

**John Slaughter, Chair**  
County Manager  
Washoe County

**Kevin Dick, Vice Chair**  
District Health Officer  
Washoe County Health  
District

**Steve Driscoll**  
City Manager  
City of Sparks

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE

**Sabra Newby**  
City Manager  
City of Reno

**Dr. Andrew Michelson**  
Emergency Room Physician  
St. Mary's Regional Medical Center

**Terri Ward**  
Administrative Director  
Northern Nevada Medical Center

1001 East Ninth Street, Reno, Nevada 89512  
P.O. Box 11130, Reno, Nevada 89520  
Telephone 775.328-2400 • Fax 775.328.3752  
[www.washoecounty.us/health](http://www.washoecounty.us/health)

*MEETING MINUTES*  
**Emergency Medical Services  
Advisory Board**

Date and Time of Meeting: Thursday, October 5, 2017, 9:00 a.m.  
Place of Meeting: Washoe County Health District  
1001 E. Ninth Street, Building B, South Auditorium  
Reno, Nevada 89512

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**1. Roll Call and Determination of Quorum**

Chair Slaughter called the meeting to order at 9:00 a.m.

The following members and staff were present:

Members present: John Slaughter, Manager, Washoe County, Chair  
Kevin Dick, District Health Officer, Vice Chair  
Steve Driscoll, Manager, City of Sparks  
Sabra Newby, Manager, City of Reno  
Dr. Andrew Michelson, Emergency Room Physician, St. Mary's

Members absent: Terri Ward, Hospital Continuous Quality Improvement  
Representative, Northern Nevada Medical Center

**Ms. Spinola verified a quorum was present.**

Staff present: Leslie Admirand, Deputy District Attorney  
Dr. Randall Todd, Division Director, Epidemiology & Public Health  
Preparedness  
Brittany Dayton, Emergency Medical Services Coordinator  
Heather Kerwin, EMS Statistician  
Dawn Spinola, Administrative Secretary, Recording Secretary

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**2. Public Comment**

Limited to three (3) minutes per person. No action may be taken.

**Chair Slaughter opened the public comment period.** As there was no one wishing to speak, **Chair Slaughter closed the public comment period.**

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**3. Consent Items (For Possible Action)**

Matters which the Emergency Medical Services Advisory Board may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.

**A. Approval of Draft Minutes**

August 3, 2017

**Vice Chair Dick moved to approve the Consent agenda. Mr. Driscoll seconded the motion which was approved unanimously.**

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**4. Prehospital Medical Advisory Committee (PMAC) Update**

Dr. Andrew Michelson

Dr. Michelson noted the recent activities of the PMAC have been geared towards giving the members the opportunity to review, discuss and provide recommendations on the regional protocols.

Dr. Michelson stated he had not been present at the last PMAC meeting, and had no minutes due to the departure of the PMAC secretary. He indicated the reports he had heard about the meeting were positive, and that in general, the Task Force that is working on the regional protocol project is moving forward and things are going well.

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**5. Program and Performance Data Updates**

Dr. Randall Todd for Christina Conti

Chair Slaughter announced that Ms. Conti was in Las Vegas, working with the Clark County Coroner's Office and their Family Assistance Center. She had asked if she should call in and attend the meeting via teleconference, but Chair Slaughter opined her duties in Las Vegas were more important.

Dr. Todd drew the Board's attention to an item on the first page, which discussed a grant request that had been submitted to the Nevada Governor's Council on Developmental Disabilities. He explained the amount of the grant was for \$30,000 and was to be used to develop training that will be utilized by public safety and emergency responders to increase awareness of essential resources and skills needed to work with individuals with intellectual and developmental disabilities. He noted that the report stated the division had received unofficial word of funding, and official written notification of the grant award has since been received. The award will be presented to the District Board of Health in October for approval.

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**6. Presentation, discussion and possible approval for distribution the Washoe County EMS Oversight Program FY17 Annual Data Report. (For possible action)**

Heather Kerwin

Ms. Kerwin stated she would like to extend the Program's appreciation to the partner agencies who submitted their accomplishments and highlights for the year. She noted it was nice to stay informed about what the partners were doing region-wide.

