`**1/15/15** **Membership Meeting Minutes**

**ATTENDANCE**
*Present*: Matt Harvey, Ben Luthman, Jeremy Richards , Karin Bok, Karen Weinstock, Jason Nolte, Holly Shoffner, Jessica Rickert, Ken Lemmon, Dan Shuga
*Excused*: Ashley Holthaus, Shane Rickert, Brian Holthaus, Danielle Steineke, Sandy Shuff, Michele Ricker, Brad Duncum, Samantha Young, Matt Reichert
*Unexcused*: Mark Bell, Joe Fassel, Kelli Fassel, Nathan Freisthler, Melinda Gehrlich, Phil Ott, Ed Wellman, Steve Young

\*\*Called to Order at 730pm by Chief Matt Harvey\*\*

-Pledge of Allegiance
-EMS Prayer

**OLD BUSINESS**

**CHARTS**-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 and the state reviews, not just the patient care portion. QA team members include Matt, Karen W., Jeremy and Jessica

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

-All calls (even if cancelled en route) need entered. There is still one from October that has not been entered. Jessica stated a message was sent to the crew and still has not been entered. Chief directed for her to go ahead and enter it.

-Issues with ALS providers putting EMT in back for transports that could warrant ALS intervention; If continued, will be addressed with the individual. ALS must be able to justify why BLS provider was placed in the back.

**QA/QI**- Name of RN/MD for transfer of care. Need full name.
-Documentation of NS bolus page 8 medication.
-How patient was secured to the cot
-Justifying why a transport is BLS when you have a ALS provider
-Ensure you are filling in CMS condition codes.

**VEHICLE INSPECTIONS**-All members were required to get with Mark Bell prior to today for 2015 vehicle inspections. All vehicles are required to be inspected. He will be notifying Jessica of those who did not contact him and they will be addressed on an individual basis.

**SPORTING EVENTS**
-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.

-Shuga noted Botkins game this weekend will be held at new school. Need to enter off of Walnut street in bus entrance.

-Safety meetings being held for Botkins school on Feb 4th & 5th. All encouraged to attend. School did note that the elevator at the new Botkins school is not big enough for a cot and we will need to use a stair chair

**TRUCK MAINTENCE**-241 fog light lens has been replaced.

-141 will be going in for service to fix windshield leak next Tuesday January 20th

-Holly/Karin noted 141 high idle drops when heat kicks on in back of truck. Jessica will have ARMS look at it on Tuesday

**TREASURER’S REPORT**-Account status for the month of December
 -General Fund $71,396.96
 -Run Receipts $255,021.24
 -Savings Account $80,097.90
 Total $406,516.10

Profit and Loss December
 -Expenses $22732.77
 -Income $15,623.84
 -Difference $-7108.93

-Update on November P&L
 -Expenses $18,342.10
 -Income $30,333.06
 -Difference $11,990.96

-Year End P&L
 -Expenses $261,196.65
 -Income $264,377.64
 -Difference $3,277.04

**NEW BUSINESS**

**TRUCK CHECKS**-Ensure all cabinets restocked (backboards included) and resealed after call. It is unacceptable to not have truck fully back in service when leaving hospital.

-Recent issues with backboard in the truck having blood and vomit on it when crew pulled it out to use. Also issue with bio hazard bag left after a call in the recycling bin- Absolutely unacceptable. This is everyone’s ***ONLY*** warningto clean up everything after calls. Next step will be termination.

-Ken noted 241 first out bag stethoscope has ear piece missing. Jessica advised replacement parts in supply cabinet. Dan will get and replace tonight.

-Gas cap to 141 left at gas station. Key cards to hospital were also left in a member’s coat. Please ensure before you leave the truck that everything is back in place where it needs to be

-Daytime crew make sure both crew members are checking off the trucks as well as doing daily chores. If it becomes a repetitive issue, Jessica will be writing people up

**SCHEDULING PROCEDURE**-if you want to listen in for a 2nd crew you are welcomed to do so and can count them in addition to your minimum running requirements. Back up crew will not count toward volunteer hours unless you have already met your 24/30 hour requirement.

-To receive volunteer hour credit you MUST be on the schedule prior to the time you list yourself as running. (cannot put yourself on schedule at 7pm for credit beginning at 6pm.)

-***CHANGE*:** All daytime staffing availability must be to Jessica ***by 11:59 p.m.*** the ***9th*** of each month so she can start putting together the schedule on the 10th. If received at 12am on 10th you will not be on the schedule.

-All paid scheduling MUST go thru Jessica, do not just place yourself on the schedule.

-Reminder going forward if you want to run daytime any future months the requirement is 30 hours volunteer.

-Reminder all members are required to have their minimum of 24 hours volunteer availability to assistant chief 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 assistant chief to ensure we have appropriate coverage.

-Volunteer hours are being tracked and beginning with this month if member are not meeting their minimum volunteer requirements, disciplinary action will follow.

**DOOR CODES**-Door codes are changing by the end of the month. You have until Jan 31 to give Jason a 4 digit code you prefer. After that date it will be programmed by default as the last 4 of your social security number

**MEMBER OF THE YEAR**

-Forms for nominations were handed out at the meeting and are available to download from the member section on the department website ([www.annarescuesquad.com](http://www.annarescuesquad.com)) as well as in the office at 140. Each member can nominate one member for member of the year. All nominations are due to Jessica via email or her mailbox by February 1st. The nominees name as well as reason for nomination is required. A majority vote at the February meeting will prevail. All members are eligible to vote on this. Nominations should be for recognition of members who went above and beyond in 2014.

