

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

**Richard M. Flynn Fire Academy**

**APPROVED MINUTES OF MEETING**

**May 15, 2008**

**Members Present:** Steve Achilles (Chair), Michael Cloutier, Jonathan Dubey, David Duquette, Matthew Goudreau, Janet Houston, Don Johnson, Terry LeBlanc, Michael Pepin, Suzanne Prentiss, David Strang, John Sutton, David Tauber, Dennis Tobin

**Members Absent:** Al Burbank, David Hogan, Ken Howe, Karen Lord, Doug Martin (Vice Chair), Joseph Mastromarino, George Patterson

**Guests:** Jeanne Erickson, Steve Erickson, Kevin Drew

**Bureau Staff:** Vicki Blanchard, Kathy Doolan, Clay Odell, Eric Perry, Mike Schnyder, Brad Weilbrenner.

**I. CALL TO ORDER**

**Item 1.** The meeting of the EMS & Trauma Services Coordinating Board was called to order at 1:05 PM by Chairman Steve Achilles, on May 15, 2008 at the Richard M. Flynn Fire Academy in Concord, NH.

S. Achilles welcomed new member, Matthew Goudreau to the Board representing the NE Organ Bank. Introductions of all present were made.

**II. ACCEPTANCE OF MINUTES – S. Achilles** asked for comments on minutes. **Corrections were noted as follow:** a correction was requested to the information contained in the MCB report about the updated 911 Protocols – the National Academy writes the protocols and the MCB signs-off on them. With this change D. Johnson made a motion to accept with J Houston 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. D. McVicar gave a summary of the discussions and decisions that were made.

The Board discussed the Bureau's plans to develop an EMS Medical Direction Physicians Training program. This would be supported with NH DHHS Office of Rural Health and Primary Care utilizing federal funds under the flex grant. Possibly a thirty minute DVD for all ED physicians to review. Many of the MCB members were very much in favor of this idea.

It was mentioned that the State of Kentucky expressed interest in adopting the NH Patient Care Protocols.

A Pandemic Flu planning "treat and release" form was discussed and will be further researched.

IFT (Inter-facility transfer) algorithm draft has been produced by C. Odell to assist with decision making as to the need for Paramedics on a patient transfer.

C. Odell and D. Tauber discussed the Critical Care Provider Level and protocols for these providers. D. Strang asked if this was on the agenda for the Coordinating Board and S. Achilles asked that D. Strang plan to bring it up later in the meeting.

Also discussed were Cyanide kits, CO monitoring issues and surgical airway discussion.

The Medical Control Board discussed with the Coordinating Board four equipment items that they had recommendations on including Cyanide Kits, Surgical/Needle Airways, CO2 monitoring for intubated patient and a Drug Reference Guide for the ambulances.

( 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 licensed Provider numbers are about the same as this time last year.

The Research Sections, **Program Specialist III position** has been filled and Brad Weilbrenner, EMT-P, I/C is on board. S. Achilles congratulated and welcomed Brad.

The Fisher Cats game, organized to help benefit the NHAEMT David Dow Scholarship fund, was held - over a hundred tickets were sold and the EMS Providers filled one full section of the stands.

The Northern New Hampshire EMS Office has moved and is opened now in Gorham. Furniture and new computers to arrive soon.

**Emergency Preparedness / Flu pandemic planning** – a part of the statewide planning is a guidance document that will be up on the website (Ex: Where does EMS get help when personnel call in sick during a pandemic / Medical Reserve

Corp could augment the workforce.) Maine has stated that there is not really a surge plan in place – they don't have enough people or resources to fulfill such a plan. All Health Hazards needs more EMS coordination at the Regional level.

**TEMSIS** will be discussed later

**Field Services (FS)** – C. Dewey will be back to work in mid June, cut backs for budget reasons kept her out for the month of May. EMS Week is next week, Staff members are attending many events. Licensing, Investigations and Inspections are keeping the FS Staff busy.

**ALS** – info from the MCB meeting in the report.

**Education** – National Ed. Standards most important project. A concern is raised by the fact that the publishing companies do not want to write two different books, yet the AHA and the Education guidelines are coming out at two different times. Another issue under discussion is that the National Registry is only going to be accepting accredited Paramedic programs as of 2012, for testing – this will be followed and discussed further.

