

**Emergency Medical Services Regulatory Board  
Executive Committee (EC)**

**Thursday, August 20, 2015, 10:00 a.m. – 12:00 p.m.  
Conference Room A, 4<sup>th</sup> Floor**

**Minutes**

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

1. **Call to Order** – J.B. Guiton, Board Chair – 10:00 a.m.  
Mr. Guiton called the meeting to order at 10:09 a.m.

2. **Approve Agenda** – J.B. Guiton

Dr. Ho moved to approve the agenda for the August 20, 2015 Executive Committee meeting. Ms. Hartigan seconded. Motion carried.

3. **Approval of Executive Committee Meeting Minutes**

Mr. Miller moved to approve the Executive Committee meeting minutes for June 18, 2015. Ms. Hartigan seconded. Motion carried.

**Approval to Move July 16, 2015 Draft Board Minutes to September 11, 2015, Board Meeting  
Consent Agenda**

Mr. Simpson moved to move the July 16, 2015 draft Board minutes to consent agenda for the September 11, 2015 Board meeting. Mr. Miller seconded. Motion carried.

**Budget Presentation**

Mr. Spector asked Juli Vangsness, Director of the Administrative Services Unit to come to the meeting and provide an overview of the EMSRB budget. Ms. Vangsness provided a handout and a brief explanation of the EMSRB budget that included a summary review of the 2014 – 2015 budget biennium that concluded on June 30, 2015, as well as a summary introduction of the 2016 – 2017 biennium that began on July 1, 2015. Ms. Vangsness explained that there will be unanticipated expense increases for MTiT services that were not contemplated when the budget had been set. There also will be increases to payroll and employee benefit expenses because the budget was set before contract negotiations with bargaining units had concluded. Mr. Guiton thanked Ms. Vangsness for her work for the Board.

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.*

None.

**5. Board Chair Report – J.B. Guiton**

**• Data Policy Standing Advisory Committee (“DPSAC”) Update on August 10th Meeting**

Ms. Hartigan said the committee met and presentations were provided by Karen Jacobson of NEMSIS and Joe Graw and Chris Patera of ImageTrend.

**• DPSAC Recommendations for Filling Current Committee Vacancies**

Mr. Norlen said that a person representing public health is interested in serving on DPSAC. In addition, DPSAC is seeking a recommendation from the Minnesota Ambulance Association for the second vacant committee position and is hoping for this position to be filled by a person from greater Minnesota.

Mr. Guiton asked if we will have a report to the Board in January. Ms. Hartigan said that some deadlines have changed. Mr. Norlen said that NEMSIS has deadlines for the timeframe when they are stopping collecting data in the old version and moving to the new version. Mr. Norlen said that the committee will bring recommendations to the Board for the move to the newest version.

**6. Executive Director Report – Tony Spector**

Mr. Spector said he is finished with his EMT class and needs to take his National Registry written exam. Then he will have his EMT certification.

**• Community Paramedic Education Program Approval**

Mr. Spector said that he was asked by a member of the public why there is a moratorium on Community Paramedic Education Programs. This moratorium was the result of a previous Board decision made in March 2014, and although a workgroup was to be established to make recommendations to the Board at its September 2014 meeting, no such workgroup ever was established.

Mr. Guiton said this issue should be re-opened. He suggested the Medical Direction Standing Advisory Committee (MDSAC) should discuss this topic.

Ms. Hartigan referred members to the <http://communityparamedic.org/> website that provides information on Community Paramedic Program accreditation.

Mr. Schaefer said that the program must be Board approved. Mr. Norlen said that staff developed a program review process that included a site visit and program standards.

Mr. Guiton said that the interested entity should apply and then this would come before the Board for a decision.

Mr. Miller said that the Board will also need to address the Community EMT. There was further discussion about utilizing the process for Community Paramedic to frame the conversation for Community EMT.

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

**Change to Board Internal Operating Procedures**

Mr. Guiton suggested the chair of the MDSAC should be included in the membership of the Executive Committee. He asked that this be added to the September Board meeting agenda.

Mr. Guiton said that we had Board members appearing by telephone at previous Board meetings. Mr. Spector said we should review the relevant statutes and discuss with Attorney General’s office whether such appearances are authorized by statute. Mr. Guiton said this will be discussed again by the Board.

**8. Adjourn – J.B. Guiton – 12:00 p.m.**

Dr. Ho moved adjourn. Mr. Simpson seconded. Motion carried. Meeting adjourned at 12:08 p.m.

**Next Executive Committee Meeting: October 29, 2015, 10 a.m.**