

EMS Week Planning Committee Minutes
March 26, 2015

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

1. Welcome
2. Status of Currently Assigned Tasks (review Action Items)
 - a. Caterer (Deb)- Northcoast – same menu as 2014 (beverages not included), 4-5 days notice on # of attendees, no change in cost per person
 - i. Certificate of insurance
 1. Discussion: Reg indicated we need from each vendor with our name on it
 - b. Ice Cream – Brusters, same cost, same offerings (\$250)
 - i. Need generator? Monroe Amb provide?
 - ii. Certificate of insurance
 1. Discussion: Reg indicated we need from each vendor with our name on it
 - c. Bounce house
 - i. Certificate of insurance verified & filed with MC Parks
 - d. Wegmans
 - i. Discussion: What form & type of support? How will they be recognized?
 - ii. Mindy & Donna to finish application
 - e. Pediatric component
 - i. Discussion: Have not heard back from Dr. Murray, Donna will follow-up
 - f. Positive Promotions (Deb) – going to place order
3. Discussion of Next Steps
 - a. Support letters to hospitals – Mindy to send
 - b. Support letter to agencies
 - c. Other support letters?
 - i. Discussion: Due to shortened timeframe, plan to do for 2016
 - d. Competitions (EMS obstacle course?, Training & Ed Committee?)
 - e. Theme from ACEP and NAEMT
 - i. Provider wellness? History of EMS? Community paramedicine?
 - f. Regional awards
 - i. When is council vote?
 1. Discussion: Per Ben & Mindy, getting ready to send to council
 - ii. Need to order after that
 1. Discussion: Don't need much time, vendor has quick turnaround
 - g. Media coverage (Lashay)
 - i. Discussion:
 1. Create PSA for EMS Week, send to committee

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2. Who to MC?
3. Other officials to invite?
4. Schedule next meeting – Wednesday, April 1, 8:30 a.m. via GoToMeeting

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Action Items

Who	What	By When	Status
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	4/1	
Donna	Spend \$500 by end of month on event	3/31	
Donna	Follow-up on email to Dr. Murray re pediatric component (Baby Safe Haven?)	4/1	
Mindy/Donna	Complete Wegmans application online for donation	4/1	
Donna	Send meeting minutes & reference docs to mlrems	3/20	ongoing
Deb	Reserve food vendor with 200 participant total	4/1	
Deb	Reserve Brusters Ice Cream	4/1	
Deb	Place order with Positive Promotions for same items as last year	4/1	
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		ongoing
Mindy/Ben	Send out/post to mlrems.org meeting minutes & reference docs	3/20	ongoing
Deb/Donna	Obtain certificates of insurance from vendors	5/6	
Deb	Ask Monroe Ambulance to provide generator on day of event	4/22	
Donna	Ask MC Parks for phone number of person to contact the day of event	4/1	
Lashay	Put together PSA ideas, send to committee, list of politicians to target, press release, coordination of press on day of event	3/30	
Donna	Talk with Reg about MLREMS member going on morning talk show (radio or TV) to talk about EMS week	4/1	
Ben/Mindy	Review support letters to hospitals & agencies, update, send to Donna for review, then send to recipients	4/1	
Ben/Mindy	Order awards for winners	4/29	