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GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW, EMT-P
DIRECTOR

Board of EMS Meeting
Maine EMS Conference Room
Wednesday, September 2, 1998
MINUTES

Present: J. Fields (Chair), J. McKenney, S. Hayes, S. Leach, C. Pillsbury, C. Little, J. DeFilip, R. Doughty, P. DePietranantio, L. Bouchard, W. Dunwoody.

Regional Coordinators: D. Carroll, R. Bumps, J. LeBrun

Staff: D. White, D. Corning, B. Montejo, J. Bradshaw

1. Minutes -- August 5, 1998, meeting.

The minutes of the August 5, 1998 meeting were reviewed.

MOTION: To accept the minutes of the August 5, 1998, meeting (Bouchard; second by Dunwoody). CARRIED.

2. Old Business

A. EMT/TC Task Force - Update

J. Fields indicated that Jay Bradshaw has spoken with Dick Willis who in turn has talked with President Fitzsimmons. Jay and Mr. Willis have a meeting scheduled for early September.

B. Re-engineering Service Licenses - Update

D. White reported that the Committee will be meeting next week. J. Fields pointed out that the minutes indicated a presentation would be made to the Operations Team at its September meeting; however, that presentation will be on the agenda for the October meeting.

C. Strategic Planning Draft - Update

J. Fields reported that the Operations Team is continuing work on drafting the action items for the Strategic Plan and that the draft is due back at the Board in April 1999. This item will be removed from the Board's agenda until that time.

D. Unfinished Business -- None.

E. Other

J. Bradshaw reported that the FAA-approved Operations Specifications for LifeFlight of Maine have been received. As a result, the license for the Bangor base and helicopter will be issued. The Lewiston base anticipates receiving its helicopter later this month.

3. New Business

A. Ops Team/Committee Action Items

J. Bradshaw reported on the highlights of the Operations Team meeting which included a discussion on suggestions for the 1999 Highway Safety Plan including requesting financial assistance to prepare for the anticipated changes in the DOT Intermediate and Paramedic curricula.

B. Investigations Committee Action Items

Extensive discussion took place surrounding the report from the Investigations Committee regarding the guidelines for publishing names of licensees that had action taken against their license. During the discussion, input was provided by several Board members, MEMS Staff and Regional Coordinators.

MOTION: To publish in the Journal of Maine EMS, the names, violation and action taken against licensees who were subject to a fine, suspension or revocation of their EMS license and to make the minutes of the Investigations Committee available via the MEMS web site. (Dunwoody; second by Hayes). CARRIED (7 in favor, 3 opposed)

C. Liberty Volunteer Ambulance Service QA Committee Approval

MOTION: To approve the quality assurance committee of Liberty Volunteer Ambulance Service as provided for by 32 MRSA, Section 92-A (McKenny; second by Hayes) CARRIED.

D. Finance & Personnel Committee

J. Fields explained that J. Bradshaw and he have talked about the need to have a subcommittee of the Board that would get regular reports on financial issues and make recommendations to the Board for budget adjustments/planning, conduct the Director's annual evaluation, and deal with other personnel issues on an "as needed" basis.

MOTION: To create a Finance and Personnel Committee that will be a standing Committee of the Board to review financial matters and make recommendations to the Board as action is needed, to conduct the Director's annual performance evaluation, and to deal with other personnel issues on an "as needed" basis. Members of the Committee will consist of the Board Chair and others as appointed by the Chair (Bouchard; second by Leach) CARRIED.

With the passage of this motion, J. Fields appointed Dr. DiPietrantonio and Bill Dunwoody to the Committee. Both members agreed to serve.

E. Other - Legislation

J. Bradshaw reported that this is the time of year when titles for Department bills need to be submitted for approval from both the Commissioner and the Governor's office. It is anticipated that titles will need to be submitted to the Commissioner within the next 2-3 weeks. At this time topics of interest include the authorization for protocols and the clarification of protocols for flight nurses.

Joanne LeBrun raised the question about a statutory change so that regional offices could have access to a service's QA Committee records. This has caused some conflicts in the past with the regions ability to perform its QA responsibilities while maintaining the integrity of the protection afforded to other QA Committees that have been approved by the Board. Jay will seek input from the AG's office and based upon the response submit a title for consideration.

