12/18/14 **Membership Meeting Minutes**

Attendance:  
Karin Bok, Mark Bell, Holly Glass, Ben Luthman, Ashley Holthaus, Brian Holthaus, Jeremy Richards, Jessica Rickert, Shane Rickert, Karen Weinstock, Dan Shuga, Jason Nolte

Excused:   
Matt Harvey, Ken Lemmon , Samantha Young, Steve Young

Unexcused.:  
Brad Duncum, Joe Fassel, Kelli Fassel, Nate Freisthler, Melinda Gehrlich, Phil Ott, Ed Wellman , Danielle Steinke, Matt Reichert, Michele Ricker, Sandy Shuff

Meeting Called to order 7:35 P.M.

-Pledge of Allegiance

-EMS prayer

-Department Christmas dinner held

**Old Business**

-Please ensure charts are entered and flags continue to be corrected timely so we can advance thru all stages. Charts are still in the queue from September—this is unacceptable. Please check EMScharts regularly to ensure messages received

-If unsure on how to enter/fix something please ask for help from the QA team, please just don’t let the chart sit. Remember that the documentation is still part of care for the patient that the state reviews.

-Each chart should have no more than 2 week turn around, if we start experiencing chart delays regularly on the same people disciplinary action will be taken.

-All no transports (even if cancelled) needs entered.

-If you have been assigned a QA flag or have been sent an instant message on EMS charts, please reply and do so respectively. Snide remarks/comments are not necessary

-All events have been assigned for winter sports, If unable to make your assigned game it is your responsibility to ensure a cover is there in your place.

-If you haven’t given your information for your website login to Jason yet, please do so. Important information will be posted on the site that members will be responsible for checking in 2015

-241 light box has been installed and strobes replaced. Driver side fog light lens is in and will be replaced in upcoming weeks. Shane stated Yellow center strobe light and grill light are also out on 241, they will be fixed/replaced in the upcoming weeks as well.

**Treasurer’s Report**

General Fund: $84,511.49

Run Fund: $244,955.67

Savings Account: $80,090.80

Total: $409,557.96

-Holly stated full reconciliation has not been completed for November since the bank statement   
 just came in 4 days ago. Full November treasurer’s report will be available at January meeting   
 by request

**New Business**

-Chief Nominations—interviews have been completed. Trustees will be meeting and will announce a new chief by next week once a decision has been made .

-If you want to listen in for a 2nd crew you are welcomed to do so and can count them in addition to you minimum running requirements. Back up crew will not count toward volunteer hours unless you have already met your 24/30 hour requirements. If a BLS day crew is on, ALS providers **CAN** place themselves on as ALS coverage to assist day crew for volunteer hours.

-All day staffing availability must be to Jessica before the 10th of the months prior to the month being scheduled. (ex. Due before Dec 10 for January schedule)

-All paid scheduling ***MUST*** go thru Jessica***. DO NOT*** just place yourself on the schedule without prior approval

-If volunteering to fill a daytime slot that is not filled (ie only one person is paid on station that day), communicate with the daytime person that is scheduled to let them know you are volunteering prior to start of your shift. This ensures day staff is not paging for additional certified personnel

-If bylaws pass this evening January volunteer requirement is 30 hours for those wishing to work daytime for March schedule

-All members are required to have their minimum of 24 hour volunteer availability to Ken by the 17th of each month. If you want to run additional and put yourself on the schedule for that time it is encouraged but minimum hours will be determined by Ken to ensure we have appropriate coverage. If we do not have availability from everyone by the 17th, we will start assigning crews on open shifts.

-It is the responding crew’s responsibility to ensure all cabinets/bags/backboards have been cleaned, restocked, and resealed after each call. Trucks need cleaned/restocked as much as possible at the hospital as well as charts entered and signed. It is unacceptable to not have truck fully back in service when call is completed.

