

Meeting Minutes

Emergency Medical Services Regulatory Board

Thursday, May 17, 2018, 10:00 a.m.

Minnesota Department of Corrections

Roseville, Minnesota

Attendance: J.B. Guiton, Board Chair; Jason Amborn; Aaron Burnett, M.D.; Patrick Coyne; Steve DuChien; Scott Hable; Megan Hartigan; Michael Jordan; Paula Fink Kocken, M.D.; Kevin Miller; John Pate, M.D.; Jill Ryan Schultz; Matt Simpson; Tony Spector, Executive Director; Tanner Berris, EMSRB Staff; Melody Nagy, EMSRB Staff; Greg Schaefer, Assistant Attorney General.

Absent: Rep. Jeff Backer; Lisa Brodsky; Lisa Consie; Jeffrey Ho, M.D.

1. Call to Order – 10:04 a.m.

Mr. Guiton welcomed everyone to the Board meeting. Mr. Mike Hreha from the Minnesota Department of Corrections provided an overview of the Department of Corrections.

Mr. Guiton 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. Simpson moved to approve the agenda. Dr. Pate seconded. Motion carried.

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

Motion: Dr. Pate moved to approve the minutes from the March 15, 2018, meeting. Mr. Amborn seconded. Motion carried.

5. Board Chair Report – 10:12 a.m.

EMS Week

Mr. Guiton read the Governor's Proclamation for EMS Week for May 20 thru May 26, 2018. Dr. Fink Kocken informed the Board that EMS for Children's Day is Wednesday, May 23rd.

New Board Member

Mr. Guiton introduced Mr. Tim Held, Deputy Director Office of Rural Health of the Minnesota Department of Health as the new MDH Commissioner's designee. Mr. Held thereafter took the oath of office.

SmART Introduction

Mr. Guiton introduced Tracey Sigstad, Accounting Director, for the Small Agency Resource Team (SmART).

Ms. Sigstad explained that under an agreement with the EMSRB, SmART provides human resources and financial administration. SmART has replaced the Administrative Services Unit for the EMSRB. Ms. Sigstad provided a budget overview handout to Board members and said that this information and additional information is provided to Mr. Spector monthly. Mr. Spector said Ms. Sigstad and staff have been amazing to work with.

Employee Retirement

Mr. Guiton recognized EMS Specialist Mary Zappetillo for her 9 years of service with the EMSRB and for her 38 years in EMS. Mr. Guiton and Mr. Spector presented a plaque to Ms. Zappetillo to thank her for her service to the citizens of Minnesota.

New Employee

Mr. Guiton introduced Mr. Tim Fresonke who will be joining the EMSRB as the EMS Specialist for the northwest and west central territories of Minnesota. Mr. Fresonke begins employment during the first week in June.

Children's Minnesota Ambulance License Application Update

Mr. Guiton said Childrens Minnesota has applied for a license to provide Advanced Life Support Specialized (ALSS) ambulance service statewide. Assistant Attorney General Schaefer provided an update on the application process.

Mr. Schaefer explained that the EMSRB received the completed application, published notice of the completed application, and in response received 19 letters in opposition to the application. Mr. Schaefer said if these objections are not resolved within a statutorily-defined window of time then Childrens Minnesota would have the right to have a contested case proceeding before an Administrative Law Judge who would make a recommendation to the Board for a final decision. Mr. Schaefer said the Board may make comments, state a position, or take no position regarding the application. He also said that if a Board member has a bias or conflict of interest then that Board member shall recuse themselves from participating in any discussion or vote.

Mr. Jim Levi and Ms. Cheryl Trocke of Childrens Minnesota were available at the meeting to respond to questions from Board members.

Board members had a lengthy discussion of the issue.

Motion: Mr. Jordan moved that the Board take no position and let the Administrative Law Judge make a recommendation. Ms. Ryan Schultz seconded. A roll call vote was taken and the motion carried. The following Board members recused themselves from this vote: Ms. Hartigan, Dr. Fink Kocken, Mr. Miller.

Mr. Guiton recessed the meeting for a short break.

6. Executive Director Report – 11:45 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.

Agency Report

Mark King Initiative Update

Ms. Zappetillo updated the Board as to the progress on the Mark King Initiative. Ms. Zappetillo said she has been responding to phone calls and emails regarding this communication and will continue to work with individual applicants.

GovDelivery Email Platform

The EMSRB now uses the GovDelivery email platform for mass email communications.

Staffing

Mr. Spector said Ms. Jennifer Nath, who was working on complaints and investigations has left the agency for a promotional opportunity with the U.S. Air Force. Mr. Spector said Mr. Ted Armon who was hired in March 2017 had given notice that he was leaving the agency effective May 2018. Ms. Zappetillo is retiring in June 2018. Mr. Spector said Mr. Tim Fresonke will be joining the agency in June. Mr. Spector said the Southwest EMS Specialist position was posted. The EMSRB has received 16 applicants meeting minimum qualifications for the position.

Mr. Spector said these staff changes provide the agency with an opportunity to evaluate organizational structure to do what is best for the agency. The EMS Specialists, while subject matter experts in their field, may not be best suited to conduct investigations regarding allegations of misconduct on the very entities to whom they provide technical guidance and assistance. Mr. Spector said he is moving toward hiring a field investigator as well as an individual to coordinate complaints and investigations and who would have a legal background. Most other boards have a paralegal or lawyer and this person could also handle rule writing. He said he is also hiring a grants administrator to oversee grant and office administration. He said he will be contracting to write position descriptions as well as assist with organizational structure evaluation. Mr. Spector said he is considering hiring student workers for the peak renewal periods when the phone calls increase.

7. Committee Reports – Committee Chairs – 12:25 p.m.

Ambulance Standards Work Group

Mr. Coyne said the work group has met twice since the last Board meeting and discussed these issues: drivers training, rule changes for ambulance standards, child safety restraints, and standards for mitigating fatigue. The work group will have recommendations to bring to a future Board meeting. Mr. Guiton asked that these recommendations be placed on the agenda for the next Board meeting.

CRP/HPSP

Mr. Simpson has left the meeting; HPSP statistics were included in the Board packet.

Data Policy Standing Advisory Committee

Ms. Hartigan said the issue has been resolved to allow for transmission of data to NEMESIS. Mr. Spector said he discussed this with ImageTrend and he would withhold contract payments until this occurred. He said he will be working with MN.IT to assure the contract moves forward for year two and three.

EMS for Children

Dr. Fink Kocken said the federal government decided not to fund this program a year ago. Then information was received that the program would be funded at 47% and now the funding has been fully restored.

Dr. Fink Kocken and Ms. Kjelsey Polzin (EMSC Program Manager) recently attended a program managers meeting in Texas. She said EMS for Children may want to survey ambulance services regarding training and equipment.

Legislative Work Group Report

Mr. Miller said he met with Mr. Spector and Mr. Lawler on April 11 to discuss the education work group recommendations. Consensus was reached on some items. The Executive Committee will need to discuss some topics and further discussion will be taking place at another meeting.

Medical Direction Standing Advisory Committee

Dr. Burnett said there is a change to the standards for stroke care that may affect patient transport decisions. Physicians will need to update treatment and transport guidelines. He said there will be an increase in inter-facility transports for stroke patients.

8. New Board Business – 1:05 p.m.

None

9. Adjourn – 1:10 p.m.

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

**Next Board Meeting:
July 19, 2018, at 10:00 a.m.
Woodbury Public Safety
2100 Radio Drive
Woodbury, MN**

Reviewed and Approved By:

J.B. Guiton/mn
Board Chair

7/11/18 (by email)
Date