

**Southwest (3) Regional Trauma Advisory Board
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73055
February 20th, 2020 – 10:30 am**

MINUTES

The meeting notice was filed with the Oklahoma Secretary of State on February 7th, 2020 at 12:29 pm. The meeting notice/agenda was physically posted at the Oklahoma State Department of Health Central Office, 1000 Northeast 10th Street, Oklahoma City, OK 73117 and the Oklahoma State Department of Health website for the Region 3 RTAB on Friday, February 14th, 2020. Meeting notice was also placed at the Great Plains Technology Center Conference Room, 4500 Southwest Lee Boulevard, Lawton, OK 73505.

I. Call to Order

The meeting was called to order by Chair Brad Lancaster at 10:33 am.

II. Roll Call

Roll call was taken with members present and absent reflected on the attached attendance sheet.

III. Introductions and Announcements

IV. Approval of Minutes – October 3rd, 2019

A motion to approve the October 3rd, 2019 minutes as written was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Scott Tanner of Southwestern Medical Center. There was no discussion and the motion passed 15-0.

V. Reports

A. Emergency Systems quarterly activity report – Jennifer Woodrow

Emergency Systems filled the EMS Administrator position and is currently interviewing for the EMResource position. Dr. LaTrina Frazier replaced Dr. Julie Myers as the interim Medical Facilities Service Director and Veronica Palacio-Reed filled the Administrative Assistant position. Atul Abraham is a Masters of Health Administration student who will be interning with the Department. Upcoming training opportunities were provided in the member packet. EMS Director training will be offered March 31st at the Oklahoma State Department of Health (OSDH). Regional Oklahoma Trauma Education Program (OTEP) trainings have been scheduled for 2020 with the Region 3 class scheduled for September 22nd, 2020 at the Great Plains Technology Center. Stop the Bleed training will also be scheduled for this day following the OTEP training. Anyone interest in attending these trainings should contact Jennifer Woodrow for further information. The Data Element Workgroup for stroke is currently working on refining the data elements. Any questions regarding the workgroup or the Stroke Registry should be directed to Xana Howard. The TReC contract has been awarded with the goal set for TReC to be in service by March 1st, 2020.

B. Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) report from previous meeting – Jennifer Woodrow
OTERAC last met on February 12th, 2020 at the Oklahoma State Department of Health. Business conducted at this meeting included the following:

- Recommendation to approve amendments to Oklahoma Administrative Code, Title 310 Chapters 2 to include Subchapters 21, 29, 37, and 39
- Recommendation to approve amendments to Oklahoma Administrative Code, Title 310 Chapters 641 to include Subchapters 1-7, 3-20, 5-20, 17-10, and 17-17
- Vote to support recommendation from the Oklahoma State Stroke System Advisory Committee (OSSSAC) for the Level III Stroke Interfacility Algorithm to include a recommendation for dissemination statewide through the Regional Trauma Advisory Boards

The Council considered establishing a steering committee for STEMI. A steering committee was not formed and the Council requested that the RTABs be asked what they want from a STEMI steering group in regards to regional planning prior to making any recommendation. Any recommendations should be emailed to Jennifer Woodrow or Dan Whipple. The next meeting is scheduled for June 10th, 2020.

- C. Quality Improvement (QI) Committee quarterly activity report – Jamie Lee
The first quarter meeting is scheduled for March 5th, 2020. In December, the Committee met as a statewide group for the first time. During the meeting, the committee reviewed cases from around the state and education was provided regarding the QI process. The state of Oklahoma has a response rate to QI request of 48% and Region 3 has a response rate of 65%. Ms. Lee thanked members for leading the way in the state and taking the letters as an opportunity for improvement. The Committee received one resignation with three volunteers to fill the vacancy.
- D. Regional Education Planning Committee (REPC) activity report – Brad Lancaster
The Committee last met today before the RTAB. Currently, the Committee is working on the following: an education piece for interfacility transfers, review of RTAB attendance with possible recommendations to the licensing authorities for failure to participate, stroke language, divert policies, and bylaw and trauma plan amendments. A special meeting will be called prior to the next quarter meeting to address update of the Board rotation.
- E. EMS for Children quarterly activity report
No representative was present for report.
- F. Regional Medical Planning Group/Southwestern Medical Emergency Response Center quarterly activity report
Bob Stewart provided training opportunities and EMResource reports regarding Hospital and EMS Drills noting the following:
- Statewide drills were conducted occurring in November with 85% hospital participation and 66% EMS participation and December with 90% hospital participation and 59% EMS participation. Seven agencies were reported to the Quality Improvement committee for failure to respond to any of the statewide drills to include, Anadarko Fire Department EMS, Comanche County Memorial Hospital, Jackson County EMS, Southwest Oklahoma Ambulance Authority, Tuttle Fire/EMS, Velma Community Ambulance and Waurika EMS. Agencies are only reported if there are consecutive failures to respond.
 - Mass Casualty Incident (MCI) Drills were conducted on November 26th with 95% of agencies participating and overall drill compliance of 80%; January 8th with 85% of agencies participating with a compliance of 60%; and February 13th with 85% of agencies participating with a 65% compliance. Carnegie Tri-County Municipal Hospital and Mangum Regional Medical Center were reported to the QI Committee for not responding appropriately to three consecutive drills.
 - April Chaos, an HPP functional exercise, is scheduled for April 15th and can be used to meet CMS requirements. Anyone who would like to participate in this exercise should email interest no later by March 6th.



