

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

**March 21, 2013  
NH Fire Academy – Concord, NH**

**Approved Meeting minutes**

**Members Present:** Mike Cloutier, Eric Jaeger, Don Johnson, Stacy Meier (Vice Chair), Richard O'Brien, Ron O'Keefe, Michael Pepin, Greg Placy, Eric Schelberg, Mark Tetreault, Grant Turpin

**Members Absent:** Peter Row

**Excused:** David Strang (Chair), Doreen Gilligan, Jason Grey, Rae Mello-Andrews, Dennis Tobin,

**Guests:** Susanna Ayers, Steve Erickson, Fred Heinrich, Frank Hubbell, Jeffrey Stewart, Helene Zielinski

**Division Staff:** Vicki Blanchard, Chip Cooper, Kathy Doolan, Janet Houston, Shawn Jackson, Clay Odell, Angela Shepard

**Welcome/Introductions – S. Meier, Vice Chair**

The Vice Chairman welcomed everyone and introductions were given by all present. New appointed (G. Turpin) and soon to be appointed (S. Ayers/F. Hubbell/H. Zielinski) members were welcomed and thanked for their interest and involvement.

Quorum not initially present will wait on minutes so that voting can take place.

**Acceptance of 1/17/13 Meeting Minutes – S. Meier** – skipped over until quorum present.

**N.H. EMS Medical Control Board (MCB) Report – V. Blanchard/F. Hubbell**

F. Hubbell, DO, member of the Medical Control Board soon to be appointed to the Coordinating Board gave a summary of the morning meeting – minutes, with greater details, can be viewed on the Division website once approved.

Discussion at the morning meeting / topics:

- 2013 Protocols – any changes needed will be posted.
- TEMSIS updates were explained. C. Cooper is looking for feedback on specific airway elements.
- Pt. Transfers that have equipment unfamiliar to the Providers, were discussed and language will be drafted to outline low risk equipment that a Provider can be trained on at bedside prior to the transfer of the patient..

V. Blanchard had no additions from the morning meeting.

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

**Quorum met: Acceptance of 1/17/13 Meeting Minutes – S. Meier** – moved from above  
D. Johnson made a motion to accept the minutes as written, E. Schelberg seconded – all approved.

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

C. Odell mentioned the “EMS Bulletin” and asked that everyone please review it for details. He then mentioned that that he would be resigning his position and wanted to thank everyone for working with him for the past 10 years. He was proud of what had been accomplished by the Bureau during this time and was complimentary of the leadership team, including each of the Boards, within NH EMS System. He wanted to make sure that everyone understood that his reasons for leaving this position at purely personal. He expressed that he hopes that the Bureau continues on the same path and that his replacement is as dedicated and committed to the EMS mission. He stated that he appreciates the time he has served with each member of the EMS community.

S. Meier – thanked C. Odell for working with the Boards, was sad to see him move on and stated that the state “owes him” for pushing forward on many projects and programs (i.e.: AEMT, RTP by CE, RTP/ no practical exam). On behalf of the Board she wished him well in all future endeavors.

C. Odell reported on the status of P. Plummer as interim Director of EOC/E-911 – mentioned that he had hoped to be at the meetings today but that that there is a great deal going on and he wouldn't make it. He then stated that he and the Director had met, updated the supplemental job description together for the Bureau Chief, it will now go to Human Recourses and that it would be posted as soon as possible. C. Odell envisions that it will be a multi-level process and that the staff and Boards will be asked for input on the new Bureau Chiefs required characteristics. If anyone would like to be in on the interview process – please let Director Plummer know. The notice for the position opening will be posted internally for a week and then externally for another week. C. Odell hopes that they can fill the position while he is still on staff so that he can work with the new Bureau Chief for a short while at minimum. There may need to be an assigned “Acting Bureau Chief” if things do not fall in line as hoped. C. Odell mentioned that this will not be an official retirement and currently has a few irons in the fire.

**SIM Program** – now has an adult sized manikin to go along with the pediatric simulation manikin and that a part time position has been created so that these educational tools can get out and around to the EMS Units all across the state. Interviews for the position will happen soon, there are 5 – 6 qualified applicants being scheduled for interview at this time.

**AEMT conversion process** – 60% + of the first time EMT-Is taking the AEMT National Registry (NR) exam in New Hampshire have passed. This is higher than the national average by six or more percentage points. Only approximately 185 providers from NH have taken this exam thus far. The original task force has regrouped to see if anything needs to be changed/updated in order to assist candidates of the future. NR has revised their deadline for all EMT-Is to either drop back to EMT or update to the AEMT status – the new deadline in 3/31/2017. This gives a little more breathing room to the providers, the Bureau is not promoting this new deadline but it is out posted on the NR web site. Many vouchers (215) have been issued to requesting EMT-Is but not all have been used as yet.

