

EMS Week Planning Committee Meeting Minutes
April 15, 2015

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

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. Activities
 - i. DISCUSSION:
 1. Obstacle course: Put together small team to work on. Ben and Mark Phillipy have some experience doing this and are willing to help.
 2. Youth, BLS, ALS, Hospital: Doing the obstacle course instead?
 3. CPR Hands only: Contacts being made to include this.
 - b. Theme from ACEP and NAEMT?? (may not have time to focus on)
 - i. Provider wellness? History of EMS? Community paramedicine?
 1. NO DISCUSSION
 - c. Regional awards
 1. Voting is complete and awards ordered.
 - d. LifeNet Presence
 - i. DISCUSSION: Ben contacted MC Parks, told it was technically possible to land the helicopter, got the impression they do not want to do that because having issues with ball fields.
 5. Next meeting – Wednesday, April 22, 8:30 a.m. via GoToMeeting

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Action Items

Who	What	By When	Status	Outcome
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	✓	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			
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.
Lashay	Create copy for PSA and press release & send to committee for review	4/22		
Lashay	Contact Rachel Barnhart to MC	4/22		
Lashay	Ask someone from Rural Metro to be photographer	4/15	✓	Amy Meyer agreed to be photographer for event.
Lashay	Invite Governor & Senator Gallivan to event	4/22		Senator Gallivan unable to attend, will try to send alternate.
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.
Donna	Email LifeNet with response to their inquiry	4/22		
Donna	Email Christine Doyle of Baby Safe Sleep Coalition to invite their participation	4/22		Sent 4/16, awaiting response
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		Received one from food and ice cream vendor, have contacted vendor for bounce

4/20/2015

PIER Committee

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Who	What	By When	Status	Outcome
				house.
Team	Decide who will pick up generator, what time, where to put it, what time it should be picked up	5/6		
Ben	Sending email to other air medical agencies inviting their participation	4/22		
Donna	Send FU email to Vince Brennan regarding participating with CPR feedback equipment	4/22		
Ben	Contacting Mike Palermo regarding use of their CPR feedback equipment	4/22		
Donna	Contact Ben to go to park and view layout of picnic area	5/9		
Mindy/Ben	Resending invitation/support letter to agencies	4/22		