

**APPROVED**  
**07.31.24**



# GEORGIA TRAUMA COMMISSION

**Georgia Trauma Commission Called EMS Committee  
Meeting Minutes**

June 21, 2024

Hybrid Meeting

Morgan County Public Safety Complex/Zoom

Recording: <https://youtu.be/OHPjw76qZ6s>

Attachments: [trauma.ga.gov](https://trauma.ga.gov)

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Courtney Terwilliger, Chair, GTC Member	Jim Adkins, GTC Member
Lee Oliver, Vice-Chair, Region Five	
Pete Quinones, Region Three   GTC Member (via Zoom)	
Scott Stephens, Region One (via Zoom)	
Jeff Adams, Region Two (via Zoom)	
Scott Roberts, Region Four	
John Smith, Region Six (via Zoom)	
Duane Montgomery, Region Seven (via Zoom)	
Allen Owens, Region Eight	
Brian Hendrix, Region Nine (via Zoom)	
Huey Atkins, Region Ten	
Terry Cobb, GTC Member	

STAFF & OTHER ATTENDEES PRESENT	REPRESENTING
Katie Hamilton	Georgia Trauma Commission
Gabriela Saye	Georgia Trauma Commission
Gina Solomon	Georgia Trauma Commission
Crystal Shelnutt	Georgia Trauma Commission
Tim Boone (via Zoom)	AVLS Administrator
Kim Littleton (via Zoom)	GEMSA
Cathy White	GEMSA
Richard Rhodes (via Zoom)	OEMS/T
Daniel Warren (via Zoom)	OEMS/T
Justin Keeton (via Zoom)	Piedmont Henry Hospital
Kristal Smith (via Zoom)	Region 5
Kristin Spires (via Zoom)	Region 10

## CALLED AGENDA ITEMS

### **CALL TO ORDER**

Courtney Terwilliger called the meeting to order at 10:00 AM on Friday, June 21, 2024, with twelve members present. Courtney explained that today's meeting was to review and approve the FY 2025 proposed budget (**ATTACHMENT A**).

### **FY 2025 AVLS PROPOSED BUDGET**

*Presented By Tim Boone*

Dr. Tim Boone reviewed the proposed FY 2025 AVLS budget (**ATTACHMENT B**). Courtney Terwilliger added the Georgia Trauma Commission (GTC) has been actively monitoring expenditures. Funds unspent by the fiscal year's end are either reallocated or returned to the state government, but the GTC prioritizes reallocation when possible.

Sections of the AVLS proposal were discussed:

- **Program Management**

The proposed budget is \$45,000 for program management, an increase of \$3,000 from the previous year.

**[MOTION GTCNC EMS COMMITTEE 2024-06-01:](#)**

**[Motion to approve the \\$45,000 budget for the FY 2025 AVLS program management.](#)**

**MOTION BY:** Huey Atkins

**SECOND BY:** Terry Cobb

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

- **Equipment Purchase**

The proposed budget is \$154,000 for new and replacement units. Katie Hamilton noted an unspent amount from the previous fiscal year's budget remains. Tim Boone confirmed that the remaining amount is \$93,000. Therefore, \$61,000 is needed to complete the budget request.

**[MOTION GTCNC EMS COMMITTEE 2024-06-02:](#)**

**[Motion to approve the \\$61,000 request to complete the FY 2025 AVLS equipment purchase budget.](#)**

**MOTION BY:** Lee Oliver

**SECOND BY:** Terry Cobb

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

- **Airtime**

The proposed budget for airtime is \$601,160. Katie Hamilton noted that \$271,646 was reallocated from the FY 2024 budget for airtime, leaving \$330,314 to complete the proposed budget. Terry Cobb mentioned that the state removing the ambulance fee may increase the number of ambulances. Dr. Tim Boone reassured committee members that the budget amount accounts for new ambulances. Courtney noted that the committee can use reallocated funds if additional funding is needed for airtime.

**MOTION GTCNC EMS COMMITTEE 2024-06-03:**

**Motion to approve the \$303,514 request to complete the FY 2025 airtime budget.**

**MOTION BY:** Scott Roberts

**SECOND BY:** Huey Atkins

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

**FY 2025 REGIONAL PROPOSALS**

*Presented By Courtney Terwilliger*

Before the region proposal discussion, Courtney Terwilliger mentioned the Region 6 need for ABLs training and the possibility of developing an in-house burn training course. The committee briefly discussed leveraging free burn outreach programs offered by burn centers like Grady Burn Center. There was an emphasis on taking advantage of available free resources and collaborating with burn centers.

