

**PC EMS COUNCIL
PROTOCOL REVIEW COMMITTEE MINUTES
September 28, 2016**

Attendance:

Membership Attendance Roster on File.

Call to Order

Cynde Rivers called the meeting to order at 8:01am. Introductions were made and previous meeting minutes were provided, voted on and accepted as written.

Unfinished Business:

A. Start Proofreading – Norma

The group went through the large protocols line by line, beginning with the Administrative Policy. This section was completed, but the Communication Policy section and beyond has not been proofed by the committee yet. Norma is distributing an electronic version and asked everyone to “Please look carefully at the large Protocols. We want to have them finalized and published no later than the end of October.” She clarified that we are looking only at typos, format errors and other mistakes. We are not rewriting any protocols. The tentative plan is a soft rollout by Jan 1, 2017 and a hard rollout by April 1, 2017.

New Business:

The subject of the training calendar and dates was raised and discussion followed. Training on the new protocols should be done by the end of the 1st quarter.

Unscheduled Business:

None.

Announcements:

None.

Adjournment:

Meeting Adjourned @ 9:01 am.