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**Staff Meeting Minutes**

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| **INSTITUTION NAME:** | Florida SouthWestern State College | | |
|  |  | **DATE, TIME, + LOCATION OF MEETING:** | FSW LEE campus 09/20/2021 |

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| **ATTENDANCE** |

| **Community of Interest** | **Name(s) –** *List all members. Multiple members may be listed in the same category.* | **Present –** *Place an ‘x’ for each person present* |  |
| --- | --- | --- | --- |
| Program Director | Joe Washburn | x |  |
| Medical Director | Alex Rodi |  |  |
| Program Coordinator | Chris Clemens | X |  |
| Program Coordinator | Megan Davis | X |  |
| Program Coordinator | Matt Stachler | X |  |
| Program Coordinator | Rima Stevens | X |  |
| EMS Support Specialist | Mike Knoop | X |  |
| EMS Support Specialist | Tracy House | X |  |
| EMS Support Specialist | Tammy Mole’ |  |  |
| EMS Support Specialist | Linda Welch | x |  |
| Other |  |  |  |
| Fire Academy Coordinator | Mike Jimenez | x |  |
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| **Agenda Item** | | **Discussion** | **Action Required** | **Lead** | **Goal Date** |
| --- | --- | --- | --- | --- | --- |
|  | **Call to order** | **Joe:** | Yes / No | Joe |  |
|  | **Roll call** | n/a | Yes / No |  |  |
|  | **Review and approval of meeting minutes** | n/a | Yes / No | NA |  |
|  | * Monthy Staff Meeting | Joe: School of health professions is hosting an ice cream social here on the lee campus you should have gotten an email. On 9/22. I can teach for you Chris if you would like to come.  Chris: No I am good.  Joe: On November 19th, they are having a thanksgiving pot luck in A138. The deans search is moving forward. They narrowed it down to 4 candidates. They are going to do a presentation and send out a zoom link to all who want to watch. Then the vice provost will meet with them then they will narrow it down to two. Then will go to the president to make final decision. They are hoping for a Jan start. But im thinking summer start. Rima can you give everyone an update.  Rima: They are opening back up the ERS for our students. They are requiring heap masks. The medics can choose next semester from 4 hospitals for their OR rotations. I am trying to get everyone put into CCPS sooner then later.We are hoping to get night shifts again with Dr. Rodi. We got an email from lee county EMS say that the chief is letting the out going cohort of medics to ride 24 hrs.The students have been very good about getting all their paperwork in and flu shots done etc. Lee health is going to have us start putting our dates in for spring the middle of October.  Joe: Will you be entering all the medic stuff I had collected from them dates etc into fisdap?  Rima: Yes. Dr.Rodi still needs to get me his dates but he gave me weekends for now. I asked him to see if any other Dr.s where willing to help us out.  Joe: Now that we are in 4 hospitals.We need to keep on eye on their tubes and make sure if we have to we need to send them to bayfront or wherever to meet those numbers.  Rima: I spoke with Jana, the leadership is requesting us back since they are a teaching hospital/organization.  Joe: We hired 3 more new Ca’s. They probably wont start till the last week of this month or first of next. All of them are medics. I am going to email all CA’s to let them know about the EMT and Medics final lab days that we changed. That was the only day we could get Rodi here for the outgoing Medics. If you guys can remind me when we start to make those schdules that we need to make sure that Rodi is there for the Medics final.  Chris: I edited my syllabus, spoke with the students and sent out annocements to them as well so their should be zero issues.  Joe: If there is we will take it on a case by case basis. Everyone should have gotten an email from Susan Bronstien for training on the new performance evaluation system. Its an info session. Everyone needs to sign up. Your eval is going to be an on going thing through out the year. We will be working on it together. You will be able to get feedback right away on tasks goals etc you are trying to work towards. We got a new piece of equipment it’s a simulated blood pressure cuff. One pro is that it is simulated and you can adjust the blood pressure to whatever you would like it to be. I feel like it has a lot of cons. It’s a little complicated to use it is very bulky. Please see Mike here on the lee campus he will show you how to use it.  We have ordered and received a new bleeding machine. Mike has packaged up both of the bleeders to go to Chris. Give her a couple of those bleeding packs Mike.  Chris: I think I have a lot of it. Does it have directions?  Joe: It is easy to use. If you need help you can call mike or me and we can help. All you do is hook up the battery pack. There are 2 artiel bleeding lines and one venus. And you can adjust the stream of the bleed from the knob that’s near the end.  Mike: Also I had connected the instructions and attached to the bag but they have come off prior so aslong as they don’t loose them they will always have a laminted instruction sheet.  Joe: So now we can use a bleeder at the finals if we want because all students will now have exposure to it. Mike Jimenez I made a deal for Fire 2 they are going to change the policy and make the last day Saturday that you do the agility test again that is going to be the last date that they can with draw for a refund. Thank you all. | Yes / No |  |  |
|  | **Next meeting(s)** | 10/2021 | Yes / No |  |  |
|  | **Adjourn** |  | Yes / No |  |  |

Minutes prepared by Tamara Mole’ Date 09/27/2021

Minutes approved by Date

*If item #5 above was acted on, then:*

Medical Director’s signature Date