The **NH HeartSafe Communities** program is moving forward and Derry is anticipated to be the first community to come on-line with the program with hopes of many more to follow.( info on web site )

<http://www.nh.gov/safety/divisions/fstems/ems/forms.html#aed>

**Trauma** – SimMan is being used in hospital trainings and grant funding will add a part time Staff member to assist C. Odell with these trainings. A SimMan for EMS field training has been purchased using Homeland Security grant funds and a SimLab will be set up in the future at the Academy. The 2008 Trauma Conference planning is underway. The Obstetrics meeting is planned for June 4<sup>th</sup> in Whitefield by a focus group and then it will broaden out from there.

Discussion followed.

Although part-time staff assistance was put on hold until July 1, 2008, there was full time staff, including support staff to assist with licensing duties.

D. Johnson asked if there was a process followed when people are late in recertifying/relicensing. S. Achilles stated that legally these people should not be practicing until relicensed and if they do, and the Bureau is made aware, it is investigated. If paperwork is at the Registry, a waiver can be requested.

D. Tauber wanted clarification on who would get copies of the Education Standards and when they would be distributed. E. Perry stated all I/C's will receive them and they were in the process of being bound and sent. S. Prentiss mentioned that the website address will be sent to all members of the group. D. Tauber asked how the information has been advertised and E. Perry stated that the

Instructors Roundtable has been used but they have had low attendance and that Region 5 has not, as yet, set a date.

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

**Item 3. Coordinating Board Planning Retreat Update** – S. Achilles asked the members for a change in the agenda – E. Perry needs to present “Exam In –Lieu” information earlier in the agenda **(Moved)**

**Item 6. Exam In-Lieu – E. Perry – (moved up on agenda)** - [Handout in packet] – E. Perry stated that this past year was a challenge with regards to the “Exam In-Lieu” process and he would like input from the Board for this next year. Nineteen people took advantage of the exam in-lieu process, 18 passed and 1 failed the exam. It took many administrative hours of research for each of these 19 people and it was an administrative challenge. He would like to recommend to the Registry that they move the deadline from March to February, and then opened the floor to discussion by the Board.

J. Houston asked if E. Perry thought that the process will grow over time? E. Perry stated that at the Paramedic level he guessed that it would and that overall it will probably double in participants next year.

S. Achilles asked if the membership thought that they should make a decision on this today or should it be digested and come back next meeting to discuss it further? Most agreed that July would be fine.

M. Cloutier asked if the information regarding this process went out to all EMS Services to which E. Perry explained that the Registry had sent it out to all Reregistering providers directly, the Bureau posted it and sent information out over the “EMS List Serve”. M. Goudreau asked if it had been sent out near the end of the refresher season to which E. Perry that it had and that Instructors had been notified in the “Instructor Insight” newsletter. M. Pepin stated that it seemed like it had been a huge burden on the Staff during the re-licensing time of year. S. Prentiss mentioned that this year had been a big year for “waiting until the end” of the reregistration time to figure out a plan by Providers. D. Tauber mentioned that the small percent of people that this process assisted, took up a large percentage of Bureau time. More discussion ensued.

S. Achilles asked that the Boards members go back to their constituents and discuss what they would like to see happen with this option. Bring feedback to the July meeting. Make sure to come back with suggestions on what the process should look like.

**D. Duquette made a motion to table the discussion.** D. Tauber seconded. All agreed.

D. Johnson asked that “all options” be laid out and sent out to the group – E. Perry stated that he would forward the information to K. Doolan for distribution to the membership. S. Prentiss mentioned that E. Perry would be on paternity leave for some of June and into August.

**Item 3. Coordinating Board Planning Retreat Update – S. Achilles** – discussed potential dates – had hoped for June but there were too many conflicts so August 7, 2008 or August 14, 2008 are the suggested dates. Don Bliss will be the facilitator. Representatives from both Boards will be included. It will be an all day planning meeting. Final plans are in process and will be made known at the July meeting. **(NOTE: Due to logistical difficulties, August 14, 2008, at the Local Government Center, in Concord, has been secured)**

D. McVicar asked if the meeting was to review the current medical model evaluation grid already developed or to rate ourselves and bring the system “up to snuff”. S. Achilles stated that it really could be both. S. Prentiss discussed the last planning meeting and the model that was created – it is now time to see how well we did, what needs to be updated, find the gaps and make a future plan.

D. Johnson, D. Tauber and D. Martin will work with S. Prentiss to identify, categorize and prioritize the strengths and weaknesses of the system. Further discussion ensued.

J. Houston mentioned that twenty plus years ago NHTSA had done a visit to NH and outlined a plan to guide the EMS System. She asked if the Coordinating Board could see the old report to which S. Prentiss agreed and also mentioned that a copy of the Regional Council letter might also be helpful.

