



John J. Barthelmes
Commissioner

State of New Hampshire

Department of Safety
Division of Fire Standards and Training & Emergency Medical Services
Richard M. Flynn Fire Academy
98 Smokey Bear Boulevard, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Deborah A. Pendergast
Director

TRAUMA MEDICAL REVIEW COMMITTEE COMMITTEE MEETING MINUTES - APPROVED APRIL 15, 2015

Members Present: Susan Barnard, ARNP; Kathy Bizarro-Thunberg, FACHE; Kenneth Call, MD; Gary Curcio, MD; Doreen Gilligan, RN; Ryan Hickey, NRP; Eric Martin, MD; Rick Murphy, MD; Shawn Riley, EMTP; John Seidner, MD; Elizabeth Soukup, MD
Call in member: Tony Maggio, EMT (paying job requires he be on site rather than travel to Concord)

Members Absent: Peter Hedberg, MD; Lucas Kolm, MD; Eric Schelberg, EMTP

Bureau Staff: Deputy Chief Jon Bouffard; June Connor, Administrative Assistant (minutes)

Guests: Lynn Chabot, RN; Mark Hastings, RN; Hilary Hawkins, RN; Sharon Hillger, RN; Peg Pedone, RN; Gail Thomas, RN,EMTI; Adam Rembisz, RN; Jennifer Yeaton, RN; Marc Simmons, MD

I. Call to Order

The meeting was called to order by Dr. Murphy at 9:30AM on Wednesday, April 15, 2015, at the Richard M. Flynn Fire Academy in Concord, NH.

Item 1. Introductions

All attendees introduced themselves, and it was determined that a quorum was present with 12 voting member attendees counted, including one member on the conference phone.



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Item 2. Minutes

Motion made by Kenneth Call; seconded by John Seidner – to accept the minutes, as written, from the February 18, 2015 meeting; passed unanimously.

II. Sub-Committee and Member Reports

Item 1. Hospital Designation Sub-Committee

- The sub-committee reviewed the application from St. Joseph’s Hospital in Nashua. There were some omissions, and other sections required more specifics.
- July 22, 2015 was chosen by the TMRC members for the St. Joseph’s Hospital Level III adult and pediatric review. **Please let [Hilary Hawkins](#), [Mary Reidy](#), or [Jon Bouffard](#) know if you would like to be a reviewer.**
- Hilary Hawkins will now be the co-chair for the Hospital Designation Committee, and Mary Reidy will be the chair.

Item 2. Education Sub-Committee

- November 5 & 6, 2015 is the date for the Trauma Conference. It will be held at the North Conway Grand Hotel.
- **The theme still needs to be chosen, and keynote speakers are needed. The sub-committee hopes to find someone well-known who can speak about the 4 points of a trauma system.**
- The sub-committee also met immediately after the TMRC meeting today, April 15, 2015.

Item 3. Coordinating Board Report

Deputy Chief Bouffard summarized the CB meeting that was held on March 19, 2015 at the Richard M. Flynn Fire Academy. Amongst other things, the CB is beginning to look into line of duty death benefits for EMS providers. Here is the link to the draft of the minutes from this meeting: <http://www.nh.gov/safety/divisions/fstems/ems/boards/coordinating/cbminutes.html>



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Jon also took the time to explain the relationship between the TMRC, Medical Control Board, and the Coordinating Board:

- The TMRC makes recommendations to the MCB and CB.
- The MCB approves protocols or procedures for use by EMS providers and submits patient care protocols to the Commissioner of Safety for rules adoption. The MCB also assists the CB in the coordination of a system of comprehensive emergency medical services and establishment of minimum standards through policies, procedures, and protocols.
- The CB is the overarching board. This board makes recommendations to the Commissioner of Safety regarding rules for governing the EMS system. The CB also approves statewide trauma system procedures including policies and minimum standards of system performance.

Item 4. Medical Control Board Report

Dr. Kenneth Call summarized the MCB meeting that was held on March 19, 2015 at the Richard M. Flynn Fire Academy. The majority of time at this meeting was spent finalizing the 2015 protocols. Here is the link to the draft of the minutes from this meeting:

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

III. Bureau Report

Item 1. Trauma Registry

The contract has been signed by the vendor and will go to Governor & Council (G&C) on April 22, 2015. Hospitals will not be charged to participate unless they want extra training. There will be a rolling “go live” date. This new system will enable the State to collect and use data in a meaningful way.



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Item 2. Items of Interest

Deputy Chief Bouffard explained the rules regarding committee/board members who call in. A copy of Chapter 91-A, Section 91-A:2,III is as follows: (items emphasized are highlighted in yellow)

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

Jon concluded by stating that even if voting members call in, a physical quorum must still be present at the meetings.



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IV. Old Business

Item 1. Membership of the TMRC

- **There is an opening on the TMRC for a medical examiner.**
- The Legislative Sub-Committee recommended that although injury prevention and post-hospital (rehab) representation would be beneficial, the TMRC could invite these disciplines to participate as non-voting members. Changes to the statute would occur if the TMRC decided that these groups should have a formal vote. The TMRC recognizes the value of the existing group of non-voting members who have made great contributions to the success of the TMRC.

Item 2. Review of TXA for Pre-Hospital use

Because this is a nation-wide topic, the members of the TMRC and guests spent time sharing information. It was decided that more data analysis is needed. **Hospitals should also be contacted to determine how many are actually doing this right now.** A recommendation will be made to the MCB that a protocol be developed regarding the administration of TXA for pre-hospital use. A sub-committee is not necessary at this time.

V. New Business

Item 1. Concord Hospital

Concord Hospital submitted documentation that they now have 24-7 coverage in their radiology department and requested that their certification be extended for 5 years.

Motion: made by John Seidner; seconded by Gary Curcio – to extend Concord Hospital’s verification for the remainder of the 5 year term.



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Item 2. Committees

Deputy Chief Jon Bouffard identified 6 TMRC sub-committees:

1. Injury prevention
2. EMS
3. Hospitals (designation)
4. Post-hospital (Rehabilitation)
5. Education
6. Data

Item 3. Coordinating Board Representative

John Seidner volunteered to be the Coordinating Board representative from the TMRC.

Motion: made by Rick Murphy; seconded by Gary Curcio – to nominate John Seidner as the TMRC representative to the Coordinating Board.

Item 4. Comprehensive Trauma System Evaluation

Two RFP's were submitted. The Bureau of EMS has made a decision and is planning to go to Governor & Council on June 24th. The contract will go to the attorney on Friday, April 24, 2015 and then to the vendor for signature. The results will be announced sometime after June 6, 2015. This is going to be an active process for the TMRC.

VI. Public Comment - None



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VII. Next Meeting: June 17, 2015, (9:30 to 11AM)

Adjournment (10:50 a.m.)

Motion: made by John Seidner; seconded by Eric Martin – to adjourn the TMRC meeting; passed unanimously.

The meetings are the third Wednesday of the even months.

Future 2015 dates are as follows: ***August 19, 2015, *October 21, 2015, and *December 16, 2015.**

Respectfully Submitted,

Rick Murphy, MD
TMRC Chair

Prepared by June Connor
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