

# North Regional Time Sensitive Emergency Committee (NRTSEC)

## Meeting Minutes

March 20, 2015

### Opening

The regular meeting of the North Regional Time Sensitive Emergency Committee (NRTSEC) was called to order at 1000 on March 20, 2015 at Kootenai Health by Chris Way.

### Present

Chris Way, Julie Hoerner, Ben Suttlemyre, Mark McGahan, Wanda Wilkerson, Ken Baker, Shelly Mattson, Maryanne Clancey, Stu Willis, Carlana Coogle, William Ganz, Leana Kelley, Ken Gramyk, Dom Pomponio, Eric Chun, Tom Nickol, Reny Hansen, Sue Donaghue, Bill Holstein, Casey Meza, Jamie Karambay,

### Approval of Agenda

Motion to approve agenda by Stu Willis, seconded by Ben Suttlemyre. Approved unanimously.

### Approval of Minutes:

Motion to approve minutes from 2/20/15 as written by Tom Nickol , seconded by Eric Chun. Approved unanimously.

### Open Issues

1. TSE State-wide Meeting Update - Chris Way

-The statewide council met 2 weeks ago. They worked to complete Stroke and STEMI criteria. There was lots of conversation related to criteria for stroke designation. Level II and level III stroke criteria was developed and proposed. Level I stroke criteria is still under development. The council is looking to the Washington criteria to assist in development.

-If a hospital is already verified by ACS, they will not have to have a site survey by the state to obtain state verification. ACS verification paperwork will be submitted to the state as part of the designation process.

-There was discussion about trying to match up multiple designations (i.e. Trauma and Stroke) at the same time for hospitals, so as to conserve resources and time.

-Any feedback or input to take to the state council, please bring to Chris and he will take it to that council.

2. TSE Program Update – Christian Surjan  
No report – Christian not available

### **Old Business**

1. Review Bylaws – appreciation expressed to the subcommittee for their work. Black print is written in state code as set into law and cannot be changed. The additions created by the bylaws subcommittee are highlighted in yellow. The committee made some suggestions for changes (documentation of suggested changes is available through the secretary upon request)
2. Approve Bylaws – Stu Willis moved bylaws be approved as revised, seconded by Dr. Ganz. Unanimously approved (see attached copy)
3. Review Committee/Assignments - Chris suggested tabling until a review of the bylaws can determine if appropriate member ship for each subcommittee has been correctly identified.

### **New Business**

1. Establish Executive Committee – tabled until a future meeting
2. Membership – discussion about how to reach out to ensure all areas and disciplines of Region 1 are represented. To date there has not been any representation from Benewah Co. (Bill Holstein noted they were unable to attend today's meeting). Ben suggested a letter from chair to Benewah Community Hospital CEO, Chief of staff and EMS or other agencies not represented to explain purpose of mtg, and invite their participation. Casey and Chris will co-author letter to send out.
3. Other Subcommittees needed – Chris asked for input regarding any other subcommittees that may be needed – none identified at this time.
4. Trauma Data Points – The State requests region-specific 3 data points related to trauma to track in our region. After much discussion, the group settled upon:
  - EMS scene time for Trauma activations
  - ED dwell times on trauma activation.
  - Number of Level I and level II trauma activations transferred into KHA motion to accept these measures as the North Region's data points was made by Bill Ganz, Seconded Bill Holstein.  
There was further discussion re: ensuring these data points are all available without difficulty with all EMS agencies and critical access hospitals. As an

informational component, Julie will attach KH's trauma activation criteria (fashioned after the CDC criteria) to the minutes

The vote passed unanimously.

5. Stroke and STEMI Update – addressed in TSE statewide meeting update
6. TSE Community Needs Assessment –Casey suggested a small team to go to each community and meet with EMS and hospital & county elected officials in each community and talk about what is in place and what is needed in individual communities. Discussion deferred until the next meeting.

### **Other Business**

#### **Action Items for Next Meeting**

- Chris and Casey to coauthor a letter to reach out to areas in our region who are not yet participating in NRTSEC.
- Chris and Casey will draft a proposal for a community outreach team (see #6, new business) and will bring back to next meeting.
- Chris and Julie will review and compare committee structure to the bylaws and return with a recommendation at the next meeting.

### **Adjournment**

Motion to adjourn by Ben Suttlemyre , seconded by Bill Holstein. Meeting was adjourned at 1210 by Chris Way. The next general meeting will be at **April 17<sup>th</sup> at 10:00 in Kootenai Health Boardroom (Kootenai Services Building)**

Minutes respectfully submitted by:

Julie Hoerner, NRTSEC Secretary