

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Agenda

December 17, 2015 – 10:00am

EMSRB Offices – 4th Floor Conference Room

[Map & Parking](#)

1. Call to Order – 10:00 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.

3. Approve Agenda – 10:10 a.m.

[MOTION: To approve (or approve as amended) Agenda]

4. Approve Minutes – 10:15 a.m.

Attachments

- Approval Executive Committee Meeting Minutes from October 29, 2015 A 1
- Approval of Board Meeting Minutes to consent agenda from November 19, 2015 A 2

[MOTION: To approve Minutes]

5. Board Chair Report – 10:20 a.m.

- Discussion of January Board Meeting Dates
- Staff Update

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

- Plainview Rural Assessment Report
 - Ambulance Standards Ad-Hoc Committee
 - STAC Meeting Update
 - MDH – Hospital Evacuation Exercise
 - Regional Systems Grants
- Provided at Meeting
Report
Report
Report
Information

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

- DPSAC Committee Report – Megan Hartigan/Robert Norlen
 - Post Transition Education Standards Workgroup
 - Legislative Ad-Hoc Committee Report – Kevin Miller
- Report
Report
Report

8. New Business – 11:30 a.m.

9. Adjourn – 11:35 a.m.

[MOTION: To adjourn]

Next Executive Committee Meeting: Discussion - TBD

Attachment Key:

A = Agenda Attachment

If you plan to attend the meeting and need accommodations for a disability, please contact Melody Nagy at (651) 201-2802. In accordance with the Minnesota Open Meeting Law and the Internal Operating Procedures of the Emergency Medical Services Regulatory Board, this agenda is posted at: <http://www.emsrb.state.mn.us>

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

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.

DRAFT Meeting Minutes

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Emergency Medical Services Regulatory Board

Thursday November 19, 2015, 10:00 a.m. – 2:30 p.m.

Minneapolis, Minnesota

Attendance: J.B. Guiton, Board Chair; Lisa Brodsky; Aaron Burnett, M.D.; Lisa Consie; Patrick Coyne; Steve DuChien; Mark Dunaski; Scott Hable; Megan Hartigan; Jeffrey Ho, M.D.; Paula Fink-Kocken, M.D.; Kevin Miller; John Pate, M.D.; Mark Schoenbaum; Jill Ryan Schultz; Matt Simpson; 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: Rep. Jeff Backer; Michael Jordan; Senator Kathy Sheran; Tony Spector, Executive Director

1. Call to Order – 10:00 a.m.

Mr. Guiton called the meeting to order at 10:02 a.m.

Mr. Guiton welcomed the new Local Board of Health Representative - Lisa Brodsky and asked her to introduce herself. Mr. Guiton asked for introductions from Board members and guests.

2. Public Comment – 10:05 a.m.

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Marion Larson, Central MN EMS Coordinator, asked to speak to the Board regarding the proposed changes for education. She said the Wright County Fire Chief had several questions. 1) He is concerned about staff shortages 2) wants more information about core competencies, 3) has questions about NREMT standards. Mr. Guiton said that this will be discussed later in the meeting.

Mark Schoenbaum announced that today is National Rural Health Day and the Governor has declared Minnesota Rural Health Day.

3. Review and Approve Board Meeting Agenda – 10:10 a.m.

Motion: Ms. Ryan Schultz moved to approve the agenda for the November 19, 2015 Board meeting. Mr. Simpson seconded. Motion carried.

4. Consent Agenda – 10:15 a.m.

Approval of Board Meeting Minutes from September 11, 2015

Motion: Ms. Consie moved to approve the minutes from the September 11, 2015 Board meeting. Dr. Fink Kocken 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.

5. Board Chair Report – 10:20 a.m.
Board Vacancies in January 2016

Mr. Guiton announced the following vacancies will occur on the Board effective January 2016. He encouraged the current members to re-apply or anyone interested. The application form is on the Secretary of State's website.

- Emergency Physician (Dr. Burnett)
- Professional Firefighter (Ms. Consie)
- Volunteer Firefighter (Steve DuChien)
- Pediatrician (Dr. Fink Kocken)

Ambulance Vehicle Standards Ad-Hoc Committee

Mr. Guiton said the Board Internal Operating Procedures (IOP) requires the Chair of an ad-hoc committee be a Board member. Mr. Coyne said he would be interested in chairing the ad-hoc committee. Mr. Guiton said that he would attend also.

Motion: Mr. Miller moved to appoint Mr. Coyne Chair of the Ambulance Vehicle Standards Ad-Hoc Committee. Dr. Ho seconded. Motion carried.

Mr. Norlen read the committee charge: *Review past, current and proposed ambulance manufacturing standards for ground ambulances and current Minnesota Statutes and Rules regulating ground ambulance design and requirements. Make recommendation to the Board on updating ground ambulance standards and any regulatory changes that may need to be made to ensure crew and public safety and health.*

Proposed Committee members:

- Pat Coyne, Board Member – Ad-Hoc Committee Chair
- J.B. Guiton, Board Chair
- Chad Dotzler – HCMC EMS
- Jeff Czyson – Allina Health
- Tom Fennell – Gold Cross
- Fred Pawelk – North Central Ambulance Sales
- Joe Kounkle – Ninety-Four Services, Inc.

