

CITY OF OAKLAND
Oakland Fire Department
MEDICAL SERVICES DIVISION
STAFF MEETING
Minutes of September 11, 2013

The Medical Services Division staff meeting was held on Wednesday, September 11 2013.
Stewart McGehee called the meeting to order at 2:15 p.m.

Staff Present: Stewart McGehee Juliet Henshaw
Sylvia Dillard Sheehan Gillis
Luis Diaz

I. Approval of Minutes:

- The September 5th minutes were revised to indicate that Juliet would follow-up on purchasing ePCR software

II. Old Business:

EMS Inventory

- EMS Inventory is complete
- Sheehan to provide quotes for camera and microphone at the next staff meeting

Update Training

- Waiting for training materials
- Updates covers 1 hr of training
- Other options for additional training were discussed
- Dan and Sheehan to collaborate on controlled Substance portion of the training
- Report back at next meeting

Policies

- MSD Policies were assigned to staff for completion
- Staff will prioritize completion of policies
- Send draft policies to Sylvia for format

III. Status Updates/Round table

- Sheehan submitted fall training info to Operations for the Master Calendar
- Luis reported that there were 11 non compliant and 3 write-up done
- Juliet will run a CE report
- On-line training was suggested

IV. Adjournment

The meeting adjourned at 3:03 p.m.