

**Tulsa Region (7) Regional Planning Committee  
Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133  
October 15<sup>th</sup>, 2019 – 2:30 pm**

**Minutes**

Notice of the meeting was filed with the Secretary of State's Office on December 14<sup>th</sup>, 2018 – 10:56 am and amended on August 21<sup>st</sup>, 2019 – 3:08 pm. The agenda was posted on the Oklahoma State Department of Health (OSDH) Emergency Systems website on October 11<sup>th</sup>, 2019 – 8:11 am and on the OSDH public notice board on October 14<sup>th</sup>, 2019 – 11:00 am, and not less than 24 hours prior to the meeting. An agenda was posted outside the meeting room door at Hillcrest Hospital South Medical/Education room 145 on October 15<sup>th</sup>, 2019 - 11:00 am.

- I. **Call to Order** - The fourth quarter meeting of the Tulsa Region (7) Regional Planning Committee meeting was called to order at 2:45 pm.
- II. **Roll Call**  
**Members present:** Mary Howell, Dala Stamps, K. C. Nickels, Russell Martin, Wendy VanMatre, Becky Abshire and Zack Lethermon.  
**Members absent:** Trudy Robinson, Deborah Eason, Brandi McManus, and Justin Graves.
- III. **Introductions and Announcements** – There were no introductions or announcements
- IV. **Approval of Minutes** – January 15<sup>th</sup>, 2019 – A motion to approve the January 15<sup>th</sup>, 2019 minutes was made by Wendy VanMatre and seconded by Dala Stamps. There was no discussion and the motion passed 7 – 0.
- V. **Business**
  - A. **Discussion about the Board By-Laws** – Mary Howell reported that she had cleaned up the language for proper grammar. The main goal was to edit the By-laws on Board Rotation selection. There was discussion on the General Membership in regard to the attendance and to take licensure action. Ms. Howell shared the wording to add strength for the removal of a Board Member needs to be specified in the By-laws. It was suggested by the group to use the term calendar year. Ms. Howell suggested if using the call volume for permanent board members to review the call volume every four years. Mr. Henke mentioned that Region 7 does not have any verbiage in regards to excused absences. The general consensus of the group was that each Board Member can have two agency representatives and a proxy on their behalf, so there is no reason to be absent. Zack Lethermon mentioned that your small EMS agencies may not have the staffing to send a proxy. K.C.Nickels asked the question about the call volume for permanent members. Mr. Henke informed the group that the call volume is for call that originated in Tulsa County only and even though an EMS agency may not have enough call volume to be a Permanent Member of the Board, they can still be a Board Member based on a rotation. The committee came to the consensus to rotate the other EMS agencies into the Board Rotation every two years. Mr. Whipple shared with the group information about licensure actions. For EMS agencies there can be a deficiency issued to the agency and if they fail to submit a plan of correction that could prevent the agency from renewing their license until the deficiency was corrected. In regards to the Hospitals, there is only verbiage that says they shall attend RTAB meetings. The group discussed the importance of all hospitals attending the RTAB meetings so they would have an understanding of how they would be utilized in the event of a mass causality incident. The By-law discussion ended with Ms. Howell saying she will update all the changes discussed and then the updates will be sent to the RPC to review before the next meeting.



**B. Discussion and possible action to set goals for 2020**

Mr. Martin brought up that the QIC committee finds the reasons the system didn't work and should progress towards finding how and when the system did work. Then identify where the weaknesses are so education can be provided. Brandee Keele explained how the QIC processes the results of reviewed cases and suggest education to those needed. Ms. Keele reminded the group the CQI referral form has been updated to include "good job" box. The discussion will continue at the next RPC meeting.

**C. Dates and Venues for 2020**

1. **January 21<sup>st</sup>, 2020 – 2:30 pm**  
Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133
2. **April 21<sup>st</sup>, 2020 - 2:30 pm**  
EMSA East  
1417 North Lansing Avenue  
Tulsa, OK 74106
3. **July 21<sup>st</sup>, 2020 – 2:30 pm**  
St. John Health Plaza Center  
1819 E. 19th Street  
Tulsa, OK 74104
4. **October 20<sup>th</sup>, 2020 – 2:30 pm**  
Owasso Fire Station 4  
11933 E 116TH St North  
Collinsville Ok, 74012

**VI. New Business**

**VII. Next Meeting**

**Region 2-4-7 Quality Improvement Committee**

January 21<sup>st</sup>, 2020 – 10:00 am  
Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133

**Regional Trauma Advisory Board**

January 21<sup>st</sup>, 2020 – 1:00 pm  
Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133

**Regional Planning Committee**

January 21<sup>st</sup>, 2020 – 2:30 pm  
Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133

**Oklahoma Trauma and Emergency Response Advisory Council**

Oklahoma State Department of Health  
1000 Northeast 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
February 12<sup>th</sup>, 2020 – 1:00 pm

**VIII. Adjournment: Time:** A motion was made to adjourn by K.C. Nickels and seconded by Dala Stamps.

The meeting adjourned at 3:59 pm

Acting Chair Russell Martin \_\_\_\_\_

Date: \_\_\_\_12/02/2020