

# Data Committee Meeting - 01/20/2021

Tuesday, January 19, 2021 10:44 AM

**Meeting Date:** 1/20/2021 3:00 PM

**Location:** <https://mainestate.zoom.us/j/85660041261>

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

## Invitation Message

### Participants

- [Davis, Darren W](#) (Meeting Organizer)
- [Sharkey](#) (Accepted in Outlook)
- [Christopher Connor](#)
- [Oko, Jason A](#) (Accepted in Outlook)
- [Andrea McGraw](#)
- [Debbie Morgan](#)
- [Chuck McMahan](#)
- [Darrin White](#)
- [Stephen Smith](#) (Accepted in Outlook)
- [Dennis Russell](#)
- [Jason Cooney](#)
- [Jaye LaCroix](#)
- [Joanne Lebrun](#)
- [Johnson, Joel](#)
- [Kregg Kane](#) (Accepted in Outlook)
- [Rebecca Reagan](#)
- [Richard Petrie](#)
- [Steve Pratt](#)
- [akmcgraw@emhs.org](mailto:akmcgraw@emhs.org)
- [Kregg Kane](#)
- Jesse Thompson

## Agenda

1. Call To Order
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 committees 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

- [Davis, Darren W](#) (Meeting Organizer)
- [Christopher Connor](#)
- [Oko, Jason A](#) (Accepted in Outlook)
- [Andrea McGraw](#)
- [Darrin White](#)
- [Stephen Smith](#) (Accepted in Outlook)
- [Jason Cooney](#)
- [Jaye LaCroix](#)
- [Richard Petrie](#)
- Jesse Thompson

4. Public Comment
5. Approval of prior meeting minutes
  - a. Accepted as written
6. Modifications to Agenda
7. Old Business

**a. New Member Approval**

- i. Jaye LaCroix – EMS Billing
- ii. Darin White – Fire-based EMS
- iii. Robert Sharkey – Private EMS Agency
- iv. Jason Cooney – Non Fire-based EMS Agency
- v. Rick Petrie – Institutional Review Board
- vi. Steven Smith – Ex officio board member
- vii. Mention of share of SharePoint folder

**b. Action Items from prior meeting:**

- (12/16/2020) Darren to provide framework by January meeting
- c. Status update on the RFP.
  - 1) RFP for the Maine EMS Business systems
    - 1) Rick mentioned should we poll end users?
      - i) Nate agreed that we do need to understand the end user's pain points and our role will be to develop some of those surveys as we go along, and using the regions to push that information out
    - 2) (12/16/2020) Darren to provide framework by January meeting
    - 3) (12/16/2020) Should have something vetted by March data committee meeting
    - 4) (1/20/2021 ) Reviewed RFP framework and workspace
    - 5) (1/20/2021 ) Committee established timeline for draft completion by end of March
    - 6) (1/20/2021 ) Discussion about a survey
      - i) (1/20/2021 ) Reach out to primary contacts
      - ii) (1/20/2021 ) Jason proposes town hall approach
        - i. Jason Cooney likes Town Hall Approach
        - ii. Darin White agrees and suggest having a contact person for the committee
        - iii. Rick Petrie, Motion for Committee to work with Darren and Jason to establish two town halls , Seconded by Jason Cooney

Vote:

  - Chris Connor
  - Darin White
  - Robert Sharkey (Absent)
  - Jason Cooney
  - Rick Petrie
  - Jaye Lacroix

  - 7) (1/20/2021 ) Jason Cooney makes a motion for Jason and Darren to establish ground rules. Seconded by Darin White
    - i) Jason Oko recommends to use public rules meeting ground rules
      - i. 5 minute time limit, not a debate, soliciting feedback
    - ii) Jason Cooney made a Motion to accept rules proposed by Jason Oko, seconded by Darin White
    - iii) Vote:
      - Chris Connor
      - Darin White
      - Robert Sharkey (Absent)

- Jason Cooney
- Rick Petrie
- Jaye Lacroix

- d. Update on the Vaccination form and how it is working.
  - 1) (1/20/2021 ) 3<sup>rd</sup> revision of vaccine form in place. Biggest challenges continue to be accuracy in reporting, specifically names, DOBs and Lot #s
  - 2) (1/20/2021 ) Agencies struggling to properly manage inventory in ImmPact
- e. Update on the Data Dictionary/User guide and assign members to assist
  - 1) (1/20/2021 ) Jason Cooney and Darin White volunteer to assist fleshing out the description
- 8. New Business
  - a. Formation of group to begin process of reviewing the NEMESIS data lists.
    - 1) (1/20/2021 ) Darren showed where the files exist in SharePoint
    - 2) (1/20/2021 ) Committee tabled further action until content can be reviewed and to allow focus on RFP.
- 9. Other
  - a. (1/20/2021) Next Meeting scheduled for February 17, 2021 15:00
  - b. Watch for Zoom Town Hall Invites (Tuesday nights not good)
- 10. Adjourn
  - a. Darin White made a motion to adjourn, seconded by Jason Clooney