

## Summary Minutes

Meeting of the  
**Emergency Medical Services Regulatory Board**  
10:30 a.m., September 11, 2009  
Arrowwood Resort  
2100 Arrowood Lane  
Alexandria, Minnesota

### Members Present

James Rieber, Chair  
Dawn Bidwell  
Robert Jensen  
Paula Fink Kocken, M.D.  
Sen. Gary Kubly  
Kevin Miller  
Paul Satterlee, M.D.  
Mark Schoenbaum  
Matt Simpson  
Mari Thomas, M.D.

### Members Absent

Brenda Brown  
Lisa Consie  
Bonnie Engen  
Kathleen Haney  
Michael Jordan  
Rep. Jeremy Kalin  
Maryls Tanner

### Guests

Dan DeSmet  
Suzanne Gaines  
J.B. Guiton  
Tim Held  
Curt Ireland  
Kory Kaye, M.D.  
Buck McAlpin  
Mark McCabe  
Kristi Moline  
Ralph Morris, M.D.  
John Pate, M.D.  
Scott Reiten  
Ron Robinson  
Chris Russi  
Bill Snoke  
Dan Stensrud  
Imo Sunderland  
Rick Wagner  
Tom Vanderwal

### Staff

Katherine Burke Moore  
Melody Nagy  
Robert Norlen  
Debby Teske  
Keith Wesley, M.D.

### **I. Call to Order**

Mr. Rieber called the meeting to order at 10:58 a.m.

Mr. Rieber said that he would like to have a moment of silence for remembrance of Paul Stelter.

### **II. Introductions**

Mr. Rieber asked members and guests to introduce themselves.

### **III. Approval of Agenda**

Mr. Rieber said that he would like to add treatment/transport protocol committee assignments to the agenda. Mr. Miller asked for a report from the Executive Director on the Red River Flood response and he said he would like to report on an EMT graduation from St. Paul Fire. Mr. Rieber suggested these items be added as other business.

Mr. Miller moved approval of revised agenda. Ms. Bidwell seconded. Motion carried.

### **IV. Approval of March 19, 2009, Minutes**

Mr. Rieber said that Dr. Wesley should be listed as staff in the July minutes. Ms. Burke Moore agreed. Dr. Thomas moved approval of the July 16, 2009 minutes. Mr. Simpson seconded. Motion carried.

**V. Chair's Remarks**

Mr. Rieber said that we are seeking a volunteer for the Executive Committee. The Executive Committee takes action on behalf of the Board between meetings and does the evaluation of the Executive Director. Dr. Kocken asked how often the committee meets. Mr. Rieber said it depends on the issues and we will be meeting by conference call during legislative session. Mr. Rieber said that unless someone volunteers this will be held over until the November meeting.

Mr. Rieber asked for volunteers for the trauma triage transport deviation review panel. This would be similar to the complaint review panel and the panel would make recommendations to the Board. Ms. Burke Moore suggested that the panel should be staffed by Mr. Held, board members, EMSRB staff and a trauma surgeon. Mr. Rieber suggested that these meetings could also be handled by conference call. Mr. Norlen provided details of the panels charge. The deadline for approval of deviations is July 1. Kevin Miller, Mark Schoenbaum and Dr. Thomas volunteered. Dr. Wesley will participate as staff. An audience member asked if these would be closed meetings. Mr. Rieber said that these applications are public record and the meetings would also be public meetings. He asked if any of the discussion should be closed session. Ms. Burke Moore said that she could review the statute relating to this.

Ms. Burke Moore said that she and Mr. Rieber will be discussing other committee membership vacancies.

Mr. Rieber said that we are seeking one additional member for the complaint review panel and staff would then split the panel in two groups and Board members would attend every other month. Mr. Simpson and Dr. Satterlee volunteered to be on the panel.

**VI. Executive Director's Report**

Ms. Burke Moore announced the new metro specialist Mary Zappetillo will be starting on Wednesday. Tammy Peterson the SE EMS Specialist has resigned since the Board last met and we will be hiring this position as soon as possible.

**Education Standards Workgroup Update**

Ms. Teske provided information to the education community on the charge of this workgroup and has received replies from a number of persons interested in participating. There will be a good statewide representation and this will be a long process. The workgroup will report to the Board when we have further information.

**Medical Director's Report**

Dr. Wesley said that the old DNR form is out of date. He has been working on a new form to be used at the scene, at the hospital, and at hospice. The Minnesota Medical Association has been involved in the development of this form. The Medical Direction Standing Advisory Committee discussed section A of this form today. They decided to endorse this form as a template. Mr. Rieber asked how long the form is valid. Dr. Wesley said that there is not an expiration date for a signed form. There is nothing in state statute. Mr. Jensen asked if we should receive an attorney general's opinion on an expiration date for the form.

