

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Agenda**

April 26, 2016 – 10:00 a.m.  
EMSRB Offices – 4<sup>th</sup> Floor Conference Room  
[Map & Parking](#)

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**1. Call to Order – 10:00 a.m.**

**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.*

**3. Approve Agenda – 10:10 a.m.**

**4. Approve Minutes – 10:15 a.m.**

- Approval Executive Committee Meeting Minutes from January 22, 2016

Attachments

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**5. Board Chair Report – 10:20 a.m.**

- Request by POLST to Speak to the Board
- Post Transition Education Standards Workgroup - Lisa Consie/Mary Zappetillo Report
- Executive Director Annual Performance Review – Cindy Greenlaw-Benton
- Expectations for Committee and Work Group Reports to the Full Board

**6. Executive Director Report – 10:40 a.m. – Tony Spector**

- EMS Standards Crisis of Care Meeting – Aaron Burnett, M.D./Robert Norlen
- Legislative Update
- E-Licensing Transition Project Update

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

- Complaint Review Panel Report – Matt Simpson
- DPSAC Committee Report – Megan Hartigan/Robert Norlen
- Legislative Ad-Hoc Committee Report – Kevin Miller
- MDSAC Report – Aaron Burnett, M.D.

**8. New Business – 11:30 a.m.**

**9. Adjourn – 11:40 a.m.**

**Next Executive Committee Meeting: June 16, 2016 -- Minneapolis**

**Note:** Some Board members will be attending this meeting by telephone. In accordance with Minn. Stat. § 13D.015, subd. 4, the public portion of this meeting, therefore, may be monitored by the public remotely and telephonically. If you wish to attend by telephone, please contact Melody Nagy at 651-201-2802 or by email at [melody.nagy@state.mn.us](mailto:melody.nagy@state.mn.us) for connection information. There may be a nominal fee for members of the public to participate by telephone. Please contact Ms. Nagy no later than 10:00 a.m. on Friday, April 22, 2016 to ensure a timely response to connect to the meeting.

*If you plan to attend the meeting and need accommodations for a disability, please contact Melody Nagy at (651) 201-2802. In accordance with the Minnesota Open Meeting Law and the Internal Operating Procedures of the Emergency Medical Services Regulatory Board, this agenda is posted at: <http://www.emsrb.state.mn.us>*

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Minutes**  
**January 22, 2016**

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**Attendance:** J.B. Guiton, Board Chair; Aaron Burnett, M.D. (by phone); Megan Hartigan; Kevin Miller; Jill Ryan Schultz; Matt Simpson; Tony Spector; Executive Director, Melody Nagy, Office Coordinator; Robert Norlen, Field Services Supervisor; Chris Popp, Compliance Supervisor; Mary Zappetillo, EMS Specialist; Greg Schaefer, Assistant Attorney General

**Absent:** Jeffrey Ho, M.D.

**1. Call to Order – 1:00 p.m.**

Mr. Guiton called the meeting to order at 1:06 p.m. He wished Tony Spector a Happy Birthday.

**2. Public Comment – 1:05 p.m.**

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None.

**3. Approve Agenda – 1:25 p.m.**

Mr. Guiton sought to amend the agenda by moving the Medical Direction Standing Advisory Committee report to follow the Board Chair Report. Mr. Spector asked to amend the title of an aspect of his report from “Budget Process Update” to “Budget Report” and asked to add “Staff Update and Technology Update” to his report.

Motion: Mr. Simpson moved to approve the agenda with the additions. Ms. Hartigan seconded. Roll call vote taken. Motion carried.

**4. Approve Minutes – 10:15 a.m.**

Approval Executive Committee Meeting Minutes from December 17, 2015.

Motion: Mr. Miller moved to approve the minutes from the December 17, 2015 Executive Committee with the correction as requested. Mr. Simpson seconded. Roll call vote taken. Motion carried.

**5. Board Chair Report – 1:35 p.m.**

Burnsville Fire EMS Pilot Project

Mr. Guiton introduced Chief B.J. Jungmann and Assistant Chief Brian Carlson of the Burnsville Fire Department in attendance to provide information on a proposal for a pilot project for which they seek the approval of the EMSRB. Mr. Jungmann and Mr. Carlson provided an overview of the project.

Ms. Hartigan asked what about their intention to monitor the pilot as well as the EMSRB’s responsibility for licensing. She also asked whether there a reporting requirement to the EMSRB? Mr. Jungmann said they intend to look at the runs monthly and are open to discuss

reporting requirements with the Board. Mr. Guiton said the pilot project cannot delay ALS care to a patient. It may delay transport of some patients.

Mr. Guiton asked if staff needs more time to make a decision. Mr. Spector said that he would like time for staff to consider and evaluate the pilot project proposal.

Mr. Miller asked if a transporting agency can send something other than an ambulance. Mr. Schaefer said that the answer is not clearly stated in the statute.

Mr. Norlen said that because Burnsville Fire is operating a licensed ambulance service 24/7, it cannot refuse care to anyone. Discussion ensued regarding pre-hospital care reports and general questions about billing. Mr. Jungmann noted that a MNSTAR run report would be generated and submitted for every call for service. Burnsville fire does not bill for every non transport.

Mr. Guiton suggested that staff, MDSAC as well as the Legislative Ad-Hoc Work Group discuss the proposal in greater detail and report back to the Executive Committee.

