

## Meeting Minutes

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

**Thursday July 21, 2016, 10:00 a.m.**

**Minneapolis, Minnesota**

**Attendance:** J.B. Guiton, Board Chair; Jason Amborn; Aaron Burnett, M.D.; Patrick Coyne; Steve DuChien; Jeffrey Ho, M.D.; Michael Jordan; Paula Fink-Kocken, M.D.; John Pate, M.D.; Matt Simpson; Tony Spector, Executive Director; Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Rose Olson, Licensing Administrator; Chris Popp, Compliance Supervisor; Greg Schaefer, Assistant Attorney General.

**Absent:** Rep. Jeff Backer; Lisa Brodsky; Lisa Consie; Scott Hable; Megan Hartigan; Kevin Miller; Mark Schoenbaum; Jill Ryan Schultz; Senator Kathy Sheran

**1. Call to Order – 10:00 a.m.**

Mr. Guiton welcomed everyone to the meeting. He asked for introductions from Board members and guests.

**2. Public Comment – 10:05 a.m.**

*The public comment portion of the Board meeting is where the public is invited to address the Board on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.*

None.

**3. Oath of Office for Reappointed Board Members – 10:10 a.m.**

Mr. Guiton administered the Oath of Office to Aaron Burnett, M.D.; Steve DuChien; and Paula Fink-Kocken, M.D.

**4. Review and Approve Board Meeting Agenda – 10:15 a.m.**

**Motion:** Dr. Pate moved to approve the agenda for the July 21, 2016, Board meeting. Dr. Burnett seconded. Motion carried.

**5. Review and Approve Board Meeting Minutes from May 19, 2016 – 10:20 a.m.**

**Motion:** Mr. Simpson moved to approve the minutes from the May 19, 2016, Board meeting. Mr. DuChien seconded. Motion carried.

**6. Board Chair Report – 10:25 a.m.**

**Provider Orders for Life-Sustaining Treatment (POLST) Form**

**Presentation by Dr. Victor M. Sandler**

Dr. Sandler provided a power point presentation with details of the revised POLST form. This form was first endorsed by EMSRB in 2010. Dr. Sandler answered questions from Board members.

Dr. Sandler said the POLST program wishes to re-invigorate the program and wants to provide the POLST form to patients at the time of hospital discharge. To that end, the POLST program will be providing additional education throughout the state.

Mr. Guiton asked this discussion be referred to the Medical Direction Standing Advisory Committee (MDSAC) for their review and a recommendation to the Board. The form could be endorsed at the September Board meeting. Mr. Guiton thanked Dr. Sandler for his presentation.

**Motion:** Dr. Pate moved to refer this discussion to the MDSAC. Dr. Ho seconded. Motion carried.

### **EMSRB 20 Year Anniversary**

Mr. Guiton announced it is the 20 Year Anniversary of the EMSRB. Three employees have worked for the agency since its inception back in 1996. Awards were presented to: Melody Nagy, Robert Norlen and Rose Olson.

### **Seeking Volunteers to Serve on the State Trauma Advisory Council/Emergency Medical Services Joint Policy Committee**

Mr. Guiton said that there is renewed effort to reconvene the State Trauma Advisory Council/Emergency Medical Services Joint Policy Committee. He asked Mr. Tim Held of the Minnesota Department of Health – Office of Rural Health (and present at the meeting) to provide information to the Board about this committee.

Mr. Held said the committee purpose is to address crossover issues related to trauma systems. EMS data will drive the work of the committee. This committee makes recommendations for appointments to the Regional Trauma Advisory Committee (RTAC). Mr. Held said the committee will be meeting quarterly.

Mr. Guiton said that Dr. Burnett and Dr. Ho have volunteered we are seeking one additional Board member. Dr. Pate volunteered. Mr. Coyne will be the alternate.

**Motion:** Dr. Fink-Kocken moved to appoint Dr. Burnett, Dr. Ho and Dr. Pate as members of the State Trauma Advisory Council/Emergency Medical Services Joint Policy Committee with Mr. Coyne as the alternate. Mr. DuChien seconded. Motion carried.

