MONROE COUNTY EMERGENCY MEDICAL AUTHORITY ORGANIZATIONAL MEETING MINUTES MARCH 22, 2023

I. CALL TO ORDER

At an Organizational Meeting of the Monroe County Emergency Medical Authority held in the City of Monroe, Michigan on Wednesday, March 22, 2023. Deputy Clerk, Lisa Sanders, called meeting to order at 6:02 p.m.

II. ROLL CALL

Roll call by Deputy Clerk as follows:

Present: David Brown, Michael Demski, Sara Kandler, Keith Masserant, Robin Miller, Brian Paules, R.J. Schall and Douglas Steinman

Absent: James Bennett (excused)

A quorum being present the board proceeded to conduct business.

III. PLEDGE OF ALLEGIANCE—Deputy Clerk, Lisa Sanders, led the Pledge of Allegiance.

IV. ELECTION OF CHAIRPERSON—Deputy Clerk, Lisa Sanders, opened the floor for nominations for Chairperson.

Robin Miller nominated David Brown for Chairperson.

No other nominations were offered. Mr. Brown accepted the nomination.

Deputy Clerk closed the nominations.

Motion by Robin Miller, supported by Michael Demski to cast a unanimous vote for David Brown as Chairperson.

Roll call by Deputy Clerk as follows:

AYE		NAY	ABSTAIN	EXCUSED
David Brown	Robin Miller			James Bennett
Michael Demski	Brian Paules			
Keith Masserant	R.J. Schall			
Sara Kandler	Douglas Steinman			

Motion carried.

Chairman David Brown presided over the meeting at this point.

V. ELECTION OF VICE-CHAIRMAN—Chairman Brown opened the floor for nominations for Vice-Chairman

Robin Miller nominated R.J. Schall for Vice-Chairman. Mr. Schall accepted the nomination.

No other nominations were offered. Chairman Brown closed the nominations.

Motion by Robin Miller, supported by Keith Masserant to cast a unanimous vote for R.J. Schall for Vice-Chairman.

Roll call by Deputy Clerk as follows:

AYE		NAY	ABSTAIN	EXCUSED
David Brown	Robin Miller			James Bennett
Michael Demski	Brian Paules			
Keith Masserant	R.J. Schall			
Sara Kandler	Douglas Steinman			

Motion carried.

VI. ELECTION OF SECRETARY—Chairman opened the floor for nominations for Secretary.

R.J. Schall nominated Robin Miller for Secretary. Ms. Miller accepted the nomination.

No other nominations were offered. Chairman Brown closed the nominations.

Motion by R.J. Schall, supported by Sara Kandler to cast a unanimous vote for Robin Miller for Secretary.

Roll call by Deputy Clerk as follows:

AYE		NAY	ABSTAIN	EXCUSED
David Brown	Robin Miller			James Bennett
Michael Demski	Brian Paules			
Keith Masserant	R.J. Schall			
Sara Kandler	Douglas Steinman			

Motion carried.

VII. ELECTION OF TREASURER—Chairman opened the floor for nominations for Treasurer.

Robin Miller nominated Keith Masserant for Treasurer. Mr. Masserant accepted the nomination.

No other nominations were offered. Chairman Brown closed nominations.

Motion by Robin Miller, supported by R.J. Schall to cast a unanimous vote for Keith Masserant for Treasurer.

Roll call by Clerk as follows:

AYE		NAY	ABSTAIN	EXCUSED
David Brown	Robin Miller			James Bennett
Michael Demski	Brian Paules			
Keith Masserant	R.J. Schall			
Sara Kandler	Douglas Steinman			

Motion carried

VIII. ELECTION OF MEDICAL CONTROL REPRESENTATIVE—Chairman opened nominations for Medical Control Representative

R. J. Schall nominated Douglas Steinman as the Medical Control Representative. Mr. Steinman accepted the nomination.

No further nominations were offered. Chairman Brown closed nominations.

Motion by R.J. Schall, supported by Robin Miller to cast a unanimous vote for Douglas Steinman as Medical Control Representative.

Roll call by Deputy Clerk as follows:

AYE		NAY	ABSTAIN	EXCUSED
David Brown	Robin Miller		Douglas Steinman	James Bennett
Michael Demski	Brian Paules			
Keith Masserant	R.J. Schall			
Sara Kandler				

Motion carried.

Chairman Brown said he will ask James Bennett to be the alternate Medical Control Representative.

IX. APPOINTMENT OF OPERATIONS COMMITTEE MEMBERS BY CHAIRPERSON
Chairman Brown appointed R.J. Schall-Chair, Keith Masserant and Brian Paules to the Operations Committee.

X. APPROVAL OF AGENDA

Motion by Robin Miller, supported by Mike Demski to approve the March 22, 2023, Organizational Meeting agenda as presented.

Voice vote taken. Motion carried.

XI. APPROVAL OF MINUTES (11/16/2022 Regular Meeting)

Motion by Robin Miller, supported by Keith Masserant to approve the November 16, 2022 Regular Meeting minutes as presented and waive the reading thereof.

Voice vote taken. Motion carried.

