

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Agenda
August 17, 2017 - 10:00 AM
Conference Room A - Fourth Floor
Map and Directions

- | | |
|---|------------|
| 1. Call to Order | 10:00 a.m. |
| 2. Public Comment | 10:05 a.m. |
| <i>The public comment portion of the Executive Committee meeting is where the public is invited to address the committee on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.</i> | |
| 3. Approve Agenda | |
| 4. Approve Minutes | 10:15 a.m. |
| 5. Board Chair Report | 10:20 a.m. |
| 6. Executive Director Report | |
| <ul style="list-style-type: none">• Agency Update• Education Standards Post-Transition Workgroup Recommendations• EMSRB eLicensing System Report• Mark King Initiative• Small Agency Resource Team (SmART)• Community EMT Course | 10:30 a.m. |
| 7. Medication Shortages - Aaron Burnett, M.D. | 11:30 a.m. |
| 8. New Business | 12:05 p.m. |
| 9. Adjourn | |

Next Executive Committee Meeting: October 19, 2017 -- Minneapolis

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

ATTACHMENTS:

Description

- April 20, 2017 Minutes

State of Minnesota
Emergency Medical Services Regulatory Board
Executive Committee Meeting Minutes
April 20, 2017

Attendance: Kevin Miller, Vice-Chair; Megan Hartigan, Secretary; Matt Simpson; Tony Spector; Executive Director; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General

Absent: Aaron Burnett, M.D. J.B. Guiton, Board Chair Jeffrey Ho, M.D.

1. Call to Order – 10:00 a.m.

Mr. Miller called the meeting to order at 10:04 a.m. Mr. Guiton will not be able to attend the meeting today.

2. Public Comment – 10:06 a.m.

The public comment portion of the meeting is where the public is invited to address the Committee on subjects which are not part of the meeting agenda. Persons wishing to speak are asked to complete the participation form located at the meeting room door prior to the start of the meeting. Please limit remarks to three minutes.

None.

3. Approve Agenda – 10:10 a.m.

Mr. Miller asked for a motion to approve the agenda.

Motion: Mr. Simpson moved to approve the agenda. Ms. Hartigan seconded. Motion carried.

4. Approve Minutes – 10:12 a.m.

Approval of Executive Committee Meeting Minutes

Motion: Ms. Hartigan moved to approve the minutes from the December 15, 2016, Executive Committee meeting. Mr. Simpson seconded. Motion carried.

5. Board Chair Report – 10:15 a.m.

Mr. Miller complimented Mr. Spector and staff for their efforts in the accomplishment of certification renewals within the deadline. Mr. Miller said he appreciated the communications with applicants, agencies, and Board members on the status of the processing of applications.

Mr. Spector said he would share this compliment with staff. There were incredible efforts by staff to make this happen. It is important to have deadlines, but it is also important to work with community members to resolve outstanding issues affecting an applicant's certification status.

Mr. Simpson asked about the Mark King Initiative. Mr. Spector said staff are working with the National Registry to determine a starting point to open this up again in July. Target date is July 5, 2017, and this information will be communicated to the EMS community.

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

Staff Report

Mr. Spector said Tom Frost offered his resignation to take a position as a full-time pilot for Sanford Air Care. Staff wish him well. This creates an opening for an EMS Specialist in that region. Mr. Spector said he had a conversation with Minnesota Management and Budget

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.

regarding the education requirements for this position and once that was finalized the position was posted. The deadline for applying is May 1, 2017. Information is also posted on the EMSRB website. The hiring process will move more swiftly than the process that occurred for the Southwest EMS Specialist position.

Mr. Spector said Ted Armon began his employment with the EMSRB on March 29, 2017 as the EMS Specialist for the southwest region.

Mr. Spector said he plans to hire a full-time temporary clerical staff person for data entry until the new system is operational.