## **7. Executive Director Report – 11:00 a.m. – Tony Spector**

### **NEMSIS Reporting Issue**

Mr. Spector said he met with the vendor and the problem of data that had not been reported to NEMSIS has been resolved.

### **Offline Licensing and Credentialing Process**

Mr. Spector said the EMSRB is seeking to have a replacement online licensing and certification system in place by October. Agency staff have developed an offline process and implemented it beginning July 5. Forms were developed with input from all staff and vetted for legal requirements. The forms are posted on the EMSRB website.

Mr. Spector walked through completion of the form. He described the reasons for a designated address and said the designated address provided is public information. Mr. Spector said applicants receive an email auto response that their application has been received and an email certification/registration card once their application has been approved. Staff contact any applicant that submits and incomplete application.

The new email address for customer use is: [emsrb@state.mn.us](mailto:emsrb@state.mn.us)

### **U of M Research Project Cancelled by U of M**

Mr. Spector said this project was cancelled by the U of M. Mr. Spector explained that at the last Board meeting (May 2016), he announced a research project proposed by the U of M that would validate MNSTAR data against the data obtained by Cardiac Arrest Registry to Enhance Survival (CARES). Mr. Spector and Rose Olson met with the student and her project advisor/faculty member. They asked for a full download of all MNSTAR data. Mr. Spector expressed very serious concern at the prospect of providing a copy of all MNSTAR data to the U of M. Mr. Spector explained that he informed the student and advisor that the EMSRB can provide access to the data but will not provide a full download of this data. The student later decided on another project.

### **September Meetings in Alexandria**

Mr. Spector said the next Board meeting will be at the Arrowwood Conference Center in Alexandria. The Complaint Review Panel will be meeting and the Medical Direction Standing Advisory Committee. The Medical Director's Course will be provided to new and newer medical directors as a pre-conference presentation.

### **Systems of Care Coordination Steering Committee Meeting**

Mr. Spector said he was invited to this meeting hosted by the American Heart Association. The meeting's agenda and documentation included with it caused some concerns. The documentation seems to include information that is factually inaccurate. This caused some concern to EMS staff and stakeholders. Nevertheless, the EMSRB appreciated being invited to the meeting to discuss collaborative efforts. There were topics discussed outside the usual "swim lanes" of the American Heart Association. In addition, there may be a legislative agenda flowing from the efforts of the group. Mr. Spector will seek to learn more information and report to the Executive Committee and Board in September.

Mr. Spector said the EMSRB values its partners and stakeholders and wishes to work in cooperation and collaboration with everyone and not be in competition. The EMSRB has a mission and must meet its statutory responsibilities. The EMSRB does its best to support the EMS system. The EMSRB believes that regulation and support are not mutually exclusive but in contrast go hand-in-hand. He provided an example of an agency that is both regulatory and support: The Department of Public Safety. It has enforcement (state patrol), and education (TZD Program) and engineering (its partnership with the Department of Transportation). The EMSRB works collaboratively with the Department of Public Safety on several initiatives in partnership.

Mr. Spector said it is his obligation to fully communicate with the Board information that is cause for concern.

### **Agency Update**

Mr. Spector said the agency was very hopeful that it would have received supplemental funding during the past legislative session. It did not. Part of the supplemental funding request was for the additional fees directly related to the agency's transition to MNSTAR 3.4.0. The hosting fee is increasing significantly and the agency is looking for creative ways to pay these additional costs. Mr. Spector is reviewing the agency budget and will provide a full budget report at the September meeting. The agency cannot continue funding technology by sacrificing staffing needs.

Mr. Spector said with verified funding available the agency will be hiring the Southwest EMS Specialist position. The posting will occur very soon and be open for application for two weeks. Staff is working on the development of a position description to hire an additional office person.

Mr. Spector said he was asked to write an article for *Minnesota Physician Magazine* about the EMSRB. It is published if anyone wishes to review it.

