

**EMS Week Post Event Committee Meeting Minutes**  
**May 20, 2015**

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

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. What Went Well?
4. What Can We Do Better?
  - a. More award applicants
  - b. EMS Competitions
  - c. CPR Hands only equipment/provider reserved early
  - d. How do we get agencies/hospitals to sign up for:
    - i. Competitions
    - ii. Donations
    - iii. Volunteers
5. Change to Deadline for NYS Awards in 2016
  - a. Need to get applications in sooner – new deadline for region due to NYS moving up their deadline to May 1, 2016
6. PIER Committee - How often do we want to meet?
7. Next meeting: Wednesday, June 10, 8:30 a.m. via GoToMeeting

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**What Went Well**

- Written plan for subsequent events
- Good participation from government leaders
- Good local media coverage
- Decent attendance by MLREMS/REMAC membership
  - Increased REMAC attendance this year
- Food was great
- Had raffle of Red Wings tickets for those who stayed at event

**Opportunities for Improvement**

- Need at least 30 amp generator for ice cream caterer
- Notify Bruster's Ice Cream & North Coast Catering after March 1 with date for 2016
- "Box of Joe" for those at setup
- Parking/placeholder logistics (caution tape, traffic cones, etc.), so people don't park in front of vehicle entrance
- Find out what other events are going on in park the same day
- Need drinks, ice and cooler delivery within the 1<sup>st</sup> 30 minutes of setup
- Reserve specific table(s) for vendors
- Empty tub to place EMS packets for kids
- Need signage for East River Rd and Moore Rd entrances to Hawthorne
- Need sign for shelter
- Microphone and speaker for MC
- Move bounce house over by water fountain
- Put times on agenda so people can plan when they want to attend (move up awards ceremony?)
- EMS Competitions - need to get this done, go to Trng & Ed Committee for help
- Get a couple hand sanitizer pumps for pavilion
- Get large white garbage bags for recycling
- Have donations list available so we know who is bringing what
- Add verbal thank you's to vendors & individuals/agencies who donated items to event during ceremony
- Run hourly raffle for any items donated, people put names on ticket, use post-it pad (or foamboard) to record who won
- Contact vendor/Laerdal in January for CPR equipment
- Send grant request into Wegman's in January
- Get on the list by March for BJ's monthly \$25 gift card donations
- How do we get more award applicants?
  - Monthly / bi-weekly reminders
  - Agencies can arrange for technical assistance in writing award applications

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Action Items

<b>Who</b>	<b>What</b>	<b>By When</b>	<b>Status</b>	<b>Outcome</b>
Mindy	Contact Karen Knauf for contact names/numbers for possible EMS Week Kickoff Event donations	1/20/16		
Donna	Check with NEG Chair about criteria being developed for businesses to give EMS personnel discounts for services	10/7		
Team	Talk about feasibility of PIO Group in region	8/12		
Team	Design survey for regional EMS agencies & hospitals, asking what they perceive barriers to be for sending applications for award applicants. Include specifics, such as: <ul style="list-style-type: none"> <li>• <i>Would you use technical writing assistance, if it was available to you?</i></li> <li>• <i>Would monthly reminders help?</i></li> </ul>	7/8		
Team	Develop Mission & Vision for our team	7/8		
Team	Brainstorm ideas on how to increase number of applicants for awards	7/8		
Mindy	Send thank you letters to vendors. Letter to include next year's event date & any vendor specific requests	6/10		
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 <sup>st</sup> week of January Deadline for applications: March 15, 2016
Donna	List donations in picnic budget document so we can keep track of monies saved also	6/10		
Donna/Deb	Send vendor addresses to Mindy so she can send thank you letters	5/26		
Mindy	Send GoToMeeting invite for monthly meetings	5/22	✓	
Team	Decide how often to meet	5/20	✓	Monthly, 2 <sup>nd</sup> Wednesday, 8:30-9:30 a.m.