

Brooklyn EMS
Business Meeting Minutes
October 4, 2016

Present: Bob, Brock, Bruce, Cathy, Cheri, Clayton, Dan, Evelyn, Justin, Karl, Kyle M, Linda, Rachell, Sarah

Absent: Adrienne, Al, Bailey, Brian, Brittany, Caitlyn, Casey, Chad, Chuck, Dave Dorn, Dave P, Delon, Holly, Jacob Bachim, Jennica, John Beranek, John H, Karen Bartelt, Kate, Kevin, Leif, Marion, Matt, Nina, Paige, Rhonda, Sam, Sandy, Sienna, Steve, Tim

Call meeting to order: 18:37 on October 4, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Sarah to approve the August Business Meeting Minutes, 2nd by Bob. Motion carried.
- Motion made by Evelyn to approve the September Business Meeting Minutes with changes, 2nd by Cheri. Motion carried.

Secretary/Treasurer:

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

Director's Report:

- CAD is on the Ambulance
 - Please start using it – see Dan, Bruce, or Al if you missed training
 - Passwords will be moved to visor to make it more easily accessible to sign in
- Elite – Let Dan, Evelyn, or Rachell know if there are any issues
 - Incident # if you download from the CAD, printing reports
 - When printing report from Elite, makes sure to print comprehensive care report
 - If you download information from the CAD, put our incident number in "Incident Number" and leave the "EMS Response Number" as the long number that it displays, this is a reference number for Dane County
 - If you do not download information from the CAD, put our incident number in "Incident Number" and "EMS Response Number"
 - If the report generates hundreds of pages, then print off *Draft* report instead and let Dan or Evelyn know
 - If you have to send the *Draft* report to the hospital
- District Board Meeting – October 12th, 2016 – 18:30
 - Budget meeting
- Filling open spots on the schedule
 - Let Dan or Dave know if you can fill spots during the week
- Dane Comm coming online – November 1st
 - Contact Justin if you have a radio and/or pager to have it reprogrammed for Dane Comm before it goes live
- Halloween – October 31st, 16:30
 - Will have ambulance in the same place – Sunrise Court and Kerch Street – to hand out candy

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- If you would like to donate bags of candy, please set them on Dave Dorn's desk
- Adopt-a-Highway – date yet to be determined
 - Dan will talk to Johnny B about a date but it will be sometime toward the end of the month
 - Dan will send out a message letting everyone know when it will be
- Smile Amazon – Spread the word
 - Go to smile.amazon.com
 - When you log in to the website, it will ask you to support something, select Brooklyn Ems Association, Inc in Brooklyn, WI, and just order your items off of Amazon as usual
- Station Tour – Kindergarten – October 14th – 12:30-14:30
 - Need volunteers
 - This is posted on the board in the hall
- Other
 - New trauma shears on the ambulance in the jump bag
 - Several functions on them – seat belt cutter, ring cutter, shears that are strong enough to cut through a Kevlar vest
 - If you are driving the ambulance in a tight space, make sure to have a spotter

Fire Liaison:

- Not Present

Medical Director:

- Not Present

Assistant Director:

- Absent
- Will do weekend winners next month for September and October
- Other

Training Officer's Report:

- Training – October 18th – 18:30
 - Advanced Skills
- Training with SIM man – County and trauma doctor from UW Hospital is coming with SIM man
 - 45 min session in the back of the ambulance
 - Sign-up sheet in the radio room
- CPR class
 - Anyone that is expiring between now and July 1, 2017, sign up for one of two CPR classes that Sarah is hosting in November
 - November 8th – 18:30
 - November 17th – 18:30
- Other

Maintenance Officer Report:

- Sarah will be putting End tidal CO₂ cannulas in the ambulance tomorrow
 - Use a regular cannula for normal oxygen delivery because the End Tidal CO₂ cannulas are more expensive, so don't use them for everyone
- Other

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Committee Reports:

- Ambulance
- 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
 - Need to order more shirts to restock our supplies especially mediums and smalls
 - Cheri getting a list together with a new catalog
- Elite
 - Evelyn
 - When you have a refusal – you still have to highlight the permission to bill, even when a person refuses transport, they will still be billed something
 - When the patient is signing, make sure to check the box for HIPPA and billing
 - When transferring care to hospital, make sure to have the appropriate boxes checked for transfer of care
 - Dan
 - Attachments to Report
 - If you only have a paper copy of the signature for transferring care, then use the copier to scan and send to ambulance laptop, change the document name to the incident ID for the call, and attach to the report in Elite
 - If you do not know how to attach documents to a report, see Dan, Evelyn, Rachell, or Sarah
- Fund Raiser = all members
 - Dan is looking for volunteers to go out to his house with the ambulance and a fire truck or two as a personal thank you for his donation for the card party
- Infection Control
- Membership
 - Kate is moving to Texas so she will be resigning from the department
 - Adrienne is moving to Minneapolis so she will be resigning from the department soon
 - Brittany is in class and doing well
- Public Relations
- Quality Control

Old Business:

- County ID's – state emergency management ID's
 - If anyone sees Adrienne or Zach Gaus, tell them to see Dan to have their picture taken for their ID card
 - Justin has lanyards
 - If you have lost your ID or need a replacement, see Dan – he will be ordering some more for the new people on the department
- Other

New Business:

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- Hwy 138 to Stoughton will be opening up in 3 weeks
- When Dave gets back, he and Dan will be working on re-aligning the crews
- Other

Thank you Evelyn, Bob, and Linda for dinner tonight!

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