

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday, January 25, 2018, 10:00 a.m.

Minneapolis, Minnesota

Attendance: Kevin Miller, Vice Chair; Jason Amborn; Lisa Brodsky; Lisa Consie; Patrick Coyne; Steve DuChien; Scott Hable; Megan Hartigan; John Pate, M.D.; Jill Ryan Schultz; Matt Simpson; Tony Spector, Executive Director; Tanner Berris, EMSRB Staff; Melody Nagy, EMSRB Staff; Jennifer Nath, EMSRB Staff; Greg Schaefer, Assistant Attorney General.

Absent: J.B. Guiton, Board Chair; Rep. Jeff Backer; Aaron Burnett, M.D.; Jeffrey Ho, M.D.; Michael Jordan; Paula Fink Kocken, M.D.

1. Call to Order – 10:00 a.m.

Mr. Miller welcomed everyone to the meeting and said that Mr. Guiton cannot attend today. He asked for introductions from 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. Review and Approve Board Meeting Agenda – 10:10 a.m.

Motion: Mr. Amborn moved to approve the agenda. Mr. Hable seconded. Motion carried.

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

Motion: Dr. Pate moved to approve the minutes from the November 16, 2017, meeting. Ms. Ryan Schultz seconded. Motion carried.

5. Board Chair Report – 10:20 a.m.

EMS Recognition

The EMSRB presented Mr. Bill Snoke with an award of excellence in recognition and appreciation for his 45-year career in EMS that made a difference in the public's health and safety. Mr. Spector said that Mr. Snoke unfortunately could not attend the meeting today, so Mr. Miller accepted the award on Mr. Snoke's behalf and in his absence. Mr. Miller said the Board may recognize future retirees.

Small Agency Resource Team (SmART) – Transition Update

Mr. Miller said back in the fall of 2017, the EMSRB began meeting with SmART to explore the possibility of transitioning financial reporting, purchasing, payroll, and H/R functions currently provided under contract with the Administrative Services Unit (ASU).

As a result of those meetings, the EMSRB and SmART agreed to the transition with an onboarding date of February 7, 2018. The EMSRB is excited for this transition. What motivated the exploration was the monthly fee charged by ASU for its service: \$25,000.00 per month. Board members should not see much of a difference in how they receive payments.

Mr. Spector said that a collateral consequence of the transition is that the EMSRB will no longer have access to the fourth floor board and conference rooms and the third floor conference room. These rooms are controlled by ASU. The Board therefore will need to discuss changing meeting locations and/or meeting dates. There is a location available for Wednesday meetings that has off-street parking. Mr. Miller asked for this discussion to be noted as an agenda item for the next Board meeting.

EMSC Program Update

Mr. Spector provided this report as Dr. Fink Kocken was unable to attend the meeting today. The EMSRB received information that the grant cycle slated to conclude on February 28, 2018 was extended through March 31, 2018. The notice of grant funding opportunity for the new grant cycle was published in November 2017. The EMSRB applied for the new grant.

Mr. Spector said a grant writer was engaged to help write the grant application. Mr. Spector, Ms. Kjelsey Polzin, EMSC Program Manager and Dr. Fink Kocken met with the grant writer to provide information. Due to the complexity of the information being requested and the short time frame of the development of the written grant proposal, the agency asked for an extension to submit the grant. An extension was granted and the EMSRB submitted a grant proposal.

Pediatric simulation training went very well at the Arrowhead EMS Conference. The Procedures for Emergency Care will be published in a Spanish version. Communication aids for young children or children that can't speak are being developed.

Mr. Spector discussed more generally that the EMSRB looks forward to taking a more active role supporting EMSC Program activities. He suggested that the EMSC Program periodically present information to the Board.

Community EMT Discussion

Appearing before the Board to present were Amber Lage, Deputy Chief of EMS for Minneapolis Fire, Steve Koering, Saint Louis Park Fire Chief, and Anne Mathiowetz from Hennepin Technical College. Dr. Mike Wilcox was slated to appear but was unable to do so.

The Community EMT initial education pilot program was held in August at Hennepin Technical College's Eden Prairie campus. Ms. Lage said that they are seeking approval from the Board to offer a second course as part of the pilot project. Mr. Koenig said the first course was successful; 15 students passed the course. The flow of the course offered may change for a better student experience. An important element was the clinical component. Ms. Lage said this is a 48 hour course with 24 hours class time and 24 hours clinical time. The proposal for the next class would include 32 hours classroom that includes 8 hours patient contact scenarios and 16 additional hours for the clinical component. The request is to conduct a second course as part of the pilot project and then report to the Board.

