

**February 20, 2014, 10 a.m.
 Executive Committee
 MEETING MINUTES**

**Emergency Medical Services Regulatory Board
 University Park Plaza, Conference Room A
 (See address above.)**

**Prepared by Melody Nagy on 3/4/2014
 Sent to Board Chair on 3/6/14
 Approved by Executive Committee on**

**Attended: Kelly Spratt, Chair (by phone); J.B. Guiton, Vice Chair (by phone); Paula Fink-Kocken, M.D.
At-Large; Pamela Biladeau, Executive Director; Greg Schaefer, AAG**

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		Call to Order Mr. Spratt called the meeting to order at 10:06 a.m.	Information	Kelly Spratt
		Approval of Agenda No changes were made to the agenda.	Decision	Kelly Spratt
2.	H	Minutes EC minutes <u>Dr. Fink-Kocken moved approval of the Executive Committee minutes from December 16, 2013. Mr. Guiton seconded. Motion carried.</u> Board Minutes <u>Dr. Fink-Kocken moved approval of the Board minutes from January 16, 2014. Mr. Guiton seconded. Motion carried.</u> <u>Next Steps: January 16, 2014 minutes should be included on the consent agenda for the Board meeting on March 20, 2014.</u>	Decision	Kelly Spratt
3.		Chair Report Board Appointments Mr. Spratt provided the EMSRB Member Appointments to Committees list and reported that there are currently multiple applicants for each category except for the sheriff. The sheriffs association will be contacted regarding the vacancy for "a representative of sheriffs," (144E.01 Subd. 1(8)). Epinephrine Mr. Spratt asked if there is any follow up for Board action.	Information	Kelly Spratt

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

	<p>Dr. Fink-Kocken referenced Minnesota Rules Chapter 4690.8300, regarding administration: subcutaneous and it is administered IM. Changing this would require a statutory amendment.</p> <p>Mr. Spratt said he considers this discussion closed. Further questions regarding protocol should be directed to ambulance service medical directors.</p> <p><u>Narcan BLS Medication Variance Proposal - BriefRidgeview Ambulance</u> has requested that EMTs be allowed to administer Narcan. Legislation relating to Narcan (HF 2307 and SF 1900 is being introduced by a private citizen. The committee discussed the effects and consequences of this medication.</p> <p>Mr. Spratt asked if the EMSRB should become involved. Dr. Fink-Kocken will request input at Medical Direction Standing Advisory Committee meeting on February 28, 2014.</p> <p><u>Executive Director's Retirement</u> Mr. Spratt said that Ms. Biladeau is intending to retire May 2015. The topic will be included on a future Executive Committee agenda.</p> <p><u>Next Steps:</u> Identify which Executive Committee meeting agenda to include the Executive Director Transition.</p> <p><u>Board Metrics</u> Mr. Spratt referred to the committee to the Handout 2014 Board Priority Functions Metrics 1. <u>Next Steps:</u> <u>Mr. Spratt asked that this item be included on the Board consent agenda and then going forward the metrics would be regularly posted to the EMSRB website.</u></p> <p><u>Community Paramedic Education Program Review Workgroup</u> The minutes from the January 16, 2014 Board meeting indicate that the workgroup would report to the Board at their September 2014 Board meeting.</p>		
	<p>Executive Director's Report</p> <p>Appointments. See Chair's report above.</p> <p><u>Non-EMSRB Meeting Attendance</u> Mr. Spratt said that there were questions raised at the Board meeting about staff attending meetings on Non-EMSRB organization.</p> <p><u>Next Step:</u> Determine which Board meeting agenda to include the EMS Regional Program meeting participation, as the EMSRB administers the grant. <u>Website and Marketing Request. Next Steps:</u> <u>Include in future Board agenda discussion item for marketing requests.</u></p>		
6.	Ad Hoc Performance Management work group - Project Update	Information	J.B. Guiton

	<p>Mr. Guiton provided a brief update on the ad hoc Performance Management work group (Work group) activities and requested inclusion of informational documents in the March 20, 2014 consent agenda.</p> <p>Mr. Spratt indicated that he would like a discussion of the Workgroup progress and activities at the full Board meeting. Mr. Guiton requested that Ms. Rapacki also be present at the March 20th meeting to provide a brief overview of Results Based Accountability and orient the full Board to the methodology. He also requested an opportunity to pilot a “refresher” quiz for Board members. Ms. Rapacki provided the following documents for review and discussion at the full Board meeting: 1) Results Based Accountability Storyboard and 2.) Health Licensing Board comparison. A “refresher” quiz and the process for incorporating it into the meeting will be finalized prior to the full Board meeting on March 20, 2014.</p> <p>Information provided in the workgroup’s efforts and timelines were discussed in association with the Board’s current activities.</p>		Julie Rapacki
9.	<p>New Business Ms. Biladeau reported on recent problematic system errors with the E-licensing application which are affecting EMS Personnel, Education Programs, and Ambulance Services. Staff is working with Minnesota Information Technology to resolve the immediate issues; but a longer term solution will be needed.</p>	Information	Kelly Spratt
10.	<p>Adjourn Meeting adjourned at 12:06 p.m.</p>	Decision	Kelly Spratt