

## **Southeast Regional Time Sensitive Emergency (TSE) Committee**

Location: Portneuf Medical Center

05/05/2015

### Meeting Minutes

*Present:* Drew McRoberts (Portneuf), Rosa Sherman (Portneuf), Greg Vickers (Portneuf), Chad Christensen (Portneuf Air Rescue), Jeremy Killpack (Portneuf Air Rescue), Darin Letzring (SEI Public Health), Curtis Sandy (Portneuf/EMS), Dallen Farmer (Portneuf Air Rescue), Lance Howell (Portneuf), Lanny Campbell (Cassia ER), Tom Mortimer (Life Flight Network), Rod Jacobsen (Bear Lake), Kent Holyoak (Life Run/Cassia Reg), Eric King (Chubbuck Fire), Brian Briggs (Ft Hall Fire)

*Next meeting:* June 10, 2015 2pm – 4pm. Location TBD

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- I. **Introductions to those present:** All present introduced themselves.
- II. **Membership from the facilities and EMS in for Southeast Region:** Discussed our region. Bannock County, Cassia (swing county), Bingham (swing county – will encourage involvement), Minidoka (swing county), Power County, Bear Lake, Franklin, Caribou and Oneida.

**The purpose of today's meeting is to get us established. Write our bylaws and decide what we are going to do and who all we would like to have involved.**

- Need to ask each hospital in each county send a representative. We need to get involvement from Bingham, Caribou, Oneida, Franklin. **Rod Jacobsen will reach out to the facilities to invite and encourage involvement.**
- We should have EMS agency's involved as Ad hoc members. Involve 1 representative from each county. **Have hospitals help identify who the representative should be.**
- Need a pediatrician – **Reach out to pediatricians in Pocatello to see if they could participate.**

### III. **Writing of the Bylaws: Please see bylaws**

*Article 1* – Changed name of SERTSEC in document to be Region 6

*Article 2* – No changes.

*Article 3* – Writing the mission statement:

*(Ideas):*

- Empowering 1<sup>st</sup> response units to get the patient to the right place right time.
- Provide education to 1<sup>st</sup> responders with data we collect.
- Provide constructive` feedback to facilities and EMS in a timely manner
- Identify unique individual patients and be able to track from EMS →Critical Access → receiving facility.

**Mission Statement:** Our Region will develop and maintain a patient focused system of appropriate care that facilitates getting the patient to the right place at the right time to improve outcomes, provide timely feedback and comparative data.

**Not to be included in mission statement)** We are going to do this by guideline development clinical protocols and collaborative feedback in a timely manner, education and empowerment.

- All that were present agreed with the proposed Mission Statement.

*Article 4 – Membership:* Anyone is welcome to attend but when it comes down to voting it will be 1 representative from EMS and Hospital for each county who actually vote. Also include what is in the bylaws on what Region 6 Committee has to have. **Rod Jacobsen is going to contact hospitals to invite and encourage involvement. Tom Mortimer and Dennis Carlson will reach out to EMS to invite and encourage attendance.**

*Article 5 – Officers:* Do we want any other officers other than Chair, Vice Chair and Secretary? Does the Vice Chair ascend to the Chair?

Section 1 –

Section 2 –

*Article 6 – Meetings:* General meetings – Frequency and location – frequency not to be less than quarterly. Established by the chair. Notification will be by email no less than 2 weeks out. Minutes will be taken by the secretary and distributed to the minutes.

Section 1 – See bylaws

Section 2 – See bylaws

Section 3 – **Not determined.**

*Article 7 – Subcommittees – TBD. Can decide as a committee what we want as we go. We will discuss at the next meeting.*

*Article 8 – Fiscal Policies - Tabled*

*Article 9 – Parliamentary Authority – see what other bylaws have used.*

*Article 10 – Amendment of Bylaws - Tabled*

*Article 11 – Proxies – Proxy has to be in writing to the chair or the secretary stating who your proxy will be*

*Article 12 – Transactions of the Organization – Tabled*

Section 1

Section 2

**Rosa will send a copy of the Bylaws up to what has been completed. Please review and send back changes to [rosas@portmed.org](mailto:rosas@portmed.org).**

**IV. Trauma Benchmarks: (Need 3) This will be decided at the next meeting. How do we set benchmarks without the data?**

Time of incident to time of arrival at definitive care

Time of decision to transport

**V. Set dates and locations for upcoming meetings: June 10, 2015 2-4 pm Location TBD. We will review bylaws and amend.**

Adjourn @ 1800