

## PREHOSPITAL MEDICAL ADVISORY COMMITTEE MEETING AGENDA (PMAC)

#### PMAC MEMBERS PER POLICY 8202:

<u>Air Transport Provider Representative</u> 11-Kent McCurdy

American Medical Response

5-Douglas Key

BLS Ambulance Service Representative

12-Kelly Martinez

Blythe Ambulance Service

5-John Valentine

Cathedral City Fire Department

5-Robert Williams

Corona Regional Medical Center

1-Robbie Dunn, MD

4-Douglas Dick

County Fire Chiefs' Non-Transport ALS Provider 10-Art Durbin

10-Ait Duibili

County Fire Chiefs' Non-Transport BLS Providers

9-Phil Rawlings (Vice Chair)

Desert Regional Medical Center

1-Joes Stillings, D.O

4-Shane McMurphy

Eisenhower Medical Center

1-Frank Domzalski, MD

4-Shellee Fetters

EMT / EMT-P Training Programs

6-Maggie Robles

EMT-at-Large

13-Mike Markert-Green

EMT-P-at-Large

14-Paul Duenas

Hemet Valley Medical Center

1-Todd Hanna, MD

4-Victoria Moor

**Idyllwild Fire Protection District** 

5-Patrick Reitz

Inland Valley Regional Medical Center

1-Reza Vaezazizi, MD (Chair)

4-Daniel Sitar

JFK Memorial Hospital

1-Troy Cashatt, MD

4- Stacey Krentz

# The Next Meeting of PMAC is on:

Monday, January 27, 2014 9:00 AM to 11:00 AM

Riverside County Regional Medical Center **26520 Cactus Avenue, Moreno Valley** 

## 1. CALL TO ORDER

Chair Reza Vaezazizi, MD

## 2. PLEDGE OF ALLEGIANCE

Reza Vaezazizi, MD

## 3. ROUNDTABLE INTRODUCTIONS

Reza Vaezazizi, MD

## 4. APPROVAL OF MINUTES (5 Minutes)

November 18, 2013 (Attachment A)

## 5. COMMITTEE / TASK FORCE DISCUSSION (90 Minutes)

This is the time / place in the agenda in which a brief committee report will be given. Unless indicated, PMAC members are expected to engage in discussion for the purposes of providing improved understanding and / or recommendations to the EMS Agency and the EMS Agency Medical Director. PMAC will decide on an action at the end of each agenda item.

- **5.1** 2014 Policy Manual—Scott Moffatt (Attachment B)
- **5.2** Trauma System—Cindi Stoll (Attachment C)
- **5.3** CQI—Laura Wallin (Attachment D)
- **5.4** Stroke System—Laura Wallin (Attachment E)
- **5.5** Ambulance Patient Offload Delay Report—Patrice Shepherd (Attachment F)
- **5.6** EMS System Evaluation Project—Renee Poselski (Attachment G)
- **5.7** REMSA.US—Scott Moffatt (Attachment H)

## 6. <u>UNFINISHED BUSINESS (10 Minutes)</u>

## 7. NEW BUSINESS (15 Minutes)

EMS Agency Staffing—Bruce Barton EMS Recognitions—Bruce Barton and Daved van Stralen, MD