Motion: Ms. Hartigan moved that EMS Pilot Phase 1 for Burnsville Fire be referred to MDSAC, the Legislative Ad-Hoc Work Group and staff for discussion with a report back to the Executive Committee with a recommendation. Mr. Miller seconded. Roll call vote taken. Motion carried.

## 6. Committee Reports

Dr. Burnett said the EMS Compass Project from NHTSA is working to develop best practice standards for clinical care. This is in the developmental phase.

Dr. Burnett said a federal bill was introduced in the House of Representatives – HR 4365 – to supplement the controlled substances act (see press release). This would make the ambulance service the holder of the DEA license. This will be discussed at MDSAC. This should also be reviewed by the Legislative Ad-Hoc Work Group to make a recommendation to the Board.

Motion: Dr. Burnett moved to support this legislation. Mr. Simpson seconded. Roll call vote taken. Motion carried.

### Burnsville Pilot (Phase 2)

Mr. Jungmann described phase 2 of the project for implementation in 2017.

Motion: Ms. Hartigan moved that Pilot Project Phase 2 for Burnsville Fire be referred to MDSAC, the Legislative Ad-Hoc Work Group and staff for recommendations. Mr. Miller seconded. Roll call vote taken. Motion carried. (Mr. Miller abstained.)

### Premeasured Epinephrine and Naloxone

Mr. Guiton said that he wanted to talk about medication administration for Epinephrine and Naloxone. Mr. Miller said this is in rule. In 2014 this was discussed by the Board. Mr. Guiton said the Legislative Ad-Hoc Work Group suggested that this needs further discussion and we need to find a solution. We need a report from MDSAC.

Motion: Mr. Miller moved to recommend discussion by MDSAC and the Legislative Ad-Hoc Work Group with the Legislative Ad-Hoc Work Group chair working with the Attorney General's representative and staff to bring a recommendation to the Board. Mr. Simpson seconded. Roll call vote taken. Motion carried.

Motion: Mr. Miller moved to amend the agenda to ask for the Legislative Ad-Hoc Work Group Report to be heard next. Ms. Hartigan seconded. Roll call vote taken. Motion carried.

#### Legislative Ad-Hoc Work Group Report

Mr. Miller said that there are three items that are simple clean up language. He discussed the items moving forward and the items that will require additional discussion.

Motion: Mr. Miller moved to have staff develop language for legislation to be submitted to the Revisor's Office. Mr. Simpson seconded. Roll call vote taken. Motion carried.

Mr. Miller said that the proposal for supplementary funding will require some additional research by staff.

Motion: Mr. Miller moved that the plan for a supplementary budget request move forward with the final edits to be completed by the Executive Director. Mr. Simpson seconded. Roll call vote taken. Motion carried.

#### Recommendation to Fill Vacancy on DPSAC

Mr. Guiton said there is a vacancy on DPSAC because Clif Giese retired and recommended the appointment of Brent Custard from North Memorial to fill this position.

Motion: Mr. Miller moved to recommend to the Board that Brent Custard fill the vacancy for DPSAC. Mr. Simpson seconded. Roll call vote taken. Motion carried.

## **7. Executive Director Report**

### MDH EMS Ebola Preparedness Survey Update

Mr. Norlen referenced a report presented to the Committee regarding Ebola Preparedness. Mr. Miller and Mr. Norlen are on the work group and will be looking at helping MDH set the priorities for preparedness.

### Ebola Grant Update

Mr. Popp said the EMSRB will receive funds from MDH to pass through to ambulances seeking reimbursement for Ebola preparedness-related expenses. The EMSRB has a proposal to publish regarding the grant and reimbursement from MDH.

### MDH Sustainability Survey

This is focused on rural sustainability. Staff provided input on the MDH survey questions that will be published in May.

### MNSTAR Version 3 Update

This information was provided with the DPSAC Report.

Budget Update

Mr. Spector said we are operating within our budget. A budget summary document was shared with the Committee.

Staff Update

Mr. Spector said we extended our temporary employee for one year. Shannon Callahan is assisting staff with projects as assigned.

Technology Update

Mr. Spector said we have had discussions with MN.IT staff about the ongoing problems with the e-licensing system. The e-licensing system has been down since January 11. The problems were resolved by MN.IT. Our contingency plan is to have a manual system in place for when the system crashes again. We are looking at software options that unfortunately are expensive and were not anticipated during the recent budget cycle. We therefore are seeking funding in the Governor's Supplemental Budget.

Board metrics were provided to the Committee. We will provide a calendar year report with more detailed information. Complaint investigations will be looked at in more detail. We issued 56 correction orders.

Committee Reports

## DPSAC Report

Mr. Norlen said the Board requested to have a platform ready for MNSTAR, and DPSAC met that goal. The version 3 platform is ready. Two online reports have been developed. We are in the final phase of implementation. We are looking for services to volunteer for a pilot project to send data. DPSAC will be meeting again in early February to bring a recommendation to the Board for the changeover to version 3.

Post Transition Education Standards Work Group

Ms. Zappetillo provided a handout on the survey results. We sent 13,000 emails and received over 3,000 responses. (25% response).

An informational video was created and posted on YouTube. We are receiving very favorable feedback on this video. Ms. Consie and Mr. Wright are presenting a session at the conference tomorrow.

**8. New Business**

None.

**9. Adjournment**

The meeting adjourned at 3:55 p.m.

**Next Meeting: April 26, 2016 at 10:00 a.m. at the EMSRB office**