# Metropolitan Emergency Services Board

**Emergency Preparedness Subcommittee**

**Draft Meeting Minutes**

**November 7, 2023**

**Committee Members:**

Allina –Brent Baker  
Anoka County – **Absent**

Burnsville Fire – Neil Dwyer  
CentraCare - **Absent**  
Cottage Grove EMS – Peter Fischer

Edina - Ryan Quinn

EMSRB Rep – Nicole Loomis

HealthPartners – Tyler Ostman  
Hennepin County PH – **Absent**   
Hennepin EMS -Tyler Lupkes  
Lakes Region EMS - **Absent**  
Lakeview EMS – **Absent**

Minneapolis Fire - **Absent**  
M Health Fairview – Nick Lesch  
MRCC EAST – Alisha VarsMRCC WEST – Dan Klawitter

North Memorial Ambulance – Scott Oberlander

Northfield EMS – Josh Johnson  
Ridgeview EMS - **Absent**   
St. Paul Fire – **Absent**  
University of Minnesota - Robert Ball  
White Bear Lake – Greg Peterson  
Healthcare Coalition – **Absent**

**Guest Attendance:**

Kevin Malecek, *Allina;* Kyle Strege, *Allina*

**Others Attending:**

Greg Hayes, MESB; Jacob Kallenbach, MESB

**1. Call to Order – Subcommittee Chair, Tyler Lupkes**

EMS Subcommittee Chair, Tyler Lupkes, called the meeting to order at 1:05 p.m.

**2. Roll Call**

Roll call occurred.

**3. Approval of Agenda – Lupkes**

*Motion made by Robert Ball, seconded by Nick Lesch to approve the meeting agenda. Motion Carried.*

**4. Approval of Minutes of Previous Meeting – Lupkes**

*Motion made by Nick Lesch, seconded by Robert Ball to approve the previous meeting minutes. Motion Carried.*

**5. Presentation – None**

**6. Action Items**

**A. Incident Response Plan Revision – Lupkes**

The handout is attached to the meeting materials. Tyler Lupkes updated the subcommittee on the newly updated IRP. Consensus among the group that this is very well done and successful. No issues overall with content, just a few spelling and grammatical errors that will be fixed.

*Motion made by Robert Ball, seconded by Brent Baker to approve the Incident Response Plan Revision with updated spelling and grammatical errors as discussed. Motion Carried.*

**B. Ambulance Strike Team – Lupkes**

**i. Ambulance Strike Team Guidelines**

The handout is attached to the meeting materials. Group consensus that the guidelines are very well done.

**ii. EOC Handbook**

The handout is attached to the meeting materials. Group consensus that the content of the handbook is very well done. A few grammatical and spelling errors pointed out will be corrected.

**iii. Leader Handbook**

The handout is attached to the meeting materials. Group consensus that the leader handbook is very well done.

**iv. Operator Handbook**

The handout is attached to the meeting materials. Group consensus that the operator handbook is very well done.

**v. Code of Conduct**

The handout is attached to the meeting materials. Group consensus that the code of conduct is very well done.

*Motion made by Ryan Quinn, seconded by Josh Johnson to approve the Ambulance Strike Team items with the grammatical and spelling changes discussed. Motion Carried.*

**C. Election of Officers**

**i. Chair of the Emergency Preparedness Subcommittee**

*Motion made by Robert Ball, seconded by Neal Dwyer to nominate Tyler Lupkes as the Chair of the 2024 Emergency Preparedness Subcommittee. Motion Carried.*

**ii. Vice Chair of the Emergency Preparedness Subcommittee**

*Motion made by Tyler Ostman, seconded by Ryan Quinn to nominate Robert Ball as the Vice Chair of the 2024 Emergency Preparedness Subcommittee. Motion Carried.*

**7. Discussion Items**

**A. MESB Progress Reports/Training – Hayes**

Nothing new to discuss.

**B. Workgroup Updates – Lupkes**

The workgroup will move into the training stage after having successfully passed the action items of today’s meeting.

**C. EMS Services & MRCC Updates**

Nothing new to discuss.

**D. Special Events within the Region**

Hennepin – Hennepin will have some upcoming bus training, football games, and concerts to wrap up the end of the year.

M Health Fairview – M Health Fairview will undergo bus training like that of Hennepin.

North – Managing Princeton in the Metro.

MRCC – will work on sharing the zip-it graphs. Plan to help out-state find much needed ICU beds.

East MRCC – working to get the zip-it system up and going.

Cottage Grove – the current Fire Chief will be retiring, and a new appointment will be made.

University of Minnesota – Last big football game will be Thanksgiving weekend.

Allina – upcoming Polar Plunge dates.

White Bear Lake – new incoming police chief.

Burnsville – Nothing of note to report.

Edina – Nothing of not to report.

**8. Other Business – None**

**9. Adjourn**

*Motion made by Ryan Quinn, seconded by Jon Johnson to adjourn the meeting at 3:26 p.m. Motion Carried.*

Reminder: Next meeting scheduled for March 5, 2024. 1 p.m.