



EMERGENCY SERVICES BOARD MINUTES

November 20, 2014

MEMBERS IN ATTENDANCE:

Lou Battistella, Chairman – General Public
Ed McLellan – General Public
Richard Carlson – Chief Committee
John Frank, Director, PS& EM
Sonny Vincent, General Public
Paul Harman – Northern Garrett Rescue Squad
Johnny Mayne – Southern Garrett Rescue Squad
Alex Mellott – Fire & Rescue Association
Wayne Tiemersma, Emergency Medical Service

GUESTS:

Dwayne Kitis, MIEMMS
Monty Pagenhardt, County Administrator
Scott Week, Financial Services Director
Brad Frantz
Dick Bolt, Citizen
Carol A. Riley-Alexander, Secretary

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Battistella.

APPROVAL OF MINUTES

The minutes of the August 21, 2014 meeting were distributed for review and comment via e-mail prior to the meeting. Alex Mellott made a motion to accept the minutes with corrections. Sonny Vincent seconded the motion and the motion carried unanimously.

REPORTS

1. LOSAP

- Scott Weeks, Director of Garrett County Department of Financial Services updated the Board on the LOSAP Trust Assets. Mr. Weeks distributed a document outlining the LOSAP Assets indicating that the investments continue to grow and it is in good standing. To date, no monies have been distributed from the account. Mr. Weeks will be receiving the new actuary study in the next month and will share this with the board.
- Introduction of Shelia Mahaffey as the new Public Safety & Emergency Management Administrative Assistant. Ms. Mahaffey explained her duties and responsibilities in her new position including obtaining LOSAP data from all the fire and rescue departments.
- Discussion took place on the recruitment of new fire and rescue members including possibly recruiting of students at a younger age to get them interested.

2. Tichnell Scholarship Update: Mr. Frantz stated this is the largest scholarship in the County and has been a very successful program for students going into the emergency services field. Most recipients are going into the nursing program. The current awardees will receive \$5,000 for the first year and possible additional funds over a four-year period of up to \$20,000 total per student based on the availability of funds. The Tichnell Scholarship Committee will be meeting before the first of the year to discuss the scholarship criteria to see if any changes are needed prior to distribution. The scholarship again will be for two (2) recipients.

- #### 3. Emergency Services Club: Mr. Frantz stated they currently have approximately 50 students from the two high schools this year. The Northern Club had to decline 15 students due to limited class size. Several prior students are now involved in the volunteer service. Other events include:
- Hands Only CPR campaign is progressing. Classes have been taught at Northern High School, Autumn Glory Parade, Garrett College, and other venues are in the works for future classes.
 - Children's Hospital Field trip is being scheduled of spring 2015.
 - A drunk driving scenario demonstration will be held at Garrett College provided through grant funding.

4. **Reports From Public Safety & Emergency Management:**
 - A. EOC: Mr. Frank discussed the process and need of obtaining a new EOC facility. Garrett County is the only county in Maryland that does not have a functionally EOC and back up communications center.
 - B. Traffic Advisory Council:
 - The Winter Operations Plan is in good shape with the updated call list.
 - Discussion on non-county roads as the weather conditions decline. Garrett County Roads and Maryland State Highway (depending on the location) will clear roads in the event of an emergency.
 - Public Safety & Emergency Services will be purchasing an additional 18 single band radios with fire and rescue frequencies for the County Roads Supervisors and Foremen so that they can interact with fire companies or EMS during emergencies.
 - C. DC 2014 Event: Detailed after action report of the event was discussed. Discussions of issues/shortfalls were identified. The hands-on experience was a very good training tool for many areas. Over 482 personnel with Public Safety were involved in the event as well as over 800 ASCI volunteers.
 - D. Everbridge Program: This is a mass notification program being considered for purchase for around \$20,000. This software enables users to send notifications to individuals using lists, locations, and visual intelligence during events whether emergency or non-emergency. Mr. Frank is very impressed with the Everbridge Program and would like to use this as a back up to the system already in place.
 - E. Mass Casualty Trailers: Received a MEIMSS Grant and purchased a mass casualty trailer for approximately 50 patients, and also a trailer for Southern Garrett Rescue Squad.
 - F. Surplus Property: Mr. Frank is now able to purchase surplus property through the US Government.
 - G. Hazardous Materials Team:
 - The Team has several new technicians that have joined forces.
 - They are working on a new plan to include having the Garrett County Commissioners provide appropriate insurance coverage under a special operations group.
 - By-laws and Rules & Regulations will be developed for the Hazardous Materials Team
 - MEMA is assisting with a DECON drill to include Garrett County Memorial Hospital testing transportation and hospital responses.
5. **MIEMSS Report**: Dwayne Kitis stated that Dr. Bass retired and has been replaced with a new Executive Director Dr. Kevin Seaman. Mr. Kitis stated that he is a wonderful addition to the department and will be an asset to work with.
6. **EMS Chief Report**:
 - A. Wayne Tiemersma distributed a packet summarizing the response data (response time, delayed calls, failed responses, secondary responses, and location patients are taken, etc.) for all the stations and explained the data presented. Squad coverage and replacement costs of medications used by providers due to use or expiration was also discussed.
 - B. MCI Trailer: Mr. Tiemersma stated they have received the MCI Trailer and it is organized and ready for use.
 - C. Emergency Medical Services Operational Plan (EMSOP). Mr. Tiemersma updated the Board on the verification of EMSOP process. The medical agreement between the County

