

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

**January 17, 2013
NH Fire Academy – Concord, NH**

Approved Meeting minutes

Members Present: David Strang (Chair), Mike Cloutier, Doreen Gilligan, Jason Grey, Don Johnson, Stacy Meier, Richard O'Brien, Greg Placy, Peter Row, Eric Schelberg, Mark Tetreault, Dennis Tobin

Members Absent: Michael Pepin

Excused: Eric Jaeger, Theresa Leblanc, Rae Mello-Andrews, Ron O'Keefe

Guests: Pam Drewniak, Steve Erickson, Jeanne Erickson, Fred Heinrich, Frank Hubbell, Lynn Lagasse, Sue Prentiss, Shawn Riley, Steve Robbins, Grant Turpin, Helene Zielinski, Gary Zirpolo

Division Staff: Vicki Blanchard, Richard Cloutier, Kathy Doolan, Janet Houston, Shawn Jackson, Clay Odell, Angela Shepard

Welcome/Introductions – D. Strang, Chair

The Chairman welcomed everyone and introductions were given by all present.

Quorum present.

Dr. Strang took a moment on behalf of the Board to express condolences to member, Eric Jaeger, and his family over the recent loss of their son Quest – a shared sadness was conveyed.

Acceptance of 11/19/12 Meeting Minutes – D. Strang – All members present today briefly reviewed the November minutes. No changes / corrections / edits were brought forward. Motion was made by J. Grey and seconded by D. Tobin to approve the minutes. Unanimous vote to accept the minutes as written/presented. (Note: one change was made post-meeting, (page 3/Board membership) by D. Strang so as to correct a statement made by himself at the Nov. meeting – the change was noted in the Nov. minutes prior to posting them on the website as “Approved”)

N.H. EMS Medical Control Board (MCB) Report – V. Blanchard

V. Blanchard introduced Frank Hubbell, DO as the new, but not yet officially appointed, member of the Coordinating Board representing the Medical Control Board. Dr. Hubbell gave a summary of the morning meeting – minutes can be viewed on the Division website once approved.

Discussion at the morning meeting / topics:

- Trauma Conference went well.
- “Short Spine Board” survey completed.
- 2013 Protocols are out with associated video on the changes and appropriate level exams are in place for the providers to prove their knowledge.
- Community Paramedicine was discussed.
- Police acting as emergency responders and carrying/using O2 – work with local EMS to train on the equipment and proper use.
- On-scene care by physicians – talk with Med Director; covered in new protocols.
- Surveillance of data (Flu in NH) – TEMSIS will be updated to make this process

easier next year. Currently must look through narrative.

[MCB Minutes are posted on website - draft and approved]

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

C. Odell mentioned the “EMS Bulletin” for details and reference. He then mentioned that there would be a transition in leadership for the next few months at the Division because Director Plummer would be overseeing the Homeland Security Division until a new Director could be named to that position. Jeff Phillips will be the Acting Director at FST&EMS and this should only last 4 – 6 months until Director Plummer is back at the helm of FST&EMS.

When asked by D. Strang if there was anything that either the Medical Control or Coordinating Board can do to help in this situation, C. Odell jokingly (yet seriously) stated: “Make sure he comes back”.

C. Odell then listed the various accomplishments made, with assistance of the many Boards and Committees, by the Bureau during the year 2012.

- Education – audits of programs (200 +/-)
- Education Standards program for I/Cs
- Wheelchair van inspections
- Trauma hospital site reviews (5-6)
- Stroke/STEMI System Summit
- 2013 Protocols – new format and publisher (Bureau) – accolades paid to V. Blanchard and committee. Videos are on-line and should be viewed by providers and then exam completed.
- Board of Pharmacy work on medication distribution issues.
- Pre-planned EMS Coverage signed by Commissioner
- Legislation on TEMSIS documentation requirements – defeated
- PIFT Audits completed and on-going
- EMS Survey was completed
- TEMSIS Town Mtg. was video cast
- TEMSIS Auto narrative was improved
- TEMSIS user manual produces
- NHOODLE improvements
- Investigations on-going – R. Cloutier hired to focus on these
- EMT-I to AEMT conversion moving forward
- Webinars for ICs
- AEMT “mock” exam – “great tool” per user opinion
- Vouchers for AEMT testing – in place (one per licensed EMT-I)
- Pedi-SIM project
- Licensing – on-line renewal process
- Grant for Trauma Registry
- Funding for the “Field Bridge” (G&C approval pending)
- Pedi emergencies program by Bureau staff (9 – 10 classes completed)
- Community Paramedicine Task Force organized – Interested units should pursue
- Administrative Rules in process – awaiting new Dept. Attorney to move forward
- Short board usage survey completed – to be presented in D.C.
- RTP requirement changes – now can be by CE (audits more prevalent by Education)
- Heart Safe Communities – AED Commission
- Ambulance rate survey
- Trauma Conference w/ pre-conference workshops – 2 days in Whitefield
- National Honor Guard Academy at Fire Academy
- Bariatric patient transport discussion and research for resources

- EMS community transport maps
- EMS Annual Awards
- Education section – distributive education
- All daily activities and requestsLOTS of work in one year's time!!

