



**Northwest (1) Regional Trauma Advisory Board  
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 and check in with remote site.....Jamie McAlister, Chair  
The meeting was called to order at 10:30 a.m. by Chair Jamie McAlister.

II. Roll Call to include remote site.....Jamie McAlister, Chair  
Roll call was taken with members present and absent reflected on the attached attendance sheet.

III. Introductions and Announcements.....Jamie McAlister, Chair  
No introductions nor announcements were made.

IV. Approval of Minutes – July 26, 2022.....Jamie McAlister, Chair  
A motion to approve the April 26, 2022 minutes as written was made by Great Plains Regional Medical Center and seconded by Seiling Municipal Hospital. There was no discussion and the motion passed 15-0.

V. Reports/Updates

A. Emergency Systems.....Jennifer Woodrow  
Chris Dew introduced Tess Cleary-Smith as the new Emergency Systems EMS Administrator. Mr. Dew announced open positions within Emergency Systems to include EMS Administrator, Epidemiologist, and statistician positions. Mr. Dew reports that regulatory inspections for EMS agencies continue and to be prepared for unannounced visits with development visits available upon request. Regional coordinators are currently reaching out to EMS agencies who were issued deficiencies regarding medical director involvement in the quality assurance process to offer assistance in correcting the deficiency. OTEP trainings is scheduled for October 26, 2022 at ODOT Training Center from 9:00 a.m. to 11:00 a.m. Regional OTEP trainings are also being offered with trainings conducted in Regions 2 and 4 to date. A T3 Working Group from the Medical Direction/Coordination Committee has been formed and met on October 12, 2022 with plans to conduct another meeting within the next few weeks to compare what Oklahoma uses to the national standards for prehospital triage. Additional information regarding the notes trainings can be obtained by sending an email to [esystems@health.ok.gov](mailto:esystems@health.ok.gov). The deadline for Trauma Fund application is 5:00 p.m. on November 30, 2022 for hospitals and December 15, 2022 for EMS agencies and physicians. Trauma Fund application training is scheduled on October 26, November 9, and November 16 for hospitals, physicians, EMS agencies respectively. Mr. Dew noted Trauma Registry data submission is due 30 days after the care has been rendered; Trauma Fund reimbursement cannot be provided if the data has not been entered with several facilities currently noncompliant. OTERAC last met on October 24, 2022 with business conducted to include discussion and vote to approve the following: removal of Chapter OAC 310:642 addressing the Oklahoma Emergency Response System Stabilization and Improvement Revolving Fund to be replaced by Chapter 643 which includes new language that supports the Oklahoma Emergency Response System Stabilization and Improvement Revolving Fund Distribution; approval of Chapter 645 Emergency Service District Supplemental Regulations, and approval of an Oklahoma trauma system assessment by the American College of Surgeon, or other entities pending availability of funding. There is currently an evaluation of the state trauma system underway. The next Medical Direction and Coordination Committee meeting is February 1, 2023 in Tulsa. OERSSIRF reviews were conducted and concluded on October 6.



