

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

May 19, 2011

Fire & EMS Academy, Concord, NH

Approved Meeting Minutes

Members Present: Michael Cloutier, Doreen Gilligan, Matthew Goudreau, Jason Grey, Eric Jaeger, Don Johnson, Terry LeBlanc, Rae Mello-Andrews, Stacy Meier, Richard O'Brien, Clay Odell, Ron O'Keefe, Michael Pepin, Greg Placy, Perry Plummer, Peter Row, Eric Schelberg, David Strang (Chair), Jim Suozzi, Mark Tetreault, Dennis Tobin

Members Absent:

Excused: George Sykes

Guests: Don Andrus, Jason Cleary, Richard Cloutier, Daniel Defosses, Pamela Drewniak, Jeanne Erickson, Steve Erickson, Mark Hastings, Chuck Hemeon, Ray Leavitt, Jr., Paul Leischner, Steve L'Heureux, Kevin MacCaffrie, Mathurin Malby, Shawn Riley, Steve Robbins, Chris Silver, David Tobine, Patrick Twomey, Grant Turpin, Ted White, Mike Williams.

Bureau Staff: Vicki Blanchard, Diane Carrier, Chip Cooper, Kathy Doolan, Janet Houston, Shawn Jackson, Eric Perry

Welcome/Introductions - D. Strang, Chair.

Welcome and introductions by the membership were completed. A special welcome was made to the new Director. Additionally all members of the audience introduced themselves.

Acceptance of 03/17/11 Meeting Minutes - D. Strang

Time for the review of minutes was allowed. One correction was requested (second page "Director Perry" should be Director Plummer). A motion was made by R. O'Brien and seconded by T. LeBlanc to approve the minutes with the one correction. All approved.

N.H. EMS Medical Control Board (MCB) Report – J. Suozzi

Dr. J. Suozzi gave a summary of the morning meeting. PIFT changes, 2013 Protocols and the committee's control of the document, Head Injury/patient instructions, and First Responder transitional modules/waivers were all discussed.

[MCB Minutes are posted on website once approved]

N.H. Bureau of EMS (NHBEMS) Report – C. Odell

Bureau Chief Odell referenced the Bureau of EMS Bulletin handout in the member folders. C. Odell then updated the group on the history of the Ad Hoc Committee and their subsequent report. He then requested support from the Board for each of the six recommendations. The recommendations (full details listed in "Report to the Commissioner – March 2011") were voted on separately after discussion was complete. Chief Odell acknowledged Bureau support of each of the recommendations with comments noted;

#1 – Repeal of the Refresher Training Program (RTP) practical exam requirement – responsibility of skill verification will be placed on Instructors, Unit Heads or a combination thereof. Bureau agrees.

#2 – Formal RTP course needed for all NH Providers. Bureau agrees.

#3 – With repeal of the RTP practical exam, the Education Staff (full and part time) will be reallocated to assisting Instructors and auditing of programs to assure standards are being met. Bureau agrees.

#4 – Reform of the adjudicative process with regards to Investigation Hearings and the Committee that hears the appeals – This will take legislative changes and is more complex because legal advice will need to be obtained. A request for this to be tabled was made. Bureau agrees with reform suggestions.

#5 & 6 – [5 – I/C application and selection process review and development of Code of Ethics for ICs] [6 - Ad Hoc Committee reconvene in 2 years to review status] - The Bureau agrees with the concept of both recommendations.

D. Strang then suggested that the Board discuss each recommendation and vote on each one individually;

#1 – D. Strang noted the emails that have been passed about in the EMS Community prior to the meeting, and noted that it seemed that there was little or no opposition to the repeal of the RTP practical exam. Much discussion on the usefulness of the current RTP exam took place. An initial motion was amended to include a statement about the Bureau Chief convening a committee to review alternatives to the practical, and added the First Responder (FR) refresher practical as well as the EMT-B refresher practical to the motion.

A motion was made and amended by R. O'Brien: The Board approves the removal of the RTP practical exam requirement for FRs and EMT-Bs (and EMT-Is), and requests that the Bureau Chief convene a committee to look into alternatives to the practical.

Seconded by T. LeBlanc. Motion passed.

E. Jaeger expressed concern that the refresher season is fast approaching and that Instructors need to know what the alternative(s) is/are going to be. He asked that the Board be updated as to this new process at the July meeting. This was agreed to by

the Bureau Chief.

#2 – Discussion about what can be considered for an approved formal refresher training program ensued (i.e. submission of lesson plans, modular approach, distance learning, conferences). Questions about what the National Education Standards will add were asked. E. Perry stated that the Ed. Standards will allow for more flexibility and stated that the current committee looking to implement the Ed. Standards has already discussed some options and is moving to have them implemented by next year. Many questions were addressed.

R. O'Brien asked that the Board focus on the Ad Hoc Committee's recommendation, and that the appropriate committee work out the details of the curriculum.

S. Meier **made a motion** to have the Board accept recommendation #2 as written. R. Mello-Andrews seconded the motion. All Board members voted to approve the motion.