[Please see written Bureau Bulletin for additional information]

Old Business:

Administrative Rule Changes – update – C. Odell

As reported in Bureau Report above – rules are awaiting finalization by the new Department Attorney, they will then be moved forward.

Community Paramedicine update – C. Odell

(initially skipped in agenda – see information later in the minutes)

Board membership/attendance discussion – D. Strang

D. Strang reported that there are six seats currently un-filled:

- Medical Control Board (MCB)
- NH Hospital Association
- American Red Cross
- American College of Surgeons
- Organ/tissue donor organization
- Public member (third position)

The MCB seat will be filled by nominee Frank Hubbell once approved by the Governor's Office (until then, non-voting member). The NH Hospital Association (NHHA) has put forth Grant Turpin's name to the Governors Office as a representative from that organization – He is an EMS Coordinator which the NHHA feels is a position within the hospital that is very well connected to the EMS Community. Susan Ayers will be filling the Red Cross position once approved, the letter is at the Governor's Office currently. Rose Durning has been nominated to the Governor by the New England Organ Bank and we are awaiting the approval letter. Helene Zielinski has expressed interest as a public member to the Board. She used to be an RN and EMS provider in NH and has retired from both. She is interested in getting involved and is at the meeting today to observe the process.

D. Strang reported that with these appointments, the membership roster will be almost complete except for the American College of Surgeon's seat which has not been filled in 5 years. Letters have been sent to the organization representative to request action on a nominee but to date no response has been received. The question is do we go forward with trying to change the list of members that is required by law (RSA 153-A) or is it possibly a G&C decision to update list of members? C. Odell felt sure that it would take a legislative change.

A great deal of discussion took place with regards to this seat assignment and what action to take: Propose a different organization to be represented, drop the number of representatives required, correct organization names that are no longer as listed (American Heart Association) or leave list as is. In the end it was agreed to wait on any action because the LSR period has closed. The Board should further consider other organizations that might be appropriate as members (maybe an EMS instructor organization rep). D. Strang asked A. Shepard to follow through on her proposal to make contact with a American College of Surgeon's NH representative to see if they are interested in maintaining their seat on the Board. In general, members reminded the group that anything can happen when you "open" an RSA for changes/updates. Additionally the group overall recognized that a Hospital Coordinator's seat on the Board would be appropriate – G. Turpin will inquire with the NHHA if they would

be interested in keeping the NHHA seat and stand behind a new Hospital Coordinators seat.

[short break]

Community Paramedicine update – C. Odell (from earlier on the agenda)

C. Odell reported that DHHS has rules that require licensure by that agency as a healthcare provider in order to protect the public. This is a good thing and resolvable – discussion is underway with this agency.

Best Practices update – R. O'Brien

R. O'Brien handed out materials to be reviewed by the membership. He then explained what the differences will be between the 2008 version of the Best Practice document (posted on the website) and the newly drafted 2013 version. There will be some wording updates (Limited Access Highways) to more acceptable and current verbiage and a newly drafted Lights and Sirens SOG will be added, as examples. The newest proposed SOG is on "Responder Rehab" based on NFPA 1584. All of these can have local considerations added to the SOG. The Board will be asked to vote on the changes to the SOG at the next meeting and any other proposed changes will be sent to the Board prior to the March meeting so that action can be taken at that meeting. D. Strang asked if the Lights and Sirens (L&S) SOG will be a part of the packet for the March vote to which R. O'Brien agreed that L&S would be included and mentioned that the overall format of the material will be very different and web based this next time around. This new format will make it easier for the services to use the information – "rob" from it for free. R. O'Brien went on to mention that the L&S section might not be as comprehensive as it could be but it will get the services thinking about the issue of responding "hot or cold".

Topic not on agenda (old business 9/2012):

At this point the Bureau Chief asked a question about the administrative rule for ambulance equipment requirements and mentioned the child restraint / car seat requirement – asking if a group had convened to discuss the matter since the September 2012 meeting as requested.

S. Meier stated that the New Hampshire Ambulance Association had discussed the issue and agreed that the concern was that there is no approved way to secure a car seat in an ambulance. They were naturally in favor of keeping pediatric passengers and patients safe while in transit but need to be sure the suggested devices are approved for ambulance use. It was also stated that many services are using other restraint devices because they are sold for use on an ambulance stretcher. S. Robbins stated that the manufacturers give no guidance on proper installation in the ambulance setting for a conventional, convertible, car seat.

