



**METROPOLITAN EMERGENCY SERVICES BOARD
EMERGENCY PREPAREDNESS SUBCOMMITTEE**

LOCATION: MESB- 2099 UNIVERSITY AVE W, ST PAUL

January 10, 2024 1 P.M.

1. **Call to Order** – Subcommittee Chair, Tyler Lupkes
2. **Roll Call**
3. **Approval of Agenda** – Lupkes
4. **Approval of Minutes of Previous Meeting** – Lupkes
5. **Presentation**
6. **Action Items**
7. **Discussion Items**
 - A. EMS TOC Bylaw update
 - B. MESB Progress Reports – Hayes
 - C. 2024 EMS EOC exercise
 - D. Grants
 - E. Workgroup Updates- Lupkes
 - i. IRP Training
 - ii. MRCC
 - F. EMS Services & MRCC Updates
 - G. Special events within the Region- Lupkes/ Hayes
8. **Other Business**
1. **Adjourn**

Reminder: Next meeting scheduled for March 5, 2024 Time 1 P.M..

Future Meeting Dates

March 5, 2024

May 7, 2024

September 3, 2024

November 5, 2024

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 Vars
MRCC 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 note 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.