#3 – Discussion focused on the auditing of courses with qualified, trained auditors with appropriate tools to do so. The Bureau Chief explained that this has been in place but that the resources to do so have not existed until now and asked that the Board look at this issue from the 40,000 foot perspective and let the committee deal with the specifics of how this new process will work. The specifics that are drafted by the committee will be sent to the Board for review and feedback.

M. Cloutier made a motion to accept recommendation #3 as written. R. O'Brien seconded the motion. All Board members voted to approve the motion.

#4 – Discussion on the current process of appeal hearings ensued. D. Strang asked why the recommendation should be tabled at this time, and stated that the Board could still support the recommendation for legislative and legal council changes in the future. C. Odell stated that more research needs to be done on this matter and the additional information will be brought back to a future Board meeting for further discussion (C. Odell was not sure it could happen by September). P. Plummer stated that enhancing the hearings process is a priority for the Commissioner but that the resources to do so are limited. The Commissioner agrees that there is a possibility of only using a few specific Hearings Officers for EMS hearing, and taking time in advance to educate them as to the EMS rules/laws – currently their focus of expertise is NH motor vehicle rules/law. Additionally, he will look into having the Department lawyer present, on an as needed basis, at the hearings.

P. Row **made a motion** to accept recommendation #4 in principle and requested that the Bureau report back to the Board in September with more information. R. O'Brien seconded the motion. All Board members voted to approve the motion.

#5 – Discussion on conduct and integrity took place. J. Grey made a motion to accept this recommendation. E. Jaeger suggested adding in "EMS Community" after the words "NH I/C community" and asked what the size of the working group should be and all agreed that the Bureau needs to work that piece out.

D. Strang **made a motion** to accept recommendation #5 with amendment: "Recommend that the NHBEMS facilitate, in collaboration with representation of the NH I/C and EMS Communities, an examination of the application and selection process for I/Cs and develop an I/C professional code of conduct and integrity agreement." S. Meier seconded the motion. All Board members voted to approve the motion as amended.

#6 – All agreed that it made sense for the Ad Hoc Committee to reconvene in 2 years to review that status of the recommendations made. M. Cloutier **made a motion** to accept recommendation #5 as written. S. Meier seconded the motion. All Board members voted to approve the motion as amended.

[Please see written Bureau Bulletin in folder for additional information]

Old Business:

Ad Hoc Committee recommendations – (See above discussion)

Best Practices Update- M. Pepin

M. Pepin reported that the sub-committee has met twice since the last Board meeting and has moved the time of the meeting to coincide with the afternoon of the Protocol sub-committee in order to cut down on travel by the same group of representatives. He stated that the sub-committee would like the support of the Board on three new SOG's: "Concern for Adult/Elder Well-being" / "Family-Centered Care: Developing Working Partnerships for Children" / "Operating on Limited Access Highways" (as sent electronically to each member) and stated that the sub-committee will also be making some changes to the format of the current Best Practices document. Additionally, the sub-committee agreed that changes to this document will be made every 2 years like that of the NH Patient Care Protocols – it will be a living document.

P. Row asked if the SOGs included in the Best Practice document were non-binding. M. Pepin stated that that was the intent and that EMS Services could cut-and-paste pieces or the entire policy as needed onto their own letterhead – each should be considered a starting point.

J. Suozzi commended the sub-committee on their work, stated that this is a good working document but recommended that the sub-committee be careful not to stray away from EMS policies and into Fire Service suggested policies.

D. Strang suggested that each SOG be voted on separately. M. Cloutier made a motion to accept the "Limited Access Highway" SOG as written. G. Placy seconded the motion. All Board members approved.

J. Grey made a motion to accept the SOG concerning Adult/Elderly Well-being. S. Meier seconded the motion. All Board members approved.

E. Jaeger made a motion to accept the SOG concerning Family Centered Care. E. Schelberg seconded the motion. Comments were made that this was a very helpful

SOG. All Board members approved the motion.

M. Pepin further reported that the Lights & Sirens SOG currently in the document was in process of being updated and that statements from each of the major insurance carriers (LGC and Primex) will be included in the revision. They both agree that their companies have never required an ambulance to run lights and or sirens when a patient is in the patient compartment and that it is a long standing urban myth. He also stated that it would make sense for the sub-committee, working with the Division, come up with educational elements to include in all courses and make available to Unit leaders. P. Plummer stated that this type of a program would be supported by the Division. D. Strang stated that this would not be a dictate of behavior but a concern for safety of the public and providers. J. Suozzi asked that when the sub-committee revises the current SOG, they update the policy information on “call determinants” as they are not in-line with the National Academy of Emergency Dispatchers standards.

M. Pepin also informed the Board that the SOG on Firefighter Rehab. is being revised and will be brought to the Board in the future. It is being made more generic so to be more widely accepted. Topics for the future will be: Refusal of Care, Taser removal, Use of restraints and handcuffs on patients during transport and Delivering Bad News (Ex: death of a patient to family).

