Conflict of Interest
As specified in Minnesota Statutes 144E.01, no member of the Board may participate or vote in Board proceedings in which the member has a direct conflict of interest, financial or otherwise.

Join Teams Meeting
This meeting will be held in-person and by Microsoft Teams.
Call-in option: (651) 395-7448
Conference ID: 112 015 2149#

1. Call to Order and Introductions – 10:00 a.m.  
   
2. Review and Approve Agenda – 10:05 a.m.

3. Review and Approve Meeting Minutes – 10:10 a.m.  
   M 1

4. Public Comment – 10:15 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 email melody.nagy@state.mn.us. Please limit remarks to three minutes.

5. Board Chair Report – 10:20 a.m.  
   • Governor’s Office Request for Outreach Email  
   • Approval of 2022 Proposed Meeting Schedule  
   • Executive Director Position Update  
   • Office of Legislative Auditor Update  
   • Data Policy Standing Advisory Committee Members Appointments  
   • Conflict of Interest Discussion  
   • Internal Operating Procedures Discussion (Board IOP on EMSRB website)  
   • Financial Update  
   • Introduction of New EMSRB Staff  
   • Organization Chart with Board Involvement  
   BC 1
   BC 2
   BC 3 & 4

6. Complaint Review Panel/HPSP Update – 11:30 a.m.  
   • Investigation Status Report  
   HPSP 1
7. Update from Staff – 11:45 a.m.
   • EMS Specialists Report
     o Notice of Completed Application – Essentia Health EMS, Ada
   • Data Managers Report
     o Use of Data
   • Regional Program Contract Update

8. Update from Regional Program Representative – 12:15 p.m.

9. Old Business – 12:30 p.m.

10. New Business – 12:40 p.m.

11. Closed Session – 12:45 p.m.
    Closed per Minn. Stat., §144E.28, subd. 5 and Minn. Stat., §13D.05, subd. 2(b)
    (Complaint Reviews)

12. Re-Open Meeting – 1:15 p.m.

13. Adjourn – 1:20 p.m.

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 Board Meeting:
January __, 2022
EMSRB Office and Teams

Attachment Key:
M 1 – Board Minutes
BC 1 = Governor’s Office Email
BC = 2 2022 Proposed Meeting Schedule
BC 3 = Managers Financial Report
BC 4 = Prompt Payment Report
HPSP 1 = HPSP Report
Meeting Minutes

Emergency Medical Services Regulatory Board
Board Meeting
September 10, 2021, 9:00 a.m.
Arrowwood Resort and Conference Center
Itasca Room
and on Microsoft Teams

Board members present: J.B. Guiton, Board Chair; Kevin Miller, Vice Chair; Aaron Burnett, M.D.; Brian Edwards; Jeffrey Ho, M.D.; Megan Hartigan, Board Secretary/Treasurer; Tim Held; Representative John Huot; Michael Jordan; Paula Fink-Kocken, M.D.; Ryan Kunst, Amber Lage; John Pate, M.D.; Scott Saehr; Matthew Simpson

Board members absent: Scott Hable; Senator Andrew Lang; Tim Malchow

Staff members present: Pattie Forsberg; Holly Jacobs; Jody Larsen; Melody Nagy; Dave Rogers; Greg Schaefer, Assistant Attorney General.

1. Call to Order and Introductions – 9:00 a.m.
   Mr. Guiton welcomed everyone to the meeting and asked Mr. Miller to lead the meeting. Mr. Miller called the meeting to order at 9:00 a.m. He asked for a roll call of all Board members present.

2. Review and Approve Agenda – 9:05 a.m.
   Mr. Miller asked for approval of the agenda.

   Motion: Mr. Simpson moved to approve the agenda. Dr. Pate seconded. A roll call vote was taken. Motion carried.

3. Review and Approve Board Minutes – 9:10 a.m.
   Mr. Jordan asked for a link to the legislation that added the money for the education reimbursement fund. Ms. Hartigan said she would provide that information. Mr. Jordan said he asked about the Legislative Workgroup not the Data Policy Standing Advisory Committee in the discussion under item 8. This will be corrected in the minutes.

   Motion: Dr. Pate moved for approval of the July 15, 2021, Board minutes with the revision requested. Mr. Saehr seconded. A roll call vote was taken. Motion carried.

4. Public Comment – 9:15 a.m.
   Mr. Miller opened the floor for public comment.

   There were no public comments.

