

Meeting Minutes

Emergency Medical Services Regulatory Board Executive Committee (EC)

Thursday, June 18, 2015, 10:00 a.m. – 12:00 p.m.
University Park Plaza
Conference Room A, 4th Floor

Attendance: J.B. Guiton, Board Chair; Matthew Simpson, Vice Chair; Megan Hartigan, Secretary/Treasurer; Jeffrey Ho, M.D., At-Large Board Member; Tony Spector, Executive Director, Robert Norlen, Field Services Supervisor; Chris Popp, Compliance Supervisor; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General.

1. Call to Order – J.B. Guiton, Board Chair

Mr. Guiton called the meeting to order at 10:09 a.m.

2. Approve Agenda – J.B. Guiton

Mr. Guiton said he would like to add to the agenda discussion on a vendor opportunity for the Medical Director's conference.

Motion: Dr. Ho moved to approve the June 18, 2015 Executive Committee meeting agenda with the noted vendor opportunity addition to the agenda. Mr. Simpson seconded. Motion carried.

3. Approval of EC Meeting Minutes

- April 16, 2015 Executive Committee Minutes

Motion: Mr. Simpson moved to approve the Executive Committee meeting minutes for April 16, 2015. Dr. Ho seconded. Motion carried.

Approval to Move May 21, 2015 Draft Board Minutes to July 2015 Board Meeting Consent Agenda

- May 21, 2015 Draft Board Meeting Minutes

Motion: Ms. Hartigan moved to move May 21, 2015 draft board minutes to consent agenda for the July 16, 2015 Board meeting. Dr. Ho seconded. Motion carried.

4. Public Comment – J.B. Guiton

The public comment portion of the Executive Committee meeting is where the public may address the Executive Committee on subjects which are not part of the meeting agenda. Persons wishing to speak must sign-in on the participation form provided at the meeting room door prior to the start of the meeting. Please limit remarks to 3 minutes. The Executive Committee will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to issues or concerns expressed will be made via letter or phone call within a week and in some cases referred to the full Board.

There was no public comment.

5. Board Chair Report – J.B. Guiton

Mr. Guiton formally welcomed Mr. Spector as the new EMSRB Executive Director.

- Status of New Board Appointments

Mr. Guiton said there was a delay by the Governor's office in making the appointments. We now have an applicant for the public health position. The background checks are occurring. We hope to have an announcement at the end of the week. The Board members whose terms expired January 1 will no longer be board members after June 30 unless they are re-appointed by the Governor.

Mr. Simpson said he is willing to be a representative for HPSP. Mr. Guiton said this appointment will occur in July.

6. Executive Director Updates – Tony Spector

Mr. Spector thanked Mr. Norlen for his assistance during this transition.

- Agency Budget Update

Mr. Spector provided a handout.

- Data Practices – Designation of Responsible Authority

Mr. Spector said every state agency must have a responsible authority. A board resolution is required for appointing the responsible authority. The EMSRB does not currently have this designation in place. This designation will include information on which staff has access to data.

Mr. Guiton said the Board has designated signature authority and the Executive Director has that authority with Mr. Norlen also having signature authority, as a backup.

Motion: Ms. Hartigan moved to include the data practices resolution in the consent agenda for the July 16, 2015 Board meeting. Dr. Ho seconded. Motion carried.

- State District Court Records Access

Mr. Spector said investigation of criminal actions and/or conduct is one of the responsibilities of the EMSRB. The EMSRB has access to public records. In addition, the EMSRB would like to be able to access public court records. This would require a subscription agreement. This would aid in the protection of the public health and safety. Mr. Spector provided a demonstration of record access.

Dr. Ho asked if other boards do this. Mr. Schaefer said all the health related licensing boards will have implemented background check procedures by January 2018. This requires the ability to collect finger prints and access to FBI records. Dr. Ho asked if this would be considered an overly punitive action. Dr. Ho agreed that the EMSRB should have access to this information. Mr. Spector said that this would provide more information to investigate a case. This is not discipline – it is a step in the process.

Mr. Guiton asked if the EMSRB should be considering fingerprinting also. Mr. Schaefer said that it should be considered. Mr. Guiton said this would be a discussion to have before the next legislative session.

Mr. Guiton asked for this topic to be place on the agenda for the July Board meeting.

- U.S. Supreme Court Case – Impact on Regulatory Agencies

Mr. Spector said that the EMSRB received information regarding cases in other states about violation of anti-trust laws to oppose monopolies. (Handouts provided) Board members discussed the information provided. If the Board has specific questions, legal counsel can be consulted.

- Legislation – HF 423

Mr. Spector said he met with Minnesota Ambulance Association staff and others to discuss HF 423. The EMSRB has developed talking/thinking points.

Mr. Norlen said that from a regulatory standpoint there may need to be multiple services covering an area during the amount of time allowed in the law. The licensee is responsible for covering their license. We need to assure coverage to the public as required by applicable statutes and rules.

Mr. Guiton said the EMSRB may seek cleanup language in the next legislative session because we do not want conflicting statutes.

- Regional System Grant Contracts – FY 2016 & 2017

Mr. Popp said that the contracts are complete and are being signed by the regional programs.

- Cooper/Sams Volunteer Award Program

Mr. Spector said information has been provided to ambulance services to submit applications for service claims. The information needs to be provided to the EMSRB office by August 1. If an award is being claimed that application must be submitted by October 1.

- Volunteer Education Reimbursement – Update

Mr. Spector said that the EMSRB still needs to receive additional applications for reimbursement to meet our goal to fully spend the funds. We are currently at 65% of that goal. If there are funds remaining after the close of the fiscal year the money would be distributed to the regional programs as required by statute.

Mr. Spector said he wanted to have a discussion in the future regarding cost of EMT classes and the allowed reimbursement. Mr. Guiton said that the EMSRB may want to consider increasing the reimbursement amount.

7. New Executive Committee Business – J.B. Guiton

Dr. Ho asked the Board to consider a vendor presence at the Medical Director’s conference in Alexandria. Mr. Spector has been asked to speak at the conference. Mr. Guiton said that it would be worthwhile to pay staff time for this effort.

8. Adjourn – J.B. Guiton

Motion: Mr. Simpson moved to adjourn the meeting. Dr. Ho seconded. Motion carried. Meeting adjourned 11:55 a.m.

Next Executive Committee Meeting: Thursday August 20, 2015, 10:00 a.m.