

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday, May 18, 2017, 10:00 a.m.

Minneapolis, Minnesota

Attendance: J.B. Guiton, Board Chair; Lisa Brodsky; Aaron Burnett, M.D.; Lisa Consie; Patrick Coyne; Steve DuChien; Scott Hable; Megan Hartigan; Kevin Miller; John Pate, M.D.; Mark Schoenbaum; Jill Ryan Schultz; Tony Spector, Executive Director; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General.

Absent: Jason Amborn; Rep. Jeff Backer; Jeffrey Ho, M.D.; Michael Jordan; Paula Fink-Kocken, M.D.; Matt Simpson

1. Call to Order – 10:09 a.m.

Mr. Guiton welcomed everyone to the meeting.

2. Public Comment – 10:10 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.

Ms. Marion Larson, Central Region EMS Coordinator, asked for information from the Medical Direction Standing Advisory Committee regarding:

- the role of a medical director
- when does a (group) need a medical director
- what equipment/procedures would require a (group) to have a medical director
- who can be a medical director

Mr. Brian Edwards, Northfield Hospital EMS, asked about the process to become a medical response unit. (note: a medical response unit requires a medical director)

Dr. Burnett said the next meeting of the Medical Direction Standing Advisory Committee is in September in Alexandria. Ms. Larson said that Dr. Thomas offered to assist with this project.

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

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

4. Review and Approve Board Meeting Minutes – 10:17 a.m.

Motion: Mr. Hable moved to approve the minutes from the March 16, 2017, Board meeting. Ms. Ryan-Schultz seconded. Motion carried.

5. Board Chair Report – 10:20 a.m. – J.B. Guiton

Board Workshop Notes

Mr. Guiton said the Board met at 9:30 a.m. on March 16, 2017, to discuss changes to the Board's Internal Operating Procedures and to discuss Board goals. An evaluation tool is being developed that will be measurable for the annual review of the Executive Director. Mr. Jordan and Mr. Spector continue to meet. Mr. Guiton asked for a report for the Board's September meeting.

POLST Action Update

Mr. Guiton referred members to the handouts provided. The updated form and cover letter will be distributed statewide. He commented the old form can still be used. The POLST form is posted on the EMSRB and MAA website.

Dr. Burnett said Dr. Hick will be involved in the meetings that discuss future revisions to this form.

Conference Call Request for Board Meetings

Mr. Guiton said he has received requests to have conference calling available for Board meetings. He said that he feels an in person presence is important to this Board. Mr. Guiton asked Mr. Schaefer for the requirements for conference calls. Mr. Schaefer said conference calls are allowed with prior notice posted on the agenda and must be available for Board members and the public. Mr. Guiton asked for a memo from Mr. Schaefer for the next Board meeting that clearly outline the requirements.

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

EMS Week Governor's Proclamation

Mr. Spector announced that National EMS Week is May 21st through May 27, 2017. This year's theme is "EMS Strong: Always in Service". Governor Dayton has signed a proclamation for EMS Week in Minnesota. The EMSRB distributed this proclamation and a letter of appreciation to ambulance services.

E-Licensing Update

Mr. Spector said there have been difficulties finalizing the contract for a new e-licensing system. Difficulties and delays are related to MN.IT. Consequently, and in an effort to have a contract fully-executed, Mr. Spector met with the Commissioner of MN.IT seeking his assistance because ongoing delays are making it challenging for the EMSRB to fulfill its mission. Mr. Spector provided information that staff are finding it challenging to complete other tasks when they are required to process – by hand – 50 to 100 applications per day. (131 applications received May 10 -- many of which are incomplete causing further delay) Staff continue to work very hard to honor their commitment to process EMS applications timely.

Mr. Spector reminded the Board that the decision to discontinue the previous, or "legacy" e-licensing system was a decision of MN.IT and not of the EMSRB. MN.IT had suggested that it build the replacement e-licensing system. Other agencies who chose the MN.IT system report having incurred considerable additional expenses related to hosting, maintenance, and support.

Mr. Spector also informed the Board that MN.IT initially committed to provide a project manager to the EMSRB to assist with implementation of a new system including the critical task of data migration. MN.IT had recently informed the EMSRB that MN.IT would no longer provide a project manager. Because a project manager is critical to a successful implementation and migration, this unilateral decision by MN.IT also was on Mr. Spector's agenda when meeting with Commissioner.

Another issue of the data migration project is the manner in which the legacy data was extracted from the old e-licensing system. MN.IT pulled the legacy data off the old system without meaningful consultation with EMSRB staff. A data dictionary also had not been provided to assist with the migration of this data. The EMSRB does not have the staff expertise to complete this work so we will incur additional expense with the contractor to map the data.

Mr. Spector said that subsequent to his meeting with the Commissioner he received an update yesterday that the contract has now been provided to the vendor for signature and a project manager will be assigned. Mr. Spector said he will continue to monitor this situation and update the Board as needed. The Commissioner of MN.IT assured him this will be processed swiftly.

Mr. Schoenbaum said this kind of problem is typical for IT projects since the consolidation of IT functions under MN.IT.

Agency Update

Mr. Spector said staff continue to work with NovusAgenda on the platform for the rollout of this product.

Staffing Update

Mr. Spector said that Mr. Frost resigned to take a position as a commercial pilot. He said that Ms. Olson separated after 40 plus years of state service.

Mr. Spector said the position was posted for the Northwest EMS Specialist and 53 applications were received and are being reviewed. Mr. Simpson has agreed to be on the interview panel for the hiring of this position.

Mr. Spector said Ms. Olson's position will be reviewed, re-tooled as needed, and posted for hiring. In the meantime, he is seeking assistance from an employee in another agency through an interagency contract.

