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| MSU-logo-2001 | REPORT  **From the office of the…**  EFRT Program Director |
| TO: | Members of the Executive Board |
| FROM: | Ivy Quan |
| SUBJECT: | EFRT Report #3 |
| DATE: | August 5, 2021 |

# Year Plan Update

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| Since we have been approved to go back on call, our timelines for training and our year plan have been becoming more concrete. The following are our major dates for the upcoming year so far:   * August 22nd: Executive Retraining * September 3rd-5th: Team Retraining * September 7th: Our return to 24/7 response * September 11/12th and 18/19th: First Responder Certifications (2020 hires) * October 7th: Written Applications Released (hiring) * November 5th: Written Applications Deadline (hiring) * November 10th: Standard First Aid Tests (hiring) * November 12/14th: Interviews (hiring) * January 14-16th: Orientation Weekend 1/Teaching Weekend (hiring) * January 22/23rd: Orientation Weekend 2/Evaluation Weekend (hiring) * February 12/13th and 19/20th: Emergency Medical Responder Certifications (2020 hires) |

# Events, Projects, & Activities

## General Service Usage

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| During our last EFRT Advisory Board Meeting on July 20th, we came to a unanimous decision that EFRT will return for in person training starting August 22nd and will return on call starting September 7th. We will have 26 responders returning full time and 1 responder returning part time. We have decided to return to 24/7 responding with 2 responders on call and will upgrade to our regular 3 responder system after September 19th. |

## Projects & Events

### Project 1: COVID Protocols

Project Status: Complete

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| General Information: |
| Our largest project for the past month has been working on our COVID-19-specific protocols. These detail differences in our responding and office etiquette while we respond during the pandemic. Our Medical Director and our past Program Directors helped us to edit and gave suggestions. We have completed writing these protocols and have sent them out to the team for use in this month’s trainings. Use of these protocols will also be assessed during a written test and a series of scenarios prior to going back on-call. |

### Project 2: Retraining Planning

Project Status: Ongoing

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| Now that we have confirmation of our return, our dates for retraining have solidified. Our Training Coordinator will lead the planning of this project with help from the rest of execs. We have gathered EFRT Alumni who have selflessly volunteered their time to help us train our team. The next steps are solidifying the schedule for the event and booking adequate spaces to hold the training. We need a space to accommodate around 35 responders and alumni from September 3rd to 5th. |

### Project 3: Responder Lodging

Project Status: Ongoing

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| As I mentioned in my previous report, we are looking into securing a room in Residence for a responder on an overnight shift due to the distancing limitations of our space. Since my last report, I have met with the manager of Residence Life to discuss this possibility, but I have not heard from them since - I will continue to follow up with them. They stated that securing a residence room will come with a cost, so this is another expense that I expect will put stress on EFRT’s budget this year if we successfully complete this project. |

### Project 4: Standard First Aid Courses Reboot

Project Status: Upcoming

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| Along with our return on-call, we are also looking to reboot our Standard First Aid (SFA) and CPR courses. Our Assistant Director will lead this project with the help of the rest of the executive team. We currently have 1 remaining instructor, so the first steps would be to put interested responders through a SFA instructor training course and get them to co-teach with our remaining instructor. This will allow us to run courses to certify the public in SFA/CPR and to generate a bit of revenue. |

# Outreach & Promotions

## Summary

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| This month we didn’t have anything to promote for ourselves, so our social media engagement has not changed much. But, EFRT’s PR Coordinator has submitted a request to the Underground for posters announcing our return. We are planning a campaign announcing our return alongside a giveaway to encourage the McMaster community to add our number into their contact list. |

# Finances

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| We face a similar challenge to last month in sourcing affordable PPE. We have ordered about a 2-month’s supply according to our liberal estimates, and I have been using our summer expense budget line to help fund these purchases. I am anticipating going over budget on the team supplies budget line because PPE is crucial to responder and patient safety but will also be in high demand throughout the pandemic. Additionally, most of our equipment including all our bag-valve masks, symptom relief medications (EpiPens, aspirin, etc.), and oxygen masks have expired and must be purchased prior to going back on call. I will try my best to stay within the budget, but due to the cost of PPE and the large amount of expired equipment, I expect higher-than-average costs on the team supplies line. |

