



## RETAC Council Meeting Minutes

**Date:** October 16, 2007

**Location:** Burlington Community Center  
340 South 14<sup>th</sup> Street  
Burlington, CO 80807

**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. Roxie Devers moved “to approve the agenda as presented”. Mark Morrison seconded the motion. Motion passed.

### II. APPROVAL OF July 17, 2007 MINUTES

Minutes were reviewed. Tim Dienst moved “to approve the minutes as presented”. Cindy Carson seconded the motion. Motion passed.

### III. FINANCIAL REPORT

Kim Schallenberger, Regional Coordinator, presented documents reflecting the financial activity of the Regional office for July, August, and September 2007. Kim informed the Council that he had met with the Cheyenne County Commissioners regarding the Regional budget. Cheyenne County acts as the Fiscal Agent for the Region. Nancy Bogenhagen requested that the administrative fee be paid to the fiscal agent on a monthly basis and divided evenly among the twelve months. John Gentzel moved “to accept the Financial Report as presented”. Candy Shoemaker seconded the motion. Motion passed.

Nancy Bogenhagen, speaking on behalf of the fiscal agent, also requested that the administrative fee be increased from the current 5% to 6% starting in January of 2008. Tim moved to “increase the administrative fee to 6% of the statutory funding amount of \$150,000 starting in January 2008”. Roxie seconded the motion. Motion passed.

Nancy also reported that the County auditor suggested that the Council become more active in reviewing the monthly bills since they are more familiar with the work of the Region than the Cheyenne County Clerk’s office. Ted suggested that the Council bylaws may provide some direction concerning this issue. After the Council reviewed the bylaws, Chief Dave Ury recommended amending the bylaws to reflect changes discussed. Mark Morrison moved to have



“the executive officers review and approve the monthly bills in a timely fashion before submission to the fiscal agent”. Chief Ury seconded the motion. Motion passed. Kim was tasked with developing a process to implement the motion immediately. Per the current bylaws, changes must be approved at one meeting and then presented again at the next meeting. Ted and Kim will draft changes to Paragraph 4 Section B and provide those to the Council prior to the next meeting.

John Gentzel also made a motion to have the bylaws in the same section state “the Executive committee has the discretion to authorize individual Council related expenditures”. Chief Ury seconded the motion. Motion passed.

#### **IV. CORRESPONDENCE**

Kim presented two letters from the EMTS Section Chief Randy Kuykendall. The first letter was to provide the Council with the Section’s decision to accept the Plains to Peaks 2007 Regional Biennial Plan as submitted. The second letter was to provide the Council with written documentation that the EMTS Section will be responsible for the funding needed to complete the proposed statewide Needs Assessment discussed at the last Council meeting. Kim informed the Council that this topic will be discussed further on the agenda. The last item of correspondence was from Council member Sue Kern. She sent a thank you note to the Council regarding flowers provided at the funeral of Bob Kern.

#### **V. ANNOUNCEMENTS**

Ted asked if there were any announcements from the Council at this time. None presented.

#### **VI. REPORTS**

##### A) Officers

No reports at this time.

##### B) Regional Coordinator

Kim provided information to the Council about an injury prevention program called P.A.R.T.Y. He attended a training session for the program and provided a one page description of the program. He suggested that this program had some potential for success in the Region. Discussion about current efforts in injury prevention and the need for evidence based programs occurred. Ted assigned the Regional Injury Prevention Committee to reorganize and to consider all the options prior to making a report back to the Regional Council at the next meeting.



# Plains to Peaks

*Emergency Medical & Trauma Service Region*



**Kim E. Schallenberger, Regional Coordinator, Box 303, Kit Carson, CO 80825**  
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Kim informed the Council that he has continued to work to update AEDs across the Region. He requested information about the El Paso County efforts to do the same. Kim will contact Eric Schmidt for an update.

Kim reminded the Council about technical assistance he has been providing to Karval Fire Protection District and updated the Council on these efforts. Kim informed the Council that an initial EMT Basic class has been scheduled and he will be helping to teach.

## **VII. 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.

Chief Ury asked about the EMTS Section work regarding the EMS Data Project and when the Council might see some relevant information back from the state. Kim informed the Council that while this has been a long process, there was a good presentation provided at the last SEMTAC meeting and he anticipates more information will follow. Chief Ury asked that Kim research some of the current data and provide a summary to the Council.

