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COUNTY OF MARQUETTE

GOVERNMENTAL SUPPORT DIVISION

COURTHOUSE ANNEX
MARQUETTE, MICHIGAN 49855
906/228-8500

DUANE C. BEARD,
CONTROLLER
GARY R. YODER,
CHIEF ACCOUNTANT
BENHARD A. HILL
PERSONNEL DIRECTOR

MEMORANDUM

TO: Department Heads
FROM: Benhard A. Hill, Personnel Director *B. Hill*
SUBJECT: Voluntary CPR Training - County Courthouse Employees
DATE: 15 October 1979

Please be advised that Cardiopulmonary Resuscitation (CPR) Training will be conducted by the Emergency Services Department for all interested Courthouse employees. Attendance at one of the scheduled eight (8) hour sessions shall be voluntary. In order to insure proper and complete training, each class will be limited to ten (10) participants.

An eight (8) hour class has been scheduled for each of the following days: November 5, 6, 19, 20; December 3, 4, 17, 18; January 7, 8, 21, 22. Classes will be held in the County Board of Commissioners Chambers.

It is requested that this information be disseminated to the employees in your department and that a listing of those people desiring training be submitted to the Personnel Department with an informative copy to the Emergency Services staff. Those people wishing to partake in this training should indicate at least three (3) dates they would be available for training. Confirmation of the training roster and dates will be forwarded to each department head.

It is my feeling that this type of training will be of benefit to the individual employee and to Marquette County. Enrollment in this extremely worthwhile program is encouraged. Should there be any questions, please feel free to contact Mike Zorza, Emergency Services Director, or myself.

BAH/dlc

cc: M. Zorza
T. Thomas

Meeting minutes of the Marquette County Emergency Medical Services Task Force, June 20, 1978, at the Marquette County Health Department.

The meeting was called to order at 7:05 p.m. by temporary chairperson, Mike Zorza.

The agenda was approved as presented on a motion by Gerry Dudek, seconded by Gary Pauly. Meeting minutes from the May 30, 1978 Task Force meeting were approved on a motion by Gerry Dudek, seconded by Gary Pauly and past unanimously.

Rick Stoddard and Ruth Tobin, from the Marquette County Commission on Aging, were present to address the Task Force on a Vile of Life program and Project Alert. Mr. Stoddard explained how the vile would be placed in the individual's refrigerator and that it would contain pertinent medical and emergency information that may be valuable to emergency personnel. There was some discussion as to where the Vile of Life sticker should be placed. Ken Threet felt that most ambulance personnel pass through the kitchen and that placing the sticker on the refrigerator door would be satisfactory. Dr. Potter brought up the fact that by placing the sticker on the exterior of the home, the resident might be a target for criminal problems. Gary Pauly felt that we should stay consistent with the national program in Marquette County. There was a consensus of the Task Force that the project identification for the Vile of Life program should be placed on the participant's refrigerator door. Gerry Dudek suggested that the new emergency medical technicians, soon to graduate, should be exposed to this program at the graduation ceremony. Gerry also suggested that the public health nurses be informed and that they assist with this project. Gary Pauly suggested using the hospital's discharge system as a means of maintaining the Vile of Life program. Mike Zorza thanked Mr. Stoddard and Ms. Tobin for their presentation.

The various study groups were asked to give reports to the Task Force on their activities since the May 30, 1978 meeting. Jim Solden and Gerry Dudek spoke for the Facilities Study Group. Jim has completed a list of the services provided by Marquette General Hospital and felt that the hospital is now ready to begin implementation of an advanced life support system. Both Gerry and Jim felt that they would be able to give their emergency medical service goals of the Facilities Study Group for the next year at the next scheduled Task Force meeting. It was suggested that they meet and that KI Sawyer's resources be included.

Don Iawry, group leader for the Transportation Study Group, said that he would soon be scheduling a meeting with his group and that he has received some responses from the survey which the group requested. Those agencies who have not returned their survey forms include: Sands Township, Forsyth Township, KI Sawyer, and Marquette General, E.M.S. If survey forms are not returned in the near future, contact will be made with these agencies.

