



**BUSINESS MEETING  
MINUTES  
NOVEMBER 13, 2008**

Jennifer Wright called the meeting to order at 1909 hours.

**Secretary's Report:** The minutes of the September meeting were reviewed; with one amendment to include the recommendation by the selectboard to increase our subscription rate from \$35 to \$50 per calendar year. The minutes were voted on and approved as amended.

**Treasurer's Report:** Subscriptions are down this year at 294 compared to 324 in 2007. Patient Income is up substantially, \$43,000 total last year compared to \$54,000 so far this year. The question was raised about our expenses exceeding our income and whether this was a long-term or short-term situation. Increased expenses from salaries have taken its toll. The treasurer's report was voted on and approved.

**Old Business:**

**Scheduling – Rig Checks:** We have had a 75% compliance rate so far. It was requested that the expiration dates be handwritten on items like the oral glucose and albuterol which are difficult to read. Jennifer advised that she will take this action item.

It was discussed that the shop vac sprayed dust everywhere the last time it was used to clean the ambulance. The filter was checked and it was noted that it was clogged with debris. Jennifer advised that she would take the action item to clean the filter.

**Scheduling – Vitals checks at the Carriage House:** Jennifer advised that she had followed up with the Carriage House and the response was lower than expected. She will continue to follow up and begin vitals checks as soon as possible.

**Uniforms:** Jennifer advised that the new navy shirts have been ordered and were scheduled to arrive any day now. She also advised that she will be reviewing all of the membership forms submitted in September and will order the uniforms, sweatshirts and jackets that we need.

**Membership – Training:** Jennifer advised that we were able to schedule two CPR for Healthcare Provider classes, one in December (3<sup>rd</sup> & 10<sup>th</sup>) and one in January (6<sup>th</sup> & 13<sup>th</sup>). Heartsaver with AED classes will be scheduled in February for the firefighters. Jennifer also reminded everyone that there will be longboard/c-spine precautions training on November 20<sup>th</sup> at the Felco Room.

Polly provided an update from the November district meeting including the option of rotating trainings around the district. It was agreed that this would be a good idea, however, concern was expressed about attendance from those who would have to travel longer distances. Polly also indicated that we had combined trainings with Enosburg at some point in the past and that this might be worth considering again. John & Jennifer indicated that they would work together to see if this would be a possibility.

Armand might be running a 24-hour refresher for B students before the May testing date. Jennifer indicated that she would follow up with Armand.

**Administration – Policy & Procedures Manual:** Jennifer advised that the ambulance cleaning procedure had been completed and placed next to the ambulance and in the policy & procedure manual on the desk. Jennifer also indicated that draft procedures were being reviewed for the timesheets and the exposure control plan. She advised that this is an ongoing project and will take approximately six months to get the majority of the procedures completed.

It was requested that we make the district one protocols available to each certified member of the service. Jennifer advised that she would make the protocols available to whoever requested a copy.

Administration – Subscription Letter: Jennifer presented a draft of the subscription letter and discussed the blank space on the reverse of the letter and suggested that Franklin Rescue place a “marketing message” in that space. It was discussed that any sort of message can be placed there from recruiting volunteers to reminding the town to license their pets. Recommendations were made to include the 9-1-1 sign project and a reminder to keep driveways and walkways clean during bad weather.

Discussion moved to the correct use of chains on the ambulance, how to engage them, disengage them and whether the calling of the highway department to assist with an inaccessible driveway was appropriate. Scott Choinere is the Road Agent in Franklin and he might be a good person to approach regarding this matter. Jennifer advised that she would speak with the Town Highway Department and obtain an answer on this matter.

### **New Business**

Annual Election of Officers: Jennifer presented the slate of officers and any open positions – after discussion the slate of officers were voted on and approved is as follows:

Squad Leader:	Jennifer Wright
Assistant Squad Leader:	Polly Gadbois
Training Officer:	John Burley
Assistant Training Officer:	Jennifer Wright
Infection Control Officer:	Paula Cutting
Secretary/Memorial Officer:	Barb Varin
Treasurer:	Polly Gadbois

Franklin Rescue Service provides two voting representatives to EMS District One; Jennifer Wright and Janet Norcross were voted on and approved as the voting representatives to EMS District One.

