



Tulsa Region (7) Regional Trauma Advisory Board

Microsoft Teams

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Optional Ways to Join

1-405-898-0717

Conference ID:

October 20th, 2020 – 1:00 pm

Meeting notice was posted with the Oklahoma Secretary of State on Tuesday December 3rd, 2019 at 10:24 am and amended to reflect a virtual meeting on Friday September 18th, 2020 at 2:57 pm.

Minutes

The following Board Members are participating remotely using the Microsoft Teams teleconferencing platform:

Air EMS, INC, Bailey Medical Center Owasso, Broken Arrow Fire Department, Brookhaven Hospital, Collinsville Fire Department, Creek County Emergency Ambulance Service, EMSA – East, Hillcrest Hospital South, Hillcrest Medical Center, Mercy Regional of Oklahoma, OSU Medical Center, Owasso Fire Department, Saint Francis Hospital, Saint Francis Hospital South, Skiatook Fire and EMS, St John Broken Arrow, St John Medical Center, St John Owasso, Ascension St John Sapulpa.

The following General Members are participating remotely using the Microsoft Teams teleconferencing platform:

Air EVAC Lifeteam, Country Corner Fire, Laureate Psychiatric Clinic and Hospital, Medical Control Board, Miller EMS, Oklahoma Surgical Hospital, Parkside Psychiatric Hospital and Clinic, Post Acute Medical Rehab Hospital, Post Acute Medical Specialty Hospital, Region 7 RMRS/Merc, Select Specialty Hospital, Southwestern Regional Medical Center, St John Rehabilitation – Encompass, Tulsa Spine and Specialty Hospital.

I. Call to Order – Chair Russell Martin

The Meeting was called to order by Chair Russell Martin at 1:00 pm

II. Introductions and Announcement– Chair Russell Martin

There was no new introductions and announcements heard (audio inaudible).



III. Roll Call– Chair Russell Martin

Roll call was taken with the following Board Members present: Broken Arrow Fire Department, Collinsville Fire Department, Creek County Emergency Ambulance Service, EMSA-East, Hillcrest Hospital South, Hillcrest Medical Center, Mercy Regional of Oklahoma, OSU Medical Center, Owasso Fire Department, Saint Francis Hospital, Skiatook Fire and EMS, St John Broken Arrow, St John Medical Center, St John Owasso, and St John Sapulpa. Brookhaven Hospital and Saint Francis South entered the meeting at approximately 1:15 pm. The following Board Member was absent: Bailey Medical Center Owasso. See the attached attendance sheet for complete attendance details.

IV. Approval of the Minutes – July 21st, 2020 – Chair Russell Martin

A motion was made to approve the minutes by Theresa Compos and seconded by K.C. Nickels. There was no discussion and the motion passed 16-0.

V. Reports

A. Emergency Systems Quarterly Activity Report – Dean Henke

Dean Henke introduced Katrina Warden as the new Special Projects Coordinator and noted that staff will be moving to the new Oklahoma Commons Building soon. Linda Dockery is the point of contact for Trauma Fund and the new application deadlines handout was not included in the member packet, but will be emailed to members when available. The final list for the data dictionary is completed and was presented at the July 15th Oklahoma State Stroke System Advisory Council meeting. New EMS Rules were signed and went into effect September 11th, 2020. The updated rules are available on the Emergency Systems website. EMS agencies needing a new unit inspections should use the following link to schedule their inspection:

https://osdhphs.co1.qualtrics.com/jfe/form/SV_cCIJ6SDD4koTxLT

Martin Lansdale has transitioned roles and is no longer managing the Oklahoma EMS Information System (OKEMIS); the Statistical Research Specialist position is currently open. Xana Howard is the point of contact and there are no trainings scheduled for OKEMIS. Dr. Yang Wan is the point of contact for the Trauma Registry and there is no training scheduled at this time. EMS Director training is now being conducted virtually; upcoming trainings will be announced as scheduled for early 2021. Oklahoma Trauma Education Program has no classes scheduled at this time. If your agency is in need of an OTEP class contact our department and we can try to schedule one virtually. The Trauma Transfer and Referral Center is up and running. Oklahoma Trauma and Emergency Response Advisory Council met October 7th, 2020 – 1:00pm. Proposed workgroup dates will be emailed out later.

B. Quality Improvement Committee Quarterly Activity Report – Kari Smoot

Kari Smoot reported that the QIC meet earlier this morning. The committee reviewed a total of ten cases and with the follow-up on 16 letters of which 8 were good job letters. The committee reviewed the responses of 24 previously sent letters to facilities and agencies. Ms. Smoot shared the committee approved verbiage to be placed into the



Region 7 Trauma Plan and will be sent to the RTAB for consideration. There will be a Statewide QIC meeting on December 8th, 2020. Information to follow.

- C. Regional Educational Planning Committee Quarterly Activity Report – Did not Meet-**
Wendy VanMatre has stepped down from the RPC effective January 1st, 2021.
- D. Regional Medical Response System Quarterly Activity Report – Amy Wenham**
Ms. Wenham reported the RMRS is fully staffed. The RMRS is working on several plans. Further information will be emailed out.
- E. EMS for Children Quarterly Activity Report – Delores Welch**
No report was given.