Motion: Mr. Miller moved that the chair may set the membership in conjunction with the Board Chair. Mr. Norlen clarified the ad-hoc committee requirements in the IOP. Motion was withdrawn.

2016 Board Meetings

Mr. Guiton said the list of proposed meeting dates are in your handouts. He said the September meeting is typically held in Alexandria and suggested another meeting in another region during the year. The date for the September meeting would be September 9, 2016.

Motion: Ms. Hartigan moved to accept the 2016 Proposed Meeting Dates with the addition of September 9, 2016. Ms. Ryan Schultz seconded. Motion carried.

6. Executive Director Report – 10:35 a.m. – Tony Spector

Mr. Norlen is sitting in for Mr. Spector who is currently out.

Board Metrics

Mr. Norlen said a handout was provided in your packet and he wanted to highlight two items.

- Item 5 are regional grant payments and during the first quarter of FY 2016 -- 70 payments were made within 45 days.
- Item 6 NREMT first time pass rate. Minnesota consistently stays above the national pass rate. This is a credit to the quality of the Minnesota education programs.

Mr. Schoenbaum asked what the goal for pass rate is. Mr. Norlen responded that we do not have a specific number set by the Board. We look at each individual education program. If a program falls below the average they could be put on probation and the EMS specialists would work with the program to improve pass rates.

Budget Report

Mr. Norlen provided information from the one page overview of the EMSRB budget. Mr. Guiton said this is a biennial budget. Ms. Hartigan also receives the detailed budget information.

Agency Update

New Temporary EMSRB Staff – Shannon Callahan

Mr. Popp said we hired a “temporary” staff person Shannon Callahan. She is working on data entry for longevity and assisted with renewals. Mr. Guiton asked if we can identify additional tasks. Mr. Popp said we will be looking at this further when Mr. Spector returns.

EMSRB Staffing Update

Mr. Norlen said that it is with regret that I need to announce that Pat Lee has decided to resign his position with the EMSRB and will go back to his position at Arrowhead EMS Association.

Partnership with MDH (Ebola Preparedness and Crisis Standards of Care Workgroups)

Mr. Norlen said that we have been working with MDH on a number of projects. The EMSRB is a partner with MDH in this project. A survey has been sent to ambulance services asking about their preparedness and grant funds are available.

EMS Crisis of Standards of Care Workgroup

Mr. Norlen said MDH would like Board members involved in this workgroup, especially physicians on the Board. He described the charge of the workgroup. He said the first meeting will be December 16 by phone. MDSAC may want to propose recommendations on this topic. This is a partnership opportunity for the EMSRB.

Motion: Dr. Burnett moved to support the partnership and support these projects with MDH. Ms. Brodsky seconded. Motion carried.

Board members interested in participating in the workgroup meetings: Mr. Miller (Ebola Preparedness) Dr. Burnett and Ms. Brodsky (Crisis Standards of Care).

Mr. Schoenbaum said we are pleased with our relationship with the EMSRB. We have invited EMSRB staff to join us at our internal staff discussions.

Minnesota Sheriff’s “TRIAD” Project

Mr. Norlen said that this organization is led by seniors and law enforcement. EMSRB staff met with TRIAD Minnesota representatives. This is being initiated at the county level statewide. TRIAD is looking for EMSRB to be a supporter of this effort. It was suggested we publish information on the EMSRB website.

Motion: Dr. Fink Kocken moved to support the TRIAD group and place information on the EMSRB website. Dr. Pate seconded. After further discussion the motion was withdrawn.

Dr. Ho asked if the Board should provide an endorsement of a product. Mr. Hable said “File of Life” is a project supported by TRIAD. The Minnesota Sheriffs Association website is the home website for TRIAD. He suggested that the Board support TRIAD.

Dr. Fink Kocken said that the Board can support these types of groups without endorsement of a product. We applaud the work of the group. We can post that we support TRIAD. Mr. Guiton said the Board consensus is that we support the concept.

Toys for Tots

Mr. Popp said the Health Licensing Board’s support charities during the year. “Toys for Tots” was unanimously voted on as a project this year. EMSRB staff will appear on KARE 11 News on December 4th to present the toys collected. Mr. Guiton said the Board supports the cause and appreciates staffs participation.

Agency Update (continued)

Mr. Norlen said the following are staff activities to report:

- medication variance was granted to Ridgeview Ambulance.
- new license application was received from CentraCare, Monticello Ambulance Service
- PSA summary approval is being worked on for Lac qui Parle County.
- Marietta Ambulance is closing December 31, 2015.

7. Data Policy Standing Advisory Committee Report & Recommendations – 11:00 a.m.

Minnesota version 3 Dataset Recommendations - Megan Hartigan, Chair

Ms. Hartigan thanked committee members and staff for their hard work on this project. Ms. Hartigan referred to the handouts for the line by line description of the data set items. This information was posted on the EMSRB website for public comment. It was also reviewed by the Executive Committee. Mr. Norlen said that this information was provided to all ambulance services to make comments. We only received one comment. Board members discussed this topic further.