- A Redundant Communications Drill is scheduled for April 7th from 8:00 am until completion. This is the coalition's semi-annual drill.
- Advanced Burn Life Support (ABLS) training is still available with 84 slots filled. Out of those 84 slots, there are 13 completions, 17 incomplete, and 54 participants who have not started the course. Fourteen hospitals and twenty-two EMS agencies still need to sign up for the training. A list of all those who have signed up was made available after the meeting.
- The Region 3 Emergency Preparedness and Emergency Workshop is scheduled for April 21st from 8:30 am until 4:30 pm at the Red River Technology Center in Duncan. Chief of Surgery and Trauma Medical Director for UMC El Paso Dr. Alan H. Tyroch, Trauma Program Director for UMC El Paso Sandra Gonzalez, and Marshall County, Kentucky EMS Director Brian Cutsinger will present information regarding active shooter events.
- The next RMPG meeting is scheduled after the RTAB at 1:00 pm with plans to discuss the Medical Reserve Corp and to review the Pediatric Surge Plan.

VI. Business

- A. Discussion, consideration, possible action, and vote to approve EMResource divert time recommendation
Bob Stewart discussed EMResource noting that EMResource allows a hospital only one hour to remain on emergency department divert but the EMResource user manual states two hours are allowed. Members were asked if they would prefer a one or two hour time limit with the understanding that an EMS agency can override a divert in the event of an emergency. A motion to recommend two hours for the time allowed to remain on divert was made by Shay Payne of Carnegie Tri-County Municipal Hospital and seconded by Paul Thomas of Mercy Hospital Tishomingo. A roll call vote was taken with a vote of 16-0. The motion did not pass due to the motion being made by a non-voting member.
- B. Discussion, consideration, possible action, and vote to approve Region 3 Trauma Plan
Jennifer Woodrow discussed the proposed amendments to the Region 3 Trauma Plan noting amendments were based upon information obtained from the EMS Provider Survey. Proposed amendments were emailed prior to the meeting and made available in the member packet.
A motion to approve the proposed Region 3 Trauma Plan was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Bruce Crowell of Kirk's Emergency Service. There was no discussion and the motion passed 16-0.
- C. Discussion, consideration, possible action, and vote to approve amended Region 3 Bylaws as follows:
- F. Vacancies and request or recommendations for committee membership
- i. Notice of a vacancy, new request, or recommendations for committee membership shall be distributed to Board members at least ten (10) days prior to a scheduled meeting by written or verbal communication.
 - ii. Volunteers/recommendations or nominations to fill the vacancy in membership or new requests for membership on this committee shall be accepted and voted on at the next scheduled meeting of the Board.
- Jamie Lee noted that, with the current bylaw language, request for membership can only be requested at the annual meeting. The change in bylaw language will allow for both vacancies and requests for membership to be voted on at any meeting as long as a ten day notification is distributed prior to the meeting.



A motion to approve the proposed Region 3 Bylaws was made by Dan McLeod of Southern Oklahoma Ambulance Service and seconded by Jared Cheek of Air Evac Lifeteam – Duncan. There was no discussion and the motion passed 16-0.

- D. Discussion, consideration, possible action, and vote to approve volunteers/nominations for the Region 3 Quality Improvement Committee membership vacancy
1. Jamie Hennessee
 2. Dan McLeod
 3. Tyler Walters

A motion to approve the proposed members to the Quality Improvement Committee was made by Kim Tigert of Duncan Regional Hospital and seconded by Beth Malone of Grady Memorial Hospital Authority. There was no discussion and the motion passed 16-0.

