

State of Minnesota
Emergency Medical Services Regulatory Board
Board Meeting Agenda
September 6, 2019, 9:00 a.m.
Arrowwood Conference Center
Lake Vermillion Room (Upper Level)
2100 Arrowwood Drive
Alexandria, MN 56308

[MAP & DIRECTIONS](#)

1. Call to Order – 9:00 a.m.

Attachments

2. Public Comment – 9:02 a.m.

The public comment portion of the Board meeting is where the public is invited to address the Board 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.

3. Review and Approve Board Meeting Agenda – 9:10 a.m.

4. Review and Approve Board Meeting Minutes – 9:15 a.m.

M 1

5. Board Chair Report – 9:20 a.m.

- Annual Review of Executive Director
- Continuation of Board Activities (appointment of temporary committee chairs)

6. Executive Director Report – 10:05 a.m.

- EMSRB eLicensing System Report
- Agency Report

7. Committee Reports – 10:30 a.m.

- Ambulance Standards Work Group
- Complaint Review Panel/Health Professionals Services Program Report
- Data Policy Standing Advisory Committee Report
- Legislative Ad-Hoc Work Group Report
- Medical Direction Standing Advisory Committee

C 1

8. New Board Business – 10:40 a.m.

9. Adjourn – 10:45 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: mn.gov/emsrb

Next Meeting:

November 21, 2019, 10:00 a.m.

