

Sevastopol EMR Committee Meeting Agenda

Date: July 29, 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
- Approve minutes from last meeting
- Review tasks from last agenda-**see attached**
 - New accountability form—fill out at the end of each meeting and return at the start of the next meeting.
- Discuss progress on mid-term letters to members (SOG points)—**overdue in June**
- Licensures due for renewal end of June-discuss verification process and tracking
- Follow-up on potential recruitment of members
 - Membership applications—per Bylaws reviewed by Committee
 - Membership Forms
 - Policy and Procedures of applications/filing
- Follow-up on Jacket Lettering for Agency members
 - Completed?
 - Jackets distributed?
 - Cost-invoice received?

2. Policies and Procedures/Activity Binder

- Review the purpose and intent of the binder, including the process leadership will use to work through each section collaboratively to ensure successful implementation.
- The binder will remain a leadership working document and will not be distributed to agency members until it has been thoroughly reviewed, refined, and formally approved by the EMR Committee
- Discuss group emails-communication

3. Committee Meeting Calendar-**see attached**

- To provide a consistent meeting schedule that promotes accountability, improves planning and attendance, ensures ongoing oversight of EMR operations, and keeps committee priorities and projects moving forward in an organized and timely manner.
- Discuss Agency Calendar layout and dates/times—make handout for meeting
- Discuss creating Agency meeting agenda during this Committee meeting as we accomplish items/tasks during this meeting

4. Patient Safety & Equipment Readiness

Medical Supplies

- Review expired supplies and replacement needs-Process? Checklist? Policy?
- EMR bags-Process? Checklist? Policy?
- Storage rooms-Process? Checklist? Policy?

Monthly Inspection Program

- EMR bags
- Oxygen equipment
- Fire Extinguisher—if used come up with policy/procedure—then can order. **See attached.**
- Storage areas

AED Program Review

- Discuss policy review and process of member participation in checklists—we WILL abide by manufacturer recommendations. AEDs will be checked monthly.
- Checkoff of AED's at Town Hall and Town Park-**see attached rules/regulations on who can perform monthly check offs per state regulations. This will be reinforced with members of the EMR.**
- Ordering batteries and Electrode Pads
- Servicing AEDs-yearly serviced-

If time allows, we can continue to #5 through #8

5. Roles, Responsibilities & Organizational Structure

- Leadership Roles

6. Records Management, Communication & Member Tracking

- Records to Maintain
- Secretary Responsibilities

7. Meeting Structure & Accountability

8. Review of Assigned Tasks

9. Adjournment

Time: _____