

Summary Minutes

Meeting of the
Emergency Medical Services Regulatory Board
10:00 a.m., November 19, 2009
2829 University Avenue Southeast
4th Floor, Conference Room A
Minneapolis, Minnesota

Members Present

James Rieber, Chair
Dawn Bidwell
Brenda Brown
Lisa Consie
Bonnie Engen
Kathleen Haney
Robert Jensen
Paula Fink Kocken, M.D.
Sen. Gary Kubly
Pat Lee
Kevin Miller
Gary Pearson
Paul Satterlee, M.D.
Matt Simpson
Maryls Tanner
Mari Thomas, M.D.

Members Absent

Michael Jordan
Rep. Jeremy Kalin
Mark Schoenbaum

Guests

Suzanne Gaines
Frank Langer
Buck McAlpin
Kristi Moline
Scott Reiten
Ron Robinson
Josh Salzman
Bill Snoke
Imo Sunderland
Tom Vanderwal

Staff

Katherine Burke Moore
Melinda Buss
Lauren Everett
Will Granger
Talia Landucci
Melody Nagy
Robert Norlen
Rose Olson
Debby Teske
Keith Wesley, M.D.
Hong Yan
Mary Zappetillo

Karen Andrews, AGO
Nathan Hart, AGO

Cindy Greenlaw Benton, ASU

I. Call to Order

Mr. Rieber called the meeting to order at 10:07 and said that the meeting will go into closed session for training.

II. Prevention of Discrimination Training

Ms. Greenlaw Benton provided information to the Board.

Mr. Rieber suggested a five minute recess and then the Board meeting will start. Mr. Rieber called the meeting to order at 11:18 a.m.

III. Introductions

Mr. Rieber introduced the new Board members Patrick Lee and Gary Pearson and asked them to provide an overview of their EMS experience.

Mr. Rieber asked Board members and guests to introduce themselves.

IV. Approval of Agenda

Mr. Rieber said that the committee assignments will be designated in January and we will have a discussion on Board goals.

Dr. Satterlee moved approval of the revised agenda. Ms. Brown seconded. Motion carried.

V. Approval of September 11, 2009 Minutes

Ms. Bidwell moved approval of the September 11, 2009, minutes. Dr. Fink Kocken seconded. Motion carried.

VI. Chair's Remarks

Mr. Rieber welcomed the new Board members and said that current board members that are due for re-appointment must re-apply.

Goals

Mr. Rieber said that in January he wants to discuss defining Board goals. We expect the Executive Director and staff to carry out the mission of the Board and we need to define Board goals. Each year the board should set goals. Ms. Burke Moore offered to research what other boards have. Mr. Rieber said that some examples would be helpful. Mr. Miller asked how that would be different than a work plan. Mr. Rieber said a work plan is the tasks to be completed. The goals are a vision of where we want to be.

Resolution Regarding Federal Legislation

Mr. Rieber said that the Board received a request to support federal legislation to provide public safety death benefits. Letters of support were submitted to Senators Klobuchar's and Franken's offices. Mr. Rieber said that the current federal benefits do not include all emergency personnel. This legislation would include all EMS personnel. Mr. Jensen asked if this benefit only is received by federal/state employees. Mr. Miller moved to support a resolution. Ms. Bidwell seconded. Motion carried.

VII. Executive Director's Report

Ms. Burke Moore introduced Mary Zappetillo the new Metro EMS Specialist.

Ms. Burke Moore noted that trauma triage guidelines will be discussed later in the agenda.

Education Standards Workgroup Update

Ms. Teske said that the workgroup met on Monday, October 5 and discussed education standards and set a timeline for completion of activities for the workgroup. The next meeting will be December 14. Dr. Satterlee and Brad Wright were named co-chairs for the workgroup.

Budget Update

Ms. Burke Moore said that the good news for the budget is that the seat belt revenue has increased due to the primary seat belt law. The additional funding benefits the regional programs. Senator Kubly asked how long the increased revenue will last. Ms. Burke Moore said that law enforcement seems eager to enforce the new law. The duration of increased fine collection is speculative. She asked Ms. Haney from Public Safety to comment on seat belt enforcement. Ms Haney said that current seat belt use is 90%. The Office of Traffic Safety's law enforcement grantees are focusing on night-time belt use.

