

NH Emergency Medical and Trauma Services Coordinating Board

MEETING MINUTES (Not Approved)

November 21, 2019

1:00PM

Richard M. Flynn Fire Academy
Classrooms 5 & 6 in the Dormitory Building
98 Smokey Bear Blvd., Concord, NH 03301

Quorum: 11 members required (currently 20 positions on the CB and 2 true vacancies)

NOTE: "Action Items" are in bold red.

Members present:

Jeremy LaPlante (Vice Chair), Brian Allard, Susanna Ayers, Susan Barnard, Jeanne Erickson, Don Johnson, Kristen Krauss, Chad Miller, Joshua Morrison, Michael Newhall, Clay Odell, Lisa Patterson, Matthew Petrin, Greg Placy, Scott Schuler and Jeremy Thibeault **(16)**

Members absent:

Christine Arsnow, Mike Harnois, Frank Hubbell and David Tauber **(4)**

NH FST&EMS Staff:

Director – Deborah Pendergast, Assistant Director – Jeffrey Phillips, Bureau Chief – EMS Justin Romanello, Chief of Strategy and Planning – Nick Mercuri, Captain Vicki Blanchard, Captain Kathy Higgins-Doolan, Liza Burrill and Hayley O'Brien (minutes) **(8)**

Guests:

Stacey Carroll, Gerard Christian, Craig Clough, Steve Erickson, Jason Grey, John Hall, Fred Heinrich, Sara Hennessey, Brian Nicholson, Joey Scollan, and Anna Sessa **(11)**

I. Call to Order

Meeting called to order at 1:03PM by Vice Chair Jeremy LaPlante

Welcome / Introductions / Membership / Expirations

- Vacancies: NH Medical Society and NH Hospital Association
- CB Chair Position - the following individuals expressed interest and talked for a brief minute;
Chad Miller – currently representing NH Municipal Association
Mike Newhall – currently representing NH Ambulance Association
Jeremy LaPlante – currently the Vice Chair of the CB and representing Professional Firefighters of NH
David Tauber – currently representing NH Association of EMT's

Chief Romanello asked twice more if anybody else wanted to place their name in for the CB Chair position. Nobody else requested to be added, the 4 individuals listed above are final and 1 person will be chosen in the January meeting.

A motion was made (Thibeault/Schuler) - to table this vote until the January 23, 2020 meeting to allow time for the Board members to go back and discuss the options with their constituency groups and leave the Vice Chair as acting; passed unanimously with an opposition from Clay Odell.

II. Approval of the Minutes:

A motion was made (Ayers/Newhall) - to approve the minutes as written from the September 19, 2019 meeting; passed unanimously.

III. Division / BEMS Reports

Item 1. Division and BEMS Updates – Director Deborah Pendergast and Bureau Chief - EMS Justin Romanello

- Director Pendergast reported that the Division has hired a full time Records Management Coordinator and she will start December 6th, 2019.
- Working with AD Phillips and Chief Romanello, the Division will roll out the EMR Program. This program will run the second week in January at the North Country Training Facility. This training will be Wednesdays and Saturday evenings for 5 weeks. These will run as needed. Dates to be decided.
- Bureau of EMS and Division Updates –Bureau Chief of EMS Justin Romanello and Chief Nick Mercuri
- Discussion with the Physio sales rep, no reported failures, nothing further to report.
- More to come with the State Medical Director position.
- Moving forward with the National Registry Mobile Testing that the State will provide. The Division is planning to push this program out with a part time position by the first of the year.
- Unit Licenses expire December 31, 2019. A notification has been sent out to all the units to ask for their updated roster included in the application.
- LIN letters went out to approximately 2400 providers for renewal. Due to lack of folks updating their address with the Division, over 350 letters came back in the mail.
- Licensing and EMS Operations section is still short-handed. Kim Mattil is back part time, but the Division is still short staffed by 2 full time positions. Please be patient with returned phone calls.
- PIFT critical care workgroup has completed the packet, the part time coordinator has been approved, but the Division is working on creating more space in the office for these part time positions.
- Waiting on the Trauma Coordinator position to be released from Human Resources to be able to post and fill the position. Still looking to hire a part time Tensis Coordinator to assist with the new User Management System.
- EMS Training – the Division continues to add sites for teleconferencing continuing education. Upcoming quarterly training is December 14th. Still actively recruiting staff instructors.
- Initial Programs –Rural Health Survey is finalized and will be pushed out to initial providers, current providers, and exiting providers once the User Management System is up and running. This survey will benefit Recruitment and Retention in the State.

