**MEETING NOTES**

**September 27, 2024**

**EMS Department Meeting**

Attendees: Director, Program Manager, EMS Support Specialists, and Program Coordinators (excused: Leticia Guevara)

Topics:

1. **Hurricane Helene**
	* Discussed the aftermath of a storm that had affected their areas. Tracy updated the team on the progress of a student, Kyle, who was having computer issues. She informed the team that Kyle would be provided with a computer by Ford, who works on the Collier campus, and that he would try to reach out to Kyle to arrange a pickup. Megan informed Andy about the update.
	* Emphasized the need to communicate any resources or support needs from students and staff.
2. **Welcome to New Team Member**
	* Jennifer Hoar concluding her 2nd week at FSW.
	* Team commended for warmly welcoming and mentoring Jen.
3. **Lee Health Video and Other Initiatives**
	* Special thanks to Lynn and her students for the video
	* EMS and Firefighter Instagram pages to be active soon
	* Encouraged sharing of community collaboration events.
4. **Equipment List Request**
	* ARPA funding of around $60,000 is available.
	* Items under consideration: IO trainers, EMS torso airway simulator, anatomy models, auscultation trainer, infant, child, or geriatric manikin, etc.
	* Lynn's recommendations for more neotee’s and orange padded splints were noted as items that can be obtained.
	* Goal to complete quotes, and paperwork and spend money by December.
5. **Security Reminder from Chief Connelly**
	* Keep classroom doors closed at all times.
	* Lab door may be open while working directly with students nearby.
6. **Mission Statement Updates**
	* Revised EMT program mission statement shared with better alignment to updated college mission.
	* The Paramedic program mission statement is to be updated with suggestions and feedback from the team and advisory board.
7. **Spring 2025 Schedule**
	* To be published in the second week of October.
	* Collier campus to have a morning lab schedule per the clinical associates' feedback.
	* Michael provided an update on the number of applicants, stating that they are still in the beginning stages and the numbers are expected to increase.
8. **B-113 Seating**
	* Tables to continue to be updated on Fridays
	* Discussion regarding stadium seating occurred with members of the team stating this was a preferred setup. Students are provided with better visualization of the front with large student numbers and classroom management is improved.
9. **Upcoming Events**
	* Open House: October 15th, 3-7 PM – We need 1-2 students to assist.
	* First Responders Career Fair: November 21st – takes place at the Collier County Fairgrounds annually.
10. **Other Updates**
	* Requests with SHP Marketing Team for logo decals, TV display, and tablecloth are in.
	* Spring course materials submitted, including EMT Kaplan test prep book.
	* Donation requests for supplies and fluids – please continue to use your contacts for donation requests.
	* Center of Teaching and Learning is seeking individuals who would like to present at the upcoming conference.
11. **Healthcare Benefits**
	* FSW transitioning to State Benefits Program
	* Open enrollment starting October 14th
	* Employees to ensure correct address on file in MyFSW Portal
12. **EMS State Framework Discussion**
	* Megan to gather feedback from instructors before October 9-10 meeting
	* Megan mentioned potential changes to the 64 J program, which could impact the minimum educational requirement for teaching.
	* Meeting held in Tampa.
13. **Reminders**
	* Last day to withdraw from Full Term classes: October 24th
	* Let Tracy know when you update your credentials.

**Action Items:**

1. Lynn to identify students for the upcoming open house event
2. Megan to collect feedback on EMS State Framework discussion topics