



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

March 21, 12:00 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. EMSRB Representative to the EMS TOC.
  - B. Review By-Laws/Compact- Fisher
5. **Discussion Items**
  - A. Presentation on Roseville Fire EMS/ ALS- Chief Brosnahan, Roseville Fire
  - B. EMSRB– Guiton
  - C. MESB Update – Hayes/Rohret
    - a. FY 2024-2025 Grant Planning Board Approval
    - b. EMSRB FY2022-2023 EMS grants & Training update
    - c. MMRTAC Update
    - d. Leadership Class for TOC and EP.
  - D. EMS Emergency Preparedness Subcommittee – Lupkes
    - a. EP Workgroups- Lupkes
  - E. Local EMS Updates
  - F. Other Updates
6. **Other Business**
  - A. Metro Region Hospitals Surge Exercise- May 2, 2023- Hayes
7. **Adjourn**

### **2023 Next Meeting**

**EMS TOC Executive Committee-** June 6, September 5, December 5  
**EMS TOC (Full Committee)-** March 21, June 20, September 19, December 19

**Metro Region EMS System  
EMS Technical Operations Committee  
December 20, 2022  
No Quorum**

**Members:**

Allina Health EMS - **absent**

Anoka County - Christine Lambrecht

Burnsville - **absent**

Carver County - **absent**

CentraCare - **absent**

Chisago County - **absent**

Cottage Grove EMS - **absent**

Dakota County - **absent**

Edina Fire - **absent**

Elk River Ambulance - **absent**

Gold Cross, St. Cloud - **absent**

Hastings Fire - **absent**

HealthPartners Transportation – Brian Fisher

Hennepin County – **absent**

Hennepin EMS - Tyler Lupkes, Chair

Isanti County - **absent**

Lakes Region EMS – **absent**

Lakeview EMS – **absent**

Lower St. Croix - **absent**

M Health Fairview - Nick Lesch

Mahtomedi Fire - **absent**

Maplewood Fire - **absent**

Mdewakanton Fire & EMS - Mark Weiberg

Medical Director, East - **absent**

Medical Director, West - **absent**

Minneapolis Fire - **absent**

Northfield EMS - Brian Edwards

North Memorial Ambulance - **absent**

Oakdale Fire - **absent**

Ramsey County - **absent**

Ridgeview EMS - **absent**

St. Paul Fire - **absent**

Scott County - **absent**

Sherburne County - Adam Boler

South Metro Fire - **absent**

University of MN EMS - Hanna Hogan

Washington County - **absent**

White Bear Lake Fire - Joel Schmidt

Woodbury Public Safety - **absent**

**MESB Staff:** Greg Hayes, Jill Rohret

**Guests:** Dr. Bunting

**1. Call to Order @ 12:01 PM - No Quorum**

**2. Approval of December 20, 2022 Agenda - delayed**

**3. Approval of past 2022 Minutes - delayed**

**4. Action Items**

**A. EMSRB Representative to the EMS - delayed**

**5. Discussion Items**

**A. Presentation on Roseville Fire EMS/ALS - delayed**

**B. EMSRB**

Brian Edwards talked about the EMSRB audit. The new executive director is working on the issues. A new board make-up was suggested.

**C. MESB Update**

Greg Hayes talked about the SULA audit. Grant funds need to be allocated by next June so there will be some classes planned, including some NIMS classes at Hugo Fire, leadership classes and a CADS class in May. There was an EMS EX special meeting to address violence against first responders.

Hayes said there will be a CADS class in May. A second set of NIMS 300 and 400 will be held March and April. There is a RFP out for a Leadership class that will be geared more toward the technical operations and EP group.

Hayes said the funds must be spent by the end of this grant cycle the end of June.

Hayes said there are discussions about the east side random shooting at an ambulance.

Edwards said there is a national recording database that shows incidences of violence against first responders.

#### **D. EMS Emergency Preparedness Subcommittee**

Greg Hayes said the EP Committee met in November. The focus was on by-laws and the work groups. The revisions will be ready for presentation by the end of quarter 1. Once that work group has wrapped up there will then be a work group to revise the IRP.

#### **E. Review by-laws/Compact**

Brian Edwards recommended that a map be provided with the archival process, starting with the MESB. Getting members opinions is also important. A work group would put all of those opinions and input together.

#### **F. Local EMS Updates**

Dr. Bunting said they are piloting having the medical directors field some of the calls due to high volumes. This may lead to downgrading some of the calls so they can be taken by a physician. These calls are done as HCMC not West Metro at the time of the 9-1-1 call. Dr. Simpson has a live CAD set up in his office now where he can see live calls in Q or dispatch.

Jill Rohret suggested that if the pilot project is deemed successful, regional legislative funding could be explored.

