



# REPORT

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

---

TO: Members of the Executive Board  
FROM: Ivy Quan  
SUBJECT: EFRT Report 6  
DATE: November 17, 2021

---

## **Yearplan Update**

We have moved our hiring timeline up so that we will have new responders by the end of January rather than by the end of February. As such, EFRT has already finished the interview stage and we are now looking at selecting candidates to attend our Orientation weekends in the first few weeks of January. We have also pushed ASSIST training for last year's hires because the provider for the course is not offering courses until winter semester.

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

### *General Service Usage*

EFRT continues to run as a 24/7 service. We have seen our call volume increase slightly near midterm season but still receive around 3-5 calls a day. There are usually around 3-8 responders accessing our office at any time.

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

Our hiring process consists of a written application, standard first aid test, multiple mini-interview (MMI), weekend of teaching, and weekend of evaluations. This past weekend, we completed the interview stage for our hiring process. This concludes the online portion of our hiring process, and we will be resuming the in-person weekends during the first half of January. According to the current planned timeline, we will have new rookies by the end of January.

### *Projects & Events: November Training (Ongoing)*

This project is currently being led by our Training Coordinator. For this month, our training team is mental health emergencies and other sensitive scenarios. We are also recruiting some EFRT alumni who specialize in mental health to help with the teaching portion of the training, and all executives are contributing to writing practical scenarios for the in-person portion.

*Projects & Events: Standard First Aid SFA and Emergency Medical Responder EMR Instructors (Ongoing )*

Earlier this month, all to-be SFA and EMR instructors completed their Fundamentals of Instruction course. In a couple of weekends, the SFA instructors will undergo their discipline-specific training. Although the discipline-specific training for EMR instructors is still TBD. All instructors are projected to complete training by the beginning of January in preparation for the arrival of our new hires. So, we are projected to have more SFA/CPR courses up and running near the beginning of winter semester.

*Projects & Events: Holiday Party (Upcoming )*

This project is led by our Internal Coordinator and involves the help of the executive team. The holiday party is a longstanding EFRT tradition that involves dinner, and secret santa gift exchange, and other activities. It is a core bonding moment across the entire team and is something that responders look forward to. The executives are beginning to plan this event while keeping COVID precautions in mind.

## Outreach & Promotions

*Summary*

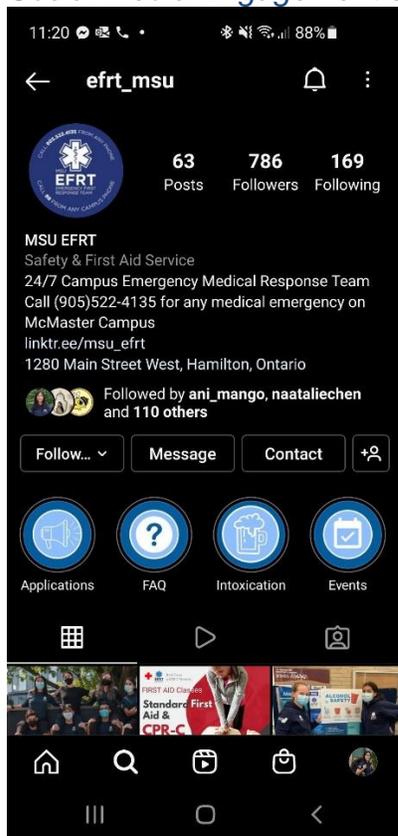
Since my last EB report, we shared a post promoting the first aid course we ran. We then reshared the pre-existing posts about our applications. We also recently received responder headshots and full team photos, so we will be looking to share those on our social media platforms soon to introduce our rookies.

*Promotional Materials*

Please see EFRT EB Report 5 for the hiring process promotional materials.