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

An Equal Opportunity Employer
5. **Board Chair Report – 9:20 a.m.**

Mr. Guiton said the meeting today must end by 11:00 a.m. for the members that need to participate in the conference. If all agenda items are not covered they can move to the next meeting agenda. Mr. Guiton said he has made changes to the agenda so that Board members will hear from Executive Committee members as part of the agenda. Mr. Guiton said efforts have been made in the last two months for board members to be involved in daily staffing activities. The agenda will also include reports from staff members and regional directors.

Mr. Guiton asked new staff members to introduce themselves.

Ms. Pattie Forsberg said that she previously worked at MDH. She said her title is Compliance Analyst. She said her role is to complete the administrative work and the investigators will handle the investigations.

Mr. Guiton said that the office relocation is completed and Mr. Miller can speak on this more. Mr. Guiton said there is an effort underway to purge records within the record retention schedule.

Mr. Guiton said Mr. Miller is the lead and is working with Ms. Voss the HR Consultant on the Executive Director’s position. Mr. Miller said that a suggestion was made to look at the position descriptions of other health related boards executive directors. The Board of Nursing recently revised that position description. He said that there is an effort to find someone with EMS leadership experience. The position description is being reviewed by HR and will be posted (hopefully) next week. If anyone has questions, please speak to me during the conference. Mr. Guiton asked Board members to share the posting to anyone that would be qualified and interested.

6. **Vice Chair Report 9:45 a.m.**

**Relocation Update**

Mr. Miller thanked Mr. Rogers for his assistance in the relocation project. There is a lot of work involved in review of the drawings for the office space, potential change orders, and requirements for internet connectivity. Mr. Miller said he and Mr. Rogers recently completed a walkthrough of the new space and also moved hundreds of files. This was a good opportunity to review the needed historic files and dispose of files that were beyond the record retention policy. Mr. Miller commented that the new office space is a new building – right along the river – and has expansive office space with space for 14 staff which gives us room to grow. There are also ample conference rooms.

Mr. Miller said he is also overseeing the two Office of Legislative Auditor audits that are being conducted. One is a financial audit of the agency and the second is an EMS industry audit. This is a non-partisan review of the agency and the audit findings will be provided to the board in a report. The auditors will have suggestions and findings in their report. The reports are expected to be received sometime in October. The Board will have a period of time to reply to this report and then the report will become public. Mr. Miller said that the auditors have information on their website for persons that want to provide input on the industry audit and he is being interviewed. The results of the audits should be available before the next legislative session.

7. **Medical Director Update – 10:00 a.m.**

Dr. Burnett said the Medical Direction Standing Advisory Committee met last night and had good participation and discussion on the authorization for EMTs to vaccinate. This was issued by the Commissioner of Health in January and was advocated for by the Board. This was thought to be a reasonable and appropriate action during the pandemic and was to be sunset at the end of September. This was not intended to be a permanent change to scope of practice. The Committee passed a unanimous motion that if there is a municipality or local public health entity that declares a public
health emergency or the state declares a public health emergency again that we would recommend to
the Commissioner of Health that she re-authorizes EMTs to administer the COVID vaccine. Dr.
Burnett said the statute requires that there be a declared emergency before this would occur.

8. Treasurer Report – 10:15 a.m.
Ms. Hartigan said in addition to her duties as the Secretary/Treasurer of the Board she is also the chair
of the Data Policy Standing Advisory Committee (DPSAC). She said there is an update of NEMSIS
data that is being released. The Internal Operating Procedures (IOP) of the Board requires an update
to the membership of the DPSAC. The IOP states the membership of the committee to be eight to
twelve members and states the role of the committee. She said this committee has long history (early
2000’s) to work on data practices, data use policy and data privacy policies. The focus for the
committee going forward would be review of the data set update that is going to be taking place. Ms.
Hartigan said that she spoke to Mr. Guiton about appointing a new chair of the Committee. She said
that as a part of the re-appointments there will be an effort by Mr. Rogers to have a discussion with
the Minnesota Ambulance Association to seek members that are completing their records by direct
data entry and by third party uploads. She said input will also be sought from the regional programs.
The committee charge will be to review the data set and make recommendations for any needed
changes and then the committee would be inactive. Mr. Guiton thanked Ms. Hartigan for her efforts
as chair of the committee and added that it has been almost two years since the committee has met
and it is not feasible for Ms. Hartigan to continue with her duties as the secretary/treasurer and the
grant activities and chair this committee. Mr. Guiton asked that if anyone is interested in this position
to please contact him and he would like to finalize this at the next Board meeting in November.

