

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Minutes**  
**October 29, 2015**

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**Attendance:** J.B. Guiton, Board Chair; Aaron Burnett, M.D.; Lisa Consie (by phone); Megan Hartigan; Kevin Miller; Matt Simpson; Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Chris Popp, Compliance Supervisor; Mary Zappetillo, EMS Specialist; Greg Schaefer, Assistant Attorney General.

**Absent:** Jeffrey Ho, M.D.

**1. Call to Order – 10:00 a.m.**

Mr. Guiton called the meeting to order at 10:11 a.m.

**2. Public Comment – 10:05 a.m.**

*The public comment portion of the Executive Committee meeting is where the public may address the Executive Committee 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 Executive Committee 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.*

Mr. Miller asked to re-write the public comment announcement. Mr. Guiton said that it can be reviewed but is a legal statement.

**3. Approve Agenda – 10:10 a.m.**

Ms. Hartigan asked to add a closed session to discuss personnel matters.

Motion: Ms. Hartigan moved to approve the agenda with the addition of a closed session.  
Mr. Miller seconded. Motion carried.

**4. Approve Minutes – 10:15 a.m.**

- Approval Executive Committee Meeting Minutes from August 20, 2015
- Approval of Board Meeting Minutes to consent agenda from September 11, 2015

Motion: Dr. Burnett moved to approve the minutes from the August 20, 2015 Executive Committee meeting and to move the September 11, 2015 draft Board minutes to the consent agenda for the November 19, 2015 Board meeting. Mr. Miller seconded. Motion carried.

**5. Board Chair Report – 10:20 a.m.**

- Welcome Dr. Burnett—Chair of MDSAC/State Medical Director  
Mr. Guiton said that at the last Board meeting we voted to add Dr. Burnett to the Executive Committee. (This was a good decision)

**New Board Member**

Mr. Guiton said that Ms. Lisa Brodsky has been appointed as the Local Health Board Representative.

**6. Executive Director Report – 10:25 a.m. – Tony Spector**

Mr. Norlen said that Mr. Spector is absent so he will provide a report

- NASEMSO Update  
Mr. Norlen said that Mr. Spector made his first trip to the NASEMSO meeting held this year in Nashville. Good information was provided at the meeting and Mr. Spector had an opportunity to discuss EMS issues with his peers.

- Ambulance Vehicle Standards Workgroup

Mr. Norlen said the Board is going to develop a workgroup. Most of you are familiar with the KKK standards. Change order #8 recently came out related to cot mounting. This issue was discussed at the September Board meeting. The EMSRB would expect ambulance manufactures to follow the KKK specifications to assure patient and crew safety. Minnesota does not have regulatory authority to enforce the standards in change order #8 at this time.

Mr. Guiton said we want to keep the health and safety of the patients first. We have several volunteers who are interested in participating on this workgroup. The chair of the workgroup must be a Board member and I will volunteer unless another Board member offers. Mr. Guiton said that ambulance services should follow current state law. Compliance with change order #8 would mean that there would be additional costs for a new ambulance.

- Staff Update

Mr. Popp said we have a new temporary employee here today. He introduced Shannon Callahan.

- Board Metrics Update

Mr. Norlen provided a handout of the Board metrics. He said he wanted to point out two items:

- regional grant payments under item 5 (70 requests were paid in less than 45 days)
- the National Registry pass rate under item 6 shows the Minnesota average pass rate is above the National pass rate

- Agency Update

Mr. Norlen said EMS staff and Board members recently visited Plainview Minnesota to do a rural ambulance assessment as part of a public stipulation and consent order. He thanked the Board members and staff involved. Recommendations will be provided in a report that will be presented to the City of Plainview at a date to be determined.

## 7. Committee Reports – 11:00 a.m. – Committee Chairs/Staff

- **DPSAC Committee Report – Megan Hartigan/Robert Norlen**

Ms. Hartigan provided a power point presentation. The DPSAC recommendations are ready to be presented to the Board at the November meeting. There is information on the EMSRB website for public comment. Ms. Hartigan said the committee understands that there will be a financial impact to services to implement these changes.

Mr. Guiton asked for a motion to add this agenda item to the full Board meeting. The Executive Committee discussed the details of the recommendation and then a vote was taken on the motion.

Motion: Mr. Simpson moved to place approval of the DPSAC Committee recommendations on the agenda for the November Board meeting. Mr. Miller seconded. Motion carried.

- **Post Transition Education Standards Workgroup – Mary Zappetillo - Lisa Consie, Workgroup Chair, on the phone**

Ms. Consie referred committee members to the handouts provided and said the workgroup has accomplished at least two of the agenda items. We will complete our work within the timeline requested. We are seeking Board input on our recommendations.

Mr. Guiton said that the EMSRB received an email from Serena Totzke Johnson asking for input from rural communities before a vote is taken. Mr. Guiton asked if all meetings have been posted and open to the public. Ms. Consie said yes. Ms. Consie said the EMSRB will not have a recertification process after April 1 2016. The committee discussed the recommendations provided by the workgroup.

Note: discussion of licensure versus certification is being referred to MDSAC for further discussion and to EMSRB staff for legal considerations.

Mr. Norlen said that we need a consistent process. The Board needs to decide on how to move forward.

Motion: Ms. Hartigan moved that this be presented to the Board and that it include information in the presentation to help Board members understand the requirements and changes. Mr. Miller seconded. Motion carried.

Mr. Guiton said that we want to respond to the e-mail received this has been an open and public process. I don't think we have a responsibility to go out to every provider. I do expect that we will need to have some "town hall" meetings in the future.

**- Legislative Workgroup Report – Kevin Miller**

Mr. Miller said he met with staff and the Board Chair on October 20, 2015, to discuss concerns; we compiled a list of potential statute changes that were compiled by staff and looked at rule repeal. Mr. Miller indicated there may be a need to reconstitute the Legislative committee back into the Board Internal Operating Procedures (IOP).

Mr. Guiton said right now we keep it as an ad-hoc committee and then in January 2016 look at changing the IOP as a whole. We need to be able to weight stuff on what is controversial, and what can wait and what is just cleanup.

Mr. Miller asked for an old copy of the IOP that had the Legislative Committee description. Staff will provide this information to Mr. Miller.

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

**8. 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*)

**Re-Open Meeting – J.B. Guiton**

Mr. Guiton reopened the meeting.

**9. New Business – 11:30 a.m.**

None

**10. Adjourn – 11:35 a.m.**

Mr. Miller moved to adjourn. Dr. Burnett seconded. Motion carried. Meeting adjourned.

**Next Executive Committee Meeting: Thursday, December 17, 2015, at 10:00 a.m.**