

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday, March 19, 2015, 10:00 a.m.

University Park Plaza
Conference Room A, 4th Floor

Attendance: J.B. Guiton, Board Chair, Aaron Burnett, M.D., Lisa Consie, Patrick Coyne, Jennifer Deschaine, Kathleen Haney, Megan Hartigan, Michael Jordan, Paula Fink-Kocken, M.D., Mark Schoenbaum, Jill Ryan Schultz, Matthew Simpson, Mari Thomas, M.D.

Robert Norlen, Interim Executive Director, Greg Schaefer, Assistant Attorney General

Absent: Representative Jeff Backer, Steve DuChien, Scott Hable, Jeffrey Ho, Senator Kathy Sheran

Call to Order

Mr. Guiton called the meeting to order at 10:05 a.m. and welcomed everyone to the meeting.

Approve Agenda

Motion: Ms. Deschaine moved to approve the agenda. Dr. Thomas seconded. Motion carried.

Mr. Guiton said that we have a finalist for the Executive Director position here today. Mr. Tony Spector is the candidate and the Board will be meeting in closed session to discuss the hiring of the Executive Director.

Consent Agenda

Motion: Ms. Ryan-Schultz moved to approve the Consent Agenda. Dr. Burnett seconded. Motion carried.

All items listed under the consent agenda are considered to be routine by the EMSRB and will be enacted by one motion and an affirmative vote by a majority of the members present. There will be no separate discussion of these items unless a Board member requests to remove an item from the consent agenda and then the item will be considered a separate subject of discussion.

Approve Board Minutes: (approved minutes are posted on the EMSRB website)

- November 20, 2014
- January 15, 2015
- February 23, 2015

EMT Psychomotor Examination Update: (handout provided at meeting)

- On November 20, 2014 the Board unanimously approved a motion to “require all renewing EMTs, between the dates of April 2, 2014 and March 31, 2016, to take and pass the exam outlined in the NREMT Psychomotor Guidelines as administered by EMSRB or its Approved Agents. *Until March 31, 2016, the seven skill exams and retesting for failure may be conducted at different dates and/or locations, rather than as specified in the NREMT Psychomotor Guidelines, page 16 and 24.*”

Regional Systems/Programs-FY16 and FY17 Grant RFP:

- EMSRB staff team has the Request for Proposal (RFP) prepared.
- RFP Execution Timeline (handout provided at meeting)
- The Board will be voting on Regional Systems/Programs contracts at the May 21, 2015 meeting.

Emergency Medical Services for Children (EMSC) Grant Contract:

- The Minnesota Emergency Medical Services Regulatory Board (EMSRB) enters into a grant contract to distribute allocated federal funds in the amount of **\$103,290.00** for the Minnesota EMSC Program to Children's Hospital. The EMSRB staff team is collaboratively working with Children's Hospital to complete the grant contract documents for FY 16 (3/1/15 – 2/29/16). The Interim Executive Director will sign the grant contract on behalf of the Board.

Note: The EMSC grant contract has not been executed by the 3/1/2015 date due to receiving the grant funding allocation amount on 2/4/2015 leaving less than 20 days to complete the contract and get approval from both organizations. Contract was delivered to Children's Hospital for review and signing on 2/28/15.

Medical Resource Communication Center (MRCC) Grant Contracts:

- The Minnesota Emergency Medical Services Regulatory Board (EMSRB) enters into a grant contract to distribute allocated grant funds, not to exceed **\$683,000.00**, to two MRCCs – *East* (Regions Hospital) and *West* (Hennepin County Human Services and Public Health Department) for FY 2016 and FY 2017 (07/01/2015 to 06/30/2017). The EMSRB staff team has drafted the contracts and has been in contact with our MRCC East and West partners to ensure grants will be executed to meet contract timelines. The Interim Executive Director will sign the grant contracts on behalf of the Board.

Public Comment

The public comment portion of the Board meeting is where the public may address the Board on subjects which are not part of the meeting agenda. Persons wishing to speak must complete the participation form provided at the meeting room door prior to the start of the meeting. Please limit remarks to 3 minutes. The Board will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to issues or concerns expressed will be made via letter or phone call within a week.

Marion Larson, Central EMS Regional Coordinator, thanked the Board and EMSRB staff. The communication has been friendlier and easier. The RFP process is moving forward and we appreciate that. We want to collaborate with the EMSRB.

Board Chair Report

Health Professionals Services Program Committee Appointment:

Mr. Guiton asked Ms. Deschaine to provide information on HPSP.

Ms. Deschaine said that HPSP receives referrals for people that have chemical dependency and mental health issues that may cause them to lose their license. Individuals are evaluated and there may be suspension from work or monitoring. The Board's representative on this committee oversees the work of the HPSP. The meetings are quarterly.

Mr. Guiton said that Ms. Deschaine has been serving on this committee for four years. We will need someone to fill this position. If someone is interested, please let him know, or this can be discussed again when the new Board members have been appointed.

Election of Interim Vice-Chair:

- The Executive Committee is recommending that Mr. Simpson be elected as the vice-chair until the Board positions are filled. Mr. Simpson is willing to serve in this capacity.

