

**PIER Committee Meeting Minutes
November 11, 2015**

Attendees: Donna Bailey, Mindy Johnston, Deb Curran, Lashay Harris, Geordie Klueber

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. Action Items Review
4. EMS Week Kickoff Event
 - a. Checked availability of large room at PSTC for EMS Week 2016, was available Sun, Tue, Wed, Fri. Decision made to reserve it on Sunday so we could still maintain the “kickoff” piece. Considering doing educational sessions first, possibly a 1pm start, do 2-3 sessions (1-1.5 hrs each), then food, then awards.
 - b. Educational sessions
 - i. Need to see what the theme will be for 2016, then discuss with Dr. Cushman what he would like to see done.
 - ii. Suggestion was made to possibly do a community education piece for local Boy/Girl Scouts to earn their first aid/safety badge. Would be great opportunity to promote wellness/safety in our future EMTs/Paramedics.
 - iii. Would be sure the “training” component is met for using NYS \$\$
5. 2016 Award Application Packet
 - a. Donna & Deb to talk about agenda/plan for going out to smaller agencies to meet with them about the packet.
6. Community programs
 - a. Mindy stated webpage is not yet live for Community CPR
7. Mission / Vision for PIER (still looking for vision statement)
 - a. Draft Mission statement: ***The Monroe-Livingston Regional EMS Council (MLREMS) is committed to Educating and Informing the Emergency Medical Services Providers and Agencies about their role in the Emergency Medical Services Industry; promoting the services of MLREMS and the EMS Profession to the public and decision makers; and to the accepted integration of EMS in the continuum of Health Care, through Public Information, Public Education and Public Relations.***
8. Lights & Siren Response Educational Opportunity for public awareness
 - a. Will look on YouTube for possible videos/commercials that may already exist on this subject, then go from there.
9. Next meeting: Wednesday, December 9, 8:30 a.m. via GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeeting.com/join/386386125>

You can also dial in using your phone.

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Access Code: 386-386-125

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Action Items

Who	What	By When	Status	Outcome
Team	Decide how often to meet	5/20	✓	Monthly, 2 nd Wednesday, 8:30-9:30 a.m.
Mindy	Send GoToMeeting invite for monthly meetings	5/22	✓	
Donna/Deb	Send vendor addresses to Mindy so she can send thank you letters	5/26	✓	
Mindy	Send thank you letters to vendors. Letter to include next year's event date & any vendor specific requests	6/10	✓	All sent except bounce house vendor did not respond to request for address to send one
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 st week of January Deadline for applications: March 1, 2016
Donna	List donations in picnic budget document so we can keep track of monies saved also	6/10	✓	
Mindy	Develop short survey to go out to agency leadership regarding what community programs are offered by them and what they do to reward their members. She will send out to team for final review.	7/17	✓	
Ben	Looking into if we can have "free" table space outside vendor area at Vital Signs Conference in Syracuse	8/12	✓	Cost of \$900 for table
Mindy	Sending results from community services programs to committee members	8/14	✓	
Donna	Try to find the NYS and/or National PIER Mission & Vision statements, send to committee members prior to Sept meeting	9/9	✓	
Team	Brainstorm ideas on how to increase number of applicants for awards	9/9	✓	
Mindy/Ben	Look at trying to simplify the award application by adding dropdown boxes, where applicable	9/9	✓	
Donna	Send URL of SC PIER Team webpage to Mindy & include as "homework" for team to review & try to create our	9/18	✓	http://scpierteam.org/

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Who	What	By When	Status	Outcome
	own mission & vision at July meeting			
Donna	Send mission/vision emails from George to Mindy to disseminate to rest of team	9/18	✓	
Donna	Check with NEG Chair about criteria being developed for businesses to give EMS personnel discounts for services	10/7	✓	
Deb	Talk to Chris Murtaugh about feasibility of PIO Group in region	10/14	✓	
Donna	Look up NYS law on lights and sirens	10/14	✓	
Deb	Contact additional agencies for their information on community programs	10/14	✓	
Mindy/Ben	Send award application packet to everyone so they can get started thinking about possible award recipients.	10/15	✓	
Donna	Talk with MLREMS Council Exec Committee about outcome of discussion with team about event setting for 2016	11/9	✓	
Team	Review mission & vision information so we can create our own.	11/11		
Donna	Put the proposed Mission statement into meeting minutes with Reg's suggested change for all team members to makes comments/suggestions, find possible Vision statement to include as well.	11/13		
Deb/Donna	Go through list of agencies to see where possible starting point would be to visit them about awards and create agenda/plan to present.	12/9		
Mindy	Contact Karen Knauf for contact names/numbers for possible EMS Week Kickoff Event donations	1/20/16		
Team	Make personal visits to regional agencies to promote regional awards and offer assistance in writing submissions	2/1/2016		