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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 Oct 2022

0930-1130

**De Champlain Conference Room, Augusta**

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

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

### **Meeting Notes\***

**Members Present:** Amy Drinkwater, Sally Taylor, Jeremy Damren, David Mejia, Joanne Lebrun,  
**Members Absent:** Cheri Volta, Rick Petrie, Ben Zetterman  
**Staff:** Chris Azevedo  
**Stakeholders:** AJ Gagnon, Michel Mullin, Eric Wellman

*"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**

- a. Meeting called to order at 0937 hrs. Introductions by Sally Taylor

#### **II. Approval of Minutes**

- a. Approval of July 2022
  - i. Motion to approve the minutes made by Joanne Lebrun and seconded by Jeremy Damren. No discussion. Motion carries.
- b. No August 2022 minutes. Meeting was cancelled.
- c. No September 2022 minutes. Meeting conducted, but no quorum was present.

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

- a. None

#### **IV. State Update**

- a. Chris Azevedo
  - i. EMT Skills Portfolios

\*NOTE: Quorum present for this meeting to approve July minutes and subsequent motions. However, these October 2022 minutes were never approved due to lack of quorum at November 2022 meeting, which was the final Exam committee meeting. Education committee elected not to approve Exam committee minutes due to lack of former Exam committee members on Education committee.

1. Maine EMS now has three training centers which are authorized to use portfolios, SMCC, KVCC, EMCC.
2. SMCC has been collecting data with their classes.
3. Reminder that the EMS Board has authorized use of EMT portfolios until 1 Jun 2023. During this time, training centers are required to collect student outcome data which will be submitted to Maine EMS and the Board for use in evaluating the portfolio process.
- ii. MEMSEd
  1. Working with the Muskie school and ImageTrend to troubleshoot data transfer issues and password recovery system.
- iii. Strategic planning
  1. Work continues on strategic planning. Next Blue-Ribbon Commission meeting is 25 Oct 2022
- b. Marc Minkler
  - i. Discusses the repeal of the waiver for requirement for in-person attendance at public meetings and the difficulties faced by the office having to facilitate this.
  - ii. New Office positions
    1. Emily Burgess is our new Office Associate II. She has been hired for the position vacated by Jessica Ricciardelli.
    2. Megan Salois has been hired as the new Substance Use Disorder position. She will be starting soon.
    3. In addition, a new coordinator for Explorer programs has been hired and will be starting in the position, soon.
- c. Jeremy Damren asks to comment on a previous discussion item. There has been some good collaboration between the Office and training centers who may be having issues implementing the psychomotor skills portfolios, which has been effective. Jeremy thanks the Office for their assistance and collaboration.

## V. Old Business

- a. Committee vacancy "At-Large Representative"
  - i. Sally Taylor discusses the committee vacancy created by Kelly Roderick's resignation from the committee. There was no interest expressed in the position vacancy. The discussion rolls into the next item, under new business.

## VI. New Business

- a. Consolidation of the Exam Committee with the Education Committee
  - i. Sally Taylor discusses the EMS Board's vote to consolidate the Exam and Education committees in light of transition from PSEs to licensure program based EMT skills portfolios.
    1. The consolidated committee will be known as the EMS Education and Exams Committee.

2. A meeting was held by the Board Chair and Chair-Elect, with the chairs of both the Exam Committee and Education committee and the Maine EMS office.
  - a. There was discussion of membership and personnel who were members of both committees, and what Exam committee positions would be represented as part of the new consolidated committee. There will be an addition of at least one position from Exam into the new committee.
  - b. There was discussion of consolidation of Exam business into the consolidated committee.
3. It was put out by the Board that the guidance for committee priorities should originate from the EMS Board, who would issue to the joint committee, versus current practice.
- ii. Sally opens the topic up for discussion by the group.
  1. Amy Drinkwater queries the group regarding member interest in moving over to the Education Committee. Sally Taylor discusses.
  2. Rick Petrie has expressed interest in moving his position to the consolidated committee.
- b. Resolution of current committee operations and business
  - i. Chris Azevedo discusses remaining items for resolution and/or transfer
    1. PSE transition to portfolios
      - a. Continuation of PSEs on a limited basis until they are officially sunsetted. This will depend upon transition of the last training center to portfolios.
    2. PSE Administration program
      - a. This will continue as long as PSEs are continued
    3. Testing for Re-entry candidates
      - a. Decisions and a plan must be made regarding what this process will look like when the current method for skills verification (PSEs) are sunsetted.
    4. Sally Taylor comments that the above items can be transferred to the consolidated committee. Chris Azevedo notes he is simply listing the items for recording purposes.
    5. NREMT testing changes
      - a. Practical and cognitive exam changes
  - ii. Joanne Lebrun discusses the consolidation process and adds to the list.
    1. Education committee membership will have to be briefed on the Exam processes that are brought over, so they will understand those processes thoroughly. Expresses concerns with adding Exam committee workload to that of the Education Committee, which is already under a very heavy workload.
    2. Scenario updates – as PSEs will continue for some time, this item should still be looked at.

3. NREMT ALS testing re-design.
- iii. Sally Taylor adds items
  1. Sharing the current PSE Administrator list with Education.
    - a. What the process for approving new administrators will be if we continue to need them.
  2. Portfolio approved training centers, as well as what that approval process looks like.
- iv. Amy Drinkwater
  1. Suggests taking the above list and developing a work summary sheet for EdComm. They should be aware of the work being brought into the combined committee.
  2. Sally Taylor suggests not only recording these items in a written format, but also making an EdComm agenda item for turnover of Exam items.
  3. Joanne Lebrun adds a review of the rules pertaining to cognitive and psychomotor exams. Joanne discusses
- v. Sally Taylor discusses inviting Aiden Koplovsky to November meeting to have a discussion regarding agenda for initial meeting of consolidated committees.
  1. Joanne Lebrun discusses the intricacies of committee integration and highlights some challenges of doing so. Joanne Lebrun suggests inviting all Education committee members. Suggests using that meeting as an “orientation” for Education members, to the Exam work.
  2. Discussion of having an “end report” to give to the Board regarding disposition of Exam workload and transfer to EdComm.
- c. Sally Taylor and Chris Azevedo will work with Aiden Koplovsky to facilitate the consolidation of the committees and transition of Exam items to Education and Exam.
- d. Discussion of recognizing Exam committee members for their past work through various iterations of examination processes and challenges presented. Sally Taylor suggests developing a short history of the Exam Committee.
- e. Discussion of having a facilitator for the next meeting. Amy Drinkwater will try to accommodate.

**VII. Next Meeting**

- a. Date and Time: 15 Nov 2022 at 0930 am

**VIII. Adjournment:**

- a. Motion to adjourn made by Amy Drinkwater and seconded by Joanne Lebrun. Meeting adjourned at 1034 hrs.