Mr. Dean Hill, Communications Planner for the Michigan Department of Public Health, gave the Task Force a summary of the activities of the Communications Study Group. He also gave a brief overview of how the communications system plan is developing. Ken Threet asked how the calls for assistance would be handled. Mr. Hill felt that the Emergency Resource Coordination Center would handle all requests for emergency assistance and then the appropriate service would be alerted or dispatched. The method of alerting the individual service may differ from one unit to another. Diagrams of the proposed communications system for Muskegon County were distributed to those in attendance. Mike Hoffman asked if the law enforcement agencies had only one channel to work with. Mr. Hill briefly explained the Muskegon system and it was noted that the communications center is monitoring the telementry channels for usage. A July 14, 1978 date was set for the next Communications Study Group meeting at 10:00 a.m. in the Courthouse Annex.

Gerry Dudek, group leader for the Broad Based Training Study Group, went over a survey form which was developed by the committee to assess the level and amount of training in the various governmental units, industries, medical, commercial, and emergency organizations. He explained both the personnel survey and the organizational summary. Gerry was asked whether some of this information

couldn't be obtained through the CPR coordinator and the Red Cross. Gerry said he had checked with the Red Cross and felt that their records were not adequate to meet the needs of his group. He noted that the Search and Rescue Team had provided him with rather detailed information as to training and training programs, as well as personnel.

Mr. Dudek was asked to give those present some information as to the emergency care and case review committee which is being implemented at Bell Memorial Hospital. Gerry gave a history of the need for this type of committee as well as membership and the objectives of this committee. Gerry felt that this course will be valuable in determining the ways various emergency cases are handled by first responders, emergency medical technicians, and hospital personnel. Mike Zorza asked Gary Pauly if such a group or committee is in existence at Marquette General Hospital. Ken Threet said that case reviews are used routinely for the service. Mike asked if such a case review could also include other ambulance services that respond to Marquette General Hospital. Gary Pauly said that he would bring this up to the hospital's administration for their consideration.

Mike Zorza briefed the group on a proposed universal addressing system for Marquette County. He had been asked by county officials to meet with representative of CUPAD, Michigan Bell, and the Marquette County Township Association. Mike was not certain as to what this would include, but said that there are some programs that are already in operation in Delta County, as well as other down state communities. Members of the Task Force asked that personnel from CUPAD be present at the next Emergency Medical Services Task Force meeting so that they may have a better idea as to what is being proposed.

After some discussion, the date, time, and location was set for the next Task Force meeting. Mike Zorza stated that each of the study groups would have to do some individual work in order to get a program ready for the county board by the first of August. Marquette General Hospital North will host the next Task Force meeting on July 18, 1978 at 7:00 p.m. in the board room of the Wallace Administration Building, 420 W. Magnetic.

The meeting was then adjourned to a display of the new Marquette County Emergency Rescue Service unit. Those present were given a demonstration of the equipment and the capabilities of this service.

Meeting minutes of the Communications Study Group of the Emergency Medical Services Task Force, June 16, 1978 in Room 227 of the Marquette County Courthouse Annex.

Those present: Dean Hill, Mike Zorza, Lynn M. Emerick, Robert G. Eiben, Michael P. Quayle, A.R. Moratti, Dennis Beckner, Roy Anderson, Ken Hughes, Ralph Soffredine, Lt. Albert K. Denton, and David Savolainen.

The meeting was called to order by Mike Zorza. Meeting minutes from the previous meeting were approved on a motion by Dennis Beckner and seconded by Mike Quayle.