-Recent issue with bloody sleeping bag in bio hazard bag placed in back of 2nd out truck instead of being washed and placed back in service, **ABSOLUTELY UNACCEPTABLE**. If this occurs during a call, the responding crew is responsible to ensure it is washed promptly so it can be placed back on the cot. Jessica will be ordering an additional sleeping bag.

-Karin stated there was an issue with batteries in Lifepak being dead in 142 on a few different occasions after they had been on the charger. Please ensure once charged they are removed, do not leave on the charger. Always ensure there is a third battery available on top of the lifepak at all times. Will monitor 142 lifepak over the next few days and Jessica will call Physio if needed.

-Wilson now has 2 clipboards outside the drug cabinet, one will be blank forms one will be completed forms. New drug usage forms include saline flush and are required to be filled out on each patient used on even if the drug bag is not accessed. Copies of these forms will be on the website also.

-Please ensure if you are running to put yourself on EMS charts ***prior*** to your volunteer time. If responding to station/scene use your radio to notify dispatch so we know when we do/do not have a crew. If you do not have your radio on you, call dispatch on your cell phone and tell them to advise additional responding units that you are responding and to where. Recent situations where crew shows up with 2-3 people on scene already that we did not know were coming. If an incident occurs during response (ie hitting a deer in POV, etc) the department will not assume liability for any damages unless you have already notified dispatch you were repsonding

-Mark Bell did 2015 vehicle inspections prior to meeting. If you didn’t get your vehicle inspected tonight please get with him to have your vehicle inspected. All members are required to have any vehicle inspected that you may respond to station/scene in. If you are associated with another department and have been inspected there, please provide a copy of your inspection and your 2015 sticker number for your file. **This** **must be done prior to the January 15, 2015 membership meeting.**

**-**Ben attended a meeting December 17th with Jackson Center officials and they stated that realistically they can’t start there own rescue squad and they are looking to sign a long turn contract. Both Anna Rescue and Indian Lake made proposals. Jackson Center officials are proposing to give equipment they have left be used toward the fee we charge to provide rescue service. They are holding additional meetings tonight and will be in contact with further contract information.

**-**Some expressed interest in further maps in the trucks for Jackson Township area. Ben said he has marked the maps in all three trucks indicating what change in road names are from Shelby in to Logan County.

**-**Still no transporting to Mary Rutan at this time

**-**Ben Luthman suggested that if the Jackson Center proposal should go thru it may be time for a name change of the department. Membership expressed pros and cons. Stated the idea can be discussed at a later time

**-**Knox Boxes…keys are in the trucks---code is **ARS.** Ben will provide Jessica the list of knox boxes in the area and she will place them in the trucks. Shane noted Ben needs to address the issue of  
inaccurate information provided via the knox box call at 201 Main in Botkins. Suggestion was made by Dan Shuga to get biometric knox box safes so we can track who the last person was to remove a key if it is not returned, we will look in to the expense.

**-**Karen Weinstock requested additional personnel listen in thru the holidays if available with possible weather threats

**-**If you are transporting to LMH please ensure you are talking to a nurse when giving a report. Some calls are being directed to secretaries and an incident of a stroke alert was given to tech and not nurse and this was not communicated to the staff before arrival so they were not ready for patient

**-**There was some miscommunication between Dr. Haussman and the ER staff at Wilson regarding a call that we flew a patient from their helipad. Not an issue, the crew did as they were supposed to do. Please ensure that if flying from the hospital to notify the ER staff so they can have a nurse/doctor meet you to access the patient prior to helicopter arrival.

**-**Many kudos from family/hospital staff to Matt/Karin for their stemi call; and Many kudos from Careflight/Miami Valley to Karen, Shane, Karin, and Holly for their fall victim call. Great job!

**-**Patient on Pleiman Rd has a stoma. Matt has confirmed EMTs **CAN** suction; Current 3 month old with trach living in territory, in hospital now. Jessica will notify once they are home so crews are aware of patient’s condition and preferred treatment

**-**Voting for proposed changes for 2015 Bylaws —11- For, 0- Against. New Bylaws will take effect January 1, 2015

Meeting Adjourned at 8:40