Ms. Kerwin noted the draft report mirrored the previous year's report with the addition of the tables that were approved and requested by the work group that met regarding data. She confirmed the current version was available online.

Mr. Driscoll noted that not all of the partners provided response data. He asked if it was anticipated that all the partners would provide response data in the next cycle. Ms. Kerwin requested clarification, explaining the data had been received. She asked if he was referring to the response standards that were to be measured against. Mr. Driscoll stated that was correct. Ms. Kerwin explained Gerlach recently requested standards that they would like to be measured against. The message from Reno Fire is that they will be holding off for now. That is why Sparks and Truckee Meadows were included in the packet and the information from Gerlach is currently being analyzed and the results will be sent back to them. Mr. Driscoll stated he was just noting the absence.

**Vice Chair Dick moved to approve the presentation and distribution of the report. Mr. Driscoll seconded the motion which was approved unanimously.**

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**7. Presentation, discussion and possible approval of annual REMSA Franchise Map review recommendation.** (For possible action)

Heather Kerwin for Christina Conti

Ms. Kerwin stated she had nothing to add to the staff report but would be happy to answer any questions on the methodology or results.

Mr. Driscoll pointed out that the detailed work that had been done among the partners regarding the maps, responses and coverage was very important and provided a great service to the citizens. He acknowledged that the amount of work required for the project had been substantial and thanked everyone who had participated. Chair Slaughter agreed.

Vice Chair Dick added that it had taken substantial effort to develop the initially-approved map, and opined that the process of annual review and remapping seemed to be performing well and demonstrates where the region needs to be at this time.

**Mr. Driscoll moved to accept the presentation, discussion and recommendation. Ms. Newby seconded the motion which was approved unanimously.**

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**8. Presentation, discussion and possible acceptance of an update on the regional protocol project, an objective of the Washoe County EMS 5-Year Strategic Plan.** (For possible action)

Brittany Dayton

Ms. Dayton explained she would be providing an overview of the timeline and the steps taken on the project.

Ms. Dayton recognized the Task Force agencies that had devoted substantial time and effort to develop the Regional Protocols. She requested audience members Jeff Sambrano, from North Lake Tahoe Fire Protection District, Joe Kammann of Truckee Meadows Fire Protection District and Chief Nolan from Reno Fire Department stand, and thanked them for attending the meeting. She noted that several other members were not in attendance, and stated her appreciation for their support through the long process.

Ms. Dayton reviewed the PowerPoint included in the meeting packet. She noted a Formulary had been added, and the formatting of that has been updated since the meeting packet was

distributed to the Board members.

Vice Chair Dick noted that at the meeting of September 29, there had been consensus amongst the group to move forward with the Regional Protocols. Ms. Dayton stated the meeting had been held on September 20. Minor changes had been made to the protocols, based on comments received from the Medical Directors. Those changes had been sent out to the task force for final review one week prior to the meeting. Further input was received during that time, including the Formulary. The Protocols that were finalized on September 29..

Ms. Dayton explained there had been substantial discussion with the Medical Directors via PMAC regarding the protocols, so no issues are anticipated when they are asked to sign.

Mr. Driscoll asked if there were any protocols that the group has not yet completed, or if everything has been brought to conclusion satisfactorily for the Medical Directors. Ms. Dayton explained the only piece that was not yet completed was the small variations that would be required by each agency. Each agency will make their agency-specific policies and procedures document, which will be attached to the master protocols document. She added that the regional protocol portion is complete.

Vice Chair Dick noted the Regional Protocols had been envisioned from the beginning by the Tri-Data Corporation, which provided the initial study to assist in the establishment of the Emergency Medical Services Interlocal Agreement. He acknowledged the document required a substantial amount of effort and investment on the part of all of the partners. He commended everyone for working together to pull all of the information into one package, and opined it was a very impressive piece of work.

**Ms. Newby moved to accept the update. Vice Chair Dick seconded the motion which was approved unanimously.**

Chair Slaughter noted that the difference between where the region was prior to the Agreement and where it is today was beginning to resemble what had been envisioned.

