

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Emergency Medical Services Board			Attending: Jerry Biggart, Mark Fredrickson, Gregory West, Gary Weiss, M. Riccardo Colella, Steven Zils, Carrie Meier, Michael Clark, Don Kimlicka, Dustin Ridings, Suzanne Martens, Jeff Phillips, Helen Pullen, and Sandy Ryce
Date: 2/6/2018	Time Started: 9:00 AM	Time Ended: 5:09 PM	
Location: Madison Marriott West, 1313 John Q Hammons Dr, Middleton, WI 53562			Presiding Officer: Jerry Biggart

### Minutes

1. Welcome and Board Member Attendance. Meeting was called to order at 9:00 AM.
2. Public Comment Opportunity on Board agenda or special announcements. There was none.
3. Approval of Past Minutes from December 5 & 6, 2017 Board Meeting **Motion by Dustin Ridings, second Steve Zils, to approve the past minutes from December 5 & 6, 2017. Motion carried unanimously.**  
**Motion by Carrie Meier, second by Michael Clark to go out of order and proceed to number 10 on the agenda. Motion carried unanimously.**
4. Motion/Vote: Closed session (Board and EMS office) - to review complaints received by the WI EMS program and provide consultation per Wis. Stat. § 256.08(4). The closed session is authorized under Wis. Stat. § 19.85(1)(f). Item 4 and 5 will be delayed until this afternoon for discussion. **Motion by Jerry Biggart, second by Carrie Meier, to go into closed session. Motion carried with roll call vote.** No action was taken during the closed session.
5. Transition to open session
6. Review the State of Wisconsin's 2018-2020 Emergency Medical Services Plan and Assign Priorities to EMS Board Committees Regarding: (Biggart, Chair) Jerry asked if the Board should continue to have a strategic planning meeting every two years or every year to review/discuss the state plan. Gary suggested having this discussion every year to be sure we are following the state plan. Jeff indicated that the plan has many priorities. He asked to identify several of these priorities to focus on for the next year. He asked the Board to identify resources to move things forward.  
Steve Zils suggested a comparison with the state of Wisconsin budget/staff with other states. Brian Litza indicated that he did work on a document with this information when he worked at the state. Jeff will look into this information and bring it back to the Board for review. Helen suggested using the comparison for states that don't charge for licensure as the parameters so the comparison is more accurate. Mark Fredrickson suggested identifying the highest priorities and items most likely to be attained. Also suggested to identify what cannot be accomplished. Jeff indicated that identifying those funding shortfalls can assist with finding resources to help with staffing shortages.
  - a. Regulation & Policy  
Bullet point 1-State statute has the ability to charge for licensure. Discussion followed. A point was made that any other professional medical licensures are charged for. A suggestion was made that professional licensure could be charged for if they are affiliated with a service. Another suggestion was made to charge for the ambulance service license based on population. It is in state statute 256.15(5) that EMS providers that are with a volunteer service would not pay a fee. Jerry asked if anyone knows of any grants out there to make the state aware of those. Gary mentioned the Fire Ed grant which just closed last week. He indicated that it has an EMS opportunity associated with it that could be looked into. This is identified as a high priority with a low likelihood of fixing this.  
256.08(4) spells out what the role of the state EMS office is.  
Dr. Andrews mentioned that regarding the fees and said it looks like only a small portion would not be charges based on 256.15(5).

Jerry asked anyone that would have the old proposal to send it to him for review at the Board. Suggestions were made to have the hospitals look at funding the fees for licensure. Jerry asked if licensure fees were to be charged, if the fees can be used to add staff to the EMS section.

Bullet point 2- This point focuses on the operational plan and ensuring this is being followed. Discussion followed. Points were raised about minimum equipment requirements, minimum requirements to be at a certain EMS level, etc. Operational plans have requirements and the state can approve/not approve based on this. Jeff indicated if there are ideas for scope of practice or guidance documents, to send them to the state. This is being worked on in conjunction with scope of practice. The priority of this is high, with a high likelihood to complete this. The document should be completed by the June meetings.

Bullet point 3- Community EMS should help with this. The meetings with STAC, EMS-C, RTAC's, and Dr. Clark with the HCC's assist with this collaboration. Jeff suggested possibly having all of these groups have meetings like a conference. Then at the end of the day, all convene in one large meeting. This would allow opportunity for this collaboration. This would also save money, provide better efficiency to reduce redundancy, etc. Facilities can be looked at that could accommodate several breakout rooms and one large meeting room. Jerry will hold off on his discussions on talks with Tim Weir until a decision is made. Meetings are scheduled through June. The chairs will work with Jeff to discuss this possibility.

