

**Joint Powers Board
Minutes of Meeting October 11, 2012**

Members Present:

Doug Johnson – Chair
Dan Belshan
Marcia Ward
Jane Olive
Teresa Walter
Richard Samuelson
Dave Harms

Members Absent:

Ray Tucker – Vice Chair
Ken Brown
Milt Plaisance
Chuck Amunrud

Advisory Members Present:

Don Hauge – Executive Director
Tom Beniak
Diane Benson
Dan Stensrud

Advisory Members Absent:

Mike Juntunen
Susan Trankel

Guest: Holly Hammann-Jacobs

I. Call to Order

Meeting was called to order by Chair Johnson at 08:30 a.m.

Chair Johnson started meeting while waiting for another Board member to arrive for a quorum. He stated that Hauge was passing around a piece of paper and requested Board members cell phone numbers due to concern of problems getting ahold of Board members to make sure we have a quorum at the meeting. Action items were put on hold until quorum could be attained. Chair Johnson asked that we move ahead to item V and asked Diane Benson to report on the Training Program and Consortium items.

Benson stated that some services had been added to the Consortium recently. She stated that Full-time Fire departments had been added. Those departments were Austin City Fire Department and Albert Lea City Fire Department. Plainview Ambulance also joined because their Medical Director died expectantly and they are in search of another Medical Director but will be part of the consortium until one is found.

Benson went on to talk about the Training Program. She updated the board on the change coming up in title for EMS personnel. First Responders will be called EMRs (Emergency Medical Responders) EMT-Basics will be known as EMT's, there will also be an Advanced EMT designation which replaces EMT-Intermediate and EMT-Paramedics will be referred to just as Paramedics.

Benson also talked about current and past training classes and explained what costs were involved for providers and how programs were run. She also talked about the AED for Life training that was done in Blooming Prairie Schools and how they had a SAVE by

using their defibrillator and CPR training. Chair Johnson asked about income vs. cost ratio of the classes we teach. Hauge stated we are trying to have about a 50% profit from classes but some subsidized classes would be less profit.

II. Review Minutes of September 13, 2012 Meeting

Motion: Olive

Seconded: Walter

“To approve the minutes of the September 13, 2012 meeting as recorded.” **MOTION CARRIED.**

III. Administrative Report

A. Financial Report

Hauge referred the Board members to the September expenditure reports that were emailed to the board prior to the meeting. As of the end of September, we have expended 21% of the FY 2013 State funds or \$15,241 dollars. Using the new budget amount, as of the end of September, we have expended 14% of the Seat Belt budget or \$28,483. We have also raised 22% of the yearly EMS Budget or 27,573 which is the money we raise on our own.

Hauge passed out a handout that reflects the amount of money that has been invoiced to the State for reimbursement from State funds and Seat belt funds. The handout also shows the amount of money that the State EMSRB Office has informed each Regional program of how much money has been awarded for seatbelt fines in July, August and September. Hauge informed the Board members that NONE of the money invoiced for State and Seatbelt funds has been reimbursed to the Regional Program. This amount of \$47,722 has come from the Regional checking acct. and the Reserve funds to cover ongoing expenses of running the Regional Office. A discussion about making sure we are trying to expend our State and Seatbelt funds before our own and how we use our reserve funds to continue to keep our program viable. Johnson explained that the Board wanted to make sure we are not leaving any of our Seatbelt money that is available unclaimed. Hauge assured the Board that the Seatbelt money does carry over year to year and that it is treated as a large “pot” of money and the Office will turn in expenditures against the Seatbelt money as it is spent.

Request motion to approve the September 2012 year to date Expenditure Report as presented to the board.

Motion: Samuelson

Seconded: Olive

“To approve the September Expenditure Reports as presented to the board.”
MOTION CARRIED.

Hauge referred to the September 2012 warrants that were emailed to the board prior to this meeting. He asked if Board members had any questions. He asked that the Chair will execute the documents.

Motion: Ward

Seconded: Harms

“To approve the September warrants and authorize the Chair to sign.” MOTION CARRIED.

