

## Meeting Minutes

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

**Thursday, July 19, 2018, 10:00 a.m.**

**Woodbury Public Safety**

**Woodbury, Minnesota**

**Attendance:** J.B. Guiton, Board Chair; Jason Amborn; Lisa Brodsky; Lisa Consie; Steve DuChien; Tim Held; 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.

Attending as Public (until their Board membership renewal is official): Patrick Coyne; Megan Hartigan

**Absent:** Rep. Jeff Backer; Aaron Burnett, M.D.; Scott Hable; Michael Jordan; Jeffrey Ho, M.D.

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

Mr. Guiton welcomed everyone to the Board meeting. 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 – 10:17 a.m.**

**Motion:** Ms. Ryan Schultz moved to approve the agenda. Dr. Pate seconded. Motion carried.

#### **4. Review and Approve Board Meeting Minutes – 10:20 a.m.**

**Motion:** Mr. Miller moved to approve the minutes from the May 17, 2018, meeting. Dr. Pate seconded. Motion carried.

#### **5. Board Chair Report – 10:25 a.m.**

##### Board Member Appointment Report

Mr. Guiton announced that the Governor reappointed the following five (5) board members whose positions on the Board had expired: Pat Coyne. Scott Hable, Megan Hartigan, Jeff Ho, MD, and Michael Jordan. These appointments are effective July 23, 2018. The Oath of Office for these members will occur at the September Board meeting. Also at the September Board meeting will be an election of Board officers.

##### Board Meeting Date and Location

Mr. Guiton said the September Board meeting will be in Alexandria, Minnesota on Friday, September 7, 2018, at the Arrowwood Conference Center. This meeting will occur at the venue for the EMS

Medical Director's Conference. Ms. Nagy will be contacting board members regarding hotel arrangements.

Mr. Guiton mentioned two staff retirements (Mary Zappetillo and Robert Norlen) and wished to thank them for their service to the State of Minnesota.

## **6. Executive Director Report – 10:40 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

#### Staffing

Mr. Spector said with the retirements of staff there was direction given by the Board Chair to “blow up” the current staffing model. He said he has been engaged in evaluating agency needs and organizational structure, and has been working with the state's Management Analysis Division as part of that analysis. Mr. Spector has contracted with the Management Analysis Division for this analysis and for writing the position descriptions that are determined to be needed by the agency. One such position is a grants coordinator position. Other position descriptions being drafted are for a field investigator and a compliance coordinator. Traditionally the agency has had the EMS Specialists conducting investigations. This model has had its challenges, and current and former staff as well as others believe a different staffing model is needed.

Mr. Spector said once the position descriptions are complete the next step is to have the positions scored and created as an agency positions. While the current budget allows for these positions, there may be a struggle to fill additional needed positions within the limited budget.

Mr. Spector said the Northeast and Southwest EMS Specialist positions are vacant. The EMS Specialist position description is inaccurate, and hiring for these positions is on hold until the position descriptions are more accurate.

Mr. Guiton said Mr. Spector is working with Mr. Miller on organizational design. Mr. Guiton said the industry has changed and methods of communication have changed. He said outstate Minnesota needs to feel that they receive the same quality of service as the metro area.

Mr. Spector said that every other licensing board separates investigations from technical assistance. It can be challenging to provide technical assistance one day and the next day investigate a situation.

Mr. Spector said he wants to have written processes for staff functions. Knowledge capture is needed, and certain written processes are notably absent but are being crafted. Minnesota Management and Budget recently sent a memorandum to all state agencies on the importance of having processes memorialized. SmART also has emphasized this to the EMSRB.

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

### Ambulance Standards Work Group

Mr. Coyne provided a summary of the work group discussions. He said the work group will have recommendations for Board approval for the next Board meeting.

### CRP /HPSP

Mr. Simpson said the committee members continue to work diligently on cases. HPSP statistics were included in the Board packet.

### EMS for Children

Dr. Fink Kocken said the federal government has fully funded the grant. Dr. Fink Kocken said there was an EMSC Program meeting in Austin Texas that focused on grant management and family representation.

Dr. Fink Kocken said that Ms. Polzin attended the National Association of State EMS Officials (NASEMSO) Conference. Child restraint guidelines were discussed and NASEMSO will be providing a protocol.

Dr. Fink Kocken said the EMSC Program and the Minnesota Department of Health (MDH) were involved in a surge grant that just finished in June. A statewide plan is being developed. Education segments will be available on the MDH website for training.

### Legislative Work Group Report

Mr. Miller said part of the charter of the legislative work group is to rewrite of the language for 144E regarding Emergency Medical Responders (EMR). Recommendations were made by the education work group and these recommendations have been discussed by Mr. Miller, Mr. Spector and Mr. Lawler. The next step is to develop a document that will track changes for legislation. This will be drafted and presented to the Board at a future meeting.

Mr. Guiton said in Texas EMS personnel are being required to take four hours of training related to Texas laws. This is an interesting concept. Mr. Guiton suggested a handout regarding requirements and limitations for being an EMT. Dr. Pate said this is a good idea but this can be summarized in 30 minutes. EMS agencies in Minnesota need to concentrate on maintaining a crew in the rural area.

### Medical Direction Standing Advisory Committee

Dr. Pate said he has been working with another physician on his presentation for the Medical Director's Course. The conference committee is allowing 90 minutes for this presentation.

## **8. New Board Business – 11:30 a.m.**

Mr. Guiton said he wanted to recognize Ross Chavez, in attendance, on his recent promotion at Hennepin Healthcare EMS to the position of Assistant EMS Chief.

Ms. Ryan Schultz said she has received questions regarding the EMSRB selling email addresses. She asked if there is an opt out option. Mr. Spector said the agency receives requests for public information. Mr. Guiton said this is public information. Mr. Spector said this is public law (Chapter 13). Applicants are encouraged to provide their business address and email. Ms. Larson asked for a handout that explains this requirement.

Mr. Guiton recessed the Board for lunch and the Board thereafter reconvened in closed session.

## **9. Closed Session**

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**

Mr. Guiton re-opened the meeting.

**11. Adjourn – 11:45 a.m.**

**Motion:** Ms. Consie moved to adjourn the meeting. Dr. Fink Kocken seconded. Motion carried.

**Next Board Meeting:  
September 7, 2018, at 9:00 a.m.  
Arrowwood Resort and Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN**

Reviewed and Approved By:

J.B. Guiton  
Board Chair

8/28/18 (by email)  
Date