



REPORT

From the office of the...

Emergency First Response Team

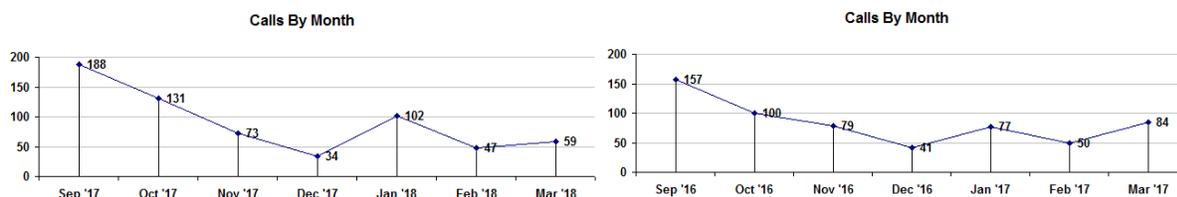
TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: Emergency First Response Team Final Report
DATE: March 23rd 2018

UPDATE

The following report will outline the overall operations of the EFRT for the year as well as progress on year plan goals. It will look at the successes and challenges that the team encountered as well as how those can be used for success next year. In addition, updates from the past month will be included.

SERVICE USAGE

Service this usage has been up this year in comparison to previous years. The overall trend of calls throughout the year has remained consistent but also had an increased volume per month. There has not been a great change in number of ambulance activated overall. This shows that an overall increase of awareness of the service has been achieved but no decrease in campus safety. The below graphs show the trends of calls over the school months to show the relatively similar call trends.



In addition, the summer months also contained a higher call volume, this is greatly attributed to the team's participation of the North American Indigenous Games held on campus. The team had a record number of July calls, with 49 total calls surpassing our normal summer mean of 10 calls per month. This opportunity showed the teams dedication with only 8 responders covering all the shifts from Monday to Saturday.

The nature of calls remained consistent with previous years with musculoskeletal calls, sprains, fractures, breaks and more, marginally being our top call volume over drug and alcohol related calls. Soft tissue injuries were our third highest call volume, and anecdotally team members have noticed an increase of burn injuries. Further investigation into burn prevention education as well as an intermediate treatment for our team to carry, current options only include gauze or a more expensive burn dressing, is currently underway.

PAST EVENTS, PROJECTS & ACTIVITIES

March marked EFRT Public Relations week! Working with the Underground the team was able to create a great set of graphics that were used for the week and will be used in the future as well! The week was a great opportunity to make students more aware of the service and let those who are interested in applying for the team in the future get ready with the certifications needed to apply over the summer. We were also able to promote our blended learning first aid

courses which seemed to appeal to a variety of students! For this years PR week, a PR committee was able to work together to put create a variety of activities for the week. This however was limited by the space that was used outside the office. Future recommendations to book Atrium Space for events to increase engagement were made to help further the success of PR week.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

The upcoming month contains the hiring of the 2018-2019 executive team and the new position of assistant director. As hiring goes underway alumni have been reached out to as part of the hiring board and arrangements for interviews will occur in the first week of April. This will occur in conjunction with the summer hiring due to the later than normal hiring schedule needed to approve the new Assistant Director Role. Upon hiring of the new executive team, transition reports and meetings will occur to orient the team to their new roles.

Exam season will be our final period before the end of the school year. Responder training will occur to make sure that responders are prepared for the nature of calls that may occur during the exam period. In addition, we will be reaching out to the office of the registrar to see what options responders can give to students who call or are called for during an exam.

