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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 11/15/2021 Zoom |

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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 |  | Teaching make up day EMT |
| Program Coordinator | Megan Davis |  | Inservice |
| Program Coordinator | Matt Stachler | x |  |
| Program Coordinator | Rima Stevens |  |  |
| EMS Support Specialist | Mike Knoop | x |  |
| EMS Support Specialist | Tracy House | x |  |
| EMS Support Specialist | Tammy Mole’ | x |  |
| EMS Support Specialist | Linda Welch | x |  |
| Other |  |  |  |
| Program Coordinator | Mike Jimenez |  |  |
| Program Coordinator | Gene Etchevery |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Agenda Item** | | **Discussion** | **Action Required** | **Lead** | **Goal Date** |
| --- | --- | --- | --- | --- | --- |
|  | **Call to order** | Joe Washburn | Yes / No | Washburn |  |
|  | **Roll call** | n/a | Yes / No |  |  |
|  | **Review and approval of meeting minutes** | n/a | Yes / No | NA |  |
|  | * Monthly Staff Meeting | Washburn: We have EMT and Medic finals coming up. The EMT stuff has been sent out. We are just trying to schedule some meetings. Matt I have no issues with trying what | Yes / No |  |  |
|  | **Next meeting(s)** |  | Yes / No |  |  |
|  | **Adjourn** |  | Yes / No |  |  |

Minutes prepared by Tamara Mole’ Date 11/29/2021

Minutes approved by Date

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

Medical Director’s signature Date