# Anna Rescue

General Membership Meeting

3/19/15

**Minutes**

**Present**:Karin Bok, Matt Harvey, Ken Lemmon, Jessica Rickert, Jeremy Richards, Dan Shuga, Steve Young, Karen Weinstock

**Excused:**Jason Nolte, Nate Freisthler, Shane Rickert, Holly Shoffner, Danielle Steineke, Sam Young

**Unexcused**: Mark Bell, Brad Duncum, Joe Fassel, Kelli Fassel, Melinda Gehrlich, Ashley Holthaus, Brian Holthaus, Ben Luthman, Phil Ott, Matt Reichert, Michele Ricker, Sandy Shuff,

**\*\* Called to order 7:34\*\***

* + **PLEDGE OF ALLEGIANCE**
* **EMS PRAYER**
  + **OLD BUSINESS**
    - **Charts**
      * Over all time on charts and fixing QA flags is better. Some members still lagging in fixing and will be dealt with on an individual basis. Ensure when you receive a flag you actually fix the issue and not just send “ok” in response to the flag. Thank you to those who are tending to these much quicker
      * All no transports (even if cancelled) need entered. If you are not able to enter them, send an EMSCharts message/email to Jessica and she will enter the information
      * Dan Shuga suggested that we make a “cheat sheet” with the correct information need for EMS charts so a run can be billed.
    - **QA/QA**
      * Documentation is better overall
      * 2 weeks from date of first flag to advancing to billing. Those with current outstanding flags have until next Friday to fix , if not fixed it will be a written warning. There are charts from the beginning of February that still need advanced, most of which are no transports.
      * No Transports
* Change to not assessed if assessment wasn’t done
* Make sure your treatment refused, etc match up with assessment details
* One set of vitals for billing if pt allows, if patient refused document the refusal.
* All pts requiring meds (minus O2) must be transported if patient refuses document refusal. States say if any person receives any type of medication from the drug bag they must be transported.
* Treated no transport needs entered for chart to advance
* Sensory Motor-pg 3
* 12 lead of Chest pain/syncope pt
* Wet signature on drug usage forms including oxygen and Honda continuance.
* ALS intervention needs done if ALS on the call, otherwise if pt is BLS pt, must be justified in report why only BLS treatment was done
  + - **Events** 
      * Spring/Summer Schedule is out. Each member will be required 2 events. Please get with Ashley to confirm your events, they will be first come, first choice. If you do not sign up you will be assigned events and required to find a cover if you cannot be there
  + **TREASURER’S REPORT**
    - Account status for the month of February
      * General Fund: $48,146.95
      * Run Receipts: $295,006.69
      * Savings Acct: $80,114.74
      * Total: $423,268.38
    - Profit and Loss
      * Expenses: $21,848.31
      * Income: $27,022.35
      * Difference: +$5,174.04
* Issue with bank depositing a check for $100.06 when the check was written for $100, numbers will be altered once bank clears the correct amounts
  + **NEW BUSINESS**
    - **Supplies**
      * Please respect restocking policy at all times. Only replace what has been used on that current call. If needing to restock a first responding unit (ie Fire department, personal 1st out bag, etc.) restock from the supply in the truck and then replenish truck at the hospital.
      * Ensure all cabinets restocked (backboards included) and resealed after call. Unacceptable to not have truck fully back in service when call is completed
      * Any supplies taken for restock need to be reported to Jessica so we can ensure proper restock levels are maintained
      * If you’re at Wilson and you have a “messy truck “from a call, if you talk with the unit secretary they can call housekeeping and they will bring you the necessary items (ie: mop, buckets, cleaning supplies) so the crew can clean the truck.
    - **Drug Bags**
      * All crews will be responsible for returning their own drug bags effective immediately. Each crew needs to turn in drug usage sheets to Wilson. We will no longer have spare drug bag at Anna station so ensure your bag is swapped as soon as call is complete so truck can be back in service
    - **Scheduling** 
      * Volunteer hours are being tracked. If members are not meeting their minimum volunteer requirements, disciplinary action will follow. March/April have some weekend day shifts open for those needing vol hours but unable to run night
      * Communication is key with crews. Make sure all members on crew are aware of who is/isn’t running if there is a scheduling conflict. Jeremy must also be contacted so he can track hours properly.
      * If picking up a volunteer shift, please notify Jeremy prior to the time you are starting that shift and place yourself on EMSCharts so you get proper credit for your hours
    - **Jackson Center Update**
      * Jackson Center Trustees signed contracts tonight for coverage. We will be acquiring the remaining monies left from JCRS along with their truck and they will be putting on a .5mil levy this fall for rescue services covering 2016 and forward
    - **Training**
      * Many CPR cards expiring in upcoming months, be proactive as you will be working around the instructors schedule
      * Those who are still needing skill check offs need to contact our proctors asap to get scheduled. All skill check offs are required to be completed before sitting for the written test. Written protocol will be normal training night, April 2nd at 7pm
      * March 5 training was Physio/drug training. Those who have not participated in the Lucas device training will be required to go thru training on it with Matt by March 31st so to it can go on the truck in April
      * It was suggested the EMRs from other departments that do not run under our protocol go thru skills evaluation with our training officers so everyone is equally trained
    - **SOP suggestions**
      * Open floor for any changes on proposed changes sent out. None noted currently, advised if you challenges to send to Matt/Jason
    - **Member of the Year**
      * Nominations were due Feb 1. Voting during meeting
      * Jessica received one nomination for Karin Bok, Shane Rickert, and Dan Shuga.
      * Congratulations Karin, Shane and Dan for being Members of the Year, thank you for your dedication.
    - **Member of the Year**
      * Nominations were due Feb 1. Voting during meeting

**\*\*Meeting adjourned at 2045\*\***