

## Meeting Minutes

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

Thursday, March 15, 2018, 10:00 a.m.

Woodbury, Minnesota

**Attendance:** J.B. Guiton, Board Chair; Jason Amborn; Lisa Consie; Patrick Coyne; Megan Hartigan; Jeffrey Ho, M.D.; Michael Jordan; Paula Fink Kocken, M.D.; Kevin Miller; John Pate, M.D.; Jill Ryan Schultz; Tony Spector, Executive Director; Tanner Berris, EMSRB Staff; Melody Nagy, EMSRB Staff; Jennifer Nath, EMSRB Staff, Greg Schaefer, Assistant Attorney General.

**Absent:** Rep. Jeff Backer; Lisa Brodsky; Aaron Burnett, M.D.; Steve DuChien; Scott Hable; Matt Simpson

#### **1. Call to Order – 10:04 a.m.**

Mr. Guiton welcomed everyone to Woodbury Public Safety. 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 – 10:07 a.m.**

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

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

**Motion:** Ms. Consie moved to approve the minutes from the January 25, 2018, meeting. Ms. Ryan Schultz seconded. Motion carried.

#### **5. Board Chair Report – 10:12 a.m.**

##### Board Meeting Dates and Locations

Mr. Guiton said the Executive Committee and Complaint Review Panel can meet at the EMSRB office in a small meeting room owned by the building.

Mr. Guiton sought input from Board members if the meeting date were to change. Some members expressed they would have difficulties if the dates were to change. He asked members if the Woodbury Public Safety facility location was easily accessible. There were no concerns mentioned with meeting at this location. Mr. Guiton instructed staff to explore additional meeting location options.

#### Ambulance Standards Work Group Membership

Mr. Spector said at the Medical Direction Standing Advisory Committee meeting, Dr. Andrew Stevens said he would like to be a member of the Ambulance Standards Work Group. Mr. Coyne said he would welcome his participation. Mr. Guiton said adding Dr. Stevens to this committee can be approved without Board action.

#### Trauma Deviation Request Process

Tim Held, Deputy Director of the Minnesota Department of Health Office of Rural Health and Primary Care, was in attendance. Mr. Guiton asked Mr. Held to provide information on the MDH process for evaluating an ambulance service's request to deviate from the statewide trauma system transport requirements. Mr. Held said state statute requires ambulance services to request a deviation. An application is available on the EMSRB website. Mr. Held said the request comes to the EMSRB and thereafter is shared with Chris Ballard at MDH. The request is analyzed by MDH staff, and the analysis is shared with the Joint Policy Committee (JPC) of the State Trauma Advisory Council (STAC). The JPC consists of three members from the EMSRB and three members from the STAC. This committee vets the request and makes a recommendation to the EMSRB. The decision to grant or deny the deviation request is made by the EMSRB board. Mr. Held explained that members of the STAC are appointed by the Commissioner of Health.

Mr. Guiton said that he, Mr. Held, Mr. Ballard, Mr. Spector, and Mr. Schaefer met to discuss the steps to the process which are outlined in the board packet.

Mr. Spector said the deviation application also is reviewed by EMSRB staff. Dr. Pate said the discussion at the JPC meeting can be time-consuming but is required to fully understand the issues and results of removal of a hospital's trauma designation and the impact on an ambulance service. There is discussion of the alternatives available for the transport. Mr. Guiton said the language is defined for transport to a designated hospital within 30 minutes. Mr. Held suggested that MDH staff can provide a presentation on the review process for a future Board meeting.

Dr. Pate said the opinion of the MDSAC is that this should be controlled by the medical director. Dr. Pate said that if staffing levels at the hospital meet the needs the answer could be different than at another facility that has less staffing.

Mr. Held said site visits are conducted at hospitals. Mr. Held said at the STAC meeting the level four criteria were discussed and a revised document is being published for public comment. Mr. Guiton asked Mr. Held to provide information to be shared with Board members.

Dr. Ho said there are two conflicting statutes.

Brian Edwards, service director for Northfield Hospital EMS, was in attendance. He stated that his service is revising its patient care guidelines. He asked for a better definition of what part of the guidelines are services seeking deviation. Mr. Held suggested he would meet with Mr. Edwards to discuss his specific issue.

Mr. Guiton said one statute says the medical director makes the decision another sets the transport guidelines as a tool for the medical director. Mr. Schaefer said the transport guidelines are the standard and if deviation from the standard first requires a request for a deviation. The responsibility is for the medical director to set the guidelines for their agency. This is where there is some difference of opinion.

Mr. Held said there is an opportunity in the review process of the hospital designation that MDH staff can work with EMSRB staff to have ambulance services be made aware that there are issues that a hospital may lose their designation.

Mr. Guiton said the EMSRB was notified that the State has been awarded an EMS for Children's grant. Dr. Fink Kocken said the grant is a mirror of last year.

Fox 9 News Story – Aired on March 7, 2018

Mr. Spector said he received a request from a Fox 9 News investigative reporter for an on-camera interview. The reporter said that the interview would be regarding policy issues regarding ambulance crashes and crash reporting. Mr. Spector replied to the reporter that it is beyond his scope of responsibility to discuss policy issues in an interview. Mr. Spector said the EMSRB does not receive information on ambulance crashes because the statutes do not require services to submit such data to the EMSRB. Regarding discipline regarding ambulance crashes, Mr. Spector said the EMSRB provided public discipline information as requested by the reporter.

