

**TMRC-TRAUMA DESIGNATION SUBCOMMITTEE
MEETING MINUTES – (NOT APPROVED)****April 18, 2018**

Richard M. Flynn Fire Academy, Classroom 2, Administration Building
98 Smokey Bear Boulevard
Concord, NH 03301

Attendance:TMRC Members:

Eric Martin, MD
Rick Murphy, MD

Board Staff:

Vicki Blanchard
Gerard Christian
(minutes)
Justin Romanello

State Reviewers:

Theresa Epp
Katie Hartford
Hilary Hawkins
Neil Moore
Chris O'Connell
Jenn Roach
Adam Rembisz
Gina Wuertzer

NOTE: "Action items" are in bold red.*Items were taken out of order from presented agenda***I. Call to Order**

The meeting was called to order at 0805hrs by H. Hawkins, Chair of the subcommittee

II. Approval of Minutes

Motion made (A. Rembisz/E. Martin) to approve the minutes of the February 21st meeting as drafted. **Passed unanimously.**

The subcommittee questioned board staff about the release of the non-public minutes from the February 21, 2018 non-public session. **Staff will create a secure site, via NHOODLE, for the release of sealed non-public minutes.**

III. Membership

The subcommittee had a lengthy discussion regarding the titles listed on this meeting's agenda. **The subcommittee requested that the titles be changed from "public" to "reviewers"**

The subcommittee also asked board staff to clear up who can and cannot be in the room during a non-public session. G. Christian explained:

- During a non-public session of the subcommittee, only: members of the subcommittee, members of the TMRC, board staff, and representatives of the facility being discussed may be present. Members of the public must leave the room.
- During a nonpublic session of the TMRC proper, only: voting members of the TMRC, board staff, a representative of the designation subcommittee, the site review team

and representatives of the facility being discussed may be present. Members of the public must leave the room

IV. Reviews

The subcommittee took report from board staff on upcoming hospital site reviews:

- Saint Joseph's Hospital: July 18, 2018
 - Application and first half of PRQ received by BEMS
 - Team is being assembled:
 - Lead: Murphy CONFIRMED
 - Medical: Hedberg NOT CONFIRMED (E. Martin if P. Hedberg cannot)
 - Pediatric: Reto NOT CONFIRMED (T. Epp if Reto cannot)
 - Nurse: Hawkins CONFIRMED
 - State: Blanchard
 - Shadow(s): Roach (nurse shadow) Christian (state shadow) **Staff will check with Kayleigh to make sure that she is okay with two shadows**

- Wentworth Douglass Hospital: Looking at week of October, 15, 2018 **Staff will confirm by April 26, 2018**
 - Application and first half of PRQ received by BEMS
 - Team is being assembled:
 - Lead: Patterson
 - Medical: Martin (or Reto for both medical & pedi)
 - Pediatric: Epp (or Reto as above)
 - Nurse: Rembisz
 - State: Christian
 - Shadow(s): Wuertzer (nurse shadow) and Romanello (state shadow) **Staff will check with Lynn to make sure that she is okay with two shadows**

The subcommittee requested that staff provide access to the State Site Review Preparation Checklist and the received applications and PRQs. It was suggested by the group that this could be done via the secure NHOODLE link that will be created for the non-public minutes. **Staff will consult legal to ask about releasing Applications and PRQs. Will post checklist.**

N. Moore and C. O'Connell still need to shadow a review. Should rotate them through at upcoming reviews.

During discussion of the review process it was brought up that ACS facilities also have intense pediatric reviews during their review process. It seems to the group that the state's additional review for pediatrics of an ACS facility is redundant. **A. Rembisz will prepare and a comparison of State and ACS pediatric criteria to present at the next subcommittee meeting.**

Motion made (Rembisz/Hawkins) to enter nonpublic session under **RSA 91-A:3, II(c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.* **Passed unanimously via roll-call vote, at 0850hrs** Minutes recorded separately

Name	Vote
Epp	Yea
Hartford	Yea
Hawkins	Yea
Martin	Yea
Moore	Yea
Murphy	Yea
O'Connell	Yea
Rembisz	Yea
Roach	Yea
Wuertzer	Yea

Motion made (Rembisz/Hartford) to exit Non Public Session. **Passed unanimously via roll-call vote, at 0900hrs.** Public session reconvened at 0900hrs.

Name	Vote
Epp	Yea
Hartford	Yea
Hawkins	Yea
Martin	Yea
Moore	Yea
Murphy	Yea
O'Connell	Yea
Rembisz	Yea
Roach	Yea
Wuertzer	Yea

Motion made (Rembisz/Hawkins) to seal the nonpublic minutes under **RSA 91-A:3, III** *because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.* **Passed unanimously by roll-call vote**

Name	Vote
Epp	Yea
Hartford	Yea
Hawkins	Yea
Martin	Yea
Moore	Yea

Murphy	Yea
O'Connell	Yea
Rembisz	Yea
Roach	Yea
Wuertzer	Yea

V. Old Business

A. Rembisz states that he has not done any additional work to the trauma center checklist that this time

Changes to the application and PRQ were discussed; potential edits will be presented at the next subcommittee meeting.

The State Trauma Plan was discussed; the subcommittee's edits have already been made, and are on file at the Division.

VI. New Business

VII. Public Comment

VIII. Next Meeting and Adjournment – June 20, 2018 0800-0930hrs

Motion made (Martin/Rembisz) – to adjourn the TMRC-Trauma Designation Subcommittee meeting at 06918hrs; passed unanimously.

(Notes prepared by Gerard T. Christian, AS, NRP, Clinical Systems Program Coordinator, New Hampshire Division of Fire Standards and Training & Emergency Medical Services)