**Item 4. Equipment List changes/rules changes – D. Martin (Moved to a lower position in the agenda)**

**Item 5. TEMSIS report – M. Schnyder (moved up on agenda)** handed out a current report and discussed the new templates that will be going on line after being tested in the field. This next release will come in May.

Also a new printed hospital report “drop sheet” is being researched. Upcoming change: Report Writer to MicroSoft Excel will be a report accessible by Hospital Coordinators and training will be offered. A ramping up effort is underway to get all of the Units not currently reporting to do so, in TEMSIS.

**[5 Minute Break]**

**Item 4. Equipment List changes/rules changes – D. Martin** was not present to report on this, S. Achilles stated that Doug reported to him that the group had not met since last meeting. D. Martin had been busy and had not had the opportunity to organize the group. M. Pepin was assigned as the new Chairperson for this

group. D. Tauber expressed interest in getting involved. S. Achilles mentioned a few items that came out of the MCB meeting (ie: Cyanide) Discussion ensued about the use, cost, problems, need for and policies surrounding the Cyanide kits (Cyano-Kits). S. Achilles stated that Portsmouth will be creating a procedure to follow for their use of these kits and will share this with the group once complete. D. McVicar suggested building this into a rehab. protocol.

Another piece of this discussion included the continuous monitoring of CO2 levels in patients. Further discussion took place. D. McVicar asked if the Bureau could research how many Units use 12 leads, have there AED's updated to the 2005 guideline and how many have CO2 end tidal monitoring capabilities. S. Prentiss thought that the Hospital Coordinators would be the best contact for these issues in their catchment areas.

The Subcommittee consists of J. Houston, M. Pepin, D. Martin, D. Tauber and J. Dubey along with other interested individuals who do not sit on the Board.

V. Blanchard reminded the group that the MCB may have some protocols that will require new pieces of equipment in 2011, this will give preparation time for budgeting purposes. S. Achilles mentioned that the MCB discussed advanced airways that include dilatation wires. J. Houston suggested that all suggestions be given to the subcommittee at once to be included in a consolidated list.

**Item 6. New Education Standards Sub-committee: E. Perry [Actual discussion was on "Exam In-Lieu] (Moved up on agenda)**

**Item 7. Ski Patrol/Search & Rescue Update: S. Achilles/S. Prentiss** reported that responses from a survey to the National EMS Directors showed that many do not license, or regulate in any way, these entities with in their states. (13 responses – 11 no regulate / 2 do but with little oversight)

S. Achilles asked if this was truly an issue in NH, came back to the original question. With no direction voiced, this item was tabled until a future time.

**Item 8. Best Practices Topic: J. Houston** asked that the Best Practices group be reactivated for a few items of discussion. Discussion took place. It was agreed that the subcommittee membership could be fluid depending on the topic.

M. Pepin made a motion to reactive this group, J. Houston seconded, all agreed. J. Houston and K. Doolan will work together to coordinate this meeting.

**Item 9. Items of Interest:**

D. Tauber brought up the Critical Care Paramedic proposal which is driven by Medicare rules, is a scope of practice and assists when appropriate hospital staffing is not available to leave the hospital on a transfer. He stated that the IFT

protocol swung too far and medics are allowed too much leeway during long distance transports. Surrounding states have higher level Paramedics for transport of critical care patient needs. C. Odell stated that we need to consider this higher level of Provider in order to come in line with other states and the future National Scope of Practice. A special subcommittee will be considered to discuss new level of licensure, what the credentials should be, what other states are doing and medical control for Interfacility transports. The committee will be open to interested Physicians and Unit representatives, decisions to be included in the 2011 protocols. S. Prentiss agreed that it should be studied and that C. Odell will coordinate the subcommittee. D. McVicar will be involved. D. Strang asked for information and suggested that the real question is, can the problem truly be satisfied by instituting this level of critical care provider into the system. The Bureau will report back to the Coordinating Board on this. The Bureau Chief asked that this topic be added to the next meeting agenda and discuss exactly who should be involved in the group.

**SPECIAL NOTE:**

For any members who were unable to attend the photography session at last meeting – the Photographers contact information will be available at the next meeting so that individual appointments can be made for a picture to be taken at the Department of Safety building in Concord.

**IV. ADJOURNMENT**

**Motion** was made by D. Duquette. Unanimous agreement was found - meeting was adjourned at 3:25 PM.

**V. NEXT MEETING**

The next meeting will be on **July 17, 2008 at 1:00 PM** in Portsmouth, NH – at the Portsmouth Regional Hospital – Classroom to be announced. Portsmouth Fire Department Ambulance and Tower will be shown during the lunch break.

Respectfully Submitted,

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