

**Harwinton Ambulance Association
May Monthly Meeting Minutes
May 7, 2014**

Members Present: Jaclyn Nemick, Grace Glynn, Josh Dumas, Nate Bush, Hank Catey, Mark Hilton, Jenn Hilton, Tad Adams, Nancy Dellamarggio, Hannah Stewart, Jennifer Lojewski, Rebekah Quint, Emily Parsell, Vinny Wheeler, Seth Zepka, Andrew O'Hotnicky, Sam Kellogg, Kevin Ferrarotti, Ray Wheeler, Seth Kellogg, Michelle Durocher **Explorers Present:** Alexi Beaulieu, Garrett Melanson

Meeting was called to order by Kevin Ferrarotti at 19:22

A brief presentation by the representative from Quick Clot was given to the members on the Quick Clot that was put on the ambulance. If anyone has any questions on how to use it contact Training, Jackie Nemick.

Minutes of the previous meeting were discussed, upon motion by Jackie Nemick, seconded by Andy O'Hotnicky, the minutes from April were approved.

Treasurers Report (Kevin Ferrarotti)

The report was read by Kevin Ferrarotti to the membership. Upon motion by Seth Zepka, seconded by Josh Dumas, the report was accepted as presented.

Chief's Report (Jason Emery / Kevin Ferrarotti)

- In Jason's absence, there was no Chief's Report

Committee Reports

Vehicle: (Mark Hilton)

- 66-2 is going to Zeller Tire on Thursday May 8th
- The squeak from the side back door in 66-1 is known about but there is nothing that can be done to fix it
- The new ambulance committee has been created and have already met once about the new 66-2; If anyone has any ideas or input please see Mark.

Communications: (Vinny Wheeler)

- No report

Medical Supplies: (Tyler Reginatto)

- In Tyler's absence, Kevin asked that anyone needing supplies should contact Tyler via email. If Tyler is unavailable or it is urgent and he did not get back to you please notify your Lieutenant.

House and Grounds: (Hank Catey)

- If supplies are needed please notify Hank so he can order them

Uniforms: (Sam Kellogg)

- There is a box of yellow jackets behind the backup rig under the mailboxes. These are for members who are on duty only and they are to be returned by the end of your shift. The jackets can be worn as a full jacket, fleece jacket, rain coat or vest. Please be sure to put the jackets back together when you return them.
- Another apparel order will be going out in June.

Community Outreach: (Jackie Nemick)

- 5/17 Super Saturday- full crew needed to staff the backup ambulance
- 5/22 EMS Dinner at the Cornucopia hosted by Charlotte Hungerford 6pm, notify Jackie if you plan on attending
- 6/22 Harwinton Road Race, staff will be needed
- 6/23 Torrington drill at Charlotte Hungerford, victims are needed

Training: (Jackie Nemick)

- SIM Lab is available at Charlotte Hungerford, if you are interested notify Jackie and she will set up a date for the department to go.
- Jackie will be out of commission for 2-3 months due to medical leave. If you have any issues or questions she will be available by phone or e-mail.

Membership: (Grace Glynn)

- Medical Control Renewal and BLS Protocol Tests are due by 5/25, the med control renewal apps can be placed in the Membership mailbox. (New EMT's need to complete initial applications).
- If you do not get an 80 or higher on your protocol test please e-mail your lieutenant so they can have your test reset. Once your test and med control renewal are complete, notify your lieutenant.
- Two explorers were moved from Explorers to Adult members, Hannah Stewart and Shannon Doyle.
- Billy Buys was voted in as an adult member, he is in an EMT class.

Scheduling: (Josh Dumas)

- 5/18 12p-6p Primary EMT
- 5/21 & 5/22 6p-6a Primary EMT
- 5/31 Primary & Secondary EMT's open
- Event staff for the Super Saturday have been created
- June will open in the next week or so
- If you call off a shift within a week of your scheduled shift it is your responsibility to find coverage

Explorer Post: (Jean Cunningham)

- In Jean's absence, Garrett stated that they were helping the EMT class with practicals and their written, drills are going well.
- The post will most likely take a summer break for July and August.

Regulatory Compliance: (Nancy Dellamarggio)

- No report

Old Business: (Kevin Ferrarotti)

- Stretcher batteries are being looked into and will be ordered.

New Business: (Kevin Ferrarotti)

Ground Breaking Ceremony

- Monday 5/12 is the ground breaking ceremony for the new building at 11am. If you are interested in attending please be at the garage by 10:30 wearing EMS pants and a polo.
- Construction equipment will be moved in on Tuesday to the new lot and the lot will be fenced in.
- Since the lot will be locked there is a list of few people who are allowed in (Chief Officers, Building Committee, First Selectman)
- If you are at the garage and take any pictures of the building going up please e-mail them to Jason

Memorial Day

- Please be at the garage no later than 1pm in polo shirt and EMS pants with black boots. Please contact Sam if you do not have part of that uniform.

Rad-57 (Pulse Ox)

- The State of CT sent a letter saying that the Rad-57 is not to be used as a diagnostic tool
- The SOP committee will be creating an SOP on using the pulse ox
- You can use the pulse ox but a palpated pulse must be assessed first
- Members cannot state that you used the pulse ox in the activity log; do not diagnose your patient with CO Poisoning
- Still may be used during fire rehab

CO Meters

- Kevin received the new units in the mail and will be putting them on both ambulance jump bags.
- If you walk into the house and there is a high reading, back out of the house, evacuate the patients and call the fire department.

Non-Members at the Garage

- Explorers are not allowed to have guests, unless permission is given by the crew leader
- Adults need to be cogniscent of their guests

- No former members are allowed back into the building regardless of the reason they left, and they should not be given the key pad code.
- Guests must leave by 10pm whether they're members or not
- Be mindful of the duty crew and respectful of your partners and fellow members
- If you are up there and are uncomfortable because of a guest or someone else at the garage then notify your lieutenant.

"Know your boss"

- Each member should have been contacted by their lieutenant saying that they are their lieutenant and what group they are in. The employee list at the garage on the chalk board has the groups listed and you can check your group there.
- Know who your boss is. You should first contact your lieutenant, if they are unavailable or the issue is with them notify a different lieutenant. If all three are unavailable then notify the Captain, then the D.C. of Operations, D.C. of Administration and then the Chief.
- The chain of command must be followed.

A motion was made by Seth Zepka to adjourn the meeting and the motion was seconded by Josh Dumas.

The meeting was adjourned by Kevin Ferrarotti at 19:56