

Brooklyn EMS  
Business Meeting Minutes  
July 12, 2016

Present: Al, Bob, Brittany, Brock, Bruce, Cheri, Dan, Dave Dorn, Justin, Karl, Kate, Kyle M, Paige, Rachell, Sarah

Absent: Adrienne, Bailey, Brian, Caitlyn, Casey, Cathy, Chad, Chuck, Clayton, Dave P, Delon, Evelyn, Holly, Jacob Bachim, Jennica, Jessica Hegge, John Beranek, John H, Karen Bartelt, Kevin, Leif, Linda, Marion, Matt, Nina, Rhonda, Sam, Sandy, Sienna, Steve, Tim

Call meeting to order: 18:50 on July 12, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Cheri to approve the June Business Meeting, 2<sup>nd</sup> by Bob. Motion carried.

Secretary/Treasurer:

- Motion made by Cheri to approve the July Treasurer's reports, 2<sup>nd</sup> by Dave. Motion carried.

Director's Report:

- LP15 goes on the rig tomorrow
  - We need to send the LP12 to Physio control tomorrow because it's supposed to be sent back for trade in credit otherwise we will be billed for the trade in value
- CAD on ambulance – Training next week
  - The training will be on July 26<sup>th</sup>, 2016
  - Please see Dan or Sarah if you would like to see how to use the CAD system in the ambulance
  - Please do not play around with it and push buttons because the CAD system is live
  - Make sure you acknowledge the page on the radio as well as on the CAD
    - It is encouraged to radio in to the comms center for all other status updates while on a call but it is not required, as the acknowledgment is
  - As of August 1<sup>st</sup>, when Elite goes live, you can dump the data from the CAD and the LP15 into your report
- Payroll stubs are in mailboxes
- Elite Training
- Youth Fundraiser in Oregon – Kaiser Park: 7/15-7/17
  - Let Dan know if you can help, help is needed
  - Money is used for Youth Programs, help Dale with Rescue Kids, and to send kids to camp here
- District Board meeting July 27<sup>th</sup> 2016 – 18:30
  - Anyone is welcome to come
- Open House/Pancake Breakfast – Thank you everyone
- Other
  - MS bike ride called Dan and asked if we would like to man a station (Brooklyn Elementary School)
  - August 7<sup>th</sup>, 2016 – 09:00-16:30

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Fire Liaison:

- Not Present

Medical Director:

- Not Present

Assistant Director:

- Weekend Winners
  - June - Chad Walsh
- Weekly Shifts
  - Need help during the week nights
- Other

Training Officer's Report:

- Training
  - July 19<sup>th</sup> – Elite and LP15 – two groups, will then switch places after your group is done with your training
    - Rachell will call Jennifer, from our EMT Refresher to see if she can come to train us on capinography
  - July 26<sup>th</sup> – CAD system with time for the Elite Training
    - Might have another training in August
  - King tubes are now being used as of June 30<sup>th</sup>
    - These are now switched out on the Squad in the First Responder bags
- Other
  - Defib pads – if the packages are open, do not use them, they will not work
    - Also, do not open them up to connect them before they are to be used for a call
  - We now have a garage door opener for Stoughton Hospital

Maintenance Officer Report:

- Glucagon (now called "Glucagin") in a green/white box now inside a bag with
  - 2 syringes – 1 to mix and one to draw
  - If you need a refresher on Glucagon, see Rachell
- Other

Committee Reports:

- Ambulance
- Bylaws
- 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
  - Paige and Cheri ordered the dress shirts
- Field Bridge (Dane Co. Rescue Bridge)
  - Dan, Sarah, Dave, Evelyn and Rachel attended Elite training
  - If you have questions, you can contact these people
- Fund Raiser = all members

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- Infection Control
- Membership – Brittany Schaub
  - From Illinois
  - Work with Karl and Rachell at PPD
  - Looking to take the EMT class
  - Motion made by Cheri to accept Brittany Schaub to the Brooklyn EMS Department, 2<sup>nd</sup> by Bruce. Motion carried.
- Public Relations
  - Kids from the Rec program will be coming next week or the week after to see the station
- Quality Control

Old Business:

- Website – Cheri
  - See Cheri for user access
- County ID's – state emergency management ID's
  - Almost everyone has one, see Dan if you do not have yours yet
- Other
  - Make sure to let Dan or Dave and the crew following the shift that you take the ambulance out of service
    - If we're out of service we could miss calls in district as well as Mutual Aid calls even if there is a full crew
  - New CAD system will tell you whether or not you're in service or not
    - Will be added to the Daily checklist
  - If you see an Iamresponding message that says that a page goes out that says another service is paged as well as "BREMS1", then the other service is paged into our district and a red flag that says R42 is out of service

New Business:

- Other

Thank you Crew 4 for dinner tonight!

Motion made by Bruce adjourn meeting, 2<sup>nd</sup> by Justin. Motion carried.