

**Central MN EMS Region Advisory Committee
Meeting Minutes
Monday – July 17, 2006
Stearns County Administration Center, St. Cloud, MN**

Board: (= present; = not present)

<input checked="" type="checkbox"/> Andy Andrews/Pine	<input checked="" type="checkbox"/> Misty Lemke/Todd	<input checked="" type="checkbox"/> Sean Rifenberick/Sherburne
<input type="checkbox"/> Doug Brinkman/Benton	<input type="checkbox"/> Robert Matzke/Mille Lacs	<input checked="" type="checkbox"/> Katie Strandberg/Morrison
<input checked="" type="checkbox"/> Bob Carlson/Chisago	<input checked="" type="checkbox"/> Paul McIntyre/Stearns	<input checked="" type="checkbox"/> Don Weniger/Wadena
<input checked="" type="checkbox"/> Greg Goetze/Isanti	<input checked="" type="checkbox"/> Eric Myhra/Cass	<input type="checkbox"/> vacancy/Kanabec
<input checked="" type="checkbox"/> Bill Kronstedt/Crow Wing	<input checked="" type="checkbox"/> Brian Nord/Wright	

Alternates: (= present; = not present)

<input type="checkbox"/> Brad Bennett/Benton	<input type="checkbox"/> Joe Hellie/Stearns	<input type="checkbox"/> Jill Sawyer/Kanabec
<input type="checkbox"/> Bill Bernhjelm/Cass	<input type="checkbox"/> Gary Peterson/Sherburne	<input type="checkbox"/> Jane Smalley/Morrison
<input type="checkbox"/> John Daher/Chisago	<input type="checkbox"/> Randy Polzin/Isanti	<input type="checkbox"/> Allen Smith/Crow Wing
<input type="checkbox"/> JoAnn Gray/Pine	<input type="checkbox"/> Jim Roxbury/Mille Lacs	<input type="checkbox"/> Bill Wilson/Wadena
<input type="checkbox"/> Rollie Helgeson/Wright	<input type="checkbox"/> Kelly Saarela/Todd	

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

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

Call Meeting to Order

The July 17, 2006 Central MN EMS Regional Advisory Committee meeting was called to order at 6:30 p.m. by the Chair, Eric Myhra.

- **Introductions** - The meeting began with introductions.
- **Review of Agenda**
A motion was made by Misty Lemke to approve the July 17, 2006, Central MN EMS Region Advisory Committee Agenda. Don Weniger seconded the motion. Motion carried.
- **Approval of Minutes**
A motion was made by Misty Lemke to approve the May 15, 2006 Central MN EMS Region Advisory Committee Minutes. Andy Andrews seconded the motion. Motion carried.
- **Election of Officers**
 - Chair: Brian Nord nominated Misty Lemke. Misty Lemke accepted nomination. Bob Carlson seconded the nomination. Motion carried.
 - Vice-Chair: Andy Andrews nominated Eric Myhra for Vice-Chair. Paul McIntyre seconded the motion. Motion carried.
 - Secretary: Eric Myra nominated Paul McIntyre for Secretary. Bob Carlson seconded the motion. Motion carried.

- Sean Rifenberick's membership term ended. A "thank you" was extended to Sean for his participation on the Committee. Sherburne County will be contacted to find a replacement.

Operating Procedures: Term Limits

- At the last Advisory Committee meeting, a motion was made and seconded to change the Advisory Committee Operating Procedures to state a "member cannot serve two consecutive terms back-to-back." Renee Frauendienst later noted there was a discrepancy in membership terms between the Joint Powers Agreement and the Advisory Committee Operating Procedures. This discrepancy was taken to the Board, and following discussion, the Board made a motion to change the Advisory Committee terms to mirror Board terms. Bill Kronstedt made a motion to adopt a 2-year term for Advisory Committee members, up to a maximum of three consecutive terms as an option, with one year off before reappointment. Brian Nord seconded the motion. Motion carried. The Operating Procedures will be revised, and a 30-day notification made at the next meeting. Each county will determine whether their member or alternate serves for an additional term.
- Allen Smith is no longer serving as an Alternate due to residence. Bill Kronstedt will notify Scott Miller of his replacement.

MnStar System

Karen Jacobson presented an overview of the MNStar System and solicited input from the Committee on what information they want from a data collection system. This information will help the State focus on specific training needs as programs are developed. Training will begin throughout the State in the fall. Comments received are below:

- Have never been on the system, and little information is disseminated down.
- Do not use enough so do not feel comfortable on the system.
- Unsure if it is being used.
- Reports are reviewed monthly to look for anything missing or incomplete.
- Never heard the term.
- Not used.
- 1st responders do not use MnStar.
- Would be helpful to have report to track lawsuits that health care providers are involved in.
- Use to find potential new recruits for the Region.
- Could break down reports into modules.