B. Progress Report: FY 2012 State Audit

Hauge stated that the Auditor was in the office on October 2, 2012 to complete the initial work on the audit. The auditor estimated that it may take 2-3 weeks for them to complete the final report and have the exit interview with the Staff and the Board Chair. Hauge will inform Chair Johnson when the audit is complete and the exit interview has been scheduled. Cindy felt the audit went quite well this time and they were done with the initial part of the audit in a shorter amount of time. Hauge asked if there were any other questions or concerns on this topic.

Johnson discussed the weekly conversations that he and Hauge have and stated that one item we are doing to increase oversight of funds has to do with when Hauge has mileage reimbursements or reimbursements for items purchased for the office (Sam’s Club won’t take the Office credit card because they don’t take Visa). Hauge is to fill out a reimbursement request and email it to Chair Johnson, and he will approve them and send the request to Cindy Gathje who will then write a check that Hauge will sign.

C. GASB 54 Classification of Reserve Funds

Hauge stated that he got an email from the State Auditor that the boards. I have discussed this with the Board Chair and will look for further guidance from Olmstead County on this issue. Hauge stated that he will work on a Policy for the GASB 54 and bring it back to the Board for approval at a later meeting.

IV. Office Issues

A. Office Computer Proposal

Hauge reported to the Joint Powers Board on September 13, 2013 that the current office computers are out of date and beginning to cause problems with productivity of the staff. The current desktop computers were purchased as follows:

- 3 Dell Optiplex 755SFF Desktop 10/14/2008
- 2 Dell Optiplex 755SFF Desktop 6/29/2009

All 5 of the current Desktop computers have Microsoft Windows XP operating system and Microsoft Office 2003 for word processing. As reported at the last meeting, Mayo Clinic and its affiliates have begun switching their computers over to the new Microsoft Windows 7 and Microsoft Office 2010. The problem caused by this is that when our office staff receives documents for our office, if they were created in a newer version of the Office, we cannot open the attachments. Don has talked with Mayo IT about upgrading current computers with newer software and their opinion is that the new operating system takes more hard drive room and more speed to operate and it would not be worth putting it on the old computers. Board members asked that the Executive Director look into the prices of the new computers and bring it back to the board.

Options:

HP 8200 SFF Elite Desktop	\$975.18/ includes new Windows 7 and Office 2010
HP Elitebook 8460p Laptop	\$1712.05/includes new Windows 7 and Office 2010, docking station and extended life battery

Proposal would include replacing 2 of the oldest Desktop computers in the office. I would like to purchase one new desktop computer and one new Laptop computer as replacements. With the proposed hiring of a Full-Time Education Coordinator, having another Laptop for that person to work on and take out for training would be more beneficial than buying 2 desktops and possibly having to get another Laptop after the new person would be hired.

I would also propose that we put our computers on a 3 - 4 year replacement cycle. We currently have 5 computers in the office that we are using. Of the 5, 4 are used by staff on a daily basis and one is used by our temporary help during conference time. The Executive Director got a new laptop in August 2012 and the proposal is for Cindy and Diane to have theirs replaced in the current fiscal year. The remaining 2 computers could be replaced in fiscal year 2014-2015 and could be placed in the budget as a line item.

Motion: Olive

Seconded: Walter

“To purchase one desktop and one laptop computer described in the bid to replace the computers for Cindy and Diane.” MOTION CARRIED.

B. Full-time Education Coordinator

At the September 13th JPB meeting, we discussed the need to add a full-time Education Coordinator to the staff. This position would replace the contract position that was formerly held by Jill Ryan Schultz in contract with Gold Cross. It would also replace the Program Assistant position currently held by Diane Benson. As we discussed at last meeting, Diane Benson is ready and willing to retire but wants to wait until we have another person in place to fill her role. The full-time Education Coordinator would be

responsible for the operation of the Training programs such as the FR Initial and Recertification, EMT recertification, MD Consortium, updating the Online Education program. This person would also be the backup for the Executive Director when out of the office. This position would allow us to GROW our training programs and market our current programs better. It would also allow the office to have another person to separate duties, which is always brought up in our yearly audit. Hauge explained some of the duties and classes that this Full-time person would be responsible for. This person would also be a backup for the Executive Director when he is not available. Consistency would also be increased in the office if you have 2 Full-time people in the office each day. Some discussion on what type of person might apply for the position, Olive stated that a Health Educator with an EMT background would be good. Board talked about the Salary range and Johnson stated that we need to make sure that if we hire a Full-time person, we need to make sure that we increase our classes and income to pay for the new position.

