

**Metropolitan Emergency Services Board**  
**Emergency Preparedness Subcommittee**  
**Draft Meeting Minutes**  
**March 13, 2024**

**Committee Members:**

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

Minneapolis Fire - **Absent**  
M Health Fairview – Nick Lesch  
MRCC EAST – **Absent**  
MRCC WEST – Dan Klawitter  
North Memorial Ambulance – Scott Oberlander  
Northfield EMS – Joe Johnson  
Regions – Matt Milder  
Ridgeview EMS - **Absent**  
St. Paul Fire – Steve Sampson  
University of Minnesota – Rory McFarlane  
White Bear Lake – **Absent**  
Healthcare Coalition – **Absent**

**Guest Attending: none**

**Others Attending:**

Greg Hayes, MESB; Jacob Kallenbach, MESB

**1. Call to Order**

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

**2. Roll Call**

Greg Hayes performed roll call.

**3. Approval of Agenda**

*Motion made by Matt Milder, seconded by Nick Lesch to approve the March 13, 2024, EMS EP agenda. Motion carried.*

**4. Approval of Minutes**

*Motion made by Jon Pritchard, seconded by Tyler Ostman to approve the January 10, 2024, EMS EP meeting minutes. Motion carried.*

**5. Presentation – none**

**6. Action Items – none**

**7. Discussion Items**

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

### **i. Future Appointments**

Hayes provided a brief overview of the EMS Bylaw updates that have been approved by the MESB. Hayes will distribute these new Bylaw updates to the group. Quorum has been moved to 33%. Metro BLS and ALS agencies are in the group and can opt out if they have no interest in attending. A public health rep from each county can be added and they also have the option to opt out. The EMS TOC make the appointments to the EMS EP Committee.

## **B. MESB Progress Reports**

### **i. MIST Format**

The public and agencies can find the MIST format and materials on the Metro Region EMS system website. The MMRTAC committee is pushing the format to all hospitals and should be used for every call type. Please familiarize yourself with the MIST format.

### **ii. Equipment for Summer Events**

There are a couple of requests so far for tents and the bus. If you need access to this equipment, please reach out to Greg Hayes and you can be added to the schedule.

## **C. Memorial EMS EOC after Actions Review**

Great inter-county communication, cooperation, and coverings during the memorial services. Thank you all for the help.

## **D. 2024 Exercises**

### **i. EMS EOC**

There will be a Metro region reunification exercise at the Airport sometime during the month of June 2024. Discussing opportunities to discuss an ongoing, yearly exercise to help work with adobe products.

### **ii. Decon Line/EMS Handoff**

This is scheduled for 9 a.m. at the Hopkins Fire Department. Tyler Lupkes will send out a follow-up email regarding this process.

### **iii. Radiological Emergency Preparedness**

Tentatively scheduled for July 18, and will take place at the reception center at Rogers High School. EMS historically hasn't been represented well at this event. If you are interested, please reach out to Tyler Lupkes.

### **iv. CHEMPACK Activation**

EMS, Healthcare Coalition, and various hospitals will participate. This is the first time for training of this magnitude within the Metro region. Simulated event with physical movement of the CHEMPACKS. Using training equipment if allowed by the CDC, if it is not available, the actual CHEMPACKS will be moved.

## **E. Grants**

Hayes stated that everything is on track and on budget. There is currently training money available to spend by the end of the year. Looking for regional training ideas. Can buy materials/snacks to support the training. Ambulance strike team leader training was suggested. Please reach out to Hayes with other ideas.

## **F. Workgroup Updates**

### **i. IRP Training**

Email Hayes to get the new IRP trifolds. Hayes can provide enough for you to hand out to your organizations. The workgroup has completed the training and will conclude shortly. PowerPoint for training will be on the EMS website.

### **ii. MNTRAC**

The group will work on identifying issues with MNTRAC. The group has not yet met but aims to meet in April or May.

## **G. EMS Services & MRCC Updates – None**

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

St. Paul – Multiple ongoing high school partnerships and hiring initiatives for recruitment.

EMSRB – No new updates.

University of Minnesota – Normal spring sporting events and concerts.

Allina – Crash X training.

Lakeview – Multiple upcoming training courses, and concerts.

East MRCC – Short move to Bloomington in mid-March. Zip-it will go live.

West MRCC – Continue to improve and optimize Zip-it.

Lakes Region – No new updates.

M Health – No new updates.

HealthPartners – Expanding, growing, and training new recruitment.

Hennepin EMS – Normal spring sporting events and concerts.

## **8. Other Business – none**

## **9. Adjourn**

The meeting was adjourned at 2:36 p.m.

*Reminder: Next meeting scheduled for May 1, 2024.*