

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Minutes
December 17, 2015

Attendance: J.B. Guiton, Board Chair; Aaron Burnett, M.D.; Lisa Consie, (by phone); Megan Hartigan; Kevin Miller, (by phone); Tony Spector, Executive Director; Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Chris Popp, Compliance Supervisor; Greg Schaefer, Assistant Attorney General.

Absent: Jeffrey Ho, M.D.; Matt Simpson

1. Call to Order – 10:00 a.m.

Mr. Guiton called the meeting to order at 10:13 a.m.

Mr. Popp provided a report on the Toys for Tots Drive. Mr. Popp organized a Toys for Tots campaign involving the health licensing boards and also orchestrated an appearance on KARE-11 television. On December 4, 2015, Mr. Popp and others from the EMSRB appeared on the 5:00 p.m. newscast, delivering 162 toys and \$260.00.

2. Public Comment – 10:05 a.m.

The public comment portion of the Executive Committee meeting is where the public may address the Executive Committee on subjects which are not part of the meeting agenda. Persons wishing to speak must complete the participation form provided at the meeting room door prior to the start of the meeting. Please limit remarks to 3 minutes. The Executive Committee will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to issues or concerns expressed will be made via letter or phone call within a week.

Mark Griffith, attending as a member of the public, said he and the other EMS regions appreciate their relationship with the EMSRB.

3. Approve Agenda – 10:10 a.m.

Dr. Burnett asked to add a Medical Direction Standing Advisory Committee report.

Motion: Dr. Burnett moved to approve the agenda with the addition. Ms. Hartigan seconded. Roll call vote taken. Motion carried.

4. Approve Minutes – 10:15 a.m.

- Approval Executive Committee Meeting Minutes from October 29, 2015
- Approval of Board Meeting Minutes to consent agenda from November 19, 2015

Motion: Dr. Burnett moved to approve the minutes from the October 29, 2015 Executive Committee meeting and to move the November 19, 2015 draft Board minutes to the consent agenda for the February 18, 2016 Board meeting. Ms. Hartigan seconded. Roll call vote taken. Motion carried.

5. Board Chair Report – 10:20 a.m.

Mr. Guiton said one of the topics for Board discussion is education transition. The transition concludes on March 31, 2016. At the November Board meeting, Lisa Consie provided a presentation of the efforts of the Post-Transition Education Workgroup as well as the group's recommendations to the Board.

Mr. Guiton said the January Board meeting date conflicts with the Arrowhead EMS Conference. His suggestion is to "flip-flop" the January Board meeting and the February Executive Committee meeting. The Executive Committee therefore would meet in Duluth on January 22, 2016, and the Board would meet on February 18, 2016. The Legislative Ad-Hoc Workgroup already is meeting in Duluth at 10 a.m. on Friday, January 22.

Mr. Guiton said that one of his goals is to have two outstate meetings per year within the budget allowance. Mr. Guiton also expresses his desire that EMSRB staff have a presence at the Arrowhead EMS Conference with a booth in the exhibitor's area.

Motion: Ms. Hartigan moved to change the meeting dates to have the Executive Committee meet on January 22 at 1 p.m. at the Arrowhead EMS Conference at the Duluth Entertainment and Convention Center in the 2nd floor Board Room. The regular Board meeting will be February 18, 2016 at 10 a.m. Mr. Miller seconded. Roll call vote taken. Motion carried.

Pat Lee, Executive Director of the Arrowhead EMS Region, was in attendance at the meeting and said the EMSRB may have a booth at the conference for no charge (consistent with the language in the EMS regional grant contract).

Staff Update

Mr. Spector thanked Mr. Guiton, other members of the Board, and EMSRB staff for their support and well-wishes during his absence.

6. Executive Director Report – 10:25 a.m. – Tony Spector

Plainview Rural Assessment Report

Mr. Norlen said the report was provided to the Plainview City Council and Plainview Ambulance Service at the December 1st city council meeting by EMS Specialist Holly Hammann-Jacobs and Board Member Matt Simpson. The report was well received. Staff continues to follow up with Plainview Ambulance Service and provide assistance as requested. Dr. Burnett said that this is a very detailed review of the ambulance service. It is very time and labor intensive.

Mr. Spector said the EMSRB is a regulatory agency and its responsibility includes the critical component of education and support. We should continue to assist EMS agencies to maintain compliance. Mr. Spector further said the EMSRB does not have a conflict of interest regarding regulation and education/support. Our goal is to protect the public's health and safety.

Ambulance Standards Ad-Hoc Workgroup

Mr. Norlen said the committee has not met yet. The Board appointed Board Member Pat Coyne as chair of this workgroup that intends on meeting after the first of the year.

Mr. Spector said at the October meeting of the National Association of EMS Officials (NASEMSO), he attended a breakout session on the topic of ambulance standards. He said that the workgroup might benefit from discussing the topic with national experts via conference call. The goal of changes to ambulance standards is to focus on occupant and crew safety, specifically adopting standards that aim to reduce occupant injuries and deaths. Mr. Guiton said that current ambulances would have a "grandfather" process for implementation of these changes.

STAC Meeting Update

Mr. Popp said he attended the STAC meeting at the Minnesota Department of Health on December 8. He shared information about the change for the MNSTAR data set approved by the Board. Dr. Burnett said there was a presentation about recognition of child abuse for doctors. He will share this information and suggested that it be posted on the EMSRB website.

MDH Hospital Evacuation Exercise

Mr. Norlen said this exercise was attended by staff on December 10 in partnership with Minnesota Department of Health.

