

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday November 17, 2016, 10:00 a.m.

Minneapolis, Minnesota

Attendance: J.B. Guiton, Board Chair; Jason Amborn; Lisa Consie; Patrick Coyne; Steve DuChien; Megan Hartigan; Jeffrey Ho, M.D.; Paula Fink-Kocken, M.D.; John Pate, M.D.; Mark Schoenbaum; Jill Ryan Schultz; Tony Spector, Executive Director; Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Rose Olson, Licensing Administrator; Chris Popp, Compliance Supervisor; Jennifer Middleton and Tiffany Sedillos, Assistant Attorneys General.

Absent: Rep. Jeff Backer; Lisa Brodsky; Aaron Burnett, M.D.; Scott Hable; Michael Jordan; Kevin Miller; Senator Kathy Sheran; Matt Simpson

1. Call to Order – 10:01 a.m.

Mr. Guiton said that the meeting would start with a closed session.

Motion: Dr. Pate moved to have the Board go into closed session. Dr. Ho seconded. Motion carried.

2. Closed Session – 10:05 a.m.

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

Disciplinary actions were discussed and voted on by Board members.

3. Re-Open Meeting

Mr. Guiton re-opened the meeting and asked for introductions from Board members and guests.

Motion: Mr. Coyne moved to re-open the meeting. Dr. Pate seconded. Motion carried.

Mr. Schoenbaum announced it is National Rural Health Day.

4. Public Comment – 10:50 a.m.

The public comment portion of the Board meeting is where the public is invited to address the Board on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.

None.

5. Review and Approve Board Meeting Agenda – 10:55 a.m.

Motion: Mr. Duchien moved to approve the agenda. Dr. Fink-Kocken seconded. Motion carried.

6. Review and Approve Board Meeting Minutes from September 9, 2016 – 11:00 a.m.

Motion: Dr. Fink-Kocken moved to approve the minutes from the September 9, 2016, Board meeting. Ms. Consie seconded. Motion carried.

7. Board Chair Report – 11:05 a.m. – J.B. GuitonPost Transition Education Work Group Leadership Change

Mr. Guiton said Ms. Consie led this work group for several years and has decided to step down as the chair. He thanked her for her work. Mr. Guiton said he would be chairing the work group going forward.

Reminder of January Board Meeting Date and Location Change

Mr. Guiton said the January Board meeting will be held on January 26, 2017 so that it will not conflict with the Arrowhead EMS Association Conference in Duluth. The January board meeting location has been changed to the Woodbury Public Safety building. A map will be provided with the January agenda.

Mr. Guiton said the March Board meeting that was scheduled to be held in Rochester will be held in Minneapolis due to conflicts in scheduling related to training being sponsored by the Southeast EMS Regional office.

Oath of Office Forms

Mr. Guiton asked members to sign the Oath of Office form provided (updated version) and return the form to Ms. Nagy.

8. Executive Director Report – 11:10 a.m. – Tony SpectorReport on Offline Licensing and Credentialing Process Report

Mr. Spector said the offline process continues to go well since its inception in July. Some process improvements have been discovered and implemented. The agency continues to focus on customer service. Some education programs have not been timely in submitting the requisite education verification documents. There may be some corrective action for education programs that delay in submitting information.

Regarding the new elicensing system, the statement of work is being clarified before the contract is completed. The plan is to have the new system in place after January 1.

Report on EMT Practical Testing Renewal Requirements

Mr. Spector said he has had ongoing discussions with the National Registry for clarification of how communications are shared to provide timely information to our stakeholders. Mr. Spector discussed the statutory requirements for renewal. Two handouts were provided to Board members regarding EMT renewal requirements. Information will also be posted on the EMSRB website.

Mr. Spector said it is not clear what the requirements are for a practical skills exam “as approved by the Board” when the Board has not approved a practical skills exam beyond March 31, 2016. While the Board adopted the NCCP model, notwithstanding current Minnesota statute the NCCP does not require a practical skills exam. Moreover, the other renewal options that are allowed by Minnesota statute still exist. Mr. Spector brought this to the Board’s attention not as an action item today but for information purposes and possible further discussion at the next Board meeting.

Dr. Ho left the meeting at 11:33 a.m.

Agency Update

An agency update was not provided due to time constraints.

**9. Ambulance Standards Ad-Hoc Work Group Report and Recommendations
– 11:35 a.m. – Pat Coyne**

Mr. Coyne said the work group charge was to develop updated standards. Mr. Coyne said the CAAS standards are being recommended with some exceptions. Mr. Coyne thanked Mr. Norlen

for his staff support. Mr. Czyson provided an informational power point presentation. Mr. Guiton repeated this is only for new ambulance purchases. Mr. Spector said a rulemaking process would need to be undertaken by the agency. A January 2018 implementation date was suggested because ambulance services need to budget for this type of purchase. (A draft rule change document was provided to the Board members.)

Motion: Dr. Pate moved the agency go forward with the rulemaking process. Ms. Hartigan seconded. Motion carried.

Mr. Coyne said there are other items for the work group to discuss. Mr. Guiton asked Mr. Coyne to report at the January meeting if the Ambulance Standards Work Group should change to a standing committee or remain an ad-hoc work group.

10. Committee Reports – Committee Chairs – 11:40 a.m.

Data Policy Standing Advisory Committee Report – Megan Hartigan

Ms. Hartigan said the Committee has not met. Changes cannot be implemented without funding to support the work. Data continues to be transmitted to the national data base.

Ms. Hartigan commented that Mr. Spector has aligned data request requirements with statute/law.

Legislative Ad-Hoc Work Group Report – Mr. Guiton

Mr. Guiton said the work group met and discussed potential legislative proposals. The Governor's office requested change item proposals and these were developed by Mr. Spector and submitted.

Medical Direction Standing Advisory Committee

Dr. Burnett asked Ms. Nagy to email the EMS Surge and Crisis Care Guidance Document. He is asking Board members to review the document for discussion and voting at the January Board meeting.

The Committee discussed the POLST form at their September meeting and offered suggested changes to the form. Dr. Burnett is asking the Board to endorse the concept of POLST but not specifically adopt the form.

Dr. Fink-Kocken said the pediatric guidelines are now posted on the EMSRB and EMSC website.

11. New Board Business – 11:45 a.m.

It was suggested the Board should recognize National Rural Health Day with the adoption of a resolution.

Motion: Mr. Schoenbaum moved that the Board resolve to celebrate November 17 as National Rural Health Day. Mr. Coyne seconded. Motion carried.

Mr. Schoenbaum provided the following:

WHEREAS: Emergency medical services are crucial in rural Minnesota because time-critical, lifesaving care is needed across wide geographies and sparse populations with limited access to definitive critical care; and

WHEREAS: Meeting the unique health care needs of Minnesota's rural residents requires innovation and resourcefulness that reach beyond geographic boundaries; and

WHEREAS: Rural Minnesota's emergency medical services professionals are dedicated to delivering high-quality and innovative care to rural Minnesotans; and

WHEREAS, on Thursday, November 17, 2016, National Rural Health Day will be celebrated throughout the United States.

*NOW, THEREFORE, the Minnesota Emergency Medical Services Regulatory Board, does hereby celebrate and acknowledge Thursday, November 17, 2016 as **Rural Health Day.***

12. Adjourn – 11:55 a.m.

Motion: Dr. Fink-Kocken moved to adjourn the meeting. Mr. Coyne seconded. Motion carried.

**Next Board Meeting:
January 26, 2017, at 10:00 a.m.
Woodbury Public Safety Building
2100 Radio Drive
Woodbury, Minnesota 55125
(651) 714-3600**