

**Guidelines and Training Committee  
Meeting Minutes  
July 11, 2005**

**Call to Order:** Kelly Southard called the meeting to order at 7:00 p.m.

**Present:** John Brandrup, Verna Mae Bretschneider, Jenni-Meade Carter (staff),  
Lori Knowles, Kelly Southard

**Excused:** None

**Guests Present:** None

**Approval of Minutes:** John Brandrup made a motion to accept the March 14, 2005 and May 9, 2005 minutes as written. Lori Knowles seconded the motion. The motion was approved by the committee.

**Staff Report:** Classes are going well. The daytime Intermediate class started with 14. 2 students moved to the nighttime class and 1 dropped due to attendance. 7 students have tested so far. All passed all practicals except for 1 who needs to retest 1. Other training planned: PEPP (October 15 & 16), GEMS (November 19 & 20), ALS Preceptor (August 9 & 11), EMT Evaluator (July 23 & August 6), Daytime Intermediate (October 5, 2005 – April 26, 2006) and Nighttime Intermediate (October 4, 2005 – April 27, 2006). The office has also been busy getting ready for the Boy Scout Jamboree.

**Exemption Requests:** John Brandrup made a motion to deny Jennifer Ammann's request for exemption to the two-year rule to become a preceptor. Verna Mae Bretschneider seconded the motion. The motion was approved by the committee.

**ALS Release Program Extension Requests:** Lori Knowles made a motion to approve the extensions of Jack Kelly (3 months) and Kimberly Madison (3 months). John Brandrup seconded the motion. The motion was approved by the committee.

**ALS Coordinator Requests:**

Initial Endorsement

1. Khary Stringer – Lori Knowles made a motion to endorse Mr. Stringer as an ALS Coordinator. John Brandrup seconded the motion. The motion was approved by the committee.

Recert Endorsement

1. Todd Barb - Lori Knowles made a motion to re-endorse Mr. Barb as an ALS Coordinator. John Brandrup seconded the motion. The motion was approved by the committee.

**Sub-Committee Reports:**

Skills Performance Guidelines: The Skills Performance Guidelines Document will be forwarded back to the OMD Committee to make the changes they feel are appropriate (such as every 2 years instead of every year).

Protocol Committee: The committee will get together soon to discuss additions, corrections, and changes to the protocols. Jenni-Meade Carter will email everyone for availability.

**Unfinished Business:**

None

**New Business:**

None

**ALS/EMT-Basic Program Audits:**

Monitoring Assignments:

Lake of the Woods EMT Class – Kelly Southard

**REMS BOD Action Items:**                      None

**For the Good of the Order:**

**Adjournment:** John Brandrup made a motion to adjourn the meeting. Lori Knowles seconded the motion. The meeting was adjourned at 8:10 p.m. The next meeting will be **September 12<sup>th</sup>, 2005 at 7:00 p.m. in the 3<sup>rd</sup> Floor Conference Room, 2300 Fall Hill Avenue.**