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STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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JOHN E. MORRIS
COMMISSIONER

JAY BRADSHAW
DIRECTOR

BOARD OF EMS MEETING
MARCH 2, 2011
DE CHAMPLAIN CONFERENCE ROOM

MINUTES -FINAL

Members Present: Tim Beals (chair), Judy Gerrish (chair-elect), Matt Sholl (ex-officio), Ken Albert, Joe Conley, Richard Doughty, Peter DiPietrantonio, Bob Hand, Paul Knowlton, Steve Leach, Lori Metayer, Jeff Rowe, Geneva Sides, Percy Thibeault, Wayne Werts, Roy Woods

Staff: Jay Bradshaw, Dawn Kinney, Alan Leo, Jon Powers, Drexell White

Regional Coordinators: Joanne LeBrun, Donnie Carroll, Steve Corbin, Rick Petrie

Office of Attorney General: Laura Yustak Smith, AAG

Guests: Chris Moretto, Michael Schmitz, Michael Holcomb, Heather Carol, Michael Record, Shaun St. Germain, Clarence Merchant, James Smith, Chris Paré, Patrick Underwood

1. Introductions
2. Approval of January 5, 2011, minutes

MOTION: To approve the minutes of the January 5, 2011, meeting as distributed. (Woods, second by Gerrish). Unanimous

3. Public Comments – none
4. Old Business
 - a. Unlicensed practice – Ken Albert reported that the work group reviewed the number of cases regarding unlicensed practice and noted a spike in 2009. It appears the numbers since that peak have been decreasing. The work group would like to have one more meeting, with the assistance of MEMS staff to discuss the incidents and a process for handling these cases.
 - b. Personnel – Tim Beals said the Committee has not met, but will provide a report in May
5. New Business
 - a. Investigations Committee

Dawn reported on an EMD application received from Brenda Bourdeau, who completed NAED training and certification, but worked as a dispatcher from May 2009 to February 2011, without a Maine EMD license. The recommendation from the Investigation Committee, which met prior to the Board meeting, is to issue her license along with a letter of guidance.

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MOTION: To issue an EMD license to Brenda Bourdeau and send a Letter of Guidance that will be in effect for 4 years. (Doughty; second by Werts) Unanimous.

MOTION: For the Investigations Committee to approve the minutes of the February 9, 2011, meetings as submitted. (Doughty; second by Knowlton) Unanimous with one abstention (Metayer was not at that committee meeting).

MOTION: For the Board to approve the minutes of the February 9, minutes as corrected. (Woods; second by Werts) Unanimous.

MOTION: In the matter of case # 09-22, to revoke the license based upon a finding that the licensee committed theft, which is an actionable offense and, by failing to participate in the due process, has not demonstrated that she has been rehabilitated to warrant the public trust. (Albert; second by DiPietrantonio) Unanimous.

MOTION: To enter Executive Session regarding case number 10-67 pursuant to Title 1 § 405.6.E and § 406.F for the purpose of obtaining legal advice and to discuss information that is confidential by statute. (Doughty; second by Knowlton) Unanimous.

Executive session started at 10:30

MOTION To exit Executive Session (DiPietrantonio; second by Doughty) Unanimous.

Executive session ended at 10:56.

MOTION: To enter Executive Session regarding case number 11-08 pursuant to Title 1 § 405.6.E and § 406.F for the purpose of obtaining legal advice and to discuss information that is confidential by statute. (Doughty; second by Conley) Unanimous.

Richard Doughty indicated that he has known the subject for 5-6 years, but has no outside knowledge about this case and that he has no pre-formed opinion. The subject agreed to have Mr. Doughty participate.

Executive session started at 10:57.

MOTION To exit Executive Session (Doughty; second by Gerrish) Unanimous.

Executive session ended at 11:10.

Tim Beals reported that during the Executive Session, the Board received an initial investigation presentation regarding two cases.

MOTION: To refer case # 10-67 to the Investigation Committee for an informal conference and further investigation, and to request the cooperation of the KVEMS Regional QI process. (Albert; second by Rowe) Unanimous.