#### Kaiser Permanente Riverside

- 1-Jonathan Dyreyes, MD
- 4-Victoria Montiel

#### Loma Linda University MC Murrieta

- 1-Kevin Flaig, MD
- 4-Jennifer Orr

#### Menifee Valley Medical Center

- 1-Todd Hanna, MD
- 4-Janny Nelsen

#### Moreno Valley Community Hospital

- 1-George Salameh, MD
- 4-Diane Kahler-Bird

#### Palo Verde Hospital

- 1-David Sincavage, MD
- 4-Silvia Herrera

#### Parkview Community Hospital

- 1-Chad Clark, MD
- 4-Antoinette Culver

#### Rancho Springs Medical Center

- 1- Reza Vaezazizi, MD (Chair)
- 4-Marie Dempster

#### Riverside Community Hospital

- 1-Stephen Patterson, MD
- 4-Sabrina Yamashiro

## Riverside County Fire Department

- 5-Scott Visyak
- 8-Robert Fish

#### Riverside County Police Association

7-Sean Hadden

#### Riverside County Regional Medical Center

- 1-Tim Nesper, MD
- 4-Kay Schulz

### San Gorgonio Memorial Medical Center

- 1-Trence Clark, MD
- 4-Trish Ritarita

## Trauma Audit Committee & Trauma Program Managers

- 2-Tito Gorski, MD
- 3-Maureen Bowlin

#### Ex-officio Members

- 1-Cameron Kaiser, MD, Public Health Officer
- 2-Daved van Stralen, MD, EMS Agency Medical Director
- 3-Bruce Barton, EMS Agency Director
- 4-Brian MacGavin, EMS Agency Assistant Director
- 5-Dimitrios Alexiou, Hospital Association of Southern California
- 6-Jeff Grange, MD, LLUMC
- 6-Phong Nguyen, MD, Redlands Community Hospital
- 6-Rodney Borger, MD, Arrowhead Regional Medical Center

Please come prepared to discuss the agenda items. If you have any questions, call Brian MacGavin at (951) 358-5029. PMAC Agendas with attachments are available at our website: <a href="https://www.rivcoems.org">www.rivcoems.org</a>.

# 8. OTHER REPORTS / GOOD OF THE ORDER / ANNOUNCEMENTS (10 Minutes)

This is the time / place in the agenda committee members and non committee members can speak on items not on the agenda but within the purview of PMAC. Each announcement should be limited to 2 minutes unless extended by the PMAC Chairperson

## 9. NEXT MEETING / ADJOURNMENT (1 Minute)

March 24, 2014

TOPIC	DISCUSSION	ACTION
1. CALL TO ORDER		Chair Dr. Vaezazizi called the meeting to order at 9:00 AM.
2. PLEDGE OF ALLEGIANCE		Chair Dr. Vaezazizi led the Pledge of Allegiance.
3. ROUNDTABLES INTRODUCTIONS		Self-introductions were performed.
4. APPROVAL OF MINUTES		Meeting minutes from the last PMAC meeting, September 23, 2013 were reviewed and accepted without changes.
5. COMMITTEE / TASK FORCE DISCUSSION		3 000
	The changes made to the draft 2014 Policy	Information only
5.1 Policy Review Forum (PRF) – Scott Moffatt	The changes made to the draft 2014 Policy Manual, based on comments received during the initial written comment period, were reviewed and discussed at this PMAC meeting. There will be an additional written comment period, ending on December 11, 2013, during training for the 2014 Policy Manual. It was recommended that PMAC members review the entire draft Policy Manual and provide comments to REMSA.  The Policy Review Forum has already begun to review the 2015 Policies.  In the future, REMSA will be producing a training curriculum for teaching REMSA's Policy Manual changes / updates. This will lead to additional requirements for the training and testing of paramedics for accreditations and reauthorizations.	Information only.
5.2 EMS System Evaluation Project – Bruce Barton	The EMS System Evaluation project is two-thirds completed with the deliverables. The Abaris Group's "As-Is" Report and other documents are on the REMSA web site at: <a href="www.rivcoems.org">www.rivcoems.org</a> . The first phase will be completed by the end of next month. A presentation will be given to the Board of Supervisors in February and they will decide if the ambulance contact will be going out to bid. If the Board decides on a bid for the ambulance contract it is likely that it will be all	Information only.