Mr. Spector said Mr. Berris, one of our part-time staff and a student at the University of Minnesota, is available to work additional hours during summer break from school.

Mr. Spector introduced Mr. Ted Armon the recently hired SW EMS Specialist and commented that we are very happy with this selection. (Mr. Armon was in the audience).

Certification Update

Mr. Spector said it was a challenge to meet the agency's commitment for processing applications for the March renewal deadline, but staff worked hard to honor this commitment. Mr. Spector said Ms. Hammann-Jacobs and Mr. Berris are taking the lead role in processing applications.

Ms. Hammann-Jacobs reported that staff are processing 50 – 100 applications per day and over 13,000 applications have been processed with the off-line system. There has been a delay in issuing of cards (by email) and there are 1,800 cards waiting to be processed. Mr. Guiton asked why there is a delay. Ms. Hammann-Jacobs said each card must be processed by hand. Staff are working on keeping current on data entry and then working on incomplete applications. Mr. Guiton said the National Registry has an application deadline and that is something that could be considered. Mr. Spector commented that the new licensing system will interface with the National Registry.

CentraCare Part-Time ALS License

Mr. Spector said a part-time license ALS license was issued to CentraCare on May 15, 2017. Mr. Guiton said there were concerns about this application regarding medication protocols. Dr. Burnett said he and the service medical director had conversations of the understanding of the request for limited pharmaceuticals for this upgrade. Dr. Burnett suggested further discussion should occur at a MDSAC meeting for minimum requirements for levels of service.

Motion: Dr. Pate moved that the Medical Direction Standing Advisory Committee establish “foundations” for levels of service. Mr. DuChien seconded. Motion carried.

Mr. Miller said there would be a question on how this would be enforced.

Ambulance Standards Rule Change to 4690.1505 – Resolution

Mr. Spector referred to the handout provided in the Board packet and at the March Board meeting. The Revisor of Statutes has also reviewed this document.

Mr. Coyne said the Ambulance Standards Work Group met on March 27 and discussed the proposed rule change that would establish standards for new ambulance purchases. He said there needs to be additional discussion on:

- Remounted ambulances
- Vehicle maintenance
- Equipment maintenance
- Ambulance driving requirements
- Special considerations for transport of pediatric patients

Mr. Guiton asked if the work group is willing to take on these additional tasks and continue these discussions and he inquired about Mr. Coyne’s willingness to continue to chair this work group.

Mr. Miller thanked Mr. Coyne for this work. He asked if the Board can make a motion to change this work group to a standing advisory committee. Mr. Guiton asked that this be placed on the agenda for discussion at a future Board meeting. This will require a change to the Board’s Internal Operating Procedures.

Mr. Guiton asked about the rule change process. The goal would be for this to be a non-controversial rule change. Mr. Spector asked Mr. Norlen to provide additional information.

Mr. Norlen said this is one step of a multi-step process for changing a rule. A Statement of Need and Reasonableness (SONAR) is being developed that will address who this affects and what this will cost. This information will be submitted to the Governor’s office for review and approval. Information will be published for public comment. There will also be public meetings throughout the state to share this information with our stakeholders.

Mr. Norlen said the Board adopted this change at their November 16, 2016 meeting. Approval of the resolution is one step of this process.

Motion: Mr. Coyne moved to authorize the ambulance standards rule change and adopt the resolution as written. Mr. Schoenbaum seconded. Motion carried.

Mr. Coyne thanked Mr. Norlen for his efforts in this process.

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

Ambulance Standards Work Group

Discussed previously.

CRP and HPSP

Mr. Spector said the CRP process will be discussed in closed session. He said that a report regarding HPSP is provided in the Board packet.

Data Policy Standing Advisory Committee

Ms. Hartigan said she has nothing to report.

Education Standards Post-Transition Work Group

Mr. Guiton asked Mr. Lawler (vice chair of the work group) to speak to the Board. Mr. Guiton said there are additional topics for the work group to address that can be shared with the Executive Committee.

Mr. Lawler said that local requirements (LCCR) may be the next topic for discussion. Mr. Lawler announced the next meeting is June 28, 2017, at the EMSRB office. A meeting notice will be published with the details.

Legislative Ad-Hoc Work Group

Mr. Miller said the Legislative Ad-Hoc Work Group has not met. Due to agency staffing issues, Mr. Spector and Mr. Miller are working with the consultant hired by the EMSRB to craft the changes. The work group will meet to discuss the product provided by the consultant.

Mr. Guiton said the legislative request for the EMSRB is being discussed in conference committee. It is good to work with our partners on mutual legislative goals.

Mr. Miller complimented Mr. Spector for his work on testifying on behalf of the agency.

Medical Direction Standing Advisory Committee – Dr. Burnett

Dr. Burnett reported that physicians are volunteering for the following:

Dr. Andrew Stevens is representing the MDSAC on the Minnesota Department of Health Stroke Committee. Dr. Bjorn Peterson working with the Department of Public Safety on FirstNet implementation for first responders. Dr. Nick Simpson is involved on the Minnesota Medical Association POLST revisions committee.

Dr. Burnett said there is a document on the internet “Managing Measles Exposure for Healthcare Workers”. This provides clinically relevant information.

8. New Board Business – 12:00 Noon

None.

9. Closed Session – 12:15 p.m.

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

10. Re-Open Meeting – 12:42 p.m.

Mr. Guiton re-opened the meeting.

11. Adjourn – 12:44 p.m.

Motion: Mr. Hable moved to adjourn the meeting. Mr. DuChien seconded. Motion carried.

**Next Board Meeting:
July 20, 2017, at 10:00 a.m.
Minneapolis, MN**