

Meeting Minutes

Emergency Medical Services Regulatory Board

Friday, September 11, 2015, 9:00 a.m. – 11:00 a.m.

Arrowwood Resort, Alexandria, Minnesota

Attendance: J.B. Guiton, Board Chair; Rep. Jeff Backer; Aaron Burnett, M.D.; Lisa Consie; Patrick Coyne; Megan Hartigan; Jeffrey Ho, M.D.; Paula Fink-Kocken, M.D.; Kevin Miller; John Pate, M.D.; Matt Simpson; Tony Spector, Executive Director; Pat Lee, EMS Specialist; Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Rose Olson, Licensing Administrator; Chris Popp, Compliance Supervisor; Mary Zappetillo, EMS Specialist; Greg Schaefer, Assistant Attorney General.

Absent: Steve DuChien, Mark Dunaski; Scott Hable, Michael Jordan; Mark Schoenbaum; Jill Ryan Schultz; Senator Kathy Sheran

1. Call to Order – (9:00 a.m.) – J.B. Guiton, Board Chair

Mr. Guiton called the meeting to order at 9:04 a.m. and asked for introductions from members and guests.

2. Public Comment

Dr. Wilcox provided information to the Board regarding the requirements for becoming a Community Paramedic. Mr. Guiton thanked Dr. Wilcox for being a pioneer in the development and implementation of the Community Paramedic Program.

3. Review and Approve Board Meeting Agenda

Motion: Rep. Backer moved to approve the agenda for the September 11, 2015 Board meeting. Dr. Fink-Kocken seconded. Motion carried.

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: July 16, 2015

Motion: Mr. Miller moved to approve the Consent Agenda for the September 11, 2015 Board meeting. Dr. Burnett seconded. Motion carried.

5. Board Chair Report – J.B. Guiton

Mr. Guiton asked for a moment of silence in remembrance of September 11 tragedy and also to honor the memory the St. Paul fire fighter Shane Clifton who died in the line of duty on August 31, 2015.

Employee Recognition

Mr. Guiton asked Robert Norlen to come to the front of the room to be recognized with a plaque for his leadership as the Interim Executive Director. Mr. Guiton announced that it was Robert's birthday and the group sang Happy Birthday and he was presented with a ceremonial EMSRB cupcake.

Data Policy Standing Advisory Committee List of Positions

Ms. Hartigan said the committee is resurrected and has been meeting. One of the recommendations was to change the membership to have six members from ambulance services and to include Minnesota Ambulance Association (MAA) representation. We would like to appoint the persons listed on the agenda to DPSAC.

Motion: Rep. Backer moved to appoint Kristin Mellstrom; Mark Jones; Dan Stensrud; and Manu Madhok, M.D. to the DPSAC. Dr. Burnett seconded. Motion carried.

Federal Specifications – KKK-A-1822 F Star of Life Ambulance (change notice 8)

Mr. Guiton said there are questions on these guidelines. (handout provided.) Mr. Guiton asked about the rules for how stretchers are placed in ambulances. Mr. Norlen responded that the current requirements are found in Minnesota Rule 4690.1500. The EMSRB does not have authority to regulate those standards.

Mr. Guiton said that every ambulance service in Minnesota needs to make patient safety a top priority. Mr. Guiton suggested a workgroup to review these standards and asked that those who are interested in participating on this work group to please let him or Tony Spector know. The workgroup will be appointed at the November Board meeting. Mr. Miller said that there are other bodies that set standards for ambulance manufacture. This issue needs further discussion.

Change to Internal Operating Procedures

Mr. Guiton said he would like the chair of the Medical Direction Standing Advisory Committee to be a member of the Executive Committee. This will require a change to the Board's Internal Operating Procedures and a vote of the Board.

Motion: Dr. Pate moved to revise EMSRB Internal Operating Procedures by adding the position of the chair of the Medical Direction Standing Advisory Committee to the composition of the Executive Committee. Dr. Ho seconded. Motion carried.

Legislative Chair Report

Mr. Miller said he has had discussions with Board members interested in being part of the Legislative Committee. He wants to set a meeting schedule. If anyone else is interested please let the Executive Director know of your interest.