#### **G. MESB Update**

Jill Rohret said there will be a new chair to the MESB as of January 2023. The appointee will be from Isanti County, not yet designated. The new legislative session will be very active. There will efforts to make the EMS funding permanent, and to obtain some of the budget surplus money for 9-1-1 projects.

Rohret said that possible funding could be pursued to track the violence against responders with the help of the new DPS Commissioner. The state is working on a RFP for 9-1-1 core services. Change management is on-going.

Rohret said attendance for the EMS TOC has diminished over the last ten years. A letter to agencies could be written stating the TOC attendance criteria. Lack of participation at the TOC sometimes leads to the MESB having to make decisions.

Rohret will send out the MESB legal opinion as to why the EMS TOC cannot meet virtually.

Brian Fisher said there is grant money available to all the agencies represented at the TOC, and agencies need representation so that their agencies can benefit and decide how to use these grant dollars.

Rohret said Hayes will have a complete budget that will go before the MESB for approval. Good participation is needed at the EMS TOC so that the board will be able to approve these grants based on the recommendations of the TOC.

Edwards asked if this EMS TOC could be an advise and consent type of body since ultimately it is the MESB that has the final say on how grant money is spent. Could this be brought up to the MESB since quorum is frequently not attained and it is an impediment to getting things done. Virtual meetings would insure a much higher level of participation.

Tyler Lupkes said the definition of the purpose of the EMS TOC says “advises and recommends to the MESB” rather than having the authority to make any financial decisions on its own.

Rohret said many years ago the MESB made the decision that technical operation committees were subject to the open meeting law.

Brian Fisher suggested the by-laws are reviewed by members of the EMS TOC.

Edwards asked if an annual report of the activity and accomplishments was given to the board?

Rohret said there was never an annual report but EMS TOC action items appear on the monthly MESB meeting agendas.

Hayes proposed an executive meeting to follow the EP meeting on January 3, 2022 at 11 a.m. The compact is the issue that will cause the most problems.

Greg Hayes said the MESB is working on a project to bring in the school maps into the dispatch centers.

### **Other Business**

#### **A. Metro Region Hospitals Surge Exercise - May 2, 2023**

Greg Hayes said the Metro Healthcare Coalition will be doing their surge exercise on May 2. This two-hour exercise is to triage over one thousand patients. It will also be an EOC exercise for EMS here at the MESB.

### **6. Adjournment 1:54 p.m.**

BYLAWS  
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) composed of the one representative and one alternate from each of the following in the Metro Region:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region
- Fire first responder from each of the cities of the first class
- Fire first responder from Metro Fire Chief's
- Law enforcement first responder from each of the cities of the first class
- Law enforcement first responder from Metro Cities
- Public health representative of each county member of the MESB joint powers agreement as recommended by each county board of commissioners
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives
- East \ Medical Resource Control Center (MRCC)
- West Medical Resource Control Center
- Metro Region Health Care Preparedness Coordinator (RHPC)
- Chair of the EMS Emergency Preparedness Subcommittee, or designee.
- Emergency Medical Services Regulatory Board

Ex officio members may be added at the discretion of the EMS TOC.

For the purpose of this committee the metro region consists of representatives from each county party to the Joint Powers Agreement for Metropolitan Emergency Services Board.

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.

An agency may change representatives at any time, provided the new representatives meet the membership requirements.

Agencies choosing not to nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7). Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

At the last EMS TOC meeting of the odd-numbered calendar years, at which regular business transactions are conducted, a Chair and a Vice Chair shall be elected.

One of the two executive officers shall be a representative from an agency serving the counties of Anoka, Carver, Hennepin, Scott, and Sherburne and the other shall be a representative from an agency serving the counties of Chisago, Dakota, Isanti, Ramsey, and Washington.

Each officer elected and approved by the Board shall serve for a period of two years, starting on January 1 of the following year 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 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 Board for approval at its annual organizational meeting, a Chair of the committee. The EMS TOC Chair shall preside at all meetings of the EMS TOC and perform the usual duties of a Chair. The Chair shall attend meetings of the Board upon request.

## SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the Board for approval at its annual organizational meeting, a Vice Chair of the committee. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

## SECTION 4. POWER AND DUTIES

The purpose of the MESB EMS TOC 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 improve quality of care of Emergency Medical Services.
4. Pursuing strategic grant opportunities for the metro EMS system
5. Advising the Metro Region EMS System Coordinator and the 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 directives of the Board. The EMS TOC shall recommend to the Board the actions 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, including:

1. Developing a work plan for the EMS activities listed in 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. Recommending EMS items for review and approval by the MESB.

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. 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 Radio Technical Operations Committee. Absentee or proxy voting is not permitted.

