

## Meeting Minutes

### **Emergency Medical Services Regulatory Board**

Thursday, July 16, 2015, 10:00 a.m. – 12:00 p.m.

University Park Plaza

Conference Room A, 4<sup>th</sup> Floor

**Attendance:** J.B. Guiton, Board Chair; Aaron Burnett, M.D.; Lisa Consie; Patrick Coyne; Steve DuChien; Mark Dunaski; Megan Hartigan; Michael Jordan (by phone); Kevin Miller; John Pate, M.D. (by phone); Mark Schoenbaum; Jill Ryan Schultz; Matt Simpson; Tony Spector, Executive Director; Robert Norlen, Field Services Supervisor; Chris Popp, Compliance Supervisor; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General.

**Absent:** Rep. Jeff Backer, Scott Hable, Jeffrey Ho, M.D., Paula Fink-Kocken, M.D., Senator Kathy Sheran

**1. Call to Order – (10:00 a.m.) – J.B. Guiton, Board Chair**

Mr. Guiton called the meeting to order at 10:04 a.m.

**2. Governor's Board Appointments and Welcome – J.B. Guiton**

Mr. Guiton welcomed the new Board members and those reappointed. He asked the new members to introduce themselves. The Oath of Office was taken by the new and reappointed members.

- J.B. Guiton (Board Chair – formally appointed by Governor Dayton)
- Dr. John Pate (Family Physician Representative – New Appointment)
- Kevin Miller (Hospital Representative – New Appointment)
- Matthew Simpson (Fire Chief Representative – Reappointment)
- Jill Ryan Schultz (Paramedic/EMT Representative – Reappointment)
- Vacant (Local Board of Health Representative)

There is an application pending to fill the Local Board of Health Representative. The position will be filled by the next Board meeting.

**3. Approve Agenda – J.B. Guiton**

Motion: Mr. Simpson moved to approve the agenda for the July 16, 2015 Board meeting. Mr. Miller seconded. A roll call vote was taken. Motion carried. Dr. Pate abstained from this vote.

**4. Consent Agenda – J.B. Guiton**

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:**

. May 21, 2015

Motion: Mr. Jordan moved to approve the Consent Agenda for the July 16, 2015 Board meeting. Dr. Burnett seconded. A roll call vote was taken. Motion carried. Dr. Pate abstained from this vote.

**5. Public Comment – J.B. Guiton**

*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.*

There was no public comment.

**6. Board Chair Report – J.B. Guiton**

Mr. Guiton described the Board officer positions.

**• Introduction and Description of Board Positions**

Board Vice-Chair (currently held by Matt Simpson in an interim capacity)

Medical Direction Standing Advisory Committee (MDSAC) Chair (currently vacant)

Complaint Review Panel Chair (currently held by Matt Simpson)

Data Policy Standing Advisory Committee (DPSAC) Chair (currently vacant)

At-Large Board Member (also serves on Executive Committee – currently held by Dr. Jeffrey Ho)

Legislative Workgroup Chair (currently vacant)

Education Post Transition Workgroup Chair (currently held by Lisa Consie)

Health Professional Service Program (HPSP) Representative (Matt Simpson-Expressed Interest)

State Medical Director (currently vacant)

**7. Executive Director Report – Tony Spector**

Mr. Spector thanked the Board members for this opportunity. He also thanked staff for their efforts and Ms. Rapacki for her efforts as our consultant. Her appointment ends August 1.

▪ Agency Budget Update

Mr. Spector provided a handout. He said that he would provide a more detailed report at the September meeting regarding the fiscal year close.

▪ Data Practices – Designation of Responsible Authority

Mr. Spector provided a proposed Board resolution and accompanying memorandum. He said the designation information will be posted on the EMSRB website. Mr. Spector said this is a formal Board action that is filed at the Office of Secretary of State.

**Motion:** Mr. DuChien moved to authorize the Board Chair to sign data practices designation of responsible authority resolution. Ms. Hartigan seconded. A roll call vote was taken. Motion carried.

▪ Board Quarterly Metrics

Mr. Spector referred Board members to the handout provided. Mr. Guiton asked about regional program payments. Mr. Popp provided information on a new process for submitting grant invoices. Receipts will not be required with invoice submissions, but staff will visit the region offices to review records, and audits will be conducted of the regions.

