

**Central MN EMS Region Advisory Committee
Meeting Minutes
Monday, January 24, 2005
Stearns County Administration Center, St. Cloud, MN**

Present (Advisory Committee): Todd Fisk (Chisago), Misty Lemke (Todd), Paul McIntyre (Stearns), Eric Myhra (Cass), Randy Polzin (Isanti), Sean Rifenberick (Sherburne), and Jane Smalley (Morrison)

Present (Alternates): JoAnn Gray (Pine), Gary Pearson (Crow Wing), and Jim Roxbury (Mille Lacs)

Stearns County Staff: Tracy Ludwig (Regional EMS Assistant), and Kim Thon (Regional EMS Coordinator)

Guests: Kami Kuehn (Stearns County Public Health Intern), and Dr. Mari Thomas (Regional Medical Director)

Absent: Doug Brinkman (Benton), Ronald Stokes (Wadena), and Greg Stassen (Wright)

Welcome/Introductions

The January 24, 2005, Central MN EMS Regional Advisory Committee Meeting was called to order at 6:35 p.m. by Chair, Todd Fisk. The meeting began with introductions.

Review of Agenda

A motion was made by Sean Rifenberick to approve the January 24, 2005, Central MN EMS Region Advisory agenda. Jane Smalley seconded the motion. Motion carried.

Approval of Minutes

A motion was made by Sean Rifenberick to approve the November 15, 2004, Central MN EMS Region Advisory minutes. JoAnn Gray seconded the motion. Motion carried.

Mileage sheets/per Diems

Kim informed the advisory committee of the recent IRS change in mileage reimbursement. Mileage will go from 38.5 to 40.5 cents per mile. Per diems will stay at \$30.00 per meeting. She shared with the advisory committee that the Region would not be reimbursing both the alternate and the member when they both attend meetings.

2005 Training Applications

Kim handed out the FY04-05 Training Applications Request Summary by county. There was some discussion as to how many requests were submitted and Kim explained that not all agencies submit bills for reimbursements. Reimbursements will correspond according to the training priorities approved at the Monday, September 20, 2004 meeting. EMS agencies will be reimbursed, then hospital emergency departments, per application requests.

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Kim also shared with the committee those agencies that are not using our services. There was some discussion as to agencies that no longer exist as well as how we can reach those that do not use our services.

HRSA BT Grant FY04

The EMS Advisory Bioterrorism Committee did not meet prior to the tonight's meeting. Kim shared that she was still trying to find out if the Region will be receiving more than the original \$50,000. Kim stated she has not contacted each County Emergency Manager as previously discussed. Randy Polzin shared information on the fire chief response trailers. He felt that they are not fulfilling the needs of the fire/rescue agencies, and are not being used to their full intent.

Kim will have Kami Kuehn, Stearns County Public Health intern, work with her on the county threat assessments and they will be able to report back at the March 2005 Advisory Committee meeting.

Regional Summit

The HRSA Regional Summit meeting is going to be held on March 3, 2005 at Craguns Resort in Brainerd. Kim shared it will be a good opportunity to network with other agencies involved with the HRSA preparedness grant. Those invited include county commissioners, emergency management, hospital administration, EMS, Public Health, EMSRB, HSEM and Legislative personnel.

N95 Fit-testing program

Kim shared that the region was going to be working with the region infection control specialist and the Minnesota Department of Health on the N95 fit testing program. After further discussion from the advisory committee, the committee felt that each agency should have one person trained on fit-testing, then each agency would be able to provide their own fit-testing, according to region fit-testing policy/procedures.

Appointment of Regional Emergency Manager

Kim asked the advisory committee for their thoughts on appointing a Regional Emergency Manager to act as a resource for meetings so the region is clear on what is happening or upcoming. Kim will check with a few local County Emergency managers and then report back to the Advisory committee at the next meeting in March. Other ideas included invited Homeland Security Emergency Management (HSEM) staff to the advisory meetings. Kim will follow up.

FY05 AED Grant

AED Committee Recommendations

The AED committee met in early January to plan for the upcoming AED Grant expenditures. The AED committee consists of Jane Smalley, Eric Myhra, JoAnn Gray, and Kim Thon. The AED grant's primary focus is Law Enforcement within the central region. Kim passed around a list of eligible law enforcement agencies that will receive the AED application through the mail.

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A motion was made by Misty Lemke to give the AED committee the responsibility of reviewing the AED applications, and approving placement. Paul McIntyre seconded the motion. Motion carried.

A motion was made by Randy Polzin that the EMS region hold off in sending AED applications to MN State Patrol until we can get back to adequate funding levels. Paul McIntyre seconded the motion. Motion carried.

AED Recall replacements

Kim shared her experience when picking up the re-called Access AED's. She stated that the region has all of the re-called AED's now. Kim stated that the Region Board had made a motion to put the \$3200 from the remaining EMSRB volunteer training funds into AED replacements. Paul McIntyre stated that we could consider sharing the monies with the other agencies applying for new AED's. Those agencies that had AED's re-called will be receiving a separate AED application letter with special re-call price sheets from popular AED companies. Paul McIntyre made a motion to allocate the \$3200 to agencies that had their AED's re-called. Misty Lemke seconded the motion. Motion carried.

CISM Update

Don Sheldrew was not in attendance. Kim shared with the advisory committee that the CISM team just completed a 1/2 day workshop in early January 2005. The agenda included an MIMS awareness, volunteer job descriptions and a business meeting. Kim also shared that the team is looking to add new members the team, especially EMS peers. Kim passed around a thank you note to share.

Regional MD Update

Dr. Mari Thomas had been working on updating her job description. She passed around a sample of what the job description could look like. Dr. Thomas also asked the advisory committee what their thoughts of the upcoming medical director's conference in September 2005 should include. After further discussion, the advisory committee shared they would like to see the conference take on a dual education track.

Statewide Regional Board Meeting

The Statewide Regional Board Meeting (per grant contract) will be held before June 30, 2005. Kim shared that the region will partner with other regions so Commissioners and Advisory members can attend meetings at a closer location. Items to be discussed may include Scope of Practice, medical direction, public access defibrillators, rural ambulance study, CISM, and history of EMSRB.

EMT Exam work group

The purpose of the work group is to study the fail rate of the NR-EMT exam, statewide lowering of test scores to 68%, and responsibility of training agencies, and EMT recruitment.

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Central MN EMS Region Request for Proposal-Renewal

The RFP for 2005-2007 needs to be completed and turned into the EMSRB by April 29, 2005. The budget will be the same as the past 2003-2005 grant cycle. The RFP will be reviewed and approved by the Board of Commissioners on April 29, 2005.

Adjournment

A motion was made by Misty Lemke to adjourn the January 24, 2005, Central MN EMS Region Advisory Committee meeting. Jane Smalley seconded the motion. Motion carried.

- ◆ Next Meeting: Scheduled for Monday, March 21, 2005
- ◆ Location: Stearns County Administration Center, St. Cloud, MN

Respectfully Submitted,

Tracy A. Ludwig
Regional EMS Assistant