

Brooklyn EMS
Business Meeting Minutes
January 5, 2016

Present: Adrienne, Bert, Bill, Bob, Brock, Bruce, Chad, Cheryl, Chuck, Clayton, Dan, Dave Dorn, Evelyn, John H, Justin, Karl, Kyle M, Marion, Paige, Rhonda, Sarah

Absent: Bailey, Brian, Caitlyn, Casey, Cathy, Dave P, Delon, Holly, Jacob Bachim, Jacob McGrath, Jennica, Jessica Hegge, John Beranek, Karen Bartelt, Kate, Kevin, Kyle L, Leif, Linda, Matt, Nina, Rachell, Ryan, Sam, Sandy, Sienna, Steve, Tim, Zach Ga

Call meeting to order: 18:38 on January 5th, 2016 by Dan

Reports:

Approval of Minutes:

- Motion made by Evelyn to approve the December Business Meeting minutes, 2nd by Brock. Motion carried.

Secretary/Treasurer:

- Motion made by Sarah to approve the January Treasurer's report, 2nd by Bob. Motion carried.

Director's Report:

- eLicensing
 - Still a few people that haven't renewed their licenses
- 1st Responders/SB143
 - Still working on getting the logistics together on this
- Clearing Walks after snow falls
 - If you're down at the station, please clear the walks after it snows, there are shovels by the doors and the snow blower is in the bay
- Payroll stubs in Mailboxes
 - Kim will be putting everyone's paystubs in their mailboxes for January 2016 payroll
- Other
 - Training with Oregon this coming year for extrication training
 - Things to work on this year
 - Purchasing a LifePack 15
 - Another service is selling a couple LifePack12's that have capenography, but just not the newest model

Fire Liaison:

- Not Present

Medical Director:

- Not Present

Assistant Director:

- **Tell Dave Dorn when the ambulance is taken out of service!**
- Weekend Winners
 - November – Brock

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- December – Jacob Bachim
- Other

Training Officer's Report:

- Field Bridge
 - Dane county newsletter – when filling out the report for "Other responding units"
 - Please fill this out so they can contact people if there is a communicable disease
- 12-Lead
 - Say that it is interpreted by the machine if there was not a Medical Professional on scene that interpreted
- January 19th – Administrative meeting
 - Going through bags/ambulance, getting a refresher on what is in the bags/ambulance
- February Training
 - Drivers please attend! Harry will be coming to go through staging fundamentals
- March Training
 - Advanced Skills recertification
- Other

Maintenance Officer Report:

- Life Pack
 - Increased the number of views that show up when taking a 4-Lead
 - Did only show 1 view, now shows 3 views
- Other

Committee Reports:

- Ambulance
- Bylaws
- Building
 - Note pads in radio room for any issues
- CAD
- Clothing
 - Nothing
- Field Bridge (Dane Co. Rescue Bridge)
 - When filling out patient care reports
 - Medical Assessment tool (power tool) – don't click on the tool at all, it will lock up the computer
 - What you normally put in the medical assessment and trauma assessment, put in the narrative (LOC, skin temp, etc)
 - Evelyn has copies of the Dane County Newsletter
- Fund Raiser = all members
- Infection Control
- Membership
- Public Relations
 - January 27th – Chamber of Commerce will be in here – 18:30-21:00
 - January 9th – Rescue Kids start
 - From 09:00-12:30

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- At 11:30 – If someone from the EMS would like to talk to the kids about what happens when the ambulance shows up at your house – Clayton, Brock, Dan, and Dave volunteered for this
- Bruce will be coming to take pictures
- March 23rd – Dane County EMS Director's meeting
 - Looking for volunteers to help serve food
- Quality Control
 - Reminder that all dispatches require a patient care report – even for disregards or cancellations
 - Make sure to enter all responding services – 1st Responders, PD, Fire, etc
 - Make sure to be specific on what you change when you write an amendment
 - If you state that you took vital signs, make sure to enter it in the vital signs area
 - Seeing several arrival on scene and arrival at patient times at the same time, make sure to not do this, if you're almost immediately to the patient, put the arrival at patient time a minute or two later
 - The EMS Director receives no less than 3-4 requests for information regarding calls from Lawyers a month! Make sure to be thorough with your reports because they need to be able to hold up in court!
 - Print name with Hospital/Receiving agent signature
 - If patient cannot sign, put a reason why the patient cannot sign

Old Business:

- Website
 - It will be ready by the end of this month
- By-laws
 - Motion made by Cheri to approve the changes made to the By-laws, 2nd by Sarah.
Motion carried.
- Other

New Business:

- Clayton will bring Chili cookout information to next month's meeting
- Other

Thank you Crew 3 for dinner tonight!!

Motion made by Justin adjourn meeting at 19:44, 2nd by Sarah. Motion carried.