

NH EMERGENCY MEDICAL & TRAUMA SERVICES COORDINATING BOARD

**Division of Fire Standards and Training & Emergency Medical Services
Richard M. Flynn Fire Academy
Concord, NH**

MINUTES OF MEETING

**(Approved)
September 15, 2016**

Members Present: Grant Turpin (Chair), Susanna Ayers, Michael Cloutier, Jeanne Erickson, Eric Jaeger, Stacy Meier (Vice Chair), Richard O'Brien, Greg Placy, Peter Row, Eric Schelberg, Scott Schuler, Jeremy Thibeault, and Helene Zielinski (13)

Members Absent: Jason Grey, Mike Harnois, Don Johnson, Lukas Kolm, Jeremy LaPlante, Chad Miller, Richard Murphy, and Matthew Petrin (8)

Division Staff: Director Deborah Pendergast, Assistant Director Jeffrey Phillips, Chief Nick Mercuri, Deputy Chief Jon Bouffard, Captains: Vicki Blanchard, Chip Cooper, and Kathy Higgins-Doolan; Richard Cloutier (compliance) and June Connor (administrative assistant) (9)

Guests: Pamela Drewniak, Fred Heinrich, Janet Houston, Stephen Lorenze, and Chris Stawasz (5)

NOTE: "Action items" are in bold red.

I. Call to Order

Item 1. Welcome

The CB meeting was called to order at 1:00PM by Chair Grant Turpin. A quorum was present with 11 voting members present. Several members arrived late, increasing the count to 13. Chair Turpin stated that because several members might have to leave the meeting early, the agenda would not be followed in exact order. In these minutes, topics are listed in their original order.

Item 2. Introductions

All CB members and CB guests introduced themselves. Jeanne Erickson, representing the Emergency Nurses Association, and Scott Schuler, representing the TMRC, were introduced as new voting members of the CB.

II. Approval of the Minutes

Item 1. May 19, 2016

Motion made by Richard O'Brien; seconded by Jeremy Thibeault– to accept the minutes, as written, from the Coordinating Board meeting held on May 19, 2016; passed unanimously.

III. Bureau of EMS Report – N. Mercuri

- The new ambulance should arrive in December.
- The infection control MOA has been signed by both commissioners and is at the business office.
- Narcan training will continue until December.
- The BEMS is looking at putting an RFP together for a review of the entire EMS System in NH.
- User Management Module – moving forward.
- EMS Rules – David Hilts is looking at them, and it is hoped that they will go to JLCAR in January, 2017.
- 5 candidates are being considered for the Program III Data position.
- **Legislation:**
 - * EMS Bill will take effect in January, 2017.
 - * There could be a Narcan Bill intended to mimic a program happening in Massachusetts where large amounts of Narcan are being purchased by the state. Representative Linda Massimilla is working on this.
- Chief Mercuri will be meeting with Earl Sweeney to talk about whether EMS fees should go into the General or the Fire Fund.
- Dr. Jim Suozzi has asked the BEMS to take a look at separating the MCB Chair from the State Medical Director; the State would like to have the SMD move from the volunteer level to a contract position.
- Federal HR 4365 (protecting patient access to medications) went to committee yesterday.
- September 26, 2016 is the **Committee of Merit Awards** ceremony.

Recipients:

- * Pamela Mitchell / Richard Connolly EMS Achievement:
 - the 2016 Elite Program Pilot Group
- * Bound Tree Corp. EMS Unit of the Year:
 - AMR – Manchester & the Manchester Fire Dept.
- * Dr. David Connor Memorial EMS Appreciation Award:

- Todd Donovan (Derry Fire Dept. and NH Bureau of EMS)
- * EMS Educator of the Year:
 - Steve Turner, from Exeter Fire & Turner EMS Solutions
- * NH EMT Assoc. David F. Dow Memorial EMS Provider of the Year Award:
 - Stephanie Locke, Tri-Town EMS

