

EMS Week Planning Committee Meeting Minutes
May 6, 2015

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

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. Status of Currently Assigned Tasks (review Action Items)
4. Discussion of Next Steps
 - a. Need to create scenarios and obtain equipment and volunteers for competitions. Have official start time for teams (timeline). Forms sent to agencies stipulate team(s) and how many from agency are coming. First two years, no one really registered.
 - i. Youth, BLS, ALS, Hospital
 - b. Commitments for booths
 - i. CPR Hands only – no commitment yet
 - ii. Karen Knauf of Injury Free Coalition for Kids – donated 5 Red Wings tickets to raffle, 1 ticket per provider, need to be present to win
 - iii. Christine Doyle of Baby Safe Sleep Coalition
 - c. Theme from ACEP and NAEMT –
 - i. Provider wellness? History of EMS? Community paramedicine?
 1. Hoping Wegmans will come through to promote provider wellness.
 2. Had discussion around local businesses wanting to give providers discounts for services. Is it appropriate to advertise and, if so, where and how? (Donna to talk to Reg)
 - d. Status of monetary and other donations
 - e. Status of volunteers – create and send email

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- f. Coolers – Monroe bringing large ones, Rural Metro & George bring smaller ones
 - g. Theme from ACEP and NAEMT
 - i. Provider wellness? History of EMS? Community paramedicine?
5. Next meeting – Wednesday, May 13, 8:30 a.m. via GoToMeeting

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Action Items

Who	What	By When	Status	Outcome
Donna	Bring plastic jug for raffle tickets	5/17		
Donna	See if GVEMS has roll of tickets they can donate for raffle	5/13		
Donna	Contact MC Parks to see if they can bring 2 or 3 more picnic tables, ask if they can email certificate of liability for bounce house vendor	5/13		
Deb	Contact Tom Coyle to ask who will pick up generator, what time, where to put it, what time it should be picked up	5/13		
Lashay	Create list of pictures for photographer that committee would like to see taken during event (e.g., politicians, award winners, etc)	5/13		
Lashay	Try to get Reg on TV/radio to promote EMS week & event	5/13		
Lashay	Follow-up on other invites & proclamations not yet received or heard back from	5/13		
Mindy/Ben	Place "call to action" on MLREMS FB page with info on hashtag "mlremspicnic2015" so attendees can post their own pictures of event	5/13		
Lashay	Send Rachel Barnhart agenda & scripts for awards	5/13		
Donna/Deb	Finalize scenario(s) & decide what equipment needed & number of volunteers to run it	5/13		
Ben	Status of emails regarding participating with CPR feedback equipment to Vince Brennan	5/13		
Lashay	Create copy for press release & send to committee for review	5/11		
Donna	Contact Ben to go to park and view layout of picnic area	5/9	✓	Going to Program Agency for 4/29 mtg, then heading to park

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Who	What	By When	Status	Outcome
Mindy/Ben	Create draft script (one page per winner) from award submissions, for MC to read from at event	5/8		
Deb/Donna	Obtain certificates of insurance from vendors	5/6		Received one from food and ice cream vendor, have contacted vendor for bounce house.
Mindy/Ben	Send email & list of needed items for event to agencies so they can sign up to bring	5/6		
Lashay	Follow-up on proclamations	5/6	✓	
Lashay	Invite Governor & Senator Gallivan to event	5/6	✓	Senator Gallivan unable to attend, already received proclamation from his office
Donna	Email Christine Doyle of Baby Safe Sleep Coalition to invite their participation	5/6	✓	
Team	Decide where balloons need to be dropped off (Party City in 2014) & who will pick up the day of the event	5/6	✓	Deb will bring balloons to Mindy, Mindy will drop off/pick up balloons day of event
Ben/Mindy	Order awards for winners	4/29	✓	
Lashay	Create copy for PSA and send to committee for review	4/22	✓	PSA copy is done, great message & opportunity to create nationwide awareness.
Lashay	Contact Rachel Barnhart to MC	4/22	✓	Confirmed, Rachel excited to MC for us.
Donna	Email LifeNet with response to their inquiry	4/22	✓	Sent email to Kobie, he wanted to contact MC Parks, Ben sent email indicating we would wait to see what weather & grounds look like as we get closer to event.
Deb	Ask Monroe Ambulance to provide generator on day of event	4/22	✓	
Ben	Sending email to other air medical agencies inviting their participation	4/22	✓	
Ben	Contacting Mike Palermo regarding use of their CPR feedback equipment	4/22	✓	Mike gave Ben name of someone else to contact

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Who	What	By When	Status	Outcome
Mindy/Ben	Resending invitation/support letter to agencies	4/22	✓	
Mindy	Send letters to award winners and nominees	4/22	✓	Done 4/21
Lashay	Ask someone from Rural Metro to be photographer	4/15	✓	Amy Meyer agreed to be photographer for event.
Ben	Contact MC Parks to ask about their policy to land helicopters	4/15	✓	Technically possible for landing, impression was not to do so, having issues with ballfields.
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	✓	As of 4/15, checks have been received from Noyes, RGH and HH.
Donna	Contact Baby Safe Sleep Coalition	4/8	✓	
Donna	Talk with Training & Ed Committee about competition	4/8	✓	Presented at Training & Ed meeting, no one had any ideas.
Donna	Check with Karen Dewar about Liv Co radio/TV stations	4/8	✓	Done, info forwarded to Lashay.
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	✓	MC Park Shift Foreman (585) 303-4959
Donna	Talk with Reg about MLREMS member going on morning talk show (radio or TV) to talk about EMS week	4/1	✓	Reg agreed to do this.
Donna	Sent email to Eric Rathfelder regarding Training &	4/1	✓	

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Who	What	By When	Status	Outcome
	Ed Committee possibly coming up with ideas for Competition			
Donna	Spend \$500 by end of month on event	3/31	✓	
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	Contact LaShay Harris re media/promotion of event	3/26	✓	
Team	Review 2014 letters sent to hospital reps and agency leaders	3/26	✓	
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	Send edited "save the date" flyer to mlrems.org	3/19	✓	
Mindy	Email copy of tax exempt certificate	3/19	✓	
Team	Identify roles/responsibilities		ongoing	