



**METROPOLITAN EMERGENCY SERVICES BOARD
EMS TECHNICAL OPERATIONS EXECUTIVE COMMITTEE**

LOCATION: MESB- 2099 UNIVERSITY AVE W, ST PAUL

December 6, 2023 1:00 p.m.

1. **Call to Order** –Chair, Brian Fisher
2. **Approval of Agenda** – Fisher
3. **Approval of Minutes of Previous Meeting** – Fisher
4. **Action Items**
 - A.
5. **Discussion Items**
 - A. Set the agenda for the December 19, 2003 TOC Meeting.
 - B. Review the by-laws based on feedback from the Executive Director and Legal (**Page 2**).
6. **Other Business**
 - A.
7. **Adjourn**

BY-LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD (MESB)
METRO REGION EMS ~~SYSTEM~~ TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be an MESB Emergency Medical Services Technical Operations Committee (EMS TOC). Unless otherwise specified below, the EMS TOC shall be composed of the following one representatives and one alternate from the Metro Region and selected as follows from each of the following organizations/associations in the Metro Region:

- Each licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: ~~one seat each~~
- Non-EMS Fire first responders from each of the Metro Cities of the First Class: ~~one seat~~
- Fire first responder appointed by Metro Chief Fire Officers Association
- Non-EMS Law Enforcement enforcement first responder from Metro Cities of the First Class: ~~one seat~~ appointed by the Minnesota Chiefs of Police Association from the ten-county metro region
- Public health representative of the Administrator of the Community Health Services (CHS) agency of each Metro Region county as recommended by the county board of commissioners: from each county member of the MESB joint powers agreement (Agreement) one seat each
- Ambulance medical director, as defined in Minn. Stat. § 245F.02 subd. 13, representing East Metro ambulance services, nominated by East public health representatives: ~~one seat~~
- Ambulance medical director, as defined in Minn. Stat. § 245F.02 subd. 13, representing West Metro ambulance services, nominated by West public health representatives: ~~one seat~~
- East Medical Resource Control Center (MRCC)
- West MRCC
- Metro Region Health Care Preparedness Coordinator (RHPC): ~~one seat~~
- Chair of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee, or designee.

Commented [JR1]: Should be discussed by EMS TOC (also same issue in next bullet). If there is not an east or west public health "association," who makes these appointments?

Non-voting, ~~e~~Ex officio members may be added at the discretion of the EMS TOC.

The Emergency Medical Services Regulatory Board (EMSRB) may appoint a representative to fill a non-voting seat on the committee.

The governing bodies of each member of the MESB and of the organizations/associations listed above shall appoint representatives and alternates to the EMS TOC, according to its governing documents and/or processes. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, during their participation as an alternate.

The Metro Region for For the purpose of this committee the EMS TOC, the Metro Region consists of representatives from each county party to the Joint Powers Agreement for Metropolitan Emergency Services Board member of the MESB.

Each agency eligible for representation may, at its option, nominate a representative to the EMS TOC. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

~~Nominations are reviewed by the EMS Executive Sub-Committee and submitted to the MESB Board for approval. The Board reviews recommendations for membership on the EMS TOC and makes the appointment to the Committee.~~

An agency may change representatives or alternates at any time according to its appointment process, provided the new representatives/alternates meet the membership requirements ~~and are approved by the Board.~~

~~Resignation of a non-dedicated seat creates a vacancy which will be filled by nomination from all eligible agencies.~~

Agencies choosing ~~to not to nominate-submit~~ representatives shall ~~not~~ be counted when calculating the quorum necessary to conduct business (see Section 7); agencies which do not submit representatives shall not be included in determining quorum. ~~In addition, there shall be alternates appointed for each representative to the EMS TOC. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.~~

~~Appointments will begin on January 1 of each calendar year and shall continue indefinitely.~~

At the ~~last EMS TOC~~December meeting of ~~the~~ odd-numbered calendar years, at which regular business transactions are conducted, ~~there shall be elected a Chair and Vice Chair~~the EMS TOC shall nominate and vote on a Chair and Vice Chair out of the existing representatives. The Chair and Vice Chair will be approved by the BoardMESB at its annual January organizational meeting. ~~The Chair and Vice Chair are considered to be the executive officers of the EMS TOC.~~

One of the two executive officers shall be a representative from an agency ~~servng-which operates in one of~~ the counties of Anoka, Carver, Hennepin, ~~and Scott, and Sherburne;~~ ~~and the other is to~~ shall be a representative from an agency ~~servng-which operates in one of~~ the counties of Chisago, Dakota, Isanti, Ramsey, and Washington.

