



MINUTES OF THE FPS SUPERVISOR MEETING

February 25, 2013

A regular meeting of the FPS Supervisors and FPS Team was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie ON on Monday, February 25, 2013 at 8:00 AM.

1 WELCOME

Supervisor Attendance: Paul Charbonneau, Mike van Hartingsveldt, Chris McBain, Ingmar Freitag, Jeff Burgess, Todd Fisher, Richard Russell, Mark Podgers, Gale Chevalier, Dave Gemmill, Jennifer Dawson, Kathryn Aldrich

Administrative Attendance: Lisa Moreland, Rob Wright, Campbell Dailey, Carolyn Whitworth, Dave Herrington

This meeting was called to order at 8:08 AM.

2 ADDITIONS/DELETIONS TO THE AGENDA

There are no additions or deletions to the agenda.

3 APPROVAL OF PREVIOUS MINUTES

Meeting minutes from the January 24, 2013 Supervisor's meeting were moved by JB and seconded by MP. CARRIED

4 DELEGATIONS

5 ONGOING BUSINESS

a) Deployment Plan Updates - All (30 min)

DG presented the updated more user friendly table for the deployment plan. The revised deployment plan will be starting Monday, March 4th at 07:00am. The 1100 - 2300 and the PRU have already switched Bases. (Feb 25th)

The main changes in the Deployment Plan are:

- 1100- 2300 hour vehicle/crew is now located at Station 1 - Palace Rd.
- 24/7 PRU and crew is now located at Station 2 - Justus Dr.
- PRU standby location at Division and Dalton has been eliminated.
- PRU roaming zone has been decreased; new zone is south of Bath-Concession-Stephen- Sir John A. MacDonald).
- PRU will cover Station 3 - Hwy 15 response area from the LaSalle Causeway vicinity.
- PRU will not be assigned code 8's for coverage. Their coverage area is their roaming area. CACC will contact the PRU and advise where the PRU is required. PRU staff will monitor radio traffic and coordinate their location dependant on Ambulance - call locations and status.
- Snow Rd will remain at Station 5 - Snow Rd. when Parham goes out, as long as Sydenham is also available. If Parham and Sydenham both out, then Station 5 - Snow Rd. moves to Station 4 - Parham.
- Crews will no longer use the phrase "stretcher is clear" for indication of readiness to respond or to release the standby vehicle. This phrase has been removed. CACC will release standby crews when the crew advises:
 - o Available for calls, defined as:
 - Critical equipment is ready to respond (LP15, 02 and Airway Bag); and
 - Patient Compartment is cleaned
 - Stretcher is clear of the patient and cleaned
 - o Back in the coverage area (crews should update CACC when approaching their own area, to allow laterally movement of vehicles. and/or
 - o Nearing the end of their shift. (clearing standby to arrive back at station by the end of your regular shift time.
- When Sydenham is moved down to the City for coverage, the crew will utilize Sydenham Rd. as their entry and exit from the City and remain in the City until the FPS Supervisor releases them from the standby.
- CACC will call teams on the radio at the hospital to request updates on their status of availability. CACC has an obligation to:
 - o to monitor the status of crews at all times
 - o send the closest available Ambulance.

Action: Dave to send email and Memo Wednesday advising of changes to deployment plan.

b) Supervisory Shift Envelopes - QA Crew Check - TF - (5 min)

There is a UEV committee meeting on Monday and the new shift envelopes will be finalized. The Supervisors envelope will be confirmed on Monday as well. If any other changes need to be made, the check sheet is on the Palace Drive in the Vehicle folder.

c) New Equipment Standards - Update on SR and Pedi Bag - All (2 Min)

The Pedi bags have arrived and will be presented at the UEV committee. The two bags have been set up on the counter (between Gale and Dave's offices). Everyone should

feel free to take a look at them. Some items on the agenda for the UEV consist of MCI vehicle marking, Rural Kit Bag, Sweaters with Zippers and shift envelope finalized.

d) FPS P&P Updates and Game Plan - JD/GC (1 min)

This project has been going well. The regular meeting days have been Wednesday but that is no longer a good day. Jennifer will look at everyone's calendar and schedule a new day that works for everyone.

e) ORNGE Stretcher - TF/GC - (3 min)

ORNGE Senior Leadership advised the stretcher is not required

f) OPP and CACC sit in Schedules - DG/LM (10 min)

Lisa compiled a schedule that will allow everyone to complete their sit ins based on float days. She let everyone know their scheduled day and will send out an email to the Sups for their records. OPP usually consist of 6 hours arriving around 10am and CACC is most of the day taking in one of the busy shift changes 6am or 6pm. When completed at the OPP, Sups are asked to return thru Perth Hospital, and Parham-Sydenham Base.

