

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Agenda
October 18, 2018, 10:00 a.m.
2829 University Avenue Southeast
University Room – First Floor
Minneapolis MN 55414

[Map and Directions](#)

1. Call to Order – 10:00 a.m. Attachments

2. Review and Approve Agenda – 10:02 a.m.

3. Public Comment – 10:05 a.m.

The public comment portion of the Board meeting is where the public is invited to address the Committee on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.

4. Review and Approve Meeting Minutes – 10:10 a.m. M 1

5. Board Chair Report – 10:15 a.m.

- Children’s Minnesota Ambulance License Application – Status Update

6. Executive Director Report – 10:30 a.m.

- Agency Report
- eLicensing Update

ED 1

7. Committee Reports – 11:00 a.m.

- CRP/HPSP
- Medical Direction Standing Advisory Committee
- Legislative Ad-Hoc Work Group

8. New Business – 11:15 a.m.

9. Closed Session – 11:20 a.m.

Closed per Minnesota Statutes §144E.28, subd. 5 and Minnesota Statutes §13D.05, subd. 2(b) (Complaint Reviews)

10. Re-Open Meeting – 11:45 a.m.

11. Adjourn – 11:48 a.m.

If you plan to attend the meeting and need accommodations for a disability, please contact Melody Nagy at (651) 201-2802. In accordance with the Minnesota Open Meeting Law and the Internal Operating Procedures of the Emergency Medical Services Regulatory Board, this agenda is posted at:

www.gov/boards/emsrb

Next Meeting:

December 20, 2018 – 10:00 a.m.
2829 University Avenue Southeast
University Room, First Floor
Minneapolis, MN 55414

Attachment Key:

M = Minutes

ED = Executive Director Report

**State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Minutes
August 16, 2018**

Attendance: J.B. Guiton, Board Chair; Megan Hartigan; Kevin Miller; Matt Simpson; Tony Spector; Executive Director; Tanner Berris, Office Specialist, Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General

Absent: Aaron Burnett, M.D; Jeffrey Ho, M.D.

1. Call to Order – 10:00 a.m.

Mr. Guiton called the meeting to order at 10:15 a.m. Mr. Guiton suggested moving the closed session to the end of the meeting.

2. Oath of Office – 10:18 a.m.

Mr. Guiton explained that in order for Megan Hartigan to vote on matters before the committee, she would need to take her Oath of Office. Doing so would assure a meeting quorum. Ms. Hartigan thereafter took the Oath of Office.

3. Review and Approve Agenda – 10:25 a.m.

Motion: Mr. Simpson moved to approve the agenda and move the closed session to the end of the meeting. Mr. Miller seconded. Motion carried.

4. Public Comment – 10:28 a.m.

The public comment portion of the meeting is where the public is invited to address the Committee on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.

None.

5. Approve Minutes – 10:30 a.m.

Motion: Mr. Miller moved to approve the minutes from the February 15, 2018, Executive Committee meeting. Mr. Simpson seconded. Motion carried.

6. Board Chair Report – 10:32 a.m.

Community EMT Pilot Project Presentation

Mr. Guiton said the Community EMT education pilot project to be offered by Hennepin Technical College was approved by the Board back in January 2017. A second pilot was approved by the Board with the understanding that Hennepin Technical College would report to the Board as to the program's outcomes, lessons learned, and other information deemed helpful to the Board as it considers approving Community EMT education in Minnesota. Hennepin Technical College's presentation before the committee will allow the committee to provide clarification and guidance before a presentation is made to the full Board at the September meeting.

Mr. Guiton introduced Saint Louis Park Fire Chief Steve Koering, Anne Mathiowetz from Hennepin Technical College, and Amber Lage, Deputy Chief of EMS at the Minneapolis Fire

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Department. All three presented information on the two pilot programs. This presentation included a power point. Mr. Guiton said the Board is being asked to approve the Community EMT education program that will lead to the credentialing of Community EMTs in Minnesota. Because this is a first relating to Community EMT education, the Board is being cautious in moving forward. Mr. Guiton said the Board will be seeking a working definition of a Community EMT including the responsibilities of a Community EMT.