Each executive officer ~~electd and~~ approved by the BoardMESB shall serve for a period of two years, starting in January after approval by the BoardMESB, and shall be eligible for re-election for successive two-year terms.

In the event the Chair resigns prior to the end of the term of office, the Vice Chair will assume the Chair position for the remainder of the term and a special election for Vice-Chair will occur at the next meeting of the EMS TOC. In the event the Vice Chair assumes the Chair position as outlined above, or resigns prior to the end of the term of office, a special election to fill the position will take place at the next meeting of the EMS TOC.

SECTION 2. CHAIR

The EMS TOC shall recommend to ~~the Chair of the Board~~MESB at ~~the~~ its annual January organizational meeting ~~of the Board~~ a Chair of the EMS TOC. ~~The Chair of the Board shall appoint the Chair of EMS TOC subject to the approval of the Board.~~ The EMS TOC Chair shall preside ~~at over~~ all meetings of the EMS TOC and perform the usual duties of a Chair. ~~The Chair shall attend all meetings of the Board~~MESB upon request.

SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the ~~Chair of the Board~~MESB at ~~the~~ its annual January organizational meeting ~~of the Board~~ a Vice Chair of the Committee. ~~The Chair of the Board~~

~~3/2020~~
Revised draft xx/xx/202x

Commented [JR2]: For discussion at EMS TOC. Do members feel strongly that the east/west sides should be equally represented in Char and Vice Chair positions?

~~shall appoint the Vice Chair of the EMS TOC, subject to the approval of the Board.~~ The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of ~~his or her~~their inability or refusal to act.

SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC ~~of the MESB~~ is to support EMS agencies within the Metro Region by:

1. Providing an informational network for EMS agencies;
2. Encouraging decisions and planning to achieve greater levels of systems interoperability;
3. Promoting best practices ~~as a means~~ to improve quality of care;
4. Pursuing strategic grant opportunities for the metro EMS system;
5. Advising the ~~Metro Region~~MESB EMS ~~System~~-Coordinator and the ~~Metro Emergency Services Board~~MESB on matters of EMS policy, procedure, and technology;
6. Promoting the sharing of resources, best practices, standards, and policies.

The EMS TOC shall have the powers necessary and appropriate to effectively carry out the objectives above and the directives of the ~~Board~~MESB. The EMS TOC shall recommend to the ~~Board~~MESB those actions that are needed for the coordination and improvement of emergency medical services within the Metro Region. The EMS TOC shall perform other such duties as may be prescribed by the ~~Board~~MESB, including:

1. Developing a work plan for the EMS activities ~~listed~~required in Minn. Stat. § 144E.50, Subd. 5 for state funding:
 - a. Personnel training
 - b. Transportation coordination
 - c. Public safety agency cooperation
 - d. Communications system maintenance and development
 - e. Public involvement
 - f. Health care facilities involvement
 - g. System management
2. Reviewing and ~~approve~~approving metro EMS-targeted grant requests prior to their submission for MESB approval.
3. ~~Recommending EMS items for review and approval by the MESB. Review and approve sub-committee recommendations prior to their submission for MESB approval.~~

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chapter 13D.

SECTION 5. VOTING

Each member of the EMS TOC may cast one vote on any motion before ~~the committee~~. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the EMS TOC. ~~Absentee or proxy voting is not permitted, except as authorized by an alternate as described below.~~

The designated alternate representative for each member may vote on behalf of the ~~member primary representative~~ in the event the ~~member primary representative~~ is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. ~~Absentee or proxy voting is not permitted.~~

SECTION 6. MEETINGS

The EMS TOC shall agree to a time and place for holding regular meetings of the EMS TOC; notice of regular meetings shall be given to each member of the EMS TOC at least five ~~(5)~~ days prior to such meeting.

