



Appleton Ambulance Service

Date: May 25, 2017

Members Present: Allan J, Andrea B, April B, Brenda K, Candice W, Cari W, Courtney S, Dave E, Lori J, Shawn S, Sherolyn B, Sydney M, Warren R,
Amber Molden- Ambulance representative for Council present

Members Absent: Brad F, Cody T, Rick O

Students Present: n/a

Students Absent: n/a

Training: No training due to AAS open house

Events: Appleton Ambulance Open house with a good turnout from the community

Secretary's Report: April minutes reviewed; motion to approve by Sydney and second by Cari

Old Business:

- Truck 721- Should be completed within the next 2 weeks
- 501C3 Sydney will call for update
- ID badge holder AI reports will be hung in the garage on the wall below the jackets
- Updated service area map, AI has contacted Scot Conn twice with no reply back
- Retirement clocks need to be ordered yet

New Business:

- Motion by April to initiate spring (in April prior to EMS week open house) and fall cleaning of the Ambulance hall by members- to include commercial carpet cleaning this time
- Administrator, Supply Assistant and Run Report Assistant need to record number of hours worked for city council to approve increase in requested pay rate
- Scheduling open shifts to be done through messenger to keep all members up to date if open shifts have or have not been filled; AI requests that members look at calendar frequently for open shifts that need to be covered; Please keep in mind Sydney is not on messenger, please call her home phone if needing anything
- Motion by Cari to find out cost of moving forward to electronic documentation-Dave will check on cost

Administrator/Payroll Assistant:

- Nothing to report

Run Report Assistant:

- Almost every box on the run report needs to be filled in;** most frequently undocumented items include, ICR#(to be obtained from dispatch when calling for times), Inservice time, procedures need to be documented in the Procedure box-if you document any procedures in the narrative-you **MUST** document it in the procedure box found in the Vitals section which this **MUST** include a time and your initials. Avoid abbreviations unless documenting or spelling it out at least 1x. AI will provide an approved abbreviations list for Run Report Assistant; No Transports-need minimum of patient's name, address, and DOB; if transporting patient to a flight crew, **MUST** document the flight crew used so they can be billed for the transport

Supply Assistant:

- Time needs to be set on 720's defib; 720 needs new clock; Dave will fill supply closet at hospital-write it on the board if items are needed; Dave volunteered to check cost for electronic documentation

Motion to adjourn by Cari and seconded by Sherolyn

Scheduling completed for June 2017

Next Month First truck out: 720 (loaner will replace 721 until remodel complete)

Next meeting... Thursday June 22nd, 7:00pm

Respectfully Submitted by April Borstad