

MEETING MINUTES:

Emergency Medical Services Regulatory Board Meeting
10 a.m., Wednesday, July 31, 2013
University Park Plaza, Conference Room A
(See address above.)

Prepared by Melody Nagy on 8/5/13
Approved by Chair on 8/6/13
Presented to and approved by Board on _____

Attended:

Kelly Spratt, Chair	Kathleen Haney	Jill Ryan Schultz
Lisa Consie	Michael Jordan	Mark Schoenbaum
Jennifer Deschaine	Pat Lee	Matthew Simpson
J.B. Guiton	Gary Pearson	Marlys Tanner

Ex Officio: Representative Dan Schoen; Senator Kathy Sheran; Pamela Biladeau, Executive Director;
Greg Schaefer, AGO

Absent: Steve DuChien, Michael Gormley, Paula Fink-Kocken, M.D., Mari Thomas, M.D.

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		Call to Order Called to order at 10:08 a.m.	Information	Kelly Spratt
2.	N/A	Public Comment No requests for public comment. Attendee introductions.	Information	Kelly Spratt
3.	D,E, F	Approval of Consent Agenda <ul style="list-style-type: none"> a date correction is needed for handout (3D1). request to distribute Board pre-reads five days before a meeting <p>Mr. Schoenbaum asked to pull item J from the Consent Agenda so that this can be discussed separately.</p> <p><u>Motion: Haney moved to accept the consent agenda items A through I and K and L.</u> <u>Second: Ryan Schultz</u> <u>Decision: Motion carries.</u> <u>Next Steps: Discussion of consent agenda item J.</u></p> <p>Consent Agenda Item J, Data Release, was discussed.</p>	Decision	Kelly Spratt

"To protect the public's health and safety through regulation and support of the EMS system."

	<p><u>Mr. Schoenbaum moved the motion outlined on the screen (Motion below).</u></p> <p><u>Ms. Ryan Schultz amended to add a sunset clause of one year.</u></p> <p><u>Motion:</u> <u>Due to the complexity and variety of risks and expenses involved in responding to data requests, all inter-State agency requests for MNSTAR data shall be referred by staff directly to the EMSRB’s executive committee chair for review and approval. The executive committee chair is charged with creating a standard data use agreement. Such agreement must include provisions relating to: (1) security (2) limitations on release of summary data, (3) purging patient identifiable data once a data match to existing database is completed, (4) non-automatically renewing term of no more than one year and (5) the requestors’ agreement to work with the executive committee chair and EMSRB’s then current data storage and management vendor (currently ImageTrend) to scope the work relating to providing the requested data and (6) the requestors’ responsibility to pay the costs associated with the work directly to EMSRB based on the then-current data storage and management vendor costs. The EMSRB will continue to maintain the MNSTAR system and related vendor agreements, at an approximate annual cost of \$21,000. Due to workloads and priorities, staff will no longer play a role relating to data requests.</u></p> <p><u>Data Use Agreement requests will be submitted to the EMSRB for review by the Attorney General’s Office. The Attorney General’s Office will provide the executive director with advice for the executive committee chair. Upon approval of the full Board the Data Use Agreement will be submitted to the current data storage and management vendor.</u></p> <p><u>This will sunset after August 1, 2014.”</u></p> <p><u>Second: Ryan Schultz</u></p> <p><u>Decision: Motion carried.</u></p> <p><u>Motion:</u> <u>The Board is charged with collecting MNSTAR data under Minnesota statute 144E.123. Under Subdivision 3, “the data shall be classified as private data on individuals under chapter 13, the Minnesota Government Data Practices Act.” To ensure protection of private data on individuals, to meet its regulatory duties and to provide the EMSRB executive director with guidance, the Board has established a policy for responding to requests for MNSTAR data which considers inter-State agency requests and non-interagency requests separately.</u></p> <p><u>In the case of non-inter State agency requests, it is the Board’s policy to deny requests for MNSTAR data as “private data on individuals.”</u></p> <p><u>In the case of inter-State agency requests, it is the Board’s policy to require that requests: 1.) Be in writing, 2.) Contain a clear</u></p>		
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4.	N/A	<p>Board Members Update</p> <ul style="list-style-type: none"> • Mr. Spratt said that Dr. Satterlee submitted his resignation from the Board due to personal reasons. He was also the chair of DPSAC. The opening has been posted at the governor's office. • Ms. Deschaine has retired from Scott County and has requested to remain on the Board as a representative of Health Boards. That request has been communicated to the Governor's Office. • Mr. Spratt confirmed that the Executive Director has authority to hire. Ms. Biladeau informed me of the Assistant Executive Director position (posting and hire) and this was announced at previous Board meetings. I wanted to make this clear to the Board. • Mr. Lee resigned from the Executive Committee. • Mr. Spratt reiterated the priorities of the Board determine the positions that are filled and that the Executive Director determines what is needed prior to hiring and based on Board priorities. 	Information	Kelly Spratt
5.	N/A	Break (no break)	N/A	N/A
6.	A	<p>Executive Director's Report Ms. Biladeau provided her report.</p> <ul style="list-style-type: none"> • AG's Office confirmed that there is already a process in place for approving FCC radio frequency assignments with MnDOT. The AG's office will share specific authority information at a later time. • education standards are progressing, statewide seminar schedules will be mailed to Education Programs over the next several weeks—seminars will be held mid-August through December 2013. <p>Question about NEMSIS 3.0 data conversion Response: Vendors are in the process of testing. The Board voted (9/7/12) to transition within one year after NEMSIS 3.0 becomes available to consumers.</p>	Information	Pamela Biladeau

		<p>Question about statewide licensure for ambulances Response: there was only one request</p> <p>Question: about the ad-hoc committee for statewide licensing Response: the consent agenda included a motion to rescind the ad hoc committee (further discussion occurred on the purpose of an ad hoc committee)</p>		
7.	N/A	<p>Standing Reports No Reports</p>	Information	Kelly Spratt
8.	N/A	Lunch	N/A	N/A
9.	X	Closed Meeting (CRP)	Decision	Kelly Spratt
10.		<p>Adjourn</p> <p><u>Motion: To adjourn.</u> <u>Moved: Guiton</u> <u>Second: Ryan Schultz</u> <u>Decision: Motion carried.</u></p> <p>Meeting adjourned at 12:30 p.m.</p>	Decision	Kelly Spratt