The committee briefly discussed the initial licensure proposal for a software platform, Med Ed Prep, to assist instructors and students with a modular test system. The software will include adaptive tests and annotated answers to help students understand their mistakes. The platform aims to provide structured and supportive testing environments to improve pass rates and retention in the GTC-funded EMT programs. The national average for first-attempt pass rates at EMT levels is 68%, Georgia is 64%, and last year's GTC-funded courses were 62%. Starting in January, the education programs will have new OEMST regulations, and the need for course support is imperative. Questions arose about who would hold the students and instructors accountable. It was clarified that the instructor would ensure the students logged in. Cathy White noted that lead instructors and the services sign a contract when receiving the grant funds; she can add terms that they forfeit the remainder if they do not comply. Scott Roberts raised concerns that the software did not have enough data to ensure success. Richard Rhodes emphasized that the remediation pass rate is 79%, which includes about 100 students. Crystal Shelnett advised that the proposal is for \$30,000, which will fund the initial 500 seats at about \$60 a student, supporting six months of the EMT program. After the initial six months, we can evaluate the program and determine its benefits. Courtney noted that reallocation funds can be used if additional funding is needed to support more students.

The discussion shifted back to regional proposal review. Courtney Terwilliger noted once the regional proposals are voted on, the committee will review the GEMSA proposal (**ATTACHMENT C**). Katie Hamilton briefly asked about the administrative fee attached to the equipment purchase. Cathy White noted that the cost was included in error and should be removed. Katie revised the GEMSA proposal (**ATTACHMENT D**).

Committee members reviewed and discussed the Region 5, 7, and 10 proposals.

*Note: John Smith left the meeting*

- **Region 5 Proposal**

Kristal Smith presented a proposal (**ATTACHMENT E**) to support educational programming for pediatric readiness. The proposal asks for \$10,000 to support the Pediatric Trauma Symposium, purchase equipment, Pediatric Simulation Day, Simboc Educator Workshops, online resources,

and Georgia TRAIN content. The proposal will be considered a pilot and, if successful, could be expanded to other regions. The aim is for these trainings to be a statewide asset.

- **Region 7 Proposal**

Duane Montgomery shared a proposal from the Region 7 RTAC (**ATTACHMENT F**) to fund the development of an app containing the region's protocols to ensure continuity of service. The app would be a one-stop shop where medics could easily reference and access the protocols. Concern was raised about the app's regional specificity and potential lack of broad utility across the state. It was mentioned that the app could be a pilot study for one year to determine if it could be a statewide program. The highest funding option within the proposal is \$20,000.

- **Region 10 Proposal**

Huey Atkins shared a proposal from the Region 10 Directors Association (**ATTACHMENT G**) to fund an annual multidisciplinary conference in partnership with local hospitals. The amount was unspecified, but the request would kickstart the conference. A concern was raised about which vendor would invoice for the conference. Huey clarified the Regional Directors' Association would manage and be accountable for the funds. If successful, the conference could expand statewide.

Committee members discussed concerns about funding regional initiatives, which could lead to further fragmentation versus unified state-level programs. There is a history of funding initiatives that have not achieved anticipated usage or sustainability. The committee discussed a preference for proposals that could be scaled statewide for maximum impact. During the proposal discussion, a suggestion was made to fund each region's RTAC Coordinator to facilitate educational needs. It was noted there are disparities in RTAC performance across the state.

Courtney proceeded to committee vote on the regional proposals:

**MOTION GTCNC EMS COMMITTEE 2024-06-04:**

**Motion to approve the Region 10 FY 2025 Proposal.**

**MOTION BY:** Huey Atkins

**SECOND BY:** Duane Montgomery

**VOTING:** Huey Atkins and Duane Montgomery *in favor*. Courtney Terwilliger, Lee Oliver, Scott Stephens, Jeff Adams, Pete Quinones, Scott Roberts, Allen Owen, Brian Hendrix, Terry Cobb *against*.

**ACTION:** The motion **FAILED** with the majority in opposition

There was an attempt to motion for approval for the Region 7 proposal, but it was ruled out of order due to lack of a second.

