

# Maine EMS Exam Committee Meeting

Tuesday December 1, 2009

De Champlain Conference Room, Augusta

## Minutes

**Present:** Gary Utgard - Chair, Joanne LeBrun (Via Teleconference), Bob Hawkes, Sally Taylor

**Absent:** Rick Doughty, Leah Mitchell, Jeff Regis, Jeremy Damren

**Guests:** Joe Ponte, Peter Carbonneau & Steve Corbin (via Videoconference)

**Staff:** Drexell White

### 1. Call to Order

The meeting was called to order at 9:32 a.m.

Southern Maine EMS has sent word that Jeff Regis will be unable to attend today's meeting.

Steve Corbin introduced Peter Carbonneau to the Committee. Peter will be replacing Glen Targonski as the Region Five representative to the Committee and is awaiting confirmation by Tim Beals, the Maine EMS Board Chair.

Joe Ponte, a Paramedic student from the Kennebec Valley EMS program was introduced to the group.

**A. Assign Timekeeper** – None Assigned

**B. Additions/Deletions to the Agenda** – None

### 2. Minutes – October 27, 2009 meeting minutes - review for acceptance

The minutes of the October 27, 2009 meeting were reviewed. Steve Corbin indicated that he and Percy Thibeault and he attended the October 27, 2009 meeting, but that their attendance was not noted in the minutes. Sally Taylor also indicated that she was unable to attend the October 27<sup>th</sup> meeting because she was out-of-state, not ill as the (draft) minutes had indicated.

*Motion: To accept the minutes of the October 27, 2009, meeting as amended to include Percy Thibeault and Steve Corbin as attending and correcting that Sally Taylor's absence was not due to illness (Hawkes; second by Utgard - motion carries)*

### 3. Old Business

#### A. Exam Administration Manual (EAM) Update

The committee completed its review of the Exam Administration Manual (EAM). Staff will include changes in the draft document and circulate the changes to the committee for comment. The goal is to have the body of the Exam Administrator Manual approved by the Board at its January 2010 meeting.

#### B. State Evaluator Compensation

Drexell updated the committee about the changes to state evaluator compensation:

- Written Exam Administrators will receive the same hourly rate as Practical Skills Evaluation (PSE) Administrators (\$25.00/hr).
- Reimbursement will include travel time allowance based upon mileage.

- Maine EMS will charge a flat rate for PSE Administrators and Proctors based upon the level and type of exam and will pay PSE Administrators in a manner similar to the current practice for Integrated Practical Exam (IPE) Evaluators.

### **C. Annual Report to the Board**

Drexell reported that the Maine EMS Board received and accepted the Exam Committee's annual report at the Board's November 2009, meeting. Joanne indicated that there was interest and discussion about the Committee's ongoing review of National Registry results and the 2010 visit to Maine by NREMT representatives.

**4. To Do List** – To be updated based upon the meeting

**5. New Business**

**6. Next Meeting**

The next meeting of the Exam Committee will be on Tuesday, January 26, 2010.

**7. Adjournment** – The meeting was adjourned at 11:55 p.m.

Respectfully submitted,

Drexell White