Mr. Guiton said most services in the metro area have a driving program. That may be different in a rural area. Mr. Amborn said that state patrol thoroughly investigates crashes. Mr. Coyne said the Ambulance Standards Work Group is discussing this issue.

Mr. Jordan complimented Mr. Spector's response to the reporter. He said that the issue of EMS fatigue affects more than the ambulance industry.

**6. Executive Director Report – 10:45 a.m. – Tony Spector**

EMSRB E-Licensing System Report

Mr. Spector provided metrics regarding applications submitted through the eLicense portal as well as certification metrics. He said there are approximately 2,000 providers with certifications expiring March 31, 2018 who have yet to submit a renewal application. He said all providers with a March 31, 2018 expiration were notified by email at 90 days, 60 days, and 30 days before the deadline. Staff are handling 100 calls plus per day with user login issues and questions on the Mark King Initiative. All staff are working to return calls promptly.

Ron Lawler from Sanford Health was in attendance. He said that the issue from his perspective is employer completing the renewal versus individuals completing renewal. He said he is irritated with changes made at the National Registry.

Mr. Guiton said that the EMS providers are required to complete their renewal application. The provider's employer should not be submitting applications or seeing this information.

Mr. Spector said he appreciates hearing issues and constructive criticism. He said other states are reaching out to ask about the EMSRB eLicense system.

Agency Report

Correction Order Template

Mr. Spector provided a sample of a new correction order template that includes the specifics for reconsideration. On a go forward basis when an ambulance service receives a correction order the medical director of the service also will receive a copy of the correction order.

House File 9072/Senate File 1023

Mr. Spector provided handouts of the legislation. This is not EMSRB legislation.

**7. Committee Reports – Committee Chairs – 11:45 a.m.**

Ambulance Standards Work Group

Mr. Coyne said the work group is meeting monthly. Pediatric safety restraints were discussed based on the national standards. A proposed guideline was shared with MDSAC and comments were suggested to the language in the guideline. This will be further discussed and a revised document will be provided.

Mr. Coyne said vehicle standards are being discussed. The EMSRB adopted the CASS standards in June. Revisions will follow the CASS standards. Remounts will be allowed to be certified with appropriate review. Mr. Miller said the CASS standards should be a rulemaking effort.

Mr. Coyne said drivers training programs are being discussed and a matrix will be developed showing the similarities and differences in the programs.

Mr. Coyne said NASEMSO published a report on EMS fatigue which will be shared with MDSAC for discussion.

CRP /HPSP

Mr. Simpson could not attend the meeting; HPSP statistics were included in the Board packet.

Data Policy Standing Advisory Committee

Ms. Hartigan said the committee met in early February and discussed the survey results for services moving from version 2 to version 3. There was good input from rural services. This is an opportunity for staff to work with services on the conversion. The proposed deadline for this conversion is December 31, 2019.

**Motion:** Ms. Hartigan moved that all ambulance services must move to MNSTAR version 3 by December 31, 2019. Dr. Fink Kocken seconded. Motion carried.

Ms. Hartigan said NEMSIS no longer accepts version 2 data as of 2016. Some services are submitting data in version 3 and this data should be able to be uploaded. There was a discussion with the vendor regarding hosting of the data and moving the data to NEMSIS. Mr. Spector said the vendor is being paid a hosting and data management fee. Mr. Spector said the vendor wants to discuss changing rates for hosting. There is a contract in place. Further discussions will be taking place.

Mr. Guiton said that the question of reporting to NEMSIS can be further discussed by the Board. Mr. Guiton asked Mr. Held what information his agency is using from MNSTAR. Mr. Held said that MDH is able to link EMS information to hospital information and trauma records and stroke information.

Medical Direction Standing Advisory Committee

Community EMT Continuing Education Requirements

Dr. Pate said that community EMT was discussed at the MDSAC meeting on March 2, 2018, and a motion was passed that he said he would like considered for Board approval.

**Motion:** Dr. Pate moved that Community EMT certification renewal include eight hours of continuing education every two years within the curriculum approved by the medical response unit medical director. Dr. Ho seconded. Motion carried.

Dr. Pate said the Medical Director’s Course will be presented in Alexandria, Minnesota at the Medical Director’s Conference on the Friday morning before the conference begins. Mr. Guiton said invitations should be sent to new medical directors. Mr. Spector said the Board meeting is that morning also.

Legislative Work Group Report

Mr. Miller said there have been continuing discussions with Mr. Spector. There will be a meeting with Mr. Spector, Mr. Miller and Mr. Lawler to discuss changes for the Education Work Group.

**8. New Board Business – 12:20 p.m.**

Ms. Consie asked for a report on the progress on for the Education Work Group becoming a standing advisory committee. Mr. Guiton said this will be discussed further.

(Break for lunch and then the Board will go into Closed Session)

**9. Closed Session – 12:40 p.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.

**10. Re-Open Meeting – 1:10 p.m.**

Mr. Guiton re-opened the meeting.

**11. Adjourn – 1:13 p.m.**

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

**Next Board Meeting:  
May 17, 2018, at 10:00 a.m.  
MINNCOR Industries  
Superior Room (main floor)  
2420 Long Lake Road  
Roseville, Minnesota 55113**

Reviewed and Approved By:

Megan Hartigan  
Secretary/Treasurer

May 10, 2018 (by email)  
Date