Hauge Reviewed Job Description and Salary Range documents with the Board. Those documents will be attached to the minutes.

Hauge stated that the salary range was larger so that the Board would not have to year after year re-adjust the range. Discussion was continued on what current positions we're being paid and where we would start the Full-Time person for salary and benefits. The hope for the new position is that we will be able to increase marketing and awareness of our programs which will allow us to teach more classes.

Motion: Olive

Seconded: Walter

“To approve the Job Description, Salary Range and to move forward with the advertising of the position, the interview process and hire a Full time Education Coordinator with the Salary offer to be brought back to the board for approval.”
MOTION CARRIED.

C. Linda Horth Thank you

Hauge read a thank you from Linda to the Joint Powers Board for their kindness and support of her during her 28 years in the Regional office. She also thanked the Board for the beautiful clock that was given to her as a retirement gift.

V. Education/Training

A. Training Program/Consortium Report – Benson (see beginning of Minutes)

B. CISM Program Report – Hauge

Hauge presented to the board how the CISM (Critical Incident Stress Management) program works and when it is used. He reviewed who the members on this team are and what their qualifications are. Hauge also talked about how many times the team has been activated this year and what some of the situations were. Stensrud who is a member of the team also talked about

how the sessions are conducted and how they are coordinated as well. Hauge told the Board that these members are all doing this on a volunteer basis. They do not get an hourly wage and are only paid mileage for their efforts. Chair Johnson shared an experience where he was involved with a patient involved in an explosion and another situation of 4 people in an MVA who were killed and two other injuries and he and the other members knew victims and how that affected him and how the CISM program was helpful. Hauge stated that this is a good program and a good use of our program funds and he intends to continue it for years to come.

VI. Other Business/Open Discussion

Hauge handed out the dates for 2013 to the Board and said that the only date that did not coincide with the Workforce Development schedule was February 14, 2013. Dari will check to see if Workforce will meet on that date or not.

Joint Powers Board date for 2013 will be: January 10, February 14, April 11, June 13, September 12 and November 14.

VII. Adjournment

Motion: Harms

Seconded: Samuelson

"To adjourn the meeting at 09:55 a.m." MOTION CARRIED.

Approved by:

Attested by:

Douglas Johnson, Chair
EMS Joint Powers Board

Don Hauge
Executive Director

SE Minnesota EMS Education Coordinator

Job Description

Job Summary: Education Coordinator

To provide the leadership in planning, coordinating, evaluating and direction for education programs offered through the Southeastern Minnesota EMS (SEEMS) Regional Program. This position coordinates the education endeavors of the two advisory committees: Pre-Hospital Advisory Committee (PAC) and ER Nurses Committee and assists the Executive Director of SEEMS. Person must have the knowledge and experience in EMS to assist the Executive Director with technical aspects of various projects and to work with the area EMS, Fire, Police agencies, Minnesota EMS regulatory Board, National Registry of EMT and other public safety & health organizations.

This is a salaried Full-time position.

Salary range: \$37,440 – 56,000 plus benefits

Minimum Qualifications:

Must maintain Current State licensure as EMT or Paramedic, D.O.T. instructor, Must have at least five years emergency or critical care field experience with an ambulance service and/or hospital and minimum of five years as an EMS instructor with a recognized EMS training institution.

Previous training experience with EMR (formerly First Responder), EMT, American Heart Association CPR/AED. Instructor certification preferred

Valid Minnesota Driver's License with no major traffic violations.

Working knowledge of Microsoft Office tools including Word, Excel, and Power Point.

Essential Duties:

Demonstrate effective leadership in providing ongoing needs assessment of the region's EMS education for both pre-hospital and hospital providers.

Assist the Executive Director in the development and execution of SEEMS organizational goals, policies and procedures

Maintain the SEEMS as a recognized EMS training institution through the Minnesota EMS Regulatory Board and other health & safety organizations by; developing and maintaining current EMS training curriculum, scheduling and advertisement of classes, coordination of the logistical arrangements, maintaining core of quality instructors, preparation of instructors and evaluating classes for ongoing quality assurance.

