



JANET T. MILLS  
 GOVERNOR

MICHAEL SAUSCHUCK  
 COMMISSIONER

SAM HURLEY  
 DIRECTOR

**Education Committee**

Minutes

Wednesday

11 Dec 2019

0930-1130

DeChamplain Conference Room

**I. Call to Order 0930**

*Members present:* Steve Smith, Brian Chamberlin, Kevin Gurney, Joanne Lebrun, Amy Drinkwater, Mike Drinkwater, Dennis Russell, Stephanie Cordwell, Ben Zetterman, Leah Mitchell

*Members Absent:* Paul Froman

*MEMS Staff:* Marc Minkler, Chris Azevedo

*Stakeholders:* David Mejia, Don Sheets

**II. Introductions/Public Comments:**

a. None

**III. Acceptance of Minutes:**

a. November 2019

i. Dennis Russell asks that minutes and agenda be sent out sooner. Possibly Friday before meeting.

ii. Motion made by Steve Smith to table minutes to January's meeting to allow review by members. Motion seconded by Kevin Gurney. Motion carried

**IV. Additions to Agenda:**

a. Brian Chamberlain asks that when addressing review of a program, the entirety of programs be discussed when we discuss instructor aspects.

**V. State Update:**

a. Staffing- Chris Azevedo

i. Data Coordinator and Licensing Agent positions at Maine EMS have been advertised. Both position application periods close on 8 Jan 2020.

b. 2019 Protocol Update training statistics

i. Update of course student completion statistics given. Live course numbers are estimated to be low as not all instructors have uploaded complete rosters for their courses as of yet.

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**VI. Old Business:**

- a. 2019 Protocol Update Process
  - i. Comprehensive hotwash discussion ensued, guided by GOOGLE poll and DRAFT After Action Report that was written by Chris Azevedo.
  - ii. Draft report to be revised using input from discussion and final report completed. Report will be distributed to Committee when completed.
- b. AVOC Program Review- tabled for another meeting due to lack of remaining time.
- c. PIFT- tabled for another meeting due to lack of remaining time.

**VII. New Business:**

- a. Discussion of Committee priorities and function
  - i. Stephanie Cordwell suggested that a list be created of Education Committee programs for review that we might be responsible for.
- b. Committee policy for filling vacancies
  - i. Discussion regarding the Education Committee's policy/procedure for filling committee vacancies. Kevin Gurney's Non-Municipal EMS position will be open in January.
    - 1. It is advised by multiple members that such policy is Board's responsibility to outline and the Committee's policy follows that of the EMS Board.
- c. David Mejia's LOI re: filling Kevin Gurney's open Non-Municipal EMS position.
  - i. Processes documented in a 2009 Board decision regarding how to fill committee vacancies.
    - 1. Mr. Mejia's application to be tabled for next month. Maine EMS will distribute notice of vacancy for both the Non-Municipal EMS position and the vacant Region 4 position.
      - a. Cover letter/letter of intent, resume/CV. Submit to Maine EMS.
    - 2. Vacancies must be posted publicly- website, Regions, social media
    - 3. Maine EMS will create file document outlining above.

**VIII. Adjournment:**

- a. **Motion to adjourn made by Brian Chamberlin, Seconded by Steve Smith. Motion carried at 1200.**