

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday January 26, 2017, 10:00 a.m.

Woodbury, Minnesota

Attendance: J.B. Guiton, Board Chair; Jason Amborn; Lisa Brodsky; Lisa Consie; Patrick Coyne; Megan Hartigan; Michael Jordan; Paula Fink-Kocken, M.D.; Kevin Miller; John Pate, M.D.; Jill Ryan Schultz; Matt Simpson; Tony Spector, Executive Director; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General.

Absent: Rep. Jeff Backer; Aaron Burnett, M.D.; Steve DuChien; Scott Hable; Jeffrey Ho, M.D.; Mark Schoenbaum

1. Call to Order – 10:10 a.m.

Mr. Guiton welcomed everyone to Woodbury Public Safety and asked for introductions from Board members and guests.

2. Public Comment – 10:15 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. Review and Approve Board Meeting Agenda – 10:20 a.m.

Motion: Mr. Coyne moved to approve the agenda. Dr. Pate seconded. Motion carried.

4. Review and Approve Board Meeting Minutes from November 17, 2016 – 10:25 a.m.

Motion: Mr. Miller moved to approve the minutes from the November 17, 2016, Board meeting. Dr. Pate seconded. Motion carried.

5. Board Chair Report – 10:30 a.m. – J.B. Guiton

Internal Operating Procedures Review/Board Annual Assessment

Mr. Guiton said the Board's Internal Operating Procedures should be reviewed yearly. He asked for recommendations from work group chairs on their status to remain a work group or become a standing committee of the Board.

Mr. Guiton said the Board should conduct an annual self-assessment. He said Mr. Jordan is working on a process for the annual review of the Executive Director and will have information to provide to the Board.

Mr. Guiton asked for volunteers from the Board to work with staff and look at metrics for the Board. He asked Mr. Schaefer if there are documents that other boards use for this review.

Mr. Jordan referred Board members to the chart found at the end of the IOP. He said the Board must determine the "ends" and the Executive Director determines the "means." The Board must clearly define the "ends"/goals.

Mr. Guiton asked each Board member to develop three goals and provide this information to staff prior to the distribution information for the March Board meeting.

Ms. Brodsky referred to the IOP document and directed members to the Introduction paragraph found on page two. She said this paragraph provides a good framework for Board self-assessment:

- Administer and enforce the provisions of Chapter 144E and other duties assigned to the Board;
- advise applicants for state and federal emergency medical services funds, review and comment on such applications, and approve the use of funds unless otherwise required by federal law;
- make recommendations to the legislature on improving the access, delivery, and effectiveness of the state's emergency medical services delivery system; and
- establish procedures for investigating, hearing, and resolving complaints against emergency medical services providers.

Mr. Guiton asked Board members to be prepared to come to the March Board meeting a half hour before the usual start time to continue this discussion. He asked that this be noted on the agenda for the March meeting and that the IOP and other handouts be distributed to Board members.

Community EMT Education Program Course Approval

Mr. Guiton said there was a request from an applicant for approval of a Community EMT Education Program.

Mr. Spector referred to a copy of Minnesota Statute §144E.275, subdivision 7 (found in the Board packet) and said there needs to be a policy decision made by the Board for approval of Community EMT Education Programs. This decision should not be delayed. He said staff should not write the curriculum for Community EMT Education Programs.

Dr. Michael Wilcox, present in the audience, asked to address this issue. He said he has been working on development of a curriculum for Community EMT. He described the framework of the curriculum to include 64 hours of online education and two 12 hour shifts working with a community paramedic.

Mr. Guiton asked if this information will be ready to present at the March Medical Direction Standing Advisory Committee Meeting. Mr. Guiton suggested that approval of a pilot project may be appropriate.

Dr. Wilcox answered questions from Board members and said that Minnesota is again a pioneer in development of this program.

Physician Orders for Life-Sustaining Treatment (POLST)

Mr. Guiton said the recommendation from the Medical Direction Standing Advisory Committee (MDSAC) is to approve the concept of POLST without endorsing the POLST document. There was considerable discussion at the last MDSAC meeting regarding the format of the document. MDSAC members will be involved in future revisions of the form.

Mr. Guiton asked for approval of the motion.

Motion: Dr. Fink-Kocken moved to endorse the concept of POLST as discussed by MDSAC without specifically endorsing the POLST document. Dr. Pate seconded. Motion carried.

Surge Operations and Crisis Care Guidance Document

Link to the document is found at:

http://mn.gov/boards/assets/EMS%20CSC%20v5.2_09_16_16_tcm21-273691.pdf

Mr. Guiton said Dr. Burnett is asking for endorsement of this document. Dr. Burnett and EMSRB staff have been involved in the Minnesota Department of Health committee to bring this document to the Board. This is a reference document.

Motion: Dr. Pate moved to approve the Surge Operations and Crisis of Care Guidance Document. Ms. Ryan Schultz seconded. Motion carried.

