

**Central MN EMS Region Advisory Committee
Meeting Minutes
Monday, May 15, 2006
Stearns County Administration Center, St. Cloud, MN**

Present (Advisory Committee): Bob Carlson (Chisago), Greg Goetze (Isanti), Misty Lemke (Todd), Paul McIntyre (Stearns), Eric Myhra (Cass), Brian Nord (Wright), Sean Rifenberick (Sherburne), Katie Strandberg (Morrison), and Don Weniger (Wadena)

Present (Alternates): JoAnn Gray (Pine)

Stearns County Staff: Scott Miller (EMS Region Coordinator) and Rena Wald (Public Health Administrative Secretary)

Guests: Commissioner Mark Blessing (Todd County), Kim Thon (Central EMS Specialist), and Dr. Mari Thomas (Regional Medical Director)

Call Meeting to Order

The March 20, 2006 Central MN EMS Regional Advisory Committee meeting was called to order at 6:31 p.m. by the Chair, Eric Myhra.

• **Introductions**

- The meeting began with introductions.
- Scott Miller was hired on April 24, 2006, to assume the responsibilities of the EMS Region Coordinator vacated by Kim Thon. He gave a background of his education and previous work experience, and has begun attending EMS task force/workgroup meetings to introduce himself to the region. Scott requested a meeting schedule of additional task forces/workgroups for him to attend.

• **Review of Agenda**

Scott Miller requested "Operating Procedures" be added to the agenda. A motion was made by Paul McIntyre to approve the May 15, 2006, Central MN EMS Region Advisory Committee Agenda with the addition. Don Weniger seconded the motion. Motion carried.

• **Approval of Minutes**

A motion was made by Bob Carlson to approve the March 20, 2006 Central MN EMS Region Advisory Committee Minutes. JoAnn Gray seconded the motion. Motion carried.

E-Learning First Responder Course Report

Kate Ott (EMS Instructor for Anoka Hennepin Technical College) reported on the e-Learning First Responder program which the Region sponsored during the 05-06 academic year at Howard Lake-Waverly-Winsted High School (HLWW HS). Ms Ott felt all went very well with the course; 23 persons successfully completed the program, approximately 50% juniors and 50% seniors. Ms Ott had indications that at least 2 students were continuing their EMS education with planned EMT-B courses.

The e-Learning program consists of computer based didactic learning with skill sessions held every other weekend. The traditional First Responder course is 40 hours in length, Ms Ott reports that

students typically invested 40-50 hours to complete the training with a few spending as much as 60 hours. Students were required to participate in ride along experiences with area EMS Providers. Brian Nord commented on reports of positive experiences with HLWW students.

Written comments from Gary Schmidt (HLWW HS Instructor) were shared with the group. Mr Schmidt relayed positive student experiences and overall popularity of the program.

HLWW HS intends to offer the e-Learning First Responder course for the Fall 2006 session.

Statewide Trauma System Update (MDH)

Chris Ballard (MDH) attended the meeting in Tim Held's absence. Mr. Ballard presented information on the background, administration, goals, and benefits of the MN Statewide Trauma System. In 2005, enabling legislation created funding and a home for the Trauma System in the MDH Office of Rural Health. The Statewide Trauma System goals are to reduce the mortality and morbidity in the severely injured by coordinating prehospital, emergency department, and in-hospital care; providing education and data analysis to prevent injury and death from traumatic causes and to increase local, regional and statewide networking between hospitals.

Near term goals of the Trauma System as reported by Mr Ballard:

- Establish eight Regional Advisory Councils.
- Develop and implement a statewide voluntary trauma center designation system in addition to the American College of Surgeons Level 1,2 and 3 system.
- Assist local EMS in establishing and implementing local and regional protocols to ensure trauma patients

Draft EMS Protocol Templates would provide direction to EMS units to by-pass the closest hospital if a higher level trauma center were within 30 minutes drive time.

For additional information on the Statewide Trauma System, contact:

Chris Ballard	State Trauma Designation Coordinator	651-296-9725
Tim Held	State Trauma System Coordinator	651-296-8290
Curtis Fraser	ITS and Registry Support	651-281-9867

Or <http://www.health.state.mn.us/traumasystem/>

HRSA Regional Hospital BT Grant FY04

- **Equipment Trailer Update** - Paul McIntyre reported on the following:
 - A "trailer stocking party" is in the works- notice will be mailed out soon.
 - Draft Memorandum of Understanding with the trailer host sites have been mailed.
- **Sites** - Trailers will be housed in Pine River, Kanabec County and Stearns County.

Commissioner Blessing took this opportunity to thank Paul McIntyre for "sticking with this project to help make this dream come true."

▪ **Communications Grant**

All ambulance agencies have been given the opportunity to receive \$1,500 for radio funding. The deadline to apply is June 1, 2006. Any radio communications equipment is eligible for reimbursement.

