



**METROPOLITAN EMERGENCY SERVICES BOARD  
EMERGENCY PREPAREDNESS SUBCOMMITTEE**

LOCATION: MESB- 2099 UNIVERSITY AVE W, ST PAUL

March 13, 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 (Page 2)** – Lupkes
5. **Presentation**
6. **Action Items**
7. **Discussion Items**
  - A. EMS TOC Bylaw update – Hayes/Rohret
    - i. Future Appointments
  - B. MESB Progress Reports – Hayes
    - i. MIST format (**Page 5**)- MMRTAC
    - ii. Equipment for summer events
  - C. Memorial EMS EOC After Action Review
  - D. 2024 Exercises – Hayes/Lupkes
    - i. EMS EOC
    - ii. Decon Line/EMS Handoff – April 9
    - iii. Radiological Emergency Preparedness – July 18
    - iv. CHEMPACK Activation – Fall 2024
  - E. Grants - Hayes
  - F. Workgroup Updates- Lupkes
    - i. IRP Training
    - ii. MNTRAC
  - G. EMS Services & MRCC Updates
  - H. Special events within the Region- Lupkes/ Hayes
8. **Other Business**
9. **Adjourn**

*Reminder: Next meeting scheduled for May 1, 2024 Time 1 P.M.. Future Meeting*

Dates

May 1, 2024

September 11, 2024 - *Date Chage due to schedules*

November 6, 2024

**Metropolitan Emergency Services Board**  
**Emergency Preparedness Subcommittee**  
**Draft Meeting Minutes**  
**January 10, 2023**

**Committee Members:**

Allina – Kevin Malecek  
Anoka County – Jeffrey Lanenberg  
Burnsville Fire – Neil Dwyer  
CentraCare - **Absent**  
Cottage Grove EMS – Jon Pritchard  
Edina - **Absent**  
EMSRB Rep – Nicole Loomis  
HealthPartners – **Absent**  
Hennepin County PH – **Absent**  
Hennepin EMS -Tyler Lupkes  
Lakes Region EMS - **Absent**  
Lakeview EMS – Jon Muller

Minneapolis Fire - **Absent**  
M Health Fairview – Nick Lesch  
MRCC EAST – Alisha Vars  
MRCC WEST – Dan Klawitter  
North Memorial Ambulance – David Johnson  
Northfield EMS – Joe Johnson  
Ridgeview EMS - **Absent**  
St. Paul Fire – Steve Sampson  
University of Minnesota - Robert Ball  
White Bear Lake – **Absent**  
Healthcare Coalition – **Absent**

**Guest Attendance:**

John Hick; Kyle Strege, *Allina*

**Others Attending:**

Greg Hayes, MESB; Jacob Kallenbach, MESB

**1. Call to Order**

The meeting was called to order at 1:02 p.m. by the Chair, Tyler Lupkes.

**2. Roll Call**

Roll call was taken by Chair Lupkes.

**3. Approval of Agenda**

A couple of amendments were discussed. A presentation on EMS Incident Response by Dr. John Hick was added. Discussion item 7E2 will have its name changed to "MNTrac."

*Motion made by Lesch, seconded by Ball to approve the January agenda as amended.  
Motion carried.*

**4. Approval of Minutes**

*Motion made by Johnson, seconded by Pritchard to approve the meeting minutes.  
Motion carried.*

## **5. Presentation**

### **A. EMS Incident Response Simulation**

Dr. John Hick went through various simulations for EMS Incident Response scenarios. A subcommittee workgroup was formed to work on a mass casualty response plan.

## **6. Action Items – None**

## **7. Discussion Items**

### **A. EMS TOC Bylaw Update**

Greg Hayes provided a quick update on the Bylaws as they were passed in December and are currently active and in-process.

### **B. MESB Progress Reports**

No new updates. If you would like to give specific training ideas, please contact Greg Hayes.

### **C. 2024 EMS EOC Exercise**

The 2023 event was successful and had lots of solid reviews. They would like to do this again in 2024, and possibly make it an annual event.

### **D. Grants**

Greg Hayes gave a quick update on the state of grants. Still have some grant money to use so reach out to Greg regarding possible training activities.

## **E. Workgroup Updates**

### **i. IRP Training**

Tyler Lupkes stated that the workgroup continues to meet and develop the training portions for the IRP. A slideshow of training development ideas was shown.

Comments made suggested that adding some scenarios/exercises would help elevate the training.

### **ii. MNTrac**

The workgroup will explore what MNTrac isn't providing and what they can do better. Feedback will be relayed to create a more efficient and effective process.

## **F. EMS Services & MRCC Updates**

No new updates.

## **G. Special Events within the Region**

Anoka County: The box truck is up and running and in full use.

Northfield: No new updates.

University of Minnesota: They are currently working on 2026 Special Olympics planning. Sports continue into the Spring.

Allina: Multiple Polar Plunge events occurring within January and February.

Bus: The bus is sitting at M Health. Will be working on needs, repairs, and training.

East: Location will be moving mid-April.

West: Continuing to work on improving zip-it.

Cottage Grove: Inter-Agency exercise occurring in April.

Lakeview: Stillwater snow sculpture show occurring in January.

M Health Fairview: MLS starts in March.

## **8. Other Business – None**

## **9. Adjourn**

*Motion made by Ball, seconded by Johnson to adjourn the meeting. Motion carried.*

The meeting was adjourned at 3:03 p.m.

# EMSTIME OUT REPORT

<b>M</b>	<b>Mechanism or Medical Complaint</b>	<b>Name, Age, Sex</b> <b>Mechanism:</b> Speed, Mass, Height, Restraints, Number and Type of Collisions, Helmet Use and Damage, Weapon Type <b>Medical:</b> Onset, Duration, History
<b>I</b>	<b>Injuries or Illness Identified</b>	<b>Head to Toe</b> Pain, Deformity, Injury Patterns STEMI—12-Lead / Stroke — Cincinnati
<b>S</b>	<b>Signs and Symptoms</b>	<b>Symptoms and Vitals</b> Initial, Current, Lowest Confirmed BP HR, BP, SPO <sub>2</sub> , RR, ETCO <sub>2</sub> , BG GCS: Eyes _____ Verbal _____ Motor _____
<b>T</b>	<b>Treatments</b>	Tubes, Lines (Location and Size), Fluids, Medications and Response, Dressings, Splints Defibrillation / Pacing