

Brooklyn EMS
Business Meeting Minutes
February 9, 2016

Present: Bill, Bob, Brock, Bruce, Chad, Cheri, Clayton, Dan, Dave Dorn, Evelyn, John H, Justin, Karl, Kyle M, Linda, Marion, Paige, Rachell, Rhonda, Sandy, Sarah

Absent: Adrienne, Bailey, Brian, Caitlyn, Casey, Cathy, Chuck, Dave P, Delon, Holly, Jacob Bachim, Jacob McGrath, Jennica, Jessica Hegge, John Beranek, Karen Bartelt, Kate, Kevin, Kyle L, Leif, Matt, Nina, Ryan, Sam, Sienna, Steve, Tim, Zach Ga

Call meeting to order: 18:37 on February 9th, 2016 by Dan

Reports:

Approval of Minutes:

- Motion made by Kyle to approve the January Business Meeting minutes, 2nd by Sarah. Motion carried.

Secretary/Treasurer:

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

Director's Report:

- E-Licensing
 - A few people still have not renewed their licenses
- Discussion on New/Refurbished defib (Evelyn)
 - LifePack 15 (New)
 - With CO
 - Has end-tidal
 - \$28,090.00 (\$5,000 trade in included in price)
 - Service contract would be needed – 3 yr. - \$5,040 or \$4,284
 - LifePack 15 (Refurbished)
 - With CO
 - Has end-tidal
 - \$20,663.00 (\$750 trade in included in price)
 - Would also need a service contract (current contract is ~\$1,500)
 - LifePack 12 (Reli)
 - No CO
 - Has end-tidal
 - \$6,438.00 (\$750 trade in?)
 - Service contract would be needed
 - Physio-Control support will end in 2-3 yrs (Physio-Control stops servicing this model)
 - Salesman could come and show us the LifePack 15
- Training Opportunities
- Clearing walks after snow falls
- Card/Condolences for Cathy Anderson's mother
 - She passed away and will be giving a donation to the Special Olympics in her name
 - Thank you to everyone for helping out at the funeral dinner at that station
- Payroll stubs in mailboxes

Brooklyn EMS
Business Meeting Minutes
February 9, 2016

- District Board meeting Feb 17th
- Other
 - Bert

Fire Liaison:

- Johnny B
 - EMR is doing refresher
 - Appreciation dinner will be in March 19th or 26th
 - Bring a dish to pass, chicken or steak will be provided by the departments
 - Event will be added to Iamresponding

Medical Director:

- Not Present

Assistant Director:

- Signing up for shifts
 - We have interviewed several people for part-time positions and we need to know specific shifts during the week, during the day a month in advance so we can schedule the part-time people around that
 - Don't be afraid to sign up for a shift last minute though
- Weekend Winners
 - January – Bert
- Taking Ambulance in or out of service
 - Have to call at time of taking ambulance in and out of service, ie no prearranged events
- Other

Training Officer's Report:

- Training – February 15th (**Monday!**)
 - Staging with Harry
- HIPPA Review
 - Sarah gave us scenarios and asked us if they were HIPPA violations or not
 - If not at Business Meeting, contact Sarah about this
- QA/QI
 - Signatures
 - Read the statements to the patients under the signatures section
 - If someone refuses transport, they should still agree to Authorization of Billing because there may be equipment the patient would still be billed for
 - Make sure to read what you are signing as the EMT – if patient signs, you do not agree to signing for patient
 - Under sections that signatures are entered, all toggles for statements need to be filled in (ie "I Agree", "I Disagree", or "Not Applicable")
 - If applicable, "Reason patient unable to sign", fill out this prompt!
 - Capability to transport 2 patients, capability to strap in 2 backboards, but this leaves 2nd EMT no place to sit – so this should only be done when no other option is available
 - If patient is on backboard on side bench, patient has to be as tall or shorter than the backboard
- Number of Patients/Back-boarding/C-Collaring

Brooklyn EMS
Business Meeting Minutes
February 9, 2016

- Make-up on Mandatory Trainings
 - Sarah will be placing in people's mailboxes, what mandatory training is not completed
- Other

Maintenance Officer Report:

- Other

Committee Reports:

- Ambulance
- Bylaws
- Building
 - Note pads in radio room for any issues
- CAD
- Clothing
 - Cheri and Paige
 - Nothing
- Field Bridge (Dane Co. Rescue Bridge)
 - See above under training officer report
 - With the help of Marion, we think that the "Medical Assessment" power-tool is now fixed and won't crash the Field Bridge upon opening
 - Contact Evelyn or one of the Officers if there are any issues
 - Writing the report should be a joint effort by the Crew
- Fund Raiser = all members
 - Pancake Breakfast/Open House – EMS
 - Would like to coordinate this in June with our 20 year anniversary of being a service
 - Card Party – Fire
 - This does not mean we are exempt from helping stuff envelopes, help on the day of, etc
- Infection Control
 - Zika Virus – should not
 - If patient has fever, rash, joint pain, and mucus build-up in eyes, they may be infected with the Zika Virus
 - Protections by wearing a respiratory mask
 - If you suspect that they have the Zika Virus, ask them if they have been traveling recently to warm areas
- Membership
- Public Relations
 - Rescue Kids – January 20th
 - From 09:00-12:30
 - At 11:30 – If someone from the EMS would like to talk to the kids about what happens when the ambulance shows up at your house – need volunteers
 - March 23rd – Dane County EMS Director's meeting
 - Looking for volunteers to help serve food
- Quality Control
 - Look out for messages about QA/QI from QA officer
 - Be specific in narrative (did trauma assessment, what did you find?)
 - If disregarded and say in narrative that you never left, do not put an enroute time

Brooklyn EMS
Business Meeting Minutes
February 9, 2016

- Pay attention to decimal places when entering mileage, look at the calculated miles, make sure that it is not several hundred miles
- EMS Director is constantly receiving requests for information about calls from attorneys
 - Be specific in narrative, especially if there are serious injuries, or if Med Flight was called
 - Requests are usually more than a year after the incident, so you will need details because you probably will not remember the details of the incident
- All EMTs providing care, ie all EMTs in the back of the ambulance should be signing the report
- Designate a Driver even when all crew members are EMTs (don't set Driver as a third health care provider)

Old Business:

- Website
 - Waiting on Brit to finish it up
- By-laws
 - Motion made by Cheri to approve the changes made to the By-laws, 2nd by Justin.
Motion carried.
- Other

New Business:

- Motion made by Marion to buy a new computer for the bay monitor for under \$500, 2nd by Bruce.
Motion carried.
- Other

Thank you Crew 3 for dinner tonight!!

Motion made by Evelyn adjourn meeting at 19:44, 2nd by Bruce. Motion carried.