**MOTION GTCNC EMS COMMITTEE 2024-06-05:**

**Motion to approve the Region 5 FY 2025 Proposal, \$10,000.**

**MOTION BY:** Lee Oliver

**SECOND BY:** Terry Cobb

**VOTING:** Courtney Terwilliger, Lee Oliver, Pete Quinones, Allen Owens, Terry Cobb *in favor*. Scott Stephens, Jeff Adams, Scott Roberts, Duane Montgomery, Brian Hendrix, and Huey Atkins *against*.

**ACTION:** The motion **FAILED** with the majority in opposition

Before the next item for vote, it was noted the Metro Atlanta Conference item was voted on last year, but it has rolled over into FY 2025 due to invoice delay.

### **FY 2025 INITIAL LICENSURE EDUCATION PROPOSAL**

*Presented By Courtney Terwilliger*

The committee continued discussing the initial licensing education software, Med Ed Prep. The request was reemphasized: a \$30,000 request that will fund the initial 500 seats at about \$60 a student, supporting six months of the EMT program. Crystal Shelnutt advised that the AEMT tests have not been built but that she can build them.

#### **MOTION GTCNC EMS COMMITTEE 2024-06-06:**

**Motion to approve the \$30,000 Initial Licensing Education FY 2025 Proposal.**

**MOTION BY:** Terry Cobb

**SECOND BY:** Allen Owens

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

Before the next agenda topic, Katie Hamilton asked if Dr. Bulger would still be funded for FY 2025. Liz Atkins confirmed the continuation of funding.

### **FY 2025 GEMSA PROPOSED BUDGET**

*Presented By Kim Littleton and Cathy White*

The committee reviewed the FY 2025 GEMSA proposed budget (**ATTACHMENT D**). Discussion highlights included:

- **Mental Health First Aid**

Cathy White shared a brochure (**ATTACHMENT H**) for the course components. It was noted that there are significant mental health challenges among emergency service personnel. Some agencies are experiencing requests for institutional support but cannot fund it. The course can accommodate up to 50 participants per session and has been active in the upper metro area. Committee members discussed the state-funded program and its strict limitations, only allowing four classes per year and limited class sizes. Courtney Terwilliger added he engaged with state officials to explore expanding these training opportunities but faced resistance. The course cost was estimated to be \$2,000. Questions arose regarding the difference between the course cost and the proposal, which notes \$5,000 per course. Cathy White advised she would review the breakdown, but the \$5,000 likely includes travel costs. This course will not have train-the-trainer, but there are plans to include train-the-trainer courses next year. Duane Montgomery recommended having one course per region. Courtney emphasized that we will review course numbers at the next meeting.

- **Housing and Travel Expenses**

The instructor preparedness courses also include housing. Committee members discussed the possibility of reducing costs by eliminating housing and travel expenses and redirecting funds towards more courses within the regions to minimize travel burdens. There were concerns about training sessions in remote regions, emphasizing the travel burden for participants from distant areas. It was noted agencies may not have the travel budget to send personnel to multiple-day courses.

Liz Atkins requested that GEMSA submit a breakdown for each course, which is helpful for a committee vote. Courtney Terwilliger advised the Committee that they can vote on the total GEMSA funds today and then vote on course amounts and budgets during the July meeting.

- **Patient Low Angle**

Terry Cobb requested more information on the patient low angle course. It was recommended that each course include a course and budget background. Cathy White shared that Harris County is requesting the course. They carry all the equipment in their truck for extrication; the course teaches how to package and bring it up. Scott Roberts noted that the descriptions of all the courses are on the website and are part of the scope of work.

- **TECC and Law Enforcement**

Courtney Terwilliger expressed interest in the ALERT course for law enforcement and in determining how it interconnects with TECC. Kim Littleton explained that the ALERT course provides the same information but at a lower level and is geared toward public safety law enforcement. Our TECC courses are primarily pushed to EMS, but if there are openings closer to the course, we backfill with law enforcement. Law enforcement reacts favorably to the course.

