

**September 5, 2014, 9 a.m.**  
**MEETING MINUTES**

**Emergency Medical Services Regulatory Board**  
**Arrowwood Resort and Conference Center**  
**2100 Arrowwood Drive**  
**Alexandria, MN 56308**

Prepared by Melody Nagy on September 11, 2014  
Approved by Kelly Spratt on October 9, 2014  
Presented to and approved by Board on November 20, 2014

**Attended:**

Kelly Spratt, Chair	J.B. Guiton	Jeffrey Ho, M.D.
Aaron Burnett, M.D.	Scott Hable	Paula Fink-Kocken, M.D.
Lisa Consie	Kathleen Haney	Matthew Simpson
Patrick Coyne	Megan Hartigan	Mari Thomas, M.D.
Jennifer Deschaine		

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

**Absent:** Steve DuChien, Michael Jordan, Rep. Dan Schoen, Mark Schoenbaum, Jill Ryan Schultz, Senator Kathy Sheran

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		<b>Call to Order</b> Mr. Spratt called the meeting to order at 9:04 a.m. Mr. Spratt asked for introductions from the members.	Information	Kelly Spratt
2.		<b>Public Comment</b> None.	Information	Kelly Spratt
3.	H	<b>Approve Agenda</b> Mr. Spratt said that the FY 16-17 Biennial Budget information would be combined with the Executive Director Report.  Mr. Spratt asked for a motion to approve the agenda. <u>Ms. Deschaine moved to approve the agenda.</u> <u>Motion: Deschaine</u> <u>Second: Thomas.</u> <u>Motion carried.</u> <u>Decision: 13 members voting yes; 0 members voting no.</u>	Decision	Kelly Spratt
4.		<b>Approval of July 17, 2014, minutes</b> Mr. Spratt asked for a motion to approve the minutes.	Information	Kelly Spratt

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

	<p>Ms. Deschaine offered a correction to the HPSP report that the number of enrollees has not increased but decreased.</p> <p><u>Ms. Deschaine moved to approve the minutes with the correction as described.</u></p> <p><u>Motion: Deschaine</u></p> <p><u>Second: Haney.</u></p> <p><u>Motion carried.</u></p> <p><u>Decision: 13 members voting yes; 0 members voting no.</u></p>		
5.	<p><b>Chair Report</b></p> <p><b>Vacancies for Executive Committee</b></p> <p>Mr. Spratt said that Dr. Fink-Kocken has asked to step away from EC but continue to serve on the Board. Dr. Ho has offered to serve in that position.</p> <p>Mr. Spratt asked for a motion to approve Dr. Ho to join EC.</p> <p><u>Mr. Guiton moved to add Dr. Ho to the EC.</u></p> <p><u>Motion: Guiton</u></p> <p><u>Second: Burnett</u></p> <p><u>Motion carried.</u></p> <p><u>Decision: 13 members voting yes; 0 members voting no.</u></p> <p>Mr. Spratt said that we have had conversations on having the CRP chair join the EC. This is an important function of the Board. CRP Chairman, Simpson has agreed to come on to the EC.</p> <p>Mr. Spratt referred to the “Background and Recommendation Regarding EMSRB’s Board Organizational Structure” handout provided to the Board. The idea is to combine the secretary/treasurer position. The duties would be defined.</p> <p>Mr. Spratt asked for a motion to add the CRP chair to EC and combine secretary/treasurer. He said he will be seeking volunteers to serve as secretary/treasurer and to contact him to express interest.</p> <p><u>Dr. Ho moved to add the CRP chair to the EC and combine the secretary/treasurer position.</u></p> <p><u>Motion: Ho</u></p> <p><u>Second: Fink-Kocken</u></p> <p><u>Motion carried.</u></p> <p><u>Decision: 13 members voting yes; 0 members voting no.</u></p> <p>Mr. Spratt said that the Board has discussed elimination of legislative and finance committee and combine with EC. This would increase efficiency for the Board and staff.</p> <p>Ms. Deschaine agreed that this would be reasonable and would save time. Committees do not make decisions. The decisions</p>		

