

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

**May 16, 2013  
NH Fire Academy – Concord, NH**

**Approved Meeting minutes**

**Members Present:** Susanna Ayers, Mike Cloutier, Jason Grey, Eric Jaeger, Don Johnson, Stacy Meier (Vice Chair), Richard O'Brien, Ron O'Keefe, Michael Pepin, Peter Row, Eric Schelberg, David Strang (Chair), Mark Tetreault, Dennis Tobin, Grant Turpin, Helene Zielinski

**Members Absent:** Doreen Gilligan, Frank Hubbell

**Excused:** Rae Mello-Andrews, Greg Placy

**Guests:** Jeanne Erickson, Steve Erickson, Fred Heinrich, Jason Preston, Jeffrey Stewart, Patrick Twomey, Ted White,

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

**Welcome/Introductions – D. Strang, Chairman**

The Chairman welcomed everyone and introductions were given by all present. Everyone was thanked for their attendance and involvement.

**Acceptance of 3/21/13 Meeting Minutes – D. Strang** – D. Johnson made a motion to accept the minutes as drafted, E. Schelberg seconded the motion and all present approved the minutes as drafted (one spelling correction made after the meeting: Member name Zielinski page 3).

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

V. Blanchard 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: (See MCB minutes for details)

- Spinal clearance update was discussed – possibility of backboards no longer being necessary, with specific rule-outs being built into the protocol .
- Questions about vents being used on patients by trained caregivers while on EMS transfers was discussed and the Board approved this procedure.
- Arterial-line discussion took place and it was decided to send the issue to the Inter-facility Transfer Committee for further discussion in conjunction with the Critical Care Transport-Paramedic (CCT-P) considerations.
- Chest decompression discussion was begun but the Chairman wants more information and to wait until papers are released for review before the Board makes any decisions.
- Use of previously placed invasive temperature monitoring devices by PIFT personnel was discussed and the Board felt that this was approvable.
- New England wide protocols are a possibility of the future based on NH format and content. Each state may tweak them a bit but overall they could be approved region-wide (ME & VT have adopted protocols and format, MA has only adopted the format). All will realign into a 2 year cycle. 2015 will likely see a release of regional protocols with pediatric protocols coming first.

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

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

C. Cooper stated that the Bureau Chief's position has been posted but will need to be re-posted because of wording that was left out, but it is moving forward.

He then gave an update on the status of Administrative Rule, noting that the new attorney is in place and coming up to speed on current rules and procedures. C. Cooper and K. Doolan met with Attorney Hilts to make a plan on the next steps to move the proposed rules forward. Some incorporation by reference documents are needed.

C. Cooper reported that the EMS Week Proclamation signing by Governor Hassan will take place this afternoon – the bus will be ready to take all interested parties over to the State House at 2:45 for the 3:30 signing. All are welcomed.

C. Cooper reported that the MCB supported a letter, which Dr. D'Aprix will draft, to all EMS units and providers discussing the use of an anonymous, web based, reporting tool for provider and patient safety issues that arise. All information is initially scrubbed by a third party vendor to remove identifiers and it is then reported back to the state and the national reporting system. Dr. Strang had concerns that a patient safety issue might be taken out of the hand of the unit to which C. Cooper assured all present that that couldn't happen as there will be no way to identify the unit or patient. One of the good things about this system is that "trends" could be found and protocol changes or other actions could be based off of the data. C. Cooper also reported that a new part of this system is the reporting of violence against EMS providers. E. Schelberg asked if there is anything on the site to tell the provider to also report the issue to their own unit leader. C. Cooper stated that he will include that.

[Please see written Bureau Bulletin for additional information]

## **Old Business:**

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

Report given earlier in meeting.

### **Community Paramedicine update – C. Cooper / V. Blanchard**

V. Blanchard reported that he curriculum is still being reviewed by the committee and that there was no meeting last month.

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

Report given earlier in meeting.

### **EMT-I to AEMT Task Force – S. Jackson**

S. Jackson reported that over 330 candidates have taken the NR AEMT exam – 243 vouchers have been distributed, and 156 (or 62%) have passed the exam on the first attempt. Sixteen EMT-I's chose to drop down to the EMT level this past year which is a typical loss for a years time frame. Additionally ten upgraded to paramedic. 77% of all EMT-I-85 level providers re-registered at this same level. They have until 2016/2017 to transition to AEMT.