Ms. Burke Moore said that now is the time that state agencies start preparing budget initiatives for the 2010 session. Ms. Burke Moore provided a budget chart and reminded the board that in 2009 small state agencies were asked to absorb a 5% cut. That amount (shown in the first column of the chart) will not be restored and the EMSRB will not request restoration of the \$164,000. However, the additional \$450,000 reduction (shown in the second column) resulted from a drafting error should be considered. A budget initiative is being prepared to request the \$450,000 be restored during the 2010 session.

Senator Kubly said that the projections for budget are much lower than expected. We may not be able to anticipate the restoration of the whole amount. He said that we may need to have a discussion with Senator Berglin so she is aware that our cut was significantly larger than expected.

Mr. Miller asked about the process that will be followed. Will other groups will be sought for support of the budget proposal. Ms. Burke Moore noted that the initiative form used by state agencies includes a section to list parties that may support or oppose proposals.

Mr. Rieber asked for a motion to have the Executive Director follow through with the budget initiative to restore the budget reduction resulting from the drafting error. Ms. Brown moved approval. Mr. Simpson seconded. Motion carried.

Dr. Wesley arrived at 11:45.

Medical Director's Report

Dr. Wesley provided a copy of the POLST form and said that this was discussed at the last Board meeting. Dr. Wesley said that there are several pilot projects that are adopting the form and rolling it out for implementation. Dr. Wesley said that he would like to include this form on-line for protocols.

Dr. Wesley said that he would like Board approval to distribute the form to all ambulance services with a survey regarding implementation and impact of the form. No motion was made or approved. He said that he would like to meet with the regional program boards to provide education on the dissemination and implementation of the form. Mr. Rieber asked if the form has been approved by the hospital association and other groups. Mr. Rieber said that form would be used by social services agencies in his area. Dr. Wesley said that the intent is to use one form and eliminate the confusion of which form to use. The Minnesota Medical Association is endorsing this form.

Mr. Rieber asked if Dr. Wesley was asking the Board to endorse the form and this project. Dr. Thomas said that the Medical Direction Standing Advisory Committee discussed Box A of the form. EMS personnel should focus on Box A of the form. The Medical Direction Standing Advisory Committee endorsed the form. Mr. Rieber asked if the Board endorses the form or supports the form as a resource. We need to be clear what we intend. Dr. Wesley asked that the POLST form be placed on the EMSRB website.

Dr. Wesley said that there will be significant education involved in this form and he proposes that he provide education on use of the form. He hopes to meet with the regions to provide the education. Mr. Rieber asked who would receive the education. Dr. Wesley said that the education would be for EMS providers. Mr. Rieber said that he would like to have a discussion another day about how this fits into the contract requirements for Dr. Wesley. Mr. Rieber asked Dr. Wesley to provide a budget estimate for this project.

Dr. Wesley said that he has one copy of the pan flu appendix if anyone wants to review it. Dr. Wesley said that the Hennepin County document was reviewed by the Medical Direction Standing Advisory Committee and they support this effort. Dr. Wesley asked for a link on the EMSRB website referring to this document. Mr. Rieber agreed.

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Dr. Wesley said that Dr. Hankins has been elected chair of the National Air Medical Transportation Association. This is a great benefit to Minnesota. Dr. Hankins is an advocate for air medical safety.

Dr. Wesley said that there will be a teleconference next week regarding trauma system development.

Dr. Wesley said that the Take Heart Minnesota program did not receive the grant funds requested but were able to secure other funding to implement two pilot projects.

Dr. Wesley said that he would like to discuss data extraction efforts with Mr. Norlen for Take Heart Minnesota studies.

VIII. Executive Committee At-Large Member Candidate's Remarks

Mr. Rieber said that four people have expressed interest in this position. Ms. Bidwell, Dr. Fink Kocken, Mr. Lee, and Mr. Pearson. Mr. Rieber invited each candidate to provide information on their interest in and experience they bring to the position.

Ms. Bidwell said that she has been on the Board two years and chairs the Complaint Review Panel. She said she has 35 years EMS experience and also works on a committee for the National Registry.

Mr. Lee said that he has 21 years experience in EMS and is currently the Director for Arrowhead EMS Association. He would like to have this position to further his education as a Board member.

Mr. Pearson said that this would be very interesting as a new Board member. He said he has been the manager of rural and metro ambulance services and an adjunct professor in the Master of Arts in management program at the College of St. Scholastica in Duluth.

Dr. Fink Kocken said she has experience as a physician and director for CALS. She said that she also works with the EMSC Program. Dr. Fink Kocken is a specialist in pediatric emergency medicine. A question was posed regarding the frequency of Executive Committee meetings.

