

**September 13, 2013 MEETING MINUTES:**

**EMS Regulatory Board  
 Arrowwood Resort and Conference Center  
 2100 Arrowwood Lane Alexandria MN  
 9 a.m. Nokomis Room**

Prepared by Melody Nagy on 9/17/13  
 Approved by Board Chair on 9/19/13  
 Presented to and approved by Board on 11/21/13

**Attended:**

|                     |                          |                   |
|---------------------|--------------------------|-------------------|
| Kelly Spratt, Chair | J.B. Guiton              | Gary Pearson      |
| Lisa Consie         | Kathleen Haney           | Mark Schoenbaum   |
| Jennifer Deschaine  | Paula Fink-Kocken, M.D., | Matthew Simpson   |
| Steve DuChien       | Pat Lee                  | Marlys Tanner     |
|                     |                          | Mari Thomas, M.D. |

**Ex Officio:** Representative Dan Schoen; Pamela Biladeau, Executive Director; Greg Schaefer, AGO

**Absent:** Michael Gormley, Michael Jordan, Jill Ryan Schultz, Senator Kathy Sheran

| Agenda Item No. | Attachment | Topic   | Information Discussion Decision | Person Responsible |
|-----------------|------------|---|---------------------------------|--------------------|
| 1.              |            | Call to Order<br>Mr. Spratt called the meeting to order at 9:06 a.m.  | Information                     | Kelly Spratt       |
| 2.              |            | Public Comment<br>Mr. Spratt asked for public comment.<br><br>Dr. Conterato asked for a definition of premeasured syringe for epinephrine injections. Brief discussion followed. Mr. Spratt said that we would like to have some time to research this issue and respond back at the next meeting. Mr. Spratt thanked Dr. Conterato.  | Information                     | Kelly Spratt       |
| 3.              | X          | Consent Agenda <ul style="list-style-type: none"> <li>the consent agenda was provided in the Board packet; the full consent agenda, "not just the index", is being posted at the same time that the Board receives their information.</li> <li>the proposed ad hoc Board Performance Workgroup will be chaired by Mr. Guiton and will report back to the Board.</li> <li>we are waiting for the Governors' office to fill Dr. Satterlee's position and we have asked for a continuance for Ms. Deschaine and Ms. Tanner.</li> </ul> | Decision                        | Kelly Spratt       |

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

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|    | <p>Ms. Tanner asked about the proposed IOP change for number 1 C.<br/>Response: The Executive Committee reviewed changes made since 2010 and is making this recommendation. Mr. Guiton said that the wording is “chair” this would be an action by the full Board. This motion provides a clarification of how the language should be stated.</p> <p>Mr. Schoenbaum asked about community paramedic education program status. Dr. Thomas said that the Community Paramedic curriculum was reviewed and there is no objection to the program as it is currently presented.</p> <p>Ms. Biladeau said that there are 46 individuals currently certified as Community Paramedics and there are two approved education programs.</p> <p><u>Motion: To approve the September 13, 2013 consent agenda.</u><br/><u>Motion: Deschaine</u><br/><u>Second: Simpson</u><br/><u>Decision: Motion carried. (13 members)</u><br/><u>Next Steps:</u></p> <p>Mr. Spratt said that the closed session will be moved to the end of the agenda.</p>  |             |                 |
| 3. | <p>Chair’s Report<br/>None.</p>  | Information | Kelly Spratt    |
| 4. | <p>Executive Director’s Report<br/>Ms. Biladeau provided her report in the packet and gave the following updates:</p> <ul style="list-style-type: none"> <li>• Interstate data use agreement -- A template has been prepared and is being reviewed by Asst. Attorney General, Mr. Schaefer.</li> <li>• Board Priority Functions Metrics is a sample provided in the packet. The Executive Committee has reviewed this sample document. Actual figures will be compiled. This will provide a scorecard of inspections and compliance and will be a quarterly report to the Board.</li> </ul> <p>Ms. Deschaine asked about the education seminars. She said people are not able to ask questions at the meeting.</p> <p>Response: As part of the Boards effort to provide consistency we are explaining at each session that responses will be provided on the EMSRB website. This gives staff time to research, as necessary, and provides a consistent response.</p> <p>Ms. Deschaine asked about the date for the change for education programs.</p> <p>Response: All applications will be due in January and will be reviewed and approved by the end of March.</p> <p>Rep. Schoen asked about the metrics. The topic was discussed.<br/>Response: This is a tool for the Board to look at the work being completed in the Board priorities.</p> | Information | Pamela Biladeau |

