

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Minutes**  
**August 17, 2017**

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**Attendance:** J.B. Guiton, Board Chair; Aaron Burnett, M.D; Jeffrey Ho, M.D.; Megan Hartigan; Kevin Miller; Matt Simpson; Tony Spector; Executive Director; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General

**1. Call to Order – 10:18 a.m.**

Mr. Guiton called the meeting to order at 10:18 a.m.

**2. Public Comment – 10:19 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 – 10:20 a.m.**

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

Dr. Burnett asked to report on the request for a variance to the trauma triage transport guidelines.  
Mr. Spector asked to reorder his presentation.

Motion: Dr. Ho moved to approve the agenda as amended. Mr. Simpson seconded.  
Motion carried.

**4. Approve Minutes – 10:25 a.m.**

Approval of Executive Committee Meeting Minutes

Motion: Mr. Miller moved to approve the minutes from the April 20, 2017, Executive Committee meeting. Ms. Hartigan seconded. Motion carried.

**5. Board Chair Report – 10:27 a.m.**

None.

**6. Executive Director Report – 10:30 a.m.**

Agency Report

Mr. Spector said that the agency has been dealing with the challenges of multiple tasks and deadlines, especially as they relate to building the forms, triggers, and components of the new eLicensing system.

Mr. Spector said the Northwest EMS Specialist position was posted and applications were received. He said that in retrospect he would not have posted the position when he did because the time and commitment to build the eLicense system would not allow staff adequate time to train a new staff person. He said his timeline is to hire in September and have Mr. Armon do the training for the new staff person in October.

Mr. Spector said that after Rose Olson's departure, the EMSRB was able to acquire an employee from the Chiropractic Board through an interagency agreement. This employee's is on complaints and investigations.

Mr. Spector said that in May 2016 he asked staff to develop a critical task checklist. This information is needed for each position due to the need for a knowledge capture and succession planning. A general report was provided by a consultant (Julie Rapacki). Mr. Guiton said that there was staff resistance in change and a negative perception of why questions were asked.

Mr. Miller asked for a timeline of staff changes and work plan perspective. Mr. Spector said the backlog of investigations was shared with outside investigators. Mr. Spector said he is evaluating how staff will be able to handle these tasks in the future. He said he is looking at a Senior Investigator position. Mr. Spector said that Ms. Olson was managing complaints and investigations and ambulance licensing. He said he is looking evaluating whether complaints and investigations should be handled separately from ambulance licensure.

Mr. Spector said he is evaluation other staff positions including the need for a certification specialist and a grants specialist to manage grants and office activities.

Mr. Miller asked what the Board can do to assist. He asked for a written work plan. Mr. Spector said he would share the work plan. Mr. Spector said that he is seeking guidance from the Board.

#### eLicense Portal

Mr. Spector announced that the anticipated go live date for the new eLicensing Portal is September 7, 2017. This will be a "soft opening." Mr. Spector said that a message is posted on the website and has been sent to all ambulance services and education programs. The legacy data from the former system was successfully migrated by the vendor and incorporated into the new eLicense Portal.

Mr. Spector demonstrated that the lookup feature of the new eLicense Portal.

Mr. Schaefer asked if the history of the person is available. Mr. Spector said there will be additional information displayed. Some testing is still being conducted.

Mr. Simpson asked if there can be a link for persons that have a revoked certification that goes directly to the Board Order. Mr. Spector said that this is being explored.

Mr. Spector provided several samples of certification cards for consideration as part of the agency's plan for redesign. The old card issued by the EMSRB was cluttered. Mr. Spector said that the effective date in our old system was card issue date. This created an employment problem for some people. In the future, cards will not have issue date, just an expiration date. Mr. Spector asked for input from the committee members on the format of the card. Dr. Ho asked if the logo is needed. Mr. Simpson asked if the information is noted "as of". Mr. Spector said the system is live.

Mr. Spector said another change that is being made is to the payment gateway. He said that when services are applying for renewal the EMSRB was paying the ACH fees for the credit card transaction. The transaction fee payment should be the responsibility of the requestor. Dr. Ho suggested that you do not use the term convenience fee. Mr. Spector said that this is a bank processing fee. It will be changed.