Special meetings of the EMS TOC may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three ~~(3)~~ days' notice be given to each member of the Committee and otherwise comply with provisions of the Minnesota Open Meeting Law. ~~open meeting law.~~

SECTION 7. QUORUM

~~The presence of 33% of members of the EMS TOC. A simple majority of the total voting members of the EMS TOC shall constitute a quorum for the transaction of business at any noticed meeting.~~

SECTION 8. ATTENDANCE

EMS TOC members or their alternates must attend no less than ~~seventy five percent (75%)~~ of all meetings held in one (1) rolling 12-month year. If an eligible agency holding a voting seat on the EMS TOC does not meet the minimum attendance requirement, the agency's membership will be changed to non-voting status until the minimum attendance requirement is met, at which time, the agency's membership will be automatically reinstated to full voting status. ~~This amendment is effective June 1, 2016.~~

SECTION 9. MEDICAL DIRECTOR

~~The~~ Any physician representatives on the committee function as the medical directors for the Board and EMS TOC.

SECTION 10. METRO REGION EMS SYSTEM REPRESENTATIVE ~~ON TO~~ THE MINNESOTA EMS REGULATORY BOARD

The ~~EMS TOC shall recommend to the Secretary of State an applicant to be the metro region representative to the Minnesota Emergency Medical Services Regulatory Board (EMS RB). Metro Region EMS System Representative shall be recommended by the EMS TOC to the Board for submission to the Secretary of State for appointment.~~ ~~Members~~ Representatives of the ~~Board~~ MESSB, the EMS TOC and/or its ~~sub-committee~~ Subcommittees are eligible to serve as the Metro Region EMS System's representative on the EMS Regulatory Board. ~~The metro region representative on the EMS RB shall serve as an ex officio member of the EMS TOC unless already designated a voting member of it.~~

Commented [JR3]: For discussion at EMS TOC.
Many members do not meet the 75% threshold.
Additionally, with the rolling attendance requirement, at each meeting Greg and the Chair will need to determine who may or may not vote. I think that alone may be problematic. And, the current membership does not seem to like this provision.

~~BY LAWS~~ BYLAWS

OF THE
METROPOLITAN EMERGENCY SERVICES BOARD (MESB or Board)
METRO-REGION EMS SYSTEM TECHNICAL OPERATIONS COMMITTEE (TOC)
EXECUTIVE COMMITTEE
EXECUTIVE
COMMITTEE

SECTION 1: COMPOSITION

The EMS TOC Executive Committee shall be composed of:

- Chair of the ~~EMS Technical Operations Committee~~ (EMS TOC)
- Vice Chair of the EMS TOC
- ~~• Chair of the EMS Education & Research Sub-Committee~~
- ~~• Chair of the EMS Communications and Information Technology Sub-Committee~~
- Chair of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee
- A Public Health ~~public health~~ representative ~~serving which who serves~~ on the EMS TOC ~~one seat, appointed by the EMS TOC, and is approved by the EMS TOC.~~

No alternates are allowed on the EMS TOC Executive Committee.

SECTION 2. CHAIR

The Chair of the EMS TOC shall also serve as the Chair of ~~the EMS TOC~~ Executive Committee. The Chair shall preside at over all meetings of the EMS Executive Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The Vice Chair of the EMS TOC shall also serve as the Vice Chair of ~~the EMS TOC~~ Executive Committee. In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC Executive Committee is to improve emergency medical services within the Metro Region. ~~The EMS TOC Executive Committee may, by:~~

- ~~1. Approving actions which need to be taken more quickly than the EMS TOC could be convened.~~
- ~~2.1. Ensuring~~ Ensure that the work of all ~~sub-committee~~ Subcommittees and the EMS TOC are coordinated and progressing in a timely manner.
- ~~3.2. Collaborate with MESB staff in to developing~~ Collaborate with MESB staff in to developing agendas for, and ~~preparing~~ prepare minutes from, EMS TOC and EMS TOC Executive Committee meetings.
- ~~4.3. Working~~ Working with MESB staff to assure attendance and quorum requirements are enforced.
- ~~5.4. Monitoring~~ Monitoring financial reports for revenues and expenditures.
- ~~6. Working with MESB staff to assure audit compliance with 144E.50 Subds. 4 and 6.~~
- ~~7. Reviewing and forwarding nominations for seats on the EMS TOC and its sub-committee~~ Subcommittees.