6. Executive Director Report – Tony Spector

Agency Budget Update

Mr. Spector provided information about the EMSRB budget and asked those who have questions to please let him know. The EMSRB received a 1.8 % increase which includes salary increases but the union salary increases were negotiated to be 2.5%. MN.IT has informed the boards they are changing their billing significantly. Our budget is set so we will need to adjust somewhere. The EMSRB may need to ask for a supplemental budget increase.

Mr. Spector said that in response to the Board mandate to transition to NEMESIS 3.0 in January 2016, EMSRB staff have had discussion with our MNSTAR vendor on the costs as to how this change would occur. The costs associated with purchasing servers and software and hosting internally through MN.IT would be \$59,000.00 If EMSRB is to use the current vendor they would charge \$1,800.00 a month and a \$5,000.00 transition fee. We will look at our options for these changes. Our MNSTAR data is hosted offsite for \$600.00 a month. The previous Executive Director sought a budget increase, but we did not receive any funds.

Board Metrics

Mr. Spector provided the quarterly board metrics.

Executive Director Update

Mr. Spector said that as a health regulatory agency staff investigate and act on reports to protect the public health and safety. He complimented Assistant Attorney General Greg Schaefer's work for the CRP.

Mr. Spector said he met with Administrative Services Unit staff to discuss budget and other issues. The EMSRB has reduced staffing and we are considering what is needed for staffing.

Mr. Spector said this is a policy session for legislation and a short session. We want to make changes to make things better for the citizens of Minnesota. We want to work with stakeholders; we do not have to have conflicts but may have different goals.

Mr. Spector said that a new Board member was appointed by the Governor; Lisa Brodsky of Scott County Public Health. She could not attend the meeting today due to the lateness of the appointment (i.e., September 7, 2015) and the date of this board meeting and her prior engagements.

7. Committee Reports – Committee Chairs:

Data Policy Standing Advisory Committee – Ms. Hartigan

Ms. Hartigan said the Committee has met three times. She thanked the returning members and staff for their work. The committee will be making recommendations on a timeline for the transition. The current deadline is January 2016. We will have a report for the November Board meeting.

Mr. Norlen said that staff has a documented process in place for regulation of submission requirements. This will be reviewed again for updates/recommendations to the Board.

Mr. Miller said that he wanted to have a discussion of the fiscal impact to ambulance services for this transition. There will be additional costs for employee education.

Mr. Guiton asked about the timeline for implementation in January 2016. Ms. Hartigan said this ties to the national standards. The 2.21 version will end in 2018. We need time for these changes to be implemented.

Complaint Review Panel – Mr. Simpson

Mr. Simpson said this is a significant involvement of Board member time. He provided the statistics on cases reviewed and acted upon by the Committee.

Mr. Spector said our focus is protecting the public's health and safety and we are sensitive that our decisions are affecting people's (i.e., those we certify) livelihood.

Medical Direction Standing Advisory Committee – Dr. Burnett

Dr. Burnett said that MDSAC met yesterday. Three motions were passed for Board consideration. We are asking the EMSRB Legislative Committee to consider changes to 144E.103.

Dr. Pate moved to accept the recommendation as follows:

If published peer review literature in a reputable medical journal relating to the storage and maintenance of equipment and drugs conflicts with the manufactures recommendations a service medical director may choose to store and maintain the equipment or drug according to the information/data provided in the peer review journal.

Ms. Hartigan seconded the motion. Discussion followed. Motion carried.

Dr. Fink Kocken moved to accept the recommendation as follows:

The EMSRB allow institutions of higher learning to use the most current version of the International Roundtable on Community Paramedic Curriculum.

Dr. Pate seconded the motion. Discussion followed. Motion carried.

Dr. Ho moved to accept the recommendation as follows:

The Legislative Committee investigates changes to Minnesota Statute 253B subdivision 9 definition of health officer to include paramedics and online medical control.

Rep. Backer seconded the motion. Discussion followed. Motion carried.

8. New Board Business – J.B. Guiton

None.

Mr. Guiton announced that the Board will now go into closed session.

9. 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

Mr. Guiton reopened the meeting.

10. Adjourn – (11:00 a.m.) – J.B. Guiton

Motion: Mr. Coyne moved to adjourn. Ms. Consie seconded. Motion carried.

Meeting adjourned 10:55 a.m.

Next Board Meeting: Thursday, November 19, 2015, 10:00 a.m.; Minneapolis, MN