

Brooklyn EMS  
Business Meeting Minutes  
March 19, 2019

Present: Alexis, Alicia, Aubree, Bill Sills, Brittany, Brock, Cathy, Charlie, Cory, Dan, Elizabeth, Evelyn, Grace, Joe, Julie, Justin, Karen Bartelt, Karl, Kyle M, Mason, Shaunna

Absent: Al, Bill Golden, Brian, Bruce, Chad, Cheri, Chuck, Clayton, Dave P, Elliot, Holly, Jacob Bachim, Kevin, Leif, Maddie, Marion, Matt, Melissa, Paige, Sienna, Steve, Tim

Call meeting to order: 18:45 on March 19, 2019 by Dan

Reports:

Approval of Minutes:

- Motion made by Julie to approve the February 2019 Business meeting minutes, 2<sup>nd</sup> by Justin. Motion carried.

Approval of treasury Report:

- Motion made by Julie to approve the March Treasurer's report, 2<sup>nd</sup> by Cory. Motion carried.

Director:

- Elite – let Dan or Evelyn know if there are problems
- Envelope stuffing – March 27<sup>th</sup> at 18:30
  - Will order some food and stuff envelopes for mailing
- IDs
  - If you have not had your picture taken for you EMT ID, see Dan ASAP!
- Other
  - Note from a patient – passed around at the meeting
  - Dan and Justin will look into purchasing a UV light for disinfecting the ambulance

Assistant Director:

- Weekend Winners – February
  - Karl Flanagan-Morris
- Other

Training Officer's Report:

- Training – April 9<sup>th</sup> at 17:45
  - Belleville RSVP with Cheri
  - The sooner you can let Cheri know, the better
  - Training about Med-Flight and landing zones
- Training – April 16<sup>th</sup> in Brooklyn
- NREMT Certification due by March 31<sup>st</sup>, 2019
  - Make sure to submit this
  - Let Dan or Cheri know if you need a sign off
- New Weekly/Daily/Monthly Ambulance Checks
  - Be on the lookout for this
- Other

Maintenance Officer Report:

- New Epi
  - New Epi is on the ambulance

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- Self-contained with Epi and vanishing needle syringe
- Window Graphics
  - New window graphics were installed yesterday
  - Make sure that you do not wash the ambulance back doors for the next two weeks
- Please clean up the ambulance after calls
  - There have been used gloves found in several places in the ambulance
  - Make sure to pick up after yourself
- Other
  - New Fire/EMS district map
    - One will go in the bay and the other in the radio room
  - Do not damage the maps – 2 maps were over \$800
  - New ambulance computer
    - Supposed to be shipped on March 19<sup>th</sup>, 2019

Secretary/Treasurer's Report:

- None

Fire Liaison:

- Brooklyn Easter Egg hunt
  - April 13<sup>th</sup> – 13:00

Medical Director:

- Absent

Committee Reports:

- Ambulance
- Bylaws
- Building
  - Notebooks in the Radio Room if there are any issues in the station
- CAD
- Clothing – Cheri
  - Clothing has arrived
  - If you have needed clothing for a while, talk to Cheri
  - There are also some stocking caps available
- Elite
  - We are dispatched by 911 if it is in our district
    - But if you leave our district on a call, it is a “Mutual Aid”
      - Can put district that the call is in
  - For signatures
    - Make sure you have the patient check off the HIPPA, permission to transport, permission to treat, and permission to bill.
- Fund Raiser
  - Card Party – April 13<sup>th</sup>
    - Envelope stuffing – March 27<sup>th</sup> – 18:30
    - Fire will be managing the Card Party
    - For the Card Party, make sure to come in the morning for set up and then Adopt-a-Hwy clean up
      - We will have the apparatus along the highway and reflective vests on
  - Pancake Breakfast and Open House – May 19<sup>th</sup>, 2019

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- EMS will be managing the Pancake Breakfast and Open House
- Would like to do an extrication demonstration
- Med-Flight is scheduled for 11:00
- Please clear you calendars, we would like to have everything well-staffed
- Sign-up sheets will be available soon in the radio room
- Infection Control
- Membership
  - Sterling Evert
    - Has been on the fire department for a few years
    - Wants to drive the ambulance
    - Motion made by Brock to accept Sterling Evert to Brooklyn EMS Association, 2<sup>nd</sup> by Cory. Motion carried.
- Public Relations
  - Rescue Kids
    - Has finished
    - Thank you to everyone that helped!
    - If you see Dale Schultz, tell him thank you for all the work he does with Rescue Kids
  - Tour of the Fire Station
    - Dan will post the date on the bulletin board outside the meeting room
- Quality Control
  - Evelyn is working on a system to bring in QI (Quality Improvement) to the QC process
  - Thank you to the people who take care of their changes

Old Business:

- Merging Departments
  - Meeting with Fire and EMS officers last week
  - We are merging the Departments to try to increase the efficiency of the Departments for the community
    - Officers will have some meetings to work on details and then present progress to departments at meetings

New Business:

- Joe's last day
- Call on February 8<sup>th</sup>
  - Family came to thank us for all that we do and wanted to thank us by buying us pizza for the meeting tonight

Motion made by Brock to adjourn the meeting, 2<sup>nd</sup> by Cory.