Ambulance providers have access to "standard reports" that are agency specific. Custom reports are available for a fee. Karen distributed an example of a Data Summary Report for the SE Region, and asked members to be thinking about what type of data would be pertinent for their agency, County or Region. Scott Miller suggested invited Karen back in one year.

Data Privacy: Requests for Mailing Lists

Scott Miller periodically receives requests for the Region's mailing addresses/labels. He handed out a proposed policy to address the handling of these types of inquiries. Andy

Andrews moved to accept the proposed policy as written. Paul McIntyre seconded the motion. Motion carried.

e-Learning Request for Support

Anoka Hennepin Technical College is again seeking financial support to continue the e-Learning First Responder program. Our goal last year was to help them start their program and see if the pilot worked. This was achieved. Eric Myrha made a motion to decline the request due to limited budget and resources, and the need to support other programs. Paul McIntyre seconded the motion. Motion carried.

Coordinator's Report

- Scott Miller forwarded information previously regarding an upcoming work group dinner/meeting on July 20 for the statewide radio project
 - EMSRB hired a consultant to write a statewide plan.
 - Scott Miller passed around a signup sheet for anyone interested in attending a Needs Assessment meeting at the St. Cloud Hospital Conference Center. The focus of discussion will be around the radio system in rural EMS. The number attending will be called in tomorrow.
- The reallocation of AED funds will be announced on Thursday, July 20.
- 2006 Rural Flex Grant program – look to partner rural EMS with hospitals.
- MDH Avian Influenza Info - new information for 1st responders.
- 21st Annual Minnesota Medical Conference will be held on September 8-10 at Arrowwood Conference Center in Alexandria.
- LifeLink III's Trauma Tactics Fall Conference will be held on October 27-28 at Treasure Island Casino, Red Wing. Cost is \$100.
- The AgStar grant application was received last week. This has a short timeframe. On November 1, the RFP will be sent out with a deadline to return the end of November. This is a great starter grant.
- August 5 Emergencies in Athletics training opportunity – see Scott if interested.
- July 30 Minnesota Fallen Firefighters Memorial Association will sponsor "All You Can Eat Waffles!" fundraiser at Waite Park Moose Lodge. The Minnesota EMS Honor Guard will be there.
- 4 MDH Bloodborne Pathogens and Infection Control Videos – Scott has the videos. Refer to the website: www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/ps/course.html
- Through the NHTSA EMS interface, newsletter available at <http://www.nhtsa.dot.gov/> by selecting TRAFFIC SAFETY from top banner, then EMS from left side menu.
- The eastern subregion is seeking volunteers to help with wayside dispense at the Isanti County Fairgrounds on August 9.
- Nominations are due on October 1 for the Minnesota Public Safety Awards. See Scott Miller for further information.
- An email was sent out regarding all unapproved Nano Guard N95 respirators.
- Information was received today from CMS (Centers for Medicare and Medicaid Services) regarding the clarification when hospitals "park" EMS patients.
- EMS training applications that are received late are typically not paid; however in the past, if funds are available, the Board has approved. An invoice is sufficient for reimbursement.

- Any agency that receives hospital dollars must be in compliance. The MnIMS courses can be completed online. NIMS/MnIMS: Scott indicated funds are available if classroom training is requested.

EMSRB Report

Kim Thon updated the Advisory Committee on the following:

- Two have applied for the Minnesota Ambulance Service Longevity Award and Incentive Program (handout). The deadline to submit applications is August 1.
- Kim suggested looking at the graphics on the web site for "How to Beat the Heat."
- Remember to download the EMSRB Bulletin to keep in touch at the State level. Links are available on the website.

Medical Director's Report

Ambulance Medical Directors conference is schedule September 8-9-10 at Arrowwood in Alexandria.

CISM Report

Don Sheldrew was unable to attend the meeting.

Other

- Communication Survey – a new questionnaire will be sent out with an added request for contact information. A suggestion was made to also request they identify their Medical Director.
- Interviews will be held on July 21 for the EMS Regional Assistant.
- The BT Subcommittee met regarding fit-testing the entire region with 95 respirators. Wright County hopes to complete fit-testing in September. This information will be shared with the other counties by the first of the year.
- Paul McIntyre reported the trailers are 90% stocked.

Adjournment

A motion was made by Eric Myhra to adjourn the July 17, 2006, Central MN EMS Region Advisory Committee meeting. Brian Nord seconded the motion. Motion carried. Meeting adjourned at 8:45 p.m.

- Next meeting: Monday – September 18, 2006 from 6:30-8:30 p.m.
- Location: St. Cloud, MN

Respectfully submitted,
Rena Wald
Administrative Secretary
Stearns County Public Health