IV. Committee / Board Reports

Item 1. NH EMS Medical Control Board report –V. Blanchard for F. Hubbell

- The MCB met this morning, September 15, 2016 at 9:00AM.
- Highlights of the meeting included the following:
 - * Director Pendergast spoke to the board about the senior staff re-organization at the Division.
 - * The CB voted in favor of re-appointing Dr. Kenneth Call as the MCB representative to the TMRC.
 - * The MCB voted in favor of supporting a process for EMTs to draw up epinephrine for anaphylaxis.
 - * The MCB voted in favor of recommending, but not making mandatory, that PEEP valves be used on BVMs.
 - * Protocols discussed: Haz Mat Exposure, Radiation Injuries (Adult & Pediatric), Bariatric Triage, Care & Transport, Refusal of Care, Immunization, Airway Management, Bilevel Positive Airway Pressure (Adult), Continuous Positive Airway Pressure, Nasotracheal Intubation, Orotracheal Intubation, Chricothyrotomy – Percutaneous, Adult & Pediatric Airway Management, Adult & Pediatric Supraglottic Airway, and Suctioning of Inserted Airway.
 - * The MCB was made aware of the issues around operational medical directors and credentialing which will be topics for discussion at the CB level.
- The next regular MCB meeting is scheduled for Thursday, January 19, 2017 at the NH Fire Academy. (NOTE: The November 17, 2016 meeting is an all-day strategic planning meeting for all three EMS boards.)

Here is the link to the minutes from MCB meetings:

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

NOTE: See “VII Good of the Order” for a notation about a new combined MCB/CB sub-committee being formed to deal with the operational medical director issue.

Item 2. TMRC report – S. Schuler

- The last TMRC meeting was held on August 17, 2016.

- Highlights from the meeting included the following:
 - * CMC had their review on August 30th
 - * The November 18th Trauma Conference at the North Country Grand is still in need of speakers.
 - * A presentation was made about a new trend in rehabilitation involving more highly educated and trained physical therapists whose expanded roles are having an effect on decreasing patient lengths of stay in hospitals and the use of imaging, etc.
 - * The group concluded that doctors/hospitals and the Medical Examiner's Office need to speak a common language that forms a bridge between medical and legal terminology.
 - * The Bureau of EMS has been reorganized and has gone from 4 to 3 sections: Clinical Systems, Data Management, and Operations; all of these groups will report to Deputy Chief Jon Bouffard. Nick Mercuri has been named as Chief of Strategy and Planning for the entire Division, and Jeffrey Phillips will now be the Assistant Director of Operations for the entire division.
 - * The TMRC voted in favor of supporting the TXA Protocol along with the monitoring of compliance and education that the MCB will include. Tom Trimarco gave a presentation on the topic.
 - * Jim Esdon (IPC/DHMC) spoke about the challenges involved with passing a seat belt law.
- The TMRC will meet again on October 19, 2016 at 9:30AM.

Here is the link to the minutes from TMRC meetings:

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

Item 3. Drug Diversion – Emailed report from J. Stewart

The group last met on 25 Aug 2016 at the Fire Academy – the meeting was very well attended!!!

- The Best Practices were reviewed a few minor suggested edits and updates – group agreed to support the document moving forward with the Best Practices Committee with edits addressed.
- Review of the Educational Power Point for UCDC's – some edits, updates, suggestions were provided development continues with "scripting". A heads up to the NH-ODLE group was going to be put forward by Vicki so they know it is coming.
- Other items include:
 - monitoring the "Medication Tracking" regulation and its potential impact on EMS Agencies and Providers – at this point EMS agencies are not impacted BUT does not relieve the Pharmacy's burden
 - Pharmacy's EMS Survey Results and significant discussion on "Wasting" by EMS staff, looked at the "Medsaway®" product – will have an objective in the general EMS provider education on what is wasting and what are they signing for
 - Requesting a Generic Image Trend Report for Narcotic Usage- QA be available
 - Group agreed to move forward with developing a page on the NH Fire & EMS Resource Website

➤ Next meeting – 27 Oct 2016 @ 1300 hr. at the NH Fire Academy and we do also offer the call in number.

Respectfully Submitted
Jeffrey Stewart, Chair

V. Old Business

Item 1. NCCP update – J. Bouffard

By 2018, the NCCP will be the only option.