Mr. Koering spoke about the roles and responsibilities of the Community EMT and explained that the curriculum differentiates emergency response from community response. Ms. Lage said the second pilot course was much more successful than the first course. Mr. Koering said a template can be created to be shared with other teaching institutions.

Ms. Hartigan asked for feedback from the work the Community EMT is doing. Mr. Koering said they are conducting a survey with the patients at 30 days and 60 days after the Community EMT visit.

Mr. Spector explained that because the Board creates policy and staff executes policy, it is important for Board members and staff to understand the Community EMT education program as well as the roles and responsibilities of the EMSRB-certified Community EMT. Mr. Spector asked questions pertaining to the curriculum, how student classroom and clinical performance is evaluated, and the manner in which the education program assures competency and proficiency. Mr. Spector also inquired about the examination process, explaining that occupational credentials issued by the State require a competency evaluation often in the form of an examination.

Mr. Koering said the clinical setting is monitored. The Community EMT is not doing anything outside the EMT skill set that they have been trained and certified at the National Level. Ms. Lage stated that there is no evaluation or testing found in the course.

Mr. Guiton suggested the signature of a medical director on an assessment tool would provide assurance to the Board of the student's competency. Mr. Spector said definitions are needed for approval at the State level. A measurement tool is needed for evaluation/inspection.

Mr. Koering said the program is meeting the statute. The program needs to be scaled for statewide and national curriculum. The response model requires revenue. The process needs to be formalized for presentation to the Board.

Children's Minnesota Ambulance License Application – Status Update

Mr. Spector said the contested case hearing will begin on Monday, September 24, 2018 and proceed through Friday, September 28, 2018. The EMSRB is proceeding with publishing the Notice of Hearing in accordance with the statutory requirements. There was a prehearing conference held before the Administrative Law Judge on July 27, 2018. The parties listed in the case were notified of this conference. Mr. Schaefer said other interested persons were informed of this conference. Mr. Guiton said anyone that submitted an objection was informed of the prehearing conference.

Mr. Spector said statute requires the administrative law judge to provide written recommendations to the Board within 90 days after publication in the State Register. The EMSRB will be posting the pre-hearing order and publishing information on the EMSRB website. Interested persons will be notified of this hearing and that they have a deadline by which they must notify the State whether they wish to present information on the case.

Mr. Schaefer said subpoenas were issued and protective orders have been approved by the Administrative Law Judge. Mr. Schaefer said the Board does not have a formal position in this case. At its May 2018 meeting, the Board voted to take no position as to the application.

Mr. Miller said once the recommendation has been received from the administrative law judge the Board will need to have a hearing and take a final action on the recommendation. Mr. Miller asked about Board members who may have a conflict of interest. Mr. Schaefer said that a Board member must consider if they have a conflict of interest and follow the statute. A Board member must consider whether he/she can be objective/fair in their decision and consider what is best for the citizens of Minnesota. Board members need to be aware of perceived conflict of interest. Conflicts of interest issues could be used as grounds for appeal. Board members must declare their conflict of interest. Mr. Schaefer suggested that a discussion could take place with Board members before the Board hearing regarding their conflict of interest. A majority of the voting members must approve the final Board decision. A Board member with a conflict of interest should not participate in the deliberation before the Board's decision.

7. Executive Director Report – 11:55 a.m.

Agency Report

Mr. Spector said he is working with a consultant from the Management Analysis Division to write position descriptions for the following positions: grants and financial manager, data manager, and senior investigator. He said that his next priorities would be to work on a paralegal position, an education coordinator and an office support staff position. He said he will be re-tooling the EMS Specialist position, including evaluating the home-based-office versus a more centralized model where staff work in the Minneapolis office. He said he is evaluating home/field-based versus Minneapolis-office-based as it relates to how the agency accomplishes its mission. Mr. Spector provided a map of the State and discussed travel from a home office versus having staff centrally located and travel for inspections. He suggested that with current technology this can be better managed.