The EMS TOC Executive Committee shall have the powers necessary and appropriate to effectively carry out ~~its~~ this work.

3/2020
Revised draft xx/xx/202x

All meetings of the EMS TOC Executive Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. ~~Stat.Chapter~~ 13D.

SECTION 5. VOTING

Each member of the EMS TOC Executive Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

~~The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.~~

SECTION 6. MEETINGS

The EMS TOC Executive Committee shall agree to a time and place for holding regular meetings ~~of the EMS Executive Committee~~; notice of regular meetings shall be given to each member of the Committee at least five ~~(5)~~ days prior to such meeting.

Special meetings of the Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three ~~(3)~~ days' notice be given to each member of the Committee and otherwise comply with provisions of ~~the Minnesota Open Meeting Law.~~ open meeting law.

SECTION 7. QUORUM

A simple majority of the total voting members of the Committee shall constitute a quorum for the transaction of business at any meeting of the EMS TOC Executive Committee.

SECTION 8. ATTENDANCE

EMS TOC Executive Committee members ~~or their alternates~~ must attend no less than seventy-five percent (75%) of all meetings ~~held in one (1) rolling 12-month year~~. If an Executive Committee member does not meet the minimum attendance requirement, the member ~~and alternate~~ will be replaced at the next EMS TOC meeting following the failure of that member to meet the attendance requirement. ~~This amendment is effective June 1, 2016.~~

Commented [JR4]: For EMS TOC discussion.

Is the rolling provision needed for this group as well?

~~BY LAWS
OF THE
METRO REGION EMS SYSTEM EDUCATION
AND RESEARCH SUB-COMMITTEE~~

~~SECTION 1: COMPOSITION~~

~~The EMS Education and Research Sub-Committee shall be composed of:~~

- ~~• Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the East Metro Region: two seats~~
- ~~• Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the West Metro Region: two seats~~
- ~~• EMS education, affiliated with MNSCU: three seats~~
- ~~• EMS education, other: three seats~~
- ~~• Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat~~
- ~~• Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat~~
- ~~• Chair of EMS Communications and Information Technology Sub-Committee or designee: one seat~~

~~Each agency eligible for representation may, at its option, nominate a representative to the EMS Education and Research Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.~~

~~Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.~~

~~An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.~~

~~Resignation of a seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.~~

~~Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).~~

~~In addition, there shall be alternates appointed for each representative to the EMS Education and Research Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.~~

~~Appointments will begin on January 1 of each calendar year and shall continue indefinitely.~~

~~At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.~~

~~SECTION 2: CHAIR~~

The Chair shall preside at all meetings of the EMS Education and Research Sub-Committee and shall perform duties as prescribed by the EMS Education and Research Sub-Committee from time to time and as approved by the EMS TOC and MESB Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS Education and Research Sub-Committee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for education and research, for recommendation to EMS TOC.
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to pre-hospital education, research and public education.
3. Encouraging decisions and planning to take advantage of new training technologies.
4. Reviewing, developing, and/or recommending education classes or programs which will benefit regional EMS providers.
5. Identifying methods and resources needed to educate the public about EMS.
6. Developing RFPs and evaluation criteria for proposals.
7. Assessing, reviewing, and recommending pre-hospital grant application(s) submitted to Metro EMS for education/research.
8. Promoting educational best practices as a means to improve quality and uniformity amongst EMS agencies and educational training sites in the Metro Region.
9. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to pre-hospital education and research opportunities.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System TOC on matters of policy, procedure, pre-hospital education and research.

The EMS Education and Research Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Education and Research Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Education and Research Sub-Committee shall perform other such duties as may be prescribed by the Board.

The EMS Education and Research Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Education and Research Sub-Committee members shall not hold themselves out as representing EMS Education and Research Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Education and Research Sub-Committee, EMS TOC, or MESB Board.

