

Summary Minutes

Meeting of the
Emergency Medical Services Regulatory Board
10:00 a.m., January 20, 2011
350 Harbor Drive
Duluth, Minnesota

Members Present

Kevin Miller, Vice Chair
Dawn Bidwell
Lisa Consie
Paula Fink Kocken, M.D.
Pat Lee
Gary Pearson
Paul Satterlee, M.D.
Mark Schoenbaum
Matt Simpson
Marlys Tanner
Mari Thomas, M.D.

Members Absent

Brenda Brown
Bonnie Engen
Michael Gormley
Kathleen Haney
Michael Jordan
Sen. Gary Kubly
James Rieber, Chair

Guests

Marty Forseth
Suzanne Gaines
Brian LaCroix
Jeremy Landhuis
Scott Reiten
Imo Sunderland
Tom Vanderwal

Staff

Debby Teske, Interim Executive Director
Melody Nagy
Robert Norlen
Karen Andrews, AGO

I. Call to Order

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

II. Introductions

Mr. Miller asked members and guests to introduce themselves.

Mr. Miller announced that Bonnie Engen has been diagnosed with breast cancer and asked that we keep her in our thoughts and prayers.

III. Approval of Agenda

Mr. Miller said that Mr. Schoenbaum requested a discussion of board appointments be added to the agenda. Ms. Tanner moved approval of the revised agenda. Dr. Satterlee seconded. Motion carried.

IV. Approval of Minutes

Mr. Lee move approval of the November and December minutes. Dr. Fink Kocken seconded. Motion carried.

V. Executive Director Hiring Update

Mr. Simpson said that Mr. Jordan is the chair of this committee but could not make the meeting today. Mr. Simpson provided a timeline of the hiring process. The committee has had discussion by email and intends to meet again soon. There will be a conference call meeting of the hiring committee following this meeting.

VI. Regional Grant Process Update

Ms. Teske said that we are working on the process for the regional grant applications. The notice will be published in the State Register on January 24 for letters of intent to apply for a grant. This is a competitive grant process and letters of intent must be submitted by February 18 by 4 p.m. to Ms. Nagy. Staff is working on writing the RFP. Not much will change but there are some new grant accounting requirements. The RFP packets will be mailed once letters of intent

are received. Applications are due mid April. A committee will be named to review the grant applications.

Ms. Teske said that Mr. Rieber and Ms. Burke Moore had a discussion with Ms. Nolte regarding an RFI. There were several options discussed. The decision was that there would be a conference call to answer questions for those who have submitted a letter of intent and that the RFI process will not be pursued.

Ms. Teske said that regional directors should have received an email regarding a quarterly conference call. The quarterly conference call is a time to discuss issues that are pertinent to all, as well as to check in with each other.

Mr. Miller asked if we have assigned evaluators for regional grants. Ms. Teske said they will be selected in March and that outside evaluators should be sought.

Mr. Schoenbaum asked how the seat belt funds are distributed. Ms. Teske said that seat belt funds are distributed by a formula in law. We will estimate a figure and, if the funds change, the distribution level will adjust. The funds are directly related to law enforcement actions.

Mr. Miller asked if the Board can reduce the grant dollars or if the regional programs would have to pay back funds as was proposed with budget reductions last year. Mr. Miller asked for this to be looked at in the contract. Ms. Teske said that she would make a note of that.

Ms. Gaines asked if the conference call would be part of the contract language. Ms. Teske said that this would be an internal process. Ms. Gaines asked who would participate. Ms. Teske said that we would expect the regional program director to participate. Mr. Reiten said that this could be a board decision at the local level. He added that he brings this information to his regional board, in case a board member wants to participate.

VII. Data Policy Standing Advisory Committee Report

Dr. Satterlee said that he has been chair of this committee for six months and said that Mr. Norlen has done considerable work staffing this committee. Dr. Satterlee said that we are following up on the plan to solicit comments on the data dictionary being open.