Commissioners and Dr. Perry as the Medical Director is close to being finalized. In addition, a Drug & Alcohol Policy for our jurisdiction will be added to the Plan. The state compliance officer informed Mr. Tiemersma that Garrett County is one of the few counties that have a Drug & Alcohol Policy in their plan.

- D. EBOLA Outbreak: Mr. Tiemersma has attended several meetings on this issue. The State of Maryland has a very progressive plan if an outbreak would occur. A plan has been drafted for our local jurisdiction and dispersed to individuals for review.
- E. Quality Assurance: Mr. Tiemersma stated he would be making several improvements with the handling of Quality Assurance; these enhancements will include validation scores with reports, priority one reports, and offering classes on quality assurance/quality improvement to providers.
- F. AED Grant: Dick Bolt submitted an AED Grant the week of November 10, 2014. Mr. Tiemersma will continue to track this grant request.
- G. EMS Coverage: The County is still experiencing problems with staffing EMS coverage at stations due to lack of volunteers. Some current volunteers are not willing to go further than their closest station to fill the gaps. Alternative coverages were discussed.
- H. Helicopter Issue: Discussion is continuing with the engineers to see if there is a resolution for the weight issue of the new helicopters not being able to land at WVU Hospital. At the moment, Maryland Aviation will be taking patients to the Pittsburgh or Johnstown facilities.
- I. ALS Mutual AID: At this time no agreement has been submitted to Mr. Tiemersma by Northern Garrett Rescue Squad. Once received, Mr. Tiemersma will present this to the fire departments but at this moment there is no universal agreement between the rescue squads and the fire departments.

OLD BUSINESS:

SWOT: A letter executed in August 2014 by the Board of County Commissioners to Dr. Alcorta requesting a SWOT review was purposely held off until the self-study document to accompany it was completed. At this time, the Board requested that the letter go ahead and be sent with the self-study document being sent at a later time.

NEW BUSINESS:

- A. RADIO COMMUNICATION ISSUES: Johnny Mayne, Southern Garrett County Rescue, stated they are having problems with radio communications in the Gorman/Red House Area. John Frank asked that Mr. Mayne or anyone having specific communication issues to contact via email Kenny Collins at kcollins@garrettcounty.org or Justin Orendorff at jorendorff@garrettcounty.org since they are processed through the Sheriff's Department. Mr. Frank asked that he be copied on all communication issues.
- B. COMMERCIAL AMBULANCE SERVICE: Discussion on the use of a backup ambulance service and what standards are required for their equipment. John Frank stated they have to follow the same safety guidelines as their own ambulances.

NEXT MEETING: TBD

The new Board of County Commissioners will reappoint members to the Emergency Services Board in January 2015. Meeting dates for 2015 will then be scheduled.

With no other business, the meeting adjourned at 6:04 p.m. on a motion by Alex Mellott, which was seconded by Sonny Vincent and carried unanimously.

MINUTES APPROVED BY: _____ DATE: _____
Lou Battistella
Chairman