

**Central MN EMS Region Advisory Committee  
Meeting Minutes  
Monday, January 23, 2006  
Stearns County Administration Center, St. Cloud, MN**

**Present (Advisory Committee):** Greg Goetze (Isanti), Misty Lemke (Todd), Paul McIntyre (Stearns), Eric Myhra (Cass), Brian Nord (Wright), Sean Rifenberick (Sherburne)

**Present (Alternates):** Brad Bennett (Benton), John Daher (Chisago), JoAnn Gray (Pine), Jill Sawyer (Kanabec), Jane Smalley (Morrison), Allen Smith (Crow Wing), Bill Wilson (Wadena)

**Stearns County Staff:** Renee Frauendienst (Public Health Division Director), and Tracy Ludwig (Regional EMS Assistant)

**Guests:** Mark Blessing (Todd County Commissioner), Dan Gelle (Gold Cross Ambulance-St. Cloud), and Kim Thon (EMSRB Specialist)

**Welcome/Introductions**

**Call Meeting to order**

The January 23, 2006 Central MN EMS Regional Advisory committee meeting was called to order at 6:35 p.m. by Chair, Eric Myhra. The meeting began with introductions.

**Review of Agenda**

A motion was made by Jane Smalley to approve the January 23, 2006, Central MN EMS Region Advisory agenda. Bill Wilson seconded the motion. Motion carried.

**Approval of Minutes**

A motion was made by Robert Matzke to approve the September 16, 2005 Central MN EMS Region Advisory minutes. Brian Nord seconded the motion. Motion carried.

**Region Program in review**

**Training Applications FY06**

Renee Frauendienst shared with the Advisory committee the Board's December 30, 2005 decision on the Training Application reimbursement. Renee shared that the Region has 1,722 requests for training for \$129,210 and due to the decrease in seatbelt dollars the Region has around \$45,390 available to reimburse with. Renee will meet with Finance and Technology and based on the Board's recommendation, monies from salary savings and HRSA dollars to assist with this

program area so that more money will be made available for reimbursement this training year.

### **AED Committee Recommendations**

Eric Myhra shared with the Advisory Committee the process of the AED committee. The applications were mailed out and returned in December, 2005. The committee consists of Greg Goetze, JoAnn Gray, Eric Myhra and Tracy Ludwig. The committee recommended based on the AED guidelines, to award \$1000 to 17 agencies to use towards the purchase of a new AED or replacement AED. The award letters will be mailed out in the next week and the reimbursement process will begin. Paul McIntyre made a motion to approve the AED committee's recommendations and begin the reimbursement process. Jane Smalley seconded the motion. Motion carried.

### **Recruitment/Retention Workshop**

Tracy Ludwig shared the Recruitment/Retention Workshop being held on February 22, 2006 at the Blackwoods Banquet Conference Center in Duluth. The Central Region is sponsoring this workshop along with the MN Ambulance Association, Arrowhead EMS and Greater Northwest EMS Regions. This is part of the grant requirements and it is a free workshop. Funding to offset the workshop costs will be received from the Office of Rural Health and Primary Care.

### **Authorize Chair to sign updated Advisory Committee Operating Procedures**

Renee Frauendienst read the portion of the Advisory Committee Operating Procedures that was being updated. Under Article III, Membership, letter L, it will now read "Members may receive a per diem or travel reimbursement as set by the Central MN EMS Region Board, whichever is higher, starting October 2005 with review of this policy to take place at the beginning of the next grant year, July 1, 2006". Bill Wilson made a motion for Eric Myhra, Chair, to sign the updated Advisory Committee Operating Procedures dated 10-5-05. Paul McIntyre seconded the motion. Motion carried.

### **IRS Mileage Rate Change**

Renee Frauendienst stated that starting January 1, 2006 the standard IRS Mileage Rate change will be at 44.50 per mile and that the Board approved the standard IRS rate. That means that if the rate changes in the future, the Advisory Committee members will be reimbursed at the changed IRS rate as set by that Board action.

### **2006 Proposed Schedule**

Renee Frauendienst discussed the proposed 2006 Advisory Committee schedule. The dates for the meetings will be:

- Monday, March 20, 2006

- Monday, May 15, 2006
- Monday, July 17, 2006
- Monday, September 18, 2006
- Monday, November 20, 2006

The meetings will be held from 6:30-8:30 pm, with the location to be determined. Misty Lemke made a motion to approve the 2006 proposed schedule with the March 20, 2006 meeting to be held in St. Cloud. Brian Nord seconded the motion. Motion carried.

#### **HRSA Regional Hospital BT Grant FY04**

Paul McIntyre updated the Advisory committee on the EMS trailer project. These trailers will be stocked with basic level supplies. There was further discussion on the location placement of the trailers with one trailer being housed in Stearns County (St. Cloud). A Memorandum of Understanding is still being developed and also the need for volunteers to assist with building shelves and stocking supplies. A letter will be developed and sent out to the EMS agencies to see if anyone would be interested in housing one of these trailers.

#### **HRSA Regional Hospital BT Grant Possible Expenditures-Renee**

Renee shared the grant ends August 31, 2006 and the Region has around \$48,750 to still allocate. After further discussion, the BT Committee will meet February 6, 2006 to discuss what to use the monies towards. Discussion included the desire for it to be used for purposes that benefits as many in the region as possible and that the focus should be on all communication equipment. A letter and survey will be sent out to the EMS agencies to determine what their needs are. The committee will report back to the Advisory Committee at the next meeting in March 2006.

#### **Regional MD Report**

Dr. Thomas was not in attendance. Tracy shared the annual Medical Director's luncheon is on hold until there is a new Regional Coordinator.

#### **CISM**

Don Sheldrew was not in attendance. Tracy shared the team is ahead of last year in debriefing's. Most of the debriefings have consisted in high profile debriefings. Don was able to use some HRSA dollars to assist with advanced training for the team in March 2006.

#### **EMSRB Update-Kim Thon**

Kim Thon is the new EMS Specialist for the Central Region. She thanked everyone for their hard work with the Region over the past 4 years. She shared the following:

- Longville Ambulance will be running for 6 months after there were several meetings with attorneys, and with the area ambulances meeting on the PSA.
- The EMSRB Board is looking to fill several positions.
- Staffing changes include Jo-Ann Champagne, Operations Manager will be moving to Office of Emergency Preparedness as the BT Hospital Coordinator. Don Hedman and Wayne Arrowwood will be retiring.
- AED and unspent volunteer dollar contracts are out to the regions and waiting to be returned.

**Other/Misc items**

Tracy handed out the Pre-Hospital Trauma Case review. It is scheduled Thursday, February 23, 2006 at the St. Cloud Hospital, from 6:00-9:00 pm.

**Adjournment**

A motion was made by Jane Smalley to adjourn the January 23, 2006, Central MN EMS Region Advisory Committee meeting. Robert Matzke seconded the motion. Motion carried.

- Next meeting: Monday, March 20, 2006 from 6:30-8:30 pm
- Location: St. Cloud, MN

Respectfully submitted,  
Tracy A. Ludwig  
Regional EMS Assistant