

Brooklyn EMS
Business Meeting Minutes
October 20, 2015

Present: Bert, Bill, Bob, Brock, Bruce, Cathy, Dan, Dave Dorn, Evelyn, John H, Justin, Karl, Kate, Kyle M, Linda, Marion, Nina, Paige, Rachell, Rhonda, Sarah,

Absent: Alex, Bailey, Brian, Caitlyn, Casey, Cheryl, Chuck, Clayton, Dave P, Delon, Jacob Bachim, Jacob McGrath, Jennica, Jessica Hegge, John Beranek, Karen Bartelt, Kevin, Kyle L, Leif, Mark, Matt, Ryan, Sam, Sandy, Sienna, Steve, Tim, Zach Ga

Call meeting to order: 18:34 by Dan

Reports:

Approval of Minutes:

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

Secretary/Treasurer:

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

Director's Report:

- Handheld was installed on ambulance
- November 12th – Flu shots – 18:30-19:15
- Refresher class – Homework due Oct 27th
- Email from Dot
 - Thank you for Refresher
- Bernedette
 - Thank you for Refresher
- September 2014-September 2015
 - Days, Hours, names given to board as an open records request
- Halloween – ambulance will be in same spot as usual
 - Donate a bag of candy – put on Sarah's Desk
 - Trick or Treat – 16:00-19:00
- Dr Warbasse – showed up for meeting on the normal date
- Other
 - SB-143

Fire Liaison:

- None

Medical Director:

- Not present

Assistant Director:

- Weekend Winner
 - September – Dan Dean
- Communication
 - Everyone needs to let Dave Dorn when the ambulance gets taken out of service

Brooklyn EMS
Business Meeting Minutes
October 20, 2015

- Other

Training Officer's Report:

- Training – EVOC Recertification
 - Harry had only great things to say about the training
 - If you did not make the refresher, contact Sarah to make up
- Run Report Check-off sheet
 - Will be attached to all paper run reports, on the clip board and when turning report into the Director's box
 - Cover sheet – for faxing report to billing company
- Other

Maintenance Officer Report:

- Wireless Microphone
 - In compartment next to computer
 - On the top – volume controls
 - Side – push to talk
 - If you're away from the ambulance, if the ambulance radio is not on (ambulance powered off) then the mobile unit won't work
 - Ensure that it is place back on the charger so it does not die
 - Mobile mic has been labeled "Brooklyn EMS" in case it is left somewhere
 - The only downside of the Mobile mic is if you need to change the channel, you have to do it from the ambulance
 - Comms Center can patch you from the channel you are on, if you are too far from the ambulance

Committee Reports:

- Ambulance
- Bylaws
- Building
 - Logs in radio room
- CAD
- Clothing
 - Cheri and Paige will be taking over the clothing committee
 - New people that don't have jackets – will be coming this week
 - Jackets will be DOT level hi-viz
- Field Bridge (Dane Co. Rescue Bridge)
- Fund Raiser = all members
 - Pancake breakfast/Open House - October 4th – 07:00 -11:00
- Infection Control
- Membership
 - Adrienne Jolicoeur
 - Neurobiology student at UW-Madison
 - Wants to go to PA school
 - Motion made by Cathy to accept Adrienne Jolicoeur as a member of Brooklyn EMS, 2nd by Bob. Motion carried
 - 4 members that will be in class in January 2016 – all to Madison College
 - No one in class this semester

Brooklyn EMS
Business Meeting Minutes
October 20, 2015

- Kate is now running as another EMT now
 - She is trying to catch calls as an extra EMT – she is certified and ready to go
 - Cannot drive
- Public Relations
 - Kindergarteners tour
 - Went pretty well, everyone seemed to enjoy it
- Quality Control
 - Findings
 - Types of Calls
 - Primary Service Area
 - Mutual Aid
 - Interfacility Transfer – Brooklyn does not do these
 - Assessment
 - Medical Assessment
 - Personnel
 - Driver – 1 should be listed
 - Only 1 primary care provider
 - Narrative
 - If recorded in narrative it should be recorded somewhere
 - Vital signs
 - BP if used palpation, enter "P" for Diastolic
 - Signatures
 - If patient is a minor, only their legal guardian/parent can sign
 - If pt can't sign – enter a reason why they can't
 - Get a signature on the computer from the receiving agent
 - All EMTs involved with pt care/assessment should sign the report
 - Parting note – all EMTs that provided pt care are responsible for the report and should read and approve the report

Old Business:

- Website
 - Will have something to show everyone by next business meeting
- Other

New Business:

- Safety – Nina
 - Concerns about safety of Fire/EMS building
 - Does walks of buildings to check doors
 - Has found doors that can just be pushed open (or pulled open)
 - Worried with all of the recent issues with people stealing from ambulances and station supplies
 - If you would like the proximity (fab) lock to engage for the build out room, you can lock the door, then you can only enter the room with the key fab
 - Make sure to be more aware to check exterior doors when you leave or come in, to make sure the door shuts
 - Nina is willing to install chain locks for bedroom doors if people would like to
 - Doors for work-out room and bedrooms have the capability to lock
- None

Brooklyn EMS
Business Meeting Minutes
October 20, 2015

Thank you Crew 2 for making dinner tonight!!

Motion made by Rachel adjourn meeting at 20:10, 2nd by Sarah. Motion carried.