

V. Administrative Report.

A. Financial Reports.

Don called the board's attention to the September and October financial reports that had been emailed prior to the meeting. For fiscal year 2015 we have expended 63% of our State funds and 26% of our Seatbelt funds as of the end of October.

Don reminded the board that we spend the State funds sooner as they do not carry over like the Seatbelt funds do. Currently we have raised 14% of the projected EMS funds set for 2015. This will be going up with the upcoming conference and the classes that Cathy has scheduled.

Motion: Gabrielson

Seconded: Brown

"To approve the financial reports" **MOTION CARRIED**

B. Approve the September and October warrants.

Motion: Brown

Seconded: Belshan

"To approve the September and October warrants." **MOTION CARRIED**

C. FY 2014 Audit Update and 2015 Audit Proposal.

The audit has been completed and mailed to each board member. The exit interview was held and the only finding or recommendation was that we don't do our own financial statements. Chairman Johnson clarified it's the financial statements in accordance with GAP. Chairman Johnson asked if we were doing better and the auditor agreed there is improvement. Don shared one area that has been resolved is the employee recognition. Don said he also continues to approve the bank reconciliation each month which was a recommendation from a previous audit. Don asked the board if they wanted the auditor to come and share the findings with them. They all agreed it wasn't necessary. Don also shared that he has checked into other accounting firms to do the audit. He has received some estimated costs which may come in lower than the state auditor's fees. However, it was brought up that the State Auditor's office may still require an audit as they deem necessary.

D. Executive Director Job Review Approval.

Chairman Johnson addressed the board regarding the performance review on Don. He has requested an authorization from the board to conduct the review through to the end of the year.

MOTION: Gabrielson

SECONDED: Harms

"For Doug to proceed with the review of Don and report back to the board."

MOTION CARRIED.

E. Staff Salary Adjustment

Don said he is currently in the process of doing the reviews for Cathy and Cindy. They are both currently completing the self-appraisal. Don shared how they are both hard working professionals who make his job easier. As far as Cindy goes she is doing a good job at a job she really isn't trained to do. She is a problem solver who is self-motivated and self-directed. She is always busy and does an outstanding job. Doug added that the demands on her job have increased with the requirements now from the EMSRB. Cathy too is doing a great job. She's getting the hang of it and knows where she wants to be and has a goal. She did a great job with the consortium update. Cathy says she tries to set a gold standard for our programs and she works toward that goal. He recommends they both receive a 2% increase on their anniversary date. Doug also recommends the same for Don starting January 1st, noting that Don had requested a zero increase for himself.

MOTION: Walter

SECONDED: Brown

"Staff salary increase of 2% on their anniversary date with Don's effective January 1st, 2015". **MOTION CARRIED**

VI. Legislative Update – Buck McAlpin

Don introduced Buck to the board members. Buck spoke regarding the move of the regional programs from the EMSRB to the Dept of Rural Health. He noted that the push to move isn't coming from the industry, but the regulatory board and the attorney general office. They feel there is a conflict of interest as the board is made up of our peers. When the grant comes up to be approved, many begin to recuse themselves from the vote. It then becomes difficult to find persons who can unbiasedly go through them from the different regions. An executive committee the MAA had with the EMSRB jointly, a couple weeks ago said 'get these programs out of here, or we aren't going to operate any more'. There are some major issues of restructure and redesign of what the industry put together in '96. So a group of about 25 have met the last year on not only what we do with the regional program, but the data that has been collected by the EMSRB. So the Dept. of Health, Office of Rural Health and Primary Care, manage about 60 grants. This is what they do and we want our EMS regulatory board to stay independent. We need to get the regional programs into a safer venue.

Buck noted that the election made things interesting last week in rural MN. The money gained at the legislature is going to be different. We've always done well in EMS; our message is simple. But in speaking with the majority leader and minority leader they made it clear they are not spending any money. It will cost about \$200,000.00 to hire FTE to manage the programs appropriately. Buck believes the office of Rural Health will fund these programs better. One of regions hasn't gotten payment since April because of fighting over statements. They have made it too complicated. The EMSRB is having a horrible time operating that office. So we can either sit there spinning our tires or we can do something about it.

VII. Regional Program Update

A. 2015 Conference Update

Don gave the board a tentative schedule of the conference. Our National Speaker this year is Pete Lazarra. He is the EMS Chief for the Chicago Fire Dept. We will be bringing Jill Torres back as well since we had so many great comments about her presentations last year. We also have a number of speakers from Mayo Clinic.

B. Fall Workshop Update

Don shared with the board the success of our Fall Workshop. We had 54 in attendance. The attendees got to work with corn heads, augers, and a tractor roll-over. We are working on our topic for next year which will be crime scenes.

C. Minnesota Mission: Lifeline Update

The education of the BLS services on 12 lead continues. We are now working on the transmission piece which allows ambulances to transmit the data to the hospital. Don shared the next piece is a grant for the Lucas device which is a mechanical CPR device.

D. Training Program/Consortium Update

Cathy shared how she, Don and Dr. Laudon are working on implementing first responder guidelines into the Mayo Clinic Medical Transportation guideline which will be used by the services in the consortium. This will provide unity and consistency of care for the patients. Cathy then told the board what the Regional Program is doing to keep the providers in our region protected and prepared for any Ebola patient they may encounter. Cathy quickly updated the board on classes that were going on.

VIII. Other Business / Open Discussion

Don wanted to discuss the start time or moving the meeting time with the members. After some discussion, it was decided the meeting will be from 8:00am to 10:00am. It was also mentioned with the election of new county commissioners that it may be difficult to establish a quorum for the first meeting in January.

IX. Next meeting will be January 15, 2015.

X. Meeting Adjourned

Motion: Harms

Seconded: Walters

“Motion to adjourn” **MOTION CARRIED**

Approved by:

Attested by:

Douglas Johnson, Chair
EMS Joint Powers Board

Don Hauge
Executive Director