6. Executive Director Report – 11:00 a.m. – Tony Spector

EMT/AEMT/Paramedic Renewal Options and Requirements

Mr. Spector referred members to the handouts provided (also posted on the EMSRB website) that discuss the options for certification. He offered an apology that inaccurate information had been provided by this agency and that the dissemination of accurate information had been delayed. He stated that accurate and timely information must be provided in a manner that is clear to our customers. This is an agency and staff goal for quality improvement.

Mr. Spector said the NCCP model was adopted by the Board earlier this year. The NCCP model is a renewal option. This Board action did not eliminate the current renewal options and requirements found in Minnesota Statutes section 144E.28, subd. 7.

Mr. Spector said there currently is not a practical skills test as approved by the Board. (A previous Board motion provided an expiration date of March 31, 2016.) There is a practical skills test that still is required for EMTs who choose to renew using the traditional EMT refresher course.

Mr. Spector commented that reinstatement with the Mark King Initiative is not the same as renewal. The Mark King Initiative is an option that has been endorsed by the Board. National Registry certification is not a requirement in Minnesota until the year 2036. Renewals completed with the National Registry must use the NCCP model, and the NCCP model currently allows for the NCCR component to be satisfied with any of the renewal options allowed by Minnesota statute. The state has not identified or required any specific LCCR components.

Mr. Spector offered to answer any questions from Board members or the public.

A course in cardiopulmonary resuscitation that is approved by the board. . .

A course in advanced cardiac life support that is approved by the board. . .

Mr. Spector referred to the handouts provided of Minnesota Statute § 144E.28, subdivision 7 that refer to these two courses “as approved by the Board”. This needs to be clearly identified. He asked that this discussion be moved to MDSAC. He suggested that a 50 state survey could be conducted by staff to provide information on what occurs in other states. Mr. Spector said this does not eliminate what a medical director approves, this is meant for applicants that do not have a medical director.

Motion: Dr. Pate moved to refer this discussion to MDSAC. Ms. Ryan Schultz seconded. Motion carried.

Agency Update

Mr. Spector said there are some staffing changes occurring and we are in triage mode. The staff will need to concentrate effort on core responsibilities such as certification renewals.

Mr. Spector said he is looking at an internal assessment of needs and positions to address those needs. He is looking at hiring with a character based concept.

Mr. Guiton said that Tony should be offered a congratulations for his efforts in having items for the EMSRB included in the Governor's Budget. He provided a handout that details the items included and commented that the Governor's proposal is generous to the EMSRB.

Mr. Spector said he testified on January 25, 2017 before the House Health and Human Service Finance Committee in connection with the Governor's budget for the EMSRB. The advancement of these budget recommendations will support improvement of EMS in Minnesota.

Ms. Consie asked for an update on the implementation of a new elicensing system. Mr. Spector replied the contract negotiations continue as it relates to finalizing the precise statement of work for the new system. The vendor's proposal did not include components for implementation of two core functions: Cooper/Sams Longevity and Volunteer Education Reimbursement.

7. Committee Reports – Committee Chairs – 11:15 a.m.

Education Standards Post-Transition Work Group – J.B. Guiton

Mr. Guiton said the work group met in St. Cloud on January 9, 2017. The work group discussed and confirmed that many of the goals of the work group have been accomplished. He said there are plans to meet again. The date and location are to be determined.

Legislative Ad-Hoc Work Group Report – Mr. Miller

Mr. Miller said the Legislative Ad-Hoc Work Group has not met. There have been discussions of workflow and proposed statutory changes. There needs to be a cleanup of the language for education requirements. Mr. Miller said the EMSRB is resource limited or staff to write statute. Mr. Spector said a plan is being developed to contract with an individual to assist with this process.

Mr. Spector said the increase proposed for volunteer education reimbursement is included in the Governor's budget proposal and this will require a statute change to update the amounts. A policy document will need to be drafted to make this technical change.

CRP/HPSP – Mr. Simpson

Mr. Simpson provided a report of the activities of the Complaint Review Panel. He complimented Ms. Olson's efforts in staffing this work. He referred members to the handouts provided for the HPSP caseload.

Mr. Guiton said the Board will take a break for lunch and invited Board members and guests present to enjoy the lunch provided by Woodbury Public Safety. He said that when the lunch is done the Board will go into closed session.

8. Closed Session – 12:10 p.m.

Closed per Minn. Stat. § 144E.28, subd. 5 and Minn. Stat. § 13D.05, subd. 2(b) (*Complaint Review Process*)

Disciplinary actions were discussed and voted on by Board members.

9. Re-Open Meeting – 12:20 p.m.

Mr. Guiton re-opened the meeting. He offered a tour of Woodbury Public Safety.

10. New Board Business – 12:25 p.m.

None.

11. Adjourn – 12:30 p.m.

Motion: Mr. Miller moved to adjourn the meeting. Dr. Pate seconded. Motion carried.

**Next Board Meeting:
March 16, 2017, at 10:00 a.m.
Minneapolis, MN**