



EDWARD FITZGERALD
Cuyahoga County Executive

Public Safety & Justice Services

**CUYAHOGA COUNTY
EMD COMMITTEE
MEETING MINUTES
September 9, 2013 – 1:00 P.M.
RICHMOND HEIGHTS FIRE DEPARTMENT**

1. Updates

- Medical Portion Instruction.
 - APCO has agreed to allow us to use “contract” instructors with the stipulation that we provide them with a letter from Dr. Collins stating he is aware they are teaching and they will teach to our EMD cards.
 - Unable to do any kind of money allocations for anything over \$500 in the period of time that we have. We will have to do the medical training for CECOMS for less than \$500. Nancy is putting together a schedule for 3 class sessions. We can afford to pay \$20/hour for now. I have begun the process for approval from fiscal for additional funds for PSAP training in 2014.
- CECOMS training
 - Nancy will be meeting with CECOMS supervisors next Wednesday to put together a training schedule for CECOMS. My hope is to have all training done by the end of November. We still have December as a cushion in case there are issues with scheduling.
 - Nancy will look into creating a blog or website or some other avenue that will allow all dispatchers to access training materials, updates and allow for interaction between each other.

2. Medical Directors

- Draft letter and copy of EMD guidecards
 - We need to draft a letter to each medical director, advising them of the program and requesting their sign off for their individual PSAP’s.
 - Nancy has acquired a list of medical directors. Each get a copy and make sure it is accurate.
 - Chief Neumann will send an email to all fire chiefs asking them confirm for us who their medical director is.
- We will attach a copy of the sign off sheet for APCO and the final version of the county EMD cards.
 - Target date to get this letter out will be by end of October.

3. Cuyahoga County Fire Chiefs Meeting

- Chief Neumann has sent an email to Chief Shaw requesting time at the next fire chiefs meeting to do a presentation. Chief Shaw has responded and allowed for a 30 presentation at the meeting
- We will use the EMD presentation Nancy did for the PSAP meeting in April. Chief Neumann and Nancy will make some appropriate revisions for this presentation.
- We would also like to request the support of the Fire Chiefs for the task of getting all dispatchers CPR certified. We will discuss this at the chief’s meeting and also follow up with an email. We are hoping they will be willing to coordinate with Nancy to make training available for dispatchers other than their own.

4. Next Meeting

- October 15th at 1:30 at Richmond Heights FD.