

**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 17, 2015

Members Present: Grant Turpin (Chair); Susanna Ayers, Michael Cloutier, Mike Harnois, Frank Hubbell, Eric Jaeger, Chad Miller, Richard Murphy, Richard O'Brien, Peter Row, Eric Schelberg, David Strang, Jeremy Thibeault, and Helene Zielinski

Members Absent: Doreen Gilligan, Jason Grey, Jeremy LaPlante, Stacy Meier, and Greg Placy

Members Pending: John Seidner

Division Staff: Bureau Chief Nick Mercuri, Captains: Vicki Blanchard, Chip Cooper, and Shawn Jackson; Todd Donovan, and Administrative Assistant: June Connor

Guests: Jeanne Erickson, Steve Erickson, Aaron McIntire, Scott Schuler, and Jeffrey Stewart

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 (12 voting members present at the beginning of the meeting).

Item 2. Introductions

Those present introduced themselves.

II. Approval of the Minutes

Item 1. July 16, 2015

Two errors were made on page 2, III Committee/Board Reports, Item 1 and Item 2 – The word "in" needs to be removed in both sections.

Motion made by Jeremy Thibeault; seconded by Susanna Ayers: The CB approves the minutes, as amended, from the July 16, 2015 CB meeting. The motion was passed unanimously.

III. Committee/Board Reports

Item 1. NH EMS Medical Control Board Report – F. Hubbell

Dr. Hubbell gave a summary of the MCB meeting this morning (September 17, 2015). Here is the link to the draft of the minutes from that meeting:

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

- The next MCB meeting will be on November 19, 2015 at 9AM in Classrooms 5 & 6 in the dormitory building.
- There was a conversation between several board members regarding the drug diversion best practice group. **Jeff Stewart will be put on the agenda for the next meeting to discuss drug diversion and waste issues with hospitals.**
- **The MCB report will be put after the report of the EMS Bureau Chief on the next meeting's agenda in an effort to reduce duplicated topics.**

Item 2. TMRC Report – R. Murphy

Dr. Murphy gave a summary of the TMRC meeting on August 19, 2015. Here is the link to the draft of the minutes from that meeting:

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

- Of particular interest during this meeting was the injury prevention report given by Debra Samaha (Item 5 on the minutes)
- The next TMRC meeting will be held on Wednesday, October 21, 2015 in Classroom 2 in the Administration Building. The focus of the meeting will be the St. Joseph Hospital review.
- Bureau Chief Mercuri added that the Trauma Registry will be going live very shortly. Training sessions have been ongoing, and 2 critical access hospitals have participated, including Colebrook. This is a data recording system that helps us measure how we're doing as a trauma system and also helps us benchmark ourselves against national standards. The Trauma Registry will dovetail into the Trauma System Review which will be done by the American College of Surgeons (ACS). The ACS will be at the Bureau of EMS in February, 2016.
- [NH State Trauma Conference](#) (click on link to register online!) – November 5 & 6, 2015 at the North Conway Grand.

IV. Report of the Bureau Chief of EMS – N. Mercuri

The Bureau Chief directed the Board's attention to the [Bureau of EMS Reports](#) which are posted on the website every two months. Several of the topics in his report to the CB are also mentioned in these reports.

