



REPORT

From the office of the...

Emergency First Response Team

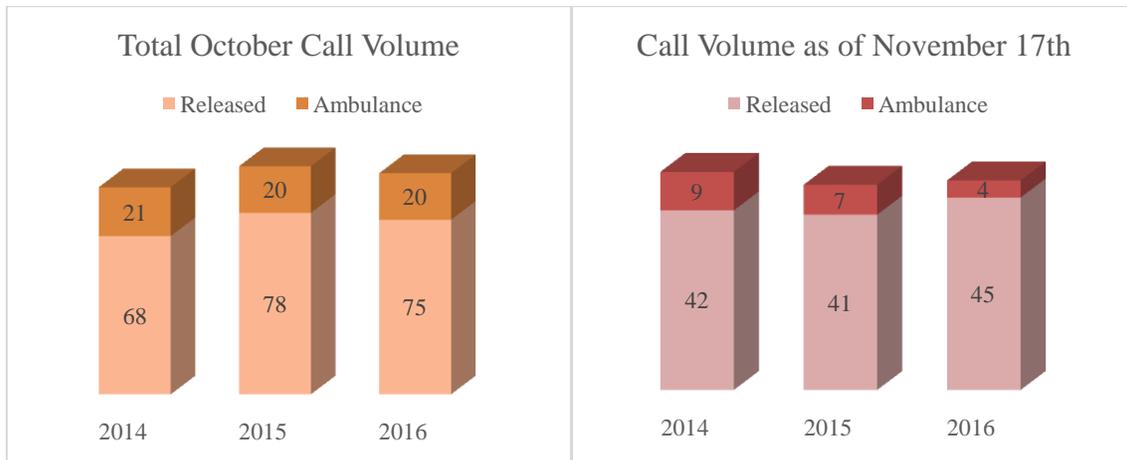
TO: Members of the Executive Board
 FROM: Stephanie Black
 SUBJECT: Emergency First Response Team - Report 6
 DATE: Tuesday, November 22nd, 2016 – 9:30 am

UPDATE

The primary focus for the EFRT had shifted towards ongoing training for the entire team, with the goal of maintaining the quality of our day-to-day operations. Along with the sophmores and seniors, the exec team is currently helping the new responders navigate through their ongoing training curriculum, which includes weekly scenario requirements and protocol topics to focus on.

SERVICE USAGE

Call volumes have been consistent as compared to previous years. The majority of calls for medical assistance recently have been in the areas of Musculoskeletal, Soft-Tissue, and Head/Neck/Spinal Injuries. There has also been a notable decrease in Alcohol/Drug Related calls, with only two of such calls so far this month. First Aid Courses continue to reach capacity, and this form of service usage is reflected within the Budget section below.



PAST EVENTS, PROJECTS & ACTIVITIES

In the time since my last report, most activities have been centred around the ongoing training of our new responders. Following their EMR training weekend, the new responders have completed their shadow shifts and have all been receiving calls over the

past few weeks. Also, double senior shifts have recently ended, allowing our volunteers to resume a regular routine for their monthly shifts. The NCCER Planning Committee continues to meet weekly, with recent progress being made in planning the competition itself, structuring a rotation of small workshops and lectures, finalizing room bookings, and following up with additional potential sponsors. Our Advisory Board Member (ABM) has recently collected feedback from the team to evaluate team operations, and this feedback has been delivered to each member of the exec team. This process is incredibly beneficial for recognizing where we have room for improvement, and the exec is working on addressing this feedback during initiatives moving forwards.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

This weekend, 20 of our responders are attending the MIXER conference for campus response teams, and have the opportunity to attend a variety of lectures on topics ranging from altered mental status to toxidromes. Continuing to follow the ongoing training curriculum for our new responders, next weekend we have December Training for the entire team on the Friday evening, followed by Mental Health First Aid Training for the new responders on the Saturday and Sunday. With exams around the corner, we will be hosting our annual Holiday Party on the following weekend to celebrate the successes of our service over the past few months and recognize the responders for all of their hard work prior to the break. With having recently completed a thorough Exec Feedback session, the exec team has been provided with constructive feedback which will help set the direction of the team moving forwards. We are currently in the process of reviewing the feedback and deciding on actions to take. With that being said, there are a number of great ideas in the works for new initiatives to take, including replacing our current bikes, re-structuring our mid-year evaluation process, emphasizing responder recognition, providing additional responder support, and increasing our community presence on campus.