# PMAC Meeting Minutes November 18, 2013

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	inclusive meaning there will no longer be a	
	completive marketplace for retail ambulance	
	services.	
6.1 UNFINISHED BUSINESS		
6.1 Trauma System	Cindi Stoll explained the fundamental differences	Information only.
Advisory Committee	between the Trauma Advisory Committee (TAC)	
(TSAC) – Cindi Stoll	and TSAC meetings. TSAC meets at least two	
	times a year before TAC meetings.	
	TSAC's current draft charter provides for the	
	following representatives from PMAC: The Air	
	Provider Representative (Kent McCurdy),	
	ALS/Paramedic (Paul Duenas), County Fire Chiefs'	
	Association (Art Durbin), Riverside County Fire	
	Department EMS Bureau (Phil Rawlings) and a	
	Emergency department physician from a non-	
7 NEW DUCINESS	trauma center.	Information and
7. NEW BUSINESS	Brian MacGavin introduced REMSA's Contracts	Information only.
EMS Agency Staffing	and Grants Analyst, Renee Poselski.	
	REMSA will be hiring a new EMS Specialist who	
_	will focus on education and training.	
8. OTHER REPORTS / GOOD	Cindi Stoll announced that there is new funding	Information only.
OF THE ORDER /	for the Urban Areas Security Initiative (UASI)	
ANNOUNCEMENTS	grant.	
	Robert Fish announced that Riverside County Fire	
	Department will be hosting a presentation by Dr.	
	Davis on December 18, 2013 from 10:00 AM to	
	12:00 PM at Riverside County Fire Station 84 in	
	Temecula.	
	Bruce Barton announced REMSA's free mini	
	conference, "Fulfilling the Promise of EMS", on	
	January 13, 2014 at Desert Regional Medical	
	Center from 8:00 AM to 12:00 PM.	
	Brian MacGavin commented that a link for an	
	anonymous survey, ending on November 22, was	
	sent to EMS stakeholders using Survey Monkey to	
	receive information from people that have used	
	REMSA'S Duty Officer program. If anyone needs	
	the link please contact Brian MacGavin.	
9. NEXT MEETING	·	January 27, 2014
		1

DATE: January 14, 2014

TO: PMAC

FROM: Scott Moffatt, EMS Specialist

SUBJECT: 2014 Policy Manual

The 2014 Policy Manual is complete and available online at:

www.remsa.us/policy/2014/

A few minor problems have been identified and are being adjusted. Any changes are being recorded at REMSA.US in the 2014 Policy Manual Forum.

ACTION: Review the 2014 Policy Manual at <a href="https://www.remsa.us/policy/2014/">www.remsa.us/policy/2014/</a> and keep up to date with any changes at REMSA.US.

DATE: January 14, 2014

TO: PMAC

FROM: Cindi Stoll, RN Trauma/HEMS/EMSC Systems

SUBJECT: Trauma System Advisory Committee Report

Report on TSAC discussion:

1) Data collection and review of trauma patients with unstable vertebral fractures

2) Suggested policy changes to:

i. Blunt Traumatic Full Arrest

ii. Spinal Immobilization

iii. EZ IO insertion site to humeral head

ACTION: PMAC should be prepared to receive the information and provide feedback to REMSA

DATE: January 14, 2014

TO: PMAC

FROM: Laura Wallin, EMS Specialist

SUBJECT: CQI TAG

Riverside County EMS Agency reconvened the Continuous Quality Improvement Technical Advisory Group (CQI TAG) in July 2013. The Data Group will be meeting concurrently with the CQI TAG, because one of the purposes of the data group is to advise the CQI TAG on data collection for CQI purposes.

REMSA has set up a forum for discussion of CQI issues on our Vbulletin (<a href="www.remsa.us">www.remsa.us</a>). All who are interested in participating on this group are invited to register for a username and password on this forum, as well as to attend meetings.

CQI TAG meetings for 2014 are from 10:00 AM – 12:00 PM at the Sherman Building, 3900 Sherman Drive, Riverside, CA 92503, in the Breckenridge Room on April 17, July 17, and October 16.

