



Appleton Ambulance Service

Date: December 28, 2017

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

Members Absent: Brad F, Andrea B, April B, Cody T, Shawn S,

Students Present: Anna, Ellie, Courtney

Students Absent: Nicholas, Samantha

Training: Through the eyes of the patient

Events:

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

Old Business:

- 501C3 – No update. Syd has a call into them but has not heard back.
- Maps are on the website under forms.
- EMT class is in progress; 5 students from Appleton; classes will be done in February. They are starting ride alongs.
-

New Business:

- Holidays were drawn
- There was some discussion about drawing for elections, AI suggested we wait until next month when more members would be present. We did have a quorum, but Brenda made a motion to table until next month, Sherolyn 2nd the motion.
- There was discussion on changing the by laws to allow for an additional assistant.

Administrator/Payroll Assistant:

- The website has been updated with maps, pay rate, changes from 2017 to 2018
- Sherolyn will be doing billing/payroll
- Trauma designation forms are online. Madison, Dawson, Ortonville and Monte are level IV. Appleton, Morris and Benson do not have a designation. There is 6 criteria to follow. Everyone should take a look at the guidelines. You must go to closest trauma hospital within 30 minutes. If there is not one within 30 minutes go to the closest hospital.

Run Report Assistant:

- Missing incident, hospital copy left on, responding unit number missing, vitals missing. Look under forms to see how to fill out a run report.
- 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:

- Epi safe is replacing epi pen. Check out askdrbarry.com

Motion to adjourn by Sherolyn and seconded by Brenda

Scheduling completed for January 2018

Next Month First truck out: 721

Next scheduled meeting Thursday January 25th, 7:00pm

Respectfully Submitted by Cari Weeding