Mr. Jordan said he wanted to ask about any movement or update or negative outcomes based on the
legislative action to restrict law enforcement officers on the use of potential deadly force in situations
for persons having mental health crises. He asked what ramifications have occurred that affect
ambulance services. He said that this was discussed in April. He said that there was some concern
expressed that if law enforcement personnel had not secured the scene that medical personnel may not
be willing and/or able by their policies to respond to those scenes. Dr. Burnett said that care of mental
health patients is evolving right now and in a period of transition. He said the legislation that you
cited has caused law enforcement personnel to re-evaluate how they are responding to mental health
calls and there have been instances of friction in the streets regarding securing scenes and placing
transport holds. As you are aware EMS providers are not authorized to place transport holds and look
to our law enforcement partners to do that. That legislation has caused departments to evaluate their
criteria for transport holds and enforcing transport holds. He said that there is not a lot of uniformity
in how these calls are being handled. He said this in an ongoing challenge and opportunity. Dr. Ho
said this has had a chilling effect in law enforcement participation. He cited one instance of a long
standoff that the ambulance crew was diverted to other duties because of the limited availability of
resources. He said that this will require careful monitoring. Dr. Pate agreed with Dr. Ho’s comments
and had his crew back off a scene and that it resolved without a problem. Representative Huot said it
is important for him to hear this feedback and this issue is also being reviewed in the court. He said
that Hennepin County is having legislators do ride-alongs and that this may cause the issue to be re-
visited. Dr. Ho said that officers do not respond with the intention to use deadly force but that law
enforcement is feeling especially scrutinized and they are afraid to do anything. Rep. Huot said he is
on the public safety committee and said this is a sensitive issue. He said that he feels that this will
require further discussion. He said that also playing into this is the 9-1-1 response that routes calls for
a mental health response. He said routing this to a social worker when this should be a pre-hospital
care response is frustrating. He asked that medical directors keep this on their radar.

Mr. Edwards said that he wants this on the record. For a long time in the State of Minnesota EMS and
law enforcement and the emergency department have been the sole safety net for persons in crisis. He
said that this is a broken system and what we face now is that safety net has been removed in many instances. What I want captured in the minutes is the effect this is having while unfavorable for EMS and law enforcement is really deleterious to the patient. This can extend the delays in care by days and weeks before the persons can be safely cared for and can also cause loss of care where the person never gets the help they need and continue to remain in crisis. There needs to be a focus on the patient being served.

Mr. Miller said that there have been scenes that law enforcement that does not respond at all and that puts crews in a difficult position.

Ms. Hartigan said that she also wanted to speak about the regional grants and the other grants managed by the EMSRB. She said that she spent considerable time reviewing the history of the grants the financial condition of the grants the statutory provisions of the grants and the statutory changes to the grants. She said that it was made clear that this needs to be a dedicated position for the agency. She said that Ms. Voss has worked on getting this position posted and has worked with HR on the screening process to bring candidates forward for interviewing. Ms. Hartigan thanked Ms. Lage for her participation in the interview process. She said that the focus was to find a person that had the grants and financial management skills and also excellent customer service skills. She said the ability to communicate with these customers is essential. An offer has been made and we are waiting to finalize that process.

Ms. Hartigan said that while all of this activity was taking place there needed to be work done on developing contracts for Fiscal Years 2022 and 2023. The grants contract policy was followed to develop these contracts. Draft contracts were provided to the regional programs and a budget and work plan is needed from each region. In addition to my review of the documents she said she also asked Mr. Miller to review the budgets/work plans. The updated contracts once encumbered will be finalized with the regional programs.

Ms. Hartigan said that the usual process would be to have the grant documents completed for the new fiscal year beginning July 1. There were delays because we did not know what moneys would be available due to last minute legislative activities. She said that the change of the Executive Director also affected this process and that a violation form was required to be submitted for each of these contracts because they were not executed by July 1. She said that there were also questions raised on how the grant monies were to be used. It is unfair to raise questions without having answers. She said that there are subject matter experts in the state system to go to and get these answers. There are state policies in place for these grants and statute that clearly defines the purpose.