Motion: Dr. Fink Kocken moved to accept DPSAC recommendations on data elements for Minnesota version 3 dataset and data dictionary. Mr. DuChien seconded. Motion carried.

Mr. Miller asked for the timeline for implementation. Mr. Norlen said that the committee will have further discussion and recommendations to bring to the Board. The goal is for on or about January 2016 we will have a system ready to capture the data. The question will be the date to require all services to change over. The vendors said they will be ready within the Minnesota timelines. Direct data entry can move anytime. Mr. Guiton said we will have a dual tract for a period of time. DPSAC will make recommendations for implementation of a timeline.

Mr. Coyne asked what the value of the data is. Mr. Guiton said we have two issues. Wisconsin is starting to use 3.0 and Minnesota services that boarder us need this. The long term discussion of should Minnesota collect data will require further discussion.

Mr. Miller said that this will also be a legislative issue. The Boards requirement for data is in statute there will be more questions and opposition but that does not mean we should not do this.

Ms. Hartigan suggested a semi-annual report on data to the Board. Mr. Norlen thanked Ms. Hartigan for her work on this committee. Mr. Norlen said if there are reports that the Board wants to see we will be happy to provide this information. The goal is to insure the public health and safety.

Motion: Mr. DuChien moved to charge DPSAC to evaluate and report back within 12 months after the implementation of NEMSIS 3.4.0+ an evaluation of the data collected and the justification for that data. Whenever possible eliminate PHI (Personal Health Information). Identify administrative costs and administrative burden (internal and external). Dr. Pate seconded. Motion carried.

8. Closed Session – 12:00 p.m. (must have a quorum of members to vote)

Closed per Minn. Stat. § 144E.28, subdivision 5 and Minn. Stat. § 13D.05, Subd. 2(b) (*Complaint Reviews*) or Minn. Stat. § 13D.05, Subd. 3(2) (*Personnel Matters*)

EMS Personnel disciplinary actions were discussed and voted on by Board members.

9. Re-Open Meeting – 1:00 p.m.

Mr. Guiton re-opens the meeting at 1:05 p.m.

10. Post Transition Education Workgroup Report & Recommendations – 1:06 p.m.

Workgroup Recommendations - Lisa Consie, Workgroup Chair

Ms. Consie provided a power point presentation and referred to the handout that lists the recommendations of the workgroup. Board members discussed the recommendations and had numerous questions. Public comment was accepted and clarifying remarks were provided by workgroup members.

Ms. Consie provided an explanation of the Mark King initiative and commented that the implementation date of April 2030 could be flexible to allow transition time. (Recommendation 6)

Ms. Consie said that a discussion of licensure vs certification will need to occur at the Board level. (Recommendation 8)

Mr. Guiton said these workgroup meetings were open to the public. Ms. Zappetillo said information was posted on the website as required by open meeting law. Mr. Guiton said there was resistance in compliance with the testing process.

Mr. Miller said if we ask for legislative changes how this affects people seeking certification. Mr. Schoenbaum said that this will be a short legislative session and this may not pass unless it has support and consensus. Mr. Miller said that this may need to be included in a 2 or 3 year plan for changes.

Mr. Simpson asked for a FAQ document.

Motion: Ms. Hartigan moved to accept the Post Transition Education Workgroup recommendations. Mr. Miller seconded. After further discussion the motion was withdrawn.

Mr. Guiton asked if there would be a difference if we make this decision in January. How would that affect you? Board members discussed this option.

Mr. Miller moved to table the workgroup recommendations until the January meeting. Ms. Hartigan seconded. Motion carried.

The Board requested that additional information be provided through a video and other media information to further explain the recommendations in detail and to possibly conduct face-to-face meetings statewide to ensure sufficient public notice and feedback is received for the Board to make an informed decision.

11. Legislative Ad-Hoc Committee Report – 2:00 p.m. – Kevin Miller

Mr. Miller provided a handout and said the Executive Committee discussed the ad-hoc committee makeup. He suggested a meeting on December 10, 2015. Board members interested in participating would include: Representative Backer, Lisa Consie, J.B. Guiton, Jill Ryan Schultz and Senator Sheran.

Mr. Miller discussed a possible supplementary budget proposal for the EMSRB. More information will be provided to the Board once the ad-hoc committee and staff have had further discussion on the proposal.

Mr. Miller said he met with staff regarding a number of statutes that need to be changed. We need a strategy to move forward. We want to look at a two or three year strategy.

12. Complaint Review Panel Report – 2:20 p.m. – Matt Simpson

Mr. Simpson said that the case load continues to increase. He thanked Mr. Schaefer, Ms. Olson and the CRP members.

13. New Board Business – 2:30 p.m.

None

14. Adjourn – 2:31 p.m.

Motion: Mr. Simpson moved to adjourn. Mr. Hable seconded. Motion carried.

Next Board Meeting: Thursday, January 21, 2016, at 10:00 a.m.