**UDRS January Meeting Minutes**

**January 28, 2010**

Randy

-Take care of ambulance since we just took it in.

-Randy is buying a new tv for the squad house!

-MAKE SURE YOU DO A GOOD JOB ON PRE-TEST!

* + Everyone needs to pass protocols to be able to stay on squad
  + There will be a written test and skill stations
  + Bring Ohio EMT card or NREMT card if you do not have your Ohio EMT card yet
    - Molly has copies if you can’t find your card

-This is the last meeting before elections

* + Encourage everyone to run for a position if you feel you are capable
  + It takes a lot of work to be a leader but there are also a lot of rewards and you learn a lot and develop good life skills

-Great job Lauren for finding an online schedule and thank you for all of your work

Tommy

-Protocols Feb. 2nd @1700, 3rd @ 0800

* This is required so plan accordingly

- Letters of Intent are due February 14th

-Check e-mails

-Elections

* Ask Tommy for power point for details on how the process works
* You can run for more than one position
* If you are running for a position, highly suggest contacting the person with the job now and talking with them about what their job entails
* The point for the election committee is to keep it from turning into a popularity contest and picking the right person for the job
* Changes for this year’s election committee
* 5th year seniors will count as a senior
* Committee has to have an 8/11 majority to overturn popular vote

-Promotions

* Congratulations to Ali Twehues and Jordan Geroski for being promoted to 2nds!
* Congratulations to Molly McCormack, Allie Chalupa and Maggie Gluntz for being promoted to Crew Chiefs!

-Commendations

* Lauren for the online schedule

-Job as Chief

* Main liaison between squad and the UD community
* In charge of the promotion process, electoral committee and interview process

Molly

-Make copies of Ohio and NREMT cards

* New members make copies of cards and put them in Molly’s mailbox
* When both cards are in you will get your blue shirt and jacket

- Sign up for recruitment committee if you want to help

-Job as Chief of Personnel

* Deal with files and the data base
* Handle personnel issues between squad and administration
* Work with Tommy and help him with anything he needs
* Work a lot with class liaison and helping out with the class

James

-Run reports

* finished reviewing them today and they will be in mailboxes tomorrow
* Please review them and pass on to next person
* Need to improve on documenting the backboard sequence
* Document c-spine held through out
* Putting on a c-collar is separate from backboarding
* document doing a rapid trauma assessment

-Turn battery and light switch off!

-24/7 EMS

* Online program to get continuing education hours
* We would still have training week and lectures
* Just seeing who is interested... still need to run it by Randy

- House duties

* make beds!
* wash your dishes!
* Wednesday night crew needs to take trash out!

- Job as Chief of Operations

* Review run reports
* Email squad about stuff that needs to be done around the house or with the ambulance
* Oversee Ryan and Chad to make sure they are doing their jobs
* Work closely with Tommy and Molly

Lauren

- Availability

* If you think you did not input your schedule properly please fix it by Thursday evening

-Shift swaps online

* We will be doing all shift changes through the website starting in February
* Look for e-mail with specific details on when and how to do this

-Schedule for February will be coming out Friday

- Job as Personnel Officer

* Make sure everyone has their availability in and make the schedule
* Type up and send everyone the meeting minutes

Chad

-Training calls signup

* Will be taking place next Sunday, look for e-mail with more details
* 2nds and 3rds looking to get promoted should sign up

-Protocol review

* Review sessions will be held Sunday and Monday at 8pm
* Look for email with details
* Make sure you do pre-test!

-Questions for Panel Discussion

* The following people will be coming to the panel:

- Physician Assistant

- Nurse Practitioner

- Registered Nurse

- Dr. Knight

- Paramedic

* Think of questions for the panel and e-mail them to Chad

- Dave Evans was replaced Mike Callahan

- Anyone who was at the last Dr. Knight lecture sign up or let Chad know if you were there

- Job as Training Officer

* In charge of setting up training week
* Make sure everyone recertifies and has up to date EMS cards
* Schedule lectures throughout the year

Ryan

-Job as Training Officer

* Keep house and ambulance stocked
* Get to learn a lot about the ambulance

-If you want something specific such as tampons tell Ryan what kind

Scott

-5K will be March 28th

-5K Committee Signups

* Sign up or let Scott know if you want to help

-Sweatshirts

* Order will be placed tomorrow or Friday morning so get Scott money by tonight or tomorrow

-Dominos Fundraiser

* We will get 100 cards to sell for $10 and we will make $7.50 in profit per card
* Try to have everyone on squad sell 2 cards

- Job as Public Relations Officer

* Mainly in charge of 5k, clothing orders and fundraising

Rosie

--Job as Social Events Officer

* Plan end of the year cookout for new class members
* Organize semi formal and various social events throughout the year
* Plan end of the year banquet

Mike

-Congrats Class Members!

* all passed registry!
* thanks to everyone who helped last semester

-Recruitment Committee Signup

* It is going to be set up a lot like last year
* First meeting will be taking place next week so look for an e-mail

- Job as Class Liaison

* Main connection between class and the rest of squad
* Make sure there are people to help with classes and labs
* Work closely with Molly and JR
* In charge of recruitment

Anna

-CPR class dates

* Need everyone to help advertise the classes
* We will be teaching a class on Feb. 23rd, 3 classes in March and 1 in April

-First Aid

* We will begin teaching first aid this semester

- Job as CPR Coordinator

* Work with Randy to order materials
* Find instructors to work the classes, students to take the classes and fill out all of the paper work for the classes