Woodbury Public Safety

2100 Radio Drive

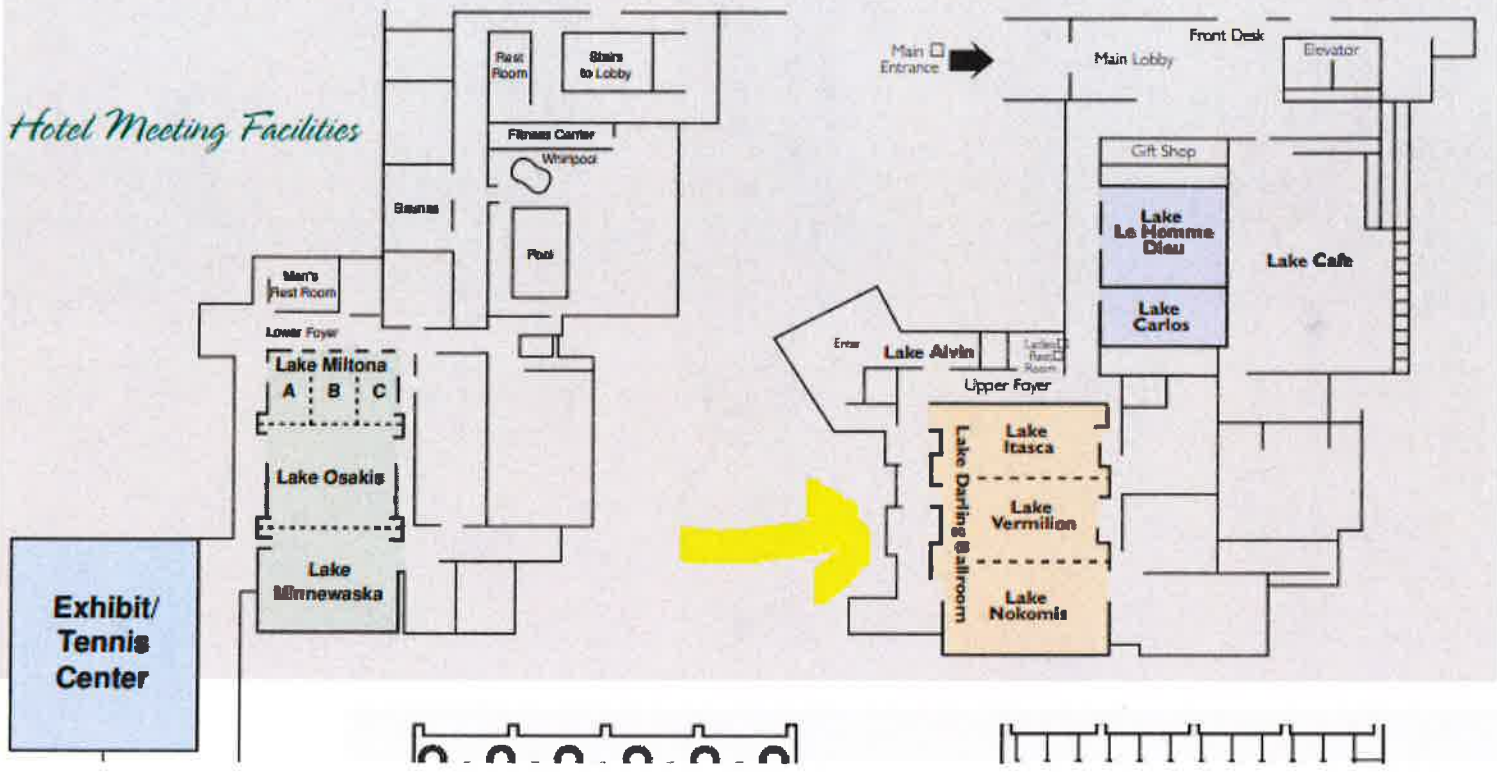
Woodbury, MN 55125

Attachment Key:

M = Minutes

C = Committee Report

Hotel Meeting Facilities



Meeting Minutes

M 1

Emergency Medical Services Regulatory Board Board Meeting

**Thursday, July 18, 2019, 10:00 a.m.
Woodbury Public Safety
Woodbury, Minnesota**

Attendance: Megan Hartigan, Board Chair; Aaron Burnett, M.D.; Patrick Coyne; Steve DuChien; Scott Hable; Representative John Huot; Michael Jordan; Paula Fink-Kocken, M.D.; Tony Spector, Executive Director; Tanner Berris, EMSRB Staff; Ryan Brodsky, EMSRB Staff; Melody Nagy, EMSRB Staff; Dave Rogers, EMSRB Staff; Greg Schaefer, Assistant Attorney General.

Absent: Jason Amborn; Lisa Consie; Tim Held; Jeffrey Ho, M.D.

1. Call to Order – 10:01 a.m.

Ms. Hartigan, serving as Acting Board Chair, welcomed everyone to the meeting and asked for introductions from members and guests.

2. Public Comment – 10:05 a.m.

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None.

3. Review and Approve Board Meeting Agenda – 10:08 a.m.

Ms. Hartigan asked for a motion to approve the agenda.

Motion: Mr. Hable moved to approve the agenda. Mr. DuChien seconded. Motion carried.

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

Ms. Hartigan asked for a motion to approve two sets of minutes.

Motion: Dr. Fink Kocken moved to approve the minutes from the May 16, 2019, meeting. Mr. Coyne seconded. Motion carried.

Motion: Mr. Coyne moved to approve the minutes from the June 20, 2019, meeting. Mr. DuChien seconded. Motion carried.

5. Board Chair Report – 10:15 a.m.

Ms. Hartigan said Board member appointments, having not occurred June 30, 2019, resulted in those positions becoming vacant. Ms. Hartigan said the Board will continue to conduct business with the remaining members until the appointments are made.

Mr. Spector listed the vacant Board positions:

Local Health Board Representative
Metro Region EMS Representative (formerly held by J.B. Guiton)
Hospital Representative (formerly held by Kevin Miller)
Family Practice Physician (formerly held by John Pate, M.D.)
EMT/Paramedic (formerly held by Jill Ryan Schultz)
Fire Chief Representative (formerly held by Matt Simpson)

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

Agency Report

Mr. Spector provided the current organization chart. He said Tanner Berris has been promoted from student worker to Compliance Specialist. Mr. Spector complimented Mr. Berris' organization skills. Mr. Spector introduced Ryan Brodsky, a student worker with the title of Project Specialist. Mr. Spector said he is exploring contracting with the former grants consultants (from the regional RFP project) until the Grants and Financial Manager position can be filled or re-tooled and then filled.

Mr. Spector introduced David Rogers (recently retired from Hennepin EMS) joining the EMSRB as the Data Manager and Analyst. Mr. Spector provided Mr. Rogers background. Mr. Rogers said he appreciates this opportunity to work with EMS agencies throughout the state.

Mr. Spector said there are job offers pending for the EMS Specialist positions. Ms. Hartigan mentioned that the EMS Specialists position description was recently updated and thereafter reclassified to a higher classification level. This resulted in an increase in the position's base salary.

Mr. Spector said the legislature approved funding for an EMS Education Coordinator position. He said he has been meeting with stakeholders regarding the position, will continue to do so, and thereafter will be drafting a position description that will be scored and classified.

Mr. Spector provided metrics regarding applications submitted through the eLicense portal as well as certification metrics.

Mr. Spector said the Surface Pro computers previously issued to board members are being replaced at the direction of the state's IT function due to the devices reaching their end of life status as established by MN.IT. Mr. Spector said the move to the State platform was successful.

Mr. Spector said staff continue to have a very good working relationship with Department of administration Small Agency Resource Team.

