

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Minutes
June 16, 2016

Attendance: J.B. Guiton, Board Chair; Aaron Burnett, M.D.; Megan Hartigan; Jeffrey Ho, M.D.; Tony Spector; Executive Director; Melody Nagy, Office Coordinator; Chris Popp, Compliance Supervisor; Mary Zappetillo, EMS Specialist; Greg Schaefer, Assistant Attorney General

Absent: Kevin Miller; Matt Simpson

1. Call to Order – 10:00 a.m.

Mr. Guiton called the meeting to order at 10:02 a.m.

2. Public Comment – 10:05 a.m.

The public comment portion of the Executive Committee meeting is where the public may address the Executive Committee on subjects which are not part of the meeting agenda. Persons wishing to speak must complete the participation form provided at the meeting room door prior to the start of the meeting. Please limit remarks to 3 minutes. The Executive Committee will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to issues or concerns expressed will be made via letter or phone call within a week.

None.

3. Approve Agenda – 10:10 a.m.

Mr. Guiton asked for a motion to approve the agenda. Dr. Burnett asked to add “Executive Director Performance Review” to the agenda.

Motion: Dr. Ho moved to approve the agenda as amended. Ms. Hartigan seconded. Motion carried.

4. Approve Minutes – 10:15 a.m.

Approval Executive Committee Meeting Minutes from April 26, 2016.

Motion: Dr. Burnett moved to approve the minutes from the April 26, 2016 Executive Committee. Dr. Ho seconded. Motion carried.

5. Board Chair Report – 10:20 a.m.

Mr. Guiton thanked the Executive Director Search Committee for its work on the Executive Director’s performance review. This Committee will report to the Board at the July meeting where it will be presented and discussed in closed session. In addition, the Board and the Committee will work on process improvements for next year’s performance evaluation.

Mr. Guiton said that he spoke to the physician regarding the Provider Orders for Life Sustaining Treatment (POLST) form. He asked for this topic to be included on the July Board agenda. The Board has endorsed this form in the past. The form needs to be widely distributed.

6. Executive Director Report – 10:40 a.m.

NEMSIS Reporting Issue

Mr. Spector said that he reviewed the contract with Image Trend and identified a lack of clarity regarding the vendor’s obligations to submit data to NEMSIS. Mr. Spector had met with the

The Mission of the EMSRB is to protect the public’s health and safety through regulation and support of the EMS system.

Image Trend who agreed to submit data to NEMSIS on a go forward basis consistent with its obligations. The correction orders that have been issued to ambulance services will be reviewed and will be rescinded during the time the EMSRB was not in compliance with reporting requirements. This will be done by the end of the year. Mr. Guiton asked for a report on this at the September Board Meeting.

Mr. Spector said the oversight in lack of communication with HCMC EMS regarding MNSTAR technology issues has been resolved. All interested parties will be mailed information on Data Policy Standing Advisory Committee (DPSAC) meetings.

Offline Licensing and Credentialing Process

Mr. Spector said the EMSRB we will be taking the licensing and credentialing systems offline as of July 5th. This is being done due to the end-of-life of our current system as the result of the termination of the contract between the vendor and MN.IT. The offline system will be a test of what we developed in real time to process manual certifications. It will assure that the EMSRB has continuity of operations in the event the new online system ever crashes. The EMSRB is communicating the change to the offline process to all stakeholders. The EMSRB also is working with ambulance services and education programs for their renewal process during the interim.

Agency Staffing Report

Mr. Spector said he is going to fill the Southwest EMS Specialist and the Office Specialist positions. The funding for these hires was discussed with the Administrative Services Unit. Staff vacancies have resulted in funding being available that will not be needed for encumbrance for the new online system as was previously understood. The EMSRB will not need to fund a new e-licensing system with funds from fiscal year 2016. Mr. Spector will be seeking funding from MN.IT for support of the new system.

Mr. Spector said the money that was being asked for in the supplemental budget request for replacement of radios may not be needed because Mr. Robinson has offered to loan radios to the EMSRB. We may consider leasing radios in the future.

University of Minnesota Research Project – Cancelled by University of Minnesota

Mr. Spector said at the last Board meeting he announced that a research student from the University of Minnesota expressed interest in engaging a research project on validating MNSTAR data with cardiac data from the CARES project. Mr. Spector and Licensing Administrator Rose Olson met with the research student and faculty advisory from the University of Minnesota and found that they had no project plan or a more detailed description of the research project. They did, however, ask for a full download of the MNSTAR data and assured the agency that there exists adequate security to keep the data secure. Mr. Spector explained that he was not willing to provide a full download of the MNSTAR data. A few weeks later Mr. Spector heard from the faculty advisor who explained that the MNSTAR research project will not move forward as the student has chosen another project.

