

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Agenda**

**April 19, 2018, 8:30 a.m.**  
**2829 University Avenue Southeast**  
**University Room – Seventh Floor**  
**Minneapolis MN 55414**

[Map and Directions](#)

---

---

**1. Call to Order – 8:30 a.m.** Attachments

**2. Closed Session – 8:32 a.m.**

Closed per Minnesota Statutes, §144E.28, subd. 5 and Minnesota Statutes, §13D.05, subd. 2(b) (Complaint Reviews)

**3. Re-Open Meeting – 9:55 a.m.**

**4. Public Comment – 10:00 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.

**5. Review and Approve Agenda – 10:05 a.m.**

**6. Review and Approve Meeting Minutes – 10:10 a.m.** M 1

**7. Board Chair Report – 10:15 a.m.**

- EMS Week (May 20 – 26, 2018)

**8. Executive Director Report – 10:30 a.m.**

- Agency Report
- eLicensing Update

**9. Committee Reports – 11:00 a.m.**

- CRP/HPSP
- Data Policy Standing Advisory Committee
- Legislative Ad-Hoc Work Group Report
- Medical Direction Standing Advisory Committee

**10. New Business – 11:25 a.m.**

**11. Adjourn – 11:35 p.m.**

If you plan to attend the meeting and need accommodations for a disability, please contact Melody Nagy at (651) 201-2802. In accordance with the Minnesota Open Meeting Law and the Internal Operating Procedures of the Emergency Medical Services Regulatory Board, this agenda is posted at:  
[www.gov/boards/emsrb](http://www.gov/boards/emsrb)

**Next Meeting:**

**June 21, 2018 – 10:00 a.m.**  
**2829 University Avenue SE**  
**University Room, 7<sup>th</sup> Floor**  
**Minneapolis, MN**

**Attachment Key:**  
**M = Minutes**

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Minutes**  
**February 15, 2018**

M 1

---

**Attendance:** J.B. Guiton, Board Chair; Megan Hartigan; Kevin Miller; Matt Simpson; Tony Spector; Executive Director; Tanner Berris, Office Specialist, Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General

**Absent:** Aaron Burnett, M.D; Jeffrey Ho, M.D.

**1. Call to Order – 10:22 a.m.**

Mr. Guiton called the meeting to order at 10:22 a.m. Mr. Guiton said the committee will not be able to vote on items until Mr. Miller arrives.

**2. Public Comment – 10:24 a.m.**

*The public comment portion of the meeting is where the public is invited to address the Committee 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. Approve Agenda – 10:35 a.m.**

Mr. Guiton asked for a motion to approve the agenda.

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

**4. Approve Minutes – 10:40 a.m.**

Approval of Executive Committee Meeting Minutes

Motion: Mr. Miller moved to approve the minutes from the December 21, 2017, Executive Committee meeting. Ms. Hartigan seconded. Motion carried.

Mr. Guiton asked that a signature block be added to minutes to track approval.

**5. Board Chair Report – 10:45 a.m.**

Meeting Rooms for Future Meetings

Mr. Guiton said the March Board meeting will be held at Woodbury Public Safety. He said staff is exploring options for other meeting space because the EMSRB will not be using the shared resources in the building due to our contract change to SmART.

**6. Executive Director Report – 10:50 a.m.**

Transition to Small Agency Resource Team (SmART)

Mr. Spector said the agency began its contract with SmART on February 7. The contract with ASU ends at the end of February. The total payout for the Cooper/Sams Longevity Program was \$1,063,775.57. ASU staff informed the agency that the payments are done. The new eLicensing system will be processing Cooper/Sams in the future. The ambulance service will verify the eligibility online. The applicant will be able to apply online for their award.

---

*The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.*

Mr. Spector said SmART has had several meetings with EMSRB staff. They have been wonderful to work with. Mr. Spector said he met with the human resources staff and two positions are being extended. Ms. Nath is in a temporary position and the human resources staff at SmART have extended her appointment for six months. SmART is working on posting a temporary position for a student worker.

Mr. Spector said the interviews to finalize the selection of the Northwest EMS Specialist will occur next Friday.

Mr. Miller asked if there are any concerns with the change to SmART. Mr. Spector said that ASU encumbered FY 17 funds to pay FY 18 expenses. This is being discussed. There is a possibility that there would need to be a payback to general funds and a new expense from FY 18 funds. This will affect the budget but funds are available. SmART will be presenting information to the Board at a future date.

