

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday, September 8, 2017, 9:00 a.m.

Arrowwood Conference Center

Alexandria, Minnesota

Attendance: J.B. Guiton, Board Chair; Jason Amborn; Rep. Jeff Backer; Aaron Burnett, M.D.; Lisa Consie; Patrick Coyne; Paula Fink-Kocken, M.D.; Megan Hartigan; Jeffrey Ho, M.D.; Kevin Miller; John Pate, M.D.; Matt Simpson; Tony Spector, Executive Director; Tanner Berris, EMSRB Staff; Holly Hammann-Jacobs, EMSRB Staff (by phone); Melody Nagy, EMSRB Staff; Jennifer Nath, EMSRB Staff; Greg Schaefer, Assistant Attorney General.

Absent: Lisa Brodsky; Steve DuChien; Scott Hable; Michael Jordan; Mark Schoenbaum; Jill Ryan Schultz

1. Call to Order – 9:00 a.m.

Mr. Guiton welcomed everyone to the meeting.

2. Public Comment – 9:05 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. Review and Approve Board Meeting Agenda – 9:10 a.m.

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

4. Review and Approve Board Meeting Minutes – 9:15 a.m.

Motion: Dr. Fink-Kocken moved to approve the minutes from the July 20, 2017, Board meeting. Dr. Pate seconded. Motion carried.

5. Board Chair Report – 9:20 a.m. – J.B. Guiton

Request for Deviation from Statewide Trauma System Requirements – ACTION ITEM

Mr. Guiton said the Board will be discussing a variance request for a deviation to the statewide trauma system requirements.

Dr. Burnett said the Medical Direction Standing Advisory Committee (MDSAC) discussed this issue last night at its meeting. This is the first such request for a variance. The MDSAC recommends that this variance be denied. He said that Cuyuna Regional Medical Center was un-designated as a trauma hospital. They requested a variance to transport patients to a non-trauma hospital. There are two other designated trauma hospitals within 30 minutes transport time.

Mr. Guiton said the medical directors expressed concern about telling physicians where they can or cannot transport patients. Mr. Guiton asked for a motion on this topic.

Motion: Dr. Pate moved to accept the recommendation of MDSAC to deny the variance. Dr. Ho seconded. A roll call vote was taken. Motion carried. Mr. Miller abstained from the vote.

6. Executive Director Report – 9:35 a.m. – Tony Spector

EMSRB eLicensing Update

Mr. Spector announced the new system is ready to go live. A brief demonstration was provided to the Board (a more detailed presentation is to be provided at the Medical Director's Conference).

Since the EMSRB began processing paper applications beginning in July 2016, staff have processed more than 15,000 paper applications. This was not done by choice in the sense that the previous eLicense system was taken away. MN.IT offered to build a system but the EMSRB chose to build a system with ImageTrend. There was a considerable amount of time and testing involved in building the new system. In addition, when the legacy data was pulled from the system there were issues in the formatting of the data. All staff have been involved in this process. Mr. Norlen and Ms. Hammann-Jacobs are leading this process. Mr. Berris is working on application review to make the system easily readable. Mr. Spector said processing the offline applications had presented many challenges. He thanked all the EMSRB staff for their efforts. He provided a demonstration of a login for a new EMT.

The next component to build will be ambulance service renewals and education program renewals and then investigations. Mr. Spector said we have been very specific in asking for full legal name to avoid confusion in the records. There have been discussions about gathering information regarding gender and race; they are optional fields. There must be a designated address that is public information. He discussed public address versus private address requirements and issues.

Ms. Hammann-Jacobs said the system is linked to the National Registry database to verify National Registry status and once a certification is approved the system will issue a card. A PDF of an application can be saved.

Mr. Spector said the applicant will receive an emailed card. He provided a sample card with the new format. The cards will no longer have an effective date which is the issue date. This caused some confusion of the issue date when an individual asked for a duplicate card.

Mr. Spector thanked the following individuals for their assistance in testing the new system:

- St. Anthony Fire Chief Mark Sitarz
- Golden Valley Battalion Chief Steve Baker
- Burnsville Fire Chief BJ Jungmann

Small Agency Resource Team (SmART)

Mr. Spector said the EMSRB has used the Health Related Board's Administrative Services Unit (ASU) for purchasing, financial transactions, budgeting and human resource functions. These services have been provided on a fee for service basis. The EMSRB paid \$110,000.00 per year in fiscal years 2013 through 2015; in fiscal year 2016 and 2017 the cost was \$140,000.00 per year. The proposed contract for fiscal year 2018 is \$300,000.00 per year. He said he struggled with this significant increase that ASU explained was based upon a complicated formula selected by the

other Health Related Board's Executive Directors. Other board have significantly more employees. This issue was discussed with Mr. Guiton.

Mr. Spector said he looked at other options. SmART is a state agency that provides administrative services to other boards. He said he met with SmART agency staff. When researching the history of payments to ASU it was found that the money paid to ASU was not going to the operations fund. These are unanswered questions. There are exploratory discussions regarding a transition to using SmART for our transactions. This was not well received by ASU. One of the remaining issues is the costs for IT services. One choice is for EMSRB to pay a separate contract for IT to ASU. ASU has not been able to provide a specific cost for these services.

Mr. Spector said that an additional issue is use of conference room space. The EMSRB uses the shared conference rooms 10 times per year for Board and Committee meetings. When meeting with ASU management there was a comment made that if the EMSRB moves to SmART there needs to be a clean break which means that the EMSRB cannot use the conference rooms even for a fee. It was suggested to write a letter from the Board to ASU asking for use of the meeting rooms because it is in the best public interest for the EMSRB to continue to meet at this location.