Ms. Hartigan said another thing to keep in mind is the job of the grants and financial manager will be to follow the appropriate policies and maintain the checks and balances for management of the grants. She said that there are appropriate quarterly reviews including desk audits. This will assure appropriate use of the funds for the purposes intended within the work plan and to develop appropriate alternatives in spending the funds. She said that if there would be something that is disallowed the grantee would be able to understand the policy for this action. She said that has been a reoccurring question on the use of seat belt dollars. She referred Board members to Minnesota Statute 169.686, subdivision 3. She quoted the statute. She asked that the regional directors’ boards also review this criteria in development of their budget and work plan. She said that when you specifically look at the seat belt dollars and refer to Minnesota Statute 144E.50 it is very clean in how these dollars can be used. She said that she would be willing to discuss this with anyone that has additional questions or refer the person to the appropriate state resources.
Ms. Hartigan said that there will also be time in the agenda for the regions to provide input to the board on these contracts. Mr. Vanderwal said that he wanted to make it clear to the Board that the (EMS Support Act – ($73,125.00) is Minnesota Statute 144E.50. He wanted verification of this. Ms. Hartigan said that the names of some of the grant programs changed this year. Mr. Vanderwal asked Representative Huot for clarification of why this change was made. Representative Huot said that he is waiting to hear back from the chair for answers to this question. He said he will pursue it further and report back. Mr. Vanderwal said that he is seeking clarification and respects that you are trying to help us with the additional money and wants to know how this should be passed on to providers (education, equipment, or what). He said he appreciates the efforts made by Ms. Hartigan.

Mr. Jordan said he would focus on the seat belt dollars and said that in a conversation that he had with Mr. Amborn that he hopes that Mr. Kunst will pick up on now that there are specific requirements and limitations in what the seat belt dollars can be spent for. Mr. Jordan said that the Board needs to provide clear and specific guidelines to the regional programs on what the funds can be spent on and be reimbursed and what they can’t. He said this same conversation occurred a year and a half ago that a regional program was previously allowed to spend money on a project and now it is being disallowed and now you are telling me that I cannot be reimbursed for this project. The Board should not be putting themselves in this position again and put the regional programs in that position again. There needs to be clear guidelines.

Mr. Jordan said Ms. Sigstad reported that the expected revenue for seat belt will fall significantly below the forecasted amount. About half the revenue. How does this impact the EMSRB and the regional programs. Does the EMSRB seek to make up the money another way or communicate to the regional programs that this money will not reach the forecasted amounts and may not reach those amounts for a long time. This should be an important conversation for the Board.

Ms. Hartigan said that the regional programs were informed that the revenue forecast provided by the Department of Public Safety is not the actual revenue received. The EMSRB does not receive the information on the monthly allocation until months after the fines have been collected. She said she understands that it is hard to plan a budget on an estimate. She said the information provided to the regional programs is a direct quote from the statute.

Mr. Guiton thanked Mr. Vanderwal for the comments and for your input. Mr. Guiton said the original intention of the seat belt grant was that it would be a temporary/short term grant to help the regional programs and it has become a long term grant that depends on officers writing the tickets for the violations and judges not throwing this out if there are multiple offences. He said that there is no way to predict this revenue. He said the only other solution would be to re-write this portion of the statute.

Mr. Vanderwal said that he is also seeking flexibility in moving funds from one need to another. He said that the original intent of the EMS support act was to assure that the regional programs continued to exist due to the economic situation in the “80s”.

Mr. Miller said the agency works closely with SmART to comply with the rules/statutes for grant management. He said that Ms. Hartigan has worked on this for hundreds of hours to provide this information as clearly as possible.

Dr. Ho said that he feels that it is predictable that the seat belt revenue will remain low and drop lower. He said that there has been an increase in compliance. He said that the regional programs should consider adjusting their budget for this fact.
Mr. Kunst said that he has reached out to have a conversation with Michael Hanson, Director of the Office of Traffic Safety and will be having a meeting with him and will have additional information to share at the November meeting.

Ms. Hartigan said she also wanted to point out the one of the legislative changes this year is that the $800,000 dollars has a two year term and this needs to be addressed legislatively for this to be continued. Ms. Hartigan commented that it has been enjoyable to work with the regional programs to find out what is occurring in the regional programs.

Mr. Guiton said that the EMSRB earned the audit and the law was not always followed in the past in administration of the grant programs. The intention is to follow all the statutes and rules and then make sure going forward that weaknesses are identified and changes that are made are done so to have future needs identified.

Ms. Hartigan said that there will be a one year grant for MRCC East and West and then these grants will move to the Department of Public Safety. The contracts are being worked on for these grants also.

Ms. Hartigan said that she has not worked on the EMSC grant at this point. Dr. Fink-Kocken said that the state or university must apply for the grant and it has specific requirements and deliverables. The state then contracts with the EMSC Program through a grant with Children’s Hospital.