- **GEMSA Administrative Fee**

Brian Hendrix reflected on Dr. Boone's program management fee increase and asked Kim to share more information on the GEMSA administrative fee. Courtney Terwilliger explained that Dr. Boone's increase is not an administrative fee but a salary for his work. Kim noted a 10% administrative fee and some amounts by course for NAEMT and EMR. We have not had an increase in the administrative fee in six years. The amount of work and reporting required is time-consuming for the minimal staff. Courtney advised that 10% is the standard amount for an administrative fee that is not directly related. Elizabeth Atkins added that the Georgia Trauma Commission prohibits administrative fees for other contractors. Some courses have course director and coordinator fees on top of the administrative. The course grants have an administrative fee, but the service is the one facilitating the course. Courtney Terwilliger added the MAG agreement has an administrative fee. Elizabeth Atkins noted MAG is a grant, not a contract.

The more courses or the increase in course cost, the more the administrative fee total increases. Kim Littleton clarified that the course cost increase is due to inflation in housing accommodations, and it does not offset our work. Course coordinator fees for TECC, cadaver labs, and leadership are responsible for administering the course. Elizabeth Atkins added that the Survey123 tool should help obtain registrations offline and be less time-consuming with class data.

Courtney Terwilliger requested a motion to approve the FY 2025 GEMSA allocation of \$1,890,375.26 (**ATTACHMENT D**) and determine the course numbers at the next committee meeting. Please look at these courses and take back to your region for feedback.

**MOTION GTCNC EMS COMMITTEE 2024-06-07:**

**Motion to approve the GEMSA FY 2025 allocation, \$1,890,375.26.**

**MOTION BY:** Allen Owens

**SECOND BY:** Scott Roberts

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

After the adjustments and approvals, committee members reviewed the final FY 2025 budget (**ATTACHMENT I**).

Before adjournment, Lee Oliver requested to reschedule the July 11<sup>th</sup> meeting to a later date. An email will be sent out with possible reschedule options.

**ACTION ITEMS**

- Crystal Shelnett will build an AEMT test module within the Med Ed Prep platform.
- Cathy White will include platform usage terms within the course grant agreement.
- It was requested that GEMSA provide course budgets and include course descriptions for consideration.
- Committee members will review the FY 2025 GEMSA proposal (**ATTACHMENT D**) and take it to their region for feedback. During the July meeting, the committee will determine GEMSA course allocations.
- An email will be sent to committee members to determine an alternate July meeting date.

**SUMMARY & ADJOURNMENT**

- Committee members reviewed the proposed FY 2025 budget (**ATTACHMENT A**) and items for consideration. After the committee proposal approvals, the FY 2025 budget was finalized (**ATTACHMENT I**)
- Committee members reviewed the FY 2025 AVLS proposal (**ATTACHMENT B**) and approved the following:
  - \$45,000 AVLS program management funding
  - \$61,000 to fund the remaining AVLS equipment budget (\$93,000 remains unspent from the previous budget)
  - \$303,514 to fund the remaining AVLS airtime budget (\$271,646 was dedicated to AVLS airtime from the GTC FY 2024 reallocation plan)
- Committee members reviewed the following regional proposals:
  - Region 5 funding proposal to support pediatric training (**ATTACHMENT E**). Motion failed.
  - Region 7 funding proposal to develop an app for regional protocols (**ATTACHMENT F**). A motion for approval of the Region 7 proposal was attempted, but it was ruled out of order due to the lack of a second.
  - Region 10 funding proposal to fund an annual multidisciplinary conference (**ATTACHMENT G**). Motion failed.
- Committee members approved the \$30,000 Initial Licensing Education FY 2025 Proposal.
- The GEMSA proposal (**ATTACHMENT C**) was reviewed, and the administrative fee for equipment purchase was removed. The revised GEMSA proposal (**ATTACHMENT D**) was considered for a vote, and the following items were discussed.
  - Mental Health First Aid Course (**ATTACHMENT H**)
  - Housing and travel expenses within course budgets
  - Patient Low Angle and course descriptions

- TECC and law enforcement engagement
- GEMSA administrative fee
- The committee approved the FY 2025 GEMSA budget total, \$1,890,375.26, but will determine course allocations during the next committee meeting.

**MOTION GTCNC EMS COMMITTEE 2024-06-08:**

**Motion to adjourn.**

**MOTION BY:** Allen Owens

**SECOND BY:** Lee Oliver

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion **PASSED** with no objections nor abstentions

The meeting adjourned at 12:00 PM.

Minutes by G. Saye