Item 2. Data Advisory Committee update – R. Cooper

The sub-committee talked about cardiac arrest and CARES.

Some bureaucratic issues need to be worked out, and a lot of work remains to get the hospitals on board.

Item 3. Elite Roll-Out – R. Cooper

- The incident list will soon have customized filters.
- There were quite a few “save” issues that are in the process of being fixed.
- There are 1 or 2 updates a month.
- Chip has submitted provider impressions.
- Chip’s group is experimenting with placement of words on a list to see if it affects how reports are done (example: The word “weakness” was moved from the bottom of the list and other adjectives were put in front of it so that it was not an obvious choice.)
- The “Sign-In” page is now customized so that the NH part is more noticeable.

Item 4. EMS Rules update – N. Mercuri

- A law was changed last year that will allow the BEMS to do Federal Background Fingerprint Checks; this will go into effect on January 1, 2017. In an effort to curb “state hopping”, this new law will affect initial licensees, those whose licenses have lapsed, and anyone who has had license action taken against them and wants to come off of a suspension. It is estimated that this will affect 300-400 people.
- PART Saf-C 5922 will be the new set of rules having to do with criminal background checks. These rules delve into the details of the criminal background check process, and Chief Mercuri asked for CB input. ([See attachment – 5922 Criminal Background Checks and EMS Law](#)) A discussion ensued about the content of the document, and clarification was requested for how juvenile convictions and expungements would be handled. Concern was expressed about conflict with the best practices

document. Several motions were started and withdrawn/amended. The final motion was as follows:

Motion made by Stacy Meier; seconded by Scott Schuler – *to recommend that the Bureau of EMS forward this proposal with the amended changes and suggestions onto David Hilts and the Commissioner for their input and final revision; the CB would also like to request a copy when it is available; passed with 11 in favor and 2 oppositions (Placy and Zielinski).*

(NOTE: The topic above led to a discussion about giving members of the CB more time to consider issues that require votes. See “**VII. Good of the Order**” for the motion that was made but did not pass.)

Item 5. H.R. 4365 – Protecting Patient Access to Emergency Medications Act of 2016

Mentioned in **III. Bureau of EMS Report**

Item 6. I/C renewals

- The sub-committee met to address the I/C issue as well as the improvement of initial EMS education in the state.
- When the NCCP process began, all of the refresher courses went away, but one of the fallouts from this process was that I/C's have to teach 20 hours of CREF'd courses. As a result, around 30 I/C's could not renew because they could no longer teach these types of courses.
 - The Bureau of EMS agreed that they would provide CREF numbers for an AEMT and EMT refresher that would cover the I/C's who were not able to renew their licenses.
- The sub-committee recommended the following:
 1. Regarding quality education issues, there is currently no prerequisite to take an EMT class; a basic reading, writing, math, and critical thinking test is suggested as a way of assessing basic skills of those who want to become EMTs.
 2. Similarly, anyone wanting to take an AEMT course must pass the written EMT Basic final exam.
 - * #1 and #2 above is waived for those with post-secondary education.
 - * Requirements will not change for the EMR level.
 - * There will be no changes on the Paramedic level.
 3. Right now, from the date exams are finished, a person has 2 years before having to test. (This is a National Registry rule.) The sub-committee recommends changing this to 6 months. Illness and military waivers will be available.

The 3 numbered items above will require a Rule change.

- I/C quality improvement:
Right now, I/C's have to take 6 hours of continuing education, and they have to teach 20 hours; the sub-committee recommends going away from this and towards a "portfolio submission" system, which is what is done in academia right now. The members of the sub-committee do not feel, however, that they should be the ones to determine what portfolios should look like. Instead, a new sub-committee should be formed that includes EMS educators.
Deputy Chief Bouffard stated that this would be a great topic for the November 17th meeting.

Motion made by Peter Row; seconded by Jeanne Erickson – to support the concept of a pre-test for an EMT and AEMT course - 8 in favor, 3 abstained (Erickson, Thibeault, and Jaeger), and 2 opposed (Zielinski and Schelberg); motion did not pass.

