Meeting Minutes 10/11/18 Scheduled 18:15

Present: Gabe Lawrence, Ken Lemmon, Whitney Knief, Jesse Keen, Jessica Rickert, Tabitha Kill, David Klopfenstein, Jessica Lemly, Shane Rickert, Danielle Steinke, Cliff Damron, Holly Schoffner

Absent (Excused):  Jason Nolte, Ashley Holthaus, Brian Holthaus, Steph Roth, Taylor Schmidt,

* + **OLD BUSINESS**
    - **Administrator Contract**
      * Last month membership voted on Jessica Rickert’s administrator contract. Pay was kept as is at $1600/biweekly salary; Hours are now 8a-3p unless prior permission of Chief
      * Contract has since been signed and went in effect 10/1/18
      * Danielle S Asked to see P&L statement.  It was stated that the accountant suggested that we do not leave that part of the minutes, but can be gotten from the Treasurer.

Motion to approve: 1-  Cliff Damron                   2-Jesse Keen

* + **TREASURER’S REPORT**
    - Account status for the month of September 2018
      * General Fund: $21,084.97
      * Run Receipts: $244,096.67
      * Savings Acct: $80,321.15
      * Total: $345,502.79

Motion to approve: 1-  Ken Lemmon                  2- Gabe Lawrence

* + **NEW BUSINESS**
    - **Vehicle Inspections**
      * State Patrol is here tonight beginning at 6pm for vehicle inspections. If you intend on running lights/siren in your vehicle it must be certified through the state to do so (which requires a state patrol inspection and submission through Anna Rescue for authorization.) If you need an inspection but were unable to do so tonight, please get with Jessica Rickert by 10/26
    - **Chief**
      * At the 9/13 membership meeting, Jessica Lemly was placed on a temporary suspension of Chief duties until an executive session could be held for membership to discuss findings of her annual performance review. On 10/1/18 we held an executive session vote on whether or not to reinstate Jessica Lemly as Chief, or forego her contract. Absentee voting was held open until 10/3/18 at 1800hrs for those unable to make the meeting so they could be afforded the opportunity to listen to the recording and make an educated vote. At 1800 hrs, votes were tallied with an 9-Renew, 12-Forego result. Lemly was contacted at this time and notified of results. Membership was then informed as such via email.
      * The Trustees are seeking membership input for Chief recommendations. If you have a recommendation, please voice it now for the record or email all three Trustees with the name of your nomination, as well as the reason you think they would be a good fit for this role. Please ensure that if you are nominating that you/that individual are aware of the meetings required and contractual duties required of the Chief position. As stated in Jason’s email with voting results, all nominations are due by the end of tonight’s general membership meeting.
      * At this time, Asst Chief Holly Shoffner will remain as the point of contact/acting Chief. Should you have any issues/questions/comments/concerns that would need directed to the Chief, please notify her unless directed to do otherwise until the Trustees have had time to meet to research, interview, contract, and finalize a new chief contract
      * Danielle S asked why people were allowed to come up after that meeting to vote, when they were not allowed to be voted on other meetings.  Danielle states that it was not decided by the trustees, but Shane states that he had thought that it was.
    - **Schedules**
      * If you have not turned in your November availability to Holly please do so ASAP. Many LOAs are making the November schedule a little tighter than usual schedule so any extra help with coverage is greatly appreciated
      * The event schedule is going around.  There are five trick or treats and the winter wonderland parade hanging up for sign ups.
    - **Trucks**
      * 141- 1st out at Anna station (will be going in for rear air conditioning once 142 is repaired) It did recently have a starter issue that was repaired.
      * 142- at Jackson Center. Currently awaiting a part to repair an air leak and fluid reservoir (to be completed tentatively next week, is still operable at this time)  It was taken to Kinsels and was determined what the issue was a crack in the core where Freon was leaking. They’re also putting in a new lightbulb in the turn indicator on the dash.  They are also repairing the oxygen door light (This will be done at Arhns.)
      * 143- 2nd out at Anna station
      * 144- at Botkins station
      * All trucks will be getting “pre-winterized” through November
    - **Clinical**
      * Multiple members have requested to go back to the old style “tackle box” IV supply set up we used to have for truck use and to use the current bags as a back-up if we would like to take in to a scene for IV. We are seeking input from members for their preference
        + It was decided to stick with the orange pouches/green case.
      * Dr. Welsh is our new medical director at Wilson. He will be making rounds to the departments beginning early 2019 to train and review case studies with Rich. Please let us know if you have any questions/concerns and we can reach out to him
      * Effective immediately we will no longer be doing in house clinical QA. This is due to concerns arising once the chart has been left at the hospital and is scanned to patient chart, and then items added/changed later on. The potential for a lawsuit due to reports not matching is greatly increasing and therefore council would prefer to leave the clinical QA to them and our EMS coordinators. Rich is currently working on new QA sheets that he will distribute to the departments once completed so we can ensure we are completing reports thoroughly. If he sees consistent issues, he will set a meeting up to come in and talk. Please ensure you are taking time to read through your chart and provide an accurate copy to the hospital. Once submitted to them, the only corrections/additions to be made will be non-clinical.
      * Per ORC and Ohio Sunshine law, we are required to provide patient name, date of birth, and address if requested for calls. Only exception to this is if patient is HIV positive, or has been given a controlled substance. NO DIAGNOSIS/INJURY/TREATMENT INFORMATION IS TO BE GIVEN. If you receive a request from the media/other source, please refer them to call the station so we can provide accurate information, as well as notify the patient that their information has been released.