Mike Zorza introduced Dean Hill, Communications Planner for MDPH. Mr. Hill discussed his activities since the last meeting. He stated that he was in the resource gathering stage of the Communications Plan. Mr. Hill felt that identification of the Central Dispatch Center would be required and that appropriate consideration should be given to space for present equipment and for those that would be needed in the future. Mike Quayle advised the group that space was probably available in the county complex. Mike Zorza noted that spaces in the jail and the annex were looked at. He also noted that the work environment should be taken into consideration. Lt. Denton felt that the space now being used by the crime lab at the post in Negaunee would be available once the crime lab moved into new facilities. Discussion was held on the funding for the new crime lab. Dennis Beckner noted the possibility of using present equipment at the city of Marquette as this console could be compatible to expansion.

The need for additional personnel to handle the expanded dispatching and communication services was discussed. Lt. Denton felt that the present personnel could handle this expanded service. He felt that only twelve additional calls would be added to the load after using the 1977 fire and ambulance reports for a guide. Mike Quayle brought up the security of the communications facility. The communications centers in Jackson and Genesee counties were discussed. Lynn Emerick asked the group if there was anything that could be done to better coordinate emergency responders that could be implemented presently. Discussion was held on better ways of alerting emergency crews and the need for a common radio frequency. Mr. Eiben felt that a common fire frequency was needed in addition to the radio frequencies an individual fire department may have. Mr. Zorza felt that this would benefit the mutual aid response to major fires.

Mr. Hill handed out a diagram of the Muskegon County Emergency Communications System which includes a county fire frequency, a law enforcement frequency, and emergency medical services channels on both VHF and UHF. He noted that all emergency response was handled through an emergency resource coordination center. He also brought up the fact that the county uses a 911 telephone number.

Mike Zorza asked the vendors present at the meeting how much space the communications center would require with the appropriate consoles and other equipment. Ken Hughes stated that equipment recently installed in Menominee is already having additions made to it and he felt that any communications center should have space available for expansion. One of the group members felt a 30' by 40' floor space would be sufficient. Mike Zorza stated that facilities for those people working in the center should not be overlooked as that many times a communications center is stuck in the unwanted space of some facility. Dean Hill brought up the issue of using the microwave relay at the post, which would reduce some line fees. He stated that there was space available on the microwave system but that he felt a commitment would be required from the Michigan State Police. Lt. Denton was asked if it would be possible to obtain a commitment for use of the facility and tower sites at the State Police Post. Nobody in the group was aware that this had been obtained prior to putting the Central Dispatch System in the post. Mike Zorza and Mike Quayle would inquire as to the availability of space for this communications center in existing county buildings. The jail, courthouse annex, and airport facility were mentioned.

Members of the study group felt that Mr. Burton Boyeum, from Cleveland Cliffs Iron Company, should be contacted to see if the mine operations will interfere with proposed tower site locations. The Tilden tower was of major concern as it would be the main tower from which emergency communications are centered on.

The study group asked that Dean Hill survey the various units and their radio capability. Roy Anderson felt that a basic plan was needed from which to work. Dean Hill said that he would be in the community next week and should have this basic plan completed for the next meeting.

It was also felt by the group members that letters from the study groups should be sent to the various units of government and emergency departments to inform them of the proposed system so that any new radio equipment project in the near future will be compatible. Dave Savolinen felt that the communications needs of the ambulance and fire departments should be included in the plan and that individual systems should be identified and plotted. Dean Hill said he would be meeting with individual departments and services during the week of the 20th.

There being no further business or discussion, the meeting was adjourned. The next meeting date was established for July 14, 1978 at 10:00 A.M. at the Marquette County Courthouse Annex.

Meeting minutes for the Marquette County Emergency Medical Services Task Force, May 30, 1978 at 7:20 p.m. at Bell Memorial Hospital.

Present: Calvin Beerman, Lynn Emerick, Gerald Dudek, Dr. Richard Potter, Dr. Donald Snowden, Robert LaMere, Timothy Healy, Michael Zorza, Ron Heikkinen, Dean Korte, August Moratti, Dan Wolf, William Buccalo and Bob Wilson and Dr. L. Rosenbaum

The meeting was called to order at 7:20 p.m. by temporary chairperson, Mike Zorza.

