

**Central MN EMS Region Advisory Committee
Meeting Minutes
Monday, March 21, 2005
Stearns County Administration Center, St. Cloud, MN**

Present (Advisory Committee): Doug Brinkman (Benton), Todd Fisk (Chisago), Rollie Helgeson (Wright), Kevin Lee (Crow Wing), Misty Lemke (Todd), Robert Matzke (Mille Lacs), Paul McIntyre (Stearns), Eric Myhra (Cass), Randy Polzin (Isanti), Sean Rifemberick (Sherburne), and Jane Smalley (Morrison)

Present (Alternates): JoAnn Gray (Pine), Jim Roxbury (Mille Lacs), and Kelly Saarela (Todd)

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

Guests: Mark Blessing (Todd County Commissioner), John Riebel (Sherburne County Commissioner), Don Sheldrew (CISM Coordinator), and Dr. Mari Thomas (Regional Medical Director)

Absent: David Eubanks (Kanabec)

Welcome/Introductions:

The March 21, 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 Jane Smalley to approve the March 21, 2005, Central MN EMS Region Advisory agenda. Misty Lemke seconded the motion. Motion carried.

Approval of Minutes:

A motion was made by Sean Rifemberick to approve the January 24, 2005, Central MN EMS Region Advisory minutes. Randy Polzin seconded the motion. Motion carried.

EMT First Responder e-learning:

Karen Hill, Blended e-Learning Specialist gave a presentation on the First Responder and EMT on-line training course – high school curriculum. After some discussion from the Advisory members, this item will be tabled until the May 16, 2005 meeting.

FY05 AED Grant Committee report:

The AED Committee completed their FY05 AED grant selections. The committee consists of Eric Myhra, Jane Smalley, JoAnn Gray and Kim Thon. Eric reported that 7 agencies will be receiving full AED awards, 4 agencies will receive \$1000.00 awards and 5 agencies will receive \$500.00 awards. The region will be in contact with those agencies to see if they are still interested in these funds. If not, the dollars will be awarded to agencies on the waiting list. A motion was made by Misty Lemke to accept the AED committee's recommendation for FY05 grant selections. Randy Polzin seconded the motion. Motion carried.

AED Replacements/recalls & new replacements

Agencies in need of AED replacements include: Princeton Police Department, Willow River Schools, Sturgeon Lake First Responders, Pine City Public Schools, Hinkley/Finlayson Schools, and East Central Schools. Kim will be mailing out a letter to those agencies stating that the region will be able to fund up to \$700 towards the purchase of a new AED. A motion was made by Jane Smalley to use \$700.00 towards the replacement cost of the replacement AED's that were recently recalled. Paul McIntyre seconded the motion. Motion carried.

HRSA Regional BT Grant FY04

BT Committee Report

Paul McIntyre shared the results of the BT Committee discussion and recommendations. The committee's decision was to move forward and purchase two trailers stocked with EMS items and place them in areas within the region where there are currently no trailers. Some of the money will also go towards stocking BLS equipment in trailers that are already placed in the region. Multi-casualty incident (MCI) bags will be purchased for those ambulance services that need them in the region. Misty Lemke made a motion to follow the recommendation from the BT Committee. Randy Polzin seconded the motion. Motion carried. The EMS region will work together with Steve Rapatz-Harr, BHPP Coordinator on applying for more grant dollars to assist in the trailer project. Kim will be checking with ambulance services on their PAPR inventory.

Regional Summit Update

The Regional Emergency Preparedness Summit held at Cragun's resort in Brainerd was well attended. Kim gave a brief overview of the conference.

Request for Proposal-Renewal

Review and approval of programs

The RFP is due to the EMSRB on April 29, 2005. To date, there has been a 17% cut to the grant budget statewide. The RFP will be reviewed and approved by the EMS Region Board on April 29, 2005, then sent to the EMSRB.

The Advisory Committee reviewed each section of the narrative and gave their thoughts and comments.

Letters of Support

Kim asked the Advisory Committee members to consider submitting for letters of support from local agencies to include with the RFP. These letters are due to the region by Friday, April 15, 2005.

2005 Training/Equipment application

The deadline for all training and equipment bill/receipts is June 1, 2005. Kim shared that the region is already in the process of reimbursing training and will move forward with equipment reimbursements. Special equipment requests were shared with the EMS advisory committee for approval: Brooten Ambulance-stair chair, Lake Henry Fire-stair chair, and Cold Spring Fire Department-pulse oximeter. Jane Smalley made a motion to

approve these special purchases for these EMS agencies. Paul McIntyre seconded the motion. Motion carried.

EMT Initial Training

Kim shared a concern to reimbursements of EMT Initial training for Ambulance services. The EMSRB has a policy that a new EMT working for an ambulance service needs to be employed for one year before claiming the reimbursement. A motion was made by Misty Lemke that the EMS Region adhere to the same policy that the EMSRB has. JoAnn Gray seconded the motion. Motion carried.

CISM Update

Don Sheldrew shared lessons learned from Red Lake High School. The team has had several debriefings region-wide since the last meeting. Don and Kim will be doing some interviewing for new CISM team members in the next few weeks. CISM training is being sought for new members.

Recommendations re: CISM program 2006-07

Don made a few recommendations for the upcoming CISM portion for the RFP.

Regional MD Report

Medical Director Luncheon

Dr. Mari Thomas is working on a current Medical Director database for the Region, as well as putting thoughts together on the EMS MD luncheon, Summer 2005.

Recommendation of approval-job description

The Advisory Committee looked over the job description for the Regional EMS Medical Director. There were no changes. Randy Polzin made a motion to accept the Medical Director's job description as is. Paul McIntyre seconded the motion. Motion carried.

Other

EMS Advisory Appointment Procedure

The EMS Advisory Committee appointments will end effective July 1, 2005 for the following committee members: Todd Fisk (Chisago), Randy Polzin (Isanti), Kevin Lee (Crow Wing), Marge Fagerstrom (Pine), and Jane Smalley (Morrison). Kim thanked them their commitment and for serving on the EMS Advisory Committee. The Advisory committee is in the need of more fire and law enforcement.

Adjournment

A motion was made by Misty Lemke to adjourn the March 21, 2005, Central MN EMS Region Advisory Committee meeting. Kevin Lee seconded the motion. Motion carried.

- ◆ Next meeting: Scheduled for Monday, May 16, 2005
- ◆ Location: Long Prairie Hospital, Board Room

Respectfully Submitted,
Tracy A. Ludwig
Regional EMS Assistant