

**Town of Princeton
ALS Ambulance Recommendations Implementation Committee
August 6, 2008**

The meeting was called to order shortly after 7:00 PM. Present were all committee members (Stan Moss, Bob Sauer, Anne Littlefield, Fire Chief Ray LaPorte and Police Chief Charlie Schmohl). Also present was Dennis Rindone, Town Administrator.

Committee Administrative Business

Stan, who took minutes for the July 23rd meeting in Anne's absence, will circulate a draft of those minutes before the next meeting. Bob reviewed his notes on action items from that meeting and the agenda for the current meeting.

Implementation Discussion

Ray reported on progress on the 3 Study Committee recommendations that the Implementation Committee is currently focused on.

1. Fully implement the EMS module of the IMC software system

Training.

IMC training is scheduled for Saturday, August 23rd in Princeton. The usual two-day session (on both the administrative and operational pieces) will be covered in one day at a cost to the Town of \$2,000. There are 10 slots available and all agreed that we should make sure all slots are filled. Ray is contacting the ambulance staff to confirm who will be able to attend. So far he has 5 people including himself. Once he has a full count, Ray will follow up with Charlie who will welcome the opportunity to fill any empty slots with his staff. Ray is also making plans on how to handle the post-implementation phase.

Hardware.

Ray is working on 5 hardware issues: (1) acquisition of the laptop, (2) installation of the laptop, (3) the AirCard, (4) Bluetooth for the Lifepack 12 defibrillators, and (5) signature recognition. Of these, only (1) through (3) are part of the Committee's original charge, so these were agreed to be our primary interest at this time.

- (1) **Acquisition of the laptop.** The laptop has been ordered and Ray expects delivery this week. Money from the Wachusett Fund will be used to pay for it.
- (2) **Installation.** This should be done within the next week or so. Dave Hathaway from TranCom and Frank, our radio guy, will do the installation and are ready to proceed as soon as the laptop arrives.
- (3) **The AirCard.** We will be getting 1, not 2, and it will be the 595 rather than the 5750, based on Dave Hathaway's recommendation. We should receive it in the next week. The second piece of this, security clearance, may take a few weeks. The clearance application has been completed and sent to Shaughn Dunlavy at Verizon.

- (4) **Bluetooth.** This is not currently mandated by the state and is therefore actually an enhancement. The full cost is \$2,000, which Ray says UMass Memorial has agreed to pay for. This includes software, hardware, and the license. Ray is working with Mike Hooper at Phisio-Control on implementing this.
- (5) **Signature recognition.** This allows for an electronic patient signature (for the HIPAA form, the refusal form and the medical control form). According to Ray, the hardware is part of the laptop tablet. Charlie asked if it was part of the IMC program and suggested Ray check with IMC about whether they approve of this before going ahead since IMC controls the AirCard license.

2. Enter into a contractual arrangement with other towns

Ray has contacted the chiefs in the 5 neighboring towns. They all seem interested in getting together, so a meeting has been scheduled for 1:00 pm on Monday, August 11th in Princeton. Ray and Dennis will attend from Princeton and host the meeting. The chiefs from Hubbardston, Sterling and Rutland will attend. The Holden and Westminster chiefs will be on vacation so will not be there, although Ray will contact Jack Chandler in Holden to see if he wants to send someone to sit in on the meeting.

Everyone agreed that this meeting should be a broad ranging, preliminary discussion. It should provide an opportunity to share information about each other's current situations and begin exploring possible areas of collaboration. Our idea is to promote tight cooperation and coordination among the towns in order to enhance each town's ALS service. We should be clear that Princeton is not suggesting full regionalization at this time. The hope is that this will be the first of many meetings and it was suggested that a second meeting be scheduled.

3. Improve Princeton's paramedic on-call calendar

Ray and Bill Dino have decided not to go with Invision. Apparently its strengths are in QA and QI and not really scheduling. They both now prefer ScheduleSource, an online calendar with which Bill has had experience (at Worcester EMS, which uses it). Ray gave the committee an overview of its capabilities and said it would also work on a multi-town level. The cost is about \$600 a year and they are in the process of a 2 week evaluation now. Ray's goal is to have it in place by September 1st, although he plans to continue using our old calendar in parallel for a few weeks after implementation.

There is a great deal of coordination needed with regard to dispatch and the new EMD procedure which Charlie is now implementing. Charlie and Ray will discuss this.

Future Meeting

The next meeting is scheduled for Wednesday, August 27, 2008 at 7 pm in the town hall conference room. The agenda for the meeting will include:

- Ray will provide dates for completion of the various segments of IMC implementation.
- Ray will report on the August 11th meeting with neighboring chiefs and next steps.
- Ray and Charlie will report on dispatch coordination discussions.

The meeting was adjourned at about 8:40 pm.

Respectfully Submitted,

Anne Littlefield