

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Executive Committee Meeting Minutes**  
**April 18, 2019**

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

**Absent:** Aaron Burnett, M.D.

**1. Call to Order – 10:00 a.m.**

Mr. Guiton called the meeting to order at 10:11 a.m. He asked for introductions from members and guests.

**2. Review and Approve Agenda – 10:12 a.m.**

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

Motion: Dr. Ho moved to approve the agenda. Mr. Miller 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.*

None.

**4. Approve Minutes – 10:10 a.m.**

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

Motion: Mr. Miller moved to approve the minutes from the February 21, 2019, Executive Committee meeting. Dr. Ho seconded. Motion carried.

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

None.

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

Agency Report

Mr. Spector said the EMS Specialist posting is closed. He said he will be reviewing the applications received.

Mr. Spector said that the recent EMS renewal cycle which concluded on March 31, 2019 presented certain challenges due to data entry errors when There also were sporadic issues with the eLicense system's interface with the NREMT. Despite these challenges, staff resolved these challenges, and the renewal cycle was a success.

Mr. Spector said MN.IT has informed the EMSRB that the Surface Pro computers issued to staff and Board members are slated for replacement. There is a Dell version of a Surface Pro that may be a suitable replacement. Mr. Miller asked about remote login. Mr. Spector said there is access to the Microsoft 365 platform. Mr. Spector said the purpose of having Board members have a separate device is to keep state data separate from personal or employer data. Mr. Spector said he has been working on removing the EMSRB from the ASU shared IT platform.

Mr. Spector said the lease for the current EMSRB office space expires in January 2021. He continues to have discussions with a space planner regarding EMSRB space needs. There are maintenance problems in the current office space.

#### eLicense Update

Mr. Spector provided metrics regarding applications submitted through the eLicense portal as well as certification metrics. Mr. Miller asked how many individuals did not renew. Mr. Spector responded that staff are reviewing those numbers.

#### Hennepin Technical College Community EMT Education Program Update

Mr. Spector said he met with Amber Lage and Anne Mathiowetz last week and reviewed the curriculum provided. The deficiencies in the curriculum were discussed and they will be providing a corrected document to the EMSRB.

#### Grants Update

Ms. Ross said the Request for Proposals (RFP) was published on Monday, April 15, 2019, in the *State Register*. Ms. Ross referred to the project timeline in the PowerPoint presentation. The deadline for submission is May 15, 2019. The EMRB requests that questions on the RFP be submitted by email and the response will be posted to the EMSRB website. An application review committee will be formed to bring recommendations to the Board. Ms. Ross said a special Board meeting has been proposed for June 20, 2019, to vote on the proposals received. The current grant contracts expire June 30, 2019. A new grant agreement will be provided by the end of August. Mr. Spector said the RFP is published on the EMSRB website and was shared directly with the Regional Programs and as an email through the GovDelivery system.

Ms. Larson asked about submission of work plans with the application. Ms. Ross responded with a clarification of the submission requirements.

Mr. Robinson asked for clarification of the term collusion in the RFP. He said he works with other regions on projects. Ms. Ross said she does not remember that the term collusion is in the document, but collaboration is encouraged. Mr. Robinson asked about the minimum and maximum support funds. Ms. Ross said the EMSRB is allowed by statute to keep up to five percent of the award for administrative purposes. Mr. Spector said there are costs to administer the grants. Mr. Spector said it is his understanding that MDH keeps a higher percentage of grant administrative costs.

#### Regional Program Volunteer Training Grant Contracts (FY 2019)

Ms. Ross said the \$20,547.00 (per region) is carry-over of unspent volunteer training reimbursement funds from fiscal year 2018. The contracts were submitted to the Department of Administration Small Agency Resource Team (SmART) for encumbrance and once final approval is received the contract will be provided to the Regional Programs. The grants will be retroactive to January 1, 2019.

Ms. Larson expressed some concern about the timeline. Mr. Spector said he will have a conversation with SmART to expedite contract approval.

Emergency Medical Services for Children Grant (FY 2019 – 2020)

Ms. Ross said that the HRSA grant (EMSC grant) is in year two of a four-year cycle. Ms. Ross said she is working on bringing the EMSRB into reporting compliance. SMART needs to draw this funding from the federal payment management system.

Ms. Ross said she is working on the new grant agreement for EMSC. The EMSRB will retain 10% of the funds for administration of the contract. Mr. Spector said prior contracts administrative funds were at a higher rate.

East MRCC and West MRCC Grants (FY 2020)

Ms. Ross said the MRCC grant contracts are due July 1, 2019. The funding amount is \$683,000.00 with a 10% administrative fund retained by the agency. Mr. Spector said MRCC East and West met with the Department of Public Safety to discuss an increase to their funding. EMSRB, notably, was not invited to this meeting. Mr. Spector learned that DPS had expressed some concern the MRCCs using grant dollars for salary reimbursement. The MRCCs are pursuing a legislative change to increase its grant funding.

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

Mr. Miller said some bills have been moved forward and included with omnibus bills. Mr. Miller suggested that he and Mr. Spector should have a meeting with John Swenson, Director of Public Safety from the City of Lino Lakes, regarding PSA changes.

Dr. Ho asked about exploring seeking the fine amounts for distracted driving fines and hands-free phone fines. Mr. Miller said he will look at this, but it is not an EMSRB statute that would need to be changed. Dr. Ho asked about the emergency hold scenario in statute. Mr. Miller asked if MDSAC has a consensus opinion. Dr. Ho said that EMS personnel are not protected. Dr. Ho said nursing and other boards could be involved in this.

Mr. Schaefer asked about the staffing model issue. (Mayo proposal). Mr. Miller said there is a hardship statute to assist services experiencing difficulties. Mr. Guiton said in some areas of the state there are ambulance services that are five miles apart and some collaboration could occur. Mr. Miller said that this comes to the attention of the Board when there is a deficiency in meeting statute. Mr. Spector said he is willing to work with services when these problems are reported. Mr. Miller said that this is an opportunity to have collaboration with the Regional Programs because they know who is struggling.

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

Mr. Simpson said the committee meets monthly.

Data Policy Standing Advisory Committee

Ms. Hartigan said once the Data Manager position is filled there will be a push to move to MNSTAR version 3.

Mr. Spector said there will be an effort to transition services off paper forms and upload data directly to MNSTAR.

**9. New Business– 12:00 p.m.**

None

**10. Adjourn – 12:10 p.m.**

The meeting adjourned at 12:10 p.m.

Reviewed and Approved By

Megan Hartigan (by email)  
Board Secretary/Treasurer

6/10/19  
Date