



MINUTES OF THE FPS SUPERVISOR MEETING

May 3, 2012

A regular meeting of the FPS Supervisor Meeting was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, May 3, 2012 at 8:00 AM

1. WELCOME

This meeting was called to order at 8:10 AM

In attendance: Dave Gemmill, Jennifer Dawson, Kathryn Aldrich, Mike Van Hartingsveldt, Rob Wright, Todd Fisher, Ingmar Freitag, Chris McBain; Mark Podgers, Richard Russell

Regrets: Sally Kane, Gale Chevalier, Paul Charbonneau

2. ADDITIONS/DELETIONS TO THE AGENDA

New Business - f) Vacation Requests

This topic was covered under Ongoing Business, item f) AMCTO scheduling.

New Business - c) Supervisor Training Update

This topic was covered in Business Arising, item b) New Supervisor Testing Update.

New Business - d) New Equipment Standards - Sups Envelopes

This topic was covered under Ongoing Business, item e) Supervisory Shift Envelopes.

3. APPROVAL OF PREVIOUS MINUTES

Minutes of April 03, 2012 were approved by RR and seconded by IF.

4. DELEGATIONS

5. ONGOING BUSINESS

a) ALS Bags- GC/DG

The ALS bags will all arrive within the next 3 weeks. A shipment came in yesterday and some can be allotted to the 32 and 84. The next step will be dealing with trauma bags.

b) Fire Departments - DG (2 min)

Paul and Dave went to a meeting with the Chiefs last week where they talked about the Tiered Response agreement. There was some progress made and they will be meeting again in two months.

c) Blackberry Issues

Dave Millard ordered the new Blackberries and they will be in next week.

d) New Expedition Layout - CMB (5 min)

CM did a layout sketch and TF has a computer configuration that came from Gale's truck. It was agreed that a bigger drawer would be better and that the front of the drawer should be mesh. TF likes having runners under the drawers not on the sides. Everyone agreed to stick with the open concept large drawers with a few tweaks. CM will be sending current drawings to Rollands. It was decided that they would leave the stair chair in but put it lower, along the side of the truck. MP wondered if there would be a problem with ventilation if you put it on the side. MVH thought it should be alright. All were in favour of the C Pap no longer being on the truck. This change will take place immediately. It was suggested that the trauma bag be integrated into the first response bag. The First response kit would become the main bag and then the ALS bag would become a symptom relief kit. MVH is concerned the bag will get too heavy and become an H&S issue. This needs to go to the equipment committee to get rid of some redundancies/duplicates. TF likes the configuration of the new yellow knapsack. IF is going to get the Belleville bag for comparison. He suggests using a separate Peds bag as well. The Sups will schedule a time to go through the bags together.

e) Supervisory Shift Envelope - QA Crew Check - DG

We are nearly out of shift envelopes and are looking for redesign ideas. TF runs out of space for shift notes and suggests shrinking the occupational health and safety section. The Calls section can also be reduced to 5 calls. The back side needs to be adjusted to reflect the new standards. It was suggested that we watermark meal times so that the section can be written over. The mid range for Glucometer testing can be removed. In the Random Audit section, the wording should be changed from Expired Item to Expiry Date. The envelopes will not be able to be confirmed until the bag contents are decided upon.

f) AMCTO scheduling - All

JB will be starting on May 23 and will officially be on the road June 15. Because of this, there are some shifts that need to be filled. LM presented the dates and the shifts have been filled.

g) PRU - All

There is nothing changing at this point. The deployment plan needs to be done first so the PRU will remain static until July.

h) Deployment Plan Updates - All (15 mins)

There were no new suggestions and we are down to 13 points to consider. All 13 points were discussed and their resolution is ongoing.

i) New Equipment Standards - All

DG feels they are making headway on the new equipment standards for the trucks. The suggestions will be going to the next Equipment Committee Meeting.

j) OPP and CACC sit in Schedule - All (2 mins)

This is going well. IF will be going in June and JB will be going in July.

k) FPS P&P Updates and Game Plan - JD

JD sent out the link for Section 2 and wanted to remind everyone to make any suggestions for revision on the blank page at the beginning of each document. Section 3 needs to be review before the next Sups meeting on June 6th. Please see the link below to view the documents.

