

Brooklyn EMS
Business Meeting Minutes
August 2, 2016

Present: Al, Bob, Brittany, Brock, Bruce, Cathy, Chad, Cheri, Dan, Evelyn, Justin, Kaleigh, Linda, Marion, Paige, Rachell, Sandy, Sarah

Absent: Adrienne, Bailey, Brian, Caitlyn, Casey, Chuck, Clayton, Dave P, Dave Dorn, Delon, Holly, Jacob Bachim, Jennica, Jessica Hegge, John Beranek, John H, Karen Bartelt, Karl, Kate, Kevin, Kyle M, Leif, Matt, Nina, Rhonda, Sam, Sienna, Steve, Tim

Call meeting to order: 18:39 on August 2, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Brock to approve the July Business Meeting, 2nd by Bob. Motion carried.

Secretary/Treasurer:

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

Director's Report:

- LP15 is not on ambulance
 - If you have trained, make arrangements to go through it
 - Capnography set up on August 25th
- CAD on ambulance
 - Go through training if haven't already
 - Don't mess around with it if you don't know what you're doing
- Payroll stubs are in mailboxes
- Elite is live
 - When you get a call, import data from CAD
 - If you have any problems during the report writing, contact Dan, Evelyn, or Rachell (if early in AM, email or text is fine).
 - Almost everyone has been through the training
- District Board Meeting
 - Sept 21st at 18:30
- Fire approved new coffee maker
 - Will be around \$500 (\$250 for EMS)
 - Want to replace non functioning one
 - Motion made by Sarah to split cost with Fire Department, 2nd by Bruce
 - Fire approved it last month – forgot to address last month
- Please check rig after calls
 - Restock and refill equipment (e.g. O₂ bottles, masks, etc)
 - Unstocked items have been caught on the morning rig checks, but this may not always get caught before the next call comes in
- New check list for next business meeting, updated cards as well
- This Thursday is last night for summer rec program. Usually bring trucks down there. Dan may not be around on Thursday evening: looking for volunteers.

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- Question about D size O2 tanks behind chair. During rig checks, check both of them. What if one was w/o regulator, wouldn't be depleting both with each rig check. This is being addressed. One will be pulled out, and another one will be tagged as new.
- Other

Fire Liaison:

- Not Present

Medical Director:

- Not Present

Assistant Director:

- Weekend Winners
 - June - Chad Walsh
- Open Shifts
 - If you can pick up a regular shift, please do
 - Lots of people on vacation/busy, need shift filled
- Ambulance was out of service for half the weekend, want to avoid this
 - This has not happened the past 2 months, want to continue this trend
 - Please help when you can
- Other

Training Officer's Report:

- Training
- Other

Maintenance Officer Report:

- CO detector on LP15
 - It is working but needs to be calibrated
 - Beeping means failure
 - Only had one CO call
- Other

Committee Reports:

- Ambulance
 - Air suspension in ambulance broke. Kyle was driving. Can drive it back to where you're going, but it's going to be very bumpy. You can still load the cot. Call squad 5 right away if you're having this problem as you're leaving the station. Page squad if alpha call. Let Justin or Dan know right away if this problem is noticed. Better compressor has been put in; it's smaller. Doesn't take a lot of air.
- 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
 - Paige and Cheri ordered the dress shirts

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- If you do not have one yet/ordered one, they are with Justin
- Elite
 - Started August 1st – If people could see if they can log in, since they turned on 90day password change, some people are experiencing issues
 - Three ring binder about making out reports; including sheet about how to get to Dane country site if you need to change your password
 - Have had a Number of changes in past couple of months. Make sure things do not conflict with the narrative. Avoid things like “patient was assessed”: i.e. don’t be vague.
 - Updated hospital list. Discussion of when we’ve been to Edgerton, because Edgerton is remaining on hospital list
 - Reports are read by everyone (including legal), make sure it’s quality. If you don’t document, it didn’t happen.
- Fund Raiser = all members
 - Thank you to people who came to the youth fundraiser
 - Raised about \$1000
 - No fundraisers for the rest of the year
- Infection Control
- Membership – Kaleigh Koegel
 - EMT from NY
 - Motion made by Evelyn to accept Kaleigh Koegel as a member of Brooklyn EMS Association, 2nd by Sarah. Motion carried.
- Public Relations
 - Kids from the Rec program will be coming next week or the week after to see the station
- Quality Control

Old Business:

- Website – Cheri
 - See Cheri for user access
- County ID's – state emergency management ID's
 - We need lanyards
 - Justin volunteers
- Garage door opener works for Stoughton – in and out
- Members list to be updated
- Other

New Business:

- Other

Thank you Crew 1 for dinner tonight!

Motion made by Bruce adjourn meeting, 2nd by Justin. Motion carried.