

IDAHO TSE COUNCIL MEETING DRAFT MINUTES

July 29, 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.

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.

Mike McGrane

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

Council Members Via

Conference Call:

Member's Position:

Casey Meza for Jon Ness

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

Council Members Not Present: Member's Position:

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.

Drew Forney

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

Others Present:

Wayne Denny
 Tara Knight
 Nicole Noltensmeyer
 Dennis Carlson
 Mike Welman
 Toni Lawson
 Bev Barr
 Molly Steckel
 Adrean Cavener

Other's Position:

Idaho Bureau of EMS & Preparedness
 Bureau of EMS and Preparedness
 TSE Administrative Assistant
 Portneuf Medical Center
 Life Flight Network
 Idaho Hospital Association
 Department of Health & Welfare Rules Unit
 Idaho Medical Association
 American Heart Association & American Stroke Association

Welcome and Introductions

Dr. Morgan called the meeting to order and established a quorum. Greg Vickers moved to approve the July 9th meeting minutes. Bill Spencer seconded the motion. Vote to approve minutes was unanimous.

Meeting Logistics & AA Introduction

Nicole Noltensmeyer introduced herself to the council. She comes to the job with 16 years of experience working as a unit secretary in an emergency department in Washington. She reviewed the procedure for travel reimbursement, and reminded the council about responding to the emails from Meeting Wizard to schedule future meetings.

Legal Review of the Idaho Open Meeting Law, Indemnity, Personal Liability of Council Members

Peg Dougherty, Deputy Attorney General spoke to the council regarding the Idaho Open Meeting Law, indemnity, and immunity. The council must conduct the following business in public; if a quorum is present, when deliberation towards making a decision, and/or when making a decision. Notice to the public regarding the meetings logistics (date, time, and place) must be posted no less than five (5) days before the meeting. The agenda must be made available to the public no less than forty-eight (48) hours before the meeting. If the agenda needs to be amended it must be motioned, seconded and reasons why it cannot wait to be taken care of at a future meeting must be discussed. The council cannot prohibit recording devices during the meetings. Secret ballots are not allowed. Minutes must be kept of all meetings, and those minutes must be made available to the public within a reasonable amount of time following the meeting. Council members may participate in meetings via conference call.

Subcommittees are also subject to the Open Meeting Law if their business involves making a decision. The council may go into executive session for the purpose of communication with legal counsel, or for making staffing decisions (i.e. when hiring or firing). Penalties for non-compliance with the Open Meeting Law can result in decisions being made null and void, or monetary fines.

Nicole asked if posting the notice of a meeting and/or the agenda on the website is sufficient notification and Peg cautioned the group that the laws were written prior to electronic communication being prevalent. She encouraged the council to post on the State Office bulletin board as well as online. Bill Morgan asked about establishing guidelines for regional committees and if they also fall under the Open Meeting Law. Peg Dougherty indicated that the regional committees do fall under the guidelines of the Open Meeting Law. She will get back to the council regarding whether or not the regional committees may go into executive session for the purpose of peer review.

Mike McGrane asked about personal immunity. Peg Dougherty indicated the council members who are acting within the scope of their duties would likely be immune.

Peg ended the discussion by letting the council know that she was available to them any time to answer questions.

Subcommittee Reports

Budget & Fees Subcommittee: Greg Vickers had no report.

Stroke & STEMI Subcommittee: Jami Thomas made a recommendation to use the national rules base on: American Heart Association/American Stroke Association and the American College of Cardiology.

Wayne Denny asked the council if the Bureau can help the subcommittees with information gathering.

Toni Lawson from the Idaho Hospital Association will pull data to estimate how many hospitals in the state may participate in the TSE program. Harry Eccard asked if there will be an interface between pre-hospital and hospital. There was a comment made about whether or not a certain software is purchased by a facility affecting the ability of EMS to transmit EKGs done in the field. Physiocontrol is the software discussed and this is/will continue to cause a delay in STEMI patients' EKGs being seen by a Physician. Jami Thomas asked a question about whether or not referring hospitals have the ability to share with receiving hospitals the data. Bill Morgan reminded the council that in a system of care there needs to be the ability to communicate regardless if a facility has a certain type of software. Different communication tools were brought up and Bill Morgan suggested we have companies such as Laserband give a presentation to the council on the non-cost prohibitive communication products they offer. A motion to create a trauma subcommittee was unanimously approved.

Bylaw Review and Approval

Discussion of clarification of 6.1. Does a change to the bylaws require a two-thirds majority of a quorum or of the entire council? Bill Morgan made a motion to require two-thirds majority of the entire council to make changes to the bylaws. Greg Vickers seconded. Motion passed unanimously. There was some discussion about 2.1.4 regarding the phrase "licensed health care provider". It was determined to leave the language as is. There was a motion by Bill Spencer to accept the bylaws. Jami Thomas seconded, and the motion passed unanimously.

Rules Review

Please see Attachment B.

Open Comment Period: at Chair's Discretion

Wayne Denny discussed the need to get the regional committees formed. Adrean Cavener asked about when the council would be working on the Standards Manual. Wayne Denny indicated that it was the work of the subcommittees to begin work on their portions of the Standards Manual. Adrean also asked about registries and data collection. Jami Thomas responded that the guidelines manual was another item that the subcommittees will be bringing back to the next meeting. There were no further questions or comments.

Adjourn