed recently. Kim asked the Council if a committee should form to review the current Guidelines for possible changes prior to incorporating the El Paso County changes. Each County was tasked with researching any possible changes that are needed and reporting back to Ted at the January 2008 meeting. No updates will be made to the current document until that information has been discussed.



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D) Regional Recruitment/Retention Provider Grant

Kim informed the Council that the Region was awarded grant funding for this project. Kim requested a committee to form in order to get started. Ted requested volunteers for the committee. Ted further requested that some of the groundwork be conducted electronically to limit the number of meetings needed. Kim will contact those volunteers to solicit their help with a projected meeting to take place by the middle of August.

E) FY07-08 Budget

Ted and Kim provided copies of the proposed budget for the Council review. Kim answered questions from the Council regarding the historical data and budget line items. Kim then left the meeting so the Council could discuss the Regional Coordinator Salary and Benefits package.

Discussion regarding the package took place. Greg moved to increase the Coordinator salary by 3% to \$45022.37. Gary Beedy seconded the motion. The motion was then rescinded. Chief Ury moved to increase the Coordinator salary by 5% to \$45,896.59. Motion died for lack of a second. Eric moved to increase the Coordinator salary to \$46,000 for the fiscal year 2007-2008. Lynn seconded the motion. Motion passed.

Further discussion occurred regarding the potential budget shortfall and how to correct it. Gary moved to have the Chair ask each individual County to designate the amount necessary, up to \$2,200, from their County Designated Funds to balance the FY07-08 budget. Greg seconded the motion. Motion passed. Ted will contact each County to request their support.

X. ROUNDTABLE DISCUSSION

Ted cancelled the Roundtable discussion due to time constraints.

XI. OTHER

Ted asked those in attendance for any other input. Tonda Scott, Lincoln County Public Health, provided information to the Council about the NE All Hazard Region planner position, Injury Prevention, and some Pandemic Flu media advertisements that will be broadcast soon.

IX. ADJOURNMENT

With nothing further to discuss, Ted adjourned the meeting at 4:15 PM.
The next meeting of the Plains to Peaks RETAC will be October 16, 2007 in Kit Carson County.

Kim E Schallenberger, Regional Coordinator