

Brooklyn EMS
Business Meeting Minutes
April 4th, 2017

Present: Al, Brock, Bruce, Cathy, Clayton, Dave Dorn, Evelyn, Justin, Kaleigh, Karl, Kyle M

Absent: Brian, Brittany, Chad, Cheri, Chuck, Dan, Dave P, Holly, Jacob Bachim, John Beranek, Karen Bartelt, Kevin, Leif, Linda, Marion, Matt, Paige, Rachell, Sarah, Sienna, Steve, Tim

Call meeting to order: 18:42 on April 4, 2017 by Dave Dorn

Reports:

Approval of Minutes:

- Motion made by Cathy to approve the March Business Meeting Minutes, 2nd by Justin. Motion carried.

Secretary/Treasurer:

- Motion made by Clayton to approve the April Treasurer's report, 2nd by Justin. Motion carried.

Director's Report:

- Elite – Let Dan, Sarah or Evelyn know if there are any problems
 - Open in Chrome to avoid printing issues – Not Internet Explorer
 - Download Elite Reports from the CAD Run number (County) EMS Incident # (our local).
 - Password change has just happened
 - Make sure to do this
- Reminder to clean/restock the ambulance after calls
- Update on Village leaving the District
 - Everything has been settled, all municipalities have signed off
- Years of Service Award
 - Cathy Anderson and Kevin George – 20 years of service
 - Linda Fillner – 10 years of service
 - David Dorn and Karl Flanagan – 5 years of Service
 - Dave Peth – 5 years of Service
- Aladtech EMS Scheduling software
 - Email messages can be sent
 - Payroll features
 - And much more!
 - Al said that he would recommend it and many services use it
- Other

Fire Liaison:

- Nothing

Medical Director:

- Not Present

Assistant Director:

- Still need lots of help on all shifts, including weekends

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- Weekend Winner
 - March - Justin
- Scheduling/Weekend Crews
 - Thoughts on reducing the number of crews to 3
 - Think about it and bring thoughts to next meeting
- Other

Training Officer's Report:

- Training – April 18th
 - Advanced Skills
 - Contact Sarah if you cannot make this training night
- Other

Maintenance Officer Report:

- Other

Committee Reports:

- Ambulance
- Bylaws
- Building
 - If something is wrong, please put it in the log book in the radio room
 - Do not shut off the thermostats, this does not save us energy, and the thermostats control multiple places (ie the offices in the building)
- CAD
- Clothing
 - Cheri has put clothes that have not been picked up yet on the meeting table
 - See her if you have not picked up your clothes yet
- Elite
 - Make sure to check boxes for HIPPA and insurance charges even when not transporting patient
- Fund Raiser = all members
 - Pancake Breakfast and Open House – May 20th
 - Card Party – April 22nd
 - Set up at 09:00 that day
 - Card Party starts at 19:00
 - Will possibly do Adopt-a-Highway that morning – might have an Iamresponding message
- Infection Control
 - Injury reports are in the radio room
- Membership
 - Two EMTs up for approval – Madelyn Maier and Melissa Olson
 - Both Trauma Nurses at UW Hospital
 - One driver up for approval – Josh Coleman
 - Motion made by Evelyn to accept the 2 EMTs and Driver to Brooklyn EMS Association, Inc, 2nd by Clayton. Motion carried.
- Public Relations
- Quality Control

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Old Business:

- None

New Business:

- Cathy asked to add to the monthly business meeting agenda a membership update on medical leaves and people that are not running
- Other

Motion made by Justin to adjourn the meeting at 19:17, 2nd by Al.