

Central (6) Regional Trauma Advisory Board
Microsoft Teams

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November 6th, 2020 – 1:00 pm

MINUTES

- I. Call to Order – Chair Jason Likens
The meeting was called to order by Chair Jason Likens at 1:01 pm.
- II. Welcome and Introduction – Chair
Secretary Jason Likens reminded Board Members to state their names and the intention of their vote, yes or no during roll call and roll call vote. He also reminded members to keep microphones muted.
- III. Roll Call – Chair Jason Likens
There was no physical meeting location with Board members participating remotely using the Microsoft Teams teleconferencing platform reflected on the attached attendance sheet.
- IV. Approval of Minutes – August 18th, 2020 – Chair Jason Likens
A motion to approve the minutes as written was made by Chandler Ambulance and seconded by INTEGRIS Canadian Valley Hospital. There was no discussion and the motion passed 9-0.
- V. Reports/Updates
 - A. Emergency Systems quarterly activity report – Daniel Whipple
The Oklahoma State Department of Health (OSDH), Oklahoma Department of Tourism and Recreation, and Oklahoma Tax Commission is in the process of moving to a new building. The new building is the former Sandridge Energy building and is located at 123 Robert S. Kerr in Oklahoma City. Emergency Systems is looking to determine where ambulance inspections will be conducted at the new building and will provide more information as it becomes available. In the meantime, EMS agencies needing a new unit inspection should use the following link found on the Emergency Systems website to schedule inspections with several location options available:
[https://www.ok.gov/health/Protective Health/Emergency Systems/EMS Division/Ambulance Servicing & EMRAs/Inspections/index.html](https://www.ok.gov/health/Protective%20Health/Emergency%20Systems/EMS%20Division/Ambulance%20Servic27es%20&%20EMRAs/Inspections/index.html). Katrina Warden was hired as the Special Projects Coordinator. Her duties will include assisting with the Trauma Care Assistance Revolving Fund and other special projects as they arise. The Trauma Fund handout was not included in the member packet due to personnel changes but no changes were made to the deadlines from the previous submission period. The hospital deadline is Monday, November 30th, 2020 and the EMS and physician deadline is Tuesday, December 15th, 2020. If submitting an application for the trauma fund, please remember the packets must be received before 5:00 pm on the applicable due date. There are no updates or training dates currently scheduled the Trauma Registry. For the Oklahoma EMS Information System (OKEMSIS), training was recently conducted for the field staff entering data into OKEMSIS. OKEMSIS training is currently being developed for EMS agency leadership and will include information regarding using the Report Writer function in performing quality assurance and improvement activities. The Statistical Research Specialist position for OKEMSIS is still vacant and posted for anyone interested. EMS Regulations went into effect September 11th, 2020 and are available for review on the Emergency Systems website. In September, the first ever online EMS Director training was held with hopes to schedule another training in the spring of 2021.