VI. Business

- A. Discussion, consideration, possible action and vote to approve the Region 7 QI Committee’s Letter Schedule of Escalation Proposal – Brandee Keele**
- B. Discussion, consideration, possible action and vote to approve the QI Committee recommendation that the RTAB and QI Committee Chairs draft and send a letter to licensed hospitals and ambulance services regarding the continuous quality improvement process – Brandee Keele**
A motion was made to accept items A and B by Bruce Kelley and seconded by K.C. Nickels. There was no further discussion. The motion passed 17-0.
- C. Discussion, consideration, possible action and vote to approve 2021 Board Members – Chair Russell Martin – See Attachment**
- D. Discussion, consideration, possible action and vote to approve 2021 Board Officers – Chair Russell Martin**
 - 1. Chair – Theresa Compos**
 - 2. Vice Chair – Kari Smoot**
 - 3. Secretary – Brianne Smedley**
- E. Discussion, consideration, possible action and vote to approve 2021 Committee Membership – Chair Russell Martin – See Attachment**
- F. Discussion, consideration, possible action and vote to approve 2021 Board Meeting dates, times, and venues – Chair Russell Martin**
 - 1. January 19th, 2021 – 1:00 pm**
St John Medical Health Plaza
1819 East 19th Street
Tulsa, Ok 74104
 - 2. April 20th, 2021 – 1:00 pm**
EMSA East
1417 North Lansing Avenue
Tulsa, Ok 74106
 - 3. July 20th, 2021 – 1:00 pm**
St John Broken Arrow
1000 Boise Circle
Broken Arrow, Ok 74012



4. October 19th, 2021 – 1:00 pm

Saint Francis Hospital
6161 South Yale Avenue
Tulsa, Ok 74136

A motion was made to approve items C, D, E, and F by Theresa Compos and seconded by Bruce Kelley. There was no further discussion. The motion passed 17-0.

G. Report from Russell Martin on the Ad Hoc group for Bylaws – Chair Russell Martin

Chair Russell Martin referred to James Annas Jr., Kari Smoot, and Mary Howell to provide a report. Kari Smoot shared that the by-law document needed to be discussed at this meeting. Ms. Smoot provided the group has made changes to the verbiage and James Annas Jr. suggested that the document be sent to the RTAB group so they would have a chance to review it and place it on the agenda for the January 19th, 2021 meeting. Chief Annas wanted to discuss a couple of items today regarding section 5. Chief Annas stated that the data for call volume information need to be in the by-laws. Dean Henke shared that the call volume currently comes from OKEMIS and will be reviewed every year to determine the top 4 EMS agencies. Mr. Henke shared that when he sends the proposed by-law verbiage changes to the RTAB members, he would also attach the worksheet that was used for the 2021 board rotation. Chief Annas also addressed the removal of board members needs to be reviewed and the verbiage needs to be worded that the board member (agency) will not be removed but only the members not attending for that agency would be removed. Ms. Smoot asked about the by-law verbiage with regards to a budget for the RTAB. Dan Whipple explained when the RTAB's were first started there were means to raise funds. Currently region 7 RTAB has not done anything to raise funds but they are more than welcome to. Chief Annas brought up the issue about continuing virtual meetings. Mr. Whipple explained that the by-laws would have to meet specific guidelines. Ms. Smoot brought up the need for by-law verbiage changes for special committees. Chair Russell Martin asked for the committee to consider by-law verbiage concerning attendance for special committees regarding the RPC. Mr. Henke shared that currently there were two RPC members that have not responded to calls and emails in over 1 year, which in turn affects the RPC reaching quorum. Ms. Smoot asked RTAB members to respond back with their by-law suggestions by November 20th, 2020. Chair Russell Martin tabled item number G until the January 19th, 2021 RTAB meeting.

VII. New Business – Chair Russell Martin (for matters not reasonably anticipated 48 hours prior to the meeting)

There was no new business.



VIII. Next Meetings– Chair Russell Martin

- A. Regional Planning Committee**
October 20th, 2020 – 2:30 pm - TEAM
- B. Oklahoma Trauma Emergency Response and Advisory Council**
February 3rd, 2021 – 1:00 pm
Oklahoma State Department of Health
Address to be determined
- C. Combined Regions 2-4-7 Quality Improvement Committee**
January 19th, 2021 – 10:00 am
St John Medical Health Plaza
1819 East 19th Street
Tulsa, Ok 74104
- D. Regional Trauma Advisory Board**
January 19th, 2021 – 1:00 pm
St John Medical Health Plaza
1819 East 19th Street
Tulsa, Ok 74104
- E. Regional Planning Committee**
January 19th, 2021 – 2:30 pm
St John Medical Health Plaza
1819 East 19th Street
Tulsa, Ok 74104

IX. Adjournment – Chair Russell Martin

The motion to adjourn the meeting was made by James Annas JR. and seconded by Bruce Kelley.
The meeting adjourned at 2:10 pm.

Approved

Theresa Compos

Theresa Compos – Chair
April 20, 2021

Signature: Theresa Compos
Theresa Compos (Apr 27, 2021 14:55 CDT)

Email: theresa.compos@ascension.org






Region 7 RTAB Signature Minutes. 2020-10-20

Final Audit Report

2021-04-27

Created:	2021-04-23
By:	Dean Henke (deanh@health.ok.gov)
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-  Document created by Dean Henke (deanh@health.ok.gov)
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-  Document e-signed by Theresa Compos (theresa.compos@ascension.org)
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