If you are asked by someone for information, refer them to contact the station administration/chief for information.

* + - **Training**
      * Perry-Port-Salem will be holding an EVOC course for anyone interested on 10/20. Classroom and driving will be done same day. Please get with Jessica Rickert if you are in need of a class or would like a refresher so she can sign you up
      * Riverside EMS is looking to hold an Advanced EMT class thru Clark State beginning this fall (if possible) or early 2019. Please let us know if you are interested so we can notify them to hold a spot open
      * All other trainings will be posted on the training board upstairs at 140 station, and on our website annarescuesquad.com
      * Surgenet/OHTrac app will be updated to our tablets. EMS Council is also recommending to download the app to your phones. This will help with patient identification, etc in the field and assist in timeliness registration at receiving facilities
      * Rich/Council is recommending all members familiarize yourself with the app by completing online training at  [https://ohio2.surgenet.org](https://ohio2.surgenet.org/) where you can enter dummy patients and practice usage.
      * Careflight is doing their fall ride-a-long program.  You have to be under 220lbs with your gear to fly. Mic-U doesn’t have a weight limit.
    - **Uniforms**
      * Those without winter coats please get with Jessica Rickert on your size ASAP as we will be completing our order soon.
    - **ByLaws**
      * Due to recent contract changes/member resignations of Bylaw Committee members, we will be starting policy revisions committee back up to try and complete. Current members of this committee are encouraged to continue. Those who were not part of the original meetings but are interested in assisting with the revisions please contact Jason Nolte by 10/26
      * Proposal was made by Karen Weinstock at the September Membership meeting to change the Trustees from three to five, where the two additional trustees are from outside the department for a non-expiring term, and the three in-house trustees remain on the current three year term. Her proposal has since been withdrawn
      * Jessica Rickert made the proposal for Article III.I.1. Advisory Board be revised to note those who serve on the Advisory Board must serve as elected officials/Administrator of the governing bodies of which Anna Rescue is in contract with (ie Township Trustees/Clerk, Village Council/Administrator) and that no family/household member of a current member/employee of Anna Rescue staff shall serve on the board. It also notes that the advisory board will be responsible for assisting with levy negotiation/promotion.

Vote:   For- 11                Against- 3      Abstain- 0

Effective Immediately:  Whitney Knief, Danielle Steinke, and Jessica Lemly have resigned from the department.