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.

#### 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 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 open meeting law.

#### SECTION 7. QUORUM

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 75% of all meetings held within a calendar year. The EOC TOC leadership will monitor attendance on an annual basis. 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 physician representatives on the committee function as the medical directors for the Board and EMS TOC.

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

The 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 of the Board, the EMS TOC and/or its subcommittees are eligible to serve as the Metro Region EMS System's representative on the EMS Regulatory Board. The representative shall serve as an ex officio

member of the EMS TOC unless already designated a member of it. This appointment shall be reviewed on an annual basis by the EMS TOC.

BYLAWS OF THE  
METRO REGION EMS SYSTEM EXECUTIVE  
COMMITTEE

SECTION 1: COMPOSITION

The EMS 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 Emergency Preparedness Subcommittee
- Public Health representative serving on the EMS TOC appointed by the EMS TOC

SECTION 2. CHAIR

The Chair of the EMS TOC shall serve as the Chair of the Executive Committee. The Chair shall preside at 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 serve as the Vice Chair of the 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 Executive Committee is to improve emergency medical services within the Metro Region, by:

1. Approving actions which need to be taken more quickly than the EMS TOC could be convened.
2. Ensuring that work of all subcommittees and the EMS TOC are coordinated and progressing in a timely manner.
3. Collaborate with MESB staff in developing agendas for, and preparing minutes from, EMS TOC and EMS Executive Committee meetings.
4. Working with MESB staff to assure attendance and quorum requirements are enforced.
5. Monitoring financial reports for revenues and expenditures.
6. Working with MESB staff to assure audit compliance with 144E.50 Subds. 4 and 6.

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

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

SECTION 5. VOTING

Each member of the EMS 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 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 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 days' notice be given to each member of the Committee and otherwise comply with provisions of 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 Executive Committee.

#### SECTION 8. ATTENDANCE

EMS Executive Committee members or their alternates must attend no less than 75% of all meetings. 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. This amendment is effective June 1, 2016.

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
EMERGENCY PREPAREDNESS  
SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness Subcommittee shall be composed of one seat for each of the following:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region
- Non-EMS fire first responder from metro region cities of the first class
- Non-EMS law enforcement first responder from metro region cities of the first class
- EMS Communications Centers, such as public safety answering points (PSAPs), emergency communications centers (ECCs), and medical resource control centers (MRCCs).

Each agency eligible for representation may, at its option, nominate a representative and alternate to the EMS Emergency Preparedness 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.

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

A licensed EMS provider 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- licensed EMS provider seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies and are approved by the EMS TOC. 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 Emergency Preparedness Subcommittee.

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

At the first Subcommittee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the 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 Subcommittee and shall perform duties as prescribed by the EMS Emergency Preparedness Subcommittee from time-to-time and as approved by the EMS TOC and MESB.

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 Subcommittee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Provide workgroups on education/ research, communications, equipment, disaster compact and emergency operations. The Emergency Preparedness Subcommittee may form other workgroups as they determine a need exists.
3. Promoting the exchange of information, experience and concepts related to operations.
4. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
5. Promoting operational best practices as a means to improve quality.
6. Reviewing and recommending policy procedure, standard and best practice for EMS to governing entities in both the Metro Region and the State of Minnesota.
7. Coordinating emergency response strategies and tactics for major incidents and events through the Metro Region EMS Emergency Operations Center (EOC), the EMS EOC will operate within a Multi-Agency Coordination structure with other agencies throughout the Metro region and the State of Minnesota.
8. Providing assistance with mitigation, preparedness, response, and recovery activities.
9. Developing plans for the distribution of regional assets and maintaining inventories.
10. Providing guidance and planning for the use of accepted grant funds.
11. Advising the MESB EMS Coordinator and the MESB EMS TOC on matters of policy, procedure, and technology.

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

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

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

EMS Emergency Preparedness Subcommittee members shall not hold themselves out as representing EMS Emergency Preparedness Subcommittee, EMS TOC, or MESB views without prior consent of the EMS Emergency Preparedness Subcommittee, EMS TOC, or MESB.

#### SECTION 5. VOTING

Each member of the EMS Emergency Preparedness 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 Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Subcommittee at least five days prior to such meeting.

Special meetings of the 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 days' notice be given to each member of the Subcommittee.

All meetings of the EMS Emergency Preparedness Subcommittee 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 Emergency Preparedness Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness Subcommittee.

## SECTION 8. ATTENDANCE

EMS Emergency Preparedness Subcommittee members or their alternates must attend no less than 75% of all meetings held in a calendar year. The EMS EP Committee leadership as well as the EOC TOC leadership will monitor attendance on an annual basis. Failure to meet this requirement will be treated as resignation of the seat.