

**LONDON AMBULANCE SERVICE NHS TRUST
VEHICLE AND EQUIPMENT WORKING GROUP
MEETING MINUTES
28TH MAY 2009 – 13.00 – 17.00
CONFERENCE ROOM WATERLOO HQ**

Present :

Chris Vale	Head of Operational Support	Bow
Daniel Adams	Corporate Logistics Manager	Bow
Mark Faulkner	Medical Directorate	Waterloo HQ
David Whitmore	Medical Directorate	Waterloo HQ
Nick Pope	Fleet Projects	Greenwich
Paul Stewart	NW Health and Safety Rep	Pinner
Dominic Colella	NE Health & Safety Rep	Ponders End
Karen Walling	West Staff Side Representative	Hillingdon
Ian Lee	Health and Safety Rep	Romford
John Winnister	SW Health and Safety Rep	Croydon
David Haylett	Staff Side Representative	Woolwich
Keith Bernasconi	EC Staff Side Representative	Islington
Jane Worthington	Clinical Practice Manager	Waterloo HQ
Gordon Ballard	Logistics Support Unit	Deptford
John Selby	Safety & Risk	Pocock Street
Alison McKee	Purchasing	Loman Street
Gary Ralph	Education and Development	Ilford
Chris Reeves	EPU	Pocock Street
Maureen Knight (Minutes)	Operational Support	Bow

Apologies :

Jayne Signorelli	David Campbell	Eddie Brand
Steve Melhuish	Simon Parker	Lynn Sugg
Andy Street	Harry Day	

ITEM		ACTION
21/09	Introductions and Apologies	
22/09	Previous Minutes Minutes of the previous meeting held on 2 nd April 2009 were agreed as a true and accurate record.	
23/09	Matters Arising 23.01 – Drug Proposal MF is the Medical Directorate link on proposals to introduce new drugs. Staff side should be invited to Directorate meetings in future to discuss. 23.02 – LDV Strip Lights All strip lights have been replaced, no further issues.	
24/09	Alternative Response Steering Group (Standing Item) This group has not met.	

25/09	<p>Risk (Standing Item) Manger Elks The problem with the Manger Elk bracket failing has not been resolved, and so new units had not been fitted to the older Mercedes Ambulances. IL commented that this has been a problem for over a year and there is still no resolution. CV apologised for the delay in resolving this issue. Annual Servicing Schedule – GB and AMc are in the process of drafting a schedule. Start date should be the commissioning date. All faulty Manger Elks should be sent to Deptford Store for repair.</p> <p>Bariatric Trolley Bed Locking System The technical problem with the floor lock system has now been resolved. Conversion is taking place at Wilker and vehicles should be in service in 12 weeks.</p> <p>LDV's IL commented that Entonox cylinders no longer fit into the LDV storage cupboards. Security straps have been designed to resolve this issue. Fleet will install straps when the vehicles are serviced or repaired. A Staff Procedure for Workshops will be published. IL enquired about the missing storage cupboard doors which are missing on some LDV's. Workshops will attempt to replace doors from decommissioned LDV's. CV to discuss with SM.</p>	CV
26/09	<p>Manual Handling Implementation Group (Standing Item) No Update</p>	
27/09	<p>Ambulance Procurement Update (Standing Item) New vehicles are gradually being delivered. NP is investigating with MacNeillies a remount option for existing Mercedes Ambulances. IL commented that the off side door mirror has a shorter arm than the near side. NP replied that this was due to the Satellite Navigation and the MDT being fixed in place. A questionnaire will be sent out for staff to list any teething problems that arise. GR requested that the first Education and Development vehicle be sent to Fulham. All training centres should have at least 1 new vehicle during the course of the roll out</p>	
28/09	<p>RRU Procurement Update (Standing Item) No procurement is likely to take place this year.</p>	