BUDGET

McMaster Student's Union							
Dept. 0107 - Emergency First Response Team							
For the Five Months Ending September 30, 2016							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	September	September	2016-17	2015-16	2015-16	2017	To Date
All:							
3271-0107 EFRT - FEES REV. - COURSES	(7,122.50)	(9,205.00)	(34,302.68)	(\$35,125.00)	(\$71,672.65)	(\$62,500.00)	54.88%
3801-0107 EFRT - MAC SUMMER FUNDING				(\$2,664.09)	(\$21,214.29)	(\$18,000.00)	0.00%
5003-0107 EFRT - OFFICE SUPPLIES			171.04	\$250.75	\$396.36	\$600.00	28.51%
5101-0107 EFRT - TELEPHONE				\$35.30	\$353.00	\$432.00	0.00%
5201-0107 EFRT - PHOTOCOPYING	197.80	135.76	266.03	\$232.38	\$469.15	\$1,000.00	26.60%
5315-0107 EFRT - TEAM SUPPLIES	697.39	3,382.92	1,358.97	\$4,044.63	\$17,698.44	\$13,000.00	10.45%
5501-0107 EFRT - REPAIRS & MTCE.	(627.32)		(127.32)	\$534.38	\$598.04	\$1,000.00	(12.73%)
5715-0107 EFRT - RENT EXPENSE - EQUIPMENT					\$693.17	\$750.00	0.00%
6201-0107 EFRT - CONFERENCE EXPENSES	(500.00)	505.26	(1,379.05)	\$505.26	\$10,394.19	\$7,000.00	(19.70%)
6300-0107 EFRT - MAC SUMMER FUNDING EXPENSES	(2,434.00)	604.32	1,132.88	\$3,288.32	\$3,388.32	\$3,750.00	30.21%
6415-0107 EFRT - RECOGNITION AWARDS			404.14	\$103.76	\$5,861.82	\$3,000.00	13.47%
6501-0107 EFRT - ADV. & PROMO.		262.50	1,820.21	\$262.50	\$2,028.90	\$2,000.00	91.01%
6633-0107 EFRT - TEAM UNIFORMS					\$4,019.18	\$4,000.00	0.00%
6803-0107 EFRT - PUBLIC EDUCATION		113.00	6,844.31	\$8,919.36	\$22,415.10	\$19,000.00	36.02%
6804-0107 EFRT - VOLUNTEER TRAINING	606.58	691.87	2,178.59	\$2,001.38	\$16,368.72	\$14,000.00	15.56%
6912-0107 EFRT - TRAVEL - CONFERENCE			111.65	\$70.73	\$430.10	\$500.00	22.33%
7001-0107 EFRT - WAGES	7,367.26	8,536.78	16,286.08	\$19,182.42	\$39,225.91	\$38,000.00	42.86%
7101-0107 EFRT - BENEFITS	191.36	172.99	1,036.00	\$924.72	\$4,729.99	\$3,500.00	29.60%
7401-0107 EFRT - BANK FEES	136.13	116.10	597.71	\$620.61	\$1,034.44	\$800.00	74.71%
8001-0107 EFRT - DEPRECIATION EXPENSE			878.22	\$873.26	\$3,493.06	\$3,400.00	25.83%
Total All	(\$1,487.30)	\$5,316.50	(\$2,723.22)	\$4,060.67	\$40,710.95	\$35,232.00	(7.73%)

The EFRT budget continues to be similar to previous years' spending, with the majority of costs being associated with typical day-to-day operations. Within five months of operation, First Aid Course Revenues have reached 54.88% and are on track to meet the expected increase in that budget line.

VOLUNTEERS

There has been an incredibly positive atmosphere created by our volunteers over the past month and team morale remains quite high. On the other hand, it was brought to my attention during our Exec Feedback session that several responders felt underappreciated for their contributions during orientation, which could have been improved by the exec team making more of an effort to reach out to responders with personal thanks. As I have mentioned before, my volunteers work tirelessly each and every day, and they cannot be thanked enough for their contributions to the EFRT. Emphasis moving forwards will be placed on volunteer appreciation initiatives to suitably recognize responders for their actions.

CURRENT CHALLENGES

The bikes that we have been using day in and day out are not in great shape. Throughout the past three months, they have been brought to MACycle countless times and continue to break shortly after being repaired, totaling to over \$300 in repair costs alone. Each time that a problem with a bike has been identified as a safety concern, the bike had been taken out of service to protect the safety of our responders attending calls. This has meant that responders were left to run/walk to calls across campus, which is both slow and physically tiring for the responders. Working on a solution for this has become a priority, especially since I would like to purchase replacements for the responders to be able to attend calls safely and efficiently throughout the upcoming winter months.

SUCSESSES

The EFRT has been quite successful at managing the ongoing training of new and experienced responders to maintain our ability to provide a high quality of emergency care to the McMaster Campus. Successfully resuming our regular routine has provided us with an opportunity to work on improving day-to-day operations, and emphasis moving forwards will remain on facilitating effective training for responders.