

**Joint Powers Board
Minutes of Meeting May 9, 2013**

Members Present:

Doug Johnson – Chair
Chuck Amunrud
Steve Bauer
Dan Belshan
Tim Gabrielson
Dave Harms
Richard Samuelson
Teresa Walter
Marcia Ward

Advisory Members Present:

Don Hauge – Executive Director
Cathy Anderson
Tom Beniak
Ryan Throckmorton

Advisory Members Absent:

Susan Trankel
Dan Stensrud
Brenda Voshalike

Members Absent:

John Allen
Ken Brown
Dave Miller

Guest:

Holly Hammann-Jacobs

I. Call to Order

Meeting was called to order by Chair Johnson at 08:32 a.m.

II. Review Minutes of the February 14, 2013 Meeting

Motion: Ward

Seconded: Samuelson

“To approve the minutes of the January 14, 2013 meeting as recorded.” **MOTION CARRIED.**

Note to add Steve Bauer as present to the minutes of the February 14, 2013 meeting.

III. Administrative Report.

A. Hauge gave all commissioners a *Conflict of Interest* statement to be signed, dated and returned to either him or Cathy Anderson.

B. Financial Report.

Motion: Amunrud

Seconded: Walter

“To approve the Financial Report” **MOTION CARRIED**

C. February and March Warrants

Motion: Samuelson

Seconded: Bauer

“To approve the February and March Warrants” **MOTION CARRIED**

D. Proposed FY 2014 – 2015 Budget

Hauge addressed the board and explained that at the last meeting he had not yet received the numbers from the State as to what should be budgeted for the next two years and he still does not have those numbers. After speaking with Debbie

Teske at the EMSRB she advised him to base our numbers on what we got last year. Hauge stated using the exact same numbers as last year, the budget reflects for a two year period, \$146,000.00 from the State and \$450,000.00 from Seat Belt. He also added a bit of money from what we will raise through education training. Hauge drew the boards attention to the numbers in blue which represent programs that, if need be, can be cut without affecting any of the other programs. He also pointed out that the only item he has added to this budget was an AED and 800 Radio battery grant, which was requested by the Pre-Hospital Advisory Committee.

Motion: Harms

Seconded: Walter

“To approve the FY 2014 – 2015 Budget as presented”

MOTION CARRIED

E. Health Insurance Stipend Policy Change

Hauge presented the proposed changes in the wording of the Health Insurance Stipend policy. After some discussion on the wording and intent of the policy it was recommended by Commissioner Harms to add the following changes (in italics) to the proposed wording; “The EMS Joint Powers Board shall provide an annual *stipend up to \$5000.00* to be used for healthcare related costs (i.e. health insurance, health savings account (HSA), dental or eye care) to each full-time employee.”

Motion: Ward

Seconded: Gabrielson

“To check with Olmsted County HR / legal for correct wording. Any changes or advisements will need to be brought back to this board for approval” **MOTION CARRIED**

F. FY 2013 Letter of Engagement for Audit approval.

Hauge shared he has received a letter from the State Auditor’s office offering to once again be the administrator of our annual audit.

Motion: Gabrielson

Seconded: Harms

“To approve the State for the audit of the fiscal year ending 2013” **MOTION CARRIED**

G. Program Medical Director “Memorandum of Understanding”

Motion: Amunrud

Seconded: Bauer

“To approve the renewal of Dr. Daniel Hankins as Medical Director” **MOTION CARRIED**

IV. Regional Program Update.

A. 2013 Conference Report

Hauge reported that the attendance was up from previous years as well as the number of vendors. He shared that Dave Page filled in for Ken Bouvier and was very well received by the participants. Next year is our 30th anniversary and Ken Bouvier has agreed to be our keynote speaker and Dave Page has also agreed to return next year. We will be recognizing Dr. Hankins for his many years of service to this program as he plans to retire in May of 2014. Hauge pointed out that we actually made money on this year’s conference. Don credits a lot of that to Mayo’s

contribution of handling the printing and mailing of our conference brochures. Mayo is very supportive of our office and all it does.

B. Training Institution Update.

Anderson reported that the Training Institute to date this year has held about 14 classes, attended by about 140 students, which we have invoiced about \$17,000.00 for, with our expenses running about \$5500.00 for instructors and examiners. Anderson reported that while we are in between EMT and EMR recert classes she will be focusing on marketing our CPR classes to the area businesses and colleges.

C. Consortium Update.

Anderson gave a brief history of the Medical Direction Consortium to the new board members. She shared she has started a Consortium Advisory Group to meet with the area directors and instructors to identify areas that need improvement. She is also working on updating the current education modules and will be making sure they will be in keeping with the new education standards. She is also working to update the MDC manual and will be bringing on a couple of new instructors soon.

D. State / Regional Communications Exercise.

Hauge shared the EMS sub-committee is conducting a communication exercise scheduled for May 15th to test our ability to communicate on the 800 radio system and to utilize MNTrac. Holly Hammann- Jacobs explained that MNTrac is a secure login chat area for use of network communication. During this exercise, area providers are to use various means of communication to contact a local hospital, one of their mutual aid services and communicate via the MNTrac system.

E. Regional Programs association with EMSRB Update.

Hauge updated the board regarding the relationship with the EMSRB as our fiscal agent. He reminded the board that we currently have \$60,000.00 in invoices waiting to be paid to us. If it were not for the funds in reserve, Hauge shared he would be struggling with the finances. He thanked this board for being proactive in making sure a cushion of funds exists. Hauge reported on the research done in aligning with the Department of Rural Health as a possible fiscal agent. He found that even though they would be willing to take us on, their fees to do so were quite high. At our last meeting the board had requested a letter be sent to the EMSRB regarding this matter. After talking to the other regional directors and with Board Chair Johnson it was decided to hold off on sending a letter at this time. Johnson reminded the board the original intent of the letter was to find out the EMSRB's vision for remaining the fiscal agent of the regional program. After finding out that Rural Health was no longer an option, he felt it might be "poking them in the nose" to send the letter now.

V. SE EMS Specialist Duties

Holly Hammann - Jacobs introduced herself to the board, gave information on her EMS background and explained to the board her current duties as the EMS specialist in our region and her relationship to the regional program as well as the area providers.

VI. Other Business / Open Discussion

Board Chair Johnson explained the need to change the June meeting date to the 20th in order to align with the Workforce Development schedule. Board members appreciate the 8:30am start time.

VII. Meeting Adjourned

Motion: Bauer

Seconded: Harms

“Motion to adjourn” **MOTION CARRIED**

Approved by:

Attested by:

Douglas Johnson, Chair
EMS Joint Powers Board

Don Hauge
Executive Director