

**Southwest (3) Regional Education Planning Committee
Microsoft Teams**

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August 6th, 2020 – 9:00 am

MINUTES

The following members are participating remotely using the Microsoft Teams teleconferencing platform: Brad Lancaster, Beth Malone, Dan McLeod, JenaLu Simpson, Robert Stewart, Rachel Talley, Scott Tanner, and Tyler Walters.

The meeting notice was filed with the Oklahoma Secretary of State on July 17th, 2020 at 1:25 pm. The meeting notice/agenda was posted on the Oklahoma State Department of Health website for the Region 3 REPC on August 4th, 2020.

I. Call to Order

The meeting was called to order by Chair Brad Lancaster at 9:02 am.

II. Roll Call

Roll call was taken with the following members present: Brad Lancaster, Beth Malone, Dan McLeod, JenaLu Simpson, Bob Stewart, Rachel Talley, Scott Tanner, and Tyler Walters. Bob Stewart joined the meeting at 9:09 am.

III. Introductions and Announcements

There were no introductions nor announcements.

IV. Approval of Minutes – July 17th, 2020

A motion to approve the July 17th, 2020 minutes as written was made by Tyler Walters and seconded by Beth Malone. There was no discussion and the motion passed 7-0.

V. Reports

A. Interfacility Transfer Working Group Report – Dan McLeod

The group has not met due to increased call volume and the COVID-19 response but the topic of interfacility transfers has been discussed regionally at the regional EMS Director's meeting. Dan noted that it is important to reengage this group, especially after the Jackson County EMS motor vehicle collision that occurred while conducting an interfacility transfer. Brad Lancaster noted that there is a lot of support in the region for an educational piece to help better triage transfers and better utilize hospitals and available resources. JenaLu Simpson offered to help the working group. Anyone else wishing to join the group should reach out to Dan McLeod.

VI. Business

A. Review of RTAB member attendance for discussion, consideration, possible action and vote to approve recommendations to RTAB Chair for possible licensure action – Chair Brad Lancaster

The Committee reviewed the previous meeting attendance and email responses received from the approved notification of absence. After review of responses from Harmon Memorial Hospital and Lawton Indian Hospital, the Committee moved to recommend to the RTAB Chair excusal of the absences. The acting RTAB Chair for this day's meeting, Dan McLeod, will announce the absences are excused to be reflected in the approved minutes. The Committee reviewed the bylaws regarding attendance and authorized representatives. Jennifer Woodrow noted that the proposed Region 3 Bylaw amendments removed language regarding removal of Board Members due to attendance and the email notification will need to be amended. Members identified the need to form a working group to draft additional amendments regarding attendance requirements and revise the attendance email prior to sending further notifications. Dan Whipple noted the need to specify if attendance requirements will apply for all meetings scheduled or only regularly scheduled meetings. Jennifer Woodrow noted that the email notification was sent to all members who were absent the first quarter meeting with no responses received from Apache Ambulance, Apollo MedFlight, Greer County Special Ambulance Service District, Medic West, Comanche County Memorial Hospital EMS, Rolling Hills Hospital, Sinor EMS Hobart, and Velma Community Ambulance.



Notification was sent to listed RTAB representatives, EMS directors, and hospital administration. A list of those who did not respond will be sent to Brad Lancaster for follow-up. Dan Whipple clarified that the language in the regulations require agencies to participate in the regional systems of care and failure to participate can result in a citation issued from OSDH requiring an acceptable plan of correction. Failure to provide an acceptable plan of correction can inhibit members from renewing their license.

- B. Discussion, consideration, possible action and vote to approve attached amended Region 3 Bylaws for recommendation to the RTAB – Chair Brad Lancaster
The proposed amended Region 3 Bylaws were presented to the Committee for review with no discussion.
- C. Discussion, consideration, possible action and vote to approve Board Member rotation process for recommendation to the RTAB – Jennifer Woodrow
Two options for a Board Member rotation were presented to the Committee for review. Brad Lancaster noted a working group may be needed to make further changes to the rotation. Jennifer Woodrow gave a brief overview of both options stating that Option 1 met all guidelines voted on for approval at the last REPC meeting and set forth by the Region 3 Bylaws and the only difference between Option 1 and 2 was where the rotation began for rotating ground EMS members. Problems identified in the proposed rotations included some terms having corporations who hold multiple licenses having multiple votes and multiple agencies within a single county having multiple votes. After review, members moved to approve Option 1 for recommendation to the RTAB for approval.
A motion was made to approve Business Item A, B, and C as discussed by Tyler Walters and seconded by Bob Stewart. There was no further discussion and the motion passed 8-0.
- D. 2021 Committee Meeting Dates Discussion – Chair Brad Lancaster
 1. February 4th, 2021 at Great Plains Technology Center – 9:00 am
 2. April 1st, 2021 at Great Plains Technology Center – 9:00 am
 3. August 5th, 2021 at Great Plains Technology Center – 9:00 am
 4. October 7th, 2021 at Great Plains Technology Center – 9:00 am
 Proposed 2021 Committee meeting dates, times, and venues were presented to the Committee to be voted on for approval at the fourth quarter meeting with no conflicts noted.

VII. New Business

(For matters not reasonably anticipated 48 hours prior to the meeting)
No new business was identified.

VIII. Next Meeting

- A. Regional Trauma Advisory Board
August 6th, 2020 – 10:30 am
- B. Quality Improvement Committee
September 3rd, 2020 – 11:00 am
- C. Regional Education Planning Committee
October 1st, 2020 – 9:00 am

IX. Adjournment

A motion to adjourn the meeting was made by Tyler Walters and seconded by Beth Malone. The meeting adjourned at 9:47 am.

Approved

Brad Lancaster, Chair
Southwest (3) Regional Education Planning Committee

Date