- Committee of Merit Awards ceremony – 6:30PM on September 28, 2015 at the Concord City Auditorium on 2 Prince Street. Those getting awards include:
 - Mitchell/Connolly EMS Achievement Award – EMS Protocol Committee
 - Bound Tree EMS Unit of the Year Award – Dartmouth College EMS
 - Lawrence Volz Memorial EMS Heroism Award – Brookline Ambulance
 - EMS Educator of the Year – Chris Hickey, formerly on AMR and now with the Manchester Fire Dept.
 - David Dow Memorial EMS Provider of the Year Award – Nick Varin (Stewart’s Ambulance)
- **Major project update:**
 - Specifications are being determined for the ambulance we will be getting from the AFG grant money, and the goal is to have it in the fire house at the Academy by next summer along with the high fidelity simulator and the OB mannequin simulator.
 - User Management Module – progressing nicely and will move the Division’s operations away from an Access database system. Licensing, amongst many other things, will be done electronically once this new system is in place. Shawn Jackson and Jon Bouffard are working diligently on process mapping everything that is done at the Division.
 - Bariatric training – Thanks to Bill Wood and Aaron McIntire for giving onsite training at the 10 caches located throughout the state. We are still looking for additional money so that we can have 20 caches.
 - PHTLS classes – 144 of the 150 slots were filled. Unfortunately, there was an issue with “no-shows”; **it is very important for those registered for classes to alert the Division if they cannot attend so that those on the wait lists can be seated. Please stress this to all providers!**
 - ATIRC (Active Threat Integrated Response Course) – 42 participants from EMS, Law Enforcement and Fire participated in a pilot program at Daniel Webster College. Once the course has been certified, it will be available nationwide. The difficulty is that it is a technician-level course that is very costly (\$30,000 in equipment). We are looking into doing an awareness/operations level course that will be shorter and not be as costly. The point of the course is to teach people from the different services how to integrate their jobs during an active shooter event in order to save more lives.

- Narcan kits – the Dept. of Health and Human Services used grant money to purchase Narcan kits which will be made available to at-risk populations. The Bureau of EMS will be providing training to some of the medical reserve corps groups throughout the state who, in turn, will teach local citizens how to use the kits. Some communities prefer to have EMS units do the training. The important thing is to get the training out there!
- **EMS rules to JLCAR on August 20th:**
 - Investigative rules – some wording changes were suggested; David Hilts is still working on this.
 - The Mobile Integrated Healthcare and “Year” rule (changing from 2009 to 2015) and Law Enforcement all passed and should become active very shortly.
- EMS Rule set: There is a potential for this to go to JLCAR at the beginning of 2016. **Please contact Bureau Chief Mercuri if you want any non-controversial changes made before October 16, 2015.** (Examples: Drug Diversion wording regarding medical director notification; EMS I/C responsible for a program changed from 1 person to 2)
- Speaker from the Information and Analysis Center, a DOS agency which is connected with Homeland Security and run by a state trooper – on the topic of including EMS input, utilizing a formalized mechanism, when an incident happens (“see something – say something”). **(Put this on the November agenda.)**
- **EMS legislation update:**
 - Removing an exemption so that EMS I/C’s will not fall under the Dept. of Education; this appears to have been an oversight last year.
 - Patient definition – remove the word “imminent” so that it will be more specific to what EMS providers deal with and also more in line with Mobile Integrated Healthcare.
 - Location where EMS providers can work – change to “licensed healthcare facility”.
 - Nursing RSA’s – make EMS RSA’s more in line with those in the nursing profession (example: definition of “ethics”)
 - EMS investigations – adding penalty or disciplinary action for those who lie during an investigation
 - Background checks – Do we start doing these? (Concern was expressed regarding how this will affect volunteer services, and a discussion ensued.)
- Division teaching EMS programs – in a holding pattern right now while research is being done. Chair Turpin also wants Attorney Brian Buonamano to get involved to make sure we are not missing anything legally.

V. Old Business

Item 1. NCCP update – S. Jackson / N. Mercuri

- User Management – Process mapping is underway.
- NCCP – the pilot continues to move forward. We are starting to get more questions as we get in to recertification season.
- The Registry has removed their requirement of taking an online self-assessment guide.
- They have also expanded the amount of distributive education. (Please note that buyers need to be aware of online education, much of which is bogus. NH has no jurisdiction over online education.)
- NH is not getting into approving continuing education.
- Now that we are in refresher season, people have been pushing the “opt in” button and then changing their minds. Those who want to back out can still do a traditional state-approved refresher which will cover all of the national topics and some of the state topics.

Item 2. Data Advisory Committee update – Chip Cooper

- Graphs gallery – will be put up on the NHOODLE site within a couple of weeks so that everyone will have access to the graphs put out by Chip’s team.
- Chip presented trauma graphs and a public Narcan report that will be updated monthly.
- At this time, there is no mechanism in place for tracking the names of individuals who administer drugs; only the names of the EMS services are listed.
- January 1, 2015 – transition to Elite is on track
- The following two papers were distributed and explained:
 1. Medication list – [proposed medications for Elite](#)
 2. NH TEMSIS current [proposed custom elements](#)
- Chip gave a demonstration of the run form.