Mr. Spector said Central Region Board sent a letter invitation to its meeting in September to discuss their funding situation. Mr. Spector said he will respond to this letter and attend the meeting. Mr. Guiton asked why they are short of money. Dr. Burnett asked about their financial information they report to the Board. Mr. Spector said the EMSRB collects financial information for all regional expenses. A large portion of their expenses are salaries. Dr. Burnett said the regions can seek other revenue sources such as distracted driving fines.

#### Mark King Initiative

Mr. Spector said Ms. Zappetillo provided an update on the status of applications for the Mark King Initiative. Mr. Spector said he is seeking direction from the Board for persons who expired March 31, 2017, and still want to apply for the Mark King Initiative. Mr. Simpson asked how many chances we give. Mr. Guiton said there were comments from outstate Minnesota that they did not hear about this opportunity or understand it.

Dr. Ho asked about the notification to apply for the program. Mr. Spector said he asked this question of staff. Some EMTs do not have email or access to a computer. There should be criteria for approval of this change. Mr. Guiton suggested discussing expiration date exceptions at the next Board meeting.

#### Administrative Services Unit

Mr. Spector said the Administrative Services Unit provides several functions for the EMSRB for a fee. They assist with HR, purchasing, payment and budget functions. For FY 2014-2015, the ASU fee was \$110,000.00 per year. For FY2016-2107 the ASU fee was \$140,000.00. For FY 2018-2019, ASU is proposing a fee of \$300,000.00 per year. To calculate this fee, ASU explains that they use a “complicated formula” that was approved by the other executive directors. Mr. Spector said he did not feel comfortable signing this agreement.

Mr. Spector said there is an alternative agency that could provide these services for the EMSRB: The Small Agency Resource Team (“SmART”). SmART will provide a quote as to how much it would charge to deliver the same services.

ASU has stated if the EMSRB were to move to SmART, the EMSRB could not continue to use the board room or conference rooms even if the EMSRB agrees to pay a use fee.

Mr. Guiton said that the fee determination was explained based on revenue received by the agency. Mr. Spector said the fees paid by the EMSRB to ASU is deposited into a special revenue fund. Mr. Spector said the Board chair has been invited to a meeting with SmART.

Mr. Spector said there was approximately \$300,000 left in the EMSRB budget at the end of fiscal year 2017 that was proposed to be transferred to ASU so it would not go back to general fund and be used to pay for ASU fees for future year’s contracts.

Mr. Simpson suggested meeting at different locations throughout the state.

#### Community EMT Course

Mr. Spector said he attended the first day of the Community EMT course conducted by Hennepin Technical College. In addition, Ms. Zappetillo provided a written report of this program. The next discussion that is needed is renewal requirements.

Mr. Guiton said the EMSRB did not endorse the bill that created this level of certification. Dr. Burnett said that there is no change in the scope of practice. This provides additional reimbursement for fire departments.

Ms. Hartigan asked for a report on employment in the field.

**7. Medication Shortages – Aaron Burnett, M.D. – 12:10 p.m.**

Dr. Burnett said the issue is not new but is not going away. He asked what physicians are authorized to do in this situation. There was a motion adopted by the Board to accept peer review literature. He said their needs to be a discussion with the Board of Pharmacy and a statement needs to be provided to medical directors regarding when medication is unable to be provided or is expired.

Mr. Guiton said there is also a related discussion of maintenance of medications.

Dr. Burnett said this will be discussed at the MDSAC meeting in September in Alexandria and then he is going to request a meeting with the Pharmacy Board Executive Director.

Dr. Burnett said the Joint Policy Committee met with STAC on August 25 to discuss a variance request to trauma triage standards for Cuyuna Regional Medical Center. The request is to transport trauma patients to a non-designated hospital. This is a decision for the Board. There are two other level 3 trauma centers within the 30 minute area. This will also be discussed at the MDSAC meeting in September in Alexandria.

**8. New Business – 12:20 p.m.**

None.

**9. Adjourn – 12:24 p.m.**

Motion: Dr. Ho moved to adjourn. Dr. Burnett seconded. Motion carried.

The meeting adjourned at 12:24 p.m.