M:\1Frontenac Paramedic Services\FPS P&P 2013 - TO BE REVISED\Section 3

l) Logistics Casual Update - DG (3 mins)

DG got approval for a casual logistics person for 3 days a week. He is currently working on a job description and the position will be advertised at the end of May. The van will be used as the backup logistics vehicle.

6. BUSINESS ARISING

a) Medication Shortage - TF (10 mins)

In light of the changes with the Diazepam, Gale is thinking that the paramedics should maintain a stock of 5 and have the rest in the control of the supervisor. We may have trouble acquiring drugs in the near future, so having a central pot will help us to utilize our drugs better. This also means better control over the narcotics and controlled

substances. Centralized documentation is also a plus. That would eliminate the need for a monthly scan. The disadvantage would be that anytime controlled meds are used, Sups would have to be involved and they would have to restock the team in question. Questions to ponder were "How do we manage documentation for pharmacy." and "What do we do end of shift to get signatures." The ACP would need to call the Sup to let him know who the patient was and what was administered every time.

b) New Supervisor Testing Update/Testing Hiring Phase - DG (1 min)

Jeff Burgess was the successful candidate for the Supervisor position of the Orange Platoon. He will be riding along with Mark and Chris for his first two weeks in the role and the last two weeks will be training with the Orange Platoon only.

c) EMS Mall Display - DG (5 mins)

EMS Week staffing is complete and there will be a 7 AM start the first day so as to get everything properly set up.

d) PM/PO New Templates - OPS/Sups (4 mins)

The PM/PO is going well. The garage likes how it works. Susan Brant is looking at doing 1 PO a year. Acetek is on all trucks & deluxe Acetek are on trucks that are 2 years old or less. It was pointed out that Acetek trucks are showing up on Interfleet.

e) Ride For The Heart - JD (5 mins)

JD reminded the Sups that the Ride for Heart event is in 30 days. MP lost his rider and is trying to get another. Yellow Platoon has a team captain and rider. JD reminded the Sups that there are both online and paper donation forms. The 00Base has raised \$670 at this point.

f) New Process Regarding QA Random Audit and OHS Checks - DG (1 min)

The stamp came in and looks good. DG asks that everyone make sure it is being used on the envelopes.

7. NEW BUSINESS

a) New 4353

The 4353 will be finished in June.

b) Vehicle POS

A list of items for the vehicles needs to be compiled for items less than \$120. Any parts that the Sups think should be added to the list should be submitted as soon as possible.

e) Stockroom/Truck Layout - RW (5 mins)

PC went on a Ride Out and couldn't find the items he needed in the store room. Rob did a room layout and has a master directional index inside the door. He will be hanging itemized lists over each shelf. Rob's office has also been reconfigured to include a Sups desk. PC will be going to look at it on Tues and make suggestions in regards to the storage room.

g) Storage Room 1 and 2 - MV/KA

MV feels that the storage rooms could be more functional. He would like to move some shelves and create a work bench to be able to use for Sim man. During a discussion with KA it was discovered that there were defunct forms still in storage and that there were some items in duplicate storage. It was agreed that there could be some additional organization of Storage Room 1, 2 and the Library. MP will need some additional space for storage as well. Everyone has agreed to participate in the streamlining of the storage facilities. As a side note, MF suggested deploying used uniforms to students that have fiscal limitations. It was agreed that this was an idea we should explore further.

8. CHIEF'S REMARKS

Deputy Chief's remarks - Go Team, Go!

9. HEALTH AND SAFETY

There have been no major issues in the last few weeks. CACC should be flagging calls for H&S issues. Although they see the information, dispatchers are not passing on information. Another current issue is "hoarding" calls. The Health and Safety Committee will be developing a protocol detailing how to deal with these calls.

10. ROUNDTABLE DISCUSSION OF ISSUES

CM wondered why there are 3 pages for the repair document. He revamped it and will send it out to Sups for approval to use before the process change over. IF is going to investigate using Google doc.

11. DATE AND TIME OF NEXT MEETING

The next meeting will be held on June 6th at 8:00 AM in the Frontenac Room.

12. ADJOURNMENT

The meeting was adjourned at 11:48 AM