Provide technical assistance to the Medical Direction Consortium that includes; follow-up to issues identified by services and Consortium faculty, creation and modification of Consortium training modules and annual training calendar, recruitment & orientation of physicians and instructors, annual revision of protocols/guidelines , and other responsibilities as assigned by Executive Director.

SE Minnesota EMS Education Coordinator Job Description

Assist the Executive Director in promoting and marketing regional program activities including; Online Education, AED for Life, Medical Direction Consortium, and public education materials.

Coordinates and schedules continuing education for EMS, evaluates programs and adjusts as necessary and maintains current, accurate records of personnel attendance / participation in educational programs.

Responsible for ensuring all course work be reviewed and approved by EMS Medical Director for medical content and that all courses are taught by appropriately certified instructors.

Responsible for keeping current with the rules and regulations that govern the operation of Emergency Medical Services.

Promotes and maintains positive community relations.

Represents the Regional Program / EMS and presents education on injury and illness prevention to community.

Act as an education resource to area EMS providers and Hospitals.

Develop and maintain an inventory of medical equipment and supplies for classes.

Share responsibility for telephone coverage, greeting and assisting visitors, and maintaining records and files.

Other duties and responsibilities as assigned by Executive Director.

LANGUAGE SKILLS/OTHER:

Proven effective verbal and written communication skills

Proven strong interpersonal, collaborative, relationship-building skills

Proven teaching skills

Ability function independently

Proven dependability

Job Requirements:

This position requires the ability to work outside of normal business hours and be on an "on-call" basis including travel within and outside of the region.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

****In compliance w/the Americans w/Disabilities Act the following represents the Physical/Environmental Demands.**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

SE Minnesota EMS Education Coordinator

Job Description

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, operate office and AV equipment, walk, and travel throughout region and State. Employee must be able to support and to respond to disaster situations as may arise. Weights of objects to be lifted carried or pushed/pulled will be thirty (30) pounds or less. Specific vision abilities required by this job include close vision and the ability to adjust focus. Inside and outside exposure to noise, inclement weather including heat & cold, and medical emergencies.

*Persons with disabilities: the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

October 2012

Salary Range for Education Coordinator Position

History:

2000: Board approved Full-Time Education Coordinator Position

Salary Range in 2000: \$32,000 – 47,000

Hired Paramedic with minimal experience

Beginning Salary: \$35,000 plus benefits

Benefits included: Health Insurance stipend \$2000 – 3000/year
Vacation, Phone card, Business credit card

2001: Full-time Paramedic ended employment with Region

2001: Board approved contract with Albert Lea Medical Center for 20 hours/wk. for Don Hauge, Paramedic to fill Education Coordinator position.

2007: Don Hauge resigns to take EMS Manager position

Contract with Gold Cross for Jill Ryan Schultz, Paramedic to fill Education Coordinator position for 20 hours/wk. Current pay rate of \$29.72/hr.

2012 Don Hauge, Paramedic hired as Executive Director, contract with Gold Cross ended. Diane Benson, Program Assistant will retire when someone is hired to fill her position. Current pay rate of \$15.25 for 16 hours/wk.

Contract position pay: 20 hours/wk. avg. x 52 wks. x 29.72 = \$30,908/yr.

Program Assistant pay: 16 hours/wk. x 52 wks. x 15.25 = \$12,688/yr.

Total pay for both positions = \$43,596

Proposed Salary Range for new position: \$37,440 – \$56,000 plus benefits

Benefits: \$5000/yr. Health Insurance stipend, PTO, Short term disability,
up to \$70/mo. Phone stipend, paid holidays, PERA

***Seatbelt
July August September 2012***

<i>Seatbelt Collected</i>		<i>Seatbelt Requested</i>	
July	25,901	July	5,403
August	13,603	August	12,175
September	16,142	September	10,904
TOTALS	55,646		28,482

We have not received any payments from Seatbelt for the months listed above

***State
July August September 2012***

<i>State Requested</i>	
July	8,777
August	4,666
September	1,797
TOTAL	15,240

We have not received any payments from State for the months listed above

