

Summary Minutes

Emergency Medical Services Regulatory Board

Executive Committee Meeting
Wednesday, August 11, 2010, 9:00 a.m.
2829 University Avenue SE, Suite 310
Minneapolis, Minnesota

Executive Committee

Members Present

James Rieber (by phone)
Paula Fink-Kocken, M.D. (by phone)
Pat Lee (by phone)
Kevin Miller

Guests

Bill Snoke (by phone)

Staff Present

Katherine Burke Moore
Melody Nagy
Mary Zappetillo

Members Absent

Gary Pearson

I. Call to Order

Mr. Miller called the meeting to order at 9:05 a.m.

II. Approval of Agenda

Mr. Rieber requested that “Update on Goals” be add to the agenda. Mr. Lee moved approval of the amended agenda. Dr. Fink Kocken seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, and Mr. Rieber. Motion carried.

III. Approval of Minutes

Mr. Rieber moved approval of the July 15 minutes. Mr. Lee seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, and Mr. Rieber. Motion carried.

IV. Budget Preparation Process

Ms. Burke Moore said that we are waiting for instructions from Minnesota Management and Budget (MMB) to prepare our budget for the next biennium. MMB tells agencies how to prepare the budget. We are anticipating that by September 15 we should have directions and a timeline to prepare a budget.

Ms. Burke Moore said that she met with Ms. Vangsness twice to discuss budget issues and the closing of the fiscal year 2010 budget. Ms. Burke Moore said that FY10 ended June 30. Ms. Burke Moore said that at the end of June we had spent 89% of the budget but still had June’s bills to pay. When those bills were paid we were at 97%. It was good to see that we were able to stay within the budget. Mr. Miller asked how much we are carrying forward. Ms. Burke Moore said that it would be approximately 3% and she would confirm the number with Ms. Vangsness.

Mr. Rieber asked about the budget preparations that were asked for. Ms. Burke Moore said that she prepared a worksheet showing the amount a 5%, 10%, and 15% cut would be for EMSRB. She provided the numbers for each cut. Mr. Rieber asked what we would do with the operations with these cuts.

Ms. Burke Moore said that would be determined by MMB – that agency will give agencies directions for preparing budgets and implementing any cut. Mr. Rieber said that

we need to know how we will operate with these cuts. Ms. Burke Moore said that we should put together reductions based on actual fact and direction. It is not like she is unable to manage a budget. With her management we got through the previous year with a \$450,000 cut.

Mr. Rieber said that we directed you to provide information on how those cuts would affect the agency. It is very clear what we wanted done. You work for the Board. You take directives on the management of the finance from MMB. MMB has no authority over your job. They give direction on budget preparation.

Mr. Miller said that the \$450,000 cut was messy. There were a lot of questions on how this was done. We want to have a plan on what would happen if there are cuts. We know there will be substantial cuts. I don't think that it is good planning to not have a plan in place. Ms. Burke Moore said that the plan should be based on the instructions MMB provides; the board does not determine the amount of agency budget reductions. Putting together a plan for a reduction amount that has not been identified is not useful.

Mr. Rieber said that we need to be able to tell the legislature what the agency will not be able to do. For instance we would have to cut staff and we would only do inspections every four years. We need to have the information. We cannot wait for someone else to do our job. The Board is responsible for every function of the agency. We have delegated some of these tasks to the Executive Director.

Ms. Burke Moore said that the Board does not determine what cuts the agency will take. The majority of a 5% cut would come out of the regional programs. We have already made reductions in our operational costs by returning one vehicle and leaving positions open.

Mr. Miller said that when you were at the legislature you were making statements on the cuts. We cannot make an assumption that the cuts will be across the board. The Board needs to be in agreement of our plan. It is not an option to debate this with us.

Mr. Rieber said that the governor's process goes forward. Then it was changed at the legislature. If the proposed cuts from last year would have went through it would have been a 15% reduction. Mr. Rieber said that he felt that Ms. Burke Moore was not prepared to present at the legislature. We need to decide what services we will not provide. We lacked preparation last year. Are you going to do this or are we going to need someone else to prepare this for us. Ms. Burke Moore commented that the 15% cut was in a bill, not a part of budget preparations.

Ms. Burke Moore said that the budget must be prepared in accordance with MMB directives. Mr. Rieber said that we must have our preparations in place. Ms. Burke Moore said that she could have information prepared by the end of the day and send it by email, but MMB will provide the direction for the actual cuts – if any. Mr. Rieber said that we would look at this in relation to the Board goals and then we need to have a dialog on what cuts to make.