Agency Report

Mr. Spector said he has been working with MN.IT on the finalization of the contract for the new online system. The statement of work had many revisions before it was ready to be approved because the agency cannot have costly surprises in building of all the needed components for the system. After the EMSRB approved the Statement of Work in February 2017, MN.IT then reviewed the agreement and sought its changes with the vendor. In March 2017, MN.IT forwarded the contract to the Department of Administration where it seems to be languishing. After repeated status update requests by the EMSBR to MN.IT, the EMSRB just learned that Department of Administration is continuing its review process. Mr. Spector said the target date of July 1, 2017, for implementation is questionable due to these delays in finalizing the contract. These delays have nothing to do with the EMSRB and everything to do with MN.IT and the Department of Administration.

Mr. Miller asked what the implementation date would be. Mr. Spector said he does not have an answer at this moment but will be meeting with staff from the Department of Administration to work within the bureaucracy to move this forward. Mr. Miller asked if there is anything the Board Chair or Executive Committee can do to help facilitate this process. Mr. Spector said he would reach out to Board members if assistance is needed.

Mr. Spector said he also has had several discussions with MN.IT staff on mapping of the data from the old system to the new system. MN.IT downloaded data from the old system onto .CSV files without consulting with EMSRB staff. This is significant problem because it is akin to giving someone a complex jigsaw puzzle without a photo of the finished product and asking that person to assemble the puzzle. Mr. Spector continues to work with MN.IT to craft a solution to this problem created by MN.IT

Mr. Miller asked if there is anything the Board can do to assist. Mr. Spector replied that he will be having further discussions with an assistant commissioner regarding the mapping project and will provide further reports to the Board as they become available.

7. Committee Reports – 10:45 a.m.

Legislative Ad-Hoc Work Group Report

Mr. Miller reported that he and Mr. Snoke and Mr. Spector met on April 14 to discuss legislative issues and Mr. Snoke's project for the EMSRB. Mr. Spector said Mr. Snoke has a good understanding of the statutes and that crafting/reorganizing statutes is not something staff currently have the bandwidth to complete given the offline paper application process. Further work will be done by Mr. Snoke and brought to the Board for review. Mr. Spector said he will also be having discussions with the Revisor's office on statutory revisions that are needed for the EMSRB.

Mr. Miller said clean-up of the statutes for education standards will be proposed next year. Most of this will be non-controversial. The work that is being done now will assure that the EMSRB is ready to propose legislation next year.

Mr. Spector said a question has been brought to his attention regarding “who can administer an opiate antagonist”. This refers to the pharmacy statutes and the language does not include EMTs and paramedics that are not affiliated with an ambulance service. This would affect EMTs on fire services. The legislation was not advanced by this agency.

Ms. Hartigan asked how this affects someone from the public administering an opiate antagonist. Mr. Spector said the public is covered by the Good Samaritan law but credentialed EMS personnel may not have this same protection.

Mr. Schaefer said this would only be an issue if there were a complaint brought to the Complaint Review Panel. The Panel could take appropriate action regarding this complaint dependent on the circumstances of the case.

8. New Business – 11:00 a.m.

None.

9. Closed Session (Minn. Stat. §144E.28, subd. 5 and Minn. Stat. § 13D.05, subd. 2(a)(1); subd. 2(b) (Complaint Review Process) – 11:02 a.m.

The Committee met in closed session.

10. Adjourn – 12:15 p.m.

Motion: Mr. Simpson moved to adjourn. Ms. Hartigan seconded. Motion carried.

The meeting adjourned at 12:15 p.m.

1. Ron Lawler, Vice Chair of the workgroup, called the meeting to order.
2. **Welcome and Introductions**
 - a. Present: Ron Lawler, JoAnn Ewen, Serena Totkze-Johnson, Doug Haffield, Pat Lee, Ted Armon, Holly Hammann-Jacobs, Jonathan Willoughby, LouAnn Forseth, Deb Preston, John Swenson, Bill Brandt, Tony Spector, Eric Weller, Marion Larson, Kevin Miller.
3. **Selection of the Scribe** – Holly Hamman-Jacobs volunteered to take notes for this meeting
4. **Review of the Agenda**– no changes requested
5. **Review Charge of the Workgroup** – workgroup charges were reviewed
 - a. Charge 1 – Recommendation for Certification of EMTs after March 31, 2016
 - i. Complete
 - b. Charge 2 – Statute and Rule changes necessary for implementation of recommendations
 - i. Complete and forwarded to legislative committee for work
 - c. Charge 3 – Recommend additional statute and rule changes needed for licensure versus certification
 - i. This group sent to the board for review with no recommendations
 - d. Charge 4 – Recommendations for EMR in Minnesota
 - i. Complete to allow EMR to continue to use old methods, no changes
 - e. Charge 5 – Education program approval and re-approval requirements
 - i. Complete with no changes
 - ii. Previously recommended changes to instructor requirements to Board.
6. **Other items**
 - a. Discussion regarding a deadline for submission of renewal certification different from what exists currently in statute
 - i. This discussion covered several points including:
 1. NREMT verification date and state.
 2. keeping all dates the same would be beneficial.
 3. throwing a major change like a dates change at this point might be frustrating
 4. suggested to educate programs, services, EMS Personnel to submit by drop dead date NREMT uses (2/28)
 - ii. This discussion will be tabled until at least one recertification cycle under the new e-license system

