

Brooklyn EMS  
Business Meeting Minutes  
September 1, 2015

Present: Bob, Brock, Bruce, Cathy, Cheryl, Dan, Dave Dorn, Evelyn, John Beranek, John H, Justin, Karen Bartelt, Karl, Kyle M, Linda, Marion, Paige, Rachell, Rhonda, Sandy, Sarah,

Absent: Alex, Bert, Bill, Brian, Caitlyn, Casey, Chuck, Clayton, Dave P, Delon, Jacob Bachim, Jacob McGrath, Jessica Hegge, Kevin, Kyle L, Leif, Mark, Matt, Nina, Ryan, Sienna, Steve, Tim, Zach Ga

Call meeting to order: 18:34 by Dan

Reports:

Approval of Minutes:

- Motion made by Evelyn to approve the August Business Meeting minutes, 2<sup>nd</sup> by Kyle. Motion carried.

Secretary/Treasurer:

- Tabled September Treasurer's report until next Business Meeting.

Director's Report:

- Wireless Mobile Microphone
  - Half mile extended range
  - Station is in ambulance – 100 watts of power vs 3-5 watt of power (regular handheld)
    - 20x more power with mic than with handheld
  - Motion made by Evelyn to purchase Mic, barring the testing of the module now, 2<sup>nd</sup> by Sarah. Motion carried
- MS Bike ride
  - Route cut off due to weather being hot, so bikers did not show up at station
  - Thank you to everyone that showed up for helping, had a great turnout!
- Bylaws presented
  - Change made by Evelyn to alter the charter member section of the Bylaws
  - Motion made by Justin to amend bylaws with corrections from EMS Business meeting on August 4<sup>th</sup>, 2015, 2<sup>nd</sup> by Cheryl. Motion carried.
- PT Daytime positions
  - Proposal was approved by District Board
  - October through December, EMS Executive Board will work on working out details of hiring on paid personnel
  - Dan will post job posting in the bay
  - Single personnel cannot work more than 24 hours in a single week
  - Day time, during the week shifts will have to be scheduled a month in advance in order to accommodate for the paid personnel
  - Paid personnel will be given duties to perform while on shifts
  - Current members can apply for this position, and may still run volunteer hours
  - Paid personnel will have to be at the station during their shift (including personnel that live in district)
  - Job posting will go out to Carrie Meirer and be put on MATC

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- Leif has updated the cards at the Comms Center to show that Brooklyn Fire/First Responders will not be paged automatically to Alpha, Bravo, and Omega Level calls, unless asked for by R42
  - Squad 5 will still be paged out for Alpha, Bravo, and Omega Level calls if R42 is out of service
    - In this case, EMTs are able to go out with Squad 5 as a First Responder
- Refresher Class (no spots open)
  - Blackboard is up for the class
  - September 26<sup>th</sup> and 27<sup>th</sup> - 08:00-17:00
  - Drivers are more than welcome to help with food down at the station during the refresher course
    - Department will provide food for the weekend
  - Dan will call the instructor to see how they feel about EMTs responding to calls during class
- Other

Fire Liaison:

- Johnny B has nothing until Open House announcement
- Entrance to Brooklyn Elementary School is now the entrance off of Division St (Kindergarten entrance, also fenced in play ground outside there)

Medical Director:

- Not present

Assistant Director:

- Taking ambulance out of service
  - Make sure to let next crew and Dave know when the ambulance is taken out of service
  - Dave and Dan will look into getting everyone access to the "Out of Service" user in order for people know when the ambulance is out of service
  - When you are on shift by yourself or only have a driver and yourself, then you should take the ambulance out of service – if no one has responded to messages sent out for EMTs needed to fill shifts
- Weekday evening shifts
  - Wednesday is filled by Dave, Thursday and Friday night need help
- This is a Holiday Weekend – sign-up sheet for Monday
  - Ambulance will be down at the park this weekend
- Weekend Winner
  - August – Linda F
- Other