J. Houston stated that there is a NHTSA document (2012) which is very detailed and specific about this issue and the associated 4 hour training program was discussed. She suggested that truly the issue is a lack of education on the Providers part and that she is attempting to receive a grant to train Child Passenger Safety Technicians in order to bring said training out to as many units as possible. Concern was raised that it shouldn't take a four hour training program to learn how to properly attach a car seat to a cot, and that providers need a practical restraint system that meets the regulations. It was also expressed that the current approved seat is difficult to store and then put together when it is needed and therefore could be used incorrectly. An additional concern was raised that the current seats, which most units own, have expiration dates on them and are getting ready to be outdated requiring re-purchase of a car seat for each ambulance (as they expire).

C. Odell asked what other states do and suggested that if changes need to happen to our requirements, the rules are still not finalized and now is the time for updates. D. Strang stated that the Board would need to approve any suggested rule change. C. Odell requested that a small group of interested individuals get together and discuss this before next meeting. S. Meier offered to coordinate this and the following individuals will be included:

D. Strang, R. O'Brien, J. Houston, S. Robbins and Bureau Staff

P. Row asked about voting on rule changes by absentee ballot or via phone conference if needed before next meeting. C. Odell stated that as long as the individual can be identified on the other end of the phone it is allowed. D. Strang asked that that be verified as in the past a different ruling was given suggesting no absentee or call in voting could take place. C. Odell will verify with the department's legal counsel. S. Meier will send out a date for the meeting.

Benchmark Committee update – C. Cooper - deferred

EMT-Intermediate to Advanced EMT (AEMT) update – C. Odell

C. Odell reported that there is still some confusion in the field about the process and that the Bureau is trying to fix that. P. Row stated that he had been hearing that people were taking the prep classes but were still failing the AEMT National Registry (NR) exam. C. Odell has requested numbers from the NR so that we know what is really happening. S. Jackson stated that from the numbers the Bureau could access (# of EMT-I's verified by the Education Section to test the AEMT NR computer based exam (CBT) compared to how many of these same individuals had been issued a new AEMT card by the NR, suggesting that they passed the exam) a solid passing percentage could not be verified because many of the approved to test providers may not have tested yet. E. Schelberg mentioned that of the 102 vouchers that had been requested, 38 providers passed the exam; S. Jackson responded by reminding everyone that the piece we don't know is how many providers that have vouchers are deciding to hold off on the exam and recertify this year as "Intermediates". F. Hubbell reminded all present that "I/85's" have until 2015 to recertify as AEMT's or drop to the EMT level. R. O'Brien mentioned that many are waiting.

Discussion ensued and C. Odell told the Board that the Bureau has been asking the providers that take the mock exam prep class and follow through on the exam to report back to the Bureau whether they felt the preparation helped them or not. Most all reports have been very positive.

Improvement to the EMS Annual Award Nominations – D. Strang

D. Strang reminded the group about the last discussion on this matter, at the November meeting, and suggested some ideas for a quick registry for unit leaders/providers to note any/all significant events that they may wish to have recognized. Initially a suggestion was made that using the TEMSIS reporting system or NHOODLE may work. R. Cooper had looked into using TEMSIS for this purpose but reported to K. Doolan that there was no easy way for this to work. At this time no other options are on the table and it is expected that the Bureau just needs to keep reminding people of the awards nomination process and deadline.

New Business:

Director Plummer's temporary re-assignment – D. Strang

This item was discussed earlier in the agenda.

Items of Interest:

D. Strang reminded the Board members that with the coming of the new year, all members needed to again complete one of the financial disclosure forms for the state. Questions were raised and answered by members present as to which sections were in need of completing (Note: Section B is not needed).

C. Odell notified the Board and all present that as of January 1, 2013 – any entity (Provider, Unit, Instructor, Company) licensed by the Bureau of EMS that has disciplinary action taken against their license by the Bureau/Division/Department, said action will be publicly posted on the Bureau's web site.

R. O'Brien asked if the list would ever expire or consistently be available publically to which C. Odell responded that in fact the list would never expire and that it will not be retroactive, only future actions will be posted.

C. Odell mentioned the upcoming grant for CPAP machines to be managed by the Bureau of EMS. Applications will be reviewed and scored with rural units having priority.

Motion to adjourn was made by M. Cloutier and seconded by S. Meier.

Approved unanimously - **Adjournment:** 3:25 PM

Next Meeting

Thursday – March 21, 2013
Location: Fire/EMS Academy - Concord