b. Discussion regarding whether to recommend to the full Board the formation of an Education Committee as a Standing Advisory Committee.

i. Motion by JoAnn Ewen to recommend to the full Board that an Education Standing Advisory Committee be formed under the EMSRB. Seconded, Pat Lee.

1. Discussion on the motion covered several points:

a. Necessity of a standing committee

- i. Education workgroups seem to have been formed and in process more than there have not been during the history of the Board. A standing committee would be able to react faster than having to reform workgroups
- ii. This would benefit communication with stakeholders, further education discussion, help refine the audit process, and assist in education changes of the future.

b. Membership of the committee

- i. Suggested language for membership: The Committee chair and members of the Education Standing Advisory Committee shall be appointed by the Board chair, in consultation with the chair of the Committee. Members shall include Board members and other individuals with interest or expertise in EMS Education. Committee membership shall be a minimum of 8 members but not more than 12, excluding the Committee chair. Membership shall include representatives from education providers (both private and public), ambulance services (both rural and metro), and those representing public interests. At no time shall the representation from either the ambulance services or the public interest exceed 60% of the committee membership. No ambulance service, education institution or public entity shall have more than one representative from the same agency. The Committee chair may appoint workgroups or subcommittees as needed which may include Committee and non-Committee members. Terms shall be for two years; members shall be appointed from an applicant pool without regard to previous appointment, but members may be reappointed. At the first meeting after appointment, Committee members may designate an alternate. The alternates will be appointed by the chair of the Committee. Failure of a member or alternate to attend three consecutive meetings may result in removal from the Committee.
- ii. Examples of suggested committee members discussed include:
 1. MDSAC member and/or Education Institution Medical Director

2. Regional Program Director(s)
3. Law Enforcement (extend invitation to MN Police Chiefs Assoc. and the MN Sheriff's Assoc.)
4. Fire (MN Fire Chiefs Assoc.)
5. The Board Chair is encouraged to create a committee with a balance of representation including metro and greater MN representatives, MNSCU schools, non-MNSCU institutions, for profit and not for profit ambulance services and institutions, and institutions that focus on specific provider levels (paramedic only or EMT/EMR only institutions).

c. Charges of the committee discussed include:

- i. Identifying needs and providing resources in EMS Education.
- ii. Liaison between end users and board on education issues.
- iii. Monitor changes in EMS Education
 1. NREMT NCCP guidelines
 - a. Scheduled revisions every 4 years, including possible input to those changes
 - b. Consider LCCR recommendations, if any
 - c. Effects on EMR recertification
- iv. Monitoring the audit process for education institutions
- v. Instructor requirements
- vi. Suggestions on implementation/acceptance by the Board of any future education methods
- vii. Legislative recommendations based on any of these
- viii. Monitoring/recommendations related to any new certification levels and associated education programs (community EMT, etc.)

ii. Motion was carried on a voice vote with no dissents. Recommendation is attached.

iii. Next steps were discussed.

1. Ron will carry suggestion to Board at the July 20, 2017 meeting
2. If approved, notification and education on the committee to allow for public discussion
3. Chair would then entertain applications and begin assembling the committee

7. Meeting was adjourned

Recommendation to the full Emergency Medical Services Regulatory Board (EMSRB)
from the Post-Transition Education Work Group (PTEWG).

