

**East Central (4) Regional Planning Committee**

**SPECIAL MEETING**  
**July 15<sup>th</sup>, 2021 @ 10:00 am**  
**Northeastern Health System EMS**  
**1676 East Dowling**  
**Tahlequah, OK 74464**

Alan Adams, Mark Forrest, Mike Cates, Dr. James Campbell, Stephanie Collins

**AGENDA**

- I. Call to Order.....(Mark Forrest, Committee Chair)
- II. Roll Call.....(Lori Strider, EMS Administrator)
- III. Introductions and Announcements.....(Lori Strider, EMS Administrator)
- IV. Approval of Minutes 5-20-2021.....(Mark Forrest, Committee Chair)
- V. Business
  - A. Discussion, consideration, possible action, and vote to review results of the destination survey for the Trauma plan.....(Mark Forrest, Committee Chair)
  - B. Discussion, consideration, possible action, and vote to review the results of the survey for the STEMI plan.....(Mark Forrest, Committee Chair)
  - C. Discussion, consideration, possible action and vote of letter that will be sent to the RTAB members for absence of meetings.....(Mark Forrest, Committee Chair)
  - D. Discussion, consideration, possible action, and vote to approve on Venomous snake plan.....(Mark Forrest, Committee Chair)
- VI. New Business (For matters not reasonably anticipated 48 hours prior to the meeting as usual)
- VII. Public Comment
- VIII. Next Meeting
  - A. Continuous Quality Improvement  
August 11<sup>th</sup>, 2021 – 1:00 pm on Microsoft Teams
  - B. Northeast (4) Regional Planning Committee  
Saint Francis Muskogee  
300 Rockefeller Dr  
Muskogee, OK 74401  
August 19<sup>th</sup>, 2021 – 10:00 am
  - C. Northeast (4) Regional Trauma Advisory Board  
Saint Francis Muskogee  
300 Rockefeller Dr  
Muskogee, OK 74401  
August 19<sup>th</sup>, 2021 – 1:00 pm



**OKLAHOMA**  
State Department  
of Health

D. OTERAC

IX. Closing, Adjournment, and Dismissal

# Region 4 RPC Roll Call - 2021

<b>Representative</b>	
<b>Alan Adams</b>	
<b>Mark Forrest</b>	
<b>Mike Cates</b>	
<b>Dr. James Campbell</b>	
<b>Stephanie Collins</b>	

# Region 4 RPC Attendance - 2021

<b>Representative</b>	<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Alan Adams		X		
Mark Forrest		X		
Stacey Jarrard				
Stephanie Collins		X		
Mike Cates		X		
Dr. James Campbell		X		

**East Central (4) Regional Planning Committee REGULAR MEETING**  
**May 20<sup>th</sup>, 2021 @ 10:00 am**

**Location of Meeting: Microsoft Teams**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmRjMDZjOGYtZTNjZi00YWFlWFhZTMtMmYyNjk1MzI1MmE4%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmRjMDZjOGYtZTNjZi00YWFlWFhZTMtMmYyNjk1MzI1MmE4%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d)

**Join by Phone: +1 405-898-0717 United States, Oklahoma City (Toll) Conference ID: 629 603 788# (\*6 to Mute/Unmute)**

There is no physical meeting location. All Advisory Board Members are participating remotely via the Microsoft Teams platform shown above. Advisory Council Members are:

Alan Adams, Mark Forrest, Stacey Jarrard, Mike Cates, Dr. James Campbell, Stephanie Collins

