# Anna Rescue

General Membership Meeting

5/15/14

7:30pm

**Minutes**

Present: Brad Duncum, Melinda Gehrlich, Matt Harvey, Ashley Holthaus, Brian
 Holthaus, Ken Lemmon, Ben Luthman, Phil Ott, Jessica Rickert, Dan Shuga,

 Karen Weinstock, Ed Wellman

Excused: Joe Fassel, Kelli Fassel, Jason Nolte, Jeremy Richards, Shane Rickert

Un-Excused: Mark Bell, Karin Bok, Nate Freisthler, Levi Gehrlich, Holly Glass, Dusty

 Hickerson, Dustin Murphy, Danielle Steinke, Sam Young, Steve Young

* **KATHY PLEIMAN (Community Blood Center)**
* Anna Rescue received Community Blood Center’s Lifesaving
Ambassador Award for 2013 and became a Gold Partner
* **GUEST SPEAKER (Michelle Bruner)**
* Shared story of her son’s heroin addiction and provided resources if we have heroin overdose in the area

	+ **OLD BUSINESS**
		- **Schedule**
			* Please have any changes in volunteer schedule to Melinda by 10th of month. If you are unable to run your scheduled night crew, make sure you put the name of the person running for you on ems charts to ensure the proper person gets credit for hours. If you are unable to run, it is your responsibility to confirm you have a cover prior to the shift
			* Need to please be mindful of weekend hours, listen in if around. We have had a couple close calls with mutual aid the last few weekends. Thank you to those who have been running
		- **Absenteeism**
			* Reminder, If not able to make it to meeting/training you must send a message via ems charts to both assistant chiefs, Kelli and Jessica to be counted as excused. If it is not sent to all 4, you will be counted unexcused
		- **Spring Events**
			* Thank you to those of you who have picked up events and covered games, track meets, 5ks, etc. Track season is just about over with one meet left tomorrow
			* Botkins Carousel will be June 6-8, will need night crews to cover evenings and volunteers to cover 5k and parade. We will be walking throughout the festival handing out flyers and recruiting. Suggested to do blood pressure checks, etc for PR
			* Have not heard parade placement yet, Jessica will contact for further instruction for 5k and parade and Ashley schedule crews
		- **Charts**
			* Please ensure charts are entered and flags continue to be corrected timely so we can advance thru all stages. If the chart is flagged and corrected, please make sure you also clear the flag and advance the chart
			* If you go to JTDMH and have to write a paper report those reports are required to be faxed to the hospital within 3 hours. Please ensure we are doing so. Otherwise there should be no reason to write paper reports and all others should be entered at the hospital
			* Charting is getting very laxed, need to ensure we are getting legible pt and nurse signatures. Obtain 2 sets of vitals. If hospital advises against a treatment, document it.
			* There will be a mandatory documentation training scheduled (look around July.) All members are required to attend
			* If you have a strip or a refusal it needs added as an attachment to pt file, if you cannot place in Jessica’s box with pt name, dob and run #
			* Under Receiving: Mode needs to ensure that if it was not lights and sirens to the hospital the it says no lights/sirens, state is questioning why so many emergent transports
	+ **TREASURER’S REPORT**
		- Account status for the month of April
			* General Fund: $59,035.90
			* Run Receipts: $255,563.26
			* Savings Acct: $80,033.72
			* Total: $394,632.88
		- Profit and Loss
			* Expenses: $16,358.56
			* Income: $19,226.79
			* Difference: + $2,868.23
	+ **NEW BUSINESS**
		- **TB Tests/Hep B**
			* Need to know how many people need TB or Hep B
			* Signup sheet passed around at meeting. Will be kept on board in office toget confirmation from everyone. Please mark yes you need the shot or no you don’t on each so we can plan for the number of vaccines we need to accommodate
		- **Protocol**
			* Reminder all members must receive a passing protocol test score (unless has been otherwise discussed) by June 30th or will result is dismissal.
			* If needing to test/retest please contact Kristi to do so asap. If you need contact info please get with Jessica
			* Written test in Pt Jefferson this Sunday May 18 @ 930am, test at VanBuren Fire will be May 31st
			* Thank you to members for getting all skills done timely and thank you to proctors for making accommodations for members
		- **Run Volume**
			* April Runs: 46 total runs, 32 were transports
		- **Drug Bag/Supplies**
			* Crew responsibility to exchange drug bag at all times, please take the extra time to ensure it is exchanged. If something happens and there is not time to exchange bag, please be courteous and advise the oncoming crew. Ensure if there is a bag needing exchanged that it is handled within 24 hours, no matter which crew takes it. If it becomes habit it will be addressed with the crew at that time
			* Crews providing narcotics have to exchange the bag at that time, NO EXCEPTIONS as they require signature
			* Please ensure you are getting 0.9% nss at the hospital and not lactated ringers, we cannot use lactated ringers
		- **Speeding**
			* Please watch your speed coming thru town in your personal vehicles and the ambulance. One member clocked at 96mph in town, this is unacceptable. Please use sensible judgment when driving. Police have been advised to issue tickets to those who break violate speed and stop sign/light laws
		- **Blood Drive**
			* This year’s drive will be held Tuesday, July 15 2-6pm. Please check your availability for help with set up/tear down or if you are able to assist a shift during the day to help it is much appreciated. Please contact Ashley if you are able to help.
			* It is requested that each member donate a minimum of 2 dozen cookies. Drop off date/time will be determined closer to event
		- **Base Radio**
			* Funds received from Anna Endowment Fund Grant cover the purchase of the base radio and installation is now complete
			* Matt will be getting with those needing trained in upcoming months
		- **Daytime Staffing**
			* Daytime staffing will now be going to direct deposit effective June 6 pay date. All direct deposit forms are due back to Jessica with a voided check by next Friday, May 23. Jessica will email each daytime member the form as well as place one in your box if needed. If you do not complete the form, you will not be placed on the schedule.
			* We will be purchasing a time clock. All employees will be required to clock in and out daily
			* Apology for last week’s issue with pay checks. The officer team understands the concern and this will hopefully be alleviated with the direct deposit process
			* Door to the office needs to stay closed and employees out of the office
		- **Maintenance**
			* Thank you to Brian for fixing outside lights/bird/bee problems
			* Please ensure to clean up after yourself. All entities (i.e. bathrooms, dishes, building, ambulance) need to be clean and orderly before you leave them
			* If truck is close to half tank, or under 3/4, it is the crew’s responsibility to put fuel in so it is ready to go for next run
			* 142 is still out of service and will be going back in the shop on Tuesday, please continue to use 141 as first out
		- **Rumors**
			* Do not be spreading any rumors. We are professionals and need to act like it. If you hear it, do not spread it further. If you are caught spreading rumors, it will be an immediate dismissal
		- **Call Information**
			* State is currently saying we only provide emergency care, council is urging no paramedicine be performed otherwise
			* If there are two providers in back, Karen requested to please pay close attention to symptoms that may be precursor to other following symptoms throughout transport. If there is a syncope situation, please do a thorough assessment
		- **EMS Week**
			* Thank you everyone for all you do. We would not have made it as far as we have without every single one of you!

 **\*\*Meeting Adjourned 9:20pm\*\***