



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

JANET T. MILLS  
GOVERNOR



MICHAEL SAUSCHUCK  
COMMISSIONER

WIL O'NEAL  
DIRECTOR

## Maine Emergency Medical Services Licensing Board Meeting

November 20, 2025, 1:00 pm to 3:00 pm  
Champlain Conference Room, 45 Commerce Dr. Augusta, ME 04330  
[Click Here to Join the Zoom Meeting](#)

### MINUTES

1. Call to Order by Chairperson Kellner at 13:02  
Chair Kellner read the Maine EMS Mission Statement.
2. Attendance & Introductions
  - a. Members: Aiden Koplovsky, Don Sheets, Wil O'Neal, Laura Sandred, Daniel Rose, Joe Kellner
  - b. Office Staff: Melissa Adams, Robert Glaspy, Jason Oko, John DeArmond
  - c. Guests: Kristin Hutchins, Phil MacCallum, Andy Cline, Teresa Cousins, Warren EMS, David Ireland, Norm, Jackie
3. Conflict of Interest Disclosures: AAG Sawyer advised Board members on evaluating and disclosing conflicts of interest, as well as when it may be necessary to recuse themselves from a complaint. She advised that if there were a specific question or concern, the affected member could seek advice from the AAG representative to the Board.
4. Modifications to the Agenda - None
5. Past Meeting Minutes – October 17, 2025  
**MOTION** (Sheets, Downing)  
Yes: Koplovsky, Sheets, Sandred, Rose, Kellner  
No: None  
Abstain: O'Neal  
**PASSED**
6. Review Adjudicated Case Examples  
The Board had access to several adjudicated cases with different resolutions. The discussion included what materials are confidential in nature and which confidentiality statutes apply during and after an investigation is complete. There were also questions about the use and intent of the terms 'letter of guidance' and 'letter of concern'.
7. Case Reviews

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a. 25-934

Kellner disclosed that he was affiliated with a service that is a mutual aid partner of the agency where the applicant is employed, but does not have any direct relationship with the licensee and can remain impartial in this evaluation.

**MOTION** to resolve the complaint with a LOG emphasizing the need to keep their license current and understand the responsibilities of possessing an ambulance operator license, to be kept on file for 2 licensing cycles. (Sandred, Sheets)

Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose, Kellner

No: None

Abstain: None

**PASSED**

b. 25-935

Kellner disclosed that he was affiliated with a service that is a mutual aid partner of the agency where the applicant is employed, but does not have any direct relationship with the licensee and can remain impartial in this evaluation.

**MOTION** to resolve the complaint with a LOG emphasizing the need to keep their license current and understand the responsibilities of possessing an ambulance operator license, to be kept on file for 2 licensing cycles. (Sheets, Sandred)

Yes: Koplovsky, Sheets, O'Neal, Sandred, Kellner

No: None

Abstain: Rose

**PASSED**

c. 24-355

**MOTION** to enter executive session pursuant to 1 MRS §405.6.F. to discuss confidential information pursuant to 32 MRS §91-B.

Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose, Kellner

No: None

Abstain: None

Enter executive session at: 13:44

Exited executive session at: 13:57

**MOTION** to dismiss the complaint. (Sheets, Rose)

Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose, Kellner

No: None

Abstain: None

**PASSED**

d. LB-25-APP-014

**MOTION** to issue the license with a letter of guidance citing the importance of disclosing all criminal convictions, to be kept on file for two licensing cycles. (Kellner, Sandred)



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Yes: Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose, Kellner

No: None

Abstain: None

**PASSED**

8. Delegation Orders

- a. Review Historical Data on the Use of Delegation Orders

The Board had access to data on the use of delegation orders between 2020 and 2022, as well as the use of current delegation orders in the last month. Staff have reformatted complaint tracking to be able to report out of resolutions with the use of a delegation order upon request, going forward.

- b. Consider extending Delegation Order Expiration Dates

- i. **MOTION** to approve the delegation of authority in the newly proposed format for one year, with staff reporting on the use of delegated authority to this Board at least quarterly. (Koplovsky, Sheets)

**Amended MOTION** to approve the delegation of authority in the newly proposed format, striking all language that refers to "letter of concern," for one year, with staff reporting on cases resolved under this delegated authority to this Board at least quarterly.

Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose

No: None

Abstain: None

**PASSED**

- ii. **MOTION** to approve the rules violation delegation order through the next meeting and revisit it then. (Kellner, Sheets)

Yes: Koplovsky, Sheets, O'Neal, Sandred, Rose

No: None

Abstain: None

**PASSED**

9. Meeting Schedule Discussion

The next meeting is scheduled for 9:30 on Thursday, December 18. The Board agreed to meet at 9:30 on the fourth Thursday of the month, starting in January.

10. Adjourn at 14:41 (Sheets, O'Neal)

No objection.

Items for the next agenda: Delegation of Authority and consider electing an interim Vice-Chairperson.