

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

Board: (☒ = present; ☐ = not present)

- | | | |
|---|---|--|
| <input type="checkbox"/> Andy Andrews/Pine | <input checked="" type="checkbox"/> Misty Lemke/Todd | <input type="checkbox"/> Sean Rifenerick/Sherburne |
| <input type="checkbox"/> Doug Brinkman/Benton | <input type="checkbox"/> Robert Matzke/Mille Lacs | <input checked="" type="checkbox"/> Adam Stout/Kanabec |
| <input checked="" type="checkbox"/> Bob Carlson/Chisago | <input type="checkbox"/> Paul McIntyre/Stearns | <input type="checkbox"/> Katie Strandberg/Morrison |
| <input type="checkbox"/> Greg Goetze/Isanti | <input checked="" type="checkbox"/> Eric Myhra/Cass | <input checked="" type="checkbox"/> Don Weniger/Wadena |
| <input 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), Kim Thon (EMSRB Specialist), and Dr. Mari Thomas (Regional Medical Director)

Region Staff: Scott Miller (EMS Region Coordinator) and Gay Sikkink (EMS Region Assistant)

Call Meeting to Order

The November 20, 2006, Central MN EMS Region Advisory Committee meeting was called to order at 6:40pm by the Chair, Misty Lemke. There was not a quorum at this meeting. Therefore, no official actions were taken.

- **Review of Agenda**
No additions were made to the agenda.
- **Approval of Minutes**
No revisions to the minutes were noted. Approval will be carried forward to January meeting.
- **Introductions**
Introductions were made to Adam Stout, the new representative from Kanabec County.

Advisory Committee Review

- What drives people to attend Advisory Committee meetings?
 - Duty to the County to be here as an appointed representative.
 - It is beneficial to remote counties' volunteers to get information.
 - Reporting back to county-level EMS task force.

- What would help motivate attendance to Advisory Committee meetings?
 - Send a reminder a week in advance to members and alternates with an RSVP.
 - Require alternates to attend two meetings annually.
 - Rotate location of meeting.
 - Report to the County Commissioners the lack of attendance by their appointed representative.
 - Have Scott Miller verify involvement of current members via mail and/or phone.

Grant Status Report

Review the eight area goals of the grant and how they are being satisfied.

1. *EMS System Management*: Board to Board EMS Summit
2. *Interagency Collaboration*: Hot sheet; newsletter
3. *Pediatrics/Child Safety*: Child safety seat testing (Please let us know of any planned events so that we may help sponsor them.)
4. *Data Collection*: MNSTAR; internal agency database
5. *Public Safety Education*: Public/private partnerships (Please let us know of any event that we may help sponsor.)
6. *Medical Direction*: Set date for Medical Directors' conference
7. *Volunteer Retention & Recruitment*: Recognized at State level as being an issue; focus on high school seniors; start mentoring programs with high schools; have public announcements and information prepared by Region for EMS week
8. *CISM Program*: program is going well

Training Reimbursement Program Update/Communication Survey

- Remind agencies to submit Training Reimbursement Application, Agency Profile and Radio Assessment forms to the Region as soon as possible.
- The Region is sending out reminders to the agencies to complete the forms.

HRSA Bioterrorism Work Plan

- Budget is \$50,000.
- Eliminate sub-committee and bring discussions to the whole Advisory Committee.
- After discussing many different options (mobile offices, trailers, equipment, N-95 fit tests, Triage Tuesday tags, strike teams, drills, etc.), the consensus is to focus on the following:
 - N-95's
 - Stock pile of masks and equipment (with location published).
 - Survey Emergency Managers and Ambulance services to determine needs regarding N-95's.
 - Open house with the Region's disaster trailers around EMS week.

Regional Trauma Advisory Committee (RTAC)

- Once hospitals are certified trauma centers, EMS providers will need specific trauma oriented education.
- Currently, there is no source of additional funding for RTACs; funding would have to come from the current budget.
- RTAC could follow existing EMS Regions with additional representation.

- Advisory Committee would be the backbone of the RTAC; potentially meeting twice annually for informational purposes.
- Scott Miller would attend State Trauma Advisory Council (STAC) meetings.
- Consensus of the group is to recommend to the Board the development of a Regional RTAC with funding coming from the seat belt funds.

2007 Region Grant

- Timeline of the grant process was reviewed and moved forward with a strong recommendation to the Board.
- The proposal plan will be reviewed at the January Advisory Committee meeting.
- Group needs to decide if a new "Need's Assessment" in addition to Advisory Committee in-put is necessary.

County Reports

- Wright County: N-95 program is progressing.
- Cass County: Geo Com is doing a radio needs assessment with Itasca, Aitkin, and Cass. The Emergency Manager is planning a county-wide disaster drill. North Ambulance is having an information day to recruit paramedics.
- Todd County: Recruiting for a full-time emergency manager.
- Chisago County: Joined the Metro 800 MHz Commission.
- Kanabec County: Pandemic table-top exercise being planned for early December.
- Wadena County: Nothing to report.

2006 EMS Leadership Summit Report & Legislative Update

- Handout from the Leadership Summit was discussed with emphasis on "visibility of EMS services".
- Advisory Committee members should know who their County's State Representatives are.
- EMSRB has a legislative sub-committee that is focusing on bringing the following issues to the State for changes to current statute:
 - A one-year variance on employment hardship (ratio of paramedics, EMTs, and/or first responders working in ambulance).
 - Reporting of ambulance accidents.
 - Increase reimbursement amounts for EMT & EMT-R Volunteer Ambulance Training Fund.

Medical Director's Report – Dr. Mari Thomas

- Schedule Medical Director's conference for April, 2007 include CME credit, Friday night event, we need to pull in the Service Directors and Medical Directors.
- Schedule an Advisory Committee meeting which includes the Medical Directors for a special event.

CISM Report – Don Sheldrew

No report was given as Don was unable to attend.

EMSRB Report – Kim Thon

- What does an EMSRB Specialist do?
 - 40% of a specialist's time is spent on investigations of ambulance services. These include all employment terminations, public complaints, and ambulance accidents.
 - Inspections of ambulance services, which are required every two years or after a correction notice has been written.
 - Preparedness activities.
 - Serves as an informational resource.
 - MNSTAR technical assistant.
- EMSRB will be scheduling three training sessions on MNSTAR reports for ambulance services and Medical Directors.

2007 Proposed Meeting Dates

- Move the January 15th meeting to January 22nd due to Martin Luther King Day.
- Bring alternates to January 22 meeting.

2007 Committee Membership

- Eric Myhra, Cass County plans to resign July, 2007 – alternate ready to step-up.
- Misty Lemke, Todd County will be resigning July, 2007 – looking for replacement.
- All others present intended to remain on the Advisory Committee.

Adjournment

The meeting of the Central MN EMS Region Advisory Committee was adjourned at 9:20pm.

- Next meeting: Monday, January 22, 2007
- Location: Stearns Administrative Building, Board Room A&B

Respectfully submitted,
Gay Sikkink
Central MN Region EMS Assistant