PIFT Update – D. Strang gave update of the committee meeting that was held after last Board Meeting. V. Blanchard stated that new wording was included in the PIFT protocol and an “Opt Out” option was included.

Lively discussion ensued and opinions were offered. Concern was raised that the “Opt out” option would be abused and the membership was assured that the review of required documents for opt out would be completed by the Bureau to make sure that due diligence was completed by the sending hospital. A reminder was made that this protocol was created to safeguard the Paramedic that was not completely comfortable taking a patient that required skills beyond that provider’s skill level and that all levels and scopes of practice need to be respected.

D. Strang **made a motion** to adopt the two amendments put forth after the committee met, and add a clause stating that the Board requests the Bureau to regularly review the “Opt Out” reports that will be submitted by Hospitals. A box entitled “Opt Out” will be added to the transfer forms used by the hospitals. This motion was seconded by S. Miere. Most Board members approved the motion, no one opposed, one abstention (P. Row).

EMS Survey Update – C. Cooper

C. Cooper circulated a handout sample of the survey to the members present. He then reported that the pilot of the survey has been completed and thanked the participants. E. Schelberg spoke up as one of the pilot Unit sites and stated that it took him about 3 hours to complete the survey and that it was easier because he had complete access to all of the statistics being requested, he thought that some Units may have trouble completing some sections and could get frustrated.

C. Cooper stated that some of the questions do not correlate to some of the Units out there but that it was the best format for the majority. The survey will be sent out soon. There were no questions from the group.

Data Advisory Committee – C. Cooper

C. Cooper circulated a handout dated 5-3-11 which he reviewed with the membership. He stated that the committee was made up of approximately 15 people and has met “virtually” in order to keep travel cost down and use everyone’s time efficiently. There will be one meeting this summer and representatives from the Medical Control Board and Coordinating Board are asked to participate. The goal is to improve documentation statewide. Representation from all areas of the state would be ideal as the buy-in and advocacy would be expected to be higher.

Benchmark / System Monitoring Committee Update – R Mello-Andrews

(This committee has merged with Data Advisory Committee – no separate report required – will be removed from agenda in future.)

New Business:

Consideration of the First Responder Modules –C. Odell

C. Odell gave the background on this item which grew out of a recent North Country Chiefs Meeting. Many in attendance felt that the First Responders (FRs) in their areas needed to be able to “legally” administer oxygen and monitor vital signs as part of their scope of practice.

The new National Education Standards, due out in 2012, will in fact have these two training modules included with the “Emergency Medical Responder” curriculum, but until that time the Bureau feels that allowing education on these skills and a request for a waiver from the Division will be the best option.

Since 2005 (inception of statewide protocols) FRs, if trained in the four additional modules [O2, Spinal Immobilization, Quantitative vital signs and Splinting] have been able to apply to the Division for waivers each contiguous year, assert training in these areas, and then be “legal” to practice. If a waiver was not requested or maintained, a new waiver would not be issued.

FRs that never applied for the four module waiver – could have approval of the new O2 & vital signs modules once their training is completed. The Unit will need to apply for the waiver and list all providers that they are applying for. Once the new National Standards are in place for FRs, the need for all of these waivers will gradually go away as the individual providers are upgraded to the Emergency Medical Responder status.

J. Grey **made a motion** to approve this process for Division implementation. G. Placy seconded the motion. All Board members agreed and approved the motion.

Items of Interest – All present

C. Cooper mentioned the upcoming EMS Management course being sponsored by the Division and mentioned that there are still a half dozen slots open for registrants. He will be sending out the information again with the hopes of filling all slots – dormitory space is available for anyone needing to travel. They are welcomed the night before class and will need to schedule a room with the Division. C. Cooper also mentioned that another full EMS Management course will be run next winter and will most likely be at the Academy again because of the great costs involved in moving to a location not owned/operated by the Department of Safety.

S. Meier brought to the table a request for an EMS Memorial on the site of the Academy for EMS Line Of Duty Deaths (LODD) and stated that the profession needs this recognition. Director Plummer stated that he would gather information and report back at the next meeting with ideas and options.

C. Odell expressed “Happy EMS Week” to all present. He then asked the Board about posting their contact information on the Divisions website along with their photos. All members should let Clay know how they feel about that issue. P. Row asked if there was a way for each Board member to receive a Dept. of Safety email address so that they would not have to mix their personal email in with EMS business. P. Plummer stated that he would look into that possibility.

S. Meier asked about the July and September meetings that are “usually” on the road and if the interest was still out there for using Cannon Mt. The group was very interested and agreed that the September meeting would be perfect.

D. Strang asked about the location of the July meeting as no decision was made. More information to follow – if anyone has ideas please inform D. Strang or C. Odell.

E. Jaeger asked about the testing process for EMT-Is (Advanced EMTs) under the new National Standards, and what the National Registry was going to require. D. Strang thought that this would be a good agenda item for the July meeting. All agreed.

Adjournment – Motion made (D. Johnson), seconded by G. Placy, and the vote was unanimous. (3:40 PM)

Next Meeting

Thursday – July 21, 2011
Location - TBS
1:00 PM