Dr. Wesley said that panflu planning has been completed at Hennepin County and they provided template guidelines. These guidelines will be available as a statewide resource. These guidelines would become effective when the governor declares an emergency. Dr. Wesley complemented the efforts of Hennepin County. The Medical Direction Standing Advisory Committee endorsed this model.

**VII. Executive Committee At-Large Member Candidate's Remarks**

This will be discussed at the November meeting.

**VIII. Election of Executive Committee At-Large Member**

This will be acted on at the November meeting.

**IX. Medical Director's Contract**

Ms. Burke Moore said that the medical director's contract was put on hold after the last Board meeting, because it was requested that the Executive Committee to meet on the contract terms. Ms. Burke Moore met with Dr. Wesley to discuss duties and contract amount. Despite numerous attempts to find a time that would work; the Executive Committee was unable to meet. Mr. Rieber and Ms. Burke Moore discussed next action and it was determined to execute the contract.

Mr. Rieber asked for a motion to approve the contract. Mr. Simpson moved approval. Mr. Miller seconded. Motion carried.

**X. Data Policy Standing Advisory Committee Report**

Mr. Norlen said that the Data Policy Standing Advisory Committee met on August 17. The committee has been focused on data quality and data completeness over the last year. We are planning to review data elements and provide information to ambulance services. The committee has seen improved quality of data because all services are on the 2.2.1 data set.

Mr. Miller asked when the data dictionary can be open for review. Mr. Norlen responded that would be September 2010. An upgrade to the MNSTAR website for data entry will be implemented in October.

Mr. Rieber said that we will be seeking another member for the Data Policy Standing Advisory Committee. Mr. Norlen said that Dane Meyer resigned from the committee we will be looking for a volunteer from a rural ambulance service for this position. Mr. Norlen said that he has names of interested persons to provide to Mr. Rieber.

**XI. Medical Direction Standing Advisory Committee Report**

Dr. Thomas said that the Medical Direction Standing Advisory Committee met today. The ed the trauma triage transport deviation guidelines document was discussed. As was the ResQPOD and high quality CPR. The group greatly appreciated the presentation on pandemic flu planning provided by Dr. Mahoney and Suzanne Gaines.

Mr. Rieber asked if paramedics can conduct immunization clinics. Dr. Satterlee said that you may not have staff available to do this if a number of them are ill and others are on call. Dr. Wesley said that a physician can authorize paramedics to administer immunizations with supervision.

Mr. Schoenbaum said that in an emergency situation this becomes an interesting situation and leads to the conversation of community paramedics. This will be discussed at this weekends Medical Directors conference. He said that in an emergency situation the rules may be different.

Ms. Bidwell asked if there should be a motion endorsing the DNR form. Ms. Bidwell moved to endorse the POLST form and communicate this endorsement to the Minnesota Medical Association. Dr. Kocken seconded. Motion carried.

Mr. Snoke, a guest, asked about paramedics and EMTs employed in hospitals. Mr. Rieber said that the EMSRB oversees the certification of EMTs and paramedics. There is not a scope of practice in the hospital. The actions of the EMT/paramedic are governed by the physician in the hospital.

## **XII. Complaint Review Panel Report**

Ms. Bidwell said that the CRP met on August 4, 2009.

- 39 disclosure files were reviewed (34 passed with no further action, more information was requested for three cases, one conference invitation was issued, and one registration/certification was denied.)
- 10 complaints/mandatory reports were reviewed and five were closed with no further action needed.
- One conference was held and the attorney general's office was represented to prepare a Notice of Conference for three cases and a Stipulation and Consent Order for two cases.
- One Minnesota Department of Revenue suspension occurred
- Three Minnesota Department of Revenue reinstatements occurred

## **XIII. Other Business**

### **Red River Flood Report**

Ms. Burke Moore said that when the governor declared an emergency EMSRB staff is called to the state and local EOC. Our responsibilities are outlined under the MEOP. Mr. Miller asked for an after action report of the response. Ms. Burke Moore said that an after action session was conducted with staff and the notes from the session can be shared with the Executive Committee.

### **EMT Class Graduation**

Mr. Miller said that in collaboration with other agencies such as Ramsey Job Corps, St. Paul Fire graduated a class of 10 diverse EMTs. Another class of 20 persons started this course in September. He complimented St. Paul Fire on these efforts. EMS needs diversity.

Mr. Simpson said that this program was designed for low income persons. It started out as 25 people and through usual circumstances there was attrition, but the graduation ceremony was phenomenal. Inver Hills Community College and Allina also participated in this effort.

Ms. Teske said it was exciting to see the level interest in wanting to serve the community. Mr. Miller suggested other agencies be challenged to use this model.

## **XIV. Public Comment**

None.

**XV. Adjourn**

Dr. Satterlee moved adjournment. Mr. Miller seconded. Motion carried. Meeting adjourned at 11:50 a.m.

Reviewed and Approved by:



10/21/09

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Robert Jensen, Secretary

Date

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James Rieber, Chair

Date