DATE: January 14, 2014

TO: PMAC

FROM: Laura Wallin, EMS Specialist

SUBJECT: Stroke System

Riverside County EMS Agency has finalized our Stroke policy (Policy #5701), and the Stroke system will be implemented beginning April 1, 2014. REMSA is currently finalizing the site visit checklist for those hospitals wishing to be designated as Stroke Ready Hospitals. Hospitals who have achieved certification from The Joint Commission, Healthcare Facilities Accreditation Program (HFAP), or Det Norske Veritas (DNV) as a Primary Stroke Center will need to submit an application for designation as a Primary or an Interventional Stroke Center, but will not need to undergo a site visit.

Discussion regarding the Stroke System takes place on REMSA's Vbulletin forum (<a href="www.remsa.us">www.remsa.us</a>). All interested parties are welcome to register on the website and participate in discussions on the Stroke System. REMSA will send a memo out to the EMS System prior to April 1, 2014 announcing which hospitals will be Stroke Receiving Centers.

DATE: January 14, 2014

TO: PMAC

FROM: Patrice Shepherd, Admin. Services Asst. for REMSA

SUBJECT: Ambulance Patient Offload Delay Report

During the last quarter of 2013, the Riverside EMS System experienced continued problems with ambulance patient offload delays.

- Offload data shows that ALS transports to hospitals increased from 120,169 in 2012 to 124,757 in 2013 (+3.8%). Ambulance patient offload delays increased from 21,923 in 2012 to 23,815 in 2013 (+8.6%).
- Four hospitals decreased their compliance from 2012 to 2013 by more than 5%:
  - o Riverside Community Hospital (from 79% to 69%)
  - o Menifee Valley Medical Center (84% to 75%)
  - o Loma Linda University Medical Center Murrieta (from 83% to 72%)
  - Hemet Valley Medical Center (from 82% to 73%)

In 2013, seven hospitals across the County had compliance over 90%:

- Kaiser Hospital Riverside (91%)
- Rancho Springs Medical Center (95%)
- Temecula Valley Hospital (96%)
- San Gorgonio Memorial Hospital (95%)
- Eisenhower Medical Center (95%)
- Desert Regional Medical Center (97%)
- John F. Kennedy Hospital (93%)

Three hospitals improved their compliance from 2012 to 2013 by more than 5%:

- Parkview Community Hospital (from 56% to 70%)
- Inland Valley Medical Center (from 77% to 86%)
- San Gorgonio Memorial Hospital (from 90% to 95%)

The full January 2014 report on Ambulance Patient Offload Delays contains data through the end of 2013, and is attached for your review.



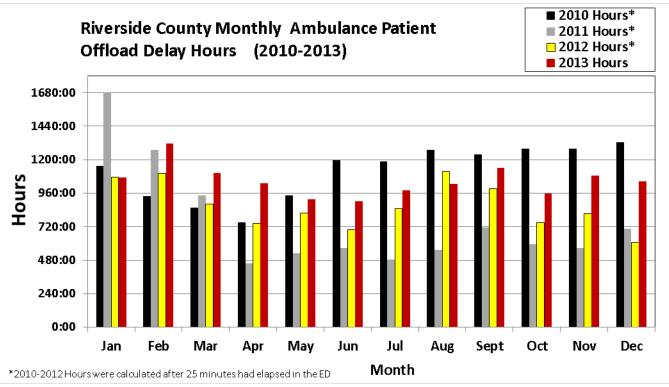
# AMBULANCE PATIENT OFFLOAD DELAYS

January 14, 2014

## RIVERSIDE COUNTY AMBULANCE PATIENT OFFLOAD DELAYS

#### HISTORICAL COMPARISON

Data provided illustrates total ambulance patient offload delay time (hh:mm) by month for 2010-2013 by hospitals within Riverside County. To qualify for this chart, the duration of offload delay must be greater than 30 minutes (2013 and forward) and only the time period after the first 30 minutes is summed. 2010-2012 Offload delay data used a 25-minute standard.