Item 2. Legislative Report – Chief Nick Mercuri

- Tracking 14 bills only containing titles currently, but could potentially affect Fire and EMS. A few of these bills are; Line of Duty Death typo correction, potential tax exemption credit for Fire and EMS providers, occupational license violation and balance billing for ambulance services. Ambulance billing has been pushed to a work study group for this year.

Chief Mercuri asked if you are able to attend the hearings, please do! They want to hear from you! If you cannot attend, send you feedback to Chief Mercuri.

A question came up about whether or not this will include Air Transport or just Ground Transport for balance billing? Chief Mercuri believes it will include all transport billed under emergency medical services, but will double check this information and bring back to the board.

Moment of Silence for the 3 deaths within the Fire and EMS community recently.

IV. Committee/Board/Workgroup Reports

Item 1. Medical Control Board update – Frank Hubbell absent, Joey Scollan and Chief Romanello reported The MCB met this morning, November 21, 2019.

Highlights of the July meeting:

- Approved the last of the Version 8 protocols, refer to the MCB minutes for all protocol changes that were made. A 60 day public comment and public hearing will be set and then it will come to the CB for approval.

- CARES update from Dr. Freese. More trends that are showing up, dispatch information will be entered into this as well. Dr. Freese will send a report monthly to the Bureau and the Division will push this back to the service leaders.
- Issue with the funding for CARES in 2020. Looking into ways to get this funding.
- Discussed the document containing maximum quantities of controlled substances. Conversation ensued and more information was needed on the ability to determine minimum and maximums. This was tabled until the January meeting.
- Jeremy Thibeault reminded the board about the request to receive the Protocols in small chunks, this will be done for the next Protocol cycle. The DRAFT Protocols will be sent to the MCB and CB members.

Next MCB meeting is scheduled for January 16, 2020.

Here is the link to the minutes for MCB meetings:

<https://www.nh.gov/safety/divisions/fstems/ems/boards/medicalcontrol/mbminutes.html>

Item 2. TMRC Report – Scott Schuler

The last TMRC meeting was held October 16, 2019.

Highlights of the TMRC meeting:

- Normal reports out
- Trauma designation approved for CMC and Exeter Hospital.

Next TMRC meeting is scheduled for December 18, 2019.

Here is the link to the minutes for TMRC meetings:

https://www.nh.gov/safety/divisions/fstems/ems/boards/traumamedicalreview/trauma_minutes.html

Item 3. Workgroup Reports:

a. EMS Physician Level of Licensure: Vicki Blanchard

Attempted to meet twice, but were unable to get together. Rescheduling and will hopefully have more to report at the next meeting.

b. I/C Renewal & EMS Education: Bureau Chief Romanello.

- Moved to the end of workgroup reports.
- Liza Burrill from the Division shared a presentation ([attached](#))

This presentation is to share the establishment of a new I/C process in EMS education. If there are any additional questions report them to the Bureau. **The Board will vote to develop this process in January.**

c. Recruitment and Retention: Bureau Chief Romanello and Chief Nick Mercuri

- Completed the Workforce survey with Rural Health and will be pushed out through the User Management System to all providers. This survey focuses on those who are entering the licensing system, currently in the licensing system and those who are exiting the licensing system. This will help tell the Division why providers are leaving, staying and entering the system.
- Director Pendergast mentioned her conversation with Assistant Commissioner of the Department of Employment Security. They have approximately 30-35 job fairs every year and he is willing to share the schedule with the Division and invite your organizations to attend these job fairs. The recent job fair in Manchester had 700 people walk through the door. Director Pendergast will share this schedule with the working group.

d. EMS Rules: Assistant Director Phillips

- Clean up of the equipment list. A DRAFT was sent to legal and once the Division receives this back, it will be sent out to the Board.
- Vice Chair Jeremy LaPlante mentioned the cost reporting analysis that was mentioned last meeting by Clay Odell to make everyone aware of this. Bureau Chief Romanello reported that he met with Aaron McIntire from Concord Fire this morning and the Bureau is aware of the NPI number issue. The Division is looking at the week of December 9th to have Aaron present a better understanding of this process and requirements. Every service in the state will be required to submit data when they are randomly selected.

The Division will reach out to the Departments that we can determine are on the list, put out a bulletin to all Departments to check based on their NPI number. The Division will let everyone know once a date and time is established for this.

