



# REPORT

From the office of the...  
**EFRT Program Director**

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TO: Members of the Executive Board  
FROM: Ivy Quan  
SUBJECT: EFRT Report #5  
DATE: October 27, 2021

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## **Yearplan Update**

So far, everything is going according to plan. We currently have 24 active full-time responders and are looking to hire 10-12 more by the end of January. Our hires from last year are catching up on their training and returning responders have been successfully brushing up on their skills.

## **Events, Projects, & Activities**

### *General Service Usage*

In terms of service usage, nothing has changed since my last report; we are still receiving around 3 calls per day. I think this number could increase if we increased awareness of our service to more first year students. I also expect this number to increase next semester since McMaster announced we will be returning for in-person classes.

### *Projects & Events: SFA and EMR Instructor Courses (Ongoing)*

Our Assistant Director has found a Standard First Aid (SFA) and Emergency Medical Responder (EMR) instructor course provider and is arranging SFA and EMR instructor courses for a select few responders. This will allow us to restart EFRT-led SFA/CPR courses for the McMaster and broader community. The EMR instructors are for in-house EMR training which is cheaper in the long run instead of outsourcing our EMR certifications.

### *Projects & Events Hiring (Ongoing)*

On October 7<sup>th</sup>, we released the written applications (due November 5<sup>th</sup>) to kick off our hiring process for this year. This is also being led by our Assistant Director in collaboration with our Public Relations Coordinator. As of now, we have around 30 applications, but are expecting over 120 by November 5<sup>th</sup>. The next steps for this process will be a written SFA test, MMIs, then one teaching weekend and one evaluation weekend (as outlined in our Year Plan).

*Projects & Events: October Team Training (Completed)*

Our first monthly team training, led by our Training Coordinator, went smoothly. Responders learned about compassion fatigue, and got a refresher on drugs and intoxication, and basic life support. This was our second main in-person team event, so I'm proud of my team for planning and executing this smoothly.

*Projects & Events: New Packs and Radios (Completed)*

EFRT received SLEF funding in 2019 for new packs and radios, and they have finally arrived! We now have 6 new radios and 3 new packs. Responders going forward will be sporting red waterproof packs around campus.

## **Outreach & Promotions**

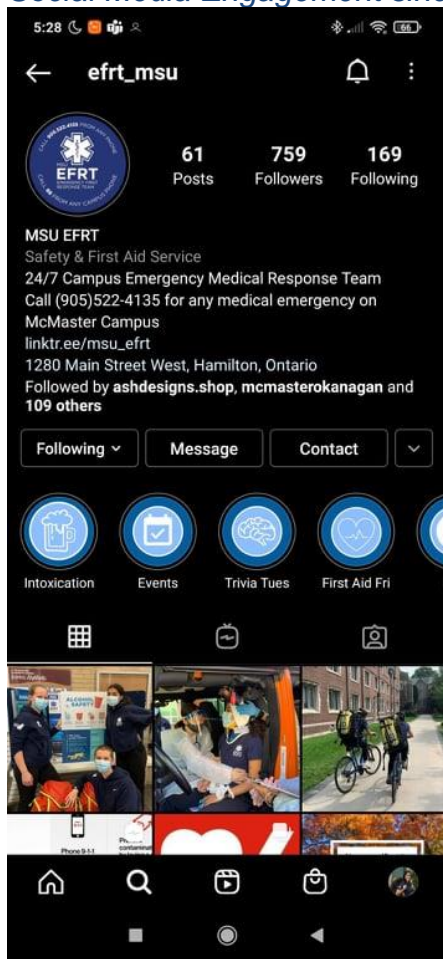
*Summary*

The only changes from my report last month is the addition of our promotional materials for our hiring process which I have attached below. We have also been running PR booths to increase awareness about our service and educate the McMaster community on various topics such as alcohol safety, concussion safety etc.

*Promotional Materials*



## Social Media Engagement since the Previous Report



## Finances

### *Budget Summary*

Similarly to my previous report, I foresee some budget shortage in EFRT's Team Supplies account line due to the general use of equipment and the unforeseen need to purchase a new AED battery.

There has also been an unforeseen required expense. On October 3<sup>rd</sup> while responders were at a call, one of the EFRT bikes were stolen. The team is currently riding 2 EFRT bikes and one of my old bikes as an interim measure. Security Services had offered \$500 to purchase a new bike which is roughly how much we spent on our current bikes. Another unforeseen expense is our executive bike was taken in for repairs, but the repairs were estimated to cost around the same as a new bike, so we opted not to repair it. This isn't a pressing issue as most executives have our own bikes, but it is something I would like to look into prior to the end of my term.

