

**January 16, 2014, 10 a.m.**  
**MEETING MINUTES**

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

Prepared by Melody Nagy on January 27, 2014  
Approved by Kelly Spratt on February 11, 2014  
Presented to and approved by Board on March 20, 2014

**Attended:**

Kelly Spratt, Chair	Michael Jordan (by phone)	Mark Schoenbaum
Jennifer Deschaine	Paula Fink-Kocken, M.D.	Matthew Simpson
Steve DuChien	Pat Lee	Marlys Tanner
J.B. Guiton	Jill Ryan Schultz (by phone)	Mari Thomas, M.D.(by phone)

**Ex Officio:** Pamela Biladeau, Executive Director; Greg Schaefer, AGO

**Absent:** Lisa Consie, Kathleen Haney, Michael Gormley, Representative Dan Schoen, Senator Kathy Sheran

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		<b>Call to Order</b> Mr. Spratt called the meeting to order at 10:07 a.m. Due to weather concerns we will have members participating on the phone.	Information	Kelly Spratt
2.		<b>Public Comment</b> None.	Information	Kelly Spratt
3.		<b>Chair Report</b> <b>Community Paramedic Education Program Review Workgroup</b> Mr. Spratt referred to the consent agenda which provides additional information on the discussion that occurred at the Executive Committee meeting. The recommendation is to form a workgroup that includes professionals on this topic. We are looking at the criteria for these programs.  <i>Jennifer Deschaine arrived 10:09 a.m.</i>  Dr. Fink-Kocken suggested that we need to set a timeline and name a chair of the workgroup. She suggested that the		

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

		<p>chair should be Dr. Wilcox. Dr. Fink-Kocken said that she and Dr. Thomas will provide support from the Board perspective.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Establish an ad hoc workgroup to recommend to the board accreditation standards for Community Paramedic Education Programs</b></li> <li>• <b>Name chair</b></li> <li>• <b>Workgroup to report at the September Board Meeting</b></li> </ul> <p><b>Executive Director Mid-Year Review</b> Mr. Spratt said that last year the Executive Committee conducted an annual performance review. During the last Executive Committee meeting we had a mid-year check in. Mr. Spratt reported on the goals and objectives that were discussed.</p> <p><b>Update on Vacant Board Appointments</b> Mr. Spratt provided a report on the Board vacancies.</p> <p>Ambulance Service Director Emergency Physician Public Member Registered Nurse Regional EMS Program Representative Sheriff</p> <p>The Secretary of State’s office has received applications for all positions except ambulance service director and sheriff. Mr. Spratt asked the Minnesota Ambulance Association to communicate this vacancy to their members.</p> <p>Mr. Jordan asked if we have contacted the Minnesota Sheriffs Association about this vacancy. He suggested contacting James Franklin, Executive Director.</p> <p><b>Action Item: Follow up with Sheriffs association to communicate this vacancy.</b></p>		
4.	H	<p><b>Consent Agenda</b> Mr. Spratt referred members to the consent agenda.</p> <ul style="list-style-type: none"> <li>• Mr. Spratt said that grant administration is not an area of expertise for the EMSRB. He said that this has been discussed previously for proposed legislation.</li> </ul> <p>Mr. Guiton said that the legislation has not yet moved forward. When the language is proposed then there</p>	Decision	Kelly Spratt

		<p>will be additional discussion. Mr. Spratt said that we are trying to re-shape the focus of the EMSRB.</p> <ul style="list-style-type: none"> <li>• Mr. Spratt said that attendance at non EMS committee meetings was discussed at the Executive Committee meeting. We need to look at value added for attending the meetings and focus on the regulatory realm. Mr. Spratt said that if there are specific activities that are not being staffed, please let us know.</li> <li>• Mr. Guiton commented that conversations during the consent agenda should be focused on the motions. If any board member wants to remove a motion from the consent agenda, they may do so but any discussion on that point should be reserved for after the consent agenda is passed.</li> </ul> <p><b><u>Ms. Deschaine moved approval of the consent agenda with the correction of item (Consent Agenda Section E. Office Reports: 6. Human Resource Changes, Item b: to read January 3, 2014. Ms. Tanner seconded. Decision: Motion carried. (12 members voting yes; 0 members voting no)</u></b></p>		
5.	H	<p><b>Executive Director’s Report</b> Ms. Biladeau provided additional information to her written report. (handout provided)</p> <ul style="list-style-type: none"> <li>• The Board will have 30 days to hold a Special Board meeting after the EMSRB receives the ALJ recommendation for a contested case.</li> <li>• National Association of State EMS Officials; reported that the Affordable Care Act will require health care coverage for volunteers. (Mr. Guiton said that this is being reviewed and volunteers may be excluded. There will be an announcement next week.)</li> <li>• News Article: <i>StarTribune</i> – January 5, 2014, City Ambulance Services Navigate Changing Medical Times.</li> </ul>	Information	Pamela Biladeau
6.		<p><b>Committee Reports</b> <b><u>Legislative</u></b> Mr. Guiton reported that concepts were discussed at the Executive Committee meeting. Membership will include the chairs of all committees, the Senator and Representative, and four other members. If a Board member has interest in participating on this committee, please let him know.</p> <p><b><u>Board Ad Hoc Performance Management Workgroup</u></b> Mr. Guiton provided the following highlights of recent</p>	Information	Committee Chairs

