

Brooklyn EMS
Business Meeting Minutes
September 6, 2016

Present: Bob, Brock, Bruce, Cheri, Clayton, Dan, Dave Dorn, Evelyn, Justin, Karl, Paige, Rachell, Sarah

Absent: Adrienne, Al, Bailey, Brian, Brittany, Caitlyn, Casey, Cathy, Chad, Chuck, Dave P, Delon, Holly, Jacob Bachim, Jennica, John Beranek, John H, Karen Bartelt, Kate, Kevin, Kyle M, Leif, Linda, Marion, Matt, Nina, Rhonda, Sam, Sandy, Sienna, Steve, Tim

Call meeting to order: 18:33 on September 6, 2016 by Dan Dean

Reports:

Approval of Minutes:

- August Business meeting minutes will be tabled until next month

Secretary/Treasurer:

- Motion made by Justin to approve the September Treasurer's reports, 2nd by Sarah. Motion carried.

Director's Report:

- CAD is on the Ambulance
 - Please start using it – see Dan, Bruce, or Al if you missed training
- New Payroll stubs will be put into your mailboxes in the next few days
- Elite – Let Dan, Evleyn, or Rachell know if there are any issues
- District Board Meeting – September 21st, 2016 – 18:30
- Filling open spots on the schedule
- PLEASE restock and check the ambulance and bags after calls
- Dan Comm coming online – November 1st
- Other

Fire Liaison:

- Not Present

Medical Director:

- Not Present

Assistant Director:

- Weekend Winners
 - July – Marion
 - August – Rachell
- Open Shifts
 - If you can pick up a regular shift, please do
 - Lots of people on vacation/busy, need shift filled
- Other

Training Officer's Report:

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- Training – September 27th
 - Advanced Skills
- If you missed capnography training, see Rachell
- Other

Maintenance Officer Report:

- Unplug LP15 when removing it from the ambulance
- Radio and Pager reprogramming coming up soon
- 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
 - Need to order more shirts to restock our supplies especially mediums and smalls
- Elite
 - Please make sure you can log in to Elite
 - When it went live, some people had to change their password to get into Elite
 - 15 days before the 90 day password reset day, there will be a reminder to reset their password which will remind you every day afterward
 - CAD data download was performed this morning and worked really well
 - Evelyn will send out QA reminders on Elite and is going to try and send out messages on Iamresponding as a reminder for people
- Fund Raiser = all members
 - Dan is looking for volunteers to go out to the donor's house with the ambulance and a fire truck or two as a personal thank you for his donation for the card party.
- Infection Control
- Membership
- Public Relations
 - Kids from the Rec program will be coming next week or the week after to see the station
- Quality Control

Old Business:

- County ID's – state emergency management ID's
 - If anyone sees Adrienne or Zach Gaus, tell them to see Dan to have their picture taken for their ID card
 - Justin has lanyard
- Other

New Business:

- Adopt a Highway coming up
- Sarah is looking for a donation from the EMS Association to help pay for the CPR card for the public CPR class she is holding

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- Motion made by Bruce to cover up to \$300 of the supplies for the Public CPR class, 2nd by Rachell. Motion carried.
- Dan is putting a notice up on the board outside the radio room about HIPPA and what can and cannot be shared with law enforcement
- Other

Thank you Crew 1 for dinner tonight!

Motion made by Sarah adjourn meeting, 2nd by Cheri. Motion carried.