- E. Discussion, consideration, possible action, and vote to recommend to the Oklahoma State Stroke System Advisory Council amendments to the Rural EMS Stroke Triage Algorithm Jennifer Woodrow requested members review the Rural EMS Stroke Triage Algorithm proposed by the Oklahoma State Stroke System Advisory Council and send any recommendations for improvement by email to her or Grace Pelley.
- F. Discussion, consideration, possible action, and vote to approve 2021 trauma system goals to send to the Regional Education Planning Committee for planning and implementation by October 2020

A motion to approve the following 2021 trauma systems goals was made by Dan McLeod of Southern Oklahoma Ambulance Service and second by Kelley Martinez of Jackson County Memorial Hospital Authority:

- Decrease the number of Priority 1 patients transported by ambulance services to a Level III or Level IV Trauma Center by 3% by the end of the calendar year
- Decrease the statewide average length of stay at Level III and Level IV Trauma Centers for patients having an ISS of ≥ 16 by 3% by the end of calendar year 2021

A roll call vote was taken with a vote of 16-0. The motion did not pass due to the motion being made by a non-voting member. Brad Lancaster noted that the REPC recommends an increase in the number of OTEP trainings for EMS and Hospital providers.

VII. Presentation

- A. Process Improvement – Oklahoma State Department of Health
- Jennifer Woodrow spoke of process improvement steps based upon Lean Processing and Six Sigma methodologies. She began by reviewing the OSDH Emergency Systems mission statement of getting the right patient to right place getting the right treatment in the right amount of time. The main goals of Lean processing are to eliminate or reduce waste by improving process flow. This is accomplished by using five principles that include: defining the expectation from the customer's perspective and removing process steps that detract from achieving that expectation; identifying all steps in the process and removing areas that incorporate waste; making the process meet the customer's needs; empowering employees; and creating a culture of continuous improvement. Six Sigma utilizes a mnemonic to assist with process changes: DMAIC. First, an issue must be defined; then the current state is measured; opportunities for improvement are analyzed; the process is improved by implementing those opportunities; and quality control process are used to ensure its success. Ms. Woodrow then reviewed 2018 data pertaining to the number of Priority 1 patients that EMS delivered to Level III and IV Trauma Centers and the number of patients with Injury Severity Scores (ISS) of ≥ 16 that were transferred within Region 3. Ms. Woodrow asked the region to use the tools discussed today to decrease the number of Priority 1 patients transported to Level III and IV Trauma Centers and to decrease the length of stay for transferred with ISS ≥ 16 patients by 3% by the end of 2021.



She emphasized that this goal is attainable and will help set the stage to make larger changes in those numbers in the future.

VIII. New Business

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

IX. Next Meeting

- A. Quality Improvement Committee
Comanche County Memorial Hospital
3401 West Gore Boulevard
Lawton, OK 73505
March 5th, 2020 – 11:00 am
- B. Regional Education Planning Committee
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
April 2nd, 2020 – 9:00 am
- C. Regional Trauma Advisory Board
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
April 2nd, 2020 – 10:30 am

X. Adjournment

A motion to adjourn was made by Jared Cheek of Air Evac Lifeteam – Duncan and seconded by Dan McLeod of Southern Oklahoma Ambulance Service. The meeting adjourned at 11:43 am.

Approved

Dan McLeod, Vice-Chair
Southwest (3) Regional Trauma Advisory Board
August 6th, 2020

SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

BOARD MEMBER ATTENDANCE

BOARD MEMBER	REPERESNTATIVE	1Q	2Q	3Q	4Q	2020
Air Evac Lifeteam - Duncan	Jared Cheek	X				100%
	Kelly Dillon					
American Medical Response - Duncan	Jared Cheek	X				100%
	Kelly Dillon					
American Medical Response - Marlow	Jared Cheek	X				100%
	Kelly Dillon					
Carnegie EMS	Kenneth Pack Tyler Walters	X				100%
Chickasha Fire Department/EMS	Brian Zalewski Tony Samanrego	A				0%
Comanche County Memorial Hospital	Rachel Talley Nick Eimers-Mosier	X				100%
Comanche County Memorial Hospital EMS	John Phillips Christie Timspon	A				0%
Duncan Regional Hospital, Inc.	Kim Tigert	X				100%
	Julie Pennypacker					
Grady Memorial Hospital Authority	Mary Beth Malone Ryan Chester	X				100%
Grandfield Ambulance	Wayne Hull	X				100%
Harmon Memorial Hospital	Cheryl Simco David Strawn	A*				0%
Johnston County EMS	Kenneth Power	X				100%
	LeaAnne Bently					
Kirk's Emergency Service	Bruce Crowell	X				100%
	Sondra Sand					
Lindsay Municipal Hospital	Brianne Bray	X				100%
	Tandy Warren					
Mercy Hospital Ada	Tammy Bridgeman	X				100%
	James Lampkin					
Mercy Hospital Ada EMS	James Lampkin	X				100%
	Randy Bryant					
Mercy Hospital Ardmore, Inc	Lori Smith	X				100%
	Lea Brown					
Southern Oklahoma Ambulance Service	Andrea Earley	X				100%
	Dan McLeod					
Southwestern Medical Center	Robin Garmon	X				100%
	Scott Tanner					

SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

GENERAL MEMBER ATTENDANCE

GENERAL MEMBER	REPERESNTATIVE	1Q	2Q	3Q	4Q	2020
Air Evac Lifeteam - Ada	Steve Bates	X				100%
	Jared Cheek					
Air Evac Lifeteam - Altus	Kelly Dillon	X				100%
	TJ Saxon					
Air Evac Lifeteam - Ardmore	Jared Cheek	X				100%
	Steven Bates					
Air Evac Lifeteam - Decatur, TX	Jared Cheek	X				100%
	Kelly Dillon					
Air Evac Lifeteam - Wichita Falls	Jared Cheek	X				100%
	Kelly Dillon					
Anadarko Fire Department EMS	Greg Stone	X				100%
	E.J. Sorrels					
Apache Ambulance	Michael Bolin	A				0%
	Charley Love					
Apollo MedFlight	Brandon Leasure	A				0%
	Brett Hicks					
Arbuckle Memorial Hospital Authority	Ashley Bonham	X				100%
	Jessica Hobson					
CareFlite	Zack kupper	A				0%
	Alex Eden					
Carnegie Tri-County Municipal Hospital	Shannonn Ware	X				100%
	Shay Payne					
Chickasaw Nation EMS	Roy Throne	X				100%
	Louis Wade Snodgrass					
Chickasaw Nation Medical Center	Jillian Chadwick - James	X				100%
	Roy Throne					
Elkview General Hospital	Jaye Hendrix	X				100%
	Kim Goss					
Elmore City EMS	Brendan Hucks	X				100%
	Jason Cook					
Grady EMS District	Chloe Berry	X				100%
	Kevin Trusty					
Greer County Special Ambulance Service District	Scott Augustine	A				0%
Jackson County EMS	William Stevens	X				100%
	Sharon Sanderson					
Jackson County Memorial Hospital Authority	Kelley Martinez	X				100%
	William Stevens					
Jefferson County Hospital	Leah Newton	X				100%
	Brent McReynolds					
Jim Taliaferro Community Mental Health Center	John Martin	X				100%
	Donna Duyne					
Lawton Indian Hospital PHS	Katie Tompkins	A*				0%
	Kendall Washburn					
Lindsay EMS	Anthony Adams	X				100%
	Brian Davis					
Mangum Regional Medical Center	Lisa Zimms	A				0%
	Zachary Canaday					
Medic West, LLC	Ray Simpson	A				0%
	Jenalu Simpson					

SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD

GENERAL MEMBER ATTENDANCE

MERC- Lawton	Bob Stewart Alana Pack	X				100%
Mercy Health – Love County EMS	David Manning Tracy Walker	X				100%
Mercy Health Love County	David Manning Tad Hall	X				100%
Mercy Hospital Healdton, Inc.	Jaime Connel Kasye Smtih	X				100%
Mercy Hospital Tishomingo	Paul Thomas Lori Smith	X				100%
Murray County EMS	Brad Lancaster Joseph Morgan	X				100%
OSDH-EPRS	Sheila Lawson	X				100%
Pauls Valley Ambulance Authority	James Lampkin	X				100%
Reynolds Army Community Hospital	Michael Bolin	X				100%
Rolling Hills Hospital, LLC	Anthony Guild Johnny Luttrell	A				0%
Rush Springs Fire/EMS	Kevin Trusty Chloe Berry	X				100%
Sinor EMS (Hobart)	Teri Lankford Lance Lankford	A				0%
Southwest Oklahoma Ambulance Authority	David Strawn Sheila Lewis	A				0%
Stratford Response Area	James Lampkin	X				100%
Survival Flight Inc.	Ryan Sand Cole Register	X				100%
The Physicians’ Hospital in Anadarko	Brandi Lewis Kendall Washburn	X				100%
Tillman County EMS District	Ralph Washburn Eddie Johnson	X				100%
Tuttle Fire/EMS	Bruce Anthony Klayn Hitt	X				100%
Velma Community Ambulance	Patricia Snider	A				0%
Waurika EMS	Juanita Fristoe Leah Newton	X				100%