

East Central (4) Regional Planning Committee

SPECIAL MEETING
July 15th, 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

DRAFT MINUTES

- I. Call to Order.....(Mark Forrest, Committee Chair)
The meeting was called to order by Mark Forrest at 10:02 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)
Chris Dew with Emergency Systems was introduced as the new Trauma System Coordinator. Jim Causon with Stillwell Medical Center as their Chief Financial Officers. Tricia Fleming was present for Muskogee County EMS.
- IV. Approval of Minutes 5-20-2021.....(Mark Forrest, Committee Chair)
A motion to approve the minutes as written was made by Dr. James Campbell and seconded by Mike Cates. There was no discussion and the motion passed unanimously
- V. Business
 - A. Discussion, consideration, possible action, and vote to review results of the destination survey for the Trauma plan.....(Mark Forrest, Committee Chair)
The committee discussed the findings from the returned surveys. There are still numerous agencies that have not returned their survey. The committee decided to wait till next meeting to go over the results (deadline for the survey is August 1st, 2021). Mark is going to investigate out-of-state hospitals and their capabilities to add them to the appropriate place on the Trauma Plan.
 - B. Discussion, consideration, possible action, and vote to review the results of the survey for the STEMI plan.....(Mark Forrest, Committee Chair)
The committee discussed having another reminder email go out to the region about completing the survey by the deadline of August 1s, 2021. After the deadline for the survey, the RPC members will call the outstanding agencies that have not returned their survey. Alan will call the hospitals, while the other members will call the EMS agencies.
 - 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)
The committee discussed the draft attendance letter. The RPC members discussed calling each agency in the region to verify that we do have the most appropriate representative attending the meetings and to remind them of the requirements for the Regional Trauma Advisory Board meetings. A motion to accept the letter as written was made by Alan Adams and seconded by Mike Cates. There was no other discussion and the motion passed unanimously.



- 51 D. Discussion, consideration, possible action, and vote to approve on Venomous snake
- 52 plan.....(Mark Forrest, Committee Chair)
- 53 The committee discussed the need for a venomous snake plan, but at this time wants to focus
- 54 on the trauma plan and STEMI plan review.
- 55
- 56 VI. New Business (For matters not reasonably anticipated 48 hours prior to the meeting as usual)
- 57 A discussion in reference to EMRsource was made by Dr. James Campbell. The committee discussed
- 58 the need to have a presentation or training on EMResource. Alan Adams stated there is a large turn
- 59 over in employees at hospitals at this time, so few know how to use the software. The committee
- 60 would like to see the topic added to the agenda in 2022.
- 61
- 62 VII. Public Comment
- 63
- 64 VIII. Next Meeting
- 65 A. Continuous Quality Improvement
- 66 August 11th, 2021 – 1:00 pm on Microsoft Teams
- 67 B. Northeast (4) Regional Planning Committee
- 68 Saint Francis Muskogee
- 69 300 Rockefeller Dr
- 70 Muskogee, OK 74401
- 71 August 19th, 2021 – 10:00 am
- 72 C. Northeast (4) Regional Trauma Advisory Board
- 73 Saint Francis Muskogee
- 74 300 Rockefeller Dr
- 75 Muskogee, OK 74401
- 76 August 19th, 2021 – 1:00 pm
- 77 D. OTERAC
- 78
- 79
- 80 IX. Closing, Adjournment, and Dismissal
- 81 A motion to adjourn the meeting was made by Dr. James Campbell and seconded by Mike Cates. The
- 82 meeting adjourned at 11:02 am.

Region 4 RPC Attendance - 2021

Representative	1Q	2Q	SM	3Q	4Q
Alan Adams		X	X		
Mark Forrest		X	X		
Stephanie Collins		X	X		
Mike Cates		X	X		
Dr. James Campbell		X	X		
Tricia Fleming					