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| 5. | X | <p>Committee Reports<br/>Mr. Spratt said that this will be a standing agenda item. He asked that the Committee chairs report.</p> <p><b>Finance</b><br/>Mr. Pearson said that he has reviewed Finance Reports. There have been problems with the Swift system providing reports. We will be having a meeting in the near future and Mr. Pearson has received briefings from the Executive Director in the interim.</p> <p><b>Legislative</b><br/>Mr. Guiton said that Legislative Committee will be meeting. We are blessed to have active legislators on our Board.</p> <p><b>MDSAC</b><br/>Dr. Thomas said that we have had two meetings since my last report to the Board.</p> <ul style="list-style-type: none"> <li>• Reviewed the ALS and BLS guidelines (no changes made) -- a link is provided on the website.</li> <li>• We discussed mass casualty (trauma) and pediatric ready survey information.</li> <li>• Information was shared regarding spinal precautions for back boarding.</li> <li>• The POLST form was discussed at the March meeting and it was suggested that this should be a legislatively mandated form. Dr. Ratner will lead this initiative and MDSAC supports this effort.</li> <li>• Next meeting February 28, 2014 during the Long Hot Summer Conference.</li> <li>•</li> </ul> <p><b>HPSP</b><br/>Ms. Deschaine reported about the HPSP program. She said the committee meets quarterly and has ongoing discussion of issues.</p> <p><b>CRP</b><br/>Mr. Simpson said that the committee has been active.</p> | Information | Kelly Spratt |
| 6. |   | <p>New Board Business</p> <p>Ms. Deschaine said that she would appreciate receiving Board information sooner. Our responsibility is to represent and we need more time to review the information provided. Ms. Deschaine asked if the information could be provided 10 days before the meeting.</p> <p>Mr. Guiton said that standard practice is a week. Mr. Spratt said that we looked at the calendar and the Executive Committee meets four weeks before this meeting. It is a challenge to work the calendar. The goal is to provide the information.</p> <p>Ms. Consie asked about instructor qualifications. She quoted the statute. She said the EMS US DOT class is rarely offered in the state. She asked what the “board equivalent is”.</p> <p>Mr. Spratt asked if the education standards workgroup had a recommendation. Ms. Consie said that it must be determined by the Board.</p>   |             |              |

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|    | <p>Mr. Spratt asked if the Education Standards workgroup could provide a recommendation to the Board.</p> <p>Ms. Biladeau said that the Education Standards workgroup was focused on providing information for the Education Seminars and working on the approved agent. Equivalent instructor course was discussed at the workgroup. The next step to determine whether or not the fire instructor course is equivalent to the USDOT instructor course (144.283) will require developing a crosswalk comparing the two courses. The positive for the fire instructor course is that it has an evaluation/test as a part of the course.</p> <p>Ms. Consie will be providing a cross-walk of the two instructor courses to the Education Standards workgroup and report back to the chair.</p> <p>Ms. Haney asked about DPSAC. Mr. Spratt said that he discussed this with Mr. Wagner. Mr. Spratt said that the committee is on “hiatus” for the time being and this will require further discussion. We would need additional staff to work on data or we would need to give this to someone with the resources to work on data.</p> |          |              |
|    | <p>Break (10 minutes)</p> <p>Mr. Spratt announced the Board would go into closed session.</p>  |          |              |
| 7. | <p>Closed Session</p> <p>Mr. Schaefer said that this closed session is to deal with disciplinary action per MN statute 13D.05</p> <p>Mr. Spratt re-opened the meeting.</p>   |          |              |
| 8. | <p>Adjourn</p> <p><u>Motion to adjourn.</u></p> <p><u>Motion: Guiton.</u></p> <p><u>Second: Deschaine.</u></p> <p><u>Decision: Motion carried. (13 members)</u></p> <p>Meeting adjourned at 11 a.m.</p>  | Decision | Kelly Spratt |