

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

**Portsmouth Regional Hospital**

**APPROVED MINUTES OF MEETING**

**July 17, 2008**

**Members Present:** Steve Achilles (Chair), Michael Cloutier, Jonathan Dubey, Janet Houston, Don Johnson, Doug Martin (Vice Chair), Joseph Mastromarino, Michael Pepin, Suzanne Prentiss, David Tauber

**Members Absent:** Al Burbank, David Duquette, Matthew Goudreau, Terry LeBlanc, George Patterson, David Strang, John Sutton, Dennis Tobin

**Guests:** Dick Cooper, Chip Cooper, Chris Dubey, Sean Ellbeg, Jeanne Erickson, Steve Erickson, Kevin Drew, Doug McVicar, William Riley, Janet Williamson

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

**I. CALL TO ORDER**

**Item 1.** The meeting of the EMS & Trauma Services Coordinating Board was called to order at 1:10 PM by Chairman Steve Achilles, on July 17, 2008 at the Portsmouth Regional Hospital in Portsmouth, NH.

S. Achilles welcomed all present and introductions were given.

**II. ACCEPTANCE OF MINUTES – S. Achilles** asked for comments on minutes.  
D. Martin made a motion to accept the minutes as written – all approved.

**III. DISCUSSION ITEMS**

**Item 1. NHEMS Medical Control Board Report (MCB): J. Mastromarino** gave a summary of the discussions and decisions that were made.

The Board discussed many topics including EMT-I Intraosseous procedures on Adult Patients for the 2009 Protocols. Continuous capnography will be phased in the 2011 protocols. Protocol updates are in process – nerve agent updates, the stroke assessment/scales concept was discussed. Surgical/needle airways will be clarified for pediatrics. Intramuscular Fentanyl dosage will be researched.

( 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 current report in packet)

The licensed Provider numbers are holding steady.

Bureau Staff updates: B. Wood is still out – look forward to having him healthy and back at work. E. Perry is out on family leave for the birth of Carter Mason Costello – congratulations!!

The Northern New Hampshire EMS Office is back on-line with a few tweaks to be made. V. Blanchard and C. Odell have just returned from the National State EMS Officials meeting in Kansas City.

**NHOODLE** – Rural Health funds have been granted to initiate this on-line education tool in the near future. The Research section is the lead on this project and will discuss it more later today.

**TEMSIS** will be discussed later.

**Field Services (FS)** – Reminder that the Annual Awards deadline is fast approaching.

**ALS** – info from the MCB meeting in Bureau Report.  
(See below: CO monitoring survey)

**Various conferences** are upcoming – NH Trauma Conference in November, North Country EMS Conference in October and the Central NH EMS Conference next spring (Mt. Sunapee).

**SIM Man update** – a part time person is planned to be hired to work with the new manikin and create a Sim-Lab at the Academy in Concord for use by pre-hospital EMS providers.

**CBT** - Computer-based testing locations are going well – Conway and Brattleboro, VT are the latest to be going on-line.

**Medical Directors program** – J. Politis and S. Dickinson will be creating and narrating the new program.

**ALS Coordinator Survey** concerning use of CO monitoring by EMS – the survey was sent to all licensed EMS Units in the State - 64 surveys were returned. 27 of these 64 have CO monitoring capabilities (CPAP). The Bureau hopes to have more surveys returned and more answers by the MCB/CB September meeting. Funding from Rural Health may be available for EMS Units with Critical Access Hospitals as their Medical Resource Hospital (MRH). Chairman Achilles asked the EMS Coordinators present to assist in getting the Units to

complete and return the surveys by the July 31<sup>st</sup> deadline as it is an important topic.

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

**Item 3. Coordinating Board Planning Retreat Update** – S. Achilles notified the membership that because of conflicts a new date is planned for the Retreat – August 14, 2008. Will be held in Concord, exact location will be announced in the near future. All members of the Medical Control Board and Coordinating Board are invited to attend and participate – members expressed that they are looking forward to this necessary discussion. Non-Board members are welcomed to attend as it is a public meeting, but may not actively participate unless requested by Chair/Facilitator. D. Bliss will facilitate. S. Prentiss directed everyone to the information in their packets and other documents that will be sent: NHTSA 1990 visitation report; Article where D. Bliss is quoted; 2002 goals, mission and vision from last planning sessions (of which many are done); PDF of 2007 National Assoc. of State EMS Officials.

