



**Northwest (1) Regional Planning Committee**

**REGULAR MEETING**

**Tuesday, April 26, 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 9:08 a.m. The meeting notice/agenda was posted on the Oklahoma State Department of Health website for the Region 1 RTAB on April 22, 2022 at 4:20 p.m.

**MINUTES**

- I. Call to Order.....Jamie McAlister, Chair  
The meeting was called to order at 9:00 a.m.
- II. Roll Call.....Jamie McAlister, Chair  
Roll call was taken with the following members present: Tamara Fischer, Jamie McAlister, Erin Fast, and Spencer Leiter. Joshua Boden and Jeremy Caudill were absent.
- III. Introductions and Announcements.....Jamie McAlister, Chair  
No introductions nor announcements were made.
- IV. Approval of Minutes – October 26, 2021.....Jamie McAlister, Chair  
A motion to approve the October 26, 2021 as written was made by Spencer Leiter and seconded by Tamara Fischer. There was no discussion and the motion passed 4-0.
- V. Business
  - A. Discussion, consideration, possible action and vote to approve next steps and assignment for committee workgroups..... Jamie McAlister, Chair
    - 1. Trauma Plan and Bylaw
    - 2. Stroke
    - 3. Chemical Preparedness

Jamie McAlister gave a brief overview of the history of the working groups and discussed the options of dissolving the working groups and moving the discussions and planning back into the committee with the possibility of moving the meeting date/times or adding additional meetings to allow for more discussion or continuing discussions and planning within the working groups. Ms. McAlister then reviewed updates already made to the regional plans to include update of the EMS Descriptions and member information outlined in the Region 1 Trauma Plan as well as changes still needed to include clarification of terminology and attendance expectations outlined in the regional bylaws and definitions and appropriate destinations outlined in the trauma plan. Tamara Fischer then discussed the current status of the regional stroke plan noting changes have been made on the state level not reflected in the current plan. Jennifer Woodrow clarified that working groups are not subject to the Oklahoma Open Meetings Act with work able to be completed through virtual meetings and email without Emergency Systems (ES) facilitation and noted care is needed to ensure membership does not establish RTAB or RPC quorum. Ms. Woodrow also noted that any additional meetings called requiring ES facilitation would be dependent on current workload and leadership approval. Members recognized that update of the regional plans will require an extensive amount of work that could best be completed in the working groups to be brought back to the Committee for approval. Ms. Woodrow noted that any work completed can be emailed with meeting reminders in order for all members to review the information and prepare comments and/or suggestions prior to the meeting in order to facilitate and expedite discussions. Ms. McAlister discussed reviewing other regional plans for ideas and possible adoption of verbiage, specifically noting Region 3 who recently repealed and adopted new regional bylaws. Members then reviewed current working group membership with members recommending update of the membership and solicitation of new members at the upcoming RTAB. Recommended membership included Erin Fast and Tamara Fischer as members of the working group for stroke with Ms. Fast appointed Chair and Jamie McAlister and



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Spencer Leiter as members as members of the working group for trauma plan/bylaw revision with Ms. McAlister appointed Chair. Members discussed and agreed the Chemical Preparedness Working Group should be dissolved and referred back to the Regional Medical Response System (RMRS) as no work has been completed through the working group. A motion to dissolve the Chemical Preparedness Working Group and approve maintaining the Stroke and Trauma Plan/Bylaw Revision Working Groups with membership as recommended pending solicitation of new members was made by Tamara Fisher and seconded by Erin Fast. There was no discussion and the motion passed 4-0.

- B. Discussion, consideration, possible action and vote to approve new times, dates, and/or venues for future RPC meetings.....Jamie McAlister, Chair  
Chair Jamie McAlister asked members for input regarding the need to approve new meeting dates, times, and/or venues with members agreeing no change was needed and the item tabled.

VI. New Business (For matters not reasonably foreseen 48 hours prior to the meeting)  
Jamie McAlister requested that trauma triage education and regional trauma system goals be added to the next meeting agenda for discussion.

VII. Next Meeting

- A. Northwest (1) Regional Trauma Advisory Board  
April 26, 2022 – 10:30 a.m.
- B. Oklahoma Trauma and Emergency Response Advisory Council  
June 1, 2022 – 1:00 p.m.
- C. Northwest (1) Continuous Quality Improvement Committee  
July 7, 2022 – 9:00 a.m.
- D. Northwest (1) Regional Planning Committee  
July 26, 2022 – 9:00 a.m.

Chair Jamie McAlister presented the next meeting dates as shown above.

VIII. Closing, Adjournment, and Dismissal

A motion to adjourn was made by Spencer Leiter and seconded by Tamara Fischer. The meeting adjourned at 9:34 a.m.

Approved

Jamie McAlister, Chair  
Northwest (1) Regional Planning Committee  
October 25, 2022