



ANGUS S. KING, JR.  
GOVERNOR

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

MICHAEL F. KELLY  
COMMISSIONER  
  
JAY BRADSHAW  
DIRECTOR

**Examination Committee Meeting  
Tuesday, November 16, 1999  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis, D. Kinney, J. LeBrun, D. Bahr, E. Ekholm,  
**Absent:** T. Beals, B. Zito,, R. Doughty  
**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:45 a.m.

- A. Introductions - None
- B. Assign Timekeeper - J. LeBrun agreed to be timekeeper for the meeting.
- C. Additions/Deletions to the Agenda -

D. White noted that B. Zito and R. Doughty had informed him that they would be unable to attend the meeting.

**2. Minutes - October 19, 1999, meeting minutes - review for acceptance**

***Motion: To accept the minutes of the October 19, 1999 meeting (Ekholm;LeBrun - motion carries)***

**3. Old Business**

**A. Examination Process/Examination Administrators Manual**

The Committee reviewed the manual and reached **consensus that:**

- ✓ **the manual be published in a 12 point font.**
- ✓ **the manual be forwarded to a couple of persons outside of the Committee for scrutiny. Suggested as reviewers were Randy Bumps and Jan Brinkman.**

The Committee then began work on the appendices. Members reviewed the exam application, exam admission card, and the state licensing form. Discussion ensued as to how we might be able to lessen the paperwork involved with the examination process. Members noted redundancy in the aforementioned forms.

J. Vaniotis volunteered to review the forms and present options for consolidation at the next meeting.

### **B. Exam Committee Retreat - Next Steps**

The Committee reviewed the areas identified as priorities (at the retreat) and noted that the Committee's work in updating the Exam Administrator's Manual provided a foundation for the work to be done in the area of examiner training.

The Committee discussed examiner training and J. LeBrun agreed to develop learning objectives for the examiner training program for review by the Committee at its next meeting.

General discussion continued with members citing a need to allocate time at each meeting to review the priorities and plan ahead to ensure that Committee time is efficiently utilized.

### **C. Enhanced Intermediate - Blueprint for Written Exam**

J. LeBrun indicated that she had spoken with E. Delano, who indicated that practical skill sheets for the Intermediate revision were submitted as part of the original proposal and should be available at Maine EMS. D. White will check and report back to the Committee at the next meeting. He will also touch base with E. Delano to solicit written exam questions for Committee review.

### **D. Exam Committee Vacancy**

There continues to be a vacancy on the Committee for a Level III Instructor Coordinator.

### **E. Exam Accommodation Policy - tabled**

#### **4. New Business**

#### **5. Next Meeting**

**The next meeting will be held on January 18, 2000, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.**

**A. Set Agenda - Next agenda to include:**

1. Examination Process/*Examination Administrators Manual*
2. Examiner Training - Learning Objectives
3. Enhanced Intermediate - Blueprint for Written Exam
4. Exam Committee Priorities/Planning
5. Exam Accommodation Policy

**6. Adjournment** - The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Drexell White