Motion: Mr. Schoenbaum moved to elect Mr. Simpson as Vice-Chair. Mr. Coyne seconded. Motion carried.

Appointment of Medical Director to MDH STAC (Trauma Advisory Committee):

- Mr. Guiton said that the EMSRB should have representation on the MDH STAC committee. He asked for a volunteer. Dr. Burnett volunteered.

Motion: Mr. Simpson moved to appoint Dr. Burnett to this committee. Dr. Thomas seconded. Motion carried.

Ad-hoc Workgroup–Post EMS Education Standards Transition:

- Mr. Guiton said that a workgroup has been tasked to bring a recommendation to the Board for the post EMS Education Standards Transition. Board members, staff and other interested parties will provide input for this recommendation. Rural participation and physician involvement is being sought. Suggested members: Lisa Consie (Board Member and Ad-hoc Workgroup Chair), Tia Radant, Susan Long, and EMSRB staff Mary Zappetillo, Holly Hammann-Jacobs.

Motion: Ms. Ryan Schultz moved to appoint Lisa Consie to chair the workgroup. Mr. Simpson seconded. Motion carried.

Meeting Procedural Changes:

- Mr. Guiton said that the agenda and seating arrangements have been changed for the Board meeting today and he would welcome input on other requests for improvement.

Interim Executive Director Report

Mr. Norlen provided his employment history with the EMSRB and said that it is an honor to serve as the Interim Executive Director. The Interim Executive Director report provides additional information as follows.

- ***Agency Budget Summary Update***
An agency budget summary was provided for Board review.
- ***Cooper/Sams – Vol. Award Program***
The award payments will be made by April 1, 2015. A summary of Cooper/Sams activity was provided for Board review.
- ***Volunteer Training Reimbursement (VTR)***
The contracts with the Regional Systems for reallocation of unspent VTR funds are being executed. We will be paying the contracted amounts by the end of June 2015.
- ***Certification/Licensure Update***
This is a Board priority. Staff resources have been reallocated to manage phone calls, and process renewals. Mr. Norlen thanked staff for their efforts, specifically Lauren Everett. Mr. Guiton commented that we are amazed at the staff performance. We were previously informed that staff could not process all renewals in time. This is a drastic change.

- ***Certification/License System Update (moving to Basic.gov)***
Staff is working with MN.IT on transition from e-licensing to Basic .gov licensing and certification system. The projected transition date is June 2015. Mr. Norlen reports that there is a lot more work that needs to be done and the June 2015 date is fast approaching.
- ***Quarterly Board Metrics***
The report may look different in the future regarding Regional System payment data. The timeline for tracking payments needs to be from date received to date paid and staff will work with Regional System grantees to resolve grant payment discrepancies. Mr. Guiton said that this would be a fair metric if the regions were provided information. It was taking 30 – 45 days to communicate with the regions. He apologized for this delay. This is a Board priority. It was sometimes a month before a review of an invoice occurred.
- ***Ebola Funding Legislation***
The legislation passed and the EMSRB will be receiving \$148,000 to be allocated to ambulance services for “extra ordinarily” costs. EMSRB staff will be working on processes for distribution of funds allocated for ambulance services in this legislation.
- ***MNSTAR Data***
Mr. Norlen said that the agency has not been providing MNSTAR data to MDH for the regional trauma councils. There is a state statute that authorizes the sharing of this data.

Mr. Guiton commented that the Data Policy Standing Advisory Committee may be meeting again in July.

Motion: Dr. Fink-Kocken moved to authorize staff to provide MNSTAR data to MDH as provided in Minnesota Statutes 144.608, subdivision 3. Dr. Thomas seconded. Motion carried.

Mr. Norlen said that reporting Minnesota non-patient identifiable data to NEMSIS (National Emergency Medical Services Information System) has also not been occurring now. Mr. Norlen recommended the Board authorize this to be re-initiated to ensure Minnesota is included with states across the county in this important EMS database.

Motion: Ms. Haney moved that staff be authorized to provide state data to NEMSIS. Dr. Fink-Kocken seconded. Motion carried.

- ***Staff Update***
Mr. Norlen reported that we currently have 8 full-time FTE and one temporary assignment from MMB. One temporary employee left the EMSRB on March 9, 2015.
- ***Proposed Staff Hiring***
Motion from the February 23, 2015 Board Meeting: “Simpson moved to temporarily suspend IOP Executive Director authority to appoint staff until a replacement director has been appointed with a final review date no later than the July 2015 Board meeting. Mr. Norlen would need Board authority to hire. Dr. Ho seconded the motion. Motion carried.”

Mr. Norlen asked the Board to consider hiring for the following positions:

1. Temporary staff(s) for customer assistance in the transition for moving to Basic.gov.
2. An EMS Specialist position based in Southwest Minnesota.

Funds are available in the budget for these positions.

Motion: Mr. Jordan moved to reverse the hiring freeze (the suspension of the IOP) to allow the Executive Director to hire as needed. Ms. Deschaine seconded. Motion carried.