Ms. Hartigan asked if the eight hours classroom clinical will be simulation. Ms. Lage responded that it will be scenario based.

Ms. Consie asked if the members of the first class have the tools they need to function as Community EMTs. Mr. Koering said this is normal skills for EMTs. Ms. Lage said good

feedback was received from the students. This is a new concept. Going forward there will be speakers and topics that focus on what it means to be a Community EMT.

Mr. Miller asked if the 15 students were credentialed. Mr. Koering said they will be when they finish their clinical hours. Mr. Spector said there is one community EMT in the system. Ms. Lage said she will work with EMSRB staff to verify the credentials for the rest of the attendees.

Mr. Miller asked if there are any issues for staff. Mr. Spector said for credentialing no. Mr. Spector reminded the Board that a condition of the pilot project is that Hennepin Technical College report to the Board as to the program's success, lessons learned, and recommendations for changes in the future. Mr. Spector said a future discussion for the Board is looking at Community EMT renewal requirements.

Mr. Spector asked if Hennepin Technical College is contemplating launching an online component to the class. Mr. Koering said that is not being considered at this point. The classroom setting works well.

Mr. Spector asked for the February class dates. Ms. Lage said the request would be for class to begin February 20 and be held every Tuesday and Thursday evening for a four week course.

Mr. Miller said the request is a renewal of the pilot with the changes stated and a future presentation to the Board. He suggested the Board would also ask for feedback from MDSAC.

Motion: Dr. Pate moved that phase two be approved with the changes as noted (24 hours of classroom training and 8 hours of scenario training and 16 hours of clinical training. Mr. Simpson seconded. Motion carried.

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

E-Licensing Update

Mr. Spector provided metrics regarding applications submitted through the eLicense portal as well as certification metrics. Mr. Spector explained that certification cards generate and are issued approximately 24 hours after an application is approved.

Mr. Miller asked if the system is working well with the renewal cycle. Mr. Spector replied that the system is working well, and minor system glitches occur from time to time and staff have created work-arounds when glitches occur.

Mr. Ron Lawler commented to the Board that the new system has been challenging. He reported that the eLicense system had been issuing EMR credentials without first verifying education. He appreciates the work of the EMSRB staff. Staff have been helpful in providing answers. He said there was a learning curve in how to complete the applications and how to find things on the site.

Mr. Spector provided an adjusted timeline for implementation of additional components to the system. He commented that one of the issues was that back in November 2017 the project manager from MN.IT unilaterally separated from the project with virtually no notice to the EMSRB. This has proved challenging to staff who now must act as IT project managers in addition to their other project tasks and responsibilities as the eLicense system continues to be developed.

Ambulance renewals are available on-line now because the payment gateway will be ready. Mr. Spector said staff continue to work with the vendor on any glitches. Some page loads have been

slow. He said he will be meeting with the development team. He asked users to inform him of problems or glitches so he can bring this to the attention of the vendor and get issues resolved.

Agency Update

Mr. Spector reported on Cooper/Sams Longevity Award payments. He provided a payment report. There was an increase in the number of applications. An email was sent to all certified personnel reminding them of this program.

Mr. Spector said that when the Cooper/Sams module was built for the EMSRB the vendor did not realize there were partial credits available for some applicants. Staff is working on a workaround for this issue with the goal of correcting the issue in the eLicense system.

Ms. Consie asked if the Cooper/Sams program is fully funded. Mr. Spector replied yes. Mr. Fennell asked if the EMSRB continues to draw funds from the trust fund will the fund will go dry. The answer was yes. Mr. Spector said there was a request made to the legislature to ask for continued funding. Funding was received for two years. The trust fund was depleted precipitously approximately 10 years ago by the legislature and has not been restored.

Mr. Spector said the Northwest EMS Specialist candidates were interviewed. Three finalists will be re-interviewed for the final selection.

Mr. Spector said that NovusAgenda software solution previously discussed and presented to the Board continues to present operational challenges. One key reason is the inability of staff to edit key fields in design templates. Mr. Spector met with Granicus, the parent company of NovusAgenda to discuss the issues and explore solutions. Mr. Miller commented that the intention was to have NovusAgenda incorporate information to the website. Mr. Spector said there should be searchable features. The Board of Psychology is using the system with some success. Mr. Spector said staff will work with Granicus toward finding a solution.

Mr. Spector addressed the issue of continuing education and the National Registry. Minnesota currently allows 48 hours of continuing education but does not specify the modality (e.g., classroom; online). The National Registry, however, limits the number of online credits that can be used for National Registry certification.