The PTEWG respectfully recommends that a new Education Standing Advisory Committee (EdSAC) be added to the EMSRB. Suggested language for the Internal Operating Procedures (IOP):

The EdSAC shall recommend policy and procedure to the Board regarding initial and recertification education standards, education institution and educator licensing. The Committee chair and members of the Education Standing Advisory Committee shall be appointed by the Board chair, in consultation with the chair of the Committee. Members shall include Board members and other individuals with interest or expertise in EMS Education. Committee membership shall be a minimum of 8 members but not more than 12, excluding the Committee chair. Membership shall include representatives from education providers (both private and public), ambulance services (both rural and metro), and those representing public interests. At no time shall the representation from either the ambulance services or the public interest exceed 60% of the committee membership. No ambulance service, education institution or public entity shall have more than one representative from the same agency. The Committee chair may appoint workgroups or subcommittees as needed which may include Committee and non-Committee members. Terms shall be for two years; members shall be appointed from an applicant pool without regard to previous appointment, but members may be reappointed. At the first meeting after appointment, Committee members may designate an alternate. The alternates will be appointed by the chair of the Committee. Failure of a member or alternate to attend three consecutive meetings may result in removal from the Committee.

Possible committee members discussed include: a member of the MDSAC member and/or Education Institution Medical Director, Regional Program Director(s), Law Enforcement (extend invitation to MN Police Chiefs Assoc. and the MN Sheriff's Assoc.), and Fire (MN Fire Chiefs Assoc.) representatives. The Board Chair is encouraged to create a committee with a balance of representation including metro and greater MN representatives, MNSCU schools, non-MNSCU institutions, for profit and not for profit ambulance services and institutions, and institutions that focus on specific provider levels (paramedic only or EMT/EMR only institutions).

Issues that the EdSAC would impact include: identifying needs and providing resources in EMS Education, liaison between end users and board on education issues, monitor changes in EMS Education including the NREMT NCCP guidelines including the scheduled revisions every 4 years with possible input to those changes, consider LCCR recommendations (if any), effects of changes on EMR recertification, monitoring the audit process for education institutions, instructor requirements, suggestions on implementation or acceptance by the Board of any future education methods, and monitoring/recommendations related to any new certification levels and associated education programs (community EMT, etc.)



Announcement

The EMSRB is excited to announce the upcoming launch of our new eLicense system. Starting in early September 2017, you will be able to submit an online application quickly and easily.

We need your help to ensure a smooth transition to the new eLicense system, so please do not submit a paper application to the EMSRB. In the coming weeks, we will announce the exact date when you can submit your initial or renewal application using the new online system.

In the meantime, if you have an urgent need for an initial or renewal application, please contact Tanner Berris at 651-201-2801.

We can't wait to unveil this new user-friendly site. Check back in the coming weeks for more information and a link to the new system.

EMS Personnel

- [EMS Personnel Application](#)
- [NCCP Renewal Information](#)
- [EMT Renewal Options](#)
- [AEMT Renewal Options](#)

Ambulance Services

- [Ambulance Licensing](#)
- [Ambulance Inspection](#)
- [Ambulance Service Forms](#)
- [Medical Director Information](#)

Education Programs

- [Education Program Approval](#)
- [Course Completion Verification Form](#)
- [Education Program Forms](#)

EMSRB Board

- [Meetings and Notices](#)
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Minnesota Emergency Medical
Services Regulatory Board

Minnesota Emergency Medical Service Regulatory Board
E-License System

 Account Login

 Training

 Lookup

Personnel

Agencies

Training Report

Public Lookup

Enter your search criteria to locate any specific personnel, service, training level or training course.

Type:

EMSRB Number:

First Name:

Last Name:

Search

 Account Login

 Training

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Personnel

Agencies

Training Report

Public Personnel Lookup

Enter any search criteria to find the public profile of any other personnel.

EMSRB Number:	<input type="text"/>
First Name:	<input type="text" value="matt"/>
Last Name:	<input type="text" value="simpson"/>

Search Results

Name	Number	Expiration	Status	Level	Alert
▶ SIMPSON, MATTHEW F	269346	03/31/2018	Active	Paramedic	

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