



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE 04333



MICHAEL SAUSCHUCK  
COMMISSIONER

J. SAM HURLEY  
DIRECTOR

### **Examination Committee**

**Tuesday**

**18 Jan 2022**

**0930-1130**

**Online via ZOOM meeting platform due to COVID-19**

**Meeting address: <https://mainestate.zoom.us/j/460163384>**

### **Minutes**

**Members Present:** Sally Taylor, Ben Zetterman, Joanne Lebrun, Kelly Roderick, Rick Petrie, Amy Drinkwater, Cheri Volta  
**Members Absent:** Jeremy Damren, David Mejia  
**Staff:** Chris Azevedo, Marc Minkler  
**Stakeholders:** Michel Mullin, Eric Wellman, Don Sheets, Aiden Koplovsky

*"The mission of Maine EMS is to promote and provide for a comprehensive and effective Emergency Medical Services system to ensure optimum patient care with standards for all providers. All members of this board/committee should strive to promote the core values of excellence, support, collaboration, and integrity. In serving on this Board/Committee, we commit to serve the respective providers, communities, and residents of the jurisdictions that we represent."*

**I. Call to Order 0932**

- a. Introductions and roll call.

**II. Approval of Minutes**

- a. Approval of December minutes.
  - i. Motion to approve the December minutes is made by Ben Zetterman and seconded by Rick Petrie. No discussion
  - ii. Motion is carried.

**III. Additions/Deletions to the Agenda**

- a. None

**IV. State Update**

- a. Maine EMS Staff
  - i. Chris Azevedo
    - 1. CoAEMSP ACCREDITCON conference will be held from 1-5 June 2022 in Louisville, KY. There may be a provision for online attendance. This conference discusses current processes for

accreditation of EMS programs and contains information which may be pertinent to the Exam and Education Committee's current project of replacing the state psychomotor skills exam for the EMR and EMT levels.

ii. Marc Minkler

1. EMS-C program is beginning its pediatric education survey. This is a nation-wide effort to ascertain depth/breadth and frequency of pediatric education in EMS services and systems across the nation.
2. MEFIRS data committee meeting later today.
3. Discusses this week's meetings

iii. Sally

1. Emergency Board meeting, Monday 24 Jan 2022

**V. Old Business**

- a. Sally Taylor asks the group if it would be acceptable to take the items below out of order to ensure adequate time for item coverage. There are no objections.
- b. PSE Administrator hiring process update
  - i. Contracts being developed at HR.
  - ii. When they are ready, Chris Azevedo will be reaching out to Ben Zetterman and Cheri Volta, as well as current PSE Admins.
- c. Exam Scenario Revision
  - i. Joanne Lebrun researched Maine law regarding going into executive session. Exam materials are covered.
  - ii. A committee can decide who goes into executive session. Motion must be made and accepted. Then, vote by committee outside of executive session to approve work done in executive session. A
  - iii. So, the question remaining is for the committee to decide who can participate in executive session?
  - iv. Joanne Lebrun makes the motion that all scenarios developed EMR/EMT would be kept confidential and access to those scenarios would be restricted to members of exam committee, authorized Exam administrators, and advisors to the exam committee who are selected by the exam committee. Motion is seconded by Kelly Roderick.
    1. Chris Azevedo relates a conversation with Drexell White on the committee's history of materials review and involvement of medical directors, relating Drexel's feedback and perspective.
    2. Joanne Lebrun relates that exams were done using NREMT template.
    3. Marc Minkler states that he would strongly encourage consultation with Chair of the Board of EMS, Maine EMS Director, and the Attorney General for input on this before voting/decision.
    4. Joanne Lebrun agrees with Marc Minkler's point. Discussion follows.

5. Sally Taylor asks if the motion may be being made prematurely?  
Sally Taylor suggests she gather info presented from both Chris and Joanne Lebrun and address the issue with Director Sam Hurley, legal counsel Ron Guay, and Chair Libby regarding legalities and proper process.
- d. Joanne Lebrun withdraws her motion.
- e. EMS Board Chair proposal to combine the Exam and Education Committees
  - i. Sally Taylor
    1. Chair Libby has contacted herself and Aiden Koplovsky regarding future combination of Exam and Education Committees in consideration of:
      - a. MEMS limited staffing
      - b. Joint work on PSE replacement
      - c. Eventual lack of need for Exam Committee with sunseting of PSE.
    2. Sally Taylor discusses issues possibly affecting combining both committees
      - a. EdComm still has other work to do
      - b. PSE replacement work will be primarily Exam committee work at the beginning.
      - c. Suggests moving consolidation date to later.
    3. Aiden Koplovsky discusses EdComm perspective.
    4. Sally Taylor asks for questions and comments. There are none.
- f. Defining a pathway for EMT/EMR PSE replacement
  - i. Sally Taylor
    1. Joint meetings of Exam/Education committees for PSE replacement work
      - a. Discussion of conducting work via joint meetings, appointing sub-groups, and other means of conducting work.
  - ii. Process blueprints are presented to the group and discussed by Sally Taylor, Aiden Koplovsky and Chris Azevedo
    1. PSE replacement process as a whole
    2. Development of selected PSE replacement option
    3. Sally Taylor
      - a. Discussion of process flowchart edits for Aiden Koplovsky to make
        - i. Reorder 3 green boxes at the top
        - ii. Clarification of workgroup formation delay- this will occur after WHAT STEP?
      - b. First order of business is to develop the problem statement.
        - i. Ben Zetterman makes the motion that development of problem statement as the first

step. Seconded by Cheri Volta. No discussion.  
Motion is carried.

iii. Discussion and work on developing the problem statement ensues.

1. A draft for a problem statement is developed and a Motion made by Kelly Roderick and seconded by Joanne Lebrun to accept problem statement as written. No further discussion. Motion is carried.
2. Next steps are defining objectives and for developing an option.

**VI. New Business**

- a. None

**VII. Next Meeting**

- a. Date and Time: 15 Feb 2022

**VIII. Adjournment:**

- a. Motion to adjourn made by Rick Petrie and seconded by Amy Drinkwater. No discussion. Meeting adjourned at 1100 hrs.

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**EMS Education Coordinator Items**

- A. Items for carryover to next month's agenda**
- B. Action items for EMS Education Coordinator**
  - a. Send out PSE Admin policy plan
  - b. Draft out language for what it would take to be a PSE admin
  - c. Draft announcement
  - d. Get applications
  - e. Select
  - f. Train. August goal?
  - g. Qualification summary out to group.
  - h. submit the committee's selection to the new Board Chair.
- C. Summary for report to the EMS Board**