

## South Shore Area Ambulance Meeting Minutes

January 6, 2020

In attendance- Frank, Jeff, John, Marcia, Stacy, Patti, Paul, Linda, Tom, Laurie, Guy, Sadie, Gayle

Call to order 6:30

Approval of Minutes: motion by Guy, 2<sup>nd</sup> by John , All in Favor

### Reports

Secretary/Treasurer Report- Balance as of today is \$9,964.52 Motion by John, 2<sup>nd</sup> by Guy, All in Favor

Ambulance Maintenance-Jeff talked to Larry and he probably will not be doing the refresher. Please email Jeff if the rig needs fuel, and if the low coolant level light is on.

Communications- Larry's radio charger is not working so Paul will order another one.

Hall Maintenance- The lock on the door is having issues.

BAC-EMS- Medical Director would like to update the protocols. Ashland has submitted new protocols to the state. A rewrite of state protocols is scheduled for the spring of 2021. We will accept Ashland's protocols with a few changes. Ashland intercept does not have intercept protocols. WITC will be having and EMR to EMT class coming in the fall. There was some talk of blending rosters to help cover calls.

Director- Jeff updated the rig checklist. There is an inventory form showing what is needed on the rig and how much of each item. There is a new binder for ambulance checks. Record findings on the ambulance activity report. The response guidelines- yellow folder has a resource list. Discussed how to track your on call hours, runs (transport and non-transport). The crew on each call will determine who is doing the call report. We need to send Jeff and email who was on the call. Send Marcia an email when there is a new run. We need to get the report done in a timely fashion. Use Bayfire 1 after acknowledging the page. Discussed meeting reconfigurations and streamlining meetings to make them go faster.

Procurement- Glucagon will get ordered. Aspirin is on the rig. Sol AED is \$1400.00, batteries are \$50.00. Marcia will order aed and lancets.

Quality Assurance-Lifequest was updated so we will need to use firefox. More documentation is needed so document everything. Make sure you put a date in before trying to post. In 2019 there were 79 calls. We missed 3.

Training Report- Refresher starts this weekend for those taking it at the hall. Others are planning on doing the refresher online. Gayle suggested we do CPAP training.

Old Business- None

New Business- MCI bag- Jeff would like someone to take charge of it and update and log it. Laurie and Sadie will do this. Linda suggested making a Facebook page to keep the public updated on what is going on. Linda and Patti will work on the Facebook Project.

Adjourned at 7:43 motion by Laurie, 2<sup>nd</sup> by Guy.

Submitted by Stacy Danula