

**Central MN EMS Region Advisory Committee  
Meeting Minutes  
Monday – May 21, 2007  
Stearns County Administration Center, St. Cloud, MN**

**Board:** (☒ = present; ☐ = not present)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Troy Heck/Benton         | <input type="checkbox"/> Adam Stout/Kanabec        | <input checked="" type="checkbox"/> Paul McIntyre/Stearns |
| <input type="checkbox"/> Eric Myhra/Cass          | <input type="checkbox"/> Robert Matzke/Mille Lacs  | <input checked="" type="checkbox"/> Misty Lemke/Todd      |
| <input type="checkbox"/> Bob Carlson/Chisago      | <input type="checkbox"/> Katie Strandberg/Morrison | <input type="checkbox"/> Don Weniger/Wadena               |
| <input type="checkbox"/> Bill Kronstedt/Crow Wing | <input type="checkbox"/> Andy Andrews/Pine         | <input checked="" type="checkbox"/> Brian Nord/Wright     |
| <input type="checkbox"/> Greg Goetze/Isanti       | <input type="checkbox"/> Vacant/Sherburne          |   |

**Alternates:** (☒ = present; ☐ = not present)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Brad Bennett/Benton            | <input type="checkbox"/> Vacant/Kanabec         | <input type="checkbox"/> Joe Hellie/Stearns |
| <input checked="" type="checkbox"/> Bill Bernhjelm/Cass | <input type="checkbox"/> Jim Roxbury/Mille Lacs | <input type="checkbox"/> Vacant/Todd        |
| <input type="checkbox"/> John Daher/Chisago             | <input type="checkbox"/> Jane Smalley/Morrison  | <input type="checkbox"/> Bill Wilson/Wadena |
| <input type="checkbox"/> Vacant/Crow Wing               | <input type="checkbox"/> JoAnn Gray/Pine        | <input type="checkbox"/> Steve Berg/Wright  |
| <input type="checkbox"/> Randy Polzin/Isanti            | <input type="checkbox"/> Vacant/Sherburne       |   |

**Guests:** Commissioner Mark Blessing (Todd County), Don Sheldrew (CISM Coordinator), and Jesse Simkins (Life Link III)

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

**Call Meeting to Order**

The May 21, 2007, Central MN EMS Region Advisory Committee meeting was called to order at 6:45pm by Chair, Misty Lemke. Chair Lemke noted that we do not have a quorum.

- **Review of Agenda**  
Scott Miller requested to change “information” to “action” on the Training Reimbursement Program Update. Scott also noted that Dr. Thomas was unable to attend and would not be giving a Medical Director’s report.
- **Approval of Meeting Minutes**  
A recommendation was made by Misty Lemke and seconded by Paul McIntyre to approve the revised agenda and the March 19, 2007 meeting minutes. Everyone agreed.
- **Introductions**  
Everyone introduced themselves.

**Region Grant Proposal**

Scott Miller discussed the EMSRB’s grant approval process. Our grant proposal scored an overall of 21 points. Average score was 23. The Region lost points in the financial/budget area which was discussed at length. All of the existing eight regions were awarded the new grants. There were no additional bids.

**Training Reimbursement Program Update**

The training reimbursement program was reviewed and charts distributed. As of May 21, 2007, only \$26,304 has been dispersed to the various agencies. Agencies must submit a copy of their training invoice to the Region in order to be reimbursed. Invoices need to be received by June 1, 2007. The total of "late" applicants is \$2,114. Total budget for the training reimbursement program is \$65,000. Paul McIntyre and Misty Lemke strongly recommended paying the "late" applicants. Everyone agreed.

**2007 Legislative Update**

- Scott Miller discussed the importance of being involved in the Legislative process for EMS people.
- Statewide smoking ban passed.
- 800 MHz radio system passed with full funding to implement the infrastructure needed statewide.
  - 07-08 planning coverage
  - 08-09 building towers
  - 2012 completion
- ARMER (the radio group) meets once a month; great opportunity to stay in-tune with what is happening.
- EMSRB has excess funding leftover from their radio project and are interested in partnering with the Regions to create a "Radio 101" training course. The consensus of our group is that it would be more beneficial to apply the funding towards 800 MHz equipment or training.
- Regional funding/ambulance longevity fund was reviewed.
- The group discussed the pros and cons of the Region joining MAA (\$200 annual fee). Everyone strongly recommended bringing the request to join MAA to the Board.

**County Reports**

- Todd – sheriff has a new Chaplin on staff; will be doing some training drills.
- Wright – great to have a full-time Emergency Manager.
- Cass – had a great training exercise that simulated a school shooting with EMS, sheriff's SWAT team, and others; also planning a pandemic drill.
- Life Link – busy with EMS Week events; Channel 5 at 10:00pm, 5/22/07, will be airing a story on helicopter rescue.
- Stearns – starting to plan for next year's EMS Conference; airport drill simulating a 150 passenger plane crash; also planning a chemical train accident drill.

**Coordinators Report**

Scott Miller reviewed the following:

- MN Trac
- ListServ Subscription (instructions on webpage)

**Budget: One Time Funds**

Scott Miller reviewed the status of the approved budget expenditures as follows:

- CISM logo wear - ordered
- Printing First Responder Run sheets - ordered
- Table top displays - ordered
- Central MN EMS Region promotional items – in progress
- Central MN EMS Library resources – regional asset – in progress
- Production of Procedures for Emergency Care flip-chart - ordered
- Stork/CPR recognition pins - ordered
- '05 training expenditures that were not reimbursed due to lack of funds – checks to be mailed by 6/1/07.

**Medical Director's Report**

No report given.

**CISM Report**

Don Sheldrew reviewed the necessity of including the CISM group on disaster drills. CISM is an integral part of any disaster recovery. Other topics of discussion included:

- Fair amount of calls in the last few months.
- Review of ICISF (the international CISM organization) conference attended by Don. It was very good. ICISF' focus is on response personnel.
- CISM team will have training this fall on NIMS refresher and dealing with suicide.
- Don also mentioned that he would appreciate having time at a future meeting to discuss his State role with special needs in disasters.

**2007-2008 Budget Discussion**

The Regions have been awarded an additional \$50,000 in funding by the State for the next two years. The EMSRB is requiring a schedule of how the funds will be used by June 15, 2007. After much discussion the recommendation is as follows:

- \$35,000 EMS Equipment Matching Program
- \$10,000 Conference Support
- \$ 5,000 CISM Training/Conference

This will need to be approved by the Executive Officers of the Board as the next Board meeting is after the due date.

**HRSA Bioterrorism Work Plan**

Scott Miller reviewed the following:

- A "Major Incident Response Trailer" manual is completed and will be distributed throughout the region.
- No funds are leftover.

**Adjournment**

The Central MN EMS Region Advisory Committee was adjourned at 9:00pm. Thanks to all who attended to help make the future of the Central MN EMS Region a successful and useful organization.

- Next meeting: Monday, July 16th, 2007
- Location: Stearns Administrative Building, Room 499

Respectfully submitted,  
Gay Sikkink  
Central MN Region EMS Assistant