

Brooklyn EMS
Business Meeting Minutes
November 1, 2016

Present: Al, Bob, Brock, Bruce, Cathy, Cheri, Clayton, Dan, Dave Dorn, Evelyn, John H, Justin, Kaleigh, Kyle M, Linda, Marion, Paige, Rachell, Rhonda, Sarah

Absent: Bailey, Brian, Brittany, Caitlyn, Casey, Chad, Chuck, Dave P, Delon, Holly, Jacob Bachim, Jennica, John Beranek, Karen Bartelt, Karl, Kevin, Leif, Matt, Nina, Sam, Sandy, Sienna, Steve, Tim

Call meeting to order: 18:41 on November 1, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Clayton to approve the October Business Meeting Minutes, 2nd by Sarah. Motion carried.

Secretary/Treasurer:

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

Director's Report:

- CAD – remember to use it
 - It is accurate so use it
 - When you come on your shift check to see if the modem needs to be restarted
 - Comms Center can see your updates on the CAD except for Acknowledge
 - If the modem is not running then it will connect to the station Wi-Fi instead
- Elite
 - Everyone needs to change their password
 - Printing reports – use the Draft Copy (Default one)
 - When you use it and have to change something you don't have to re-fax it to the hospital. You can make the change, post it, no note needed. If the reviewer of the report says to re-fax, make sure to do so
 - There is a record created every time you change it, and with what is changed, that is why we no longer need to write an addendum
- Remind to clean/restock the ambulance after calls
- Schedule
 - Please sign up for a regular shift if you can, there are openings that need to be filled
- Dane Com – did not come online today
 - Possibly in 2 weeks
 - Ambulance and handheld radios have been reprogrammed
 - Currently is on the bank you want to be on in the ambulance
 - Anything else won't work now
 - Watch the video if you haven't already
 - Wait for radio to beep before you talk
 - Channels are different
 - Hospitals are now on channels instead of requesting a patch
 - Sheets are laminated and will be put on the ambulance

Brooklyn EMS
Business Meeting Minutes
November 1, 2016

- There are multiple EMS channels now
- If you have any questions, talk to Justin
- Radios
 - Everyone will be needing to bring their radios in to get their antennas replaced when they come in. Justin will relay a message when you need to bring your radio in
- Ambulance
 - Front speaker doesn't work
 - Mic needs to be reprogrammed
 - Should be fixed tomorrow morning – 02 Nov 2016
- Tablet – county gave us to use
 - Password is dane
 - Maybe take password off
 - If you want to use it, go head, just let one of the officers know
- CAD – all passwords are now on the visor
- House Burn – Saturday 05NOV2016
 - Possible training opportunity
- Director/Maintenance Officer positions are up for re-election
 - Box for nominations will be put out
- Meeting for December is 13 December 2016 and Training is 20 December 2016
- Fire Liaison – Marion has resigned
 - New Fire Liaison – Brock has been nominated
- Other

Fire Liaison:

- New Fire Liaison nominated - Brock

Medical Director:

- Not Present

Assistant Director:

- Updated Crews/Rosters
- Weekend Winners
 - September – Bruce
 - October – Sarah
- Wednesday/Thursday nights need help
- Weekend crew shifts starts at 06:00 Saturday
- 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

Brooklyn EMS
Business Meeting Minutes
November 1, 2016

- November 17th – 18:30
- Other

Maintenance Officer Report:

- Pagers – don't receive all call, may need to be reprogrammed at some point to add all call
 - It's a separate tone
- Radios have been checked out
- Radios – ID tied to it so they will know who is communicating what
- SPO₂ - new ones have been ordered
 - Ones we had didn't fit
 - New ones will arrive 02 Nov 2016
 - Disposable ones – Peds/Infant
- Glucagon/Epi
 - If you use them, let Justin know
 - Extras are not kept because they are expensive
- Other

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
 - Get an order of smaller sizes
 - Clothing allowance – remind that you can use it
 - Getting an order ready
- Elite
 - Password needs to be reset
- Fund Raiser = all members
 - Pancake Breakfast
 - Chamber may need help
 - Possibly have it on labor day weekend on the Saturday
- Infection Control
- Membership
- Public Relations
- Quality Control

Old Business:

- None

New Business:

- Bylaws – Lifetime membership for Rhonda/John Hennessey
- Rhonda and John have resigned
 - 20 years of service
- New computer for radio room

Brooklyn EMS
Business Meeting Minutes
November 1, 2016

- Up to \$500 per department
- Motion made by Justin to spend up to \$500 per department for a new computer for the radio room, 2nd by Rachell. Motion carried.
- Other

Thank you Crew 2 for dinner tonight!

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