XII. CENTRAL DISPATCH REPORT—Director Donna Kuti updated members:

- Staffing has been an issue for the couple of years but perhaps there is light at the end of the tunnel
- 6 supervisors, 9 dispatchers, 4 trainees, 2 onboarding
- Still has 2 openings
- Isaiah Turner was Quality Improvement Coordinator but made a lateral move to the open supervisor position. He's great as a supervisor.
- Quality Assurance position is open and she has some internal letters of interest.
- Did modify the training for dispatchers which seems to have made a marked improvement with the trainees they have on board now
- She has the 2022 Annual Report coming out. Some statistics are as follows:
    - 93,000 Admin calls; 67,000 9-1-1 calls
    - 89,867 runs dispatched out and 68,400 for service
    - Busiest times are between 2:00 – 5:00 p.m.; Busiest months were May & August
    - 13,215 medical calls dispatched for the year
- Central Dispatch is working with Fire representatives to discuss a radio communication standard and policy for Monroe County
- If the EMA would like any specific types of data or reports from Central Dispatch to let her know

XIII. PUBLIC COMMENT—None

XIV. LOCAL GOVERNMENT MEMBERS COMMENTS—None

XV. COMMUNICATIONS—

1. Letter dated December 9, 2022 from Deputy Clerk, Lisa Sanders, advising that the Board of Commissioners approved the re-appointment of Mr. Michael Demski, Ms. Sara Kandler, Mr. Keith Masserant and Mr. David Brown for terms beginning January 1, 2023 and ending December 31, 2024. Additionally, the Board approved the new

appointment of Mr. Brian Paules to fill an unexpired term beginning January 1, 2023 and ending December 31, 2023.

Chairman Brown read the letter into the record.

XVI. OLD BUSINESS—None

XVII. NEW BUSINESS—

1. Updated Report—MCA

   Karl Rock gave the report:

   - Monroe does the best of all ambulance services with staffing
   - Generally 6-8 ambulances on; End up needing more ambulances from other areas to put people in
   - Fractiles are getting better
   - Keeping an eye on expenses and keeping ambulances in tip-top shape
   - Safety Day—Additional orientation on how to take care of ambulances, equipment and patient handling
   - Recently onboarded 2 supervisors—Joe Able (has a therapy dog) and Shelby Hamilton
   - Kevin Irwin resigned which left a vacancy in communication center; Karl Rock is doing it for the interim; Rebecca Torres accepted the position
   - EMT Academy based in Ann Arbor paid for by MCA
   - Started doing Continuing Education Seminars
   - Completed Medical Control competency skills verification over the last several weeks
   - Would like to present the MCA Annual report at the next meeting
   - R.J. Schall would like a tour at some point

2. Bedford Township Fire Department Transport Report—Lt. Vanklingeren asked if anyone had any questions. R.J. Schall said he likes the new format of the reports.

Bedford Township Fire Department Transport Report				
Month/Year	November 2022	December 2022	January 2023	February 2023
Transported Lights/Siren	1	17	1	1
Transported No Lights/Siren	22	0	14	20
Patient Treated/Transported by Private Vehicle	1	0	0	1

XVIII. COMMITTEE CHAIRPERSON'S AND MEMBER'S REPORT—

1. R.J. Schall explained the November and December 2022 and January and February 2023 Operations Reports. He said the Committee is going to change the way they do things and not just go over runs like they do now. Discussion commenced.

November 2022	
Priority 1-3 Calls	1300
Priority 1-3 Calls Patient Transports	984
Fractile %	92.63%
Average Response Time	8.03 minutes
Responses > 25 minutes w/o exception (Letter to Clerk)	1
Mutual Aid Received	17
Mutual Aid Given	44

December 2022	
Priority 1-3 Calls	1401
Priority 1-3 Calls Patient Transports	1039
Fractile %	92.5%
Average Response Time	8.06 minutes
Responses > 25 minutes w/o exception (Letters to Clerk)	3
Mutual Aid Received	21
Mutual Aid Given	47

January 2023	
Priority 1-3 Calls	1376
Priority 1-3 Calls Patient Transports	1019
Fractile %	92.9%

Average Response Time	7.47 minutes
Responses > 25 minutes w/o exception (Letter to Clerk)	1
Mutual Aid Received	32
Mutual Aid Given	35

February 2023	
Priority 1-3 Calls	1249
Priority 1-3 Calls Patient Transports	909
Fractile %	93.01%
Average Response Time	7.52 minutes
Responses > 25 minutes w/o exception	0
Mutual Aid Received	26
Mutual Aid Given	38

2. Medical Control Board Report—Dr. Kemple gave the report.
   - Jeff Hayford and Dr. Kemple met with ProMedica Hospital Administration regarding diversions. Working on ways to turn over beds faster
   - Working on Creating Acuity Area for observation. Nursing staff shortages is an issue.
   - Epi (Epinephrine) for BLS—Creating classes. Should have retraining classes every three years.
   - BVMs are finally here and being used.
   - Protocols—the State of Michigan is getting close to finalizing them. Maybe in April or May. Trauma protocols are overly complicated and unnecessary.
   - Medical Directors Award to be handed out quarterly for people going above and beyond. Submit names to Jody Cousino. Will have challenge coins and certificates to pass out. Do we want to do it here? Perhaps at the July meeting.

Motion by Mike Demski, supported by Sara Kandler to accept and place on file the Operations and Med Control Reports as referenced above.

Voice vote taken. Motion carried.

XIX. PUBLIC COMMENT – None

XX. OTHER ITEMS FROM MEMBERS—None

XXI. NEXT MEETING—May 24, 2023 at 6:00 p.m.

XXII. ADJOURNMENT

Motion to adjourn by Robin Miller, supported by Keith Masserant. Voice vote taken. Motion carried. Chairman Brown adjourned the meeting at 6:43 p.m. with no further business.