

# Maine EMS Exam Committee Meeting

Tuesday, September 18, 2007

De Champlain Conference Room, Augusta

## Minutes

**Present:** Jacky Vaniotis – Chair, Joanne LeBrun, Kelly Roderick, Yvonne Drown, Bob Hawkes

**Absent:** Rick Doughty, Glenn Targonski, Gary Utgard

**Staff:** Drexell White

**1. Call To Order** - The meeting was called to order at 9:45 a.m.

**A. Assign Timekeeper** – All members were asked to keep an eye on the time.

**2. Minutes – June 12, 2007 meeting minutes - review for acceptance**

The minutes of the June 12, 2007 meeting were reviewed.

*Motion: To accept the minutes of the June 12, 2007, meeting (LeBrun; second by Hawkes - motion carries)*

**3. Old Business**

**A. EMT-Intermediate Exam – Review Draft**

Committee members reviewed the draft and established the following plan:

- Committee members will each take a section to review;
- Jacky will do a general review for grammatical and formatting changes and forward that draft to committee members
- At the next meeting, sections will be reviewed along with any comments concerns from other committee members

**B. Exam Administration Manual – Placeholder**

**C. IPE Evaluations - Placeholders**

**4. To Do List**

**5. New Business**

**A. October Board Meeting Preparation**

**1. Membership**

The committee discussed the need to provide an option for interested persons, who were not necessarily representing a region, Instructor Coordinators or the Board to be able to participate on the committee.

*Motion: That the committee recommends the Board approve that exam committee membership may include two at-large member positions (LeBrun; Drown – carries unanimous)*

## **2. Committee Chair**

Appointment/re-appointment of committee members and chairs will occur in October. Persons interested in serving as chair should forward a letter of interest to Drexell prior to the October 3, 2007, Board meeting.

## **3. Annual Report**

## **4. Workplan**

Committees will provide an annual report and work plan to the Board at its October 3, 2007 meeting

## **6. Next Meeting**

The next meeting of the Exam committee is scheduled for Tuesday October 16, 2007. Drexell asked if the committee would consider an alternate meeting day due to another meeting commitment that has arisen as part of his Emergency Medical Dispatch Coordinator position. Joanne suggested that perhaps the second or fourth Tuesday may be an option.

**7. Adjournment** – The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Drexell White