MOTION: To refer case # 11-08 to the Investigation Committee for an informal conference and further investigation, and to request the cooperation of the KVEMS Regional QI process. (Albert; second by Doughty) Unanimous.

- b. Committee Updates and Annual Reports

- i. Operations – Rick Petrie reviewed the items discussed at the Operations Team meeting. No Board action is required.
- ii. Data – Jon Powers reported the dynamic run form has been activated and services may begin transitioning to it now. It will become the only available form within the next 2 months. The committee is also working on the visibility and validation rules for MEMSRR. Notices have been sent regarding the next round of MEMSRR grants. The grants are funded by the Bureau of Highway Safety and require a 1/3 local cash match.
- iii. Education – Kerry reported that the Education Committee and Operations Team have both reviewed Appendix G of the Training Center requirements and requested Board action.

MOTION: To approve Appendix G as presented. (Werts; second by Rowe) Defeated 1-11.

MOTION: To refer Appendix G back to the Education Committee for clarification on the requirements to teach an I/C program and assure that Maine will have sufficient numbers of qualified instructors. (Albert; second by Gerrish) Unanimous.

In other Education Committee matters:

- Work is continuing on the CEH approval process.
- The Training Center site visits have been completed.
- There will be a Training Center Roundtable on April 5 @ 10:00
- There will be an AVOC instructor train-the-trainer course in March.
- The Training Center documents are being reviewed for updating.

There are 2 committee members whose attendance has been inconsistent. The committee chair will contact those members to ascertain their interest in continuing and following that conversation may request that new members be appointed.

- iv. EMD – Drexell reported that the second part of the Kimball report has been released and is available at the Emergency Services Communication Bureau web site. He also referenced the Committee's motion regarding unlicensed practice. Consensus of the Board was to refer this to the Unlicensed Practice work group.
 - v. Exam – Drexell reported that there was no committee meeting in February, but that work is underway on the EMT-I skill sheets and the CPR station.
- c. Nomination Committee – Jeff Rowe and Bob Hand volunteered to serve on the Nominations Committee and make recommendations for any changes in the chair & chair-elect positions at the May meeting.
 - d. Awards Committee – Joe Conley, Ken Albert, and Rick Doughty agreed to serve on the committee to review nominations for the annual EMS awards. Dawn will send copies of nominations received and coordinate the conference call.
 - e. Other – Rick Petrie reported that Northeast EMS, Kennebec Valley EMS, and Mid Coast EMS have merged into a single corporation, Atlantic Partners EMS, Inc., effective July 1, 2011. Atlantic Partners submitted a letter to Maine EMS indicating their interest in being the

designated council for Regions 3, 4, and 6, and will maintain a Regional Advisory Council in each of these regions.

- f. Investigation Process – The Board discussed the process by which Investigations are handled and if there were ways to streamline the process recognizing the length of time it currently takes to resolve cases and the work load place on the Investigations Committee. Options considered included having the full Board handle investigations, or having a sub-committee of the Board that does not participate in Board action. Following discussion, it was agreed that:
 - i. Maine EMS staff will send an investigations summary to all Board members
 - ii. Laura Yustak Smith will provide training for Board members at the May meeting on the regulatory roles, responsibilities, and process.
 - iii. The Investigations Committee will review and consider ways to streamline the process.
- g. Other – Roy Woods requested that for future meetings, the Board consider getting written reports from the committees and from staff instead of getting oral reports. Board members would then ask questions if more information was needed. Tim said this would be considered.

6. Staff Reports

- a. MEMS – Wayne & DiPete
 - i. New Board members
 - ii. Regional Designation Process
- b. Medical Director
 - i. Protocols
 - ii. PIFT Review
 - iii. Meeting with MHA
 - iv. QI Committee

Other – none

- 7. Next Meeting – Wednesday, May 4, 2011.
- 8. Adjourn – meeting adjourned at 1:17 PM.