- B. Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) report from previous meeting – Eddie Sims
Eddie Sims discussed activities conducted at the last OTERAC meeting to include approval of the Letter Schedule of Escalation Process recommended by the Combined Region 6/8 Quality Improvement Committee and approval of stroke triage guidelines developed by the Oklahoma State Stroke System Advisory Committee (OSSSAC) for prehospital patients.
- C. Quality Improvement Committee quarterly activity report – Eddie Sims
The Committee last met virtually and reviewed 8 to 10 cases and several response letters. Points of discussion included implementation of the proposed Letter Schedule of Escalation process and concerns to include age inconsistencies when defining a pediatric patient. A virtual statewide CQI meeting is scheduled for December 8th, 2020.
- D. Regional Planning Committee quarterly activity report – Eddie Sims
The Committee last met today before the RTAB. Business conducted included approval of the 2021 meeting dates that are to follow approved 2021 RTAB meeting dates. There is not a plan to meet again until the ability to meet virtually is restored with hopes for restoration to occur in February with the next legislative session. At the next meeting, the Committee plans to review the stroke triage guidelines developed by OSSSAC for prehospital patients to incorporate into the regional stroke plan and review the approved trauma systems goals for planning and implementation.
- E. Region 8 Trauma Rotation Committee report from previous meeting – Daniel Whipple
The Trauma Rotation Committee last met approximately two months ago with the main point of discussion being facial trauma services provided at SSM Health St. Anthony Hospital – Oklahoma City. Due to their shortage of oral maxillofacial surgeons, coverage has been shared with Mercy Hospital Oklahoma City and INTEGRIS Baptist Medical Center. To rectify this, SSM Health St. Anthony Hospital – Oklahoma City is entering into an agreement with OU Medicine to help provide coverage for those services. Please continue to refer to EMResource for appropriate destinations for those injury categories. The Committee also discussed the definition of pediatric age and hope to distribute a short survey to determine what Oklahoma facilities are using to define pediatric age.
- F. Regional Medical Response System (RMRS) quarterly activity report – Heather Yazdanipour
The Region 6/8 RMRS is heavy into their COVID response with goals and missions changing to surge. Currently, RMRS is working with the Oklahoma State Department of Health (OSDH) to possibly move into a Regional Medical Operations and Coordination Center (RMOC) with four to be set up across the state in Tulsa, Oklahoma City, and two rural locations. These will facilitate information distribution and data gathering on hospital capacity and capability and then try to coordinate movement of patients, if needed, based on the OSDH reported tiers and surge plans. Due to the current tiers of Region 6 and Region 8, the Region 6/8 RMRS is possibly looking to activate their RMOC earlier than other regions, which will be decided at a meeting with OSDH leadership scheduled on November 9th, 2020.
- G. EMS for Children Quarterly Activity Report – Delores Welch
No representative was available for report.

VI. Business

- A. Discussion, consideration, possible action, and vote to approve the Combined Region 6/8 QI Committee's Letter Schedule of Escalation proposal – Jamie Lee
Jamie Lee reviewed the Letter of Schedule of Escalation Proposal noting that it was a collaboration of all the QI Committees statewide and is intended to help get responses to committee letters. A motion to accept the Combined Region 6/8 QI committees Letter Schedule of Escalation proposal was made by INTEGRIS Canadian Valley Hospital and seconded by EMSTAT. There was no further discussion and the motion passed 9-0.
- B. Discussion, consideration, possible action, and vote to approve the QI Committee Recommendation that the RTAB and QI Committee Chairs draft and send a letter to licensed hospitals and ambulance services regarding the Continuous Quality Improvement Process – Jamie Lee

- To ensure all members are aware of the Letter Schedule of Escalation Proposal and quality improvement process, every licensed hospital and ambulance service will receive a letter informing them of the purpose and outline of the process. A motion to approve the QI Committee recommendation that the RTAB and QI Committee Chairs draft and send a letter to licensed hospitals and ambulance services regarding the continuous quality improvement process was made by INTEGRIS Canadian Valley Hospital and seconded by Noble Fire Department. There was no further discussion and the motion passed 9-0.
- C. Discussion, consideration, possible action, and vote to approve Bylaw language regarding multiple Board or General Members being represented by one individual – Jason Likens Daniel Whipple explained the differences in the following current the proposed Region 6 Bylaw language.

Current Language:

General Membership

General Membership is composed of representatives from all of the organizations that regularly service the region as well as other interested individuals. This may include:

Section 1. Responsibilities of the General Membership: The General Members are expected to attend meetings regularly to provide input on topics under consideration by Board.

Section 2. Committee Service General Members may serve on committees, work groups and task forces.

Section 3. Attendance Expectations:

The General Members are expected to attend at 100% of regularly scheduled meetings.

- a. Each General Member organization may send a proxy to attend in place of the authorized representative.*
- b. Rescheduled meetings and special meetings are not considered to be regularly scheduled.*

Board Membership

Representation will rotate between the member organizations in the region based upon an approved rotation schedule to be determined by the Board.

Section 5. Term

The term of the Board Members is two calendar years with staggered terms.

Section 6. Appointments

Board members shall be appointed by the respective member organizations according to the established membership structure and rotation. Member organization will appoint a representative and an alternate to the board, but will have only one (1) vote each meeting. If both primary and alternate member are present at a meeting, the representative who responds to the Roll Call shall hold the voting right.