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- 48 B. Continuous Quality Improvement Committee (CQI).....Jamie McAlister  
49 Jamie McAlister reported the fourth quarter CQI meeting was held on October 5, 2022 via Microsoft  
50 Teams. Eight members were present with 11 cases reviewed by the group. Nineteen letters were  
51 authored with two acknowledging a good job and the remainder requiring responses. The group also  
52 reviewed five CQI letter responses with all accepted with no further action needed. The next  
53 meeting is scheduled for January 25, 2023 at 9:00 a.m. via Microsoft Teams. The committee is having  
54 difficulty receiving records in a timely manner and requested members to ask their medical records  
55 department to closely review those requests for a timely response. The committee has noticed that  
56 both EMS agencies and hospitals are not consistently documenting a trauma triage priorities for all  
57 trauma patients according to the T3 guidelines and requested members discuss the issue with their  
58 facility. Facilities can address any noted trauma system issues by submitting a CQI referral form to  
59 [esystems@health.ok.gov](mailto:esystems@health.ok.gov) for committee review; forms are available on EMResource and in the  
60 member packets.
- 61 C. Stroke.....Tamara Fischer/Christina Terry/Jennifer Dye  
62 Members confirmed current representatives noting Jennifer Dye is not from a facility from within  
63 the region and should be removed as a regional stroke representative for report. Tamara Fischer  
64 reported the algorithm for stroke has been updated and is being worked on to finalize for  
65 distribution. Get with the Guidelines is currently being offered for free over the next two years; any  
66 facility interested should contact Alicia Webster of the American Heart Association.
- 67 D. Regional Planning Committee.....Jamie McAlister, Chair  
68 The committee met this day and is currently working on the reviewing and updating the Region 1  
69 Bylaws and regional plans for trauma and stroke. Members were asked to review the regional plans  
70 for needed updates with suggestions or comments to be given to any member of the RPC for  
71 committee review and at the next scheduled meeting.
- 72 E. Regional Medical Response System.....Paulette Marshall  
73 The next RMPG is scheduled this day at 1:00 pm with plans for a radiation presentations followed by  
74 a 9-8-8 presentation and approval of the regional plans. An open house is also scheduled for the  
75 MERC this day beginning at 3:30 p.m. with all invited to attend. Ms. Marshall provided a brief  
76 overview of the details of the REMMS Conference held December 2021. Plans for this budget period  
77 include the Region 1 Radiation Plan, a Redundant Communications Drill scheduled for November 16,  
78 2022, and a Preparedness Workshop regarding radiation scheduled for March 8 and 9, and a Table  
79 Top exercise scheduled for March 2023.
- 80 F. EMS for Children.....Delores Welch  
81 Delores Welch introduced Sarah Connally as her replacement. Ms. Welch then provided an overview  
82 of the 2022 EMS Annual Agency Survey and the 2021 National Pediatric Readiness Assessment. Pedi  
83 mate Transport Devices for children up to 100 pounds are available for agencies in need and can be  
84 obtained by emailing [emsc@ouhsc.edu](mailto:emsc@ouhsc.edu). Annual surveys will be going out in January 2023 via email  
85 with participation deadline set for March 31, 2023. Ms. Welch requested that members email a  
86 point of contact and email address for the appropriate person at their facility to receive EMSC email  
87 communications. Anyone interested in pediatric training to include PALS and PEARS training can  
88 register for free at [www.redcap.link/emscsharegistration](http://www.redcap.link/emscsharegistration).
- 89
- 90 VI. Business
- 91 A. Discussion, consideration, possible action and vote to approve the 2023 Committee Membership  
92 and new members.....Jamie McAlister, Chair
- 93 1. Regional Planning Committee – Current members Jamie McAlister, Joshua Boden, Jeremy  
94 Caudill, Tamara Fischer, Spencer Leiter, and new member Mark Almack.



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- 95 2. Continuous Quality Improvement Committee – Current members Rodney Baker, Chad  
96 Campbell, Jeremy Caudill, Angie Clinton, Jimmy Johnson, Jamie McAlister, Emily Powell, Derek  
97 Vermillion, Dr. Carolina Wales, Dr. Robert Worden, and new members Ellen Kirk and Brian  
98 Pierce.

99 Jamie McAlister requested that be added to the next agenda for approval to both the RTAB and RPC  
100 Committee. A motion to approve the 2023 Committee Membership and new members as noted  
101 above was made by Great Plains Regional Medical Center and seconded by Pond Creek Fire &  
102 Ambulance with the motion passing 15-0. Jamie McAlister requested that be added to the next  
103 agenda for approval to both the RTAB and RPC Committee.  
104