**DRAFT MINUTES**

- I. Call to Order.....(Mark Forrest, Committee Chair)  
The meeting was called to order by Mark Forrest at 10:07 am
- II. Roll Call.....(Lori Strider, EMS Administrator)  
Roll call was taken with the following members present Mark Forrest, Alan Adams, Dr. James Campbell, Mike Cates, and Stephanie Collins
- III. Introductions and Announcements.....(Lori Strider, EMS Administrator)  
None at this time.
- IV. Approval of Minutes 08-15-2019.....(Mark Forrest, Committee Chair)  
A motion to approve the minutes as written was made by Dr. James Campbell and seconded by Mark Forrest. There was no discussion and the motion passed unanimously
- V. Business
  - A. Discussion, consideration, and possible action to review the Trauma plan.....(Mark Forrest, Committee Chair)  
The committee discussed the need to review the hospital destination plan, and how often to review the trauma plan. A survey was created and emailed to the region to determine the hospitals EMS transport too. Deadline for the surveys to be returned was set for August 1<sup>st</sup>, 2021.
  - B. Discussion, consideration, possible action and vote to approve STEMI plan.....(Mark Forrest, Committee Chair)  
The committee discussed the need to continue working on the survey for the STEMI plan. A survey was created and emailed to the region. Deadline for the surveys to be returned was set for August 1<sup>st</sup>, 2021.
  - C. Discussion, consideration, possible action and vote to approve recommendation to the RTAB chair for possible licensure action pending review of RTAB member attendance....(Mark Forrest, Committee Chair)  
The committee discussed to start with having the chair and RTAB administrator to call the agencies that were absent and next step being to send a letter. The letter will be created by the RTAB administrator and sent to the committee for approval.
  - D. Discussion, consideration, possible action, and vote to approve on Venomous snake plan.....(Mark Forrest, Committee Chair)



The committee discussed the need for a venomous snake plan, but at this time wants to focus on the trauma plan and STEMI plan review.

- E. Discussion, consideration, and possible action to review adding another meeting to the year.....(Mark Forrest, Committee Chair)

The committee discussed adding another day for a meeting. A special meeting will be held in person July 15<sup>th</sup>, 2021 at 10:00 am located at Northeastern Health System EMS training station.

- VI. New Business (For matters not reasonably anticipated 48 hours prior to the meeting as usual)  
No new business at this time.

VII. Public Comment

- *If attending through the Teams website, please raise a virtual hand for your name to be included in the public comments queue.*
- *Comments will be received with people who raised a virtual hand through Teams, followed by those who are attending by phone conference. The comment order will be alphabetically (a-z) based on the attendee's last name.*
- *To ensure that everyone who desires to make a public comment has had the opportunity to speak, after comments have been made by attendees who raised a virtual hand in Teams or identified themselves when the beginning letter of their last name was called for phone conference attendees, we will then make one last final call for attendees to identify themselves who want to make a public comment but have not done so.*

VIII. Next Meeting

- A. Continuous Quality Improvement  
July 20<sup>th</sup>, 2021 – 10:00 am
- B. Northeast (4) Regional Planning Committee  
August 19<sup>th</sup>, 2021 – 10:00 am
- C. Northeast (4) Regional Trauma Advisory Board  
August 19<sup>th</sup>, 2021 – 1:00 pm
- D. OTERAC  
June 2<sup>nd</sup>, 2021 – 1:00 pm

IX. Closing, Adjournment, and Dismissal.

A motion to adjourn the meeting was made by Alan Adams and seconded by Dr. James Campbell. The meeting adjourned at 11:29 am.

*\*If the audio is disconnected at any point during the meeting, Board Members will attempt to rejoin. The meeting will reconvene upon reconnection using the same platform and access codes. If unable to restore connections for a maximum of 15 minutes the meeting will be adjourned.*

# Region 4 RPC Vote Call - 2021

Motion:

Motion:

Motion:

Representative	1 <sup>st</sup> /2 <sup>nd</sup>	Y	N	1 <sup>st</sup> /2 <sup>nd</sup>	Y	N	1 <sup>st</sup> /2 <sup>nd</sup>	Y	N
Alan Adams									
Mark Forrest									
Mike Cates									
Dr. James Campbell									
Stephanie Collins									
Passed		Y	N		Y	N		Y	N

Agency:					
Hospital Name	PI	PII	PIII		Unstable patient
<b>Wagoner EMS</b>					
Saint Francis Tulsa	X	X			
St John	X	X			
Hilcrest			X		
Saint Francis Musk.			X		X
Wagoner Community			X		X
<b>Muskogee County EMS</b>					
St. Francis-Tulsa	X	X	X		X
St. John-Tulsa	X	X	X		X
St. Francis-Muskogee		X	X		X
Northeastern Health Systems		X	X		X
Wagoner Community Hosp			X		
OSU-Tulsa		X	X		
Muskogee Creek Nation			X		X (I-40 Responses)
St. Francis - South		X	X		
Hilcrest - South		X	X		
Hilcrest - Main		X	X		
WW Hastings			X		
St. John - Broken Arrow			X		
Sequoyah County, City of Sallisaw			X		X (I-40 Responses)
<b>Hasting EMS</b>					
	O	O	O		O
<b>Mannford EMS</b>					
Cleveland Area Hospital	No	No	Yes		No
OSU Medical Center	No	Yes	Yes		Yes
St. John Medical Center	Yes	Yes	Yes		Yes
Hilcrest Medical Center	Yes	Yes	Yes		Yes
Saint Francis Hospital, Inc.	Yes	Yes	Yes		Yes