Section 9. Attendance Expectations/Removal of Board Members

- a. A Member is automatically removed from the Board if an authorized representative misses any regularly scheduled meeting in any year without:*
 - a. Arranging for a proxy, or*
 - b. If a meeting is missed by a Board Member or their proxy, the authorized representative of the member organization may request consideration for excused absence at the following RTAB meeting only. Request must be made to the RTAB Chair for placement as an agenda item by contacting Emergency System staff at least fourteen (14) days prior to the meeting. The Board will then vote either to excuse or deny the absence.*
- d. Any removed member will no longer carry the authority to vote, nor be listed as a board member for the remainder of the appointed term.*

Proposed Language:

General Membership

General Membership is composed of licensed ambulance services and hospitals from all of the organizations that regularly service the region as well as other interested individuals as approved by the Board. Each General Member organization is responsible for appointing representatives authorized to act on behalf of the organization. Examples of General Members include:

Section 1. Responsibilities of the General Membership

The General Members are expected to attend meetings regularly to provide input on topics under consideration by the Board. General Members are expected to disseminate information from Board Meetings to its organization.

Section 2. Committee Service

General Members may serve on committees, work groups, and task forces.

Section 3. Attendance Expectations

The General Members are expected to attend 100% of regularly scheduled meetings.

- a. Each General Member organization may send a proxy to attend in place of the authorized representative.*
- b. Rescheduled meetings and special meetings are not considered to be regularly scheduled.*
- c. Regularly scheduled meetings occurring during a state of emergency as declared by the Governor which affects the Region shall be exempt from attendance requirements.*

Board Membership

Appointment to the Board will rotate between the member organizations in the region based upon an approved rotation schedule to be determined by the Board.

Section 5. Term

The term of the Board Members is two calendar years.

Section 6. Appointments

Board Members shall be appointed according to the established membership structure and rotation. Each Board Member organization will appoint a representative and alternate to the Board, but each Board Member organization will have only one (1) vote each meeting.

Section 9. Attendance Expectations/Removal of Board Members

- a. A Board Member is automatically removed from the Board if an authorized representative of proxy misses any regularly scheduled meeting in any year without:
 - i. The authorized representative of the member organization may request consideration for excused absence at the following RTAB meeting only. A request must be made to the RTAB Chair for placement as an agenda item by contacting Emergency System staff at least fourteen (14) days prior to the meeting. The Board will then vote either to excuse or deny the absence.**
- d. Any removed member will no longer carry the authority to vote, nor be listed as a Board Member for the remainder of the appointed term.*

A motion to accept the proposed Region 6 Bylaws amendments was made by EMSSTAT and seconded by INTEGRIS Canadian Valley Hospital. There was no further discussion and the motion passed 9-0.

- D. Discussion, consideration, possible action, and vote to approve 2021 Board Meeting dates and times and solicitation for venue hosts – Jason Likens
1. February 16th, 2021 – 1:00 pm – INTEGRIS Canadian Valley Hospital
 2. May 18th, 2021 – 1:00 pm – REACT EMS
 3. August 17th, 2021 – 1:00 pm – EMSSTAT/Norman Regional Hospital
 4. November 23rd or 30th, 2021 – 1:00 pm – EMSSTAT/Norman Regional Hospital
- Legislation allowing open meetings to be conducted virtually is nearing its deadline with hopes that legislature will continue the current or enact new legislation allowing for virtual meetings. The Board will continue to monitor the legislation as well as current situation regarding COVID and make arrangements or cancelations as necessary to ensure the safety of all those involved. A motion to approve the proposed 2021 Board Meeting dates and times with November 30th, 2021 chosen for the fourth quarter meeting was made by EMSSTAT and seconded by Chandler Ambulance. There was no further discussion and the motion passed 9-0.
- E. Discussion, consideration, possible action, and vote to approve 2021 Committee membership – Jason Likens
1. Regional Planning Committee – Eddie Sims, Chair, Daniel King, Elizabeth Lambert, Julia Day and Jason Likens
 2. Quality Improvement Committee – Eddie Sims, Chair, Julia Day, Mike Issac, Richard Robinson, Dr. Patrick Goad, James Girven, Dr. Robin Mantooth and Willis Snowden
- Anyone interested in joining a Region 6 Committee should contact OSDH. A motion to approve the 2021 Committee membership as written by Chandler Ambulance and seconded by INTEGRIS Canadian Valley Hospital. There was no further discussion and the motion passed 9-0.

