

**December 16, 2013, 1 p.m.
 Executive Committee
 MEETING MINUTES**

**Emergency Medical Services Regulatory Board
 University Park Plaza, Conference Room A
 (See address above.)**

**Prepared by Melody Nagy on 12/17/13
 Sent to Board Chair on 12/23/13
 Approved by Executive Committee on 2/20/14**

Attended: Kelly Spratt, Chair; J.B. Guiton, Vice Chair; Paula Fink-Kocken, M.D. At-Large; Pamela Biladeau, Executive Director; Greg Schaefer, AAG

| Agenda Item No. | Attachment | Topic | Information Discussion Decision | Person Responsible |
|-----------------|------------|---|---------------------------------|--------------------|
| 1. | | Call to Order Mr. Spratt called the meeting to order at 1:10 p.m. | Information | Kelly Spratt |
| 2. | H | Minutes Motion: <u>Fink-Kocken moved approval of the Executive Committee minutes from October 30, 2013. Guiton seconded. Motion carried.</u> <u>Next Steps: November 21, 2013 minutes should be included on the consent agenda for the Board meeting on January 16, 2014.</u> | Decision | Kelly Spratt |
| 3. | | Chair Report Mr. Spratt reported on a meeting held on 12/12/13 to discuss data and regional programs issues. <ul style="list-style-type: none"> • Move data collection to the Office of Rural Health at MDH with the caveat that EMSRB will have access to data. • The Department of Health would oversee the EMS regional programs. <p>The Minnesota Ambulance Association would carry both these items in their legislative package. <u>Next step: MAA will draft the legislation and work out the nuances with MDH and EMSRB</u></p> | Information | Kelly Spratt |
| 4. | H | Executive Director's Report Ms. Biladeau provided highlights from her report. | Decision/ Information | Pamela Biladeau |
| 5. | | Community Paramedic Education Program Review – Workgroup The Executive Committee discussed the concerns. | Decision/ Information | Kelly Spratt |

"To protect the public's health and safety through regulation and support of the EMS system."

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| | <ul style="list-style-type: none"> • Mr. Spratt suggested a workgroup be developed that includes primary care physicians, board physicians and others to discuss development of criteria for program approval in the future. • Dr. Fink-Kocken and Dr. Thomas reviewed the curriculum. Dr. Fink-Kocken commented that they do not have the background for a thorough review of the curriculum. Dr. Fink-Kocken asked what the goal is. (To set the standards.) Who monitors these standards? This would not be the job of the EMSRB. What is the sustainability for monitoring these programs? • Dr. Fink-Kocken said that an ad hoc workgroup needs to include those who developed the program. • Mr. Guiton suggested inviting CoAEMSP to a meeting. • Mr. Schaefer said that the Board can limit additional approvals while standards are being set. • Mr. Spratt said that a motion should be developed for the Board meeting in January. The motion was discussed and offered as follows: <p><u>In the absence of a national standard, the EMSRB in collaboration with industry leaders will establish an ad hoc workgroup to recommend to the Board, accreditation standards for community paramedic programs.</u></p> <p><u>Motion: Guiton</u> <u>Second: Fink-Kocken</u> <u>Decision: Motion carried</u> <u>Next Steps: Establishment of workgroup to report to the Board January 2015.</u></p> <p>Ms. Biladeau brought forward a request from previous committee chairs for the Board to define the goals and objectives of a workgroup. The Executive Committee offered a list of topics that include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Core curriculum • Medical director oversight • Testing process • Continuing education • Internal structure for compliance by the EMSRB • Minnesota Statutes 144E.28, subdivision 9 • Legislative considerations • Review other physician extender licensing | | |
| | <p>Executive Director’s Report (continued)</p> <p>Ms. Biladeau asked for guidance on attendance at non-EMSRB committee. Mr. Spratt said we need to determine the value of attendance and prioritize. Executive Committee members discussed EMS related meetings.</p> <ul style="list-style-type: none"> • Statewide radio board -- our staff does not have the bandwidth for these discussions • Mr. Guiton suggested the Board medical director should attend the trauma advisory council. Dr. Fink-Kocken replied we do not have a state medical director a board member would only attend | | |

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| | <p>for an emergent issue.</p> <ul style="list-style-type: none"> • STAC has regional representation and the meetings are focused on trauma. <p>Dr. Fink- Kocken said that the mission of the EMSRB is to support the EMS System.</p> <p>The Executive Committee discussed review of the Internal Operating Procedures in January. Mr. Guiton said that this is being reviewed by the ad hoc Board Performance Workgroup. <u>Mr. Spratt suggested including a motion in the consent agenda to delay this review until we have the recommendations from the ad hoc workgroup.</u></p> <p>Ms. Biladeau announced that Jeffers Ambulance has given up their PSA and the contiguous ambulances are taking the territory. <u>Mr. Spratt asked for a report on this at the January Board meeting.</u></p> <p>Ms. Biladeau said that Ms. Greenlaw-Benton is leaving ASU to join another state agency.</p> <p>Ms. Teske is retiring effective January 3, 2014. Ms. Biladeau said that this position may be re-purposed to meet Board priorities supporting investigations.</p> <p>Mr. Spratt said that when there is a vacancy we need to look at gaps and opportunities for consolidation. This is part of the transition plan and is also affected by finances.</p> | | |
| 6. | <p>Board Ad Hoc Performance Management Workgroup Mr. Guiton reported that the workgroup met once by phone and once in person. We will be having another phone meeting today, 12/16/13.</p> <p>Mr. Guiton asked about membership for the Legislative Committee which will be meeting on January 6, 2014. Executive Committee members discussed the representation for this committee and that members should not have a conflict of interest in their representation.</p> | Information | J.B. Guiton |
| | <p>Closed Session The Executive Committee closed the meeting to review the progress on the 2013 Executive Director goals (Minnesota Statutes 144E.28, subd. 5 and Chapter 14).</p> <p><u>A summary report will be provided at the next Board meeting.</u></p> | | |
| 9. | <p>New Business None.</p> | Information | Kelly Spratt |
| 10. | <p>Adjourn Meeting adjourned 3:50 p.m.</p> <p>Motion: Guiton. Second: Fink-Kocken Decision: Motion carried.</p> | Decision | Kelly Spratt |