

Brooklyn EMS  
Business Meeting Minutes  
April 5, 2016

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

Absent: Adrienne, Bailey, Bill, 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, Linda, Matt, Nina, Ryan, Sam, Sienna, Steve, Tim, Zach Ga

Call meeting to order: 18:34 on April 5<sup>th</sup>, 2016 by Dan

Reports:

Approval of Minutes:

- Motion made by Clayton to approve the April Business Meeting minutes with change to "Calling meeting to order" from Dan to Dave, 2<sup>nd</sup> by Kyle. Motion carried.

Secretary/Treasurer:

- Motion made by Cheri to approve the March and April Treasurer's reports, 2<sup>nd</sup> by Sarah. Motion carried

Director's Report:

- Cleaning up in the living quarters/dishes
  - Please make sure to clean dishes, clean up sleeping area, and living quarters before you leave your shift
- Discussion on purchase of Defib/Demos (Evelyn)
  - Will bring this up next meeting to vote on
  - If you have any questions about it, talk to Dan, Evelyn, Sarah, or Justin
- Reminder
  - Joint training with Oregon – April 19<sup>th</sup> 18:30
- Meds in Jump Bag
  - Justin will talk about this during Maintenance Officer Report
- Miles Paratus Military/EMS/Fire Joint exercise – June 5<sup>th</sup> – 9<sup>th</sup>
- Payroll stubs are in mailboxes
- District Board meeting – April 20<sup>th</sup>
- Training Officer position open for election
  - Motion made by Kyle M to close nominations on the floor, 2<sup>nd</sup> by Clayton. Motion carried.
  - Motion made by Kyle M to wave Section VII, Article 4: Eligibility for election 2 year requirement for being eligible to be an officer, 2<sup>nd</sup> by Bruce. Motion carried.
  - Cheri – Cheri has been a trainer at the Diocese for 7 years
  - Paige – CNA in the past, has been in the medical profession for a long time
  - Rachell – Will be graduating in May with a degree in Biochemistry with a minor in Biology so a lot of experience in Human Sciences, and will be going on to medical school
  - New Training Officer
    - Rachell Foreman

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- Other
  - Men's restroom in main building area – the water is off to the faucet while its getting fixed
  - Dan is taking headshots and getting information from everyone to get everyone ID's from Dane County
    - If scanned, it gives all information and training

Fire Liaison:

- No report

Medical Director:

- Not Present

Assistant Director:

- Weekend Winners
  - March – Cheri
- Make sure you contact Dave Dorn when the ambulance goes in or out of service!
- Other
  - We have the money in our budget to upgrade to the CAD
    - Dave Dorn is working on it
    - Will buy a Microsoft Surface that will be compatible with the CAD and will fit into the current mount

Training Officer's Report:

- Training
  - Apr 19<sup>th</sup>
    - Extrication Training
  - May 17<sup>th</sup>
    - King Tube training
      - Have to switch to King tubes from Combi
- Other
  - Resigned – will be taking nominations and will vote at the April Business Meeting
    - There will be a box put out for nominations

Maintenance Officer Report:

- One case for meds in the Jump bag
  - Will have the same seals on them as the backboard bags
    - If it broke, inspect to make sure all supplies are in the kit
- Other

Committee Reports:

- Ambulance
- Bylaws
- Building
  - Note pads in radio room for any issues
- CAD
- Clothing
  - Cheri and Paige

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- Nothing
- Field Bridge (Dane Co. Rescue Bridge)
  - Will now be a new system
    - Called Elite
  - New system will be live in August 2016
- Fund Raiser = all members
  - Pancake Breakfast/Open House – EMS
  - Card Party – Fire
    - Saturday, April 9<sup>th</sup>, 2016
    - Rachell will be here at 16:00 if anyone would like to come and help
      - No adopt-a-highway this time around so no set up in the morning
    - Friends of Brooklyn Fire and EMS will be donating the Food
      - Cousin sub platters instead of ham sandwiches
- Infection Control
- Membership
- Public Relations
  - May – Forth graders want to come and tour the station
    - Dan will provide more details to come
- Quality Control
  - Sarah
    - Blood Glucose – check blood glucose for ALL altered mental, as well as car accidents if you can
    - Narratives
      - when checking eyes or CMS, state findings as well as stating that you performed it
      - Stay away from I, we, he, she statements
      - Make sure that you use the correct terminology per the protocols and medical terminology
    - Drivers – make sure you check with EMTs to know when to leave, ask what mode to drive in (no lights or sirens, lights, or lights and sirens)

Old Business:

- Website – Cheri
  - Need everyone's email addresses which will be your member log in
  - There is a Forum feature in the member login area so people can post things in there for people to discuss instead of sending out lamresponding messages
- Other

New Business:

- Pancake Breakfast
  - Sunday, June 26<sup>th</sup> (unless we find out that there is another major event going on in the area)
  - Open House
- Other

Thank you Crew 4 for dinner tonight!!

Motion made by Bruce adjourn meeting at 20:35, 2<sup>nd</sup> by Clayton. Motion carried.