4. Staff Report

A. Activities/Update

J. Bradshaw reported that the vote of the Board in the waiver request for McGovern Ambulance regarding coverage in Danforth was to approve the waiver (a copy of which is attached to these minutes). With this in place, McGovern's Ambulance began coverage when East Grand Ambulance ceased operation on August 30. McGovern's Ambulance has begun the process to establish a fully licensed base in Danforth. Drexell White had numerous discussions with the involved parties and helped to facilitate this process to assure that Danforth and surrounding communities would continue to have adequate EMS coverage.

Jay also reported that the MEMS Web Page has been both popular and helpful in providing information about MEMS. One of the most common questions that staff receive deals with inquiries about reciprocity from licensees in other states. Via the web site, one can download the details about reciprocity, copies of the Rules and Law, and even a license application that can be printed and submitted. Jay said that updates to the pages are done about once a week on an "as needed" basis. He also reported that all MEMS staff now have e-mail directly to their individual computers and that the addresses for same have been published on the MEMS web page.

Inspections continue on schedule. Mid-Coast services, including the islands, have been inspected and the focus of activity is now in the Northeast EMS region.

MEMS has been involved in drafting two requests for proposal (RFP); one for run report data management, the other for SIDS/CISM training. The former is in response to a requirement from the Bureau of Purchases that we go through the RFP process before they would approve another annual contract with the MHIC. To keep the run report system active while the RFP process runs its course, a six month extension was approved. Jay has drafted the specifications for the scope of work and submitted it to the DPS Information Systems unit for approval.

The second RFP which has been drafted and approved is to seek proposals for developing both instructor and provider training in Sudden Infant Death Syndrome (SIDS), Critical Incident Stress Management (CISM), and Interpersonal Communication Skills (ICS) in dealing with death notifications and other stressful situations. Funding for the SIDS/CISM/ICS programs was provided by the 118th Legislature in response to a Resolve passed by the Legislature in 1997. This RFP should be published within the next 7-10 business days.

Lastly, Jay reported on the developments surrounding the office space that MEMS leases. The previous lease expired in 1995 at which time the Administration (Governor's Office) made a policy decision not to automatically renew leases until a longer term plan had been developed by each Department. In July, Jay received word from both the landlord and the Director of Leased Space that the new lease rate would be increasing significantly due to two factors; a higher square foot rate, and corrected figures on the amount of office/garage space occupied. Jay reported that he has modified the budget to address this increase in the short term and has requested additional funding in the next biennium. Jay met with Commissioner Kelly who supported these plans.

B. MDPB

There was no MDPB meeting in August. The next meeting will be on September 16. The two key agenda items are the draft of the revised MEMS protocols that has been distributed to regional medical directors and coordinators for comment, and the protocols that have been submitted by LifeFlight of Maine for use by RNs during on-scene treatment and transport.

C. Other

Board Appointments - There have been letters of interest received by the Governor's Office for the fire service and hospital representatives. The secretary for Appointments has indicated that they also have a couple of people in mind for the 'public' representative slot. Jay has requested that they act upon these vacancies as soon as possible. The seats for 'for profit ambulance service' (currently held by Leo Bouchard) and the 'emergency nurse' (currently held by Denise Lindahl) are due to expire in October 1998. Leo has sent a letter to the Governor requesting reappointment; however, it is not known if Denise will seek to continue given the changes in her employment status and her other commitments.

5. Other

Meeting Schedule - A reminder that Board meetings have returned to the monthly schedule. The next meeting will be Wednesday, October 7, at 9:00 AM in the Maine EMS Conference Room.

Awards Committee - Bill Dunwoody asked about reestablishing the Awards Committee and the need for that Committee to begin its work for 1999.

MOTION: To establish the Awards Committee as a standing Committee of the Board and to authorize the Chair to appoint committee members. (Hayes; second by Doughty) CARRIED.

J. Fields asked Bill Dunwoody to serve as Awards Committee chair and asked Carol Pillsbury and Dr. Little to also serve as members. All agreed. John also asked that the Operations Team make a recommendation for a regional coordinator to serve on the Committee.

6. Adjourn

The meeting was adjourned at 10:20 AM.