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**9. Presentation and possible acceptance of an update on the Washoe County EMS 5-Year Strategic Plan, a requirement of the Interlocal Agreement for Emergency Medical Services Oversight.** (For possible action)

Brittany Dayton for Christina Conti

Ms. Dayton noted the staff report outlined objectives and strategies that are either completed or in progress, as well as the ones that require timeline revisions based on direction provided at the last EMSAB meeting. She offered to answer any questions to the best of her ability, or to confer with Ms. Conti upon her return and respond to the Board at a later date.

Mr. Driscoll explained that he and Ms. Conti had worked together and discussed the potential changes and timeline revisions of some of the objectives and strategies. That meeting took place shortly after the last EMSAB meeting, and Ms. Conti had made the changes. He opined that the changes and modifications the Board had requested had been completed satisfactorily. He stated he believed that the plan was stronger now than it was before those modifications were made.

**Vice Chair Dick moved to approve the update. Mr. Driscoll seconded the motion which was approved unanimously.**

Mr. Driscoll opined that although the plan had required a substantial amount of work, it was important to keep in mind that carrying out the activities outlined in the strategic plan must go forward, and not be neglected while day-to-day work was being done. He suggested the metrics,

which should be provided during regular periodic reviews, would help the region understand what was happening at any given time, and underscore the need for continued engagement by all partners. He stated he felt it was incumbent upon the Board, working with staff and the other partners, to maintain the strategic plan as a living document from this point forward.

Mr. Driscoll acknowledged that the Strategic Plan had required a substantial amount of effort, and opined the real work would be in putting the plan into motion. He requested periodic reporting, once or twice a year. A main goal of those reports would be to clarify the metrics over time, with the understanding that situations will change. With that in mind, it was important to remember that something the region focuses on in the next year might not be the focus three years from now. He emphasized the Plan would be a living document, and stated it was incumbent upon the Board, working with staff and the other partners, to keep it a living document from this point forward.

Chair Slaughter thanked everyone who has put so much effort into this.

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## 10. Board Comment

Limited to announcements or issues for future agendas. No action may be taken.

Chair Slaughter noted there would eventually be an After Action Review of the events in Las Vegas, and suggested Washoe County obtain and study a copy of it to look for lessons learned and/or anything that could be used to improve the Washoe County system.

Vice Chair Dick reiterated that Christina Conti was in Las Vegas due to her experience establishing Family Assistance Center Services after the Reno Air Races tragedy. For the next meeting, he requested an item be added to the agenda for her to specifically report out on her experience in Clark County in that role, and to provide any recommendations she might have for Washoe County for preparation for Family Assistance Center Services in the future.

Dr. Michelson opined that what happened in Clark County was just an unfortunate example of the importance of being prepared for MCIs. It is not convenient to the emergency departments that participate, and it disrupts the flow of patient care. However, appreciation for the experience is always expressed during the debrief, and there is very positive feedback.

Dr. Michelson stated he did not know if enough exercises were being conducted. He opined they result in a good experience for the community, as well as for the EMS providers and emergency departments who are working together on the exercise. He opined the results of the efforts of the hospitals that received the patients in the Las Vegas incident were amazing. He suggested that if Las Vegas hospitals were conducting more practice sessions than were occurring in the Reno area, their model should possibly be considered. He concluded by stating that his emergency department was excited to continue participating in practice opportunities.

Mr. Driscoll requested a high-level overview report be presented to the Board regarding how frequently paramedic service levels are utilized, particularly the upper-level services. Additionally, he was interested in knowing how those services are changing outcomes.

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## 11. Public Comment

Limited to three (3) minutes per person. No action may be taken.

**Chair Slaughter opened the public comment period.** As there was no one wishing to speak,

**Chair Slaughter closed the public comment period.**

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**12. Adjournment**

**At 9:28 a.m., Mr. Driscoll moved to adjourn. Ms. Newby seconded the motion.**

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Respectfully submitted,



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Administrative Secretary

Approved by Board in session on January 4, 2018.