

**N.H. EMERGENCY MEDICAL & TRAUMA SERVICES
COORDINATING BOARD**

Richard M. Flynn Fire Academy

APPROVED MINUTES OF MEETING

March 20, 2008

Members Present: Steve Achilles (Chair), Al Burbank, Michael Cloutier, Jonathan Dubey, David Duquette, Janet Houston, Don Johnson, Terry LeBlanc, Doug Martin (Vice Chair), George Patterson, Michael Pepin, Suzanne Prentiss, David Tauber, Dennis Tobin

Members Absent: David Hogan, Ken Howe, Karen Lord, Joseph Mastromarino, David Strang, John Sutton,

Guests: Jeanne Erickson, Steve Erickson, Janet Williamson, Chris Dubey

Bureau Staff: Vicki Blanchard, Kathy Doolan, Clay Odell, Eric Perry, Mike Schnyder

I. CALL TO ORDER

Item 1. The meeting of the EMS & Trauma Services Coordinating Board was called to order at 1:00 PM by Chairman Steve Achilles, on March 20, 2008 at the Richard M. Flynn Fire Academy in Concord, NH.

S. Achilles welcomed new member, Dennis Tobin to the Board representing the NH Association of Rehabilitation Administrators. Introductions of all present were made.

[Note: Photographs of all MCB and CB members present were conducted prior to the start of this meeting – if a member missed the photo session, special arrangements will be made – please contact K. Doolan]

II. ACCEPTANCE OF MINUTES – S. Achilles asked for comments on minutes. **Corrections were noted as follow:** a spelling correction “Item 8” under the fifth topic – “Chairman” should have been “Chairmen”. With this change D. Johnson made a motion to accept with A. Burbank making the second to the motion – all approved.

III. DISCUSSION ITEMS

Item 1. NHEMS Medical Control Board Report (MCB): J. Mastromarino was not present to give the report from the morning meeting. V. Blanchard and S. Prentiss gave a summary of the discussions and decisions that were made.

The Board discussed the issue of the NH Medicaid Medical Necessity forms and that this state is the only one to require signatures from the ED physicians accepting the patient. A letter was proposed to be drafted from both Boards to DHHS in support of changing rules and this requirement.

The Coordinating Board (CB) members present voted on this proposal: G. Patterson made a motion that the CB co-author this letter, seconded by M. Pepin – all approved.

V. Blanchard reported that E-911 has updated their medical dispatch protocols for AED use, ASA, high risk births and stroke (see specifics in the Medical Control Board minutes) – these new protocols will go on line in the next week. S. Achilles asked who give E-911 medical direction, to which S. Prentiss responded that the National Academy writes the protocol and the Medical Control Board signs-off on them..

V. Blanchard reported that C. Odell asked for volunteers from the MCB to assist in assigning staffing requirements and the specialty care section of the Trauma System Plan.

A handout was passed out to members showing the protocol updates. The Trauma Report was tabled because no meeting took place due to inclement weather.

(Please see the Medical Control Board Minutes for complete details.)

Item 2. NHBEMS Report: S. Prentiss reported on current projects and happening in the Bureau. (see handout in packet)

The Research Sections, **Program Specialist III position** has been filled. Brad Weilbrenner, EMT-P, I/C will be starting March 31st.

The relocation of the **Northern NH EMS Office** will be moving by May.

Emergency Preparedness – The Bureau sent a list serve notice out to all in the group requesting that they prepare for the upcoming snow-melt and potential flooding.

Emergency System for Advanced Registration of Volunteer Health Professionals (ESAR-VHP) has a website address: [icanhelpnh.org](http://www.nh.gov/safety/divisions/bem/Terrorism/esarvhp.html) – **updated info:** (<http://www.nh.gov/safety/divisions/bem/Terrorism/esarvhp.html>)

where health professionals can volunteer and become credentialed to assist in situations in-state and nationally.

The Bureau Chief reminded all that were present that two licensed EMS Providers are required even in a “mutual aid” situation. Mutual Aid does not constitute a Mass Casualty Incident. If a vehicle does not have the require two Providers, they can not legally bill the patient. A question was raised about the level of Provider required on the vehicle – and it was clarified that all levels (with the exception of Apprentice) is considered a legally licensed Provider for the purposes of a two person crew. [Special note: an EMT, or higher, must be on board when a patient is being transported] D. Tauber asked if there has been any thought by this Board to require the lowest level Provider on an ambulance to be the EMT-Basic level. Discussion ensued and it was agreed that this topic should be raised at the upcoming “Retreat” at which all three Boards representation will be present. The Bureau Chief made a special clarification to make sure that no one thought that the Bureau was looking to delete the First Responder level Provider from the New Hampshire EMS System. An additional question was raised by D. Martin and the example was as follow; if a community called for an intercept (any level) and had two personnel on the vehicle that the intercept Provider assumed was licensed and they were not, would there be a situation of liability. The Bureau Chief stated that if in fact it was unknown by the intercept personnel then no liability would be found but that a warning would be issued if the Bureau became involved and a second offense would be a fineable offense.

The discussion went further into the question of community liability for EMS response. The Bureau Chief noted that EMS is not a service that is required by law like fire suppression or law enforcement. The situation of EMS Unit’s not being able to cover their own communities during certain times of the day/week was discussed and it was agreed that this issue would be between a community and the patients family – also mentioned was that organizations in this situation need to review their capabilities and step up to the responsibility. D. Tauber mentioned that this may be an appropriate topic for the Best Practices sub-committee. It was agreed by all present that this would be discussed further during the Boards upcoming Retreat.

