

**EMS Week Planning Committee Meeting Minutes**  
**May 13, 2015**

Attendees: Donna Bailey, Mindy Johnston, Deb Curran, Lashay Harris, 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. EMS Competitions: No additional pre-registration forms received from agencies, only one (1) received from RGH (Gwen Williams). Donna spoke with Reg, have come to conclusion to postpone this activity until 2016 due to “technical difficulties”. Unfortunately, we received no response from individual who provided the CPR feedback equipment and Laerdal had prior commitment, only 1 pre-registration for competitions and no one wanted to or had the time to create/plan/setup what competitions should look like, especially with only 1 pre-registration received. Historically, for first two years, no one really pre-registered.
  - b. Commitments for booths
    - i. CPR Hands only – no commitment
    - 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. Status of monetary and other donations
  - d. Status of volunteers – Need people for clean-up
5. Next meeting – Wednesday, May 20, 8:30 a.m. via GoToMeeting

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Action Items

<b>Who</b>	<b>What</b>	<b>By When</b>	<b>Status</b>	<b>Outcome</b>
Mindy	Setup follow-up GoToMeeting on 5/20 at 8:30am	5/18		
Team	Anyone have or know someone who can provide bocce ball, softball, kickball, volleyball, Frisbees, etc?	5/17		
Donna	Bring plastic jug & raffle tickets	5/17		
George	Bringing garbage bags & notepad to record notes	5/17		
Mindy	Pick up balloons and tablecloths at Party City	5/17		
Deb	Contact food vendors to determine final cost so checks can be created	5/14		
Mindy/Donna	Put together email to agencies that competition is postponed for this year.	5/14		
Donna	See if GVEMS has roll of tickets they can donate for raffle	5/13	✓	
Mindy	Send Lashay email with Reg's contact information	5/13		
Mindy	Send award "blurbs" to Lashay so she can send to Rachel	5/13	✓	
Mindy	Check with Ben regarding how food vendors were paid. Were they given a check that day?	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	✓	No "extra tables" available. Event set for max of 65 persons, if more expected, we need to change type of event. They cannot send us someone else's ins cert. Will try to get from vendor day of event.
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 &	5/13	✓	Has tried once, will try again. May do

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	event			interview over phone with Reg for radio.
Lashay	Follow-up on other invites & proclamations not yet received or heard back from	5/13	✓	Has left messages, will follow-up again
Mindy/Ben	Place "call to action" on MLREMS FB page with info on hashtag "mlrempicnic2015" so attendees can post their own pictures of event	5/13	✓	Will post again Friday and day of event
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	✓	Postponed until 2016
Ben	Status of emails regarding participating with CPR feedback equipment to Vince Brennan	5/13	✓	Sent and no response received. Have postponed until 2016.
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
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	✓	

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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
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	✓	

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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 & Ed Committee possibly coming up with ideas for Competition	4/1	✓	
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	