

Brooklyn EMS  
Business Meeting Minutes  
January 2<sup>nd</sup>, 2017

Present: Aubree, Brock, Bruce, Cathy, Cheri, Clayton, Corey, Dan, Evelyn, Josh, Justin, Karl, Kyle M,

Absent: Al, Brian, Brittany, Chad, Chuck, Dave Dorn, Dave P, Holly, Jacob Bachim, John Beranek, Kaleigh, Karen Bartelt, Kevin, Leif, Linda, Maddie, Marion Matt, Melissa, Paige, Sienna, Steve, Tim

Call meeting to order: 18:48 on January 2, 2017 by Dan Dean

Reports:

Approval of Minutes:

- Approval of December Business Meeting tabled until next meeting

Secretary/Treasurer:

- Motion made Clayton by to approve the December Treasurer's report, 2<sup>nd</sup> by Cheri. Motion carried.

Director's Report:

- Elite – Let Dan, Sarah or Evelyn know if there are any problems
  - Evelyn – Make sure to respond to messages from Evelyn about changes to the report
  - Printing issues with toughbook
- Please reminder to clean/restock the ambulance after calls
- Thank you everyone for a great year!
- EMT License Renewal – March 17<sup>th</sup> and 18<sup>th</sup>
  - Give your receipts for the class to Dan ASAP!
- Donations
  - Snow Hornets – for helping with Labor Day
  - Cindy Jazdzewski
- Other
  - If you see something on a call to a patient's home, (oxygen patient, special equipment that the patient has, etc) let Dan know and he will have Comms Center flag the address in the CAD

Fire Liaison:

- Nothing to present

Medical Director:

- Not Present

Assistant Director:

- Make sure you log your runs in the 3-ring run binder properly
- Weekend Winner
  - Will be drawn next meeting
- Other

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Training Officer's Report:

- Training – Ambulance Orientation – 16 January 2018
- Other

Maintenance Officer Report:

- New Narcan finally arrived
  - Talk to Justin if you would like one in your jump bag
    - Make sure you pull your jump bag out of your car because the Narcan will freeze
  - There will be some on Squad 5
- Other
  - If a call comes in between 04:00-04:30 on January 3, 2018, Dane Comm will be down so Wis Comm will be used

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
  - Make sure to talk to Dan if you believe a note should be added to an address
- Clothing – Cheri
- Elite
  - If something in the report or the reporting software does not make sense, let Evelyn know and she will talk to Image Trend
  - Make sure you answer back to Evelyn's emails about reports
- Fund Raiser = all members
  - Card Party Date – 14 April 2018 – 18:30
  - Pancake Breakfast/Open House – Weekend of May 20<sup>th</sup>-26<sup>th</sup>
- Infection Control
  - Injury reports are in the radio room
  - Make sure to pick up supplies at the hospitals when you stop there
- Membership
  - Corey Lloyd
    - Officer's voted unanimously to recommend Corey Lloyd to membership to join Brooklyn EMS
    - Member of Brooklyn EMS from 1999-2004
    - Motion made by Clayton to accept Corey Lloyd to become a member of Brooklyn EMS Association, 2<sup>nd</sup> by Cherie. Motion carried.
- Public Relations
  - Rescue Kids start up again January 13<sup>th</sup>
    - Other dates posted on Iamresponding
    - Bought First Aid kits again this year to give to the kids when completing class
  - Evelyn will hold a CPR that is open to the community and the department
    - Evelyn will send out a date on Iamresponding
- Quality Control

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Old Business:

- None

New Business:

- Dave Hall – Friends of Brooklyn Fire and EMS – going on 4 years
  - The organization exists to help the departments
  - If you have any ideas for things the Friends can do to help, contact Dan or Dave Hall
  - If you buy groceries at Bill's Food Center, you can put the receipts in the black box outside the station and 1% of the total amount of the receipts gets donated to the departments by Bill's
- Other

Motion made by Clayton to adjourn the meeting at 19:14, 2<sup>nd</sup> by Cherie.