

Brooklyn EMS  
Business Meeting Minutes  
May 3, 2016

Present: Bob, Brock, Bruce, Chad, Cheri, Clayton, Dan, Dave Dorn, Evelyn, Justin, Karen Bartelt, Karl, Kate, Kyle M, Paige, Rachell, Sandy, Sarah Tim,

Absent: Adrienne, Al, Bailey, Brian, Caitlyn, Casey, Cathy, Chuck, Dave P, Delon, Holly, Jacob Bachim, Jennica, Jessica Hegge, John Beranek, John H, Kevin, Leif, Linda, Marion, Matt, Nina, Rhonda, Sam, Sienna, Steve

Call meeting to order: 18:35 on May 3<sup>rd</sup>, 2016 by Dan Dean

Reports:

Approval of Minutes:

- Motion made by Sarah to approve the April Business Meeting, 2<sup>nd</sup> by Bruce. Motion carried.

Secretary/Treasurer:

- Motion made by Cheri to approve the March and April Treasurer's reports, 2<sup>nd</sup> by Bruce. Motion carried.

Director's Report:

- Discussion on Purchase of DeFibs
  - LifePack - \$24,097
    - Year supply of caponography canulas
    - Service agreement that we just bought will be applied to LP15
    - Modem we bought in February 2016 will work with LP15
    - LP will transmit
    - LP defibrillates up to 360 J – congruent with Dane County EMS Protocols
    - Biphasic
    - Has rapid charger
    - Has Li ion batteries
  - Zoll - \$27,658
    - Zoll only defibrillates up to 200 J
    - Biphasic
    - Does not include service contract other than 1 year warranty
    - Has rapid charger
    - Has Li ion batteries
  - Motion made by Sarah to purchase the LP15 out of our Association Funds, 2<sup>nd</sup> by Cheri. Motion carried
  - Training with the LP15 will be in June because of the King Tube training in May.
- Miles Paratus Milaritary/EMS/Fire joint exercise – 6/5-6/9
  - Please let Dan know this week if you are interested because Dan needs to let them know a head count
- Payroll stubs will be put in mailboxes
- Laptop computer for training officer
  - Will be taken out of our equipment line item
- District Board Meeting on May 4<sup>th</sup>, 2016 – 18:30
  - Discussion of the District Agreement, open meeting rules, etc

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- Updates to SOPs and SOGs coming soon
  - These will be presented to the service in the coming months
- Other
  - Men's restroom in main building area – the water is off to the faucet while its getting fixed
  - Dan is taking headshots and getting information from everyone to get everyone ID's from Dane County
    - If scanned, it gives all information and training

Fire Liaison:

- No report

Medical Director:

- Not Present

Assistant Director:

- Crews will change so we can fill in gaps – if you have preferences, see Dave D
- Weekend Winners
  - April - Marion
- Dave has hours on call, runs been on, and meetings attended
  - Will be posted outside radio room
- Other

Training Officer's Report:

- Training
  - May 17<sup>th</sup>
    - King Tube training
      - Have to switch to King tubes from Combi
- Other
  - Comments on extrication training in April
    - Communication needs to be better between teams and incident command
    - Went well overall

Maintenance Officer Report:

- Reminder that med box is in jump bag
- Thank you for all of your work with the DeFibs!
- Other

Committee Reports:

- Ambulance
- Bylaws
- Building
  - Thank you for fixing the Ice Machine, John H!
- CAD
- Clothing
  - Cheri and Paige
    - People have requested ordering clothing items
    - Need dress uniforms

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- Let Cheri know what your email address is for the website and let her know what your size is for clothing/dress clothing
- Field Bridge (Dane Co. Rescue Bridge)
  - Dan, Sarah, Brock, and Rachel attended Elite training
  - Changes will hopefully make the system more user friendly
- Fund Raiser = all members
  - Pancake Breakfast/Open House – EMS
    - Silent Auction – have some items we can auction off but would like people to bring items in
      - Range in Oregon donated four certificated for Range Time
    - Cheri, Paige, and Sarah are going to meet to organize activities for the children
    - If you would like to help, see Cheri
- Infection Control
- Membership
- Public Relations
  - May 27<sup>th</sup> – Forth graders will be coming for their annual station tour
    - If you would like to sign up – put your name on the board in the hall
- Quality Control
  - Evelyn
    - Please fill out patient belongings
    - Please remember to fill out ethnicity
    - Signature area
      - Came across report that stated patient could not sign and then the crew did not sign for the patient – was stated in narrative but no signature
      - Make sure to fill out a reason when you sign for a patient
    - Make sure to fill out acceptance for billing with patient refusal signature because we can bill for refusal of transport
    - If you have to make a change to the report within 24 hours then you can change the report without making an addendum and then resend to the hospital

Old Business:

- Website – Cheri
  - Please visit with Cheri to get login for website set up
- County IDs
  - Dan is almost done getting everyone's IDs set up
- Other
  - Dan will talk to Johnny B about doing a highway clean-up because we are required to do one in the spring to hold our Adopt-a-Highway status

New Business:

- Other
  - Events on posted on board
    - June 20-22 – Tramua
    - May 18<sup>th</sup> – UW Health/UW ER Lunch
      - 610 N Whitney Way
  - Friends of Brooklyn EMS requested everyone to fill out a survey and they only received 6 surveys back

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- Please fill these out ASAP and put them in a yellow folder that is in Sandy M's box
- Dane County, as part of EMS week, trying to encourage Dane County EMS in all the districts to help and provide CPR classes to their communities
  - May 21<sup>st</sup> – 09:00-12:00

Thank you Crew 4 for dinner tonight!!

Motion made by Sarah adjourn meeting at 19:33, 2<sup>nd</sup> by Bruce. Motion carried.