		<p>come from the EC as a recommendation to the Board. Mr. Spratt said that the consent agenda and Executive Director report would provide information to Board members. Minnesota Statute does not require these committees.</p> <p>Ms. Haney said that in moving to the consent agenda process we need review time for items on the consent agenda. Mr. Spratt agreed and outlined timelines between the Executive Committee and Board meeting.</p> <p><u>Mr. Simpson moved to combine the finance committee and legislative committee to the EC.</u>  <u>Motion: Simpson</u>  <u>Second: Deschaine</u>  <u>Motion carried.</u>  <u>Decision: 13 members voting yes; 0 members voting no.</u></p> <p><b>Community Paramedic Workgroup</b>  Mr. Spratt said that this spring we charged a group to meet and the Board came up with specific questions. This workgroup has not formed. We need to table this until the workgroup has formed to discuss the issues put to them.</p> <p><b>FY 16-17 Biennial Budget</b>  To be discussed in the ED report.</p>		
6.		<p><b>Consent Agenda</b>  None.</p>		
7.		<p><b>Closed Session</b>  Mr. Spratt said several Board members are participating in the Medical Director’s Conference and due to the earlier than usual conference starting time the closed session to discuss disciplinary matters requires a quorum; therefore, the Board will hold the closed session next. The closed session is to deal with disciplinary action per Minnesota Statutes 13D.05.</p> <p>Information was presented to Board members for a decision on disciplinary matters.</p>		
8.	H	<p><b>Executive Director’s Report</b>  Ms. Biladeau said that the interest of time the Executive Director Report focus would be to provided highlights for Fiscal year 2016-2017 Biennial Budget and associated statutes based on the Executive Committee October 16, 2014 meeting.</p> <p>Ms. Biladeau referred members to the following documents in the Board packet to provide detailed information on the budget and legislative overview.</p> <ul style="list-style-type: none"> <li>- EMSRB 2015-17 Budget and Legislative Educational Overview</li> <li>- EMSRB 2015-17 Budget and Legislative Frequently Asked Questions</li> </ul>	Information	Pamela Biladeau