- 105 B. Discussion, consideration, possible action and vote to approve the 2023 Board Member Rotation  
106 Schedule (Attachment A) and proposed 2023 Board Members.....Jamie McAlister, Chair  
107 Members reviewed the 2023 Board Rotation according to approved Schedule (Attachment A),  
108 previous year attendance, and regional bylaws with members agreeing proposed Board members  
109 who did not meet the attendance requirements as set forth by the Region 1 Bylaws should forfeit  
110 their turn in the rotation with the next member in the rotation meeting the requirements to assume  
111 the removed members position. Representatives from Pond Creek Fire & Ambulance, Cimarron  
112 County EMS, and Leedey Ambulance requested to not be removed from the rotation stating that  
113 they would be able to attend 2023 meetings. Air Evac Weatherford noted the attendance presented  
114 was not correct as their representative had attended all meetings. Jennifer Woodrow noted that  
115 attendance is verified by both roll call and the sign in sheet with authorization for representation as  
116 well audio and visual capability for Zoom participation required to be counted present. Jamie  
117 McAlister also noted that a representative may not represent two Board members but may  
118 represent both a general member and a Board member. Harper County Community Hospital made a  
119 motion to remove Okeene Municipal Hospital and Life EMS of Hennessy from the rotation and  
120 approve the following as 2023 Board Members: Air Evac – Weatherford, AllianceHealth Woodward,  
121 Beaver Co. Memorial Hospital, Cimarron County EMS, Cordell Memorial Hospital, Elk City Fire and  
122 EMS Department  
123 Fairview Regional Medical Center, Great Plains Regional Medical Center, INTEGRIS Bass Baptist  
124 Health Center, Laverne EMS, Leedey Ambulance Service, Life EMS, Mercy Hospital Watonga, Okeene  
125 Municipal Hospital, Pond Creek Fire & Ambulance, Roger Mills Ambulance, Rogers Mills Memorial  
126 Hospital, Sinor EMS Sayre, St. Mary's Regional Medical Center, Woodward County EMS.  
127

- 128 C. Discussion, consideration, possible action and vote to approve the 2023 Board Officer  
129 Nominations.....Jamie McAlister, Chair  
130 1. Chair – Angie Clinton  
131 2. Vice-Chair – Yolanda Romanos  
132 3. Secretary/Treasurer – Ellen Kirk  
133 Members discussed the nominations for 2023 Board Officers noting that Erin Fast no longer  
134 represents AllianceHealth Woodward, and, therefore, cannot serve as Secretary/Treasurer. Jamie  
135 McAlister announced that she is leaving her current position at INTEGRIS Bass Baptist Health Center,  
136 therefore, is unable to serve as Chair. Nominations for Chair and Secretary/Treasurer were solicited  
137 with Angie Clinton nominated for Chair and Ellen Kirk nominated as Secretary. A motion to approve  
138 2023 Board Officers as noted above was made by INTEGRIS Bass Baptist Health Center and seconded  
139 by Pond Creek Fire & Ambulance. There was no further discussion and the motion passed 15-0.  
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- D. Discussion, consideration, possible action and vote to approve proposed 2023 regular meeting dates, times, and venue..... 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 regular meeting dates, times, and venue above was made by Harper County Community Hospital and seconded by Cordell Memorial Hospital with the motion passing 15-0.

VII. New Business (For matters not reasonably foreseen 48 hours prior to the meeting)

VIII. Public Comment

- If attending through the Zoom website, please raise a virtual hand for your name to be included in the public comments queue.
- Comments will be received with people who raised a virtual hand through Zoom. The comment order will be alphabetically (a-z) based on the attendee's last name.
- To ensure that everyone who desires to make a public comment has had the opportunity to speak, after comments have been made by attendees who raised a virtual hand in Zoom, we will then make one last final call for attendees to identify themselves who want to make a public comment, but have not done so.

IX. Next Meeting

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

X. Closing, Adjournment, and Dismissal

A motion to adjourn was made by Guymon Fire Department Ambulance and seconded by Great Plains Regional Medical Center. The meeting adjourned at 12:01 p.m.