EMSRB Report

Kim Thon updated the Advisory Committee on the following:

- Information will be coming soon regarding four new statewide programs:
 - Multi-Agency Coordination (MAC) Group Guidance and Training – an extension of ICS in the NIMS program whereby assets of larger and larger groups are coordinated by the MAC.
 - Patient Care Coordination (Central Region Bioterrorism Group) PCC deals with how to best move patients both in normal times and in disaster/pandemic scenarios. Kanabec County Public Health has received funding and will spearhead this program with Region and EMSRB participation.
 - Statewide EMS Work Group. MDH, EMSRB, Regional and EMS representatives setting statewide goals and work plans to advance EMS preparedness. Chaired by former EMSRB and current MDH Coordinator JoAnn Champagne.
 - Pandemic Flu - The Flu Plan has six phases, and is currently at phase three. Kim recommended checking out the web site: www.birdflu.state.mn.us for any information on influenza.

- The Region purchased droplet masks to be used as the first line of protection. The trailers will be stocked with these masks as well. Kim recommended that if agencies have the opportunity to purchase and test N95 masks, they should not wait or try to do their own thing. The masks are difficult to obtain due to their worldwide demand. Paul McIntyre questioned where things were at with the respiratory training since other regions are moving forward with Phase 1 and Phase 2 packets. Scott Miller will check into further and respond back to Paul.
- Paul McIntyre questioned how to get on Statewide EMS Groups. Kim Thon referred Paul to Scott Miller for information.
- As an FYI, Kim Thon passed around the May 12, 2006, Bemidji Pioneer newspaper article regarding "Emergency Preparation Training Targets Communication Distribution."
- Central Region is well represented on the EMSRB with 3 members working and living in the Central Region (Laurie Hill -Walker Ambulance, Robert Jensen-Kanabec County Sheriff's Department and Mora FD, Commissioner Don Otte-Stearns County Board of Commissioners)

Review of EMS Grant Duties

• **Prioritization Process – Year 2**

At the last meeting, Renee Frauendienst asked the Advisory Committee to rank the top three priorities for the Region to work on during the second half of the grant cycle. All but three counties responded. Scott Miller distributed the Central MN EMS Region Grant Priorities 06-07 Budget Implications (handout), and requested input on how to transfer these into action items, with concrete objectives and ways to implement. Further discussion followed:

Pediatrics/Child Safety

- Continue ongoing assessment of the strengths and needs of EMS within the Central MN EMS Region specific to pediatric care using data and information from EMS providers, the EMS-C Resource Center, MnSTAR, EMSRB and Mn Dept of Health
- Facilitate training and offer resources to assist EMS agencies in planning to care for pediatric patients times of terrorism/disaster
- Sponsor and coordinate various pediatric education/training opportunities as needed throughout the Region to address identified pediatric training needs

Discussion: Focus energies on locating and obtaining education materials already in existence and developing system for sharing these with the Region (i.e. PEPP, PEC)

Data Collection

- Provide new or ongoing information and training regarding mandated data collection requirements for ambulance services as the MnSTAR system develops
- Retrieve data from the MnSTAR system to assist in the evaluation of programs services and training
- Encourage ambulance services to keep their emergency contact information updated in the MnSTAR system in order to receive messages of importance that have Region or Statewide impact

Discussion: Continue MnStar participation, invite EMSRB to present information to Region-Advisory Committee and ambulance directors, investigate ambulance medical director's MnStar knowledge and work to expand usage,

Medical Direction

- Distribute relevant conference/meeting notices and educational materials to all EMS Medical Directors, EMS Personnel, and other interested persons
- Provide ongoing opportunities for EMS Medical Directors to network on a regional and statewide basis to obtain information that enhances medical direction and quality of pre-hospital patient care.
- Together with the Regional Medical Director, develop a mentoring program specifically designed to meet the needs of EMS Medical Directors throughout the Central EMS Region (July 2006)

Discussion: Promote Medical Directors Retreat, create directory of medical directors including first responder directors, develop, promote and grow medical director networking and mentoring, host regular medical director meetings in Region with offered CME.

Volunteer Retention and Recruitment

- Strive to keep an updated database of participating EMS providers throughout the Region and seek input from EMS agencies to assess retention trends and recruitment needs
- Provide and/or support and/or partner on a variety of training opportunities for EMS agencies in the Region
- Promote and facilitate the use of CISM program services for EMS Providers
- Sponsor Region and Statewide volunteer recognition events / activities that demonstrate support and appreciation. This recognition may include:
 - Personal interest stories ie ' Spotlights'- highlighting individual volunteers or EMS agencies on the Region website. One county per month will be given the opportunity to recognize and EMS Agency of their choice

- Assist County Boards, City Councils and media in recognizing their local EMS Providers
- Partner with ACEP and other regional programs for annual promotion of EMS Week.