Dr. Satterlee said we are currently using the 2.2.1 data set and there is a national effort to transition to the 3.0 data set. Dr. Satterlee explained how the data is important and added that Minnesota is a leader in data collection. Dr. Satterlee explained the timeline that was developed and discussed by DPSAC. Mr. Norlen said that the comments received were compiled and distributed at today's meeting.

Dr. Satterlee said that DPSAC recommends that the data dictionary be closed. The committee also recommends changing several items in the 3.0 data dictionary. They also recommend adoption of the 3.0 directory with this timeline as proposed. Mr. Norlen said that we struggle with the quality of the data and the data is only as good as the input (data) received. Mr. Norlen explained the enhancements with 3.0.

Mr. Norlen said that ImageTrend expects to have software available upon completion of testing. We are not only transitioning the data set but we are also improving the data set to help ambulance services improve the quality and consistency of the data provided throughout the state.

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Mr. Norlen announced that the EMSRB has received a grant award from the Department of Public Safety for \$100,000 for upgrades to MNSTAR data. The work must include components of NEMESIS compliance. Mini-grants will be provided for upgrades to software.

Dr. Satterlee said that the DPSAC recommends the following timeline but there are still some issues with software testing. They discussed setting a timeline with a time frame of 12 months from compliance with the software testing.

Mr. Reiten asked how this will impact the paper data entry form. Mr. Norlen said that we are developing a revised paper form and will add another page to the form.

Mr. Pearson asked what the impact will be to EMS personnel. Mr. LaCroix said that we still need to turn the data into practical information. Mr. LaCroix said that NEMESIS is supposed to be a national data bank and this is not true as only 17 states participate. He said that he has concerns about the timing of this change and is concerned that the use of the data is relevant to patient care. He added that he is concerned that we are moving too fast. He also shared his concern about staff and software costs. He said that he would caution the Board to move carefully and consider costs and the timeline for change.

Mr. Miller said that when we made our first change there was a significant change in how the data was uploaded. We had issues with services being able to comply with this. The software is not available and the vendors have not yet been approved, but that the timeline gives consideration to these issues.

Ms. Consie asked what will happen if the Board does not take action today. Mr. Norlen said that the process will not change and that this was discussed at DPSAC. He said that there are issues with the current version and this would cause multiple times the data base would be changed. We want this information for trauma system reporting requirements. DPSAC wants to work on an implementation plan to give services time to have discussions with software vendors, as well as service transition time. We need to provide a timeline for services but there is flexibility built into it. The changes will help improve validation of data. Mr. Norlen said that he agrees that that are data quality reporting issues. The data is only as good as the input to the system. We can start using the data as the quality improves. Reimbursement issues will be arising on the local state and national level and having data will help. We will have linkages to evaluate data.

Mr. Schoenbaum said that the DPSAC recommendation is good middle ground and that we definitely want data to evaluate for trauma system reporting.

Ms. Gaines said that it would be hard to have the two largest services make changes without this action by the Board. This will affect the budget for these agencies.

Mr. Forseth said that we are finding data validation issues and this will improve the quality of the data considerably.

Dr. Thomas asked if we will lose grant funding if we delay. Mr. Norlen said that we must spend the grant funding by October 2011. We may be able to ask for an extension, but this is unknown at this time.

Mr. Lee asked about the cost for a four page run form. Mr. Norlen said that this may be an additional .05 cents. Mr. Lee said that this is a concern in rural services.

Dr. Satterlee said the DPSAC recommendation is the motion. Dr. Fink Kocken seconded. Mr. Miller said that he is concerned about the costs to services when we do not know the impact to services. Ms. Teske said that the timeline can change. Mr. Norlen again reviewed the timeline. Mr. Schoenbaum said that he would consider adding the language (whichever occurs last) to the timeline. Ms. Gaines said that this was discussed in committee.