Mr. Rieber moved that the budget plan with 5, 10, and 15 percent reductions and what the change in service would be – be ready by the end of the week and available for the next meeting. Mr. Lee seconded. Ms. Burke Moore said that this must meet statutory requirements. Mr. Rieber said that we may suggest statutory changes. Mr. Miller said that

we must address how to meet statutory requirements in the plan. Mr. Rieber said that we may want to limit the EMS Specialists activities to inspections and investigations. Ms. Burke Moore said that she wants to know how we handle grant funded activities. Mr. Rieber said that the funds we receive must cover the costs associated with attending the meetings. Mr. Rieber said that we may want to change what grants we receive. Mr. Miller said that we had a lot of grant funded positions and when the funding dried up then we had to layoff staff. That is a risk to your budget.

Mr. Miller asked for a vote on the motion. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, and Mr. Rieber. Motion carried.

V. 2011 Legislative Session

Mr. Miller said that Ms. Burke Moore and I met to discuss issues for the next session. Ms. Burke Moore said that there was discussion of changes for the CRP. Mr. Miller said that the Attorney General's representative suggested an amendment to our statute to make it similar to the nursing statute.

Mr. Miller said that we discussed inspections and some things that are "grey areas". We want to have consistent inspections throughout the state. Mr. Rieber said that we are looking for an inspection compliance document –that lists the requirements for inspections. Ms. Burke Moore said that Mr. Norlen should be present for that discussion. Ms. Burke Moore said that we do not want to have that level of detail in statute – otherwise we would have to rely on the legislature to be in session and to approve any changes. So if equipment changes, we cannot update the inspection manual until they are in session and both the house and senate pass the bill.

Ms. Burke Moore said some legislative initiatives would address the national scope of practice that is being adopted across the country. The Education Standards workgroup has been discussing adoption of these changes in Minnesota. This would be a good initiative for the EMSRB to partner with the MAA. Would we want to move this forward this next legislative session.

Ms. Burke Moore said that there will be a housekeeping bill to remove outdated language. The EMS Specialists have reviewed language and have some suggestions. Mr. Miller and I plan to discuss this before a September meeting.

Mr. Rieber said that we need to discuss the requirements for variances. We need to discuss "wording on ambulances". If we move a vehicle to another town we are out of compliance with statutes because the name is wrong on the ambulance. Why is this required? Ms. Burke Moore said that the vehicle must match the license. Mr. Miller said that we contract with ALF and Allina has to move a truck to cover the base because it does not have the correct name on the vehicle. Mr. Miller said that Mr. Norlen said that enforcement is lenient on this. What is the valid reason to have the name on the vehicle. Mr. Rieber said that we do not want people to operate in violation of the law.

Mr. Miller said that the Legislative Committee will meet during the Alexandria meeting. This will be a short meeting and we would set future up meetings to discuss our legislative proposal in more detail.

Ms. Burke Moore said that she will share the information when she receives dates for legislative deadlines sometime this fall.

Mr. Rieber said that we decided that the Legislative Committee was supposed to be meeting in August. Mr. Miller said that Ms. Burke Moore and I met and we are ok at this point.

Mr. Miller said that we need to ask people to bring their calendars to the meeting.

VI. Medical Director Discussion

Ms. Burke Moore provided a document on various duties of a medical director – which included the tasks from the first contract to the latest contract. Ms. Burke Moore said that the board’s physicians had a conference call and I am waiting for a report from that meeting. Dr. Thomas will be providing information. Mr. Rieber said that he is also waiting for this document.

Dr. Fink Kocken provided information from the conference call. She said that the chair of the MDSAC (Dr. Thomas) would do most of the immediate assistance to the EMSRB as requested. If that person is not available then one of the other two physicians would be requested. Dr. Satterlee would attend STAC meetings and Dr. Fink Kocken would be the backup. The development of the Medical Directors course needs further discussion. Dr. Satterlee will be receiving information on the old course. Dr. Satterlee needs to discuss this with Ms. Burke Moore. NASEMSO is not yet determined – if it is coordinated with EMSC then Dr. Fink Kocken could attend. Ms. Burke Moore said that NASEMSO and EMSC usually do meet together. This was left open as availability presents. Ms. Burke Moore said that she would provide medical direction information to the physicians distributed by NASEMSO.

Ms. Burke Moore said that there still is a discussion needed about conflict of interest of a Board member performing duties of a contractor. Ms. Burke Moore said that she discussed this with Cindy Benton and Nathan Hart and will provide more information when available. Mr. Rieber said that we may need to make a legislative change. Mr. Miller said that we need to know what would be considered a conflict. Ms. Burke Moore said that the Board sets policy and the Board may decide that that there are duties that the physician would get paid for. Mr. Miller said that they can abstain from these discussions. Mr. Rieber said that he would like a detailed report on the potential conflict.

VII. Other Business

Goal Report Update

Mr. Rieber said that the 3rd quarter ends at the end of September and we want a report and to discuss this during the last meeting in September. He asked that this be put this on September 22 agenda.

VIII. Next Meeting

August 25, 2010, 9 a.m.

IX. Adjourn

Mr. Rieber moved to adjourn. Mr. Lee seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, and Mr. Rieber. Motion carried.