

**Summary Minutes**

**Emergency Medical Services Regulatory Board**

Executive Committee Meeting  
Wednesday, September 8, 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  
Gary Pearson (by phone)

**Guests**

Denny Bobrowske  
Greg Davidson  
Bill Snoke (by phone)

**Staff Present**

Melody Nagy  
Debby Teske  
Nathan Hart, AGO

**I. Call to Order**

Mr. Rieber called the meeting to order at 9:00 a.m.

**II. Approval of Agenda**

Mr. Rieber requested to add the following items to the agenda.

- quarterly update from Executive Director for September 10 meeting
- finance proposal discussion
- email regarding budgets for regional programs

Mr. Lee moved approval of revised agenda. Mr. Miller seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried.

**III. Approval of Minutes**

Mr. Miller moved approval of the August 11 and August 25 minutes. Mr. Pearson seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried.

**IV. Preview of September 10, 2010 Board Meeting**

Mr. Rieber said that he wants to discuss the Board role in the license process. He wants to have the Attorney General's office participate in this discussion. What is the staff role and what is the Board role to have this structured correctly. We want to know that we are doing the functions that the Board should be doing.

Mr. Rieber said that we want to discuss financial projections for this legislative session. We want to have our budget in line so that when we meet with stakeholders we will be able to show the impact of pending reductions and what our core functions are.

We want to have conference call meetings on what the regulatory board vision is for the next five years. We previously talked about having a session on this. If we spend some time discussing this as a Board that will help us build our plan. Ms. Teske said that a plan was developed when the feds reviewed EMS several years ago. Mr. Rieber said that we need to look at that and develop a plan for the next 4 to 6 years.

Mr. Rieber said that he has heard comments that 8 a.m. is too early for the Medical Direction Standing Advisory Committee meeting. The meeting should be at 10 a.m. and the Board meeting later in the day. He said that this is creating a burden of hotel costs. Mr. Rieber said that he would discuss this with Dr. Thomas. At the meeting on September 10 the MDSAC will discuss the education standards. Ms. Consie and Dr. Satterlee will make the presentation.

Mr. Rieber said that the standard operating procedures for the complaint review panel will be discussed. Mr. Miller will be making this presentation.

Mr. Hart said that you may add an item to the agenda to discuss the other issue.

**V. Quarterly Update Discussion**

Mr. Rieber said that Ms. Burke Moore should be reminded to have a document ready for a quarterly review of the goals. Mr. Rieber said that we need this for the Executive Committee meeting on September 22. He said that it must be emailed before the meeting and must include details of progress toward the goal.

**VI. Finance Proposal Discussion**

Mr. Rieber said that we want a solid plan of what the impact of the cuts will be. We need examples of the 5%, 10% and 15% cuts. What staff would be laid off if you make these cuts and how it would impact the agency operations. Mr. Rieber said that he was concerned about the vague statement that it would negatively impact public safety.

Mr. Pearson said that this document will not be ready for the meeting because Ms. Burke Moore is on vacation. Mr. Pearson said that he could make a projection but that would not be useful. Mr. Rieber said that the plan that he received would not be realistic in the environment we are in. What will be the impact of the cuts. We need this information to make a statement of why we need to remain funded. We need to be prepared on how we go forward. Mr. Pearson said that he has heard a rumor of a 20% cut. Ms. Teske said that we have not heard that information from MMB.

Mr. Rieber said that this needs to be ready for Friday's meeting. Mr. Pearson repeated that this will not be ready. Dr. Fink Kocken said that Ms. Burke Moore stated in the last set of minutes that we will not have a final document for September 10 but will have some preliminary information. Mr. Rieber said that we have to have a plan and the Board needs to give direction on this process. Mr. Rieber said that the requirements for ambulance inspections are determined by the Board and we may need to change the time frames. We may need to review the process for investigations and prioritize the tasks.

**VII. Email regarding budgets for regional programs**

Mr. Rieber said that he understands the intent of the email that was sent asking for budget information from the regional programs. But this was not communicated well to the regional programs. I understand that we want information on how this money was spent. He said that we do not have statutory authority to receive this information. Mr. Rieber suggested that there should have been a conference call to have a discussion with the regional programs. This would have relieved the anxiety of the regional programs.

Mr. Miller asked that Ms. Burke Moore schedule a conference call with the regional programs to explain this better. Mr. Rieber said that the regional programs should provide information to the EMSRB after their board meeting to show how this money was spent.

The EMSRB does not have the authority to collect this but the regional programs could be accommodating. This is not a budget that is approved by the EMSRB.

Mr. Rieber said that there should be quarterly conference calls with the regional programs.

Mr. Rieber suggested quarterly meetings with MAA to discuss issues and to work together.

Ms. Teske said that EMS is a reactionary group. Mr. Miller agreed and said that we have not been preemptive with our communications.

Mr. Rieber said that we need to open a line of communication. It goes both ways. The regional programs and MAA need to communicate with the EMSRB also. This is a bridge building process.

Mr. Rieber suggested a follow up conference call with the regional programs on their budgets.

**VIII. Other business**

Mr. Lee asked about the other issue. Mr. Rieber said that we are waiting for information from the AGs office to put this on the agenda.

**IX. Next meeting**

September 22, 9 a.m. conference call meeting

Mr. Rieber said that he will be scheduling another Executive Committee meeting after the quarterly goal review document has been provided. He said that this will be a closed session meeting in October. Mr. Miller suggested that the meeting take place in St. Cloud. Mr. Rieber suggested several dates and the committee members discussed availability, and finally September 27 was selected at 9:30 to 12:30 in Minneapolis.

**X. Adjourn**

Mr. Lee moved to adjourn. Dr. Fink Kocken seconded. Voting yes: Dr. Fink Kocken, Mr. Lee, Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried. Meeting adjourned at 9:44 a.m.