



CALIFORNIA LEMSA

CQI Coordinators Committee

Meeting Minutes

Monday, December 22, 2014

Meeting Attendance:

Jesse Allured, Napa, Chair
 Craig Stroup, Vice Chair
 Jan Ogar, San Mateo, Timekeeper
 Susan Mori, Los Angeles, Secretary
 Louis Bruhnke, North Coast
 Laura Wallin, Riverside

Karen Beatty, Ventura
 Vicki Sweet, Orange
 Karen Crain-Riddle, Sierra-Sac
 John Poland, Sierra-Sac
 Jennie Simon, Santa Barbara
 Steve Brooks, Monterey

Ron Holk, ICEMA
 Mike Jacobs, Alameda
 Kathy Ivy, Sacramento County
 Tim Williams, Fresno/Central CA

Agenda Item	Discussion	Action	Comments (Internal Only)
1. General Meeting Information 1.1 Welcome/Introductions 1.2 Minutes	<ul style="list-style-type: none"> Meeting conducted via teleconference Called to order at 01:06 by Chair Secretary served as scribe Meeting minutes approved as written (LW/JO) Brief discussion on posting past meeting agendas and minutes 	N/A Jesse will send minutes to Miles for posting on EMSAAC. Susan will send Jesse past documents for posting.	
2. Reports/Updates 2.1 EMSA/LEMSA CQI	<ul style="list-style-type: none"> EMSA was offering competitive federal block grants to qualified LEMSA applicants to fund EMS projects. To meet the grant application deadline, the LEMSA CQI Chair emailed the 		

Grant Funding	<p>EMSAAC President for authorization to submit Craig's proposal for funding to implement standardized quality improvement (QI) training program. The request was denied; the subject matter was later added to the December EMAAC meeting agenda for discussion.</p>		
2.2 EMSAAC	<ul style="list-style-type: none"> • Jesse re-introduced the subject of obtaining outside funding to complete our projects at the December EMSAAC meeting. After discussion, the EMSAAC members agreed and fully support our efforts to actively obtain funding through grant applications or other opportunities in the future. 	<p>Jesse will ask Mike Petrie to add the logo to the March EMSAAC agenda. Susan Mori and Steve Brooks will work on the logo for review at the LEMSA CQI Jan 2015 meeting.</p>	
2.2.1 LEMSA CQI Logo	<ul style="list-style-type: none"> • Discussed revising our logo to capture our mission statement before submitting to EMSAAC for approval. 	<p>Laura will send the corrected membership list to Jesse for posting on EMSAAC's website.</p>	
2.2.2 LEMSA Member-ship	<ul style="list-style-type: none"> • Laura will send out the Excel spreadsheet with the current LEMSA CQI membership list with names and email addresses to ensure the correct information. The corrected membership will be posted on the EMSAAC website. 	<p>Laura will talk with Bruce regarding data collection for ambulance offload project.</p>	
2.3 Ambulance Offload (EMSAAC Metrics)	<ul style="list-style-type: none"> • Bruce Barton, Chair of the EMSAAC workgroup that was convened to evaluate ambulance ED wall time (offload time) statewide. Our Committee agreed to assist the workgroup in formatting the metrics on Indicator Specification Sheets (ISS). Additionally, Bruce requested the addition of the NEMESIS data elements to the ISS's to determine if the metrics are measurable and sustainable. Next steps: confirm request for metrics and convene a workgroup to complete the project. 	<p>Laura will attend the joint EMSAAC/ EMDAC meeting in March 2015 to inform EMDAC of the revision.</p>	
2.4 VAD Project	<ul style="list-style-type: none"> • Laura reported no new information to date. The task force will be reconvened to revise the current guidelines (published on the EMDAC website) to ensure the paramedics only take orders and direction from the base hospital. The VAD Coordinators will need to work with the base hospitals to provide care in the field. Laura is working on comprising a list of the VAD Coordinators in California. 	<p>Jesse will email EMDAC to keep in the loop.</p>	
2.5 Core Measure Project	<ul style="list-style-type: none"> • No new meeting date has been scheduled. Discussed the need for meeting to revise the measures. Our group is interested in working closely with EMDAC on the revisions and future core measures. Dr. Spore confirmed with Mike Jacobs that he would be willing to work with our group and supports revision of the core measures. 	<p>Craig will develop a document that outlines the QI training project for LEMSA CQI members. Jesse will talk to Dan</p>	
3. Sub-Committees	<ul style="list-style-type: none"> • Craig reported working on outside funding source to complete 		

<p>3.1 Standardize QI Training</p> <p>3.2 QI Plan Template Revision</p> <p>3.3 LEMSA CQI Guidelines</p>	<p>the next steps. Discussed providing a course for EMSAAC members, possibly prior to the next EMSAAC conference in San Diego.</p> <ul style="list-style-type: none"> • Louis reported that North Coast EMS Agency will financially support their contracted IT personnel to format the draft QI template as an interactive document as a workable draft to facilitate further review. The current draft has been submitted to EMSA for review and comments. • Jan and Vicki reviewed the draft guidelines. The following are the key points and revisions to the document: <ol style="list-style-type: none"> 1. Membership – after discussion, only LEMSA CQI representative will be members. 2. Leadership, Secretary – change language to read, <i>submit the minutes to the Chair for review and distribution.</i> 3. Charges, 3. – change ideals to <i>ideas.</i> 4. Charges, 5. – change language to <i>read, promote dissemination of information and best practices; omit knowledge.</i> 	<p>Lynch regarding adding time for the QI course at the 2015 EMSAAC conference.</p>
<p>4. General Discussion</p> <p>4.1 Open Forum 4.2 Submission of QI Plans</p>	<ul style="list-style-type: none"> • Brief discussion on submission of QI plan to EMSA tied to EMS Plan approval/denial. Table until next meeting. 	
<p>5. Next meeting</p>	<p>Teleconference scheduled for Thursday, January 22, 2015 from 1 PM – 3 PM</p>	
<p>6. Adjournment</p>	<p>Meeting adjourned at 3:03 PM</p>	

(Revised 1/14/15/sm)