SECTION 5. VOTING

~~Each member of the EMS Education and Research Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.~~

~~The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.~~

~~SECTION 6. MEETINGS~~

~~The EMS Education and Research Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.~~

~~Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Sub-Committee.~~

~~All meetings of the EMS Education and Research Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. 13D.~~

~~SECTION 7. QUORUM~~

~~A simple majority of the total members of the EMS Education and Research Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Education and Research Sub-Committee.~~

~~SECTION 8. ATTENDANCE~~

~~EMS Education and Research Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.~~

~~BY LAWS
OF THE
METRO REGION EMS SYSTEM
COMMUNICATIONS and INFORMATION
TECHNOLOGY SUB-COMMITTEE~~

~~SECTION 1: COMPOSITION~~

~~The EMS System Communications and Information Technology Sub-Committee shall be composed of:~~

- ~~• Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the East Metro Region: one seat~~
- ~~• Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the West Metro Region: one seat~~
- ~~• EMS Communications (PSAPs, EMS ECG and MRCCs): one seat each~~

~~Each agency eligible for representation may, at its option, nominate a representative to the EMS Communications and Information Technology Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.~~

~~Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.~~

~~An EMS communications agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.~~

~~Resignation of a non-EMS Communications seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.~~

~~Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).~~

~~In addition, there shall be alternates appointed for each representative to the EMS System Communications and Information Technology Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.~~

~~Appointments will begin on January 1 of each calendar year and shall continue indefinitely.~~

~~At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.~~

~~SECTION 2: CHAIR~~

~~The Chair shall preside at all meetings of the EMS System Communications and Information Technology Sub-Committee and shall perform duties as prescribed by the EMS Communications and Information Technology Sub-Committee from time to time and as approved by the EMS TOC and MESB Board.~~

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the Metro Region EMS System Communications and Information Technology Sub-Committee is to support EMS agencies, Secondary Public Safety Answering Points (PSAPs) and EMS Dispatch Centers through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for communications and information technology, for recommendation to EMS Technical Operations Committee;
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to public safety interoperable communications;
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines;
4. Promoting communication best practices as a means to improve quality;
5. Interfacing with primary PSAPs and first responder agencies as a means to close gaps and enhance cooperation and interoperability within the entire public safety delivery system;
7. Developing plans for the distribution of regional assets and maintaining inventories;
6. Providing guidance and planning for the use of accepted grant funds;
8. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to emergency communications, 9-1-1 systems, Computer Aided Dispatch systems, mobile computing systems and strategic technology planning;
9. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System TOC on matters of policy, procedure and technology.

The EMS Communications and Information Technology Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Communications and Information Technology Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Communications and Information Technology Sub-Committee shall perform other such duties as may be prescribed by the Board.

The EMS Communications and Information Technology Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Communications and Information Technology Sub-Committee members shall not hold themselves out as representing EMS Communications and Information Technology Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Communications and Information Technology Sub-Committee, EMS TOC, or MESB Board.

SECTION 5. VOTING

Each member of the EMS Communications and Information Technology Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

~~The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.~~

~~SECTION 6. MEETINGS~~

~~The EMS Communications and Information Technology Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.~~

~~Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Sub-Committee.~~

~~All meetings of the EMS Communications and Information Technology Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. 13D.~~

~~SECTION 7. QUORUM~~

~~A simple majority of the total members of the EMS Communications and Information Technology Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Communications and Information Technology Sub-Committee.~~

~~SECTION 8. ATTENDANCE~~

~~EMS Communications and Information Technology Sub-Committee members or their alternates must attend no less than seventy five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.~~

~~BY LAWS~~
BY LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD ("MESB" or "Board")
METRO REGION EMS SYSTEM TOC EMERGENCY PREPAREDNESS SUB-
COMMITTEE SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS ~~TOC~~ Emergency Preparedness ~~Sub-Committee~~ Subcommittee ("Subcommittee") shall be composed of representatives appointed by the EMS TOC according to the following:

- ~~ALS/BLS EMS providers – four representatives~~
- ~~Fire service – one representative~~
- ~~Law enforcement – one representative~~
- ~~East MRCC – one representative~~
- ~~West MRCC – one representative~~
- ~~Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each~~
- ~~Non-EMS Fire first responder from Metro Cities of the First Class: one seat~~
- ~~Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat~~
- ~~EMS Communications (PSAPS, EMS ECC and MRCCs): two seats~~

~~By January 5th of even-numbered years, Each agency/agencies~~ eligible for representation may, at ~~their~~ option, nominate a representative ~~and alternate according to their appointment processes~~ to the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so. ~~Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, during their participation as an alternate.~~

Nominations ~~are will be~~ reviewed by the EMS ~~TOC~~ Executive Committee ~~by February 15th of even-numbered years~~ and submitted to the EMS ~~Technical Operations Committee (TOC)~~ for approval ~~at its March quarterly meeting~~.