## Social Media Engagement since the Previous Report



## Finances

### Budget Summary

Account Code	Item	Cost
<b>5003-0107</b>	<b>EFRT - OFFICE SUPPLIES</b>	<b>\$ 600</b>
	Batteries, frisbee, swifer pads, paper bags	\$97.32
	<b>Total Spent in Line</b>	<b>\$ 97.32</b>
	<b>Remaining in Line</b>	<b>\$ 502.68</b>
<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
	Small gloves	\$222.89
	Cleaning wipes	\$225.99
	<b>Total Spent in Line</b>	<b>\$ 7702.76</b>
	<b>Remaining in Line</b>	<b>\$ 2297.24</b>

<b>5501-0107</b>	<b>EFRT - REPAIRS &amp; MTCE</b>	<b>\$ 1,0000</b>
	Big bike repiar for 3 main bikes	\$415.69
	<b>Total Spent in Line</b>	<b>\$ 415.69</b>
	<b>Remaining in Line</b>	<b>\$ 584.31</b>
<b>5715-0107</b>	<b>EFRT - RENT EXPENSE - EQUIPMENT</b>	<b>\$ 600</b>
	<b>Total Spent in Line</b>	<b>\$ -</b>
	<b>Remaining in Line</b>	<b>\$ 600</b>
<b>6201-0107</b>	<b>EFRT - CONFERENCE EXPENSES</b>	<b>\$ 3,500</b>
	ACERT Membership	\$100.00
	<b>Total Spent in Line</b>	<b>\$ 100</b>
	<b>Remaining in Line</b>	<b>\$ 3,400</b>
<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
	<b>Total Spent in Line</b>	<b>\$ 3,574.17</b>
	<b>Remaining in Line</b>	<b>\$ 425.83</b>
<b>6415-0107</b>	<b>EFRT - RECOGNITION AWARDS</b>	<b>\$ 3,000</b>
	Last year's team appreciation gifts	\$1,139.04
	<b>Total Spent in Line</b>	<b>\$ 1,139.04</b>
	<b>Remaining in Line</b>	<b>\$ 1,860.96</b>
<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**

As of now, the morale of the team is something that is heavily affected by midterms and academic stress. From what I've seen, the overall morale is high, but during midterm season, and as exam season is approaching, I can sense it waivers at times of high stress. As stated above, the executive team is looking to hold a holiday party to promote team bonding and team cohesion. This will hopefully maintain team morale into exam season and give responders the opportunity to see each other outside of the EFRT context.

The executive team has also been doing fairly well. However I'm concerned about burnout because our executive duties have picked up during a time of high academic stress. I have felt that my exec team, myself included were tired after conducting EFRT interviews this past weekend. I will organize for our elected Advisory Board Member to perform executive check-ins to see how they are

doing. I also plan on organizing a director feedback form to be released via our ABM to my executive team to gauge my areas of improvement.

## **Successes**

Completing EFRT interviews this year was a major success. Led by our Assistant Director, we screened 135 written applications and first aid tests, and interviewed 84 of those candidates. This process involved the rest of the team in addition to all executive members.

Additionally, with thanks to the EB, we have been approved funding for 2 new bikes and 4 new bike locks. This will greatly improve our team's operations.

## **Current Challenges**

A current challenge has been balancing our COVID precautions with team morale and team bonding particularly as it pertains to our office space. Traditionally, our office space has been a central social hub for all responders. The office acted as a second home to many people. However, with the current COVID precautions, we have a capacity limit to our space (set by the executive team), and responders have been advised to limit their time in the office. However the exec are currently monitoring Ontario's re-opening plan and are hoping to loosen restrictions in accordance with provincial guidelines. We have also been holding more bonding activities outside the office.

One of the challenges amongst the executive team is deciding which leadership approach best suits the team. This has been difficult because we are all close outside of EFRT, so it feels strange to lead from above similarly to any other hierarchical organization. However, at times, it seems more effective to lead from above because responders can more easily recognize our position as the leaders of the team. While there have been no particular issues so far, this has been on the exec team's mind.