

**Initial EMS Week Planning Meeting**  
**March 19, 2015**

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

- 1) Discussed last year's event (Ben)
  - a. Per Reg, due to time constraints, try to mirror many of same things/vendors as last year
- 2) Began discussions on this year's event, Sunday, May 17<sup>th</sup>
  - a. Discussed documents already developed, not "reinvent the wheel"
    - i. "Save the Date" flyer
    - ii. Hospital participation letter and registration form
    - iii. Agency letter and registration form to be sent out
    - iv. *Other documents created from prior years for use:*
      1. *Letter to other display participants : Haz MAT and 911*
    - v. *Letter to elected officials*
    - vi. *Press release*
  - b. Include possible pediatric component
  - c. Theme "EMS STRONG" (ACEP / NAEMT)
    - i. Provider wellness
    - ii. Community paramedicine & mobile integrated healthcare
    - iii. Evolution of EMS
    - iv. ??
- 3) Tasks assignments –
  - a. food, ice cream, Positive Promotions– Deb -
  - b. partnerships – ??
  - c. competition – ??
    - i. ALS, BLS, Youth skills outlined
    - ii. Need to develop grading criteria
  - d. equipment ?? – Ben, Dan
  - e. awards and gifts/kids activities – ??
  - f. reserve bounce house – Donna
- 4) Already done
  - a. Shelter reservation, complete DOH form?, **notify of bounce house & provide proof of insurance** & finalize foot print
  - b.

Next Meeting: March 26, 2015 via GoToMeeting at 0830 hrs

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Action Items

<b>Who</b>	<b>What</b>	<b>By When</b>	<b>Status</b>
Donna	Send edited "save the date" flyer to mlrems.org	3/19	✓
Donna	Contact LaShay Harris re media/promotion of event	3/26	
Donna	Reserve bounce house	3/26	
Donna	Spend \$200 by end of month on event	3/31	
Donna	Send email to Dr. Murray re pediatric component (Baby Safe Haven?)	3/19	✓
Mindy	Complete Wegmans application online for donation	3/26	
Donna	Send meeting minutes & reference docs to mlrems	3/20	
Deb	Reserve food vendor with 200 participant total	3/26	
Deb	Reserve Brusters Ice Cream	3/26	
Deb	Place order with Positive Promotions for same items as last year	3/26	
Mindy	Email copy of tax exempt certificate	3/19	✓
Team	Review 2014 letters sent to hospital reps and agency leaders	3/26	
Team	Identify roles/responsibilities		
Mindy/Ben	Send out meeting minutes & reference docs to PIER Committee members	3/20	