

## 2011-2012

### Committee Annual Report

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Committee Name: Vernon College Emergency Medical Services and Basic Fire Academy  
Advisory Committee

Chairperson: Kenny Hoffman

List of members:

Earl Foster	Fire Chief	City of Wichita Falls
William Weske	Assistant Fire Chief	City of Wichita Falls
Don Groves	Battalion Chief	City of Wichita Falls
Kent Smead	Fire Chief	City of Vernon
Adam Scott	EMS Training Coordinator	City of Vernon
Charles Grady	Director	American Medical Response
Kenny Hoffman	Operations Supervisor	American Medical Response
Robert Parkey	Medical Director	Self-employed
Kim Stringfellow	Emergency Room Manager	United Regional Health Care
Roger Ritchie	Air Evac Director	Air-Evac
Cory Nava	EMS Instructor	American Medical Response

Dates of meetings: 10-26-2011; 02-29-2012

Accomplishments: Members approved the program objectives and workplace competencies; program applied for a JET grant for high fidelity mannequins for training.

Recommendations: Members recommended that students be required to take the Accuplacer for admission to both programs, EMS and Fire Academy. Members also recommended that the program have biannual Advisory Committee meetings in September and February.

Membership suggestions: Membership needs to reflect the race/ethnicity of the service area

Agendas, exhibits and minutes posted to Vernon College web site address: Advisory Committee meeting agenda and minutes for fall 2011 and spring 2012.

Submitted by: Al Garcia

Date submitted: 8/13/2012

# Advisory Committee Fall Annual Meeting Minutes

## Fire/EMS

### Vernon College-Century City

<b>CHAIRPERSON:</b> Kenny Hoffman		
<b>MEETING DATE:</b> February 29, 2012	<b>MEETING TIME:</b> 12:00-1:00 P.M.	<b>MEETING PLACE:</b> VC-CCC Room 100
<b>RECORDER:</b> Roger Ritchie		<b>PREVIOUS MEETING:</b> October 26, 2011

#### MEMBERS PRESENT

#### OTHERS PRESENT:

Name and Title	Name and Title	Name Title
Charles Grady EMT-P, AMR	Adam Scott EMT-P, EMS & Training Coordinator, Vernon FD	Shana Munson, Dean of Career and Technical Education
Kenny Hoffman EMT-P, AMR	Lou Ann Schaffer RN, URHCS	Sharon Winn, Assistant to the Dean of Instructional Services
Roger Ritchie EMT Air-Evac	Cory Nava EMT-P, VC	Michelle Wood, Director of Continuing Education
Dr. Tanya Howard, Medical Director		Al Garcia, Vernon College Fire/EMS Coordinator


#### MEMBERS ABSENT:

Earl Foster EMT, Fire Chief City of Wichita Falls	Bill Weske EMT, Assist. Fire Chief City of Wichita Falls	Don Groves EMT, Training Coordinator WFFD
Kent Smead, Fire Chief Vernon FD	Roy Koetter EMT-I, Windthorst VFD	

AGENDA ITEM	ACTION, DISCUSSION, OR INFORMATION	RESPONSIBILITY
Welcome and Introductions	Information	Al Garcia
Purpose of the Advisory Committee	Information	Al Garcia
Election of Chair and Recorder	Action	Chairperson
<b>Old Business:</b>	Discussion	Al Garcia
<b>Continuing Business:</b>	Discussion	Al Garcia
<b>New Business:</b>		
Program statistics: Graduates, Majors, enrollment	Information	Al Garcia
Review goals and objectives	Discussion	Group Discussion
Curriculum Decisions:	Discussion	Group Discussion
Program revisions, curriculum/course review	Discussion	Group Discussion
Evaluation of facilities, equipment, and technology	Information	Al Garcia
Advice on selection and acquisition of new equipment and technology	Discussion	Group Discussion
Other:		

#### MINUTES

KEY DISCUSSION POINTS	DISCUSSION
Purpose of the Advisory Committee	Shana Munson discussed the role of the advisory committee and its importance in documenting the need for the program and to ensure program has adequate resources.
Election of Chair and Recorder	Kenny Hoffman was elected chair, and Roger Ritchie was elected recorder.

Old Business:	Al requested to have committee mandate the accuplacer test to enter the EMS program and the Fire Academy program. Motion was made and was seconded. All were in agreement to mandate accuplacer test starting in fall of 2012.	
Continuing Business:	After the site survey Shana stated that would look at trying to hire a clinical coordinator and a secretary to help with the EMS program	
New Business:	Vernon College is moving forward with the expansion. EMS would have their lab for skills practice. Sharon Winn stated that there was a J.E.T. grant available for EMS. She would get with Al Garcia and get it submitted.	
Program statistics: Graduates, majors, enrollment	Current enrollment: 27 Basic, 11 Intermediate and 12 Paramedic.	
Review goals and objectives	Remain the same. All agree.	
Workplace competencies	SCANS were discussed	
Program revisions, curriculum/course review	The book company has gone from a 5 book series to a seven book series for the advanced. The Coordinator will work these books into the classroom. The coordinator has scheduled skills testing for advanced classes with providers association and it will be done on May 19 <sup>th</sup> here at the college.	
Evaluation of facilities, equipment, and technology	Construction of new facilities to be opened in midsummer.	
Advice on selection and acquisition of new equipment and technology	Sharon Winn advised the committee about the JET grant. She will work with the EMS coordinator to secure this grant and get new equipment for the EMS program.	
External learning experiences, employment, and placement opportunities	Any brochures received from departments are placed on bulletin board.	
Professional Development of faculty	Al Garcia and Larry Borden will be going to the state EMS conference in November. Larry Borden has submitted his application for coordinator school.	
Promotion and publicity about the program to the community and to business and industry	Providing continuing education to Cryo-Vac. The Coordinator attends College Days where high schools come to VC campus.	
Other:	None	
Adjourn	1:00 pm	
Recorder Signature: 	Date: February 29, 2012	Next Meeting: