

**State of Minnesota**  
**Emergency Medical Services Regulatory Board**  
**Board Meeting Agenda**  
**September 10, 2021, 9:00 a.m.**  
**Arrowwood Resort and Conference Center**  
**Itasca Room**  
**Alexandria, MN**

This meeting will be held in-person and by Microsoft Teams.

[Join Teams Meeting](#)  
Call-in option: (651) 395-7448  
Conference ID: 338 234 225#

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1. **Call to Order and Introductions – 9:00 a.m.** Attachments
  2. **Review and Approve Agenda – 9:05 a.m.**
  3. **Review and Approve Meeting Minutes – 9:10 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](mailto:melody.nagy@state.mn.us). Please limit remarks to three minutes.
  5. **Board Chair Report – 9:20 a.m.**
    - Meeting Parameters
    - Agenda Format Update
    - Introduction of New EMSRB Staff
    - Relocation Update
    - Executive Director Position Update
  6. **Vice Chair Report – 9:45 a.m.**
    - Office of Legislative Auditor Update
  7. **Medical Director Update – 10:00 a.m.** MD 1
    - Authorization for EMTs to Vaccinate
  8. **Treasurer Report – 10:15 a.m.**
    - Data Policy Standing Advisory Committee Members Appointments
    - Regional Program Contract Update
    - Financial Report

- 9. Complaint Review Panel/HPSP Update – 10:45 a.m.**
- 10. Update from Staff – 11:00 a.m.**
  - EMS Specialists Report
  - Data Managers Report
  - Investigation Status Report
- 11. Updates from Regional Programs – 11:15 a.m.**
- 12. Old Business – 11:30 a.m.**
- 13. New Business – 11:40 a.m.**
- 14. Adjourn – 11:50 a.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:  
November 18, 2021  
EMSRB Office**

Attachment Key:  
M1 – Board Minutes  
MD 1 = Medical Direction

## Meeting Minutes

### **Emergency Medical Services Regulatory Board**

#### **Board Meeting**

**July 15, 2021, 10:00 a.m.**

**2829 University Avenue Southeast  
Conference Room A, Fourth Floor  
Minneapolis, MN 55414  
and on Microsoft Teams**

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

**Board members absent:** J.B. Guiton; Jeffrey Ho, M.D.; Senator Andrew Lang

**Staff members present:** Holly Jacobs; Melody Nagy; Dave Rogers; Charlie Soucheray; Greg Schaefer, Assistant Attorney General.

**1. Call to Order and Introductions – 10:00 a.m.**

Mr. Miller called the meeting to order at 10:00 a.m. and said that Chair Guiton is not available to attend the meeting today. He asked for a roll call of all Board members present.

**2. Review and Approve Agenda – 10:05 a.m.**

Mr. Miller asked to add Tracey Sigstad, SmART Director at 10:30 during the Board Chair report.

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

**3. Review and Approve Board Minutes – 10:10 a.m.**

Mr. Jordan asked for an addition to the remarks he made during the IOP discussion.

**Motion:** Mr. Jordan moved for approval of the May 20, 2021, Board minutes with the revision request. Dr. Pate seconded. A roll call vote was taken. Motion carried.

**4. Public Comment – 10:15 a.m.**

Mr. Miller opened the floor for public comment.

There were no public comments.

**5. Board Chair Report – 10:20 a.m.**

Welcome New Board Member

Mr. Miller welcomed Ryan Kunst and invited him to introduce himself. Mr. Kunst said he is the public safety representative replacing Jason Amborn. He said he is a Deputy State Fire Marshall and

he was a paramedic on the White Bear Lake Fire Department and a critical care paramedic for HealthEast. He said he is currently a paramedic for the Regions Hospital Event Medical Team.

Mr. Jordan said he has previously discussed with Mr. Amborn and noted in prior Board minutes that the Board needs to discuss the declining revenues generated by seat belt activity. He said the Board needs to discuss the affects of the decline of these funds and the prohibited activities that the regional programs might pursue in the use of these funds. It is important that the Board recognize those limitations and that the regional programs understand the limitations and not make expenditures that they would not be getting reimbursed for. He said that he has been pursuing this matter for over a year and the Board has not made any progress on it and now with some new eyes on it would do to address the issue.

Mr. Kunst said that he had an opportunity to have a discussion with Mr. Amborn about this issue and will see what can be done. Mr. Miller said that he also has this on an action item list for follow up. He said that Ms. Sigstad will be speaking about funding for regional programs.

#### Closed Meeting Action

Mr. Miller reported the Executive Committee and the Board held closed session meetings following the guidance of the Attorney General's Office. A closed session is private. The resulting action of the closed sessions was the discontinuation of the Executive Director Spector's appointment. Mr. Miller thanked Mr. Spector for his time with the EMSRB.

#### EMSRB Continuity of Operations

Mr. Miller reported the Executive Committee is working with our State partners at SmART and Management Analysis Division (MAD) on filling open positions including the Executive Director position. The State partners suggested and offered to assist in filling an Interim Director role. The Interim Director could work with current staff to fulfill administrative duties of the Executive Director.

Mr. Miller said the Executive Committee members are working with staff on specific areas of responsibility. Executive Committee members are meeting with staff on a regular basis. Mr. Miller said Chair Guiton is working on the day-to-day operations at the executive level oversight for the EMSRB such as approving invoices and related daily activities.

Mr. Miller said he has been working with Tracey Sigstad on questions related to the audit being conducted by the Office of Legislative Auditor.

Mr. Miller reported that the Board discovered at the end of the fiscal year, an issue with the Volunteer Training Funds account distribution. He said that there is a \$361,000.00 per year appropriation to that account to pay ambulance services for training. The money that is not spent from this appropriation is legislatively mandated to be disbursed to the regional programs. That did not occur in time. Senator Lane and Representative Huot were able to work with legislative leaders to get this money added back into the EMSRB budget. This provides an additional \$204,000.00 that can be disbursed to regional programs.

Mr. Miller said that there will be a number of grants that will be allocated to the regional programs. Each of the grants has a purpose in the legislation that is defined by the Board. For example: the volunteer training grant fund should be used to reimburse for volunteer training throughout the state. He said that the EMSRB has not been very specific in the past with regards to that but have allowed a level of vagueness so that regional programs can tailor that. So, going forward the Board will need to put in some level of oversight with regard to what those dollars can be used for to guide the regional

programs and that is the recommendation from SmART. Mr. Miller asked Ms. Hartigan if she had any comments on this topic.

Ms. Hartigan said one of the concerns that she can express is the “truing up” of the accounts. To understand the budget dollars available, what the deadlines are and how we accomplish the work given the current staff situation and given the direction of the Executive Committee and the Board. She said the Executive Committee has had conversations with Tracey Sigstad to understand where the agency is at with the budget and to make sure that no dollars are lost. She said The Executive Committee is reviewing the priorities for hiring and what funds are available for those positions for this budget year and moving forward.

Ms. Hartigan said that Ms. Nagy has been working diligently on these grants. The Executive Committee was discussing the agency budget earlier this week and it would be beneficial to put an interim Executive Director in place that can hit the ground running and understands the states grant process and the deadlines and understands the priorities of the Board and what the statutory requirements are for administering the grants to make sure that these dollars are spent correctly.

Ms. Hartigan said that she will continue to meet with Ms. Sigstad monthly and staff to make sure the process moves forward. She said it is important to provide transparency of the financials moving forward so that the Board receives reports of how the funding is spent and where the budget is going.

Mr. Miller said as all this information was reviewed and the timelines and what the broad legislative purpose was there was additionally one of the grants also had a legislative name change. He said that a justified complaint from the regional programs is that they need more information on what the timeline is and when information will be provided. He said that now that the budget has been received the Board should be able to lay that out in a timeline for the next two years. He said the deadlines can be made clear and when funds would be available on a going forward basis.

Mr. Miller said he wanted to make a comment about positions and report that in the past month there has been an aggressive effort to fill positions. He said the vacant EMS Specialist position has been filled and Jody Larsen will be joining EMS staff on July 29. He said the Compliance Analyst Position is being offered and this position works on gathering material for the Complaint Review Panel meetings. He said the two investigators that were on loan during COVID have accepted permanent positions with the EMSRB. (Andrew Still and Linda Hilligoss) He said the grants and financial analyst position was just re-posted due to the small number of responses received. He said this will be an incredible increase in staff.

Mr. Held offered to assist with budget/financial discussions as needed. Mr. Miller responded that his offer will be welcome as there will need to be a review of the IOP and reconstitution of the Finance Committee.

Dr. Pate asked for information on the status of ambulance inspections. Mr. Miller said that will be covered in the staff report.

#### SmART Presentation

Mr. Miller welcomed Tracey Sigstad to the meeting and asked her to give an overview of SmART and complemented Ms. Sigstad for her work in assisting the Board in this interim time period.

Tracey Sigstad, (SmART Director) said she works for the Department of Administration, Small Agency Management Team. She said her agency provides services for 39 small agencies, boards and councils, including human resources services and financial resources. SmART provides staff to these

agencies to assure that the internal controls are met, and separation of duties is assured and for these agencies.

Ms. Sigstad said specifically for the hiring process SmART staff are assuring the positions get posted and resumes are reviewed and assists with the process of making an offer and conducting the background checks.

Ms. Sigstad said SmART staff make all the payments for the agencies, create the purchase orders for the EMSRB and work on entering the biennial budget. If fiscal notes are requested my staff assist with the completion of the fiscal notes.

Ms. Sigstad said management of the agencies grants programs is not within the scope of the work completed by SmART. SmART will make the payment of these grant funds and assist with the budget for the grants. Mr. Miller commented that Ms. Sigstad had a conversation with Executive Committee members regarding grant payments and appropriate expenditure of these grant funds. Mr. Miller said this is an opportunity for the EMS grants manager when hired to work with the regional programs and SmART to assure appropriate expenditure of these funds. Ms. Sigstad said she is excited to hear the EMSRB is hiring a grants manager, and this has been encouraged by SmART for years.

Mr. Miller asked Ms. Sigstad to provide information to the Board on the Office of Legislative Auditor (OLA) audit of the EMSRB. Mr. Miller said there are two audits being conducted right now. One is of the agency financials and the other is an industry audit.

Ms. Sigstad said the OLA has two divisions within their office. The EMSRB is lucky enough to have audits for both divisions right now. She said she is working with both teams right now on these independent audits. She said the OLA is in the midst of the financial audit right now and she has had conversations with them on the policies for payments and an additional complication right now is that all of the EMSRB files are in storage pending the move to the new office. As a result of these audits the EMSRB will receive a nonpublic draft report of the audit and have time to respond to that draft before the public report is available.

Ms. Sigstad said that program audit is focused on EMS statewide as an industry and is asking questions on inspections and the ambulance industry statewide. They are seeking input from stakeholders. Mr. Miller referred Board members and the public to the OLA website and said they are soliciting information. He would encourage interested persons to provide feedback to the OLA.

Ms. Sigstad said the state fiscal year began July 1 (July 1, 2021 through June 30, 2022 (FY 22)) and the state runs on a two-year budget cycle. The legislative session just ended that set the budget for the two-year budget that began on July 1. She said that the state is closing out fiscal year 2021 and the hard close for FY 21 is in August and that is when everything closes out. The extra money from the EMSRB budget reverts to the general fund. This is an estimated million dollars, and this surplus is due to staffing. Since staff were not hired this was a salary savings and the money remained in the budget. She said that will not be the case for FY 22 because the executive team is taking steps to fill positions and she said she has been meeting with them regularly to discuss the budget.

Ms. Sigstad said she wanted to speak about the grants for FY 22, normally session ends in May and agencies know their budget numbers and have 45 days to get grant agreements ready for the next fiscal year. This was not the case this year, the budget was loaded after June 30. The EMSRB could not have had grant agreements ready on July 1 because they did not know their budget. There was a last-minute fund increase that was unexpected and the money was saved. She suggested that there

needs to be a little patience with the agency on getting all the grants issued because the Executive Committee is just learning the process and the amounts for the grant agreements. She said information was just received on Friday from the Department of Public Safety on the amount for the estimated seatbelt grant amount. She said that will be a different scenario for FY 23 with the grant's manager being available to manage the process.

Ms. Sigstad provided a document on the screen of the manager's monthly financial report for the agency. This document is the states tool for a snapshot of the budget. She provided a brief overview of each account. She said the first page is the overview of the operations budget. This is the agency checkbook for spending for the fiscal year. (\$1,880,000.00) This amount will change based on staff salary and the costs associated with the EMSRB move to the new office location. She said that because there was a delay in the move the owner of the building provided a tenant improvement account so that move related costs will be paid by the building owner up to \$46,600.00. Mr. Miller said the positions that are currently being hired are reflected in the salary cost amounts in this budget. Ms. Sigstad explained the other general budget pages.

Ms. Sigstad said the general regional grant fund amount was renamed to the Regional Grant Continuing Education Grants. This is \$585,000.00 for each fiscal year and each regional program will receive \$73,125.00 each year. This money is specifically tied to continuing education because that is the purpose of this money and that is what the work plans will need to show, and the invoices will need to be based on continuing education spending.

Ms. Larson asked what the original name of this grant was. Ms. Sigstad this was just named regional grants. Mr. Miller said this is not new money just a continuation of what has been previously received. Mr. Miller said this was a legislative change and not a change asked for by the agency.

Ms. Sigstad explained that there needs to be different grant agreements for each fund because each fund has a different legislative intent. The workplans need to coincide with that purpose. She said that contract end dates will also vary depending on the funding source.

Ms. Sigstad said the page named regional grants has the language of the old grants but is new money and is a one-time appropriation of \$800,000.00 for each year of the two-year budget cycle. She said each regional will receive \$100,000.00 in FY 22 and \$100,000.00 in FY 23. The EMSRB will need to request that this money be continued unlike the other money that continues.

Mr. Jordan asked where this legislation was initiated. He said he wants to read this language. Ms. Sigstad said it is found in Chapter 7. Mr. Jordan asked that the document be attached to the Board minutes. Mr. Miller said that as the Board treasurer and staff develop policy on grants that this information also be provided on the board website to provide transparency and clarity for all persons seeking this information.

Ms. Sigstad that each year the Board receives \$361,000.00 for ambulance training reimbursement. She said the money remaining in this fund after all payments to ambulance services occur is split between the eight regions. Ms. Sigstad said in FY 22 there is \$361,000.00 encumbered for reimbursements to ambulance services for training. There is an additional \$204,000.00 that is the "miracle money" that was not spent in FY 20 that rolled into FY 21 and would have cancelled on June 30 without the last-minute legislative action to save the money. She said each regional program will be receiving approximately \$56,000.00 and the money left from FY 21 ambulance training reimbursement. This money dies June 30, 2022. So, this will be a one-year contract and is double the amount that would have been appropriated because the agency was able to receive the additional \$204,000.00.

Mr. Shadiow asked for clarification by the end of the week on the continuing education grant money. If that money has been repurposed and renamed the regional programs need clarification of that as soon as possible.

Mr. Miller said that he anticipated that there would be questions and he said that he does not know if a response can be provided that quickly, but these grants are a priority, especially the grant that ends in one year. He said that there is also shortage of staff to do this work, so Board members are working with SmART staff to get this done. I understand your concern. The EMSRB did not request this legislative change.

Mr. Shadiow said that in theory the regions are already spending this money and if there are things that are not going to be allowable the regions need to know that soon. He asked for the background of the legislative change.

Ms. Sigstad suggested the Attorney General's Office staff could provide input as this all refers back to Minnesota Statute 144E.52. Ms. Sigstad said that the Board needs to look at the statutes to determine what will be allowable expenditures that will be reflected in the regional program budget and work plan.

Representative Huot said that there was no ill intent. He said he will ask the revisor to provide further information and report back to Mr. Miller. He said that he wanted to comment that he is proud of the Board's actions in the past month. Mr. Miller said thank you to Rep. Huot and Senator Lang for this work to bring the money back to the agency.

Ms. Sigstad referred to the seat belt grant financial report. She said she received the estimate of seat belt grant fines collected from the Department of Public Safety (\$618,300.00). She said the actual revenue collected in fiscal year 21 has only been \$319,000.00 through May. She said the grant agreements will reflect the estimated amount and each regional contract would be based on this estimate (\$77,287.50). She said this estimate is way too high in her opinion. She said that the regional programs can only spend what is actually collected.

Ms. Sigstad commented on the EMS for Children contract and said this contract is on a federal fiscal year and the contract will end up being for the full \$130,000.00.

Ms. Sigstad said the Medical Resource Communication Center had a significant legislative change that this will be a one-time appropriation of \$341,500.00 to East and West MRCC for a one-year contract. Mr. Miller commented that this funding moved to the Department of Public Safety for future contracts.

Mr. Miller complemented Ms. Sigstad for working with Board members in this time of change until an interim Executive Director can be found to assist the agency and the Board. Mr. Miller said Ms. Sigstad is working with HR to see if there is a person interested in working as the interim Executive Director.

Mr. Shadiow asked about future staffing plans for the EMSRB. He said his specific question is the number of EMS Specialists. He said he feels the agency needs to increase the number of EMS Specialists. Mr. Miller said that this would be included in a work plan discussion for the agency. He said that will be a conversation that will occur when the new Executive Director is hired. He said that the budget constraints will also impact these decisions. He said that there will need to be additional appropriations to fund the agency in the future. The cost of rent and the move were extraordinary.



Mr. Jordan said the public and regional programs can comment on the OLA audit (complete a survey) and potentially be interviewed about the EMS industry. Mr. Miller referred everyone to the survey on their website that is open until July 19.

Mr. Miller said Ms. Hartigan is being tasked to understand and manage the regional grant contracts and the goal is to provide transparency and have a plan in place for a timeline of communications with the regional programs. Mr. Miller said that Mr. Held volunteered to assist with financial review and asked if there are any other board members that would be willing to assist in an ad-hoc capacity to assure that the grant process moves smoothly. He said it will be important to tie in the exact statute with the grant contract language.

Mr. Saehr offered to assist wherever needed. Mr. Shadiow said if input from the regional programs is being sought, he would volunteer as would the other regional program directors. Ms. Hartigan said that she will contact individuals as the documents are developed to seek their input and expertise.

Mr. Miller said the Executive Director position description is being revised and he will be sharing a draft document with Board members for comment. He asked Mr. Schaefer to provide information on his ability to conduct this process. Mr. Schaefer said that Mr. Miller has stated the task and he does not see a problem in seeking comments from Board members by email. Mr. Miller said that after the position description is finalized there will be an interview panel developed.

#### **6. Agency Update 10:45 a.m.**

Mr. Miller commented that he has been impressed with Board staff taking on other responsibilities. He said there will be a report on the status of complaint review panel activities because there have been questions on the status of how many outstanding complaints that have not been addressed. Mr. Miller complimented Ms. Nagy and Ms. Odegaard (former temporary employee) and their efforts working together and said the extra work involved for the audit is challenging.

#### EMS Specialists Report

Mr. Soucheray reported that state emergency operations center has been demobilized and they are monitoring the situation but are no longer having daily briefings. The statewide health care coordination center which was established by the health care coalitions has been stood down and those duties are being handled by the Minnesota Department of Health. He said, in his opinion, that EMS weathered the storm well, I know this impacted a lot of services for staffing but the EMSRB worked well with our state agency partners and partners at the Department of Public Safety in that response and EMS was well represented. He said that coordination of PPE was managed when there were supply chain issues. He said the EMSRB intervened when nursing homes were trying to offload residents due to lack of PPE and staffing shortages this prevented unnecessary transfers to hospitals. Mr. Soucheray said that there will be bi-weekly updates to keep the agency informed.

Mr. Soucheray said he conducted two inspections related to part time ALS license applications submitted by Ashby Fire Ambulance and Centra Care Benson. There will be a small amount of follow up from those inspections and those applications can be approved.

Mr. Soucheray said the Governor's peace time emergency declaration was rescinded at the end of last month which means that all of the statutes that were suspended under 144E. 266 are now back in affect and that will affect our inspections moving forward. He said in the limited amount of inspections that did occur staff provided an informational memo regarding any discrepancies found. Correction orders were not issued due to the statute suspension.

Mr. Soucheray said that staff continued to approve education program applications and Alverado Fire and Rescue was approved for an EMR program. In the Northeast region RachelK CPR was approved for EMR initial and refresher. In Twin Valley Minnesota they applied for an upgrade to their education program to provide EMT initial training. This application was denied because they were not prepared to be compliant with the requirements for an initial EMT program. He said he provided them a memo of these deficiencies but has not received a response.

Mr. Soucheray said inspections will be scheduled moving forward now that COVID restrictions have been rescinded. He said Ms. Jacobs has been conducting inspections in June. He said he will be scheduling inspections soon.

Ms. Jacobs said she also completed education program approvals for Mankato school district for an EMR program and potentially implement EMT in the future. She said that she provided Board metrics that were attached to the Board packet and has conducted 12 inspections since January and audited four education programs. She said for the months of July and August she has not scheduled any inspections because she is working on Complaint Review Panel disclosure records.

Ms. Jacobs said that Mr. Soucheray also participated in a rural ambulance assessment and that report will be coming soon. She said that she has also been providing information and assistance to the staff conducting the legislative audit in regard to the e-license system. She said she is working with ImgeTrend on improvements for the e-license system.

#### Data Managers Report

Mr. Rogers said that he has been working with agencies on MNSTAR issues. More agencies are doing electronic reporting. He said he receives daily reports on the imports/exports to the system. He said when third party vendors make changes to the system the uploads fail and he has been working with those services. He said the configuration of Hospital Hub has been completed and there are two agencies - Hennepin County Medical Center and Windom Area Health that have come on board. He said the data use agreements are being edited to reflect the Executive Director change and are being processed for additional participants. He said Alex Minustin (student worker) has been very helpful in implementation of Hospital Hub and MNSTAR issues.

Mr. Rogers said the MNSTAR version two data will be going to “vault”. This will allow services to access the version two data in elite. He said that ImageTrend has just begun the work on this. He said that there was an effort made to have these expenses taken out of fiscal year 21 funds. This will result in a cost savings to the agency of \$3,000.00 a month once this change has occurred and the servers can be removed from use.

Mr. Rogers said the agency is also looking at a data retention policy for MNSTAR electronic records. The system contains every response that has been sent since 2002.

Mr. Rogers said he continues to update the website with the COVID data response trending information. This will allow the agency to monitor trends.

Mr. Rogers said he has also had meetings with the OLA staff regarding the industry audit. OLA staff will be requesting data to see what information is available in MNSTAR. Mr. Rogers said he has had discussions with Ms. Hartigan regarding the membership of the DPSAC committee and will be trying to have a meeting in September. He said that there has been a version change that should be discussed by the committee. He said he can provide a report to the board and executive committee of data requests that are in the gov.qa program that staff charges for data requests.

Ms. Hartigan reported that the data use agreement for the Minnesota Department of Health is being worked on and has been reviewed by the EMSRB attorney. The intent is to provide this to MDH and their attorney.

#### Investigation Status Report

Mr. Simpson said he wanted to thank Kathy Voss for her efforts in the interview process. He thanked Ms. Lage for assisting with the interviews. He said Ms. Hilligoss and Mr. Still have worked on the significant backlog of investigations. The goal is to get this completed by fall. He complemented the outstanding work of those individuals. He also wanted to thank Ms. Jacobs for her time (including weekend time) to review 300+ cases of outstanding applications before they come to the Complaint Review Panel for action. Mr. Simpson said he also wanted to acknowledge the great advice and direction from Assistant Attorney General Greg Schaefer.

Mr. Simpson said that there is nothing to report for HPSP except that there may be some referrals for the next board meeting. Mr. Miller commented that there is a report in the packet that members can review.

Mr. Miller said that he just heard from Ms. Voss that the Compliance Analyst has accepted the position and will begin work on August 4.

#### **7. Legislative Ad-hoc Workgroup Report – 11:15 a.m.**

Mr. Miller said the Legislative Ad-Hoc work group did not meet because one of those dates ended up being a closed session meeting. He asked Ms. Nagy to poll for dates for a meeting.

Mr. Jordan asked about Mr. Guiton's continuing appointment. He said this was mentioned in previous minutes and asked if there is any follow-up. Mr. Miller said this will be followed up with the Governor's office.

#### **8. Data Policy Standing Advisory Committee Report – 11:30 a.m.**

Ms. Hartigan said the committee will reconvene in September and the membership composition needs to be reviewed.

Mr. Jordan asked about the membership for DPSAC. The board members are named and he asked how the Board will solicit the additional members. Mr. Miller said that Mr. Fennell was previously a member and has expressed an interest to continue. He said he called Mr. Vanderwal to ask if he wanted to continue to be on this committee and has not had the opportunity to speak to him. He said the regional programs have also been asked to recommend membership. Mr. Jordan asked that Chief Jungman from Burnsville be considered to be on this committee.

#### **9. Complaint Review Panel/HPSP Report – 11:45 p.m.**

No additional report (see information above under investigation status report).

#### **10. New Business – 11: 55 a.m.**

Dr. Fink-Kocken said that EMSC is happy that the Board is taking action on hiring for a Grants Manager as there is action needed at the end of the month for federal reporting. Dr. Fink-Kocken said that EMSC has a new website: [www.emscmn.org](http://www.emscmn.org) She encouraged everyone to look at the site and provide feedback.

Dr. Fink-Kocken said that there will be a free virtual symposium on pediatrics and poisoning on August 12 through the Minnesota poison control system.

Dr. Fink-Kocken said the National Pediatric Readiness Project is going through another assessment and survey and asks that all the emergency rooms in the state complete the survey at pedsready.org. This was done in 2013 and the 2021 data will be used to compare for improvements and a gap analysis. Currently only 49% of the hospitals have responded and they have extended the date to August 31 for completion of the survey.

Representative Huot said the Legislative Audit was requested and voted on by the legislature to decide what areas are to be audited. He said it is important to understand that this audit is not meant to be punitive but a tool to educate legislators on what EMS is in Minnesota. Representative Huot said that Hennepin County has reached out to legislators offering ride-alongs. This helps legislators understand what we do and helps legislators understand first response in general and how the different disciplines work together. He said he wanted to challenge other services to participate. He suggested an ad-hoc workgroup to help educate legislators. He said he just returned from a national conference as a member of a public safety committee. He said the Minnesota is unique in many ways (PSA). He said he looks forward to Minnesota being a better state.

Mr. Miller thanked Representative Huot and offered that if there is anything that the Board can do for an ad-hoc committee he would be open to partnering on that. He thanked Representative Huot for his assistance in the last minute legislative action that provided the extra \$204,000.00.

Dr. Burnett said the Board worked with MDH to have a process for EMTs to provide vaccinations. He said that process does have a sunset on it in September and would encourage agencies using EMTs to develop a process for transitioning this out of the EMTs.

#### 11. Adjourn – 12:05 p.m.

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

Meeting was adjourned at 12:10 p.m.

**Next Board Meeting:  
September 10, 2021, 9:00 a.m.  
Location: Arrowwood Conference Center, Alexandria Minnesota  
and by Microsoft Teams**

Reviewed and Approved By:

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Megan Hartigan, Board Secretary

\_\_\_\_\_  
Date 9/3/21

**DATE:** January 21, 2021

**TO:** Tony Spector, Executive Director, Emergency Medical Services Regulatory Board

Aaron Burnett, MD, State EMS Medical Director

**FROM:** Jan K. Malcolm, Commissioner of Health

**SUBJECT: Authorization for EMTs, Advanced EMTs, and Paramedics COVID Vaccination Administration**

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Pursuant to the authority granted by me under Minnesota Statutes, section 144.4197, I have determined that increasing the number of persons able to administer COVID-19 vaccines is necessary to protect the health and safety of the public. Therefore, I authorize Emergency Medical Technicians (EMT), Advanced EMTs (AEMT), and Paramedics as defined in Minnesota Statutes, section 144E.001, and who are credentialed by the Emergency Medical Service Regulatory Board (EMSRB) under Minnesota Statutes, chapter 144E, to administer the COVID-19 vaccine and accompanying Epinephrine under a written vaccine protocol from a licensed provider authorized to do it under the conditions outlined below.

- EMS providers who have a medical director must first receive their medical director's approval before participating in vaccine administration.
- If the protocol does not authorize administration of epinephrine to individuals who have an allergic reaction to vaccination, a provider authorized to administer Epinephrine must be on site.
- Because EMTs are not trained to draw up a dose of medication from a multidose vial, there must be an Advanced EMT, Paramedic, Registered Nurse or other licensed health care provider on site to draw up the individual dose from a multidose vial, and thereafter have the EMT administer the vaccine once drawn up in the syringe.

This authorization is effective immediately and expires September 2021 unless rescinded earlier.



Signed: \_\_\_\_\_

Dated: January 21, 2021

Title: Commissioner, Minnesota Department of Health