The agenda was approved with the addition of the E.M.S. committee guidelines by Dr. Potter.

Meeting minutes from the May 9, 1978 Task Force meeting were approved. Dr. Snowden questioned the meaning of A.A.O.S. in the meeting minutes. Mr. Dudek informed the group that A.A.O.S was short for the American Academy of Orthopedic Surgeons.

Prior to hearing reports from the various study groups, Dr. Potter spoke to the E.M.S. Task Force on the guidelines he was asked to draft for use by the various study groups. He covered the current status of E.M.S. and the short, intermediate, and long-term goals each study group should address. It was asked that a copy of these guidelines be forwarded to the Task Force members and the Intergovernmental Relations Committee.

A study group report from the Transportation Committee was given by Mike Zorza because Don Lawry was not in attendance. The study group has developed a survey form which was sent to each ambulance service within Marquette County. The group hopes to obtain information from each ambulance service in order to evaluate the current E.M.S. status as well as needs for now and in the future.

A report from the Facilities Study Group was given by Mr. Wilson. He stated that personnel from Bell Memorial Hospital and Marquette General Hospital were putting in black and white the current services each facility provides as well as programs that are conducted. Items noted were emergency coverage, support personnel, inter-service training, case review, and emergency room facilities. The study group was unsure how in depth this information should be. Protocols were discussed by members of the Task Force regarding patient care. Dr. Snowden noted that some protocols are in place in the area of burn care. Members of the Facilities Study Group felt that they needed some basic guidelines in order to formulate goals. Lynn Emerick will provide State guidelines for minimal, basic and advanced E.M.S. Systems.

Mr. Dudek, group leader for the Broad Based Training Study Group, gave a summary of some of his activities as group leader. This study group has not met because of meeting conflicts among members. Gerry outlined the direction his study group would be taking. The E.M.S. Task Force members felt that much information should be obtained from CCI and its Safety Department. Gerry felt he was having difficulty obtaining this information from officials. Dr. Rosenbaum would assist the group in obtaining whatever information was required.

Mike Zorza gave a report on the activities of the Communications Study Group. Mr. Dean Hill, Communications Planner for the Michigan Department of Public Health, will be working with the various police, fire, and ambulance officials throughout the summer and should have a communications report ready prior to the first of August. The Communications Study Group will be meeting June 16, 1978.

Lynn Emerick gave a report on the E.M.S. Systems conference she attended in Lansing the first of May. She described some of the activities that were covered and informed the committee as to the programs we can expect to see out of M.D.P.H. in the near future. Protocols are being written by M.D.P.H. for E.M.S. Lynn also noted that the new director felt rural E.M.S. needed more assistance and that the role of M.D.P.H. was to assist and not to regulate.

Mike Zorza gave a status report on the Marquette County Rescue Project. Mike stated that the Rescue Unit has been received and that it was put into service on May 27, 1978 for the holiday weekend. He stated that the unit will be dispatched through the Marquette County Central Dispatch Center. The vehicle and its personnel will begin community training by midsummer. Some fire services have gone through training with rescue personnel.

Mr. Dean Korte informed the Task Force that a First Responder Group in Humboldt Township has been organized and will be working in conjunction with the Republic Ambulance Service.

Crash Injury Management Training for personnel will begin June 12, 1978.

Mike Zorza announced that the classroom phase of the E.M.T. training program has been completed and that the students are presently doing their clinical study at Marquette General Hospital and Bell Memorial Hospital. Graduation will take place on June 30, 1978.

Gerry Dudek informed the Task Force about the report that was filed by Western Marquette County E.M.S. for Ishpeming City Commission action June 7, 1978.

Lynn Emerick noted that an information meeting with State E.M.S. officials will be held at Bell Memorial Hospital on July 18, 1978.

The meeting time, date, and location was set for the next meeting. Dr. Potter agreed to host the meeting at the Marquette County Health Department office across from the airport on June 20, 1978 at 7 p.m.

Meeting was adjourned.