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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

**Examination Committee Meeting  
Tuesday, January 18, 2000  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis, D. Kinney, J. LeBrun,

**Absent:** T. Beals, B. Zito, R. Doughty, D. Bahr, E. Ekholm

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 10:09 a.m.

- A. Introductions - None
- B. Assign Timekeeper -
- C. Additions/Deletions to the Agenda - None

D. White noted that B. Zito, D. Bahr, E. Ekholm and R. Doughty had informed him that they would be unable to attend the meeting. D. White also indicated that Tim Beals intends to tender his resignation to the committee due to other commitments.

**2. Minutes - November 16, 1999, meeting minutes - review for acceptance**

***Motion: To accept the minutes of the November 16, 1999 meeting (McKinney;LeBrun - motion carries)***

**3. Old Business**

**A. Examination Process/*Examination Administrators Manual***

J. Vaniotis presented the work she had done regarding consolidation of the Exam Application; Exam Admission Card; and the Individual License Application. She indicated that - contrary to what Committee members initially thought - there was actually very little redundancy amongst the forms.

**Consensus was to have staff attempt to consolidate the forms and share the draft with other staff members.**

The Committee then requested staff to work on appendices B, C, D, & E for next meeting.

### **B. Examiner Training - Learning Objectives**

The Committee discussed Examiner and Exam Administrator training. Issues identified were

- ◆ the need to determine what type of Examiner and Exam Administrator training and certification is necessary. Should the Committee establish specific criteria for examiners and should that criteria be the basis of some type of certification. Or, should the Committee provide resources for the training of examiners, but not establish specific statewide certification standards.
- ◆ the need to identify the components of Examiner and Exam Administrator training.
- ◆ the need to identify the cost of, and funding sources for, Examiner and Exam Administrator training.

**Consensus was place this on the February agenda for a full discussion.**

### **C. Enhanced Intermediate - Blueprint for Written Exam**

D. White indicated that he had spoken with E. Delano, and requested had requested that she provide the committee with exam questions (with curriculum/objectives references). E. Delano to provide the committee with the aforementioned questions for the March, 2000, meeting.

D. White will be revising the practical skillsheet consistent with the proposed skill changes.

### **D. Exam Committee Priorities/Planning - Tabled**

### **E. Exam Accommodation Policy - Tabled**

## **4. New Business**

## **5. Next Meeting**

**The next meeting will be held on February 15, 2000, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.**

### **A. Set Agenda - Next agenda to include:**

1. Examination Process/*Examination Administrators Manual*
2. Examiner Training
3. Enhanced Intermediate - Update
4. Exam Committee Priorities/Planning
5. Exam Accommodation Policy

**6. Adjournment** - The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Drexell White