Ms. Hartigan said that a previous meeting it was discussed that it was a big job to true up and to understand the status of the agency budget. She said that she is meeting with SmART staff who monitor the agency budget. They make strong recommendations on how the agency can remain within budget. She said that at the end of Fiscal Year 2021 the agency had excess funds of over $699,000. that will be returned to the state general fund. She said that when you look at the financial picture for Fiscal Year 2022 that there are several priorities. Dollars need to be spent appropriately and dollars meant for salary are spent on the people doing the work and still manage the budget. She said the new office has a lot of extra square footage at a greatly increased cost. The agency needs to be extremely careful in our spending going forward. She said she reviews the monthly financial reports and meets with SmART staff to review the agency finances.

Ms. Hartigan said that for the first time agency going to retain five percent (5%) of the regional grant dollars allowed in statute. (Minnesota Statute144E50) She said she wanted to discuss this at the Board level (about retaining these funds or not) and have the regional programs express their thoughts.

Ms. Hartigan said the Board’s job is to oversee the Executive Director and the finances of the agency. A lot has been learned. Moving forward there needs to be an increased oversight role.

Ms. Hartigan said the 5% funding that will be retained by the agency can be used to support the position for the grants and financial manager and this is a vital position for the agency to have a subject matter expert in this position. She said that it costs the agency money to manage the grants. This is allowed in statute and that is what my ask is moving forward and be transparent in where this money is being spent.

Mr. Miller said that in meetings with SmART it was made clear where this excess money was in the budget. It was salary money that there were not staff hired to fill positions. He said that three positions were recently filled and this money does not go very far. He said that the financial map and the strategic map need to be discussed by the Board going forward. He said that this will need to be discussed with the Executive Director when hired. He said that there was also a significant increase in
overhead. This all needs to be laid out clearly before an appropriate change can be justified. He said the agency can admit to mistakes made in the past and move forward.

Mr. Vanderwal thanked Ms. Hartigan for her willingness to be open to the discussion. He said that he heard that the 5% ($5,000.) is nothing in the huge budget. He said that from a provider standpoint and if, for example, this would be used for equipment $5,000. is significant. Mr. Miller commented that the state cannot get money back from the prior budget but will be using this money going forward. He asked for the legislative intent for the money to go to the providers or to be used for administrative costs. He said the regional programs will be impacted by this 5% reduction.

Mr. Adam Shadiow, Arrowhead EMS Program, said it is hard to accept this reduction when the funding to the regional programs and the EMSC program could have been doubled based on the funding that was returned to the general fund this year. Especially when the regional programs have been asking for increased funding for a number of years. He said that it is also challenging to hear that the overhead costs are going to increase exorbitantly (doubled or more). There would be a lot of questions on how this money is being spent. He said he would be willing to give up the 5% to have a grants manager to work with but hopes that does not happen this year and that the needed positions are filled at the EMSRB.

Mr. Mark Griffith, South Central EMS Region, said this is a problem in the South Central region because I cannot tell my customers that I cannot provide services (CISM) since there is no contract in place. He agrees that there needs to be a staff person dedicated to the grants program but would ask that this be considered as a future cost.

Mr. Guiton said that Mr. Vanderwal is right and the regional programs run good programs but if the agency can hire a grants manager that can go seek new grants and lobby for what is needed for the regional programs then it will be more effective use of the money than the $5,000. cost and that position will pay for itself in the long term. He said it is crazy to expect Ms. Nagy to process grants in addition to her other duties and have several other persons interpret how the money has been spent when and there is not a consensus of opinion. This has a crushing effect on the regional programs doing their job properly. He said that this will partially offset the costs of the grants and financial manager.

Mr. Guiton said that the Board was shocked when we learned the lease costs of the new building. He said that there are two reasons for the additional costs. It is a new building and that additional square footage was committed to. He thought that this was state made decisions and not due the increase in the square footage. He said he has had discussions with the Department of Administration regarding a sub-lease of the extra office space. He said the plan in the long term is to seek ways to increase the regional program funding. He said that he promised that that the Board members will work with the grant manager to determine the legal spending of the regional program funds and that the Board will advocate with the legislators to increase the funding or change the legislation as appropriate. He said that this 5% has been in the statute for a decade but has not been sought before. As the staff compliment increases this money will be needed for staff costs.

Mr. Jordan asked for an update regarding the discussion that occurred at a previous meeting regarding the hiring of an Interim Executive Director. Mr. Guiton said that SmART was seeking a person on behalf of the agency and there was not a person interested/available in assuming the position. Mr. Miller commented that the Executive Committee members have been involved in the agency activities in a leadership role. He said that this agency is the only one to receive additional funding for the education grant dollars that were unspent in the previous fiscal year. He said that the frustration is understandable.
Ms. Hartigan asked for comments from Board members on the retention of the 5% of the grant funding. Dr. Ho said that he would support this and it needs to be a consistent expectation and that would make it easier to set the financial budget in the future. He said that he sees large administrative contract costs in other projects that he is involved with. Mr. Guiton repeated that this amount is in statute and understands his point in being consistent. Dr. Burnett said he would also support use of the 5% funding to be used for grants management because grants management is very complicated. He said a grants manager is critical for the agency. Mr. Held said he would agree with what has been said and the grants that the EMSRB currently manages should have a dedicated grants manager. He said 5% is a good use of those funds. He said that he does not know the current status of the budget but would see that the agency would be experiencing salary savings as there is not an executive director. He said that delaying this could be considered if the budget will allow that expense to be absorbed by salary savings. Mr. Guiton said the contract employee Ms. Voss (the HR consultant) has helped with all the hiring and contracting with another state agency requires that the EMSRB pay an administrative cost (greater than 5%) to have the services of this contract. Mr. Saehr said he would support this 5% and sees that this administrative cost is expected to fulfill the duties of the role. He said that he understands the hardship on the regional program level and there is accountability that is needed both on the Board level and the regional program level. This provides accountability for both sides. Mr. Miller said that the Board needs to provide transparency in our actions in the management of the budget going forward to offset the costs of the grants manager position. Mr. Guiton said that the Executive Committee feels that it is important to provide this transparency.

Mr. Simpson said that the complaint review panel continues to meet and has a very robust process for review of the information brought forward with the intention of protection of the public health in assuring providers are following the rules and standards for patient care. He said each case is reviewed on an individual basis based on the facts of the case. Mr. Guiton asked Mr. Simpson to explain the staffing structure for the staff that have been added. Mr. Simpson said that Ms. Forsberg, Compliance Analyst, introduced herself at the beginning of the meeting. He said that Ms. Forsberg is organizing the historic files and managing the case load of information brought to the CRP. He said that the two investigators are working very hard to clear the backlog of cases that were neglected. He thanked the panel members for their work in reviewing this case load and sees that the agency will soon be up to date with our investigations.

10. Updates from Staff – 11:00 a.m.
Mr. Miller asked Ms. Jacobs to provide an update for the specialists’ activities. Ms. Jacobs said that staff are conducting inspections and review of education program applications. She said that the other two specialists are conducting an advanced level exam today (Jody Larsen and Charles Soucheray). She said that she is also involved in the response to the OLA audit and it is renewal time for EMRs and this involves additional customer service duties during this time. She said that there are also requests being received for approved agent courses again and will be reviewing the documents and may be offering that course in the near future. She said on the education front there was discussion at the last Executive Committee meeting regarding re-convening of the Education Standards Workgroup primarily because of the action taken by the National Registry to pull the skill sheet examination worksheets from the website. Shortly after that meeting staff had a discussion with National Registry staff regarding this action and they offered to have a listening session with Minnesota education programs on the need for and use of the sheets. She said she is seeking the Boards approval of this activity. Mr. Guiton clarified that this is for the EMT level. Ms. Jacobs clarified and agreed.
Motion: Mr. Edwards moved that the Board endorse staff to establish a listening session with the NREMT for a discussion of why they did what they did. Dr. Pate seconded. Roll call vote conducted and motion carried.

Ms. Jacobs provided clarification of a problem in the elicense system regarding the location information listed for ambulance services that provides duplicate information regarding a base of operations or substation for ambulance services. She said that she had a discussion with ImageTrend to work on clearing this up in the system. This will be a clean-up project. Mr. Miller said this has created some mapping confusion and that a base of operations or a substation may not be the same address as a headquarters. He said that this is being reviewed to make the corrections needed and that the process is clear moving forward. Mr. Edwards asked about the contract with ImageTrend. Mr. Rogers said this is a contract. He would like to explore the options for the agency. Mr. Guiton said this is a two-year contract and asked Mr. Edwards to share his concerns with Ms. Jacobs.

Mr. Rogers reported that he has been discussing re-formation of the Data Policy Standing Advisory Committee and he has sent information to MAA to seek recommendations for membership. Mr. Rogers said that he is continuing to execute contracts for the implementation of hospital hub. This will allow hospitals to access EMS records. He said he is continuing to work with small agencies to implement electronic reporting. He said the version two data is being achieved through the ImageTrend achieve system. MNiT is duplicating the data base to send to them. This information will then be available to view in the Elite system. He said he has also been involved in the move to the new office and file review based on the data retention schedule.