Franklin Rescue Service elects three members to the Board of Directors of Franklin Fire and Rescue, Inc. After review of the current board members, it was voted to leave our board representation unchanged from 2008.

Public Relations – MVU Newsletter: Jennifer provided a copy of the content that appeared in the MVU monthly newsletter in September.

Public Relations – Signage: Jennifer presented the idea of placing signage around town regarding the need for volunteers. She indicated that it was brought to her attention that Williston Fire is recruiting around the box stores area with signs which resemble the political signage seen around election time. Signage is available from Staples, and should we opt to pursue this option Jennifer will obtain competitive bids from two additional vendors.

Public Relations – Website: Jennifer presented a screen shot of the updated website and requested that members provide their feedback, comments, and/or suggestions. It was suggested that the recent article in the messenger be added to the photo gallery.

Scheduling – Weekends: Jennifer advised that there was some discussion around changing on call weekends from Friday 1800 through Sunday 1800 to Saturday 0600 through Monday 0600. After much discussion it was agreed that the on call weekends would remain unchanged. Jennifer also indicated that there were enough second crew members to allow them to rotate through an every sixth weekend schedule; she advised that she would look into that for the beginning of next year.

Membership – Hepatitis B Vaccine & Flu Shots: Jennifer provided a handout and excerpt from the exposure control plan regarding Hepatitis B vaccines. She indicated that Franklin Rescue Service, in accordance with its liability requirements, will require each member to obtain the Hepatitis B vaccine (or provide proof of immunity from earlier vaccinations) or sign a form officially declining the Hepatitis B vaccine. She indicated that vaccines are available from the member’s primary care physician or may be obtained from Cold Hollow Family Practice in Enosburg. Jennifer advised that Franklin Rescue would cover the cost of the vaccine in the event that personal insurance did not cover those charges.

Jennifer advised that Franklin Rescue Service recommends that all members obtain a flu shot to protect themselves, their crew-mates and our patients. Franklin Rescue is not requiring flu shots and therefore will not reimburse members should who choose to get vaccinated and the charges are not covered by their personal insurance.

Membership – Annual Corporate Meeting: Jennifer informed everyone that the annual corporate meeting will be held on Monday, November 24<sup>th</sup> at 1900 hours. She advised that everyone is encouraged to attend, however it is not mandatory.

Operations – Ambulance: Batteries & Breaker: Jennifer advised that the ambulance was worked on and it was found that a breaker, located behind the crew chief chair, had been tripped rendering the inverter non-functional. She also advised that while performing rig checks and decontamination that the battery had been drained several times requiring the ambulance to be jump started. Jennifer referred to her email from early November regarding appropriate power saving measures. It was requested that some sort of light be procured in order to complete rig checks and decon, Jennifer advised that Franklin Rescue would purchase a light in order to save the batteries in the ambulance. She also indicated that because the batteries had been drained so often that they may need to be replaced if they did not recover properly now that the inverter has been repaired.

Operations – Transports: Jennifer advised that her crew recently did a transport to Fletcher Allen for a Franklin resident, she further explained that much of AmCare's, fairly lucrative, call volume is from transports from NMC to FAHC. In the past it has been up to the crew chief on duty whether to take the transport. Four of the six crew chiefs were present at the meeting and agreed that we should accept additional transports as long as we could ensure that Franklin was not left without EMS coverage while our rig was doing a transport. Discussion was held on the availability of first responders as well as coverage from Enosburg; Jennifer indicated that she would discuss coverage with Enosburg for times of transport as well as first responder coverage.

The meeting was adjourned at 2035 hours.

**These minutes were voted on and approved at the January 8, 2008 meeting of Franklin Rescue Service.**