

**Central MN EMS Region Advisory Committee
Meeting Minutes
Monday, March 20, 2006
Stearns County Administration Center, St. Cloud, MN**

Present (Advisory Committee): Andy Andrews (Pine), Doug Brinkman (Benton), Paul McIntyre (Stearns), Paul McIntyre (Stearns), Eric Myhra (Cass), Brian Nord (Wright), Sean Rifenberick (Sherburne), Don Weniger (Wadena)

Present (Alternates): Jill Sawyer (Kanabec)

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

Guests: Mark Blessing (Todd County Commissioner), Dr. Mari Thomas (Regional Medical Director)

Welcome/Introductions

Call Meeting to order

The March 20, 2006 Central MN EMS Regional Advisory committee meeting was called to order at 6:32 p.m. by Chair, Eric Myhra. The meeting began with introductions.

Review of Agenda

A motion was made by Sean Rifenberick to approve the March 20, 2006, Central MN EMS Region Advisory agenda. Bill Kronstedt seconded the motion. Motion carried.

Approval of Minutes

A motion was made by Sean Rifenberick to approve the January 23, 2006 Central MN EMS Region Advisory minutes with the following corrections: add Jill Sawyer into attendance. Paul McIntyre 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.

Howard Lake First Responder Class online completed

Tracy Ludwig shared the correspondence with the Advisory Committee on the completion of the Howard Lake First Responder class in December 2005. The committee would like to hear more from the class and possibly see a student who completed. Information will be gathered and try to bring to the next meeting in May.

Application/Survey Communications

Renee shared the results from the BT committee's recommendation from the meeting in January. A communication assessment will be sent out to all of the agencies in the region asking each agency about specific communication needs in the region and be able to better direct future funds through this grant or even County Emergency Management grants to communication needs across EMS in the region. Each Ambulance service will be awarded up to \$1500 for communication radio purchase, replacement or repair. Doug Brinkman made a motion to mail out the survey and ambulance communication award letters. Don Weniger seconded the motion. Motion carried.

Regional Coordinator Replacement

Renee Frauendienst recently met with Commissioner Heeter, Hoefert, and Eric Myhra (Advisory Committee Chair), along with a member of Human Resources interviewing 7 candidates for the Regional Coordinator position. They will be moving forward with a job offer and will let everyone know via email.

Renee asked the Advisory Committee to sign up for orientation dates for the new coordinator to meet with each county. She asked for input from the Advisory Committee to add any addition questions to the County Orientation sheet. The following questions will be asked from the new Regional Coordinator.

1. Review of county EMS providers/system.
2. Does the county have an EMS Task Force? Dates and times for meetings, who coordinates the meetings? Who are the members of your EMS Task Force?
3. What do you see as the needs of your county related to EMS?
4. What gaps do you see in your EMS system that the Region could possibly assist with?
5. What is the one thing the coordinator should know about EMS and your county?
6. When does the County Board of your county meet?

The Advisory committee that was not in attendance at this meeting will be contacted to see when they would be able to sign up for orientation dates and times.

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 agency in Cass County would like to house a trailer and Jill Sawyer will be checking in Kanabec County. If Kanabec County is not able to house the trailer, Commissioner Blessing from Todd County would be willing to locate a facility. 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.

Review of EMS grant duties

Renee passed around a ranking exercise and asked the Advisory committee to prioritize each section. Since there were Advisory members missing, they will be all emailed the same ranking exercise and a final report will be given at the next Advisory meeting. This process will be helpful to determine the exact needs of the Region.

Regional MD Report

Dr. Thomas shared the annual Medical Director's luncheon is on hold until there is a new Regional Coordinator. Dr. Thomas would like to see any agency contact her if they have any questions.

CISM

Don Sheldrew was not in attendance. Tracy shared the team just held Advanced CISM training in March 2006. There were several team members in attendance and the team was able to use some HRSA dollars to assist with advanced training for the team.

Adjournment

A motion was made by Jill Sawyer to adjourn the March 20, 2006, Central MN EMS Region Advisory Committee meeting. Don Weniger seconded the motion. Motion carried.

- Next meeting: Monday, May 15, 2006 from 6:30-8:30 pm
- Location: St. Cloud, MN

Respectfully submitted,

Tracy A. Ludwig
Regional EMS Assistant