



Northwest (1) Regional Planning Committee  
REGULAR MEETING  
Tuesday, October 25, 2022 – 10:30 a.m.

Location of Meeting: High Plains Technology Center  
3921 34th Street  
Woodward, OK 73801

The meeting notice was filed with the Oklahoma Secretary of State on October 27, 2021 at 9:06 a.m. The meeting notice/agenda was posted on the Oklahoma State Department of Health website for the Region 1 RTAB on October 21, 2022 at 10:44 a.m.

MINUTES

I. Call to Order.....Jamie McAlister, Chair  
The meeting was called to order at 9:17 a.m. by Chair Jamie McAlister.

II. Roll Call.....Jamie McAlister, Chair  
Roll call was taken with the following members present: Jamie McAlister, Spencer Leiter, and Tamara Fischer; Jeremy Caudill arrived at 9:34 a.m. Joshua Boden was absent.

III. Introductions and Announcements.....Jamie McAlister, Chair  
Chris Dew introduced EMS Administrator Tessa L Cleary-Smith.

IV. Approval of Minutes – April 26, 2022.....Jamie McAlister, Chair  
A motion to approve the April 26, 2022 minutes as written was made by Spencer Leiter and seconded by Tamara Fischer. There was no discussion and the motion passed 3-0.

V. Business

A. Discussion, consideration, possible action and vote to approve Region 1 Bylaw amendments for recommendation to RTAB.....Jamie McAlister, Chair  
Jamie McAlister noted that no progress had been made on reviewing and revising the Region 1 Bylaws which were emailed to members of the working group yesterday. Jamie discussed the Region 3 Bylaws that were also emailed yesterday to possibly be used as a template. Members will continue to work on the review and revision of the Region 1 Bylaws through the committee working group ensuring quorum is not met when conducting work. Any suggestions and revisions will be brought back to the next meeting for review and approval.

B. Discussion, consideration, possible action and vote to approve Region 1 Trauma Plan amendments for recommendation to RTAB.....Jamie McAlister, Chair  
Jamie McAlister noted no progress had been made on reviewing and revising the Region 1 Trauma Plan which was emailed to members of the working group yesterday. Members will continue to work on the review and revision of the Region 1 Trauma Plan through the committee working group ensuring quorum is not met when conducting work. Any suggestions and revisions will be brought back to the next meeting for review and approval.

C. Discussion, consideration, possible action and vote to approve next steps and assignments for committee workgroups.....Jamie McAlister, Chair  
1. Trauma triage education  
2. Trauma system goals  
3. Stroke

Jamie McAlister reviewed the trauma system goals and past committee actions regarding the goals to include plans to create a condensed version of the Oklahoma Trauma Education Program and Trauma Triage Guidelines for regional education. Chris Dew noted that a working group has been formed for review and possible revision of the current Oklahoma trauma triage guidelines according to the ACS guidelines. Discussion and planning will continue at the next meeting.

The Region 1 Stroke Working Group Chair, Erin Fast, resigned by email as both the Chair of the working group and as a member of the RPC. Members reviewed the current regional stroke liaisons



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for RTAB report to include Tamara Fischer, Christina Terry, and Jennifer Dye. The decision to remove Jennifer Dye as a regional representative was made due to Ms. Dye not being affiliated with a regional facility. Tamara Fischer discussed current OSSSAC activities to include the development stroke plan components for regional stroke plans. The next OSSSAC meeting is scheduled for October 27 with members to review information to be presented at RTAB meetings. Ms. Fischer will bring back any information from that meeting to the next RPC meeting for discussion and possible action.

- D. Discussion, consideration, possible action and vote to approve meeting times, dates, and venues for 2023.....Jamie McAlister, Chair
1. January 24, 2023 – 10:30 a.m. at the High Plains Technology Center, Woodward
  2. April 25, 2023 – 10:30 a.m. at the High Plains Technology Center, Woodward
  3. July 25, 2023 – 10:30 a.m. at the High Plains Technology Center, Woodward
  4. October 24, 2023 – 10:30 a.m. at the High Plains Technology Center, Woodward
- A motion to approve the 2023 meeting times, dates, and venues as shown above with time corrected to 9:00 a.m. was made by Tamara Fischer and seconded by Jeremy Caudill; the motion passed 4-0.

- VI. New Business (For matters not reasonably foreseen 48 hours prior to the meeting)
- Jamie McAlister resigned her position as Chair due to assuming a new position in education with plans to remain on the committee for at least the next meeting. Nominations and volunteers were solicited for the vacant Chair position with Spencer Leiter volunteering. A motion to approve Spencer Leiter as Chair of the RPC was made by Tamara Fischer and seconded by Jamie McAlister; the motion passed 4-0.

- VII. Next Meeting
- A. Northwest (1) Regional Trauma Advisory Board  
October 25, 2022 – 10:30 a.m.
  - B. Northwest (1) Continuous Quality Improvement Committee  
January 5, 2023 – 9:00 a.m.
  - C. Northwest (1) Regional Planning Committee  
January 24, 2023 – 9:00 a.m.
  - D. Oklahoma Trauma and Emergency Response Advisory Council  
February 1, 2023 – 1:00 p.m.

- VIII. Closing, Adjournment, and Dismissal
- A motion to adjourn was made by Tamara Fischer and seconded by Spencer Leiter; the meeting adjourned at 9:48 a.m.