



Appleton Ambulance Service

Date: November 16, 2017

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

Members Absent:

Students Present: n/a

Students Absent: n/a

Training: Power line safety by Agrilite

Events: Parade of lights Friday November 24, 2017

Secretary's Report: October minutes reviewed; motion to approve by Brenda and second by Shawn

Old Business:

- 501C3 there is a 4-6 month waiting period; we are at approximately the 5 month mark
- Maps are in progress
- EMT class is in progress; 4 students from Appleton; classes are on Tuesday evenings at Ambulance hall
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New Business:

- Holidays/Elections at December meeting
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Administrator/Payroll Assistant:

- Clocks are here; city will pay, AI has submitted the receipt
- AI mailed a letter to LQP dispatch in regards to calls within AAS service area
- Ambulance inspections will be next Wednesday November 22
- If transporting flight crew, MUST list which company used as they are the ones to get billed
- Remember to do and document pertinent assessments for calls ie. SOB- listen to lung sounds; Altered LOC- obtain blood sugar; Pain- use pain scale, ect.
- Patient signature form, if nurse signs due to patient condition, EMT must also sign and date
- Mileage must be documented to the tenths for Medicare billing
- Peer review survey possibly being sent out

Run Report Assistant:

- Minor boxes not being filled in ex. Date at top of run sheet
- Must have at least 1 EMT signature on run report
- Sherolyn no longer documents the narrative report in MNSTAR which cuts her time in more than half

Supply Assistant:

- New chest seal kits ordered and will be stocked in rig
- 721Defib bracket is in the process- looking into webbing
- Please put extra blank run reports in clipboard when getting low in case we have multiple victims

Motion to adjourn by Shawn and seconded by Cari

Scheduling completed for December 2017

Next Month First truck out: 720

Next scheduled meeting Thursday December 28th, 7:00pm

Respectfully Submitted by April Borstad