



## Leadership Meeting Agenda

October 6, 2025

### I. DISTRICT ITEMS

- Responder of the Year – Please get a list for your stations to Chief by November 1<sup>st</sup>.
- EMS Equipment on QRU trucks – We will be putting Stat Packs with the cell bags on the QRU units that will be set up and have the same items as the ambulances. We will no longer have multiple bags on all the units in the stations. There will be one designated bag on the designated QRU apparatus at each station.
- Patient Reports and Care Responsibility – We need to work on a better transition from QRU to Ambulance for patient care. When you arrive on scene, give a patient update just like you do with IFFD to our AB and Engine crew. To make things very simple and matter of fact, if the AB crew arrives on scene the PCR is their report. QRU should not have to ask if the AB crew is taking patient care, they are period.
- Tech Rescue Calls – When you are Duty Chief, we want you to run Incident Command, we as Tech will run Operations. If the incident is big enough, we will set up an EMS ops. The AB crew needs to stay with the AB, not leave it to be part of operations. There has to be EMS personnel with the AB for patient care.
  - When full-timers go out on Tech and leave the Engine, leadership will work on sending back fill notices. This is going to be something we work through on a call by call basis depending on what Tech team personnel respond and staffing needs for the District side.
- Event Requests – All event requests need to be sent to the administrative office. We have too many events falling through the cracks that we are not all aware of. Amanda will work on creating an online form that can be filled out and sorted to each station. More information once that is complete, for now when you get a request you need to run it through the office. This is specifically for events requesting EMS services or multiple personnel. This is not your one off station tours or school visits presentations. If you get a request and aren't sure call the office and run it by us.
- Purchasing – We are starting out a new fiscal budget year as of October 1<sup>st</sup>. Effective immediately, no more purchasing on any District charge account without a PO or approval from Amanda. A message will be sent out district wide with additional information. The ONLY exception will be emergencies that interrupt operations. Purchase need to be planned out and approved, no more impulse shopping.
- Clothing – The District will continue to provide t-shirts. New hires will be issued 1 District T-shirt moving forward. If your station personnel want additional T-shirts, a jacket, or job shirt they can go to T&T Creations or Country Cottons to purchase those items on our account. When we are billed we will deduct the invoice from their next payroll hours. If they do not have hours next payroll, they will be expected to reimburse the district. If you as Leadership would like to



purchase clothing for your station, you are welcome to as part of your station budget expenses.

- No more printing any clothing at home and handing it out to whomever wants it. No more printing ANYTHING in addition to the approved clothing designs with "Central Fire District" on it without administration approval.
- In addition, please remind your personnel to be cautious when they wear District clothing, they are representing the district. They should not be wearing duty shirts when not on duty.
- Reports – Each station needs to set up a time for Amanda to come out and provide report writing and documentation training.
- EMT class will start Nov 4<sup>th</sup>, goes until Feb 14<sup>th</sup>. Tues & Thurs 1900-2200, Saturday 0800-1600.

## II. STATION REPORTS

Station 1:

- 163 - flood lights are not working
- 164 - light tower got stuck during last use, needs to be looked at.
- 691 – need to follow-up on repairs ETA
- Hose reel is leaking

Station 2:

- 181 driver seatbelt still having issues and alerting
- 183 auto ejector is not working
- 3 inch ball valves have been ordered
- Status on 3-inch hose that goes on their tender.
- 184 driver side window is not working. May need a new switch

Station 3:

Dispatch request – Can we get dispatch to stop putting "Transport only" in the notes? The breathing problem we ran on last week was a much higher priority than that.

With the ladder truck, will there be additional training for everyone else?

Discussion had that you will have to have a CDL to drive it. Volunteers would like some training to be able to help man the engine and run it if manpower is needed. Chief Schimanski acknowledged there will be additional training at a later date in the Spring.

Station 4:

Still need to follow up on getting the light bar from Chief Norman.  
143 auto injectors are acting up.

Full-time:

Finished ladder training this weekend. Decals were completed today.  
Per Chief, you will be required to have a CDL to drive.



SCBA:

Training - November 17<sup>th</sup>, there will be a CPR class at Menan at 7pm. Nicole is coordinating it. If you have personnel to attend, please let her know.