

# 20250312 Data Committee Meeting Minutes (Approved)

Wednesday, March 12, 2025 1:00 PM

**Location:** Microsoft Teams Meeting

**Link to Outlook Item:** [click here](#)

**Invitation Message**

**Participants**

## Minutes

1. Call To Order at: 1307
2. Reading of the Maine EMS mission statement:  
The mission of Maine EMS is to promote and provide for a comprehensive and effective Emergency Medical Services system to ensure optimum patient care with standards for all clinicians. All members of this committee should strive to promote the core values of excellence, support, collaboration, and integrity. In serving on this committee, we commit to serve the respective clinicians, communities, and residents of the jurisdictions that we represent.

3. Attendance (8 voting members, 5 required for quorum)  
Darren Davis - Maine EMS Staff, Meeting Host  
Jason Oko - Maine EMS Staff, Data Coordinator

<input checked="" type="checkbox"/> Christopher Ryba	ALS Representative
<input type="checkbox"/> Fred Porter	BLS Representative
<input checked="" type="checkbox"/> Rachel Bicknell	EMD Representative
<input checked="" type="checkbox"/> Robert Sharkey	Emergency Service Representative
<input type="checkbox"/> Sean Bilodeau, DO	Hospital Representative
<input type="checkbox"/> Kelly Meehan-Cousee, MD	MDPB Representative Joined at 09:15
<input checked="" type="checkbox"/> Chuck McMahan	MIH Service Representative
<input checked="" type="checkbox"/> Brian Walker	Transfer Service Representative

- a. Guests
  - a. John DeArmond

4. Approval of prior meeting minutes:
  - a. 1-14-2025
    - a. Motion to approve Christopher Ryba
    - b. Seconded by Chuck McMahan

- Christopher Ryba
- Fred Porter
- Rachel Bicknell
- Robert Sharkey
- Sean Bilodeau, DO
- Kelly Meehan-Cousee, MD
- Chuck McMahan
- Brian Walker

5. Public Comment
  - a. None
6. Modifications to Agenda
  - a. None
7. Old Business
  - a. Password Complexity and Length
    - a. The committee discussed changing to long passphrases instead of complex passwords. The general feeling is that it is not something to pursue at this time.
8. New Business
  - a. MEFIRS Guide
    - a. Need a smaller, more clinician-friendly concept
  - b. Issues:
    - a. Wrong Type Of Service Requested
    - b. Data Incident
  - c. 2024 Data Report (Draft)
9. Next Meeting: Darren to send survey
10. Adjourn at 1356
 

Motion by Chris Ryba  
Seconded Rachel

**Parking Lot:**

- A. Data Reporting
  - o How do we structure the data for
    - Quality
    - Operations
  - o Can this committee validate the output from the system
  - o Crafting reports with the QI committee will be very important
- B. Incident Status and workflow, develop guidance and work to reduce list (Darren to send info for future meeting)
- C. Have MDPD create a general protocol
  - o UPDATE 7/15 Being worked on by the MDPB
- D. Adding report writing to the CQI guidebook
- E. Definition of a patient

**Stated Goals**

- Improve on reporting apathy/Attitude
- Improve education on data
- Improve accountability for data
- Improve on value to clinicians for accuracy and thoroughness
- Improve on value to agencies for accuracy and thoroughness