Discussion: explore continued support of eLearning and consider expansion of program, encourage ride-along experience, especially with local high schools and college/tech schools,

Public Safety Education

- Partner extensively with HRSA BHPP Coordinators, OEP Staff, MDH Preparedness Consultants, Public Health Directors and HSEM personnel across the Region on issues related to emergency preparedness/bioterrorism
- Work to obtain grant dollars from other sources (HRSA, MDH ORH, OTS, IF) to provide EMS agencies with the education and equipment necessary to protect themselves as well as assist their community in an all-hazards event
- Encourage and provide needed support to EMS agencies across the Region in conducting public safety events within their communities. Such activities may include school presentations, participation in health/county fairs. Mock drills / exercises child safety seat check clinics

Discussion: Advisory Committee reports difficulties in delivering public education piece due to other demands on time and staff. The Region will work with counties to support existing public education programs that require little time and assets on the county and local level-possibilities include community access television public service announcements.

EMS System Management

- Assure that well-trained and experienced EMS Medical Directors and training coordinators are available to assist EMS agencies with their needs, requests and requirements
- Promote ongoing coordination, cooperation, and communication among EMS providers in the Central Region and ensure equitable distribution of resources throughout the Region.
- Provide sufficient training opportunities to ensure all EMS providers in the region maintain the knowledge and skills needed to continued provision of quality service. EMS providers will be reimbursed a percentage of the cost for EMS training and equipment expenses.

Discussion: The Region will explore ways to assist ambulance services to improve billing systems and assist in sharing best practices regarding quality assurance methods.

EMS System Management #2

- Promote and participate in the planning of a Statewide Board to Board conference that includes board members, EMS Advisory Committee members and EMSRB staff.
- Work with Regional Board and Advisory Committee members to ensure their attendance at the Board-to-Board meetings as recommended by the EMSRB

Discussion: Self Explanatory

CISM Program

- To assure the team is professionally prepared to assist, when necessary, with statewide or national debriefings when called upon in an all hazards event.
- Provide Reimbursement of ongoing training (in-services conferences or half day workshops) and/or mileage expenses for the CISM Team members

Discussion: Recognizing the CISM Program as unique in the state (and possibly nation) the Region will increase support and find ways to share CISM resources to other Regions through networking, training, and publishing.

Interagency Collaboration

- Utilize input from Public Health, EMS Providers, Emergency Preparedness teams, Schools, Businesses, Regional agencies and statewide regional programs to identify community needs and develop prevention strategies
- Provide notification of relevant training and educational opportunities throughout the Region and statewide
- Continue planning and preparedness meetings with HRSA Hospital Preparedness committee, County Emergency Response Teams, HSEM, MDH and other agencies throughout the Region/State

Discussion: Continued participation of the coordinator in HRSA, MDH HSEM programs and relay of timely information to Region via a regular newsletter and development of email database for rapid information sharing.

Other Discussion:

- Additional funding is needed for the rural areas. Nearly entire Region fits federal definition of 'rural'.
- Need to look into other grants. Kim Thon encouraged rural hospitals, with a rural Medical Director, to apply for the \$25,000 Rural Flex grant in December.
- Smaller communities do not have a system of collections. Many smaller ambulances may not be receiving full advantage of Medicare reimbursement dollars.

Bob Carlson moved to provide support for the action items' prioritization process. JoAnn Gray second the motion. Motion carried.

Scott Miller asked that the Advisory Committee continue to review these priorities and refer any additional comments to him.

Regional MD Report

Dr. Mari Thomas requested she be contacted if there are additional topics for the Medical Director's luncheon. She also recommended using Scott Miller's technological expertise as a way to pass on information using a CD ROM.

CISM Report

Don Sheldrew was not in attendance. Scott Miller reported that the team had only 1-2 debriefings in the last quarter.

Operating Procedures (added)

Advisory Committee Membership Terms Discussion - Scott Miller read the Advisory Committee Operating Procedures, noting that "Members shall serve three years with no member serving more than one term." Per the Bylaws, the terms can be amended or adjusted. Board tenure begins July 1, and for the Advisory Committee, a specific month is identified per County. Following additional discussion on terms of office, Dr. Mari Thomas moved to change the Operating Procedures to state "a member cannot serve two consecutive terms back-to-back." Greg Goetz seconded the motion. Motion carried. Scott Miller will verify each member's term of office, and report back to the Advisory Committee. Any member whose term is expiring, should recommend a replacement to their County Commissioner. Current and new representatives are invited to attend the next meeting.

Other

- Joe Hellie (St. Cloud Hospital) has created a CD for EMS Week. Scott Miller suggested the Region look into how to use similar technology to increase public awareness of EMS.
- It was noted that, with upcoming elections, this is a good time to contact those running for office (state/federal or congressional district) to explain what EMS is about, that it is the first line of defense, funding is needed, etc. It is a good time to reintroduce and reeducate those running for office.
- The Central MN EMS Region web site is being updated- stay tuned for new information
- Scott Miller passed around, for members to sign, a 'farewell card' for Tracy Ludwig.

Adjournment

A motion was made by Misty Lemke to adjourn the May 15, 2006, Central MN EMS Region Advisory Committee meeting. Bob Carlson seconded the motion. Motion carried. Meeting adjourned at 8:42 p.m.

- Next meeting: Monday - July 17, 2006 from 6:30-8:30 p.m.
- Location: St. Cloud, MN

Respectfully submitted,
Rena Wald
Administrative Secretary
Stearns County Public Health