



# Georgia Trauma Commission

*Right Patient, Right Hospital, Right Time, Right Means*

## EMS SUBCOMMITTEE ON TRAUMA

### MEETING MINUTES

**Thursday, 10 July 2014**  
**Scheduled: 11:00 AM – 1:00 PM**

**Georgia Public Safety Training Center**  
**LRC**  
**Forsyth, GA**

#### CALL TO ORDER

Mr. Courtney Terwilliger called the July meeting of the EMS Subcommittee on Trauma to order and established quorum at the Georgia Public Safety Training Center, in Forsyth, GA at 11:02 AM.

SUBCOMMITTEE MEMBERS PRESENT	SUBCOMMITTEE MEMBERS ABSENT
Courtney Terwilliger, Chair & GA Trauma Commission Dr. Jeff Nicholas – GA Trauma Commission Vic Drawdy – GA Trauma Commission Randy Pierson – Region One Chad Black – Region Two (Conference Line) Paul Beamon – Region Four Lee Oliver – Region Five (Conference Line) Blake Thompson – Region Six Jimmy Carver – Region Seven Brandon Fletcher – Region Eight Huey Atkins – Region Ten Keith Wages – OEMS&T (Conference Line)	Pete Quinones- Region Three David Moore – Region Nine

OTHERS SIGNING IN	REPRESENTING
Jim Pettyjohn John Cannady Dena Abston Kim Littleton Renee Morgan David Foster Jason Troupe	Georgia Trauma Commission, Staff Georgia Trauma Commission, Staff Georgia Trauma Commission, Staff GAEMS OEMS&T OEMS&T

**Approved 13 August 2014**

**Call to Order and Establish Quorum:**

Mr. Courtney Terwilliger called the meeting to order at 11:02 and a quorum was established at that time.

**30 April 2014 MINUTES APPROVAL:**

The first order of business was the approval of the minutes from the 30 April, 2014 subcommittee meeting.

**MOTION #1 EMS Subcommittee 2014-07-01:**

**I make the motion to approve the minutes from the 30 April, 2014 meeting as written.**

**MOTION BY:**

**Blake Thompson**

**SECOND:**

**Jimmy Carver**

**ACTION:**

The motion **PASSED** with no objections, nor abstentions.

**GAEMS/GTC Audit:**

Mr. Terwilliger discussed the status of the GTC audit of funds provided by GTC to GAEMS. Mr. Terwilliger began by detailing the history of past external audits. Some details of a prior incident were identified in a past audit and were disclosed in which a former board member inappropriately utilized an ATM card belonging to GAEMS to obtain cash for personal use. The cash was eventually paid back to GAEMS by the board member who was subsequently removed from the board. The findings of the audits were relayed to agencies doing business with GAEMS which led to the audit by GTC. The GTC audit was conducted by the firm Warren Averett. Mr. Blake Thompson inquired as to whether or not board members were paid to be on the board. Ms. Kim Littleton responded that no board members received compensation and the only personnel considered paid employees of GAEMS were herself and her assistant. Mr. Huey Atkins asked if credit cards could be utilized to access ATM's and whether there was a dual signature requirement before GAEMS funds could be accessed. Ms. Littleton responded by stating that as a result of the incident and audit findings, no credit card could access an ATM, and there were policies put in place to ensure separation of duties as well as multiple reviews of GAEMS banking statements. In addition, GAEMS has instituted a new invoicing system which will better enable staff and board members to track expenditures.

**2014 RFP:**

Mr. Terwilliger discussed the FY 2014 First Responder Course funding and the new costs of conducting a first responder course. (Handout attached.)

Mr. Terwilliger discussed residual monies from First Responder courses and how those monies could be spent. I.e. Due to the fact that the First Responder course falls into the category of "training," could those residual monies be spent on other "training" courses without Commission approval.

Mr. Atkins asked for clarification on the CAT tourniquet grant and how many tourniquets were supplied per truck. Mr. Terwilliger replied that the grant allowed for 2 tourniquets to be supplied to each 911 zoned ambulance.

Mr. Terwilliger mentioned the 2014 distribution plan (handout attached) and stated that the RFP with GTC would be completed shortly and subsequently the FY 2014 fund distribution would begin.

**GEMSIS Meeting Report:**

Mr. Terwilliger discussed the first GEMSIS workgroup meeting which was held in June, announced plans for the next meeting.

**TCC/Saab software:**

Mr. John Cannady discussed the upcoming workshop with Saab. The purpose of the workshop is to allow stakeholders to provide input into the development of the TCC smart phone application of the Resource Availability Display. Mr. Cannady also asked for input from the EMS Subcommittee on the development of the application

**Data Collection Tool:**

Mr. Atkins discussed the data collection tool to be piloted in Region 10. Mr. Atkins stated that the tool which will be used by trauma registry nurses was still in development but that the majority of the hospitals in Region 10 have committed to participating.

**Discussion of Projects to Fund Using Money Allocated for Infrastructure:**

Mr. Terwilliger discussed use of extra funds found within EMS allocations to fund GEMSIS hardware and software upgrades.

**Spine board Protocol:**

Mr. Terwilliger discussed the status of the spine board protocol. Dr. Nicholas cautioned that any new protocol would create a large PI burden for both hospital and EMS staff upon implementation.

**Work on a Learning Management System:**

Mr. Terwilliger stated that after communicating with staff from OEMS&T, it was apparent that the learning management system being utilized was not functioning optimally. GAEMS and its foundation are in discussions with OEMS&T to either manage the system or examine the purchase and utilization of a new system.

**David Foster and the Region 1 D.A.R.T. project:**

Mr. David Foster presented the Region 1 D.A.R.T. project plan to the group and provided a copy of the plan to each member. Mr. Foster stated that he is requesting a federal grant to assist with providing training for the project and is requesting funding from the EMS Subcommittee to assist with purchasing equipment. No motions were made in relation to the request and the group will take this request up again at the next meeting.

**Next Meeting Date and Adjourn:**

Mr. Terwilliger stated he would like the group to consider EMS FY 15 allocation and spending prior to the next meeting. The next meeting was set for August 13<sup>th</sup> from 11 a.m. to 1 p.m. at GPSTC.

**Approved 13 August 2014**

Meeting was adjourned at 1:05 p.m.

Meeting Minutes Crafted by John Cannady