30/09	<p>MRU Procurement Update (Standing Item)</p> <p>The MRU Sub Group has devised a new specification for motorbikes (attached). Funding has not yet been approved. The new ST1300 bikes went through trials at Bruntingthorpe and did not affect safety or stability. They have now been fitted to all ST1300. There were no apparent stability issues with the new top boxes. The revised specification has been signed off and will be circulated. IL enquired whether a speed monitoring device will be fitted. JS replied that it has been recommended not to install.</p>	
31/09	<p>Carry Chair Update (Standing Item)</p> <p>An SPPP has been submitted for replacement Carry Chairs (mechanised and manual). AMc to advise when a Tender exercise could be put into place. Staff side commented that it should not have taken this long to come to this stage. CV noted their concerns, but commented that funding was needed to progress this.</p>	AMc
32/09	<p>Trolley Bed Update (Standing Item)</p> <p>NP reported that the oxygen cylinder bracket, flat mattress and mattress cover is still being developed by Stryker.</p>	
33/09	<p>PTS Issues (Standing Item)</p> <p>25 Stretcher and 25 sitting vehicles have been delivered. 4 Trolley Beds and locking systems have unfortunately been stolen from PTS vehicles.</p>	
34/09	<p>Equipment Approval Group (Standing Item)</p> <p>DA reported that the Group has now met, albeit with a small attendance.</p> <ul style="list-style-type: none"> • Oxytitre – A tender is necessary for equipment in this area. AMc to advise. • EMMA Capnometer alternative to be sourced by Purchasing. AMc to advise. • Disposable Stretcher Covers – This should be added to the Infection Control Agenda and referred to Trevor Hubbard • Tables for Trolley Beds – This was not part of the tender. Stryker do have tables in the catalogue, also Ferno options to be investigated. DA to send AMc pictures. • Trolley Bed Straps – AMc has sourced narrower straps. 	<p>AMc</p> <p>DA</p>

	<ul style="list-style-type: none"> • Vacuum Spin boards – Lack of storage space on vehicles make this item prohibitive. • Plastic Scoop – DA the check with Trevor Hubbard regarding Infection control. • Baxi Board – These have been fitted to all new vehicles but GB has been getting complaints that crews do not like them. GB to email IL details. This need to be looked at as soon as possible due to order needing to be raised for the next batch of new vehicles. • 12 Leads and Shock boxes – There will be an official announcement on this shortly. <p>An SPPP has been submitted for EZ 10 which is a device to replace the Cooks Needle. It is considered to be an improvement on the Cooks Needle. It could be kept in the morphine safe on vehicles and not personal issue. Training will take about 2 hours and could be tacked onto 12 Lead Defib training. There is a need to look at how this will be brought into service. DA to consider</p> <p>A process for new equipment coming into service needs to be considered. DA and AMc to plan the procedure. It is possible that a new Trials and Acquisitions Policy could cover this. EAG also need to look at Long Boards and Dressings at their next meeting.</p>	<p>DA</p> <p>GB</p> <p>DA</p> <p>DA/AMc</p> <p>DA</p>
<p>35/09</p>	<p>ECP Update (Standing Item) No update.</p>	
<p>36/09</p>	<p>EPU Update The current Public and Civil Disorder Clothing is 10 years old and needs replacing. CR is looking at what is in use by Met Police. When a decision is made a Tender via Paul Candler will put into place.</p>	
<p>37/09</p>	<p>Pandemic Flu Stockpile Many items were already in stock. Outstanding items were being chased.</p>	
<p>38/09</p>	<p>Any Other Business VDI Roadworthy Checklist A VDI checklist was devised by CJ. A final draft of the document. The VDI Roadworthy Checklist book will be personal issue.</p>	

	<p>Funding has been approved and the following will be made available to staff :</p> <ul style="list-style-type: none"> Air compressors Tyre Tread Measures Tyre Pressure Gauges <p>Air Conditioning KW requested that an Air Con check be included when servicing vehicles. CV to ask SM to confirm that this is already in place.</p> <p>Clinical Wipes in hold NP showed pictures of the proposed brackets for clinical wipes which will be installed on all vehicles. This items should also be referred to Infection Control Steering Group</p>	CV/SM
<p>DATE OF NEXT MEETING 23RD JULY 2009 13.00 – 17.00 FIELDEN HOUSE CONFERENCE ROOM</p>		