



# NLCERA – June 8, 2016

## Committee Meeting Minutes

Next meeting is on **August 10, 2016, 08:30 – 10:00**, at PFA Station 12, 321 Country Club Rd, Fort Collins, 80524 (Community Room).

### NLCERA Representatives:

Banner  
CSU  
FCPD  
FC Dispatch  
NLCERA Mtn. Fire Depts.  
LCSO  
LC Dispatch  
LC Public Health  
PFA  
UCH  
WFD

### Proposed Agenda:

- 1) See roster at end of the document for those in attendance
- 2) Approval of [April meeting minutes](#)
- 3) Review [Purpose and Mission](#)
- 4) UCH Operational Update
  - a. Follow up: Tom to send Carol the employee Org chart.
    - i. **Steve Main to follow-up and send the Org Chart to all committee members**
    - ii. **Steve advised Ted Beckman is now over education outreach. Tom Cain is over logistics and support. A new Division Chief – Brian Kerbs July 1, 2016 - UCHHealth/PVH Ambulance will be implementing a new organizational plan.**
- 5) PFA Compliance Update
  - a. Second Annual EMS Contract update
    - i. **Mike Gress updated the group that the PFA Board Has signed the second annual EMS contract with UCHHealth/PVH Ambulance.**
  - b. Call processing data
    - i. **Bill Salmon advised the 911 call processing and EMD discussion data is being shared between LC and FC Dispatch, and we will bring more follow-up information in August to the Committee.**
  - c. **Bill & Mike were charged with bringing forward potential response exercises for the committee. Mike invited Chris Wolf, PFA's OEM exercise master planner to join the committee and give an update to the group.**

**Chris advised the group that there is a workshop meeting planned for Larimer County emergency managers to get organized for future exercises. Chris advised there will be a blizzard exercise in December 2016. Chris will send out to our group information for participation or observation.**

**There was much discussion about needs for**

communications during large scale events, such as floods. Carol Workman asked to be notified of how to be involved with storm water disaster planning. Chris to follow up with Carol after the workshop to coordinate for use of Everbridge, as part of future storm water disaster communications planning and involvement.

Chris wants to plan a full scale activation of the Fort Collins OEM-EOC to acquaint all who will be in participation with their roles and responsibilities.

Some questions to Chris involving how to become invited to these large scale scenario planning and exercises? The committee participants focused on the needs for communications training. We had excellent discussion about radio complexities, mapping of channels, and the difficulties with responders remembering how to use their multiple channels during large scale events. We identified a need to ensure all our agencies have current channel mapping diagrams, and that our people are trained in their use.

Carol Dollard (RCVFD) – advised that PR1 is hosting a planning session next week in the RC district to explore a bus accident exercise. From the discussion, there is clearly more work to be done to bring all those planning exercises to a central hub to ensure all the necessary communications to the entities who would be a part of the response are there in the planning phase. Chris to research the PR1 exercise for the committee.

Adam Smith (CSU) advised one more wrinkle in the communications is the encryption used by CSU or other agencies. He asked those who may need to respond to have CSU dispatch tell their officers to “disable encryption” to ensure communications. Adam had questions about radio programming and will contact Bill for assistance.

Steve and Carol identified there may be resources to help with this training through RETAC or NE-All Hazards Regional. Bill Asked Chris to continue as a part of the EMS Committee to provide his information and expertise about many of the issues discussed. Chris will follow-up with Lori Hodges (LC Emergency Manager) to identify common issues, and to possibly host radio use and channel setup workshops.

Chris to have the committee roster from this meeting, and notify those in attendance of specific training or planning opportunities in the near future.

6) Focused discussions - Challenges and Opportunities regarding:

○ Communications

▪ Dispatch Centers

Medic Uncoded vs. full EMD

○ Data results at August 2016 Meeting

▪ Feedback Forms content – April & May?

No forms for discussion by PFA, UCH, or NLCERA

▪ Follow-up Items:

- WFPD may not have AVL, Carol to check if MDT cards are AVL able

Letitia to call Carol after good discussion about if the equipment is AVL compatible

- While discussing AVL, Bill asked Carol W. to give an update from FC Dispatch. Trittech version 2.9 will be installed and AVL available to PFA and others by September or October, 2016. There is a new CAD system in the planning phase but it will be possibly two years until that is operational. May be a county-wide CAD.
- With CAD 2.9 upgrade and AVL abilities, Bill asked if the program used by air resources “Skylink” could be integrated into the next upgrade to see air resources via mapping? Carol to check and advise the committee.
- Carol to send out meeting with Trittech invites when she knows the dates and times.
  - Done, sent to all
- Bill to research Carol’s at patient findings for more root causes
  - Bill continuing to work on the data – Jim (programmer) has a new format which may be helpful.
- Carol to send the “at patient” report to Tom Cain
  - Steve Main to follow-up
- Bill to send Diane LC calls without “at patient” time stamped
  - Bill to follow-up to ensure this happened