E. Jaeger asked how the students that have had to take the exam a second time are doing. S. Jackson stated that out of the 9 students completing re-takes, half had passed. C. Odell stated that he expects 80 – 85 % of all candidates to pass this exam in the end, and that the remaining providers will either drop back or they will decide that it is time for them to retire from the system, and that motivation makes a difference. Overall it is not expected that they system will loose more than 15% of the current EMT-Is and it is hard to predict what impact this number will have. It will depend if the losses are more in the rural areas or cities where this skill level is less used. Even if a providers chooses to “drop back” in the end this will be a highly knowledgeable EMT level patient care giver for the communities they serve. E. Jaeger stated that there seems to be far fewer AEMT programs than the I-85 programs of the past.

S. Jackson responded by mentioning that many instructors are waiting to present this new curriculum until they themselves have passed the AEMT exam or until it has been out for a year so that they can present a highly polished program. S. Meier mentioned that she thought there was going to be a lack of these programs in the North Country where EMT-Is are typically the highest level providers available. S. Jackson stated that that is fairly typical of all course levels – far fewer offered in the northern part of the state and that the Education section, to date, has not yet heard concerns from the North Country on this topic. F. Hubbell stated that there is not a demand right now for this program up north. R. O'Brien felt that this coming year will be the big year for these upgrades to take place. C. Odell mentioned that the contract with Pearson View will be ready for this coming refresher cycle and the mobile exam process which will help.

**Preplanned Medical Stand-by Coverage** – C. Odell mentioned that the new policy has been posted on the Bureaus web site and V. Blanchard will be creating a one page summary for easy reference. C. Odell and V. Blanchard will be creating a video and posting it to NHOODLE explaining this policy. There has been some feedback submitted and most has been positive.

**Senate Bill 81** – C. Odell reported that the Bill regarding EMS personnel doing blood draws on DUI suspects to assist law enforcement in the field was modified and the EMS provider language was removed. This is positive as EMS did not want to be included as a part of this proposal.

[Please see written Bureau Bulletin for additional information]

## **Old Business:**

### **Administrative Rule Changes – update – C. Odell**

Report given later in meeting.

### **Community Paramedicine update – C. Odell**

C. Odell reported that this group is still meeting and moving forward slowly and methodically. They are currently working with the curriculum and stated by 2015 or 2017 Units will need to meet the standard of the curriculum but until then a “state approved” standard will be in place. A committee is needed to create a prerequisite protocol. The protocol will be brought to the NH Nurses Assoc. and VNA for review. Ultimately legislation will need to be crafted and passed to make this possible.

**Director Plummer temporary re-assignment update** – C. Odell mentioned that it is unknown when Director Plummer will return from OEM/Homeland Security but that he is looking forward to doing so as it is very challenging to oversee both Divisions.

### **Board membership/attendance discussion – S. Meier**

S. Meier reported that most of the six seats left un-filled in the recent past, are in process of being filled with approved members:

- Medical Control Board (MCB) – F. Hubbell
- NH Hospital Association – G. Turpin (approved)
- American Red Cross – S. Ayers
- American College of Surgeons – in process
- Organ/tissue donor organization – R. Durning
- Public member (third position) – H. Zielinski

Once all in place – the quorum issue “should” stop.

### **Best Practices update – R. O'Brien**

R. O'Brien – presented the new format for the “Best Practices” (BP) SOGs. The Divisions web site will be used, a page created for Best Practices and a listing on the page for

SOGs (Word version), Reference documents (PDF versions) and RSAs (PDF versions). This will allow Units and Providers to access the SOGs and modify them for their own use just by using a “copy and paste” method. Eventually there will be a link from the left hand (grey column) directly to the BP page but until that time a link will be created from the bottom of the main page with an icon representing BP. Some final changes will be made (SOG version dates) prior to this going live and the Rehab form as approved will be added to the reference list.

This new format will be much easier to update when things change or new information is approved.

Any and all feedback about the page was requested – forward comments to R. O’Brien or K. Doolan. The consensus of the Board members present was that the format was good. M. Cloutier thought that adding SOG numbers as hyperlinks and/or make them so that they can be opened in a separate tab would make the page more efficient. This will be researched by the Division staff.

A motion was made by M. Cloutier to accept the new format of the Best Practices document with any suggested formatting changes that can be added. Susanna Ayers seconded the motion and all members approved the motion as stated.