Mr. Spector said a new contract has been entered into with ImageTrend.

Regional Program Support and Relief Grants – Update

Mr. Spector said the agency is seeking to contract with the grants consultants to assist with the regional program grants administration. The EMSRB wants to maintain a good working relationship with the regional programs.

Guidelines Authorizing Patient-Assisted Medication Administration

Mr. Spector referred to House File 85 (provided in the Board packet). This legislation requires the EMSRB to propose guidelines and legislation (if needed) and report to the legislature by January 2020. Mr. Spector said the staff recommendation is that this be discussed at the Medical Direction Standing Advisory Committee (MDSAC) meeting in September.

7. Committee Reports – 10:40 a.m.Ambulance Standards Work Group

Mr. Coyne said he has no report at this time.

Data Policy Standing Advisory Committee

Ms. Hartigan welcomed Mr. Rogers and said she will be having a conversation with him about goals discussed by the Data Policy Standing Advisory Committee. She said it is important to work collaboratively with the stakeholders.

Legislative Work Group

Mr. Miller said he would like to have a discussion with Rep. Huot regarding potential legislation for the upcoming session. Rep. Huot said the sooner he receives information the better.

Medical Direction Standing Advisory Committee

Dr. Burnett said he agrees with Mr. Spector that patient assisted medication administration should be discussed at the September committee meeting.

Dr. Burnett said there may need to be a future discussion regarding a compensated state medical director because of increased duties of this position.

Dr. Burnett referred to an article published in July 2019 titled “*Mass Casualty Trauma Triage Paradigms and Pitfalls*” published by the Technical Resources Assistance Center and Information Exchange (TRACIE) under Health and Human Services Secretary. He asked that this document be added to the EMSRB website as a resource. [The article is posted on the EMSRB website.]

Dr. Burnett said the next MDSAC meeting is in Alexandria in September. He said he is evaluating how many times this committee meets.

Dr. Burnett said the Complaint Review Panel (CRP) is missing members without the Board appointments. He said this could affect the work of the CRP. This could affect the safety of the citizens of Minnesota.

8. New Board Business – 10:50 a.m.

Mr. Spector shared a sample of an updated certificate of compliance ambulance sticker to be affixed to an ambulance vehicle. This sticker was developed by EMSRB staff Mr. Brodsky and Mr. Berris.

Mr. Schaefer reported on a question that he was asked at a previous meeting regarding civil commitments and transports to other states. He referred to language for interstate contracts for mental health services. The Commissioner of the Department of Human Services is authorized to enter into contracts for service. Mr. Schaefer said once more information is received he will share the information with Mr. Spector.

Rep. Huot said he has been discussing the Board vacancies with the governor’s office and the Minnesota Ambulance Association.

Ms. Hartigan announced that the Board would go into closed session after a 10-minute break.

9. Closed Session – 10:55 a.m.

Closed per Minn. Stat. § 144E.28, subd. 5 and Minn. Stat. § 13D.05, subd. 2(b) (*Complaint Review Panel*)

Disciplinary actions were discussed and voted on by Board members.

10. Re-Open Meeting – 11:05 p.m.

Ms. Hartigan reopened the meeting.

11. Adjourn – 11:10 p.m.

Motion: Mr. Hable moved to adjourn the meeting. Mr. Jordan seconded. Motion carried.

**Next Board Meeting:
September 6, 2019, 9:00 a.m.
Arrowwood Conference Center
2100 Arrowwood Drive
Alexandria, MN 56308**

Reviewed and Approved By:

Megan Hartigan (by email)
Board Secretary

7/30/19
Date

Discharges by Board

Certification/Registration Type	Number Discharged
CMPA (Community Paramedic)	
Completion	1
EMR (Emergency Medical Responder)	
Non-Cooperation	1
Non-Jurisdictional	1
Board Total:	3

Referrals by Board

Certification Type	Referral Source	Number Referred
PARA (Paramedic)	Third Party	1
Board Total:		1

Monthly Case Allocation

Certification/Registration Type	All	Closed	EF Signed*	Active	Allocation
AEMT (Advanced Emerg. Med. Tech.)	97	0	0	0	0
CEMT (Community Emerg. Med. Tech.)	0	0	0	0	0
CMPA (Community Paramedic)	1	1	0	0	0
EMR (Emergency Medical Responder)	57	1	0	3	3
EMT (Emergency Medical Technician)	33	0	1	4	5
PARA (Paramedic)	83	0	1	7	8
Board Total:	271	2	2	14	16

*Enrollment Form Signed