## Budget Summary

Table : Budget Tracker

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| **Account Code** | **Item** | **Cost** | **Description** | **Date of Purchase** |
| 5003-0107 | EFRT - OFFICE SUPPLIES | $ 600 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 5315-0107 | EFRT - TEAM SUPPLIES | $ 10,000 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 5501-0107 | EFRT - REPAIRS & MTCE | $ 1,000 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 5715-0107 | EFRT - RENT EXPENSE - EQUIPMENT | $ 600 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 6201-0107 | EFRT - CONFERENCE EXPENSES | $ 3500 |  |  |
|  | ACERT Membership | $ 100 |  |  |
|  | Total Spent in Line | $ 100 |  |  |
|  | Remaining in Line | $ 3400 |  |  |
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| 6300-0107 | EFRT - MAC SUMMER FUNDING EXPENSES | $ 4,000 |  |  |
|  | 2000 Surgical masks | $ 238.74 |  |  |
|  | D2DPPE Order | $ 1,141.26 | alcohol wipes, isolation gowns, medium gloves |  |
|  | eGrimes PPE Order | $ 650 | 240 N95 1870+ |  |
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|  | Total Spent in Line | $ 2,030 |  |  |
|  | Remaining in Line | $ 1,970 |  |  |
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| 6415-0107 | EFRT - RECOGNITION AWARDS | $ 3.000 |  |  |
|  | Last year's team appreciation gifts | $ 1,139.04 |  |  |
|  | Total Spent in Line | $ 1,139.04 |  |  |
|  | Remaining in Line | $ 1,860.96 |  |  |
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| 6501-0107 | EFRT - ADV. & PROMO. | $ 3,500 |  |  |
|  | EFRT Pens | $ 1121.61 |  |  |
|  | Total Spent in Line | $ 1121.61 |  |  |
|  | Remaining in Line | $ 2378.39 |  |  |
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| 6633-0107 | EFRT - TEAM UNIFORS | $ 4,000 |  |  |
|  | EFRT cotton masks | $ 345.11 |  |  |
|  | Total Spent in Line | $ 345.11 |  |  |
|  | Remaining in Line | $ 3,654.89 |  |  |
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| 6803-0107 | EFRT - PUBLIC EDUCATION | $ 14,000 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 6804-0107 | EFRT - VOLUNTEER TRAINING | $ 20,000 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |
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| 6912-0107 | EFRT - TRAVEL | $ 500 |  |  |
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|  | Total Spent in Line | $ - |  |  |
|  | Remaining in Line | $ - |  |  |

# Executives and Volunteers

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| At this point, the morale of the team and the executive members are high as everybody celebrates our decision to return on-call after our 18-months hiatus – it is an exciting time especially for our 2020 hires who look forward to gaining in-person experience this coming semester. As we gear up to return, the executive team is worried about our responders burning out, so we are setting up one-on-one check-ins with each responder to assess where our team is at before our large team training.  Exec morale is high as we are beginning to see all our planning come into fruition. However, I am worried about the executives burning out because many of us are applying to professional schools alongside planning for our return. I will keep a close eye on my team to monitor for signs of burnout. |

# Successes

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| Our biggest success this past month has been the completion of our COVID-19 protocols on-time to be rolled out at the beginning of August. Writing a thorough protocol is instrumental to our responder safety going back. It took a lot of research, collaboration, and revisions, but I’m incredibly proud of our team for completing that project. |

# Challenges

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| Alongside the excitement of our return, the executive team has also been slightly overwhelmed by the scope of what we are trying to accomplish this fall. There are many tasks that must be coordinated such as team training, protocol writing, PR campaigning, and ordering equipment to prepare for the fall. The executive team is feeling the sudden increase in workload, but I’m confident that we have our tasks under control, and we have been working together smoothly so far to accomplish our goals. |