

**Central MN EMS Region Advisory Committee  
Meeting Minutes  
Monday – November 19, 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 checked="" type="checkbox"/> Bill Bernhjelm/Cass	<input type="checkbox"/> Robert Matzke/Mille Lacs	<input checked="" type="checkbox"/> Mike Goff/Todd
<input checked="" type="checkbox"/> Bob Carlson/Chisago	<input type="checkbox"/> Katie Strandberg/Morrison	<input checked="" type="checkbox"/> Don Weniger/Wadena
<input checked="" type="checkbox"/> Bill Kronstedt/Crow Wing	<input checked="" type="checkbox"/> Andy Andrews/Pine	<input type="checkbox"/> Brian Nord/Wright
<input checked="" type="checkbox"/> Greg Goetze/Isanti	<input type="checkbox"/> Vacant/Sherburne	

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

<input type="checkbox"/> Brad Bennett/Benton	<input type="checkbox"/> James Cole/Kanabec	<input type="checkbox"/> Joe Hellie/Stearns
<input type="checkbox"/> Eric Myhra/Cass	<input checked="" type="checkbox"/> Jim Roxbury/Mille Lacs	<input checked="" type="checkbox"/> Ron Stokes/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 checked="" type="checkbox"/> Steve Berg/Wright
<input type="checkbox"/> Randy Polzin/Isanti	<input type="checkbox"/> Vacant/Sherburne	

**Guests:** Kim Thon, EMSRB; Don Sheldrew, CISM; Dr. Thomas, Medical Director; Jesse Simpkins, Life Link III; Commissioner Mark Blessing; Commissioner Mark Nelson; Tom Hock, Todd County; and Jennifer Callahan, Sherburne County

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

**Call Meeting to Order**

The November 19, 2007, Central MN EMS Region Advisory Committee meeting was called to order at 6:35pm by Chair, Paul McIntyre.

• **Review of Agenda**

No changes were noted. Bill Kronstedt made a motion to approve the agenda. Bob Carlson seconded the motion. Motion carried.

• **Approval of Meeting Minutes**

A motion was made by Andy Andrews and seconded by Don Weniger to approve the May 21, 2007 meeting minutes. Motion carried.

• **Introductions**

Everyone introduced themselves.

**Equipment Program**

Discussion was held regarding how to structure an equipment program. Funding is \$70,000 over a two-year period (\$35,000 each year). Some of the ideas were as follows:

- Purchase *“Write-it Right”* DVD as a check-out item from the Region.
- Limit equipment to a pick-list.
- Agencies to apply for funding or equipment.

- Set-up as a grant with agencies applying for funding of equipment reimbursement, set cut-off date, and review applications.
- Cap the amount of funding an agency can apply for.
- Purchase AED's and ResQ Pods with all the money and give to each ambulance.
- A 50/50 reimbursement program to purchase AED using a grant application process and draw names from a hat if too many apply.
- Lump HRSA funding of \$55,000 together with \$35,000 to a matching funds grant.

Bill Kronstendt made a motion to combine funds, request a matching fund application for AED with a lottery drawing. Bill amended his motion to be just the \$35,000 (not including the HRSA funds) with a cap at \$800 per agency and to include a ResQ Pod. Andy Andrews seconded the motion. Further discussion continued with some members preferring an open equipment grant capping at \$600 per agency. Roll-call vote: Bill Kronstendt: yes; Steve Berg: Yes; Greg Goetze: Yes; Don Weniger: No; Jim Roxbury: No; Bob Carlson: No; Bill Bernhjelm: No; Andy Andrews: No; Mike Goff: No. Motion failed.

Bill Bernhjelm made a motion to use the \$35,000 as an EMS equipment matching grant up to \$700 per agency (50 agencies in total) with 50% matching funds. Mike Goff seconded the motion. Bill Bernhjelm amended his motion to include the following program guidelines:

- Application deadline
- Lottery type pick (draw from hat)
- Open to all agencies
- Equipment must be EMS related

Motion carried unanimously.

### **Hospital Preparedness Program**

The Region will receive \$55,000 from the Hospital group. Scott reviewed last year's spending plan which included MCI trailers, N-95s; tyvek suits, and administration fees.

A motion was made by Greg Goetze to use \$10,000 as administrative fees. Andy Andrews seconded the motion. Motion carried.

Andy Andrews made a motion to spend \$850 on trailer lettering. Bill Bernhjelm seconded the motion. Motion carried.

Bill Bernhjelm made a motion to spend \$18,000 for approximately 25,000 N-95s. Bob Carlson seconded the motion. Motion carried.

Greg Goetze made a motion to table the remaining \$26,150 until the January 28, 2008, meeting. Bill Kronstedt seconded the motion. Motion carried.

### **Training Reimbursement Program**

Scott gave the Advisory Committee a status update of the program.

### **HSEM Grant Award**

EMSRB was awarded \$160,000 for strike team formations. The funds are over a three-year period, divided amongst the eight Regions. State level guidelines will be coming. In concept, strike team deployment would include five ambulances, one supervisor car, and communications. Team must be self-sufficient for an extended amount of time. HSEM would request deployment of strike teams (i.e. Katrina) The Regions will be responsible to do the ground work and get the ball rolling on the formation of the teams. Bill Bernhjelm suggested further research with ambulance services to see if they have any interest in participating in this project. Steve Berg made a motion to pursue interest levels. Bob Carlson seconded. Motion carried.

### **2008 Legislative Update**

Review of MAA's & AMEM's Legislative platforms and MAA's highlights. Region requested direction from the Advisory Committee as to forming a Legislative Action Committee. One of the activities would be to have MAA give a presentation to Legislative representatives and regional providers. Bill Bernhjelm made a motion recommending to the Board to form a Legislative Action Committee. Andy Andrews seconded. Motion carried.

### **County Reports**

County reports were skipped due to time. Question was asked if anyone was aware of any efforts in emergency planning to include daycare centers? Don Sheldrew discussed that he is working on long-term care, adult foster care, and other vulnerable adult care facilities with emergency planning. Individual care facilities should be reaching out to their local EMS providers on evacuation issues.

### **Coordinator's Report**

- Hotsheet/newsletter will be emailed when completed.
- NHTSA Releases EMS Pandemic Guidelines
- EMSRB radio communications training video is in progress.
- Participated in HSEM grant writing meetings.
- Attended International Association of College Security conference.
- HAM radio test is the first Wednesday of every month, anyone may check-in.
- 19 months away from statewide EMS trauma protocol requirements.

### **Medical Director's Update**

- Statewide medical director's retreat had excellent attendance with 30 new attendees.

- Review of final report for Retention of Fire/Rescue Volunteers.
- EMS Behavioral Health report on EMSRB website.
- State will have new Medical Director to be announced soon.
- Review of 35W bridge collapse.

**CISM Team Update**

- Team was asked to provide mutual aid during the 35W bridge aftermath.
- Very few debriefing requests lately, annual stats will be available in January.
- Conference update.

**Statewide Trauma System**

Designated hospitals include Cuyuna Regional Medical Center, Tri County Hospital, St. Cloud Hospital and Mille Lacs Health System. As mentioned earlier, we are 19 months away from statewide EMS trauma protocol requirements.

**2008 Meeting Dates**

Proposed calendar with meeting dates was distributed.

**Miscellaneous Item**

Bill Bernhjelm and Bob Carlson to pursue offering EMS DOT instructor course.

**Adjourn**

The Advisory Committee meeting was adjourned at 9:15pm.

Respectfully submitted,  
Gay Sikkink  
Central MN Region EMS Assistant