Account Code	Item	Cost
<b>5003-0107</b>	<b>EFRT - OFFICE SUPPLIES</b>	<b>\$ 600</b>
	Total Spent in Line	\$ -
	Remaining in Line	\$ 600
<b>5315-0107</b>	<b>EFRT - TEAM SUPPLIES</b>	<b>\$ 10,000</b>
	Humanities scheduling software fee	\$1,116.00
	Wildmedkits equipment order	\$4,097.21
	Pharmacy Aug 25	\$1,422.63
	AED Battery	\$339
	Total Spent in Line	\$ 6974.84
	Remaining in Line	\$ 3025.16
<b>5501-0107</b>	<b>EFRT - REPAIRS &amp; MTCE</b>	<b>\$ 1,0000</b>
	Big bike repiar for 3 main bikes	\$415.69
	Total Spent in Line	\$ 415.69
	Remaining in Line	\$ 584.31
<b>5715-0107</b>	<b>EFRT - RENT EXPENSE - EQUIPMENT</b>	<b>\$ 600</b>
	Total Spent in Line	\$ -
	Remaining in Line	\$ 600
<b>6201-0107</b>	<b>EFRT - CONFERENCE EXPENSES</b>	<b>\$ 3,500</b>
	ACERT Membership	\$100.00
	Total Spent in Line	\$ 100
	Remaining in Line	\$ 3,400
<b>6300-0107</b>	<b>EFRT - MAC SUMMER FUNDING EXPENSES</b>	<b>\$ 4,000</b>
	2000 Surgical Masks	\$238.74
	D2DPPE order (alcohol wipes, gowns, medium gloves)	\$1,141.26
	Fisher Scientific order (S/L gloves, hand sanitizer, goggles, face shields)	\$835.92
	eGrimes order (N95 1870+)	\$748.37
	Thankyou cards and calbe ties	\$25.40
	UberEats exec retraining alumni gifts	\$100.00
	UberEats full team retraining alumni gifts	\$375.00
	Sharpies, paper bags, watches, swiffer	85.78

	Clipboards	\$23.70
	Total Spent in Line	\$ 3,574.17
	Remaining in Line	\$ 425.83
<b>6415-0107</b>	<b>EFRT - RECOGNITION AWARDS</b>	<b>\$ 3,000</b>
	Last year's team appreciation gifts	\$1,139.04
	Total Spent in Line	\$ 1,139.04
	Remaining in Line	\$ 1,860.96
<b>6501-0107</b>	<b>EFRT - ADV. &amp; PROMO.</b>	<b>\$ 3,500</b>
	EFRT Pens	\$1,121.61
	EFRT Back to Call Promo Package (Underground)	\$300.00
	UberEats giftcards giveaway	\$50.00
	EFRT Pens round 2	\$189.15
	Total Spent in Line	\$ 1660.76
	Remaining in Line	\$ 1839.24
<b>6633-0107</b>	<b>EFRT - TEAM UNIFORMS</b>	<b>\$ 4,000</b>
	Team Cotton Masks	\$345.11
	Team clothing order Fall Semester	\$428
	Total Spent in Line	\$ 773.11
	Remaining in Line	\$ 3,226.89
<b>6803-0107</b>	<b>EFRT - PUBLIC EDUCATION</b>	<b>\$ 14,000</b>
	Total Spent in Line	\$ -
	Remaining in Line	\$ 14,000
<b>6804-0107</b>	<b>EFRT - VOLUNTEER TRAINING</b>	<b>\$ 20,000</b>
	Total Spent in Line	\$ -
	Remaining in Line	\$ 20,000
<b>6912-0107</b>	<b>EFRT - TRAVEL</b>	<b>\$ 500.00</b>
	Total Spent in Line	\$ -
	Remaining in Line	\$ 500.00
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		\$64,700.00
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		\$14,637.61
<b>REMAINING DISCRETIONARY SPENDING</b>		\$50,062.39

## **Executives & Volunteers**

The morale of the team is currently high. The executives have completed our second round of responder check-ins and overall, the team is happy with the executive team, and how we have eased back into responding. We are also holding several bonding events throughout the end of October and beginning of November including pumpkin carving, bowling and opportunities to shout out certain responders during our monthly trainings.

The morale of the executive team also seems high. Although we are in the thick of midterm season, I conducted check-ins with all my executives, and they all feel capable and supported in their roles. We also had an executive dinner which helped to relieve some stress and allowed us to converse in a non-EFRT setting. At the moment, the executive team is functioning well.

## **Successes**

I'm proud of my executive team for running a successful first monthly training. I think it went smoothly, and it seemed to benefit responders a lot. I am also proud of my team for completing the SLEF project of purchasing new packs and radios which has been a conversation amongst EFRT executives for the past 4 years. Mostly, I'm proud of our responders who have been very diligent in implementing and exercising our COVID-19 specific protocols – we have been vigilant about infection control procedures and plan to continue on doing so into the Winter semester and beyond.

## **Current Challenges**

One thing that we have been finding slightly difficult is spreading awareness of our service to first year and second year students. It is getting increasingly difficult to reach the younger years because a majority of them no longer use Facebook which we have relied on for a long time, and have moved to other platforms such as Discord. Since we don't have access to those spaces, we were thinking of placing signs in all the residence buildings that alert students on residence to our service, and also to our application.