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| **Meeting Title: ASA (Ambulance Service Area) Committee Meeting** **Date & Time: November 8th, 2023, 11:00am-12:30pm** **Location: 3160 Center St NE, Rockaway A Conference Room, Hybrid** **Recorder: Sam Andress** |
| **Appointed:** [x] Kyle Amsberry [ ] Shawn Baird [x] Sherry Bensema [x] Mike Berger [x] Brian Butler [x]  Frank Ehrmantraut [x]  Danny Freitag [ ] Loren Hall [x] Scott Heesacker [x] Stephanie McClung [x] Dan Mullen [x] Rebecca Shivers [x] Katrina Griffith **Attendees:** [x]  Mark Bjorkland [ ] Mike Corless [ ] Jordan Donat [x] Darrin George [ ] David Patterson [ ] Kyle McMann [x] Matt Neuvenheim [x] Jim Triewiler [ ]  Jim Walker [x]  Toni Grimes [x]  Nicholas VanEpps  |
| **Time** | **Agenda Item (Who) Information/Discussion** | **Notes** |
| 11:00 | Call to Order (Sherry) | Sherry requests motion to approved. Frank motions, Danny seconds. All in favor. Minutes approved.  |
| 11:05-11:10 | Franchise Agreement | Katrina: DocuSign link will come through to sign the Franchise Agreement. Once all signed and received, it will be taken to the Board to formally accept. This is not normally required as there is no exchange in funds, but due to importance of document it will be taken to the BOC likely in early December for January 1, 2024, execution date.  |
| 11:10-11:45 | Exceptions Reporting Data Workgroup | Data workgroup meeting took place October 4th. Received feedback and explanations for reporting items and descriptions. AVL response model is on hold for now, some agencies who were using it are not currently using it. Discussion around Mutual Aid- only report exceptions if needed to become compliant with 90% threshold for compliance. It was requested to separate Auto & Mutual Aid or change from Given to Received. Franchisee is responsible for the ASA documentation. It was requested to include surge call volume exception. Recognizing the differences in reporting, the form is standard but is not standardized. Action is to bring back understanding of how to report and to provide consistent reporting to improve overall system health. The goal is to prevent crisis, identify agencies that may be struggling and how to provide help.  |
| 11:45-11:50 | QA/QI Plan for raw data tool. | Matt discussed with Legal Department to propose verbiage to help with data tool piece: “Quality Assurance will be monitored and maintained through the review of monthly and quarterly response time data reports. It is the responsibility of each EMS agency to submit data reports to the ASA Administrator. Should any response time compliance or system health issues be identified, the county may request and obtain raw data from the PSAP holding jurisdictional responsibility over the emergency response address. Any prehospital data gathered to evaluate the emergency services response system shall be considered exempt from public disclosure. ORS 41.685.” Matt has been met with barriers to discuss this information with WVCC, Metcom or CCOM to share what data is needed and how it can be used. Darrin will help with WVCC response. Kyle offers contact as well.  |
| 11:50-12:00 | EMS Modernization | Matt attended their initial meeting and sent out information.  |
| 12:00-12:07 | Roundtable Discussion | Mass Casualty Incident Plan (MCI).Katrina: There was a MCI Plan drafted previously but has not been reviewed or acted on. Sherry shares there was an MCI created and in place for a long time that was basic and adopted by fire chiefs and is currently in effect but that it is lacking a good template. The MCI Plan is not required at the county level. Jim will see if he can locate the most recent MCI plan at the county chief level for group review. Scott will be retiring on November 15th. Move to adjourn at 12:07. Danny firsts, Scott seconds. No opposed.  |
| **Action Item** | **Responsible Party** | **Completion Target Date** |
| Complete Minutes | Sam Andress | Within five business days of meeting |

**Next Meeting:** Wednesday, February 14th, 2024, from 11am-12:30pm.