	<p>meetings:</p> <ul style="list-style-type: none"> <li>• This has been a great group of people and thought process.</li> <li>• The Board historically has not been good at teaching expectations.</li> <li>• We need to repeat the Board orientation</li> <li>• Final workgroup report in February</li> </ul> <p>Mr. Guiton thanked Julie Rapacki for providing structure for this effort.</p> <p><b><u>Finance</u></b></p> <p>Mr. Spratt reported that information was reviewed at the Executive Committee meeting.</p> <ul style="list-style-type: none"> <li>• We are on track with current expenses.</li> <li>• We need to appoint a Finance Committee Chair and will do that when we have the recommendations from the workgroup.</li> <li>• There are budget concerns for fiscal years 2016 – 2017.</li> <li>• There are potential contested cases that are have unplanned costs</li> </ul> <p>Mr. Spratt said there are staff positions open and the Executive Director is reviewing the agency needs.</p> <p><b><u>Complaint Review Panel (CRP)</u></b></p> <p>Mr. Simpson said that the monthly meetings are going as planned. The Attorney General’s office is providing advice on contested cases.</p> <p><b><u>Medical Direction Standing Advisory Committee (MDSAC)</u></b></p> <p>Dr. Thomas said that the committee has not met since her last report.</p> <p>Dr. Fink-Kocken reported about the information provided to ambulance services regarding pre-measured epi-pens. (See Handout F1.) Dr. Thomas said that a single dose epinephrine vile may be a choice. There needs to be research on this issue and the costs associated.</p> <p>Dr. Thomas said that “Narcan” information was included on the consent agenda. We need to look at drug availability. We need further research before legislation is proposed.</p> <p><b><u>Health Professionals Services Programs (HPSP)</u></b></p> <p>Ms. Deschaine reported that she has been attending meetings and there is a lot of diverse opinions in this</p>		
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	<p>group. The Board of Nursing may be proposing controversial legislation.</p> <p>Ms. Deschaine said that she wants input on how to provide information to the Board. Mr. Spratt suggested an email to the Board and to also work with CRP for feedback.</p> <p>Ms. Deschaine said that she would be willing to participate on the Legislative Committee as needed.</p>		
7.	<p><b>New Board Business</b></p> <ul style="list-style-type: none"> <li>• Mr. Spratt said that during the legislative session things that are received at the agency will be shared with the Legislative Committee.</li> <li>• Mr. Lee said that Scott Reiten has resigned as the Director of the South Central Minnesota EMS System and Mark Griffith will be Interim Director.</li> </ul> <p>Melinda Buss also announced she will be resigning/retiring as the Director of the Southwest MN EMS Corporation.</p> <p>5 minute break The Board will resume in closed session.</p>	Information	Kelly Spratt
8.	<p><b>*Closed Session</b></p> <p>Mr. Spratt called the meeting to order in closed session.</p> <p>Mr. Schaefer said that this closed session is to deal with disciplinary action per Minnesota Statute 13D.05.</p> <p>Mr. Spratt re-opened the meeting.</p>	Decision	Kelly Spratt
9.	<p><b>Adjourn</b></p> <p><u>Ms. Deschaine moved to adjourn. Mr. DuChien seconded. Motion carried. (12 members voting yes; 0 members voting no)</u> Meeting adjourned 11:33 a.m.</p>	Decision	Kelly Spratt