

EMS Week Planning Committee Meeting Minutes
April 8, 2015

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

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. Status of Currently Assigned Tasks (review Action Items)
 - a. Caterer (Deb)- Northcoast
 - i. DISCUSSION: Verified the copy of insurance certificate Deb received was what is needed
 - b. Ice Cream – Brusters
 - i. NO DISCUSSION
 - c. Bounce house
 - i. NO DISCUSSION
 - d. Wegmans
 - i. NO DISCUSSION
 - e. Pediatric component
 - i. DISCUSSION: Donna spoke with Christine Doyle of Baby Safe Sleep Coalition, she provided some ideas on how EMS might “fit” with their program (i.e., safe sleep practices, safe crib program, help parents deal with obstacles to prevent safe sleep practices). Team agreed it would be great idea to have them come and share information with us, so we can help people in our respective communities. Donna will send her an email to invite them.
4. Discussion of Next Steps
 - a. Competitions
 - i. DISCUSSION: When Training & Ed Committee was asked about any ideas, no one responded. Donna talked with Ben prior to this meeting about some ideas, along with possible contacts to talk with.
 1. Obstacle course
 2. Youth, BLS, ALS, Hospital
 3. CPR Hands only
 - b. Theme from ACEP and NAEMT
 - i. Provider wellness? History of EMS? Community paramedicine?
 1. NO DISCUSSION
 - c. Regional awards
 - i. Council vote in-process, ends this Friday, April 10
 1. NO DISCUSSION
 - d. Media coverage (Lashay)
 - i. NO DISCUSSION (Lashay not present)
 - e. LifeNet Presence
 - i. DISCUSSION: Team is not sure about actually bringing a helicopter, Ben will contact MC Parks to ask about their policy on that. Donna will get back to them to let them know they are more than welcome to

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set up a table/booth or just come to participate as EMS providers and enjoy the food and festivities.

5. Next meeting – Wednesday, April 15, 8:30 a.m. via GoToMeeting

Action Items

Who	What	By When	Status
Team	Identify roles/responsibilities		ongoing
Donna	Send edited "save the date" flyer to mlrems.org	3/19	✓
Mindy	Email copy of tax exempt certificate	3/19	✓
Donna	Send meeting minutes & reference docs to mlrems	3/20	ongoing
Mindy/Ben	Send out/post to mlrems.org meeting minutes & reference docs	3/20	ongoing
Donna	Contact LaShay Harris re media/promotion of event	3/26	✓
Team	Review 2014 letters sent to hospital reps and agency leaders	3/26	✓
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	Spend \$500 by end of month on event	3/31	✓
Donna	Reserve bounce house	4/1	✓
Donna	Follow-up on email to Dr. Murray re pediatric component (Baby Safe Haven?)	4/1	✓
Mindy/Ben	Complete Wegmans application online for donation	4/1	✓
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	✓
Donna	Ask MC Parks for phone number of person to contact the day of event	4/1	✓
Donna	Talk with Reg about MLREMS member going on morning talk show (radio or TV) to talk about EMS week	4/1	✓
Donna	Sent email to Eric Rathfelder regarding Training & Ed Committee possibly coming up with ideas for Competition	4/1	✓
Ben/Mindy	Review support letters to hospitals & agencies, update, send to Donna for review, then send to recipients (hospital letter sent by 4/1, agency letters being reviewed)	4/8	✓
Donna	Contact Baby Safe Sleep Coalition	4/8	✓
Donna	Talk with Training & Ed Committee about competition	4/8	✓
Donna	Check with Karen Dewar about Liv Co radio/TV stations	4/8	✓
Lashay	Create PSA & send to committee for review	4/15	
Lashay	Contact Rachel Barnhart to MC	4/15	
Lashay	Invite Governor & Senator Gallivan to event	4/15	
Ben	Contact MC Parks to ask about their policy to land	4/15	

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Who	What	By When	Status
	helicopters		
Donna	Email LifeNet with response to their inquiry	4/15	
Donna	Email Christine Doyle of Baby Safe Sleep Coalition to invite their participation	4/15	
Deb	Ask Monroe Ambulance to provide generator on day of event	4/22	✓
Ben/Mindy	Order awards for winners	4/29	
Mindy/Ben	Has Wegmans responded to application	4/30	
Deb/Donna	Obtain certificates of insurance from vendors	5/6	
Team	Decide who will pick up generator, what time, where to put it, what time it should be picked up	5/6	