

**Professional Development Subcommittee**  
**3760 South Highland Office, 3rd Floor Conference Room 342**  
**Meeting Minutes**  
**Wednesday, Aug. 9, 2017 at 10:00 a.m.**

<b>Committee Members:</b>	Chris Stratford, Russ Malone. Stuart Willoughby, Jason Nicholl
<b>Phone:</b> <a href="tel:1-877-820-7831">1-877-820-7831</a> passcode is 107111	Von Johnson
<b>Staff:</b>	Jim Hansen, Dan Camp, Dennis Bang, Janine Whaley
<b>Guest:</b>	Jack Meersman
<b>Excused:</b>	Alicia Greave, Kevin McCarthy, Sam McKnight, Casey Snyder, Robert Stephens, and Chris Ellis
<b>Presiding:</b>	Chris Stratford

<b>Agenda Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
	<b><u>Welcome:</u></b>	
<b>Welcome &amp; Introduction of Subcommittee Members and Bureau Staff</b>	Chris Stratford welcomed Janine Whaley as our new staff support person. All present members introduced themselves. Chris mentioned that Terri Hoffman is living in Texas and would like to continue on the committee. Jason Nicholl suggested passing this on to EMS Committee and the EMS Committee will do a thank you from the state for her service with this committee. Jim Hansen invited Brent Mabey to be on the committee and did get his updated email.. Will continue our roles and encourage others for future committee members.	<p><b>Jason Nicholl will have the EMS committee send a thank you letter to Terri Hoffman and Jenny Allred.</b></p> <p><b>Chris Stratford will send Brent Mabey an invite to be on this committee.</b></p> <p><b>Janine will remove Terri Hoffman from the committee emails and lists.</b></p>
	<b><u>Action Items:</u></b>	
<b>Approval of Minutes</b>	Chris Stratford not a quorum will not vote for approval of minutes.	
<b>New Member on the Subcommittee</b>	No new members.	
<b>EMT Psychomotor Testing Update</b>	Jack Meersman asks if there is a plan to have the complaint compliance changes sent out to the coordinators.	
<b>Automatic Transport Ventilators Update</b>	Jason Nicholl noted that Dr. Kemp wants ATV to have standardized training, make sure that they are meeting the minimum competency standards. Jason Nicholl suggests that they have to set an amount of time to ATV training such as 2 hours of training on recertification.	<b>Chris Ellis, Kevin McCarthy, and Chris Stratford will create this based on NCCP guidelines in the next couple of months.</b>
<b>Two-year License Renewal &amp; Rule Change</b>	Jim Hansen met with Guy, Dennis, and Dean yesterday about the feasibility of changing to a two-year license renewal for the bureau. They need to be cautious of the agencies concerns and the cost to the bureau. Dennis stated that there will be more impact on a small agency rather than a large agency. Jim Hansen would like to go with NCCP model.	

<b>NCCP Update</b>	Chris Stratford said that the recommendation is to identify the topics at each level, hours and then write the guidelines. Jim Hansen would like ATV, EVO and Pediatric tool kit as the three topics.	<b>The task force is Chris Stratford, Robert Stephens, and Von Johnson.</b>
	<b><u>Informational Items:</u></b> Dr. Mabey's email <a href="mailto:bemuep@gmail.com">bemuep@gmail.com</a>	
<b>Other</b>	Russ Malone would like the description of the EMT course listed with the course fees and hours.	
<b>Adjourn</b>	Motion to adjourn.	<b>Russ Malone motioned to adjourn, Von Johnson seconded the motion. None opposed, none abstained. Motion passed.</b>
<b>End of Meeting</b>	<p>The next meeting is:</p> <p><b>Wednesday, November 8, 2017</b>  <b>10:00 a.m.,</b>  <b>3760 S. Highland Drive</b>  <b>3rd Floor, Room 342</b></p> <p><b>2018 Meetings</b>  <b>10:00 – 12:00 in Room 342</b>  <b>Highland Building</b>  <b>February 14<sup>th</sup></b>  <b>May 9<sup>th</sup></b>  <b>August 8<sup>th</sup></b>  <b>November 14<sup>th</sup></b></p>	