

SSEM Business Meeting 7/9/2018

Introduction of new EMT's Jeff Beyerhof, and John Powers.

Bac-Ems- No report this month

Director- For those who are late to meetings you will find the directors report attached to the minutes each month.

Jeff gave an overview of the Mass Casualty Planning process. There will be a presentation for the students and parents reviewing the Mass casualty procedures. There will be full scale training in the fall.

Ambulance Maintenance- Spare battery was not in the ambulance for the cot. We are losing a little antifreeze. Larry is working on getting the issue fixed. Let Larry know if you notice a lot of fluid leaking. The step on the ambulance has been fixed.

Communications- 2 batteries have been ordered

Hall Maintenance- Bathroom door handle is broke, and will be fixed when guy returns home

Procurement- O² tanks are back. We will be sending more in on August. We will be sending 4 at a time. The black markings on the tanks display the date tested. Cold packs order is going in let Marcia know if anything else is needed. Discussion on glucose monitors. Larry B needs a glucose monitor. Scoop stretcher is in the ambulance. Discussion on the Duwalt batteries on the shelf. If the blood pressure monitor is not working you will need to turn on the inverter. On the defib pads the date reads backwards. A medium combi turn will be ordered.

Quality Control- Anytime the ambulance leaves the hall you must file a report. Intercept time goes in when the patient is physically transferred to another rig from ours. You must put the time in first prior to doing anything else with the run. If you post without a time you will lose the run. Incident addy is where the patient was picked up. Fill in as much information as you can on the patient so we can use for future incidents with the patient.

Secretary/Treasurer- No report

Old Business- Purchase of equipment: new refrigerator, New heavy duty lift cot (lift system). Maybe we can do a fundraiser to raise money for the life system, or send letters to land owners for donations. We will discuss when Laurie gets back. Frank suggested holding off on spending money until a decision is made. Gayle will get prices. Patti will see if Laurie will write grants. Colleen will look at fundraising. Discussion on Fire Text Response App. Gayle stated she does not get the history. Linda and Tom's responses are delayed. Other than that the responses were positive.

New Business:

- **Director-** Liaison to the towns we service, and fire departments, budget manager, updates on bac-ems (suggestion was to have officer/director be the lead), coordinator of the meetings and communications regarding the department (not radios or pagers), be responsible for all human resource items.
- **Assistant Director-** Take over when director is not available, should be kept up to date on everything going on, suggested to make the assistant director the bac-ems, follow instructions given by director.
- **Ambulance Maintenance-** Make sure the rig is physically functioning.

- **Communications Office-** Make sure everyone has a functioning radio and pager, Keep an ongoing list of who has what pager and/or radio, in charge of fire text response application, Give approval for dropping off or picking up items to DSC, the communication officer should be informed regarding all pagers and radios.
 - **A suggestion was made to make a flow chart of who is responsible for what:**
 - **Operations-** Ambulance Maintenance, Hall maintenance, Communications, Training
 - **Administrative-**Secretary, Treasurer, Bac-EMS, quality control, Procurement, Director
- **Hall Maintenance-**Repairs to hall, all upkeep of the facility and equipment (vacuum, washer, dryer, hot water heater).
- **Procurement-** Order medical supplies get the things needed in the hall.
 - **Suggestion was to make 2 positions**
 - **Hall Procurement**
 - **Medical Procurement**
- **Quality Control-** Each person should have under themselves, maybe put under the director, leave it as it is.
- **Secretary/Treasurer-**Attend meetings, submit financial reports to town, maintain checkbook, send flowers, cards and other correspondence as necessary.
- **Training Officer-** Hipaa training annually, provide yearly training schedule, Annual Infectious Control training, arrange refreshers (cpr/first aid, life quest), new employee training (driving, would be able to designate to someone else), equipment training, coordinate with other agencies in our area for trainings.

New members need to reach out for training on driving the ambulance. You can reach out to Frank, Larry B, or Paul.

Responses to South Shore Bar-Request an officer when responding to calls

Run reviews 6 in May, we missed 1, June 8

Add Parking Lot to agenda to allow us to discuss other items that do not apply to other agenda items.

Adjourn 8:25

Directors Note:

- You can only wear one hat at a time. If you respond to the scene as an EMT/EMR, this is your role. This is no jumping back and forth between being an EMT/EMR and a firefighter. If more than one service is dispatched, for example fire or law, let them secure the area BEFORE you enter. We expect them to allow us to do our jobs, and we need to allow them to do their jobs.

- All patients, regardless of who they are or what we were called for MUST have their blood sugar check. That is per Doctor Schultz, our Medical Director.
- Remember HIPPA; if you are not responding to the scene, there is no need to know the details of the call. Patient confidentiality must be maintained even with other EMT's or EMR's. When we review the runs, it is to determine what worked and what did not work, so that we can learn from one another. It is not a chance to catch everyone up on the local gossip. So please do not ask one another for confidential information.
- Please remember to lock the cabinet door after use, and return the key to its proper drawer. Also, be sure the front door completely closes when you leave. It may need to be pushed closed behind you.
- All receipts must be submitted to director. All purchase orders must be signed by director. Any training that the town is going to pay for must be approved by director prior to attending. The town is cracking down and is insisting that proper procedures are followed. If we charge gas to the card and fail to submit a purchase order, Tracy is not going to pay it. So please be vigilant. I have put an envelope on the side of the desk for all receipts to be put into. The ambulance must be cleaned, straightened, and all garbage thrown away after each run. It is extremely frustrating to go on a run and find the ambulance dirty and in disarray. Pop up inspections by the state can occur and if the ambulance is not up to standards they could shut us down
- Staging area for Mass Casualty Incident in Port Wing has changed. Everyone will now stage at the Port Wing Fire Hall.