#### eLicense System Update

Mr. Spector said staff continue to have discussions with the vendor regarding issues with the new system. One question raised is slow load time. The goal is 10 seconds or under. The statement of work sets this parameter. The EMSRB may move to a new server to solve this problem. MNiT is withholding payment until some problems are resolved.

Mr. Spector said one clarification for renewals for a nationally registered EMT or above is to renew the National Registry and then complete their EMSRB renewal. Mr. Spector said he instructed staff to send an email clarifying this process.

Mr. Simpson asked if staff know when the National Registry is conducting an audit of a record. Mr. Guiton clarified that a person does not receive a card when they are selected for a random audit.

Mr. Spector said that Allied Medical is offering a 48 hour EMT course that is all online. Minnesota does not specify the modality of courses but the National Registry limits distributive education. This has been an issue for this education program. Mr. Spector said that he receives questions regarding this requirements.

Mr. Spector said there is an issue with the payment gateway. The system is not double billing but the reporting appears that there is a double payment in the system. There will be testing conducted tomorrow and an online fix will be implemented after this testing.

Mr. Spector said that all the field staff now have a 651 phone number. It was operationally problematic to have staff operating on cell phones or a phone that was giving a busy signal when staff are on the phone.

Mr. Spector said that NovusAgenda is much more challenging than was presented to the Board. NovusAgenda was purchased by Granicus. Granicus will be providing services similar to NovusAgenda. Granicus will be providing email services.

#### **7. Committee Reports – 11:00 a.m.**

##### CRP

Mr. Simpson said he has no report.

DPSAC

Ms. Hartigan said the committee met on February 1, 2018, and discussed the adoption of MNSTAR v3, discussed submission of data to NEMSIS and notification of receipt of this data submission.

Ms. Hartigan said a final report was received regarding the survey that was conducted. There are a large number of services that were unaware of v3 and why they should move to v3. There was a discussion of lessons learned. Some services have proceeded to move to v3 and interpret the data from the paper form. They made a cheat sheet. A 6 or 7 page PCR form should be used for v3. A lot of services have moved to v3. Mr. Mark Jones, a member of the DPAC, made a motion at the DPSAC meeting that the State end accepting v2 data at the end of December 2019. Agency staff will be conducting informational sessions on how to move to v3 including using the technology developed by services that have moved to v3.

Mr. Spector said there was an ambulance service managers meeting in the Southcentral region recently and staff discussed with services their ability to move to v3. MNSTAR v3 is also known as "elite". Mr. Spector said there was a discussion of moving from the paper form to a fillable PDF. If the Board adopts the recommendation for the conversion staff will need to develop an implementation timeline for this change.

Mr. Spector said the State has not been submitting data to NEMSIS. Ms. Hartigan said there was a question of staff authorizing this submission. Ms. Hartigan said this has been clarified with staff and there will be steps taken to correct this. There needs to be a user agreement with NEMSIS. Mr. Spector said the data amendment for the limited data set will be executed. Mr. Spector said he will report when the data reporting is occurring.

Mr. Guiton said that staff will need to devote time to meet with ambulance services on a one on one basis to discuss the conversion. Ms. Hartigan said the survey provided the information on how many services are using v3. Mr. Spector said that 34 services report but this constitutes the majority of the data.

Ms. Hartigan said an error message is received when a service is submitting electronically and there is not enough time. There were issues with system timeouts. Work a rounds have been developed. ImageTrend has been involved in this discussion. The problem is the reporting to the services that they do not know the download failed. The question to the Board is a report provided that the data has been submitted. Ms. Hartigan said the request is that the data be submitted and be reported to the service and that it be known when the system uploads information to NEMSIS. Ms. Hartigan said a process is being discussed to solve the issues.

Legislative

Mr. Miller said he will be meeting with Mr. Lawler and Mr. Spector to discuss suggested statute changes. There may not be a legislative package this year.

Mr. McAlpin said there may be a supplemental budget that EMS can be part of. There is a proposal for opioid prevention funding. Mr. Spector said he received a call regarding the opioid issue. He provided a report on this information.

MDSAC

No report.

**8. Closed Session – 11:15 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.

**9. Re-Open Meeting – 11:30 a.m.**

Mr. Guiton re-opened the meeting.

**10. New Business – 11:35 a.m.**

None.

**11. Adjourn – 11:40 a.m.**

Motion: Mr. Simpson moved to adjourn. Ms. Hartigan seconded. Motion carried.

The meeting adjourned at 11:40 a.m.

Reviewed and Approved By

s/s Megan Haritgan  
Secretary/Treasurer

4/13/18  
Date