# Total Hours\* and Ambulance Patient Offload Delays by hospital, 2010 to 2013

	2010 2011 20		201:	_ •	2013			
Hospital	Total Hours*	Offload Delays	Total Hours*	Offload Delays	Total Hours*	Offload Delays	Total Hours*	Offload Delays
RCH	4492:02:14	8936	1571:42:46	3352	2198:41:11	3953	2712:32:25	5978
Kaiser	228:13:15	779	173:06:25	559	151:16:22	472	196:02:59	496
Parkview	1408:19:41	2616	1371:19:18	2435	1881:03:47	2833	1171:41:25	2037
RCRMC	459:22:28	1390	545:44:19	1535	892:20:22	2276	1107:06:11	2375
Corona	1649:46:36	2634	1539:56:42	2550	1694:56:09	2803	1717:47:56	2522
Moreno Valley	258:15:33	924	285:04:10	824	268:19:32	809	420:59:39	888
Menifee	621:54:58	1542	568:04:22	1210	322:28:21	791	725:38:26	1158
LLUMC- Murrieta	NA	NA	61:57:57	179	265:40:04	675	888:15:15	1411
Inland Valley	1772:47:13	3763	879:15:32	1671	949:05:59	2134	643:33:09	1307
Rancho Springs	1253:45:23	2908	577:15:19	1209	136:57:10	417	137:27:11	326
Temecula Valley							10:07:03	28
Hemet	939:40:28	2912	1060:21:22	2980	1081:16:55	2720	2535:17:35	4151
San Gorgonio	145:19:45	447	215:17:12	568	222:07:47	595	127:45:02	298
Eisenhower	23:06:49	114	33:56:41	171	64:56:15	320	54:56:39	241
Desert	102:38:56	412	122:26:14	562	233:06:47	788	68:47:04	347
JFK	63:07:19	310	65:48:08	296	81:16:43	337	58:37:55	252
Totals	13,418:20:38	29,687	9,071:16:27	20,101	10,443:33:24	21,923	12,576:35:54	23,815

<sup>\*</sup>Total Hours do not include the first 25 minutes of each offload delay (2010-2012), or the first 30 minutes (2013-)

## AMBULANCE PATIENT OFFLOAD DELAYS AND OVERALL COMPLIANCE

This data includes 2012 and 2013 Ambulance Patient Offload Delays, hours of delay, total time the ambulances and patients are delayed, ALS transports received by each hospital, compliance, and average delays per occurrence. "Delay Hours" include any time after the initial 30 minutes in the ED have passed; "Total Delay Time" sums both the delay and the initial 30 minutes. Data prior to 2013 was analyzed against a 25-minute standard, thus "Total Delay Time" includes 25 minutes for 2012 data. "Compliance" represents the percentage of ALS ambulance transports that were not held on Offload Delay.

## **Ambulance Patient Offload Delay Data, 2013**

Hospital	Offload Delay Hours	Total Delay Time*	Total ALS Transports	Offload Delay Occurrence	Compliance%**	Avg Delay/ Occurrence*
RCH	2712:32:25	5701:32:25	19425	5978	69%	0:57:14
Kaiser	196:02:59	444:02:59	5591	496	91%	0:53:43
Parkview	1171:41:25	2190:11:25	6721	2037	70%	1:04:31
RCRMC	1107:06:11	2294:36:11	14113	2375	83%	0:57:58
Corona	1717:47:56	2978:47:56	7197	2522	65%	1:10:52
Moreno Valley	420:59:39	864:59:39	3069	888	71%	0:58:27
Menifee	725:38:26	1304:38:26	4581	1158	75%	1:07:36
LLUMC –Murrieta	888:15:15	1593:45:15	5079	1411	72%	1:07:46
Inland Valley	643:33:09	1297:03:09	9470	1307	86%	0:59:33
Rancho Springs	137:27:11	300:27:11	6667	326	95%	0:55:18
Temecula Valley	10:07:03	24:07:03	739	28	96%	0:51:41
Hemet	2535:17:35	4610:47:35	15599	4151	73%	1:06:39
San Gorgonio	127:45:02	276:45:02	6278	298	95%	0:55:43
Eisenhower	54:56:39	175:26:39	5108	241	95%	0:43:41
Desert	68:47:04	242:17:04	11406	347	97%	0:41:54
JFK	58:37:55	184:37:55	3714	252	93%	0:43:58
Totals	12,576:35:54	24,484:05:54	124,757	23,815	81%	1:01:41

<sup>\*</sup> Includes the first 30 minutes of each Offload Delay.