#### **Data Advisory Committee update – C. Cooper**

C. Cooper reported that there will be a day long wrap-up meeting to include the public and the committee members in May/June. The package will be sent out to vendors in June. The one-step survey tool so that providers can give input to the data elements has been completed. Ron Fitzgerald has done a great job on this project. There are over 500 elements to be commented on and each comment will be brought back to the Data Advisory Committee for discussion and use in future Emergency Medical Services Incident Reports (EMSIRs).

The committee has had three meetings to discuss the procedures list – 115 procedures currently reviewed from the national list have been cleaned up for use. Additions and deletions will require further discussion. C. Cooper is looking for ratification from the Board concerning this process (see handout) – adjustments have been made, labeling updates now have naming structure and is a body systems approach. Some discussion took place concerning specific equipment and then a ratification vote was held. E. Schelberg made the motion for the Board to ratify this process, D. Johnson seconded the motion and all voted in favor of accepting this list as presented.

#### **EMT-I to Advanced EMT (AEMT) Task Force – C. Odell**

C. Odell gave update during Bureau report.

#### **Director Plummer’s temporary re-assignment – C. Odell**

C. Odell discussed earlier in meeting.

#### **New Business:**

##### **Administrative Rules – C. Odell (from earlier in agenda)**

This discussion began with the new topic of “ambulance/non-transport equipment and licensing” (below) and ended with an update on the rules status.

##### **Ambulance/non-transport equipment and licensing – C. Odell**

C. Odell reported that recently more than one EMS service leader has requested a review of the rules regarding requirement equipment on ambulances with regards to

Intermediate and paramedic level equipment and the need for it to be stored on the licensed vehicle. There are times when the appropriate level provider is not available and the vehicle cannot be used at the Intermediate or Paramedic level but if stored separately, and a second vehicle was to go out on a back-up call and a higher level provider became available, they could grab this equipment and get onto any available ambulance and respond to assist. Some of this is driven by budget constraints and the higher cost equipment like monitors, CPAP and ET set-ups.

C. Odell would like to begin discussion with the Board to see if any changes to this current licensing process should be made. It was explained that other New England states do not require ALS equipment to be on each ambulance, it is stored separately if appropriate to the service and can be taken by the ALS provider onto any ambulance they happen to be working on that day, essentially making that vehicle an ALS vehicle for that shift. Much discussion took place – ideas, thoughts and positive and negative views were aired.

The Board agreed that this should be researched and discussed at length. A sub-committee was requested with its finding being brought back to the Board next meeting.

D. Johnson, G. Turpin, S. Ayers, H. Zielinski, M. Pepin, J. Houston, G. Placy, J. Stewart and K. Doolan will make up this sub-committee. (S. Prentiss requested to participate in this committee after the meeting).

Further recommendations were made to have this committee look at the entire licensing process and the entire equipment list. The committee was asked to not just limit the discussion to transporting services but non-transporting services equipment requirements also – this has been long overdue.

C. Odell mentioned that a new Attorney has just been hired at the Dept. of Safety and will be overseeing the EMS administrative rules process. There may be a short time period where things can be added to the proposed rules before they go to the public hearing and JLCAR process, and while Attorney Hilts gets to know the EMS rules and proposed rules. The equipment committee should keep this in mind as they move forward.

### **Items of Interest:**

C. Odell brought up the idea of a NH EMS patch and handed out some samples he had created on paper.

Discussion took place about the pride in the profession that this could help with and that the patches would give a sense of belonging; questions on how they would be paid for and distributed were also brought up. In general this was thought to be a good idea. A suggestion was made that a contest be held to come up with the NH EMS Provider patch design. Concerns were raised about regulating the use of the patches. Further discussion to be held.

S. Meier brought up a recent email sent by Board member J. Grey concerning course audits completed by the Bureau of EMS Education staff. Long discussion took place on how the audits are currently structured (Level 1, 2 & 3) and the policies surrounding them including paperwork involved. At the end of the discussion the Vice Chair stated that she would speak with the Boards Chairman and together they would discuss this email with J. Grey. The feeling is that he should have spoken directly to the Bureau's education staff first and then come to the Board if issues still existed. S. Meier will ask the Chairman to remove this topic from the May agenda.

V. Blanchard mentioned on behalf of J. Houston/EMS-C that the Quick reference guides were out and that there were some at the back of the room if anyone would like a copy.

**Motion to adjourn** was made by D. Johnson and seconded by M. Pepin.

Approved unanimously - **Adjournment:** 3:30 PM

**Next Meeting**

**Thursday – May 16, 2013**

**Location: Fire/EMS Academy - Concord**