Agency	1	2	3	4	5	6	7	8	Cell #	Fax #	Computer System	Other	9	Tulsa	OKC	Other			
Hillcrest Hospital Henrietta	n	n	n	y	n	n	y			918-650-1329	EPIC			Hillcrest					
Cherokee Nation WW Hasting	n		n	y	n	y	y			918-458-3304							NHS, Tahlequah	Mercy, Fort Smith,	NHS
Northeastern Health System	n	n	n	y	n	n	y			918-774-1187	Cerner			Saint Francis			Arkansas	Arkansas	Tahlequah

Agency	1	2	3	4	5	6	7	Basic	Advanced	Paramedic	8	Tulsa	OKC	Other
Wagoner EMS	N	Y	Y	Y	Y	Paramedic			Saint Francis Muskogee	Saint Francis		N	N	Wagoner Yes We have one here but not with any hospitals
Muskogee County EMS	Y	Y	Y	Y	Y	Paramedic				x				other
Hasting EMS	N	Y	N	Y	Y	Paramedic				NHS				
Northeastern EMS	Y	Y	Y	Y	Y	Paramedic				NHS				
Mannford EMS	N	Y	Y	Y	N	BLS, sometimes ALS if available		Hillcrest Medical Center	Hillcrest Medical Center	Hillcrest Medical Center		Y		

Agency	1	2	3	4
First Flight	y	y	n	n

To whom it concerns:

The Region 4 Regional Trauma Advisory Board (RTAB) would like to encourage everyone of the importance of attending the RTAB meetings. The attendance requirement is for all licensed hospitals and ambulance service providers in Region 4 to attend 3 out of 4 meetings a year. We understand the year 2020 was a difficult year for all. We hope the upcoming years will be safer and healthier for all and more of you will be able to attend.

Along with this letter you will find an authorize representative form. This form is used by the Oklahoma State Department of Health. This form should have listed who your entity would like to attend the quarterly meetings, who will receive emails, calls, and updates from the State. As a reminder the responsibilities for General and Board Members are below.

If you are a General Member your responsibilities to the region are:

1. General Membership is composed of representatives from all the licensed hospitals and ambulance service providers in the region, who are not current board members, as well as other interested individuals.
2. Responsibilities of the General Membership  
The General Members are expected to attend meetings regularly to provide input and receive updates on matters under consideration by the Board, but do not maintain voting privileges.
3. Committee Service  
General Members may serve on committees, work groups and task forces.
4. Attendance Expectations  
The General Members may be subject to licensure action if a member misses one (1) scheduled meeting in any year (75% minimum annual attendance).

If you are a board member your responsibilities to the region are:

Board members shall exercise ordinary business judgment in managing the affairs of the organization. In acting in their official capacity as Board Members of this organization they shall act in good faith and take actions they reasonably believe to be in the best interest of the organization and that are not unlawful. In all other instances, the Board Members shall not take any action that they should reasonably believe would be opposed to the organization's best interests or would be unlawful. Responsibilities of the Board Members include but are not limited to:

1. Conduct the business of the organization.
2. Specify the composition of and direct the activities of committees.
3. Consider for approval recommendations from committees.
4. Cause to be prepared and administer the budget, prepare annual reports of the organization.
5. Cause to be prepared grant applications for the organization.
6. Approve, execute and / or ratify contracts made in ordinary course of business of the organization.
7. Make continuous and regular reviews of RTAB matters and business affairs in order to provide information to General Membership.

If for unseen reason your agency can not send the list representatives, you may send a proxy to the meetings. A Proxy for attendance and voting at a meeting must be initiated by the authorized representative, or the member organization administrator. This must be a signed statement on the represented organization's letterhead state the authority of a specifically named substitute to attend and vote on their behalf. The Proxy shall be delivered to the RTAB meeting prior to Calling to Order and shall be retained with the roll call. A Proxy shall only be valid at the meeting for which it executed.

Please remember our mission statement is to support the statewide system, create a regional system of optimal care for all trauma patients, to ensure the right patient goes to the right place in the right amount of time.

Sincerely,

Mike Cates,  
Region 4 Regional Trauma Advisory Board Chair