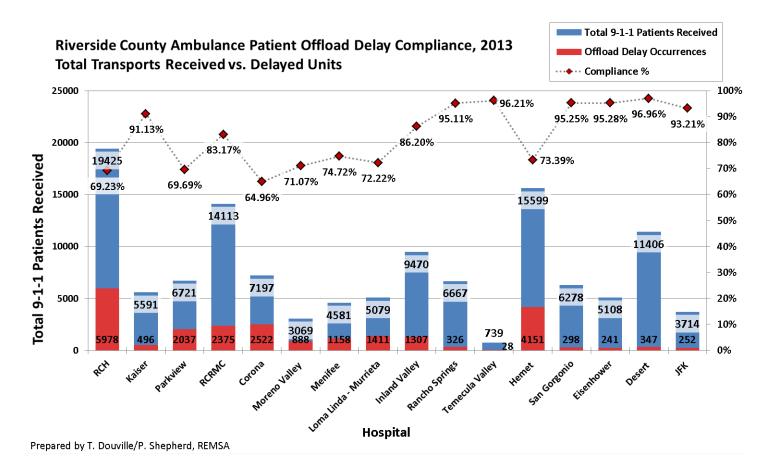
## **Ambulance Patient Offload Delay Data, 2012**

Hospital	Offload Delay Hours	Total Delay Time*	Total ALS Transports	Offload Delay Occurrence	Compliance%**	Avg Delay/ Occurrence*
RCH	2198:41:11	3845:46:11	18455	3953	79%	0:58:22
Kaiser	151:16:22	347:56:22	5577	472	92%	0:44:14
Parkview	1881:03:47	3061:28:47	6463	2833	56%	1:04:50
RCRMC	892:20:22	1840:40:22	13706	2276	83%	0:48:31
Corona	1694:56:09	2862:51:09	7117	2803	61%	1:01:17
Moreno Valley	268:19:32	605:24:32	2958	809	73%	0:44:54
Menifee	322:28:21	652:03:21	4846	791	84%	0:49:28
LLUMC –Murrieta	265:40:04	546:55:04	3906	675	83%	0:48:37
Inland Valley	949:05:59	1838:15:59	9316	2134	77%	0:51:41
Rancho Springs	136:57:10	310:42:10	7577	417	94%	0:44:42
Hemet	1081:16:55	2214:36:55	15080	2720	82%	0:48:51
San Gorgonio	222:07:47	470:02:47	6094	595	90%	0:47:24
Eisenhower	64:56:15	198:16:15	4753	320	93%	0:37:11
Desert	233:06:47	561:26:47	10787	788	93%	0:42:45
JFK	81:16:43	221:41:43	3534	337	90%	0:39:28
Totals	10,443:33:24	19,578:08:24	120,169	21,923	82%	0:53:35

<sup>\*</sup> Includes the first 25 minutes of each Offload Delay.

<sup>\*\*</sup> Compliance% represents the percentage of ALS ambulance transports not on Offload Delay (data includes only 9-1-1 contractual provider).

<sup>\*\*</sup> Compliance% represents the percentage of ALS Ambulance transports not on Offload Delay (data includes only 9-1-1 contractual provider).