### **B) Board of Health Rules**

Kim spoke about pending BOH rules affecting Rule 500 and the Air Medical Rules. Both will be presented to the Board of Health this month.

### **C) Legislative Update**

Kim stated he had no update at this time. Ted asked for Council input. None reported at this time.

### **D) State Provider Grant**

Kim informed the Council that the FY08 Provider Grant will become available on December 15, 2007. He asked those present if they were aware of pending applications so that he could schedule a grant workshop to assist those applying. Kim will work with Tim and Candy to find an appropriate location for the workshop to be held in December.

Kim reminded the Council that the Region will need to host a Public Grant Hearing sometime in March or April. John offered Penrose/St Francis as a location for the grant hearing. Kim will work with John on the site and date.



E) Emergency Medical Dispatch Project

Kim updated those in attendance on the progress of the project. He stated while progress has been slow at times, he feels confident that they are moving forward. He further noted that he has begun to review calls for one communication center at this time.

F) Regional Recruitment/Retention Provider Grant

Kim provided an update on the project noting that a draft script has been created for the DVD portion and there has been progress in drafting the questions for the Survey portion of the project.

G) 2007 Conference & Awards Program

Kim informed the Council about discussions regarding the location of the Regional EMS/Trauma Conference. A brief discussion about the Burlington Conference center ensued. Ted informed those in attendance that a tour of the facility would be available after the meeting concluded. Kim stated that the conference committee will be meeting in the near future to finalize the location for the 2008 conference.

Kim informed the Council that there were five categories awarded for the Fall State EMS Awards Program. He let the group know that four of those winners were selected from the Plains to Peaks Region. They are as follows:

EMT Basic of the Year:	Marilynne Jones, Community Ambulance
EMT Intermediate of the Year:	Dave Baysinger, Calhan Fire Department
EMT Paramedic of the Year:	JT Orta, AMR-El Paso County
EMS Instructor of the Year:	Jo Dee Weaver, Pikes Peak Community College

**VIII. NEW BUSINESS**

A) Statewide Needs Assessment

Kim reminded the Council about the letter from EMTS Section Chief Randy Kuykendall provided earlier during the meeting. He discussed other issues surrounding the proposal and informed the Council that the Needs Assessment will be a major topic during the upcoming Statewide RETAC Forum to be held in Loveland this November.

B) TEEEX-EMS Leadership Academy

Kim informed those in attendance that EMSAC had offered the opportunity to the Plains to Peaks Region to host a three day educational academy for EMS directors this spring. A document provided information about the program. Kim and Ted have discussed possible dates



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for the conference and the first weekend in April 2008 was proposed. A possible location for the academy suggested was the Community Center in Limon.

## C) Revision of Regional Destination Guidelines

Kim reminded the Council that each County was requested to consider needed changes to their existing Patient Destination Guidelines at the last meeting. After discussion, it was decided that no changes are currently needed to the Regional Guidelines but that local revisions have already occurred. This will remain an agenda item while the revisions are enacted. Kim was tasked with tracking the changes and providing updates to the Council next meeting.

## D) Council Membership

Ted reminded the Council that a new facility has opened in Teller County and he asked if the Council should consider reassessing the membership of the Council. At present, the membership is restricted by the Intergovernmental Agreement signed by the Commissioners of each Member County. Discussion occurred regarding possible revisions to the IGA which would allow for adequate representation of all stakeholders. John Gentzel and Lynn Andersen, representatives from Penrose/St Francis Health Services and Memorial Health System respectively, stated their feeling that whatever number of facilities a health system group may have, each group should maintain one vote on the Council. Ted offered to work with Kim to develop possible revisions to the IGA based on the discussions during the meeting. They will have a draft to provide electronically prior to the next meeting for the Council's review.

Tonda Scott, Lincoln County Public Health Director, asked for consideration of membership to represent Public Health or the General Public. Discussion about the issue occurred with no action.

## **IX. ROUNDTABLE DISCUSSION**

Ted cancelled the Roundtable discussion due to time constraints.

## **X. OTHER**

Nothing added to agenda.

## **IX. ADJOURNMENT**

With nothing further to discuss, Ted adjourned the meeting at 3:00 PM.  
The next meeting of the Plains to Peaks RETAC will be January 15, 2008 in Lincoln County.

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Kim E Schallenberger, Regional Coordinator