6 BUSINESS ARISING

7 NEW BUSINESS

a) Wheel Re-Torquing, Rural Stations - All (3 min)

Logistically it is hard to keep the rig in town but that might be the best solution as the wheels are not getting retorqued in time. The red tags were working for a while but the crews are not calling the supervisors anymore when they see them. It is suggested that another memo go out this week reminding the crews of the process when they see the red tags.

Action: DG to discuss with Bensons and Revell's and when solved send a reminder memo this week.

b) Vehicles for 2013 - PC (3 min)

As council's focus is to be fiscally minded, they did not approve the budget for the vehicles to be replaced in 2013. (4391, 4176, 4126)

c) Uniform Secure Disposal - KA (2 min)

We have found a company that will do secure shredding of uniforms and provide a document of destruction when complete. KA reminded the Sups to get any logoed items back from the staff when they get new uniform issue. RR suggested sending out a memo letting the staff know that this is the new process.

Action: JD and KA to create and send memo to the staff.

FPS TEAM UPDATE

a) Document Destruction - JA (10 min)

JA was detained and could not join us for this meeting.

b) Strategic Planning/Workplan Update - JD (2 min)

JD took all of the staff ideas and incorporated many into the work plans. Items that will be incorporated include analyzing new KPI data that is being collected with the new e-ACR, preventative staff health and wellness initiatives, annual report, quarterly news letters, participation in local government week and EMS week.

8 CHIEF'S REMARKS

Community Paramedicine was supported in Council. We will be going ahead with this initiative and will be scheduling it with the foot clinic. The Minister of Health has asked OAPC to a meeting to discuss this initiative.

There was another story done on CKWS about the flagging. The Ministry still has not made any decisions so we will continue with our internal program in the meantime.

There was a discussion in regards to team morale. The Sups indicated that they believe for the most part our staff is proud to work for FPS and that it is a class organization.

9 HEALTH AND SAFETY

a) Employee Incident Report – Investigation Process

PC sat in on the last Health & Safety Committee meeting and realized we should have a more comprehensive investigation process. It can sometimes be two months after an incident that we are getting the reports so it is important that we have access to as much information as possible. When the EIR is filled out, it is the Supervisor's responsibility to investigate the incident. Where, what, when, why and how are the questions that should be asked. For example, in the case of a bariatric patient, a question might be posed as to why the medic didn't call for the other stretcher. Another example could be whether or not there was salt in the truck when a slip and fall occurred. It is important that we identify root causes of the accidents so we can identify trends or education needs, as well prevent further similar incidents. RR suggested that we look for some templates that could help us with this initiative and PC agreed. As an FYI, a copy of every FPS EIR goes to the employee.

Action: Richard will provide templates at the next meeting.

We all need to be more aware of H&S. Everyone has a duty to report issues. We will work with both management and worker reps to better understand their roles and responsibilities.

10 ROUNDTABLE DISCUSSION OF ISSUES

Gale – Reported on the iMedic Encounter workshops. She felt it was useful as it was very specific training related to what they are doing. Although they could have used more experienced facilitators, it was a good conference overall. Gale, Mike and Carolyn felt it was a good start as to how to use reporting tools.

Gale suggested starting a user group but Interdev has initiated a user group on their website to track issues.

One of the items they are currently working on for future launch is a voice recognition piece to complete eACR.

Jen – Would like to remind everyone that the team night out is this Friday at Jack Astors.

Chris – Thinks CACC is doing a good job sending a second vehicle when an address is flagged. He wonders if there is there a way to get the 2nd vehicle to get the bariatric stretcher before they go to the scene?

Action: DG to follow up.

Todd – Had questions about QA Document forms

1. Can we email “no response required” forms? Gale will look at that as an option and will get back to him.
2. Needed clarification on the drug form signature process. Gale confirmed that the form needed 2 signatures at the beginning and the end but the double signature was not as important in the middle.

Dave H – Is still cleaning out the Zoll system. There is an issue with tablets losing their network settings. Although he can reprogram them here, it should not be happening so he will deal with iMedic to rectify. There has also been a constant flow of tablets coming back that are broken. It is not a case of repeat tablets that are having the problems. It seems there are problems across the board. He will be dealing with iMedic on this as well. Imedic still has 3 of our tablets. We have been paying for shipping but going forward, we need to get this sorted out. DM needs to talk to PC to come up with a process. The new Blackberry Z10 is having a problem with the servers. We are waiting to see the outcome of this but we may have to wait for the next version.

Action: DM to meet with PC to come up with a shipping process for iMedic.

11 DATE AND TIME OF NEXT MEETING

The next meeting will be held Thursday, March 21, 2013 at 8:00 AM in the Frontenac Room.

12 ADJOURNMENT

This meeting was adjourned at 11:04 AM