The NH HeartSafe Communities program is moving forward to the next level. The presented materials of prerequisites and benefits to any community wishing to get involved has been placed on the Bureau’s web site “HeartSafe Communities” <http://www.nh.gov/safety/divisions/fstems/ems/forms.html#aed>

The Bureau Chief mentioned that Weeks Medical Center is closing the obstetrics unit of the hospital and that the Bureau is engaged in training for precipitous deliveries and triage for EMS Providers in the area. S. Achilles brought up the neo-natal resuscitation course and that a physician/hospital sponsor had to be coordinated and thought that another way may be beneficial to this situation. S. Prentiss mentioned that the resulting program would be a portable program.

(Please refer to the written report for complete EMS Bureau update)

Item 3. Coordinating Board Planning Retreat Update – S. Achilles asked the members present for dates that would work for them for the retreat and focused on the week of June 16th or the first or second week of August. All agreed that August would be best and that a one-day session with a facilitator would be perfect. D. Johnson asked about a pre-meeting in July in order to be properly prepared for the August retreat. S. Prentiss mentioned that the model assessment pilot standards which were given out at last meeting would help in the preparation and that 2-3 people from the Board would be helpful to do the review and meet with her on what the goals are. S. Achilles asked if these potential representatives could step forward today then there would be enough time for preparations. D. Martin, D. Tauber and D. Johnson stated their interest in this committee.

[A five minute break was held]

Item 4. Equipment List changes/rules changes – D. Martin mentioned that the committee had met via email and once just prior to today's meeting – the group consisted of J. Houston, J. Williamson, E. Yeager, M. Pepin, J. Dubey with T. Fortier as the Bureau liaison.

S. Achilles thought that a completed list would be best for the group to review and comment on and not a piece at a time. If any member wanted to give comments along the way they should be sent to D. Martin. D. Martin mentioned that the committee expects to have a finalized list for review by July and may have a list of items to be removed from the current list to the membership by the May meeting. S. Achilles mentioned that at any rate the changes will require public comment during rule change hearings. D. Tauber mentioned that all latex items should be removed from the current list.

Item 5. TEMSIS report – M. Schnyder handed out a current report to the group for review and mentioned that he updates planned by ImageTrend will go on line by the end of April. The Research section has been holding sessions around the state (8 locations) to bring Providers up to date on system changes. He also mentioned that the Quality Management group has met, that the wiki is going well and that more people are getting used to using it for questions and answers.

TEMSIS changes are listed on the Bureau's web site in a summary format.

Discussion ensued about reported problems with the TEMSIS system. M. Schnyder asked all present to have individuals call him with the specific problems so that they can be addressed at the time of the situation.

D. Martin asked if any new EMS Units have come on-board with TEMSIS to which M. Schnyder reported that when the April changes are complete new Units will be coming on board but that some are choosing to move away from TEMSIS also, but that these Units will still be required to submit records to the system.

Item 6. New Education Standards Sub-committee: E. Perry handed out the new “Instructor Insight” newsletter for review and discussed the “Exam-In-Lieu” process. He then mentioned the upcoming Education Standards and the future of education in New Hampshire EMS. He asked the membership for input to the thoughts of a sub-committee being formed to work on these standards, and asked if one or two members would be interested in volunteering. S. Achilles thought that this was a good project for the membership and asked that any interested member see E. Perry at the end of the meeting. [D. Johnson, J. Houston and D. Tauber volunteered for this assignment]

Item 7. Proposed Meeting: Ski Patrol/Search & Rescue Update: S. Achilles spoke to this subject and mentioned that he the bureau Chief and D. McVicar had met and agreed that each would be willing to approach people that represent these entities (Search & Rescue/Ski Patrol). Discussion began on who is really involved in back lands situations, what other agencies might need to be involved in the discussion. The first question truly is “Is there a problem”, S. Achilles does not want to make it look like EMS is going after these groups but that we want to be educated to the issues and make sure that things are being managed appropriately. S. Prentiss will check with other State Directors to see who has oversight of these groups nationally.

Item 8. Items of Interest:

D. Tauber – asked where we stood on the 2005 AED standards for upgrading the machines in the field? Providers had to be updated on the standards ASAP but no reference has ever been made to the machines themselves and he knows of some outdated machines that still exist and are on-line in the EMS system. Discussion ensued, motions were made and withdrawn, and it was agreed that the equipment list sub-committee could address this issue as part of the changes needed in rules and on the required list, and that the Coordinating Board could make an “Advisory” to be sent to all licensed EMS Units in New Hampshire on this topic.

D. Martin reported that he and a group of other Providers are planning to participate in the Memorial bike ride to Roanoke during EMS Week in memory and recognition of John Stumpff (Alaska air medical Paramedic previously of Dover Fire Department) and that information is on the table at the front of the room – donations are being accepted.

S. Achilles thanked everyone for having their photos taken and that arrangements are being made to have them posted over at the Academy in the main hallway.

K. Doolan reminded everyone of the current positions that remain unfilled on the Coordinating Board and the representatives that need to be re-nominated to their positions.

Note: Meeting locations for the 2008 “On the road” meetings will be in Portsmouth for July and the Conway area for September.

IV. ADJOURNMENT

Motion was made by D. Duquette and seconded by G. Patterson to adjourn the meeting. Unanimous agreement was found - meeting was adjourned at 3:10 PM.

V. NEXT MEETING

The next meeting will be on **May 15, 2008 at 1:00 PM** in Concord, NH – at the Academy.

Respectfully Submitted,

Suzanne M. Prentiss, Bureau Chief, EMS
(Prepared by K. Doolan, Field Services Coordinator)