Ms. Pattie Fosberg reported that the investigators (Andrew Still and Linda Hilligoss) are working hard to complete the backlog of investigations. She said she is spending time on closure of files to see that the persons involved were properly notified of the outcome of the case.

Mr. Guiton asked Jody Larsen to provide an introduction of herself. She and Mr. Soucheray are conducting a paramedic exam today at Century College. Ms. Jody Larsen said she has experience that encompass the three fields of 9-1-1. She said recently was notified of her 25-year anniversary with North Memorial Ambulance and has 12+ years law enforcement experience as a police officer. She said that she hopes that she can provide a well-rounded perspective as the EMS Specialist. She said that her job as a specialist includes assisting with administration of NREMT exams, inspection of ambulance services and education programs. She said she wants to represent educators and not lose in person learning. Mr. Guiton said that Ms. Larsen is also taking the classes to become a certified emergency manager.

Mr. Guiton said that the time to apply for Board positions is coming up and there are no term limits for current members. He said we are seeking a public health official for the position of Local Board of Health Representative. He said that this cannot be a delegated position, but we are going to try to change this legislatively.

11. Updates from Regional Programs – 11:15 a.m.
Mr. Griffith thanked Ms. Hartigan and Ms. Nagy for their work on the regional program grant contracts. Mr. Vanderwal said that in the Northwest Region we have been working on PPE placement and there is an EMS conference that is scheduled, but this may be cancelled due to COVID concerns. He said that their board is looking at issues for recruitment/retention and is looking at programs for high school students. The other option would be a public safety model. Dr. Burnett said he would be happy to participate by Zoon in the recruitment efforts for high school class participation.
Mr. Vanderwal asked about contract extensions due to potential increased pandemic situations and that the regional programs be notified of these extension well in advance of the deadline.

Mr. Shadiow said thanked staff for their prompt pandemic response. He said that they will be having a conference in January.

Ms. Larson said in the St. Cloud area they are holding EMS Outpost events where EMS, police and fire are engaging together to engage/recruit the youth in the community to the EMS profession. She said that there are a number of services that are struggling with staffing issues. She said that an effort is being made to have CISM members available for ambulance personnel regardless of the time of day and area of the region.

Mr. Hauge thanked Mr. Guiton, Mr. Miller, Ms. Hartigan, Ms. Nagy, and Mr. Shadiow for the efforts in getting the contracts ready. He said that he agrees that customer service is key. He said we are also working with high schools on an EMR program in the classroom. This is a trial program to get these individuals interested in EMS early. Mr. Hauge said that four one day mini conferences are being considered instead of the usually planned conference for the southeast region. Mr. Hauge said that there will also be anatomy labs hosted by the Mayo Clinic focusing on airway and heart dissection and anatomy of the human body. The medical direction consortium continues to thrive, and we provide medical direction, QA and education sessions to these services. We help with licensure renewal issues as needed.

Ms. Jenson said in the Southwest region we are also offering consortium classes and provide reimbursement for EMT, paramedic and First Responder classes. We are looking at different ways to offer these classes and have successfully done classes in high schools. She said that the Narcan efforts continue and hear the same concerns regarding staffing difficulties at the services, especially for transfers. She also wished to thank Ms. Hartigan for the efforts in guiding the regions in the contract process.

12. Old Business
Mr. Miller said that he does keep track of previous items discussed.

13. New Business
None.

14. Adjourn – 11:00 a.m.

Motion: Mr. Edwards moved to adjourn the meeting. Dr. Pate seconded. Roll call vote conducted and motion Carried.

Meeting was adjourned at 11:05 a.m.
Next Board Meeting:
November 18, 2021, 10:00 a.m.
Location: EMSRB Office
and by Microsoft Teams

Reviewed and Approved By:

J.B. Guiton, Board Chair

Date
Good afternoon, all –

On Monday, the 2022 board and commission vacancies were posted on the Minnesota Secretary of State's website. We depend on your leadership to help recruit leaders from across Minnesota's diverse communities for these opportunities. As you know, the Governor and Lt. Governor’s Office is committed to recruiting applicants from across Minnesota’s diverse communities, including but not limited to Tribal Nations, communities in Greater Minnesota, Black communities and communities of color, as well as recruiting individuals with disabilities and veterans.

