

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Agenda**  
**April 18, 2019, 10:00 a.m.**  
**2829 University Avenue Southeast**  
**University Room – First Floor**  
**Minneapolis MN 55414**

[Map and Directions](#)

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**1. Call to Order – 10:00 a.m.**

**Attachments**

**2. Review and Approve Agenda – 10:02 a.m.**

**3. Public Comment – 10:05 a.m.**

The public comment portion of the Board 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.

**4. Review and Approve Meeting Minutes – 10:10 a.m.**

**M 1**

**5. Board Chair Report – 10:15 a.m.**

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

- Agency Report
- eLicensing Report
- Grants Update
  - Regional Program Support and Relief Grants (FY 2020 - 2021)
  - Regional Program Volunteer Training Grant Contracts (FY 2019)
  - Emergency Medical Services for Children Grant (FY 2019 – 2020)
  - East MRCC and West MRRC Grants (FY 2020)

**7. Legislative Session Update – 11:15 a.m.**

**8. Committee Reports – 11:30 a.m.**

- CRP/HPSP
- Data Policy Standing Advisory Committee

**9. New Business – 11:40 a.m.**

**10. Adjourn – 11:50 a.m.**

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 <https://mn.gov/emsrb>

**Next Meeting:**

**June 20, 2019 – TBD  
2829 University Avenue Southeast  
University Room, First Floor  
Minneapolis, MN 55414**

**Attachment Key:**

**M = Minutes**

**State of Minnesota  
Emergency Medical Services Regulatory Board  
Executive Committee Meeting Minutes  
February 21, 2019**

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**Attendance:** Kevin Miller, Vice Chair; Aaron Burnett, M.D; Megan Hartigan; Matt Simpson; Tony Spector; Executive Director; Lucy Ross, Grants and Financial Manager; Melody Nagy, Office Coordinator; Greg Schaefer, Assistant Attorney General

**Absent:** 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 10:09 a.m. He asked for introductions from members and guests. Mr. Miller commented that Mr. Guiton is on medical leave and hopes he will be back by the next Board meeting.

**2. Review and Approve Agenda – 10:02 a.m.**

Mr. Spector asked to add a presentation from David Zaimen of Biospatial (a data analytics software vendor). He will be providing a webinar on a data analytics software solution that Minnesota may wish to adopt.

Motion: Mr. Simpson moved to approve the revised agenda. Dr. Burnett seconded. Motion carried.

**3. Public Comment – 10:05 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.*

Mr. John Swenson, Director of Public Safety from the City of Lino Lakes, said he wanted to share that legislation (HF 1364) has been introduced seeking a change to rules regarding how primary service areas (PSA) are regulated. He asked for support of this legislation. He said they are seeking a change to include local input before a PSA is changed (going forward). Changes to a local ambulance provider can greatly impact the local community. A copy of the HF 1364 was shared with committee members.

Mr. Miller said a recent case heard by the Board for Children's Minnesota involved potential changes to PSA law and the Board strongly held, even with another licensee, any change could interrupt the balance of the PSA law. Mr. Miller said he read this proposed legislation and would have questions. He said this is similar to what occurs in Wisconsin. Mr. Miller said Mr. Spector brings legislative issues to the attention of the Board Chair and Vice Chair for review before any position or public testimony is provided.

Mr. Swenson said currently that the PSA within which Lino Lakes is located is held by Fairview, but North Memorial provides ambulance services under contract. He said that Lino Lakes is satisfied with the service but would like input in the event a change in service provider is contemplated by Fairview.

Mr. Zaimen provided a webinar on the Biospatial platform and responded to Board member questions. Mr. Spector said this tool can provide information to ambulance services as part of the data analytics process. Mr. Miller said he would like to see staff or the Data Policy Standing Advisory Committee (DPSAC) review this product and then have a staff person present a recommendation to the Board.

Mr. Ron Robinson asked about the Ambulance Training Reimbursement Grants contracts for the regional programs. He said he has spent money on program costs and would like to see the contracts backdated. Mr. Miller asked if there is a statutory consideration to backdating contracts. Mr. Miller asked Mr. Spector to contact Mr. Robinson with further information. Mr. Robinson said the regional programs are also looking forward to a Request for Proposal (RFP).

**4. Approve Minutes – 10:10 a.m.**

Motion: Dr. Burnett moved to approve the minutes from the October 18, 2018, Executive Committee meeting. Mr. Simpson seconded. Motion carried.

**5. Board Chair Report – 10:15 a.m.**

No report.

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

Agency Report

Mr. Spector presented a PowerPoint presentation as part of his report which included the updated organization chart and an update on the hiring process for several positions.

Mr. Spector introduced Ms. Lucy Ross, Grants and Financial Manager, and Ms. Ross provided background information which included previous employment and experience.

Mr. Spector provided an update on the Data Manager position. He said Ms. Hartigan and Michael Mondor, EMS Chief for Maplewood Fire, conducted the first round of interviews. The next round of interviews will occur on February 22, 2019.