- Bill to follow up with Eric to determine if key stroke recording programs and capabilities are available on our MDT's.
  - Eric advised most of the key stroke recording is associated with Malware, which is discouraged by IT administrators. Carol advised the MDT's have command line audits; Bill to verify with Eric if this is possible for our use with "at patient" and "On Scene"?
- Bill to pass along email paging information at the rural fire chiefs meeting April 13, 19:00, WFPD Station #2.
  - Minimal turnout at this meeting; will bring up at a future Rural EMS meeting.
  - Carol D. – email paging is working well at RCVFD.
- Diane agreed to represent the NLCERA EMS Advisory Committee with the I-25 Corridor Committee to see if any solutions can be identified for procedures to ensure helicopter launch information is shared at PSAPs for notification to IC's in the field.
  - Bill suggested to Chris that the scope of this problem may be something he can help with from his contacts within OEM.
- Carol D. (RCVFD) – To solicit ideas from her crews at their next training
  - Carol D. advised she brought up the initial page and follow-up page idea and she estimate 75/25 against the idea. More education of the actual data is necessary to further the discussion.
- Bill offered to pull specific data from the rural calls that show call processing times and how they might affect the calls.
  - Done, and in process of evaluation by both dispatch centers. Report at the August NLCERA meeting.
- Bill to specifically pull Echo responses in the rural zones for call processing times.

○ Training

- NLCERA Rural EMS Updates
- Follow-up: Dr. Tremblay to follow-up with John Stitt for planning future QRT training Nothing to report at this time, Dr. Tremblay on vacation
- EMS Training Opportunities –June, July, August

- October Paramedic refresher online
- Adam Smith – Active Shooter June 21 (Rice Elementary) and July 5 (Loveland High). Full activation of EOC.
- Chris – ICS 300 September 13, and 14
- Chris – ICS 400 November 29 and 30
- UCHealth – Remote EMT course near end of 2016 (no firm dates yet).
- NLCERA Rural EMS Fire Chiefs Quarterly Meetings
  - Representatives from Mountain Department to NLCERA EMS Advisory Committee?
  - Tom Forbes (RFLVFD/WFPD) advised he sent information and updates to the Rural Chiefs following our April 13, meeting. He didn't have anything to report.
  - Bill and Mike to schedule meetings with each department to distribute the agency letters. More as this is scheduled.
- Updates about WFPD EMT course offering August 2016
  - Letitia advised WFPD is actively soliciting for students for their Augusts EMT class. Contact Letitia for information.
- Transport
  - UCH Updates
  - Rural EMS –
  - Air Resources
    - Duane Rorey reported that their parent company is changing, but nothing operationally will change only administration.
    - There are some issues which will be in the process of being worked out. Send in an EMS form if any issues with any air resources.
    - Discussion about wrong coordinates being given to air resources, Carol D. to follow up with Diane at LC Dispatch.
  - Lessons learned or improvements?
- Planning
  - Begin to Identify Strategic Needs
  - Follow-up: Bill & Mike to follow-up to prepare some table top and exercise ideas and information for the next meeting in June.
    - See above - Chris Wolf presentation and discussion.

- 7) Agency updates affecting NLCERA
- 8) Other or new business
- 9) Next Meeting August 10, 2016, PFA Station 12

Please contact Mike Gress or Bill Salmon with any questions.  
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|-------------------------------------|-------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------|-----------------------------------|
| 8-Jun-16                            | NCLERA<br>EMS<br>Committee<br>Meeting<br>Roster |              | Please update Emails                                                                                     | Please<br>update<br>phone #'s     |
| Please<br>Initial for<br>Attendance | First and<br>Last Name                          | Organization | Email                                                                                                    | Phone #                           |
|                                     | Braden<br>Applegate                             | UCH/PVH      | <a href="mailto:Braden.Applegate@uchealth.org">Braden.Applegate@uchealth.org</a>                         | 970-391-<br>4962                  |
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|                                     | Scott Byars                                     | BH           | <a href="mailto:Scott.Byars@bannerhealth.com">Scott.Byars@bannerhealth.com</a>                           |                                   |
|                                     | Tom Cain                                        | UCH/PVH      | <a href="mailto:Thomas.Cain@uchealth.org">Thomas.Cain@uchealth.org</a>                                   |                                   |
|                                     | Hugh<br>Collins                                 | PCFPD        | <a href="mailto:h.collins@poudre-canyon-fire-district.org">h.collins@poudre-canyon-fire-district.org</a> | 970-881-<br>2472                  |
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| X                                   | Tom Forbes                                      |              | <a href="mailto:tfbike@hotmail.com">tfbike@hotmail.com</a>                                               | 281-838-<br>5587                  |
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|                                     | James Perry                                     | GVFD         | <a href="mailto:gvpdchief02@gmail.com">gvpdchief02@gmail.com</a>                                         | 970-494-<br>4611                  |
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