

IDAHO TSE COUNCIL MEETING MINUTES

July 9, 2014

A meeting of the Idaho Time Sensitive Emergency (TSE) Council was held on this date at the Oxford Suites, 1426 S. Entertainment Avenue, Boise, Idaho.

Council Members Present:

Member's Position:

Bill Morgan, MD

One representative from a facility that either holds or is seeking designation as an Idaho trauma center. Representatives may be either the medical director, coordinator or program manager responsible for their respective facility's trauma program.

Jami Thomas, RN

One representative from a facility that either holds or is seeking designation as an Idaho stroke facility. Representatives may be either the medical director, coordinator or program manager responsible for their respective facility's stroke program.

Marshall Priest, MD

One representative from a facility that either holds or is seeking designation as an Idaho heart attack center. Representatives may be either the medical director, coordinator or program manager responsible for their respective facility's heart attack program.

Harry Eccard

One representative from an EMS agency licensed by the department that serves a primarily urban response area.

Bill Spencer

One representative from an EMS agency licensed by the department that serves a primarily rural response area.

Casey Meza for Jon Ness

The administrator of an Idaho hospital that either holds or is seeking Idaho trauma, stroke or heart attack designation.

Carl Hanson

The chief executive officer or administrator of an Idaho critical access hospital that that either holds or is seeking Idaho trauma, stroke or heart attack designation.

Greg Vickers

One licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily urban area that either holds or is seeking trauma, stroke or heart attack designation.

Drew Forney

One Idaho citizen with an interest in furthering the quality of trauma, stroke and heart attack care in Idaho.

Council Members Present:

Member's Position:

Mike McGrane

One representative from an air medical EMS agency licensed by the department.

Kelly McGrath, MD

One licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily rural area that either holds or is seeking trauma, stroke or heart attack designation.

Others Present:

Other's Position:

Diana Hone	Idaho Bureau of EMS & Preparedness
Elke Shaw-Tulloch	Idaho Division of Health & Welfare
Dennis Carlson	Portneuf Medical Center
Toni Lawson	Idaho Hospital Association
Bev Barr	Department of Health & Welfare Rules Unit
Brian O'Byrne	American College of Surgeons Committee on Trauma
Kay Chicoine	Idaho Bureau of EMS & Preparedness
Stacey Carson	Idaho Hospital Association
John Cramer	Idaho Bureau of EMS & Preparedness
Cheryl Hansen	Idaho Trauma Registry
Bruce Cheeseman	Idaho Bureau of EMS & Preparedness
Wayne Denny	Idaho Bureau of EMS & Preparedness
Molly Steckel	Idaho Medical Association
Adrean Cavener	American Heart Association & American Stroke Association

Welcome and Introductions

Elke Shaw-Tulloch expressed excitement at the beginning of Council work on the TSE system. She reported that Richard Armstrong, Director of Health & Welfare, sent his regrets at being unable to attend. Wayne Denny gave a brief overview of the work that has been done to date in developing the TSE system.

Review of TSE Legislation

Bill Morgan gave a brief overview of the TSE legislation (Idaho Statute 56, Chapter 10 Subsections 24-30). He specifically mentioned the fact that this is a voluntary system.

Overview of Open Meeting Laws & Parliamentary Procedure

Wayne Denny gave a brief overview of Idaho's Open meeting law, specifically addressing several of the questions posed and answered in the Open Meeting Law document included in the Council members' notebooks. He also encouraged members to become familiar with the Parliamentary Procedures Made Easier document included in their notebook. He indicated that these resources were included to help keep meetings consistently-run. There were several questions about executive session: the Council can go into executive session to provide input on Program Manager hiring or to discuss complaints from facilities, but the agenda must show executive session is planned. Legal counsel is entitled to meet privately with the Council. If there has been a violation of the Open Meeting Law, the Council must go back to the error and redo all business that occurred after such error. Drew Forney asked if there was indemnification for members of the council. It was decided that the Bureau would invite someone from the Deputy Attorney General's office to the next meeting to provide answers.

Identify and Select Officers, Review and Approval of Agenda

Bill Morgan began the discussion of officer selection. It was decided that the Council should have, in addition to the governor-appointed Chair, a Vice Chair, Treasurer/Secretary, and Parliamentarian. The role of the secretary will be to sign minutes and work with the TSE administrative assistant to complete minutes, especially as rule promulgation starts. Jami Thomas recommended the Treasurer and Secretary be two separate people in order to allow both to focus. Bill Morgan said a Parliamentarian was necessary to keep the group on track. No other necessary council officers were identified. Greg Vickers

moved to create these officer seats; Marshall Priest seconded. The Motion passed unanimously. Bill Spencer nominated Marshall Priest for Vice Chair. Jami Thomas seconded; motion passed unanimously. Jami Thomas nominated herself for Secretary; all in favor – unanimous. Greg Vickers nominated himself for Treasurer; all in favor – unanimous. Marshall Priest nominated Wayne Denny for Parliamentarian, Harry Eccard seconded; motion passed unanimously.

The Council discussed the agenda and suggestions were made to add a budget discussion and the allowance for proxies to attend meetings in place of absent council members. Bill Morgan recommended proxies be the same person each time to maintain continuity for the group. Marshall Priest requested that information about each meeting be sent to Council members as soon as possible to enable attendance; he advises there was not enough lead time for the first meeting. Bill Morgan suggested meetings be planned out six months to a year ahead of time as the EMS Advisory Committee and the EMS Physician Commission do. Marshall Priest moved to amend the agenda to include budget and proxy discussions, Bill Spencer seconded; motion passed unanimously.

Council Member Designees

The group discussed the need for the Council to function, even with members who are otherwise very busy people. The language in the draft bylaws states that proxies are allowed but do not count toward a quorum and have no voting rights. Bill Morgan mentioned that Council members are governor appointed, so he wanted the language to stay the same.

Council Logistics

The Council discussed the timeline for upcoming meetings. The rules need to be done by November in order to be considered for the 2015 legislative session. The Council will also need to do some traveling to get the rules around and put together regional committees. Wayne Denny advised that DHW is unable to perform these tasks, and so they fall on the Council members. Marshall Priest asked who the rules need to go out to, and Mr. Denny advised they need to be seen by anyone affected by the rules. Toni Lawson suggested that the Idaho Hospital Association (IHA) meetings coming up around the state might be a good venue for sharing the draft rules. Drew Forney asked if payers would be included in the rule-writing process even though they have no seat on the Council; he also disclosed that he is retired from Blue Cross.

Next Meeting: July 30 or 29. Jami Thomas moved, Marshall Priest second. Unanimous
September 4 (discuss what came out of IHA meetings) and 23, Oct 14 and 28. And then monthly meeting after October. Motion moved to keep meetings in Boise @ 9:00 so flights get in – Jami Thomas moved, Seconded by Marshall Priest. Unanimous

“Rules 101”

Bev Barr gave the Council a detailed overview of the DHW rules process. She also advised that the TSE Council will decide where in the state to hold hearings when the rules are developed.

Review of Draft Bylaws

The Council reviewed the draft bylaws and made the changes reflected in the version included as Appendix A of these minutes.

Conflict of Interest – have all council members sign a document Marshall moved, Bill Spencer seconded. Unanimous

Review of Draft Rules

The Council reviewed the draft rules and made the changes reflected in the version included as Appendix B of these minutes.

Open Comment Period: at Chair's Discretion

There were no comments

Adjourn