BUDGET

<i>McMaster Student's Union</i>							
<i>Dept. 0107 - Emergency First Response Team</i>							
<i>For the Nine Months Ending January 31, 2018</i>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	January	January	2017-18	2016-17	2016-17	2018	To Date
All:							
3271-0107 EFRT - FEES REV. - COURSES	(\$15,600.00)	(\$10,150.00)	(\$55,166.50)	(\$48,310.18)	(\$59,687.68)	(\$65,000.00)	84.87%
3401-0107 EFRT - CONFERENCE REVENUE		(\$5,497.85)		(\$5,497.85)	(\$16,695.00)		0.00%
3801-0107 EFRT - MAC SUMMER FUNDING	(\$1,550.00)		(\$1,550.00)		(\$18,000.00)	(\$18,000.00)	8.61%
5003-0107 EFRT - OFFICE SUPPLIES			\$343.48	\$495.69	\$495.69	\$600.00	57.25%
5101-0107 EFRT - TELEPHONE	\$35.30		\$317.70	\$176.50	\$423.60	\$432.00	73.54%
5201-0107 EFRT - PHOTOCOPYING	\$118.12	\$29.96	\$372.74	\$489.26	\$780.85	\$1,000.00	37.27%
5315-0107 EFRT - TEAM SUPPLIES	\$1,522.64	\$193.79	\$7,275.65	\$2,871.27	\$9,417.66	\$13,000.00	55.97%
5501-0107 EFRT - REPAIRS & MTCE.			\$581.00	(\$35.41)	\$119.56	\$1,000.00	58.10%
5715-0107 EFRT - RENT EXPENSE - EQUIPMENT	\$50.17		\$1,297.87			\$750.00	173.05%
6201-0107 EFRT - CONFERENCE EXPENSES	\$962.29	\$3,380.15	\$3,324.60	\$6,658.14	\$22,992.22	\$7,000.00	47.49%
6300-0107 EFRT - MAC SUMMER FUNDING EXPENSES		\$1,031.65	\$3,081.54	\$2,164.53	\$2,212.56	\$3,750.00	82.17%
6415-0107 EFRT - RECOGNITION AWARDS			\$1,177.89	\$776.19	\$1,382.11	\$3,000.00	39.26%
6501-0107 EFRT - ADV. & PROMO.			\$3,018.19	\$1,927.21	\$1,927.21	\$3,000.00	100.61%
6633-0107 EFRT - TEAM UNIFORMS		\$2,843.31	\$1,118.47	\$1,758.31	\$4,245.01	\$4,000.00	27.96%
6803-0107 EFRT - PUBLIC EDUCATION	\$1,107.45		\$12,079.20	\$10,568.41	\$15,821.27	\$20,000.00	60.40%
6804-0107 EFRT - VOLUNTEER TRAINING	\$1,673.71	\$1,494.34	\$6,631.82	\$7,433.31	\$13,065.91	\$14,000.00	47.37%
6912-0107 EFRT - TRAVEL				\$255.58	\$255.58	\$500.00	0.00%
7001-0107 EFRT - WAGES	\$1,801.66	\$2,128.36	\$30,874.61	\$23,608.95	\$34,735.34	\$43,000.00	71.80%
7101-0107 EFRT - BENEFITS	\$121.88	\$118.92	\$2,137.23	\$1,658.93	\$2,151.14	\$3,500.00	61.06%
7401-0107 EFRT - BANK FEES	\$256.68	\$138.44	\$916.93	\$804.04	\$1,066.98	\$800.00	114.62%
8001-0107 EFRT - DEPRECIATION EXPENSE			\$995.58	\$1,756.44	\$2,634.66	\$2,640.00	37.71%
Total All	(\$9,500.10)	(\$4,288.93)	\$18,828.00	\$9,559.32	\$19,344.67	\$38,972.00	48.31%

Above is the most recent January Statement. An overview of each PTM controlled budget line has been described below including purchases made since January as well as anticipated spending for the next month. Predictions to final status of budget line will be highlighted in bold print.