An EMS Licensed Provider agency may change representatives ~~and/or alternates~~ at any time, provided the new representatives/~~alternates~~ meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Licensed Provider seat creates a vacancy which will be filled by ~~solicitation of nominations~~ ~~the appointment of a representative~~ from ~~all a eligible member~~ agency ~~made by the Executive Committee~~.

Agencies choosing ~~not to not~~ nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

~~In addition, there shall be alternates appointed for each representative to the EMS Emergency Preparedness Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.~~

Appointments will begin on ~~January-April 1 of each calendar~~ ~~even-numbered years~~ and shall ~~continue indefinitely~~ ~~terminate March 31 of the following even-numbered year~~.

At the first ~~Sub-Committee~~ Subcommittee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the

~~Sub-Committee~~Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee and shall perform duties as prescribed by the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee from time-to-time and as approved by the EMS TOC and ~~the~~ MESB-Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. PURPOSE, POWERS AND DUTIES

The purpose of the Metro Region EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee is to support metro EMS agencies through collaborative effort with MESB representatives. This ~~is accomplished by~~Subcommittee will~~may~~:

1. Develop~~ing~~ and maintain~~ing~~ a work plan for emergency preparedness, for recommendation to EMS TOC.
2. ~~Promoting-Promote~~ the exchange of information, experience and concepts related to operations.
3. ~~Encouraging-Encourage~~ decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. ~~Promoting-Promote~~ operational best practices as a means to improve quality.
5. Review~~ing~~ and recommend~~ing~~ policy procedures, standards, and best practices for EMS providers to governing entities in both the Metro Region and the State of Minnesota, both the MESB and the Minnesota Emergency Medical Services Regulatory Board (EMSRB).
6. ~~Coordinating-Coordinate~~ emergency response strategies and tactics for major incidents and events through the Metro Region EMS ~~System-Coordination~~Emergency Operations Center, the Minnesota EMS Multi-Agency Coordination Center, the Metro MACC or similar bodies in collaboration with local Unified Command, as well as other emergency operations centers or coordination centers.
7. ~~Providing-Provide~~ assistance with ~~Mitigation~~mitigation, ~~Preparedness~~preparedness, ~~Response~~response, and ~~Recovery-recovery~~ activities.
8. Develop~~ing~~ plans for the distribution of regional assets and maintaining inventories.
9. ~~Providing-Provide~~ guidance and planning for the use of accepted EMS-related grant funds.
10. ~~Advising-Advise~~ the Metro Region MESB EMS ~~System~~ Coordinator and the Metro Region MESB EMS ~~System~~-TOC on matters of policy, procedure and technology.

The EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, ~~as specified in the EMS Emergency Preparedness Sub-Committee Work Plan or as directed by the EMS TOC or Board.~~

The EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB ~~Board~~, beyond those in its ~~Work-work Plan~~plan.

EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee members shall not ~~hold-present~~ themselves ~~out~~ as representing the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee, EMS TOC, or MESB ~~Board~~ views without prior consent of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee, EMS TOC, or the MESB ~~Board~~.

SECTION 5. VOTING

Each member of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

SECTION 6. MEETINGS

The EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the ~~Sub-Committee~~Subcommittee at least five ~~(5)~~ days prior to such meeting.

Special meetings of the ~~Sub-Committee~~Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three ~~(3)~~ days' notice be given to each member of the ~~Sub-Committee~~Subcommittee.

All meetings of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minn. ~~Stat~~Chapter ~~-~~13D.

SECTION 7. QUORUM

A simple majority of the total members of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee.

SECTION 8. ATTENDANCE

EMS Emergency Preparedness ~~Sub-Committee~~Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.

Commented [JR5]: For EMS TOC discussion.

Is the rolling provision needed here?