Mr. Spector said SmART offers professional services that the EMSRB is not currently receiving. The target move date is October 4 and the EMSRB would look for alternate space for our meetings.

Mr. Miller said SmART was equally confused on how these fees were allocated. The brick walls being erected are frustrating. Mr. Miller commented on the business practices that would be provided by SmART. There will be additional financial reporting features offered by SmART.

Mr. Spector said when he asked for advice for human resource functions from ASU staff he was often given an unacceptable answer.

Mr. Guiton suggested that this letter be written to fully express our wishes.

City of Jordan

Mr. Spector said he was contacted by the Administrator from the City of Jordan. The statement he was given was they want to have their own ambulance. Belle Plaine Fire Department and Allina Health EMS provide service to this area. Mr. Spector said he attended the City Council meeting where this issue was discussed. Their perspective is that the system is rigged. Mr. Spector explained the license application process to them. The article that was published regarding this issue listed all the Board members names. Mr. Spector said that Allina Health EMS and Ridgeview Hospital employees also attended this meeting.

Mr. Spector said he is providing this as information to the Board. The article specifically cited Mr. Miller who works for Allina Health EMS and said the system is rigged. Mr. Spector said there is a system in place if a Board member would have a conflict of interest when an issue is brought before the Board.

Central EMS Region

Mr. Spector said he received a letter from the Central EMS Region. The letter is asking about funding. Additional funding was requested at the legislature, but it was not received. The Regional Programs also had a proposal for additional funding this did not happen.

Mr. Spector said he will attend the meeting on September 29 to answer questions. He is in favor of additional funding for the regional programs. This result was beyond my control.

Mr. Guiton said that this funding requested was originally included in the final legislative package and somewhere in the last minute negotiations it was cut along with the staff request for funding.

Mr. McAlpin said the full proposal was vetoed by the Governor. All the language died. When there was special session this was not included. He suggested including this as a supplemental budget request.

7. Committee Reports – Committee Chairs – 9:55 a.m.

Ambulance Standards Work Group

Mr. Coyne said the next work group meeting is scheduled for September 26 at the EMSRB office.

CRP and HPSP

Mr. Simpson said the Complaint Review Panel meets monthly. The meetings are very active. HPSP continues to be a good program and he said the committee encourages participation for anyone who needs this service. Mr. Guiton said that there are contract investigators that are providing reports that have additional detail.

Data Policy Standing Advisory Committee

Ms. Hartigan said the Data Policy Standing Advisory Committee is scheduled to meet on September 27 by SKYPE.

Mr. Spector said MN STAR Version 3 data is hosted at ImageTrend and Version 2 is at MN.IT. The EMSRB is exploring moving the Version 2 to ImageTrend. They would host, maintain and support all systems. There will be additional costs but also benefits to this change.

Legislative Ad-Hoc Work Group

Mr. Miller said the work group has not met. Mr. Miller said there is a contract vendor that provided clean up language for statute changes. Mr. Miller said he will be meeting with Mr. Spector to discuss the statute changes and then the work group should meet in the fall.

Mr. Guiton said that Education Work Group Report was pulled from the meeting agenda today. The recommendations provided by the work group will require additional discussion and due to time constraints today this will be posted for the next meeting.

Medical Direction Standing Advisory Committee – Dr. Burnett

Dr. Burnett reported that 14 physicians attended the meeting yesterday. The committee discussed continuing education requirements for Community EMTs. One class has occurred. Dr. Wilcox will provide recommendations for the next meeting.

Dr. Burnett said that medication shortages were discussed and a motion passed to work with Board of Pharmacy on a statement for using expired medication when there is no other option available. The committee also passed a motion regarding the need for a medical director for medical response units.

Dr. Burnett said the committee had a long discussion about having EMTs administer IV medications (D10 for hypoglycemic patients). Dr. Gardner and Dr. Frascione have championed this change. This is an accurate measurement for this life threatening situation with minimal risk.

He said a motion passed to recommend a rule change for administration of dextrose at no greater than 10% for EMTs as a variance. This would require medical director approval at the service level. Mr. Guiton said this will be brought before the full Board soon.

Mr. Spector said the Mark King Initiative is available for persons wishing to regain National Registry. This can also be allowed for 2017 expirations. The National Registry audits documents submitted for continuing education. This benefits Minnesota. It is not a Board requirement to maintain National Registry until 2036.

Motion: Dr. Pate moved that the EMSRB extend the Mark King Initiative until 2019. Mr. Amborn seconded. Motion carried.

8. New Board Business – 10:15 a.m.

Dr. Ho announced this Medical Directors Conference has grown and there will be changes to the planning committee. The conference is seeking representation from all entities in the planning process. Details about a new planning committee are at the booth. Dr. Wilcox has joined the conference board to represent rural areas and community paramedic. The planning board is meant to be comprised of physicians.

Mr. Guiton said the meeting will move to closed session.

9. Closed Session – 10:30 a.m.

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

Motion: Dr. Pate moved to accept the stipulation and order. Dr. Burnett seconded. Motion carried. Mr. Guiton, Dr. Fink Kocken and Mr. Simpson recused from the vote.

10. Re-Open Meeting – 10:40 a.m.

Mr. Guiton re-opened the meeting at 10:42 a.m.

11. Adjourn – 10:45 a.m.

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

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