

Brooklyn EMS
Business Meeting Minutes
December 13, 2016

Present: Al, Bob, Brock, Bruce, Cathy, Cheri, Clayton, Dan, Dave Dorn, Evelyn, Justin, Karl, Kyle M, Linda, Marion, Paige, Rachell, Sarah

Absent: Bailey, Brian, Brittany, Caitlyn, Casey, Chad, Chuck, Dave P, Delon, Holly, Jacob Bachim, Jennica, John Beranek, Kaleigh, Karen Bartelt, Kevin, Leif, Matt, Nina, Sam, Sandy, Sienna, Steve, Tim

Call meeting to order: 18:35 on December 13, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Justin to approve the November Business Meeting Minutes, 2nd by Sarah. Motion carried.

Secretary/Treasurer:

- Motion made by Evelyn to approve the December Treasurer's report, 2nd by Justin. Motion carried.

Director's Report:

- CAD – remember to use it
 - It is accurate so use it
 - When you come on your shift check to see if the modem needs to be restarted
 - Comms Center can see your updates on the CAD except for Acknowledge
 - But as a courtesy, radio in as well as using the CAD for updates
 - If the modem is not running then it will connect to the station Wi-Fi instead
- New checklists in the ambulance
 - This includes checking the CAD to make sure it's working
- Elite
 - Incident Number – put our number in it
 - And put the number that is generated in the Incident Number field, in the run number field
 - Make sure you address comments from Evelyn
 - It is IMPORTANT because these may be used in court, and we want to make sure that the reports are the best they can be
- Reminder to clean/restock the ambulance after calls
- Check to Robert Kunze for programming radios
 - Motion made by Evelyn to send Robert Kunze \$200 for programming radios for us and saving quite a bit of money instead of going through Gen Comm, 2nd by Clayton. Motion carried.
- Dane Comm
 - If you find areas that are dead or have issues, make a note of it and tell Dan or Justin
 - If you have any questions, talk to Justin
- New computer in Radio Room
- New Tablet for Ambulance

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- We're going to put it on the ambulance
- We will be leaving the laptop on the ambulance so people have a choice of which one to use
- Dan will work on trying to find a spot to secure the tablet in the ambulance
- Dan will look into a Bluetooth keyboard
- Smile Amazon
 - Received money from Amazon for the charity program
- Other
 - Dan wants to thank everyone for a great year, quite a bit has changed this year and we all have adapted very well
 - New reporting system, new radio system, new defib, CAD
 - Holiday Sign-up
 - Christmas Eve, Christmas Day, New Years Eve, and New Year Day
 - Need people to sign up – there is a bonus!
 - Motion made by Sarah to make the Christmas and New Years weekends holiday sign-ups and have Crew 1 start on January 7, 2nd by Rachell. Motion carried.

Fire Liaison:

- New Fire Liaison nominated - Brock

Medical Director:

- Not Present

Assistant Director:

- Communication Issue!
 - Dan and/or Dave Dorn want to know whenever the ambulance goes out of service
 - If you can't get a hold of Dave Dorn, leave a message on his phone
 - Make sure to also tell the following crew if the ambulance is taken out of service
- Weekend Winner
 - November – Linda Fillner
- Other
 - If ambulance is out of service and only one person is on, that person should respond as a First Responder on Squad 5

Training Officer's Report:

- Training – December 20th
 - HIPPA
 - Also will address issues with Social Media and running on calls
- Other

Maintenance Officer Report:

- Stryker out to service cot tomorrow
 - The cot is not properly latching into place
- Other

Committee Reports:

- Ambulance
- Bylaws

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- Building
 - If something is wrong, please put it in the log book in the radio room
 - Do not shut off the thermostats, this does not save us energy, and the thermostats control multiple places (ie the offices in the building)
- CAD
- Clothing
 - Get an order of smaller sizes
 - Clothing allowance – remind that you can use it
 - Getting an order ready
 - Paige and Cheri are going to get a order together for next month's meeting
- Elite
 - See above
- Fund Raiser = all members
- Infection Control
- Membership
 - Brittany Schaub is finishing her course and she will be starting to run with us
 - She has her training permit now
- Public Relations
- Quality Control

Old Business:

- None

New Business:

- Rescue Kids
 - Rescue Kids starts January 14th and runs every 2 weeks- this replaces the old BAT program that Dale Schultz does currently and used to do this at the elementary school
 - We need to order more first aid kits
 - Motion made by Bruce to order 75 first aid kits for the Rescue Kids program, 2nd by Evelyn. Motion carried.
 - If you have time, please come down and help with the program
- Need to order more files of Life
 - Motion made by Bruce to purchase 500 Files of Life, 2nd by Justin. Motion carried.
- Mandatory Reporters
 - If you go into a home, and the home looks unsafe or not sanitary, then make sure you note the environment in detail in the Narrative of the report, if you think there is an immediate threat, contact one of the officers
 - If there is a police officer there, note it to the officer because the officer can note it in their report and take pictures
 - Should mention this to the hospital when handing off the report – but do this by requesting the nursing supervisor and reporting to them outside the room
 - Should not be reporting this in front of the patient
 - Doing all of this helps get Social Services involved to investigate the situation further
- Elections
 - Director
 - Nomination made and accepted for Dan
 - Motion made by Evelyn to close the nominations and cast a unanimous ballot for Dan Dean for EMS Director, 2nd by Rachell.

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- EMS Director – Dan Dean
- Maintenance Officer
 - Nominations made and accepted for Justin Wicik and Marion Tong
 - Motion made by Evelyn to close nominations and vote for the Maintenance Director
- Active Shooter Conference
 - February 22-23, 2016
 - As a reminder, EMS service will cover conference costs and will pay for half of hotel stay
- Brooklyn Sno Hornets Snowmobile Club donated \$500 to EMS department for helping out with Labor Day Weekend
- Other
 - Mark O'Brien
 - Town of Oregon, Town of Union, Town of Rutland, and Town of Brooklyn approved Brooklyn Fire Protection District Board agreement with the Municipalities
 - Reads letter that he sent out to the Brooklyn Fire Protection District Board members, elected officials, and tax payers

Thank you Crew 2 for dinner tonight!

Motion made by Cathy adjourn meeting, 2nd by Dave Dorn. Motion carried.