S. Jackson also reported that the mobile testing process is closer than ever to completion but has recently encountered some hurdles in dealing with legal contracts between Pearson Vue and the State of NH.

D. Johnson asked how many of the candidates that failed the first attempt attended one of the "Exam Prep" classes offered by the Bureau. S. Jackson reported that approximately 50% had attended, but to bear in mind that there is no way to gauge student motivation or preparation and that no solid figures will be available until 2016/17. C. Cooper

added that full time/career organizations are mostly doing their transition classes during this coming year, for budgetary purposes or possibly that they let the instructors figure out the curriculum for the first year and now will enter into the process. Numbers should jump up starting with this coming cycle.

E. Schelberg asked if the necessary Scope of Practice (SoP) modules were going to be put on-line for easier access. C. Cooper stated that they are being developed. S. Jackson clarified that the 2009 EMT-I SoP modules are not included in the AEMT curriculum but that the 2011 EMT-I SoP modules are. E. Schelberg asked about the required skills review connected to each of these SoPs C. Cooper stated that they will be reconsidered once the on-line programs are available. They could end up to be the units' responsibility because of individual equipment specifics.

### **Ambulance/non-transport equipment and licensing – K. Doolan**

K. Doolan reported that the equipment sub-committee has met twice and had to review current rules and process in order to get their heads around the project goals. They now have a direction to set off in and another meeting date set – all are welcomed. The committee will report back on the progress made, at next meeting.

### **New Business:**

D. Strang made a motion to have the Board authorize him to write a letter to C. Odell from the membership expressing thanks for his years of work in the NH EMS System. D. Tobin seconded the motion. The membership all agreed unanimously.

D. Strang then mentioned that Director Plummer asked the membership for input as to what characteristics/traits a Bureau Chief should hold and discussion ensued. All agreed that they had to be a master of multi-tasking, a person who can think outside of the box, have goals to improve the system, a free thinker and problem solver. Varied opinions were shared as to the degree of EMS field experience that was needed for such a position but that legislative experience, communications ability and an expertise in EMS were essential. Most thought that a paramedic level certification was a necessary requirement as they will need to lead and engage with this highest level of provider and other allied health personnel. The Board felt that the staff should have input to this also and wanted to make sure that previous employers/work peers were asked about the candidate's professional interactions.

Discussion about a search committee was begun. P. Row mentioned that if the posting was forwarded by organizations and individual affiliated with the Board, it would essentially widen the search to a larger area than just what the state HR posting covers, much like a search committee. The membership thought this was good idea.

D. Strang stated that he would forward the list of characteristics to the Director.

### **Items of Interest:**

P. Row distributed a handout for review and consideration at the next meeting: "Proposal Regarding Additional Categories of Ambulance Licensure In the State of New Hampshire"

C. Cooper mentioned that the Equipment Subcommittee is dealing with much of what is written in this proposal.

M. Pepin brought up a problem that came up during this past recertification cycle

between the National Registry (NR) and providers that checked-off that they had completed a "Transition" program but truly had not. Because of confusion between the NH and NR term, delays in processing were encountered. S. Jackson stated that it will be a self-limiting problem as there are no new programs in NH called "transition" any longer; therefore the confusion will be gone. Additionally, as of the next recertification cycle, the NR will be completely electronic, eliminating the paper application process and implementing verifications. NR will be asked to make the question about this type of program stand out more in the application process. C. Cooper also added that the training officers of each unit need to be educated as to their role and responsibilities in the NR application/verification process.

E. Schelberg made the suggestion that the NR consider staggering the levels of candidate recertification expiration dates so that the bulk doesn't all hit all March 31<sup>st</sup>.

K. Doolan reminded everyone of the Annual EMS Awards nomination deadline of June 1, 2013 and mentioned that as of this time only a few have been submitted.

D. Strang reminded people to head to the transport bus if in fact they were attending the EMS Week proclamation signing at the State House.

**Motion to adjourn** was made by J. Grey and seconded by S. Meier.

Approved unanimously - **Adjournment:** 2:25 PM

**Next Meeting**

**Thursday – July 18, 2013**

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