Mr. Spector said the EMS Specialist position is classified as a State Program Administrator Senior and is working with the consultant and the human resources function to determine whether the position is under-classified. Mr. Spector said he wants to inform the Executive Committee of his organization structure and staffing model/staffing intentions because he does not want these decisions to be made in a vacuum. Mr. Spector said he is meeting with the SmART Financial Manager to consider his long-term budget for hiring.

Mr. Spector said he is having a discussion with ImageTrend regarding billing for hosting the MNSTAR data. The contract with ImageTrend ends August 18. ImageTrend is proposing higher rates for the next three years. Mr. Spector said he is looking at the budget for this.

Mr. Spector said there have been some recent issues with ASU submitting invoices to the EMSRB for additional IT costs. He said he has had discussions with MNIT to have the EMSRB pay our costs separately.

eLicense Update

No report was given due to time constraints.

8. Committee Reports – 12:15 p.m.

CRP/HPSP

Mr. Simpson said the HPSP final report for Fiscal Year 2018 has been received.

Data Policy Standing Advisory Committee

Ms. Hartigan said she had no other report than what Mr. Spector has shared.

Legislative Ad-Hoc Work Group

Mr. Miller said he would like to have a work group meeting in Alexandria. He asked Mr. Spector how to get the redline changes made for the statutes. Mr. Spector said he will share the contact information for staff at the Revisor's office. Mr. Miller said he will call to ask for their assistance.

Mr. Miller asked Mr. Spector what other legislative items should be considered such as funding for staff. Mr. Spector replied that additional funding would be needed for an education coordinator and an assistant to the executive director.

9. Closed Session – 12:30 p.m.

Closed per Minn. Stat. § 144E.28, subd. 5 and Minn. Stat. § 13D.05, subd. 2(b) (*Complaint Review Panel*)

Disciplinary actions were discussed.

10. Re-Open Meeting – 12:50 a.m.

Mr. Guiton re-opened the meeting.

11. New Business – 12:52 a.m.

None.

12. Adjourn – 12:54 p.m.

The meeting adjourned at 12:54 p.m.

