

PIER Committee Meeting Minutes
October 14, 2015

Attendees: Donna Bailey, Mindy Johnston, Ben Sensenbach, Deb Curran, George Glessner

1. Welcome ✓
2. Clarifications or corrections to previous meeting minutes ✓
3. Action Items Review ✓
4. **STEP Conference Participation** ✓
 - a. This discussion consumed most of the meeting. **All members were in agreement to keep the council-sponsored event during EMS week.**
 - b. It was also discussed to possibly change the venue to more of an educational “mini conference”, consisting of:
 - i. one (1) weeknight, evening event, possibly at PSTC,
 - ii. three (3) educational sessions to choose to attend (1-2 hrs in length), possibly with one session to teach agencies how to do more PIER-related activities in their own communities,
 - iii. catered with finger foods/hors d'oeuvres/grazing stations or bring back other food vendors with possibly different menu
 - iv. present regional awards in more formal setting
 - c. Advantages
 - i. Don't need to be concerned about what the weather will be
 - ii. Shouldn't hurt the attendance, hopefully increase it
 - iii. Would be sure the “training” component is met for using NYS \$\$
 - d. Concerns
 - i. Moving away from “family” and “public information” components
 - ii. May be more work than picnic
5. **2016 Award Application Packet** ✓
 - a. Mindy/Ben to send award packet out via email to all populations by end of day Thursday this week
 - b. Donna & Deb to talk about going out to smaller agencies to meet with them about the packet
6. Community programs
7. Mission / Vision for PIER
8. Lights & Siren Response Educational Opportunity for public awareness
9. Next meeting: Wednesday, November 11, 8:30 a.m. via GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeeting.com/join/602580909>

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 602-580-909

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Action Items

Who	What	By When	Status	Outcome
Team	Decide how often to meet	5/20	✓	Monthly, 2 nd Wednesday, 8:30-9:30 a.m.
Mindy	Send GoToMeeting invite for monthly meetings	5/22	✓	
Donna/Deb	Send vendor addresses to Mindy so she can send thank you letters	5/26	✓	
Mindy	Send thank you letters to vendors. Letter to include next year's event date & any vendor specific requests	6/10	✓	All sent except bounce house vendor did not respond to request for address to send one
Deb	Send her picnic pics to Dropbox	6/10	✓	
Team	Set dates for award packets sent to participants and deadline for receipt of 2016 regional award applications	6/10	✓	Award packets sent: 1 st week of January Deadline for applications: March 1, 2016
Donna	List donations in picnic budget document so we can keep track of monies saved also	6/10	✓	
Mindy	Develop short survey to go out to agency leadership regarding what community programs are offered by them and what they do to reward their members. She will send out to team for final review.	7/17	✓	
Ben	Looking into if we can have "free" table space outside vendor area at Vital Signs Conference in Syracuse	8/12	✓	Cost of \$900 for table
Mindy	Sending results from community services programs to committee members	8/14	✓	
Donna	Try to find the NYS and/or National PIER Mission & Vision statements, send to committee members prior to Sept meeting	9/9	✓	
Team	Brainstorm ideas on how to increase number of applicants for awards	9/9	✓	
Mindy/Ben	Look at trying to simplify the award application by adding dropdown boxes, where applicable	9/9	✓	
Donna	Send URL of SC PIER Team webpage to Mindy & include as "homework" for team to review & try to create our	9/18	✓	http://scpierteam.org/

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Who	What	By When	Status	Outcome
	own mission & vision at July meeting			
Donna	Send mission/vision emails from George to Mindy to disseminate to rest of team	9/18	✓	
Donna	Check with NEG Chair about criteria being developed for businesses to give EMS personnel discounts for services	10/7	✓	
Deb	Talk to Chris Murtaugh about feasibility of PIO Group in region	10/14	✓	
Donna	Look up NYS law on lights and sirens	10/14	✓	
Deb	Contact additional agencies for their information on community programs	10/14	✓	
Mindy/Ben	Send award application packet to everyone so they can get started thinking about possible award recipients.	10/15		
Deb/Donna	Go through list of agencies to see where possible starting point would be to visit them about awards	10/15		
Donna	Talk with MLREMS Council Exec Committee about outcome of discussion with team about event setting for 2016	11/9		
Team	Review mission & vision information so we can create our own.	11/11		
Mindy	Contact Karen Knauf for contact names/numbers for possible EMS Week Kickoff Event donations	1/20/16		
Team	Make personal visits to regional agencies to promote regional awards and offer assistance in writing submissions	2/1/2016		