Item 3. Board Membership – G. Turpin

A copy of an email from Brian Buonamano was passed out clarifying EMS Coordinating Board term limits:

RSA 153-A:3 governs membership and appointments to the Emergency Medical and Trauma Services **Coordinating Board**. Relative to a vacancy that occurs as a result of a member whose term has expired, a new member must first be nominated by the sponsoring organizations detailed in RSA 153-A:3. The seat on the board is held by the member itself. When the sponsoring organization nominates an individual, that individual may be

appointed by the Governor, and the person so nominated is entitled to a *three year term*. Any new member who is filling vacancy that occurred as a result of the prior member's term expiration should be receiving a full three year term.

In the case of a vacancy that arises for any reason other than the expiration of a prior member's term, the appointment I just described will be done for the *balance of the unexpired term*. In either case, the sponsoring organization is merely performing a nominating function, the terms, whether for three years or less, are attached to the individuals themselves.

The CB members would like further clarification over the following:

- When a person takes over someone else's term, does the remainder of the term, even if it is just one day, count as the new person's first term?

NOTE: Answer from Atty. Buonamano sent via email on Sept. 22, 2015:

Yes. ("...the appointment shall be for the balance of the unexpired term and shall be considered a term for the purposes of the limitation on terms.")

- What happens when the individual is no longer a representative of the organization that nominated him/her?

NOTE: Answer from Atty. Buonamano sent via email on Sept. 22, 2015:

Once you are nominated and appointed you are a full Member with the power to vote on all matters that come before the Board. Members are executive branch officials that are subject to removal only for cause at the Governor and Council level. Let me be clear: the board is not doing proxy voting; it is a *deliberative* body. Members can vote in accordance with what they view as the best policy after hearing all of the other members discuss the issue in an open fashion. The nominating organizations: 1) do not have the benefit of hearing other stake holders discuss an issue in a deliberative fashion and 2) can always nominate somebody else when the Member's term is up if they do not like how the Member voted.

Item 4. Division offering EMS programs – N. Mercuri

This was covered in the Bureau Chief's report (IV).

Item 5. Rule update: protocol version date change from 2009 to 2015 – N. Mercuri

This was mentioned in the Bureau Chief's report (IV).

Item 6. LODD update – N. Mercuri (S. Meier absent)

This item is still a work in progress.

VI. New Business

Item 1. Initial Course & Instructor Data – S. Jackson

Shawn gave a PowerPoint presentation about EMS [initial courses and instructor data](#) which analyzes instructor/coordinators who are teaching initial programs. 7 years of data were analyzed. After the presentation, the CB members discussed the fact that work force issues will have to be addressed in the new strategic plan. Concerns were also expressed that while firefighters and law enforcement students receive subsidized initial training, EMT's have to pay for everything. EMS will have to find some other kind of funding source because the Fire Fund is not sustainable. Perhaps the grants office could get involved due to the connection to homeland security.

Item 2. 2016 CB meeting schedule

January 21, 2016

March 17, 2016

May 19, 2016

July 21, 2016

September 15, 2016

November 17, 2016

VII. Good of the order / Items of Interest

- Vicki Blanchard – now the “Clinical Systems Coordinator”
- [Cardiac Arrest Summit](#) – October 30, 2015 at the Fire Academy
- [North Country EMS Conference](#) – November 13 - 15, 2015 at the North Conway Grand Hotel.
- (See III, Item 2 for the link to the EMS Trauma Conference.)

VIII. Adjournment

Motion made by Frank Hubbell; seconded by Jeremy Thibeault – to adjourn the meeting at 3:15PM; passed unanimously.

**Next meeting: Thursday, November 19, 2015
1:00PM to 3:00PM
Richard M. Flynn Fire Academy,
Dormitory Building / Classrooms 5 & 6**

**Future meetings: January 21, 2016, March 17, 2016, May 19, 2016,
July 21, 2016, September 15, 2016, November 17, 2016.**

Respectfully submitted,
Grant Turpin, Chair