Mr. Spector said the EMS Specialist position was deemed by staff to be under-classified. He worked to have the position reclassified, and he just learned that the reclassification request was approved. Hiring was on hold until this reclassification could occur. Mr. Spector provided a draft of the job posting. The job posting and position description will be posted on the EMSRB website.

Mr. Spector said MN.IT has informed the EMSRB that Surface Pro computers issued to staff and board members have reached their end-of-life and are slated for replacement. MN.IT wants to replace the Surface Pro computers with different devices.

Mr. Spector said he has been working on removing the EMSRB from the ASU shared IT platform. The EMSRB website has been moved. This is the first step to remove the EMSRB off the ASU shared platform.

Mr. Spector said he has been meeting with a space planner. There are issues with the current office space and the agency is evaluating its options.

eLicense Update

Mr. Spector provided metrics regarding applications submitted through the eLicense portal as well as certification metrics. Mr. Spector said he continues to work on a new contract with ImageTrend.

Hennepin Technical College Community EMT Education Program Update

Mr. Spector explained that the Board approved the Hennepin Technical College (HTC) Community EMT Education Program. When EMS Specialist Holly Jacobs conducted the initial site visit and program evaluation, she sought a copy of the course curriculum, HTC provided a course syllabus. Mr. Miller commented that having a course curriculum is a requirement. Mr. Spector said this has been an ongoing discussion, and he will be meeting again with HTC on February 22nd. HTC had later provided a “canned” curriculum, but the material is not accurate. Dr. Burnett asked that the topic of HTC’s Community EMT course be discussed at the Medical Direction Standing Advisory Committee meeting in March. Mr. Miller said the process was not fully vetted. Ms. Hartigan said the Board approved the concept. Mr. Spector said he is working to solve this problem so HTC’s classes do not need to be canceled or the education program authorization be rescinded.

**7. Helicopter Dispatch Discussion – 11:05 a.m.**

Dr. Burnett introduced a motion that passed unanimously at the MDH State Trauma Advisory Council Meeting (STAC) held on December 4, 2018; he had been asked to bring the motion and its subject matter to the EMSRB for discussion. The STAC motion was:

*“Dr. Hick moved that the STAC support coordination between aeromedical services to ensure that the closest available helicopter is dispatched to the scene when requested. Dr. Paulson seconded.”*

Mr. Spector said the EMSRB lacks regulatory oversight to enforce this motion. Mr., Spector said he learned that there had been a meeting with the Commissioner of Health to discuss the subject matter of the STAC motion. The EMSRB had not been informed of or invited to this meeting. A second meeting was sought with EMSRB participation. Mr. Spector expressed concern that such policy discussions needs to happen in an open forum such as the EMSRB executive committee or board meetings, especially when the topic involves ambulance services for which the EMSRB has primary regulatory authority. Ms. Hartigan said that STAC may not be aware of all the issues.

Dr. Burnett said that the STAC motion as proposed may be a best practice. This is an effort to have an industry conversation. Dr. Burnett said other states may have a central dispatch. It would be ideal to monitor real time situations. Mr. Miller asked about FAA tracking of helicopters. Mr. Miller said the Board can make a statement about best practices. Mr. Miller suggested tabling this issue until the April Executive Committee meeting. Mr. Miller said he would like input from the Air Medical Council on this motion from STAC before this is discussed again.

**8. Legislative Session Update – 11:30 a.m.**

No update provided.

**9. Committee Reports – 11:45 a.m.**CRP/HPSP

No update provided.

Medical Direction Standing Advisory Committee

Dr. Burnett reported the National Association of EMS Physicians (NAEMSP) has formed a state chapter.

Data Policy Standing Advisory Committee

Ms. Hartigan said that once a data manager is hired there can be a discussion of moving from MNSTAR version 2 to version 3. EMSRB staff would assist providers in the transition. Mr. Miller asked for an update of the number of services that need to make this change.

**10. New Business– 12:00 p.m.**

Mr. Spector spoke briefly about HF 85. He said an amendment to this bill has been proposed, and the EMSRB seems to be in support of the bill as amended. This bill will be advancing to the floor.

Mr. Miller said the Board has concerns about the telemedicine bill (HF 147), particularly as it relates to Community EMTs and especially that the Community EMT curriculum is not developed. Mr. Spector said this will be discussed at the upcoming MDSAC meeting. Mr. Miller provided a bill summary. Brennan McAlpin, lobbyist for the Minnesota Ambulance Association, was in attendance and said that it has been suggested that HF 147 is to be amended to strike Community EMTs from the bill.

Mr. Schaefer said there is a delegation of authority for decisions on legislation to the Executive Committee. Mr. Spector said he provides information to Executive Committee members on an individual basis.

**11. Adjourn – 12:10 p.m.**

The meeting adjourned at 12:18 p.m.

Reviewed and Approved By

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Board Secretary/Treasurer

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Date