Mr. Jenson asked for a clarification about public meetings. [NOTE: MS. Chapter 13D contains those requirements including notice of the meeting and the frequency and location of meetings. The board chair may call an Executive Committee or other committee meeting as needed. The committee can meet anywhere in the state and as long as notice is posted per statute. Telephone meetings require the same public notification period as an in-person meeting. [MS13.015]. Mr. Rieber said that during the legislative session the Executive Committee may have a telephone meeting weekly or monthly. The meetings are less frequent during the rest of the year.

IX. Election of Executive Committee At-Large Member

Ballots were distributed to Board members to cast a vote for one of the four candidates. Ms. Burke Moore counted the votes and announced that there is a tie vote between two candidates: Dr. Fink Kocken and Mr. Pearson. A runoff election for between those two candidates was conducted. Board members voted again. Ms. Burke More announced that Dr. Fink Kocken was elected to the At-Large seat on the Board.

X. Approval of 2010 Board Meeting Schedule

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Mr. Rieber said that the normal schedule is to meet every other month at 10 a.m. Mr. Rieber and Ms. Burke Moore discussed having quarterly meetings and adding a meeting if necessary. Ms. Burke Moore said that she queried the other boards located in the building regarding the frequency and length of their meetings. The boards that had quarterly meetings also had meetings that were quite long in duration. Mr. Rieber commented that each meeting costs \$1,800. Ms. Brown noted that the complaint review panel actions would be delayed if the board met quarterly instead of bi-monthly.

There was also discussion about a board meeting at the Arrowhead conference. Ms. Burke Moore said that due to budget constraints we did not include a meeting at Arrowhead. Mr. Miller suggested including the meeting at Arrowhead. Ms. Burke Moore said that this would be a significant budget issue for 2010 but it could be considered for 2011.

Mr. Satterlee moved approval of the regular meeting schedule of every other month with a meeting in Duluth in 2011. Dr. Fink Kocken seconded. Motion carried.

Closed Session

Mr. Rieber said that the Board will go into closed session now to discuss disciplinary actions. Closed session began at 12:18 p.m. and ended at 12:35 p.m.

XI. Data Policy Standing Advisory Committee Report

Dr. Satterlee said that the Data Policy Standing Advisory Committee recommends review of data quality reporting. The Committee will be focusing on reporting how non transport records are completed and trauma requirements. The Committee discussed the need to give feedback to ambulance services regarding the quality and completeness of their data.

XII. JPC Report

Dr. Thomas said that two RTACs have been formed and a third is being developed. Dr. Thomas said that the group focused their discussion on the trauma triage guidelines. A question for the Board involved page 2 of the handout regarding vital signs. The Medical Direction Standing Advisory Committee discussed this form and gave their consensus to remove vital signs from the form. The Board reviewed and approved that decision at the September board meeting. The JPC requested that the Board send a letter of support to the STAC recommending the removal of vital signs. Mr. Simpson moved that a letter be drafted expressing support of this position. Ms. Brown seconded. Motion carried. The letter will delivered to the STAC before their next meeting on December 1.

XIII. Complaint Review Panel Report

Ms. Bidwell said that the CRP met on September 21, October 12, and November 16.

- 137 disclosure files were reviewed (129 passed with no further action, more information was requested for two cases, four conference invitation were issued, and two registration/certifications were denied.)
- 10 complaints/mandatory reports were reviewed and eight were closed with no further action needed.
- The attorney general's office was represented to prepare a Notice of Conference for two cases and a Stipulation and Consent Order for two cases.
- One Minnesota Department of Revenue suspension occurred
- One Minnesota Department of Revenue reinstatement occurred
- Two Stipulation and Orders were signed

- 10 conferences were scheduled and attended

XIV. Other Business

Mr. Rieber said that the annual review of the Board's Internal Operating Procedures needs to occur in January. He asked that Board members read the IOP and provide comments to him or Ms. Burke Moore.

Mr. Miller said that the legislative committee has not met and does not have plans to meet. Ms. Bidwell said that we do not have strict rules for the Complaint Review Panel and we would like to suggest changes for legislation.

XV. Public Comment

None.

XVI. Adjourn

Ms. Brown moved to adjourn. Mr. Miller seconded. Motion carried. Meeting adjourned at 12:58 p.m.

Reviewed and Approved by:



12/15/09

Robert Jensen, Secretary

Date

James Rieber, Chair

Date