▪ Regional System Grant Contracts – FY 2016 & 2017

Mr. Popp said that all the contracts are fully executed.

▪ Volunteer Education Reimbursement

Mr. Spector said that the funds will be fully spent. Ms. Rapacki processed these payments.

▪ E-Card System for Certification and Registration of EMS Personnel

Certification and registration cards currently are mailed to individuals. The new system delivers these cards electronically by sending them to the individual's email address. The cards may also be sent directly to an email at the agency where they are employed. This will save thousands of dollars in postage and staff time.

Mr. Guiton asked about revoked and suspended certifications. Mr. Popp said the system has a safeguard that will fail to provide a card for someone who has a revoked or suspended certification.

- Executive Director 30-Day Update  
Mr. Spector provided a power point presentation of his first 30 days.

**8. Committee Reports – Committee Chairs:**

- Complaint Review Panel  
Mr. Simpson said he will have an updated report for the September meeting.
- Medical Direction Standing Advisory Committee  
Dr. Burnett said that a power point presentation is being developed to share with medical directors.

Mr. Guiton recessed the meeting for a brief break. The meeting reconvened thereafter.

**9. New Board Business – J.B. Guiton**

- **Nomination/Appointment of Board Member Positions** ([Link to Board Committees in IOP-Page 7&8](#))

**Vice-Chair**

Mr. Miller said that he would be interested in being the Vice- Chair. He said that he would also be able to fill the role of legislative chair.

Motion: Ms. Ryan Schultz moved to appoint Mr. Miller as Board Vice- Chair. Mr. Simpson seconded. A roll call vote was taken. Motion carried.

**MDSAC**

Mr. Guiton said this person would be chair of MDSAC and the State Medical Director and attend STAC meetings.

Dr. Pate said that this position has been shared by physicians on the Board. Dr. Burnett spoke in favor of a physician to be named to the position.

Dr. Pate volunteered. Dr. Burnett was nominated. Dr. Pate withdrew his name.

Motion: Mr. Simpson moved to appoint Dr. Burnet as Chair of the MDSAC, lead state medical director and attend STAC meetings. Mr. Coyne seconded. A roll call vote was taken. Motion carried. Dr. Burnett abstained from the vote.

**CRP Chair**

Mr. Simpson volunteered to continue.

Motion: Ms. Hartigan moved to appoint Mr. Simpson as Chair of the CRP. Mr. Miller seconded. A roll call vote was taken. Motion carried. Mr. Simpson abstained from the vote.

**DPSAC Chair**

Ms. Hartigan volunteered.

Motion: Ms. Consie moved to appoint Ms. Hartigan as Chair of the DPSAC. Ms. Ryan Schultz seconded. A roll call vote was taken. Motion carried. Ms. Hartigan abstained from the vote.

**At Large Executive Committee Member**

Dr. Ho was recently appointed to this position.

Motion: Dr. Burnett moved to appoint Dr. Ho as At-Large Executive Committee member. Mr. Coyne seconded. A roll call vote was taken. Motion carried.

**HPSP Representative**

Mr. Simpson volunteered.

Motion: Mr. Miller moved to appoint Mr. Simpson as Representative to HPSP. Dr. Burnett seconded. A roll call vote was taken. Motion carried.

**DPSAC Membership**

Motion: Mr. Schoenbaum moved to approve appointment of Ms. Haney to DPSAC. Mr. Simpson seconded. A roll call vote was taken. Motion carried.

Note: A roster of other members that were appointed to DPSAC is included in the May Board meeting minutes. Additional positions will be filled at the next Board meeting.

• **Board Member SurfacePro 3 Computers**

- Distribution and initial login and training occurred.
- Tour of newly-remodeled EMSRB offices.

**10. Closed Session\*** – J.B. Guiton

\*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 were discussed and voted on by Board members.

**Re-Open Meeting** – J.B. Guiton

**11. Adjourn – (12:00 p.m.)** – J.B. Guiton

The meeting adjourned without a quorum.

**Next Board Meeting: Friday September 11, 2015, 9:00 a.m.; Alexandria, MN**