# Ambulance Patient Offload Delays by Month: Delay Time and Occurrences by hospital\* - Oct. 2013 – Dec. 2013

Hospital	Oct. '13 Delay Hours	Oct. '13 Offload Delays	Nov. '13 Delay Hours	Nov. '13 Offload Delays	Dec. '13 Delay Hours	Dec. '13 Offload Delays
RCH	142:57:02	417	169:50:34	430	222:39:59	514
Kaiser	12:30:04	39	11:13:44	28	19:03:09	55
Parkview	96:25:43	181	97:43:09	169	86:50:10	174
RCRMC	72:59:39	162	72:38:13	158	97:31:26	219
Corona	114:32:57	200	147:08:40	228	134:38:13	235
Moreno Valley	44:17:52	89	39:44:48	<i>7</i> 5	58:24:25	99
Menifee	56:24:40	84	82:27:36	114	46:01:20	87
LLUMC –Murrieta	87:40:48	139	92:28:29	136	56:27:34	100
Inland Valley	51:43:07	100	44:07:42	88	38:14:41	83
Rancho Springs	6:15:38	18	2:02:16	5	1:47:19	11
Temecula Valley	1:13:35	3	3:27:22	12	5:26:06	13
Hemet	258:34:59	394	312:40:16	453	260:33:03	432
San Gorgonio	6:12:26	15	4:53:24	16	7:00:48	19
Eisenhower	1:52:00	11	2:04:54	19	2:44:02	20
Desert	2:08:20	13	3:33:21	16	3:28:01	17
JFK	2:47:27	14	1:47:16	12	2:52:55	16
Totals	958:36:17	1,879	1,087:51:44	1,959	1,043:43:11	2,094

<sup>\*</sup>Monthly Delay Time does not include the first 30 (in 2013) or 25 (in 2012) minutes of each Offload Delay occurrence.

Data for this report was provided by American Medical Response (AMR) to the Riverside County EMS Agency for review and analysis. The data represents only AMR 9-1-1 ALS resources and does not include any other ambulance companies.

DATE: January 13, 2014

TO: PMAC

FROM: Renee Poselski, REMSA Contract Analyst

SUBJECT: EMS System Evaluation

Phase I of the comprehensive EMS system evaluation will be completed upon presentation of the deliverables to the Board of Supervisors on February 11, 2014. Phase I consisted of analyzing our current system and developing recommendations for consideration by the Board of Supervisors. A preliminary ambulance service scope of work was also prepared for use during contract negotiations or the bidding process, whichever option the Board of Supervisors decides to pursue. Phase II will concentrate on incorporating phase I recommendations and formulating a plan to address system wide enhancements. Since the last PMAC meeting the EMS system evaluation Steering Committee met on December 9, December 19, January 15 and January 23 to review and endorse the final recommendations, review the draft scope of work and to finalize the presentation to the Board. The 3rd round of Stakeholder meetings were held in Riverside and Temecula on December 11<sup>th</sup> and in Palm Desert and Banning on December 12<sup>th</sup>. The purpose of the Stakeholder meetings was for The Abaris Group to present their recommendations regarding the Riverside County EMS system. The "Recommendations and Observations" report and "As Is" report will be presented to the Riverside County Board of Supervisors during a public session workshop in the afternoon on February 11, 2014.

Reports and minutes can be accessed on our website at: www.rivcoems.org.

ACTION: PMAC should be prepared to receive the information and provide feedback to REMSA.

DATE: January 14, 2014

TO: PMAC

FROM: Scott Moffatt, EMS Specialist

SUBJECT: REMSA.US

During 2014 we are using vBulletin at REMSA.US to replace the Google Groups that we previously used for policy review and data collection (CQI-TAG and the Stroke Committee are also using vBulletin). Another important feature is that all of our meetings are listed on the vBulletin calendar; all on one calendar.

To keep up this year you will need to register at <a href="www.remsa.us">www.remsa.us</a>. Please register with your "First Last" name, with caps and a space. I will adjust titles and avatars at some future time to make sure that everyone is identified by their position and employer (so far I have only the EMS Agency's staff and the PLNs identified by anything other than "Registered User").

Using vBulletin will allow you to access multiple projects with a single login. However, the (annoying) email updates that you may have experienced in Google Groups are gone. Please remember to check in at REMSA.US routinely for the latest information.

ACTION: Register at <u>www.remsa.us</u>, review the latest information in the areas that you are involved with, and check back regularly.