	<p>- EMSRB FY 2016-2017 Biennial Budget Targeted Increases</p> <p>The EMSRB is not sustainable as it currently exists. Operational costs increase 7% annually, for example, Health Professional Services Program (HPSP) is asking Boards to cover an increase with the EMSRB's portion over \$9,000. The agency cannot absorb increased costs for rent, technology and other operational costs.</p> <p>What will happen if additional funding is not approved? There have been Board discussions regarding priorities and cutbacks. The path is unsustainable. The Board will be asked to identify mission critical activities, cut back on services provided and communicate these cut backs to impacted stakeholders.</p> <p>The Executive Committee communicated their desire to increase fees but not impact the volunteers.</p> <p>Ms. Biladeau referred to the FAQ handout and highlighted Executive Committee discussions of committing to increasing speed up to previous levels by a specified date that could be reported in the Board metric.</p> <p>Mr. Spratt said that this document was developed after the EC meeting on August 19, 2014. We realize this is a sensitive issue. What is the value add. What happens if the fees do not increase? If we maintain status quo we are \$90,000 short because of the cost increases.</p> <p>Mr. Spratt said that the legislature has asked us to look at increasing fees.</p> <p>The budget process is going on now and will be submitted in early October. We are discussing this for the legislative process. We are looking at the structure of the EMSRB which is different than health related licensing boards.</p> <p>Mr. Spratt said that we want a professional standard for EMS. We targeted paramedics because they are paid staff. We do not want to impact greater Minnesota communities. Paramedics have a higher salary scale.</p> <p>Mr. Spratt said the packet has 16-17 budget documents. This document discusses current fees and other HLB's ability to cover fees. We provided scenarios to increase fees with the idea of easing into this. There are four categories for consideration (certification, licensing, education programs and fines for violations).</p> <p>Mr. Guiton said we discussed fees that fire fighters pay.</p>		
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	<p>(\$75.00 for a three year registration)</p> <p>Mr. Spratt asked if this is something we want to do?</p> <p>Mr. Spratt said our goal is to open the conversation. We are looking for 20% of the operating budget and we need further discussion on how to get to the end.</p> <p>Dr. Ho said that we want to be cautious of fines. This may set a wrong precedence. Don't use this to offset a deficit.</p> <p>Dr. Ho left the meeting (to present at the conference).</p> <p>Mr. Guiton said some boards have authority to set fees.</p> <p>Ms. Hartigan asked if the fines are specifically related to data practices. Ms. Biladeau said that we have authority to fine ambulances and education programs for violations of statute and may be combined with correction orders.</p> <p>Mr. Guiton said that we considered charges per 911 ambulance calls. (\$1.00 per call)</p> <p>Dr. Thomas said that she is a medical director for an all-volunteer rural BLS service. The last fee change was 1999. Fifteen (15) years is a long time.</p> <p>Dr. Thomas suggested a fee for volunteers because we do not want to set up a protected class. A small charge for volunteers would be reasonable because they would be most affected by cuts at the EMSRB.</p> <p>Mr. Spratt said that if we do not have a decision today we would need to have another meeting in a week. If we have a budget shortfall what do we not do.</p> <p>Mr. Coyne said we need to add value, this would make the EMSRB whole and remove the deficit and we would need to look at staff tasks.</p> <p>Mr. Spratt said we spend a lot of resources on ambulance inspections. Pam is looking at these issues for staff to add value to services based on risk mitigation. Mr. Spratt provided an example of the scenario of inspections that occurred in several days and asked what was accomplished. Ambulance inspections have not changed in a number of years. We need to change how we do things for what is right for today.</p> <p>Ms. Biladeau said that statutory requirements have increased while the budget has not increased; for example, expanding the EMSRB role from ambulance services to community</p>		
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	<p>paramedics operating in private homes; we have limited resources to assess public health and safety risks in home setting vs. those in place for ambulance services.</p> <p>Dr. Fink-Kocken suggested a schedule of increases for six years. This can be progressive to lessen the blow of the impact.</p> <p><u>Motion that the EMSRB seek legislation to allow the Board to set and collect fees to support the operational budget and administrative disbursement of funds. Staff would be allowed to propose terminology changes to align with state definitions.</u></p> <p><u>Motion: Deschaine</u></p> <p><u>Second: Guiton</u></p> <p><u>Motion carried.</u></p> <p><u>Decision: 11 members voting yes; 0 members voting no.</u></p> <p>The Board discussed fee amounts for various categories.</p> <p>Dr. Fink-Kocken said that the agency does not have civil penalty authority in statute. Other boards have this in statute. This would allow us to impose a penalty for egregious violations.</p> <p>Dr. Thomas asked if this would offset the 1.3 million dollar operating budget by 25%. Ms. Biladeau said that this does not recover the uncovered administrative costs for dispersing grants and reimbursements to the EMS Community.</p> <p>Ms. Biladeau’s review of the FAQs said that current EMSRB operational costs covered by licensing fees are at 6%; while most health licensing boards cover 100% of their entire budget and increase fees when responsibilities are added to their statute.</p> <p>Additional discussion related to 911 ambulance service runs included the amount and how to fees would be collected. If a \$3.00 fee was collected per run all other fees could be eliminated.</p> <p>Mr. Coyne said that this would be a tax. Dr. Thomas said that our money has been diverted before. We want to collect licensing fees.</p> <p>Ms. Deschaine said that she does not think that \$15 for an EMT license every two years is a hardship.</p> <p>Mr. Spratt asked members to consider this proposal and if it is within a specific set of parameters we would not need a special Board meeting.</p> <p>Mr. Spratt said that the Board will take a five minute break.</p>		
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	<p>Ms. Deschaine asked if this would be supported at the governor's office.</p> <p>Mr. Guiton said that the legislature asked us about fees.</p> <p>Ms. Biladeau said that we based this on the assumption of budget increases given to other general funded health licensing boards when requests included solutions to recover the budget increase request, such as fee increases.</p> <p>Ms. Biladeau said that fee increases would require a change in statutory language.</p> <p>Mr. Spratt asked for a motion to support the language discussed and outlined below.</p> <p><u>Motion:</u></p> <ul style="list-style-type: none"> <li>• <u>Paramedic \$50 for every two years.</u></li> <li>• <u>EMT \$15.</u></li> <li>• <u>EMR to cover administrative fee to be determined.</u></li> <li>• <u>\$600 dollar (biannual) for ambulance license and \$200 per vehicle</u></li> <li>• <u>Violation fees to be determined.</u></li> <li>• <u>Education program fee \$200.</u></li> </ul> <p><u>Motion: Deschaine.</u>  <u>Second: Fink-Kocken.</u>  <u>Motion carried.</u>  <u>Decision: 11 members voting yes; 0 members voting no.</u></p> <p>Dr. Thomas suggested a letter needs to go to affected people to support this.</p> <p>Mr. Spratt said we would modify FAQ and have information available on the website.</p>		
9.	<p><b>Committee Reports</b></p> <p>Mr. Spratt asked to layover reports to the next Board meeting.</p> <ul style="list-style-type: none"> <li>• Health Professionals Services Programs (HPSP)</li> </ul> <p>Ms. Deschaine reported that there were several legislative changes including: (timeframe after discharge for reporting to the Board is 30 days suspension. We are able to suspend for 30 days.</p>	Information	Committee Chairs
10	<p><b>New Board Business</b></p> <p>Mr. Spratt asked members who would be interested in the secretary/treasurer position to contact him.</p>	Information	Kelly Spratt

11	<p><b>Adjourn</b>  <u>Motion: To adjourn.</u>  <u>Motion: Hable.</u>  <u>Second: Simpson.</u>  <u>Motion carried.</u>  <u>Decision: 11 members voting yes; 0 members voting no.</u>  <u>Meeting adjourned 11:34 a.m.</u></p>	Decision	Kelly Spratt
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