The Appointments Team has begun our 2022 outreach, including starting a monthly convening of stakeholders across business, nonprofit, labor, and other sectors to share information about vacancies; focused calls with leaders in relevant sectors to identify possible applicants; and regular communication with potential applicants, among other efforts. As part of our outreach, Governor Walz, Lt. Governor Flanagan, and Secretary Simon today issued a press release encouraging all Minnesotans to apply for appointment to Boards and Commissions.

By Wednesday, November 10, please let me know your plans to encourage applicants for any vacancies on your agency so that we can coordinate and help amplify your efforts. If you do not have vacancies on your agency, please support your colleagues and share information with your networks!

Some of the strategies that the Appointments Team has used include sharing information through newsletters and websites, calls and emails with potential applicants, social media posts, discussing the vacancies at board meetings, and sharing information about the vacancies with stakeholders. We encourage boards that work on related topics to consider partnering on outreach.

We are still developing our appointments schedule for the 2022 vacancies. Your outreach plans will inform our schedule, which we plan to circulate in the coming weeks. We know that outreach and application review, while critically important, can be time consuming and we are grateful for your partnership.

As always, please don’t hesitate to reach out with any questions.

Sincerely,

Madelyn

Madelyn Nelson (she/her/hers) | Director of Boards and Commissions
Office of Governor Tim Walz and Lieutenant Governor Peggy Flanagan
75 Rev. Dr. Martin Luther King Jr. Blvd.
Ste. 130
Saint Paul, MN 55155-1611
Cell: 651-368-3080

Get Involved
Apply for an appointment to a state board or commission! A list of boards and commissions, including open positions, can be found on the Minnesota Secretary of State’s website. With over 100 boards and commissions covering topics from architecture to the zoo, there are hundreds of opportunities annually. For questions about the process or how to get involved, please contact gov.appointments@state.mn.us.

Apply for a State Board or Commission | Apply to work for the State of Minnesota

One Minnesota
Web | Twitter | Facebook | Instagram

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November 4, 2021

EMSRB Board Vacancies

On Monday, November 1st, the 2022 board and commission vacancies were posted on the Minnesota Secretary of State’s website.

The Emergency Medical Services Regulatory Board has the following vacancies:

- Ambulance Service Director
- County Sheriff Representative
- Public Member
- Regional EMS Program Representative
- Registered Nurse
- Local Board of Health Representative

To obtain more information or apply for one of these positions please apply on the Minnesota Secretary of State’s website. Note: most positions first application review date is November 5, 2021.
Draft Board Meeting Schedule for 2022

Board Meetings

Thursday, January __, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, March 17, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, May 19, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, July 21, 10:00 a.m.  EMSRB Office and Microsoft Teams
Friday, September __, 9:00 a.m.  Arrowwood Conference Center, Alexandria, and Microsoft Teams
Thursday, November 17, 10:00 a.m.  EMSRB Office and Microsoft Teams

Executive Committee Meetings

Thursday, February 17, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, April 21, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, June 16, 10:00 a.m.  EMSRB Office and Microsoft Teams
Tuesday, August 18, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, October 20, 10:00 a.m.  EMSRB Office and Microsoft Teams
Thursday, December 15, 10:00 a.m.  EMSRB Office and Microsoft Teams

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

An Equal Opportunity Employer
### Remaining Payroll Projection

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<tr>
<th>Account Class and Description</th>
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<th>Part-Time (41030): $133,987.63</th>
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<td><strong>Encumbered/Committed</strong></td>
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## H7501 Emergency Medical Services Off

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<th>Percentage Paid On Time</th>
<th>Interest On Late Payments</th>
<th>Contested/Excluded</th>
<th>A</th>
<th>C</th>
<th>T</th>
<th>V</th>
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<td>7</td>
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<td>MAY</td>
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<td>30</td>
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<td>73</td>
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## HPSP Monthly Reporting

**September-October 2021**

### Referrals

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<th>Sep-21</th>
<th>Oct-21</th>
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<tbody>
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<td>Follow-Up to Diagnosis/Treatment</td>
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<tr>
<td>EMT Self-Report</td>
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<td><strong>Total:</strong></td>
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### Discharges

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<tr>
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<th>Oct-21</th>
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<tr>
<td>Voluntary Withdrawal</td>
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<tr>
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### October Monthly Case Allocation Report

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<th>All</th>
<th>Closed</th>
<th>EF Signed</th>
<th>Active</th>
<th>Allocation</th>
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</thead>
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<td>0</td>
<td>0</td>
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<td>3</td>
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<tr>
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<td><strong>October Total:</strong></td>
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