**RADIO USAGE**-If responding to station/scene use your radio to notify dispatch so we know when we/do not have a crews. Recent situations where crew shows up with 2-3 people on scene already that we did not know were coming.

-SCEMS meeting-all personnel need to be on the radio if responding prior to 2nd page to prevent issues with dispatch paging mutual aid.

-McAfee’s came and tested truck radios last Friday, stated that everything is transmitting properly to all hospitals. Stated that they have had issues with the Lima/JTDMH ER not monitoring these channels as actively as the MARCS and the hospital may just have their radios turned down. McAfee’s will be following up with the hospitals and giving us a report on what they find. Matt also emailed Brian Anderson and confirmed they are to be monitoring our VHF channels as well. If still having issues with Lima hospitals, please continue to use cell phone.

**JACKSON CENTER UPDATE**-Some officers are meeting with Jackson Center representatives next week to determine the value of their remaining assets that they would like to trade for a contract with their territory. Indian Lake is also being afforded the same opportunity and once the JC officials make a decision we will have further information for membership

**TRAINING**-All current trainings are posted on the training board as well as on the website. Please ensure you are staying up to date on CEUs for recertification as well as CPR.

-Many CPR cards are expiring in upcoming months, be proactive as you will be working around instructors schedules. Those members without a current card on file are being placed on temporary suspensions until proof of course completed is provided

-First round of skill check offs done last weekend, next one is Feb.7th at 9 a.m. They are scheduled in 90 minute sessions with a break from 12-1230 for lunch. All members are required to do all skill checks at our department this year. If not done by Feb.7th it is your responsibility to work around our proctor’s schedule.

-Current proctors include Jeremy, Matt, and Karen W. Sandy Shuff and Michele Ricker will be going thru train the trainer on Jan 24 and can be available after that date as well

-All members are required to have skill check offs completed with Anna Rescue by March 15th.

-Looking to schedule written test late March/early April. Pre-test must be completed and submitted to Matt (email or training box at 140) prior to sitting for the written

-On the road in Auglaize County is February 28th from 9a-4:30pm. Training with Dr Hawk in Minster on March 21 8am-4pm-Get with Jessica asap if you would like registered

-Karen noted that there are questions on the EMT and EMR written protocol regarding kg to lb. conversion

-Matt attended the Telestroke conference at Wilson today. Only thing that changes on our side is they meet us at the door and we go straight to CT. If a helicopter is called we will then take patient on our cot from CT to the helicopter. If we call a Stroke Alert we need to provide them with **Blood sugar and any deficits they may have**. Please establish IV if an ALS crew. If BLS crew, notify ED staff when calling in so they can prep to get an IV established.

**PERSONNEL ISSUES
-**Unprofessional emails or calls to the group stop **IMMEDIATELY**

**-**If you have and issue with an individual address it with them but be respectful at all times.

-Rumors going around stop **NOW**. If it is found you are spreading a rumor regarding someone’s personal life it will be an immediate dismissal. Personal is personal, business is business.

-Unprofessional behavior will **not** be tolerated**.** All members are expected to be professional, helpful, and respectful to all members of the department and community. This is the **LAST** warning to everyone, if it happens again, you will be terminated.

**CALL INFO**-Shula noted working relationships with EDs are greatly improved and need to be respectful and patient with the staff as many times they are busy when we arrive

-Currently unable to exit Wilson by going around front of the building due to construction. Please park truck accordingly so you can go back out the ER entrance

-Three Kudos recently noted from receiving facilities:
 + STEMI with Karen, Phil, Brian H to LMH-door to balloon 38 minutes
 +STEMI with Matt, Karin B to LMH-door to balloon 21 minutes
 +Fall victim with Karen, Shane, Karin, Holly careflighted to MVH was discharged to a nursing
 facility and expected to make almost full recovery. Dr Hawk will be using this crew’s patient
 response in many upcoming trauma trainings he is instructing

**BYLAW CHANGE**-Jason indicated there was some confusion with BYLAW Article IV § B regarding officers resigning from office holding other office positions. He noted that when a current officer is promoted to a new position or transferred from one position to another (ie Trustee to Chief, Assistant Chief to Secretary, etc.)that the member is not resigning or being removed from office, therefore are still eligible for another office position. Only those members that resign or are removed from their position are required to wait the minimum one year requirement out of office. Jason Stated that to prevent future issues would like Bylaw reworded to indicate such. Final wording will be decided upon by membership at February meeting pursuant the Bylaws

**TRUSTEE VOTING**-Voting held on the vacant Trustee position previously held by Matt.  Karen Weinstock –4 votes Ken Lemmon –7 votes
 Mark Bell–votes

-Ken’s term will begin effective immediately and will conclude December 31, 2016.

-Any members interested in or would like to nominate someone for the now vacant Assistant Chief position, please submit to Matt via email by next Thursday, Jan 22nd at 6pm EST

**MEETINGS
-**Jeremy inquired about changing membership meetings to quarterly or bi-monthly instead of monthly. Members discussed pros and cons. Issue tabled until further discussion can be held at February meeting.

\*\*Meeting adjourned 841pm\*\*