

MEETING MINUTES:

**Emergency Medical Services Executive Committee
 August 20, 2013, 1 p.m.
 University Park Plaza, Conference Room A
 (See address above.)**

Prepared by Melody Nagy on 8/23/13
 Sent to Board Chair on 8/27/13
 Approved by Board Chair on 8/28/13

Attended: Kelly Spratt, Chair; J.B. Guiton, Vice Chair; Gary Pearson, Treasurer; Paula Fink-Kocken, M.D., At-Large; Pamela Biladeau, Executive Director; Greg Schaefer, AAG

Absent:

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		Call to Order Mr. Spratt called the meeting to order at 1:04 p.m.	Information	Kelly Spratt
2.	X	Minutes <u>Motion: Fink-Kocken moved to approve the Executive Committee minutes from April 24, 2013. Pearson seconded. Motion carried.</u> <u>Motion: Pearson moved approval June 25, 2013 Executive Committee Minutes. Fink-Kocken seconded. Motion carried.</u> Next Steps: The 7/31/13 Draft of the full Board minutes will be placed on the consent agenda for the 9/13/13 meeting with Executive Committee approval.	Information Decision	Kelly Spratt
3.	X	Internal Operating Procedures (IOP) IOP revisions were discussed. All proposed changes were accepted with the exception of the paragraph relating to MDSAC members. Dr. Thomas, in consultation with Dr. Kocken, is being asked to review and recommend changes.	Information Decision	Kelly Spratt
3.		Chair Report <ul style="list-style-type: none"> • Board Member Vacancies and Retirements: This has been communicated to the Governor’s office and we are waiting for guidance about the process. We have requested that Ms. Deschaine (and Ms. Tanner) remain on the Board. • A survey was distributed to the Board. 	Information	Kelly Spratt

“To protect the public’s health and safety through regulation and support of the EMS system.”

		<ul style="list-style-type: none"> Staff had a strategic planning retreat to align their work with the Board’s strategic planning initiatives. <p>Consent agenda discussion occurred. The consensus reached was that the full consent agenda would be posted with the Board agenda three days before a meeting.</p>		
4.		<p>Executive Director Report</p> <ul style="list-style-type: none"> Written report provided. Staff are working on a parallel strategic planning process and communications plan. Education standard seminars are being provided statewide. New website being developed. Critical data binder of staff activities shared as a sample of work product. Workshop being planned to share information on board processes. Draft Strategic Plan document provided there are areas to be determined by the Board Board priority functions metric provided and discussed. <ul style="list-style-type: none"> Additional reporting suggested for CRP functions. EMS Regional contracts ready for signature. Staff met with JB Guiton as a Metro EMS Regional representative and presented recommendations to improve payment processes. Staff will include these suggestions with the contracts. North Central EMS Institute documents to be reviewed by Board physicians with a recommendations coming back to the Board. 	Information	Pam Biladeau
		<p>Finance Report</p> <ul style="list-style-type: none"> Finance report provided and discussed. A regular meeting time will be established for the Finance Committee and finance report will be provided for Board meetings 		
5.	A	<p>Strategic Planning Discussed in Executive Director Report</p>	Information	Pamela Biladeau
6.		Legislative Report--No report		
7.		<p>New Business The Board chair will set the agenda for the September Board meeting in Alexandria. The meeting will need to include a closed session.</p> <p>Next Steps: look at the survey results</p> <p>The EMSRB is invited to provide an update on the agenda for the Medical Director’s conference.</p>		
8.		<p>Adjourn Meeting adjourned at 3:05 p.m.</p>	Decision	