Ms. Consie asked if the National Registry is willing to work with Minnesota to allow these changes. There was no notice given for this change. Mr. Spector replied that the National Registry explained that the limitation on online education, commonly referred to as distributive education has always existed, but the latest upgrade to the National Registration's site now prevents applicants from claiming 100% online/distributive education for the NCCP renewal model.

7. Legislative Proposal Discussion – 11:15 a.m.

Mr. Miller said he wants to look at changes to Minnesota Statute 144E.27. Mr. Miller said there were Board actions taken and now there needs to be statutory changes. Mr. Miller said changes are needed but there is not staff to devote to working on this project with the other tasks that Mr. Spector has been involved with. Mr. Miller said that he met with Mr. Spector to discuss this process. He suggested that a document is needed that reflects the changes and staff available to educate on the changes.

Mr. Miller said Minnesota Statute 144E.28 states there is a four year reinstatement period for EMTs.

Mr. Lawler said EMR renewal is also problematic. Mr. Lawler said this was discussed by the education ad-hoc work group. There needs to be changes in statute. Mr. Lawler said that he deals with individuals who are lapsed beyond the renewal period.

Mr. Miller said from a process perspective the EMSRB should create language that models the National Registry requirements.

Mr. Miller said he would like to meet with Mr. Lawler to discuss the work group recommendations. Once there is an outline to review the Legislative Work Group should meet and then bring recommendations to the Board for approval. This may not happen for 2018 legislation.

Mr. Spector said staff are working with persons claiming their account in the system to update lapsed registrations. Staff are able to obtain training records to update these individuals. EMRs have only one year from their expiration date to take a refresher course.

Mr. Spector said that one of the discussions for the EMSC Program is good care for pediatric patients. EMRs are involved in this care.

Mr. Lawler suggested one renewal date for all certifications. This would assist with training and keeping track of personnel certification dates. Mr. Spector said some fire and law enforcement conduct training once a month. This split has been helpful from the staff perspective.

Mr. Spector said he had a discussion with the Revisor's Office on how to change statutes. The problem at this point is a pending lawsuit to fund the legislature. The Revisor's Office has been told that they will not do work for the executive branch agencies until this is settled.

Mr. Lawler said he would like a discussion on the future of the Educations Standards Ad-Hoc Work Group.

8. Committee Reports – Committee Chairs – 11:25 a.m.

Ambulance Standards Work Group

Mr. Coyne said the next meeting is January 31. The members are looking at regulations for remounts and at other components and have prioritized discussion items. Mr. Miller asked if the work group will have a recommendation for changes. Mr. Coyne said that as the work group continues to meet we will have information to share.

CRP /HPSP

Mr. Simpson said the committee continues to meet monthly or more. Ms. Nath is doing good work. Mr. Spector provided a handout for HPSP referrals totals for past years. Mr. Miller said this committee does a tremendous amount of work. Thank you to the members.

Data Policy Standing Advisory Committee

Ms. Hartigan provided a handout of a survey that was just completed relating to implementation of MNSTAR version 3. The survey was conducted to know the status of services in the state. This is a preliminary report. More information will be discussed at our next meeting. The barriers for change are being identified.

Mr. Spector said that Mr. Fennell was spot on. This is an educational opportunity for staff in the field to provide information on version 2 and version 3. This would involve face to face meetings

and staff would provide non-technical information. Mr. Spector said more information will be provided to DPSAC.

Mr. Miller asked if a date was suggested for the conversion. Ms. Hartigan said a date being suggested by DPSAC is December 31, 2019.

Medical Direction Standing Advisory Committee

Dr. Pate said the last committee meeting was in September. Much of that work has been accomplished. The issue of critical care paramedic is being discussed and staff will be conducting a survey of the requirements in other states.

Dr. Pate said the next committee meeting is Friday, March 2, 2018 at 9 a.m. during the Long Hot Summer Conference.

Mr. Spector said he wanted to report additional information on the EMSC Program.

9. New Board Business – 11:45 a.m.

None.

10. Closed Session – 11:50 a.m.

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

Disciplinary actions were discussed and voted on by Board members.

11. Re-Open Meeting – 11:55 a.m.

Mr. Miller re-opened the meeting.

12. Adjourn – 12:00 p.m.

Motion: Mr. Simpson moved to adjourn the meeting. Mr. Amborn seconded. Motion carried.

**Next Board Meeting:
March 15, 2018, at 10:00 a.m.
Woodbury Public Safety
Woodbury, MN**

Reviewed and Approved By:

s/s Megan Hartigan
Secretary/Treasurer

3/9/18 (by email)
Date