NOTE: A lengthy discussion ensued about the ramifications of test time limits, and the original motion, which included the 6 month time limit, was amended. It was also pointed out that if NH has a rule that is different from the National Registry, people will just go to Vermont instead.
The sub-committee will try to come back with a new recommendation.

Item 7. Strategic Planning update – G. Turpin

November 17, 2016: All-day strategic planning meeting including all 3 EMS boards. (Chief Don DeAngelis from Epping will be the facilitator.)

Please contact Chief Mercuri if you have an idea that you think must be included in the day's discussions.

Item 8. Roles of Regions – J. Bouffard

Not discussed at this meeting.

Item 9. Informed Consent

Not discussed at this meeting.

VI. New Business

Item 1. BEMS role changes (see org. chart attachment)

- Director Pendergast spoke about the senior staff changes at the Division that will help to transition it from being reactionary to proactive.
 - * Nick Mercuri will now be the Chief of Strategy and Planning, and Jeff Phillips will be the Assistant Director in charge of operations for the entire Division.

- * Richard Cloutier (Compliance) and Bill Wood (Emergency Preparedness) will report to Chief Mercuri.
 - * Jon Bouffard will continue to be an EMS Deputy Bureau Chief reporting to Assistant Director Phillips, and Andy Anderson will continue to report to Assistant Director Phillips as the Deputy Chief of the Bureau of Fire Training and Administration. A third deputy chief, will be hired to oversee the Instructor Program, course and application processing, and testing.
 - * A full-time data analyst will also be hired to help out Chip Cooper.
 - * In answer to a concern expressed about work overloads, Director Pendergast reminded the CB that the Division has many part time employees. The new Simulation Program Coordinator, for example, will be a part time position.
- One thing to keep in mind is that many roles in the Division will change once the User Management Module is up and running; this will completely change the way business is done in the Division and allow people to do other things.
 - After a discussion about the job description for the new Assistant Director and the lack of input on the part of the CB as opposed to the other EMS related positions at the Division, Chair Turpin reminded the board that this re-organization is a pilot; one year from now, job descriptions should be more clearly defined. In the end, it is important that the Division continue to work towards further integrating/equalizing Fire and EMS.
 - Director Pendergast concluded by inviting everyone to contact her with additional comments and concerns.

Item 2. Rules on employment changes ([see attachment](#))

Shawn Mulholland (Allentown), a representative of the Municipal Association, submitted a concern about employees that leave one employer and go to another when they are under an investigation process. In the law enforcement community, non-voluntary separation of employment has to be reported to Police Standards and Training. Mr. Mulholland would like the CB to consider having something similar for EMTs. The CB members were asked to read the 2 hand outs and think about it/ talk to constituent groups, and the BEMS was asked to consider how it could be done.

VII. Good of the order / Items of interest

- **Motion made by Stacey Meier; seconded by Jeremy Thibeault** – *that any written documentation with respect to Administrative rules changed or proposals of rule changes be disseminated to the CB members no less than 2 weeks prior to the next voting meeting; 5 in favor and 8 opposed; motion did not pass.*

Though the group decided to not make prior notification a rule, they did agree to adhere to the 2 week prior notification as a matter of courtesy, consideration, and efficiency.

- The CB will form a sub-committee to work on the licensure for operational medical directors. **Chair Turpin would like to put together a sub-committee, made up of 3 members of the CB, to work on this topic; Peter Row and Chief Nick Mercuri volunteered. One more volunteer is needed.** Chair Turpin reminded the CB that in order to create a new level of licensure, there must be a “value added” for EMS in the State of New Hampshire.
- The ACS Trauma report is in! (This was emailed to everyone, and it is also on the website:
<http://www.nh.gov/safety/divisions/fstems/ems/index.html> (under the “Of Interest” sub-heading)
- A moment of silence was held in honor of Gary Johnson and Steven Bomba.
- Chief Nick Mercuri informed the CB members about the details of Gary’s funeral, being held at the Academy.

VIII. Adjournment

Motion made by Peter Row; seconded by Stacy Meier – *to adjourn the meeting at 3:35PM*; passed unanimously.

Next regular scheduled meeting: Thursday, January 19, 2017.

Respectfully submitted,

Grant Turpin (Chair)

Notes: June Connor