Mr. Spector said one of the agenda items for discussion for the next Post-Transition Education Work Group (PTWEG) meeting is the renewal requirements for the Emergency Medical Responders (EMR). The EMSRB has reached out to its police and fire service partners with communications and inviting their input as they are a vital part of EMS. The Minnesota Police Chiefs Association has asked if one of its members could be part of the PTEWG. PTEWG Vice-Chair Lawler said that the work group would welcome input from a representative of the Police Chiefs Association. Mr. Guiton said that he is very supportive of this addition. The Board supported the addition of the new member.

Mr. Spector said the Board metrics are provided and unless there are questions he will not spend further time on this topic.

Mr. Spector mentioned his commitment to providing responses to data practices requests including providing summary data when appropriate.

Mr. Spector said that the Board may want to consider options for its meetings in 2017. The January Board meeting is slated to occur in Duluth or the Executive Committee could meet in Duluth. Mr. Spector sought input from the members in attendance. Mr. Guiton said the Board will discuss the topic at the September meeting. He asked Board members to provide feedback to Mr. Spector on their preferences of where to have meetings and how many times to travel per year.

Mr. Guiton recessed the meeting for a five-minute break.

**8. Committee Reports – Committee Chairs – 11:40 a.m.  
Ambulance Standards Ad-Hoc Work Group – Pat Coyne**

Mr. Coyne said the work group met in late May. The group's charge is to come up with different ambulance standards from the federal KKK. Other states are also discussing this process. The work group reviewed the standards and focused on occupant safety and equipment safety. The work group will be making a recommendation to adopt the CAAS standards.

Dr. Pate said a rural service in his area is replacing a vehicle and it will be in use for 10 years. He asked about the requirements. Mr. Coyne said that the recommendation will be for future purchase of new ambulances.

Mr. Guiton asked if this should be a standing advisory committee. Mr. Coyne said that such a decision would be at the will of the Board.

**Complaint Review Panel and HPSP – Matt Simpson**

Mr. Simpson said the committee does not meet in July. He asked Board members to reach out to him with questions.

**Medical Direction Standing Advisory Committee – Aaron Burnett, M.D.**

Dr. Burnett said the EMS Crisis Standards of Care Work Group has produced a final draft document that will be distributed soon. The Minnesota Department of Health is the EMSRB's partner in this effort. This will be a resource document for use in a public health emergency.

Dr. Burnett said Dr. Pate will be presenting the Medical Director's Course at 9:00 a.m. on Friday, September 9, 2016. This is being presented as a partnership with the Medical Director's Association. New and newer medical directors are encouraged to attend; there is no charge for this course.

**Post Transition Education Work Group – Ron Lawler**

Mr. Lawler said the last scheduled meeting was cancelled. The next meeting is scheduled for August 25, 2016 at the EMSRB office. He said that the Mark King Initiative has been launched and EMSRB staff have worked hard on this communication. He described NCCR education requirements and answered questions. He said the National Registry will accept blended courses for renewals during the transition.

**9. New Board Business – 12:15 p.m.**

None.

**10. Closed Session – 12:15 p.m.**

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

Mr. Guiton moved the meeting to a closed session. Disciplinary actions were discussed and voted on by Board members. Personnel matters were discussed.

**11. Re-Open Meeting – 12:50 p.m.**

Mr. Guiton reopened the meeting and asked Dr. Burnett to report on the Executive Director's review.

Dr. Burnett reported that Mr. Spector is meeting and exceeding job expectations. Mr. Guiton said he wants the Executive Director's yearly review completed in the future at the end of May. It should be an agenda item for the March Board meeting. The Board discussed parameters for future reviews. Mr. Guiton asked Mr. Jordan to provide a concept document for the Board to discuss at the November meeting.

**12. Adjourn – 1:00 p.m.**

**Motion:** Mr. Coyne moved to adjourn the meeting. Dr. Fink-Kocken seconded. Motion carried.

**Next Board Meeting: September 9, 2016, at 9:00 a.m.**  
**Arrowwood Conference Center**  
**Alexandria MN**