CQI Council Meeting Minutes
Thursday, August 9, 2018
1300 – 1500
EMS Agency Training Room
French Camp, California 95231

Opening:
The meeting of the EMS CQI Council was called to order at 1318 hours by Matt Esposito.

Present:
Matthew Esposito (SJEMSA), Dr. Katherine Shafer (SJEMSA), Marissa Matta (SJEMSA), Mario Vargas (AMR), Pete Rodriguez (RFD), Andrea Kiser (DLA), Steve Riley (ECA), Jennifer Mundy (MDA), George McKelvie (MDA), Brenda Lange (RCFD), Nasir Khan (SJGH), Joseph Drago (Reach), Jeff Smeenk (SFD), Adam Dampier (TFD), John Andrews (MDA), Dave Murphy (ECA)

1. Introductions
None

2. Modifications to Agenda
None

3. Meeting Rules / Confidentiality
All those present are aware and acknowledge the importance of CQI peer review protected confidentiality.

4. Review of Minutes from August 9, 2018

5. OTI Confirmation

6. CEI/ Intubation: Dr. Katherine Shafer (SJCEMSA) urged ALS service providers to have paramedic OTI verified by the emergency department physician upon arrival at the hospital. Dr. Shafer emphasized the importance of paramedics auscultating lung sounds to confirm tube placement. CQI members including Mario Vargas (AMR), Captain Jeff Smeenk (SFD) and Adam Dampier (TFD) discussed the importance of a consistent, accurate documentation process throughout an entire call and shared the different challenges faced in their real life examples.
7. UO/SE
Matthew Esposito (SJCEMSA) gave clarification on unusual occurrence process, along with supporting documentation. All members of the CQI Council were reminded that Sentinel Events need to be made known to the duty officer within 4 hours and proper documentation is needed within 24 hours. Everyone was also reminded the duty officer can be called for guidance regarding any unusual occurrences or Sentinel Events.

8. Transmission of ECG
The CQI Council discussed the transmission of ECGs, specifically to either wrong hospitals or just cancelling of ECGs. Matthew Esposito (SJCEMSA) confirmed 12 lead ECGs is the standard. Dr. Katherine Shafer (SJCEMSA) gave clarification on ROSC vs STEMI communication and what it should look like. She asked that clarification be given on radio, including confirmation something has in fact been transmitted, medic unit number, and reason why it was sent.

9. Case Review
This month’s case review by Adam Dampier (TFD), was a discussion on Tracy Fire Department’s helicopter trial study.

Ripon Fire volunteered to give next meeting’s case review.

10. Protocol Book Role out Discussions
Matthew Esposito (SJCEMSA) reviewed the progress made regarding the new treatment protocols. Jeff Smeenk (SFD) inquired as to the timelines at which the protocols would be completed. The committee discussed different training options and venues in order to disseminate information efficiently, such as a symposium or train the trainer sessions. Council members discussed timing and location of said trainings, and the most effective way to teach the material. Matthew Esposito (SJCEMSA) recommended that the each person in the committee take a small section of the protocol book to review content and overall organization. A tentative date of mid-September was set as the due date for any changes or recommendations for the protocols, as they must go up for 45-day comment, as well.

11. CQI Plans and Reports
   a. CQI 2018 Quarter 2 report Due July 31, 2018

12. Roundtable Discussion
The council discussed an upcoming Continuing Education opportunity called CE’s with Shafer. It was recommended by Adam Dampier (TFD) that we possibility look into recording these CE sessions for easy access.

Jennifer Mundy (MDA) inquired about EPI/Narcan/glucometer training. Matthew Esposito (SJCEMSA) assured that it would be part of the BLS book. Also, a discussion regarding Clinical Laboratory Improvement Amendments (CLIA) was brought up, to which few members had been aware of.
The development of an app was introduced to the group; however, it was decided that this would take time and funds that would need to be revisited in the future.

Nasir Khan (SJGH) shared that on August 22\textsuperscript{nd}, 2018, SJGH’s monthly CQI meeting would be held. He also shared that there was a new interim manager for SJGH’s Emergency Department.

13. **Next Meeting** – The next scheduled meeting is September 13, 2018 from 1:00–3:00 in the EMS Classroom.

14. **Adjournment**
   Meeting adjourned at 1500.