Dr. Burnett said he supported the decision not to provide the researcher with a full download of the agency's MNSTAR data. Ms. Hartigan, who is the Board member that chairs the Data Policy Standing Advisory Committee, also expressed her agreement with the decision. Mr. Spector said have an obligation under the Data Practices Act to release summary data upon request, and we have an obligation to protect the integrity of the data and release private data in accordance with the law.

7. EMS Standards Crisis of Care Update of Work Group Progress – 11:00 a.m.

Dr. Burnett said that he, Ms. Brodsky, Field Services Supervisor Bob Norlen have been attending these work group meetings. The document provided at the Executive Committee meeting will be circulated for public comment for 60 days. Dr. Burnett is seeking Board endorsement of this planning document that does not involve statute or rule changes. It is suggested that the Medical Direction Standing Advisory Committee MDSAC would be an available resource in this planning effort. One of the questions for Board discussion is who would be the responsible person at EMSRB to make these decisions. This should be a Board decision. Mr. Guiton suggested that the Board Chair and/or Vice-Chair and the Chair of the MDSAC would need to be involved.

Ron Robinson, Metro EMS Region director who was attending the committee meeting as a public member, suggested that the EMSRB needs to look at the language regarding suspension of statutes during an “emergency”. These decisions happen outside the involvement of the EMSRB. Mr. Burnett asked Mr. Robinson to provide this as a comment in the public comments.

Mr. Guiton said when the Governor declares an emergency specific things fall into place. Mr. Guiton said that having four physicians on the Board is very valuable.

8. Committee Reports – 11:15 a.m.**Complaint Review Panel (CRP)**

Mr. Simpson is not present to report today. Mr. Spector said staff is looking at the investigation process and wants to provide all information needed for decisions by the Complaint Review Panel. Staff now will be audio recording all interviews. A consultant is will be providing some training that includes an investigative template for staff.. The Complaint Review Panel is a very important agency function to protect the public health and safety. Mr. Guiton commented that there were five conferences at the last meeting of the CRP.

Data Policy Standing Advisory Committee (DPSAC) Report

Ms. Hartigan said the committee will be meeting on August 4 and will have a recommendation for the next Board meeting for implementation of 3.4.0 data set to have all services compliant by the end of 2017.

Legislative Ad-Hoc Committee

Mr. Miller is not present to report today. Mr. Guiton said there is the potential for a special session in the near future. Mr. Guiton also said that the EMSRB will wait to see if it receives additional funds during a special session. Mr. Guiton also said that he is pleased with Mr. Spector’s good planning regarding agency needs.

Medical Direction Standing Advisory Committee Report

Dr. Burnett said he attended the State Trauma Advisory Committee (STAC) Joint Policy Committee. The EMSRB has three members and MDH has three members. There are currently four vacancies. This has not been an active committee. There are topics that this committee should be considering. Dr. Burnett asked the Board chair to nominate two additional members. Dr. Ho volunteered. Mr. Guiton asked for this to be on the agenda for the July Board meeting.

Post Transition Education Work Group

Mr. Guiton said this meeting was postponed. Mr. Guiton emphasized that the agendas and handouts must be provided in advance so that there is adequate time for public review and comment. The EMSRB wants transparency in its activities.

Mr. Spector said that one agenda item was discussion for Emergency Medical Responder renewals and a change in policy for renewal requirements. The second item for discussion is

licensure vs certification. Staff will make sure the handouts are available to workgroup members. Although the agency is short on staff, it still will meet its obligations.

Mr. Guiton said that he has received phone calls asking about these changes. He asked if the FAQ can be posted soon. The transition can be simple. It should be explainable. Mr. Guiton said he is receiving calls regarding the Mark King initiative. We need to have an agency response available. Mr. Spector complemented Mary Zappetillo for her efforts in providing customer assistance as requested.

9. Closed Session – 11:25 a.m.

Closed per Minn. Stat. § 144E.28, subdivision 5 and Minn. Stat. § 13D.05, Subd. 2(b) (*Complaint Reviews*) and Minn. Stat. § 13D.05, Subd. 3(2) (*Personnel Matters*)

Mr. Guiton moved the meeting to a closed session. Personnel matters were discussed.

10. Re-Open Meeting – 11:35 a.m.

Mr. Guiton reopened the meeting.

11. New Business – 11:40 a.m.

The EMSRB webmaster email address will be replaced with EMSRB@state.mn.us

Dr. Burnett said he cannot make the time to attend rural ambulance assessments. There could be more Board member and physician involvement. The assessment provides advice to an ambulance service.

Mr. Spector said that the agency recently was involved in an ambulance assessment in Lake City. The EMSRB is dedicating staff to these efforts. There is value in a discussion between the medical director of the Board and the local medical director.

Dr. Burnett suggested that this will be discussed at MDSAC to see who is interested in participating. Mr. Guiton said he would see value in this suggestion.

12. Adjourn

Motion: Dr. Burnett moved to adjourn. Ms. Hartigan seconded. Motion carried.

Meeting adjourned at 11:50 a.m.