Training Officer's Report:

- Training – 9/15
  - Evelyn was able to get a new kids car seat with a grant
  - Will be a refresher of how to properly strap seat to cot and handle patients that would need
- Advanced Skills – make up this weekend if you still need your advanced skills
  - Sunday morning at 09:00
- Reminder

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- Advanced Skills performed in the field, give run number to Sarah to be checked off in that skill for the next 6 months of certification
- New needles (spring retracting instead of sheathing) will be added to ambulance after everyone has been trained with them
- EVOC refresher
  - October 13<sup>th</sup> or 15<sup>th</sup> – Lecture portion – 18:00-21:00
  - October 17<sup>th</sup> – Driving portion – 08:00-?
- Other
  - Communication has been lacking during shift change over
    - If you are not sure if your crew member is coming, please use the crew list to contact your crew mate to see if they are coming
    - Please wait for scheduled crew members
    - If you sign up last minute, please send a text message or call (depending on how late it is) in order to let crew know that you are running

Maintenance Officer Report:

- None

Committee Reports:

- Ambulance
- Bylaws
- Building
- CAD
- Clothing
  - Zach will not be head of clothing committee because has moved away and resigned
  - Please think about
- Field Bridge (Dane Co. Rescue Bridge)
  - Evelyn will continue to send out emails when things need to be changed on reports or if there are any Dane Bridge updates
- Fund Raiser = all members
  - Pancake breakfast/Open House - October 4<sup>th</sup> – 07:00 -11:00
  - Dedication to Phil's Memorial
    - Television station crew will be here so **please wear dress uniforms**
  - Set up for breakfast and adopt-a-highway on October 3<sup>rd</sup> – 09:00
    - Set up for EMS table – need help!
- Infection Control
- Membership
  - Kate Schnider
    - Got EMT certification last fall and graduated from UW-Madison
    - Motion made by Evelyn to accept Kate Schnider as a member of Brooklyn EMS Department, 2<sup>nd</sup> by Justin. Motion carried.
  - Sam Arvold, Jennica Evans, Bailey Fisher would be signed up for class in January
    - Jennica and Bailey have CNA certification and would like to
    - Jennica lives in district and Bailey lives in Oregon District
    - Motion made by Kyle to accept Sam, Jennica, and Bailey as members of Brooklyn EMS Department, 2<sup>nd</sup> by Cathy. Motion carried.
- Public Relations
  - Family Fun Night

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- Fundraiser for Madison Mounted Patrol and ambulance was there to give tours for kids and their parents
- Quality Control

Old Business:

- Website
  - In June we voted to move forward with developing a new website
  - Met with Brit
    - Secured Brooklynfireandems.org domain
  - Cost will be confirmed by Sarah
    - Initial website build costs \$1000
    - Domain name was secured for brooklynfireandems.org (cost was \$25/year)
    - Hosting fee that Brit offered is \$10/month
  - Fire voted not to move forward with website at this time
  - Motion made by Linda to move forward, even if the Fire Department does not want to, with the website (with cost listed above, will be confirmed by Sarah) to get the website ready to go live, 2<sup>nd</sup> by . Motion carried.
- Other

New Business:

- Dan Olson, who served on both Departments, is battling cancer
  - GoFundMe account Donation request
  - Motion made by Cathy to donate \$500 to Dan Olson's GoFundMe account, 2<sup>nd</sup> by Evelyn. Motion carried.
- Setting up for Labor Day fundraiser for the Snow Hornets Truck and Tractor Pull
  - September 2<sup>nd</sup> and 3<sup>rd</sup>
  - Used to help with our Labor Day fundraiser when we ran it
  - Ambulance will be there Saturday and Sunday – will leave if there is a call
- None

Thank you to our cooks for making dinner tonight!!

Motion made by Evelyn adjourn meeting at 20:17, 2<sup>nd</sup> by Bob. Motion carried.