- VII. New Business – Chair Jason Likens
(for matters not reasonably foreseen 48 hours prior to the meeting)
There was no new business.
- VIII. Comments from the Board and General Members – Chair Jason Likens
Jason Likens thanked members for their participation and expressed his eagerness to return to in person meetings.
- IX. Next Meetings – Chair Jason Likens
- A. Combined Region 6/8 Quality Improvement Committee
January 12th, 2021 – 10:00 am
 - B. Central (6) Regional Planning Committee
February 16th, 2021 – 11:00 am
 - C. Central (6) Regional Trauma Advisory Board
February 16th, 2021– 1:00 pm
- X. Adjournment – Chair Jason Likens
A motion to adjourn by INTEGRIS Canadian Valley Hospital and seconded by Chandler Ambulance. The meeting adjourned at 1:57 pm.

Approved

Jason Likens

Digitally signed by Jason Likens
Date: 2021.05.18 16:00:03 -05'00'

Jason Likens, Chair
Central (6) Regional Trauma Advisory Board
May 18th, 2021

CENTRAL (6) REGIONAL TRAUMA ADVISORY BOARD
2020 ATTENDANCE

Board Member	Representative	1Q	2Q	3Q	4Q	2020
<i>Chandler Ambulance</i>	Billy Buchanan	X		X	X	100%
	Bobby Buchanan					
<i>EMSSTAT</i>	Eddie Sims	X		X	X	100%
	Jan Emmons					
<i>INTEGRIS Canadian Valley Hospital</i>	Elizabeth Lambert	X		X	X	100%
	Terra Collie					
<i>McClain-Grady County EMS</i>	Robin Robinson	X		X	A	67%
	Donnie Neer					
<i>Mercy Hospital Logan County, Inc.</i>	Giulia Frattinger	X		X	X	100%
	Daniel Calvert					
<i>Noble Fire Department</i>	Steven Paul	X		X	X	100%
	Phil Scott					
<i>Norman Regional</i>	Jan Emmons	X		X	X	100%
	Eddie Sims					
<i>Purcell Municipal Hospital</i>	Marvin Bishop	X		A	X	67%
	Brittany Scully					
<i>REACT EMS</i>	Willis Snowden	X		X	X	100%
	Galen Hankal					
<i>Samaritan EMS - Yukon</i>	Jason Likens	X		X	X	100%
	Chris Prutzman					

General Member	Representative	1Q	2Q	3Q	4Q	2020
<i>Cornerstone Specialty Hospitals Shawnee</i>	Kris Karns	A		A	A	0%
<i>EMSC</i>	Delores Welch	A		A	A	0%
<i>Guthrie Fire EMS</i>	Eric Harlow	A		A	A	0%
	Blake Braden					
<i>J.D. McCarty Center for Children</i>	Michael Isaac	X		A	X	67%
	Suanne Livingston					
<i>Miller EMS - Cashion/Crescent</i>	Matt Miller	X		X	A	67%
	Lisa FitzGerald					
<i>Miller EMS - Stroud</i>	Matt Miller			X	A	50%
	Lisa FitzGerald					
<i>MMRS/RMRS</i>		X		X	X	100%
<i>Pafford EMS of Oklahoma (El Reno)</i>		A		A	A	0%
<i>Prague Community Hospital</i>	Rachel Pritchett	X		X	X	100%
	Jennifer Messer					
<i>SSM Health St. Anthony Hospital - Shawnee</i>	Rebecca Snowden	X		X	X	100%
	Brandi Parsons					
<i>Stroud Regional Medical Center</i>	Julia Day	X		X	X	100%
	Dahna Abbey					
<i>Team Health</i>	Steven Roberts	A		A	A	0%
<i>TReC</i>		A		A	X	33%
<i>United EMS - Lincoln County</i>	Diana Whitten	A		A	A	0%
	Gerald Luschen					
<i>Wadley's EMS, Inc</i>	Dalton Bebout	A		A	A	0%
	Kathleen Heck					