This item will be added to the agenda for January.

Item 4. Stroke Care –Sue Barnard

- Collaborated with St. Anselm College, they did a Stroke Continuum on November 12th all day. Reached providers and long term skilled nursing facilities. St. Anselm College will do this annually.
- Free Stroke Workshop Continuum here at the Fire Academy on May 8, 2020, lunch included. ([More information attached](#))
- Currently working through the ability to accurately document FAST ED scores. This is a challenge and unsure how well this will work out. Targeting February for a time frame.

A proxy added David Tauber to the list for individuals who expressed interest in the CB Chair position approximately an hour and forty minutes into this meeting. This is final and all interested parties are listed under Call to Order. The first email was sent for any interest in the CB Chair position, but no responses were given. The second email was sent again to ask for any interested parties to let Hayley know, received 3 responses. Also, at the September 19, 2019 CB meeting, the minutes mentioned anyone interested in running for the Chair position send a letter to Hayley O'Brien.

A motion was made (Thibeault/Schuler) - to accept this additional proxy nomination and then nominations cease; passed unanimously with abstentions from Miller/Newhall/LaPlante and oppositions from Barnard/Morrison/Odell.

V. Old Business

Item 1. MRH Director – tabled until January meeting due to a time constraint.

VI. New Business

Item 1. Provider Affiliation Requirement for State Licensure – Bureau Chief Romanello

Not looking for discussion, would like to make everyone aware for upcoming discussion. NH and VT are the only New England states that require an active affiliation with an agency for licensure. Chief Romanello would like to explore this topic further. **Tabled until January meeting.**

Item 2. Process for State Approval of EMS Continuing Education – Bureau Chief Romanello

Not looking for discussion, would like to make everyone aware for upcoming discussion. The current practice of approving continuing education needs to evolve to have a tracking mechanism in place and formalize the process. Discussion should be had in a workgroup or as a Board. Currently, the state does not approve any type of continuing education, but according to National Registry these classes have to be state approved or CAPCE approved to receive National Registry credit. Taking note of the staffing resources and requirements needed.

Tabled until January meeting.

Item 3. Vote on 2020 CB Meeting Schedule

A motion was made (Schuler/Ayers) - to accept the 2020 meeting schedule, changing the January meeting to January 23, 2020 and otherwise following the schedule as posted; passed unanimously with opposition from Erickson/Morrison.

Motion above was removed (Schuler/Ayes) and a new motion was made.

A motion was made (Schuler/Ayers) - to accept the 2020 meeting schedule, changing the January meeting to January 30, 2020 and otherwise following the schedule as posted; passed unanimously with opposition from Erickson/Morrison.

VII. Good of the Order / Items of Interest

Item 1. Vice Chair LaPlante received an email from the opioid task force inviting participation to attend a meeting regarding a role in EMS syringe programs in NH. Jeremy asked the Board if they wanted a presentation done for all of them or if they wanted Jeremy to attend and report back to the Board.

A motion was made (Miller/Petrin) - to have Vice Chair Jeremy LaPlante discuss and attend the meeting and determine if it is appropriate to bring the findings back to the Board or bring them to the January meeting; passed unanimously.

Item 2. RSA Form – Hayley O’Brien

If CB members have not submitted their 2019 RSA 15-A form to the Secretary of State, they need to do so ASAP. All members are required to submit this form for each Board. The 2020 RSA 15-A form should be available within the next couple of weeks. **Deadline to submit the 2020 form to Hayley O’Brien is January 18, 2020.** If MCB members chose to submit this form on their own, please let Hayley know you have submitted it. Hayley has double checked member’s current submission status of this form and will reach out through email if you still need to submit your 2019 RSA 15-A form. This information is available to everyone on the Secretary of State website.

Item 3. Renewal Process – Hayley O’Brien

Hayley will send out the process of how to renew appointment to all members so they are aware of how to complete this process.

Item 4. – Anna Sessa

EMS for Children Advisory Committee on December 18, 2019, discussion of a possible pediatric recognition system open to the public, here at the Fire Academy, after the TMRC meeting at 1:00PM. Reach out to Anna Sessa for more information.

VIII. Adjournment

A motion was made (Miller/Ayers) – to adjourn the meeting at 3:03PM; passed unanimously.

NEXT MEETING REMINDER: January 30, 2019

Voting members should let Hayley O’Brien know ASAP whether or not they can attend to ensure a quorum will be present.

(Minutes: Hayley O’Brien)