



Appleton Ambulance Service

Date: June 22, 2017

Members Present: Allan J, Andrea B, April B, Brenda K, Candice W, Cari W, Courtney S, Dave E, Lori J, Rick O, Shawn S, Warren R,

Members Absent: Brad F, Cody T, Sherolyn B, Sydney M

Students Present: n/a

Students Absent: n/a

Training: Medication Variance Review

Events: None

Secretary's Report: May minutes reviewed; motion to approve by Brenda and second by Lori

Old Business:

- Truck 721- Decals will be completed tomorrow 6/23/17
- 501C3 No update available
- ID badge holder has been hung- please wear name badges on runs and transfers
- Service area map
- Administrator and supply assistant reported on # of hours worked; Dave has kept track of some of his hours but not all; Sherolyn absent to report on Run Report Assistant hours
- Committee to be formed for moving forward with electronic documentation

New Business:

- Cooper Sams- Al submitted information for AAS; Al will look into how to find EMT's value of retirement

Administrator/Payroll Assistant:

- Time sheet audit initiated, when filling out a time sheet be very clear on the hours, Hours must reflect what is on the schedule, If you trade or pick up hours please reflect that in the notes section found at the bottom of the time sheet or email Al with the scheduling changes. Incomplete time sheets will not be processed until they are completed.
- Al presented the picture of the retirement clocks that has been ordered in the past; discussed requirement or who is eligible to receive a clock
- Review of service area and maps

Run Report Assistant:

- Absent

Supply Assistant:

- Training for new rig will be Tuesday 6/27/17 for those that can come; contact Dave for training if unable to make it Tuesday

Motion to adjourn by Brenda and seconded by Cari

Scheduling completed for July 2017

Next Month First truck out: 721 once training completed for power lift cot & rig

Next meeting... Thursday July 27th, 7:00pm

Respectfully Submitted by April Borstad