

Sevastopol EMR Committee Meeting Minutes

Date: July 29, 2026

Time: 6:00 PM

Location: Sevastopol Town Hall – Small Conference Room

Attendees

- Stacie Denil – Sevastopol Town Supervisor
 - Ashley Staats – Crew Chief
 - Grant Estes – Assistant Crew Chief
 - Secretary – Absent
 - Guest – Justin McDonald
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1. Call to Order

The meeting was called to order at 6:00 PM. **Approval of Previous Minutes.** Ashley Staats made a motion to approve the June 2, 2026 Committee Meeting minutes. Grant Estes seconded the motion. **Motion carried.**

2. Review of Previous Action Items

Newsletter

Ashley reported that the EMR newsletter was submitted to Linda Wait on June 29, 2026, prior to the June 30 deadline.

Supply Inventory

The comprehensive supply inventory list was not completed. Stacie will assist Grant in completing the inventory after the current supply order is received. A master inventory will be maintained in the supply room for monthly inventory checks and reordering purposes.

AED Servicing

Ashley advised that Door County utilizes Physio-Control/Stryker for AED servicing; however, no additional information regarding service schedules, costs, or local representatives was available. Stacie will contact Physio-Control/Stryker directly to obtain information regarding:

- Local service representative
- Annual service requirements
- Estimated costs
- Service scheduling

AED Monthly Inspections

The committee discussed monthly AED inspections. Ashley expressed concern about requiring members to perform monthly checks. Stacie reviewed manufacturer recommendations requiring regular monthly inspections and emphasized the importance of maintaining equipment readiness for public safety. It was also noted that regular inspections and annual servicing are important components of equipment maintenance and regulatory compliance. Grant will distribute inspection cards to the four members responsible for Town-owned AEDs during the next Agency meeting and review the inspection and documentation process.

Fire Extinguishers

Stacie shared information received from Fire Chief Kalin Montevideo regarding vehicle fire extinguishers. Requirements include:

- Appropriate fire extinguisher classification
- Secure mounting within the vehicle
- Monthly inspections
- Annual hands-on training

Ashley and Grant suggested determining member interest before purchasing extinguishers. Grant will survey members through Active911. Once quantities are known, the Town will explore purchasing extinguishers and coordinating annual inspections through Van's Fire & Safety.

SharePoint Development

Stacie demonstrated a SharePoint platform being explored for document management. While the system functions well, accessibility remains a concern for several members. Alternative options will continue to be evaluated.

Town AED Responsibilities

Stacie and Amy continue performing monthly inspections of the Town Hall AED. Stacie will meet with Mark and Dan to determine responsibility for:

- Town Park AED
- Pickleball Court AED
- Concession Stand AED (owned by Sevastopol School)

Committee Meeting Schedule

The committee reviewed the proposed meeting calendar. Consensus was reached to hold Committee meetings on the **last Wednesday of each month at 7:00 PM**. Stacie will update and redistribute the calendar.

3. Accountability Form

The committee reviewed the newly developed Accountability Form. Ashley expressed concerns regarding compensation for administrative work assigned outside of meetings. Stacie noted that the Crew Chief position currently receives compensation, while the Assistant Crew Chief and Secretary perform similar administrative duties without compensation. Ashley and Grant suggested future consideration of compensation for the Assistant Crew Chief and Secretary positions. The committee also discussed expectations associated with leadership positions, including administrative responsibilities, accountability, and the purpose of written policies and procedures in reducing liability and providing organizational consistency.

4. Standard Operating Guidelines (SOGs)

Ashley reported that member acknowledgement forms had been tallied, printed, and signed. The completed packet is awaiting Stacie's review and signature before distribution to Agency members. Distribution is anticipated within the coming week following verification of the totals.

5. License Renewal Verification

Ashley stated that member licensure reviews had been completed. Stacie requested documentation confirming completion of the verification process. No documentation was presented during the meeting. During this discussion, Ashley expressed frustration regarding the documentation request, announced her unofficial resignation as Crew Chief, and left the meeting. Grant was asked to provide documented verification of member licensure status, preferably in spreadsheet format, before the next Committee meeting.

Recruitment

The committee received an application from a local paramedic. Per Agency bylaws, Stacie and Grant will schedule an interview with the applicant and continue the membership review process.

6. Jacket Lettering

Grant reported that the jackets have not yet been delivered to FLS Banner. Completion of this task is expected before the next Committee meeting.

7. Activity Binder

The committee reviewed the purpose and organization of the Agency Activity Binder. Questions were addressed during the discussion.

8. Meeting Calendar

Stacie will revise the Committee calendar to reflect the new 7:00 PM meeting time. The committee also reviewed Agency meeting dates. Agency meetings will continue on the **first Wednesday of each month**, with the exception of the upcoming August meeting. The August Agency meeting will be held:

Monday, August 3, 2026

7:00 PM

Egg Harbor Fire Department

Training Topic:

- Cot demonstrations
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9. Patient Safety and Equipment Readiness

Supply Room

Grant completed a list of needed supplies and forwarded it to the Town Clerk for ordering. Once supplies arrive, an organized inventory system and monthly inspection checklist will be implemented.

EMR Bags

Ashley indicated that bags are currently inventoried annually. The committee discussed increasing inspection frequency to better ensure equipment readiness. An inventory list identifying assigned equipment was reviewed. A formal inspection process will be developed at a future meeting.

Oxygen Equipment

The committee discussed securing oxygen cylinders during vehicle transport. Current carrying bags are designed for stretcher use and do not adequately secure cylinders within personal vehicles. Additional mounting options will be researched.

Fire Extinguishers

Grant will survey members regarding interest in receiving vehicle fire extinguishers. Members receiving extinguishers will be responsible for:

- Secure mounting
- Monthly inspections
- Annual training

Storage Area

The committee will revisit organization of the storage room after supplies have been received and inventoried.

10. AED Program

The committee reviewed the Town's AED program. Grant and Stacie agreed to purchase:

- Two additional AED batteries
- Replacement electrode pads

Stacie will continue coordinating annual servicing with the manufacturer.

11. Roles, Responsibilities and Organizational Structure

This agenda item was not reached.

12. Records Management, Communication and Member Tracking

This agenda item was not reached.

13. Meeting Structure and Accountability

This agenda item was not reached.

14. Accountability Assignments

The Accountability Form was completed. Copies were provided to:

- Stacie Denil
 - Grant Estes
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15. August 3, 2026 Agency Meeting

Grant reviewed the proposed Agency meeting agenda and training schedule. The meeting agenda must be publicly posted prior to Friday.

16. Adjournment

Grant Estes made a motion to adjourn, Stacie Denil seconded the motion. **Motion carried. Meeting adjourned at 8:02 PM.**

Upcoming Meetings

EMR Committee Meeting

Wednesday, August 26, 2026

7:00 PM

Sevastopol Town Hall

EMR Agency Meeting

Monday, August 3, 2026

7:00 PM

Egg Harbor Fire Department

Training: Cot Demonstrations