3801- Mac Summer Funding	REVENUE Over budget: The report for summer funding has recently been submitted and is awaiting approval from the VP Administration of the University for remittance of funds (\$18,000). Current revenue in line is from the funds received from the Alumni Association from the 35 th reunion.
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5003- Office Supplies	EXPENSE Under budget: end of year supply inventory spending will occur to ensure adequate supplies for beginning of summer
5201- Photocopying	EXPENSE Under budget: The move to more online means of assessment and feedback have resulted in an overall decrease in spending in this budget line. Spending in this line will be constant till the end of the year but not anticipated to go over budget
5315- Team supplies	EXPENSE On budget: The spending in this line is mostly as needed with large supply orders at the beginning of the school year as well as the end of the year. Final spending in this budget line will occur with the end of year supply order after inventory is completed.
5501-Repairs	EXPENSE Over Budget: Costly repairs to bike lockers and radios this year mean that this budget line will be over. However, this should prevent further need for repairs in future years
5715- Rental Expense and Equipment	EXPENSE On budget: This expense is currently over budget but upon inquiring with the EOHSS office these expenses have been charged in error and will be fixed before the end of the year
6201- Conference Expenses	EXPENSE On budget: Spending in this budget line will be consistent with previous years. Spending for responder attendance of the NCEMSF conference in February is to still be added for the rest of the term.
6300- Summer Funding Expenses	EXPENSE On budget: This line bought the incentives for the summer responders such as a team parking pass and meal cards. Spending in this line has been completed.
6415- Recognition Awards	EXPENSE On budget: This budget line has the spending for the 2 annual recognition nights for responders. The second night is still to occur at the beginning of April accounting for the rest of the spending in this budget line.
6501- Advertising and Promo	EXPENSE On budget: Currently spending is at capacity due to the underground transfer. This line will have extra spending in March for the materials required for the public relations week, which still will not be over budget.
6803-Public Education	EXPENSE On/Over Budget: Currently spending is on par for this budget line but due to the changes in the blended learning format more spending may be required in the next month to ensure we are keeping up with standards
6804- Volunteer Training	EXPENSE On budget: Although this budget line is only halfway used we are still waiting upon the invoice to pay a large fee for our training with Toronto EMS
6912- Travel	EXPENSE Under budget: The team has incurred no travel expenses this year as conferences and travel were able to be achieved by team members with their own vehicles

VOLUNTEERS

This year marked a record number of applications to be a part of the team. We hired 11 new rookie responders and have fully trained them as a part of the team. An inquisition over the summer will look into the reformatting of the orientation process from an ability to accommodate more applicants as well as if multiple hiring cycles throughout the year would be possible. A look to other teams will be used to see what is standard in the first response community. In addition, looks into the ability to have graduate students on the team will also be performed as there has been growing interest in applying but due to our current operating policy we are unable to take graduate students.

This year our volunteers worked hard to cover our 24/7 schedule with a smaller team than in years past. Our senior retention was smaller due to students leaving for professional school and other adventures. This meant a smaller group of people worked to cover the same schedule as previous years. Recognition will be provided for those volunteers during our annual recognition night to show our appreciation to their dedication to the team.

CHALLENGES

This year overall showed the demanding nature that being a part of the EFRT executive has on its members. Specifically, with the removal of the honorariums the work which was put in by team members was greater than they expected and was part of the reason of the resignation of our Standard First Aid Coordinator in January. This occurrence led to a reevaluation of the executive team which will include the addition of another member to help better distribute the roles of the team.

Thought the year many challenges occurred for both myself and the executive team. Those challenges can be summarized into the categories of team engagement, equipment failure and communication with external organizations. All of these have been addressed previously in different reports and have reached resolution. Further investigations on how to prevent these in the future will be addressed in my transition manual and with the new executive team.

SUCSESSES

This year provided many successes to the EFRT as team. Our 35th reunion celebration allowed team members to connect with EFRT members from many different generations of the team and provide opportunities to see how responding can be applied in different careers as well as in life in general. We were able to raise over \$1500 to be put towards team operations. This also allowed us to connect professionally and invite speakers to our team trainings who were new, including a recent talk we had with an alumnus who works in Child and Youth Psychiatry. These connections allowed us to further out knowledge as a team and connect with EFRT past.

This year also marked the introduction and integration of blended first aid for the team. We anticipate this new type of learning first aid to make courses more efficient and cost effective for us as a team. We have worked to create instructor resources and are constantly gathering feedback to make the system better with each course. We hope to be on a mainly blended learning schedule during the summer working towards full integration of blended learning for the new school year. With the new learning structure, we were also able to achieve an instructor wage increase this year which will help us further retain instructors in the summer and throughout the year.

Overall this year I was able to achieve my goals set out in my year plan. These goals however remain fluid as continual connections with alumni and improvements to the first aid course structure will continue to part of my success as PTM. I hope to continue these goals and use my experience to set new goals for the new year that continue the betterment of the team as well as myself.