Mr. Miller asked for a roll call vote on the motion. Board members voted as follows: Ms. Bidwell yes, Ms. Consie yes, Dr. Fink Kocken yes, Mr. Lee yes, Dr. Satterlee yes, Mr. Schoenbaum yes, Ms. Tanner yes, Dr. Thomas yes, Mr. Pearson no, Mr. Simpson no. Motion passes.

VIII. Legislative Committee Report

Mr. Miller said that there are three legislative proposals. Ms. Teske said that the legislative committee met to discuss language for the education bill. We are proposing changing the First Responder expiration date to October 31. Ms. Teske referred to the proposed language on page 13 of the handout. This is the scope of practice model language. She clarified the proposed language by adding a definition on page 4.

Mr. Schoenbaum asked for the definition of ambulance service. Ms. Teske said that subdivision 3 has the definition of an ambulance service. Mr. Schoenbaum asked if this definition is consistent with current practice. Mr. Norlen referred to page 8 and asked that, since first responder groups are not regulated, why would we need a definition? Ms. Andrews said that if you are defining this to give meaning to what you are presenting in proposed statute that would be fine. Mr. Norlen suggested a change to the definition. Ms. Teske said that she included this for the scope of practice, and the role of the medical director to be clear.

Ms. Bidwell commented that there are first response groups that do not have a medical director. Ms. Teske said that the training is the same. Ms. Bidwell said that MRU's must have a medical director to register with the state. Mr. LaCroix said that we do not mandate registration of first responder groups. Ms. Teske said that if this language is problematic we could remove the language and the definition. Ms. Bidwell suggested leaving the language as written.

Mr. Miller asked if the Board is in consensus on this issue.

Mr. Miller said that we are still defining the process to introduce our bills. Mr. Miller said that the information must be presented at the executive branch before it moves forward. This may not move forward this year unless we can move through this process.

Ms. Teske said that she is working with Mr. Miller on this and Senator Kubly has offered his assistance.

IX. Executive Committee Report

Mr. Miller reported that the Executive Committee has not met. Ms. Nagy will poll members for a meeting date.

X. Complaint Review Panel Report

Ms. Bidwell reported that the CRP met twice and conducted the following business:

- 71 disclosures were reviewed; 62 passed, more information was requested in two cases, one certification was denied, two conference invitations were issued, four cases were referred to HPSP.
- 4 mandatory reports/complaints were reviewed; three were closed with no further action needed, a Notice of Conference was requested for one case.
- One conference was scheduled and attended.

XI. Finance Committee Report

Mr. Pearson said that we provided budget summary pages. He said that staff has done an excellent job in managing the day to day operations.

Mr. Pearson said that at the last Finance Committee meeting we discussed adding budget initiatives and Senator Kubly recommended asking for this additional funding. Since that time there have been bills proposed cutting funding to agencies. The Finance Committee and Executive Committee have discussed proposed cuts of 5, 10, 15, and 20 percent.

Ms. Teske said that the Governor's budget will not be released until February. She said that there are lots of proposals for budget cuts. Minnesota Management and Budget will determine the process if there are cuts. We must spend the current funding so we are planning our encumbrances to reach the zero balance. We paid our outstanding and current HPSP bill. We are considering what we need to order. We are considering hiring a temporary position for phone answering. We also need to pay ASU for services and this is an adjustable contract.

Dr. Satterlee asked about the proposed cuts. Mr. Pearson said that document is developed but not public.

Ms. Teske said that the change items are at the office of management and budget for consideration.

XII. Other Business

EMSRB Appointments

Mr. Schoenbaum said that it is good that Senator Kubly is willing to assist but we need to ask for our new appointments for the House and Senate. He asked that we write the leadership in the house and senate and ask that the appointments be made as soon as they are able.

XIII. Public Comment

None.

XIV. Adjourn

Ms. Bidwell moved to adjourn. Mr. Pearson seconded. Motion carried. Meeting adjourned at 11:58 a.m.

Reviewed and Approved by:



3/4/2011

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Pat Lee, Secretary

Date

Kevin Miller, Vice Chair

Date