

**Communications Committee Meeting
Virginia Office of EMS
Comfort Suites
10077 Brook Road, Glen Allen, VA
February 7, 2014
9:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Guests:
Gary Critzer, Chair	Dorothy Spears-Dean	Ken Crumpler	Lewis Cassada, VITA
Richard Rubino, Member at Large (Legal)	Emily Totten	Wanda Street	
Vic Buisset, VDEM		Karen Owens	
Connie Purvis, BREMS			
Pokey Harris, Member at Large (PSAP)			
Corina Nuckols, APCO, VA Chapter			
Hershel Kreis, NENA, VA Chapter			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order:	The meeting was called to order by the Chair at 9:01 a.m.	
Approval of the minutes dated November 7, 2013:	A motion was made to review and approve the November minutes. The minutes were approved as submitted.	The November minutes were approved as submitted.
Committee Chair Report (Mr. Gary Critzer):	Mr. Critzer did not have anything to report and turned the meeting over to Mr. Crumpler for his report.	
OEMS Communications Coordinators Report (Ken Crumpler):	<p>PSAP Accreditation Application Review – Martinsville-Henry County Everyone had a hard copy of the Martinsville-Henry County PSAP application in front of them. Ken stated that all of the appropriate documentation has been received. A motion was made to accept this application for PSAP Accreditation. The motion was moved by Richard and seconded by Pokey. All committee members were in favor of the motion and no one opposed. The application was approved.</p> <p>Ken reported that earlier this week, he went to Fredericksburg 911 and did a presentation for their PSAP Reaccreditation and it was very well received.</p> <p>PSAP Accreditation – Changes in Procedure Continued Discussion Ken stated that at the last meeting in November, we had some discussion about site visits and how it is not feasible for Ken to visit each and every reaccredited site. However, Ken said that nowhere in the reaccreditation process does it say that he has to make site visits. Ken does not see any changes in the language that needs to be made in the reaccreditation process as far as the visits are concerned. As discussed at the last meeting, Gary Critzer said that an automated paper submission process should be put in place for reaccreditation. He also suggested that Ken randomly choose two or three PSAPs to visit during the year. He</p>	A motion was made to accept this application for PSAP Accreditation. The application was approved.

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	<p>also suggested that the amount of time should be extended to three years instead of two. Gary also said that the process should be automated and documentation should be sent in electronically via email 90 days prior to the renewal date. The PSAP should receive a letter from Ken saying something to this effect: “Your PSAP renewal is coming up in 90 days. Please submit the following information to the Office of EMS. Upon receipt and approval of all documentation, a new certificate will be issued.”</p> <p>Richard said that if the validity period is extended to three years, it would be retroactive for everyone already accredited, which means that everyone will get a new certificate showing the new expiration dates. Richard also suggested issuing temporary certificates. Gary suggested issuing permanent wall plaques without an expiration date and when they recertify every three years, they get a letter saying that they have met the reaccreditation requirements to include the effective dates. Some committee members did not like the idea of a plaque without expiration dates. So they decided to continue with the certificates.</p> <p>A motion was made to make the following changes in the PSAP procedures:</p> <ol style="list-style-type: none"> 1) Extend the reaccreditation period to three years. 2) Make the reaccreditation process automated. 3) Issue a certificate with a three year expiration date. 4) A letter goes to the PSAP after they have met all reaccreditation requirements. <p>The motion was moved by Connie and seconded by Hershel. All committee members present were in favor of the motion. The motion carried.</p> <p>Ken will draft a process change letter and information for the OEMS website. He will share the information with the committee before anything is sent out to the PSAPs or posted on the website.</p> <p>EMS Communications Directory Update – Continued Discussion</p> <p>Ken met with the Regional Council Directors on yesterday to inform them that we will be reaching out to them for support in creating a searchable online document. OEMS already has most of the information which is included in the current directory. Gary Critzer feels that the PSAPs have all of the information that is needed. He believes that the better way to do this is to develop a PSAP Portal similar to the EMS Provider Portal. The hardest thing about this is the IT support per Karen. She also asked, how are we going to monitor the database to ensure that the information is up to date? Gary said that with the Agency Portal, the agency super user has to get reauthorized once a year by the program rep. The same could be done with this PSAP portal. Karen said that she will meet with the IT Executive Committee and explain the purpose of this project, what we want to do with it. Gary Critzer said that he can work with Ken to establish field names and who we want to have access to the portal. Pokey stated that they already have a system like this in Harrington. The interoperability office paid for this. Pokey will get with CJ and share his information with Karen. In the meantime, Karen will check with the IT Executive Committee about this also.</p>	<p>A motion was made to make changes in the PSAP procedures. The motion carried.</p> <p>Ken will draft the process change letter and website information with the committee.</p> <p>Gary & Ken will work on the specifics of the proposed PSAP Portal.</p> <p>Pokey will send Karen and Ken CJ’s information and a link to the portal.</p> <p>Karen will follow up with the IT Executive Committee on a possible PSAP Portal.</p>

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	<p>FYI Ken stated that APCO has announced that those using APCO protocols that the medical aspect of EMD has to be taught by a certified ALS provider. This is to comply with NHTSA guidelines. A process has been put in place for some online training that an EMT Basic can take to qualify them to teach the medical part of it. It does not however, make them an ALS provider. This also does not quality for CEU.</p> <p>Symposium Track Ken informed everyone that a seven course Communications track has been approved. He is very excited about it.</p>	
Unfinished Business:	None.	
New Business:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 10:06 a.m.	The next meeting is May 9, 2014 at the Courtyard Marriott in Glen Allen.

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