Committee Reports

- ***Complaint Review Panel***

Mr. Simpson reported on the activities of the committee. Mr. Norlen complimented Ms. Rose Olson's efforts in managing the tasks related to the CRP.

- ***Health Professionals Services Program***

Ms. Deschaine reported on the meeting she attended February 17, 2015. She said that there is a report available on the HPSP website that provides more information. The EMSRB could provide information to ambulance services on HPSP.

- ***Medical Direction Standing Advisory Committee***

Dr. Thomas said that the MDSAC met on March 6, 2015 and is asking the Board to accept the committee recommendations for posting information on the EMSRB website. (Handouts Provided)

- Sample NARCAN Administration Sample Guidelines
- Sample Special Event and Mass Gathering Medical Care Planning Guideline

Motion: Ms. Hartigan moved to accept the committee reports to include the MDSAC guidelines. Mr. Simpson seconded. Motion carried.

New Board Business

Mr. Guiton provided clarification of a discussion with the Attorney General's representative that when a motion is passed at a Board meeting it is effective immediately unless a specific timeframe is included in the motion. If the motion requires staff activities we need to assure staff is able to complete the activities.

Mr. Guiton mentioned that the Local Board of Health Representative Position that is to be filled for the Board has no applicants. This is the position that Ms. Deschaine currently holds. Ms. Deschaine said that the Board may want to consider re-defining this position in the future. Mr. Schoenbaum offered to advertise the position in the MDH newsletter. Interested applicants should go to the Secretary of State's website to complete an application.

Regional Program Discussion:

Mr. Guiton provided information on current legislation to move the Regional System grants to the Minnesota Department of Health (MDH). If the legislation passes this session the EMSRB will work collaboratively with MDH to make this a smooth process. Mr. Guiton said that the reason for this legislation is that we were told there was not enough staff time to process these grants. We have the appropriate staff to process the grants. The EMSRB potentially has some Board members with a conflict of interest in voting on approving Regional System grant proposals. The Board may want to discuss their feeling on this legislation. This legislation will be included in the omnibus bill.

Mr. Schoenbaum said that this is not an MDH bill. MDH would incur costs to implement this legislation. MDH would ask for additional resources to administer the grants (1 FTE). MDH would process grants and see a role as a partner to provide active assistance to the Regional System grantees and connect to other EMS related activities.

Mr. Simpson moved to support keeping Regional Systems within the EMSRB. Motion was made and withdrawn for lack of second.

Mr. Jordan indicated he is opposed the motion for reasons stated about Board member conflict of interest. Additionally, staffing issues to administer the grants is of interest too. Mr. Jordan indicated the Board needs to continue to review and discuss a reallocation of staff to meet the Board priorities. We are a regulatory Board that should focus on licensing, complaints, inspections, etc.; grants and grant administration is secondary.

Dr. Burnett asked who sets the priorities for the spending in the RFP. Mr. Schaefer said that the categories are listed in 144E.50.

Mr. Simpson stated that the EMSRB support that the Regional System grantees are not fiscally penalized by moving the grant program to MDH. The Board is in consensus with the following statement “The Regional Systems grants would remain within the EMSRB if the legislation to move the Regional Systems grants and funding to MDH does not pass.

Tom Vanderwal, Greater Northwest EMS Regional System, representing the current Regional System grantees stated the Regional Systems thought the move to MDH would be a better fit for the programmatic focus the Regional Systems currently have in place. No disrespect to the Board, but the Regional Systems feel this would be a positive move to better align with other programs under MDH.

Ms. Deschaine asked about the proposed legislative language related to licensing and certification fees that was discussed at previous Board meetings. Mr. Guiton said that proposed legislative language did not move forward.

Meeting Break – The Board took a ten minute break before going into closed session.

Closed Session*

*Closed per Minnesota Statutes 144E.28, subdivision 5 and Minnesota Statute 13D.05, Subdivision 2(b) (*Complaint Reviews*) or Minnesota Statutes 13D.05, Subd. 3(2) (*Personnel Matters*)

- Disciplinary Actions
- Ad-Hoc Executive Director Transition Committee Discussion

Re-Open Meeting

Mr. Guiton called the meeting to order in open session.

- ***Report from Ad-hoc Executive Director Transition Committee:***
Dr. Burnett said that he wanted to introduce the candidate Tony Spector. He provided information on Mr. Spector’s background. Mr. Guiton said that Mr. Spector’s references were checked and there were no concerns. Mr. Spector has been asked to complete the EMT course as part of his employment conditions. Dr. Burnett said that the Ad-Hoc Executive Director Transition Committee is recommending the hiring of Mr. Spector as the new EMSRB Executive Director.

Motion: Mr. Coyne moved to accept the committee recommendations to hire Mr. Spector as the EMSRB Executive Director. Ms. Deschaine seconded the motion. Motion carried.

Mr. Spector will begin his employment June 3, 2015, with a transition period with Interim Executive Director Norlen to end in early fall 2015.

Adjourn – Meeting adjourned at 1:50 p.m.

Motion: Dr. Fink-Kocken moved to adjourn. Mr. Simpson seconded the motion. Motion carried.

Next Board Meeting: Thursday May 21, 2015, 10:00 a.m.