

Sevastopol EMR Committee Meeting Agenda

Date: June 1, 2026

Time: 6:00 PM

Location: Sevastopol Town Hall

Attendees:

Please sign in and date/time:



- Town Supervisor
- Crew Chief
- Assistant Crew Chief
- Secretary

1. Call to Order

- Welcome and introductions
- Open discussion---any items to discuss that are not posted on the agenda

2. Committee & Agency Meeting Structure

Discussion Items

- Establish purpose and structure of committee meetings
- Schedule committee meetings through the remainder of 2026
- Schedule agency meetings through the remainder of 2026
- Determine required attendees for committee meetings
- Communication and teamwork expectations
- Task delegation process and accountability timelines

Desired Outcome

- Committee and agency meeting schedule established through year-end
- Agreement on meeting structure and attendance expectations

3. Patient Safety & Equipment Readiness

Medical Supplies

- Review expired supplies and replacement needs
- EMR bags
- Storage rooms
- AED cabinets and support kits

Monthly Inspection Program

- EMR bags
- Oxygen equipment
- Trauma supplies
- PPE and infection control supplies
- Storage areas

AED Program Review

- Current LIFEPAK 1000 inventory
- Battery replacement schedule
- Pad/electrode expiration tracking
- Monthly inspection documentation
- Annual professional service requirements
- Public building AED inspections
- Buy-back or recall opportunities
- Discussion regarding future AED replacement needs

Desired Outcome

- Assign responsibilities for inspections
- Establish timeline for equipment review and corrective actions

4. Roles, Responsibilities & Organizational Structure

Review and Discussion

- Crew Chief
- Assistant Crew Chief
- Secretary
- EMR Members
- Town Board
- Liaison Town Supervisor
- Town Clerk

Discussion Topics

- Communication pathways
- Reporting structure
- Meeting attendance expectations
- Documentation responsibilities
- Equipment responsibilities
- Training requirements
- Participation expectations

Desired Outcome

- Outline of role definitions for future bylaw development
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5. Records Management, Communication & Member Tracking

SharePoint Development

- Status of SharePoint platform
- Document management needs
- Access and permissions

Records to Maintain

- Meeting minutes
- Training records
- Member files
- Equipment inspections
- AED inspections
- Policies and procedures
- Financial records
- Invoices and receipts

Secretary Responsibilities

- Record retention
- Administrative tracking
- Communication support

Desired Outcome

- Develop action plan for implementation of digital recordkeeping system

6. Meeting Structure & Accountability

Discussion Topics

- Annual meeting calendar
- Agenda development process
- Attendance tracking
- Sign-in procedures
- Meeting minute standards
- Monthly operational reviews

Regular Meeting Components

- Bag checks
- AED inspections
- Training
- Case reviews
- Community events
- Operational updates
- Policy discussions

Secretary Role Expectations

- Attendance requirements
- Documentation responsibilities
- Continuity planning

Desired Outcome

- Standardized meeting structure established

7. Open Discussion

- Additional concerns or recommendations
- Future agenda items
- Assignment of action items and deadlines

8. Review of Assigned Tasks

- Summary of decisions made
- Review assigned responsibilities
- Establish completion dates

9. Adjournment **Time:** _____

Next Committee Meeting: _____

Next Agency Meeting: June 3rd, 2026 at 7pm at the Sevastopol Town Hall