

Brooklyn EMS
Business Meeting Minutes
November 7th, 2017

Present: Aubree, Brittany, Bruce, Cheri, Clayton, Dan, Dave Dorn, Evelyn, Justin, Kaleigh, Karl, Kyle M, Marion

Absent: Al, Brian, Brock, Cathy, Chad, Chuck, Dave P, Holly, Jacob Bachim, John Beranek, Josh, Karen Bartelt, Kevin, Leif, Linda, Maddie, Matt, Melissa, Paige, Sienna, Steve, Tim

Call meeting to order: 18:47 on November 7, 2017 by Dan Dean

Reports:

Approval of Minutes:

- October business meeting minutes tabled until next month

Secretary/Treasurer:

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

Director's Report:

- Elite – Let Dan, Sarah or Evelyn know if there are any problems
 - Evelyn – Make sure to respond to messages from Evelyn about changes to the report
 - Printing issues with toughbook
- Please reminder to clean/restock the ambulance after calls
- Evansville Mutual Aid (Rock County Channels)
 - We are set up to run mutual aid again in to Evansville District
 - Set up by Town of Brooklyn and Town of Union
- Officer Elections – Dec 5th
 - Postions up for election
 - Assistant Director
 - Training Officer
 - Secretary – Treasurer
 - Dan will put a ballot box for elections, on the front table in the Meeting Room
- State Retention Fund – Sue McCallum
 - If you are a member in good standing then you continue to be funded for the state retention program
 - If you fall out of being a member in good standing then you can lose that year of funding for your State Retention Fund
- Other
 - If you see something on a call to a patient's home, (oxygen patient, special equipment that the patient has, etc) let Dan know and he will have Comms Center flag the address in the CAD
 - Dan let Dr. Warbasse know that if he has comments, he would like to pass along but cannot make it to the meeting

Fire Liaison:

- Not Present
- Fire Call last night – Clayton

Brooklyn EMS
Business Meeting Minutes
November 7th, 2017

- Brock is going to be submitting a complaint to the Comms Center because Dispatch thought that Squad 5 had acknowledged the page, but no one acknowledged Squad 5
 - Call paged out in Iamresponding for Squad 5 but not over the live page

Medical Director:

- Not Present

Assistant Director:

- Make sure you log your runs in the 3-ring run binder
- Weekend Winner
 - September – Justin W
 - October – Chad Walsh
- Other

Training Officer's Report:

- Training – Advanced Skills – 14 November 2017
 - Moving it due to Thanksgiving Week
- Other

Maintenance Officer Report:

- New radio that will be going on the ambulance
 - Programming same as the ambulance radio
 - Bank 1 is EMS Dane County Channels
 - Bank 2 is Fire channels
 - Bank 3 is Rock County and Green County Channels
 - Hot keys – Top orange button is Adam and top grey one on the side is Edward
- New Lifepak going on Squad 5
 - Lifepak 1000
- Potential for Bio waste
 - If you know you need to clean up biohazardous waste, please if possible, leave the waste in a bio-hazard red bag at the hospital
- 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 – Cheri
 - Cheri is doing another clothing order for winter jackets for people that don't have them
 - Sizes run one size too big
- Elite
 - If something in the report or the reporting software does not make sense, let Evelyn know and she will talk to Image Trend
- Fund Raiser = all members

Brooklyn EMS
Business Meeting Minutes
November 7th, 2017

- Card Party Date – 14 April 2018 – 18:30
- Pancake Breakfast/Open House – Weekend of May 20th-26th
- Wanted to figure out the dates now because the Chamber of Commerce is putting together a calendar
- Infection Control
 - Injury reports are in the radio room
 - Make sure to pick up supplies at the hospitals when you stop there
- Membership
 - 2 people that will be interviewed before next meeting and then put up for acceptance to the department
- Public Relations
 - Santa – Iamresponding information after next Fire meeting
- Quality Control

Old Business:

- None

New Business:

- Motion made by Bruce to pay up to \$75 to pay for boxes of shirts to be shipped to Minnesota, so they can then be shipped to Puerto Rico, 2nd by Dave. Motion carried.
- Other

Motion made by Bruce to adjourn the meeting at 19:27, 2nd by Cheri.