S. Achilles stated that based on the State Officials categorical components the group will prioritize issues and give them back to the Bureau for implementation. S. Prentiss stated that the Boards create the Goals and the Staff would work out the details and bring them back to the CB, and then carry out their wishes. S. Achilles reminded everyone to go into this meeting with the mind-set of getting this done and stated that it is one of the beneficial investments that the Board can give to the System.

**Item 4. Equipment List changes & Advisory** – S. Achilles reported that he had asked M. Pepin to take over this sub-committee because D. Martin was unavailable but that communication was misunderstood and the group has not met. D. Martin has emails out to group awaiting returns. Will report to Board at next meeting (after Retreat). S. Prentiss reported that the DOS Legal Council is ready to file the Interim rules as “Final” and would like to include the subcommittee’s findings and asked that the Board make this a priority for the September Meeting. J. Dubey mentioned that the subcommittee did make progress and maybe that should be given to the Board for discussion. J. Houston stated that the American College of Surgeons and others are in process of publishing a new list of ambulance equipment requirements and she would like to be able to include them. S. Achilles mentioned that if they were in by the September meeting along with other items (continuous capnography, IO, CPAP etc) they might all be able to be included, but that the rules could be added to later. Note: the rules will need to go to public hearing prior to becoming permanent. S. Prentiss stated that a major role of the CB is to be engaged in rule approval. S. Achilles asked that if the sub-committee could come up with a meeting date prior to Aug. 14 (Retreat date) to be in touch with D. Martin. He asked for a **report from this committee for the September CB meeting.**

**Item 5. TEMSIS report** – **M. Schnyder** handed out a current report and stated that the new changes by Image Trend have made the system slower – he asked individuals to get in touch with the company directly with problems that they encounter. M. Schnyder mentioned that a grant has been applied for and he should know more by the September meeting. He also reported on “NHOODLE” and gave a handout to the group on this on-line educational resource project. He stated that NHOODLE can also be used for meetings and used to inform all users a major event with what to do for response and action to be taken. C. Cooper (from Rural Health) told the group that NHOODLE will assist in bringing education to rural providers, will help with recruitment and retention and with consistent and quality courses. He gave an example from the western part of the country where they have “EMS at night” which is video based and might be an option for the future using NHOODLE. Discussion ensued on the specifics and abilities of this entity. M. Schnyder spoke of three levels to NHOODLE – continuing education, advanced education (limited) and a third level which will be specific to New Hampshire. S. Prentiss stated that this helped meet the goal of “on-line education” as outlined in the 2002 Coordinating Board Planning sessions.

**Item 6. Exam-In-Lieu Update** – **S. Achilles** reviewed last meetings minutes and a handout from that meeting, and reminded all present that he had asked membership to speak with their constituents on this matter. Discussion ensued. Group reviewed the four options outlined, and discussed dropping the least necessary. Final decision was for all members to bring the question back to their constituents and **come back to the September meeting ready to vote on the question at hand.**

**Item 7. Critical Care Paramedics** - **S. Achilles** stated that C. Odell and V. Blanchard are working on this issue and asked members from the Board who are interested in the topic to get involved. D. Tauber and J. Mastromarino expressed interest. Discussion ensued. C. Odell reported that a meeting on this topic would be held August 12<sup>th</sup>.

**Item 8. Best Practices Topic: J. Houston / S. Achilles** mentioned that there is a new federal law taking effect late November 2008 concerning high visibility vests for all emergency responders. C. Odell spoke to the law (23CFR Part 634) and its effects. Discussion ensued. J. Houston will Chair the reincarnated Best Practices sub-committee and this will be one of the topics to be worked on.

**Item 9. Items of Interest:**

D. Cooper made the group aware of the Federal Law stating that each person must be fit tested on an annual basis for any N95 masks they are expected to use.

D. Johnson asked if the Board happened to be unaware of a certain Federal Law – did this make them liable and eligible to be sued? **Bureau Chief Prentiss will look into and report back.**

S. Achilles mentioned a CO monitoring education session to be held at the Academy by the PFFNH on August 21<sup>st</sup>. M. Pepin stated that the PFFNH grant program will put 6 – 8 monitors across the state.

S. Achilles mentioned that Portsmouth FD was coming up with a policy on the use of Cyano-kits and would share it with the group once developed.

#### **IV. ADJOURNMENT**

**Motion** was made by M. Cloutier – all approved - meeting was adjourned at 3:35 PM.

#### **V. NEXT MEETING**

The next meeting will be on **September 18, 2008 at 1:00 PM in Conway, NH** – at the Conway Fire Department (97 Main Street) – park to the right of the Fire Station past Church parking.

Respectfully Submitted,

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