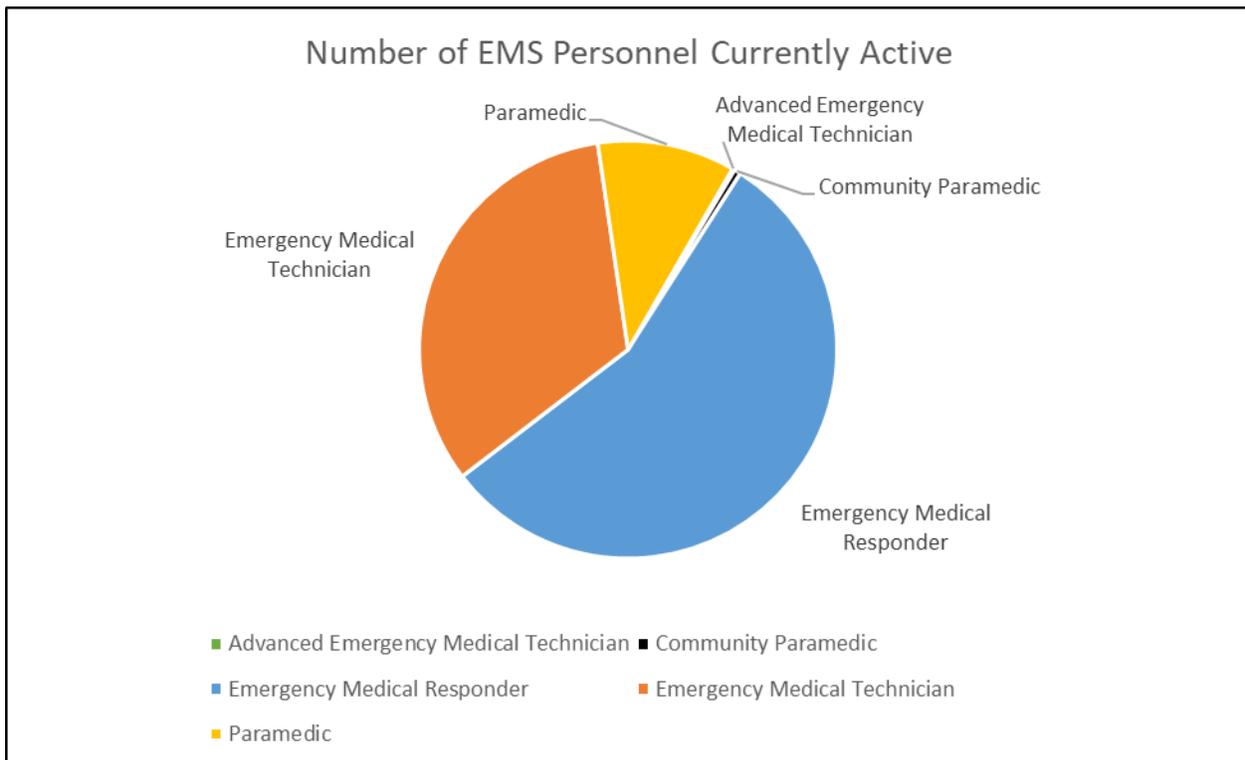
Reviewed and Approved By

Megan Hartigan (by email)
Secretary/Treasurer

10/4/18
Date

Number of EMS Personnel Currently Active

Number of EMS Personnel by Certification Level	
Emergency Medical Responder (EMR)	16,491
Emergency Medical Technician (EMT)	9,807
Advanced Emergency Medical Technician (AEMT)	56
Paramedic	3,163
Community Paramedic	151
Total:	29,668

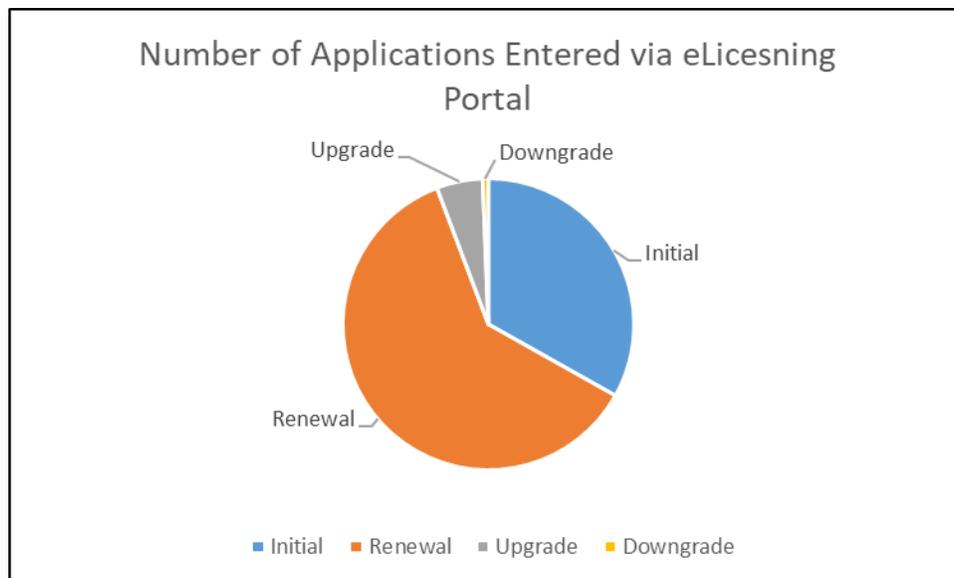


Current as of 10/10/2018 at 7:00 pm

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.

Number of Applications Entered via eLicensing Portal

Number of EMS Personnel by Certification Level	
Initial Applications	6,510
EMR Initial Application	4,006
EMT, AEMT, Paramedic Initial Application	2,504
Renewal	11,999
EMR Renewal Application	6,359
EMT Renewal Application	3,902
AEMT Renewal Application	22
Paramedic Renewal Application	1,501
Community Paramedic Renewal Application	215
Upgrade	1005
Upgrade to EMT	635
Upgrade to AEMT or Paramedic	254
Upgrade to Community EMT	92
Upgrade to Community Paramedic	24
Downgrade	124
Downgrade Certification Application	124
Total:	19,638



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