Bullet point 4- This has been discussed. There are interactive maps/processes through DHS and the Office of Rural Health that identify this. Jeff recommended adding to the Boards bylaws to have Board's guidance, recommendations, position statements, etc. so these things are getting moved forward. Dr. Clark will send the trauma position statement to Jerry to send to Helen. Any meetings logistics, reimbursements, etc. will still go to Sandy.

If the standing committees meet on their own, they will need to record their own meeting minutes. Sandy will finalize the Board meeting minutes per the required open meetings postings.

Bullet point 5- This information is discussed at the Board meetings. Jeff brought up the point that a memo can be sent out about any passed legislation and that policy needs to be drafted first before implementation. As far as community EMS legislation passing, this needs to be drafted and it will take some time for this.

Bullet point 6- this doesn't apply for the Board to discuss this.

Bullet point 7- There are service and medical directors courses offered. DHS is working with the Wisconsin Technical College System to draft training for the training officers. The components for service operation plans are going to be added to E-Licensing so this information is available to the service through their account. A service directors course through the WiTrain system has been worked on for new service directors.

Bullet point 8- This is similar to point number 2 which was discussed already.

Bullet point 9- This is part of point number 4 and was discussed already.

Bullet point 10- This can be tabled to discuss at the PAC meeting. The review of protocols needs to be reduced because of the time spent on these. Jerry suggesting that services be required to only accept op plans in a Word document with track changes. Steve Zils asked if the office can review this requirement to have the office review all the submitted op plans. Jeff indicated that this cannot change at this point. It would be a complete overhaul of what is currently being done. Discussion followed about protocols being standardized. Jeff indicated that this can be looked at in small incremental steps. Steve Zils will add this to the PAC agenda.

b. Resource Management

Bullet point 1- The System Management and Development committee can work on this. Carrie mentioned contacting the Office of Rural Health with any ideas on this.

Bullet point 2- Will keep eyes open for any ideas for this.

Bullet point 3- Jeff indicated that this would be more of an internal DHS issue that can be addressed. This would be a low priority for the

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Board. This could be something to work into community EMS.

Bullet point 4- This will be a low priority. This will be on an internal strategic plan.

Bullet point 5- Will work to have meetings combined to assist with this collaboration. Helen sends information to the RTAC's and HCC's about renewal information, etc. to facilitate this collaboration.

Filling the open regional coordinator position will also assist with this.

Bullet point 6- This falls under the System Management committee for their agenda.

Bullet point 7- This can be discussed by PAC regarding medications, patient safety, errors, etc. that may be caused from EMS providers working in a fatigued state. The state office can provide data for this.

c. Human Resources & Training

Bullet point 1- Discussed the items with stars for advanced skills. Draw up epi was added because it was time critical, saves lives and the costs had gone up so much. Time critical interventions were discussed. Greg West pointed out that there needs to be an educational/training component tied to any advanced skills. Jerry asked Carrie to have her committee look at this using data. For example, the manual defibrillation could be reviewed to see if it is still needed. This can be discussed on PAC, Education and Training, and System Management committees. Jerry suggested all of the committees meeting at once on this topic.

Bullet point 2- Greg West brought up the point that education can provide a foundational competence. Rule will need to be reviewed regarding the one paramedic. Discussion followed about the Intermediate level. National Registry does not have this level.

Bullet point 3- DHS and the Wisconsin Technical College System has drafted the information for the testing manual. It is going through the approval process at DHS.

Bullet point 4- Many of the technical colleges are required to post data about success rates, etc.

Bullet point 5- Discussed this. Complaints get filed with the state office that brings up this issue.

The data for the National Registry pass rates is available.

Bullet point 6- Greg West suggested that the office reach out to hospitals regarding educating providers through clinicals. Helen suggested that this be brought up with the Health Care Coalitions. Jerry would like this to be added to the agenda for the Education and Training committee.

Bullet point 7- This was discussed already.

Bullet point 8- This is being handled at the state office.

Bullet point 9- this was discussed.

Bullet point 10- this was discussed.

Bullet point 11- this was discussed already.

Bullet point 12- The syllabus is a contract between the training center and the student. This is not something that could be standardized. This bullet point can be eliminated.

Bullet point 13- This is already happening.

Bullet point 14- This is being done at the technical college level and is a local issue.

Bullet point 15- This is being done at the state level. Communications are sent out through E-Licensing, HCC's, and RTAC's.

Bullet point 16- This is a local issue.

**Motion by Carrie Meier, second by Michael Clark to adjourn. Motion carried unanimously.** Meeting was adjourned at 5:09pm.

Prepared by: Sandy Ryce on 2/13/2018.

These minutes are in draft form. They will be presented for approval by the governmental body on: April 17, 2018