Mr. Norlen said the Emergency Preparedness State Agency Response Guide (part of Minnesota Emergency Operations Plan) is being shared with Board members. This is a non-public document. This document is reviewed annually by the EMSRB and Minnesota Homeland Security and Emergency Management.

Regional System Grants

Mr. Guiton said administering regional EMS system grants is a large part of the EMSRB. He wants to support the regional programs, and our relationships have improved drastically. One of the EMS regions purchased three drones costing over \$20,000.00. This region is seeking post-purchase reimbursement with grant funding. This is concerning when grant funding arguably should be used for training or other EMS expenditures. Mr. Guiton wants the Executive Committee to be aware of this purchase. The EMSRB may receive questions on this purchase. The region seeking grant reimbursement stated the purpose of the three-drone purchase is for search and rescue. Mr. Miller asked if this is an allowable purchase under the current RFP.

In answering Mr. Miller's question, Mr. Spector said he discussed this invoice with staff and looked at statutory language and the contract with the region. EMS is a profession that is in its infancy compared to fire/police. Times change and technology changes. We are stewards of taxpayer money. We do not want to limit the regions in doing their business, but we nevertheless have the responsibility to ensure that grant dollars are used in accordance with contract and statutory language.

Mr. Popp said when the EMSRB wrote the contract we did leave the language broad to allow the regions flexibility. This region has a lot of seat belt money to spend. Dr. Burnett asked for a report on usage for EMS purposes.

Mr. Guiton suggested a workgroup meet before the next RFP to discuss the appropriate use of the regional program funds.

Mr. Spector said at the NASEMSO conference there was a question as to who serves as the state medical director in Minnesota. Mr. Spector will communicate that Dr. Burnett is the state medical director. (Dr. Ho serves as the alternate.)

7. Committee Reports – 11:00 a.m. – Committee Chairs/Staff

DPSAC Committee Report – Megan Hartigan/Robert Norlen

Ms. Hartigan said DPSAC is working on finding another meeting date to discuss other committee tasks. Mr. Norlen said they are preparing the MNSTAR Version 3 data dictionary and working on implementation of the NEMSIS Version 3 software. Mr. Norlen is meeting weekly with ImageTrend to get the platform ready for implementation and pilot testing. It is expected by the February Board meeting the platform will be ready and pilot testing will be underway with services ready to transition to the MNSTAR version 3 dataset and file formats. The committee will be scheduling additional meetings to discuss an overall transition date for movement to the MNSTAR version 3 database and file formatting. Currently, ImageTrend is building our platform on their servers. They will do this until we determine how MNSTAR version 3 will be hosted on final implementation.

Post Transition Education Standards Workgroup – Mary Zappetillo and Lisa Consie, Workgroup Chair, on the phone

Ms. Consie said the recommendations were presented at the November Board meeting. The Board asked for additional public comment. The workgroup developed a video that was played at the Executive Committee meeting and it received overall very favorable comment from the group. The video will need to be edited at the end due to the change in the date of the Board meeting to February 2016. The video will be posted on the EMSRB website. The workgroup minutes are posted on the website. The workgroup will develop a FAQ sheet. There currently is not another meeting date set but it will be scheduled after the holidays. This information was presented at the Wright County EMS Meeting.

Ms. Consie said that she and Mr. Wright will be presenting this information at the Arrowhead EMS Conference.

A survey was conducted and there were 3,000 responses received. Mr. Guiton said continuation of practical testing for EMTs has been received as a positive comment. A more detailed report will be provided when it is available.

Mr. Guiton said he appreciates the efforts of the workgroup to communicate this information throughout the state. Mr. Spector said we wanted to include as many stakeholders as possible. The workgroup's meetings are public, and the EMSRB wants to hear of any public concern.

Legislative Ad-Hoc Workgroup Report – Kevin Miller

Mr. Miller said they discussed statute and rule changes and a supplementary budget request for staffing. Mr. Guiton said the supplementary budget requested named staff positions, and the Executive Director has the ability to determine staffing. Also discussed was funding for MNSTAR (software) updates and the costs of a fingerprinting effort. Mr. Guiton said that fingerprinting is a push nationally 10 to 16 % of applicants fail to disclose information.

Mr. Miller, through EMSRB staff, presented a summary document highlighting contemplated changes to relevant statute and rule. This document was presented to those in attendance.

Bill Snoke, attending as a member of the public, asked that information be shared with MAA. Mr. Spector said that he would have a discussion with Mr. Snoke.

Mr. Miller asked for a one-page summary document of the supplemental budget request.

Mr. Miller said they identified clean-up language for regional audit requirements and will be developing this proposal in conjunction with the regional programs.

Mr. Miller said the legislative proposals that deal with education may generate enough questions that perhaps this should be separate legislation.

Mr. Miller said there are simple repeals of rules that are not enforceable. Staff will need to do further work on the process to repeal rules.

Mr. Miller said the other items will take further discussion and may require legislative action in two or three years.

Dr. Burnett said MDSAC passed a motion referring an item to the Legislative Ad-Hoc Work Group for "hold" language. Mr. Miller said this will be discussed at the next meeting. Mr. Miller commented on the importance of prioritizing legislative efforts.

MDSAC Report

Dr. Burnett said that Wisconsin released a memo regarding out-of-state ambulances responding into Wisconsin.

8. New Business – 11:30 a.m.

None

9. Adjourn – 11:35 a.m.

Dr. Burnett moved to adjourn. Ms. Hartigan seconded. Roll call vote taken. Motion carried. Meeting adjourned.

Next Executive Committee Meeting: Friday, January 22, 2016, at 1:00 p.m., in Duluth.

Duluth Convention Center – Second Floor Boardroom

Note: Specific Meeting Location to be Posted on EMSRB Website